



# SECURITY COORDINATION GROUP (SCG) – 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 EGI Security Coordination Group (SPG).



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## II. DOCUMENT LOG

Version	Approval Date	Approved By	Amendment
1	03/01/2011	EGI.eu Executive Board	Initial version
2			Updated Chair



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## 1 TITLE

The name of the group is Security Coordination Group (“SCG”, hereafter also referred to as “the Group”).

## 2 DEFINITIONS

Word/Term	Definition
SCG	Security Coordination Group

## 3 PURPOSE AND RESPONSIBILITIES

The SCG brings together representatives of the various security functions within the EGI to ensure that there is coordination between the operational security, the security policy governing the use of the production infrastructure and the technology providers whose software is used within the production infrastructure. The group provides:

- Information exchange between the various security groups
- A coordinated response and planning to EGI on security issues

## 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

- The membership of the group is not fixed – in particular the representation from the technology providers will vary over time as the technology used within the production infrastructure changes. For a technology provider to be represented in this group they will be expected to designate a security contact to participate in the SCG.
- Each voting member will be entitled to nominate a deputy. A deputy can only vote if the full member is not available
- The list of members and deputies is maintained on the SCG wiki (see Section 6.2)

### 5.2 Chair

The Chair is the EGI.eu Chief Technical Officer (CTO) or their designate.

#### 5.2.1 Duties

The duties of the Chair include:

- Scheduling meetings and polling group members for agenda items
- Running the Group meetings according to the agenda and time available and ensuring that minutes are taken and published



- Ensuring all discussion items end with a decision, action or definite outcome
- Review and approve the draft minutes before distribution
- Inviting specialists to attend meetings when required by the Group
- Act as general point of contact for the Group
- 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 Policy Development task leader and others as required

### **5.2.2 Term of Office**

The term of office is unlimited.

### **5.2.3 Method of Appointment**

The CTO or their designate will be an employee of EGI.eu appointed through EGI.eu's employment procedures.

## **5.3 Secretary**

The EGI.eu Policy Development Team will provide a technical secretary.

### **5.3.1 Duties**

Duties of the Secretary include:

- Assisting with the logistical details of meetings (be they face to face or phone/video)
- Support agenda preparation
- Taking and distributing minutes at the Group meetings
- Preparation and development of policy paper
- Assisting with the provision of, management and maintenance of document repositories and SCG web(s) and wiki(s)

### **5.3.2 Term of Office**

The term of office is unlimited.

### **5.3.3 Method of Appointment**

The EGI.eu Policy Development Manager nominates the Secretary upon request by the Group chair.

## **6 OPERATING PROCEDURES**

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 SCG will meet approximately every 4 weeks. Each representative will provide a short written report (e.g. via email) at least 24hrs before the start of the meeting. The agenda for the meeting will be developed within the group at least 3 days in advance of the meeting. Minutes

will be kept of the meeting focusing on any identified coordination. These will be tracked from one meeting to the next. The minutes of a meeting shall be distributed to the group within a week of the meeting.

- A quorum of members must be present before a meeting can proceed. At least 50 % members must be present for the meeting to proceed.
- Where practicable, the agenda together with reports and documents that relate to the Group will be forwarded to members in sufficient time to enable consideration prior to meetings
- Accurate minutes will be kept of each meeting of the Group. The minutes of a meeting shall be submitted to group members for ratification at the next subsequent meeting of the Group.
- 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	SCG-discuss@mailman.egi.eu
Web page on EGI.eu website	<a href="http://egi.eu/policy/internal/Security_Coordination_Group_SCG.html">http://egi.eu/policy/internal/Security_Coordination_Group_SCG.html</a>
Main wiki page	<a href="https://wiki.egi.eu/wiki/SCG">https://wiki.egi.eu/wiki/SCG</a>
Members	<a href="https://wiki.egi.eu/wiki/SCG:Members">https://wiki.egi.eu/wiki/SCG:Members</a>
Meetings and minutes	<a href="https://wiki.egi.eu/wiki/SCG:Meetings">https://wiki.egi.eu/wiki/SCG:Meetings</a>
Documents	<a href="https://wiki.egi.eu/wiki/SCG:Documents">https://wiki.egi.eu/wiki/SCG:Documents</a>

## 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. Voting will take place with a simple majority.
- 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 each voting member summarising relevant activity in their area and identifying issues that may have impact on the other groups within the SCG. These reports will form part of the recorded minutes of the meeting.

## 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	<a href="https://documents.egi.eu/document/169">https://documents.egi.eu/document/169</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 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