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 on-boarding training materials (assume this is a subset of above)
# WG Chair Training Inventory – Current Status

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>WG Chairs’ Guide</td>
<td>Tutorial wiki – “Everything a WG Chair Needs to Know but Was Afraid to Ask”</td>
<td><a href="https://trac.ietf.org/trac/wgchairs">https://trac.ietf.org/trac/wgchairs</a></td>
</tr>
<tr>
<td>WG chair resources</td>
<td>Useful links for WG chairs</td>
<td><a href="https://ietf.org/chairs">https://ietf.org/chairs</a></td>
</tr>
<tr>
<td>Working group leadership</td>
<td>Training slides + video</td>
<td><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></td>
</tr>
<tr>
<td>training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checklist for presenters</td>
<td>Useful tips for presenters at the IETF</td>
<td><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></td>
</tr>
<tr>
<td>IESG</td>
<td>IESG home page</td>
<td><a href="https://www.ietf.org/about/groups/iesg/">https://www.ietf.org/about/groups/iesg/</a></td>
</tr>
<tr>
<td>Info for chairing WG &amp;</td>
<td>General information for WG chairs</td>
<td><a href="https://ietf.org/chairs/chairing-sessions/">https://ietf.org/chairs/chairing-sessions/</a></td>
</tr>
<tr>
<td>BOF sessions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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• Missing / outdated information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/

- 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
• 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• Many of the links are outdated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”
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/1AXmiueMLd8ME1q3WCJ_65quv3F6belKrl3Q_ALbTb3g, or

  • Chairs mailing list

Folder with the current work: https://drive.google.com/drive/u/2/folders/101PChsVZ0HiP0FQHwTPSiDw2HoPxKMml