T ECHNOLOGY C OORDINATION B OARD (TCB) – T ERMS O F R EFERENCE

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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 Technology Coordination Board (TCB).

I. COPYRIGHT NOTICE

II. DOCUMENT LOG

Version	Approval Date	Approved By	Amendment
1	10/05/2012	EGI.eu Executive Board	Initial version

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1 TITLE

The name of the group is Technology Coordination Board ("TCB", hereafter also referred to as "the Group").

2 DEFINITIONS

Word/Term	Definition
DMSU	Deployed Middleware Support Unit

3 PURPOSE AND RESPONSIBILITIES

The TCB provides the focus for the technologies that will be used within the EGI production infrastructure to deliver distributed computing services for the research communities. To support this goal it will:

- Prioritise requirements from the operations and end-user communities relating to their functional needs and behaviour of the EGI production infrastructure
- Develop a technology roadmap for EGI that will be implemented through its Unified Middleware Distribution (UMD)
- Source in components UMD through bi-lateral relationships with technology providers in the community
- Define generic or component specific criteria relating to the acceptance of new software releases from these technology providers
- Ensure a supply of software components that meet the needs of the operations and end-user communities within EGI
- Serve as appointed escalation and resolution body of any technology or technical process related disputes [R2]

TCB does not formally approve or adopt policies or advice; this is the responsibility of the EGI.eu Executive Board and the appropriate management bodies of the NGIs [R1].

3.1 Appointment of a Task Force

- The Group may appoint a Task Force. Each appointment of a Task Force must be accompanied by a written mandate that includes purpose and responsibilities, the list of deliverables that shall be produced (with delivery dates), and the duration of the appointment.
- Each Task Force must be appointed by a majority vote of the Group. The Group appoints the members of a Task Force.
- A Task Force that is appointed by the Group shall keep minutes of its meetings. The minutes shall be made available to the Group as soon as possible.
- The Task Force shall report to the Group upon request by any member of the Group.

4 AUTHORITY

- The Group is authorized by the EGI Council through the EGI.eu Executive Board for establishing relationship with the technology providers that deliver components for deployment onto the EGI production infrastructure.
- The Group will comply with the Policy Development Process [R1]

- The EGI Council and the EGI.eu Executive Board are the governing bodies of the Group

5 COMPOSITION

5.1 Membership

The membership of the group is not fixed, particularly the representation of Technology Providers.

5.1.1 General membership

General membership is determined by a specific function, i.e. one representative plus deputy per stakeholder. The voting right is bound to the stakeholder representative and may be executed by the deputy only if the representative is not present at a meeting.

Additionally, any chair and co-chair of an appointed Task Force (see section 3.1) will be automatically become members of the TCB for the lifespan of the Task Force. A Task Force is not a stakeholder, and therefore will not have voting rights.

Group Membership is recorded in the TCB wiki (see section 6.2), and will automatically come with a subscription to the TCB mailing list. The converse is not true, i.e. anyone may be subscribed to the TCB mailing list for practical purposes, but that does not imply any TCB membership. The TCB chair will advise the TCB of any new subscription requests and will consult with the TCB members before approving or rejecting them.

5.1.2 Technology Provider membership

The representation from Technology Providers will vary over time as the technology used within the production infrastructure changes. There are two criteria relating to the selection of Technology Provider:

- They must have an established collaborative relationship with EGI. This is generally expressed in a Memorandum of Understanding (MoU)
- They are delivering, or have agreed to deliver, components into the EGI Technology Roadmap (software which may enter UMD). This will have been specified in a Service Level Agreement (SLA). SLA will be signed between EGI.eu and the technology provider in order for the technical provider to be eligible for the membership of TCB.

5.2 Chair

The Chair will be the EGI.eu CTO.

5.2.1 Duties

The Chair will be responsible for calling and running regular meeting and polling the membership for agenda items. Regular agenda items will include:

- Updates to the EGI Technology Roadmap and its primary component, i.e., the Unified Middleware Distribution Roadmap.
- Review and prioritisation of requirements from the Operations and End-User communities within EGI.
- To review and define activity within the scope of the technology unit

Materials for the agenda points will indicate if the item is informational or is designed to lead to decision.

5.2.2 Term of Office

The term of office is unlimited.

5.2.3 Method of Appointment

The CTO is an employee of EGI.eu appointed through EGI.eu's employment procedures.

5.3 Secretary

A technical secretary will be provided by the EGI.eu Strategy and Policy Team.

5.3.1 Duties

The secretariat will support the Chair in:
- Preparation of the agenda
- Meeting logistics
- Preparation and development of policy papers
- Taking and distribution of meeting minutes within 10 working days after the meeting.

5.3.2 Term of Office

The term of office is unlimited.

5.3.3 Method of Appointment

A secretary will be appointed by the Strategy and Policy Team.

6 OPERATING PROCEDURES

- The topics and issues to be addressed can be specified either by EGI.eu management or by TCB 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 TCB who will discuss with TCB 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.
- The Group deliberations happen by face-to-face meetings, phone/video conferences or via the Group mailing list.

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 TCB will meet every 4-6 weeks. Where practicable, the agenda together with reports and documents that relate to the meeting will be forwarded to members at least 1 week in advance of the meeting

- A quorum of members must be present before a meeting can proceed. At least 50% + 1 of the voting members must be present for the meeting to proceed
- Accurate minutes will be kept of the major discussion points and the decisions reached at each meeting of the TCB. The minutes of a meeting shall be distributed to the group within a week of the meeting
- 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 (see Section 6.2)

6.2 Communication Channels

Communication channel	Reference
The Group mailing list	TCB-discuss@mailman.egi.eu
Web page on EGI.eu website	http://egi.eu/policy/internal/Technology_Coordination_Board_TCB.html
Main wiki page	https://wiki.egi.eu/wiki/TCB
Members	https://wiki.egi.eu/wiki/TCB:Members
Meetings and minutes	https://wiki.egi.eu/wiki/TCB:Meetings
Documents	https://wiki.egi.eu/wiki/TCB:Documents

6.3 Decision making

- Wherever possible, the Group will arrive at proposed draft recommendations 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 one third of voting members of the Group call for a vote
- Two-thirds of the voting members need to be represented for voting to take place
- 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

Written reports will be provided in advance of the meeting from the:
- DMSU Team leader: maintenance interactions that have been undertaken with the external software providers
- EGI Software Repository: the releases that have been contributed to the repository from the community and their current status
- Criteria Definition: the refinements that have been made to the quality criteria as a result of feedback from the user, operations or provider communities
- Criteria Validation: how the criteria have been applied to the delivered releases and the effectiveness of the software developers in meeting these criteria
- CTO: other actions not covered in previous reports

7 EVALUATION

At regular intervals the effectiveness of the technology providers in meeting the published generic or component specific quality criteria will be assessed. As will the effectiveness of the criteria in being assessed.

8 RELATED MATERIAL

Name	Location
[R1] EGI.eu Policy Development Process	https://documents.egi.eu/document/169
[R2] Service Level Agreement with a Software Provider	https://documents.egi.eu/document/212

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