



UMD RELEASE TEAM (URT) – 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 UMD Release Team (URT).



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II. DOCUMENT LOG

Version	Approval Date	Approved By	Amendment
1	05/07/2013	EGI.eu Executive Board	Initial version



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1 TITLE

The name of the group is UMD Release Team (“URT”, 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)
Release Manager	A Release Manager is an appointed person (from within the Technology Provider) that coordinates and orchestrates the release of a number of components and products originating from within the Technology Provider. The scope of the products and components can vary from entire platforms to single individual software libraries.

3 PURPOSE AND RESPONSIBILITIES

The URT provides coordination facilities for releases of software intended to be deployed on the EGI production infrastructure. To support this goal it will:

- Monitor and follow up issues and topics recorded and managed through the EGI Help Desk; this includes incidents & problem reports, requests for information, and feature requests written in the scope of single, identifiable components.
- Monitor and follow-up issues recorded and managed by the EGI Security Vulnerability Group (SVG) and its associated Risk Assessment Team (RAT) [R3]
- Coordinates release schedules across associated Technology Providers such that dependencies between Platforms and Products (where required) are respected.
- Ensure that release schedules adhere within reason to the Roadmaps coordinated by the TCB. Anticipated deviations, changes and delays will be reported back to the TCB for coordination and roadmap updates, where required.
- Coordinate software provisioning, whether direct EGI Software Provisioning or delegated to Technology Providers with the common goal of making platforms and components available in the EGI Software Repository (and its major component, the UMD).
- To assess and accept (or deny) Technology Provider software provisioning processes and documents, including Quality Assurance.
- To monitor and report to the TCB agreed and documented Key Performance Indicators (KPIs) pertaining to the EGI Software Provisioning process, or capturing the quality and effectiveness of the Technology Provider’s own (and accepted) provisioning process.
- Serve as escalation point and board of arbitration for disputes and conflicts pertaining to issues recorded in the Help Desk and vulnerability trackers managed by the SVG and RAT.

The URT 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].



4 AUTHORITY

The Technology Coordination Board (TCB) is the governing body 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:

- Chair (and deputy) from the EGI.eu Operations Team
- EGI.eu Release Managers (including deputies) for EGI Platforms
- Technology Provider Release Managers (including deputies) for Community Platforms
- Chair of relevant TCB Task Forces (including co-chairs)
- COO (including deputy)
- CCO (including deputy)
- DMSU Team leader
- EGI Software Repository representative
- Criteria Definition representative
- Criteria Validation representative

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, release managers (including their deputies) of specific products that are part of EGI platforms (e.g. the EGI Core Infrastructure Platform) will be appointed membership of the Group.

Additionally, any member of a Task Force appointed by the TCB may be awarded membership in the URT, where required.

Group Membership is recorded in the URT wiki (see section 6.2), and will automatically come with a subscription to the URT mailing list. The converse is not true, i.e. anyone may be subscribed to the URT mailing list for practical purposes, but that does not imply any URT membership. The URT chair will advise the URT of any new subscription requests and will consult with the URT 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 – in accordance and synchronous to the membership in the TCB.

Technology Providers will be represented by Release Managers and (optionally) by a deputy. Representation in the TCB and the URT for a single Technology Provider may be provided by the same person. Cross-Technology Provider representation by a single person is considered unacceptable.

5.2 Chair

The Chair will be appointed by the EGI.eu COO from the EGI.eu Operations Team.



5.2.1 Duties

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

- Updates to release schedules of specific products included in the EGI Platforms
- Updates to release schedules of Community Platforms provided by Technology providers
- 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 Chair 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 by EGI.eu management, the TCB or by URT itself.
- 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 URT will meet every month. 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
- 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 URT. The minutes of a meeting shall be distributed to the group within a week of the meeting
- 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	URT-discuss@mailman.egi.eu
Web page on EGI.eu website	http://www.egi.eu/about/policy/groups/UMD_Release_Team_URT.html
Main wiki page	https://wiki.egi.eu/wiki/URT
Members	https://wiki.egi.eu/wiki/URT:Members

Meetings and minutes	https://wiki.egi.eu/wiki/URT:Meetings
Documents	https://wiki.egi.eu/wiki/URT: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

6.4 Reports

Written reports, when requested by the Chair, will be provided in advance of the meeting from the:

- DMSU Team leader: maintenance interactions that have been undertaken with the external software providers
- EGI Software Repository: the releases that have been contributed to the repository from the community and their current status
- Criteria Definition: the refinements that have been made to the quality criteria as a result of feedback from the user, operations or provider communities
- Criteria Validation: how the criteria have been applied to the delivered releases and the effectiveness of the software developers in meeting these criteria
- Release Managers of Products included in the EGI Platforms

7 EVALUATION

At regular intervals the effectiveness of the technology providers in meeting the published generic or component specific quality criteria will be assessed, as will the effectiveness of the criteria in being assessed.

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] EGI Software Vulnerability Group	http://www.egi.eu/about/policy/groups/Software_Vulnerability_Group_SVG.html



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.

Steven Newhouse

Dr. S. Newhouse
EGI.eu Director