



Strategy and Innovation Board (SIB)

TERMS OF REFERENCE

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DOCUMENT LOG

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v.2	28 Oct 2015		Revised version from Council Feedback for approval
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TERMINOLOGY

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

Contents

Title..... 3

1 Definitions 3

2 Purpose and Responsibilities 3

3 Authority 3

4 Composition 3

 4.1 Membership..... 3

 4.2 Chair..... 4

 4.3 Secretary 4

5 Operating Procedures..... 5

 5.1 Communications and Meetings..... 5

 5.2 Decision Making 5

 5.3 Reports..... 6

6 Amendment..... 6

 6.1 Entry in Force, Review, Approval..... 6

 6.2 Amendment log..... 6

1. Annex A: Organogram of EGI policy groups 7

Title

The name of the group is Strategy and Innovation Board (“SIB”, hereafter also referred to as “the Group”).

1 Definitions

There are no additional key terms that need to be described in order to understand the SIB ToR. For a complete list of all terms, the EGI Glossary is to be referenced¹.

2 Purpose and Responsibilities

The Strategy and Innovation Board (“the Group”) will provide advice and guidance to the EGI Council and to the EGI Executive Board relevant for the development and implementation of the EGI Federation strategy.

3 Authority

The Group is authorised by the EGI Council to investigate any activity within its Terms of Reference. The EGI Council and the EGI Executive Board are the governing bodies of the Group.

4 Composition

4.1 Membership

The Group is composed by maximum 9 members. Membership should involve high-level experts in areas relevant for the EGI Federation strategy.

Members are appointed for a 2-year term renewable once. The renewal of members is organised in a staged way to ensure that only a subset of representatives is renewed.

When members need to be appointed, the EGI Executive Board Chair issues an invitation to propose candidates to the EGI Executive Board and EGI Council. The call for candidates should be open for three weeks. Each proposal should contain name, contact details and short description of the relevant area of expertise. The EGI Executive Board is in charge of analysing the proposed names and rank them according to the relevance for EGI and the gaps in expertise within the board. An

¹ https://wiki.egi.eu/wiki/Glossary_V2

invitation to join the EGI SIB is sent from the top of the list and until completion of the board. There should not be pending invitations if there are no seats available.

Upon acceptance, the invited expert should include a short statement of interest (1 paragraph) and a short biography (1 paragraph). The final list of experts will be communicated to the EGI Council.

The EGI Council Chair, the EGI Foundation Director, and the EGI Foundation Head of Strategy, Innovation and Communications are ex-officio members of the SIB with no voting rights.

Attendance to SIB meetings is open to EGI council and Executive Board members and other invited experts under EB supervision to provide the SIB with information of current direction, achievements and foreseen strategy.

Members of the group are treated as individual experts who do not formally represent any constituency and their recommendations do not imply any approval or endorsement by their respective organisations.

4.2 Chair

The Chair is appointed by the SIB members with voting power. The Chair is selected among the members of the SIB.

4.2.1 Duties

- The Chair will be responsible for calling and running regular meetings and polling the membership for agenda items
- The Chair will represent the SIB and report on its work to the Council. If the chair of the group is not available to discuss at the Council he/she will appoint a deputy from the SIB. The EGI Council Chair can take the mantle on if absolutely necessary.
- Regular agenda items include, but are not limited to:
 - Ensuring updates to the list of recommendations to the EGI Council
 - Reviewing and prioritising topics brought to the attention of the Group
 - Nominating a note taker at the beginning of each meeting that records minutes and circulate for approval within 5 working days
 - Providing materials for the agenda points will indicate if the item is informational or is designed to lead to a decision

4.2.2 Term of Office

The term of office is 2 years.

4.3 Secretary

EGI.eu will offer secretarial support in the organisation of the Group meetings and editing of the recommendations document.

4.3.1 Duties

Duties of the Secretary include:

- Assisting with the logistical details of meetings (be they face to face or phone/video)
- Support agenda preparation
- Taking and distributing minutes at the Group meetings
- Preparation and development of the recommendations document
- Assisting with the provision of, management and maintenance of document repositories and Group web(s) and wiki(s)

4.3.2 Term of Office

There is no limit.

4.3.3 Method of Appointment

The Secretary is nominated by the EGI.eu Director upon request by the Group chair.

5 Operating Procedures

5.1 Communications and Meetings

- All the members of the Group must subscribe to the SIB@mailman.egi.eu mailing list and should use it as primary written communication channel.
- The Group deliberations happen by face-to-face meetings, phone/video conferences or via the Group mailing list.
- A quorum of members must be present before a meeting can proceed. At least 50% members must be present for the meeting to proceed.
- The Group will meet at least 1 time a year (1 meeting face-to-face or virtual).
- 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.
- 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.
- The group's wiki page is hosted in <https://confluence.egi.eu/>. The Chair/Secretary should make sure that all the updates concerning the group's dates, agenda and minutes are posted on group's Wiki page. Access to this information will be restricted to the SIB members, the EGI Council members, EGI.eu Executive Board members and EGI.eu office members.

5.2 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 3 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 the proposed decision. Each member present or represented holds a vote.
- 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 EGI Council Chair on issues where a consensus cannot be achieved.

5.3 Reports

The Strategy and Innovation Board (SIB) have ownership of Strategy and Innovation Recommendations – this is intended to be a living document that will be maintained and updated by the board. The recommendations document will be reviewed at Council and Executive Board Meetings to provide timely feedback to the SIB, and to incorporate SIB considerations in the future direction and strategy of EGI.

6 Amendment

6.1 Entry in Force, Review, Approval

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 Governing Body.

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.

EGI Foundation Director

6.2 Amendment log

This section provides background material and further non-binding details about changes made to the document. It is intended to provide the reader with additional information to better understand the history of the document.

1. Annex A: Organogram of EGI policy groups

This diagram presents the EGI policy groups, their functional area and the position in the overall EGI Governance. The description of each group is available at the following page:

<http://www.egi.eu/about/policy/groups/>

