IETF Administration LLC Risk Register

Understanding this register

The purpose and use of this register, as well as the criteria used to assess likelihood and consequence and the resultant level of risk are defined in the IETF LLC Risk Management Policy.

Risks in this register, if realized, may have consequences that come within one or more of the following categories that are fully described in the associated policy: IETF Work, Finances, Services, Meetings, Reputation, Legal, Community, Suppliers, Staff.

Only those risks where the mitigation is still being implemented show a timeframe for the implementation and a target rating for the risk when the mitigation work is complete.

Risks that are sufficiently mitigated may still show additional action under consideration.

Strategic Alignment

This register should be read in conjunction with the IETF Administrative Strategic Plan (2024).

Updating of this register

This register is updated annually with the following tasks:

- Each individual risk is checked to see if the likelihood or consequence has changed.
- Progress on mitigating risks that has led to a change in the risk is recorded.
- The whole register is checked for alignment with the IETF Administrative Strategic Plan and any new risks added or unneeded risks removed.

Risks below rare

There are risks identified that do not appear on this register because their gross likelihood is assessed as below rare, but nonetheless are important enough to be tracked. These are listed after the table below.

Last Updated: 19 January 2024
<table>
<thead>
<tr>
<th>#</th>
<th>Risk</th>
<th>Impact Categories</th>
<th>Risk Owner</th>
<th>Gross L'hood</th>
<th>Gross Impact</th>
<th>Gross Risk Rating</th>
<th>Controls / Risk Mitigation / Management Strategies</th>
<th>Time frame</th>
<th>Target L’hood</th>
<th>Target Impact</th>
<th>Target Risk Rating</th>
<th>Additional controls to consider</th>
</tr>
</thead>
</table>
| X  | Example Risk. Details an event, and if needed the specific trigger and/or clear outcome. | IETF Work Finances Services Meetings Reputation Legal Community Suppliers Staff  | Board ED  | Rare               | Insignificant    | Low              | ● Completed mitigations in black  
|    |                                                                      |                                                                                  |            | Unlikely           | Minor            | Medium           | ● Incomplete mitigations in red italic.                                                                                          |            | As left        | As left       | As left              |                                 |
|    |                                                                      |                                                                                  |            | Likely             | Moderate         | High             |                                                                                                                                   |            | As left        | As left       | As left              | Anything under consideration but not yet decided on. |

1 SOURCE: IT SERVICES

1.1 Serious and hard to recover problem during upgrade of core system[s]  
IETF Work Services Community Staff  
ED  
Unlikely  
Major  
High  
Continuous build and test  
Isolated installations  
Fully automated provisioning  
Q2 2024  
Rare  
Moderate  
Medium  
“Safe”, rolling deployment methodology

1.2 Successful attack on IT systems  
IETF Work Services Reputation Legal Community  
ED  
Unlikely  
Major  
High  
Excellent secrets management  
Strong security-aware culture  
Regular, comprehensive security audits  
Isolated services  
Extensive secure logging  
Q4 2024  
Rare  
Moderate  
Medium  
None

1.3 Sustained failure of infrastructure provider  
IETF Work Services Legal Suppliers  
ED  
Unlikely  
Moderate  
Medium  
Migrate to multi-region cloud services  
Design provisioning for inter-cloud migration  
Q3 2024  
Rare  
Moderate  
Medium  
None

1.4 Meeting participation services fail repeatedly  
IETF Work Services Meetings Legal Community Suppliers  
ED  
Unlikely  
Moderate  
Medium  
Onsite management and support  
Thorough, out-of-cycle, planning and testing  
Reliable connected IETF infrastructure  
Q3 2024  
Rare  
Moderate  
Medium  
None

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| 1.5 | Meeting network fails repeatedly | IETF Work Services Meetings Community Suppliers | ED | Rare | Major | High | ● Well functioning NOC  
 ● High quality networking equipment  
 ● Thorough, out-of-cycle, planning and testing.  
 ● Venue technical staff fully prepared for IETF network changes  
 ● Well documented recovery plans | Q4 2024 | Rare | Moderate | Medium | None |
| 2.1 | Industry downturn leads to many sponsors greatly reducing their sponsorships | IETF Work Finances Meetings | ED | Possible | Moderate | High | ● Increase number of sponsors  
 ● Diversify sponsors among multiple industries  
 ● Secure long-term contracts with sponsors | Q3 2025 | Unlikely | Moderate | Medium | None |
| 2.2 | Sustained fall in meeting registration income | IETF Work Finances Meetings | ED | Rare | Major | High | ● Ensure registration fees remain competitive  
 ● Comprehensive event insurance  
 ● Plan in place for venue downsizing  
 ● Ongoing in-depth analysis of key metrics | Q4 2024 | Rare | Moderate | Medium | None |
| 2.3 | Meeting participant or staff member is a victim of serious assault by another participant | Meetings Reputation Legal Community Staff | ED | Unlikely | Major | High | ● Clear behavioral expectations  
 ● Strong staff presence and visibility  
 ● Policy on participant safety  
 ● Reduce risk from alcohol consumption | Q4 2024 | Rare | Moderate | Medium | None |
| 2.4 | Meeting participant or staff member is a victim of serious crime by non-participant | Meetings Reputation Legal Community Staff | ED | Rare | Major | High | ● Security of venue and local area considered thoroughly in meeting planning.  
 ● Safety guidance provided to all onsite.  
 ● Response plan. | Q3 2024 | Rare | Moderate | Medium | None |
<table>
<thead>
<tr>
<th>Issue</th>
<th>Impacted Areas</th>
<th>Likely</th>
<th>Moderate</th>
<th>High</th>
<th>Risk</th>
<th>Source</th>
<th>Response</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5 Meeting registration misused for illegal entry to a country</td>
<td>Meetings, Reputation, Legal</td>
<td>ED</td>
<td>Unlikely</td>
<td>Moderate</td>
<td>Medium</td>
<td>None</td>
<td>- Letters of invitation only available to registered participants.</td>
<td>Q2 2024</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Low</td>
<td>- Track usage of letters of invitation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>None</td>
<td>- Plan for self-reporting misuses</td>
<td></td>
</tr>
<tr>
<td>3.1 Internet Society fails public support test and is no longer donative charity</td>
<td>Finances, Reputation, Legal</td>
<td>Board</td>
<td>Possible</td>
<td>Major</td>
<td>High</td>
<td>None</td>
<td>- Thorough and ongoing analysis of alternative financial models</td>
<td>2034</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Low</td>
<td>- Financial independence through a large endowment</td>
<td></td>
</tr>
<tr>
<td>3.2 Key supplier collapses</td>
<td>IETF Work, Finances, Services, Legal, Community Suppliers</td>
<td>ED</td>
<td>Rare</td>
<td>Major</td>
<td>High</td>
<td>None</td>
<td>- Thorough and fair supplier contracts.</td>
<td>2026</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Low</td>
<td>- Regular supplier review</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>None</td>
<td>- Reduced supplier concentration</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>None</td>
<td>- Recovery plan</td>
<td></td>
</tr>
<tr>
<td>3.3 IETF sued for process failure</td>
<td>IETF Work, Finances, Reputation, Legal, Community</td>
<td>Board</td>
<td>Unlikely</td>
<td>Major</td>
<td>High</td>
<td>None</td>
<td>- Legal advice readily available to community leadership and used when needed.</td>
<td>Q3 2024</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Medium</td>
<td>- Ongoing engagement with specialist litigation lawyers with good understanding of IETF</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Medium</td>
<td>- Visible, dedicated antitrust guidance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Medium</td>
<td>- Policies reviewed in light of latest case law</td>
<td></td>
</tr>
<tr>
<td>3.4 Sustained campaign to discredit IETF</td>
<td>IETF Work, Finances, Reputation, Legal, Community</td>
<td>Board</td>
<td>Rare</td>
<td>Major</td>
<td>High</td>
<td>None</td>
<td>- Dedicated in-house communications expertise</td>
<td>Q3 2024</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Low</td>
<td>- Visible processes underway to tackle major reputational vulnerabilities.</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Risks</th>
<th>Financial Services</th>
<th>Reputation</th>
<th>Community</th>
<th>Staff</th>
<th>ED</th>
<th>Rare</th>
<th>Mitigated as much as required</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Non-compliance with employment or business legislation</td>
<td>ED</td>
<td>Rare</td>
<td>Minor</td>
<td>Low</td>
<td>Specialist legal and financial advice</td>
<td>Compliance reviews from legal counsel</td>
<td>Appropriate policies</td>
<td>Mitigated as much as required</td>
</tr>
<tr>
<td>4.2 Failure to manage expenditure within budget / Errors in budget assumptions</td>
<td>ED</td>
<td>Rare</td>
<td>Minor</td>
<td>Low</td>
<td>Open budget approval process</td>
<td>Financial reporting</td>
<td>Regular audit</td>
<td>Regular strategic planning</td>
</tr>
<tr>
<td>4.3 Internal fraud</td>
<td>ED</td>
<td>Rare</td>
<td>Moderate</td>
<td>Medium</td>
<td>Delegation policy</td>
<td>Annual financial Audit</td>
<td>Access controls</td>
<td>Bank consolidation</td>
</tr>
<tr>
<td>4.4 Money paid out in external fraud</td>
<td>ED</td>
<td>Rare</td>
<td>Moderate</td>
<td>Medium</td>
<td>Delegation policy</td>
<td>Access controls</td>
<td>Security aware culture</td>
<td>Mitigated as much as required</td>
</tr>
<tr>
<td>Abrupt, unplanned exit of key executive</td>
<td>Board</td>
<td>Rare</td>
<td>Moderate</td>
<td>Medium</td>
<td>Code of Conduct policy</td>
<td>Conflict of Interest policy</td>
<td>Whistleblower policy</td>
<td>Mitigated as much as required</td>
</tr>
</tbody>
</table>

Risks below Rare:

- Long-term or unrecoverable failure of an administrative SaaS system.