



# TECHNOLOGY COORDINATION BOARD (TCB) – 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 Technology Coordination Board (TCB).



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## II. DOCUMENT LOG

| Version | Approval Date | Approved By            | Amendment       |
|---------|---------------|------------------------|-----------------|
| 1       | 03/01/2011    | EGI.eu Executive Board | Initial version |
| 2       | 10/05/2012    | EGI.eu Executive Board | Second version  |
| 3       | 05/07/2013    | EGI.eu Executive Board | Third version   |
| 4       |               | EGI.eu Executive Board | Fourth 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   |
|---------------------|--|
| Technology Provider | A Technology Provider is a stakeholder in the technical EGI e-Infrastructure coordination activity. A Technology Provider may act as a <i>Platform Integrator</i> by assembling already existing tools and Services into a consistent, coherent, self-sufficient and integrated set of components (a platform), as a <i>Product Team</i> by providing an arguably large single product through mainly software development activity as a single-component platform, or even an a small, loosely coordinated voluntary group (e.g. bound only by common contributions to a single Open Source product or component) |
| Product Manager     | A Product Manager is an appointed role conducting activities of <i>Product Management</i> . Frequently, this includes overseeing activities such as product development, marketing, competition analysis, and alignment with the product sponsor’s business goals, spanning the whole product lifecycle.   |

## 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, the TCB will carry out strategic activities, such as:

- Provide a collaboration platform for EGI e-Infrastructure providers, consumers of EGI’s e-Infrastructure, and Technology Providers supplying software for providers and consumers
- Coordinate technology evolution and insertion across platforms deployed in the EGI production infrastructure
- Act as a liaison hub to connect with Research Infrastructure technology coordinators

The Technology Coordination Board as a coordination group within EGI will oversee and coordinate IT Service Management activities according to EGI’s Service Management Policy [R5]. In particular, the TCB is responsible for the following processes c.f. section 6.4):

- Supplier Relationship Management (SUPP)
- Configuration Management (CONFM)
- Change Management (CHM)
- Release & Deployment Management (RDM)

The 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].



## 4 AUTHORITY

- The Group is authorized by the EGI Council through the EGI.eu Executive Board for establishing relationships with the Technology Providers that deliver components for deployment onto the EGI production infrastructure.
- The Group is authorised by the EGI Council through the EGI.eu Executive Board for using its budget freely for the advancement of its strategic goals, for budgets that are allocated to the Group.
- 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 (see below). Any individual member of the TCB may assume multiple memberships (commonly referred to: “wearing multiple hats”) provided that:

- Any potential conflict of interest is prevented, or announced prior to assuming additional roles
- Contributions to the TCB (e.g. discussion comments) are clearly indicated for which role they were given

TCB membership by way of function comprises of:

- The TCB chair
- Representative for each Technology Provider
- EGI.eu Product Managers for identified EGI Platforms
- OMB chair
- UCB chair

*Ex officio* membership in the TCB comprises of:

- Process owners if any of EGI’s ITSM processes (SPM, SLM, SRM, SCAM, CAPM, ISM, CRM, SUPPM, ISRM, PM, CONFM, CHM, RDM, CSI – see [R5] for details)
- Chairs for TCB-appointed Task Forces (see below)
- Product managers (from within EGI, or affiliated with a Technology Provider) for named Configuration Items (see below)

#### 5.1.1 General membership

Membership, by way of function or *ex officio*, is determined as described above. One delegate, and one deputy represent each membership in the TCB.

Group Membership is recorded in the TCB wiki (see section **Error! Reference source not found.**), 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. Technology Providers need to meet two criteria before they may become a member of the TCB:

- A written commitment statement detailing the intention and rationale of the participation in the Technology Coordination Board. Such a statement may take the form of a Letter of Intent as it is used in academia (in contrast to legal Letter of Intents), a Memorandum of Understanding (MoU) describing binding milestones for either party, or any other documentation EGI considers appropriate on a case-by-case basis.
- They are delivering, or have agreed to deliver, components for inclusion in the EGI production infrastructure. This will have been specified in a Service Level Agreement (SLA) accommodating the needs of both EGI the Technology Provider supplying EGI. For any avoidance of doubt SLAs between Technology Providers and EGI infrastructure consumers are out of scope.

Technology Provider membership in the in the TCB is limited; if any of the criteria mentioned above cease to be met, membership in the TCB will end with immediate effect.

### 5.1.3 Method of appointment

Any member of the TCB can initiate and propose a new Technology Provider member of the TCB. The decision about inclusion of new Technology Providers in TCB membership will be based on consensus. The decision about new member will be made at latest at the next TCB meeting from meeting the proposal was made.

## 5.2 Chair

The Chair will be appointed by the EGI.eu Director.

### 5.2.1 Duties

The Chair will be responsible for calling and running regular meetings and polling the membership for agenda items. Regular agenda items will include, but not limited to:

- Updates to the EGI Technology Roadmap and its primary components, the technology roadmaps for the EGI Platforms
- Review and prioritisation of requirements brought to the attention of the Group through the membership Product Managers
- Nominate a note taker at the beginning of each meeting that records minutes and circulate for approval within 5 working days

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.

## 6 OPERATING PROCEDURES

### 6.1 Communications and Meetings

- 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.
- 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 approximately every 12 weeks via conference call services provided by EGI.eu. 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
- The TCB will organise F2F meetings, and open Technology meetings co-located with large EGI conferences.
- The TCB may organise a yearly open workshop, inviting the technology coordinators of all known Research Infrastructures, to exchange expectations, requirements, and plans.
- If any TCB representative or deputy fails to attend two face-to-face meetings or three consecutive meetings, whether being face-to-face or conference call attendance, the Secretary will inform the Chair regarding the nonattendance. It is the decision of the Chair to ask the concerned TCB members to provide clarification regarding the lack of attendance within 5 working days, or to undertake alternative actions
- 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. Minute taking will be managed using a rota system.
- The Chair 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)

#### 6.1.1 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 is not foreseen for the Technology Coordination Board.
- The Group may by majority decision refer matters for decision to the EGI.eu Director on issues where a consensus cannot be achieved

### 6.2 Communication Channels

| Communication channel  | Reference   |
|------------------------|---|
| The Group mailing list | <a href="mailto:TCB-discuss@mailman.egi.eu">TCB-discuss@mailman.egi.eu</a>  |
| Web page on            | <a href="http://egi.eu/about/policy/groups/Technology%20Coordination%20Board%20TCB.html">http://egi.eu/about/policy/groups/Technology Coordination Board TCB.html</a> |

|                      |   |
|----------------------|---|
| EGI.eu website       |   |
| Main wiki page       | <a href="https://wiki.egi.eu/wiki/TCB">https://wiki.egi.eu/wiki/TCB</a>                     |
| Members              | <a href="https://wiki.egi.eu/wiki/TCB:Members">https://wiki.egi.eu/wiki/TCB:Members</a>     |
| Meetings and minutes | <a href="https://wiki.egi.eu/wiki/TCB:Meetings">https://wiki.egi.eu/wiki/TCB:Meetings</a>   |
| Documents            | <a href="https://wiki.egi.eu/wiki/TCB:Documents">https://wiki.egi.eu/wiki/TCB:Documents</a> |

### 6.3 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 decision of the Group. The Group appoints the members including chair and deputy 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.
- The Task Force chair is automatically *ex officio* member of the Technology Coordination Board.
- With taking a majority decision the Group may close down a Task Force prematurely if the Task Force does not comply with the mandate.

### 6.4 Alignment with EGI Service Management Policy

The TCB will comply with the EGI Service Management Policy [R5]. Figure 1 provides an overview of the fourteen EGI Service Management owns and their alignment with key EGI coordination boards. In particular, the TCB will govern:

- Supplier Management (SUPP)
- Configuration Management (CONFM)
- Change Management (CHM)
- Release and Deployment Management (RDM)

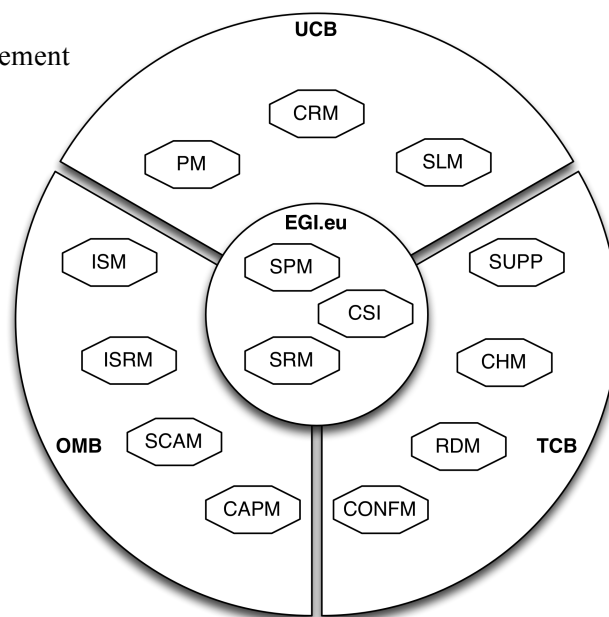


Figure 1: EGI Service Management processes overview





#### 6.4.1 Supplier Relationship Management (SUPP)

A supplier in the sense of this procedure is any Technology Provider supplying EGI with software or IT services which EGI is deploying in its production infrastructure. For any avoidance of doubt, this also includes IT services that are maintained, deployed and operated by Service Providers within or external to EGI. Details of the EGI Supplier Relationship Management procedure are available in the EGI wiki [R6].

The process manager of the SUPP procedure is *ex officio* member of the TCB.

#### 6.4.2 Release and Deployment Management (RDM)

Software that is deployed and operated by EGI (as part of one of the EGI platforms) will be subject to the Release and Deployment Management procedure. This implies that the software will also undergo UMD acceptance testing processes, unless documented otherwise. Details of the EGI Release and Deployment Management procedure are available in the EGI wiki [R7].

The Technology Coordination Board fulfils its responsibility for the RDM process by delegating process management and process team membership to the UMD Release Team [R4].

The process manager of the RDM procedure is *ex officio* member of the TCB.

#### 6.4.3 Change Management

Change Management applies to all Configuration Items (CI) recorded in EGI's CMDB (see below). CIs may comprise entire software Platforms, IT services, or individual integration packages. Details of the EGI Change Management process are available in the EGI wiki [R8].

The process manager of the RDM procedure is *ex officio* member of the TCB.

#### 6.4.4 Configuration Management (CONFM)

Configuration Management in EGI needs to take into account the distributed and federated nature of the EGI production infrastructure. Consequently, there will be no single Configuration Management Database (CMDB), but a distributed implementation instead. The scope of the primary CMDB is to:

- Define and maintain the principal EGI Platform architecture (first level decomposition).
- Determine which platforms are in scope for CONFM at the TCB level, and define and manage these as Configuration Items (CI).
- Each Platform CI will be further decomposed into principal services, which in turn will be managed as CIs (second level decomposition).
- Interfaces that a platform exposes for external integration must be documented. Where required, software implementing such interfaces that is shared among EGI resource providers may be identified and managed as CIs themselves. (Fourth level decomposition)
- References to remote, distributed CMDBs complement the principal CMDB, providing any further levels of decomposition.

For each CI documented in the principal CMDB, a Product Manager is *ex officio* member of the TCB.

The process manager of the CONFM is *ex officio* member of the TCB.



## 7 EVALUATION

At regular intervals the effectiveness of the Technology Providers will be assessed by means of IT Service Management across all Technology Providers. The assessments will be made public after presentation at a TCB meeting (whether F2F or by phone conference).

## 8 REFERENCES AND RELATED MATERIAL

| Reference | Name & Location   |
|-----------|---|
| [R1]      | EGI.eu Policy Development Process,<br><a href="https://documents.egi.eu/document/169">https://documents.egi.eu/document/169</a>   |
| [R2]      | Service Level Agreement with a Software Provider,<br><a href="https://documents.egi.eu/document/212">https://documents.egi.eu/document/212</a>  |
| [R3]      | Post-EMI/IGE support for Technology Providers,<br><a href="https://documents.egi.eu/document/1499">https://documents.egi.eu/document/1499</a>   |
| [R4]      | UMD Release Team Terms of Reference<br><a href="https://documents.egi.eu/document/1618">https://documents.egi.eu/document/1618</a>  |
| [R5]      | EGI ITSM Service Management Policy,<br><a href="https://wiki.egi.eu/w/index.php?title=EGI_ITSM&amp;oldid=70823">https://wiki.egi.eu/w/index.php?title=EGI_ITSM&amp;oldid=70823</a>    |
| [R6]      | EGI Supplier Relationship Management,<br><a href="https://wiki.egi.eu/wiki/EGI_Supplier_Relationship_Management">https://wiki.egi.eu/wiki/EGI_Supplier_Relationship_Management</a>    |
| [R7]      | EGI Release and Deployment Management,<br><a href="https://wiki.egi.eu/wiki/EGI_Release_%26_Deployment_Management">https://wiki.egi.eu/wiki/EGI_Release_%26_Deployment_Management</a> |
| [R8]      | EGI Change Management,<br><a href="https://wiki.egi.eu/wiki/EGI_Change_Management">https://wiki.egi.eu/wiki/EGI_Change_Management</a>   |

## 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 EGI.eu Director and EGI.eu Executive Board. 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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Yannick Legré  
EGI.eu Director



## 10 AMENDMENT LOG

This section provides background material and further non-binding details about changes made to the document. It is intended to provide the reader with additional information to better understand the history of the document.

### 10.1 Revision changes from v3 to v4

#### 10.1.1 TCB work lunch on Thursday, 25 September 2014

The following key points were recorded during the meeting and form the basis of a number of document revisions leading to the approval of the 4<sup>th</sup> edition of the TCB Terms of Reference:

1. The TCB should be the forum where the Technology Providers (TPs) share their roadmaps with each other.
2. The place where TPs meet Service Providers (e.g. about operation issues)
3. Finding new customers and learning about their requirements is where EGI and the TCB should help the TPs
4. TCB should overlook the UMD Release Team (URT)
5. Minimum requirements for TCB membership should be developed. Probably in the form of technical requirements (e.g. TP's product must implement/connect to platform/service X, Y, Z)
6. The email membership must be reviewed based on the minimum requirements; include e.g. FedCloud connector developers
7. TCB should be a forum to promote new technologies
8. The TCB should define platform/solution/technology boundaries
9. Propose to organise an open TCB workshop (e.g. once a year) with the technology coordinators of Research Infrastructure (RI) as guests. At these events we can report and synchronise our plans, and can exchange requirements and expectations
10. The TCB should spawn working groups when needed based on identified needs and gaps (these WGs would be focussed and limited in time)
11. The TCB should coordinate the participation of TPs in pilot activities where EGI is involved (particularly in EGI-Engage with joint pilots with EUDAT and RIs)
12. The TCB should bring requirements from the long-tail to the TPs
13. The TCB should promote participation of the TPs in related groups, such as RDA
14. TCB should meet with 3 month frequency in the form of teleconferences.
15. Organise Open and F2F meetings at EGI Conferences (see related point above)