



# EXTERNAL ADVISORY COMMITTEE (EAC) – TERMS OF REFERENCE

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Document identifier	<b>EGI-EAC-TOR-170-V1</b>
Document Link	<a href="https://documents.egi.eu/document/170">https://documents.egi.eu/document/170</a>
Last Modified	<b>12/10/2010</b>
Version	<b>1</b>
Policy Group Acronym	<b>EAC</b>
Policy Group Name	<b>External Advisory Committee</b>
Contact Person	<b>Steven Newhouse (EGI.eu)</b>
Document Status	<b>FINAL</b>
Approved by	<b>EGI-InSPIRE PMB</b>
Approved Date	<b>19/10/2010</b>

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## Purpose of this Document

This document sets out the Terms of Reference, composition and operating arrangements of the External Advisory Committee (EAC).



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## II. DOCUMENT LOG

Version Number	Approval Date	Approved By	Amendment
1	19/10/2010	EGI-InSPIRE PMB	Initial version



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## 1 TITLE

The name of the group is the External Advisory Committee (“EAC”, hereafter also referred to as “the Group”).

## 2 DEFINITIONS

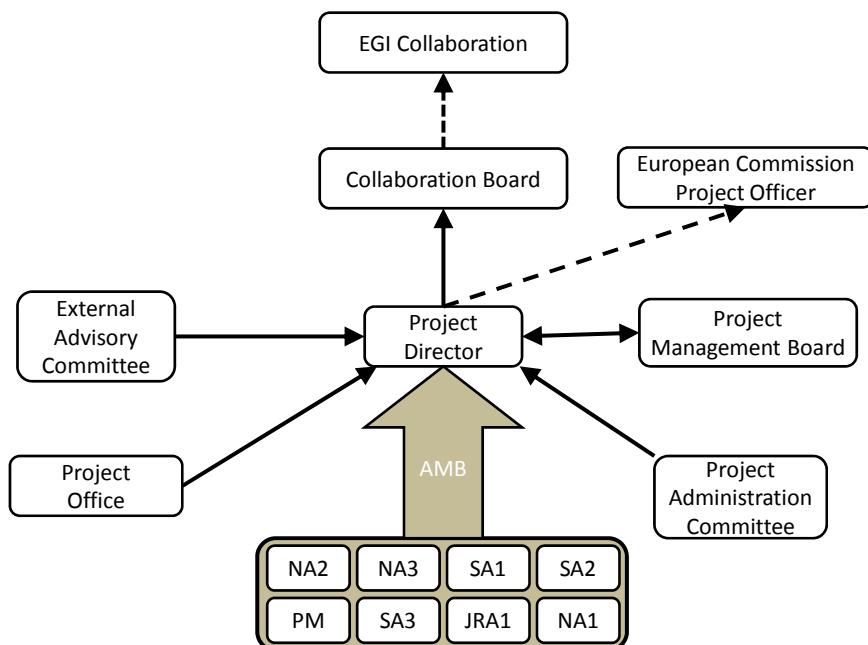
Word/Term	Definition
PMB	EGI-InSPIRE Project Management Board

## 3 PURPOSE AND RESPONSIBILITIES

- The EAC provides strategic advice to the PMB through the Project Director on the evolution of the project to expand its user base and increase its impact and applicability amongst structured pan-European user communities. Such strategic advices are provided in the form of written recommendations that should be adopted in order to achieve the strategic goals.
- The EAC is not the forum for detailed technical advice. This should be directed through representation within the Operations Management Board (for the e-Infrastructure providers) and the User Community Board (for the user communities).

## 4 AUTHORITY

The Group is authorized by the PMB. The PMB is the governing body of the Group. The relationship of the EAC in the project governance structure is shown below:





## 5 COMPOSITION

### 5.1 *Membership*

The EAC will be composed by at least 7 (seven) members selected by the EGI-InSPIRE PMB. The membership of the EAC will be for two years. Current members of the EAC may be re-selected for a further term. Members are expected to contribute to the EAC discussions as individual experts from their particular constituency. As the members are appointed as individuals they are unable to appoint a deputy to attend meetings in their place. Membership will be drawn from two external stakeholders to the project:

- structured pan-European user communities using the European e-Infrastructure supported through the project (e.g., ESFRI projects, WLCG) recognised as virtual research communities (VRCs) by the user support activity within EGI through the signing of a VRC MoU
- e-Infrastructures providers that these user communities need to interact with worldwide (e.g. OSG, TeraGrid) which will be identified through the signing of a Infrastructure Provider MoU.

### 5.2 *Chair*

#### 5.2.1 *Duties*

The Chair will provide a coordination point between the EAC and the PMB through the Project Director. It is expected that the Chair will take a lead in editing the recommendations that the EAC makes to the PMB using the contributions provided by the other EAC members until the EAC has achieved consensus on its recommendations.

#### 5.2.2 *Term of Office*

The Chair's term of office is for two years.

#### 5.2.3 *Method of Appointment*

The EAC will select a chair from within the membership of the EAC by consensus.

### 5.3 *Secretary*

Logistical support to the EAC and the Chair will be provided by EGI.eu as required.

## 6 OPERATING PROCEDURES

### 6.1 *Communications and Meetings*

It is expected that the EAC will meet for a full day twice a year in person. Presence of all the members on the meeting is expected. The meeting will consist of presentations and discussions providing an overview of the project and its progress towards its strategic objectives and any issues identified by the PMB. A report will be provided on the recommendations made previously by the EAC and to address any specific agenda items requested by the EAC. A closed session will be included in the agenda for the EAC to formulate its recommendations to the project at the end of the meeting. These will be followed up by written recommendations from the EAC within 10 working days.

Additional virtual meetings will be arranged as required. A mailing list will be established for communication with this group.



## 6.2 Decision Making

Wherever possible, the Group will arrive at its recommendation 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 three members of the Committee call for a vote. A decision is adopted if more than 50% of the voting members cast their vote for the proposed decision. If the Group's recommendations are adopted by majority vote, minority positions will be recorded and reported

## 6.3 Reports

The Group will produce a report two times a year to the PMB.

## 7 EVALUATION

The work of the EAC members will be reviewed at the end of each project year by its governing body – the EGI-InSPIRE PMB.

## 8 RELATED MATERIAL

The EAC is one of several policy groups operating within EGI. References to the Policy Development Process and the other groups are provided below.

Name	Location
Policy Development Process (PDP)	<a href="https://documents.egi.eu/document/169">https://documents.egi.eu/document/169</a>
User Community Board (UCB)	<a href="https://documents.egi.eu/document/120">https://documents.egi.eu/document/120</a>
Operations Management Board (OMB)	<a href="https://documents.egi.eu/document/117">https://documents.egi.eu/document/117</a>
Technology Coordination Board (TCB)	<a href="https://documents.egi.eu/document/109">https://documents.egi.eu/document/109</a>
User Services Advisory Group (USAG)	<a href="https://documents.egi.eu/document/121">https://documents.egi.eu/document/121</a>
Operational Tools Advisory Group (OTAG)	<a href="https://documents.egi.eu/document/103">https://documents.egi.eu/document/103</a>
Security Vulnerability Group (SVG)	<a href="https://documents.egi.eu/document/108">https://documents.egi.eu/document/108</a>
Security Policy Group (SPG)	<a href="https://documents.egi.eu/document/64">https://documents.egi.eu/document/64</a>
Security Coordination Group (SCG)	<a href="https://documents.egi.eu/document/119">https://documents.egi.eu/document/119</a>
Operations Automation Team (OAT)	<a href="https://documents.egi.eu/document/123">https://documents.egi.eu/document/123</a>

## 9 AMENDMENT

These Terms of Reference can be amended at any time by mutual agreement of the EAC and the PMB. The PMB will review the Terms of Reference at the end of project year.



The present Terms of Reference enters into force with immediate effect.

*Steven Newhouse*

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Dr. S. Newhouse  
EGI-InSPIRE Project Director



## 10 ANNEX 1: LETTER OF INVITATION

Dear << >>,

On behalf of the EGI-InSPIRE project I would like to invite you to join our External Advisory Committee. The EGI-InSPIRE project (described in more detail on the enclosed project summary sheet and on our website [www.egi.eu](http://www.egi.eu)) is a funded through the EC's FP7 with a €25M contribution to an overall project cost of €73M. It brings together 51 partners (and over 100 additional third parties) in a project with partners across over 40 countries.

EGI-InSPIRE, coordinated through a dedicated organisation EGI.eu, supports the development of a sustainable European Grid Infrastructure on behalf of its stakeholders – National Grid Infrastructures and European International Research Organisations (currently CERN and EMBL). Through the project we support the federated operation of different resource types, specification and validation of technologies for deployment into the operational infrastructure, and the support of the user communities using the infrastructure around Europe and their international collaborators.

The role of the External Advisory Community (EAC), composed of at least 7 (seven) experts involved in the delivery or use of e-Infrastructure, provides advice to the project in the strategy it should adopt to grow the use of a sustainable European e-Infrastructure that is integrated with similar activities around the world. It is envisaged that the EAC will meet twice a year for a full day of discussions relating to the project's activities. We will of course support your expenses around attending these meetings.

It is my pleasure to invite you to be a member of EAC and I am looking forward to hearing from you. Please do not hesitate to contact me if you require further information.

Regards,

Steven Newhouse  
EGI-InSPIRE Project Director