Meeting: LLC Board

Date: June 10, 2021

Attendees

LLC Board:

Maja Andjelkovic
Lars Eggert
Jason Livingood
Sean Turner
Peter Van Roste

Staff/Secretariat:

Sean Croghan
Jay Daley
Sandy Ginoza
Stephanie McCammon
Alexa Morris
Laura Nugent
Lee-Berkeley Shaw
Robert Sparks
Greg Wood

Observers/Guests:

Michelle Cotton

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 May board meeting minutes were approved with the board e-voting as follows:

>   Maja Andjelkovic: YES
>   Lars Eggert: YES
>   Jason Livingood: YES
>   Sean Turner: ABSTAIN
>   Peter Van Roste: YES

b. The January and February 2021 financial statements were approved with the board e-voting as follows:

>   Maja Andjelkovic: YES
>   Lars Eggert: YES
>   Jason Livingood: YES
>   Sean Turner: YES
>   Peter Van Roste: YES

2. Update on technical work - Lars

The QUIC RFCs have been published. There are still a few other documents related to HTTP/3 which are just coming to the IESG and are expected to be published soon. The IESG is currently discussing BoF approvals for IETF 111.

3. IASA2 Retrospective Update - Jason

Jason has written the first draft of the retrospective document, as promised at the last board meeting. That document is now ready for review and questions by the Board and some changes as suggested by Board members have already been made. The deadline for Board redline is close of business 14 June 2021. This work will then be shared with the community; the target

was July [per the prior announcement](#) and the consultation would run through September. A report would then be presented at IETF-112 in November 2021.

4. Discussion of hybrid meeting fee consultation process

One of the requirements in the IASA2 documents is to consult with the community about any changes in meeting fees. This was done when meetings were moved to online-only, but as we think about hybrid meetings, some changes to meeting fees may be introduced and therefore a community consultation process will be necessary. Jay is working to figure out what a hybrid meeting will look like. He will also run a community consultation process about a hybrid meeting and its fees. Since IETF-112 registration would typically open in late September, the Board agreed it would be good to conduct an assessment in July and August, so that it can be finalized prior to the usual start of registration and that this assessment should be conducted independent of the assessment of whether IETF-112 can take place in person and independent of finalizing operational details of a hybrid meeting. Jay committed that he would compose a first draft for the Board to consider in the next few weeks.

5. Executive Director report - Public

Public Executive Director Report

For the IETF Administration LLC Board meeting on 10 June 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. There is no confidential report.

1. Strategic Matters

Strategic retreat

I am behind on my intended review of the IETF Administrative Strategic Plan 2020 and my ED Goals following the recent strategic retreat.

2. Policies

LLC staff email addresses

The IESG has been discussing whether or not LLC staff should have email addresses under @ietf.org and if personal email addresses rather than role addresses are allowed. There are currently three such personal email addresses with one more due to be added.

3. Finance

Nothing to report.

4. RFPs and contracts

Current RFPs

Two RFPs have recently closed and the bids are being assessed. We have two [current](#) RFPs:
- [Trac and Subversion migration to GitHub](#)
- [Author tools web services re-implementation](#)

5. Meetings

IETF 111

Registrations have reopened. There will be an update on rebooking of the venue at the board meeting.

IETF 112

We are discussing rebooking options with the venue while continuing with preparations in the event that we can go ahead in person.

Hybrid meetings / Meeting under COVID restrictions

The Secretariat continues to work on a plan for how to operate a meeting under COVID restrictions and with a much higher proportion of remote users than previously.   This will be shared for community comment when it is ready.

Future meetings

A consultation on three Australian cities has been [launched](#). This is the first to use our new process whereby a venue assessment report and preliminary recommendation are provided to the community as part of the consultation process.

6.   Tools/RPC/RSOC/RSE

tools.ietf.org

Work on the transfer of critical services is still underway.   The target date for completion of the full transfer is still the end of the year.

7.   IESG/IAB/IRTF/Trust

Transfer of IPR and Supporters badge

The IETF Trust has come back with some minor changes to the proposed license agreement amendment regarding sub-licensing. I am happy with this change. The key clause that we asked for is unchanged, which is the following reasonably tight list of materials where we will be assigning IPR to the IETF Trust:

> *a) All materials made available by Licensee to the public that relate to the IETF Business, whatever the means of such publication. This includes web page, badges, diagrams, photographs, audio recordings, video recordings, articles, and datasets.*

> *b) Any IETF/IESG/IAB or subgroup, meeting (or interim meetings) materials produced as possible candidates for public distribution, even if currently unpublished. This includes minutes, transcripts, video recordings and photographs.*

c) Any software (source code and configuration code) and related documentation, to the extent custom written for the IETF, and

d) Any ownership rights Licensee has in any of the Intellectual Property specifically described in Schedule A of Licensor's Trust agreement.

The IETF Trust has made any decision on the Supporters badge contingent on the finalisation of the license agreement amendment.

Recommendation: *That the Board approve the IETF Trust License Agreement Amendment.*

Result: *The Board approved the IETF Trust License Agreement Amendment with a roll call vote as follows:*
Maja Andjelkovic: YES
Lars Eggert: YES
Jason Livingood: YES
Sean Turner: YES
Peter Van Roste: YES

8.   Communications/Outreach/Engagement

IETF community survey

This survey has now concluded. 2032 valid responses were received and a full report is being drafted.

IETF Working Group Chairs Training

Development of the online IETF Working Group Chairs training continues with delivery set to run from mid-September through October. Participants will be able to choose from four stand-alone topics designed to help new and experienced chairs develop and enhance skills to effectively manage working group discussions. Each of the four topics will be covered in two classes, with each class being delivered three times to accommodate time zones. Registration is expected to open in June.

IETF Participant Journey Mapping

After a small group representing a broad range of perspectives related to I-D authoring met twice, the journey mapping exercise for I-D Authoring is substantially complete. A report expected to be completed by mid-June. One outcome of the exercise will be a set of prioritized opportunities for improving the I-D authoring experience. Mapping additional segments of the overall IETF participant experience are anticipated to begin later this month.

Announcing publication of QUIC RFCs

Significant coordination and collaboration contributed to an announcement to mark the publication of core QUIC RFCs. The goal of this effort was to provide a foundation for demonstrating industry engagement in the IETF, and the contribution of work in the IETF to the ongoing evolution of core Internet technology. Documents include a [news release](#), a collection of [supportive quotes](#) from industry, and a [blog post by TSV Area Directors](#) providing the broader context for QUIC.

9. Miscellaneous

Permanent memorials

The consultation on a [proposal](#) for establishing permanent online memorials for deceased IETF participants has concluded and will be [implemented](#) with some changes [recommended](#) by the community.

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6. SWOT/PEST

The Board reviewed its SWOT/PEST analysis, which was originally done at the 2019 Board retreat. Each category was discussed, new items added and old items closed, and Board members chose their highest priority items. These results will be written up and shared with the community in a format that is to be determined.

7. AOB / Questions

No questions were asked by meeting observers.

Part II: Board + Staff

No items discussed.

Part III: Board + ED Only

Vacation schedules were discussed. Peter is on vacation all of July and Jason is on vacation at the time of the next board meeting, so in order to maintain quorum for that meeting Jason proposed delaying the next meeting by one week. This would conflict with Jay's planned vacation but he could send Greg as a designee.

The board also discussed the consultation over email addresses for staff. Consensus was that this was not a strategically important matter on which the LLC had a particular viewpoint but rather that whatever the community decided upon as a consensus view, affirmed by the IESG, should be quickly implemented.

Part IV: Board Only

No items discussed.