IETF Administration LLC Report

Part 1 - Operations
Jay Daley
Executive Director

IETF 116
March 2023

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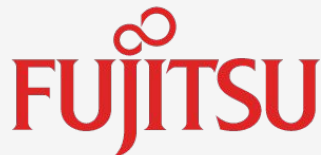
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Equipment and Services Sponsors

Codesprint

Ryan Cross
Lars Eggert
Jim Fenton
Nicolas Giard
Russ Housley
Tero Kivinen
Jean Mahoney
Mahesh Jethanandani

Kesara Rathnayake
Jennifer Richards
Rich Salz
Robert Sparks
Éric Vyncke
Ian Williams
Peter Yee

Thanks to the entire hard working team

NOC Volunteers

- Bill Fenner (Arista)
- Bill Jensen (University of Wisconsin–Madison)
- Clemens Schrimpe
- Hans Kuhn (NSRC)
- Hirochika Asai (Preferred Networks/WIDE)
- Joe Clarke (Cisco)
- Karen O'Donoghue (ISOC)
- Rob Austein (Arrcus/DRL)
- Warren Kumari (Google)

NOC Local Volunteers

- Daiichiro Hirata (Cisco)
- Kenichi Ikegami (NTT Communications Corporation)
- Takumi Ishihara (Keio University)
- Korry Luke (Keio University)
- Riku Mochizuki (Keio University)
- Shin Oura (Yahoo Japan)
- Raku Saito (National Institute of Technology, Nagano College)
- Ryusei Shiiba (Sokendai)
- Madoka Teramura (Cisco)
- Takashi Tomine (NICT)
- Momoka Yamamoto (The University of Tokyo)
- Daiya Yuyama (Keio University)
- Lingmo Zhu (LINE)

IETF Administration LLC
Thanks to the entire hard working team

Secretariat

Alexa Morris
Amy Vezza
Cindy Morgan
Glen Barney
Jenny Bui
Laura Nugent
Lindsey Gil
Liz Flynn
Michelle Cotton
Paige Mustafa
Ryan Cross
Stephanie McCammon

Meetecho

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Alessandro Toppi
Lorenzo Miniero
Paolo Saviano
Simon Pietro Romano
Tobia Castaldi

Tools

Jennifer Richards
Margaret Cullen
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NOC

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Paul Smith
Sean Croghan

LLC

Greg Wood
Lee-Berkeley Shaw
Robert Sparks
Kesara Rathnayake
Nick Giard

IETF Administration LLC
Staff

Jay Daley
IETF Executive Director

Greg Wood
Director of Communications and Operations

Lee-Berkeley Shaw
Director of Development

Robert Sparks
Tools Team PM

Kesara Rathnayake
Senior Software Development Engineer

Nick Giard
Senior Software Developer

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IETF 117 San Francisco
22-28 July 2023

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Hosted By

NOKIA

IETF Administration LLC
Future meeting locations and venues

MEETING LOCATION	VENUE	DATES	HOSTS
IETF 117 – San Francisco	Hilton Union Square	July 22-28, 2023	Nokia
IETF 118 – Prague	Hilton Prague	November 4-10, 2023	*
IETF 119 – Asia	TBA	March 16-22, 2024	*
IETF 120 – Vancouver	Hyatt Regency Vancouver	July 20-26, 2024	Huawei
IETF 121 – Europe	Convention Centre Dublin	November 2-8, 2024	*
IETF 122 – Bangkok	Marriott Marquis Queen's Park	March 15-21, 2025	*
IETF 123 – Madrid	Melia Castilla	July 19-25, 2025	*
IETF 124 - North America	TBA	November 1-7, 2025	*

* Please contact sponsorship@ietf.org if interested in sponsoring a meeting

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IETF Administration LLC
Long Term Sustainability

- **Goal of Long-Term Financial Sustainability**
  - Main vehicle - IETF Endowment
  - Goal of US$50M by 2027 - currently ~$4M
- **Thank You to our Donors**
  - Flagship donors: ARIN, Internet Society, and RIPE NCC
  - Benefactor donor: LACNIC
  - Individual donors: $3,300 from 75 gifts
  - Each donation is matched 2:1 by the Internet Society

  https://www.ietf.org/endowment

IETF Administration LLC
Towards a net-zero IETF

- **Calculating IETF emissions**
  Meetings, participant travel, day-to-day operations

- **More sustainable in-person meetings**
  Eco-friendly materials
  Reducing food waste.

- **Aiming to offset emissions**
  Still to decide schemes to support
  Considering schemes that "fit" with IETF

- **Community engagement**
  Side meeting on Thursday (8:30am JST)

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Two Key Consultations

- **Meeting Fee Review**
  - Proposing an increase in fees across the board
  - Take effect from IETF 117 San Francisco
  - Feedback period closes Monday 3 April

- **COVID Policy for IETF Meetings**
  - Proposing to follow local requirements
  - Take effect from IETF 117 San Francisco
  - Feedback period closes Monday 17 April

  Feedback to exec-director@ietf.org or public list admin-discuss@ietf.org

IETF Administration LLC Report

Part 2 - LLC Board Update
Board Chair - Jason Livingood

IETF 116
March 2023

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IETF Administration LLC

Thank you for your service on the LLC Board!

Peter Van Roste

IETF Administration LLC
Who serves on the Board?

Maja Andjelkovic

Lars Eggert

Mirjam Kühne

Jason Livingood, Chair

Sean Turner, Treasurer

IETF Administration LLC
Current Board Work

1. Planning for June 2023 strategic planning retreat

   a. Regular strategic review (SWOT/PESTL update)

   b. Financials (see below)

   c. Future of hybrid meeting administration & cost basis

   d. Action plan from community survey

   e. Admin & technical debt

2. Financial focus: fundraising progress & timeliness/accuracy of financial statements

3. Issued statement on remote participation

IETF Administration LLC
Upcoming Board Meetings

Date & Time (UTC)	
12 April 2023 - 17:00 UTC	14 June 2023 - 17:00 UTC
10 May 2022 - 17:00 UTC	12 July 2023 - 17:00 UTC
8-9 June 2023 (Retreat Time TBA)	9 August 2023 - 17:00 UTC

The Board strives for transparency with the IETF Community. Board meetings are open to observers except for items such as legal, contracts, personnel, and other matters that benefit from confidentiality. Each meeting is divided into four sections: Open; Board and Staff Only; Board and ED Only; Board Only. Our goal is to publish agendas one week or more before each meeting. Minutes of past meeting are also posted on a timely basis.

Schedule of future meetings, past minutes & how to join:
https://www.ietf.org/about/groups/llc-board/

IETF Administration LLC
2022 Fiscal Year Operating Budget

December balances, original budget

	YTD Actual	YTD Budget	YTD Variance	Annual Budget
Revenue	$7,738,080	$13,065,813	⬇️ ($5,327,733)	$13,065,813
Expenses	$9,148,336	$9,980,007	⬇️ ($831,671)	$9,980,007
Capital Investment	$564,267	$573,039	⬇️ ($8,772)	$573,039
Net Income after capital	($1,974,553)	$2,512,867	⬇️ ($4,487,420)	$2,512,867

Investments

31 Aug 2022	31 Dec 2021	Change
$18,815,052	$21,068,691	⬇️ $2,253,639

Notes:
- Significant drop in investment portfolio but we expect recovery in 2023
- **Onsite meeting registrations much lower than forecast, which is amplified by low room occupancy penalties**

IETF Administration LLC
Contact & Background Information

- Email:
  - Public feedback to the board only: LLC-Board@ietf.org
  - Discussion list: admin-discuss@ietf.org
  - Executive Director: exec-director@ietf.org
  - Sponsorship: sponsorship@ietf.org

- IETF LLC web pages of interest:
  - General: https://www.ietf.org/about/administration/
  - Future Meetings: https://www.ietf.org/about/administration/llc-board/
  - Past Meeting Minutes: https://www.ietf.org/about/administration/llc-board/
  - Financial Statements: https://www.ietf.org/about/administration/financial-statements/
  - Policies: https://www.ietf.org/about/administration/policies-procedures/
  - Submit a whistleblower concern: https://ietf.ethicspoint.com

Thank You

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