

IANA Review Committee Meeting

6 February 2018

DRAFT Minutes

Attendees

AFRINIC

Madhvi Gokool (MG)

Omo Oaiya (OO)

APNIC

Simon Baroi (SB)

Bertrand Cherrier (BC)

George Kuo (GK)

ARIN

Nate Davis (ND)

Louie Lee (LL)

Jason Schiller (JS) – Vice Chair

LACNIC

Nicolas Antonello (NA)

Esteban Lescano (EL)

Ernesto Majó

RIPE NCC

Nurani Nimpuno (NN) (Chair)

Secretariat

German Valdez (GV) - Executive Secretary

Apologies

Andrew de la Haye (AdH)

Filiz Yilmaz (FY)

Susannah Gray (SG) – Secretariat/Scribe

New Action Items

NEW ACTION ITEM 20180206-01: ALL to review and comment on the updated matrix within 24 hours.
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NEW ACTION ITEM 20180206-02: GV to add OO, BC, NA, JS, and NN to the iana-performance@nro.net mailing list.
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NEW ACTION ITEM 20180206-03: GV to send out Doodle polls to secure dates for each of the five proposed RC meetings.
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NEW ACTION ITEM 20180206-04: GV to set up the RC Chair election process.

NEW ACTION ITEM 20180206-05: NN to formulate a proposal regarding changing the RC election timelines.
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NEW ACTION ITEM 20180206-06: GV add '0.Purpose' text to the RC page on the NRO website as a description of the RC's work.
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Agenda

0. Welcome
1. Agenda Review
2. Review of Open Action Items
3. Approval of Minutes
4. RC report - work plan
 - Announcement of RIR matrix
 - RC Report work plan & distribution of work
5. Proposed RC meeting schedule 2018:
 - RC Meeting 2: early March
Finalising report at the end of the 30 day comment period
 - RC Meeting 3: Mid-late Mar
Close any unresolved issues before publishing final report
 - RC Meeting 4: Brief check-in
 - RC Meeting 5: Begin preparation work for upcoming annual report
6. Chair election - timeline
7. AOB
8. Adjournment

0. Welcome

NN welcomed the attendees.

1. Agenda Review

There were no additions or changes to the agenda.

2. Review Open Actions

ACTION ITEM 20171117-01: Secretariat to upload the IANA Review Committee Operating Procedures to the website.

CLOSED.

ACTION ITEM 20171117-02: NN and FY to draft a report template by 1 December and send to the RC for review. The RC will have one week to make comments.

CLOSED.

ACTION ITEM 20171117-03: All to comment on the draft RC Report template within one week after receiving it.

CLOSED.

ACTION ITEM 20171117-04: NN to send a proposed timeline for drafting the RC report and options for gathering community comments to the RC list.

CLOSED.

ACTION ITEM 20171117-05: Secretariat to send out a Doodle poll for the next (tentative) RC meeting in January/February.

CLOSED.

3. Approval of Minutes

LL proposed the motion to approve the minutes from the 17 November 2017 Teleconference. ND seconded the motion. NN asked the Secretariat to publish the minutes on the NRO website.

4. RC Report - Work Plan

- **Announcement of RIR matrix**

NN thanked ND for sharing the matrix.

NN explained that, during the previous meeting, the RC discussed that the RIRs would put together a matrix and the RC Chairs would publish it. She asked if the matrix had been published online or sent to any other mailing list.

ND confirmed that the matrix had not been distributed anywhere outside of the RC mailing list.

ND noted that, in addition to the correction suggested by GK, LL caught a small typo. ND suggested editing the document and sending the final version to the RC before publishing.

LL pointed out that the NRO EC had originally discussed the timeframe that the initial report was supposed to cover. The EC's preference was to cover 15 months: October 2016 - December 2017. After this initial report, the report would then cover the usual 12-month time frame. He asked if the extra months should be added into the matrix or whether it should be published without them.

ND noted that he believed the RC was using the correct set of dates and previous discussion by the EC has been overtaken by events. Anything prior to March 2017 has no supporting SLA from IANA therefore it might not be appropriate for the RC to report on any period before that. There is no agreement with IANA to do this and there are no service level metrics to report against.

NN agreed and LL agreed. There were no objections.

JS noted that text should be added to the report regarding this.

There was agreement.

NN suggested that the matrix is published and an announcement with a call for input is distributed to the RIRs. There were no objections.

JS proposed the motion to publish the matrix 24 hours after it had been re-circulated to the RC list. Motion seconded by LL. Motion carried.

NEW ACTION ITEM 20180206-01: ALL to review and comment on the updated matrix within 24 hours.

NN noted that the Secretariat had been asked to create mailing list to gather community input, which would then be published on the website. The RC would add the input to the report after the 30-day period has ended. She noted that the RC would not have to wait until the end of the 30-day period before it started putting together the report: much of the work can be started already.

- **RC Report Work Plan & Distribution of Work**

The distribution of work was discussed and the following was agreed upon:

- JS and LL will prepare the report template. NN will support as necessary.
- OO, BC and NA will monitor the mailing list comments.

NN asked the Secretariat if the mailing list was already set up.

GV confirmed that the mailing list was active.

NEW ACTION ITEM 20180206-02: GV to add OO, BC, NA, JS, and NN to the iana-performance@nro.net mailing list.

NN noted that all comments received would be put on the public website: it is important that the process is open and transparent for all to see.

NA asked how the RC would deal with questions received and asked who should respond. Would questions be answered immediately or left until the end of the comment period?

NN noted that the RC Chairs should respond to any questions on the RC's work, processes or operating procedures. RIR representatives should respond to any questions on the matrix itself. She added that questions should be answered as soon as they are received rather than at the end of the comment period.

MG suggested creating a document and putting any questions received into it where the Chairs and RIR representatives can input answers in order to keep a record of the Q&A.

There was agreement.

5. Proposed RC Meeting Schedule 2018

The RC discussed the schedule for the RC meetings:

- **RC Meeting 2: Early March**

NN noted that this meeting is to finalise the report at the end of the 30-day comment period.

BC noted he would be unavailable at the beginning of March.

NN noted that this would not prevent the meeting from going ahead.

NN suggested that Doodle poll is circulated, starting at the end of the 30-day comment period, to see people's availability during the following week.

- **RC Meeting 3: Mid-Late March**

NN noted that Meeting 3 is a placeholder meeting, which should be held a week after Meeting 2 to deal with any unresolved issues that need to be discussed before the final report is published.

- **RC Meeting 4: Brief Check-In**

NN suggested that Meeting 4 is held in April. This would be recently after the report is published. A debrief can be held of how the process worked, what improvements need to be made for the future and what other supporting documentation needs to be created.

- **RC Meeting 5:**

NN suggested that Meeting 5 is held in November or December 2018 in order to begin preparations for the upcoming RC report. She noted that, at the end of this initial process, the RC might want to document new processes, create additional clarifying documentation of lessons learned along the way, and perhaps publish a set of FAQs.

NA agreed. He noted that the same questions might arise when future reports are published and already having sets of answers for these would be useful. The FAQs could be published on the website for the community to refer to before they submit questions.

NN agreed. She added that, as the RC would rotate, it would be very useful to provide documentation to support new RC members.

NN asked the Secretariat to create Doodle Polls for each of the five meetings. She noted that it might be hard for people to indicate their availability months in advance but thought it beneficial to set dates for these meetings well in advance to help with planning.

NEW ACTION ITEM 20180206-03: GV to send out Doodle polls to secure dates for each of the five proposed RC meetings.

6. Chair Election - Timeline

NN explained that the RC Operating Procedures (section 2.1) note that the Chair should serve a one-year term:

"Persons who are or will be community appointee Review Committee members in a particular year are eligible to become chair or vice chair in that year, and are eligible to participate in the election for that year's chair. Nominations for the chair will close during the first meeting of the year. All nominations must be accepted. Self nominations are considered to be accepted."

NN noted that Chair elections should have been held before the first meeting of the year and apologized that this did not happen.

She suggested that the nominations for Chair and Vice Chair are opened during the current meeting and that the elections take place in the coming weeks.

LL noted that he had no issue with this as long as the slight change in procedure is noted.

LL nominated NN for the position of Chair. ND seconded this nomination.

NN thanked LL and ND and asked for further nominations for the Chair position. There were none. NN accepted the nomination.

NN (speaking as an RC member and not as Chair) nominated JS as Vice Chair.

JS accepted the nomination.

NA suggested that the RC wait a few more days to see if any other nominations were proposed.

NN explained that she had no intention of forcing an election on the spot and that the election procedure would be followed.

BC wondered if no one else nominated anyone or themselves, the process could be done during this meeting since most of the RC is present.

GV noted that those members who are not present should also have the chance to vote.

NN explained that, as per the RC procedures, an election must be held. The RC should follow this procedure and allow all RC members to cast their vote anonymously according to those procedures. She asked the Secretariat to set up the election process.

NEW ACTION ITEM 20180206-04: GV to set up the RC Chair election process.

NN explained that, in the procedures, it states that the Chair election should be held before the first meeting of the year. If this timeline is followed, the election will take place just when the RC starts the important work that it has been appointed to do. This is something that was not taken into consideration when the procedures were being drafted.

She proposed that the timeline be changed and that elections are carried out at the end of the year instead, before the work starts on the next report. If a new Chair were elected, this would give the new Chair enough time to prepare for the upcoming work.

BC agreed.

ND agreed with NN's proposal and understood the intent. However, holding elections at the end of the year may be difficult due to the timing of when some of the RIRs make their appointments to the RC.

NN suggested that another option is to have the election after the report is concluded.

JS noted that if the election takes place after the report is concluded, the RC might have a Chair who is not continuing for the following year.

NN suggested that she formulates a proposal for the RC to consider how to handle this: it can be addressed once the report is finalised and the RC can discuss then whether the election procedures need to be modified.

NEW ACTION ITEM 20180206-05: NN to formulate a proposal regarding changing the RC election timelines.

9. A.O.B

- **Purpose Text**

NN explained that JS had noted that, when the RC was drafting the operating procedures, two separate drafts were in circulation. The draft that was subsequently finalised and approved did not contain the text relating to section '0. Purpose'. She noted that this text was proposed but was not discussed, approved or rejected:

"The Review Committee's function is to advice and assist the NRO EC in its periodic review of the service level of the IANA numbering services provided to the Internet number community. The Review Committee is a tool for the Internet number community to evaluate and review performance of the IANA numbering services provided. Review Committee will ensure community involvement and will support and enhance the multistakeholder model in a transparent, open and bottom up process to ensure that the number resources component of the IANA operations meets the needs and expectations of its customers, namely the Internet numbers community."

NN proposed that this text could be added to the RC page on the NRO website as it is descriptive and informative and doesn't describe procedures.

There were no objections.

NEW ACTION ITEM 20180206-06: GV add '0.Purpose' text to the RC page on the NRO website as a description of the RC's work.

10.Adjourn

The meeting was adjourned at 13:09 UTC