DOCUMENT SHEPHERDS: DOING IT WELL

IETF 2015 - Routing WG Chair Training

ACEE LINDEM
INES ROBLES

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- IETF Documents
    - Write Up for WG Doc
    - Write Up for Individual Submissions (AD Sponsored)
    - Write Up from IESG Evaluation
- IAB Documents
- IRTF Documents
- Independent Submissions

Who should update the write up section in datatracker?
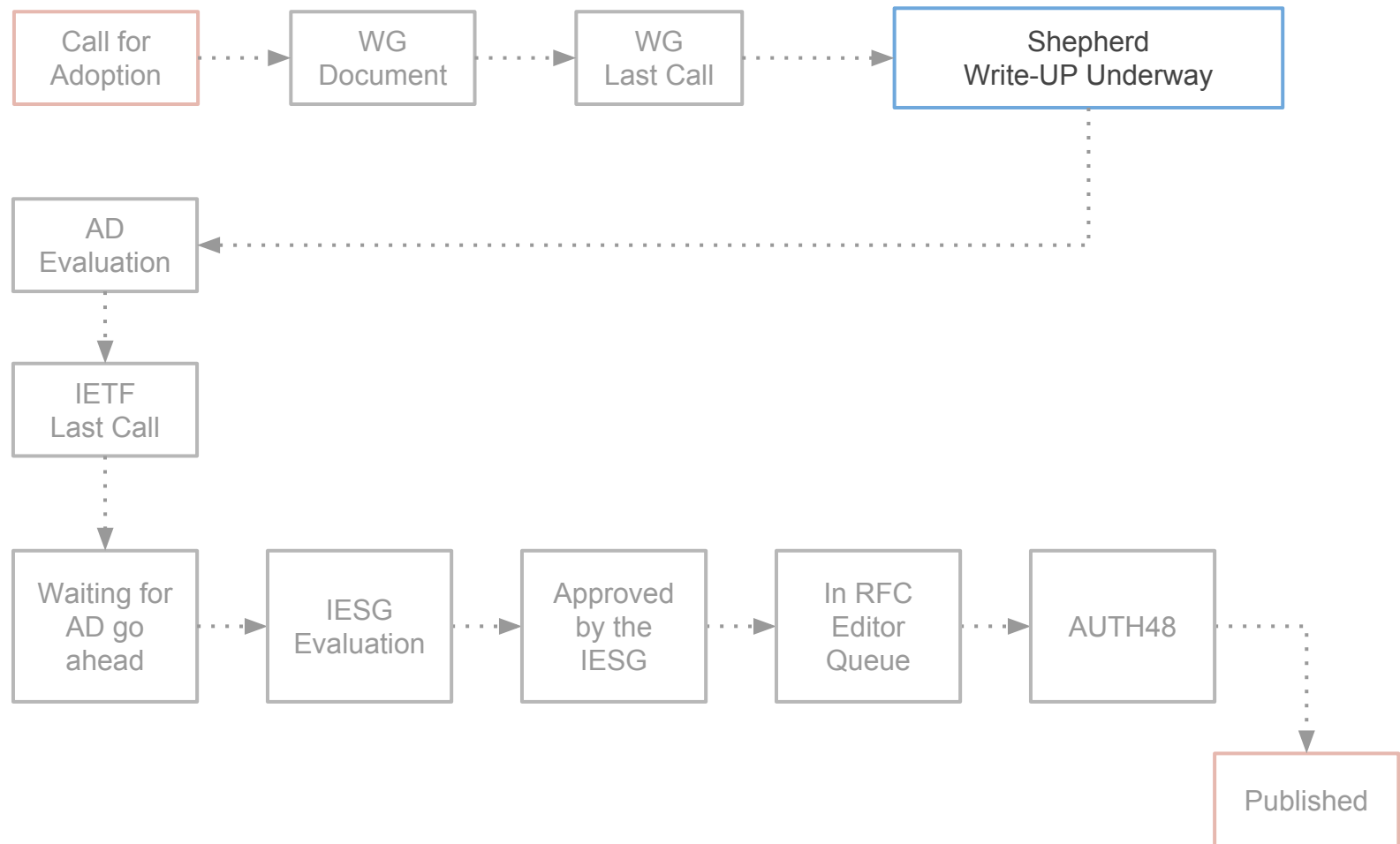
Tools

References

What is a Document Shepherd Write-Up?

"Is a document which summarized the current status of an Internet Draft in process to be published"
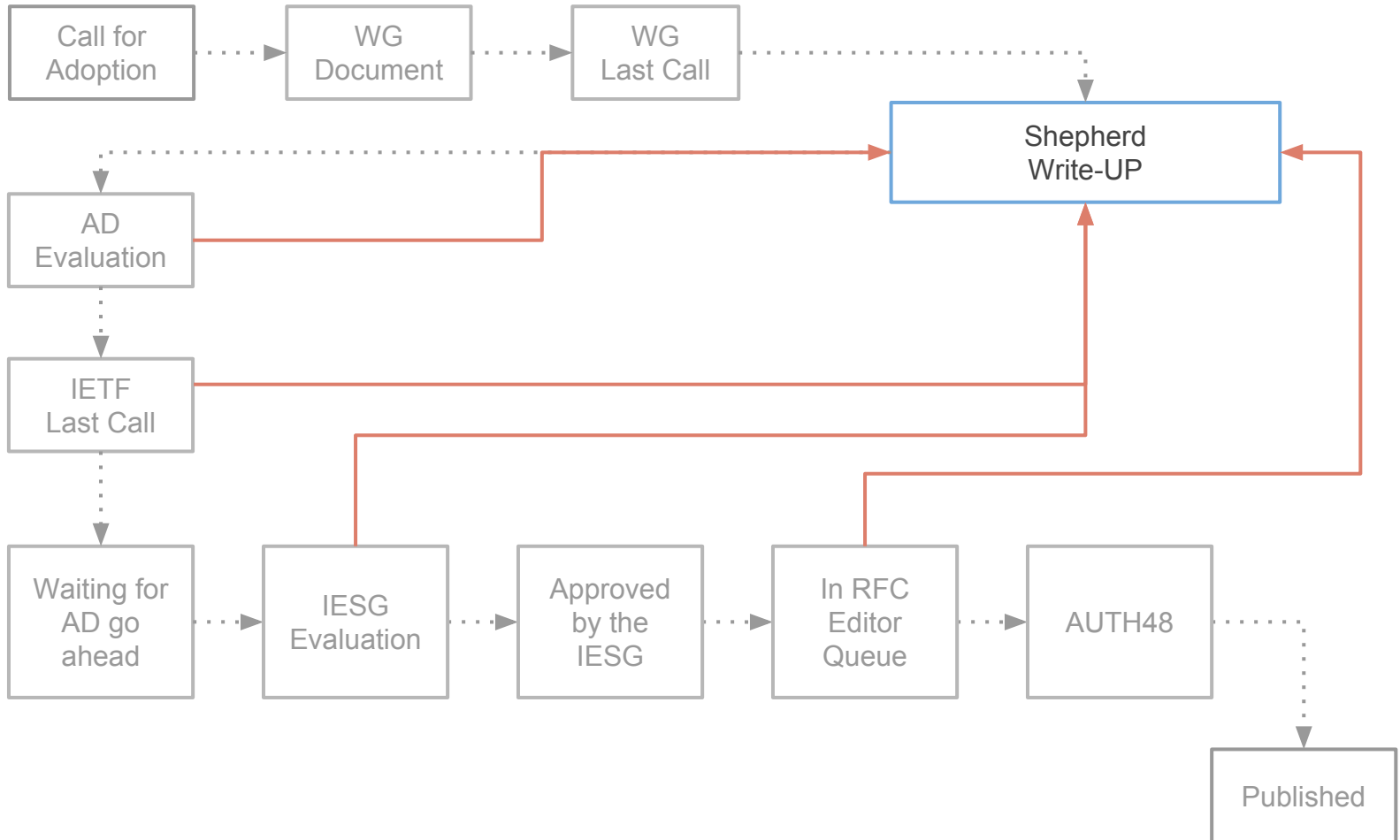
When is the right moment to do a Doc. Shepherd write-up?

- During Last Call?
    - Yes?
    - No?

- Before Last Call?
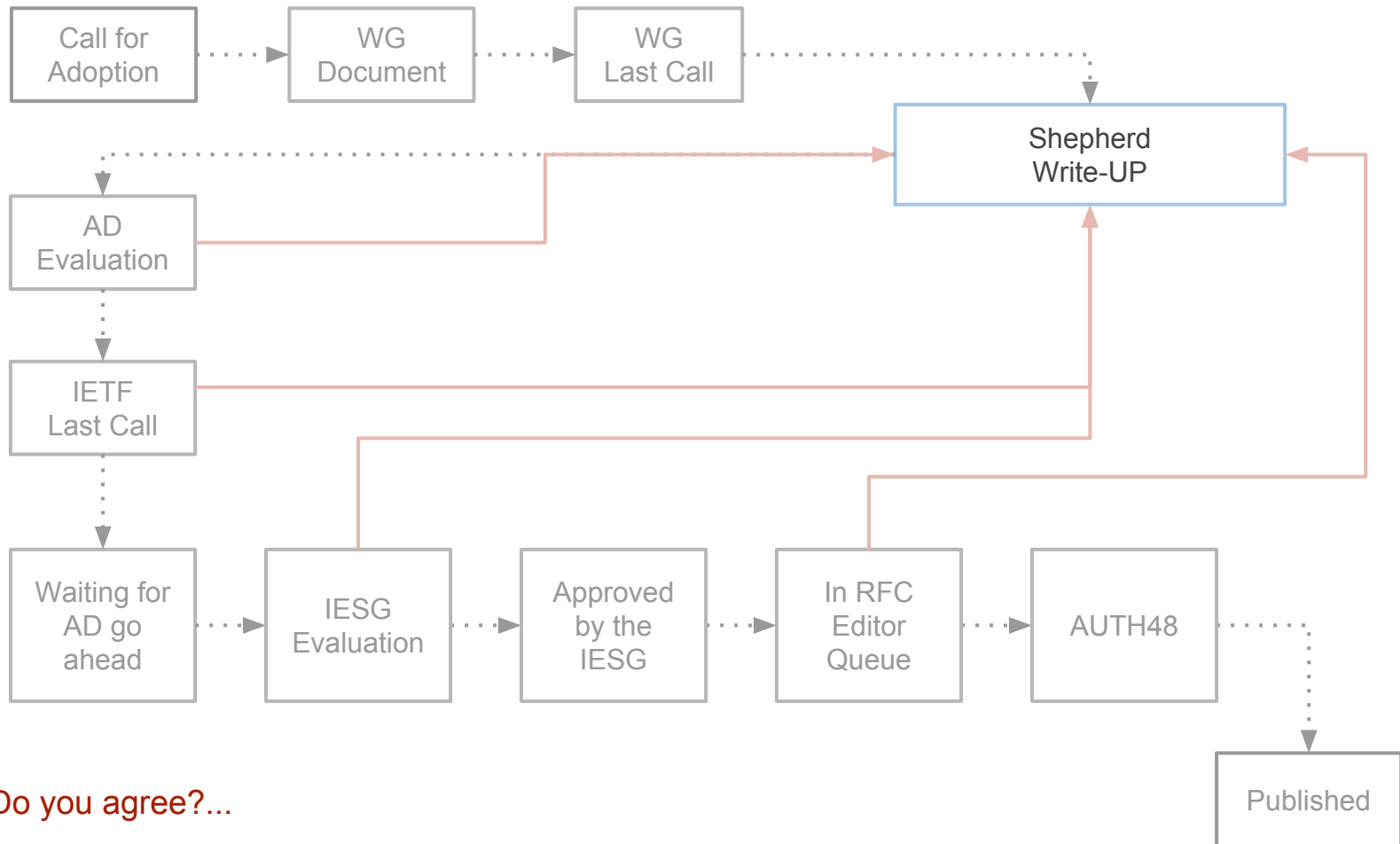   - Yes?
    - No?

- After Last Call?
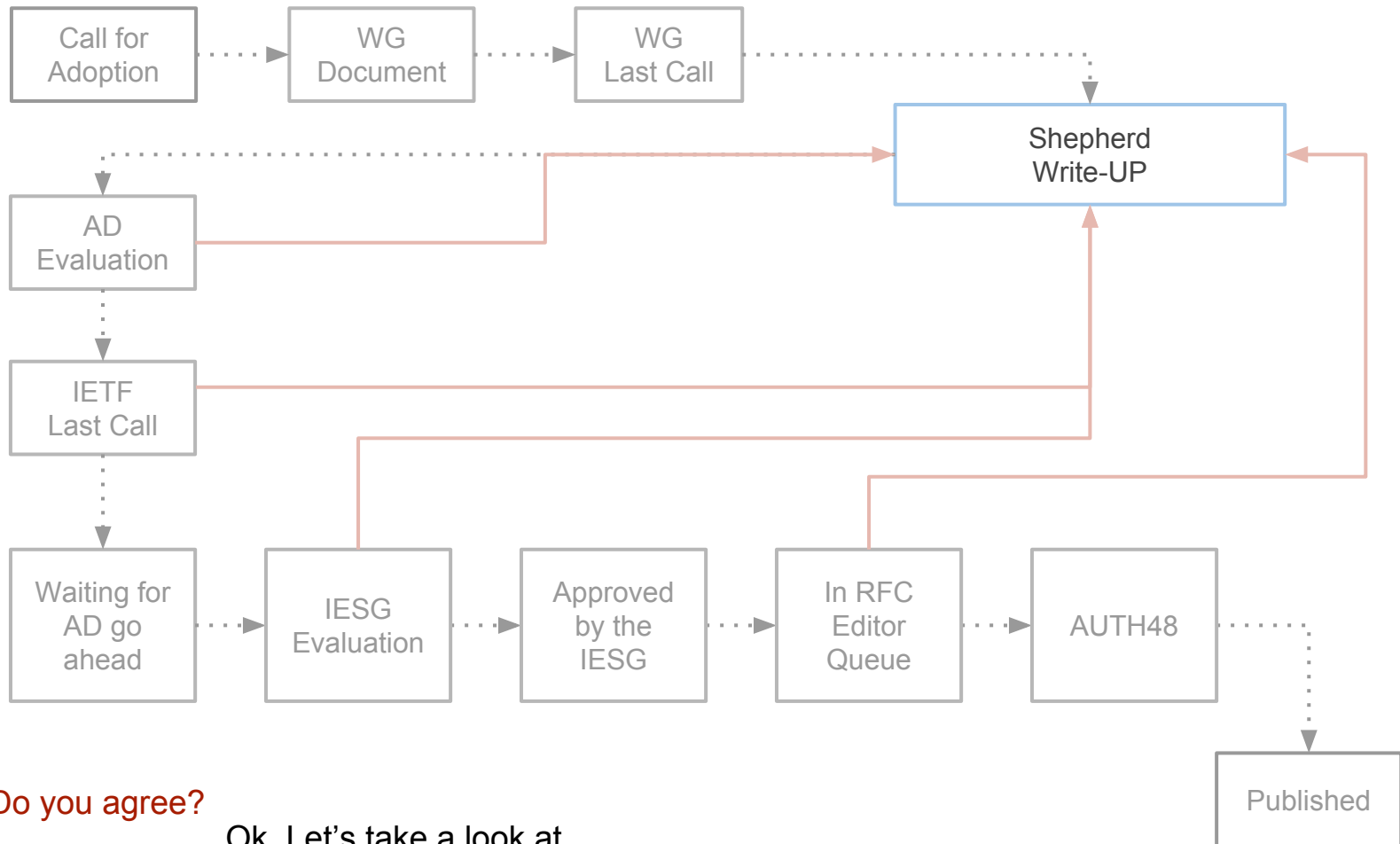   - Yes?
    - No?

Stages in a Document's Lifecycle

```
Call for         WG              WG              Shepherd
Adoption   ···>  Document  ···>  Last Call  ···> Write-UP Underway
                                                        |
                                                        v
AD        <······································
Evaluation
  |
  v
IETF
Last Call
  |
  v
Waiting for      IESG            Approved        In RFC
AD go       ···> Evaluation ···> by the     ···> Editor     ···> AUTH48 ···
ahead                            IESG             Queue                    |
                                                                          v
                                                              Published
```

Call for Adoption	WG Document	WG Last Call

Shepherd Write-UP

AD Evaluation

IETF Last Call

Waiting for AD go ahead	IESG Evaluation	Approved by the IESG	In RFC Editor Queue	AUTH48

Published

Do you agree?...

Updating a Doc Write Up

```
Call for          WG              WG
Adoption  ·····>  Document  ·····> Last Call  ···············┐
                                                            ▼
                                                    ┌──────────────┐
                        ┌·····························│  Shepherd    │<──┐
                        ▼                            │  Write-UP    │   │
                  ┌──────────┐                       └──────────────┘   │
                  │   AD     │─────────────────┐          ▲             │
                  │Evaluation│                 │          │             │
                  └──────────┘                                          │
                        ┊                                               │
                        ▼                                               │
                  ┌──────────┐────────────────────────────┐            │
                  │  IETF    │                                          │
                  │ Last Call│                                          │
                  └──────────┘──────────────┐                          │
                        ┊                    │          │              │
                        ▼                    │          │              │
      ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐
      │Waiting for│ │  IESG    │  │Approved  │  │ In RFC   │  │          │
      │ AD go    │·>│Evaluation│·>│ by the   │·>│ Editor   │·>│ AUTH48   │·····┐
      │ ahead    │  │          │  │ IESG     │  │ Queue    │  │          │     │
      └──────────┘  └──────────┘  └──────────┘  └──────────┘  └──────────┘     ┊
                                                                               ▼
                                                                    ┌──────────┐
Do you agree?                                                       │Published │
              Ok, Let's take a look at                              └──────────┘
              draft-leiba-extended-doc-shepherd
```

The Shepherd should be selected before start the process...

- Selection of the Shepherd
- Call for Adoption
- WG Document
- WG Last Call
- Shepherd Write-UP Underway
- AD Evaluation
- IETF Last Call
- Waiting for AD go ahead
- IESG Evaluation
- Approved by the IESG
- In RFC Editor Queue
- AUTH48
- Published

Selection of the Shepherd

The Shepherd should be selected before start the process...

Call for Adoption

WG Document

WG Last Call

Shepherd
Write-UP Underway

AD Evaluation

IETF Last Call
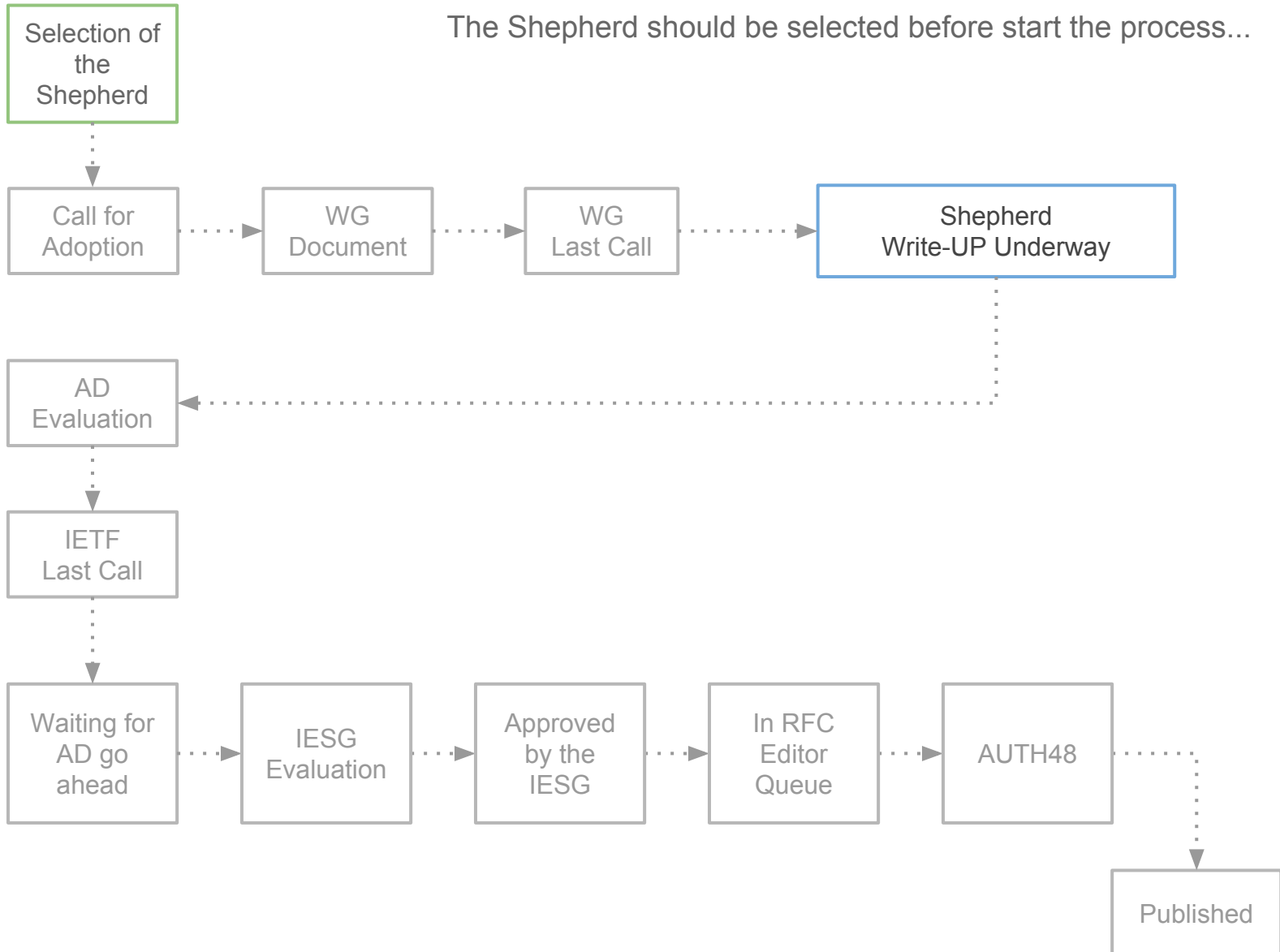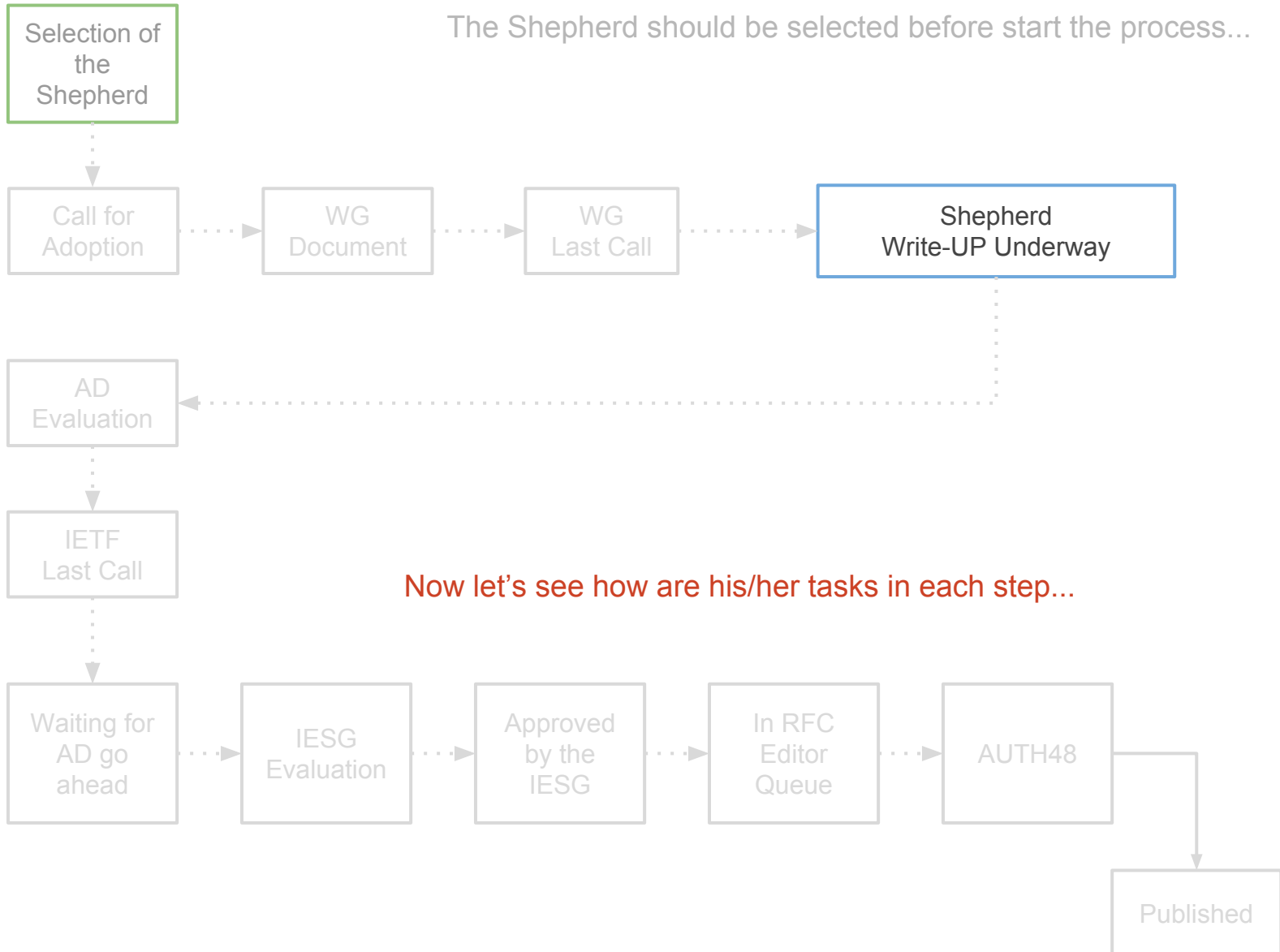
Now let's see how are his/her tasks in each step...

Waiting for AD go ahead

IESG Evaluation

Approved by the IESG

In RFC Editor Queue

AUTH48

Published

The tasks at the Call for Adoption
stage might be as follows:

Call for
Adoption

1. Shepherd: Make the call for adoption; set deadlines and schedule.

2. Shepherd: Communicate the result to the Chairs;

3. Chairs: Announce the result and appoint Document Editor(s) for the WG document.

4. Chairs: Update the datatracker; approve -00 version submission.

The tasks for the Shepherd at the Working Group Document stage might be as follows:

WG Document
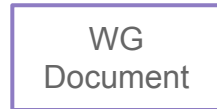
1. Work with the Chairs to understand the desired mechanism for managing discussions.

2. Watch the discussions as they unfold; call out and record specific issues that come up.

3. Steer the discussion when necessary.

4. Prod the discussions when necessary.

5. Prod the Document Editors when necessary.

6. Use appropriate tools, such as issue trackers and wikis.

7. Consider early IANA allocation and bring it up for discussion if appropriate.

8. Determine when it's time to start wrapping things up and moving to Working Group Last Call, and advise the chairs.

9. Alternatively, determine that it's not possible to move the document forward, and the Chairs need to consider abandoning it.

The tasks for the Shepherd at the
WG Last Call stage might be as follows:

WG
Last Call

1. Issue an official "Working Group Last Call" message on the list, with a reasonable deadline given.

2. Closely watch the reviews and discussions at this stage, and make sure they are focused on closing final issues and giving the document final review.

3. Specifically ask (perhaps off list) for key reviews.

4. Begin preparing the shepherd write-up, and request any external reviews that will be needed.

5. Analyze the results of Working Group Last Call and get final updates from the Document Editors.

The tasks at the Shepherd Writeup Underway stage might be as follows:

Shepherd Write-UP Underway

1. Shepherd: Complete the shepherd Write-Up and send it to the Chairs for approval.

2. Chairs: Work with the Shepherd to finalize the writeup.

3. Chairs: Put the writeup into the datatracker, and change the tracker document state to the appropriate one for requesting publication.

4. Shepherd: Send the Write-Up to the working group mailing list and inform the working group that publication has been requested.

The tasks for the Shepherd at the AD Evaluation stage might be as follows:

AD Evaluation

1. Make sure the AD reviews the document in a timely manner, and send occasional reminders as needed.

2. Make sure the Document Editors respond to the review in a timely manner, and poke them as well, as needed.

3. Keep the dialogue going between the Responsible AD and the editors until all issues have been dealt with and the document is ready for the next stage.

4. See to it that issues are brought back before the working group if they are significant enough to require it.

The tasks for the Shepherd at the
IETF Last Call stage might be as follows:

IETF
Last Call

1. Monitor the last-call comments, and make sure that specifically requested reviews arrive.

2. Make sure the Document Editors respond to all reviews and comments in a timely manner.

3. Keep the dialogue going between the community and the editors until all issues have been dealt with.

4. See to it that issues are brought back before the working group if they are significant enough to require it.

The tasks for the Shepherd at the Waiting for AD Go-Ahead stage might be as follows:

Waiting for AD go ahead

1. Make sure a new I-D is posted with the latest changes, and inform the Responsible AD that all changes have been incorporated and that the document is ready for IESG Evaluation, or...

2. ...inform the Responsible AD that no changes are required and that the document is ready for IESG Evaluation.

3. Update the Shepherd Write-Up if anything has come up during Last Call that the IESG should know about. The Chairs or Shepherd will update the Write-Up in the datatracker.

4. Follow up with the Responsible AD if necessary, to make sure she takes the necessary steps to enter IESG Evaluation.

The tasks for the Shepherd at the IESG Evaluation stage might be as follows:

IESG
Evaluation

1. Keep track of the DISCUSS positions and review comments by the IESG.

2. Make sure all comments are addressed, and help the discussions of DISCUSS positions reach closure.

3. Keep both the Document Editors and the Discussing AD engaged in the resolution of the issues.

4. See to it that issues are brought back before the working group if they are significant enough to require it.

The tasks for the Shepherd at the
Approved by the IESG stage:

1. Work with the Responsible AD to understand what still needs to be addressed.

2. Double-check the IANA actions and ask the AD about any RFC Editor notes; follow up on any errors or omissions.

3. Make sure the Document Editors and the Responsible AD move the document to the final Approved state.

Approved
by the
IESG

The tasks for the Shepherd at the
In RFC Editor Queue stage:

1. Sip tea or drink beer or wine, and wait for AUTH48. :-)

2. Talk to the Responsible AD if something doesn't look right.

In RFC
Editor
Queue

The tasks for the Shepherd at the
AUTH48 stage might be as follows:

1. Monitor the AUTH48 process and make sure all questions are answered and all Authors/Editors respond as needed.

2. Assess whether any issues that come up are significant enough to need review by the working group.

AUTH48

Stage: Published

Many thanks to the Shepherd for having seen it through and for helping to assure a high quality document

Published

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So, back to our previous point

Updating a Doc Write-Up

Call for Adoption

WG Document

WG Last Call

Shepherd Write-UP

AD Evaluation

IETF Last Call

Waiting for AD go ahead

IESG Evaluation

Approved by the IESG

In RFC Editor Queue

AUTH48

Published
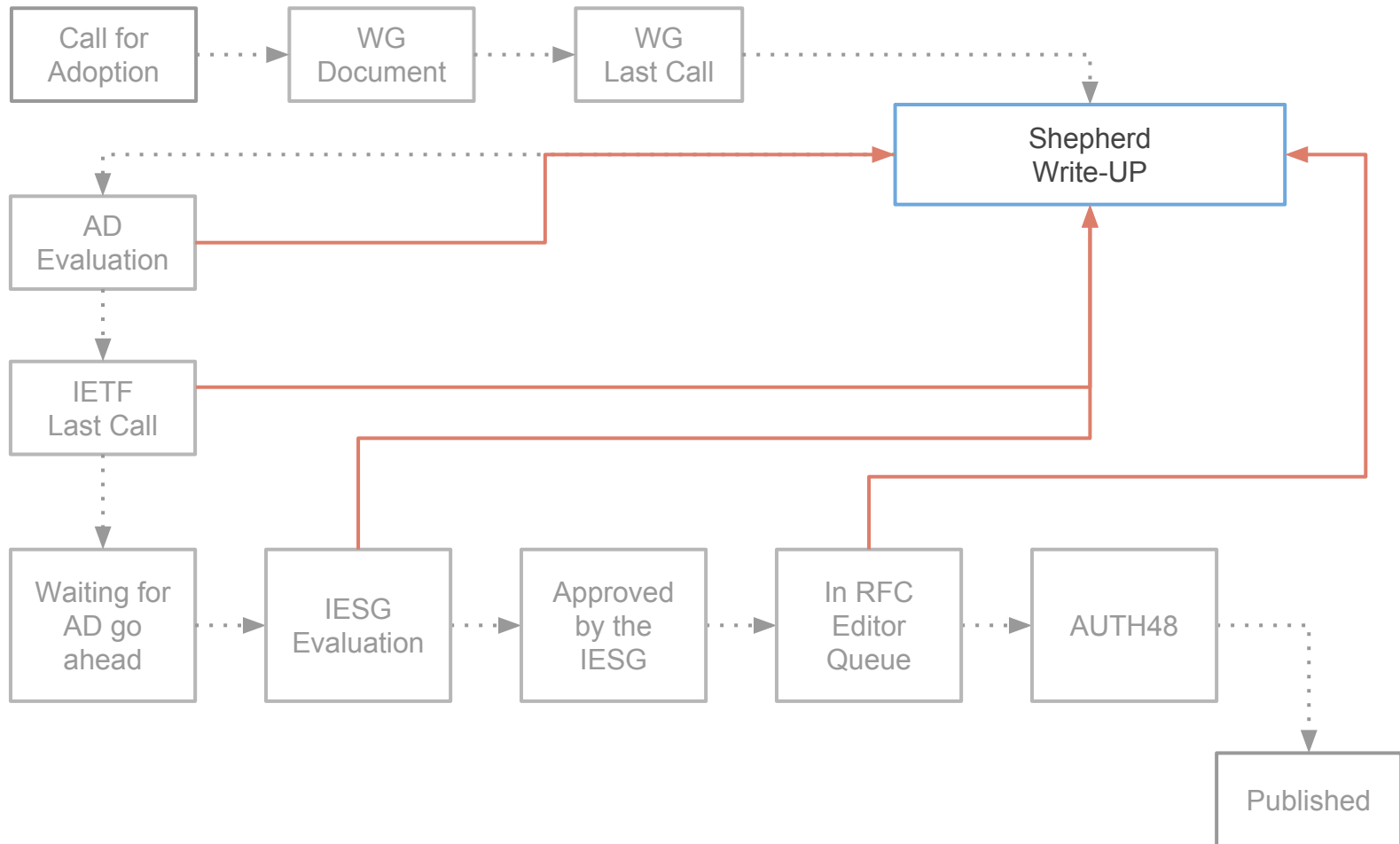
Now we would have...

Updating a Doc Write-Up

```
Call for          WG               WG
Adoption   ...→   Document  ...→   Last Call   ..............→
```

Shepherd Write-UP

```
AD Evaluation

IETF Last Call

Waiting for    IESG        Approved    In RFC      AUTH48
AD go      ..→ Evaluation ..→ by the ..→ Editor ..→
ahead                       IESG        Queue

Published
```

Updating a Doc Write-Up

Call for Adoption · · · ► WG Document · · · ► WG Last Call · · · · · · · · ► Shepherd Write-UP

AD Evaluation

IETF Last Call

Waiting for AD go ahead · · · ► IESG Evaluation · · · ► Approved by the IESG · · · ► In RFC Editor Queue · · · ► AUTH48 · · · · · · ► Published
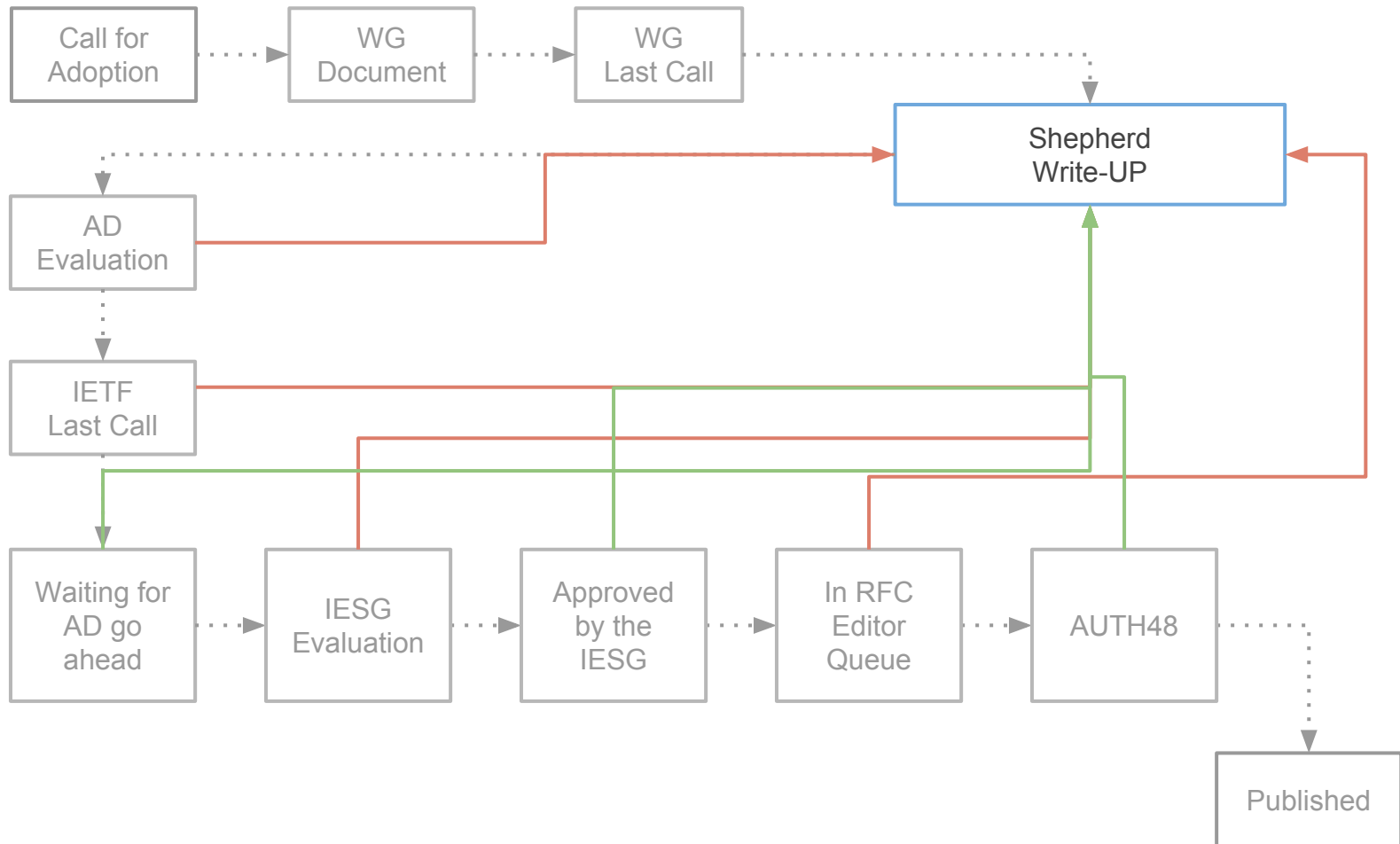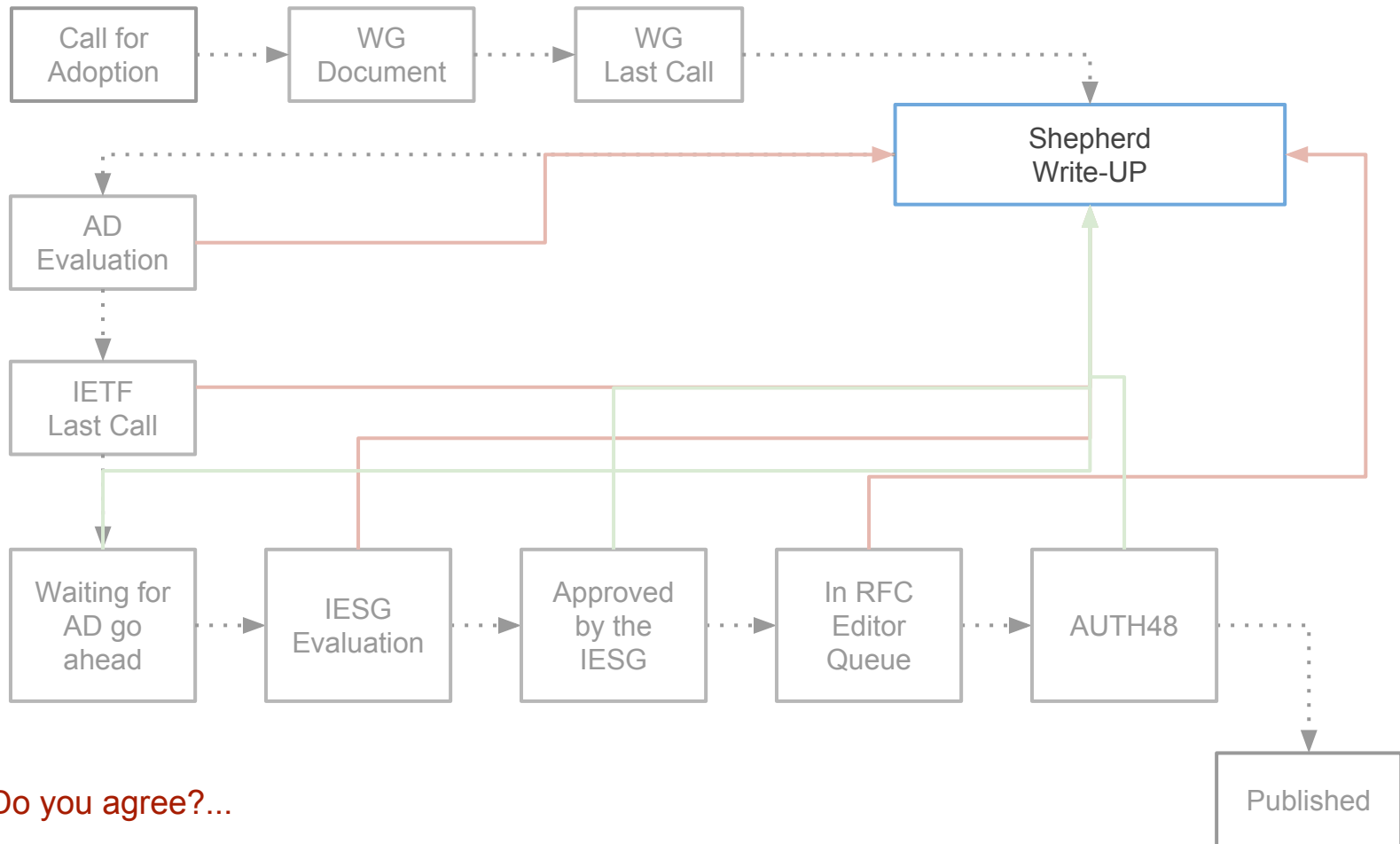
In Summary: Role of Document Shepherd

The document shepherding process consists of the following tasks:

- Providing the Document Shepherd Write-Up accompanying a document that is forwarded to the IESG when publication is requested

- During AD Evaluation of the document by the Responsible Area Director, managing the discussion between the editors, the working group, and the Responsible Area Director

- During an IETF Last Call, if performed for the shepherded document, following up on community feedback and review comments.

- During IESG Evaluation, following up on all IESG feedback ("DISCUSS" and "COMMENT" items) related to the shepherded document

- Following up on IANA and RFC Editor requests

Document Shepherd's Role - "Facilitator of Document Progress"

→ Capture the WG's discussions and consensus on the document in the

writeup.

→ Perform final review and checklist on document in write-up prior to

publication request.

→ Assure authors respond promptly to the comments during the various

reviews.

→ Promote clear communication when it break down - get help from chairs if

needed.

Lifecycle Stages and Corresponding Document States

Lifecycle Stage	Document State	State Owner
Call for Adoption	Call for Adoption by WG Issued	WG
Working Group Document	WG Document	WG
Working Group Last Call	In WG Last Call	WG
Shepherd Write-Up Underway	WG Consensus: Waiting for Writeup	WG
AD Evaluation	AD Evaluation	IESG
IETF Last Call	In Last Call	IESG
Waiting for AD Go-Ahead	Waiting for AD Go-Ahead	IESG
IESG Evaluation	IESG Evaluation	IESG
Approved by the IESG	Approved-announcement to be sent	IESG
In RFC Editor Queue	RFC Ed Queue	IESG
AUTH48	AUTH48	RFC Ed
Published	RFC Published	RFC Ed

[https://tools.ietf.org/html/draft-leiba-extended-doc-shepherd-03]

Selection of Document Shepherd

- Chair?...

- Secretary?...

- Any person from Mailing List?...

IESG Statement on Document Shepherds

Date: 11 October 2010

- This statement provides guidance from the IESG on selection of a Document Shepherd for documents from IETF working groups and documents from individuals.

- RFC 4858 defines the role of the Document Shepherd for documents from IETF working groups, and it also says:

- "The Document Shepherd is usually a chair of the working group that has produced the document. In consultation with the Responsible Area Director, the chairs may instead decide to appoint the working group secretary as the responsible Document Shepherd."

But….

IESG Statement on Document Shepherds

- Experience has shown that a successful Document Shepherd need NOT be the working group chair or secretary.

- In fact, the IESG encourages the working group chair **to select an active working group PARTICIPANT that has strong understanding of the document content, is familiar with the document history, and is familiar with the IETF standards process**.

- The Document Shepherd of a working group document should not be an author or editor of the document.

- Not all individual submissions have a Document Shepherd other than an author or editor of the document. When there is one, the Document Shepherd is selected by the Responsible Area Director in consultation with the document authors or editors…….

Ways of Selection

- Send email to mailing list asking for volunteer

- Ask to specific persons

- Others?....

Non-WG Chair vs WG Chair as Document Shepherd

Pros

Builds talent for future IETF WG leadership

Familiarizes perspective document authors with the document process and IESG reviews

Takes the load of WG chairs (many RTG WGs don't have secretaries)

Potentially one more thorough document review

Cons

Startup delay as person prepares write-up and learns process

Shepherd may not know how to deal with controversy and parts of job may fall back on chairs

To Remember...

"It is the Responsibility of the Working Group Chairs to ensure that the shepherding tasks get done"

"In choosing Shepherds, the Chairs should be alert to real and perceived conflicts of interest."

To Remember...

"The Write-Up often talk about the Shepherd making certain decisions and judgments, such as judging consensus. It's important to keep in mind that when the Shepherd is not one of the Chairs, these judgments take the form of advice to the Chairs, and that the Chairs have the formal responsibility for making process-related decisions and for judging consensus."

Types of Doc. Shepherd Write-Up

- IETF Documents

    - Write-Up for WG Doc

    - Write-Up for Individual Submissions (AD Sponsored)

    - Write-Up from IESG Evaluation

- IAB Documents

- IRTF Documents

- Independent Submissions

Types of Doc. Shepherd Write-Up

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Types of Doc. Shepherd Write-Up

- Doc. Shepherd Write-Up for WG Doc

"In February 2014, the IESG approved the use of an "**essay style**" shepherd write up as an **alternative** to the "**question-and-answer**" style. Depending upon the preferences of the shepherd and the responsible AD, either writeup may be used. Shepherds should check with their ADs about choosing between the two."

[http://www.ietf.org/iesg/template/doc-writeup.html]

Essay Style Document Write-Up

1. Summary

2. Review and Consensus

3. Intellectual Property

4. Other points

Essay Style Document Write-Up

1. Summary

2. Review and Consensus

3. Intellectual Property

4. Other points

Essay Style Document Write-Up

1. Summary:

    Who is the document shepherd?

    Who is the responsible Area Director?

    Explain briefly what the intent of the document is (the document's abstract is usually good for this),

    and why the working group has chosen the requested publication type (BCP, Proposed Standard, Internet Standard, Informational, Experimental, or Historic).

Essay Style Document Write-Up

1. Summary

2. Review and Consensus

3. Intellectual Property

4. Other points

Essay Style Document Write-Up

2.   Review and Consensus, to describe:

How **actively** the document was **reviewed** and discussed, by the **working group** and **external parties**.

Whether there was review by a **small number** of people or long term discussion by **large numbers** of participants

Whether there was quick and **broad consensus** or several issues for which the consensus was "**rough**".

 Points of **difficulty** or **controversy**, and explain how they were **resolved**.

Essay Style Document Write-Up

2.   Review and Consensus, to describe:

Mention reviews done by **directorates, review teams, expert reviews**, reviews from other **SDOs**, and whether you think **other specific groups should do** further review.

Describe any specific **concerns or issue**s that the **document shepherd has** with this document or with the working group process related to it that the responsible Area Director and/or the IESG should be aware of.

Note known **implementation** plans or any current implementations. If there are no plans for implementation, explain **why this document is valuable in spite of that**.

Essay Style Document Write-Up

1. Summary

2. Review and Consensus

3. Intellectual Property

4. Other points

Essay Style Document Write-Up

3. Intellectual Property

Confirm that **each author** has stated that their direct, personal knowledge of any IPR related to this document has already been disclosed, in conformance with BCPs 78 and 79.

Explain briefly the working group discussion about **any IPR disclosures** regarding this document, and summarize the outcome.

Essay Style Document Write-Up

1. Summary

2. Review and Consensus

3. Intellectual Property

4. Other points

Essay Style Document Write-Up

4. Other points

Downward references (see RFC 3967) and whether they appear in the DOWNREF Registry (http://trac.tools.ietf.org/group/iesg/trac/wiki/DownrefRegistry), as these need to be announced during Last Call.

Check the **IANA Considerations** for clarity and against the checklist (next slide). Any registrations that require expert review, and say what's been done to have them reviewed before last call.

Explain anything else that the **IESG might need to know** when reviewing this document.

If there is significant discontent with the document or the process, which might result in **appeals** to the IESG or especially bad feelings in the working group, explain this in a **separate email** message to the responsible Area Director.

Essay Style Document Write-Up

Checklist for other points:

- Does the shepherd stand behind the document and think the document is ready for publication?
- Is the correct RFC type indicated in the title page header?
- Is the abstract both brief and sufficient, and does it stand alone as a brief summary?
- Is the intent of the document accurately and adequately explained in the introduction?
- Have all required formal reviews (MIB Doctor, Media Type, URI, etc.) been requested and/or completed?
- Has the shepherd performed automated checks -- idnits (see http://www.ietf.org/tools/idnits/ and the Internet-Drafts Checklist), checks of BNF rules, XML code and schemas, MIB definitions, and so on -- and determined that the document passes the tests? (In general, nits should be fixed before the document is sent to the IESG. If there are reasons that some remain (false positives, perhaps, or abnormal things that are necessary for this particular document), explain them.)

Essay Style Document Write-Up

Checklist for other points:

- Has each author stated that their direct, personal knowledge of any IPR related to this document has already been disclosed, in conformance with BCPs 78 and 79?
- Have all references within this document been identified as either normative or informative, and does the shepherd agree with how they have been classified?
- Are all normative references made to documents that are ready for advancement and are otherwise in a clear state?
- If publication of this document changes the status of any existing RFCs, are those RFCs listed on the title page header, and are the changes listed in the abstract and discussed (explained, not just mentioned) in the introduction?
- If this is a "bis" document, have all of the errata been considered?

Essay Style Document Write-Up

Checklist for other points:

- IANA Considerations:
  - Are the IANA Considerations clear and complete? Remember that IANA have to understand unambiguously what's being requested, so they can perform the required actions.
  - Are all protocol extensions that the document makes associated with the appropriate reservations in IANA registries?
  - Are all IANA registries referred to by their exact names (check them in http://www.iana.org/protocols/ to be sure)?
  - Have you checked that any registrations made by this document correctly follow the policies and procedures for the appropriate registries?

Essay Style Document Write-Up

Checklist for other points:

- IANA Considerations (Cont.):

    - For registrations that require expert review (policies of Expert Review or Specification Required), have you or the working group had any early review done, to make sure the requests are ready for last call?

    - For any new registries that this document creates, has the working group actively chosen the allocation procedures and policies and discussed the alternatives? Have reasonable registry names been chosen (that will not be confused with those of other registries), and have the initial contents and valid value ranges been clearly specified?

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Write-Up for Individual Submissions (AD Sponsored)

- Doc Shepherd Write-Up for Individual Submissions

  - For individual documents: http://www.ietf.org/iesg/template/individual-doc-writeup.html
  - Essay Style Document Writeup valid as well

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- IRTF Documents

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Write-Up from IESG Evaluation

In charge the IESG Follow the ballotage

- **Document Announcement Write-Up** - *Draft* of message to be sent *after* approval:

    - Technical Summary

        (What does this protocol do and why does the community need it?)

    - Working Group Summary

        (Was there any significant dissent? Was the choice obvious?)

    - Protocol Quality

        (Who has reviewed the spec for the IESG? Are there implementations?)

    - RFC Editor Note

        (Insert RFC Editor note here)

    - IESG Note

        (Insert IESG Note here)

    - IANA Note

        (Insert IANA Note here)

Write-Up from IESG Evaluation

In charge the IESG Follow the ballotage

- Document Announcement Write-Up - *Draft* of message to be sent *after* approval:

    - Technical Summary

        (What does this protocol do and why does the community need it?)

    - Working Group Summary

        (Was there any significant dissent? Was the choice obvious?)

    - Protocol Quality

        (Who has reviewed the spec for the IESG? Are there implementations?)

    - RFC Editor Note

        (Insert RFC Editor note here)

    - IESG Note

        (Insert IESG Note here)

    - IANA Note

        (Insert IANA Note here)

….Who write this Write-Up?....

The Area Director :-)

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IAB Documents

Defined IAB state annotation tags (R-111):
* "Editor Needed"
* "Held for Dependency on other Document"
* "Awaiting Reviews"
* "Revised ID Needed"
* "Doc Shepherd Followup" → Doc. Shep. selected by the IAB
* "Other - see Comment Log"

Write-Up from IESG Evaluation

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IRTF Documents

Defined IRTF Document States:

* Candidate IRTF Document

* Active IRTF Document

* Parked IRTF Document

* In IRTF Last Call

* Waiting for Document Shepherd Write-up

* Submitted IRTF Document

* Dead IRTF Document

* Not a IRTF Document

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- IRTF Documents

- **Independent Submissions**

Independent Submissions

RFC 4846 states the Review Process:

Posting of Draft

Request for Publication

Initial RFC Editor Review

Review and Evaluation

Additional Reviews

Document Rejection

Final Decision and Notification

Final Editing and Publication

….not mention about Write-Up...but

Independent Submissions

...it must be part of the process....

e.g.

Comment (2007-02-07 for -)

1. As I understand this is an independent submission via AD. Is there a PROTO write-up available as per http://www.ietf.org/internet-drafts/draft-iesg-sponsoring-guidelines-01.txt? If there is one, I would like to see it and I suggest it is entered in the tracker.

Who should update the Write-Up section in datatracker?

The doc shepherd

The chair

The secretary of WG

To Whom should the Doc. Shepherd ask
for permission to edit datatracker ?

send email to secretariat ?

or...

Adding Doc Shepherd to WG Doc.

Adding Doc Shepherd to WG Doc.

Adding Doc Shepherd to WG Doc.

Tools

WG chair page
- old model
- new model

-   Others?

References

[1] Levkowetz, H., et al. "RFC 4858: Document Shepherding from Working Group Last Call to Publication." 2007.

[2] IESG Quick Links and Semi-Complete Guide - The Role of Document Shepherds. [http://wiki.tools.ietf.org/group/iesg/trac/wiki#TheRoleofDocumentShepherds]

[3] Document Shepherding Throughout a Document's Lifecycle. [http://wiki.tools.ietf.org/group/wgchairs/wiki/ExtendedDocumentShepherding]

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Thanks!

Q&A