Process for the IAB selection of an IAOC member
draft-iab-iaoc-selection-01.txt

Status of this Memo

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Abstract

This memo outlines the process by which the IAB makes a selection of
a member of the IETF Administrative Oversight Committee.

Document Revision Notes

[RFC Editor: Please remove this section prior to publication.]

The following changes have been made to the draft:

draft-iab-iaoc-selection-01:

   Confirmation of selected Candidate
      On the basis that this is an IAB selection as distinct from an
      IETF selection, the step of confirmation of the selected
      candidate by the IESG has been removed.

   Section 3.4 Timeframe
      Extended the timeframe to allow for a total time of between 5
      to 7 weeks for this process.

1. **Introduction**

   The IETF Administrative Support Activity (IASA) provides the
   administrative structure required to support the IETF standards
   process and to support the IETF's technical activities. Within this
   activity is the office of an Internet Administrative Director (IAD)
   and the Internet Administrative Oversight Committee (IAOC). In
   addition to the ex-officio role of the IAB Chair on this committee,
   the IAB is responsible for the appointment of a voting member of this
   committee.

   This memo outlines the process by which the IAB makes that selection.
   This process will also be used in the event of mid-term vacancies
   that may arise with IAB-nominated position.

1.1 **Overview of IAOC**

   The IASA consists initially of a single full-time ISOC employee, the
   IETF Administrative Director (IAD), an officer entitled to act on
   behalf of the IASA at the direction of the IAOC.

   The IAOC's role is to provide appropriate direction to the IAD, to
   review the IAD's regular reports, and to oversee the IASA functions
   to ensure that the administrative needs of the IETF community are
   being properly met. The IAOC's mission is not to be be engaged in
   the day-to- day administrative work of IASA, but rather to provide
   appropriate direction, oversight and approval.

   As described in [I-D.IASA], the IAOC's responsibilities are:

   o To select the IAD and provide high-level review and direction for
      his or her work.

   o To review the IAD's plans and contracts to ensure that they will
      meet the administrative needs of the IETF.

o To track whether the IASA functions are meeting the IETF
   community's administrative needs, and to work with the IAD to
   determine a plan for corrective action if they are not.

o To review the IAD's budget proposals to ensure that they will meet
   the IETF's needs, and review the IAD's regular financial reports.

o To ensure that the IASA is run in a transparent and accountable
   manner. While the day-to-day work should be delegated to the IAD
   and others, the IAOC is responsible for ensuring that IASA
   finances and operational status are tracked appropriately, and
   that monthly, quarterly, and annual financial and operational
   reports are published to the IETF community.

o To designate, in consultation with the IAB and the IESG, the
   person or people who carry out the tasks which other IETF process
   documents say are carried out by the IETF Executive Director.

The IAOC's role is to direct and review, not perform, the work of the
IAD and IASA. The IAOC holds periodic teleconferences and
face-to-face meetings as needed to carry out the IAOC's duties
efficiently and effectively.

1.2 Overview of Selection Process

In brief, this document describes the timeframe and procedures for
the IAB to solicit public input and make a selection for the
position.

2. Desirable Qualifications and Selection Criteria for an IAB-Nominated IAOC member

Candidates for the IAOC position should have a demonstrable
involvement in the IETF, knowledge of contracts and financial
procedures, and familiarity with the administrative support needs of
the IAB, the IESG, and the IETF standards process

The candidate is also expected to be able to understand the
respective roles and responsibilities of the IETF and ISOC in this
activity, and be able to articulate these roles within the IETF
community.

The candidate will also be expected to exercise all the duties of an
IAOC member, including being prepared to undertake any associated
responsibilities, including the setting of administrative support
policies, oversight of the administrative operations of the IETF,
representing the interests of the IETF, and be able to undertake full
participation in all Committee meetings and Committee activities.

Although the IAB selects this member of the IAOC, the selected member does not directly represent the IAB. The IAB-selected member is accountable directly to the IETF community.

[3]. IAB's Selection Process of an IAOC member

[3.1] Nominations and eligibility

Every second year, the IAB will make a public call for nominations on the ietf-announce@ietf.org mailing list. The public call will specify the manner by which nominations will be accepted and the means by which the list of nominees will be published.

Self-nominations are permitted. Along with the name and contact information for each candidate, details about the candidate's background and qualifications for the position should be attached to the nomination. All IETF participants, including working group chairs, IETF NomCom members, IAB and IESG members are eligible for nomination.

IAB and IESG members who accept nomination will recuse themselves from selection and confirmation discussions respectively.

[3.2] Selection

The IAB will publish the list of nominated persons prior to making a decision, allowing time for the community to pass any relevant comments to the IAB.

The IAB will review the nomination material, any comments passed to the IAB, and make a selection.

[3.3] Care of Personal Information

The following procedures will be used by the IAB in managing candidates' personal information:

o The candidate's name will be published, with all other candidate names, at the close of the nominations period.

o Except as noted above, all information provided to the IAB during this process will be kept as confidential to the IAB.

[3.4] Timeframe

IAB expects to seat new its committee member at the first IETF meeting of every second year, for a two year term of office. Basic timeframe requirements for the IAB process are as follows:

o 2 - 3 weeks for solicitation of nominations.

o 3 - 4 weeks for review of nominees, deliberation and selection.

In November of every second year, the IAB will announce the specific
dates for the IAB IAOC election process for that year, following the
guidelines above.

3.5 Mid-term Vacancies

This document describes the process for the general, biannual
appointment of the IAB-selected IAOC member. However, if the IAB-
appointed member is unable to serve the full two year term, the IAB
may, at its discretion, immediately select a replacement to serve the
remainder of the term using the interim process defined in Section
3.6.1. If the IAB does not invoke the interim process, the next
biannual selection process will fill the vacancy.

3.5.1 Interim Appointment Process

If the IAB elects to fill the mid-term vacancy before the next annual
selection, a separate timeline will be announced and the remainder of
the process described in this document will be followed.

4. Acknowledgements

This document is based extensively on RFC 3677 [RFC3677]. It has
benefited from helpful review comments from Bert Wijnen, Brian
Carpenter and Rob Evans.

5 Informative References

[I-D.IASA]
          Austein, R. and B. Wijnen, "Structure of the IETF
          Administrative Support Activity (IASA)",
          draft-ietf-iasa-bcp-04 (work in progress), December 2004.

[RFC3677] Daigle, L. and Internet Architecture Board, "IETF ISOC
          Board of Trustee Appointment Procedures", BCP 77, RFC
          3677, December 2003.

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Appendix A. **IAB Members**

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