

Meeting: LLC Board

Date: March 11, 2021

Attendees

LLC Board:

Maja Andjelkovic
Lars Eggert
Jason Livingood
Sean Turner
Peter Van Roste

Staff/Secretariat:

Jay Daley
Alexa Morris
Laura Nugent
Lisa Winkler
Greg Wood

Observers/Guests:

Brad Biddle (Counsel)
Sean Croghan
Sandy Ginoza
Fernando Gont
Simon Leinen
Keith Moore
Alvaro Retana
Rich Salz
Robert Sparks

Scribe:

Liz Flynn

Conflicts of Interest Declared:

None.

Part I: Open to the Public

1. Record e-vote results

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

a. The February 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. Contracting with the chosen venue for IETF 116 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. Q&A with counsel regarding OFAC compliance

Brad Biddle, IETF counsel, gave an overview of OFAC compliance and how it may affect the IETF and answered some questions from guests.

Two action items were captured; one to ensure that the meeting registration page had text providing guidance to anyone for whom payment may be a barrier to participation, and another to potentially send Keith Moore and Fernando Gont and the gendispatch group possible text

concerning OFAC that might be used in development of any Internet-Drafts concerning diversity & inclusion.

Following the conclusion of the meeting, the first of these action items was resolved. The Secretariat confirms that the meeting registration page contains the text that “The IETF provides fee waivers for the IETF 110 meeting to support those for whom the registration fee represents a barrier to participation. Fee waivers are offered on a trust basis, with no requirement to demonstrate eligibility. Please respect this and only request a fee waiver if you have need of one.” It provides the email address of registrar@ietf.org as a point of contact. This page is available at <https://registration.ietf.org/110/>. While that link and the text both refer to IETF 110, this text appears on the registration page for each subsequent meeting. Jason will communicate this information once the meeting minutes are approved.

3. Quick update on IESG work / hot topics

This is Lars’ first meeting as the new IETF Chair, so he is just coming to speed. He reported that to his knowledge, there are no major hot-button issues during this IETF 110 week and he will have a more substantive recap at the next board meeting.

4. Executive Director report

Public Executive Director Report

For the IETF Administration LLC Board meeting on 11 March 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

2020 Annual Report

The 2020 IETF Annual Report has now been finalized. Following the framework established last year with the 2019 report, the goal of this document is to provide a snapshot of the activities of the IETF/IAB/IRTF/RFC Editor communities. It includes a brief summary of the IETF LLC activities from 2020, including preliminary financial information for the year. We are just waiting to hear if there are any changes to the December accounts that need to be included.

2. Policies

Recent IPR consultation

We recently consulted on changes to our process for accepting IPR submissions. Most of the changes passed without comment, while there was notable discussion on the proposal to stop accepting disclosures by email. After discussing this with counsel we have gone ahead with the original proposal and these have now been implemented.

3. Finance

Director of Fundraising recruitment

We now have a shortlist and are aiming to carry out short list interviews in the week after the IETF 110 meeting (next week).

Audit

The audit of the 2020 financial year has begun and is expected to complete by the end of March.

New sponsorship/supporter offerings

We have launched our new sponsorship/supporter offerings with a revamped set of [web pages](#) and we will be using these for the plenary presentation at

IETF 110. I will provide a verbal update on progress on a 'donate now' button for the website at the board meeting.

November FS and December FS

These were both previously circulated by email and approval is now sought.

Recommendation: *That the board approves the November FS and December FS.*

Result: The board approved both statements by e-vote prior to the meeting. The December statement needs updating and a second e-vote will be held to approve the revised statement when it is finished.

4. RFPs and contracts

RFPs and Renewals

The Remote Participation contract has been finalised.

There are a set of RFPs being written to assist with the migration of tools.ietf.org.

We have signed a number of small contracts regarding the production and management of the digital assets (mainly photos) that we use for communications purposes.

AMS Secretariat annual review

The 2020 Secretariat self-review has been received. This is an accurate reflection of the work of the Secretariat and no further action is required.

AMS RFC Production Center annual review

The 2020 RPC self-review has been received. This has raised questions for me around the efficiency of RPC process, what data they have for decision making, the suitability of the tools they use and the overall of the documentation around the authoring process, which I have raised with the RPC. The RPC have responded by implementing a new data collection process and sharing more detail on how they review process efficiency.

Discussions regarding the other areas are on hold until the end of March as they work through their current backlog.

I should also note that the nature of the RPC is changing in the absence of an RSE, who previously was responsible for engaging with the community to understand the relative priorities of new work and where necessary act as a gatekeeper. The absence of this filtering and prioritization is having a resource impact on the RPC and I am discussing with the RPC and RSOC how best to mitigate these problems while the RFC Editor Future Program carries out its work.

Online training for working group chairs

We have recently signed a contract for developing and delivering training and information resources to help working group chairs build skills in managing WG conversations. The aim is to help those conversations be more interactive and productive, promote positive contributions, deal with conflicts, and foster consensus. This followed a closed tender after researching suitable firms and consulting with other organisations in similar positions as us. This work is an evolution of the in-person training that was planned to be held ahead of IETF 107 but which was subsequently canceled. Development of the training is being advised by individuals from the IETF community and leadership, and in coordination with the IETF EMODIR team.

5. Meetings

IETF 108 Online insurance claims

By the time of the board meeting the payment of \$426,118 for our IETF 107 insurance claim should have been received in our bank account. Jay thanked Ray Pelletier for having the foresight many years ago to obtain event cancellation insurance that covered a pandemic. He noted however that it is unlikely such insurance will be obtainable at reasonable rates in the near future.

IETF 110

The NOC, Tools Team and AMS have completed the new testing plan and support changes as set out in the [IETF 109 Technical Retrospective](#) and a [blog](#) posted detailing this work. There were no significant technical issues so far during IETF 110, reflecting much good work completed in order to prepare for the meeting.

IETF 111

Working with the outgoing IETF Chair and IRTF Chair I have begun a [consultation](#) on the process and timetable for deciding whether or not to switch to an online meeting.

The board briefly discussed this and will let the standard process play out. But discussion reflected a view that it seems unlikely that the global pandemic will be sufficiently resolved by July 2021 to make a return to normal possible but that is to be determined.

New venue assessment process

After a second [consultation](#) on the assessment form, this new process has now been fully implemented with a rewrite of the relevant [web pages](#). The meetings team will soon start to use this new process and assessment form to work through the backlog of cities that have [previously been recommended](#) as possible venues.

New helpdesk system

The new helpdesk system, JitBit, is now live and will be used for IETF 110.

6. Tools/RPC/RSOC/RSE

Survey “I-D Authors: Formats and tools”

As reported previously I am working on three important follow ups to this survey:

- An issues document for the Tools Architecture and Strategy Team. This has been drafted and is with the team chair to review before distribution.
- An issues document for the RSOC. I have had a detailed discussion with the RSOC chair and agreed how the various issues will be raised with RSOC.
- A plan for new/revised website content for authors. Greg and I have this on our work plan for this year.

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

Work on the transfer of critical services is well underway and Robert Sparks is doing a great job leading this technical effort, along with support from others.

- Datatracker now supports the same htmlisation of I-Ds and RFCs as tools.ietf.org and discussions regarding redirections are underway
- Talking to GitHub about them moving xml2rfc and ietfdb (datatracker) code and issues onto GitHub
- An RFP for moving the Trac instances to a new wiki product is almost ready.
- We have agreed commercial terms with AMS for work outside of the scope of their IT contract that is currently required in order to assist with the migration of tools.ietf.org.

Resourcing

We are currently out to advert for the Senior Software Development Engineer and applications are slowly trickling in. We continue to add new channels for advertising this role.

7. IESG/IAB/IRTF/Trust

Transfer of IPR

The Trust Chair and I agreed the principles around what IPR would transfer to the Trust some time ago. Progress is expected to resume in April when more legal resources are available to turn this into an agreement.

Supporters badge

We have now sent the Trust a proposal regarding an IETF Supporters Badge, which is intended to address the following problem statement:

Members of the IETF community and people who use RFCs often wish to indicate their participation in the IETF in presentations, on their websites and in publications, and to do that they currently use the IETF logo. However, the use of the logo in this way doesn't indicate any particular connection with the IETF and is therefore neither a strong use nor an informative one. More problematically, that usage could, either deliberately or inadvertently, imply ownership or endorsement of a site/product/company. Furthermore, because using the logo in that way has those problems, that use is not widespread.

Our proposal addresses this with the following solution:

Our solution is a specific badge, which incorporates the IETF logo (for both the visual link and the establishment of 'officialness') and indicates on it a strong connection between the person/organisation that displays it. That uses the word "Supporter" across the front of the badge to make that strong connection, which is a word we are about to use extensively in our refresh of our sponsorship offerings. In addition, the word "Supporter" used in this way specifically negates any perception of IETF ownership or endorsement of any site/product/company that uses this badge.

We await a response from the Trust.

8. Miscellaneous

IANA 2021 Draft Supplemental Agreement

This has now been signed with no significant changes since last year.

5. Review of how IETF 110 has gone so far

Alexa Morris reported that in general things are going very well from the Secretariat side at IETF 110, and there are no major issues.

The board commented on this as well and thanked everyone for their hard work since IETF 109 to prepare for a successful IETF 110.

6. AOB & questions from observers

There were no further questions from meeting observers.

Part II: Board + Staff

1. Executive Director report - Confidential

The confidential section of this report discussed a venue for IETF 116, which the Board has already approved in e-vote.

Part III: Board + ED Only

1. The ED noted that his confidential report for this section of the agenda concerned just one item - approval to proceed with negotiations for IETF 116, which the board approved by e-vote.

Part IV: Board Only

1. Annual officer elections were conducted, with support from the ED. Sean Turner was re-elected as Treasurer and Jason Livingood was re-elected as Chair. Jay left the meeting after providing assistance with vote tabulation.

2. The board reviewed the draft agenda for strategic retreat. Several changes were requested and Jason took the action item to revise the agenda and provide an updated one on which the board can comment in the next few days.