



OPERATIONS AUTOMATION TEAM (OAT) – 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 Operations Automation Team (OAT).



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II. DOCUMENT LOG

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



TABLE OF CONTENTS

1	Title.....	4
2	Definitions.....	4
3	Purpose and Responsibilities.....	4
4	Authority.....	4
5	Composition.....	4
5.1	Membership.....	4
5.2	Chair	5
5.2.1	Duties	5
5.2.2	Term of Office	5
5.2.3	Method of Appointment	5
6	Operating Procedures.....	5
6.1	Communications and Meetings.....	5
6.2	Communication Channels	6
6.3	Decision making.....	6
7	Evaluation	6
8	Amendment	6



1 TITLE

The name of the group is Operations Automation Team (“OAT”, hereafter also referred to as “the Group”).

2 DEFINITIONS

Word/Term	Definition
OAT	Operations Automation Team

3 PURPOSE AND RESPONSIBILITIES

The mandate of the EGEE-III Operations Automation Team (OAT) has been modified in May 2010 after the end of the EGEE-III project. In EGEE-III OAT was responsible of tool development efforts carried out in the framework of the EGEE-III project. The scope of the new OAT is to facilitate cooperation between operational tool developers working in the framework of different projects, to ensure that tool development roadmaps are consistent and to harmonize development plans with the ultimate goal of preserving interoperation and ensure a consistent overall architectural model.

Responsibilities include:

- To regularly update the community of tool architects about the advancements in tool development, about development plans and the related milestones
- To jointly define integrated development plans, to make sure that interworking is preserved between mutually dependent tools
- To exchange information that is relevant to the entire community

4 AUTHORITY

The Group has no governing body being it a cross-project board. Each individual development team participating in OAT reports to the respective project. Each project participating in OAT has its own individual governance structure, which is out of the scope of this Terms of Reference.

5 COMPOSITION

5.1 Membership

- The OAT group is composed of operational tool architects. Each Product Team is typically represented by one or two persons. A non-exhaustive list of projects that are engaged in operational tool development or related development efforts, and that may be interested in contributing to OAT are: EGI-InSPIRE, EMI, OSG and WLCG
- OAT is inclusive and every tool that is of interest to the EGI operations community at large, can apply for membership
- The OAT group approves the membership request
- Members of the group are treated as individual experts who do not formally represent any constituency
- The list of members and deputies is maintained on the OAT wiki (see Section 6.2)



5.2 Chair

5.2.1 Duties

The duties of the Chair include:

- Running the Group meetings and ensuring that minutes are taken and published.
- Act as general point of contact for the Group
- Ensuring that the produced documents are presented for adoption and that these are published and made publicly available
- Participation in appropriate international standards bodies to encourage the definition of standards-based frameworks, best practice and to encourage the adoption of common standards
- Scheduling meetings and notifying group members
- Inviting specialists to attend meetings when required
- Guiding the meeting according to the agenda and time available
- Ensuring all discussion items end with a decision, action or definite outcome
- 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 OAT will select a Chair from within the membership of the OAT by consensus.

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 a group mailing list and should use it as primary written communication channel (see Section 6.2)
- The Chair should make sure that all the updates concerning the group's meetings, agenda and minutes are posted on related group's Wiki pages (see Section 6.2)
- The team meets every quarter and can meet more frequently depending on needs and open actions. Audio conferencing facilities are used for this purpose
- Face to face meetings can be planned as deemed necessary, if possible these will be co-located with major workshops and conferences
- 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
- A quorum of members must be present before a meeting can proceed. At least 50% members must be present for the meeting to proceed
- 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

6.2 Communication Channels

Communication channel	Reference
The Group mailing list	OAT-discuss@mailman.egi.eu
Web page on EGI.eu website	http://egi.eu/policy/internal/Operations_Automation_Team_OAT.html
Main wiki page	https://wiki.egi.eu/wiki/OAT
Members	https://wiki.egi.eu/wiki/OAT:Members
Meetings and minutes	https://wiki.egi.eu/wiki/OAT:Meetings
Documents	https://wiki.egi.eu/wiki/OAT: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
- 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

The Group will produce an annual report 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.

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 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.

Steven Newhouse

Dr. S. Newhouse
EGI.eu Director