IANA Review Committee Teleconference

31 March | 12 PM UTC
Draft Minutes

Attendees

	Community Representatives	Staff Representative
AFRINIC		
	Noah Maina (NM)	Madhvi Gokool (MG)
	Mike Silber (MS)	
APNIC		
	Bertrand Cherrier (BC)	Guangliang Pan (GP)
ARIN		
	Louie Lee (LL)	John Sweeting (JS)
LACNIC		
	Juan Alejo Peirano (JP)	Ernesto Majó (EM)
RIPE NCC		
	Nurani Nimpuno (NN) – *Chair*	Nikiolas Pediaditis
	Filiz Yilmaz (FY)	

Secretariat
German Valdez (GV) – NRO Executive Secretary

Apologies
Syam Zulfadly (SZ) (*APNIC Community Representative*)
Martin Hannigan (MH) (ARIN *Community Representative*)
Nathalia Sautchuk Patrício (*LACNIC Community Representative*)

Minutes:
Susannah Gray (SG)

New Action Items

- New Action Item 200331-1: JS to work with RIR communications teams to improve the design of the RIR Matrix.
- New Action Item 200331-2: NN to contact KD and the NRO EC to discuss the content of the IANA Monthly Reports and what needed to be included in the RIR Matrix.

Agenda

0. Welcome
1. Approval of Minutes
2. Review of Open Action Items
3. Post Mortem IANA RC Report 2019
   - Work Plan
   - Report Format

- RIR Matrix
        - Outreach
        - Other
4. AOB
5. Next Meeting
6. Adjourn

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0. Welcome and Roll Call

NN welcomed the IANA RC representatives to the teleconference. GV performed the roll call and declared quorum.

1. Approval of Minutes

The minutes from the IANA RC Teleconference on 3 March 2020 were approved. NN asked the Secretariat to publish them on the NRO website.

2. Review of Open Action Items

- **Action Item 200122-1: RIR Staff representatives to contact the NRO EC regarding the additional items the EC had asked IANA to include in the IANA Monthly Reports and to provide any input and feedback they might also have > *CLOSED*.**

JS noted that OR was working with Kim Davies (KD) on this.

NN noted that this was a matter for the NRO EC and, while it was good for the IANA RC to be aware that this was in progress, it was not something the RC needed to be involved with. It might affect the 2020 matrix but it did not affect the RC's current work.

LL agreed and suggested that this item be tracked but that it didn't need to be a formal action item.

NN suggested that the RC revisited this in the final meeting of the year, making a note to keep an open dialogue with the NRO EC regarding its suggestions for improving the IANA reporting.

The IANA RC agreed.

3. Post Mortem IANA RC Report 2019

The IANA RC discussed the following during its post mortem of the IANA RC Report:

- **Work Plan**

NN explained that the plan for the last few years had been to meet in December to prepare for the following year's report. She continued that one of the issues that the RC had faced in the past what that the appointment of RC representatives from some regions had occurred too late. She asked if this issue had been resolved or whether the RC should ask the RIRs to ensure that representatives were appointed in time to participate in the December meeting.

LL noted that it would be great to have everyone in place by December, but as the nature of the work was not urgent, it would not matter too much if this did not happen.

LL thanked NN and others for keeping track of the IANA Monthly Reports and informing the group that there had been no issues for a particular month.

He continued that the IANA RC's 2019 Report had been improved by the decision to focus on when the allocation/assignment had been requested rather than when it had been received.

NN agreed and added that, for clarity, it was good that the IANA RC report matched the IANA Reports, which use the date of request.

She commented that holding a quick meeting in December had worked well, as it gave the RC an idea of how much work would be needed in the coming year so the meetings could be planned more easily.

NN noted that the sending out of announcements to the community could be better synchronised. Announcements did not need to be sent out in each region at exactly the same time but coordination could be improved. She suggested building in a few days between writing the announcement and sending it to the communities so that the RIR staff had time to translate it in those regions that sent out communications in various languages.

- **Report Format**

NN noted that, over the past couple of years, LL had commenced with the drafting of the report each year. The current format worked well and any minor issues, such as problems with embedded links, had been ironed out.

BC noted that the report had evolved well over the past few years. While there was still room for improvement, the format worked well.

LL noted that he would create a copy of the 2019 report and prepare the document for the 2020 report. If people had comments on the format over the next several months they could add them to the document.

- **RIR Matrix**

NN asked the RIR staff if they had any comments on the format of the RIR Matrix.

JS noted that there was room for improvement. He asked the RC whether it had comments regarding the format and what improvements it thought should be made. The RIRs could work together to make any improvements.

NN proposed that the RIR communications staff be asked to review the matrix and suggest ways to improve the presentation of the information. If it could be maintained and updated throughout the year, it would make the RIR staff's work easier.

JS volunteered to lead the work with the RIR communications teams to improve the design of the RIR Matrix.

New Action Item 200331-1: JS to work with RIR communications teams to improve the design of the RIR Matrix.

EM commented that the RC should also clarify what should be reported in the matrix: this year there had been some confusion, as some items had not been included in the monthly IANA Reports.

NN agreed. She noted that the RC had agreed that anything covered by the IANA SLA should be reported in the matrix. She suggested that KD and the team at IANA be contacted to align what is in the reports with what was in the matrix.

New Action Item 200331-2: NN to contact KD and the NRO EC to discuss the content of the IANA Monthly Reports and what needed to be included in the RIR Matrix.

- **Outreach**

NN commented that outreach could be improved. She noted that the IANA RC's Operating Procedures stated that the community representatives should undertake outreach in their communities. Apart from the general announcement there had not been much outreach. Currently only one announcement was made. She suggested that a reminder also be sent out during the comment period.

She added that the announcement should make it clearer that the RC was asking for comments on the matrix and that the RC would then publish a report that included the matrix and any comments received.

NN noted that there had also been some issues with the coordination of the comments mailing list. Before any announcement was sent, each region's observer should be confirmed as subscribed to the list.

She continued that comments received needed to be publicly archived on the website and there had been some issues with that this year. For next year, the process should be smoother and automated if possible.

LL noted that he had redacted the personally identifiable information (PII) from the comment that had been added to the report. He asked the Secretariat to ensure that any other PII be redacted where possible in future reports.

EM suggested that the RIR communication teams could be asked to prepare a simple slide deck to help the community understand what they were being asked to comment on. Most people didn't know about PIR's work so there would not be many comments but more outreach would help with understanding. He added that the timing of the comment period could be looked at: in LACNIC's case it was right before a LACNIC Meeting and it was hard to get people to participate during that period.

NN agreed that more outreach was needed. She noted that she had presented on the IANA RC during the RIPE Meetings and would do so at the upcoming virtual RIPE Meeting if she were able to. She noted that LL had also presented at ARIN meetings.

She suggested that, at the start of each year, an announcement be sent noting that the IANA RC had been formed, outlining its responsibilities and noting that it would be seeking comments on the matrix later in the year. She added, however, that the objective was not to generate more comments. She noted that she and LL could share their slide decks or have the RIR communications teams prepare one. She encouraged everyone to give updates in their regions so everyone was aware of the RC's work.

The IANA RC agreed.

- **Other**

There were no other comments.

4. AOB

GV noted that in last year's post mortem meeting, the RC had agreed to approve the minutes from that meeting on the mailing list so that they could be published in a timely manner. He suggested that this could be done again for the minutes to this meeting.

There were no objections.

NN asked the RC to send any comments regarding the eventual minutes to the mailing list.

JS noted that he was happy to participate in the RC and see how far things had progressed since the Consolidated RIR IANA Stewardship Proposal (CRISP) Team envisioned how the IANA RC would operate. He thanked the RC volunteers and RIR staff for their contributions.

NN thanked the RC for their commitment and work over the year.

5. Next meeting

BC asked if the December meeting could be scheduled earlier than 19 December.

NN asked the Secretariat to send out a Doodle Poll in October/November to schedule the November/December meeting.

6. Adjourn

The meeting was adjourned at 12:48 UTC.

-End-