

Working Group Workshop

IETF - March 1996

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Hello

- Agenda
 - Why
 - IETF Structure
 - Formal Process
 - The Inner Working Group
 - Conflict Resolution
 - Appeal Process
 - IPR
 - AD & WG Chair Powers



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Why

- IETF large & diverse
 - process increasingly formal
 - No voting means rough (sometimes very rough) consensus
- Hard to make progress and still be fair
 - listen to all points of view
 - keep working group focus
- Chairs need to know their powers & limitations



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Documents

- Process defined by POISED WG
 - in process
- The Internet Standards Process - RFC1602
 - 1602bis on the way
 - nomcom doc on the way
 - organizations doc on the way
- IETF Working Group Guidelines and Procedures - RFC 1603



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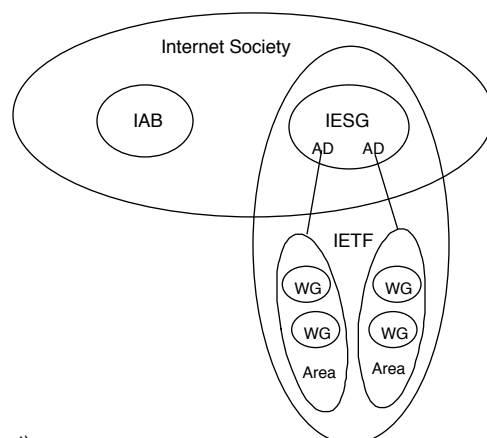
Other Docs

- POISED working on set of documents
 - IETF charter
 - IESG charter
- IAB charter - RFC 1601
- Miss Manners
 - draft-odell-code-of-conduct-00.txt



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IETF Structure - Overview



(under development)



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IETF Structure - Names

- ISOC Internet Society
 legal umbrella - no control functions
 appeal for claims of bad rules
- IAB Internet Architecture Board
 advice, process appeals, liaisons
- IETF secretariat Staff support
- IESG Internet Engineering
 Steering Group
 IETF management
 standards approval



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IETF Structure - Names - contd.

- AD Area Director
 oversight for set of working groups
- WG chair manage a working group
- Working group the people who do the work



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Role of Working Group

- Develop ideas
- Review proposals
- Jury
- Find consensus about proposals
- Produce specifications
- Recommend specifications to IETF



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IETF Process

- Documents
- Developmental steps
- Acceptance criteria
- Appeals



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Internet Drafts (ID)

- Can be working group or individual
- Currently name differentiates
 - if wg name in ID name
 - WG product or assignment
 - if individual name in ID name
 - submission to WG or IETF
- Removed after 6 months or when replaced
- Not to be referred to
- Non-refereed process



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Proposed Standard (PS)

- Stable specification
- No known errors
- Might have implementation(s)
 - some areas require implementations - e.g., routing
- “Immature” specification
 - should not be the basis for distribution in “disruption sensitive” areas



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Draft Standards (DS)

- Multiple implementations
- Interoperable implementations
- All features tested (or removed)
- If IPR involved
 - must represent separate licenses
- WG chair responsible to document
 - implementations
 - interoperability testing



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Internet Standard

- Significant implementation
- Successful operational experience
- Seen as generally useful
 - i.e., widely used



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Best Current Practice (BCP)

- Describe or define processes
 - Internet operation
 - IETF internal processes (e.g., standards process)
- Does not need to define existing practice
 - can be best current thinking about a problem
- One step standard



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Acceptance Criteria

- Competence: technically sound
- Consituency: users and providers
- Coherence: clearly & concisely written
- Consensus: clear (may be rough)



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Names on Documents

- Authors must be acknowledged
 - definition of author may be hard
 - major contributors
- WG define *up front* authorship policy
- Normal is to have document editor's name (as "Editor") or author(s) of original draft



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Copyrights

- heads up
- copyright requirements on the way via poised



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IETF Process

- (BOF)
- Working Group Charter
- Specification
- Consensus
- AD approval
- Last-Call (IETF consensus)
- IESG approval
- Publication



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Birds of a Feather (BOF)

- One or two meetings to determine
 - interest in topic
 - constituency to work on topic
- AD in “logical” area must approve
- BOF shopping frowned on



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Working Group Charter

- Public WG announcement
- Project management plan
- Define scope (often limit)
- Define approach
- Define product
 - e.g. what specific documents
 - not “will explore...”
- Milestones and dates



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Specification

- Clarity of purpose
- Clarity of writing
- Clarity of solution

“done when there is nothing left to be thrown out”

balanced against

“simple as possible but no simpler”



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Consensus

- Clearly dominant agreement
- Does not have to be unanimous
- Judging consensus can be hard w/o voting
 - humm
 - show of hands (sorta like voting but ...)
- Even harder on a mailing list
 - ask for “humm” & provide list of hummers at end?
- May have to discard parts to get consensus on rest



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AD approval

- WG' s AD(s) must approve specification
 - at least one of the area' s ADs must support specification in IESG or it will be rejected
- Technical review
- Process Review
- AD may ask for independent review if WG results are not clear



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Last-Call

- Action request sent to AD
 - name of ID of specification
 - MUST be an ID when action request received
 - unless already RFC & advancing
 - action requested
 - cc to IETF Secretariat (to check progress)
- AD requests Last-Call announcement
 - sent to IETF-Announce list
 - 2 or 4 week wait for comments
- Helps gauge IETF consensus on specification



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IESG Approval

- IESG members
 - review document
 - review Last-Call results
- Internal (non-reported) vote
 - yes, no-objection, discuss, abstain
 - IESG defined process - may change
- IESG not bound by requested action
 - can decide on alternate action
 - new Last-Call required if “more advanced” than in original Last-Call



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RFC Publication

- IESG forwards publication request to RFC-Editor
- MUST point to specific ID
 - if changes needed because of Last-Call or IESG review, publication request will be delayed until new ID published
- RFC Editor may work with authors to fine tune document
- RFC Editor likes to get nroff input



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The Inner Working Group

- Chair roles
- Group style
- Group roles
- Venues
- Conflict management



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Chair Roles

- How to be boss
 - predefine agenda & schedule
 - allow adequate debate but no more
 - maintain clear focus
 - take care when rehashing old issues
- Proactive management
 - maintain pressure for forward process
 - talk to AD (and IESG) if process stalled
 - i.e. ask for help, don't flounder



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Working Group Style

- Free-flowing
 - works with
 - cohesive group
 - clear purpose
 - smaller groups
- Tightly-managed
 - better with
 - complex topic
 - group diversity
 - differences in philosophy
 - larger groups



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WG Management Roles

- Chair - basic management
- Scribe - takes minutes (required)
- Document editor - reflect WG consensus in specification
- Design team - sometimes used to create initial proposal
- Working group - jury for ideas
- Note - chair should normally not be scribe or document editor (2nd chair might be)



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WG Venues

- Email
 - international participation
 - inefficient but extensive discussion
- Face-to-face meetings
 - at IETF, other times
 - must be well advertised well ahead of time
 - can not make “final” decisions
 - verify via email



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Conflict Resolution

- Conflict types
 - technical
 - specific detail
 - philosophies
 - process
 - unfair process (against chair)
 - specification not reflect WG consensus (against editor)
 - topic skipped



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Conflict Resolution, Timing

- Technical showstoppers “welcomed” anytime
- Technical details when WG is covering topic
- Philosophical debate when WG is deciding approach
- Unfair practice complaints at time of infraction
- WG can reopen topic if compelling new information



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Appeal Process

- Process &/or technical appeal to WG chair
- Process &/or technical appeal to AD
- Process &/or technical appeal to IESG
 - via email to IESG list
- Process &/or technical appeal to IAB
 - via email to IAB list
- Standards process bad appeal to ISOC BoT
 - via email to ISOC president



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Appeals

- Make clear, consise statement of problem
 - with backup documentation (separate)
- Make it clear that it is an appeal (not just info)
- Make specific suggestions for remedy
- Do not try and jump the steps
 - wait for specfic response for each step
- Avoid personal attacks



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IPR

- IPR a BIG problem
- Many patents on technology now granted
- Will be hard to avoid encumbered technology in future
- Should prefer technology with no known IPR issues
- Use standards process to see if licenses are fair
 - multiple implementations must use multiple licenses



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IPR Disclosure

- WG participants should disclose IPR conflicts to WG chair
 - may not be able to - patent pending
 - may not know what others in company are doing
- WG participants should not push technology when they have a hidden IPR conflict



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AD & WG Chair Powers

- Chair can replace document editor & scribe
 - should have backing of AD
- AD can strongly recommend replacement of document editor & scribe
- AD can replace chair
- AD (& IESG) can close down WG
- i.e., AD is Area management
IESG is IETF management



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Credits for Presentation

- Dave Crocker
- Sue Hares
- Paul Mockapetris
- Allison Mankin
- Joyce Reynolds
- Deirdre Kostick



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- Questions?
- Go forth and make progress