

# New chairs onboarding kit?

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# What is needed

Asked the [wgchairs@ietf.org](mailto: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)  
<https://datatracker.ietf.org/doc/html/draft-secretaries-good-practices-07>

# 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?