

IETF

Standards Process

Support Guidelines

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Publication of Internet-Drafts and Support of the I-D Repository

The IETF Secretariat is responsible for receiving Internet-Drafts, reviewing them for conformance with established requirements, posting them to the Internet-Drafts repository, and announcing them to the community. The Secretariat is also responsible for maintaining the Internet-Drafts repository and ensuring that the repository is kept up-to-date.

Submitting and Receiving Internet-Drafts

Internet-Drafts are submitted to the Secretariat by participants in IETF working groups and by individual submitters via e-mail messages sent to internet-drafts@ietf.org. Internet-Drafts must be submitted as ASCII text files. PostScript and/or PDF files are also accepted, but only when accompanied by a matching ASCII version.

Internet-Drafts may be submitted at any time. However, drafts submitted after the respective pre-meeting cutoff dates for initial (version -00) drafts and updated (version -01+) drafts are held for processing until the Monday of the meeting week. (See “Posting and Announcing Internet-Drafts” below.) The Secretariat sends weekly reminders about these deadlines to the IETF Announcement List beginning seven (7) weeks prior to the meeting.

The messages containing the Internet-Drafts are forwarded to a dedicated Webmail system, where they can be accessed by members of the Secretariat staff. The messages are also forwarded to a server-side Perl script that does the following:

- Creates a log file, and records the entire message, including the Internet-Draft.
- Creates an auto-response message confirming receipt of the Internet-Draft, and sends the message to the submitter.

Three auto-response messages are used:

- A standard message.
- A message that is sent after the pre-meeting cutoff date for submission of initial (version -00) Internet-Drafts but before the pre-meeting cutoff date for submission of updated (version -01+) Internet-Drafts.
- A message that is sent after the cutoff date for submission of updated (version -01+) Internet-Drafts but before Internet processing resumes.

Reviewing Internet Drafts

Upon receipt of the initial version (-00) of an Internet-Draft, the Secretariat checks the filename for conformance with IETF file-naming conventions, and determines if the draft is the product of an IETF working group or of an individual submitter. If the draft is the product of an IETF working group, then the Secretariat checks to see if approval to post the draft has been received from the working group chair. If approval to post the draft has not been received, then the Secretariat sends a message to the submitter requesting that he or she ask the working group chair to send written approval to post the draft (to internet-drafts@ietf.org).

The Secretariat does not solicit approval from the working group chairs to post individual Internet-Drafts. However, the Secretariat does request (but not require) that the working group chairs submit lists of their approved pre-meeting version -00 drafts by four (4) weeks prior to the meeting. The Secretariat sends weekly reminders about this matter to the working group chairs mailing list (wgchairs@ietf.org) beginning seven (7) weeks prior to the meeting.

Upon receipt of an update to an Internet-Draft (-01+), the Secretariat checks to see if a previous version of the document exists. If so, then the Secretariat confirms that the filename is accurate (i.e., identical to the filename of the previous version), and that the version number is correct (i.e., one higher than that of the previous version).

The Secretariat checks all Internet-Drafts for conformance with the mandatory requirements specified in the “Guidelines to Authors of Internet Drafts,” <http://www.ietf.org/ietf/1id-guidelines.html>.

If there are errors in the filename or version number, or if the Internet-Draft does not conform to the mandatory requirements specified in the “Guidelines” document, then the Secretariat sends a message to the submitter explaining the problem and requesting that he or she revise and re-submit the document. The Secretariat does not correct errors, insert missing boilerplate, or otherwise modify an Internet-Draft.

Posting and Announcing Internet-Drafts

If an Internet-Draft is suitable for posting, then the Secretariat performs the following tasks:

- Copies and pastes the Internet-Draft to the “Active Internet-Drafts Directory.”
- Adds the Internet-Draft to the IETF database (for initial drafts), or updates the information in the database (for updates to existing drafts).
- Generates and schedules the I-D Action announcement.

Prior to an IETF meeting, the Secretariat holds all initial (version -00) Internet-Drafts or updated (version -01+) Internet-Drafts that are submitted after their respective pre-meeting cutoff dates, and begins posting them on the Monday of the IETF meeting. The cutoff dates for pre-meeting submissions of version -00 and version -01+ Internet-Drafts are Monday at 9:00 a.m. ET, three (3) weeks and two (2) weeks before the meeting, respectively.

Internet-Drafts that have been processed as described above will be available to the community at the next rsync. I-D Action Announcements for these drafts, and notification messages (for documents that update or replace existing drafts) will be scheduled to be sent shortly after the Internet-Drafts are publicly available.

Notifying Interested Parties

If an Internet-Draft is the product of a working group, then the working group discussion list is copied on the I-D Action Announcement. If an Internet-Draft is an update to an existing

document *and* if the existing document has been added to the I-D Tracker, then notification that the document has been updated is automatically sent to the addresses listed in the “State or Version Change Notice To:” field of the Tracker. If the document is the product of a working group, then the e-mail addresses of the working group chairs are automatically included in this field. If the document is the product of an individual submitter, then the e-mail addresses of the author(s) are automatically included in this field. Other names may be added manually by the Area Director, or by the Secretariat at the request of the Area Director.

If an Internet-Draft replaces an existing document, then notification of the replacement is automatically sent to the appropriate individuals. The list of individuals notified depends on the nature of the existing Internet-Draft (i.e., working group product or individual submission), and on whether or not the document has been added to the I-D Tracker.

Maintaining The Internet-Drafts Repository

Internet-Drafts are maintained in one of two directories on the Secretariat servers:

- An “Active Internet-Drafts Directory,” which contains:
 - The most recent version of each active Internet-Draft.
 - Tombstones for Internet-Drafts that have been published as RFCs (permanent).
 - Tombstones for Internet-Drafts that have expired, or that have been replaced or withdrawn (for 185 days).
- An “Internet-Drafts Archive,” which contains Internet-Drafts that have expired, or that have been replaced or withdrawn, as well as the tombstones for such documents that have been in existence for more than 185 days.

Internet-Drafts that have expired, or that have been replaced or withdrawn, and tombstones that are older than 185 days, are automatically transferred from the “Active Internet-Drafts Directory” to the “Internet-Drafts Archive.”

Response Time

Internet-Drafts are normally processed within one business day of their submission. However, Internet-Drafts submitted in the week preceding the pre-meeting cutoff dates for initial (-00) and updated documents (-01+) can take up to five business days to process.

Document Tracking

The IETF Secretariat tracks the status of Internet-Drafts from posting of the initial versions through publication as RFCs. When Internet-Drafts are under review by the IESG, the Secretariat tracks the progress of the review from the initial request to publish the Internet-Draft as an RFC through the processing of the Internet-Draft by the RFC Editor. The Secretariat uses two internal tools to track the status of Internet-Drafts: a Web interface to the IETF database, and a Secretariat/IESG version of the I-D Tracker.

Tracking the Status of Internet-Drafts

The Secretariat tracks the status of Internet-Drafts by updating the IETF database via an internal Web interface. When the initial version (version -00) of an Internet-Draft is submitted, the Secretariat adds the following information about the Internet-Draft to the database:

- Document Name
- Filename
- Version Number (-00 for new Internet-Drafts)
- File Formats Available (.txt, .ps, .pdf)
- Working Group (if applicable)
- Start Date
- Status (“Active” for new Internet-Drafts)
- Number of Pages
- Abstract
- Authors (currently limited to one or two)

When an updated version (version -01+) of an Internet-Draft is submitted, the Secretariat updates the information in the database as appropriate (e.g., version number, revision date, authors, etc). The Secretariat also updates the database when an Internet-Draft is resurrected, replaced, or withdrawn (by the author or by the IETF), or when its expiration date is extended. When an Internet-Draft expires, i.e., 185 days after its “Start Date” (for a new document) or its “Revision Date” (for an updated document), the I-D Status is automatically changed from “Active” to “Expired.”

When the Internet-Draft is published as an RFC, the Secretariat creates a record for the new RFC that includes relevant information drawn from the record for the Internet-Draft, as well as the RFC number and the date of publication. The Secretariat also notes if the RFC updates or obsoletes another document.

Tracking IESG Review of Internet-Drafts and Processing by the RFC Editor

When the Secretariat receives a request to publish an Internet-Draft as an RFC, or a request for IESG review of an Internet-Draft that is under review by the RFC Editor, the Secretariat adds the document to the I-D Tracker to include the following information:

- Intended Status: (e.g., “Proposed Standard,” “Informational RFC,” etc.)
- I-D Tracker State (“Publication Requested” for new requests to publish)
- Shepherding AD

If the request is from the RFC Editor, then the Secretariat checks the appropriate box in the Tracker.

Occasionally, the Shepherding AD adds a document to the Tracker before publication is requested in state “AD is Watching,” or at the time publication is requested in state “Publication Requested.” When the Secretariat receives a request to publish the document, if the document has already been added to the Tracker and is in state “AD is Watching,” then the Secretariat changes the State to “Publication Requested.”

As the document progresses through IESG review and is forwarded to the RFC Editor for processing, the I-D Tracker state is updated by the Secretariat, by the Shepherding AD, or by the system, depending on the stage in the process. The I-D Tracker state updates are summarized in the table below.

I-D Tracker State	I-D Tracker State Updated By:			Comments
	Secretariat	Shepherding AD	System	
AD is Watching		x		

I-D Tracker State	I-D Tracker State Updated By:			Comments
	Secretariat	Shepherding AD	System	
AD is Watching (from Dead)		x	x	Automatic ONLY if (a) the I-D is resurrected or updated AND (b) its state was changed to “Dead” by the system when it expired.
Publication Requested	x	x		
AD Evaluation		x		
Expert Review		x		
Last Call Requested		x		
In Last Call			x	Automatic when Last Call announcement is sent.
Waiting for Write-up			x	Automatic if write-up is not available when Last Call expires.
Waiting for AD Go-Ahead			x	Automatic if write-up is available when Last Call expires.
IESG Evaluation	x	x		
IESG Evaluation-Defer		x		
IESG Evaluation (from IESG Evaluation-Defer)			x	Automatic for next IESG Teleconference.
Approved-Announcement to be Sent	x	x		
Approved-Announcement Sent			x	Automatic when Document or Protocol Action announcement is sent.
RFC Editor Queue	x			
RFC Published	x			
Do Not Publish-Waiting for AD Note	x	x		
Do Not Publish-Announcement to be Sent	x	x		
Dead (from AD is Watching)	x	x	x	Automatic when document expires, or is replaced or withdrawn.
Dead (from Do Not Publish-Announcement to be Sent)			x	Automatic when DNP message is sent to the RFC Editor.
Dead	x	x		

Viewing the Status of Internet-Drafts

The Secretariat provides two Web tools to the IETF community for viewing the status of Internet-Drafts: the “Internet-Drafts Database Interface” (IDDI) and a public version of the I-D Tracker. The IDDI (<https://datatracker.ietf.org/public/idindex.cgi>) provides detailed information about all Internet-Drafts that are stored in the IETF database. A user can display Internet-Drafts by category (e.g., “All,” “Active,” “Published,” or “Expired/Withdrawn/Replaced”), sorted by either submission date or filename, view Internet-Drafts that are products of an IETF working group, an individual submitter, or another IETF-related entity (e.g., the IAB, the IESG, the IRTF, etc.), or search for Internet-Drafts based on one or more search parameters.

The IETF I-D Tracker (<https://datatracker.ietf.org/public/pidtracker.cgi>) provides detailed information about Internet-Drafts that are currently being evaluated by the IESG for publication as RFCs, or that were evaluated by the IESG for publication in the past. A user can search for Internet-Drafts by filename, or by a variety of other search criteria (e.g., working group, IETF area, or Shepherding AD). In addition to information such as Intended Status and I-D Tracker State, the tool provides AD ballot positions and comments on the documents, where available.

Notifying Interested Parties

- Posting an Internet-Draft:

When a new Internet-Draft, or an update to an existing Internet-Draft is posted, if the Internet-Draft is the product of a working group, then the working group discussion list is copied on the I-D Action Announcement.

If an Internet-Draft is an update to an existing document *and* if the existing document has been added to the I-D Tracker, then notification that the document has been updated is automatically sent to the addresses listed in the “State or Version Change Notice To:” field of the Tracker. If the document is the product of a working group, then the e-mail addresses of the working group chairs are automatically included in this field. If the document is the product of an individual submitter, then the e-mail addresses of the author(s) are automatically included in this field. Other names may be added manually by the Area Director, or by the Secretariat at the request of the Area Director.

- Resurrecting, Replacing, or Withdrawing an Internet-Draft:

If an Internet-Draft is resurrected, replaced, or withdrawn, or if its expiration date is extended, then notification of the action is automatically sent to the appropriate individuals. The list of individuals notified depends on (a) who requested the action, (b) the nature of the Internet-Draft (i.e., working group product or individual submission), and (c) whether or not the document has been added to the I-D Tracker. Normally, the following individuals are notified, as appropriate:

- For Internet-Drafts that have not been added to the I-D Tracker:
 - All authors listed in the database
 - The Working Group Chairs
 - The Working Group Area Advisor
 - Any other addresses listed in the Cc field of the original request
- For Internet-Drafts that have been added to the I-D Tracker:
 - All of the above
 - The Shepherding AD (if different from the Working Group Area Advisor)
 - Any other addresses listed in the “State or Version Change Notice To:” field of the I-D Tracker
- Adding an Internet-Draft to the I-D Tracker:

If an Internet-Draft is added to the I-D Tracker in response to a request to publish from a working group chair, then the Shepherding AD is notified. If an Internet-Draft is added to the I-D Tracker in response to a request to publish from an individual submitter, or a request to review the Internet-Draft from the RFC Editor, then the Shepherding AD is notified (if one has been assigned) or the IETF Chair is notified (if a Shepherding AD has not been assigned). The IESG is copied on notifications related to requests to publish from individual submitters and requests to review from the RFC Editor.

- Changing the I-D Tracker State of an Internet-Draft:

If the I-D Tracker state of an Internet-Draft changes, then notification that the state has changed is sent to Shepherding AD and to the addresses listed in the “State or Version Change Notice To:” field of the Tracker.

Response Time

Updates to the database and I-D Tracker associated with the following types of requests are normally made within two business days:

- Post an Internet-Draft (except for the week preceding the pre-meeting cut off dates for initial (version -00) and updated (version -01+) documents)
- Resurrect, replace, or withdraw an Internet-Draft, or extend its expiration date
- Publish an Internet-Draft
- Issue a Last Call
- Announce an interim Document or Protocol Action
- Update I-D Tracker State to RFC Ed Queue or RFC Published

Updates to the I-D Tracker associated with actions taken at an IESG Teleconference are made according to the schedule published in the IESG “Telechat Timetable,” which is available to members of the IESG on the Internal IESG Web Page.

Ticket System for Document and Working Group Management

The IETF Secretariat maintains a ticket system for tracking requests for information and assistance from the IETF community. The ticket system utilizes the “RT: Request Tracker” from Best Practical Solutions LLC. The Secretariat has created multiple queues within its RT ticket system for processing various types of requests. Requests for assistance with document and working group management are normally processed in the “IESG Support” queue.

Submitting and Receiving Requests for Assistance with Document and Working Group Management

Members of the community request assistance with document and working group management by sending e-mail messages to the address iesg-secretary@ietf.org. When a message is sent to that address, it is forwarded to the RT system, which generates a ticket in the “IESG Support” queue. The RT system notifies the submitter that his or her request has been received, and provides a reference number for the associated ticket. The RT system also sends a copy of the ticket to the e-mail boxes of those members of the Secretariat team who are responsible for processing requests related to document and working group management.

Requests for assistance with document and working group management are normally submitted by authors of Internet-Drafts (I-Ds), working group (WG) chairs, Area Directors (ADs), and the RFC Editor. However, requests for assistance in these areas may also be submitted by other members of the community (for example, requests to correct errors). Typical requests in each category that may be submitted to the ticket system by one or more of these user groups are summarized in the table below.

Type of Request	Requester			
	I-D Author	WG Chair	Area Director	RFC Editor
Document Management				
• Publish an I-D as an RFC	x	x		
• Replace or withdraw an I-D	x	x	x	
• Resurrect an I-D	x	x	x	x
• Issue a “Last Call”			x	
• Send an approval announcement			x	
• Request expedited handling by the RFC Editor			x	
• Send a “No Problem” or “Do Not Publish” message to the RFC Editor			x	
• Post an implementation report	x	x	x	
• Forward an I-D to the IESG for Review				x
• Freeze expiration of an I-D				x

Type of Request	Requester			
	I-D Author	WG Chair	Area Director	RFC Editor
• Allow expiration of an I-D				x
WG Management				
• Send a charter for “Internal Review”			x	
• Send a “WG Review” announcement			x	
• Send a “WG Action” announcement			x	
• Add, replace, or remove a WG chair			x	
• Update a WG milestone		x		
• Add URLs to a WG charter		x		
• Name a WG secretary		x		
• Update contact information for a WG chair		x		
• Create a WG mailing list ¹		x	x	

¹ Requests to create mailing lists are submitted via the IETF Mailing List Request Tool and generate tickets in the IETF Tech-Support queue and not in the IESG Support queue.

Processing Requests for Assistance with Document and Working Group Management

Specific members of the Secretariat team are responsible for processing and resolving the various types of requests associated with document and working group management. When a member of the team receives an e-mail message containing a ticket related to his or her area(s) of responsibility, that team member goes to the ticket system, “takes” the ticket, performs the work, and “resolves” the ticket. The IETF Executive Director checks the ticket system on a daily basis to confirm that time-sensitive tickets associated with document and working group management have been taken, and “gives” unowned tickets of these types to the appropriate members of the team.

If a team member has a question about a request, or requires additional information in order to process the request, then he or she corresponds with the requester within the ticket, thereby creating a record of the discussion. If a request requires approval before it can be addressed, then the team member notifies the requester that approval is required, and puts the ticket on hold until approval has been received. For example, requests from WG chairs to add, delete, or modify a milestone in a WG charter must be approved by an AD before the Secretariat can update the charter.

When a ticket is resolved, the RT system notifies the requester that this is the case, and asks the requester to reply to the message if he or she has additional questions or concerns about the

request. In most cases, the owner of the ticket sends a personal message to the requester as well when the work is completed.

Response Time

Requests for assistance with document and working group management are normally processed within two business days unless the Secretariat requires additional information, guidance, or approval in order to proceed.

Announcement of IETF Last Calls

The IETF Procedures require that a community-wide “Last Call” for comments be sent to the IETF Announcement List for every Internet-Draft proposed for publication as a standards-track RFC or Best Current Practice (BCP). Documents whose intended status is “Informational RFC” or “Experimental RFC” are not required to undergo a Last Call, although the Shepherding Area Director (AD) may request a Last Call if he or she wishes.

The Last Call period must be no shorter than two weeks for a working group document, and no shorter than four weeks for an individual submission. However, the Last Call period may exceed the minimum time specified in the procedures at the request of the Shepherding AD. Requests for longer Last Call periods are most often received around the time of an IETF meeting when the deadline for comments, based on the traditional Last Call period, would fall during the meeting week.

Submitting and Receiving Requests for Last Calls

Requests for Last Calls are submitted by the Shepherding AD via the I-D Tracker. To request a Last Call, the AD clicks on the “Request Last Call” button on the “Last Call and Ballot Write-up” page for the document. The I-D Tracker sends an automatic message to iesg-secretary@ietf.org, which generates a ticket in the IESG Support queue of the Secretariat’s RT ticket system indicating that a Last Call has been requested. If the Shepherding AD wishes to request an extended Last Call period, then he or she normally will alert the Secretariat by sending a separate message to iesg-secretary@ietf.org, which generates an additional ticket related to this issue.

Processing Last Calls

Upon receipt of a Last Call request, the Secretariat goes to the “Last Call and Ballot Write-up” page for the document in the I-D Tracker. The Secretariat checks the Last Call announcement to make sure that it is accurate. Specifically, the Secretariat confirms that (a) the end date on the Last Call is either not less than two weeks (for working group submissions) or not less than four weeks (for individual submissions), (b) the intended status of the document is correct, and (c) the Last Call is being issued for the most recent version of the document. If the AD has requested an extended Last Call period, then the Secretariat confirms that the extended period is reflected in the end date in the announcement.

The Secretariat then clicks on the “Make Last Call” button on the bottom of the page, which brings up the “Make Last Call Preview” page. This page contains two text fields with the default start and end dates. If the AD requested an extended Last Call period, then the Secretariat enters the revised deadline. The Secretariat then clicks on the “Make Last Call” button, which sends the Last Call announcement to the IETF Announcement list, and notifies the Shepherding AD that the Last Call announcement has been sent.

Response Time

Requests for Last Calls are normally processed within two business days.

Maintenance of Tools

The IETF Secretariat maintains a variety of tools to assist with standards process support activities. There are four categories of tools:

- **Secretariat Tools:**

Secretariat Tools are used by the staff of the Secretariat to perform various tasks for the IETF community in support of the Internet standards process and related activities.

- **Community Tools:**

Community Tools are available to all IETF participants and do not require an account (i.e., a user ID and password) to gain access. However, some actions that are requested via the tools, including those that result in updates to IETF databases or Web pages, are moderated by the Secretariat prior to being processed, or require the approval of an IETF Area Director, the IETF Chair, or the IAB Chair. In cases where approval is required, the tools provide a mechanism for requesting and obtaining it.

- **Management Tools:**

Management Tools are intended for members of the IETF community with specific responsibilities. These tools require an account (i.e., a user ID and password) to gain access. In some cases, the Secretariat creates (and removes) accounts in conjunction with routine changes in personnel. For example, the Secretariat creates an account on the IESG I-D Tracker when a new AD is named, on the Meeting Session Request Tool and Meeting Materials Management Tool when a new working group chair is named, and on the Liaison Statement Management Tool when a new liaison manager is named. Otherwise, the Secretariat creates accounts on these tools on an as-needed basis.

- **System Tools:**

System Tools are scripts that run in the background according to pre-defined schedules to generate Web pages, send out reminders and notifications, and maintain the I-D repository.

The standards process support tools that are currently maintained by the Secretariat are listed in the table below. Descriptions of the Community Tools and Management Tools, as well as links to these tools, are available on the “IETF Web Tools” Web page at <http://www.ietf.org/tools.html>.

Tool	Description
Secretariat Tools	
<ul style="list-style-type: none"> • Internal Database Interface 	A Web tool for updating the Secretariat database.
<ul style="list-style-type: none"> • Internal I-D Tracker 	The Secretariat version of the I-D Tracker, a Web tool for assisting the IESG in reviewing

Tool	Description
	and evaluating I-Ds submitted for publication as RFCs.
<ul style="list-style-type: none"> • IETF Contact Information Management Tool 	A Web tool for recording and maintaining contact information on IETF participants.
<ul style="list-style-type: none"> • IETF Message and Announcement Tool 	A Web tool for sending messages and announcements, and for scheduling them to be sent at a specific time.
<ul style="list-style-type: none"> • Telechat Management Tool 	A Web tool for updating the I-D Tracker during telechats and for generating the minutes.
<ul style="list-style-type: none"> • I-D Validator 	A Web tool for checking I-Ds for conformance with the “Guidelines to Authors of Internet-Drafts.”
<ul style="list-style-type: none"> • Internal Liaison Statement Management Tool 	A Web tool for posting liaison statements that are submitted via e-mail.
<ul style="list-style-type: none"> • Internal IPR Disclosure Management Tool 	A Web tool for processing IPR disclosures that are submitted via e-mail.
<ul style="list-style-type: none"> • IETF Leadership Information Management Tool 	A Web tool for recording and maintaining information on current members of the IETF leadership (i.e., IESG members, IETF, IAB, and NomCom Chairs, and IETF Liaison Managers).
<ul style="list-style-type: none"> • IETF Meeting Manager 	A Web tool for entering information on IETF meetings required for various meeting-related Web pages and tools.
<ul style="list-style-type: none"> • Internal Meeting Materials Management Tool 	A Web tool to create IETF Meeting Proceedings based on input from the IETF Meeting Materials Management Tool.
Community Tools	
<ul style="list-style-type: none"> • Public I-D Tracker 	The public version of the I-D Tracker, a Web tool for the community to track IESG review and evaluation of I-Ds submitted for publication as RFCs.
<ul style="list-style-type: none"> • IPR Disclosure-Related Tools 	A set of Web tools for submitting, updating, viewing, and searching for IPR disclosures.
<ul style="list-style-type: none"> • Internet-Drafts Database Interface 	A Web tool for viewing information about Internet-Drafts.
<ul style="list-style-type: none"> • Mailing List Request Tool 	A Web tool for requesting that a mailing list be hosted @ietf.org.
<ul style="list-style-type: none"> • Non-WG Mailing List Posting Tool 	A Web tool for posting a non-working group mailing list on the “IETF Non-WG Mailing Lists” Web page, updating the information on an existing entry, or deleting an existing entry.

Tool	Description
Management Tools	
<ul style="list-style-type: none"> • IESG I-D Tracker 	The IESG version of the I-D Tracker, a Web tool to support the IESG in reviewing and evaluating I-Ds submitted for publication as RFCs.
<ul style="list-style-type: none"> • Liaison Statement Management Tool 	A Web tool for submitting and updating liaison statements.
<ul style="list-style-type: none"> • Meeting Session Request Tool 	A Web tool for submitting all of the information that the Secretariat requires to schedule sessions at IETF meetings.
<ul style="list-style-type: none"> • Meeting Materials Management Tool 	A Web tool for making meeting materials...including agendas, presentation slides, and minutes...available to the community before, during, and after an IETF meeting (as appropriate), and for submitting them to the Secretariat for inclusion in the IETF meeting proceedings.
System Tools	
<ul style="list-style-type: none"> • IETF Web Page Generator 	A set of scripts for generating the pages on the IETF Web site.
<ul style="list-style-type: none"> • Last Call Expiration Manager 	A script that detects when a Last Call has expired, and sends a notification to the Shepherding AD.
<ul style="list-style-type: none"> • I-D Submission AutoResponder 	A script that sends out the auto-response message when an I-D has been submitted.
<ul style="list-style-type: none"> • WG Milestone Reminder 	A script that sends out a message to the working group chairs to remind them of past-due milestones.
<ul style="list-style-type: none"> • Windows Special Character Remover 	A script to remove Windows characters from Internet-Drafts that have been processed on Windows-based computers.
<ul style="list-style-type: none"> • Tombstone Manager 	A script that removes for expired, withdrawn, and replaced I-Ds from the I-D repository after 185 days.
<ul style="list-style-type: none"> • I-D Repository Maintenance Tool 	A script that detects old versions of Internet-Drafts in the active I-D repository, and removes them.

Handling Intellectual Property Rights Disclosures

The IETF Intellectual Property Rights (IPR) rules are defined in RFC 3979 (BCP 79), “Intellectual Property Rights in IETF Technology,” as updated by RFC 4879 (BCP 79), “Clarification of the Third Party Disclosure Procedure in RFC 3979.” The IETF Secretariat is responsible for receiving IPR disclosures, confirming that these IPR disclosures are consistent with the requirements of Section 6.4 of RFC 3979 (“What Must be in a Disclosure?”), and making the IPR disclosures available to the community. The Secretariat is also responsible for obtaining and processing IPR disclosures from the purported owners of the IPR named in “Specific Third Party” submissions.

Submitting and Receiving IPR Disclosures

IPR disclosures are normally submitted to the Secretariat via Web forms provided on the “IETF IPR Disclosure Page” (https://datatracker.ietf.org/public/ipr_disclosure.cgi) of the IETF Web site. However, IPR disclosures may also be submitted by sending e-mail messages to ietf-ipr@ietf.org. When using a Web form, the submitter is prompted to enter all of the information specified in Section 6.4 of RFC 3979, and will be unable to submit the form unless he or she does so.

Web forms are available for three types of disclosures:

- **Generic:** To inform the IETF of patent or patent application information that is not related to a specific IETF document or contribution.
- **Specific:** To inform the IETF of patent or patent application information regarding an IETF document or contribution specified in the disclosure.
- **Specific Third Party:** To inform the IETF of patent information regarding an IETF document or contribution when the person submitting the disclosure has no relationship with the patent owners.

Web forms are also available for updating existing IPR disclosures, regardless of whether the original disclosures were submitted by e-mail or via the Web.

When an IPR disclosure is submitted by either Web form or e-mail, the submission generates a ticket in the IPR-Disclosures queue of the Secretariat’s RT ticket system.

Processing IPR Disclosures

An IPR disclosure that is submitted via a Web form is held in a queue for review and approval by the Secretariat. The Secretariat checks the IPR disclosure to confirm that it is legitimate (i.e., that it is not a bogus disclosure or spam), and approves it for posting on the “IETF Page of Intellectual Property Rights Disclosures” (https://datatracker.ietf.org/public/ipr_list.cgi).

An IPR disclosure that is submitted via e-mail must be processed manually. The Secretariat copies the disclosure from the RT ticket to a text file, and uploads it to the server. Using an administrator’s Web interface, the Secretariat assigns a title to the disclosure, and enters the date

that the disclosure was submitted and the URL of the uploaded file. The Secretariat also notes the type of disclosure (i.e., generic, specific, or third-party), whether the disclosure updates an existing disclosure, and whether or not it complies with Section 6.4 of RFC 3979.

The Secretariat then completes selected fields of the Web form depending on the type of disclosure. These include: the legal name of the patent holder/applicant (for all disclosures), the name, title, and e-mail address of the patent holder's contact for license application (for "Specific" and "Generic" disclosures), the name, title, and e-mail address of the submitter of the IPR disclosure (for "Specific Third Party" disclosures), and the relevant IETF contribution (for "Specific" and "Specific Third-Party" disclosures). When all of the information has been entered, the Secretariat posts the disclosure on the "IETF Page of Intellectual Property Rights Disclosures."

Disclosures submitted by e-mail are labeled as such. Disclosures submitted by e-mail that do not comply with the formal requirements of RFC 3979 are posted on the Web page, but are marked as "non-compliant."

When the Secretariat receives a "Specific Third Party" disclosure, the Secretariat attempts to identify an appropriate contact at the purported owner's organization. If the organization has recently submitted an IPR disclosure on another IETF contribution, then the name of the contact is included in that disclosure. If the organization has not recently submitted an IPR disclosure, then the Secretariat looks for an appropriate contact by methods such as browsing the organization's Web site, or contacting the submitter of the "Specific Third Party" disclosure for possible leads. If the Secretariat is unable to locate a suitable contact, then the Secretariat asks the affected working group chairs or ADs for assistance. Once the contact is identified, the Secretariat sends a message to that individual requesting that he or she submit a "Specific" IPR disclosure on behalf of the organization if the organization does indeed hold IPR on the IETF contribution listed in the "Specific Third Party" disclosure.

Notifying Interested Parties

When the Secretariat posts an IPR disclosure, the following individuals are currently notified, as applicable:

- The submitter of the IPR disclosure.
- The patent holder's contact.
- The submitter of the *original* IPR disclosure, and *all* existing updates to the original IPR disclosure and/or to its updates (if the newly posted IPR disclosure updates an existing disclosure).
- The patent holder's contact for the *original* IPR disclosure, and *all* existing updates to the original IPR disclosure and/or to its updates (if the newly posted IPR disclosure updates an existing disclosure).
- The author(s) of the subject Internet-Draft or RFC (if listed in the Secretariat's database).
- The working group chairs (if the working group is active).

- The working group Area Advisor (if the working group is active), the Area Directors (if the working group is closed), or the Shepherding AD (if the IPR disclosure relates to an individual submission).
- The General AD when the subject Internet-Draft is an individual submission that is not the product of a working group, and is not being Shepherded by an AD.
- The General AD when the subject RFC is an individual submission that is not the product of a working group or where the precursor Internet-Draft was not shepherded by an AD.
- The General AD for any “Generic” IPR disclosure.

At least one AD is notified when any type of IPR disclosure is submitted.

Viewing IPR Disclosures

All IPR disclosures that have been submitted to the Secretariat are posted on the “IETF Page of Intellectual Property Rights Disclosures.” The disclosures are grouped by category (i.e., “Generic,” “Specific,” and “Specific Third-Party”), and are listed by “Date Submitted” in descending order within each category. The listing includes the title of the disclosure and an ID number assigned by the system, and indicates if the disclosure updates, or has been updated by, another disclosure.

In addition, the “IETF IPR Disclosure Page” contains a search feature for identifying IPR disclosures that satisfy one or more parameters. Currently, the tool will identify disclosures related to an Internet-Draft, RFC, or IETF working group, or submitted by a specific patent owner or applicant, or containing specific words in the title of the disclosure or of the Internet-Draft or RFC, or containing a given string of characters in a patent or patent application number.

Response Time

IPR disclosures submitted via the Web forms are normally processed within one business day. IPR disclosures submitted via e-mail are normally processed within four business days.

Publication of Official Actions

The IETF Secretariat is responsible for publishing official IETF actions to the IETF community. Most of the official actions that the Secretariat publishes on a routine basis are actions taken by the IESG. These include Protocol Actions, Document Actions, Working Group Actions, Decisions on Appeals to the IESG, and IESG Statements. In addition, the Secretariat also publishes official actions related to the IAB/IESG Nominating Committee (NomCom), such as the naming of the NomCom chair (at the request of the President and CEO of ISOC), and milestones in the NomCom process (at the request of the NomCom chair).

Finally, the Secretariat publishes non-routine official actions if requested to do so by the chair of the IAB, IESG, or IAOC, or by an IETF Area Director, the IETF Administrative Director, or the President and CEO of ISOC.

Submitting and Receiving Requests to Publish Official Actions

Many decisions by the IESG that result in official actions, such as Protocol, Document, and Working Group Actions, are taken at the bi-weekly IESG Teleconferences (or “telechats”). The teleconference moderator, who is a member of the Secretariat team, records these decisions and the associated actions during the teleconference.

Requests to publish all other official actions, including Document, Protocol, and Working Group Actions that are finalized between teleconferences, are normally submitted via e-mail messages to iesg-secretary@ietf.org. These messages generate tickets in the IESG Support queue of the Secretariat’s RT ticket system.

Processing Requests to Publish Official Actions

The Secretariat normally publishes official actions by announcing them on the IETF Announcement List, and posting the announcements on the IETF Web site. The text for all announcements of official actions other than Protocol, Document, and Working Group Actions, is prepared by the submitter and included within the ticket. The Secretariat creates the messages manually, and sends them to the IETF Announcement list “From” the submitter (or the entity that the submitter represents, e.g., “The IESG”), or “From” the “IESG Secretary” or “IETF Secretariat” on behalf of the submitter.

The text for Protocol, Document, and Working Group Action announcements is contained in templates maintained by the Secretariat. The Secretariat creates Working Group Action announcements manually, and sends them to the IETF Announcement List “From” the “IESG Secretary.” The Secretariat ensures that the most recent version of the charter is included in the announcement, as well as any additional or customized text provided by the AD.

Protocol and Document Action announcements are generated and sent via the I-D Tracker. Prior to announcing Protocol and Document Actions, the Secretariat checks the announcement text to make sure that it is accurate. Specifically, the Secretariat confirms that (a) the document ballot contains the appropriate number of “yes” and “no objection” positions, and no “discusses,” (b) the announcement is being issued for the most recent version of the document, (c) the intended

status of the document is correct, and (d) the announcement includes the write-up and any RFC Editor, IESG, and/or IANA notes, if applicable.

Protocol, Document, and Working Group Actions that are finalized at an IESG Teleconference are recorded in the minutes of that teleconference, and Protocol and Document Actions that are finalized between teleconferences are recorded in the minutes of the next teleconference. The minutes of the IESG Teleconferences are available to the community on the IETF Web site.

Notifying Interested Parties

The Secretariat typically copies the IAB and the RFC Editor on all Protocol and Document Action announcements. If the document is the product of an IETF working group, then the Secretariat also copies the working group chairs and the working group discussion list.

The Secretariat typically copies the working group chairs and the working group discussion list on all Working Group Action announcements.

The Secretariat typically sends decisions on Appeals to the IESG to the appellant, with copies to the IESG and the IETF Announcement list.

Response Time

Decisions made at the IESG Teleconferences are announced according to the schedule published in the IESG "Telelchat Timetable." Unencumbered Document and Protocol Actions are announced by 16:00 ET on the Monday following the teleconference, and unencumbered Working Group Actions are announced by 17:00 ET on the Tuesday following the teleconference. Requests to publish official announcements that are submitted via the RT ticket system are normally processed within two business days.

Communication of Status to Relevant Groups

The IETF Secretariat routinely notifies interested parties when it performs various actions related to the Internet standards process. The parties notified for each standards-process-related activity are documented in the section entitled “Notifying Interested Parties” within the applicable “Standards Process Support (SPS) Guideline.” The collective information from all applicable SPS Guidelines is presented below.

- Posting an Internet-Draft:

When a new Internet-Draft, or an update to an existing Internet-Draft is posted, if the Internet-Draft is the product of a working group, then the working group discussion list is copied on the I-D Action Announcement.

If an Internet-Draft is an update to an existing document *and* if the existing document has been added to the I-D Tracker, then notification that the document has been updated is automatically sent to the addresses listed in the “State or Version Change Notice To:” field of the Tracker. If the document is the product of a working group, then the e-mail addresses of the working group chairs are automatically included in this field. If the document is the product of an individual submitter, then the e-mail addresses of the author(s) are automatically included in this field. Other names may be added manually by the Area Director, or by the Secretariat at the request of the Area Director.

- Resurrecting, Replacing, or Withdrawing an Internet-Draft:

If an Internet-Draft is resurrected, replaced, or withdrawn, or if its expiration date is extended, then notification of the action is automatically sent to the appropriate individuals. The list of individuals notified depends on (a) who requested the action, (b) the nature of the Internet-Draft (i.e., working group product or individual submission), and (c) whether or not the document has been added to the I-D Tracker. Normally, the following individuals are notified, as appropriate:

- For Internet-Drafts that have not been added to the I-D Tracker:

- All authors listed in the database
- The Working Group Chairs
- The Working Group Area Advisor
- Any other addresses listed in the Cc field of the original request

- For Internet-Drafts that have been added to the I-D Tracker:

- All of the above
- The Shepherding AD (if different from the Working Group Area Advisor)
- Any other addresses listed in the “State or Version Change Notice To:” field of the I-D Tracker

- Adding an Internet-Draft to the I-D Tracker:

If an Internet-Draft is added to the I-D Tracker in response to a request to publish from a working group chair, then the Shepherding AD is notified. If an Internet-Draft is added to the I-D Tracker in response to a request to publish from an individual submitter, or a request to review the Internet-Draft from the RFC Editor, then the Shepherding AD is notified (if one has been assigned) or the IETF Chair is notified (if a Shepherding AD has not been assigned). The IESG is copied on notifications related to requests to publish from individual submitters and requests to review from the RFC Editor.

- Changing the I-D Tracker State of an Internet-Draft:

If the I-D Tracker state of an Internet-Draft changes, then notification that the state has changed is sent to Shepherding AD and to the addresses listed in the “State or Version Change Notice To:” field of the Tracker.

- Publication of Official Actions:

- The Secretariat typically copies the IAB and the RFC Editor on all Protocol and Document Action announcements. If the document is the product of an IETF working group, then the Secretariat also copies the working group chairs and the working group discussion list.
- The Secretariat typically copies the working group chairs and the working group discussion list on all Working Group Action announcements.
- The Secretariat typically sends decisions on Appeals to the IESG to the appellant, with copies to the IESG and the IETF Announcement list.

- Posting IPR Disclosures:

When the Secretariat posts an IPR disclosure, the following individuals are currently notified, as applicable:

- The submitter of the IPR disclosure.
- The patent holder’s contact.
- The submitter of the *original* IPR disclosure, and *all* existing updates to the original IPR disclosure and/or to its updates (if the newly posted IPR disclosure updates an existing disclosure).
- The patent holder’s contact for the *original* IPR disclosure, and *all* existing updates to the original IPR disclosure and/or to its updates (if the newly posted IPR disclosure updates an existing disclosure).
- The author(s) of the subject Internet-Draft or RFC (if listed in the Secretariat’s database).
- The working group chairs (if the working group is active).

- The working group Area Advisor (if the working group is active), the Area Directors (if the working group is closed), or the Shepherding AD (if the IPR disclosure relates to an individual submission).
- The General AD when the subject Internet-Draft is an individual submission that is not the product of a working group, and is not being Shepherded by an AD.
- The General AD when the subject RFC is an individual submission that is not the product of a working group or where the precursor Internet-Draft was not shepherded by an AD.
- The General AD for any “Generic” IPR disclosure.

At least one AD is notified when any type of IPR disclosure is submitted.

- Posting Liaison Statements:

When a liaison statement is sent via the “IETF Liaison Statement Management Tool,” copies are sent to any addresses that are included in the “Cc,” “Response Contact,” and “Technical Contact” fields of the Web form. Based on RFCs 4052 and 4053, the Secretariat provides guidelines for completing the following fields:

- The “To” and “Cc” fields for liaison statements that are sent to the IETF by other SDOs (https://datatracker.ietf.org/public/liaison_guide_to_ietf.cgi)
- The “Cc” field for liaison statements that are sent to other SDOs by the IETF (https://datatracker.ietf.org/public/liaison_guide_from_ietf.cgi).

When a liaison statement is sent via e-mail with a copy to statements@ietf.org, the Secretariat notifies the submitter when the statement has been posted on the “Liaison Statements” Web page, and copies the Liaison Manager for the SDO on the message, if applicable.

Registration and Publication of Liaison Statements

The IETF practices and procedures pertaining to liaison relationships with other Standards Development Organizations (SDOs) are documented in two RFCs:

- RFC 4052 (BCP 102), “IAB Processes for Management of IETF Liaison Relationships.”
- RFC 4053 (BCP 103), “Procedures for Handling Liaison Statements to and from the IETF.”

The IETF Secretariat is responsible for maintaining copies of all liaison statements sent to or from the IETF, and for making them available to the community.

Submitting and Receiving Liaison Statements

A liaison statement may be sent in one of two ways: via the Web-based “IETF Liaison Statement Management Tool” (https://datatracker.ietf.org/cgi-bin/ls/liaison_manager.cgi), or by e-mail. The “IETF Liaison Statement Management Tool” is intended for sending liaison statements *to* the IETF *from* SDOs with which the IETF has a formal liaison relationship, and *from* the IETF *to* any SDO. Access to the tool requires an account (i.e., a user ID and password), and accounts require the approval of the IETF Liaison Manager for the SDO, or the IAB Chair.

Upon logging on to the tool, each account holder is provided with a list of the liaison statements that he or she has previously sent using the tool. The account holder may either create a new liaison statement, or update an existing liaison statement selected from the list.

If a liaison statement is sent to or from the IETF via the tool, then a copy of the statement is automatically sent to the Secretariat at statements@ietf.org. If a liaison statement is sent via e-mail, then the sender must copy statements@ietf.org on the message to ensure that the Secretariat receives the statement. When a message is sent to statements@ietf.org by either mechanism, the message generates a ticket in the Liaison Statements queue of the Secretariat’s RT ticket system.

Processing Liaison Statements

The Secretariat recognizes that a liaison statement has been sent via the “IETF Liaison Statement Management Tool” from the subject line of the ticket:

- Submission of New Liaison Statement: [title of statement]
- Notification of Updated Liaison Statement: [title of statement]

When a liaison statement is sent via the tool, it is posted on the IETF “Liaison Statements” Web page (<https://datatracker.ietf.org/public/liaisons.cgi>) automatically without intervention by the Secretariat. Therefore, upon receiving the ticket, the Secretariat looks at the Web page to confirm that the statement has been posted, and resolves the ticket.

When a liaison statement is sent via e-mail, the Secretariat must process it manually. Using an administrator's Web interface, the Secretariat enters the following information: the SDO that sent the liaison statement (selected from a drop-down list), the date that the liaison statement was sent, the SDO/group to which the liaison statement is directed (exactly as specified in the statement), and the e-mail address of the recipient of the liaison statement.

If the body of the liaison statement is included as an attachment to the ticket, or if the liaison statement contains an attachment, then the Secretariat uploads the attachment(s) to the server via the Web interface. If the body of the liaison statement is contained within the ticket, then the Secretariat copies the statement to a text file prior to uploading it to the server. The Secretariat enters the title of each liaison statement and attachment exactly as provided in the ticket, but with the following prefaces:

- Liaison Statement: <title> (for a new liaison statement)
- Liaison Response: <title> (for a response to an existing liaison statement)
- Liaison Attachment: <title> (for an attachment to a liaison statement)

Notifying Interested Parties

When a liaison statement is sent via the Web tool, copies are sent to any addresses that are included in the "Cc," "Response Contact," and "Technical Contact" fields of the form. Based on RFCs 4052 and 4053, the Secretariat provides guidelines for completing the following fields:

- The "To" and "Cc" fields for liaison statements that are sent to the IETF by other SDOs (https://datatracker.ietf.org/public/liaison_guide_to_ietf.cgi)
- The "Cc" field for liaison statements that are sent to other SDOs by the IETF (https://datatracker.ietf.org/public/liaison_guide_from_ietf.cgi).

When a liaison statement is sent via e-mail with a copy to statements@ietf.org, the Secretariat notifies the submitter when the statement has been posted on the "Liaison Statements" Web page, and copies the Liaison Manager for the SDO on the message, if applicable.

Viewing Liaison Statements

All Liaison statements that have been submitted to the Secretariat are posted on the IETF "Liaison Statements" Web page (<https://datatracker.ietf.org/public/liaisons.cgi>). The statements are listed by date submitted in descending order. The listing includes the title of the statement, the SDO or IETF entity (e.g., working group, area, etc.) that sent the statement, and the "token" (i.e., the SDO or IETF entity to which the statement was sent).

Response Time

Liaison statements submitted via the Web tool are posted immediately. Liaison statements submitted via e-mail are normally posted within five business days.

Collection and Archiving of Presentations, Minutes, and Attendee Lists from IETF Meetings

According to RFC 2418, “IETF Working Group Guidelines and Procedures,” IETF working groups are required to submit minutes and attendee lists for all sessions held at the tri-annual IETF meetings as well as for interim meetings. The same rules apply to other groups that hold sessions at IETF meetings. These groups include IETF area groups, IRTF research groups, IESG teams, and BOFs. In all cases, submission of presentation slides, while encouraged, is optional.

The IETF Secretariat is responsible for collecting and archiving the presentation slides, minutes, and attendee lists for all sessions held at IETF meetings and for all interim working group meetings. Most of these materials are incorporated into the formal proceedings of the IETF meetings, and are available to the community on the IETF Web site, and for purchase as a CD ROM.

Submitting and Receiving Presentation Slides, Minutes, and Attendee Lists

- For Sessions at IETF Meetings:

- Presentation Slides and Minutes:

Presentation slides and minutes for all sessions held at IETF meetings are normally submitted via the “IETF Meeting Materials Management Tool” (https://datatracker.ietf.org/cgi-bin/wg/wg_proceedings.cgi), a Web-based tool for making meeting materials available to the community before, during, and after an IETF meeting, and for forwarding them to the Secretariat for inclusion in the IETF meeting proceedings. If it is not possible to use the tool, then these materials may be submitted via e-mail by sending them to proceedings@ietf.org.

Access to the tool requires an account (i.e., a user ID and password). IETF Area Directors, and the chairs and secretaries of all active IETF working groups have accounts on this tool, and BOF chairs who are not working group chairs are given accounts on the tool when their BOFs have been approved by an Area Director. Individuals who chair other types of sessions at IETF meetings may also request accounts.

For each IETF meeting, users have access to the tool from the date that session scheduling begins until the deadline for submitting corrections to the text. They may upload, replace, and delete materials as often as is necessary during this period. For inclusion in the proceedings, presentation slides and minutes are due by no later than four weeks from the Friday of the meeting week at 17:00 ET (21:00 GMT).

Minutes may be submitted in either plain text (Unix/Mac/Dos) or in simple HTML with no style sheets. Presentation slides may be submitted in any of the following formats:

- .TXT Plain text (Unix/Mac/Dos)
- .DOC MS Word Document (v95-latest version)
- .PDF Adobe Portable Document Format (Acrobat 3-latest version)

- .PPT MS PowerPoint Document (v95-latest version)

When submitting slides for multiple presentations, chairs should indicate the order that the presentations should appear in the proceedings. If they use the “IETF Meeting Materials Management Tool” to submit their presentation slides, then they can order the presentations via the interface provided. If they submit their presentation slides by e-mail, then they should indicate the desired order by completing a “Proceedings Submission Form.” Proceedings Submission Forms” are available online in two file formats:

PDF: <http://www.ietf.org/instructions/proxform.pdf>

MS Word: <http://www.ietf.org/instructions/proxform.doc>

Either version may be printed in advance, completed on site, and turned in at the registration desk following the conclusion of the session. The Word form may also be completed electronically and submitted by e-mail along with the presentation slides.

- Attendee Lists:

The Secretariat provides a sign-up sheet (also known as a “blue sheet”) for each session held at an IETF meeting (except for the plenary sessions). The session chair is responsible for ensuring that the sign-up sheet is circulated during the session and turned in at the registration desk when the session has concluded.

- For Interim Working Group Meetings:

Minutes, attendee lists, and presentation slides for interim working group meetings are submitted via e-mail by sending them to proceedings@ietf.org. The attendee lists are normally included in the minutes. Acceptable formats for minutes and presentation slides are the same as those listed above for minutes and presentation slides from sessions at IETF meetings. According to the IESG Statement “IESG Guidance on interim IETF working Group meetings and conference calls,” (<http://ietf.org/IESG/STATEMENTS/Interim-meetings.txt>), the minutes and attendee list from an interim working group meeting are due within 10 days of the meeting. These materials are included in the proceedings of the next tri-annual IETF meeting.

Processing and Archiving Presentation Slides, Minutes, and Attendee Lists

After the meeting, the Secretariat inventories the materials and notes which groups have submitted minutes (mandatory), presentation slides (optional), or both. The Secretariat sends at least one “call for input” to the session chairs, that reminds them of the submission deadline and indicates which groups have not yet submitted materials. The frequency of reminders depends on the number of groups with materials outstanding.

The Secretariat then processes the submitted materials for incorporation into the proceedings. Processing includes checking the files to ensure that they open properly, converting them to standard formats (where necessary), and re-checking the converted files.

Minutes submitted in plain text or simple HTML with no style sheets, and presentation slides submitted in plain text or PDF are incorporated into the proceedings in their original formats. However, minutes submitted in HTML with style sheets are converted to plain text, and presentation slides submitted as DOC or PPT files are converted to PDF and HTML, respectively.

Materials submitted via the “Meeting Materials Management Tool” that require conversion are listed in the “To Be Converted” queue of the “IETF Proceedings Manager,” an internal tool used by the Secretariat to prepare the proceedings. The Secretariat uses the internal tool to download the files from the server to the desktop, and to upload them again after they have been converted. Materials submitted via e-mail, including materials from interim working group meetings, are downloaded from the e-mail to the desktop, converted if necessary, and uploaded to the server using the internal tool.

When the deadline for submitting minutes and presentation slides has passed, and all of the submitted materials have been processed, the Secretariat uses the “IETF Proceedings Manager” to generate the draft proceedings Web page. The Secretariat notifies the session chairs that the page is available, and requests that they review their materials and submit corrections by sending them to proceedings@ietf.org. The deadline for corrections is two weeks from the submission deadline (or six weeks from the Friday of the meeting week) at 17:00 ET (21:00 GMT).

During this two week period, the Secretariat checks all of the hyperlinks on the draft proceedings Web page, and makes any changes requested by the chairs. When the deadline for corrections has passed, the Secretariat generates an ISO file of all of the materials in the proceedings, burns a CD ROM, and tests the CD ROM to ensure that all hyperlinks on the HTML pages link to files on the CD ROM, and that all links are valid. Testing is conducted on Unix, Macintosh, and Windows platforms using both Netscape and Internet Explorer. When testing is complete, a copy of the CD ROM is shipped to the contractor for mass production and distribution.

Currently, a list of attendees is included in the proceedings for each IETF meeting. The blue sheets, which include the subset of attendees that participated in the various sessions, are maintained in a long-term storage facility for future reference.

Viewing Presentation Slides and Minutes

- Prior to and During an IETF Meeting:

All minutes and presentation slides that are submitted to the Secretariat prior to or during an IETF meeting are posted on the “IETF Meeting Materials” Web page (https://datatracker.ietf.org/public/meeting_materials.cgi?meeting_num=XX, where XX is the number of the meeting, e.g., “65” for IETF-65). Materials submitted via the “IETF Meeting Materials Management Tool” are posted on that page in their original formats. Materials submitted via e-mail, are processed to conform with established proceedings standards prior to being posted.

- After an IETF Meeting:

At the conclusion of an IETF meeting, the “IETF Meeting Materials” Web page becomes the “IETF Preliminary & Interim Materials” Web page (with the same URL). This page is used by the Secretariat and by the session chairs to keep track of the materials that have been submitted, the materials that are missing, and the files that need to be converted. It also includes the deadlines for submitting materials for inclusion in the proceedings, and for submitting corrections to the draft proceedings Web page.

The proceedings of the most recent IETF meeting are available to the community on the IETF Web site starting from the time that the draft proceedings Web page is generated (i.e., approximately four weeks after the end of the meeting). Proceedings of all IETF meetings are available on the “IETF Online Proceedings” Web page (http://www3.ietf.org/proceedings_directory.html).

Response Time

Materials submitted via the “IETF Meeting Materials Management Tool” are posted on the “IETF Meeting Materials” Web page and made available to the public as soon as they are uploaded. Materials submitted via e-mail are posted on that page within two business days.

A copy of the CD ROM is normally shipped to the contractor for mass production eight weeks after an IETF meeting, and the CD ROM is distributed to purchasers two weeks later (or 10 weeks after the meeting).