



# EGI-InSPIRE

## SECURITY POLICIES WITHIN EGI

### EU MILESTONE: MS209

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#### Abstract

This document describes the processes used by the Security Policy Group (SPG) within EGI to agree on security policies with its stakeholders.

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## II. DELIVERY SLIP

	Name	Partner/Activity	Date
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<b>Approved by</b>	<b>AMB &amp; PMB</b>		

## III. DOCUMENT LOG

Issue	Date	Comment	Author/Partner
1	30/09/2010	Draft – as discussed in the SPG session at the EGI Technical Forum	David Kelsey/STFC
2	04/10/2010	Review draft	Damir Marinovic
3	04/10/2010	Respond to Damir’s comments	David Kelsey
4	05/10/2010	Review draft and minor changes made	Sergio Andreozzi

## IV. APPLICATION AREA

This document is a formal deliverable for the European Commission, applicable to all members of the EGI-InSPIRE project, beneficiaries and Joint Research Unit members, as well as its collaborating projects.

## V. DOCUMENT AMENDMENT PROCEDURE

Amendments, comments and suggestions should be sent to the authors. The procedures documented in the EGI-InSPIRE “Document Management Procedure” will be followed:

<https://wiki.egi.eu/wiki/Procedures>

## VI. TERMINOLOGY

A complete project glossary is provided at the following page: <http://www.egi.eu/about/glossary/>.



## PROJECT SUMMARY

To support science and innovation, a lasting operational model for e-Science is needed – both for coordinating the infrastructure and for delivering integrated services that cross national borders. The EGI-InSPIRE project will support the transition from a project-based system to a sustainable pan-European e-Infrastructure, by supporting ‘grids’ of high-performance computing (HPC) and high-throughput computing (HTC) resources. EGI-InSPIRE will also be ideally placed to integrate new Distributed Computing Infrastructures (DCIs) such as clouds, supercomputing networks and desktop grids, to benefit user communities within the European Research Area.

EGI-InSPIRE will collect user requirements and provide support for the current and potential new user communities, for example within the ESFRI projects. Additional support will also be given to the current heavy users of the infrastructure, such as high energy physics, computational chemistry and life sciences, as they move their critical services and tools from a centralised support model to one driven by their own individual communities.

The objectives of the project are:

1. The continued operation and expansion of today’s production infrastructure by transitioning to a governance model and operational infrastructure that can be increasingly sustained outside of specific project funding.
2. The continued support of researchers within Europe and their international collaborators that are using the current production infrastructure.
3. The support for current heavy users of the infrastructure in earth science, astronomy and astrophysics, fusion, computational chemistry and materials science technology, life sciences and high energy physics as they move to sustainable support models for their own communities.
4. Interfaces that expand access to new user communities including new potential heavy users of the infrastructure from the ESFRI projects.
5. Mechanisms to integrate existing infrastructure providers in Europe and around the world into the production infrastructure, so as to provide transparent access to all authorised users.
6. Establish processes and procedures to allow the integration of new DCI technologies (e.g. clouds, volunteer desktop grids) and heterogeneous resources (e.g. HTC and HPC) into a seamless production infrastructure as they mature and demonstrate value to the EGI community.

The EGI community is a federation of independent national and community resource providers, whose resources support specific research communities and international collaborators both within Europe and worldwide. EGI.eu, coordinator of EGI-InSPIRE, brings together partner institutions established within the community to provide a set of essential human and technical services that enable secure integrated access to distributed resources on behalf of the community.

The production infrastructure supports Virtual Research Communities (VRCs) – structured international user communities – that are grouped into specific research domains. VRCs are formally represented within EGI at both a technical and strategic level.



## VII. EXECUTIVE SUMMARY

This document describes the processes used by the Security Policy Group (SPG) within EGI to develop and agree on security policies with its stakeholders. The process is described until the completion of the document by the group, while the approval process by the EGI.eu governing bodies is performed according to the more general Policy Development Process [R3].

An Editorial team, consisting of some members of SPG, will be formed for each new policy or revision of an existing policy. Draft policies will be developed in 3 phases: Internal, External and Final Call. This team is responsible for producing all drafts, for addressing all comments received and providing responses to each of these.

The whole process is open and made available to all stakeholders. The stakeholders are encouraged to provide comments and suggestions all of which will be taken into account during the preparation of the next draft. Full SPG meetings will be called (usually by phone/video) to agree the External Draft and the Final Call Draft.

The aim is for SPG to reach agreement on all issues by consensus. In cases where such consensus cannot be reached, this document also defines the voting procedures by which SPG will make decisions.



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## 1 INTRODUCTION

This document describes the procedures used by SPG to draft, develop and maintain EGI Security Policies and to agree these with the various EGI stakeholders. The target audience is SPG itself and all stakeholders (EGI management, EGI boards, NGIs, EIROs, VRCs, Site managers, etc.). Readers of this document will be able to understand the processes used by SPG and to ensure that they can contribute to the development of security policy in EGI.

It should be noted that the described procedure cover the process until the group produce a final version ready for approval by the EGI.eu governing bodies. The approval process is then performed according to the more general Policy Development Process [R3].

The Terms of Reference of the EGI Security Policy Group (SPG) are documented elsewhere [R1]. These describe the purpose and responsibilities of the group and define the membership, together with the fact that the NGI and EIRO nominated persons are those with voting rights. The Terms of Reference also defines who can request SPG to consider policy issues and so this is not addressed here.

## 2 DEVELOPMENT AND MAINTENANCE OF EGI SECURITY POLICY DOCUMENTS

The SPG procedures for policy development are designed to ensure that all policy deliberation is open and available to all stakeholders. In particular:

- The various draft policies will all be public documents available on the SPG wiki [R2].
- All stakeholders will be made aware of new drafts and will be given the opportunity and sufficient time to comment.
- All input will be addressed and responses will be provided. These discussions will be documented and published on the SPG wiki.

For each new or revised policy document an editorial team will be appointed. Draft policies will be developed in 3 phases: Internal Draft, External Draft and Final Call Draft.

More details are provided in the following sub-sections.

### 2.1 *The Editorial Teams*

An Editorial Team will be appointed by the Chair of SPG for each new policy or revision of an existing policy.

This team is responsible for producing all drafts (internal, external, final call), for addressing all comments received and providing responses to each of these.

A leader of the editorial team will be appointed by the Chair of SPG.

The members of the team will be made up of SPG members (at least 2 people in addition to the leader). Volunteers to join a team will be sought. If an insufficient number make themselves available, the Chair will ask members of SPG to join, such that all take their turn in this work.

As it is important to include the appropriate expertise, an editorial team can, and in some cases indeed should, include members from other DCIs, and other non-voting members. Their participation will be approved by the Chair of SPG.

The editorial team will itself decide how best to do its work. Face to face team meetings may be held or discussions can be carried out by phone, email, video etc.

### 2.2 *Document database*

All drafts of policy documents will be public. These will be stored in the EGI document database. References to all policies under development will be given on the SPG wiki.

All policy discussion will be made available on the SPG wiki.

### 2.3 *Consultation*

It is important for SPG to consult widely and to take all feedback into account.

The SPG Chair (or Secretary) will distribute each External Draft and Final Call Draft for comment to:

- SPG itself (members should distribute on within their NGI, EIRO, DCI etc.)
- EGI-CSIRT
- VRC contacts



- NGI contacts
- Site contacts
- EGI Boards (User Community Board, Operations Management Board, Technology Coordination Board)

## **2.4 Phase 1 – Internal Draft**

This is the first output from the Editorial Team for a particular new or revised policy document. This represents a document which the Editorial Team believes to be complete and now ready for consideration by the full SPG.

During the preparation of the Internal Draft the Editorial Team is able to consult the full SPG, usually via email, if the team decides there are issues deserving wider input and discussion.

Once complete, the Internal Draft is announced to the full SPG (by the Chair or Secretary). Comments, suggestions and feedback are invited during at least the following 3 working weeks.

## **2.5 Phase 2 – External Draft**

The same Editorial Team takes all comments received on the Internal Draft into account and works to produce a new draft version of the policy; the External Draft.

This External Draft will be discussed at a specially convened meeting of the full SPG, usually via phone/video. The aim of this meeting is to decide how best to address any issues which have not reached consensus via email.

Once SPG has agreed the External Draft, this will be distributed widely for comment, as described above in section 3.3. Comments, suggestions and feedback will be invited during at least the following 3 working weeks.

## **2.6 Phase 3 – Final Call, Approval and Adoption**

The same Editorial team is responsible for producing the Final Call draft. All comments received on the External Draft will be addressed and appropriate modifications made.

This draft and responses to all input received will be discussed at a specially convened meeting of the full SPG, usually via phone/video. The aim of this meeting is to decide how best to address any issues which have not reached consensus via email. SPG will also endorse the proposed responses to stakeholder input.

The handling of the Final Call Draft and its subsequent approval and adoption by EGI.eu is described elsewhere, in the EGI.eu Policy Development Process [R3].

## **2.7 Minor revisions to existing policy documents**

From time to time existing policy documents may need minor revisions, e.g. to correct errors or links to other documents which have since changed. Minor revisions may also be needed to add qualifying statements to existing policy statements. The creation of an Editorial Team and the full round of drafts would be inappropriate. In such a case, the Chair of SPG will propose to the members that only a minor revision is required. SPG will agree the revision required at one of its meetings and a new Final Draft will be created. This will then follow the same consultation and approval process as other Final Drafts.



### 3 SPG VOTING ON POLICY DRAFTS

Wherever possible all SPG deliberations will strive to reach agreement, e.g. on wording in a security policy document, via clear consensus. This is particularly important as only a subset of SPG members has voting rights. Once SPG has to vote on an issue, the voting members will need to consider the best course of action for EGI, the NGIs and EIROs and there is a risk that the needs of other DCIs and constituencies may not be taken into account.

Voting on draft policies, specifically the External Draft and/or the Final Call Draft, will only be used when timely consensus is deemed by the Chair to be impossible or if two voting members call for a vote.

A vote at a face to face meeting or a phone/video meeting will only be valid if a quorum, defined to be at least 50% of the active voting members, is present. Voting must be carried out by email if a quorum is not present. Email voting can also be used to resolve lack of consensus on discussions on the mailing list.

Voting members who have been classified as “inactive”, as defined in the Terms of Reference, do not count in the calculation of quorum.

For voting in face to face or phone/video meetings:

- Voting is public, but only the number of votes cast for, against and abstentions will be recorded in the minutes.
- Only voting members (or their deputies) have a vote.
- A deputy, as defined in the Terms of Reference, can only vote if the full member is not available.
- A simple majority, ignoring any abstentions, will win the vote (but see below for discussion of close votes).
- The Chair does not vote (but has a casting vote in the event of a tie).

For voting by email:

- The vote will be announced by the Secretary.
- Voting members (or their deputies) will be given two working weeks to cast their vote.
- A deputy can only vote if the full member is not available.
- Votes will be sent via email to the Secretary.
- Votes are private (seen only by the Secretary).
- The secretary will announce the number of votes cast for, against and abstentions.
- A simple majority, ignoring any abstentions, will win the vote (but see below for discussion of close votes).
- The Chair does not vote (but has a casting vote in the event of a tie).

In cases where the votes are evenly cast, for and against, the Chair should either discuss with SPG whether there is another way of resolving the issue, such as removing the contentious item completely or cast his vote in favour or against a proposal. SPG may in exceptional circumstances, and if the majority of SPG agrees, refer issues to the EGI Director for decision.



## 4 REFERENCES

<b>R 1</b>	Terms of Reference of the EGI Security Policy Group. <a href="https://documents.egi.eu/document/64">https://documents.egi.eu/document/64</a>
<b>R 2</b>	SPG wiki. <a href="https://wiki.egi.eu/wiki/SPG">https://wiki.egi.eu/wiki/SPG</a>
<b>R 3</b>	EGI Policy Development Process. <a href="https://documents.egi.eu/ddkelocument/169">https://documents.egi.eu/ddkelocument/169</a>