

# Meeting: LLC Board

Date: May 13, 2021

## Attendees

### LLC Board:

Maja Andjelkovic  
Lars Eggert  
Jason Livingood  
Peter Van Roste

### Staff/Secretariat:

Jay Daley  
Alexa Morris  
Laura Nugent  
Greg Wood

### Observers/Guests:

Brad Biddle  
David Millman  
Michelle Cotton  
Robert Sparks  
Sean Croghan  
Warren Kumari

### Scribe:

Liz Flynn

### Conflicts of Interest Declared:

**None.**

**Agenda:** Due to a bank holiday for some participants the SWOT/PEST section (estimated 45 minutes) has been deferred to next month's meeting.

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# Part I: Open to the Public

## 1. Record e-vote results

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

a. The April board meeting minutes 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

b. The recommendation to move IETF 111 to an online meeting was approved with the board e-voting as follows:

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

c. The January 2021 financial statement was approved with an e-vote; however, a change to the statement was needed and a second e-vote to approve the revision will be recorded in next month's meeting minutes.

## 2. Update on IETF's technical work - Lars

Since the last board meeting, NIST released their guidance on terminology, which received surprisingly strong consensus in the IETF. The previously proposed terminology working group will be abandoned, and the IESG has released a [statement](#) encouraging use of the NIST guidance.

### 3. Executive Director report - Public

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# Public Executive Director Report

For the IETF Administration LLC Board meeting on 13 May 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 confidential matters appear in a separate 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

### Antitrust

We continue to receive significant feedback through multiple channels, from one large company that is heavily involved in the IETF, that our antitrust posture is insufficient. While counsel and I emphatically disagree, it does seem as if more needs to be done to address these criticisms. I have been working with counsel and the IETF Chair on our options.

### Consent for recordings

Following a query from the IETF Chair I have taken legal advice on our position regarding recording and publishing audio, video and still images, and in particular that The advice is clear that there are a number of steps that participants take whereby they give consent, such as turning on their camera, or choosing a lanyard (red lanyards are marked as "do-not-photograph") but that we should explain this better. Accordingly, the registration system,

Webex, Zoom and Meetecho are all being configured to explain this when someone first turns on their camera.

## **Mailing list subscriptions**

I also took legal advice on the question of whether we can automatically subscribe people to a new mailing list if they are already subscribed to an IETF list, as we use this technique for distributing surveys. The answer is yes we can as the person has already consented to receiving email from us by subscribing to a list.

## **3. Finance**

### **Audit**

The management representation letter has been sent to the auditors, officially concluding the 2020 audit.

### **Director of Development recruitment**

I am pleased to report that Lee-Berkeley Shaw will be joining us in early June as our new Director of Development. Lee-Berkeley is an experienced fundraiser, based in the US and previously with the Center for Democracy and Technology. who I believe will work well within the IETF culture.

### **IETF Endowment**

The accountants have established new procedures for identifying all income intended for the endowment, on a monthly basis, and paying that direct to Goldman Sachs to go into our managed funds.

The endowment [web page](#) has been updated with details of our target, match funding and current balance. The next step is to show major contributors and their contribution.

## **4. RFPs and contracts**

### **Current RFPs**

We have two [current](#) RFPs with more tools RFPs in the pipeline:

- [Trac wiki migration to Wiki.js](#)
- [BibXML Service](#)

## 5. Meetings

### IETF 111

The announcement has been made to move this online and by the time of the board meeting registrations will have opened. There is no news on rebooking of the venue.

### IETF 112

Spain and Madrid in particular appear to be struggling to get the pandemic under control and continue to apply multiple restrictions on travel and assembly. While it is too early to be making a call, the situation does not look promising. Despite this planning continues, including completing our local VAT registration and looking at flight availability.

### Hybrid meetings / Meeting under COVID restrictions

Work continues to understand how to operate a meeting under COVID restrictions and with a much higher proportion of remote users than previously. The secretariat is currently investigating the possibility of having a small in-person session during the IETF 111 meeting to test what it will be like to run a meeting under restricted COVID conditions.

### Insurance

I've just discovered that the process for taking event insurance was missed this year and so we do not have event insurance for IETF 112, or would have had if we had gone ahead with IETF 111 in person. I have put a new process in place to ensure this does not happen again and we are taking out insurance for IETF 112.

## 6. Tools/RPC/RSOC/RSE

### tools.ietf.org

Work on the transfer of critical services is still underway with a combination of RFPs and internal development. The target date for completion of the full transfer is the end of the year.

### Senior SDE recruitment

I am pleased to report that Kesara Rathnayake will be joining us in late May as a new Senior Software Development Engineer. Kesara is based in NZ and has previously worked for multiple companies in development roles. As previously disclosed, Kesara worked for me when I was at .nz, and so the decision to employ was made on the independent recommendation of the Tools Team PM.

### GitHub Enterprise

We recently took out an Enterprise agreement with GitHub in order to simplify the task of the Secretariat in managing multiple GH organisations. We received a 20% not-for-profit discount and purchased a 10 user license on the understanding that IETF participants could be listed as 'outside collaborators' and continue as before without requiring a license. However, it appears that there are restrictions that require a license to overcome and the cost of that is prohibitive given the large number of IETF participants. We are re-evaluating the need for this contract and may cancel it and seek a refund.

### Architectural recommendations following authors survey

The architectural recommendations from the Authors survey report were taken to the Tools Architecture and Strategy Team for [discussion](#). While there was some high quality feedback, the overall level of response was low and it is likely that these will now be raised on the larger tools-discuss team for more feedback and input.

## **7. IESG/IAB/IRTF/Trust**

### **Transfer of IPR**

A draft agreement has been provided to us and the Trust by counsel that restricts the transfer to specific categories of materials as previously agreed by the board. We are waiting to hear from the Trust as to whether this license is suitable.

### **Supporters badge**

The IETF Trust have indicated that they want to wait for the revised IPR agreement to be put in place before responding to this.

## **8. Communications/Outreach/Engagement**

### **IETF community survey**

On behalf of the IESG, an inaugural IETF community survey has been put together to help understand the community better. By the time of the board meeting this will have been distributed to ~56,000 email addresses with a [blog post](#) explaining the survey in more detail.

### **IETF Education Mentoring and Outreach Directorate (EMODIR) Transition**

Ongoing communication and support is in place as EMODIR undertakes leadership transition and reorganization. The implementation of complementary IETF LLC-directed activities, such as the IETF working group chairs training and IETF participant journey mapping, are being closely coordinated as EMODIR refocuses around audiences and reconsiders what existing and potentially new activities best support IETF participants and Working Group chairs.

### **IETF Working Group Chairs Training**

Development of the online version of the IETF Working Group Chairs training (initially planned before IETF 107) is on track with training sessions scheduled to begin in September. A small group that includes WG Chairs, Area Directors,

and EMODIR Coordinators has been formed to provide guidance on curriculum and other aspects of the training as they are developed.

## IETF Participant Journey Mapping

The first phase of developing an overall IETF participation experience model, focusing on I-D Authoring, is underway and expected to be completed in June. A small group representing a broad range of perspectives related to I-D authoring will meet in May to undertake a journey mapping exercise, which will include identifying opportunities for improving the I-D authoring experience. Data already available (such as from the I-D Authors survey) is informing this work, and the outcome will be validated with further research. Mapping additional segments of the overall IETF participant experience are anticipated to begin in June.

Here is a short (~2 min.) [video overview](#) of user journey mapping:

## 9. Miscellaneous

### Old NomCom wikis

While preparing the RFP for a move to a new wiki, it has been identified that wikis still existed for past NomComs. RFC8713 published in February imposes new rules on the retention of NomCom data:

*5.16. Archives*

*The NomCom should archive the information it has collected or produced for a period of time but not to exceed its term.*

The previous NomCom chairs have been contacted and permission sought to delete those wikis in compliance with this RFC. Most have responded and deletion is scheduled.

### Permanent memorials

Following discussion with the IESG, a [proposal](#) for establishing permanent online memorials for deceased IETF participants has been sent out for consultation.

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## 4. Next steps on IASA2 Review

The board received no suggested changes to the [proposed process](#), so Jason is drafting a plan according to the outline described and is currently on track for circulating a draft for board review in a week or two, and community comment starting in June.

## 5. IETF NomCom liaison appointment

Sean Turner has volunteered to serve as IETF NomCom liaison this year, because he is not up for consideration by the IETF NomCom as an ISOC-appointed board member.

## Part II: Board + Staff

### 1. Executive Director Report - Confidential

Some items regarding future meeting contracts and data security were briefly discussed.

## Part III: Board + ED Only

No items discussed.

## Part IV: Board Only

No items discussed.