



PRESENTS:

**POLICY DEVELOPMENT
PROCESS (PDP) READINESS**

Q U I Z

**NAME THREE THINGS
THAT ARIN DOES**

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...

- ▶ Perhaps you need some guidance before participating in the overall process, meeting room, or mailing list
- ▶ You may want a firmer grasp on the steps of the PDP
- ▶ You are new to this 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/acronyms/





SECTION 1

WHAT IS POLICY?

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

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
- ▶ Dictate the PDP itself
 - ▶ Changes to the PDP must occur 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

- ▶ In order to be implementable, policy changes must:
 - ▶ Allow fair and impartial Internet number resource administration
 - ▶ Be technically sound
 - ▶ Have community support



QUIZ

**NAME THE DOCUMENT
CONTAINING ALL ARIN
POLICIES**



SECTION 2

WHERE DO POLICIES COME FROM?

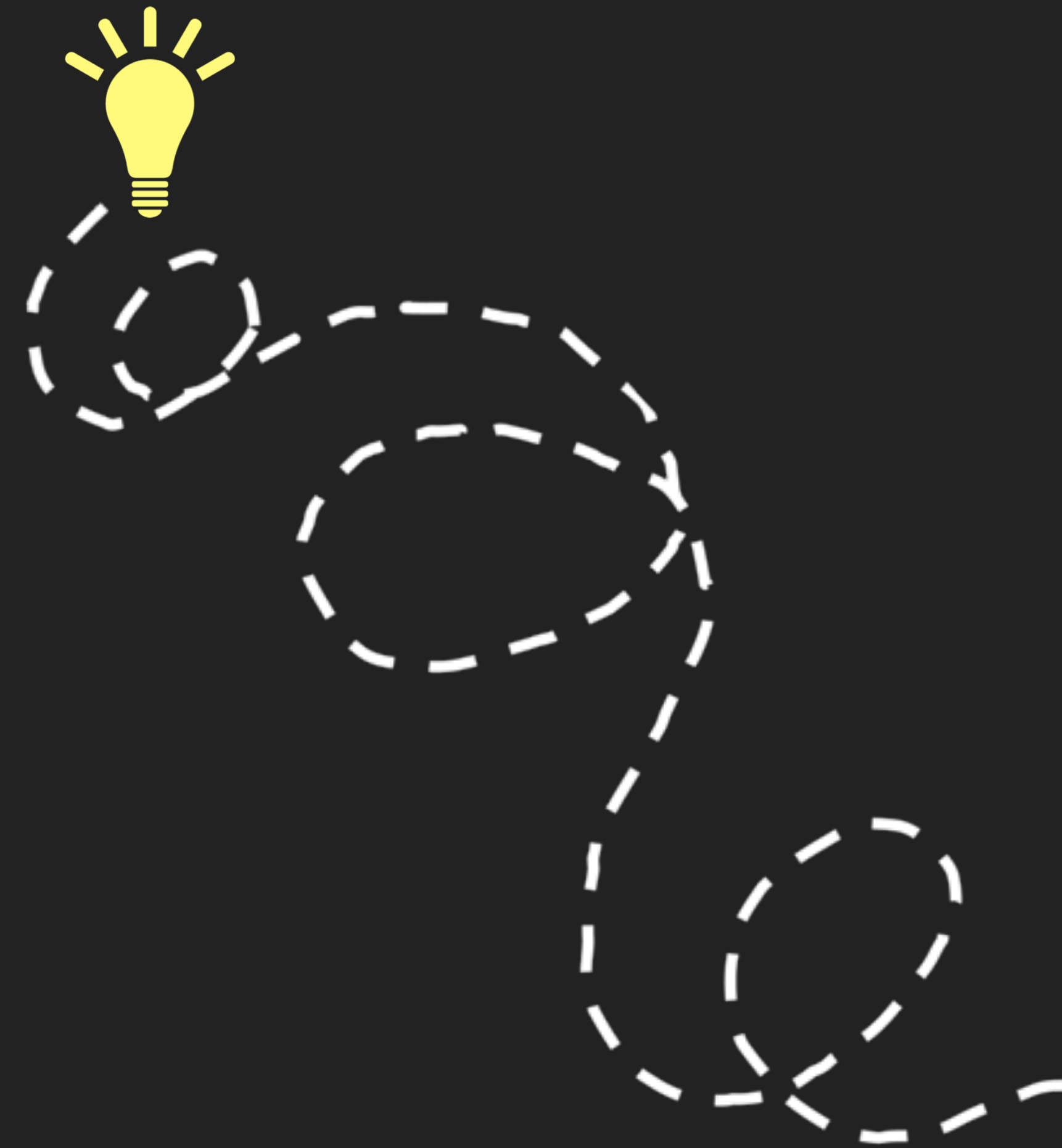
IT STARTS WITH AN IDEA

- ▶ 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
 - ▶ Policies with global application are developed through the Global Policy Development Process, which is documented at:
<https://aso.icann.org/global-policies/global-policy-development-process/>

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/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
 - ▶ Kat Hunter
 - ▶ Alyssa Moore
 - ▶ Amy Potter
 - ▶ Joe Provo
 - ▶ Kerrie Richards
 - ▶ Rob Seastrom
 - ▶ 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
- ▶ Regenie Fraser
- ▶ Patrick Gilmore
- ▶ Dan Alexander
- ▶ Peter Harrison
- ▶ President/CEO
John 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

QUIZ

**HOW MANY ADVISORY
COUNCIL MEMBERS
ARE THERE?**

SECTION 3

THE POLICY DEVELOPMENT PROCESS STEP BY STEP

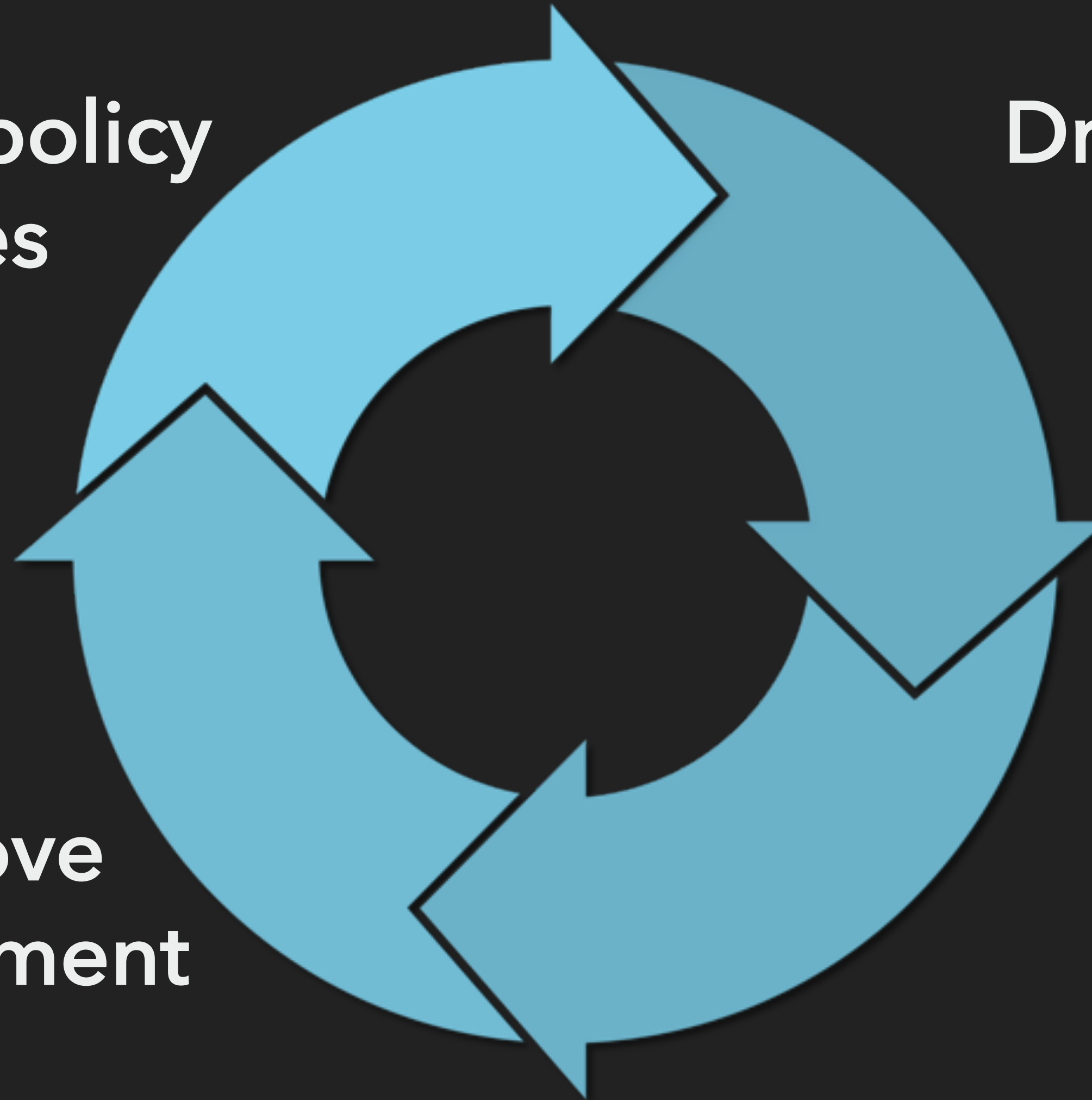
THE PDP AS A LIFE CYCLE

Identify policy
issues

Draft & submit
solutions

Discuss &
refine text

Approve
& implement



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 www.arin.net/participate/policy/pdp/appendix_b
- ▶ 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 clear problem statement
 - ▶ The proposal suggests changes that are in the scope of the Policy Development Process

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 clear 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

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

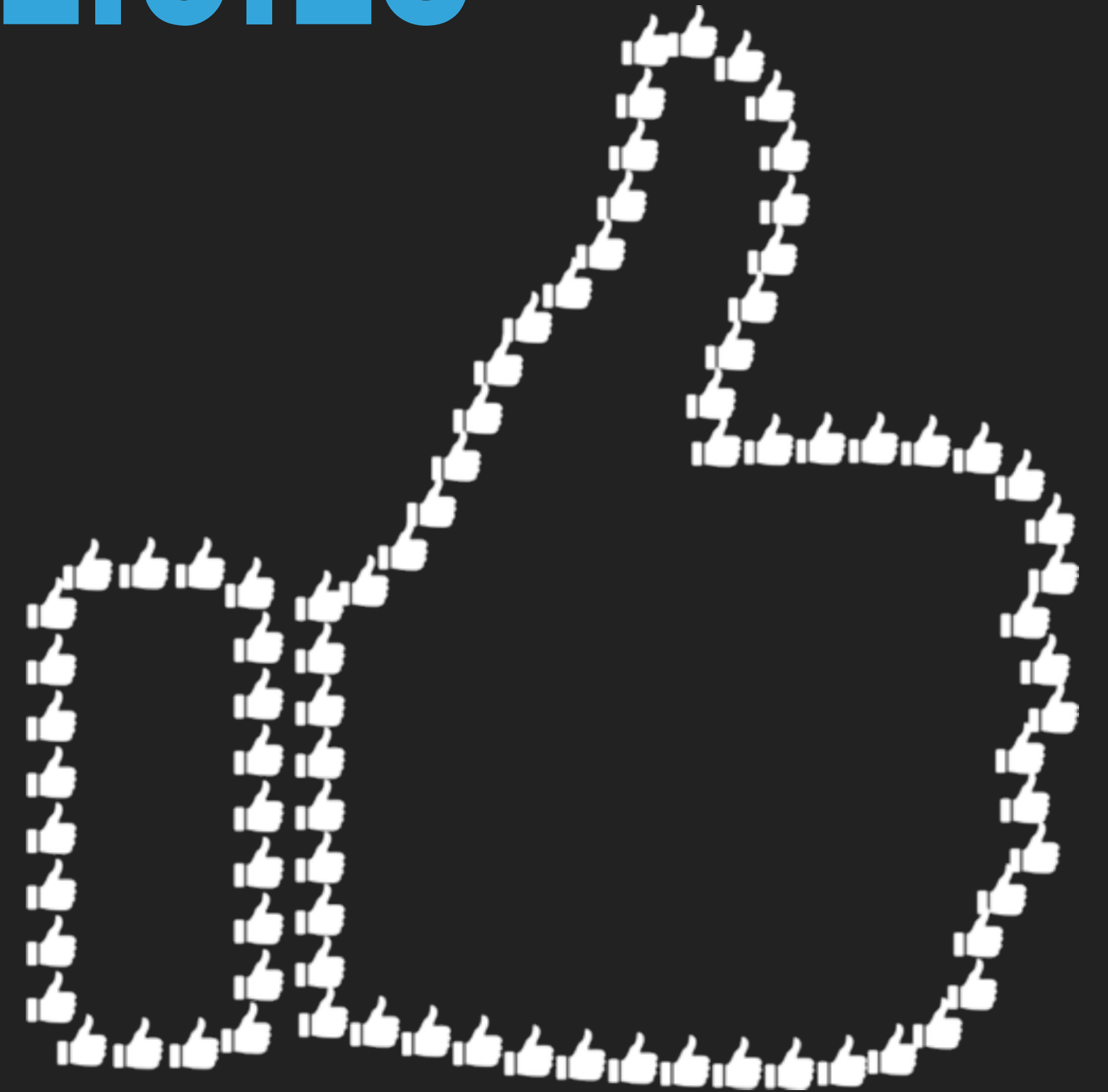
- ▶ If a Draft Policy is deemed a minor, non-substantive change to the NRPM, the AC may vote to classify it as an editorial change.
- ▶ Editorial Changes require a 30-day review period on the Public Policy Mailing List
- ▶ After review, the AC and Board of Trustees must agree to it before staff implements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



QUIZ

**NAME THE THREE PRINCIPLES
OF INTERNET NUMBER
RESOURCE POLICY**

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

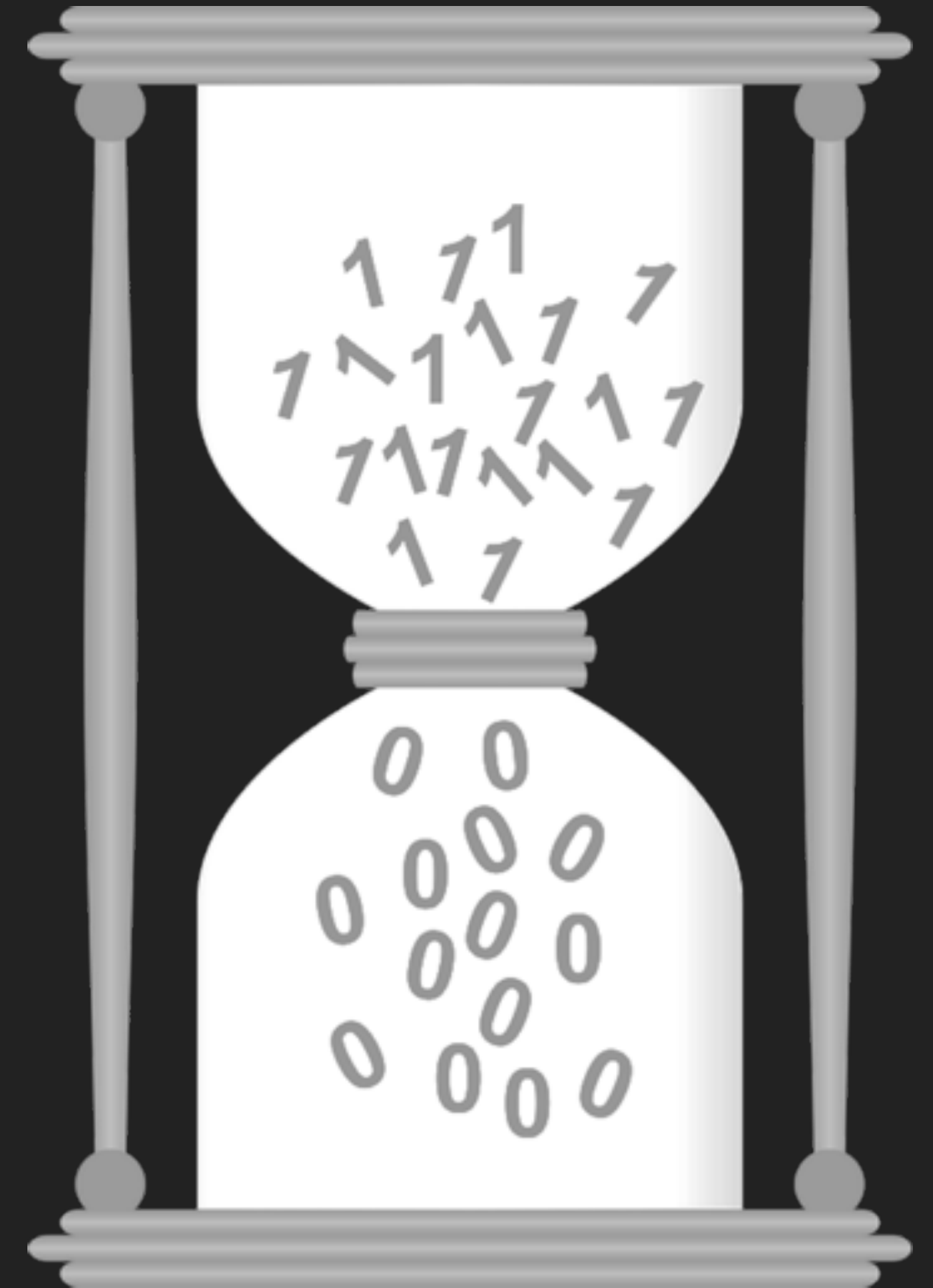
OBJECTIONS

- ▶ 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 Policy 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

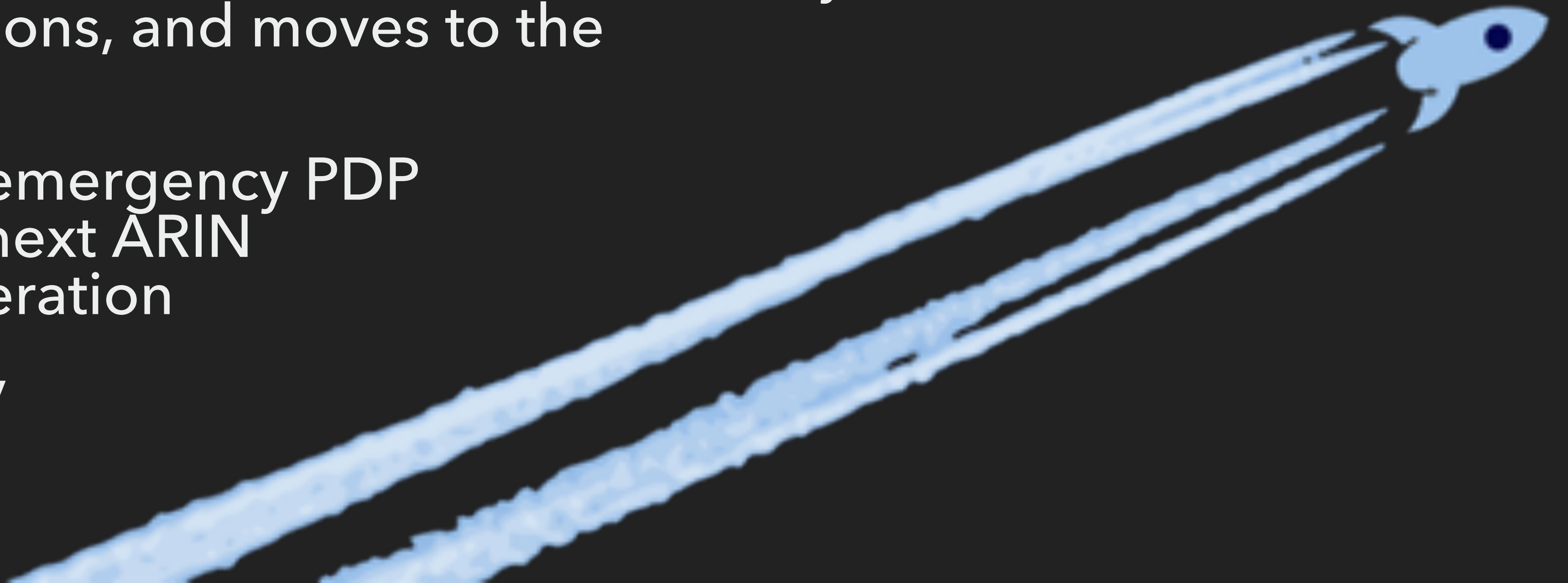
IMPLEMENTATION

- ▶ 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

Q U I Z

**HOW LONG DOES STAFF
HAVE TO IMPLEMENT AN
ADOPTED POLICY?**



SECTION 4

ARIN MEETINGS

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 North American Network Operators Group (NANOG) fall 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/sponsorship/>



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

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

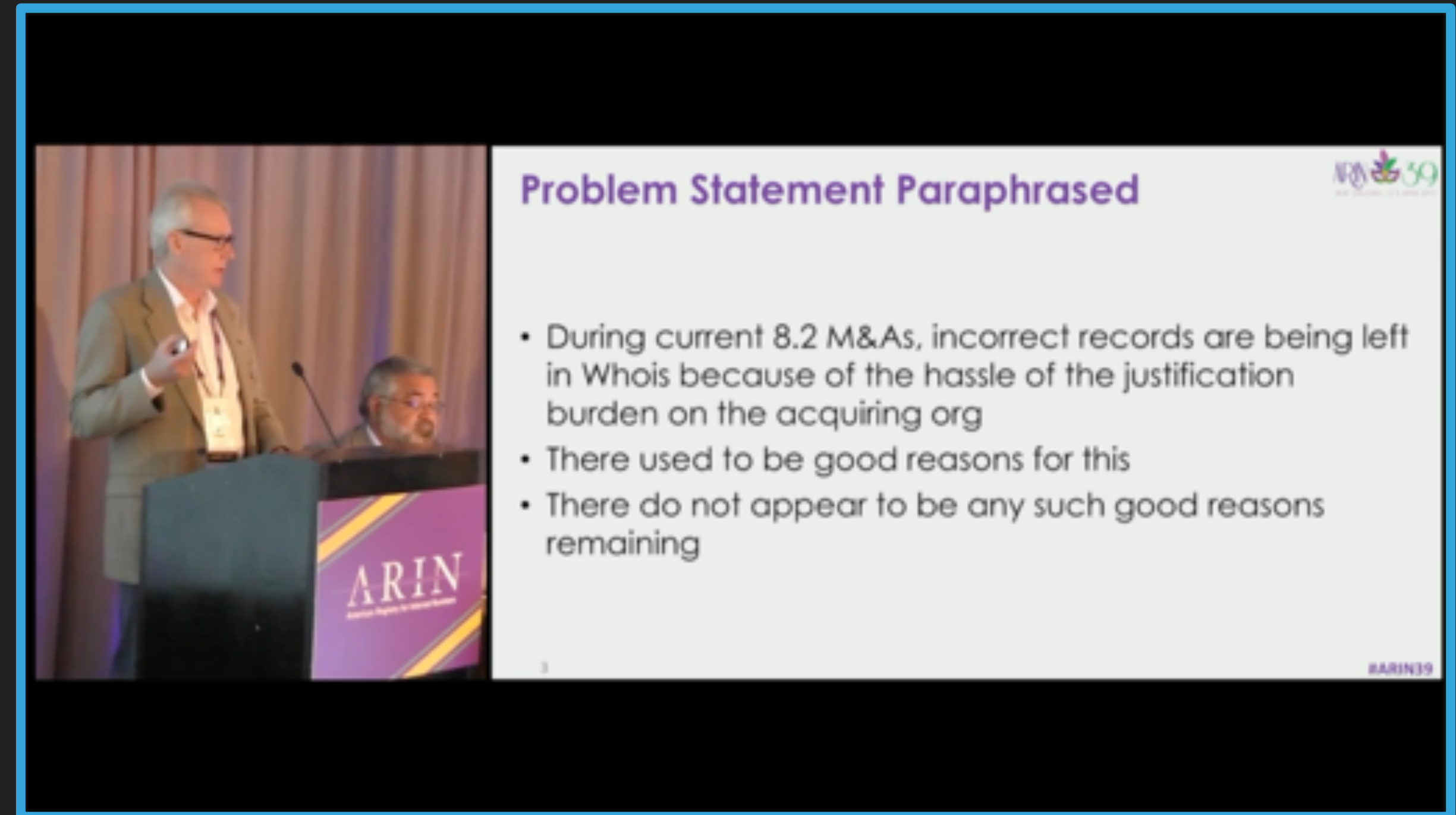
- ▶ For Recommended Draft Policies, staff (usually ARIN's President and CEO) presents:
 - ▶ The origin and history of the Recommended Draft Policy throughout its journey through the Policy Development Process
 - ▶ Staff and Legal Review comments



Select the video above and select the play button.

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



Select the video above and select the play button.

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, first-served 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



Select the video above and select the play button.

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



Select the video above and select the play button.

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



Select the video above and select the play button.

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



Select the video above and select the play button.

QUIZ

**WHO PRESENTS THE CURRENT
VERSION OF DRAFT OR
RECOMMENDED DRAFT
POLICY TO THE COMMUNITY?**

STANDARDS OF BEHAVIOR

- ▶ 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.
- ▶ Details on page 4 of the Discussion Guide, and at: <https://www.arin.net/about/corporate/standards/>

RULES OF DISCUSSION

- ▶ The Chair moderates discussions of 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:
 - ▶ Everyone has equal rights, privileges, and obligations
 - ▶ One policy at a time
 - ▶ Only speak at a microphone once the Chair recognizes you
 - ▶ State your name, affiliation, and intent to support/oppose the policy under discussion
 - ▶ Wait for everyone to have a chance to speak on the topic before speaking a second time
 - ▶ Keep comments to less than three minutes
 - ▶ Direct comments to the moderator, not each other
 - ▶ Don't attack or question other speakers' motives
 - ▶ Feel free to suggest amendments or even entirely new proposals to the moderator, who will consider them accordingly
 - ▶ Only the moderator may ask for a show of hands, and will state the question before gauging responses
 - ▶ Details on page 5 of the Discussion Guide

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/draft_policies/



SECTION 5

GET INVOLVED, STAY INVOLVED

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!
- ▶ Registration Services staff available via...
 - ▶ Phone: 703.227.0660
 - ▶ ASK ARIN (inside ARIN Online)



INFO@ARIN.NET

ARE YOU FEELING PREPARED NOW?

- ▶ Hopefully this session has been:

- ▶ Enlightening

- ▶ Educational

- ▶ Entertaining

- ▶ Let us know how we can make it even better:

- https://www.surveymonkey.com/r/ARIN43_PDP_ready

Q U I Z

**WHEN AND WHERE IS
ARIN'S HAPPY HOUR?**

6:00 PM

CHARLES FORT



THANKS!