

RFC SERIES EDITOR

~~JOB DESCRIPTION STATEMENT OF WORK~~

This ~~Job Description Statement of Work~~ describes tasks to be performed by the RFC Series Editor (RSE).

Reference: This ~~Job Description Statement of Work~~ was prepared based on RFC 4714, “Requirements for IETF Technical Publication Service”, the framework for the RFC Editor function expressed in RFC 4844, and draft-iab-rfc-editor-model-054. Additionally, various IETF process documents and operational procedures affect the work of the RFC Editor.

As described in RFC 4844, RFCs are documents generated by one of the four streams:

- (i) The Internet Engineering Task Force (IETF),
- (ii) The Internet Research Task Force (IRTF),
- (iii) The Internet Architecture Board (IAB), and
- (iv) Independent Submissions.

The IETF, IRTF and IAB streams are managed by the Internet Engineering Steering Group (IESG), the Internet Research Steering Group (IRSG), and the Internet Architecture Board (IAB) respectively. The independent submissions stream is managed by the Independent Submissions Editor.

~~It is ultimately the job of the IAB to determine that the proposed policies for the RFC Series are in line with the expectations of the Internet community.~~

The RFC Series Editor will, in collaboration with the RFC Series Advisory Group, identify those issues within the RFC processes for which general policies need to be developed and lead community discussion of important issues and opportunities facing the RFC series. The IAB retains its oversight role and is responsible for ensuring that adequate community discussion has been held on any such significant topic.

~~make the IAB aware of those issues and, where appropriate, propose possible new or improved processes.~~ The RFC Series Editor will also often be tasked (with appropriate IAB and community review) with deciding how to implement policies related to the RFC Series. The RFC Series Editor will act as a point of contact for the IAB for queries about the RFC Series continuity and the effectiveness of policies.

Where reference is made to individuals or roles that may authorize certain actions, these individuals or roles will be identified from time to time by the IAB, IESG, and IRSG, for their respective streams.

The independent submission stream of documents encompasses documents that may be submitted directly to the Independent Submissions Editor per the community defined review and approval process documented in RFC 4846. Approved Independent

Submissions will then undergo the editing and publishing tasks similar to the other three streams.

The RFC Series Editor will exercise executive-level management over many of the activities of the RFC Publisher and the RFC Production Center (which can be seen as back office functions) and will be the entity that faces the community, and works with the IAB and IAOC for procedural and contractual responsibilities respectively while those entities maintain their chartered responsibility. The RFC Series Editor is supported and advised in these actions by the IAB chartered RFC Series Editor Advisory Group as defined in draft-iab-rfc-editor-model-05 section 4.1

~~If during the execution of their activities, a dispute arises over a (policy) decision made by one of the four entities in the model, then the party having the conflict should first request a reconsideration of the decision. If that reconsideration is not satisfactory to the party, then the matter can be brought to the RFC Series Editor for a decision. If the RFC Series Editor decision is not satisfactory, the matter can be brought to the IAB, whose decision will be binding. If the dispute is with the RFC Series Editor then there are only two stages: reconsideration and the IAB consideration.~~

If during the execution of their activities, a dispute arises over a (policy) decision made by one of the four entities in the model then the party having the conflict should first request a reconsideration of the decision. All parties should work in a good faith effort to resolve the situation to a mutually agreeable result. If that reconsideration is not satisfactory to the party, then the matter can be brought to the Series Editor for a decision. If the Series Editor decision is not satisfactory, then the matter must be registered with the RFC Series Advisory Group who may choose to offer an advice. While the Series Editor may be requested to wait with a final decision until the RSAG's advice is formulated, the Series Editor's decision is final.

Disputes registered with the RSAG and subsequent advices will need to be made available publicly and reported to the IAB in its oversight capacity.

In case a dispute has immediate or future contractual consequences, the Series Editor report to the IAOC and, when available, deliver the RSAG's advice. The IAD, under IAOC's guidance, has the responsibility to resolve contractual issues whereby the Series Editor's report should be leading.

~~The Vendor may propose an RFC Series Editor as key personnel as part of its bid for the RFC Production Center service, which, if successful, would lead to a contract with the Internet Society on behalf of the IETF. As key personnel, replacement of an RFC Series Editor would be subject to IAD approval. The Vendor and RFC Series Editor reports to the IAOC for the performance of its services.~~

The IAOC may recommend that the RFC Series Editor will be appointed by the IAB following a community process of its choosing. An individual so selected, or hired, shall

be under contract with the Internet Society. The IAB appoints and chooses whether to release or reappoint an individual selected as the RFC Series Editor. The IAOC as part of the community process shall provide input to the IAB based upon the contractual performance, if any, of an individual under consideration.

A. RFC Series Continuity

1. [Working in conjunction with the RFC Editor Advisory Group](#), tThe RSE is responsible for identifying appropriate steps to assure RFC Series continuity. Aspects for which continuity needs to be achieved include policies for look and feel of the series, policies for accessibility of the material, archiving and publication policies, copyright and licensing (implementation) policies, errata policies and procedures, publication format policies, policies for extending or enhancing the indexing of the RFC Series and the like.

2. [Working in conjunction with the RFC Editor Advisory Group](#), tThe RSE will coordinate with the stream managers, and the IAB in the identification of the appropriate steps, and through them, the implementation of those steps to attain continuity.

3. The RSE will exercise executive-level management over the implementation of policies, processes and procedures established to ensure the quality and consistency of the RFC Series. The RFC Series Editor will work with the [IABRFC Editorial Advisory Group](#) to ensure new policy is [appropriately developed and reviewed in a manner satisfactory to the IAB](#), and, when appropriate, advise the IAOC of policies and procedures that may impact contract provisions, and of contract provisions that are not being followed.

4. [Working in conjunction with the RFC Editor Advisory Group](#), tThe RSE will take proposed changes to the community, and work with the IAB so that the IAB can ensure that there is sufficient community review before the policy is adopted.

B. Functional Reviews

The [RFC](#) Series Editor shall [lead the RFC Editor Advisory Group to](#) conduct a periodic review of the RFC Production Center and RFC Publisher to ensure the consistency of the RFC Series. Said review shall be forwarded to the IAB and IAOC.

C. RFC Style and Procedures Manuals

1. To assure the consistency of the RFC series, the RFC Series Editor shall prepare and maintain an RFC Style Manual for authors and editors, the stream managers, the RFC Production Center, and the RFC Publisher, describing with clarity the grammar, style, usage, typography, punctuation, and spelling to hone clear, concise technical prose, etc., for the drafting and editing of RFCs. The Manual will be posted on the RFC Publisher's website. A draft of the RFC Style Manual is located at <http://www.rfc-editor.org/rfc-style-guide/rfc-style-manual-08.txt>. This draft will be used until replaced by the RFC Series Editor.

2. The RFC Style Manual shall be developed and maintained with community input, cooperatively with the IAB in the manner outlined in RFC 4844.

3. The RSE shall prepare and maintain a Procedures Manual describing with clear detail tasks performed by the RFC Series Editor.

D. RFC Errata Process

The RSE shall work with the stream managers in the development of policies for an errata process for RFCs.

E. Relationship to the IAB

The IAB is responsible for ensuring the RFC Series Editor function is carried out in accordance with the community-accepted model. From time to time, the IAB will review and revise instructions for the RFC Series [Advisory Editor Group](#) in accordance with that model.

F. RFC Series Oversight

The RSE is responsible for the continuity and consistency of the RFC Series. To achieve these goals the RSE may employ or develop the following documents and processes:

1. Develop and maintain the RFC Style Manual
2. Develop and maintain FAQs for RFC publication
3. Conduct annual assessments of the RFC process
4. Participate in author document reviews
5. Administer and participate in the rfc-interest mailing list. The RSE is responsible for the list but can delegate as desired.
6. Review the performance of the ISE, the RFC Production Center, and RFC Publisher, and provide a report to the IAOC and IAB on a frequency determined by the IAB.
7. Develop policies for the types of indexes that the RFC series will support by default and the metadata that may be required to support those indexes
8. Approve tools for the validation of syntax of documents containing formal languages.

G. [RFC Series Advisory Group](#)~~Editorial Board~~

[The RSAG is chartered by the IAB. As such, it operates independently of the IAB to fulfill that charter. The RSAG members are chosen by the Series Editor in consultation with the sitting RSAG members and then confirmed by the IAB. Also see section 4.1 of draft-iab-rfc-editor-model-05.](#)

~~In accordance with RFC 4846 the RSE may create an Editorial Board and appoint members to it to assist the RSE in carrying out its responsibilities. The members serve at the pleasure of the RSE and are subject to replacement by the RSE at the desire of the RSE.~~

H Liaison, Coordination, and Collaboration

1. Provide a contact email address for policy questions and policy inputs.
2. Through liaison participants, the RSE may take part in IESG and IAB formal meetings, usually telechats, and may participate in IESG and IAB face-to-face activities at IETF meetings, and other activities such as retreats when requested.
3. The RSE shall conduct coordination telechats with stream managers, the RFC Production Center, the RFC Publisher, the IAB Chair, the IETF Chair, the IAD, and others as the RSE considers appropriate.
4. The RSE may be requested to make regular reports at IETF meetings, online, in writing, in person, or all three.

I. Process and Document Evolution

The RSE shall, as appropriate, participate in and support process experiments proposed by the Internet community involving the technical publication process that may improve the RFC series process.

J. Innovations

The RSE will continuously examine the RFC production process for possible improvements, propose experiments with feasible and useful ones, and recommend those that succeed. The RSE should consider innovations to improve efficiency, improve coordination and transparency, and improve quality within the boundaries laid out in [draft-iab-rfc-editor-model-054](#) and RFC 4844.

K. Specific Deliverables

The RFC Series Editor's deliverables are the outputs of the activities discussed above plus a quarterly report to the IAOC and IAB.