

# **IAOC Communications Plan**

## **1. Introduction**

The IAOC recognizes its responsibility to oversee IASA on behalf of the IETF community in a transparent manner and to that end publishes this Communications Plan. This Communications Plan identifies the information to be communicated to the community, the desired frequency and the preferred channel for those communications.

## **2. Requirements and Implementation**

### **2.1 Transparency**

RFC 4071 provides general and specific guidance to the IAOC and IAD regarding their responsibility to ensure transparency in the operation of the IASA. This Plan implements the requirements of RFC 4071 and provides additional reports to the community to enhance its visibility into the operation of the IASA.

### **2.2. Plan Matrix**

The IAOC Communications Plan Matrix attached to this document provides the details of the reports, when and where they are published, and the applicable RFC 4071 reference.

### **2.3. Communications Channels**

The IAOC will employ several channels to communicate with the community, including its website, and IETF meeting Plenaries. Section 4 of this Plan identifies these communications channels.

### **2.4. Reports**

Section 5 defines the reports and provides the applicable RFC 4071 reference.

## **3. Definitions**

### **3.1. Confidential Information**

Confidential information will not be posted publicly.

### **3.2. IASA Confidential**

This confidential information consists of contract negotiations; memoranda, staff evaluations, or other records prepared by or for the IAOC or IAD for the evaluation

and negotiation of proposals; work papers; unaudited financial statements, and IASA salary information.

### **3.3. Vendor Confidential**

Confidential information consists of contract negotiations; confidential proprietary records voluntarily provided by private business pursuant to a promise of confidentiality; confidential financial statements, balance sheets, trade secrets, and revenue and cost projections; proprietary data; bids; and proposals.

## **4. Communication Channels**

### **4.1. IASA Website**

The IAOC provides the content for the IASA website at [iaoc.ietf.org](http://iaoc.ietf.org). This website is the IAOC's primary communications channel for the IETF community. Confidential material shall be posted and maintained on the IAOC private website.

### **4.2. Mail Lists**

The IAOC shall utilize appropriate IETF lists, including [ietf-announce@ietf.org](mailto:ietf-announce@ietf.org) and [ietf@ietf.org](mailto:ietf@ietf.org) where appropriate, to notify the community of IAOC pending actions where community input is desired, actions adopted, contractual opportunities, contracts entered into, information, and the availability of updated reports.

### **4.3. Office Hours**

The IAOC and IAD shall maintain office hours at all IETF meetings to enable the community to meet and discuss matters of interest directly. The IAD shall work with the IETF and IAB Chairs to announce the dates, times and meeting room location for all "IAOC Office Hours" held during IETF meetings to the community via the IASA website, on [ietf@ietf.org](mailto:ietf@ietf.org), the Meeting List and the Meeting wiki no less than 1 week before the start of each IETF meeting and updated during the meeting.

### **4.4. IETF Meeting Plenary**

The IAOC shall report to the community on the financial and operational status of IASA's responsibilities at each IETF Meeting Administrative Plenary.

## **5. Reports**

### **5.1. Publication**

The following financial and operational reports will be published in accordance with the attached matrix and, unless otherwise indicated below, will be produced by the IAD and publicly published on the IASA website.

## **5.2. Financial Reports**

Financial reports are intended to reflect the financial health of the IASA operations. The IASA fiscal year begins on January 1<sup>st</sup>.

### **5.2.1. Budget**

The Budget reflects the revenues and expenses needed to provide administrative support to the IETF. It is expected the annual Budget will be published in November or December following its adoption by the IAOC and the Internet Society for the following year. [RFC 4071, §3.1]

### **5.2.2. Unaudited Financial Report**

The unaudited Financial Report, prepared by Internet Society, will provide a review of the annual financial performance of IASA against budget. This report will be available as soon after the end of the calendar year as possible, and will be made public. [RFC 4071, §6, 7]

### **5.2.3. Financial Statement**

The IASA monthly Financial Statement reflects the month's revenues and expenses compared with the budget, and a year-to-date comparison to the budget. The month's financial statement will be posted within 30 days of the end of the month. The report is prepared by the Internet Society. [RFC 4071, §3.1, 3.2, 5.1, 6]

### **5.2.4. Detailed Financial Statement**

The Detailed Financial Statement is the month's detailed expenses and compares it to year-to-date expected budget performance for IETF, IAB, and IASA Support, and Other Meetings expenses. The IETF and IAB reports are intended for the IETF and IAB chairs respectively; the IASA report for the IAOC chair; and Other Meeting Expenses for the IAD. These reports will be available within 30 days of the end of the month. The report is prepared by the Internet Society. These reports will not be published on the IASA website. [RFC 4071, §7]

### **5.2.5. Financial Forecast**

Year-End-Forecasts shall be prepared by the IAD using the financial statements prepared following the first and second IETF meetings of the year as advice to the Internet Society, and for the IAOC and IAD to manage operations against the current annual budget and take appropriate actions. [RFC 4071, §6]

### **5.2.6. Budget Revision**

A Budget Revision will reflect the original Budget, the Revision, the variance to the budget and a summary of the reasons for the revisions. Revisions will be published within 30 days of occurrence. [RFC 4071, §6]

### **5.2.7. Meeting Financial Statement**

Meeting Financial Statements reflect the revenues and expenses associated with each Meeting. A final statement will be published within 90 days of the meeting.

## **5.3. Operational Reports**

The Operational Reports are intended to reflect the services being performed in support of the IETF, such as those services provided for the publication of RFCs, the assignment of numbers, and the support for the processing of technical standards. These reports can be found at: <http://iaoc.ietf.org/reports.html>.

### **5.3.1. IASA Founding Documents (RFCs)**

RFC 4071, RFC 4371, RFC 4748, and such other documents as adopted, identify the services to be performed by IASA.

### **5.3.2. IAOC Administrative Procedures**

The IAOC Administrative Procedures provides information concerning the IAOC's decision-making rules, including rules for quorum, conflict of interest, and the breaking of tie votes. [RFC 4071, §3.4, 3.5]

### **5.3.3. Minutes**

Minutes of IAOC meetings shall be published following their adoption by the IAOC, and in any event not later than 30 days after the meeting. Minutes are prepared by the IAOC scribe and adopted by the IAOC. [RFC 4071, §3.4]

### **5.3.4. Annual IASA Goals**

The IAOC shall adopt annual goals for the IASA and the IAD by December of each year for the succeeding year. The IASA goals shall be published online.

### **5.3.5. IAOC Chair Report**

The IAOC Chair may periodically prepare a report for the IETF Journal.

### **5.3.6. Operations Report**

The IAD shall provide an Operations Report to the IAOC monthly, and to the ISOC Board as required; all such reports shall be published online. The report shall provide

an update on the Budget, the performance of all contractors, and other relevant information as shall be decided. Confidential information shall not be posted on the IASA website. [RFC 4071, §3.1, 3.2]

### **5.3.7. IETF Meeting Plenary Reports**

The IAOC shall publish an IAOC, financial, and vendor performance report online one week before the IETF Meeting.

### **5.3.8. Contracts, SLAs, MoUs, SoWs**

Non-confidential agreements shall be posted upon execution. Public agreements include ICANN/IANA MoUs and SLAs. The entire agreement with confidential matters therein shall be posted to the IAOC private website. [RFC 4071, §3, 7]

### **5.3.9. Contract Summaries**

When a contract contains confidential information, that information shall be summarized if possible to protect its confidentiality, or if not, extracted. The balance of the contract shall be published on the IASA website within 14 days of execution. The entire agreement shall be published on the private IAOC website. Summaries shall include the SoW and performance standards of each agreement. Agreements with confidential information include the Secretariat, RFC Editor, Copy Editors, Legal, NOC, and hotels. [RFC 4071, §7]

### **5.3.19. RFPs and RFIs**

RFPs and RFIs shall be published upon announcement.

### **5.3.11. IAOC Expense Reimbursement Policy**

The IAOC shall set and publish rules covering reimbursement of expenses, and such reimbursement shall generally be for exceptional cases only. [RFC 4071, §4]

### **5.3.12. IETF Administrative Support Function Location Decisions**

The IAOC shall publish an Administrative Function Location Decision and its justification when it determines that additional administrative functions are to be performed; how or where they should be performed, internally or by outside organizations, so as to maintain an optimal balance of functional performance and cost of each such function. [RFC 4071, §3]

### **5.3.13. Procedural Variant Decisions**

If the IASA cannot comply with the procedures described in RFC 4071 for legal, accounting, or practical reasons, the IAOC shall report that fact to the community along with the variant procedure that the IAOC intends to follow. [RFC 4071, §3]

#### **5.3.14. Guidelines for Contracted Services**

The Guidelines for Contracted Services set out the conditions under which the IASA intends to establish normal business relationships with the IETF service providers. The Guideline is located at < <http://iaoc.ietf.org/contracts.html>>.

#### **5.3.15. Announcements**

IAOC Announcements on an IETF list shall also be published on the IASA website upon occurrence.

#### **5.3.16. IETF Meetings Venue Selection Criteria**

The IAOC shall produce and publish the IETF Meetings venue selection criteria upon adoption.

#### **5.3.17. IETF Meeting Network Requirements**

The IAOC shall produce and publish the IETF Meeting Network Requirements describing the meeting's connectivity and network requirements upon adoption.

#### **5.3.18. Hosts and Sponsorship Program**

The IAOC and ISOC will collaborate to produce and publish a Hosts and Sponsorship Program.

### **5.4 Legal Matters**

#### **5.4.1 Subpoenas and Other Legal Requests**

All subpoenas and other legal requests received by the IAOC or the IETF will be published on the IAOC website together with their responses, unless disclosure is prohibited by law, court order, contract or other legal commitment, or would compromise personal, financial or other sensitive information held by the IETF.

### **6. Review**

The IAOC shall review this policy annually, and update it as appropriate. The IAOC will invite community review and input during the annual review cycle.

### **7. Adopted**

This policy is adopted July 12, 2007.

This policy was reviewed, modified and re-adopted on February 20, 2014.

**IAOC Communications Plan Matrix**

February 20, 2014		Notes	RFC 4071 Reference	Publication		Other Publication Location	As Necessary	Upon Occurrence	Publication				ISOC BoT Meetings	Expected Publication	
				ietf.org	Private				Monthly	Quarterly	IETF Meetings	Annual			
<b>A Financial</b>															
1	Budget		3.1	X								X	X	Nov/Dec	1
2	Unaudited Financial Report		6, 7	X								X		Mar/Apr	2
3	Financial Statement		3.1, 3.2, 5.1, 6	X				X	X					w/in 30 days	3
4	Detailed Financial Statement	(1)	7	X	X					X				w/in 30 days	4
5	Financial Forecast		6	X				X					X	June, September	5
6	Budget Revision		6	X				X					X	w/in 30 days	6
7	Meeting Financial Statement (Final)	(2)		X							X			See Note	7
<b>B Operations</b>															
1	Founding Documents (RFCs)			X				X						As Revised	1
2	IAOC Administrative Procedures		3.4, 3.5	X				X						August 2007	2
3	Minutes		3.4	X				X						When Approved	3
4	Annual IASA Goals			X				X				X		December	4
5	IAOC Chair Report			X				X							5
6	Operations Report		3.1, 3.2	X	X				X	X		X	X	Monthly	6
7	Plenary Reports			X							X			Plenary	7
8	Contracts, SLAs, MoUs, SoWs	(3)	3, 7	X	X			X						w/in 14 days	8
9	Contract Summaries	(4)	7	X			X	X						w/in 14 days	9
10	RFPs, RFIs			X				X						When Announced	10
11	IAOC Expense Reimbursement Policy		4	X				X						August 2007	11
12	IETF Administrative Support Function Location Decisions		3	X				X						When Adopted	12
13	Procedural Variant Decisions		3	X				X						When Adopted	13
14	Guidelines for Contracted Services			X				X						As Revised	14
15	Announcements			X				X						As Occurring	15
16	IETF Meetings Venue Selection Criteria			X				X						September 2007	16
17	IETF Meeting Network Requirements			X				X						September 2007	17
18	Hosts and Sponsorship Program			X				X						June 2007	18
19	Subpoenas and Other Legal Requests			X	X			X						As Occurring	19
20	IAOC & IAD Office Hours			X				X						IETF Meetings	20

**NOTES**

- (1) Detailed budget breakdown for IETF, IAB, IASA, and Other Meeting Expenses; salaries confidential, other too detailed
- (2) Final within 90 days of Meeting
- (3) Contracts requiring confidentiality will be on private IAOC Wiki and summarized/extracted for iaoc.ietf.org
- (4) Summaries/Extraxcts published as necessary to respect confidentiality requirements