



OPERATIONS MANAGEMENT BOARD (OMB) – 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 Operations Management Board (OMB).



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II. DOCUMENT LOG

Version Number	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 Management Board (“OMB”, hereafter also referred to as “the Group”).

2 DEFINITIONS

Word/Term	Definition
OMB	Operations Management Board
NGI	NGI is the acronym that stands for National Grid Initiative. In this document it is used to also refer to European International Research Organizations (EIROs) that provide resources to EGI.

3 PURPOSE AND RESPONSIBILITIES

The Operations Management Board (OMB) is an advisory body which develops strategy and technical priorities concerning the deployment and operation of the production infrastructure, oversees the status and progress of the global EGI operational services and of the NGI operational services. Responsibilities of the OMB are:

- to advise the EGI.eu Director on strategic and technical issues relating to the operation of the production infrastructure
- to identify possible or actual problem areas that are not being addressed and propose corrective actions
- to develop policies and procedures that require formal consensus from the NGI operations managers and their respective resource providers.
- to collect information and requirements from parties within the NGIs and EGI on the usage and take-up of the Grid middleware and operational tools, and bring this input to the Technical Coordination Board (TCB)
- to consolidate all requirements taking into consideration the needs and operational procedures of the NGIs and their sites
- to examine requirements from other parties within EGI (Virtual Research Communities - VRCs, external software provider, etc.) which will require changes to the operational procedures and tools, and to liaise with the User Community Board (UCB)
- to define work plans for the long-term development of the EGI operations. Detailed technical discussion and development of the operational tools is delegated to the Operational Tools Advisory Group (OTAG)
- OMB does not formally approve or adopt policies or procedures; this is the responsibility of the EGI.eu governing bodies [R1]

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

5.1 Membership

Membership of the Board consists of:

- Chief Operations Officer and his/her deputy (chairman)
- Operations managers of all NGIs that contribute resources to the EGI infrastructure. Groups of NGIs can be represented by a single operations manager if the respective NGIs wish to do so. The NGI operations manager is appointed in the OMB ex-officio by the respective NGI.
- Leaders of the Operations tasks
- Leaders of EGI operational global services
- Operational Tools activity manager and other experts who do not formally represent any constituency, can be invited to join OMB meetings when their contribution is relevant to the OMB agenda

The list of members and deputies is maintained on the OMB wiki (see Section 6.2).

5.2 Chair

The OMB Chair is the EGI.eu Chief Operations Officer (COO).

5.2.1 Duties

The duties of the Chair include:

- Ensuring that the OMB meets the various demands placed on it to produce and maintain policies, procedures and roadmaps. 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
- Scheduling and running the OMB meetings, and ensuring that minutes are taken and published
- Ensuring that technical task forces are created for particular topics and that these make good progress
- Act as general point of contact for the OMB
- Ensuring all discussion items end with a decision, action or definite outcome
- 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
- Reporting to the EGI.eu Director, the EGI.eu Executive Board and EGI.eu Council if requested, the TCB and UCB and EGI-InSPIRE activity and task leaders
- Inviting specialists to attend meetings when required according to the OMB agenda
- Guiding the meeting according to the agenda and time available
- Review and approve the draft minutes before distribution

5.2.2 Term of Office

The Term of Office is unlimited.



5.2.3 Method of appointment

The EGI.eu COO is appointed ex officio and the term of office is defined by the EGI.eu Executive Board.

5.3 Secretary

Minute taking is a duty assigned to an OMB Member on a voluntarily basis.

6 OPERATING PROCEDURES

- The topics and issues to be addressed can be specified either by EGI management or by OMB itself.
- Any stakeholder of EGI also has the right to suggest topics for new policies or old policies which in their opinion need revision. These requests should be submitted to the Chair of OMB who will discuss with OMB 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.
- OMB deliberations happen by face-to-face meetings, phone/video conferences or via the OMB 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 OMB meets on a monthly basis (usually on the last Tuesday of the month) and monthly meetings are supported by audio conferencing facilities. Face-to-face meetings are organized in co-location with other EGI events
- Where practicable, the agenda together with reports and documents that relate to the OMB 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 30% members must be present for the meeting to proceed.
- Accurate minutes will be kept of each meeting of the OMB. The minutes of a meeting shall be submitted to the OMB mailing list for ratification at the next subsequent meeting of the OMB
- The minutes if the group will be formally recorded and are available to the EGI.eu Director, EGI.eu Executive Board and EGI.eu Council. Minutes are publicly available to the EGI community at large
- 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	noc-managers@mailman.egi.eu
Web page on EGI.eu website	http://www.egi.eu/policy/internal/Operations_Management_Board_OMB.html
Main wiki page	https://wiki.egi.eu/wiki/OMB



Members	https://wiki.egi.eu/wiki/OMB:Members
Meetings and minutes	https://wiki.egi.eu/wiki/OMB:Meetings
Documents	https://wiki.egi.eu/wiki/OMB: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 OMB works by consensus.
- COO and NGI operations managers have the right to vote (one vote per NGI).
- 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 OMB reports will be produced on the status of EGI operational activities in written form through the EGI-InSPIRE project Quarterly Reports.

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] 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

Dr. S. Newhouse
EGI.eu Director