

Meeting: LLC Board

Date: May 17, 2023

Attendees

LLC Board:

Maja Andjelkovic
Lars Eggert
Mirjam Kühne
Sean Turner

Staff/Secretariat:

Jay Daley
Laura Nugent
Debbie Sasser
Lee-Berkeley Shaw
Robert Sparks
Greg Wood

Observers/Guests:

Sandy Ginoza

Scribe:

Michelle Cotton

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 Meeting Fee Changes were approved with the board e-voting as follows:

Maja Andjelkovic: YES
Lars Eggert: YES
Mirjam Kuehne: YES
Jason Livingood: YES
Sean Turner: YES

b. The April 12, 2023 LLC Board Meeting minutes were approved with the board e-voting as follows:

Maja Andjelkovic: YES
Lars Eggert: YES
Mirjam Kuehne: YES
Jason Livingood: YES
Sean Turner: YES

2. Review & approve prior month's financial statement

The January and February 2023 financial statements have been circulated to the board by email and an e-vote will be initiated this week. There were two related delays regarding getting the financial statements finalized. With the audit it has been difficult to find time to meet and had to take some extra time in making some of the adjustments requested. The multiple revisions take additional weeks to finalize.

3. Update on the IETF's technical work

Lars reported that the IESG and IAB had a retreat in Seattle last week which produced a significant amount of work. IESG and IAB members have action items and it will take some time to review and determine which items will be prioritized.

In a previous board meeting we discussed the BPF BoF that was held at IETF 116. IETF legal counsel has completed the analysis of the legal aspects of taking in the GPL and BSD dual license text. Seems straightforward if the document has a small addition to the acknowledgement section. The Area Director wants to move forward with chartering the working group. The IESG informed the Trust and they had some questions that were answered.

4. Executive Director Report - Public

Public Executive Director Report

For the IETF Administration LLC Board meeting on 17 May 2023

This report is provided by the IETF Executive Director and is read through at the meeting as it is not available to observers. This report is public and there is no separate confidential report.

1. Strategic Matters

Nothing to report.

2. Policies

Document Retention

The RPC has almost completed a review of their document retention practices in line with our policy and we will shortly be issuing a new version of the retention schedule to include documents that are managed by the RPC.

Antitrust

The authors have agreed a set of changes in response to the feedback received so far and a new version of the [LD](#) is due imminently.

Data Ethics

The IRTF has launched a new Research Group - [Research and Analysis of Standard Setting Processes \(RASPRG\)](#) whose participants will be making extensive use of IETF data. The LLC was recently asked by the chairs to respond to the propriety of using public IETF data for data analysis, and so I took legal advice from specialist counsel and provided the RASPRG with my [conclusions](#). In summary, those were:

- The use of public IETF data by the RASP RG is consistent with its charter and with the published IETF policies and procedures under which the data are made available to IETF.
- The ethical use of IETF data by the RASP RG will be maintained. To support this, it would be beneficial if there were written guidelines/policy setting out the ethical use of IETF data by the RASP RG based on IETF policies and values.
- The IETF is not able to restrict analysis of public data by third parties acting outside of any IETF/IRTF structure

We are increasingly becoming involved in the world of data, as this example demonstrates, and so in the background we are reviewing how we make data available and how people find our data.

3. Finance

Audit

We have met with the auditors and while the audit is not complete, the indications are that no material weaknesses will be reported and no material restatements will be necessary. The auditors have indicated that they would like to present their findings at the June 14th board meeting.

Director of Finance

Debbie Sasser has now started in this role and is quickly coming up to speed on our processes. Debbie will be giving a verbal report on her initial impressions in the Board/ED session.

2023 Financial Statements

These should be ready by the time of the board meeting. The Director of Finance will be looking at how these are prepared and ways to optimise the process in the coming months.

4. RFPs and contracts

Secretariat Annual Self-Review

We have received the 2022 Secretariat Self-Review. The key points to note are:

- 2022 was a challenging year as we transitioned back to onsite meetings with varying degrees of COVID management requirements. The Secretariat took on the bulk of this work and we delivered successful meetings despite the unusual circumstances.
- The administrative support work continues to grow in complexity and importance with the Secretariat responding well to these changes and driving improvements across the board.
- The Secretariat are close to making up the backlog of meeting bookings and, in doing so, have successfully mitigated our costs from cancellations and lower than budgeted registrations.

The Secretariat's great strength is managing and optimising repeated processes. As we move back to normal meetings it is expected that the need for the Secretariat and LLC to work so closely on multiple operational responses will diminish and the Secretariat will once again be able to focus on optimising meetings.

5. Meetings

IETF 116 Post-Meeting Survey

We have published a [blog post](#) analysing the results of the IETF 116 post-meeting survey. Overall satisfaction for the meeting was good with a score of 4.30 out of 5. There are some areas where satisfaction is below our target (good across the board) and remains at that level despite efforts to improve, indicating that further analysis is required. For the first time, we asked questions about the accommodation and will be using that data for planning purposes when we have a set of results to compare.

Fee Review

The fee increase approved by the board has now been [implemented for IETF 117](#). To date, there has been no community comment on this. Work is still underway on a principles document to use for guiding the overall fee structure.

COVID Management for IETF 117 and Onwards

After an extensive [consultation](#) and some [community discussion](#) on a proposal to remove most COVID management requirements for IETF 117 and beyond, a decision was made and [announced](#) to go ahead with this change. The one area of

adjustment is that we will be requiring people who test positive to keep away from the meeting, irrespective of the local regulations.

Meeting Venue Review

No progress to report.

IETF 119 (March 2024)

We will provide a verbal update in the Board/Staff session on progress on booking this meeting.

Remote Fee I-D

A new version of the I-D has now been [submitted](#) that addresses the concerns raised by the ED. However, the need for such a detailed document remains questionable.

Carbon emissions

We are testing the carbon emissions calculator developed last year using participation and other data from the IETF 116 meeting via our current processes, such as the meeting registration system. Once complete, the results of this test will be shared with the community. We expect to make initial inquiries about the possibility of acquiring carbon offsets later this month.

6. Tools/RPC/RSWG/RSCE

Developers Retreat

The developers, Tools Team PM, RPC Tools Modernisation PM and I recently met for a two days retreat to plan various aspects of the tools development strategy. The IETF Chair was able to join us for the second day. The retreat went well and covered a wide range of subjects, including:

- Key details for the upcoming RFP for Infrastructure Services
- Handling of static files and the interaction with our third-party content delivery network.
- Rethinking the release and deployment strategy.
- Where and how to use our external UX specialists.

- Strategy for APIs
- How to meet the requirements of the RPC Tools Modernization project.
- Strategy for next generation xml2rfc and associated tools.
- Tooling changes necessary to support Markdown as a first-class authoring language.

IETF Trust and GitHub Contributions to Wikis

The IETF Trust has asked that we develop a tooling solution to ensure that contributions to IETF wikis made via GitHub are associated with Datatracker accounts. As this would have a notable impact on community contributors, I have initiated a community discussion on this topic on the tools-discuss list, where the feedback so far has been to question the utility of this approach. I am hoping that the IETF Trust will engage directly with the community in response to these concerns.

Wiki migration

All group wikis previously hosted on trac have been migrated to the new community wiki at wiki.ietf.org. Static archives of the old trac archives have been created and the trac instances have been turned down. Redirects have been put in place to help ensure URL continuity, and further work remains to handle some remaining items. Additional work is underway to deal with trac-based wikis related to IETF meetings and hackathons which were not included in the group migration.

RPC Annual Self-Review

We have received the [2022 RPC Self-Review](#). The key points to note are:

- The RPC now collects a well rounded set of data for presentation in this review, including satisfaction measures from a post-publication survey. That shows that in 2022 48% of respondents think the RPC made the document significantly better and 46% slightly better, an excellent result overall.
- The transformation of the RPC is well underway, there is a clear plan and significant progress is being made. This process began indirectly with the switch to RFCXML for RFC publication in 2019, then took on a more analytical direction after some steering, and is now fully engaged in transformational projects including the tools modernisation and Github experiments. All of this

in the context of a fundamental change to the RFC Editor model and consequent impact on the working processes of the RPC.

- The SLA was not met at all during 2022, but as noted, we have provided the RPC guidance to “focus resources on the transformational projects rather than trying to bring performance in line with the SLA”. When these projects are delivered we will fully review and redesign the SLA and the resources required to deliver it.

The RPC continues to be a major area of my focus and will continue to be so for approximately the next 18 months.

7. IESG/IAB/IRTF/Trust

IESG and IAB retreats

The IESG and IAB held separate retreats and a joint retreat in early May (still ongoing at the time of writing). This was directly supported by the Secretariat and remotely participated in by LLC staff. There were a number of useful discussions involving the LLC and some actions for us to follow up on.

IETF Trust Restructuring

We are still to hear from the IETF Trust on how they propose to address our concerns with changes to their bylaws.

8. Communications/Outreach

ICANN Board Listening Session on New CEO

The ICANN board recently approached the IESG and IAB to ask for IETF community views on the requirements for a new ICANN CEO, to be presented at a board listening session. There was insufficient time to run a consensus process and so the IESG and IAB agreed a [written response](#) that was presented at this session at the same time as ISOC presented their feedback. Without any pre-discussion, there was a strong alignment in the positions of the IESG, IAB and ISOC and their views were well received. If these are taken into consideration during the recruitment process then we should expect quite a different CEO from recent appointees.

Support of Policy Outreach Events

We have been asked if we can support a policy outreach event at IETF 117 San Francisco, probably in the form of a room and catering but possibly funding an external venue. This is an area where the role of the LLC is unclear and it would be helpful to have some guidance from the board on how we respond to this request.

WG chairs training

On-demand versions of WG chairs training are now available, announced to the IESG and the current chairs. The three courses are available on the [IETF Chairs wiki](#), and are part of a growing library of resources to support the work of IETF working group chairs and other group leaders (document shepherds and secretaries). Discussions are underway about possible training development this year.

IETF design guidelines update

Based on practical experience and new requirements, we are beginning work to update [IETF visual design guidelines](#). We will update typeface specifications to work better across IETF websites, accommodate a wider range of scripts, and include fixed-width fonts. We will also be developing a lightweight framework to ensure entities such as the “IETF Administration LLC” and “IETF Endowment” are consistently represented in materials such as letterhead.

9. Fundraising

Prospect & Event Follow-Up

Follow-ups for prospects identified and approached at both ICANN76 and the IETF116 Networking Reception by the Director of Development continue on both the endowment and meeting sponsorship front. An update of the pipeline will be circulated in advance of the Board Meeting.

The Director of Development is also in the preliminary stages of planning the IETF 117 Networking Reception and would welcome suggestions from the Board on appropriate invitees from the San Francisco area, both of influencers and potential new prospects. An Event Prospectus to outline the event and a GoogleSheet to begin capturing invitee information will be circulated next week.

Fundraising Tools

Our Salesforce integrator will be performing a PayPal integration with Salesforce over the next two weeks to allow for donations made on the IETF website to be captured automatically by the Salesforce database. This is the recommended solution after our initial choice was unable to comply with our privacy policy.

The Director of Development is reviewing prospect research tools to help identify high net worth individuals, as well as foundations with interest areas that align with the IETF's mission and work. These tools should also have the capability to integrate with Salesforce.

10. Miscellaneous

Nothing to report.

5. AOB & Questions from Observers

None

Part II: Board + Staff

1. LLC Board/IETF Trust joint meeting at IETF 117 and forward

The board agreed that they will meet with the trust at IETF 117 and at future IETF meetings to continue fostering their working relationship.

2. Update on IETF 119

Laura Nugent gave a brief update regarding contracting for IETF 119.

3. Additional announcements for LLC Board Call

Michelle Cotton is now sending out a reminder about the LLC Board meetings one day prior to promote community participation. If possible, topics will be highlighted as appropriate.

Part III: Board + ED Only

1. First Impressions from Director of Finance

Debbie Sasser presented financial strategic outcomes to the board. These included the following:

1. Improve the quality of the detail in the booked entries
2. Improve the quality of the detail in the workpapers
3. Split out invoices into appropriate accounts
4. Code transactions accurately the first time
5. Improve endowment and general contribution tracking both received and promised
6. Reconcile payable to ISOC
7. Improve the chart of accounts for clarity and system reporting
8. Request revised reporting timeliness expectations of GRF
9. Truncate the month-end process
10. Use system generated vs manual financial reporting
11. Close the sub-ledgers timely each month
12. Improve reporting format if needed

Part IV: Board Only

No topics were discussed