RFC Series Editor Operating Procedures

The RFC Editor, including the RFC Series Editor's role and responsibilities, are outlined in RFC 6635 (http://www.rfc-editor.org/info/rfc6635). While the RFC provides the high level guidance for the RSE, the details are left to the discretion of the RSE. This document provides the details regarding the various mailing lists, meetings, and reports that comprise the operating responsibilities of the RSE, with the goal of providing for a smooth transition from one RSE to the next.

Updated: April 2016

1. Mailing lists
   Much of the communication regarding the Series is conducted over email. While some lists such as rfc-editor@rfc-editor.org target the operational aspects of publishing and policy setting, other lists such as ietf@ietf.org should be monitored for more long-ranging concerns and potential cultural shifts in the primary communities of interest.
   a. Related to operational responsibilities
      i. rfc-editor@rfc-editor.org - discussion directly with the RPC and Publisher; managed by the RPC; questions, comments, and concerns from the community to the RFC Editor; all pre-publication traffic (EDIT, RFC-EDIT, AUTH48, etc.) discussion; usually about 30-45 minutes per day to review
      ii. rfc-interest@rfc-editor.org - open list for community discussion and input of all RFC Series related topics; managed by the RPC; requires significant facilitation; time estimates highly variable - list traffic tends to surge
      iii. iab@iab.org - closed list for members of the IAB and the liaisons; RSE is the RFC Editor liaison to the IAB; regular traffic, but responses not often required
      iv. RSOC@iab.org - closed list for members of the RFC Series Oversight Committee (RSOC - <http://www.iab.org/activities/programs/rfc-editor-program/>); managed by the IAB; primarily policy and strategic discussion regarding the Series; generally light traffic
      v. RSAG@rfc-editor.org - closed list for members of the RFC Series Advisory Group (RSAG - <http://www.rfc-editor.org/RSAG.html>); managed by the RSE; sounding board for the RFC Series Editor; generally light traffic
      vi. rfc-ed-ietf@ietf.org - closed list for the Stream Managers of the IETF, IAB, IRTF, and Independent Submissions streams and the RFC Editor; managed by the IAD; generally light traffic
      vii. rfc-dist@rfc-editor.org - announce list for RPC publication; managed by the RPC; announcements are also made to rfc-editor@rfc-editor.org
viii. tools-dev@ietf.org - Discussion list for the Tools Development team; RSE and RPC regularly report out on RFC Editor programming projects
ix. xml2rfc@ietf.org - discussion list for xml2rfc bugs, features, and potential design changes; managed by the IETF Secretariat

b. Related to strategic responsibilities
   i. rfc-ed-board@rfc-editor.org - Editorial review board for the Independent Submissions Stream; managed by the Independent Submissions Editor
   ii. ipr-announce@ietf.org - Announce list for all IPR disclosures against IETF documents; managed by the IETF Secretariat
   iii. tlp-interest@ietf.org - Discussion around proposals for change to the Trust Legal Provisions; managed by the IETF Secretariat
   iv. ietf@ietf.org - very active discussion list for last call discussions within the IETF community, policy discussions, cultural issues, and the kitchen sink; managed by the IETF Secretariat; high traffic list -- recommend skimming thread topics only
   v. ietf-announce@ietf.org - announcement list for document last call, meeting announcements, etc.; managed by the IETF Secretariat

   1. Special instructions are available from the Secretariat for RSE postings to this list. RSE postings are appropriate for major announcements concerning the RFC Series.

2. Job responsibilities
   A list of general activities expected on a regular basis.
   a. Daily/Weekly activities
      i. Mailing list review (see above)
      ii. Project oversight of active projects
      iii. Respond to issues brought forward by the RPC/Publisher
      iv. Strategic planning activities including research, documentation, and discussion with appropriate parties
   b. Monthly activities
      i. Update rfc-editor.org News page - update the .html file and send to rfc-editor@rfc-editor.org for publication on the website
      ii. Update of RSE wiki space to facilitate general communication - http://www.rfc-editor.org/rse/wiki
      iii. Creation of reports (see section 4 below)
   c. IETF meetings
      i. RSE office hours – post on the RFC Editor website prior to the IETF meeting
   d. Annual activities
      i. Budget request and project scope (June)
      ii. Review and update all Service Level Agreements
      iii. Performance evaluation for RPC/Publisher (November) and RSE (June)
3. Meetings
The typical meeting schedule for the RFC Series Editor includes:

a. Weekly / Bi-weekly
   i. RPC call
   ii. Design Team calls (if projects are underway that involve a design team)

b. Monthly
   i. RSOC call - requires agenda preparation and notes; the Secretariat provides a scribe for this call
   ii. RFC Editor – Stream Manager call - requires agenda preparation and notes
   iii. IAB call - requires sending in the RFC Editor Liaison report prior to the call
   iv. Tools Development Team calls - operationally useful, and particularly critical when developing SoWs that direct programming work

c. IETF meetings
   i. RSAG - request room space and food 6-8 weeks in advance via http://www.ietf.org/meeting/amreq.html; requires agenda preparation
   ii. RSOC - request room space and food 6-8 weeks in advance via http://www.ietf.org/meeting/amreq.html; requires agenda preparation; AMS records the minutes
   iii. IESG (Sunday, Friday) - requires agenda preparation; scribes record the minutes
   iv. IAB (Sunday, Friday) - may require agenda preparation; Secretariat records the minutes
   v. RFC Editor - Stream Manager - request room space and food 6-8 weeks in advance via http://www.ietf.org/meeting/amreq.html; requires agenda preparation
   vi. IETF Technical Plenary - requires approx 5-7 slides; request time on stage from IAB Chair
   vii. side meetings may include: IAB sessions about RFC Editor related activities (e.g., RFC Format session); Design Team(s) working meetings. Request RFC Editor sessions through the IAB chair and reserve the IAB room or request an RFC Editor room from the IETF Secretariat 6-8 weeks in advance
      1. Note that RFC sessions require slides, blue sheets, minute taker and jabber relay or scribe; request remote AV support prior to the meeting
d. Discretionary
   i. Face to face meetings with the RPC and AMS - requires agenda preparation and notes; recommend at least 2-3 times a year, between IETF meetings
   ii. Participation in the IESG annual retreat – may require agenda preparation. Generally in April/May.

4. Regular reports
   Reports regarding publication statistics, subpoena activity, and project status updates. Note that detailed statistics such as the SLA stats and point in time reports are created manually by the RPC Director and then included in the RSE reports to the RSOC, IAB, IESG, and at IETF plenaries.
   a. RSOC/IAB reports (monthly)
   b. IESG @ IETF
   c. IETF meeting plenary
   d. RPC / Publisher Assessment (annual)
   e. RSE Self-Assessment (annual)
      i. Performance evaluation
      ii. Discretionary budget spending report

5. Social Media
   Current list of social media outlets for RFC Editor communication controlled by the RSE.
   a. Twitter (account: RFCEditor) Account name reserved; not being used

6. Accounts
   a. rse@rfc-editor.org (role login)
   b. WebEx (individual login)
   c. Datatracker (individual login)
   d. IETF.org (individual login)
   e. Wiki admin (role login)
   f. RSAG list admin
   g. design teams list admin
7. Expected Travel
   The RSE is responsible for all travel arrangements, to be made in accordance with the Internet Society’s travel policies. Hotel reservations for the IETF meetings may be done through the Secretariat. Registration for the IETF meetings is the responsibility of the RSE.
   a. IETF meetings (3x year)
   b. RPC face to face meetings (2-3x year)
   c. IESG/IAB Retreat (1x year)

8. Staying relevant
   Organizations and associations of interest to the RFC Series as a significant source of technical publications and editorial industry guidance.
   a. International Association of Scientific, Technical & Medical Publishers (http://www.stm-assoc.org/) - the RFC Editor is a member
   b. Society for Technical Communication (http://www.stc.org/home)
   c. Special Library Association (http://www.sla.org) - RSE may be a member as an individual
   d. Society for Scholarly Publishing (http://www.sspnet.org) - RSE may be a member as an individual

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1 Given the nature of the travel (global), strongly advise looking to your country’s State department regarding how to register your presence in a foreign country with the nearest consulate for your country. E.g., STEP program through the US State Department <https://step.state.gov/STEP>
Appendix A. RFCs and other documents of interest to the RSE

For a complete list, see “Governing RFCs” - https://www.rfc-editor.org/about/governing/

  - Previous style guide instructions, if needed
    - http://www.rfc-editor.org/info/rfc2223 - Instructions to RFC Authors
    - http://www.rfc-editor.org/rfc-editor/instructions2authors.txt - Instructions to Request For Comment (RFC) Authors (2223bis)

- http://www.rfc-editor.org/info/rfc2555 - 30 Years of RFCs
- http://www.rfc-editor.org/info/rfc4844 - The RFC Series and RFC Editor
- http://www.rfc-editor.org/info/rfc5540 - 40 Years of RFCs
- http://www.rfc-editor.org/info/rfc6548 - Independent Submission Editor Model
- http://www.rfc-editor.org/info/rfc6949 - High level requirements document for changes in RFC Format
- http://www.rfc-editor.org/info/rfc7841 - RFC Streams, Headers, and Boilerplates
- Defining the document streams
  - http://www.rfc-editor.org/info/rfc5743 - IRTF
  - http://www.rfc-editor.org/info/rfc4845 - Publishing IAB Documents
Appendix B. Process Details

- Publishing an RFC by or for the RFC Editor
  For documents describing major changes to the Series (e.g. RFC Format changes, Style Guide updates, etc.) -
  - review goals and process with the RSOC;
  - use the RSAG as an expert sounding board;
  - post as an I-D in the Independent Stream (document will be moved to the IAB as part of the IAB publication process);
  - review text with rfc-interest;
  - when text is mostly finalized, bring to the RSOC and IAB for publication via the IAB stream (see http://www.rfc-editor.org/info/rfc4845)

For documents describing minor changes to the Series (e.g. retirement of rfcxx00 and rfcxx99) -
- review goals and process with the RSOC;
- use the RSAG as an expert sounding board if needed;
- when text is mostly finalized, bring to the RSOC and IAB for publication via the IAB stream (see http://www.rfc-editor.org/info/rfc4845)