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       Document Shepherding from Working Group Last Call to Publication
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Abstract

   This document describes methodologies that have been designed to
   improve and facilitate IETF document flow processing. It specifies a
   set of procedures under which a working group chair or secretary
   serves as the primary Document Shepherd for a document that has been

submitted to the IESG for publication. Before this, the Area
Director responsible for the working group has traditionally filled
the shepherding role.

A Document Shepherd's responsibilities include:

o Providing the Document Shepherd Write-Up accompanying a document
   that is forwarded to the IESG when publication is requested.

o During AD Evaluation by the Responsible Area Director, managing
   the discussion between the editors, the working group, and the
   Responsible Area Director.

o During an IETF Last Call, if performed for the shepherded
   document, following up on community feedback and review comments.

o During IESG evaluation, following up on all IESG feedback
   ("DISCUSS" and "COMMENT" items) related to the shepherded
   document.

o Following up on IANA and RFC Editor requests in the post-approval
   shepherding of the document.

In summary, a Document Shepherd continues to care for a shepherded
document during its post-WG lifetime just as he or she has cared for
it while responsible for the document in the working group.

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1. Introduction

Early in 2004, the IESG undertook several experiments aimed at
evaluating whether any of the proposed changes to the IETF document
flow process would yield qualitative improvements in document
throughput and quality. One such experiment, referred to as the
"PROTO process" or "PROTO" (because it was created by the "PROcess
and TOols" or PROTO [PROTO] team), is a set of methodologies designed
to involve working group chairs or secretaries more directly in their
documents' approval life cycle. In particular, the PROTO team
focused on improvements to the part of a document's life cycle that
occurs after the working group and document editor have forwarded it
to the IESG for publication.

By the end of 2004, the IESG had evaluated the utility of the PROTO
methodologies based on data obtained through several pilot projects
that had run throughout the year, and subsequently decided to adopt
the PROTO process for all documents and working groups. This
document describes this process.

The methodologies developed and piloted by the PROTO team focus on
the working group chair or secretary as the primary Document
Shepherd. The primary objective of this document shepherding process
is to improve document-processing throughput and document quality by
enabling a partnership between the Responsible Area Director and the
Document Shepherd. In particular, this partnership has the explicit
goal of enfranchising the Document Shepherd while at the same time
offloading a specific part of the follow-up work that has
traditionally been responsibility of the Responsible Area Director.
The Responsible Area Director has tens or many tens of documents to
follow, while the Document Shepherd has only a few at a time.
Flowing the responsibility to the working group level can ensure more
attention and more timely response.

Consequently, the document shepherding process includes follow-up
work during all document-processing stages after Working Group Last
Call, i.e., during AD Evaluation of a document, during IESG
evaluation, and during post-approval processing by IANA and the RFC
Editor. In these stages, it is the responsibility of the Document
Shepherd to track and follow up on feedback received on a document
from all relevant parties.

The Document Shepherd is usually a chair of the working group that
has produced the document. In consultation with the Responsible Area
Director, the chairs may instead decide to appoint the working group
secretary as the responsible Document Shepherd.

The remainder of this document is organised as follows: Section 3

outlines the overall document shepherding process. Section 3.1
describes the Document Shepherd Write-Up that accompanies the
publication request of a document. Section 3.2 describes the AD
Evaluation shepherding process and Section 3.3 describes IESG DISCUSS
shepherding. Finally, Section 6 describes those cases in which the
document shepherding process should not be used.

2. **Terminology**

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT",
"SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this
document are to be interpreted as described in BCP 14, RFC 2119
[RFC2119].

3. **Process Description**

The document shepherding process consists of the following tasks:

o Providing the Document Shepherd Write-Up accompanying a document
   that is forwarded to the IESG when publication is requested, as
   described in Section 3.1.

o During AD Evaluation of the document by the Responsible Area
   Director, managing the discussion between the editors, the working
   group and the Responsible Area Director, as described in
   Section 3.2.

o During an IETF Last Call, if performed for the shepherded
   document, following up on community feedback and review comments.

o During IESG evaluation, following up on all IESG feedback
   ("DISCUSS" and "COMMENT" items) related to the shepherded
   document, as described in Section 3.3.

o Following up on IANA and RFC Editor requests as described in
   Section 4 and Section 5.

The shepherd must keep the document moving forward, communicating
about it with parties who review and comment it. The shepherd must
obtain the working group's consensus for any substantive proposed
changes. The shepherd is the leader for the document and for the
working group, and maintains a critical and technical perspective.
In summary, the Document Shepherd continues to care for a shepherded
document during its post-WG lifetime just as he or she has done while
responsible for the document in the working group.

Before any document shepherding takes place, a single Document
Shepherd MUST be identified for a document (he or she will be named
in the Document Shepherd Write-Up) . Frequently, the chairs and the
Responsible Area Director will decide that the working group will
adopt the PROTO process for all their future documents. After that
decision, the chairs, in consultation with the Responsible Area
Director, decide on who should act as Document Shepherd for any given
document. This is typically and by default one of the chairs of the
working group. In consultation with the Responsible Area Director,
the chairs MAY also decide to appoint the working group secretary as
Document Shepherd for a given document. The Document Shepherd SHOULD
NOT be an editor of the shepherded document.

It is intended that the Document Shepherd role is filled by one
person during the entire shepherding process. However, situations
may occur when the Document Shepherd role may be reassigned to
different persons during the lifetime of a document. It is up to the
chairs and Responsible Area Director to identify situations when this
may become necessary, and then consult to appoint a new Document
Shepherd.

It is important to note that the document shepherding process only
applies to documents that are the product of a working group. It
does not apply to documents that originate elsewhere. Additionally,
Section 6 discusses other instances in which the document shepherding
process does not apply.

3.1. Document Shepherd Write-Up

When a working group decides that a document is ready for submission
to the IESG for publication, it is the task of the Document Shepherd
to complete a "Document Shepherd Write-Up" for the document.

There are two parts to this task. First, the Document Shepherd
answers questions (1.a) to (1.j) below to give the Responsible Area
Director insight into the working group process that applied to this
document. Note that while these questions may appear redundant in
some cases, they are written to elicit information that the
Responsible Area Director must be aware of (to this end, pointers to
relevant entries in the WG archive are helpful). The goal here is to
inform the Responsible Area Director about any issues that may have
come up in IETF meetings, on the mailing list, or in private
communication that they should be aware of prior to IESG evaluation
of the shepherded document. Any significant issues mentioned in the
questionnaire will probably lead to a follow-up discussion with the
Responsible Area Director.

The second part of the task is to prepare the "Document Announcement

Write-Up" that is input to both the ballot for the IESG telechat and to the eventual IETF-wide announcement message. Item number (1.k) describes the elements of the Document Announcement Write-Up.

Some examples of Document Announcement Write-Ups are included in Appendix A, and there are many more examples with subject lines such as "Protocol Action" and "Document Action" in the IETF-announce mailing list archive.

The initial template for the Document Shepherd Write-Up is included below, but changes are expected over time. The latest version of this template is available from the IESG section of the IETF web site.

(1.a)   Who is the Document Shepherd for this document? Has the Document Shepherd personally reviewed this version of the document and, in particular, does he or she believe this version is ready for forwarding to the IESG for publication?

(1.b)   Has the document had adequate review both from key WG members and from key non-WG members? Does the Document Shepherd have any concerns about the depth or breadth of the reviews that have been performed?

(1.c)   Does the Document Shepherd have concerns that the document needs more review from a particular or broader perspective, e.g., security, operational complexity, someone familiar with AAA, internationalization or XML?

(1.d)   Does the Document Shepherd have any specific concerns or issues with this document that the Responsible Area Director and/or the IESG should be aware of? For example, perhaps he or she is uncomfortable with certain parts of the document, or has concerns whether there really is a need for it. In any event, if the WG has discussed those issues and has indicated that it still wishes to advance the document, detail those concerns here. Has an IPR disclosure related to this document been filed? If so, please include a reference to the disclosure and summarize the WG discussion and conclusion on this issue.

(1.e)   How solid is the WG consensus behind this document? Does it represent the strong concurrence of a few individuals, with others being silent, or does the WG as a whole understand and agree with it?

(1.f)   Has anyone threatened an appeal or otherwise indicated extreme
        discontent? If so, please summarise the areas of conflict in
        separate email messages to the Responsible Area Director. (It
        should be in a separate email because this questionnaire is
        entered into the ID Tracker.)

(1.g)   Has the Document Shepherd personally verified that the
        document satisfies all ID nits? (See
        http://www.ietf.org/ID-Checklist.html and
        http://tools.ietf.org/tools/idnits/). Boilerplate checks are
        not enough; this check needs to be thorough. Has the document
        met all formal review criteria it needs to, such as the MIB
        Doctor, media type and URI type reviews?

(1.h)   Has the document split its references into normative and
        informative? Are there normative references to documents that
        are not ready for advancement or are otherwise in an unclear
        state? If such normative references exist, what is the
        strategy for their completion? Are there normative references
        that are downward references, as described in [RFC3967]? If
        so, list these downward references to support the Area
        Director in the Last Call procedure for them [RFC3967].

(1.i)   Has the Document Shepherd verified that the document IANA
        consideration section exists and is consistent with the body
        of the document? If the document specifies protocol
        extensions, are reservations requested in appropriate IANA
        registries? Are the IANA registries clearly identified? If
        the document creates a new registry, does it define the
        proposed initial contents of the registry and an allocation
        procedure for future registrations? Does it suggest a
        reasonable name for the new registry? See [RFC2434]. If the
        document describes an Expert Review process has Shepherd
        conferred with the Responsible Area Director so that the IESG
        can appoint the needed Expert during the IESG Evaluation?

(1.j)   Has the Document Shepherd verified that sections of the
        document that are written in a formal language, such as XML
        code, BNF rules, MIB definitions, etc., validate correctly in
        an automated checker?

(1.k)   The IESG approval announcement includes a Document
        Announcement Write-Up. Please provide such a Document
        Announcement Write-Up? Recent examples can be found in the
        "Action" announcements for approved documents. The approval
        announcement contains the following sections:

Technical Summary
   Relevant content can frequently be found in the abstract
   and/or introduction of the document. If not, this may be
   an indication that there are deficiencies in the abstract
   or introduction.

Working Group Summary
   Was there anything in WG process that is worth noting? For
   example, was there controversy about particular points or
   were there decisions where the consensus was particularly
   rough?

Document Quality
   Are there existing implementations of the protocol? Have a
   significant number of vendors indicated their plan to
   implement the specification? Are there any reviewers that
   merit special mention as having done a thorough review,
   e.g., one that resulted in important changes or a
   conclusion that the document had no substantive issues? If
   there was a MIB Doctor, Media Type or other expert review,
   what was its course (briefly)? In the case of a Media Type
   review, on what date was the request posted?

Personnel
   Who is the Document Shepherd for this document? Who is the
   Responsible Area Director?

The Document Shepherd MUST send the Document Shepherd Write-Up to the
Responsible Area Director and iesg-secretary@ietf.org together with
the request to publish the document. The Document Shepherd SHOULD
also send the entire Document Shepherd Write-Up to the working group
mailing list. If the Document Shepherd feels that information which
may prove to be sensitive, lead to possible appeals or is personal
information needs to be written up, it SHOULD be sent in direct email
to the Responsible Area Director, because the Document Shepherd
Write-Up is published openly in the ID Tracker. Question (1.f) of
the Write-Up covers any material of this nature and specifies this
more confidential handling.

The Document Shepherd Write-Up is entered into the ID Tracker
[IDTRACKER] as a "Comment." The name and email address of the
Document Shepherd are entered into the ID Tracker, currently as a
"Brief Note" (this may change in the future). The email address of
the Document Shepherd MUST also be added to the "State or Version
Change Notice To" field (typically the email addresses of all working
group chairs, authors and the secretary will be added).

Entering the name and email of the Document Shepherd into the ID

Tracker is REQUIRED to ensure that he or she will be copied on the email exchange between the editors, chairs, the IESG, the IESG secretariat, IANA and the RFC Editor during the review and approval process. There are still manual steps required for these parties to ensure they include the Document Shepherd, but it is hoped that in future, automated tools will ensure that Document Shepherds (and others) receive necessary communications.

The contact information for the Document Shepherd is also important for the Gen-ART team [GEN-ART], area directorates and other review teams, so they can know to whom to address reviews, in addition to the Responsible Area Director.

3.2. Document Shepherding during AD Evaluation

The steps for document shepherding during AD Evaluation are as follows:

(2.a)   The Responsible Area Director reads, evaluates and comments on the document, as is the case when not using the document shepherding process. If the Responsible Area Director determines that the document is ready for IESG Evaluation, he or she indicates this to the Document Shepherd and the document shepherding process continues as described in Section 3.3.

(2.b)   If the Responsible Area Director has identified issues with a document that must be addressed before IESG Evaluation can commence, he or she sends a full evaluation to the Document Shepherd and SHOULD also enter the review into the ID Tracker.

(2.c)   The Document Shepherd reads the AD Evaluation comments, making very certain that all comments are understood, so that it is possible to follow up on them with the editors and working group. If there is some uncertainty as to what is requested, this SHOULD be resolved with the Responsible Area Director.

(2.d)   The Document Shepherd sends the AD Evaluation comments to the editors and to the working group mailing list, in order to have a permanent record of the comments. It is RECOMMENDED that the Document Shepherd solicit from the editors an estimate on when the required changes will be complete and a revised document can be expected. Working groups that use issue tracking SHOULD also record the issues (and eventually their resolution) in their issue tracker.

(2.e) During the production of a revised document that addresses the
       AD Evaluation comments, it is RECOMMENDED that the editors
       keep a list showing how each comment was addressed and what
       the revised text is. It is RECOMMENDED that this list be
       forwarded to the Responsible Area Director together with the
       revised document.

(2.f) In the event that the editors or working group disagrees with
       a comment raised by the Responsible Area Director or has
       previously considered and dismissed the issue, the Document
       Shepherd MUST resolve the issue with the Responsible Area
       Director before a revised document can be submitted.

(2.g) The Document Shepherd iterates with the editors (and working
       group, if required) until all outstanding issues have been
       resolved and a revised document is available. At this point,
       the Document Shepherd notifies the Responsible Area Director
       and provides him or her with the revised document, the summary
       of issues and the resulting text changes.

(2.h) The Responsible Area Director verifies that the issues he or
       she found during AD Evaluation are resolved in the revised
       version of the document by starting the process described in
       this section at step (2.a).

(2.i) If the document underwent an IETF Last Call and the AD
       concludes that significant issues were raised during the Last
       Call, then steps (2.b) through (2.h) need to be applied
       addressing the Last Call issues. This requires the
       Responsible Area Director to present to the Document Shepherd
       those Last Call Issues raised only to the IESG.

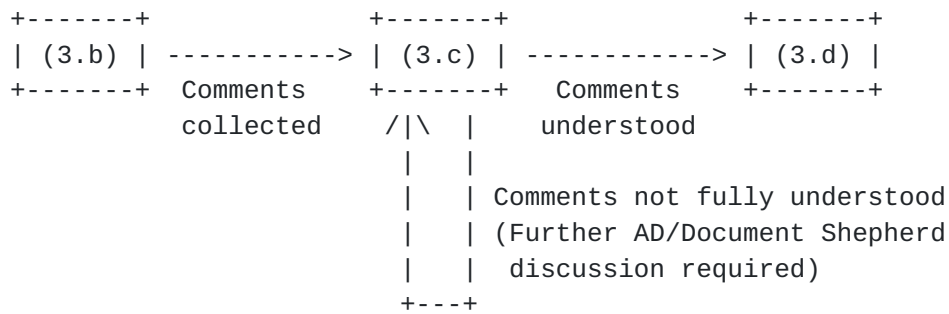## 3.3. Document Shepherding during IESG Evaluation

During IESG Evaluation of a document, ADs can bring forward two kinds
of remarks about a document: DISCUSS item and COMMENT items. A
DISCUSS blocks a document's approval process until it has been
resolved; a COMMENT does not. This section details the steps that a
Document Shepherd takes to resolve any DISCUSS and COMMENT items
brought forward against a shepherded document during IESG Evaluation.

Note that DISCUSS and COMMENT items are occasionally written in a
manner that makes their intent unclear. In these cases, the Document
Shepherd SHOULD start a discussion with the ADs who brought the items
up to clarify their intent, keeping the Responsible Area Director
informed. If this fails to clarify the intent, the Responsible Area
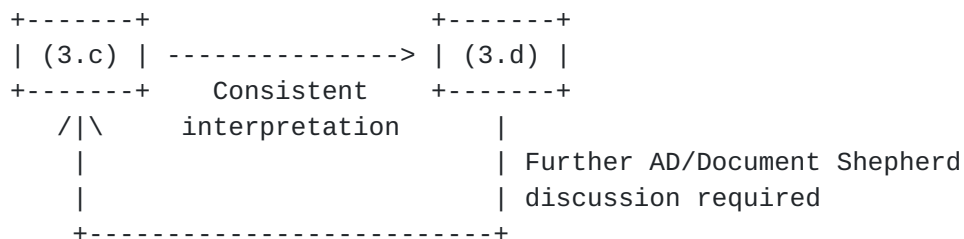Director may need to work towards a clarification inside the IESG.

(3.a) Leading up to the IESG conference call, the Document Shepherd
       may see emails about the document from directorate reviewers
       on behalf of one or more ADs and also emailed copies of
       DISCUSS and COMMENT items entered into the ID Tracker. The
       Document Shepherd SHOULD immediately begin to work on
       resolving DISCUSS and COMMENT items with the ADs who have
       raised them, keeping the Responsible Area Director copied on
       the email exchange, so that he or she is able to support the
       the activity during the conference call. When dealing with
       directorate reviews, the Document Shepherd MUST involve the
       ADs to whom these directorates report to ensure that these ADs
       consider the review comments that need resolving.

(3.b) Immediately following the conference call, when the document
       changes state from the "IESG Evaluation" state to one of the
       states requiring Document Shepherd action, e.g., "IESG
       Evaluation: Revised ID Needed" or "IESG Evaluation: AD
       Followup", the Document Shepherd will receive email. A state
       of "AD Followup" typically signifies the Responsible Area
       Director's hope that a resolution may be possible through a
       continued discussion or (more usually) through a small set of
       changes as "Notes to the RFC Editor."

       Note that there may be very exceptional cases when DISCUSS
       items are registered after an IESG conference call. In these
       cases, the AD who has raised the DISCUSS MUST notify the
       Document Shepherd about it. (The notification facility in the
       ID Tracker is very convenient for this purpose and also for
       the cases where the DISCUSS and COMMENT items are updated
       after they are partially resolved.)

(3.c) The Document Shepherd then queries the ID Tracker to collect
       the remaining DISCUSS and COMMENT items raised against the
       document. The Document Shepherd analyses these items and
       initialises contact with the ADs who have placed them. The
       Responsible Area Director MUST be copied on all correspondence
       related to active DISCUSS or COMMENT items. This does not
       place the Responsible Area Director in the critical path
       towards a resolution, but should keep him or her informed
       about the state of the discussion.

```
+-------+                 +-------+                 +-------+
| (3.b) | -----------> | (3.c) | ------------> | (3.d) |
+-------+   Comments     +-------+   Comments     +-------+
            collected    /|\  |    understood
                          |   |
                          |   | Comments not fully understood
                          |   | (Further AD/Document Shepherd
                          |   |  discussion required)
                         +---+
```

(3.d)   The Document Shepherd then coordinates the resolution of
        DISCUSS and COMMENT items and builds a consistent
        interpretation of the comments. This step is similar to much
        of the process described in Section 3.2.

```
+-------+                 +-------+
| (3.c) | ---------------> | (3.d) |
+-------+    Consistent    +-------+
   /|\     interpretation     |
    |                         | Further AD/Document Shepherd
    |                         | discussion required
    +-------------------------+
```

(3.e)   The Document Shepherd then communicates the DISCUSS and
        COMMENT items to the document editors and the working group,
        alerting them of any changes to the document that have
        accumulated during IESG processing, such as "Notes to the RFC
        Editor." If any changes will be substantive, the Document
        Shepherd, in consultation with the Responsible Area Director,
        as during other stages, MUST confirm working group consensus
        or sometimes even IETF consensus.

(3.f)   After the editors resolve the DISCUSS and COMMENT items, the
        Document Shepherd reviews the resulting new version of the
        document, which will be a revised document, a set of "Notes to
        the RFC Editor", or both, using his or her technical expertise
        to ensure that all raised DISCUSS and COMMENT issues have been
        resolved.

        Note that the Document Shepherd MAY also suggest resolutions
        to DISCUSS and COMMENT items, enter them into an issue
        tracker, or perform other steps to streamline the resolution
        of the evaluation comments. It is very important to resolve
        the comments in a timely way, while the discussion is current
        for everyone involved.

   (3.g) When the Document Shepherd is satisfied that the revised
          document addresses the evaluation comments, he or she
          communicates the resolution to the Responsible Area Director
          and the ADs that had raised the DISCUSS and COMMENT items.

   (3.h) Each AD who had raised a DISCUSS checks whether the
          communicated resolution addresses his or her items. If it
          does, the AD will clear the DISCUSS. It it does not, the AD
          notifies the Document Shepherd and adds information to the ID
          Tracker explaining why the DISCUSS was not resolved. The
          Document Shepherd informs the working group accordingly.
          (COMMENT items need not be checked and cleared, because they
          do not block the document, but ADs are encouraged to do so.)

          If a DISCUSS was not resolved to the satisfaction of the AD
          that has raised it or the Responsible Area Director, two
          possibilities exist:

          (a) The process returns to step (3.d), or

          (b) If no progress can be made on the resolution of the
               DISCUSS with the AD who has raised it, despite repeated
               clarifications and discussions, the Responsible Area
               Director should take over continued shepherding of the
               document. Such a situation may be indicative of larger
               issues that the PROTO process was not designed to handle.

          Once the process above has cleared all DISCUSS items, document
          shepherding continues with step (3.i).

   (3.i) The Responsible Area Director moves the document to the
          "Approved - Announcement to be sent" state in the ID Tracker.
          If he or she deems the changes to the revised document
          significant, there may be a new WG last call, or possibly a
          new IETF last call. The document goes through a new full IESG
          Evaluation process if there is a new IETF last call.

4. Shepherding the Document's IANA Actions

   IETF working group documents often include considerations requiring
   actions by the IANA, such as creating a new registry or adding
   information to an existing registry, perhaps after consulting an
   IESG-appointed Expert. Sometimes the Document Shepherd must keep
   track of certain IANA actions to be completed by the IESG, such as
   ratifying the appointment of a designated Expert called for in the
   IANA Considerations. IANA-related processing may also include a
   specified type of Expert review, such as review of proposed MIME

media types on the designated ietf-types mailing list.

The IANA reviews IETF documents and requests responses at any or all
of the following times: in response to IETF Last Call, during the
IESG Evaluation review of the document, and at the time when the IANA
performs actions in its web-based registry for the document, usually
but not always after IESG approval of the document. More details of
the IANA process and IETF interaction are found in [RFC2434].

At the time of this publication, RFC2434 is under revision
[I-D.narten-iana-considerations-rfc2434bis] and the updates are and
will be of value to the Document Shepherd. Note that the Document
Shepherd MUST determine (by individual review and consultation with
others) what is the most recent and the most applicable IANA
information and guidance for his or her document, be it the overall
guidance, or external documents in his or her area, or in other
areas. An example of an external document is [RFC4020].

Whenever an IANA request comes, during whatever phase of the
shepherding process, the requester from IANA MUST ensure that the
Document Shepherd and the Responsible Area Director both receive the
request. The Document Shepherd is responsible for responding as
rapidly as possible. He or she should discuss requests that
introduce any possible concerns with the working group. The Document
Shepherd and the Responsible Area Director may decide in consultation
that an IANA request leads to a change that needs additional review
or approval.

In general, the Document Shepherd ensures that the IANA process
completes, checks that the registry is correct and that the IANA
Matrix (http://www.iana.org/numbers.html) is complete and consistent,
and troubleshoots when all is not well. At the end of IANA
processing, the Document Shepherd should be sure that the RFC Editor
has acknowledged IANA conclusion, i.e., that the handoff has been
made.

In summary, the task of shepherding the IANA actions is often
overlooked, but is as important to coordinate and manage as all the
other document reviews the Document Shepherd has managed. As with
those, the Document Shepherd contributes greatly to quality and
timeliness of the document by effective and responsive shepherding of
the IANA requests.

5. Document Shepherding after IESG Approval

After the IESG evaluation and resolution described in Section 3.3,
the IESG approves the document, and the Responsible Area Director

uses the ID Tracker to ask for any final changes to the Document Announcement Write-Up and for it to be issued. The Document Shepherd may have some edits for the Responsible Area Director, such as minor "Notes to the RFC Editor", and this is the time to consult and provide them.

The IESG approval announcement goes to the general community and to the RFC Editor, and now the Document Shepherd (identified in the Announcement Write-Up) continues to shepherd the document through its technical publication. The RFC Editor currently makes a number of types of requests to the authors, Document Shepherd and Responsible Area Director. The Document Shepherd SHOULD lead in responding to the RFC Editor and shepherd the document during the post-approval period to its publication.

The RFC Editor request types include: editorial queries about dangling, missing, informative and normative citations (good shepherding should try to catch these earlier, but they happen); requests for the document source (e.g., XML or nroff); occasional technical comments; and copy-edits for review and close scrutiny by the authors (AUTH48). For the latter, the Document Shepherd SHOULD lead in checking that copy-edits have in no case affected a consensus wording of the working group which prepared the document, and SHOULD bring speed to this checking by multiple coauthors. The Document Shepherd also consults with the Responsible Area Director on reviewing proposed post-approval changes to the document by any author. These may require Area Director approval, and they often need to be presented to the working group for consent if not a full consensus procedure.

As in other phases of document shepherding, the Document Shepherd provides attentiveness and timeliness by serving as the informed representative of the document and helping its advancement and its integrity.

6. **When Not to Use the Document Shepherding Process**

As mentioned in Section 3, the Document Shepherd SHOULD NOT be an editor of the shepherded document. If this cannot be avoided by making another working group chair or secretary the Document Shepherd, the document shepherding process SHOULD NOT be used. There are several other cases in which the document shepherding process SHOULD NOT be used. These include:

1. Cases, where the Document Shepherd is the primary author or editor of a large percentage of the documents produced by the working group.

2. Cases, where the Responsible Area Director expects communication
    difficulties with the Document Shepherd (either due to
    experience, strong views stated by the Document Shepherd, or
    other issues).

3. Cases, where the working group itself is either very old, losing
    energy, or winding down, i.e., cases, where it would not be
    productive to initiate new processes or procedures.

Finally, note that other cases exist in which using the document
shepherding process may not be productive. The final determination
as to whether to use the document shepherding process or not is left
to the Responsible Area Director. If the document shepherding
process is not used, the Responsible Area Director acts as Document
Shepherd, per the existing procedures of shepherding by Area
Directors.

7. Security Considerations

This document specifies a change to IETF document-processing
procedures. As such, it neither raises nor considers protocol-
specific security issues.

8. IANA Considerations

This document creates no new requirements on IANA namespaces or other
IANA requirements.

9. Acknowledgments

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authors as well as Bill Fenner, Barbara Fuller, and Margaret
Wasserman. Aaron Falk worked actively in PROTO until the start of
2006 and worked on earlier versions of the document.

The Document Shepherd Write-Up originated in an idea by John Klensin.
Thomas Narten and Margaret Wasserman implemented it for the entire
Internet Area, and their template was the basis of the version used
today.

Colin Perkins wrote the original Document Announcement Write-Up for
draft-ietf-avt-rtp-midi-format included in Appendix A.1. David Black
wrote the original Document Announcement Write-Up for
draft-ietf-imss-ip-over-fibre-channel included in Appendix A.2. Both
original announcements have been modified to reflect changes to the

Document Announcement Write-Up template since they were written.

Frank Ellermann and Olafur Gudmundsson have suggested improvements to the document during IETF Last Call.

10. Informative References

[RFC4020]   Kompella, K. and A. Zinin, "Early IANA Allocation of
            Standards Track Code Points", BCP 100, RFC 4020,
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[RFC2434]   Narten, T. and H. Alvestrand, "Guidelines for Writing an
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[RFC2119]   Bradner, S., "Key words for use in RFCs to Indicate
            Requirement Levels", BCP 14, RFC 2119, March 1997.

[RFC3967]   Bush, R. and T. Narten, "Clarifying when Standards Track
            Documents may Refer Normatively to Documents at a Lower
            Level", BCP 97, RFC 3967, December 2004.

[I-D.narten-iana-considerations-rfc2434bis]
            Narten, T. and H. Alvestrand, "Guidelines for Writing an
            IANA Considerations Section in RFCs",
            draft-narten-iana-considerations-rfc2434bis-05 (work in
            progress), September 2006.

[IDTRACKER]
            "The IETF Internet-Draft Tracker", Web
            Application: https://datatracker.ietf.org/, 2002.

[PROTO]   "The IESG PROcess and TOols (PROTO) Team", Web
            Page: http://psg.com/~mrw/PROTO-Team, 2004.

[GEN-ART]   "The General Area Review Team (GEN-ART)", Web Page:
             http://www.alvestrand.no/ietf/gen/review-guidelines.html,
            2005.

Appendix A. Example Document Announcement Write-Ups

This appendix includes two examples of Document Announcement Write-Ups. Many more examples with Subject lines such as "Protocol Action" and "Document Action" can be found in the IETF-announce mailing list archive.

A.1. **Example Document Announcement Write-Up for**
      draft-ietf-avt-rtp-midi-format

   Technical Summary

      These documents define the RTP Payload format for MIDI (Musical
      Instrument Digital Interface), and additional guidelines on
      implementation specifically concerning the timing of reception and
      transmission for best performance in different applications. MIDI
      is a real-time media, which however is brittle to losses and
      errors. Therefore the RTP payload format defines recovery
      journals as a way of avoiding persistent audible errors, and
      discusses congestion control handling for these journals.

      The RTP payload for MIDI encodes the broad range of MIDI commands.
      The format is suitable for interactive applications (such as
      network musical performance) and content-delivery (such as file
      streaming).

   Working Group Summary

      There is consensus in the WG to publish these documents.

   Document Quality

      This RTP Payload format has been implemented during the
      development of the specification and successfully tested over an
      IP network between two remote sites, thus showing that the
      technical solution is successfully working. It has been reviewed
      by the MIDI Manufacturers Association and their comments have been
      addressed.

   Personnel

      Magnus Westerlund and Colin Perkins jointly shepherded this
      document. Allison Mankin reviewed the document for the IESG,
      including a careful review with the editor of the media types, in
      parallel with ietf-types list review requested on 2006-01-08,
      which raised no issues.

A.2. **Example Document Announcement Write-Up for**
      draft-ietf-imss-ip-over-fibre-channel

   Technical Summary

      This document specifies the encapsulation of IPv6, IPv4 and ARP
      packets over Fibre Channel. This document also specifies the
      methods for forming IPv6 link-local addresses and statelessly

autoconfigured IPv6 addresses on Fibre Channel networks, and a
mechanism to perform IPv4 address resolution over Fibre Channel
networks. This document (when published as RFC) obsoletes RFC2625
and RFC3831.

Working Group Summary

This document has been reviewed by Fibre Channel experts in
Technical Committee T11 (Fibre Channel standards organization) in
addition to members of the IMSS WG. There is solid support for
this document both in the WG and from T11.

Document Quality

This document replaces and consolidates two separate RFCs on IPv4
over Fibre Channel (RFC 2625) and IPv6 over Fibre Channel (RFC
3831). Most of its technical content is unchanged from those
RFCs. The technical changes that have been made are primarily
based on implementation experience.

Personnel

The protocol has been reviewed for the IESG by David L. Black (WG
chair). Bert Wijnen has reviewed this document for the IESG. In
addition, Brian Haberman has done a review for the INT Area as
requested by WG-chair (David Black) via Margaret Wasserman.

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