

# Temporary RFC Series Project Manager Statement of Work

## Project Summary

The RFC Series Project Manager (PM) shall act as the RFC Series Editor (RSE) during the term of the contract. As acting RSE, the PM shall, in consultation with the Independent Stream Editor (ISE) and other stream managers, exercise independent editorial control of the RFC series. As this is a temporary position, the PM shall not be responsible for the evolution of the RFC series, but instead shall shepherd changes already planned or in progress, and such incremental changes as are necessary to meet those goals. As acting RSE, the PM shall be responsible for providing technical advice, assistance and direction as necessary and requested to the RFC Production Center (RPC).

The PM, as acting RSE, is a senior member of the Internet community, co-equal to the Internet Architecture Board (IAB) and Internet Engineering Steering Group (IESG), but with the RSE's own sets of authorities and responsibilities to that community. The RFC series, while funded by the IETF LLC, has been and should continue to be an entity of its own standing separate from the IETF, but with continuing responsibilities related to the publication of IETF standards and documents.

The PM shall provide occasional reports on the state of the RSE, the RPC, and the RFC series with respect to progress and changes to the Internet community typically in the form of an RFC. (See "Deliverables" below.)

The general responsibilities of the RSE are laid out in RFC6635, but that document should only be understood to apply to this project to the extent it, or parts of it, is incorporated by reference into the actual contract.

In addition to any duties and deliverables described below, the PM shall be annually required to attend three IETF meetings of a week each and an RSOC retreat of up to two days.

## Contract Period

- a) Term: The initial term of the contract is 18 months, beginning on the effective date of the contract. (Projected effective date is 1 January 2020, but subject to adjustment during contract negotiation)
- b) Extension: The Contract may be extended once for a period of up to 12 months by mutual written agreement.

Note: This position is intentionally defined as temporary. The term plus extension, if any, are meant to cover the period in which the community completes a discussion on the evolution of the RFC series and the RSE role and relationship to the IETF.

## Reporting Relationships

The contracting entity shall be the IETF LLC. The IETF LLC may appoint a third-party or organization to act as a technical liaison between the LLC and the PM. Any liaison chosen shall not have directive authority over the PM, but instead shall make recommendations to the contracting entity which in turn may choose to act or not act on them and will solicit input from the PM prior to taking any action. The PM is expected to cooperate with the liaison to the extent possible keeping in mind the PM's senior role. The LLC expects to appoint the existing RFC Series Oversight Committee (RSOC) as its liaison.

## Education and Experience Requirements

- Significant editing and publishing experience required; prior positions as editor and/or publisher of a technical document or document series highly desired.
- Leadership and management experience, including experience in a multi-stakeholder, matrixed environment highly desired.
- Bachelor's degree or equivalent in an applicable field (Internet technology, Journalism, Publishing) required; Master's degree or equivalent desired.
- Familiarity with technical standards publication desired.
- Broad familiarity with Internet technology desired

## Skills and Abilities

- Excellent written and verbal communication skills in English and familiarity with technical terminology related to the Internet required.
- Competency in additional languages besides English desired.
- An ability to develop an understanding of the IETF, the broader Internet community, their cultures, and the RFC process.
- Ability to fulfill the scope of work independently, via email and teleconference.
- Strong time-management skills.
- Willingness to travel internationally as required to accomplish the deliverables.
- Capable of functioning in a multi-stakeholder, matrixed environment.
- Ability to work with clarity, flexibility, candor and diplomacy with different constituencies.

## Typical Deliverables

(Actual deliverables to be negotiated)

### One-Time Deliverables

- Develop statements of work for the Production Center and Publisher in consultation with the RFC stream managers and the RSOC.
- Provide input into the budget development process for the Production Center and Publisher contracts.
- Provide a document which describes a proposed approach to ensuring continuity of the RFC series in the face of changes to contracts and personnel; implement such structural changes to the organization and tasking that are necessary to implement the approach if approved by the LLC.

- In consultation with the Production Center and the Internet community, develop and publish a Style Manual for the authoring and editing of RFC's.

### Recurrent Deliverables

- Conduct and document a review of the Production Center and the Publisher service-provider contracts.
  - The first review should take place approximately 6 months after this contract inception and shall be repeated every 12 months thereafter.
- Attend IETF meetings (3/year); report on the state of the RFC process, series and editorial environment
- Attend RSOC retreat (1/year)

### Continuing or Level of Effort Deliverables

The rough LOE required by these deliverables is thought to be about 20 hours/week on the average; actual LOE shall be negotiated and agreed upon.

- Oversee and coordinate the transition to the new RFC format. Oversee and guide the transition to the toolset for the new format. (See <https://www.rfc-editor.org/rse/format-faq>)
- Chair the selection panel for the Production Center and Publisher contracts.
- Oversee and coordinate on-going Production Center and Publisher activities.
  - Resolve exceptional production or publication issues and other escalation issues.
  - Provide guidance in the development of action plans to address areas requiring improvement and to enable compliance with service details.
- Monitor the RFC review and publication process and pursue resolution of any issues.
- Work with the RFC Publisher to ensure on-going utility and improvement of the <https://rfc-editor.org> technical infrastructure. This is operated and maintained by the RFC Publisher during the term of this contract.

### Optional deliverable

By long tradition, in their sole discretion, the RSE MAY elect to publish one or more April Fool's RFCs. See RFC1159 for an example. The RFCs are traditionally offered directly to the RSE in advance of 1 April as candidates for publication and are not entered into the normal RFC publication process.