

# IETF Administrative Oversight Committee Overview



10 March 2013

# Agenda



- BCP101 - Structure of the IETF Administrative Support Activity (IASA)
- Operation of the IAOC
- Financial model and relationship with ISOC
  - 2012 Financial Summary
- Venue selection
- Questions and Feedback

[This talk is not going to cover the IETF Trust]

# Acronyms



- IASA - IETF Administrative Support Activity
- IAOC - IETF Administrative Oversight Committee
- IAD - IETF Administrator Director (Ray Pelletier)
- YEF - Year End Forecast
- ISOC – Internet Society
- BnB – Bits-N-Bites

# http://iaoc.ietf.org



## IETF Administrative Support Activity (IASA)

Welcome to the IASA homepage. The IETF Administrative Support Activity (IASA) is responsible for the fiscal and administrative support of the IETF standards process and is housed within the [Internet Society](#).

The IETF Administrative Oversight Committee (IAOC) carries out the responsibilities of the IASA supporting the Internet Engineering Steering Group (IESG), Working Groups, Internet Architecture Board (IAB) and the Internet Research Task Force (IRTF) and Steering Groups (IRSG). The IAOC oversees the work of the IETF Administrative Director (IAD) who has the day-to-day operational responsibility of providing the fiscal and administrative support through other activities, contractors and volunteers.

[RFC 4071](#) provides the structure and guidance for the IASA, IAOC and IAD. The IASA structure is designed to ensure accountability and transparency of the IETF administrative and fiscal activities to the IETF community. The IAOC shall be accountable to the IETF community for the effectiveness, efficiency, and transparency of the IASA.

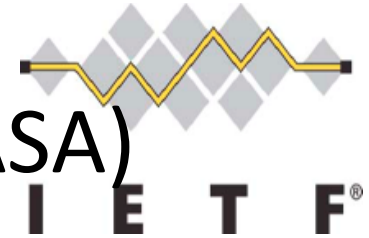
The IASA site is designed to provide the IETF community with transparency into the fiscal and administrative activities of the IAOC. We welcome your feedback. Suggestions should be addressed to the IAD at [iad@ietf.org](mailto:iad@ietf.org).

- [IASA & The IAOC](#)
- [Announcements](#)
- [Appeals](#)
- [Budget & Finance](#)
- [Contracts](#)
- [IAOC Minutes](#)
- [IETF Meetings](#)
- [IETF Trust](#)
- [Operations](#)
- [Policy and Procedures](#)
- [Reports](#)
- [RFPs & RFIs](#)
- [Subpoenas](#)
- [Tools Development](#)

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*IETF Secretariat - Please send problem reports to [ietf-web@ietf.org](mailto:ietf-web@ietf.org).*

# BCP101 - Structure of the IETF Administrative Support Activity (IASA)



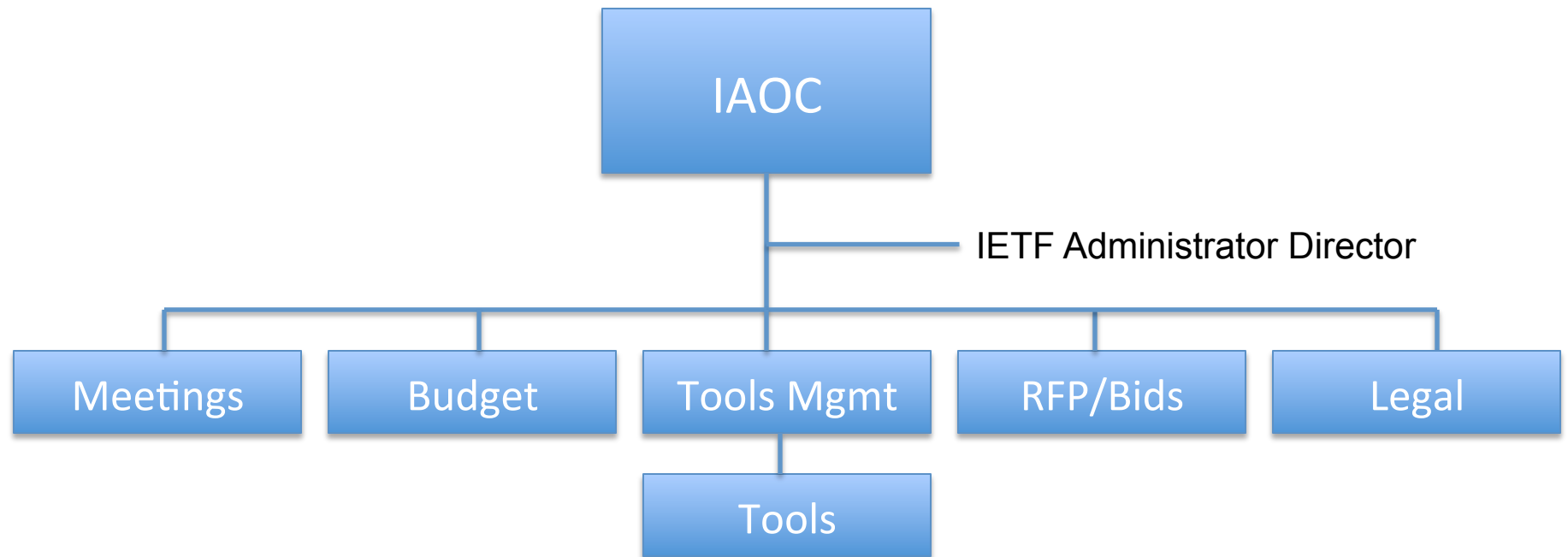
- The IASA was established by BCP101 in 2005
  - The IAOC was created to manage the operations and finances of the IETF
- The IAOC does not set policy for the standards process
- The IAOC is responsible to make sure that money is spent responsibly

# IAOC Members



- Bernard Aboba, IAB Chair – Ex Officio
- Jari Arkko, IETF Chair (incoming) – Ex Officio
- Scott Bradner – ISOC Board appointed
- Randy Bush (incoming) – NomCom appointed
- Dave Crocker (outgoing) – NomCom appointed
- Chris Griffiths – NomCom appointed
- Bob Hinden, IAOC Chair – IAB appointed
- Russ Housley, IETF chair (outgoing) – Ex Officio
- Ole Jacobsen – IESG Appointed
- Ray Pelletier, IAD (non-voting member)
- Lynn St. Amour, ISOC President and CEO – Ex Officio

# IAOC Structure



# IAOC Responsibilities



- IASA Finances and Budget
- Oversight of the IETF Administrative Director
- Support the needs of the IETF Standards process, IESG, IAB, IRTF, and RFC Editor
- Selection and oversight of contracted services
  - RFC Editor related contracts are done jointly with the RFC Series Editor
- Venue selection and operation of the IETF meetings
- Support for the IETF's IT services (data tracker, web sites, tools, etc.)



# Employees / Contractors



- The IASA has one employee and contractor
  - IAD (full time ISOC employee)
  - RFC Series Editor (half time individual contractor)
- All other services are provided via contracted services
  - Secretariat
  - Meeting Network Services
  - RFC Production Center
  - RFC Publisher
  - Legal Services
  - Short term contracts or work orders for specific projects

# Decision Making / Consensus



- Most decisions made by the IAOC are unanimous
  - There are always votes on financial and important decisions
  - Occasionally, it isn't unanimous and a majority is required to pass
  - Decisions and votes are recorded in the minutes

# Transparency and Community Feedback



- IAOC tries to be as transparent as possible
  - Most information is shared
  - Personnel, financial negotiations, RFP responses, etc. are confidential
- IAOC seeks input from the community on issues we think are important to get feedback
  - Statements of Work (SOW)
  - New region/meeting locations
- IAOC works with IESG/IAB/etc. when policy and implementation roles overlap



# Finances

# Financial Background



- The IETF is not a formal legal organization
  - It is officially an organized activity of the Internet Society
- All of the money flows through ISOC
  - The IETF has no assets or bank accounts
  - The IETF has no receivables, debts, or other obligations
- The IAOC manages the IASA finances like an organization
  - It's like a Department/Profit Center in a company
  - IASA bottom line is always zero
- The IETF budget is incorporated into ISOC's budget
  - ISOC Board approves the overall ISOC budget

# Financial Background (cont.)

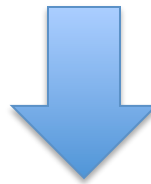


- IETF meeting registration fees and sponsorships pay for the meetings and part of the IETF's operations
- ISOC pays for the remainder of the operations
- ISOC also provides staff support for
  - Finding Meeting Hosts, Sponsors, and Bits-N-Bites
  - Administrative support (minutes)
  - Accounting support (budget, contracts, etc.)
- IETF's Relationship with ISOC is a "Win-Win"

# Financial Flow



Registration Fees, Sponsorships, Bits-n-Bites



IETF Operations



Meeting Costs



# 2012 Results



- Revenue above budget by \$308K
  - Good attendance, sponsorship, and BnB
- Expenses lower than budget by \$222K
  - Lower meeting space and transition expenses
- Tools development (capital expense) over budget by \$40K
- Result is that the amount required from ISOC will be below budget by \$489K



# 2012 Financial Summary



**I E T F<sup>®</sup>**

Internet Society IETF Statement of Activity For the Month Ending December 31, 2012							I E T
	December Actuals	2012 Actuals	2012 Budget	Variance	Notes		
Income							
IETF Registrations	\$ 15,001	\$ 2,237,140	\$ 2,152,250	\$ 84,890	1		
Meeting Sponsorships	15,984	358,750	310,000	48,750			
NOC Sponsorships	20,000	533,293	556,000	(22,707)			
Hotel Commissions	-	203,015	145,000	58,015			
New/Miscellaneous Revenue	(16,643)	238,709	100,000	138,709	2		
Total Income	\$ 34,342	\$ 3,570,907	\$ 3,263,250	\$ 307,657			
Expenses							
RFC Editor	\$ 75,485	\$ 875,610	\$ 899,600	23,990			
IETF Secretariat & Meeting (AMS)	148,000	1,767,539	1,775,000	7,461			
Variable Managed Meeting Costs	6,742	991,416	912,000	(79,416)	3		
Meeting Space	12,532	244,197	350,000	105,803	4		
Other Meeting Expenses	2,701	109,755	118,000	8,245			
NOC Expenses	71,692	599,649	600,000	351			
IASA Support (incl. IAD expenses & salary)	45,698	332,309	322,500	(9,809)			
IETF Support	164	31,270	33,750	2,480			
IAB Support	(1,754)	29,101	30,750	1,649			
IRTF Support	-	12,229	15,000	2,771			
Special Projects	15,066	31,929	50,000	18,071			
NonCom Support	607	4,413	13,000	8,587			
IETF Trust Expenses	2,523	29,216	35,000	5,784			
Transition Expenses	-	6,000	85,000	79,000	5		
IT Maintenance	150	3,225	50,000	46,775	6		
G&A/Governance (Indirect)	10,000	120,000	120,000	-			
Total Expenses	\$ 389,606	\$ 5,187,858	\$ 5,409,600	\$ 221,742			
ISOC Direct Contribution excl. development	\$ (355,264)	\$ (1,616,951)	\$ (2,146,350)	\$ 529,399			
IT Tools Development	10,150	255,076	215,000	(40,076)	7		
ISOC Direct Contribution incl. development	\$ (365,414)	\$ (1,872,027)	\$ (2,361,350)	\$ 489,323	8		
Notes							
1. There were 139 more paid attendees for the three meeting than forecast.							
2. The revenue includes \$130,000 in Bits-N-Bites program sponsorship, which program was started at IETF 84.							
3. Expenses include food and beverage for the new Bits-N-Bites program, which had not been budgeted.							
4. Space costs were less than forecast.							
5. There were no major contractor transitions in 2012; expenses related to RFC Series Editor transition expenses.							
6. Tools maintenance costs were minimal in 2012.							
7. Costs higher than budget due to the crediting of an in-kind labor contribution.							
8. The contribution by the Internet Society was lower as a result of higher revenues and lower expenses than forecast							

# 2012-2015 Financials



	2012 Budget	2012 Actuals	2013 Budget	2014 Advice	2015 Advice
Revenue	\$3,264.	\$3,571.	\$3,346.	\$3,276.	\$3,449.
Expenses					
IETF Operations	\$5,408.	\$5,189.	\$5,275.	\$5,433.	\$5807.
Tools Development	\$215.	\$255.	\$300.	\$250.	\$200.
ISOC Contribution	\$2,360.	\$1,872.	\$2,229.	\$2,407.	\$2,508.

(Note: Dollars are in \$1,000)

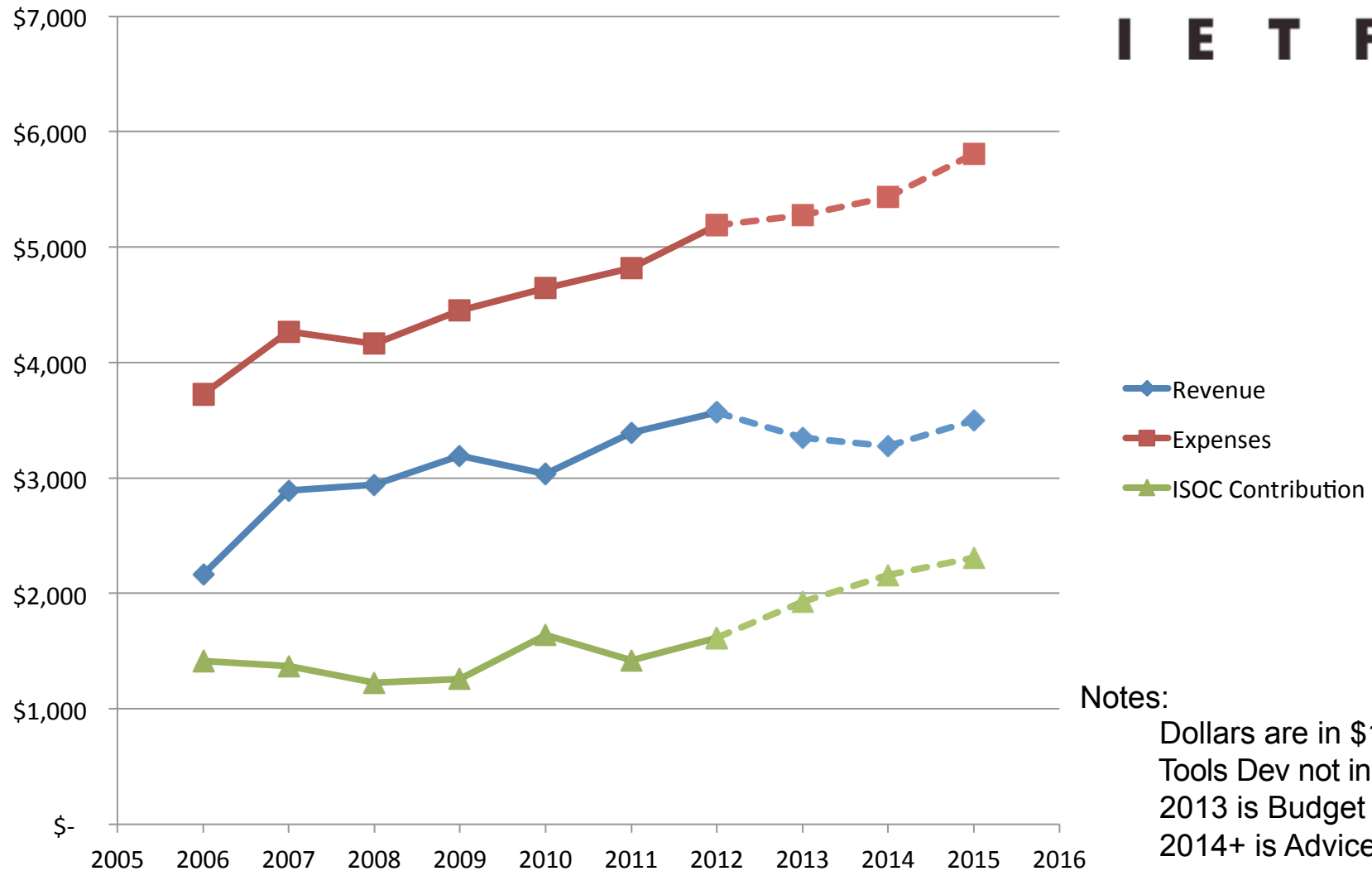
# 2012-2015 Detailed



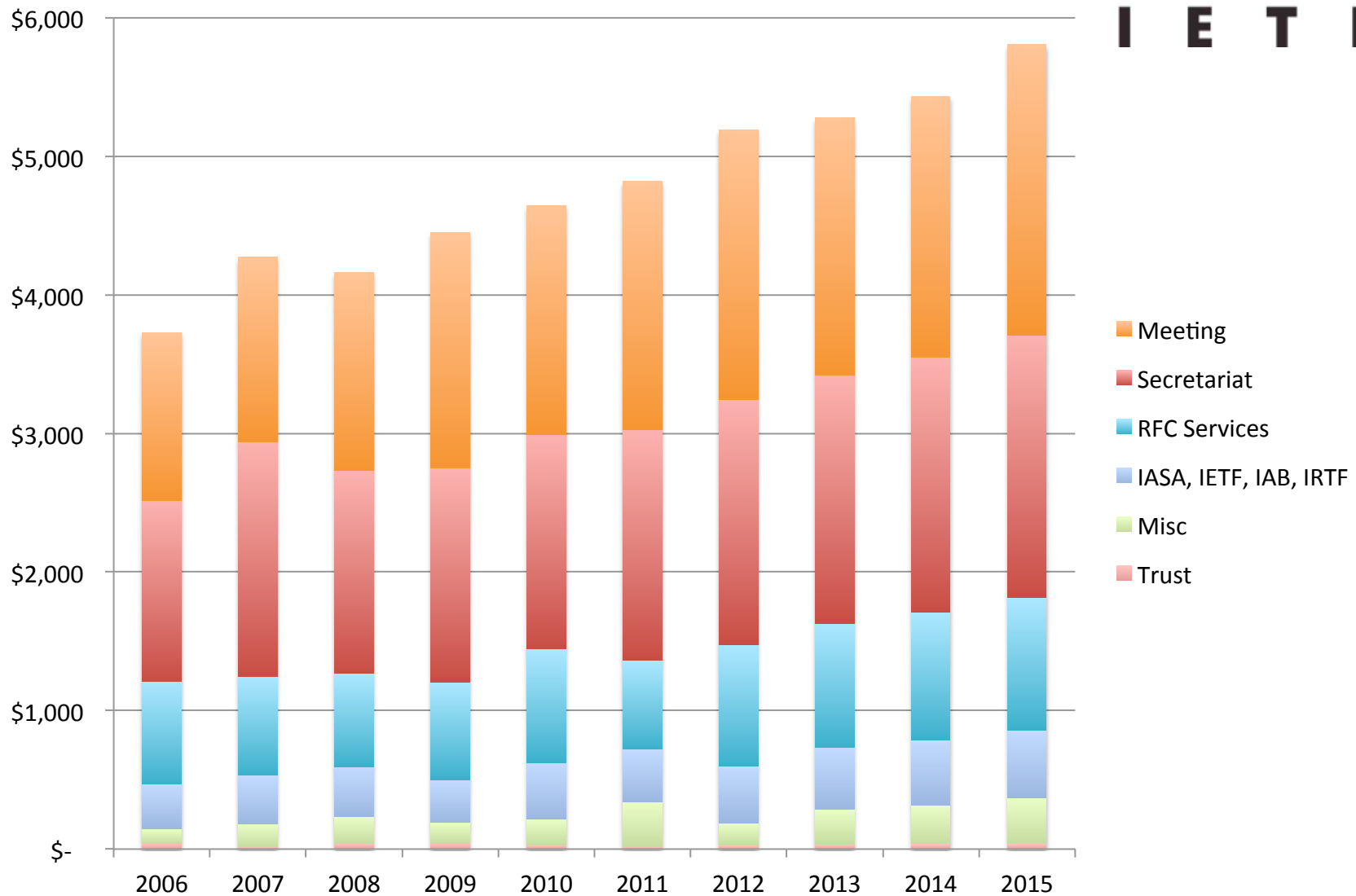
**I E T F<sup>®</sup>**

IETF 2012 - 2015 Budget		2012	2012	2013	2014	2015
Revenues		Budget	Actuals	Budget	Advice	Advice
Registration Fees		\$ 2,152	\$ 2,237	\$ 2,140	\$ 2,116	\$ 2,124
Meeting Sponsorship		310	359	318	265	440
Network/NOC Host		556	533	624	600	650
Hotel Commissions		145	203	165	170	160
New Revenue		100	194	100	125	125
Miscellaneous		0	45	-	-	-
Total Revenue		\$ 3,264	\$ 3,571	\$ 3,346	\$ 3,276	\$ 3,499
IETF 2012 - 2015 Budget		2012	2012	2013	2014	2015
Expenses		Budget	Actuals	Budget	Advice	Advice
RFC Services		900	876	\$ 893	\$ 918	\$ 955
Secretariat Services		1,775	1,768	1,788	1,841	1,896
Meeting Space Costs		350	244	228	200	350
Network/NOC Costs		600	600	554	600	660
Meeting Operations (Secretariat)		912	991	923	950	950
Other Meeting Costs		118	110	154	133	136
Subtotal Direct Meeting Costs		1,979	1,945	1,858	1,883	2,096
Transition Expenses		85	6	-	-	-
Special Projects		50	32	50	50	50
IT Maintenance		50	3	75	100	150
Admin (IASA,IETF, IAB, IRTF, NomCom, IAD, ISE)		415	409	451	472	490
IETF Trust		35	29	36	38	40
ISOC G&A		120	120	125	130	130
Total Expenses		\$ 5,408	\$ 5,188	\$ 5,275	\$ 5,433	\$ 5,807
IETF 2012 - 2015 Budget		2012	2012	2013	2014	2015
		Budget	Actual	Budget	Advice	Advice
ISOC Direct Contribution Excluding Development		\$ 2,145	\$ 1,617	\$ 1,929	\$ 2,157	\$ 2,308
IT Tools Development		215	255	300	250	200
ISOC Direct Contribution Including Development		\$ 2,360	\$ 1,872	\$ 2,229	\$ 2,407	\$ 2,508

# IASA Financial History



# IASA Expense History





# Venue Selection

# Venue Selection



- Current venue selection process in place since November 2010
  - On average one meeting per year in North America, Europe, and Asia/Pacific, with occasional meeting in other regions (called 1-1-1-\*)
- Preference for
  - “One roof” facilities
  - “City center” locations (nearby restaurants, etc.)
  - Reasonable travel
  - Sharing the pain and expense of travel
- Venues under contract at least three years out

# Time Line



- Four Years Out
  - IAOC selects regions for meeting using 1-1-1-\* model
- Three Years Out
  - Cities identified to investigate, site visits, meeting committee recommends venues to IAOC, IAOC approves, contracts negotiated, city announced
- Three Months Out
  - Site visit to evaluate changes, detailed planning, and build relationship with venue staff



# Venue Selection Criteria



- Venue will support successful IETF meeting
  - Meeting space, room blocks, network, food and beverage, meeting space cost, room costs
- City / Area
  - Overflow hotels, restaurants/bars
  - Safety
  - Good visa availability
- Travel
  - Hub airport, travel cost, balance of travel pain

# Future Meetings



- 2013
  - Berlin, July / August, Additional sponsors needed
  - Vancouver, November, Host needed
- 2014
  - London, March, Host needed
  - Toronto, July, Host needed
  - Honolulu, November, Host needed
- 2015
  - Dallas, March, Host needed
  - Prague, July, Host needed
  - Yokohama, November, WIDE

# Future Meetings(2)



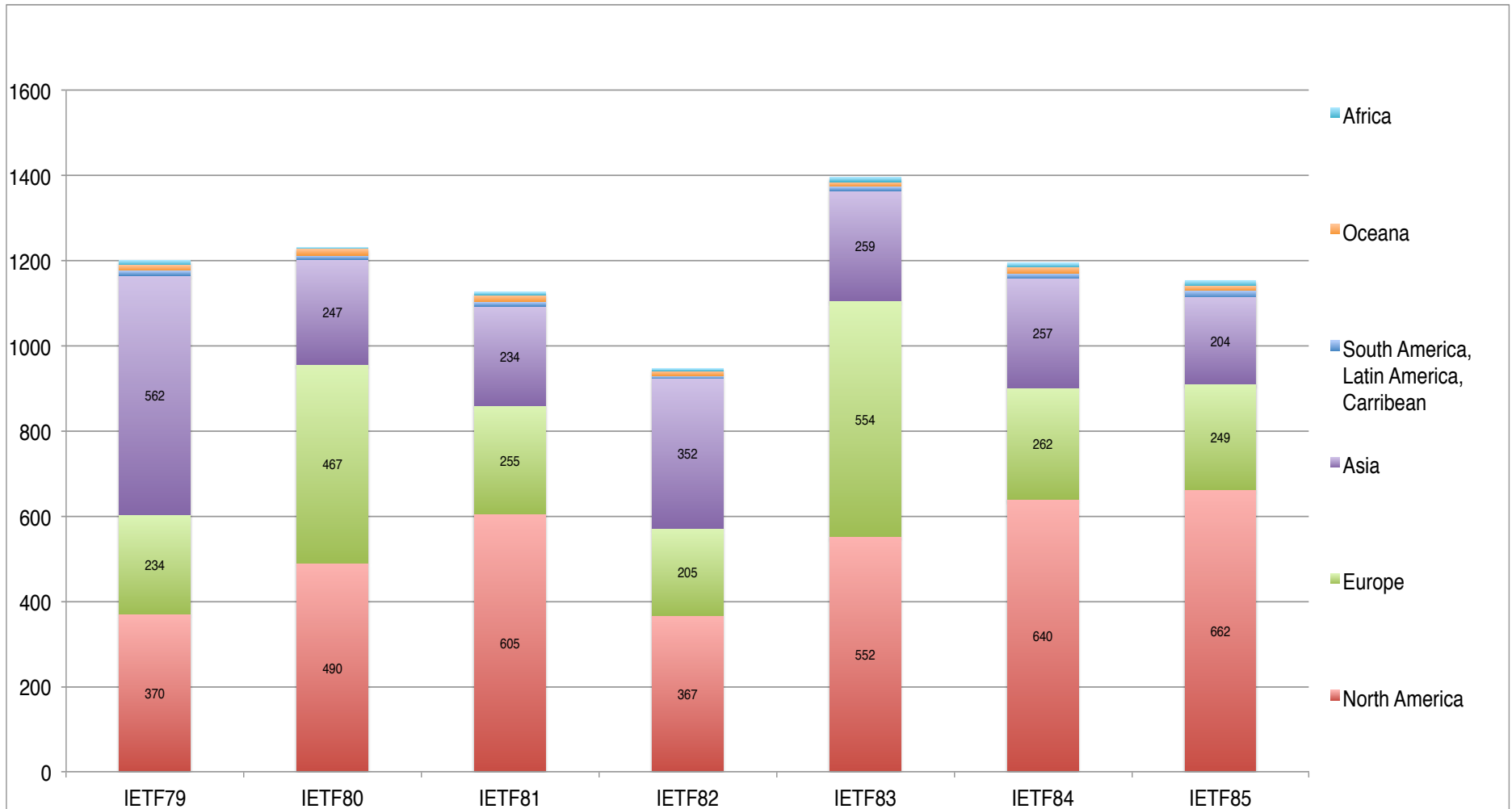
- 2016
  - Europe, March / April, Host needed
  - North America, July, Host needed
  - Asia, November, Host needed
- IETF Meeting Calendar set for 2017 - 2022

# Actual Reasons for Rejecting Venues



- Hotel room costs very high (>\$300/night)
- Safety concerns
- Lack of nearby restaurants and alternate hotels
- Visas not available for group of IETF attendees
- Travel cost for all attendees

# IETF Attendance by Region

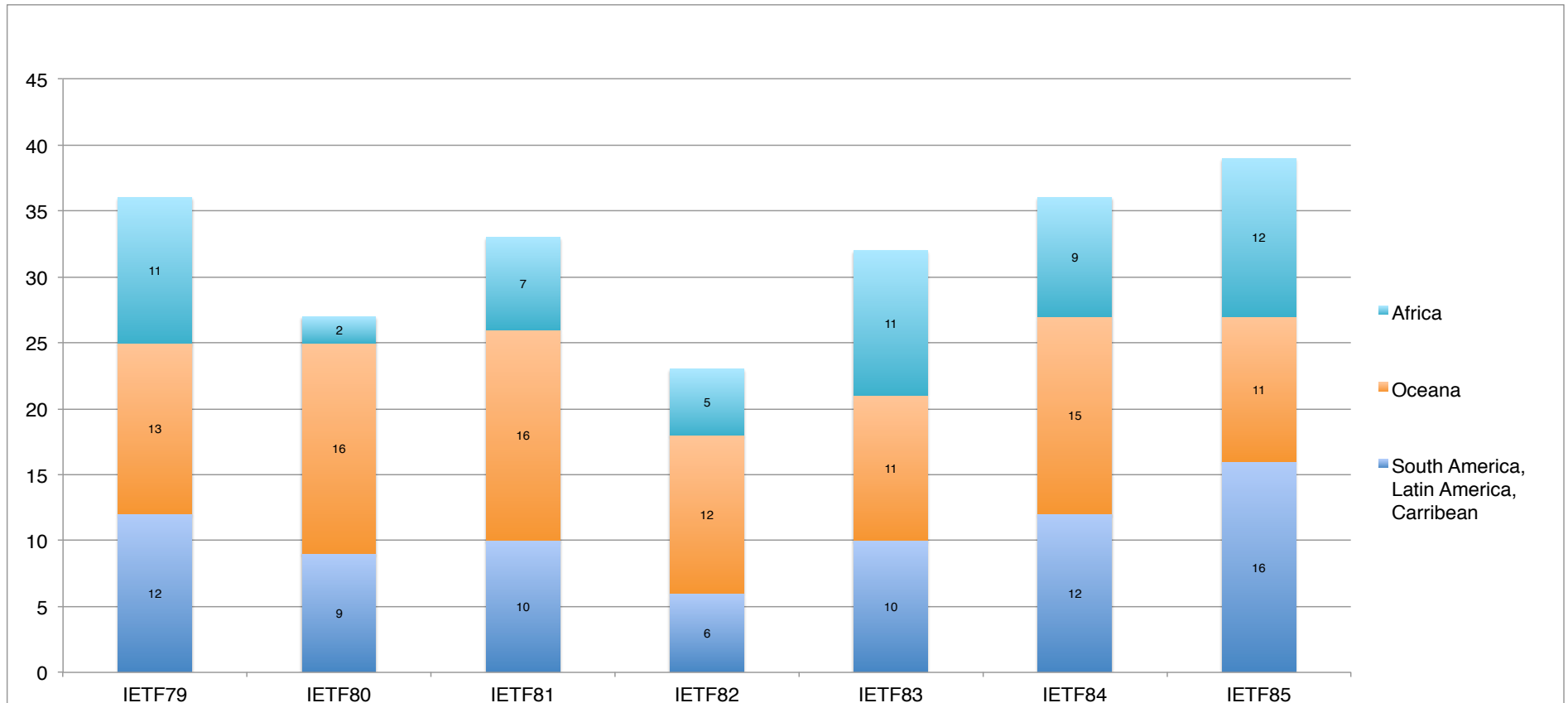


IETF86 Orlando

IAOC Overview

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# Africa, Oceania, South America/ Latin America/Caribbean



# IAOC Looking at Venues in Latin / South America



- Had one serious offer to host meeting
- Site visit to Buenos Aires and Sao Paulo in February 2013
- If IAOC is convinced we can have a successful meeting in this region
  - IAOC will ask for feedback from the community

# Why Three Consecutive Meetings in North America



- IETF86 – Orlando
  - Orlando was scheduled in May 2009 to be adjacent to IEEE
- IETF85 – Atlanta
  - IETF chair requested moving Atlanta to reduce the effects of visa difficulties Chinese attendees were experiencing affecting their NomCom eligibility. Atlanta moved to IETF85 as required Hilton by contract.
- IETF84 – Vancouver
  - Vancouver was selected because we couldn't find an available and affordable venue in Asia





# Questions and Feedback



Thank You