

IANA Review Committee Teleconference

27 November 2019 | 12PM UTC

Draft Minutes

Attendees

	Community Representatives	Staff Representative
AFRINIC		
	Noah Maina (NM)	Madhvi Gokool (MG)
APNIC		
	Bertrand Cherrier (BC)	George Kuo (GK)
ARIN		
	Louie Lee (LL)	-
	Jason Schiller (JS) - <i>Vice Chair</i>	
LACNIC		
	Glenn Peace (GP)	Ernesto Majó (EM)
	Juan Alejo Peirano (JP)	
RIPE NCC		
	Nurani Nimpuno (NN) – <i>Chair</i>	Felipe Silveira (FS)
	Filiz Yilmaz (FY)	

Secretariat

German Valdez (GV) - Executive Secretary

Apologies

Omo Oaiya (OO) (*AFRINIC Community Representative*)

Syam Zulfadly (SZ) (*APNIC Community Representative*)

Richard Jimmerson (RJ) (*ARIN Staff Representative*)

Minutes:

Susannah Gray (SG)

New Action Items

- New Action Item 191127-1: EM to coordinate with the RIR staff representatives and circulate a first draft of the matrix before the January teleconference (date TBD).
- New Action Item 191127-2: LL to circulate the first draft of the IANA RC report before the January teleconference (date TBD).
- New Action Item 191127-3: NN and GV to send call for nominations and voting information for the IANA RC Chair Election before the first IANA RC teleconference in January 2020.
- New Action Item 191127-4: GV to send out a Doodle poll to find a date for the January IANA RC teleconference.

Agenda

1. Welcome and Intro
 2. Review of Open Action Items
 3. Review of Performance Reports 2019
 4. Review process 2020:
 - RIR Matrix (RIR representative)
 - Improvements from 2019 Report
 - Draft Report
 - Outreach
 - Final Report
 5. RC Chair Election
 6. Next Meeting - Jan 2019
 7. AOB
 8. Adjourn
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1. Welcome & Roll Call

NN welcomed the IANA RC members. GV performed the roll call and declared quorum.

NN explained that the end of year teleconference was a way for the IANA RC to prepare for the upcoming work at the beginning of 2020. She suggested that any new IANA RC members be invited to join this last teleconference as observers so that they were prepared at the start of their term in the following year. She asked the Secretariat to help facilitate this for next year.

NN then gave a brief overview of the role and duties of the IANA RC.

She continued that for 2019, the IANA Reports (Jan – Oct 2019) had shown that all requests had been responded to on time, implemented on time and implemented accurately. There had been:

- One IPv4 request in March.
- One IPv6 request in June.
- One ASN request in June.

2. Review of Open Action Items

- ACTION ITEM 190320-1: GV to implement proposed changes to the IANA RC Operating Procedures and publish on the new procedures on the NRO Website > **CLOSED**.
- ACTION ITEM 190320-2: GV to send out a Doodle Poll at the end of October 2019 to find a date for the next IANA RC meeting, to be held at the end of November/beginning of December 2019 > **CLOSED**.

3. Review of Performance Reports 2019

This was discussed during agenda item *1. Welcome & Roll Call*.

4. Review process 2020

- **Improvements from 2019 Report**
- **RIR Matrix (RIR representative)**
- **Draft Report**

NN explained that RIR staff prepared the RIR Matrix each year. She gave an overview of the improvements that the IANA RC had noted during its evaluation of the 2019 Report and noted that most of the comments and feedback received had been about cosmetic improvements. She noted that there had been some discussion on accessibility and added that this aspect was the Secretariat's responsibility rather than the IANA RC's.

LL noted that, in the 2019 report, the resulting PDF contained references to other webpages but did not include the actual link. He added that he was not certain any conclusion was made on how to deal with this in the 2020 report: add in the links from the original page or remove the reference entirely.

JS recapped that the options were to remove the 'more info' button, or to have the 'more info' already expanded, or to keep the 'more info' button and simply link to the full report.

FY commented that the IANA RC should not get too far into the details: the RC's report was based on the RIRs' matrix, which was generated by the RIR staff. She thought that the IANA RC's reporting had gone well and, overall, people were happy with what was produced. The only comments received were regarding the links, which could easily be accommodated in the next report. She concluded that the IANA RC should not overprescribe how the report is compiled.

NN added that one of the reasons the structure of the matrix was left open was that IANA had been in the process of changing its website and adding dashboards so the IANA RC didn't want to define any kind of reporting structure that would cause issues in the future. She asked the staff representatives to take the feedback into consideration when producing the 2020 matrix: it should be simple and legible and not include buttons that don't lead anywhere. It was however, up to the RIR staff how they produced their matrix.

GK noted that the feedback made sense.

MG noted that the improvements discussed would be made.

FS commented that the feedback would be taken into consideration.

New Action Item 191127-1: EM to coordinate with the RIR staff representatives and circulate a first draft of the matrix before the January teleconference (date TBD).

New Action Item 191127-2: LL to circulate the first draft of the IANA RC report before the January teleconference (date TBD).

- **Outreach**

NN explained that a draft report would be published and a call for comments would be circulated among the RIR communities. The IANA RC had a duty to ensure that the calls for comments went out to their communities and the Secretariat helped to facilitate this. She continued that some parts of the outreach process could be improved and lessons had been learned over the past two years but in general, outreach has worked well.

- **Final Report**

NN suggested that the IANA RC followed the same timeline as in 2019: hold an initial teleconference in January 2020, a second teleconference in March and a final teleconference at the end of March. She

added that, last year, an extra 'placeholder' meeting had been scheduled in case it was necessary and suggested that one was also scheduled for 2020.

NN continued that during January and February, the IANA RC should work on and publish the Matrix and the draft IANA RC Report. During February and March feedback would be monitored and, at the end of the 30-day comment period, the IANA RC would hold its last meeting to finalize the report and close any unresolved issues before publishing the final version. She added that she would work with the Secretariat, send out Doodle Polls and come up with a draft timeline.

There were no objections.

5. RC Chair Election

NN noted that the call for nominations for the IANA RC Chair would open at the start of the new year and would close at the beginning of the first IANA RC Teleconference.

New Action Item 191127-3: NN and GV to send call for nominations and voting information for the IANA RC Chair Election before the first IANA RC teleconference in January 2020.

6. Next Meeting - Jan 2019

NN noted that a Doodle poll would be sent out to find a time for the next IANA RC teleconference and suggested that the second or third week of January would be a good time to hold it.

There were no objections.

New Action Item 191127-4: GV to send out a Doodle poll to find a date for the January IANA RC teleconference.

7. AOB

- **Collaboration Tool**

LL noted that the ASO AC was looking into using Confluence or another collaboration tool for its work and suggested that the IANA RC might want to do the same. Previously, the IANA RC's reports had been drafted using Google Docs and there had been some issues with the visibility of comments and version history depending on whether a person was logged in with a Google account or not. He added that the collaboration tool might not be in place for this year's report but could be looked into for next year.

NN noted that the IANA RC's task was a simple one and so collaboration should also be simple. The ASO AC had a broader mandate and more work to do, so the need for collaboration tools was clearer. She suggested that the IANA RC keep the process simple and that new tools and systems were not implemented. She added that the first draft report should be made in Google Docs, which could be public as the content was not sensitive, and then it could be circulated on the mailing list as a Google Doc, Word Doc or PDF.

FY agreed with NN. Previously, comments had been made in Google Docs but not every one could see those comments, which had caused some confusion. She suggested that, as a general rule, comments should be made on the mailing list rather than on the document.

NN agreed that this was a good idea.

8. Adjourn

The meeting was adjourned at 12:40 PM UTC