

# Meeting: LLC Board

Date: July 9, 2020

## Attendees

### LLC Board:

Maja Andjelkovic  
Alissa Cooper  
Jason Livingood  
Sean Turner  
Peter Van Roste

### Staff:

Jay Daley  
Alexa Morris  
Laura Nugent  
Greg Wood

### Observers:

Sean Croghan  
Dave Lawrence

### Scribe:

Liz Flynn

## Conflicts of Interest Declared:

### Sean Turner:

- I will recuse from any online and offline IETF LLC discussions related to .ORG. I will remove myself from the meetings during any non-public portion and will remain silent during any public portion. Rationale: I am on the Internet Society Board.
- I will recuse from any online and offline discussions related to the Temporary RFC Series Project Manager. I will remove myself from the meetings during any non-public

portion and will remain silent during any public portion. Rationale: Standcore LLC is owned and operated by John Levine; he and I are both on the Internet Society Board.

**Jay Daley:**

- I am a board member of PIR (refer to existing Col).
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## Part I: Open to the Public

### 1. Record e-vote results

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

a. The June board meeting minutes were approved with the board voting as follows:

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

b. The Revised Executive Director Goals for 2020 were approved with the board voting as follows:

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

### 2. IETF 108 update

To date there have been 689 paid registrations, including 111 fee waivers.

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### 3. Executive Director Report

# Public Executive Director Report

For the IETF Administration LLC Board meeting on 9 July 2020

This report is provided by the IETF Executive Director, normally a week before IETF Administration Board meetings, and is taken as read at the meeting allowing more time for questions or follow ups. This report is public.

## 1. Strategic Matters

### IETF Administrative Strategic Plan 2020

The consultation is now complete and a revised strategy is ready for approval.

The main changes are summarized below::

1. Renamed to “IETF Administrative Strategic Plan 2020” to clearly set the scope in the title.
2. New Background section that summarizes the role of the LLC and sets out the limitations of the role. Added to provide full context for anyone who reads this without already knowing the background.
3. New Linkages section that shows how this strategic plan links to the rest of the IETF.
4. Shortened the Mission statement as the IETF/IRTF are already communities.
5. New value “Equitable” about how the LLC treats community members.
6. Some changes to the strategic goals on to match changes described below.
  - a. ‘Predominant’ removed from description of IETF.
  - b. ‘Stakeholders’ replaced with ‘sponsors’ to limit scope
  - c. Toolchain goal language simplified but essentially the same
7. Strategic Planning transformations amended:
  - a. Recognise that IESG/IRSG/IAB may not have strategies
  - b. Allow for urgent changes to the strategy/budget
  - c. Limit ISOC approval to that required by our operating agreement

8. Engagement transformations amended:
  - a. External engagement narrowed from 'stakeholders' to 'sponsors' with scope of work in the narrative significantly reduced to support this change.
  - b. Multiple changes regarding 'participant journey' (more on this later)
9. Culture transformations amended:
  - a. Narrative now includes reference to privacy statement
  - b. Narrative notes the limitations of an approach based on data first
  - c. New transformation about the need for requirements for the LLC to be based on goals not solutions
10. Performance transformations (how we measure performance of IETF operations) was not amended as no feedback was provided, which is notable as nothing else had the same level of acceptance.
11. Funding transformations amended to not assume we need additional income.
12. Meeting transformations amended:
  - a. Transformation about meeting requirements corrected to talk about ongoing feedback loop, not initial use of data when generating requirements.
  - b. Transformation on carbon footprint reduced in scope to just data collection.
  - c. Amended to reflect significant progress on fully online meetings
13. Tools transformations significantly amended:
  - a. Reflect role of new Technical Architecture and Strategy team
  - b. Reframed in terms of the process by which work is prioritised and solutions are designed
  - c. Note the change from volunteer-led to contractor-led and the impact of that.
  - d. Added a transformation about understanding user flows.
14. Operations transformations amended:
  - a. Renamed to 'LLC Operations' though this same changes was not recommended for other sections, such as 'Culture'.
  - b. Removed 'cloud'.

Some feedback has not been addressed:

1. "Emphasis in accessibility for non-native English speakers" and "No reference to support being developed for community members who promote the IETF In

different communities” both rejected as we cannot adopt these without community guidance asking us to.

2. The phrase ‘participant journey’ has caused much discussion. The initial text suggested that we might aim to push people into and through a journey and so that has been clarified to note that this is simply a standard mapping technique that we will use to understand participation. However, a few people still have concerns.

While this consultation has addressed a large amount of feedback in some cases with major changes, this is the only point I have chosen not to address as I do not think it is appropriate for community members to restrict the range of management techniques that we can use.

**RECOMMENDATION:** *To approve the revised IETF Administrative Draft Strategic Plan 2020.*

**RESULT:** The Board approved the revised draft strategic plan 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

### Operational Policies

Operational policies document our internal working practices and in accordance with our commitment to transparency these policies are published on our website. Given their operational nature, these policies are not subject to full community consultation but where appropriate a specific part of the community has been consulted.

A number of operational policies are presented for approval below.

## Accounting Policy

This has been rewritten now that I understand our existing processes and to take into account the comments made by the board at the end of last year. The revised version has been reviewed by the accountants.

**RECOMMENDATION:** *To approve the Accounting Policy as an operational policy.*

**RESULT:** The policy was approved by consensus.

## Objectively False IPR Disclosure Policy

This is a policy that has been developed to provide operational guidance for counsel on how to manage IPR disclosures that have a material statement of purported fact that is objectively false. The concept has been discussed with the legal consult list and the IESG, all of whom are in support and regard this as an operational policy for the LLC. This version has been reviewed by counsel and the legal consult list.

This is an operational policy that is not intended for community consultation and, if approved, will be published on the website.

**RECOMMENDATION:** *To approve the Objectively False IPR Disclosure Policy as an operational policy.*

**RESULT:** The policy was approved by consensus.

## Records Retention Schedule

The schedule required by the Records Retention and Management Policy, setting out the minimum retention period for our records and any destruction times, is now complete. This has been reviewed by counsel.

**RECOMMENDATION:** *To modify the Records Retention and Management Policy to reference a Records Retention Schedule rather than a Document Retention Matrix, and to approve the Records Retention Schedule.*

**RESULT:** This policy needs some revisions and will be brought back to the Board after edits.

## Charitable Contributions Acceptance Policy

Last year we received a query about the suitability of a sponsor because of their previous business practices. While our investigation in this case was inconclusive, it was felt that we needed an internal policy to follow in the event that the identity of any future

sponsor raised any flags. This policy provides that guidance. It has been reviewed by counsel.

**RECOMMENDATION:** *To approve the Charitable Contributions Acceptance Policy as an operational policy.*

**RESULT:** This policy needs some revisions and will be brought back to the Board after edits.

## Infrastructure and services vulnerability disclosure statement

In order to support some work that the IESG is undertaking, an Infrastructure and Services Vulnerability Disclosure Statement needs to be published on our website and a new email alias set up to receive disclosures. As this is a new concept, I have produced a draft based on similar statements I have used before and which are openly licensed, for the board to review. If the board is comfortable with the concept then the next step will be to discuss with IETF counsel and the Tools Team and then to go to a short community consultation.

## 3. Finance

### 2020 Budget Reforecast “F1”

The budget reforecast is now complete with a separate commentary setting out the changes and a comparison to the original budget.

**RECOMMENDATION:** *To approve the 2020 Budget Reforecast “F1” and adopt that as the new budget for the remainder of 2020.*

**RESULT:** The 2020 Budget Reforecast was approved by a roll-call vote as follows:

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

### Options paper on new ways to charge for meetings

At the last meeting there was a query from a Board member about what this entails and so I am bumping it up for discussion and clarification.

## 4. RFPs and contracts

### RFP administration

The internal RFP administration process has now been largely documented and the IETF Secretariat will now be providing support for the administration of RFPs.

### RPC temporary editors

These have now been extended until the end of the year.

### Tools landscape RFP

In support of the work of the Tools Architecture and Strategy (TAS) Team, an RFP will be issued soon for a contractor to review the current landscape of tools that have been specifically designed to be used by the IETF community to work with IETF documents (I-Ds and RFCs) and to build a dataset about these tools, determine what parts of the document lifecycle each tool supports and put this all into a coverage map. This should provide a basis for the TAS team to begin its work.

### Website templates RFP

An RFP has been issued for a contractor to replace the current website templates used in our Wagtail CMS with new versions that are built using a well known framework such as bootstrap. This should not change the look and feel of the website but will make maintenance much easier.

## 5. Meetings

### IETF 106 Singapore

The audit of our finances for IETF 106 Singapore required for us to qualify for a grant from the local tourism authority is still underway.

### IETF 107 Virtual

We have submitted all of the details needed for our insurance claim and are waiting to hear from the adjuster/underwriter.



## IETF 108 Online

Registrations are at a healthy level. A verbal update will be provided at the meeting. The proposal to provide unlimited fee waivers was well received and quickly implemented.

We are preparing our information for the insurance underwriter.

In order to help people get the most from the technology, [guides](#) have been produced and public test sessions arranged.

The small group coordinating the move to a fully online meeting (IETF Chair, IRTF Chair, 2 IESG reps, Secretariat MD, LLC staff) have produced a specification for an experimental virtual humming feature that Meetecho are implementing.

## Carbon footprint analysis of meetings

At the time of writing we have received two quotes with one more due before we make a decision. The delay is in getting comparable quotes, as this is still a very new field and the approach and output of potential providers is very different.

## Sponsorship prospects

The sponsorship team have conducted an analysis of IETF meeting participation and come up with a set of companies to approach as prospective sponsors. Additionally, we are being kept informed by ISOC about companies that are dropping their organisational membership of ISOC so that we can approach them directly for IETF sponsorship.

## 6. Tools and NOC

### Reference content served by HTTP, rsync and FTP

We have a lot of reference content that is served through one or more of the above protocols and it is unclear if all the content is needed, why some is served by some protocols and not the others, or if all the protocols are needed. To help the Tools Team examine this better I've produced a catalogue of the content and how it is served.

## Proposal for an IETF community xmpp (jabber) service

A survey of meeting participants was conducted after IETF 107 which was held entirely online but without Meetecho, and the [results](#) showed significant problems with jabber (see p12). Most of the problems were with setting up jabber accounts, while others were with finding an appropriate client. To address this I have produced a proposal for a community jabber service that would give all IETF participants with a Datatracker account a jabber login under @community.ietf.org. This proposal appears to have IESG support and is now with the Tools Team for them to consider and progress.

## 7. Miscellaneous

### Transfer of IP assets to the IETF Trust

I am working with IETF counsel on an updated IP transfer agreement that covers some IP transferred from ISOC that has not been transferred to the Trust (protocol badges) and to ensure that new IP we generate is automatically transferred and then licensed back to us. The one complication is the handling of confidential information. As the purpose of the Trust is to own and license public information, it probably makes sense that confidential information stays the property of the LLC. When we have worked out the details I will bring it to the Board for approval.

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## 4. Update on ISOC discussion re financial support

The LLC's current financial support agreement with ISOC expires this fiscal year. Jason has talked with Gonzalo Camarillo (ISOC Board chair) about a draft timeline for moving forward with the LLC's proposal and getting feedback & support from the ISOC Board.

## 5. AOB

### a. Quick IETF Trust discussion

Jason and Glenn Deen (IETF Trust chair) have been discussing the transfer of IP assets and the structure of the Trust. The Trust may soon begin a community consultation process. The

IETF Trust had considered doing so next year but Jason suggested that it begin between IETF 108 and 109, given the unique legal structure of the IETF Trust and potential challenges in the future with respect to liability insurance since the current structure makes the individual Trustees personally liable.

## **b. Recording board votes in meeting minutes**

Going forward, if a roll call vote is taken, the votes of each Board member will be individually recorded in the minutes. Other items which are approved without a formal vote will be recorded as “approved by consensus.”

## **Part II: Board + Staff**

### **1. AOB**

Jay noted that ICANN are progressing with developing a mechanism to distribute the proceeds of TLD auctions and that he intends to begin tracking this with a view to making a bid at the appropriate time. He also noted that this may require the use of a consultant to navigate the complexities of the ICANN process. The board were in general agreement with this approach.

## **Part III: Board + ED Only**

No business discussed

## **Part IV: Board Only**

No business discussed