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).

I. COPYRIGHT NOTICE

II. DOCUMENT LOG

Version	Approval Date	Approved By	Amendment
1	03/01/2011	EGI.eu Executive Board	Initial version

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1 TITLE

The name of the group is Operations Tools Advisory Group ("OTAG", hereafter also referred to as "the Group").

2 DEFINITIONS

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

3 PURPOSE AND RESPONSIBILITIES

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.
- Collect and prioritise new requirements and report on ongoing development, testing and release activities
- Provide 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.

4 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 Group will comply with the Policy Development Process [R1]
- The EGI.eu Council and the EGI.eu Executive Board are the governing bodies of the Group

5 COMPOSITION

The group is composed by representatives from the operation community, from the middleware developers and from the Operations tools activity.

5.1 Membership

- 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).
- Each participant and associate participant of EGI.eu is entitled to nominate one voting member of OTAG
- Each tools development team is entitled to nominate one voting member of OTAG
- Chief Operation Officer (COO) is a voting member
- User community will be represented by three (3) voting members.

- In addition to the voting members, OTAG should also aim to include non-voting members in its deliberations from other stakeholders, including m/w developers.
- Each voting member is entitled to nominate a deputy. A deputy can only vote if the full member is not available
- The membership is not fixed. Additional voting and non-voting members are determined by the Chair in consultation with the management of EGI.eu.
- The list of members and deputies is maintained on the OTAG wiki (see Section 6.2)

5.2 Chair

5.2.1 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

5.2.2 Term of Office

The Terms of the Office is unlimited.

5.2.3 Method of Appointment

The EGI.eu Director appoints the Chair.

5.3 Secretary

A Secretary of OTAG is required to assist the Chair in running the Group.

5.3.1 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)

5.3.2 Term of Office

The Terms of the Office is unlimited.

5.3.3 Method of Appointment

The OTAG Secretary (an ex-officio non-voting member of OTAG) should be a member of staff of EGI.eu and is appointed by the EGI.eu Policy Development Manager upon the Chair request.

6 OPERATING PROCEDURES

- The Group deliberations happen by face-to-face meetings, phone/video conferences or via the Group mailing list.
- The topics and issues to be addressed can be specified either by EGI management or by SPG itself.
- Any stakeholder of EGI also has the right to suggest topics for new policies and procedures or old policies and procedures which in their opinion need revision. These requests should be submitted to the Chair of SPG who will discuss with SPG during a subsequent meeting of the group. The decision whether to accept this request or not will be recorded in the minutes of the meeting and feedback will be provided to the original requestor.

6.1 Communications and Meetings

- All the members of the Group must subscribe to the mailing list and should use it as primary written communication channel (see Section 6.2)
- 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 50% 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 they need to meet
- 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

6.2 Communication Channels

Communication channel	Reference
The Group mailing list	OTAG@mailman.egi.eu
Web page on EGI.eu website	http://egi.eu/policy/internal/Operational_Tools_Advisory_Group_OTAG.html
Main wiki page	https://wiki.egi.eu/wiki/OTAG
Members	https://wiki.egi.eu/wiki/OTAG:Members

Meetings and minutes	https://wiki.egi.eu/wiki/OTAG:Meetings
Documents	https://wiki.egi.eu/wiki/OTAG:Documents

6.3 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.

6.4 Reports

- The main output of the Group is to make and maintain a prioritized list of requirements for the operational tools developments. Reports of OTAG 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.

7 EVALUATION

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 of the group will be formally recorded and available to the Governing Body.

8 RELATED MATERIAL

Name	Location
[R1] EGI.eu Policy Development Process	https://documents.egi.eu/document/169
[R2] OTAG Mandate	https://edms.cern.ch/file/1055303/2/OTAG_mandate_v1_1.pdf
[R3] EGI-InSPIRE Description of Work	https://documents.egi.eu/document/10

9 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.

Steven Newhouse

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Dr. S. Newhouse
EGI.eu Director