TECHNOLOGY COORDINATION BOARD (TCB)

TERMS OF REFERENCE

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Contact Person	Diego Scardaci – EGI Technical Solutions Lead – diego.scardaci@egi.eu
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DOCUMENT LOG

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TERMINOLOGY

A complete project glossary is provided at the following page: http://www.egi.eu/about/glossary/

Contents

1 Title

The name of the group is Technology Coordination Board, abbreviated "TCB" and hereafter referred to as "the Group".

2 Definitions

EGI Glossary: https://wiki.egi.eu/wiki/Glossary_V3

3 Purpose and Responsibilities

The TCB ("the Group") has been established to coordinate the identification, testing, validation, adoption, provisioning, and decommissioning of existing and future technologies relevant to the delivery of the EGI Service Portfolio.

Specific responsibilities include:

- The appointment of technical area coordinators in different ICT domains relevant to the EGI Service Portfolio.

- The definition and maintenance of the EGI Federation technical plan, defining the EGI Federation service architecture, the technical specifications of the EGI portfolio services and their interoperability guidelines in collaboration with working groups, technology providers, service providers and user communities.

- The setup and coordination of working groups contributing to the definition of the technical plan in specific areas relevant to the EGI service portfolio.

- The consultation with relevant stakeholders for any matter that concerns the EGI technical plan, through face to face meetings and online channels (webinars, surveys, etc.).

- The liaison with external e-Infrastructures and research infrastructures on matters concerns the adoption, integration with and evolution of the technical solutions adopted by the EGI service portfolio.

- The advice to the Executive Board and the Council.

The Group contributes to IT Service Management activities according to EGI's Service Management Policy [R1].

4 Authority

- The Group is authorised 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 service portfolio, and with collaborating user communities, e-Infrastructures and research infrastructures on matters that concern the EGI Technical Plan.

- The Group is authorised by the EGI Council through the EGI.eu Executive Board for the advancement of its strategic goals through the budgets that are allocated to the Group.

- The Group reports to the EGI Council and the EGI.eu Executive Board.

5 Composition

5.1 Membership

The Group includes:

- The EGI Foundation Technical Solutions Lead (Chair)

- The EGI Foundation Community Support Lead (ex officio member)

- The EGI Foundation Service Delivery and Information Security Lead (ex officio member)

- The SSB Chair (ex officio member)

- The Area Coordinators

- TCB Working Group Coordinators

Experts can be invited to participate in the meetings. A request for experts including the rationale, needs to be sent via e-mail to the Group Chair.

Members are appointed on an individual basis. They do not represent their organization or product team. Area coordinators and working group coordinators are appointed by consensus.

5.2 Chair

The Chair is the Technical Solution Lead at the EGI Foundation.

5.2.1 Duties

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

- Updates to the EGI Technical Plan and the EGI technical architecture.

- Reports from the Working Groups coordinators.

- User requirement and satisfaction analysis and gap identification.

- Review and prioritisation of the activities of the Working Groups.

A note taker is appointed at the beginning of each meeting.

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.

6 Operating Procedures

6.1 Communications and Meetings

- The topics and issues to be addressed can be specified either by EGI Foundation management or by Group itself.

- 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 6.3)

- The Group will meet approximately every 12 weeks via conference call services provided by the EGI Foundation. 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

- Accurate minutes will be kept of the major discussion points and the decisions reached at each meeting of the Group. 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.

- Meeting agendas, minutes, and actions accessible online to the members (see Section 6.3).

- The Group regularly consults with relevant stakeholders through online means such as surveys and webinars, and in physical meetings.

6.2 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 Executive Board on issues where a consensus cannot be achieved.

6.3 Communication Channels

Communication channel	Reference
The Group mailing list	TCB-discuss@mailman.egi.eu
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

6.4 Working Groups

The objective of each Working Group (WG) is driving the technical evolution of the EGI Federation in the technical area(s) identified in the WG mandate.

6.4.1 Working Group responsibilities

To fulfil its aims, each WG will carry out the following activities:

- Perform a technology scouting to identify available technical solutions in the technical area(s) specified in the WG mandate.

- Deal with user communities to gather requirements and recurrent use cases.

- Identify gaps of the current solutions with a focus on those from the technology providers participating in the WG.

- Discuss and plan enhancements for technical providers to fulfil the identified gaps.

- Setup pilots to assess solutions identified by the WG.

6.4.2 Working Group composition

Each WG is composed of representatives of:

- User community experts: which will have a forum to present their requirements and use cases and to test and validate the services in the scope of the WG.

- Technology and Service Provider representatives: which may benefit of direct contacts with relevant and/or large communities to drive the evolution of their services.

- EGI infrastructure providers: which can deploy the solutions delivered in the context of the WG.

- Other experts that are deemed relevant to the working group mandate.

Members are appointed by the TCB on the proposal of the WG coordinator.

6.4.3 Procedure to create a Working Group

- All the members of the Group can suggest the creation of a new Working Group.

- The proposal to setup a new WG will be discussed during the next TCB meeting for approval.

- Each proposal to setup a new WG must be accompanied by a written mandate that includes purpose, responsibilities, expected outcomes and the duration of the mandate.

- The WG coordinator is appointed by the Group.

- The WG coordinator proposes to the TCB the initial WG members for discussion and decision.

- The WG shall periodically report to the TCB, at least 2 times per year, and upon request by any member of the Group.

7 References and Related Material

Reference	Name and Location
[R1]	EGI.eu Integrated Management System https://ims.egi.eu

8 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 Executive Board. The Group will review its Terms of Reference on an annual basis as a minimum.