

IAOC Meeting 2013-12-05

Jari Arkko [PRESENT]
Scott Bradner [PRESENT]
Randy Bush [PRESENT]
Chris Griffiths [PRESENT]
Bob Hinden [PRESENT, Chair]
Russ Housley [ABSENT]
Ole Jacobsen [PRESENT]
Ray Pelletier [PRESENT, IAD]
Lynn St. Amour [PRESENT]

Leslie Daigle [GUEST]
Michele Gehrke [SCRIBE]

IAOC Meeting Agenda

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1. Operations (25 minutes)
 - a. Minutes
2013-11-06
 - b. 2014 Calendar
 - c. AMS Update (10 Alexa)
 - d. 2013 IAOC Goals Review
 - e. IAOC Goals 2014 Update
2. Finance – N/A
3. Meetings (15 minutes)
 - a. Berlin
 - b. Vancouver
 - c. London
 - d. 2016 Update
 - e. Multi-Year Hosting Matrix
4. Tools (5 minutes)
 - a. Budget & Year End Forecast

b. Shim Layer Removal Award WO #3

5. Legal (3 minutes)

a. Subpoenas & Other Legal Matters

6. Remote Access (3 minutes)

a. Meetecho 2014

7. AOB

Trust Agenda

1. Minutes

a. 2013-11-06

2. Trust Agreement Changes Update

3. AOB

Meeting was called to order by Chris at 10:05 AM EST.

1. Operations

- Minutes

2013-11-06 Minutes transcription is not ready for review. Expect to have for the 19 December call.

- 2014 Calendar

Ray gave an overview for the IAOC and Committee call calendar for 2014.

The calendar sets Primary IAOC call typically for 4th Thursday of the month at 10:00 AM ET.

Exceptions: August, off. September, Budget month. IETF Meeting months, meetings will be on

Wednesdays.

Secondary IAOC call dates are set if work demands. Typically this will be the 2nd Thursday of the month. Special calls may be called and e-votes conducted as required.

The IAOC Retreat is on 23-24 April, Tuesday-Wednesday, the location to be determined, likely East coast of the US, or in Europe.

Committee meetings are set for the 2nd week of each month. Meetings Committee on Monday; Finance and Technology Management Committees (TMC), Tuesdays. There are additional Finance calls in August and several in September for Budget preparation work.

Trust calls are proposed for every other month, beginning in January, following the IAOC calls, as work requires. As required, Trust calls may be conducted on the Secondary Call Dates, or at another time; or e-votes may be conducted.

There were 19 IAOC calls in 2013 and 1, 2-day Retreat. There are 12 calls and 1, 2-day Retreat proposed for 2014.

There were no objections to the 2014 IAOC and Committee Calendar.

- AMS Update

Alexa gave an update to the IAOC on Secretariat Activity.

CoLo and Server Move:

The Colo and Server Move took place on Monday, November 18 and went largely as expected.

It took about 30 minutes, with some minor issues with Mailman that took approx. 45 minutes to resolve.

A problem with the reverse DNS at Level 3 took longer to resolve (over 6 hours); when we did not get a timely response to our ticket, Chris was able to get us in touch with people within Level 3 who could resolve the issue quickly.

Other minor lingering issues have been resolved as they've been reported and we are now focusing on monitoring solutions (removing much of the need for emergency.ietf.org, though we have no plans to depreciate it)

Staffing:

Steve Young, our system administrator, is no longer with AMS. There may be some delays, such as RFC server move has been pushed to the beginning of 2014. We are interviewing now and anticipate new system administrator starting January 2014.

IAOC and Trust websites:

We have completed the development work for the IAOC and Trust websites. The Trust site is up, but please send us any suggestions or improvements. We are working with Greg Wood and a larger team on the IETF website revamp. We are implementing Piwik (free web analytics application) on ietf.org to help us get a better sense of how ietf.org is currently used.

Tools:

The Agenda Tool was used for IETF 88 (manual placement version) and resulted in significant time savings (e.g. IESG agenda conflict resolution call normally takes 2 hours; it was completed in 30 minutes).

The Mail Archive Tool testing has been taking place. The production tool is anticipated to be up next week and will run side-by-side with MHonArc for some time.

PCI DSS Compliance:

At the recommendation of Scott Bradner, we have upgraded our registration system so that it is now PCI DSS compliant. While we never stored credit card information, previously the credit card data did flow through our system on the way to Authorize.net (our payment gateway provider). Starting with IETF 89, we will be using Authorize.net Direct Post Method (DPM) for registration, social ticket, etc. payment processing. With DPM, the credit card data is posted directly to Authorize.net. In early 2014, we will complete the PCI DSS self-certification process, which, because of our small volume, is a voluntary self-assessment.

Alexa asked whether they should announce the change. Feedback was that it would be a good idea.

Alexa will send out an announcement.

- 2013 IAOC Goals Review

Ray did an overview of the 2013 IAOC Goals.

Goals:

1. IETF Server Hosting move to a colocation arrangement

This goal has been completed with a plan having been developed and the colocation move completed on 18 November.

2 . Website & Wiki Updates

The IAOC and Trust websites have been updated. Ray is still updating the wiki with previous meetings Host and Sponsorships MoUs.

3. Issue an RFP or extend contracts for the Secretariat and RFC Publisher, the RFC Production Center, Legal Services and the RFC Series Editor. All contract extensions have been completed.

4. South American Venue for IETF Meeting

South American sites were evaluated, discussed with the community and one was selected by the IAOC thereby completing this goal.

5. Oversee the completion of tools development projects

The NomCom tools have been completed and have been in use since the meeting in Berlin. The Agenda Scheduling Tool and the Mail Search and Archive Tool are expected to be completed in December, 2013.

6. RFC Editor Tools Development

The RFC Series Editor established a Design Team to develop the initial specifications for the new RFC Formats. It is expected that that work will become available in Q1 2014 to form the basis of a Statement of Work, followed by tools development work.

7. Transition to a new Datatracker Project Manager

This was completed with a transition from Henrik Levkowetz to Robert Sparks in April 2013.

8. Remote Participation Services Initiative

An RPS Subcommittee was chartered and Bernard Aboba appointed Chair. Experiments were conducted using Meetecho and other platforms throughout the year. This Initiative will continue into 2014 and likely 2015 as well.

9. Explore Additional Revenue to Support the IETF

An ISOC-IAOC committee was established. A Charter has yet to be developed. Work will continue into 2014.

- IAOC Goals 2014 Update

Ray said that the 2014 IAOC Goals would be on the agenda for the 19 December IAOC call.

2. Finance

No activity to report.

3. Meetings

- Berlin VAT:

1. Funds are in the process of being transferred from ISOC to VMC to facilitate payment of the final

invoice by VMC to the Berlin InterContinental.

2. ISOC will receive a refund for all payments from the InterContinental following confirmation by Hotel of payment in full from VMC.

- Vancouver

Registration revenue was more than \$743K, \$43K more than was expected. Late fee payments were 152, exceeding the forecast by 52 paid attendees.

- London

1. Registration to open this week.
2. Meeting space revised and on hold with hotel to accommodate increased requirements of IETF (Lounge, Bits'n Bites, Companion Reception, etc.).
3. Pre-meeting site visit scheduled for 6 and 7 January where to: tour renovated hotel, meet with hotel staff to discuss F&B and other requirements, meet with hotel IT staff and BT to discuss network.
London team: Jim Martin, Colin Doyle (VeriLan), Kevin Craemer (ISOC), Marcia Beaulieu and Laura Nugent.
4. Following site visit, addendum to Hilton London Metropole contract will be finalized incorporating changes in meeting space and F&B requirements.

- 2016 Update

Ray reported on the status of ongoing negotiations in South America, Europe and Asia for the 2016 IETF meetings.

- Multi-Year Hosting Matrix

Ray reported on a multi-year hosting matrix that he had developed with Drew's input. Objective was to plot out when those who had executed a Multi-Year might actually Host a meeting between 2014 and 2021.

Juniper and Cisco have committed to hosting 1 meeting in each of the 3 regions; Comcast/NBC Universal is in discussion, but would only be hosting in North America. Ericsson is also in discussion, and would be a global hosting agreement like Cisco's and Juniper's.

4. Tools

- Budget and Year-End Forecast

Ray gave an overview of the status of the Tools Development Budget.

1. Budget: \$300K
Projected split
IETF: \$150K
RFC Ed: \$150K
2. Completed to date
IETF: \$99K
RFC Ed: \$0K
3. Forecast
IETF: \$197K
RFC Ed: \$0K

Ray indicated he expected RFC Editor work to begin in Q1 of 2014 with specifications from the RFC Editor's Design Team.

- Shim Layer Removal Award WO #3

Ray requested the IAOC award a Work Order to IOLA for the completion of the removal of the database shim layer. IOLA has completed Shim Layer Work Order #2. The next module to port would be the Liaisons and IPR tools, plus some smaller modules and miscellaneous, and also perform testing. Cost: Not-to-exceed <confidential> USD </confidential>.

The TMC recommends the IAOC approve the award to IOLA. This is likely to be the last Work Order

to complete the removal of the Shim Layer. The funding exists in the 2013 and 2014 Capital IT Budgets.

RESOLUTION

Randy moved and Scott seconded a motion to approve the award to IOLA for the third phase of the Shim

Layer Removal at a cost not-to-exceed <confidential> USD </confidential>.

Jari Arkko [YES]

Scott Bradner [YES]

Randy Bush [YES]

Chris Griffiths [YES]

Bob Hinden [YES]

Russ Housley [YES]

Ole Jacobson [YES]

Lynn St.Amour [YES]

The motion passed.

5. Legal

- Subpoenas & Other Legal Matters

The Smartphone Technologies vs. Huawei Device subpoena was completed after Vancouver. The subpoena and response are online.

6. Remote Access

The Meetecho 2014 agreement is with Meetecho awaiting their signature.

7. AOB

As the Trust minutes from the meeting Vancouver were not ready and the Trust Agreement changes were awaiting community feedback it was decided not to conduct a Trust meeting.

Chris adjourned the IAOC call at 10:42 AM EST.