EGI.eu

POLICY DEVELOPMENT PROCESS (PDP)

Document identifier	EGI-PDT-PDP-V1
Document Link	https://documents.egi.eu/document/169
Last Modified	23/12/2010
Version	1
Policy Group Acronym	PDT
Policy Group Name	Policy development team
Contact Person	Damir Marinovic/EGI.eu Sergio Andreozzi/EGI.eu
Document Type	Policy
Document Status	FINAL
Approved by	EGI.eu Executive Board
Approved Date	03/01/2011

Abstract:

This document describes the EGI Policy Development Process (PDP), outlining how policies and procedures relating to the pan-European Grid Infrastructure are developed by and for the EGI community. Policy Development Paper governs all EGI policies and procedures. All participants in policy development process are expected to read and follow PDP and all policies and procedures must be developed under the guidelines described herein. All policies and procedures should be approved, reviewed and maintained in accordance with PDP. The PDP is in compliance with EGI.eu Statutes.

_____

TABLE OF CONTENTS

I. COPYRIGHT NOTICE

II. DOCUMENT LOG

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

_____

1 INTRODUCTION

This document describes the Policy Development Process (PDP) used within EGI for policy documents and procedures. In simple terms, a PDP can be described as Policy about policy. The purpose of this policy is to provide a strategic policy framework for the creation and revision of all EGI.eu policies and procedures.

Having an explicit PDP in the form of policy development document is crucial to improve the quality of policies and procedures. With a defined and clear policy development process, all actors know the standards that must be met at each stage of the process, before a policy and procedure can be implemented. In addition, this knowledge enables EGI stakeholders to judge the effectiveness of specific policy activities within policy group by having a clear picture whether they meet PDP requirements. In return, it will create incentives on policy actors to ensure policy development processes are effective and efficient. The purpose of this paper is to:

- formalise a process of interaction between the participants in the policy development process
- provide clearness at every stage of the policy development process
- clarify the responsibilities of participants and accountabilities of policy groups and actors in the process
- provide opportunities for input from stakeholders
- encourage proactive consideration of key policy issues within EGI community
- provide opportunities to evaluate and review policies and procedures
- implement quality requirements for stakeholders in order to be bound to the best common policy development practices
- provide fairness in EGI policy development process so that stakeholders are treated with respect to the level of responsibilities they have
- provide consistency by making sure that all policies and procedures are treated in a similar fashion
- encourage efficiency and reduction of policy implementation time by laying out policy development rules ahead of time
- prevent potential issues and conflicts

From the governance viewpoint, the PDP further elucidates the EGI.eu Governance model (already defined in EGI.eu Statutes) and its relationship with the EGI-InSPIRE project. Furthermore, it clarifies and implements the EGI.eu Statutes by creating a direct strategic policy link between the Statutes and the policy group activities.

The absence of a PDP would affect the EGI.eu's ability to operate effectively and to maintain sustainable and operational policy framework on behalf of the EGI community, furthermore, it would cause confusion and unauthorized creation and approval of policies. Therefore, effective policy activities require a clear PDP that is supported by the entire EGI community. The adoption of the PDP will help to ensure the integrity of the EGI.eu and provide a sound foundation for the effective work of the EGIs policy groups. To conclude, because the development of the EGI policies and procedures is a non-trivial task, the existence of the PDP is testament to the commitment of EGI.eu to professionalism.

_____

2 ACRONYMS

Acronym	Full Name
AMB	Activity Management Board
MOU	Memorandum of Understanding
OAT	Operations Automation Team
OMB	Operations Management Board
OTAG	Operational Tools Advisory Group
PDT	Policy Development Team
PDP	Policy Development Process
PDM	Policy Development Manager
PMB	Project Management Board
SCG	Security Policy Group
SPG	Security Policy Group
SVG	Software Vulnerability Group
TCB	Technology Coordination Board
TOR	Terms of Reference
UCB	User Community Board
USAG	User Services Advisory Group

3 TERMINOLOGY

Policies or Policy

For the purpose of this document, the terms "Policies" or "Policy" refer to the clear, formal and mandatory statements and positions of general nature adopted by the EGI.eu governance bodies for issues relevant to the EGI community.

Procedures or Procedure

For the purpose of this document, the terms "Procedures" or "Procedure" refer to the step by step written and approved specification of how to complete a specific task or process. Procedures are designed to achieve a uniform approach in compliance with EGI.eu policies followed by EGI

_____

community (e.g., trainer accreditation procedure in EGI). Procedures specify who does what and when.[1]

EGI Council and EGI.eu Executive Board

For the purpose of this document, the terms "EGI Council" or "EGI.eu Executive Board" refer to the definition provided in the EGI.eu Statutes [R1].

Policy group(s)

For the purpose of this document, the terms "Policy Groups" or "Policy Group" refer to an EGI body created to define policies and procedures within a specific functional area. EGI.eu has identified five functional areas: technology, user community, operations, security and administration and has established policy groups in four specific functional areas as follows:

1. Technology
   a. Technology Coordination Board (TCB)
2. Operations
   a. Operations Management Board (OMB)
   b. Operational Tools Advisory Group (OTAG)
   c. Operations Automation Team (OAT)
3. User Community
   a. User Community Board (UCB)
   b. User Services Advisory Group (USAG)
4. Security
   a. Security Policy Group (SPG)
   b. Software Vulnerability Group (SVG)
   c. Security Coordination Group (SCG)

 Additional groups and task forces will be established as required

Stakeholders

For the purpose of this document, the term "Stakeholders" refers to those actors in policy development process directly affected by a policy or procedure, including those responsible for drafting, development, implementation and review. Stakeholders must be consulted during development or revision of the policy and its associated procedures. Key stakeholders are the EGI policy groups, Director, EGI.eu Executive Board, EGI Council, EGI-InSPIRE Project Management Board and Policy Development Team. Indirectly, NGIs, EIROs, user communities, software product teams, technology providers are also considered as stakeholders since they are members of policy groups.

Policy owner

For the purpose of this document, the term "Policy Owner" refers to the policy group responsible for drafting the policy or procedure and guiding them through the defined policy development process. In the most cases, a group chair or his deputy will be formally representing the policy group and nominally be defined as a policy owner.

4 APPLICATION AREA

This PDP is applicable to all policies and procedures that will persist beyond the end of the project. Thus, such policies and procedures will be focus of this paper. There are two main outputs coming from the EGI community over the next 4 years:

1. formal milestones and deliverables that are part of the EGI-InSPIRE project and other projects

---

[1] Procedures provide a platform for implementing the consistency needed to decrease process variation, which increases procedure control. Decreasing process variation is how we eliminate waste and increase performance.

_____

2. documents and decisions relating to the EGI activities in administration, security, technical, operational or user community activities that persist beyond or outside any single project

Defining the PDP for the EGI community is a challenging task, having in mind complexity and multi-layer nature of EGI environment. At the same time, the EGI.eu organization and the EGI-InSPIRE project are running, hence, multiple tracks of European Grid infrastructure may cause some ambiguities as to who own the decision making process for these two areas.

The governance of the two contexts is closely intermixed and intertwined, hence, both the approval processes and formal outputs are connected. On one side, the EGI-InSPIRE Project Management Board (PMB) has the opportunity to react to EGI.eu policy proposals.[2] Correspondingly, the EGI.eu Executive Board has the opportunity to respond on EGI-InSPIRE milestones and deliverables.[3] In this way, we make sure that EGI governance has the full information and opportunity to review input from any project that it is associated with.

The PDP starts from the policy proposals submitted by the specific policy group, followed by the review phase and approval, until the evaluation and regular formal review of the existing policies and procedures. The PDP is applicable to the policies and procedures related to the EGI.eu activities. Detailed procedures about review and approval process of milestones and deliverables are out of the scope of PDP. They are described in EGI-InSPIRE Quality Plan and Project Metrics [R2].

The PDP separately describes drafting, review and approval process for the policies and for procedures. Before starting to draft certain formal output, each policy group should identify whether the formal output belongs to the category of policy or procedure. Having in mind the importance of this initial step, group chairs together with the PDT will properly identify the output category. In addition, the PDP describes drafting, review and approval procedure for the MOUs.

The PDP will not deal with the internal decision making process within groups. Therefore, the first phase of drafting the policy proposal will be out of scope of the PDP. However, the PDT has established general and minimum standards that need to be met by all policy groups. These standards are created according to the best policy development practices having in mind the specifics of policy development in EGI environment [R3].

5   PRINCIPLES

EGI policy development process is built upon the following fundamental principles:

1. It is **open** to all stakeholders and actors within the EGI community and follows an established **participatory process** of collaboration. Interested parties concerned with the EGI.eu policy development are welcome to contact the relevant policy groups and in agreement with them take part in their policy discussions
2. The process is **transparent**. Policy and procedure discussions and policy and procedure papers are archived and available through the EGI document repository to all interested parties and stakeholders
3. Whenever possible, policy and procedure document approval will be based on **consensus**

_____

[2] See Section 4.1.3.

[3] For the general overview of EGI-InSPIRE review and approval process see Annex 3

_____

6   DOCUMENT MANAGEMENT

6.1   Document Repository

All policy and procedure documents that form an official output of the EGI.eu as will be placed in the document repository to provide a managed central location for all material. Procedures can also be maintained as wiki pages. The following templates are available:

Table 1 - Templates for Policy/Procedure documents

Template Name	Document URL
Policy/Procedure document template	https://documents.egi.eu/document/59
Procedure wiki page template	https://wiki.egi.eu/wiki/PDT:Procedure_Template
Policy/Procedure review form	https://documents.egi.eu/document/161
Terms of Reference (TOR) template	https://documents.egi.eu/document/63
Memorandum of Understanding (MOU) template	https://documents.egi.eu/document/87

Once logged into the document repository using your account (accounts are linked to the EGI single sign on system – SSO – which can be used to generate an account and password) follow the 'Create or change documents or other information' link to reserve a document number, or upload a draft of the document. In case of procedures as wiki page, create a new page reserved to the procedure.

6.2   Naming Conventions

Filenames must use the following format in order to link any item back to other versions placed in the document repository. The filename format is:

- For documents issued by policy groups:
  - EGI-<GROUPID>-<SHORTNAME>-<REPOSITORYID>-V<VERSION>
    - GROUPID: is the group acronym
    - SHORTNAME: is a mnemonic short string containing either keywords or a short name for the document
    - REPOSITORYID: repository ID number as assigned by the EGI document repository: https://documents.egi.eu/
    - VERSION: This is the version number generated by the document repository for the particular repository identifier.
- For MOU:
  - EGI-MOU-<PARTNERNAME>-<REPOSITORYID>-V<VERSION>
    - PARTNERNAME: is the name of the signing party
    - REPOSITORYID: repository ID number as assigned by the EGI document repository: https://documents.egi.eu/
    - VERSION: This is the version number generated by the document repository for the particular repository identifier.
- For procedures as wiki page:
  - URL structure: http://wiki.egi.eu/<GROUPID>:Procedure_<SHORTNAME>
    - GROUPID: is the group acronym

_____

_____

▪ SHORTNAME: is a mnemonic short string identifying the name of the procedure

6.3 Document Metadata

6.3.1 Word document

The first page of the document (along with the header and footer) contains metadata (marked in yellow) that need to be reviewed and completed:

- Title: a synthetic name identifying the subject of the policy or procedure document
- Document identifier: With a correctly formulated filename (see Section 6.2)
- Document link: The URL in the EGI document repository that provides access to the document
- Last modified: The last date the document was modified
- Version: The document version as assigned by the repository
- Policy Group Acronym
- Policy Group Name
- Contact Person: Contact Person should be nominal Policy Owner
- Document Status: This will move through the following states for milestones and deliverables:
    o DRAFT: work in progress within the group
    o REVIEW: document under internal review managed by the group
    o SUBMITTED: document submitted to TCB/OMB/UCB, EGI.eu Executive Board or other bodies in charge for approving the document
    o APPROVED: document approved by all the bodies
- Approved by: Enter the name of the EGI.eu Governing Bodies that approved document
- Approved Date: The date was document considered approved
- Policy Statement: A concise statement of the rationale for the policy or procedure, including if appropriate, reference to external regulations, further discussion. Summary (one paragraph) clearly stating the important content.

The document title must be repeated into the header and before submitting a new version to the document repository the date and filename fields in the header must be updated.

6.3.2 Wiki page

For procedures in wiki page, a template together with metadata is provided in Table 1.

6.4 Repository Metadata

When creating the entry in the document repository there are a number of compulsory metadata fields that need to be completed. These should be copied from the document metadata where duplicated:

- Title
- Abstract
- Keywords
- Notes and changes
- Media type; enter:

_____

   o   Document: A written document: i.e., deliverable, milestone, policy document, etc.
- Submitter: Select the person submitting the document.
- Authors: Select the people involved in writing significant portions of the document.
- View: Select the groups able to view the document. Documents that are drafts may be restricted to the groups/boards within the organisation that are working on the document. Documents that are complete must be marked public unless they are marked for distribution just inside the organisation.
- Modify: The 'office' group must me marked as able to modify the document.
- Topics: Select the topics relevant for the material. These will generally include 'EGI.eu', the work package or committee/board that the material is coming from, the material type (policy or procedure)

6.5 Content

All documents will be written in English and use the document formats described in the following section. In addition to the fields and sections already described in the document template, they may include, if required, one or more Annexes. References to external document and a Glossary to terms not listed on the website must be recorded.
- The correct capitalisation of the project name is EGI.eu.
- English date format must be used (DD/MM/YYYY) when required.

6.6 Formats and Tools

The following tools and formats will be recognised within the project:
- Word Processing: 'Word 97-2003 Format' allowing its use on MS Office on Windows/Mac and OpenOffice on Linux
- Spreadsheet: 'Excel 97-2003 Format' allowing the use of MS Office on Windows/Mac
- wiki.egi.eu

6.7 Publication

1. For the policy/procedures as Word documents, once the review process has been completed and approved by the EGI.eu responsible body, the policy owner will produce a document in PDF format and will upload it to the EGI document repository.
2. Policies, procedures and MOUs will also be linked in the Group wiki page.

7   POLICY REVIEW AND APPROVAL PROCESS

EGI.eu policy process puts stakeholders at the centre and focuses on policy issues which are dealt with in the policy groups. The drafting of policy proposal is responsibility of each policy group. Therefore, the PDP is not dealing with group's inner policy development and decision making process. All the formal outputs identified as a policy documents will pass through a formal review and approval process.

Policies or Policy refer to the clear, formal and mandatory statements and positions of general nature adopted by the EGI.eu governance bodies for issues relevant to the EGI community.

_____

7.1 Review

The review phase consists of three (3) different tracks depending on whether the policy document is relevant to one functional area or more. Thus, review phase is divided according to this criterion into:

1. Policy documents relevant to one functional area
2. Policy documents relevant to two or more functional areas
3. Security policy documents

In the review phase, a policy review form is used by the Boards [R6].

Policy document Relevant to One Functional Area

1. All policy outputs (positions that could persist beyond the end of the project) will be discussed and approved by the relevant board (User Community Board, Operations Management Board and Technology Coordination Board) within EGI that owns the particular issue, unless an area has been identified by the EGI Council or the EGI.eu Executive Board as being within their interest by Statutes, terms of reference, or other resolution.
2. The correct identification of policy outputs area will be performed by the policy owner together with the PDT.
3. The finished policy proposal shall be forwarded to the EGI.eu Director.

Policy Document Relevant to Two or Three Functional Areas

1. Policy proposals that cut across various functional areas will be reviewed by two or three Boards unless an area has been identified by the EGI Council or the EGI.eu Executive Board as being within their interest by Statutes, terms of reference, or other resolution.
2. The correct identification of policy outputs area will be performed by the policy owner together with the PDT.
3. The policy owner together with the PDT will identify whether policy proposal cut across two or more functional areas. In accordance with this, policy document will be reviewed with two or more Boards of relevant functional areas.
4. The policy proposal will be circulated to the relevant Boards by the policy owner for comments, input, and preliminary review. If no objections are raised within 5 working days from the submission, the policy proposal is considered accepted.
5. In case there are comments from other Board(s), the policy owner will collect, collate, and analyse them in order to make appropriate revisions. Comments provided should be substantial to the content of a policy proposal, and not of grammatical and stylistic nature. A record of them is maintained within the Policy review form of the policy group and should be available to the EGI community.
6. The policy owner will respond in writing to all Boards who submitted comments, input, and/or recommendations, indicating acceptance or rejection of their advice and reasons for the decision or action.
7. During the Review Phase, if a representative of the relevant Board(s) believes that their comments, input and recommendations have not been adequately considered, their first action should be to ask for a meeting with policy owner in order to raise the specific issue for consideration.

_____

8. If the consensus between policy owner and relevant Board(s) is reached, the policy owner concludes that the review process is over and forward final policy proposal for the EGI.eu Director's attention.

9. If the consensus cannot be reached between the involved Parties, Parties may agree to bring the matter to the attention of the EGI.eu Director, which will decide for or against current policy proposal made by the policy owner. The decision by the EGI.eu Director shall be final.

10. The involved Parties may agree to bring back the policy proposal to the policy group owner for further drafting and consideration. In this case, the policy development process starts from the first phase – drafting policy proposal within policy group that owns the proposal.

Security Policy Document

1. Security policy documents after the initial approval within Security area will be reviewed by all three (3) Boards (User Community Board, Operations Management Board and Technology Coordination Board) unless an area has been identified by the EGI Council or the EGI.eu Executive Board as being within their interest by Statutes, terms of reference, or other resolution.

2. The correct identification of policy outputs area will be performed by the policy owner together with the PDT.

3. The policy proposal will be circulated to the relevant Boards by the policy owner for comments, input, and preliminary review. If no objections are raised within 5 working days from the submission, the policy proposal is considered accepted.

4. In case there are comments from other Board(s), the policy owner will collect, collate, and analyse them in order to make appropriate revisions. Comments provided should be substantial to the content of a policy proposal, and not of grammatical and stylistic nature. A record of them is maintained within the Policy review form of the policy group and should be available to the EGI community.

5. The policy owner will respond in writing to all Boards who submitted comments, input, and/or recommendations, indicating acceptance or rejection of their advice and reasons for the decision or action.

6. During the Review Phase, if a representative of the relevant Board(s) believes that their comments, input and recommendations have not been adequately considered, their first action should be to ask for a meeting with policy owner to raise the specific issue for consideration.

7. If the consensus between policy groups is reached, the policy owner concludes that the review process is over and forwards the final policy proposal for the EGI.eu Director's attention.

8. If the consensus cannot be reached between the involved Parties, Parties may agree to bring the matter to the attention of the EGI.eu Director, which will decide for or against upholding the policy proposal made by the policy owner. The decision by the EGI.eu Director shall be final.

9. The involved Parties may agree to bring back the policy proposal to the policy group owner for further drafting and consideration. In that case, policy development process starts from the first phase – drafting policy proposal within policy group that owns the proposal.

7.2 Approval

1. The final policy proposal will be forwarded to the EGI.eu Director for the approval phase.

2. All policies will be circulated to the EGI.eu Executive Board. Unless there is an objection after 5 working days it will be considered that there is no objection to further distribution and

_____

a policy shall be considered as approved. Within the 5 working day timescale the EGI.eu Executive Board may decide to approve the policy, reject the policy, to discuss the proposed policy at a future meeting, or refer the policy to the EGI Council.

3. All policies will be circulated to the EGI-InSPIRE PMB. If no objections are raised within 5 working days from the submission, it will be considered that there is no objection to further distribution.

4. If the EGI.eu Director or other governing bodies have objections, consultation will start in order to reach a compromise. Consultation will not normally last more than 15 working days. If within this timeline consensus cannot be achieved, policy proposal will be referred back to the Policy owner for further drafting and discussion. EGI.eu Director or another EGI.eu Governing body will provide an explanation of why policy proposal was not approved and what needs to be done before it can be resubmitted.

5. A brief message should ideally be circulated to the EGI community about the expected compliance/impact to the new policy.[4] All policies will be recorded and made publicly available to the EGI Council and others.

8   PROCEDURE REVIEW AND APPROVAL PROCESS

Procedure(s) refer to a step by step written and approved specification of how to complete a specific task or process. A procedure may be defined by a policy group to implement a previously approved policy. Policy groups are responsible for the developing and approving of the formal outputs identified as procedures using the process described below:

1. All procedures will be discussed and approved within the relevant policy group within EGI.eu that owns the particular issue.

2. Procedures of the particular policy group that cut across various functional areas will be reviewed by the relevant Boards. If no objections are raised within 5 working days from the submission, the procedure proposal will be considered final and ready for further distribution.

3. In case there are comments from other Board(s), the policy owner will collect, collate, and analyse them in order to make appropriate revisions. Comments provided should be substantial to the content of a procedure proposal, and not of grammatical and stylistic nature. A record of them is maintained within the Procedure review form of the policy group and should be available to the EGI community.

4. The policy owner will respond in writing to all Boards who submitted comments, input, and/or recommendations, indicating acceptance or rejection of their advice and reasons for the decision or action.

5. During the Review Phase, if a representative of the relevant Board(s) believes that their comments, input and recommendations have not been adequately considered, their first action should be to ask for a meeting with policy owner to raise the specific issue for consideration.

6. If the consensus between policy groups is reached, the policy owner concludes that the review process is over and forward final procedure proposal for the EGI.eu Director's attention.

7. If the consensus cannot be reached between the involved Parties, Parties may agree to bring the matter to the attention of the EGI.eu Director, which will decide for or against upholding the procedure proposal. The decision by the EGI.eu Director shall be final.

8. The involved Parties may agree to bring back the procedure to the policy owner for further drafting and consideration.

---

[4] This is essential to widespread adoption, showing that new policy is the concern of the entire EGI community, and not the sole mandate and concern of a particular policy group.

_____

9. All procedures will be circulated to the EGI.eu Director. If no objections are raised within 5 working days from the submission, the procedure proposal will be considered approved and ready for further distribution.

10. If the EGI.eu Director has objections, consultation will start in order to reach a compromise. Consultation will not last more than 15 working days. If within this timeline consensus cannot be achieved, procedure proposal will be referred back to the Policy owner for further drafting and discussion. The EGI.eu Director will provide an explanation of why procedure proposal was not approved and what needs to be done before it can be resubmitted.

9   MOU REVIEW AND APPROVAL PROCESS

All the MOUs signed on behalf of EGI.eu will be governed by the review and approval process described in this document.[5] MoUs that refer to a specific collaboration with EGI-InSPIRE will be approved by the EGI-InSPIRE PMB. MoUs that may persist beyond the duration of the EGI-InSPIRE project will use the following procedure.

1. The PDT is the policy owner for all MOUs [R5].

2. The PDT will work together with relevant Board Chair or his deputy in order to draft a preliminary version of a MOU.

3. Final draft of a MOU will be completed in consultation with the EGI.eu Director who will approve the final draft.

4. The PDT and the EGI.eu Director will be involved in negotiation with other external Parties in order to define a final version of a MOU.

5. Final approval of the terms and conditions of a MOU will be verified by the EGI.eu Director who will sign two original versions.

10 POLICY IMPLEMENTATION

1. The policy implementation is concerned with ensuring an EGI community has the appropriate structures, processes and resources in place to enable the policy or procedure to become fully operational.

2. Adopted policy or procedure will be put into effect at latest two months from the day of the approval.

3. Should either stakeholder (e.g. NGI) encounter implementation problems, that stakeholder shall notify and consult with the Policy owner in a timely manner in order to minimise the negative impact of such problems in the implementation.

11 POLICY AND PROCEDURE REVISION

1. All policies will be formally revised every three (3) years from the approval date by the policy owner.[6]

2. All procedures will be formally revised every two (2) years from the approval date by the policy owner.[7]

---

[5] For the MOU review and approval process signed on behalf of EGI-InSPIRE see Annex 4.

[6] Policies of the EGI should be reviewed on a regular basis. Therefore, all the policy groups should review their policies in timely manner.

[7] Having in mind different nature of procedures as documents compared with policies, procedures should be reviewed more regularly than policies.

_____

3. Revision dates should be set on time in order to allow adequate period for changes and approvals processes by the concerned Board(s).

4. Any revision of a policy and procedure needs to go through the regular review and approval process as described for policies in Section 7.1 and for procedures in Section 8.

5. If the policy group concludes that there are no changes to policy, the Director will be informed.

12 ROLE OF THE POLICY DEVELOPMENT TEAM

1. The PDT will hold the primary responsibility for overseeing the EGI.eu's policy and administrative procedure processes.
2. The PDT, itself, does not draft, develop, approve or reject policies. There is one exception, the PDT is drafting and developing MOUs.
3. In each functional area, the appropriate policy development manager will assign a staff member to work in collaboration with policy groups, in order to:
   a) Co-ordinate processes within the functional area for the development, review and approval of a policy or procedure;
   b) Ensure that policies and procedures are brought forward for review according to a pre-determined review cycle described in PDP;
   c) Assist policy authors in drafting policy and procedure;
   d) Make sure that the formal output was properly identified as policy or procedure by the relevant policy group;
   e) Make sure that policies or procedures are identified as relevant in one or more functional areas;
   f) Make sure that procedures are in compliance with policies and that new policies and procedures do not overlap with the existing ones.
   g) Develop drafts of MOU together with relevant Board chair;
   h) Track the policy development process and provide any relevant statistics and analysis;
   i) Ensure consistency between official policies and procedures, and any other formal output and decision within functional area.

13 AMENDMENT TO THE PDP

1. The PDP may be amended[8] by the EGI.eu Director and/or EGI.eu Executive Board.
2. Amendment proposal may be initiated by one of the three Boards (UCB, OMB and TCB), Security Policy Group and Policy Development Team.
3. Amendments shall be valid only if authorized by the EGI.eu Director and/or Executive Board.
4. The Policy Development Team will formally review PDP on an annual basis as a minimum.

14 REFERENCES

R 1	EGI.eu Statutes - https://documents.egi.eu/document/18

---

[8] It is recognized that EGI.eu policy development process is a dynamic process and the circumstances of this complex and multi-layered environment can be significantly changed.

R 2	EGI-InSPIRE Quality Plan and Project Metrics - https://documents.egi.eu/document/33
R 3	EGI-InSPIRE Terms of Reference and Initial Composition of the Policy Related Groups within EGI.eu - https://documents.egi.eu/document/125
R 4	EGI.eu Policy Document Template - https://documents.egi.eu/document/59
R 5	MOU Template - https://documents.egi.eu/document/87
R 6	Policy and Procedure Review Form - https://documents.egi.eu/document/161
R 7	Terms of Reference (TOR) Template - https://documents.egi.eu/document/63

_____

The Policy Development Paper enters into force with immediate effect.

_____

Dr. S. Newhouse
EGI.eu Director

15 ANNEX 1 DIAGRAMS

Policy Proposal

One or Two/Three Functional Areas?

ONE

TWO/THREE

NO

YES

Consensus on Policy Proposal?

Objection by Director?

YES

Consensus on Policy Proposal?

NO

NO

YES

EGI.eu EB Decision to forward to EGI Council?

YES

YES

NO

NO

Forward to Director?

NO

Approved by EGI.eu EB?

YES

Approved by EGI.eu Council?

Policy

YES

NO
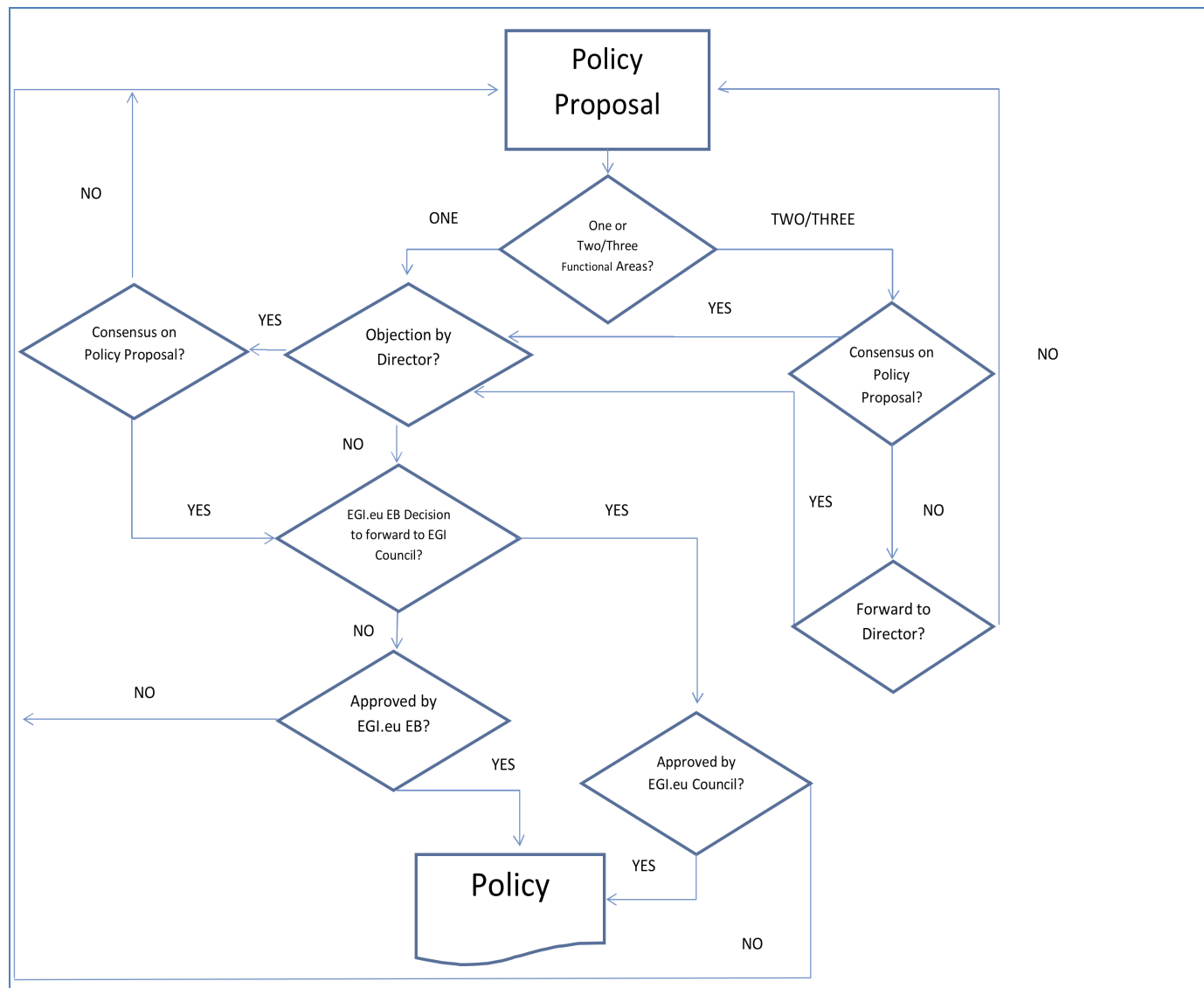
Figure 1 Process-based workflow for policy approval

```
                           ┌─────────────────┐
                           │   Procedure     │◄──────────────┐
              ┌──────────►│    proposal     │               │
              │            └────────┬────────┘               │
              │                     │                        │
              │                     ▼                        │
    NO        │              ╱ One or Two/Three ╲            │      NO
              │             ╱  Functional Areas? ╲           │
              │        ONE ◄       ╲         ╱      ► TWO/THREE
              │                     ╲       ╱                │
              │                      ╲     ╱                 │
              │                   YES │                 ╱ Consensus on ╲
              │                       │                ╱  Procedure    ╲
     ╱ Consensus on ╲       YES  ╱ Objection by ╲     ╲  Proposal?     ╱
    ╱  Procedure     ╲◄────────╱   Director?     ╲     ╲              ╱
    ╲  Proposal?     ╱          ╲               ╱       ╲    ╱
     ╲              ╱            ╲             ╱            │ NO
              │                   │       │                ▼
              │               NO  │      YES         ╱ Forward to ╲
              │                   │     ◄───────────╱   Director?  ╲
       YES    │                   ▼                  ╲            ╱
              │          ┌─────────────────┐
              └─────────►│   Procedure     │
                         └─────────────────┘
```
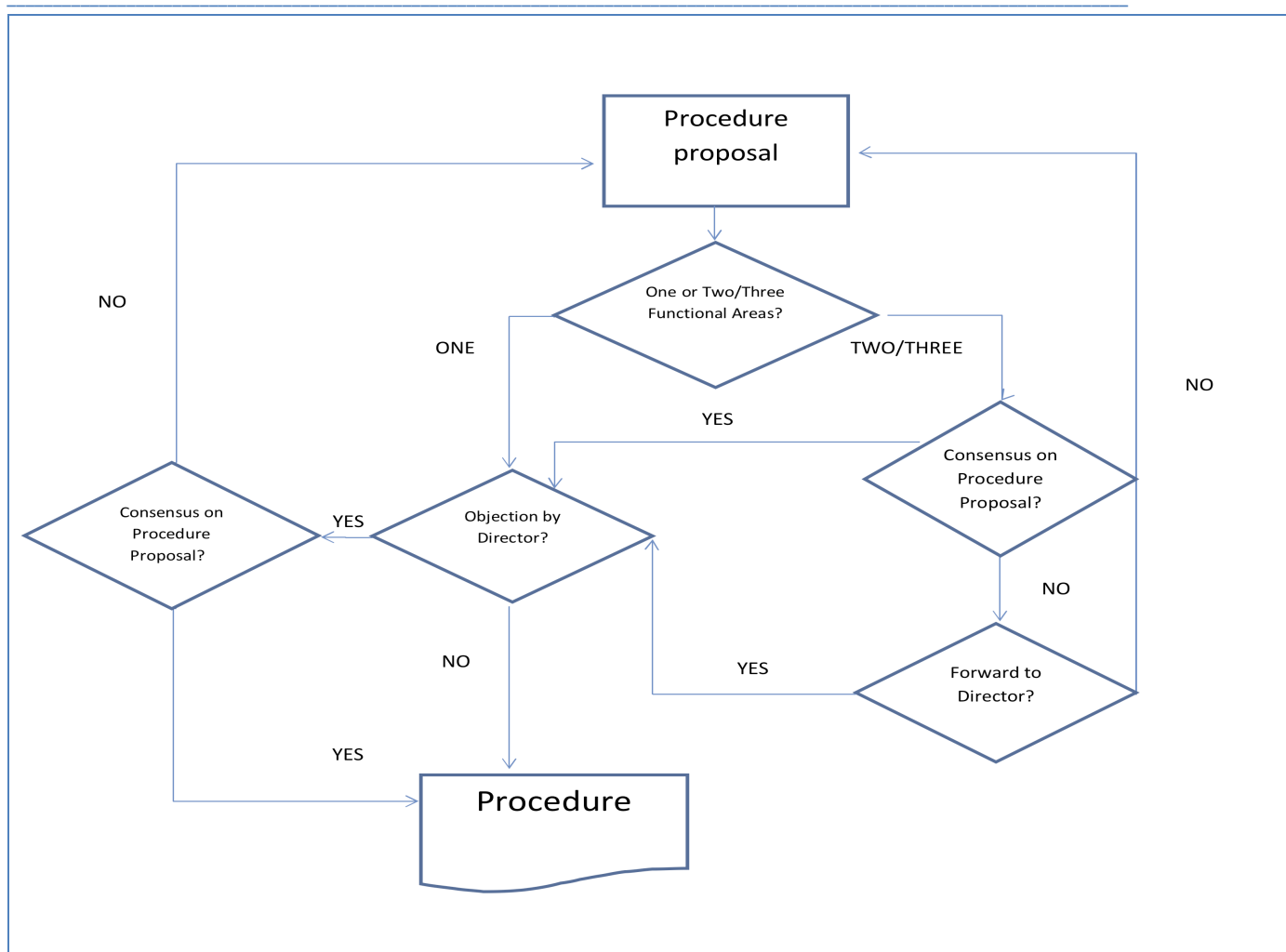
Figure 2 Process-based workflow for procedures approval
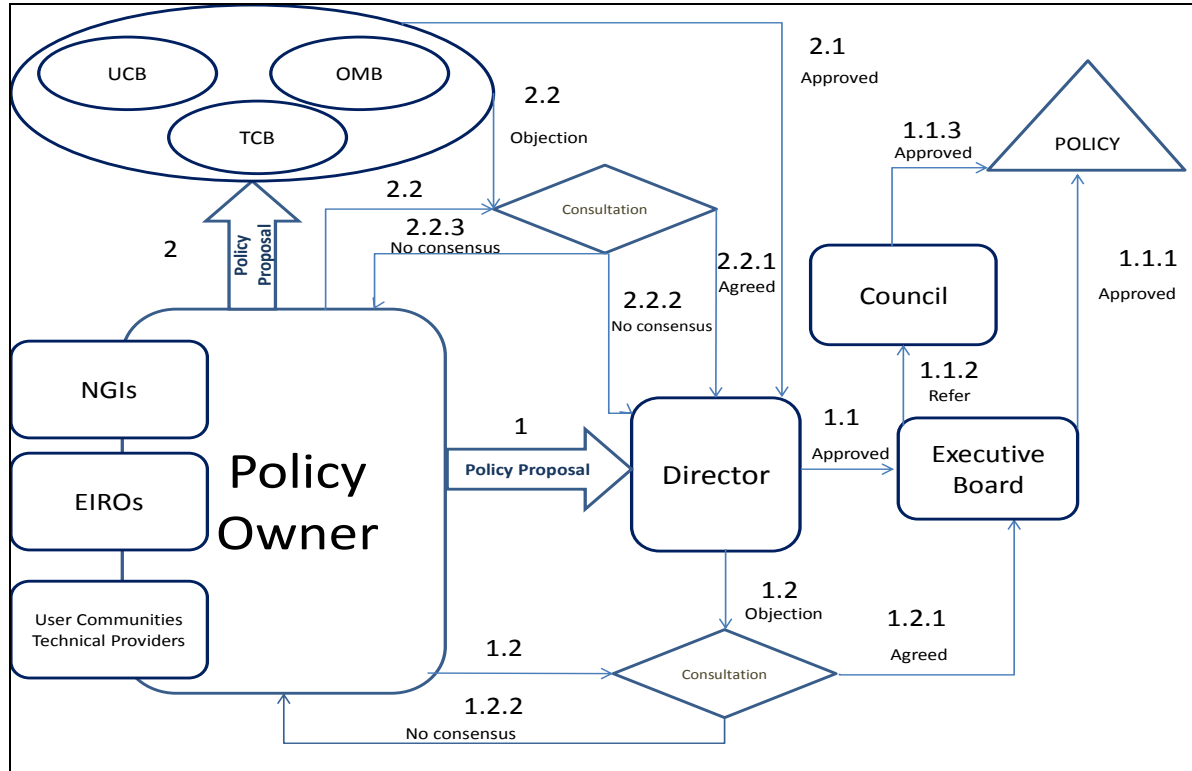
_____

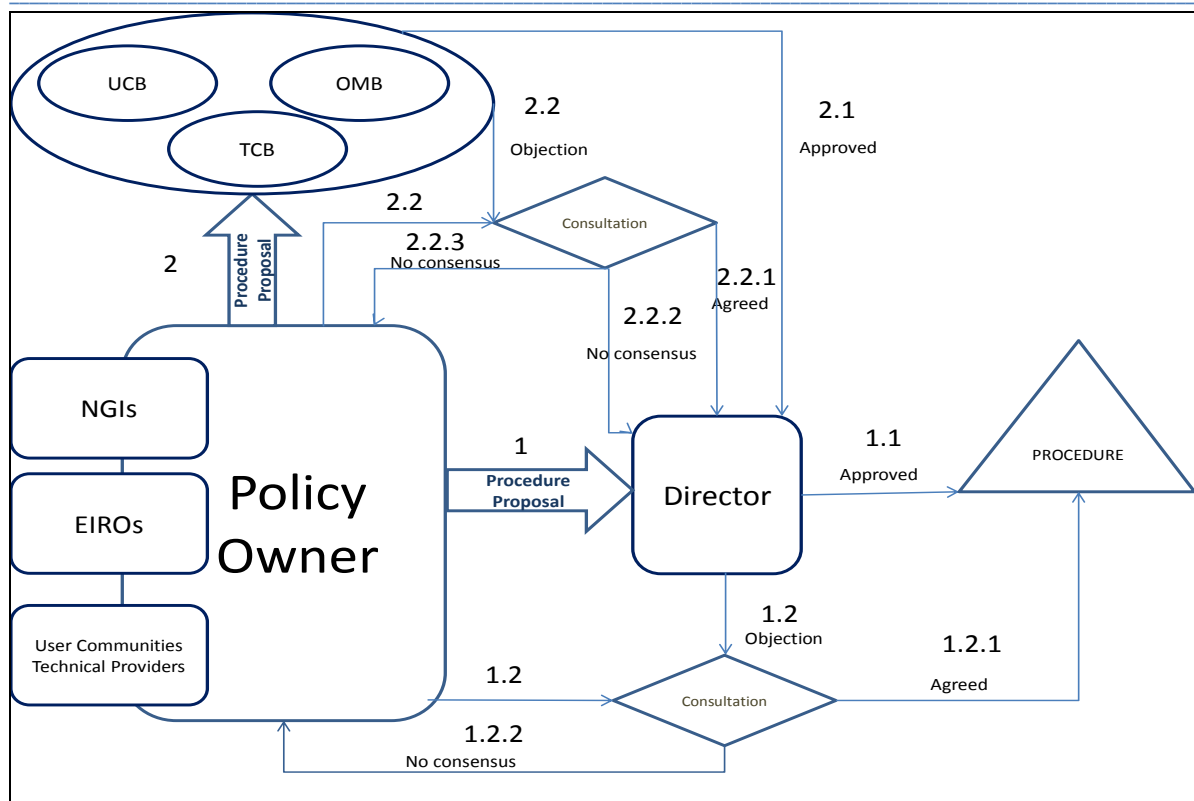**Figure 3 Actor-based workflow for policy approval**

Figure 4 Actor-based interaction for procedures approval

_____

16 ANNEX 2 APPROVAL PROCESS FOR EGI-INSPIRE MILESTONES AND DELIVERABLES

1. All formal project outputs (milestones & deliverables) are sent for final approval/review to the EGI-InSPIRE Project Management Board. These documents will already within EGI-InSPIRE have been through an internal activity review, a review external to the activity, and review by the AMB before going to the PMB.

2. All formal outputs will be sent to the EGI.eu Executive Board for information. Unless there is an objection after 5 working days it will be considered that there is no objection to further distribution.

3. The EGI Council will be advised of the work of the project as part of the normal reporting process. All output will be available to them.

The process is described in a dedicated document: https://documents.egi.eu/document/33

_____

17 ANNEX 3 APPROVAL PROCESS FOR MOU WITH EGI-INSPIRE PROJECT

1. Contact is established between EGI-InSPIRE and the collaborating project/organisation. Within EGI-InSPIRE the initial contact point is the Policy Development Manager who is responsible for this process.
2. An initial discussion between the parties will identify potential areas of collaboration and the relevant EGI-InSPIRE activities and tasks that need to be involved.
3. A draft MOU is developed under the supervision of the PDM and the relevant Activity Managers (including relevant milestones) using the template provided in [R1].
4. The draft MOU is approved by the AMB.
5. Once approved by the AMB it is circulated to the PMB for a review of 5 working days.
6. Once it has been approved by the PMB the Project Director signs on behalf of the project.

18 ANNEX 4 POLICY/PROCEDURE REVIEW FORM

Details of the document being reviewed		
Title: **…..**	*Doc. identifier:*	**EGI.eu--Dx.y-DocId-v-r**
Functional Area: **….**	*Policy / Procedure identifier:*	**Px.y**
Policy / Procedure Owner: **…**	*Date:*	**…….**

Identification of the reviewer	
Reviewer: **….**	*Functional area:* **……**

General comments: ……

Response from author: …..

Additional comments *(not affecting the document content) e.g. recommendations for the future* ……

Detailed comments on the content:

N°	Page	§	Observations	Reply from author (correction / reject, …)
1				
2				
3				
4				
5				
6			Click here to Insert a new line above	

English and other corrections:

Note: English and typo corrections can be made directly in the document as comments.