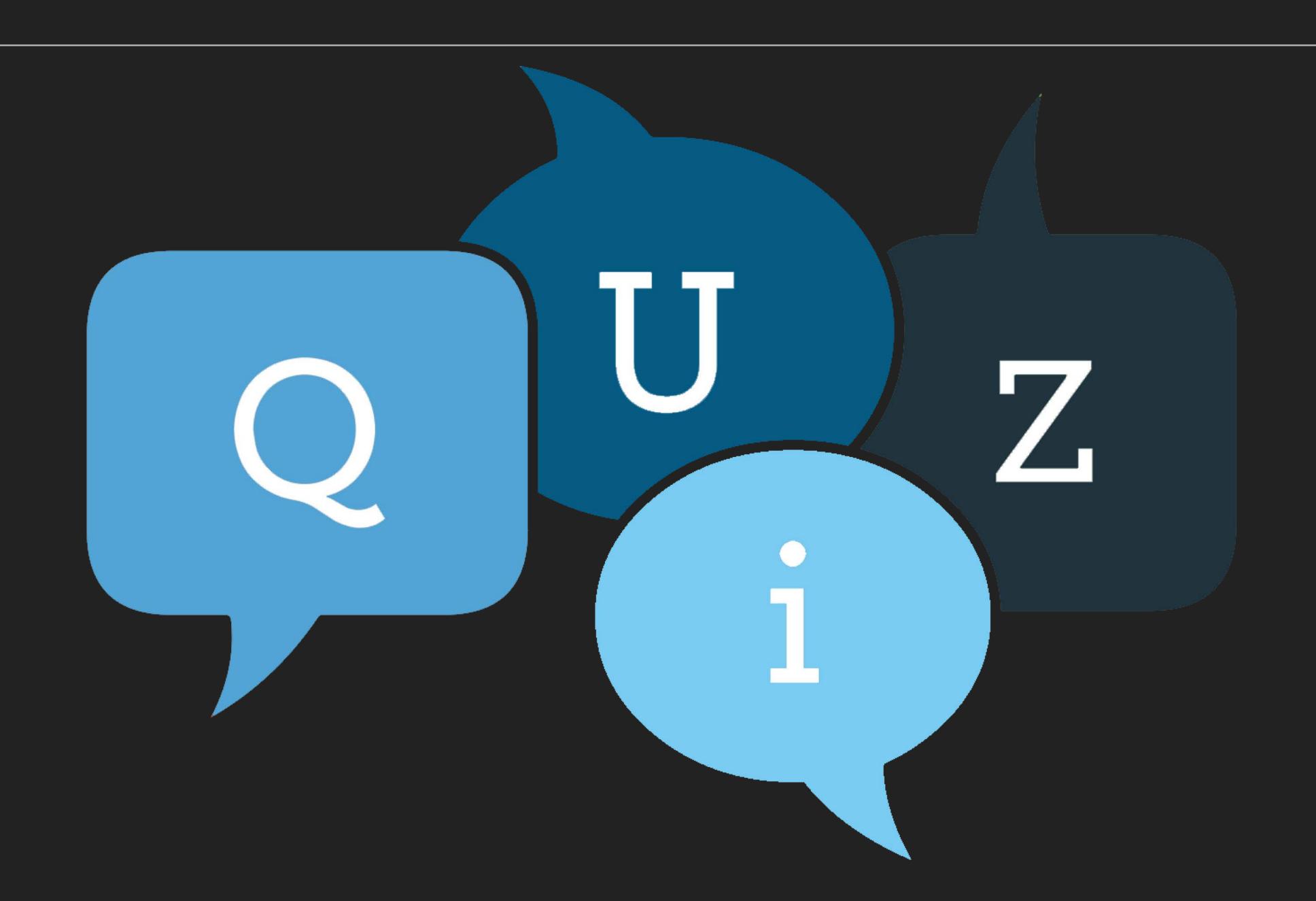


PRESENTS:

American Registry for Internet Numbers

POLICY DEVELOPMENT PROCESS (PDP) READINESS



WHO AM I AND WHAT DO I DO HERE?

WHY ARE YOU HERE?

- You might know what ARIN does
- You might know ARIN serves an important role in Internet governance and IP address/Autonomous System Number (ASN) management
- You might want to participate in Internet number resource policy development

BUT...

- The overall process, meeting room, or mailing list may seem intimidating
- You may not know very much about the steps of the PDP
- You are new to the PDP and may not be sure where to start or look for information
- You may not know who to talk to about a policy idea you have
- OR you simply want to build on what you already know

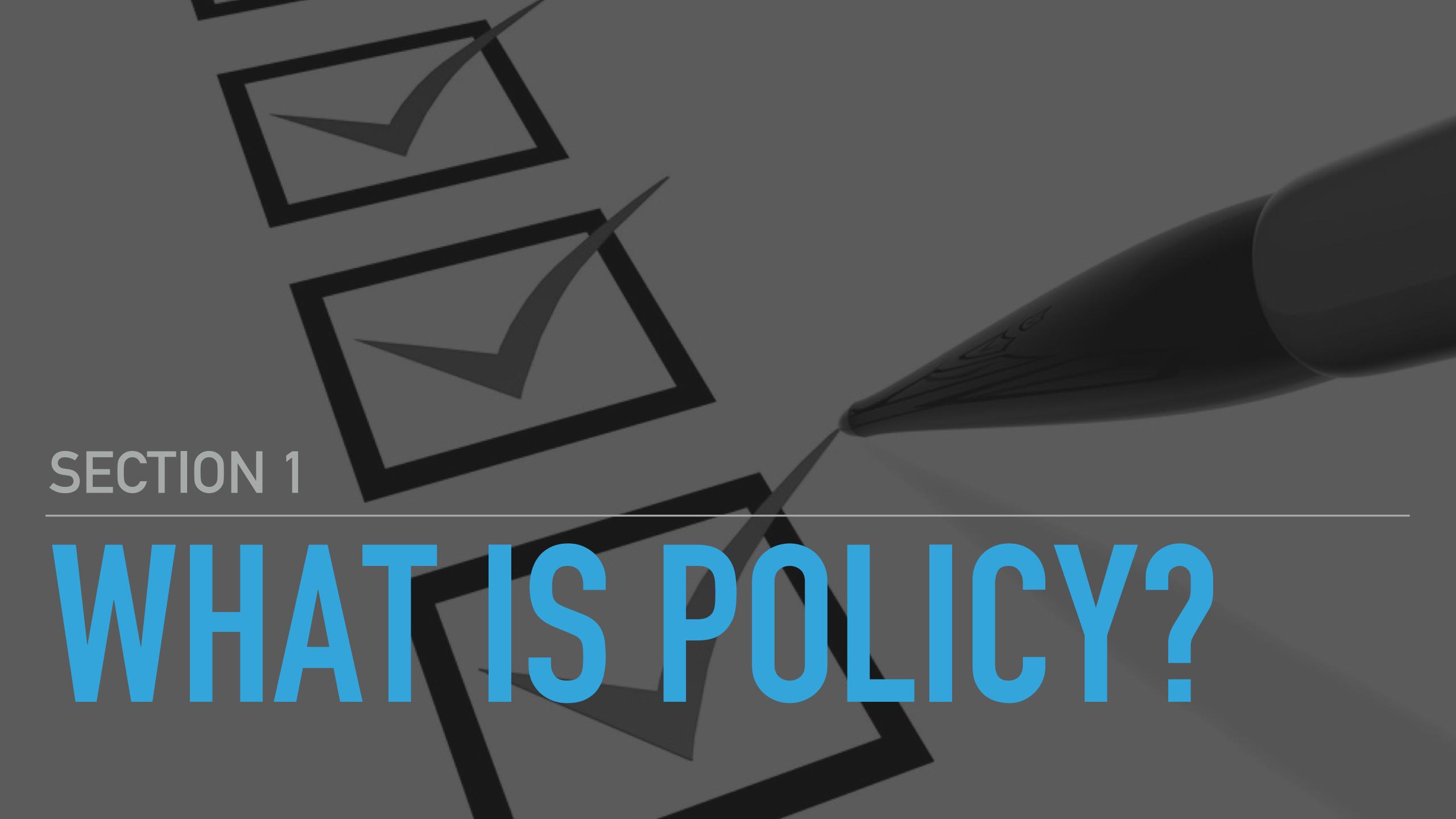
THIS TUTORIAL COVERS:

- What Internet number resource policies mean to ARIN and to you
- How these policies are developed by the ARIN community
- ► Who participates in the PDP
- ► When key PDP steps occur
- Why you should get involved
- Where you can get started

ALPHABET SOUP

- ARIN and other Regional Internet Registries can sometimes use a lot of acronyms and jargon (we try not to...)
- For help with some more common terms and acronyms, please visit: www.arin.net/knowledge/acr onyms.html





POLICY, DEFINED

"A course or principle of action adopted and proposed by government, party, business, or individual."

- Oxford University Press

- Policies provide guidance for:
 - Staff
 - Governing bodies
 - Communities

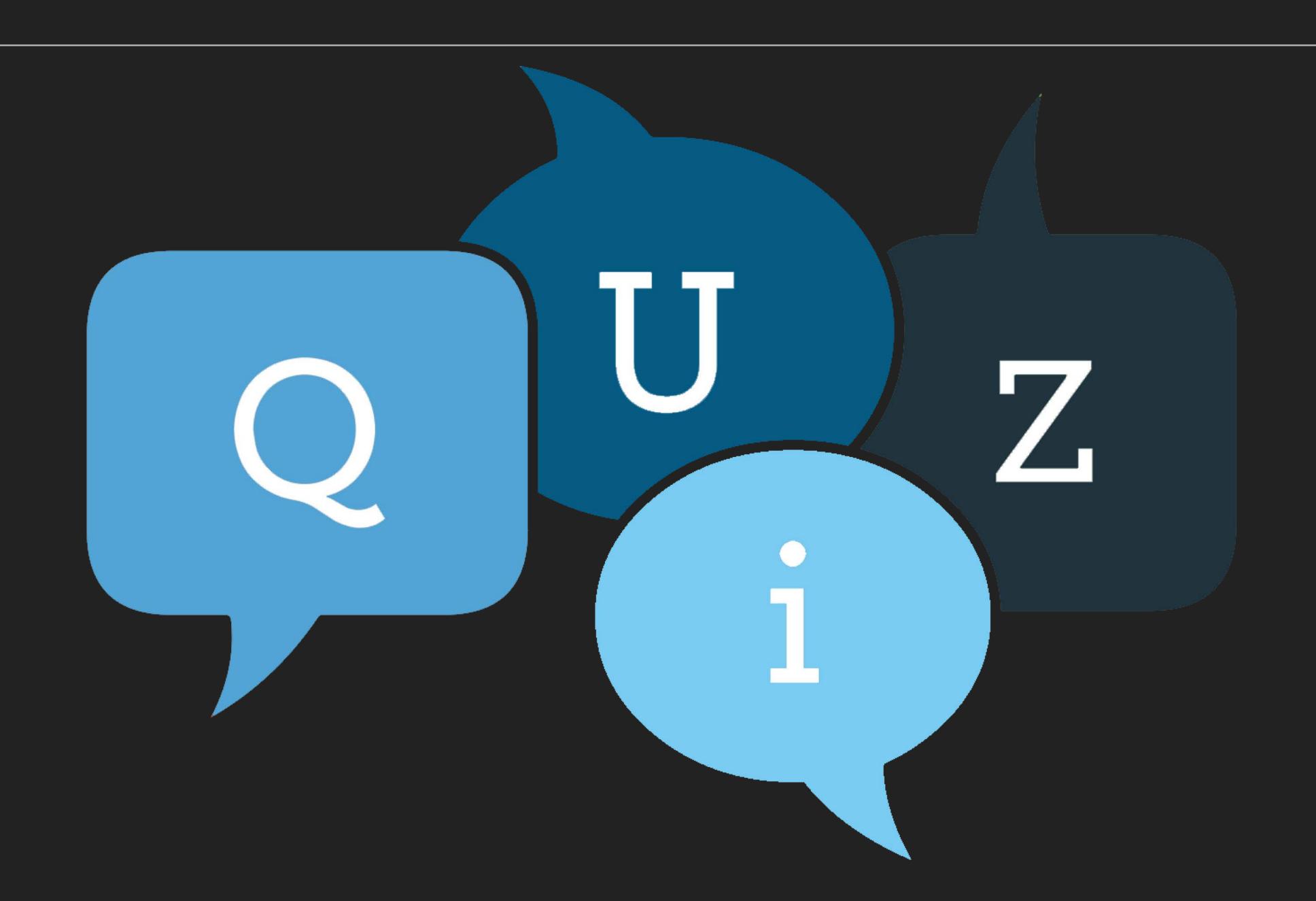
ARIN APPLIES POLICIES AS PART OF ITS MISSION STATEMENT

ARIN, A NONPROFIT MEMBER-BASED ORGANIZATION, SUPPORTS THE OPERATION OF THE INTERNET THROUGH THE MANAGEMENT OF INTERNET NUMBER RESOURCES THROUGHOUT ITS SERVICE REGION; COORDINATES THE DEVELOPMENT OF POLICIES BY THE COMMUNITY FOR THE MANAGEMENT OF INTERNET PROTOCOL NUMBER RESOURCES; AND ADVANCES THE INTERNET THROUGH INFORMATIONAL OUTREACH.

ARIN Mission Statement

WHAT DOES ARIN POLICY DO?

- ARIN Policy:
 - Establishes the framework for how ARIN allocates and assigns Internet number resources
 - Provides guidance for processing resource allocation, assignment, and transfer requests
 - Provides guidance for maintaining data in directory services like
 Whois



NAME SOMETHING ARIN DOES THAT IS //// DETERMINED BY INTERNET NUMBER RESOURCE POLICY

ARIN POLICIES DO NOT:

- Dictate ARIN's general business practices
- Set or specify fees collected by ARIN
 - ► This is the responsibility of ARIN's Board of Trustees
- Specify how ARIN staff implements policies
- Alter the PDP itself
 - This occurs via the Board of Trustees/community consultation

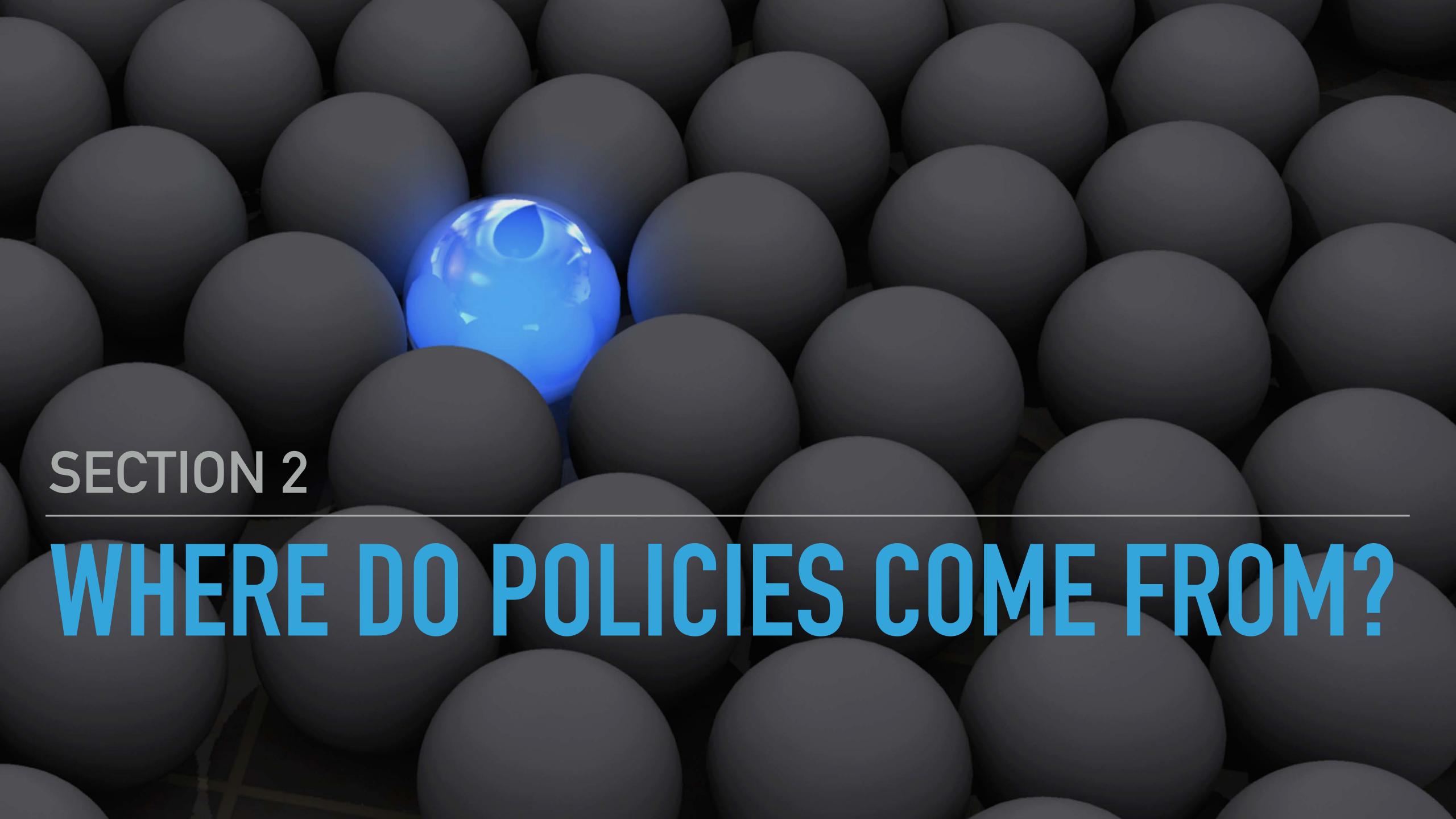
THE NUMBER RESOURCE POLICY MANUAL

- NRPM: all ARIN policies, arranged by topic.
- ► Topics include:
 - Definitions
 - Directory Services
 - ► IPv4
 - ► IPv6
 - Autonomous System Numbers (ASNs)
 - Transfers



PRINCIPLES OF INTERNET NUMBER RESOURCE POLICY

- Internet number resource policy MUST:
 - Enable fair and impartial number resource administration
 - Be technically sound (providing for uniqueness and usability of number resources)
 - Have support from the community



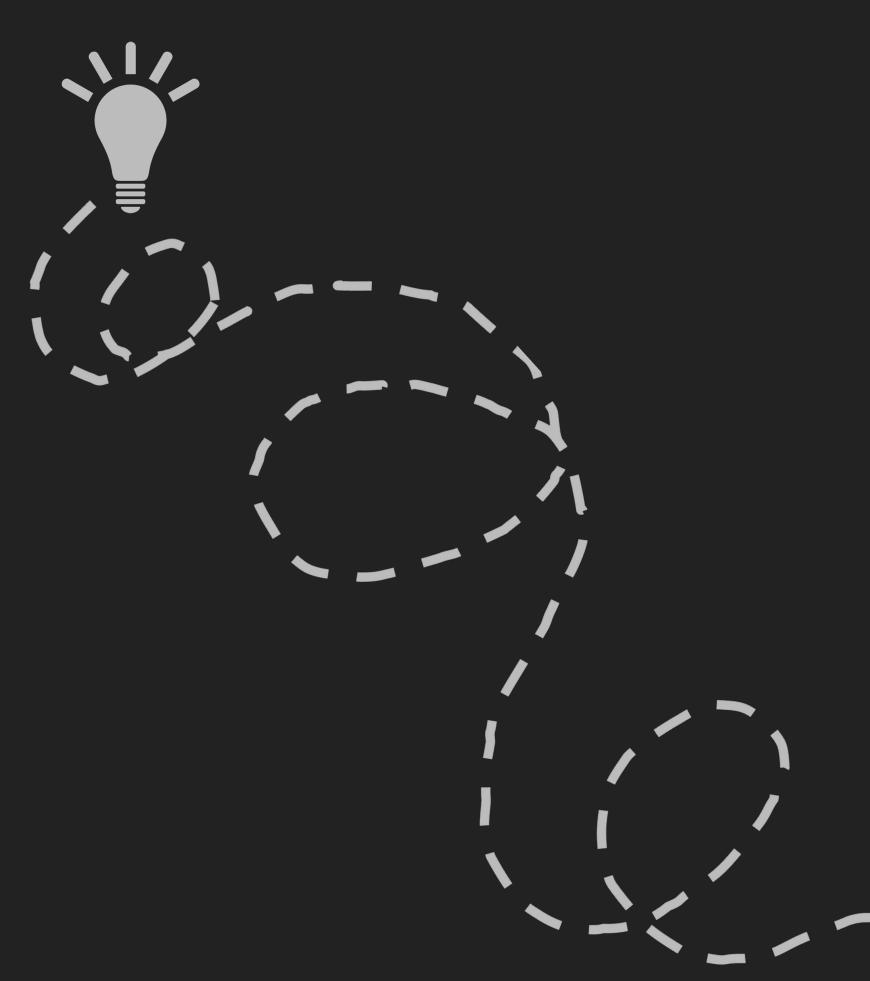
IT STARTS WITH AN IDEA

- ARIN is a bottom-up organization
- All ARIN policies were at one time community ideas
- ARIN policy is ALWAYS open to improvement, expansion, simplification, etc.



HOW IDEAS ARE DEVELOPED

- Say you have an issue with existing policy, and an idea to improve it.
- What do you do with it? Who do you take it to?
- How can that idea find its way into practice?
- ► How can ARIN source improvements to policy?



ENTER THE POLICY DEVELOPMENT PROCESS!

- The Policy Development Process is ARIN's process for establishing and evolving policies from the bottom up
- ANYONE may participate in the Policy Development Process!
- Policies are developed in a completely open, transparent manner
- Community-elected bodies and ARIN staff members facilitate the process

SCOPE OF THE PDP

- Internet number resource distribution and management
- Registration data and directory services
- Global policies of similar scope

Remember!

Policy does NOT define ARIN's general business practices or fees, but MAY sometimes impact them indirectly. If you have an idea outside the scope of the PDP, visit:

https://www.arin.net/participate/acsp

THE POLICY DEVELOPMENT PROCESS INVOLVES...

- The community and elected bodies, who work together to develop policies
- ARIN staff, who have specific roles in facilitating the Policy Development Process



THE COMMUNITY

- Policies and policy ideas come from community members!
- Anyone may participate in the PDP, and there are many ways to participate
- When a community member submits their idea (Proposal), they become an author



REGIONAL INTERNET REGISTRIES (RIRS) AND THEIR RESPECTIVE SERVICE REGIONS

AUTHOR(S)

- Authors, sometimes called originators, are people or groups of people that submit a Proposal, or idea for a policy change
- Authors typically write Proposals and leave their development to ARIN's community and elected bodies, but they may stay a bit more involved

THE ADVISORY COUNCIL

- Responsible for shepherding proposals through the Policy Development Process
- ▶ 15 members, three-year terms
 - (Five open seats per annual election)
- Presents Draft and Recommended Draft Policies at ARIN meetings
- Meets monthly to discuss and execute the Policy Development Process

- Chair: Tina Morris
- Vice Chair: Leif Sawyer
- Owen DeLong
- Andrew Dul
- David Farmer
- Alyssa Moore
- Amy Potter

- Joe Provo
- Kerrie Richards*
- Rob Seastrom
- John Springer
- Chris Tacit
- Alicia Trotman*
- Alison Wood
- Chris Woodfield

THE BOARD OF TRUSTEES

- Ratifies policy changes recommended by the Advisory Council
- Provides strategic direction for ARIN's scope and mission, and provides fiscal oversight.
- Six Elected members
- Seventh member (ARIN President & CEO)
 - Option to appoint eighth member
- Three-year terms
 - (Two open seats per annual election)

- Chair:Paul Andersen
- Vice Chair: Bill Sandiford
- Treasurer:
 Nancy Carter
- Secretary:Patrick Gilmore

- Aaron Hughes
- Dan Alexander
- President/CEOJohn Curran

ARIN STAFF

- Facilitates the Policy Development Process by:
 - Serving in secretariat duties to the Board/Advisory Council
 - Facilitating Public Policy and Members Meetings
 - Implementing policies once they have made it through the PDP
 - Reporting feedback on existing and recently implemented policies





WHAT ARE IDEAS FOR POLICIES OR POLICY CHANGES CALLED?

PROPOSALS

- All policies and policy changes begin as Proposals
- Proposals can come from anyone, anywhere
- Proposals may address any valid problem in the scope of the Policy Development Process or Number Resource Policy Manual (NRPM)

SUBMITTING A PROPOSAL

- Visit
 https://www.arin.net/poli
 cy/pdp_appendix_b.html
- Copy the template into an email
- Fill in any relevant details
- Send to policy@arin.net

Template: ARIN-POLICY-PROPOSAL-TEMPLATE-3.0

- 1. Policy Proposal Name:
- 2. Proposal Originator
 - a. name:
 - b. email:
 - c. telephone:
 - d. organization:
- 3. Date:
- 4. Problem Statement:
- 5. Policy statement:
- 6. Comments:
 - a. Timetable for implementation:
 - b. Anything else

END OF TEMPLATE

ADVISORY COUNCIL SHEPHERDS

- Once received, proposals are submitted to the Advisory Council Chair
- The Chair assigns two Advisory Council "shepherds"
- Shepherds then work with the proposal author until:
 - The proposal has a valid problem statement
 - The proposal suggests changes that are in the scope of the Policy Development Proces

ADVISORY COUNCIL MEETINGS

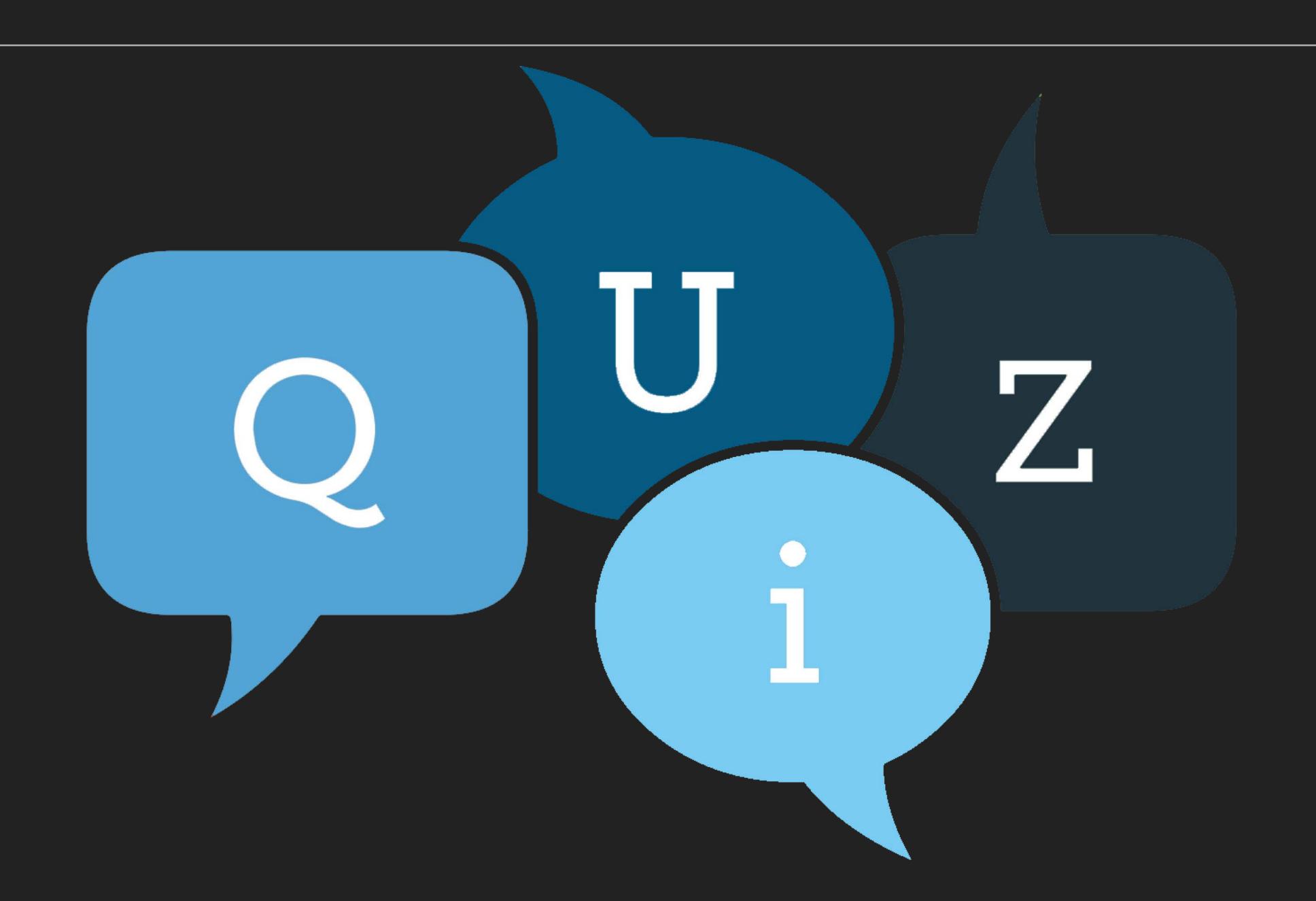
- All Proposals are discussed at monthly Advisory Council meetings
 - ► Face-to-face meetings in January, April, and October
 - ► Teleconferences all other months
- The Advisory Council and select Staff members are present
- Roll call votes are taken to advance Proposals through all Policy Development Process steps
- Results are sent to the Public Policy Mailing List (PPML) after three business days

REMANDING

- The Advisory Council remands proposals if there is no valid problem statement or the proposal is out of scope
- Authors can always revise/resubmit/work with Advisory
 Council or others
- Unrevised proposals are deemed abandoned after 60 days

DRAFT POLICIES

- In-scope Proposals with valid problem statements can become Draft Policies via roll-call vote
- Draft Policies are works in progress
- Discussed on Public Policy Mailing List (PPML) and at Public Policy and Members Meetings
 - Mailing list comments are used by the AC during their deliberations



HOW MANY AC MEMBERS DOES IT TAKE FOR A VOTE TO BE SUCCESSFUL?

CORRECT-ISH!

ONE EXCEPTION TO THIS IS ADVANCING A RECOMMENDED DRAFT POLICY TO THE BOARD <u>AFTER</u> LAST CALL (10 VOTES)

STAFF AND LEGAL REVIEWS

- Advisory Council members request Staff and Legal Reviews to determine:
 - How a Draft Policy would impact current policy and ARIN business practices
 - Any operational or legal risks involved in implementing the Draft Policy
 - How long ARIN staff need to implement the Draft Policy



EDITORIAL CHANGES

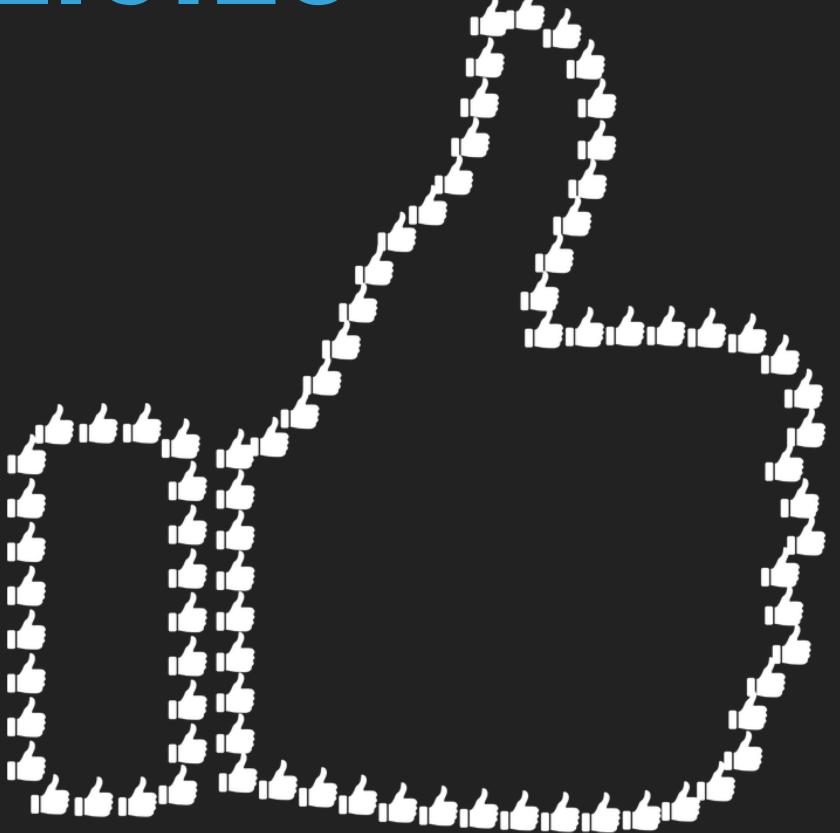
- If a Draft Policy is deemed a minor, non-substantive change to the NRPM, the AC may vote to classify it as an editorial change.
- Editorial Changes require a 30-day review period on the Public Policy Mailing List
- After review, the AC and Board of Trustees must agree to it before staff implements it

ABANDONMENT

- If a Draft Policy does not meet the principles, the Advisory Council may abandon it
- Requires a roll-call vote
- May be petitioned by the author or community within five days of the meeting results becoming public
- Usually they can be reworked

RECOMMENDED DRAFT POLICIES

- If a Draft Policy meets the principles, the Advisory Council may advance it to Recommended Draft Policy
- Requires a roll-call vote
- Circulated for further discussion on PPML and presented at ARIN meetings
- Must be presented at a meeting to advance



PUBLIC POLICY MEETINGS (AND CONSULTATIONS)

- All Draft Policies and Recommended Draft Policies are presented
- Community input and feedback is taken at microphones and open mic sessions
- ARIN Staff/Advisory Council/Board all utilize this feedback in their roles
- Remote participation is available

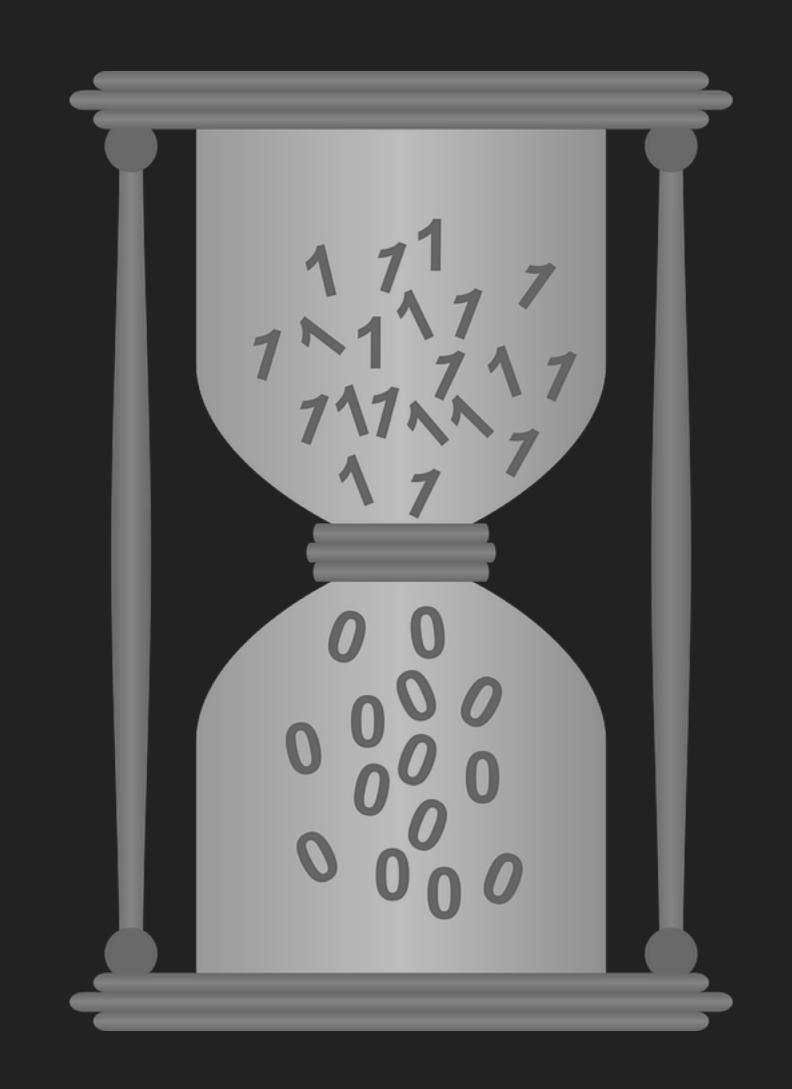
OBJECTIONS

- Anyone with an objection to a Draft or Recommended Draft Policy is highly encouraged to speak up
- Objections are equally important at the mic, on the mailing list, or anywhere else
- Objections are considered before advancing any Recommended Draft Policy



LAST CALL

- Opportunity for final review by the community
- Announced via the Public Policy Mailing List
- Lasts for at least 14 days, and may be extended by the Advisory Council



BOARD OF TRUSTEES REVIEW

- After Last Call, the Advisory Council may advance a Recommended Draft Policies to the Board for review
- Recommended Draft Policy text and history are reviewed
- ► The Board of Trustees may do one of three things...



ADOPT, REJECT, OR REMAND?

- Adopt: Process followed, text meets principles, no outstanding major objections
- Reject: Text does not meet principles and needs to be completely reworked/resubmitted by the author, or did not properly follow the Policy Development Process
- Remand: The process was followed, text needs revision to meet principles



WHAT ARE THE THREE PRINCIPLES OF INTERNET NUMBER RESOURCE POLICY?

PRINCIPLES OF INTERNET NUMBER RESOURCE POLICY

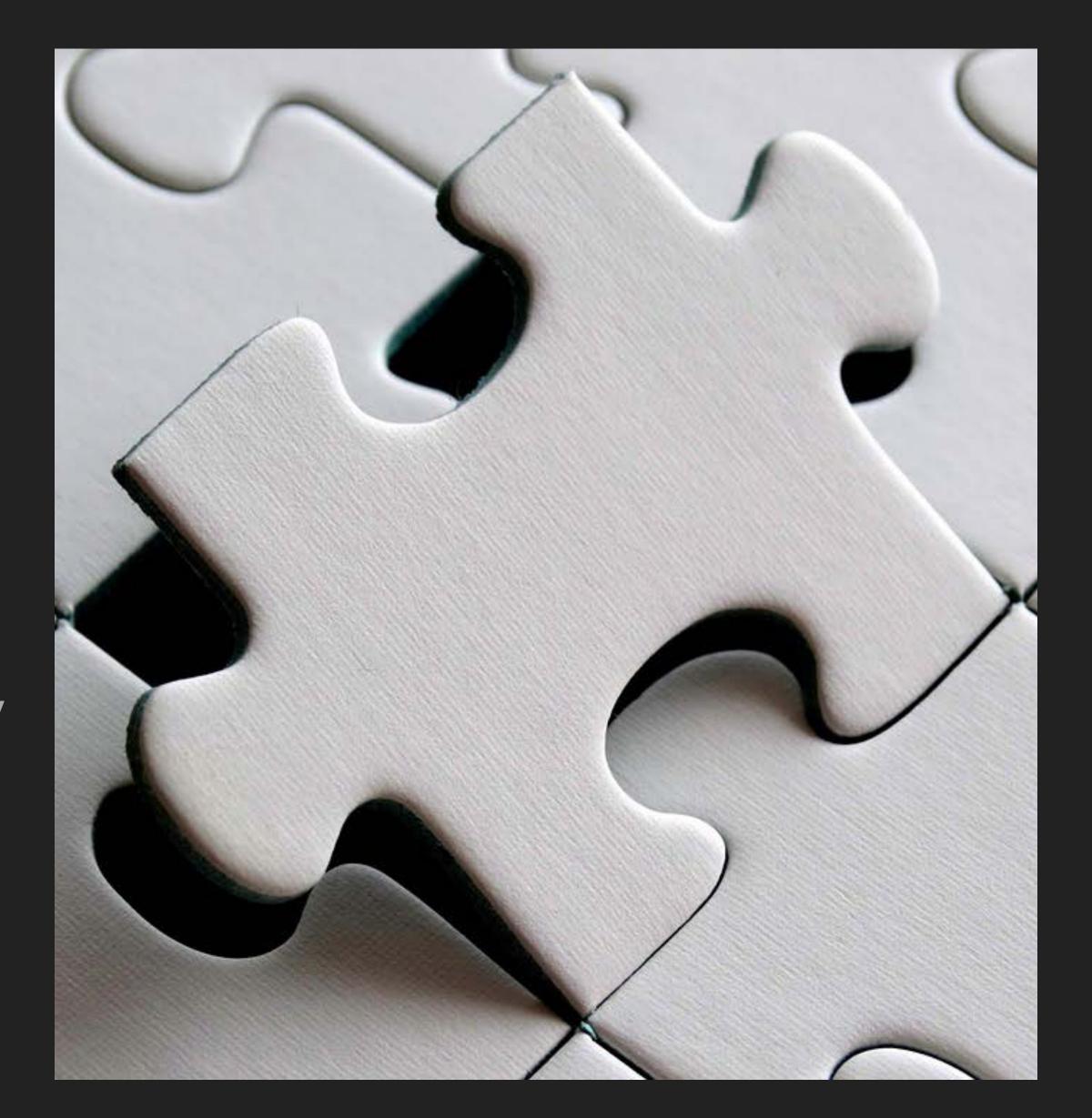
In order to be implementable, policy changes must:

- Allow fair and impartial Internet number resource administration
- Be technically sound
- Have community support



IMPLEMENTATION

- The projected implementation date of the policy is announced
 - Staff implements policy changes adopted by the Board within the timeframe set in the Staff and Legal Review
- ARIN staff implements the policy and publishes/announces an updated Number Resource
 Policy Manual



EMERGENCY PDP (RARELY USED)

- The Board may initiate emergency Policy Development Process for URGENT policy changes
- Requires posting a Recommended Draft Policy on the Public Policy Mailing List for at least 14 days
- The Advisory Council reviews within seven more days, makes recommendations, and moves to the Board for adoption
- Policies adopted via emergency PDP are presented at the next ARIN meeting for reconsideration
- For emergencies only

SUSPENSION (ALSO RARELY USED)

- ► The Board may suspend existing policy after adoption if it is found to be significantly flawed/problematic
- Once suspended, the Board asks the Advisory Council for recommendations
- Advisory Council recommendations are published on the Public Policy Mailing List for at least 14 days
- Suspended policies are discussed at ARIN meetings

POLICY EXPERIENCE REPORTS

- Presented by the Senior Director of Registration Services
- Showcases recently adopted policies, relevant statistics, and any reported staff or community feedback
- Each ARIN meeting includes a Policy Experience Report



PETITIONS

- ANY community member may initiate a petition
- Petitions may request the advancement any Proposal, Draft Policy, or Recommended Draft Policy
- Petitions may override abandonment, rejection, or delay by the Advisory Council
- Most petitions require 15 supporters from 15 different organizations
 - 20 for Last Call petitions
 - 25 for Board of Trustees consideration petitions

PETITIONS

- A delay in any step of the Policy Development Process may be petitioned against within:
 - Five days for abandonments
 - 90 days for Draft Policy Recommendation
 - 60 days for Proposals, Last Call, or Board consideration
- Successfully petitioned Draft or Recommended Draft Policies become controlled by the petitioner and presented at the next ARIN meeting



TWICE A YEAR, EVERY YEAR

- ARIN Public Policy and Members Meetings are held every April and October
- October meetings are held back-to-back with the October North American Network Operators Group (NANOG) meeting
- April meetings are ARIN-only
- ALL meetings are open to the public and free to attend if you register beforehand
- Remote participation is available, and includes a live webcast and transcript, chat rooms, and straw poll participation

LOCATION, LOCATION, LOCATION

- Meeting locations rotate between the US, Canada, and Caribbean, depending on network sponsorship and venue availability
- If you would like to sponsor a meeting in your neighborhood, visit https://www.arin.net/particolor:blue cipate/meetings/sponsor. html



TYPICAL AGENDA

- ARIN meetings include:
 - Newcomer sessions and tutorials (like this one!)
 - Policy discussions
 - Relevant presentations from ARIN staff and community members
 - Updates from other regions



POLICY DISCUSSIONS

- This is a pivotal piece of ARIN policy development: live, active community discussion
- Draft and Recommended Draft Policy is presented
- Critical questions are asked of the community to help the Advisory Council decide what to do next



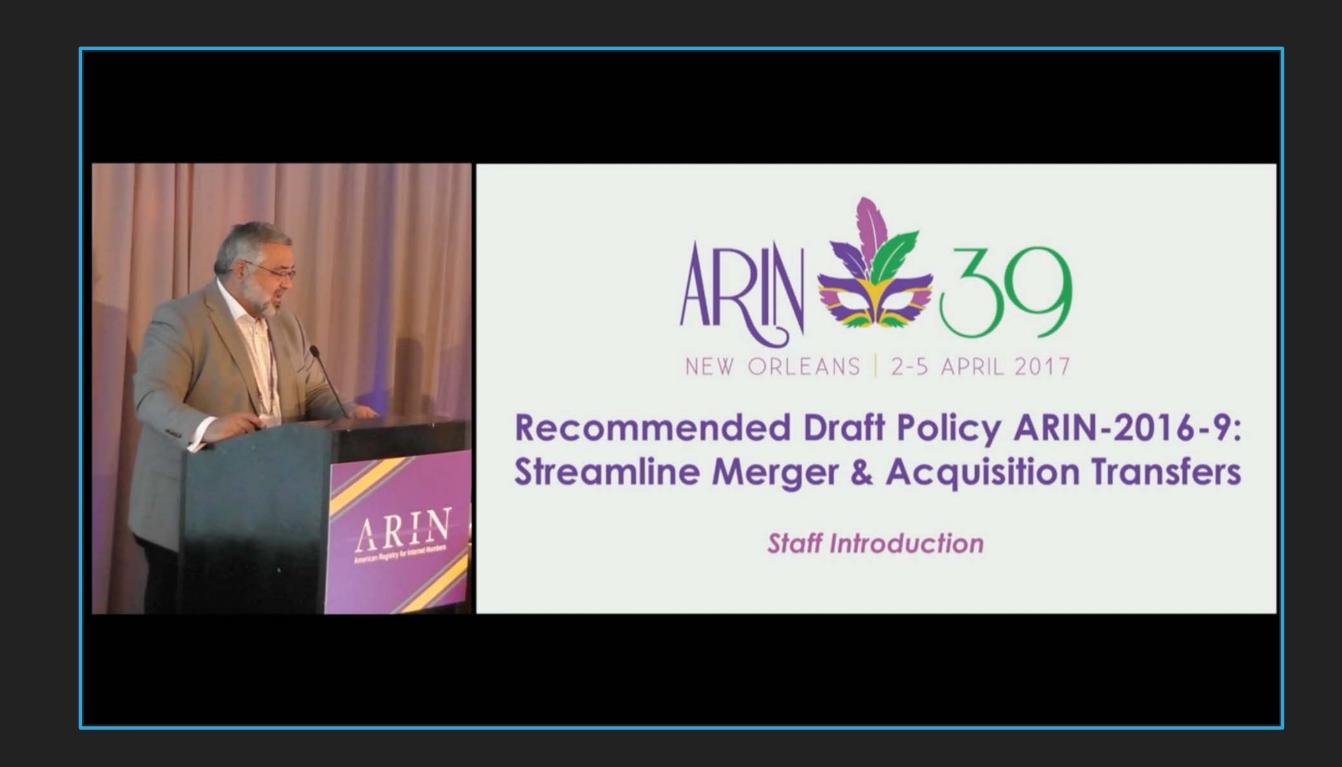
WHO PRESENTS DRAFT POLICIES FOR DISCUSSION?

DISCUSSION PROCEEDINGS

- Proceedings follow a basic predictable format:
 - Staff Introduction (for Recommended Draft Policies)
 - AC shepherds present Draft/Recommended Draft policy text/questions
 - Microphones are open for comment from ANYBODY (Board Chair moderates)
 - Queues form, and after a reasonable amount of time they are closed
 - A show of hands is taken at the discretion of the Advisory Council Chair
 - Results are given to the Advisory Council for use in their deliberations

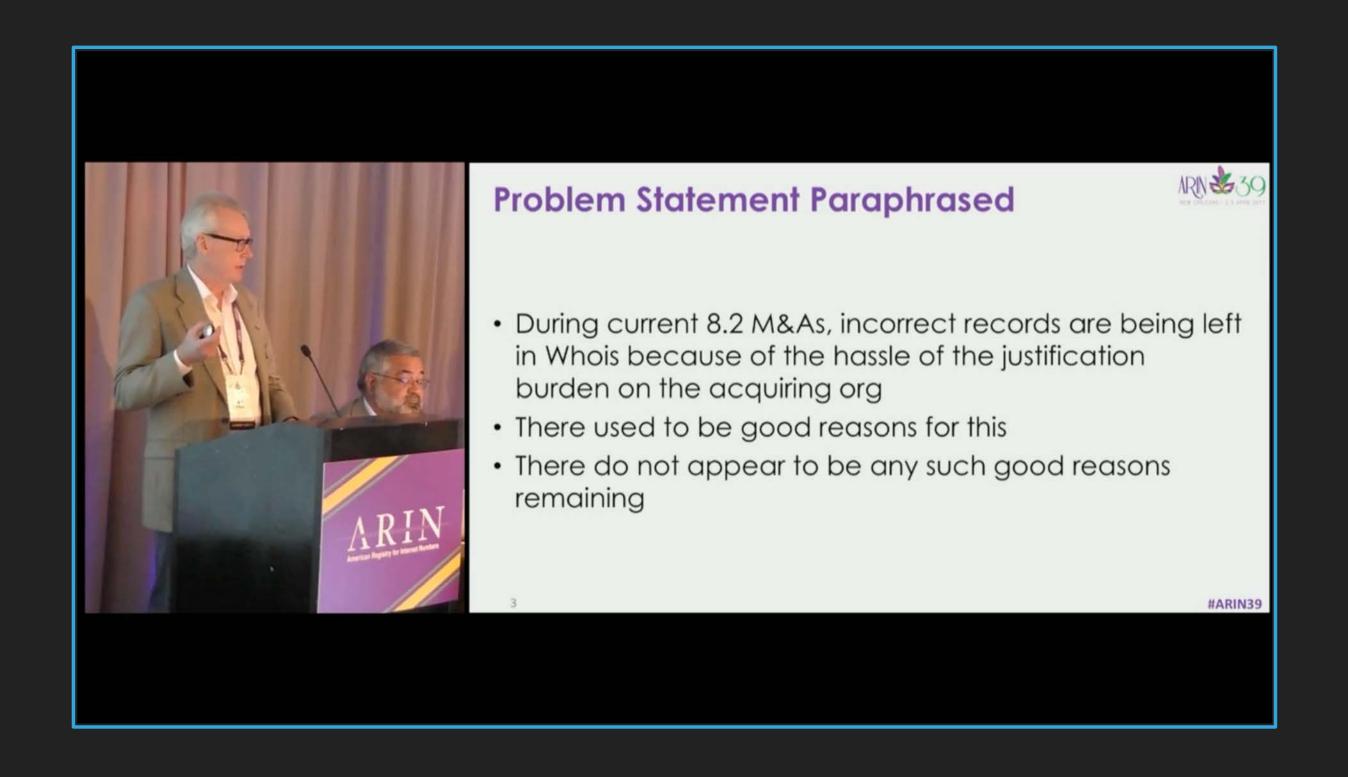
STAFF INTRODUCTIONS

- For Recommended Draft Policies, staff (usually ARIN's President and CEO) presents:
 - The origin and history of the Recommended Draft Policy throughout its journey through the Policy Development Process
 - Staff and Legal Review comments



AC SHEPHERD PRESENTATION

 An Advisory Council member will present the current text of the Draft or Recommended Draft Policy, and any questions for the community



MICROPHONES OPEN

- The Chairman of ARIN's Board of Trustees opens the floor for discussion of the Draft or Recommended Draft Policy
- Queues are formed at each microphone and called upon in a first-come, firstserved manner by the Board Chairman, who moderates all policy discussions
- ANYONE with an opinion on the policy change being discussed may express it at a microphone, with the exception of ARIN staff



HOW TO COMMENT

- It's easy!
- Find a queue, and approach the microphone
- State your name and affiliation (who you work for)
- State whether or not you oppose or support the Draft or Recommended Draft Policy in its current state
- Comment regarding your stance, ask any questions of staff/Advisory Council
- Keep comments to a minute or two so that everyone can be heard
- Avoid naming specific companies



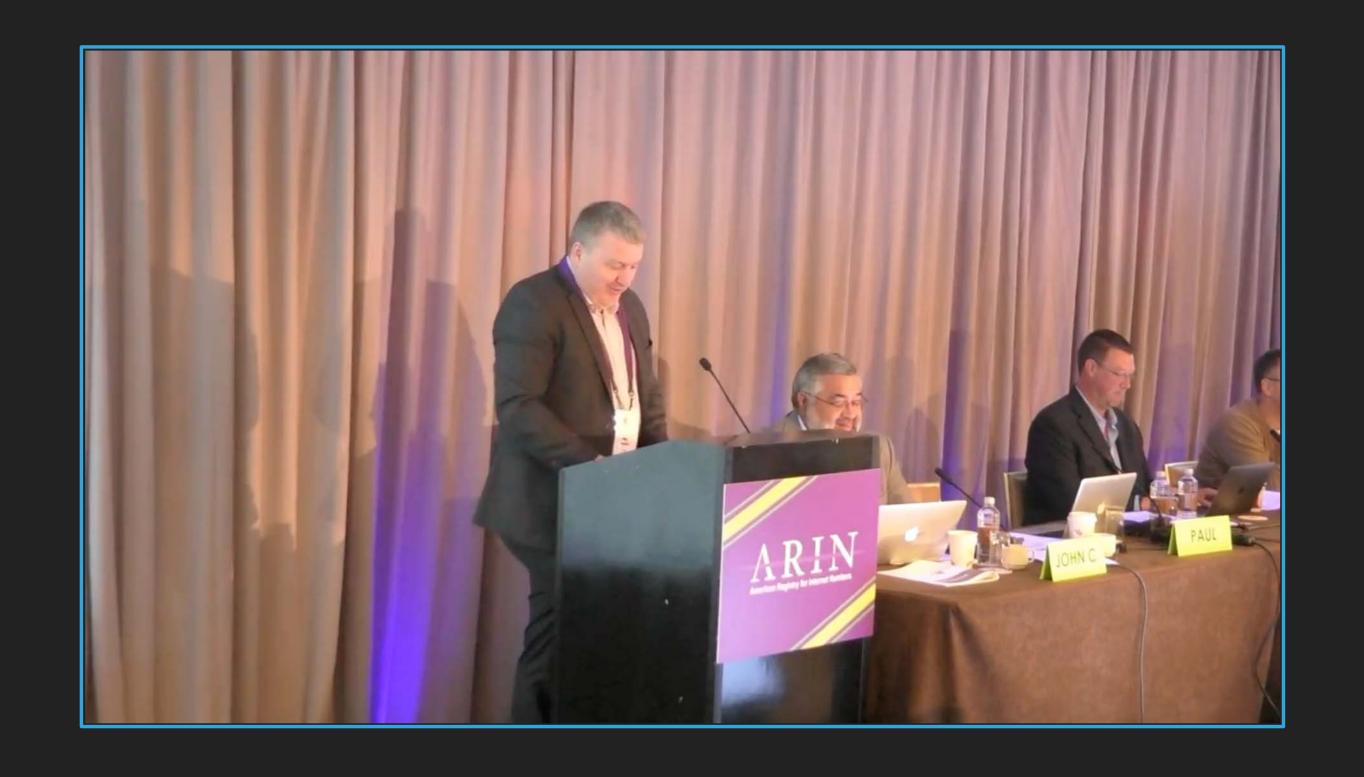
QUEUES CLOSE

After a reasonable amount of time, the Chairman of the Board will close the queues and indicate when the final commenter approaches the microphone



SHOW OF HANDS

- For Recommended Draft Policies, a series of questions are asked to gauge support
- Questions are typically whether or not you as a participant are for, or against, the text as written
- Occasionally additional questions may be asked, such as "should the Advisory Council continue to work on this?" for newer Draft Policies



STANDARDS OF BEHAVIOR/RULES OF DISCUSSION

- Be respectful of everyone's time and right to speak
- Listen and remember that everyone is working toward solutions and community consensus
- Stick to the topic being discussed
- Let others speak before re-approaching the microphone
- ▶ For more details see page four...

ARIN Participants Expected Standards of Behavior

Those who take part in any ARIN meeting, conference or event including but not limited to Public Policy and Member Meetings, ARIN On the Road, ARIN In the Caribbean, etc., and related activities (including but not limited to ARIN staff, members of the Board of Trustees, Advisory Council ("AC"), Address Supporting Organization Address Council ("ASO AC"), and ARIN meeting attendees) must:

- Treat each other with civility, courtesy and respect (both face-to-face and online), regardless of the sex, race, color, national origin, marital status, age, religion, disability, sexual orientation, occupation, line of business, or policy position of other participants.
- Make reasonable and informed comments when participating in policy development and decision-making discussions and processes.
- Listen respectfully to the views of all stakeholders when considering policy issues.
- Those who take part in the ARIN Policy Development Process must take responsibility for the success of the model by trying to build consensus with other participants and find solutions to issues.
- Act fairly and in good faith with other participants in the ARIN process.
- Act in accordance with ARIN's Policy Development Process when participating in ARIN public policy events. The ARIN model is based on a bottom-up, consensus-driven approach to policy development.

Further, those who participate in ARIN events and related activities must foster an environment that is free from any form of discrimination and conduct that is harassing, coercive, or disruptive. ARIN prohibits harassment in any form – verbal, physical or visual – and will not tolerate discriminatory harassment or inappropriate conduct of a harassing nature directed against any individual on the basis of gender, race, creed, color, national origin, nationality, ancestry, marital status, age, religion, disability, sexual orientation, gender identity, or any other legally

protected characteristic.

Sexual harassment is a form of gender discrimination that is unlawful and violates this policy. For purposes of this policy, sexual harassment is defined generally to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct is made a condition of an individual's employment or participation, used as the basis for decisions, or has the effect of substantially interfering with an individual's performance or creating a hostile environment. Sexually harassing conduct, as well as inappropriate conduct of a harassing nature, is prohibited. Examples of prohibited conduct include, but are not limited to: (1) sexually-oriented kidding, teasing, gestures or jokes; (2) offensive or unwelcome sexual flirtations, advances, or propositions; (3) verbal abuse of a sexual nature; (4) graphic or verbal comments, epithets, or slurs about an individual's body; (5) sexually degrading words used to describe an individual; (6) the display or transmission (e.g., e-mail, text or social media) of sexually suggestive or sexually explicit materials (such as magazines, videos, pictures, cartoons or posters); (7) inquiries into another individual's sexual experiences and activities or discussion of one's own sexual experiences and activities; and (8) unwelcome intentional touching of another person or other unwanted intentional physical conduct.

ARIN is committed to supporting a productive and safe environment for all participants at ARIN events. Any ARIN participant who believes there has been a violation of this policy should either promptly bring the incidents to the attention of the person chairing the teleconference or meeting, or report them via the ARIN Mailing List Acceptable Use Policy if the incident occurs on an ARIN mailing list. Participants may alternatively report suspected violations to ARIN's General Counsel, Stephen M. Ryan (sryan@mwe.com).

Rules of Discussion

The Chair moderates discussions of formal draft policies so that all can speak and all can be heard. Accordingly, every person who participates in a Public Policy Consultation is asked to follow these simple rules and customs:

- 1. All persons have equal rights, privileges, and obligations.
- 2. Full and free discussion of all draft policies is the right of every person participating in the meeting.
- 3. Only one policy is considered at a time.
- 4. Persons should not speak in the discussion until they have moved to a designated speaker's position and have been recognized by the Chair and granted the floor.

- 6. No person should speak a second time on the same topic if anyone who has not spoken on that topic wishes to do so.
- 7. No person should speak for than three minutes unless the Moderator gives consent.
- 8. Speakers should direct all remarks to the Moderator. They should not debate with other speakers or otherwise attack or question the motives of other speakers.
- 9. While the discussion is in progress, speakers may suggest amendments or other secondary proposals to the Moderator, who will see them acted on accordingly.
- 10. Only the Moderator may call for a poll to gain a sense of the participants regarding the policy under discussion, any part

- You will have time to comment on each and every one of these
- Find an AC member if you want to learn more
- Please hold discussion of the following Draft and Recommended Draft Policies until the meeting starts

- Recommended Draft Policy ARIN-2017-3: Update to NPRM 3.6: Annual Whois POC Validation
 - ▶ This specifies which organizations and Point of Contact records (POCs) are included in ARIN's annual POC Validation, and details how this validation is performed. It also directs staff to mark POCs that do NOT pass this validation as "invalid" and restrict their associated ARIN Online account access to payment and contact information update functionality.

- Recommended Draft Policy ARIN-2017-8: Amend Community Networks
 - This updates the definition and policy language for Community Networks, allowing for a single /40 allocation under the policy. Allocations approved with this policy will only be allowed to reassign blocks from this space, no reallocations will be allowed.

- Recommended Draft Policy ARIN-2017-10: Repeal of Immediate Need for IPv4 Address Space (NRPM Section 4.2.1.6)
 - This removes section 4.2.1.6, which requires justification to show that the address space requested will be utilized within 30 days of the request, a section that has not been used since the IPv4 free pool depleted in September 2015.

- Recommended Draft Policy ARIN-2017-12: Require New POC Validation Upon Reassignment
 - ▶ This adds an additional step to all requests for reallocations or detailed reassignments that will result in the creation of a new Point of Contact record (POC), which includes a ten-day window for the POC to validate the request information. If the proposed POC does not validate the information, the request will be rejected.

- Recommended Draft Policy ARIN-2017-13: Remove ARIN Review Requirements for Large IPv4 Reassignments/ Reallocations
 - This removes a section of the Number Resource Policy Manual (NRPM) that required ARIN review of reassignments larger than a /18 or /19 depending on organization size.

- Draft Policy ARIN-2017-9: Clarification of Initial Block Size for IPv4 ISP Transfers
 - This sets a consistent ISP initial IPv4 block size for requesting organizations, whether they apply for a resource transfer directly, or first request an allocation or assignment from ARIN.

- Draft Policy ARIN-2018-1: Allow Inter-regional ASN Transfers
 - This adds the ability for ARIN staff to transfer Autonomous System Numbers (ASNs) between RIRs that share reciprocal, compatible, needs-based policies. As with current Inter-RIR IP address space transfer policy, RIRs who do not allow bidirectional transfers are excluded.

- Draft Policy ARIN-2018-2: Clarification to ISP Initial
 Allocation and Permit Renumbering
 - This revises initial IPv4 block size qualification language in Section 4.2.2 of the Number Resource Policy Manual (NRPM) to align it with the transfer qualification language in Section 8.5.4. This Draft Policy also points to additional sections concerning usage, and additional IPv4 address space allocation qualifications.

WHERE TO FIND CURRENT TEXT

- Draft and Recommended Draft Policies can, and do change
- Revisions are tracked on ARIN's website and circulated to the Public Policy Mailing List
- Subscribe to the Public Policy Mailing List at http://lists.arin.net/mailman/listinfo/arin-ppml
- For current Proposal/Draft/Recommended Draft Policy Text, visit https://www.arin.net/policy/proposals/



MANY WAYS TO PARTICIPATE

- Attend an ARIN meeting in person or remotely
- Join the Advisory Council and help shepherd Proposals through the process
- Conduct your own outreach to colleagues and friends
- Sponsor an ARIN meeting in your area
- Request an ARIN speaker for your organization or association to raise awareness

LOW COST, HIGH RETURN PARTICIPATION

- Subscribe to the Public Policy Mailing List at http://lists.arin.net/mailman/listinfo/arin-ppml
- Participate remotely at the next ARIN Meeting
 - Watch the webcast, use the chat room, participate in straw polls
- Submit a proposal

REACH OUT TO US!

- ARIN supports the operation of the Internet, which means ARIN supports YOU
- If you need any help or have any questions about participation, policy development, resource requests, this course, or anything else ARIN does, let us know!





THANKS