



TECHNOLOGY COORDINATION BOARD (TCB) – TERMS OF REFERENCE

Document identifier	EGI-TCB-TOR-109-V20
Document Link	https://documents.egi.eu/document/109
Last Modified	05/07/2013
Approval Version	3
Policy Group Acronym	TCB
Policy Group Name	Technology Coordination Board
Contact Person	Steven Newhouse (EGI.eu)
Document Status	FINAL
Approved by	EGI.eu Executive Board
Approved Date	05/07/2013

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

This work by EGI.eu is licensed under a Creative Commons Attribution 3.0 Unported License (see a copy of the license at <http://creativecommons.org/licenses/by/3.0>). This license lets you remix, tweak, and build upon this work, and although your new works must acknowledge EGI.eu, you do not have to license your derivative works on the same terms. Reproductions or derivative works must be attributed by attaching the following reference to the copied elements: “Based on work by EGI.eu used with permission under a CC-BY 3.0 license (source work URL: specify if known)”.

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



TABLE OF CONTENTS

1	Title	4
2	Definitions	4
3	Purpose and Responsibilities.....	4
3.1	Appointment of a Task Force	5
4	Authority	5
5	Composition	5
5.1	Membership	5
5.1.1	General membership.....	5
5.1.2	Technology Provider membership	6
5.2	Chair.....	6
5.2.1	Duties.....	6
5.2.2	Term of Office.....	6
5.2.3	Method of Appointment	6
6	Operating Procedures.....	7
6.1	Communications and Meetings.....	7
6.2	Communication Channels.....	7
6.3	Decision making	8
7	Evaluation	8
8	Related Material.....	8
9	Amendment.....	8



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 an external 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 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 person (from within a Technology Provider) 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. In this context, the Product Manager is the strategic, senior representative of a Technology Provider associated with EGI through the TCB.

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:

- Prioritise requirements impacting e-Infrastructure providers and consumers on a European or worldwide level
- Discuss technology insertion plans for enabling and/or invasive technologies
- Discuss E-Infrastructure capabilities
- Harmonise and coordinate roadmaps from EGI Platforms and Community Platforms that integrate with one or more EGI Platforms, which will provide a framework for concrete release plans and schedules dealt with at the UMD Release Team
- Service management activities related to service level agreements with Platform Integrators and Product Teams.
- Serves as appointed board of escalation and arbitration for the UMD Release Team (URT) [R4]

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].



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.
- The Group may close down a Task Force prematurely if the Task Force does not comply with the mandate

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. The membership consists of:

- EGI.eu CTO (Chair) and deputy
- EGI.eu Product Managers (including deputies) for EGI Platforms
- Technology Provider Product Managers (including deputies) for Community Platforms
- Chair of appointed Task Forces (including co-chairs)
- COO (including deputy)
- CCO (including deputy)

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.

For EGI.eu, Product Managers (including deputies) will be appointed membership *ex officio* for the EGI Platforms (currently, EGI Core Infrastructure Platform, EGI Cloud Infrastructure Platform, and EGI Collaboration Platform).

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.



Any member of TCB can initiate and propose a new member of TCB. The decision about inclusion of new member 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.

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 three criteria relating to the selection of Technology Provider:

- A written commitment statement detailing the intention and rationale of collaborating with EGI; it may take the form of a Letter of Intent as it is used in academia (in contrast to legal Letter of Intents)
- An established formalised collaborative relationship with EGI. This is generally expressed in a Memorandum of Understanding (MoU) describing binding milestones for either party
- 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

Adhering to either criterion may award Technology Providers membership in the Group. The TCB may define, document and apply specific applicability procedures to the selection criteria.

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 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

- 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 approximately every 12 weeks seeking to but not constricted by alternate face-to-face meetings and phone conferences. 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
- 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
- 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 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/about/policy/groups/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

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 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
[R3] Post-EMI/IGE support for Technology Providers	https://documents.egi.eu/document/1499
[R4] UMD Release Team Terms of Reference	https://documents.egi.eu/document/1618

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.



Dr. S. Newhouse
EGI.eu Director