

IANA Review Committee Handbook

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0. Introduction

Welcome to the IANA Services Review Committee.

This handbook has been prepared based on the [Internet Number Community IANA Numbering Services Review Committee Charter](#) and the current [IANA Review Committee Operating Procedures](#). It also includes some common practices and experiences that have worked well in the past.

1. About the IANA RC

The Review Committee's function is to advise 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. The 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.

2. IANA RC Members

The Review Committee comprises 15 members:

- Two community appointees from each RIR region (who must not be RIR staff); and
- One RIR staff from the region (who will be a non-voting member).

2.1 IANA RC Member Selection

Each RIR appoints its Review Committee members by a published method of its own choosing.

Each RIR appoints their staff representatives from their registration services departments.

2.1.1 AFRINIC

The NRO NC/ASO AC members elected by the AFRINIC community are automatically appointed to the IANA Numbering Services Review Committee.

2.1.2 APNIC

In the APNIC region, IANA RC members are appointed as follows:

- One member is elected by the APNIC community and serve a two-year term.
- One member is appointed by the APNIC EC and serves a two-year term.

2.1.3 ARIN

The two seats for ARIN are filled by the two community elected members of the NRO NC/ASO AC.

2.1.4 LACNIC

An open call for candidates is issued each year through the LACNIC Policy mailing list to renew one of the two elected representatives. The staff representative is appointed by the LACNIC Board.

2.1.5 RIPE NCC

The two seats for RIPE NCC are filled by the two community elected members of the NRO NC/ASO AC. The RIPE NCC staff member appointed by the RIPE NCC Executive Board participates in the IANA RC on the RIPE community's behalf.

2.2 IANA RC Member Term

Each RIR determines the term of appointment for its Review Committee elected community members. Each RIR staff representative remains in the role at the discretion of their corresponding RIR.

- AFRINIC: 3-year term
- APNIC: 2-year term
- ARIN: 3-year term
- LACNIC: 2-year term
- RIPE NCC: 3-year term

2.3 Code of Conduct

Review Committee members are bound to the Code of Conduct specified in the [Review Committee Charter](#).

2.4 Current IANA RC Members (2021)

Region	Name	Representative	Term
AFRINIC	Saul Stein	Community Representative	2021 – 2023
	Mike Silber	Community Representative	2020 – 2022
	Madhvi Gokool	Staff	–
APNIC	Bertrand Cherrier (Chair)	Community Representative	2020 – 2021
	Satoru Tsurumaki	Community Representative	2021 – 2022
	Guangliang Pan	Staff	–
ARIN	Louie Lee	Community Representative	2019 – 2021
	Martin Hannigan	Community Representative	2020 – 2022
	John Sweeting	Staff	–
LACNIC	Nathalia Sautchuk Patrício	Community Representative	2020 – 2021
	Sergio Rojas	Community Representative	2021 – 2022
	Ernesto Majó	Staff	–
RIPE NCC	James Kennedy	Community Representative	2021 – 2022

Nurani Nimpuno (Vice-Chair)	Community Representative	2019 – 2021
Marco Schmidt	Staff	–

2.5 IANA RC's Role and Responsibilities

The IANA Numbering Services Review Committee's function is to advise and assist the NRO EC in its periodic review of the service level of the IANA Numbering Services provided to the Internet Number Community.

3. Mailing List

The Review Committee uses the following public mailing list to conduct its daily business: rc@nro.net

The archive of the list is publicly available at <https://www.nro.net/pipermail/rc/>

4. Meetings

The Review Committee meets entirely via teleconference for its activities. Except where circumstances require otherwise for confidentiality reasons, RC teleconferences are open to members of the public who wish to listen to the Review Committee discussions and will be facilitated by the RIRs.

As per [procedure](#), RC meetings must be held at least twice each year, and more often as required.

4.1 Number of RC meetings

It has been common practice for the RC to hold three or four meetings per cycle.

The first RC meeting is usually held in late November/early December. The purpose of this end-of-year meeting is for the RC to welcome new members, review the previous year's [IANA Number Resource Performance Reports](#) and corresponding review process, organize the RC work plan for the new year, set the dates for the following RC meetings, set the timeline for the nomination and election of the RC chair and vice-chair and generally prepare for the upcoming work at the beginning of the next year. Likewise, during this meeting one or more RC members volunteer to prepare a preliminary (draft) IANA Services Performance Report.

The second meeting is usually held in the month of January. As per [procedure](#), the Review Committee must select a chair and a vice-chair during its first meeting of the year. During this meeting, the RC also reviews the preliminary (draft) IANA Services Performance Report prepared by the volunteer(s) and sets the timeline for the community consultation on the draft report.

During a third meeting usually held in March, the RC finalizes the RC Report incorporating any public comments that may have been received and organizes its publication on the NRO website and in the RIR's regional mailing lists.

To conclude, a fourth and final RC meeting may be held postmortem to incorporate any public comments on the final RC Report and for a final discussion of the RC's annual work plan, the report format, the RIR matrix, outreach, and any other topics that are deemed appropriate.

4.2 Quorum

Quorum will consist of 8 Review Committee members, of whom there must be at least one member from each region and five voting members.

4.3 Rules of Order

4.3.1 Rough consensus

The Review Committee always endeavors to work via rough consensus. If rough consensus cannot be achieved, the RC may proceed with the approval of 80% of eligible community members excluding abstentions.

4.3.2 Voting Procedures

When rough consensus is in doubt, any in-meeting or electronic voting system may be used. In the case of in-meeting voting, any of the following procedures may be used: vote by voice, show of hands, or paper ballot. If an electronic voting system is used, voting will remain open for a minimum of 7 days, but can be concluded as soon as all voting members of the RC have cast their vote.

4.4 Posting of Minutes

The records and minutes of each public Review Committee meeting are published on the public mailing list and on the [NRO website](#).

5. Chair and Vice-Chair Selection

5.1 Chair Nominations

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. All nominations must be accepted, including self-nominations. Nomination of candidates to serve as RC chair will close during the first meeting of the year.

5.2 Chair Election

Voting Review Committee members will select a chair from the accepted nominations. The chair will be selected by relative majority. The candidate with the most votes will be selected as chair.

In the event of a tie, candidates who are tied will only be considered going forward. One or more run-off elections will be held if the number of candidates has been reduced from the previous election. If the tie cannot be broken, and the voting Review Committee members cannot agree on an alternate method to select a chair from the remaining candidates, then the chair will be randomly selected from the remaining candidates.

5.3 Appointment of Vice-Chair

The chair will solicit interest for a vice-chair and will select a vice-chair. The vice-chair must be a community-appointed committee member (not RIR staff), and from a different RIR region to the chair.

5.4 Term

The RC chair and vice-chair will each serve a one-year term, until the conclusion of the next chair election.

If the chair position is vacated before the end of their term, the vice-chair will assume the chair position for the balance of that term.

If the vice-chair position is vacated, the chair will choose a new vice-chair for the balance of the term.

If the chair and vice-chair positions are both vacated, new chairs will be elected in accordance with the procedure outlined above.

6. Review Process

As per procedure, the RIRs publish an IANA Numbering Services Review Matrix in January every year. This Matrix is a summary of the RIRs' review of the performance of the IANA numbering services in the last year. It is submitted to the Review Committee, who then pass it on to the five RIR communities for a comment period of 30 days.

6.1 Expedited Performance Report

The procedures specify that the NRO EC chair must advise the Review Committee if an expedited review is required.

6.2 Community Feedback

Review Committee members will engage with their RIR communities:

- To communicate relevant developments relating to the Committee;
- To collect feedback relevant to the IANA Numbering Services Operations; and
- To provide advice when appropriate.

These comments will be included in the IANA Services Performance Report.

6.3 Advise to the NRO EC

At the conclusion of the community consultation and with the approval of the committee, the IANA RC chair will submit the annual IANA Services Performance Report, including the RC's findings and recommendations, to the NRO EC Chair.

7. References

This handbook provides information to help current and new members to become familiar with the IANA Review Committee responsibilities and operations. Full details of the committee charter, operational procedures and former activities can be found in the documents below.

- [1] [Internet Number Community – IANA Numbering Services Review Committee Charter](#)
- [2] [IANA Review Committee Operating Procedures](#)
- [3] [IANA Review Committee Section in the NRO website](#)
- [4] [Past IANA Review Committee Reports](#)
- [5] [IANA Review Committee Mailing List Archive](#)