

Meeting: LLC Board

Date: February 18, 2021

Attendees

LLC Board:

Maja Andjelkovic
Alissa Cooper
Jason Livingood
Sean Turner
Peter Van Roste

Staff/Secretariat:

Jay Daley
Greg Wood

Observers/Guests:

Alice Russo
Barry Leiba
Lars Eggert
Laura Nugent
Lisa Winkler
Robert Sparks
Sean Croghan
Warren Kumari

Scribe:

Liz Flynn

Conflicts of Interest Declared:

None.

Part I: Open to the Public

1. Record e-vote results

Two e-votes have been completed since the previous Board meeting.

a. The January board meeting minutes were approved with the board e-voting as follows:

Maja Andjelkovic: YES
Alissa Cooper: YES
Jason Livingood: YES
Sean Turner: YES
Peter Van Roste: YES

b. The Executive Director's 2020 performance review was approved with the board e-voting as follows:

Maja Andjelkovic: YES
Alissa Cooper: YES
Jason Livingood: YES
Sean Turner: YES
Peter Van Roste: YES

2. Update on IESG work / hot topics

Alissa summarized several recent developments, including the publication of all the Cluster 238 webtrc documents, the approval of QUIC version 1 documents, and the newly chartered group IOTOPS, which will be a discussion forum style group for all of the IoT work that's currently distributed widely across the IETF. The IESG has also been looking at participation data to find out the effect of COVID-19 on participation, and they will be sharing some of that data at the IETF 110 plenary.

3. Executive Director Report

Public Executive Director Report

For the IETF Administration LLC Board meeting on 18 February 2021

This report is provided by the IETF Executive Director and is taken as read at the meeting allowing more time for questions or follow ups. This report is public and with confidential matters in a separate report.

1. Strategic Matters

IETF Executive Director Goals for 2021

The 2021 goals for the IETF Executive Director have been revised and are presented here for approval. This revision incorporates feedback provided by the LLC Board Chair as part of the annual review of the ED.

Recommendation: *That the board approves the IETF Executive Director Goals for 2021, with further detail to be added after the March board retreat.*

RESULT: The Board approved the 2021 goals with a roll call vote as follows:

Maja Andjelkovic: YES

Alissa Cooper: YES

Jason Livingood: YES

Sean Turner: YES

Peter Van Roste: YES

2. Policies

Nothing to report.

3. Finance

Director of Fundraising recruitment

The recruitment process remains on track. We have met with the recruiter to agree a longlist, who are now being interviewed by the recruiter. The recruiter will then recommend a shortlist for us to agree and interview ourselves.

Board member Maja Andjelkovic has agreed to participate in these interviews given her expertise in this area.

4. RFPs and contracts

All key tools contracts have been rolled over another year, where the provider intends to continue. The Remote Participation Services contract is still being drafted. The RPC and Secretariat contracts have another year until renewal.

5. Meetings

IETF 107 Virtual and IETF 108 Online insurance claims

Our final insurance claim has been accepted and we are providing the final paperwork necessary for the payment to be made. The claim totals \$426,118 for IETF 107 and no payment for IETF 108 as we made a small profit rather than the loss budgeted.

IETF 110

Preparations are going well and registrations are tracking to budget. Following IETF 109 a role of Integration Manager was created and assigned to the NOC Lead, responsible for ensuring that all services required for IETF 110 are properly tested and the overall service is tested for a variety of dimensions. This work is going well.

6. Tools/RPC/RSOC/RSE

Survey “I-D Authors: Formats and tools”

In October-November 2020 we ran a survey of I-D authors on the formats and tools that they use. This survey was issued to a total of 6037 email addresses and 718 responses were received. The results of this survey are now available as a [basic web report](#) and I worked with the Temporary RFC Series Project Manager to produce a [detailed report](#) of analysis and recommendations.

I am now working on a number of follow ups to this report based on the recommendations presented:

- An issues document for the Tools Architecture and Strategy Team.
- An issues document for the RSOC.
- A plan for new/revised website content for authors.

RSOC chair

The RSOC has selected a new chair, Peter Saint-Andre.

RPC 2020 review

At the beginning of each year AMS provides us with a review of the RPC over the previous year. This will be circulated to the board when received.

tools.ietf.org

As background, our ex-contractor and long term community member Henrik Levkowetz, controls tools.ietf.org and operates it on servers donated by other community members over the years. tools.ietf.org runs a set of services, some of which are maintained by the IETF such as the [online xml2rfc](#) and code repositories for [datatracker](#) and [xml2rfc](#), and some of which are maintained by Henrik such as the HTMLized [RFCs](#) and I-Ds. Over time, some of these services have become mission critical.

Henrik asserts that the domain name tools.ietf.org was delegated to him personally (by the IETF Chair in 2004) and the servers were donated to him personally not the IETF and that he should retain full control of what runs on these servers and how they are managed. Some of the servers are physically based in AMS operated datacenters.

We recently had an incident where one of the servers operating tools.ietf.org failed irreparably. There were some services running exclusively on that server that therefore needed to be moved to other servers, which Henrik and another volunteer were able to do. However some performance issues remained on other services for a few days due to DNS configuration issues. To prevent a recurrence, we proposed to Henrik that the management of the DNS move to AMS so that they can make emergency changes in situations like this. Henrik's response to this proposal was quite intense and included a threat to turn off tools.ietf.org and all its services if we made this change.

The Tools Team PM (Robert Sparks) already had a partial plan in place to migrate services off tools.ietf.org but this combination of failing servers, a single person in control and threats of service shutdown have significantly increased the risk this situation poses and consequently I am reprioritising

work to assist and accelerate the migration. The good news is that Robert and Henrik have been working cooperatively to effect the migration, though Robert needs additional resources to complete this and other work (see below).

Resourcing

Experience has shown us that our resourcing requirement for software development averages at about 2.5 FTE per year and development management at about 1 FTE per year. With the departure of the Tools Maintenance contractor, plus needs for code modernization and migration work, we have increased the work with an existing contractor but a gap remains as shown in the table below:

| | Software Development | Development Management |
|---|-----------------------------|-------------------------------|
| Tools Team PM | 0.5 FTE | 0.5 FTE |
| Tools Team Maintenance & Minor Tools Enhancement Contractor | 1.0 FTE | - |
| Other contractors | 0.5 FTE | - |
| TOTAL | 1.5 FTE | 0.5 FTE |
| Requirement | 2.5 FTE | 1.0 FTE |
| Gap | 0.5 FTE | 0.5 FTE |

Filling this gap with individual RFPs has not been shown to work well as

- the work is spread across a wide range of small projects;
- we don't get good continuity of knowledge across the wide range of tools we develop;
- A number of the tools require an individual
- individual RFPs have a high administrative overhead.

For that reason I plan to fill the gap with a 3-year contract for a single person. I would also like to keep the options open on how this person is employed as permanent employment may be a better option. If the board has any concerns with this then please let me know.

As we expand our investment in tools I am hoping that we can put together larger projects that go out to individual RFP and should see more interest.

Recommendation: *That the board supports seeking this resource.*

RESULT: The Board approved creation of this position with a roll call vote as follows:

Maja Andjelkovic: YES

Alissa Cooper: YES

Jason Livingood: YES

Sean Turner: YES

Peter Van Roste: YES

7. IESG/IAB/IRTF/Trust

Nothing to report.

8. Miscellaneous

Nothing to report.

4. Recap of 2021 priorities & discussion of IASA2 review process options

The LLC will hold an annual strategic planning meeting in March and the agenda is currently in development. They will review priorities for the year and also discuss the IASA2 review process that was specified in the RFCs and BCPs in the IASA2 process. Those specify a three year review and that's going to be one of the sections of the agenda for the strategic meeting.

5. AOB & Questions from Observers

This has been Alissa's final board meeting, as Lars will officially be IETF Chair before the next meeting.

Peter suggested that there be a section of the strategy meeting open to the public to receive input from the community.

Part II: Board + Staff

Nothing to discuss in this section.

Part III: Board + ED + DCO Only

1. Secretariat and RPC annual reviews were discussed

2. Diversity & Inclusion efforts were briefly discussed. This will be an item on the agenda for the retreat.

3. The suggested topics for the retreat were discussed. Jason took an action item to propose a first draft agenda.

Part IV: Board Only

1. Currency exchange rate fluctuations were discussed in the context of budget management.

2. AOB