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
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.

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

IETF Secretariat - Please send problem reports to ietf-web@ietf.org.
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 Jacobson – IESG Appointed
- Ray Pelletier, IAD (non-voting member)
- Lynn St. Amour, ISOC President and CEO – Ex Officio
IAOC Structure

IAOC

Meetings  Budget  Tools Mgmt  RFP/Bids  Legal

Tools

IETF Administrator Director
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

Internet Society
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

## IETF Statement of Activity
For the Month Ending December 31, 2012

<table>
<thead>
<tr>
<th>Income</th>
<th>December Actuals</th>
<th>2012 Actuals</th>
<th>2012 Budget</th>
<th>Variance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>IETF Registrations</td>
<td>15,001</td>
<td>2,237,140</td>
<td>2,152,250</td>
<td>84,890</td>
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</tr>
<tr>
<td>Meeting Sponsorships</td>
<td>15,984</td>
<td>358,750</td>
<td>310,000</td>
<td>48,750</td>
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<tr>
<td>NOC Sponsorships</td>
<td>20,000</td>
<td>533,293</td>
<td>556,000</td>
<td>(22,707)</td>
<td></td>
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<tr>
<td>Hotel Commissions</td>
<td>-</td>
<td>203,015</td>
<td>145,000</td>
<td>58,015</td>
<td></td>
</tr>
<tr>
<td>New/Miscellaneous Revenue</td>
<td>(16,643)</td>
<td>238,709</td>
<td>100,000</td>
<td>138,709</td>
<td>2</td>
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<tr>
<td><strong>Total Income</strong></td>
<td><strong>34,342</strong></td>
<td><strong>3,570,907</strong></td>
<td><strong>3,263,250</strong></td>
<td><strong>307,657</strong></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>December Actuals</th>
<th>2012 Actuals</th>
<th>2012 Budget</th>
<th>Variance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFC Editor</td>
<td>$75,485</td>
<td>$875,610</td>
<td>$899,600</td>
<td>23,990</td>
<td></td>
</tr>
<tr>
<td>IETF Secretariat &amp; Meeting (AMS)</td>
<td>148,000</td>
<td>1,767,539</td>
<td>1,775,000</td>
<td>7,461</td>
<td></td>
</tr>
<tr>
<td>Variable Managed Meeting Costs</td>
<td>6,742</td>
<td>991,416</td>
<td>912,000</td>
<td>(79,416)</td>
<td>3</td>
</tr>
<tr>
<td>Meeting Space</td>
<td>12,532</td>
<td>244,197</td>
<td>350,000</td>
<td>105,803</td>
<td>4</td>
</tr>
<tr>
<td>Other Meeting Expenses</td>
<td>2,701</td>
<td>109,755</td>
<td>118,000</td>
<td>8,245</td>
<td></td>
</tr>
<tr>
<td>NOC Expenses</td>
<td>71,692</td>
<td>599,649</td>
<td>600,000</td>
<td>351</td>
<td></td>
</tr>
<tr>
<td>IASA Support (incl. IAD expenses &amp; salary)</td>
<td>45,698</td>
<td>332,309</td>
<td>322,500</td>
<td>(9,809)</td>
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<tr>
<td>IETF Support</td>
<td>164</td>
<td>31,270</td>
<td>33,750</td>
<td>2,480</td>
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<tr>
<td>IAB Support</td>
<td>(1,754)</td>
<td>29,101</td>
<td>30,750</td>
<td>1,649</td>
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<tr>
<td>IRTF Support</td>
<td>-</td>
<td>12,229</td>
<td>15,000</td>
<td>2,771</td>
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<tr>
<td>Special Projects</td>
<td>15,066</td>
<td>31,929</td>
<td>50,000</td>
<td>18,071</td>
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<tr>
<td>NonCom Support</td>
<td>607</td>
<td>4,413</td>
<td>13,000</td>
<td>8,587</td>
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<tr>
<td>IETF Trust Expenses</td>
<td>2,523</td>
<td>29,216</td>
<td>35,000</td>
<td>5,784</td>
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<tr>
<td>Transition Expenses</td>
<td>-</td>
<td>6,000</td>
<td>85,000</td>
<td>79,000</td>
<td>5</td>
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<tr>
<td>IT Maintenance</td>
<td>150</td>
<td>3,225</td>
<td>50,000</td>
<td>46,775</td>
<td>6</td>
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<tr>
<td>G&amp;A/Governance (Indirect)</td>
<td>10,000</td>
<td>120,000</td>
<td>120,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>389,606</strong></td>
<td><strong>5,187,858</strong></td>
<td><strong>5,409,600</strong></td>
<td><strong>221,742</strong></td>
<td></td>
</tr>
</tbody>
</table>

| 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

<table>
<thead>
<tr>
<th></th>
<th>2012 Budget</th>
<th>2012 Actuals</th>
<th>2013 Budget</th>
<th>2014 Advice</th>
<th>2015 Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IETF Operations</td>
<td>$5,408.</td>
<td>$5,189.</td>
<td>$5,275.</td>
<td>$5,433.</td>
<td>$5,807.</td>
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(Note: Dollars are in $1,000)
## IETF 2012 - 2015 Budget

### Revenues

<table>
<thead>
<tr>
<th></th>
<th>2012 Budget</th>
<th>2012 Actuals</th>
<th>2013 Budget</th>
<th>2014 Advice</th>
<th>2015 Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fees</td>
<td>$2,152</td>
<td>$2,237</td>
<td>$2,140</td>
<td>$2,116</td>
<td>$2,124</td>
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<tr>
<td>Meeting Sponsorship</td>
<td>310</td>
<td>359</td>
<td>318</td>
<td>265</td>
<td>440</td>
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<tr>
<td>Network/NOC Host</td>
<td>556</td>
<td>533</td>
<td>624</td>
<td>600</td>
<td>650</td>
</tr>
<tr>
<td>Hotel Commissions</td>
<td>145</td>
<td>203</td>
<td>165</td>
<td>170</td>
<td>160</td>
</tr>
<tr>
<td>New Revenue</td>
<td>100</td>
<td>194</td>
<td>100</td>
<td>125</td>
<td>125</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>0</td>
<td>45</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$3,264</strong></td>
<td><strong>$3,571</strong></td>
<td><strong>$3,346</strong></td>
<td><strong>$3,276</strong></td>
<td><strong>$3,499</strong></td>
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</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th></th>
<th>2012 Budget</th>
<th>2012 Actuals</th>
<th>2013 Budget</th>
<th>2014 Advice</th>
<th>2015 Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFC Services</td>
<td>900</td>
<td>876</td>
<td>$893</td>
<td>$918</td>
<td>$955</td>
</tr>
<tr>
<td>Secretariat Services</td>
<td>1,775</td>
<td>1,768</td>
<td>1,788</td>
<td>1,841</td>
<td>1,896</td>
</tr>
<tr>
<td>Meeting Space Costs</td>
<td>350</td>
<td>244</td>
<td>228</td>
<td>200</td>
<td>350</td>
</tr>
<tr>
<td>Network/NOC Costs</td>
<td>600</td>
<td>600</td>
<td>554</td>
<td>600</td>
<td>660</td>
</tr>
<tr>
<td>Meeting Operations (Secretariat)</td>
<td>912</td>
<td>991</td>
<td>923</td>
<td>950</td>
<td>950</td>
</tr>
<tr>
<td>Other Meeting Costs</td>
<td>118</td>
<td>110</td>
<td>154</td>
<td>133</td>
<td>136</td>
</tr>
<tr>
<td><strong>Subtotal Direct Meeting Costs</strong></td>
<td><strong>1,979</strong></td>
<td><strong>1,945</strong></td>
<td><strong>1,858</strong></td>
<td><strong>1,883</strong></td>
<td><strong>2,096</strong></td>
</tr>
<tr>
<td>Transition Expenses</td>
<td>85</td>
<td>6</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Special Projects</td>
<td>50</td>
<td>32</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>IT Maintenance</td>
<td>50</td>
<td>3</td>
<td>75</td>
<td>100</td>
<td>150</td>
</tr>
<tr>
<td>Admin (IASA, IETF, IAB, IRTF, NomCom, IAD, ISE)</td>
<td>415</td>
<td>409</td>
<td>451</td>
<td>472</td>
<td>490</td>
</tr>
<tr>
<td>IETF Trust</td>
<td>35</td>
<td>29</td>
<td>36</td>
<td>38</td>
<td>40</td>
</tr>
<tr>
<td>ISOC G&amp;A</td>
<td>120</td>
<td>120</td>
<td>125</td>
<td>130</td>
<td>130</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$5,408</strong></td>
<td><strong>$5,188</strong></td>
<td><strong>$5,275</strong></td>
<td><strong>$5,433</strong></td>
<td><strong>$5,807</strong></td>
</tr>
</tbody>
</table>

### ISOC Direct Contribution Excluding Development

<table>
<thead>
<tr>
<th></th>
<th>2012 Budget</th>
<th>2012 Actuals</th>
<th>2013 Budget</th>
<th>2014 Advice</th>
<th>2015 Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISOC Direct Contribution Excluding Development</td>
<td>$2,145</td>
<td>$1,617</td>
<td>$1,929</td>
<td>$2,157</td>
<td>$2,308</td>
</tr>
<tr>
<td>IT Tools Development</td>
<td>215</td>
<td>255</td>
<td>300</td>
<td>250</td>
<td>200</td>
</tr>
<tr>
<td><strong>ISOC Direct Contribution Including Development</strong></td>
<td><strong>$2,360</strong></td>
<td><strong>$1,872</strong></td>
<td><strong>$2,229</strong></td>
<td><strong>$2,407</strong></td>
<td><strong>$2,508</strong></td>
</tr>
</tbody>
</table>
IASA Financial History

Notes:
- Dollars are in $1,000
- Tools Dev not included
- 2013 is Budget
- 2014+ is Advice
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

IAOC Overview

IETF86 Orlando
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 effecting 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