

IETF Administration LLC Risk Register

Understanding this register

The purpose and use of this register, as well as the criteria used to assess likelihood and consequence and the resultant level of risk are defined in the [IETF LLC Risk Management Policy](#).

Risks in this register, if realized, may have consequences that come within one or more of the following categories that are fully described in the associated policy: IETF Work, Finances, Services, Meetings, Reputation, Legal, Community, Suppliers, Staff.

Only those risks where the mitigation is still being implemented show a timeframe for the implementation and a target rating for the risk when the mitigation work is complete.

Risks that are sufficiently mitigated may still show additional action under consideration.

Strategic Alignment

This register should be read in conjunction with the [IETF Administrative Strategic Plan \(2024\)](#).

Updating of this register

This register is updated annually with the following tasks:

- Each individual risk is checked to see if the likelihood or consequence has changed.
- Progress on mitigating risks that has led to a change in the risk is recorded.
- The whole register is checked for alignment with the IETF Administrative Strategic Plan and any new risks added or unneeded risks removed.

Risks below rare

There are risks identified that do not appear on this register because their gross likelihood is assessed as below rare, but nonetheless are important enough to be tracked. These are listed after the table below.

Last Updated: 6 June 2024

| # | Risk | Impact Factors | Risk Owner | Gross L'hood | Gross Impact | Gross Risk Rating | Controls / Risk Mitigation / Management Strategies | Time frame | Target L'hood | Target Impact | Target Risk Rating | Additional controls to consider |
|-----|--|---|-------------|--|--|--|---|------------|---------------|---------------|--------------------|--|
| X | Example Risk. Details an event, and if needed the specific trigger and/or clear outcome. | IETF Work Finances Services Meetings Reputation Legal Community Suppliers Staff | Board ED | Rare Unlikely Possible Likely Almost certain | Insignificant Minor Moderate Major Extreme | Low Medium High Critical Rating is coloured | <ul style="list-style-type: none"> Completed mitigations in black <i>Incomplete mitigations in red italic.</i> | As left | As left | As left | As left | Anything under consideration but not yet decided on. |
| | | | | | | | ~ OR ~ Mitigated as much as required ~ OR ~ Mitigated as much as possible | | | | | |
| 1 | SOURCE: IT SERVICES | | | | | | | | | | | |
| 1.1 | Serious and hard to recover problem during upgrade of core system(s) | IETF Work Services Community Staff | ED | Unlikely | Major | High | <ul style="list-style-type: none"> Continuous build and test <i>Isolated installations</i> <i>Fully automated provisioning</i> | Q2 2024 | Rare | Moderate | Medium | "Safe", rolling deployment methodology |
| 1.2 | Successful attack on IT systems | IETF Work Services Reputation Legal Community | ED | Unlikely | Major | High | <ul style="list-style-type: none"> Excellent secrets management Strong security-aware culture <i>Regular, comprehensive security audits</i> <i>Isolated services</i> <i>Extensive secure logging</i> | Q4 2024 | Rare | Moderate | Medium | None |
| 1.3 | Sustained failure of infrastructure provider | IETF Work Services Legal Suppliers | ED | Unlikely | Moderate | Medium | <ul style="list-style-type: none"> <i>Migrate to multi-region cloud services</i> <i>Design provisioning for inter-cloud migration</i> | Q3 2024 | Rare | Moderate | Medium | None |
| 1.4 | Meeting participation services fail repeatedly | IETF Work Services Meetings Legal Community Suppliers | ED | Unlikely | Moderate | Medium | <ul style="list-style-type: none"> Onsite management and support Thorough, out-of-cycle, planning and testing <i>Reliable connected IETF infrastructure</i> | Q3 2024 | Rare | Moderate | Medium | None |

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|-----|---|---|----|----------|----------|------|---|---------|---|----------|--------|------|
| 1.5 | Meeting network fails repeatedly | IETF Work Services Meetings Community Suppliers | ED | Rare | Major | High | <ul style="list-style-type: none">Well functioning NOCHigh quality networking equipmentThorough, out-of-cycle, planning and testing.Venue technical staff fully prepared for IETF network changesWell documented recovery plans | Q4 2024 | Rare | Moderate | Medium | None |
| 2 | SOURCE: COMMUNITY | | | | | | | | | | | |
| 2.1 | Industry downturn leads to many sponsors greatly reducing their sponsorships | IETF Work Finances Meetings | ED | Possible | Moderate | High | <ul style="list-style-type: none">Increase number of sponsorsDiversify sponsors among multiple industries.Secure long-term contracts with sponsors | Q3 2025 | Unlikely | Moderate | Medium | None |
| 2.2 | Sustained fall in meeting registration income | IETF Work Finances Meetings | ED | Rare | Major | High | <ul style="list-style-type: none">Ensure registration fees remain competitiveComprehensive event insurancePlan in place for venue downsizingOngoing in-depth analysis of key metrics | Q4 2024 | Rare | Moderate | Medium | None |
| 2.3 | Meeting participant or staff member is a victim of serious assault by another participant | Meetings Reputation Legal Community Staff | ED | Unlikely | Major | High | <ul style="list-style-type: none">Clear behavioral expectationsStrong staff presence and visibilityPolicy on participant safetyReduce risk from alcohol consumption | Q4 2024 | Target is to reduce the likelihood to below rare so that this risk no longer needs to be tracked in this table. | | | None |
| 2.4 | Meeting participant or staff member is a victim of serious crime by non-participant | Meetings Reputation Legal Community Staff | ED | Rare | Major | High | <ul style="list-style-type: none">Security of venue and local area considered thoroughly in meeting planning.Safety guidance provided to all onsite.Response plan. | Q3 2024 | Rare | Moderate | Medium | None |

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|-----|--|--|-------|----------|----------|--------|--|---------|---|--------------------|--------|------|
| 2.5 | Meeting registration misused for illegal entry to a country | Meetings Reputation Legal | ED | Unlikely | Moderate | Medium | <ul style="list-style-type: none">• Letters of invitation only available to registered participants.• <i>Track usage of letters of invitation</i>• <i>Plan for self-reporting misuses</i> | Q2 2024 | Rare | Minor | Low | None |
| 3 | SOURCE: THIRD PARTIES | | | | | | | | | | | |
| 3.1 | Internet Society fails public support test and is no longer donative charity | Finances Reputation Legal | Board | Possible | Major | High | <ul style="list-style-type: none">• Thorough and ongoing analysis of alternative financial models• <i>Financial independence through a large endowment</i> | 2034 | Possible | Insignifi- cant | Low | None |
| 3.2 | Key supplier collapses | IETF Work Finances Services Legal Community Suppliers | ED | Rare | Major | High | <ul style="list-style-type: none">• Thorough and fair supplier contracts.• Regular supplier review• <i>Reduced supplier concentration</i>• <i>Recovery plan</i> | 2026 | Rare | Moderate | Medium | None |
| 3.3 | IETF sued for process failure | IETF Work Finances Reputation Legal Community | Board | Unlikely | Major | High | <ul style="list-style-type: none">• Legal advice readily available to community leadership and used when needed.• Ongoing engagement with specialist litigation lawyers with good understanding of IETF• <i>Visible, dedicated antitrust guidance</i>• <i>Policies reviewed in light of latest case law</i> | Q3 2024 | Rare | Moderate | Medium | None |
| 3.4 | Sustained campaign to discredit IETF | IETF Work Finances Reputation Legal Community | Board | Rare | Major | High | <ul style="list-style-type: none">• Dedicated in-house communications expertise• <i>Visible processes underway to tackle major reputational vulnerabilities.</i> | Q3 2024 | Rare | Minor | Low | None |
| 3.5 | Licensing dispute with IETF Trust (IPMC) | Finances Services Reputation Legal Suppliers | Board | Rare | Extreme | High | <ul style="list-style-type: none">• Regular, open communication• <i>Irrevocable license agreement</i> | Q2 2025 | Target is to reduce the likelihood to below rare so that this risk no longer needs to be tracked in this table. | | | |

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| 4 | SOURCE: MANAGEMENT | | | | | | | | |
|-----|--|---|-------|------|----------|--------|---|-------------------------------|-------------------|
| 4.1 | Non-compliance with employment or business legislation | Financial Reputation Legal Staff | ED | Rare | Minor | Low | <ul style="list-style-type: none"> Specialist legal and financial advice Compliance reviews from legal counsel Appropriate policies | Mitigated as much as required | None |
| 4.2 | Failure to manage expenditure within budget / Errors in budget assumptions | Financial Services Community Suppliers Staff | ED | Rare | Minor | Low | <ul style="list-style-type: none"> Open budget approval process Financial reporting Regular audit Regular strategic planning Delegation policy | Mitigated as much as required | None |
| 4.3 | Internal fraud | Financial Services Reputation Community Staff | ED | Rare | Moderate | Medium | <ul style="list-style-type: none"> Delegation policy Annual financial Audit Access controls Bank consolidation | Mitigated as much as required | None |
| 4.4 | Money paid out in external fraud | Financial Services Reputation Community Staff | ED | Rare | Moderate | Medium | <ul style="list-style-type: none"> Delegation policy Access controls Security aware culture | Mitigated as much as required | None |
| | Abrupt, unplanned exit of key executive | Financial Reputation Legal Community Staff | Board | Rare | Moderate | Medium | <ul style="list-style-type: none"> Code of Conduct policy Conflict of Interest policy Whistleblower policy | Mitigated as much as required | 360° review of ED |

Risks below Rare:

- Long-term or unrecoverable failure of an administrative SaaS system.