WG Chair Training
Design Team

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Francesca Palombini
Tal Mizrahi
Sarah Banks
Rich Salz
Marie-Jose Montpetit
Tim Hollebeek
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 on-boarding 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"	https://trac.ietf.org/trac/wgchairs
WG chair resources	Useful links for WG chairs	https://ietf.org/chairs
Working group leadership training	Training slides + video	https://ietf.org/about/participate/tutorials/process/working-group-leadership-training/
Checklist for presenters	Useful tips for presenters at the IETF	https://trac.ietf.org/trac/idr/wiki/Checklist%20for%20presenting%20at%20an%20IDR%20meeting
Presentation skills	Useful tips for presenters at the IETF	http://wiki.tools.ietf.org/group/edu/attachment/wiki/IETF91/91-PresentationSkills-Howard.pdf?format=raw
IESG	IESG home page	https://www.ietf.org/about/groups/iesg/
Info for chairing WG & BOF sessions	General information for WG chairs	https://ietf.org/chairs/chairing-sessions/

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- Missing / outdated information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

Working Group chair resources
This page provides quick links to the set of tools and resources for IETF Working Group chairs.

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
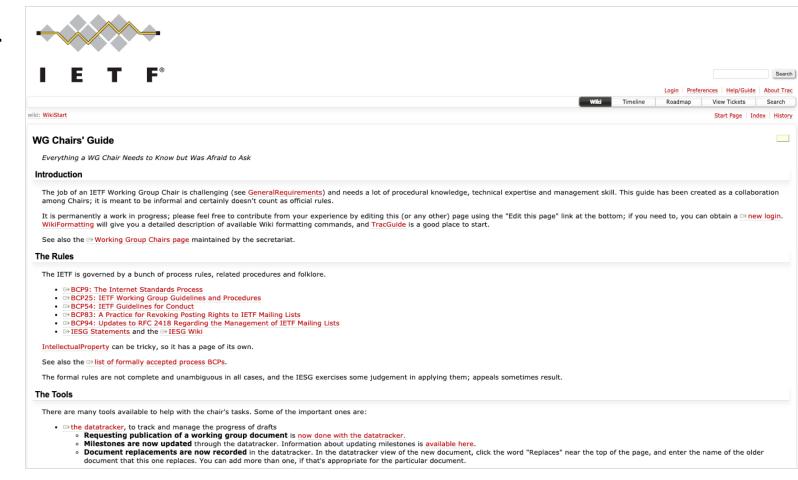Working Group Chairs Photo Directory

Working Group Chairs Email Archive
Web Archive | Archive Directory

HOME
About
Topics of interest
How we work
Internet standards

WG Chairs Wiki: 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"

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 , or

  - Chairs mailing list

Folder with the current work:
https://drive.google.com/drive/u/2/folders/101PChsVZ0HiP0FQHwTPSiDw2HoPxKMmI