

# WG Chair Training Design Team

IETF 104, Prague, March 2019

Francesca Palombini  
Tal Mizrahi  
Sarah Banks  
Rich Salz  
Marie-Jose Montpetit  
Tim Hollebeck  
Mirjam Kuehne  
Greg Wood  
Linda Dunbar  
Karen O'Donoghue

# Design Team Goal

- Perform an inventory of existing training materials (including website, data tracker, wiki, etc.)
- Map the gaps
- Gather ideas for how (and where) the materials should be organized along with any ideas for filling the identified gaps
- Draft a list of what should be included in a basic set WG Chair onboarding training materials (assume this is a subset of above)

# WG Chair Training Inventory – Current Status

Title	Description	Link
WG Chairs' Guide	Tutorial wiki – “Everything a WG Chair Needs to Know but Was Afraid to Ask”	<a href="https://trac.ietf.org/trac/wgchairs">https://trac.ietf.org/trac/wgchairs</a>
WG chair resources	Useful links for WG chairs	<a href="https://ietf.org/chairs">https://ietf.org/chairs</a>
Working group leadership training	Training slides + video	<a href="https://ietf.org/about/participate/tutorials/process/working-group-leadership-training/">https://ietf.org/about/participate/tutorials/process/working-group-leadership-training/</a>
Checklist for presenters	Useful tips for presenters at the IETF	<a href="https://trac.ietf.org/trac/idr/wiki/Checklist%20for%20presenting%20at%20an%20IDR%20meeting">https://trac.ietf.org/trac/idr/wiki/Checklist%20for%20presenting%20at%20an%20IDR%20meeting</a>
Presentation skills	Useful tips for presenters at the IETF	<a href="http://wiki.tools.ietf.org/group/edu/attachment/wiki/IETF91/91-PresentationSkills-Howard.pdf?format=raw">http://wiki.tools.ietf.org/group/edu/attachment/wiki/IETF91/91-PresentationSkills-Howard.pdf?format=raw</a>
IESG	IESG home page	<a href="https://www.ietf.org/about/groups/iesg/">https://www.ietf.org/about/groups/iesg/</a>
Info for chairing WG & BOF sessions	General information for WG chairs	<a href="https://ietf.org/chairs/chairing-sessions/">https://ietf.org/chairs/chairing-sessions/</a>

# WG Chair Training – Summary and Gaps

- A great deal of good information (tutorials, wiki, ...)
- Not optimally organized
- Some overlapping information between different pages
- Missing / outdated information

# [WG Chair Resources: https://ietf.org/chairs/](https://ietf.org/chairs/)

- Links to several resources about procedures and tools
- Really for anybody, no particular info for new WG chairs
- “New Chair Resources” links to the wiki

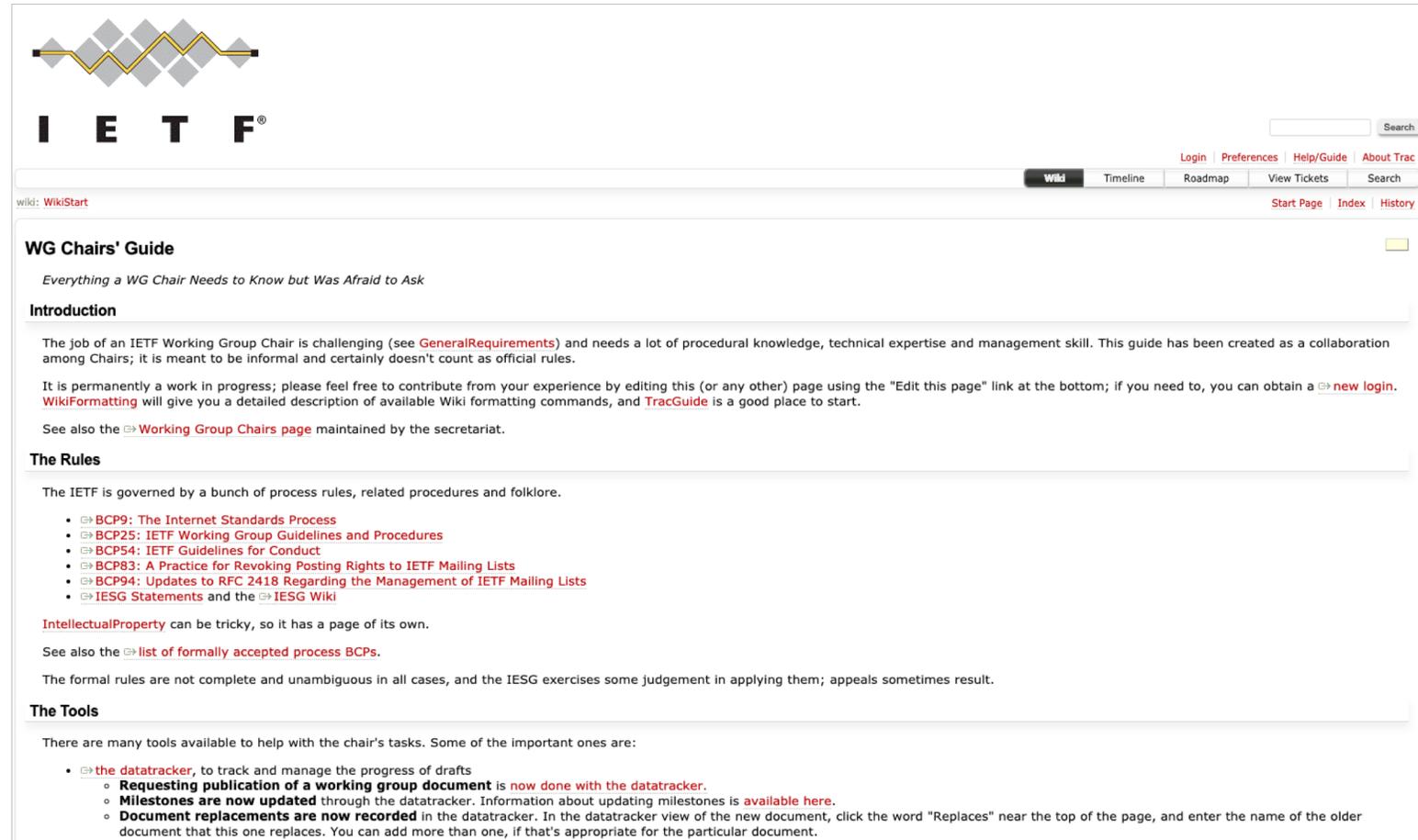
The screenshot shows the IETF Working Group chair resources page. At the top, there is a home icon and the title "Working Group chair resources". Below the title, a paragraph states: "This page provides quick links to the set of tools and resources for IETF Working Group chairs." The main content area is divided into several sections, each with a bold heading and a list of links:

- IESG Information**
  - [Datatracker](#) | [I-D Requirements](#)
  - [Recent IESG Announcements](#)
- IPR Information**
  - [IPR Policy](#) | [Note Well](#) | [IPR Notices](#)
- New Chair Resources**
  - [WG Chairs Wiki](#) | [WG Chair Leadership Training](#)
  - [On Consensus and Humming in the IETF \[RFC 7282\]](#)
  - [Datatracker Sandbox](#)
- Working Group Procedures**
  - [The Internet Standards Process \[RFC 2026\]](#)
  - [WG Guidelines & Procedures \[RFC 2418\]](#)
  - [IESG Statement on Moderated Lists](#) | [Updating Milestones](#)
  - [MIB Review Guidelines \[RFC 4181\]](#) | [WG Chairs' Guide \(wiki page\)](#)
  - [Proto Write-Up Templates](#)
- Working Group Tools**
  - [IETF Internet-Draft Submission Status](#) | [IETF Etherpad](#)
  - [Liaison Statement Manager](#)
  - [Working Group Chairs Photo Directory](#)
- Working Group Chairs Email Archive**
  - [Web Archive](#) | [Archive Directory](#)

On the right side of the page, there is a vertical navigation menu with the following items: HOME, About, Topics of interest, How we work, and Internet standards.

# [WG Chairs Wiki: https://trac.ietf.org/trac/wgchairs/](https://trac.ietf.org/trac/wgchairs/)

- Good place to start for new chairs
- Many of the links are outdated
- Some information is missing
- More info than just “Basic 101 for new WG chairs”



The screenshot shows the IETF WG Chairs Wiki page. At the top is the IETF logo. Below it is a navigation bar with links for Login, Preferences, Help/Guide, and About Trac. The main content area is titled "WG Chairs' Guide" and includes an introduction, a section on "The Rules", and a section on "The Tools".

**WG Chairs' Guide**  
*Everything a WG Chair Needs to Know but Was Afraid to Ask*

**Introduction**

The job of an IETF Working Group Chair is challenging (see [GeneralRequirements](#)) and needs a lot of procedural knowledge, technical expertise and management skill. This guide has been created as a collaboration among Chairs; it is meant to be informal and certainly doesn't count as official rules.

It is permanently a work in progress; please feel free to contribute from your experience by editing this (or any other) page using the "Edit this page" link at the bottom; if you need to, you can obtain a [new login](#). [WikiFormatting](#) will give you a detailed description of available Wiki formatting commands, and [TracGuide](#) is a good place to start.

See also the [Working Group Chairs page](#) maintained by the secretariat.

**The Rules**

The IETF is governed by a bunch of process rules, related procedures and folklore.

- [BCP9: The Internet Standards Process](#)
- [BCP25: IETF Working Group Guidelines and Procedures](#)
- [BCP54: IETF Guidelines for Conduct](#)
- [BCP83: A Practice for Revoking Posting Rights to IETF Mailing Lists](#)
- [BCP94: Updates to RFC 2418 Regarding the Management of IETF Mailing Lists](#)
- [IESG Statements](#) and the [IESG Wiki](#)

[IntellectualProperty](#) can be tricky, so it has a page of its own.

See also the [list of formally accepted process BCPs](#).

The formal rules are not complete and unambiguous in all cases, and the IESG exercises some judgement in applying them; appeals sometimes result.

**The Tools**

There are many tools available to help with the chair's tasks. Some of the important ones are:

- [the datatracker](#), to track and manage the progress of drafts
  - **Requesting publication of a working group document** is **now done with the datatracker**.
  - **Milestones are now updated** through the datatracker. Information about updating milestones is [available here](#).
  - **Document replacements are now recorded** in the datatracker. In the datatracker view of the new document, click the word "Replaces" near the top of the page, and enter the name of the older document that this one replaces. You can add more than one, if that's appropriate for the particular document.

# WG Chairs Wiki : Gaps (1/2)

- Introduction
- New section: Obligations / Responsibilities
- The Rules:
  - Determine what a new WG chair MUST read between these and update links. (summarize & reference?)
- The Tools:
  - Add info and links to meeting material management, Meetecho, Jabber and etherpad
  - Add text on how to use them
  - Add links to mailing list archive, proceedings, <https://datatracker.ietf.org/wg/<WGname>/meetings/>
- Non-Tools:
  - Add intro about how to plan and run a meeting, consensus, role of the chair in between meetings
- Document State
  - Add intro text about the document state process (see slides on leadership training)

# WG Chairs Wiki : Gaps (2/2)

- WG Draft
- Herding
- Soliciting Implementation Feedback
- Useful Email Addresses
- Holding effective WG meetings
  - Highlight meeting checklist
- Other
- WG Chairs Forum
- Topics to Add
  - The wiki is not complete, needs to be updated with these topics!

# WG Chair Training – Proposed Next Steps

- Start by creating an index for WG chair training
  - Can be based on the existing Wiki
  - Structure to separate between basic “MUST know” info (most useful for new chairs) and the rest
  - Points to all other resources in order of priority
- Review and resolve the overlapping material
- Resolve the missing / outdated information

# How You Can Help

- Identify more gaps:
  - “Gaps” document:  
[https://docs.google.com/document/d/1AXmiueMLd8ME1q3WCl\\_65quv3F6belKrl3Q\\_ALbTb3g](https://docs.google.com/document/d/1AXmiueMLd8ME1q3WCl_65quv3F6belKrl3Q_ALbTb3g) , or
  - Chairs mailing list

Folder with the current work:

<https://drive.google.com/drive/u/2/folders/101PChsVZ0HiP0FQHwTPSiDw2HoPxKMml>