Operational Tools advisory Group (OTAG) -   
Terms Of Reference

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| --- |
| Purpose of this Document  The purpose of this document is to set out the Terms of Reference, composition and operating arrangements of the Operational Tools Advisory Group (OTAG).  <If the group was previously known under another name, provide a brief description of the change and when the change occurred. For example “The group was previously known as the XXXX. At its meeting on [DATE], the Executive Board agreed that the group be renamed the New Name Group.”> |

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**Document Log**

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| **Version Number** | **Approval Date** | **Approved by** | **Amendment** |
| 1.0 |  | First draft |  |
| 2.0 |  |  |  |
| 3.0 |  |  |  |
| 4.0 |  |  |  |

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# Title

* The name of the group is Operations Tools Advisory Group.

# Definitions

<OPTIONAL – include an explanation of terms and abbreviations used within the policy and procedure.>

|  |  |
| --- | --- |
| **Word/Term** | **Definition** |
| OTAG | Operational Tools Advisory Groups |
| RT | Request Tracker |
| OSCT | Operational Security Coordination Team |
| RAG | Resource Allocation Group |

# Purpose and Responsibilities

<MANDATORY – Provide a brief summary of the responsibilities, purpose and powers of the group, followed by any further detail (under numbered headings) that is needed>.

The <Name of Group> (“the Group”) has been established to <eg. provide advice and recommendations to EGI for policy development and management in … >.

The OTAG mandate is to manage the development and evolution of operational tools in response to new scenarios and feedback from its users – primarily the NGI/EIRO Operation Centres and the EGI.eu Operations Team. New requirements are collected and prioritised, and ongoing development, testing and release activities are reported. OTAG provides a forum to discuss the future evolution of the operations tools and to agree tool roadmaps that meet the expressed needs of the EGI community. It has representation from the tool users, and the software product teams (both for operational tools and relevant middleware components) located within or external to the project. (EGI-InSPIRE Proposal)

# Authority

* The Group is authorized by the EGI.eu Council through the EGI.eu Executive Board to investigate any activity within its Terms of Reference. The EGI.eu Council and the EGI.eu Executive Board are the governing bodies of the Group.

Don’t know what to put in here

# Composition

* The group is composed by representatives from the operation community, from the middleware developers and from the JRA1 activity

## Membership

<MANDATORY - List of members. Indicate if they are elected or appointed or ex officio. If elected, indicate the eligibility of members and how voting will be conducted. Terms of office should be clearly stated.>

|  |  |  |
| --- | --- | --- |
| **Name** | **Type of Appointment** | **Term of Office** |
| D.Cesini | Appointed | Chair |
| Javier Lopez Cacheiro | appointed | Acc portal developers representative |
| T. Antoni | appointed | EGI Helpdesk developer |
| H. Dres | appointed | EGI Helpdesk developer |
| G. Grein | appointed | EGI Helpdesk developers |
| G. Mathieu | appointed | Acc repository and gocdb developer |
| D. Horat | appointed | SAM-myEGI developer |
| E. Imamagic | appointed | SAM-NCG developer |
| Guillaume Cessieux | appointed | Network monitoring tools representative |
| Mario Reale | appointed | Network monitoring tools representative |
| C. l'Orphelin | appointed | Operation portal developer |
| C. Triantafyllidis | appointed | Security monitoring |
| D. Kouri | appointed | Security monitoring |
| M. Baumgartner | appointed | Austria NGI representative |
| J. Shiers, M. Girone (deputy) | appointed | CERN representative |
| E. Imamagic | appointed | Croatia NGI representative |
| A. Balla | appointed | Cyprus NGI representative |
| M. Ruda | appointed | Czech Republic NGI representative |
| H. Cordier | appointed | France NGI representative |
| A. Poschlad | appointed | Germany NGI representative |
| K. Koumantaros | appointed | Greece NGI representative |
| J. Walsh | appointed | Ireland NGI representative |
| G. Misurelli | appointed | Italy NGI representative |
| E. Znots | appointed | Latvia NGI representative |
| M. Radecki | appointed | Poland NGI representative |
| A. Balaz | appointed | Serbia NGI representative |
| C. Fernandez | appointed | Spain NGI representative |
| C. Witzig | appointed | Switzerland NGI representative |
| H. Bayindir | appointed | Turkey NGI representative |
| C. Devereux | appointed | UK NGI representative |
| J. Gordon | appointed | UK NGI representative |
| Mingchao Ma | appointed | OSCT representative |
| R. Rumler | appointed | RAG representative |
| F. Schaer | appointed | RAG representative |
| T. Szepieniec | appointed | RAG representative |
| M. Krakowian | appointed | ROD representative |
| M. Radecki | appointed | ROD representative |

## Chair

<MANDATORY - State how the Chair will be appointed (e.g., election, appointment, ex officio). If elected, indicate the eligibility for election as Chair and who is eligible to vote for the Chair and how voting will be conducted. Include a statement of expected duties to be performed by the Chair, together with term of office.

e.g.:

### Duties

The duties of the OTAG Chair include:

* Ensuring that the Group meets the various demands placed on it to produce and maintain … policy and advice. This will include negotiation with EGI management, members of the Group and other stakeholders to agree priorities and timelines commensurate with the effort available to the Group
* Running the Group meetings and ensuring that minutes are taken and published
* Act as general point of contact for the Group
* Ensuring that the produced documents are presented for approval and adoption and that once approved these are published and made available in the document repository
* Scheduling meetings and notifying group members;
* Inviting specialists to attend meetings when required
* Guiding the meeting according to the agenda and time available
* Ensuring all discussion items end with a decision, action or definite outcome
* Review and approve the draft minutes before distribution

### Term of Office

No decided yet. I suppose until the end of the project, but I’d leave the AMB or PMB to decide on the chair appointment.

### Method of Appointment

I don’t know if there was any discussion on the chair appointment at some project levels. But I think that the partner in charge of the wp7 leadership (INFN/IGI) appointed the Chair.

## Secretary

* A Secretary of OTAG is not required to assist the Chair in running the Group at the present stage. The Chair reserves the right to ask assistance from an OTAG Secretary at later stages of the project if needed. In particular it will be probably needed in order to organize face to face meetings.

### Duties

Duties of the Secretary (when required) include:

* Assisting with the logistical details of meetings (be they face to face or phone/video)
* Taking minutes at OTAG meetings
* Assisting with the provision of, management and maintenance of document repositories and OTAG web(s) and wiki(s)

### Term of Office

* Determined by EGI.eu, but should be long enough (2 years?) to facilitate continuity of expertise.

### Method of Appointment

* The SPG Secretary (an ex-officio non-voting member of OTAG) should be a member of staff of EGI.eu and therefore is appointed by EGI.eu.

# Operating Procedures

* The Group deliberations happen by face to face meetings, phone/video conferences or via the Group mailing list.

## Communications and Meetings

* All the members of the Group must subscribe to the [OTAG@mailman.egi.eu](mailto:OTAG@mailman.egi.eu) mailing list and should use it as primary written communication channel.
* The Group will meet (face to face or phone/video) as often as the work requires but this will be at least twice per year.
* Where practicable, the agenda together with reports and documents that relate to the Group will be forwarded to members in sufficient time to enable consideration prior to meetings.
* A quorum of members must be present before a meeting can proceed. At least <<insert number>>% members must be present for the meeting to proceed.
* Accurate minutes will be kept of each meeting of the Group. The minutes of a meeting shall be submitted to group members for ratification at the next subsequent meeting of the Group.
* Editorial sub-groups will be created, as required, to make efficient progress on drafting and/or revising policy documents. The leader of such a group will decide how frequently this needs to meet.
* The group’s wiki page is <https://wiki.egi.eu/wiki/OTAG>. The Chair/Secretary should make sure that all the updates concerning the group’s meetings, agenda and minutes are posted on group’s Wiki page.

## Decision making

* Wherever possible, OTAG will arrive at proposed draft policy documents and/or advice by clear consensus, as determined by the Chair. A voting process will only start if consensus cannot be reached in a reasonable time or if at least three voting members of OTAG call for a vote
* The Chair does not vote, but has a casting vote in the event of a tie
* A vote during a face to face or phone/video meeting will only be valid if a quorum of at least 50% of the voting members is present. If this quorum is not available during the meeting, then voting can be carried out by e-mail.
* A decision is adopted if more than 50% of the voting members cast their vote for a proposed decision
* If the Group’s recommendations are adopted by majority vote, minority positions will be recorded and reported
* The Group may by majority decision refer matters for decision to the Director on issues where a consensus cannot be achieved.

## Reports

* The main output of the Group is to make and maintain a prioritized list of requirements for the operational tools developments.. Reports of OATG activities will be made via EGI-InSPIRE quarterly reporting and, where possible, annually to the wider EGI community at the annual EGI technical forum or similar event. Moreover the activity progress will be tracked using the egi.eu RT tracking system.
* Reports from currently active OTAG editorial sub-groups or other task forces will be required to the main OTAG at least quarterly.

# Evaluation

<Describe the process for annual evaluation of the performance of the Group; e.g.

* The Group will produce an annual report to the Governing Body, in line with best practice that will be defined, which sets out how the Group has met its Terms of Reference during the preceding year.
* The minutes if the group will be formally recorded and available to the Governing Body.

>

# Related Material

<OPTIONAL – insert details of related material such as Statutes, Regulations, Policies or Procedures that directly relate to this Group’s composition or operations>

|  |  |  |
| --- | --- | --- |
| **Name** | **Location** | **Document Type** |
| OTAG wiki on egi.eu | https://wiki.egi.eu/wiki/OTAG | Web pages |
| OTAG Mandate | https://edms.cern.ch/file/1055303/2/OTAG\_mandate\_v1\_1.pdf | Pdf file |

# Amendment

* These Terms of Reference can be amended by mutual agreement of the Group Members through consultation and consensus. The amendments must be approved by the Governing Body.
* The Group will review its Terms of Reference on an annual basis as a minimum.

The present Terms of Reference enters into force with immediate effect.

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Dr. S. Newhouse

EGI.eu Director