New chairs onboarding kit?

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What is needed

Asked the wgchairs@ietf.org list:

● What you wish you’d known before you first became a chair?
● Resources you have found most useful in your work as a chair?
● Resources or information you haven’t found, but wish you had?
● Resources, ways of working, or ideas in communities/organizations outside the IETF you think would be useful to consider adapting for the IETF?
General responses

- What can Datatracker do? (general capabilities)
- How does Datatracker work? (how to use capabilities)
- How to respond to scheduling requests from the Secretariat?
- General familiarity with RFC 2418 “IETF Working Group Guidelines and Procedures”
- How to use Github (i.e. RFC 8874)
- All about consensus: e.g. vs. Voting, tools and methods to judge, how to manage disagreements.
- Building a working relationship with an AD
Responses

Managing I-Ds
- Can someone have an I-D considered by the WG they are chairing?
- How to manage IPR issues.
- IANA Considerations
- Working through issues with # of authors (e.g. limitation of 5)
- Deciding about calls for adoption by a WG

Meetings
- How to manage chairing duties between co-chairs
- Finding minute takers and other roles
- Dealing with I-Ds that seem to be out of scope
- How to respond to scheduling requests from the Secretariat?

Roles
- WG Secretary
Resources

• Routing area onboarding kit:
  https://wiki.ietf.org/group/rtg/WGChairTraining

• On-demand chairs training
  https://chairs.ietf.org/en/training

• IETF Datatracker Sandbox
  https://sandbox.ietf.org/

• IETF Working Groups' Secretaries I-D)
Questions and discussion

● Top-priorities?
  ○ What you can do on IETF Datatracker for new chairs
  ○ “Sparknotes” version of RFC 2418 (specifically Sections 3, 6, & 7)
  ○ Common task checklists
  ○ Description of all WG-related roles

● What would a WG Chair dashboard in Datatracker include?

● What form and format should an onboarding kit take?

● Should onboarding be focused (primarily) on new chairs?