

**EGI Foundation**

**[service name]**

**Operational level Agreement**

**Underpinning Agreement**

|  |  |
| --- | --- |
| **Service Provider** | EGI Foundation |
| **Component Provider** | **[provider name]** |
| **First day of service delivery** | [start date] |
| **Last day of service delivery** | [end date] |
| **Status** | [Draft/Final] |
| **Agreement finalization date** | [date of final agreement] |
| **Agreement Link** | [link to DocDB] |

**DOCUMENT LOG**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Issue*** | ***Date*** | ***Comment*** | ***Author*** |
|  |  |  | Giuseppe La Rocca  Małgorzata Krakowian |
| **4.2** | 16/06/2017 | First yearly review; added a reference to the availability and continuity plans if available | Alessandro Paolini |
| **4.2.1** | 27/06/2018 | Yearly review, only few minor corrections | Alessandro Paolini |
| **4.2.2** | 03/07/2018 | Some minor corrections, added a requirement for the CHM process in chapter 8.1 | Alessandro Paolini |
| **4.2.3** | 26/11/2018 | Fix in role definition | Małgorzata Krakowian |
| **4.3** | 08/08/2019 | Yearly review, some minor corrections in the roles, updated sections on Violations, Escalations, and Complaints in order to be more strict with the Core Services | Alessandro Paolini |
| **4.4** | 14/02/2020 | added in section 7 a rule about Data Controller and Data Processor roles, and the need to sign Data Processing Agreements (the section 7 actually refers to the EGI Default OLA)  added in section 9 the requirement about periodic supplier process audits conducted by EGI Foundation | Alessandro Paolini |
| **4.5** | 07/10/2020 | Updated section 7 on security requirements; renamed EGI Corporate Level as EGI Default OLA | Baptiste Grenier, Alessandro Paolini |
| **4.6** | 06/11/2020 | Updated section 7: security rules should be enforced when applicable. Added Software and ITSM compliance subsections in section 8 and a requirement on users access | Baptiste Greniere, Alessandro Paolini |

**TERMINOLOGY**

The EGI glossary of terms is available at: [https://wiki.egi.eu/wiki/Glossary](https://wiki.egi.eu/wiki/Glossary%20)

For the purpose of this Agreement, the following terms and definitions apply. The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", “MAY", and "OPTIONAL" in this document are to be interpreted as described in RFC 2119.

**Contents**

[The Services](#_30j0zll) **4**

[Service hours and exceptions](#_1fob9te) **4**

[Support](#_3znysh7) **5**

[Incident handling](#_tyjcwt) 5

[Service requests](#_3dy6vkm) 6

[Service level targets](#_4d34og8) **6**

[Limitations and constraints](#_2s8eyo1) **7**

[Communication, reporting and escalation](#_17dp8vu) **7**

[General communication](#_3rdcrjn) 7

[Regular reporting](#_26in1rg) 8

[Violations](#_35nkun2) 8

[Escalation and complaints](#_44sinio) 9

[Information security and data protection](#_2jxsxqh) **9**

[Responsibilities](#_3j2qqm3) **10**

[Of the Component Provider](#_1y810tw) 10

[Of the Service Provider](#_2xcytpi) 10

[Review, extensions and termination](#_1ci93xb) **10**

The present Agreement (“the Agreement’) is made between **EGI Foundation (the Service Provider)** and **[provider name] (the Component Provider)** to define the provision and support of the provided services as described hereafter. Representatives and contact information are defined in Section 6.

This Agreement is valid from **[start date]** to **[end date]**.

The Agreement was discussed and approved by EGI Foundationand the Component Provider **[date]**.

The Component Provider(s) is (are) bound by the terms and conditions of the EGI Default Operational Level Agreement[[1]](#footnote-0) supplemented by the terms and conditions of this specific Agreement:

# The Services

The Services are defined by the following properties:

|  |  |
| --- | --- |
| **Technical** | Please describe |
| **Coordination** | Please describe |
| **Operation** | Please describe  [OPTIONAL, in case it has been agreed a Continuity and Availability plan for the services object of the OLA/UA, add this:]   * Implementing all the measures for mitigating the risks listed in the Availability and Continuity Plan for the [name of the Service] (link to the plan) |
| **Maintenance** | Please describe |

# Service hours and exceptions

As defined in the EGI Default Operational Level Agreement.

--------------------------------------------------------------

IT services according to the service catalogue are in general delivered during 24 hours per day, 7 days per week (i.e. 365 days or 8,760 hours), to seamlessly support business operations. Planned and announced interruptions may reduce the effective operating time of a service.

The following exceptions apply:

* Planned maintenance windows or service interruptions (“scheduled downtimes”[[2]](#footnote-1)) will be notified via email in a timely manner i.e. 24 hours before the start of the outage[[3]](#footnote-2), to the Customer through the Broadcast Tool[[4]](#footnote-3).
* Downtime periods exceeding 24 hours need justification.
* Human services are provided during support hours.

# Support

As defined in the EGI Default Operational Level Agreement.

Support is provided via EGI Service Desk[[5]](#footnote-4) Support Unit: <specify>

--------------------------------------------------------------

Support is provided via EGI Service Desk. Access requires a valid X.509 or the login via a EGI SSO account[[6]](#footnote-5).

Support is available between:

* Monday and Friday
* 9:00 and 17:00 CET/CEST time

This excludes public holidays at the same time in all organizations providing the service.

## Incident handling

As defined in the EGI Default Operational Level Agreement.

--------------------------------------------------------------

Incidents will be handled according to the Quality of Support level that is estimated according to the impact of the outage or service quality degradation.

The Quality of Support levels are defined as follows:

**Base level** defines a response time of 5 working days regardless of the GGUS ticket priority.

**Medium level:**

|  |  |
| --- | --- |
| **Incident priority[[7]](#footnote-6)** | **Response time** |
| Less urgent | 5 working days |
| Urgent | 5 working days |
| Very Urgent, | 1 working day |
| Top Priority | 1 working day |

**Advanced level:**

|  |  |
| --- | --- |
| **Incident priority** | **Response time** |
| Less urgent | 5 working days |
| Urgent | 1 working days |
| Very Urgent, | 1 working day |
| Top Priority | 4 working hours |

Response time is provided as service level target.

## Service requests

As defined in the EGI Default Operational Level Agreement.

--------------------------------------------------------------

In addition to resolving incidents, standard service requests (e.g. change requests, information requests, documentation) will be fulfilled through the defined support channels in the same way as incidents. Service requests are classified as “Less urgent”.

# Service level targets

**Monthly Availability**

* Defined as the ability of a service or service component to fulfil its intended function at a specific time or over a calendar month.
* Minimum (as a percentage per month): XX%

**Monthly Reliability**

* Defined as the ability of a service or service component to fulfil its intended function at a specific time or over a calendar month, excluding scheduled maintenance periods.
* Minimum (as a percentage per month): XX%

**Quality of Support level**

* Medium (Section 3)

# Limitations and constraints

As defined in the EGI Default Operational Level Agreement.

--------------------------------------------------------------

The provisioning of the service under the agreed service level targets is subject to the following limitations and constraints:

* Support is provided in the following language: English
* Downtimes caused due to upgrades for fixing critical security issues are not considered Agreement violations.
* Force Majeure. A party shall not be liable for any failure or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control. Means any
  + fire, flood, earthquake or natural phenomena,
  + war, embargo, riot, civil disorder, rebellion, revolution

which is beyond the Provider's control, or any other causes beyond the Provider's control

# Communication, reporting and escalation

## General communication

The following contacts will be generally used for communications related to the service in the scope of this Agreement.

|  |  |
| --- | --- |
| **Service Provider contact** | Alessandro Paolini  [operations@egi.eu](mailto:operations@egi.eu)  EGI Foundation Operations officer |
| **Component Provider contact** | [name]  [email]  [title] |
| **Service Support contact** | See Section 3 |

## Regular reporting

As part of the fulfilment of this Agreement and provisioning of the service, the following reports will be provided:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Report title** | **Contents** | **Frequency** | **Produced by** | **Delivery** |
| Service Performance Report | The document provides an overall assessment of service performance (per month) and OLA target performance achieved during reporting period | Every 6 months starting | Component Provider | Survey form prepared by EGI Foundation |

All reports shall follow predefined templates[[8]](#footnote-7).

## Violations

As defined in the EGI Default Operational Level Agreement.

--------------------------------------------------------------

The Component Provider commits to inform the Service Provider, if this Agreement is violated or violation is anticipated. The following rules are agreed for communication in the event of violation:

* In case of any violations of the Services targets, the Component Provider will provide justifications and a plan for Services enhancement to the Service Provider. The Component Provider will produce a status report and a Service enhancement plan for the improvement of the Services within one month from the date of the first notification.
* The Service Provider will notify the supporting Resource Centres in case of suspected violation via the EGI Service Desk. The case will be analysed to identify the cause and verify the violation.

## Escalation and complaints

For escalation and complaints, the Component Provider contact point shall be used, and the following rules apply.

* In case of repeated violation of the Services targets for two consecutive months or four months over a period of 12 months, a review of the Agreement and of the Services enhancement plan will take place involving the parties of the Agreement.
* Complaints or concerns about the Services provided should be directed to the Component Provider contact who will promptly address these concerns. Should the Service Provider still feel dissatisfied, about either the result of the response or the behaviour of the Component Provider, EGI Foundation Director [director@egi.eu](http://director@egi.eu) should be informed.

# Information Security and data protection

As defined in the EGI Default Operational Level Agreement.

-------------------------------------------------------

The following rules for Information Security and data protection should be enforced when they are applicable:

* The Component Provider agrees to make every effort to maximise security level of users’ data and minimise possible harm in the event of an incident.
* EGI Foundation holds the role of the Data Controller while the Component Provider holds the role of Data Processor. Data Processing Agreements must be signed between EGI Foundation (the Data Controller) and Component Provider (the Data Processor).
* The Component Provider must comply with the EGI Policy on the Processing of Personal Data[[9]](#footnote-8) [and](https://documents.egi.eu/public/ShowDocument?docid=2732) provide a Privacy Notice. This privacy Notice must be agreed with EGI Foundation and must be based on the Privacy Policy template provided by the AARC Policy Development Kit (PDK)[[10]](#footnote-9).
* The Component Provider must enforce the EGI WISE Acceptable Usage Policies[[11]](#footnote-10).
* The Component Provider shall comply with all principles set out by the GÉANT Data Protection Code of Conduct[[12]](#footnote-11) in its most current version, which will be made available to the Component Provider by EGI Foundation upon request.
* The Component Provider must meet all requirements of any relevant EGI policies or procedures[[13]](#footnote-12) and also must be compliant with the relevant national legislation. Regarding EGI requirements, please refer to the following reference documentation:
  + [EGI-doc-3015: e-Infrastructure Security Policy](https://documents.egi.eu/public/ShowDocument?docid=3015)
  + [EGI-doc-3601: Service Operations Security Policy](https://documents.egi.eu/public/ShowDocument?docid=3601)
  + [EGI-doc-2732: Policy on the Processing of Personal Data](https://documents.egi.eu/public/ShowDocument?docid=2732)
  + [EGI-doc-3600: Acceptable Use Policy and Conditions of Use](https://documents.egi.eu/public/ShowDocument?docid=3600)
  + [EGI-doc-2934: Security Traceability and Logging Policy](https://documents.egi.eu/public/ShowDocument?docid=2934)
  + [EGI-doc-2935: Security Incident Response Policy](https://documents.egi.eu/public/RetrieveFile?docid=2935)
  + [EGI-doc-710: Security Incident Handling Procedure](https://documents.egi.eu/public/RetrieveFile?docid=710)

# Responsibilities

## Of the Component Provider

Additional responsibilities of the Component Provider are as follows:

* Adhere to all applicable operational and security policies and procedures[[14]](#footnote-13) and to other policy documents referenced therein;
* Use communication channel defined in the agreement;
* Ensure that the service is accessible only by users belonging to countries that are part of EGI Council or of MoUs;
* Attend OMB[[15]](#footnote-14) and other operations meeting when needed;
* Accept EGI monitoring services provided to measure fulfilment of agreed service level targets.

(if software service)

* Service with associated roles is registered in GOC DB[[16]](#footnote-15) as site entity under EGI.eu Operations Centre hosting EGI central operations tools[[17]](#footnote-16).
* Changes in the system must be rolled in production in a controlled way in order to avoid service disruption.

### Software compliance

Unless explicitly agreed, software being used and developed to provide the service should:

* Be licensed under an open source and permissive license (like MIT, BSD, Apache 2.0,...).
* The license should provide unlimited access rights to the EGI community.
* Have source code publicly available via a public source code repository (if needed a mirror can be put in place under the EGI organisation in GitHub[[18]](#footnote-17).) All releases should be appropriately tagged.
* Adopt best practices:
  + Defining and enforcing code style guidelines.
  + Using Semantic Versioning.
  + Using a Configuration Management frameworks such as Ansible.
  + Taking security aspects into consideration through at every point in time.
  + Having automated testing in place.
  + Using code reviewing.
  + Treating documentation as code.
  + Documentation should be available for Developers, administrators and end users.

### IT Service Management compliance

* Key staff who deliver services should have foundation or basic level ITSM training and certification
  + ITSM training and certification could include FitSM, ITIL, ISO 20000 etc.
* Key staff and service owners should have advanced/professional training and certification covering the key processes for their services
* Component Providers should have clear interfaces with the EGI SMS processes and provide the required information
* Component Providers should commit to improving their management system used to support the services they provide

## Of the Service Provider

The responsibilities of the Service Provider are:

* Raise any issues deemed necessary to the attention of the Component Provider;
* Collect requirements from the Resource infrastructure Providers;
* Support coordination with other EGI services
* Provide monitoring to measure fulfilment of agreed service level targets.

# Review, extensions and termination

There will be reviews of the service performance against service level targets and of this Agreement at planned intervals with the Service Provider according to the following rules:

* Technical content of the agreement and targets will be reviewed on a yearly basis
* EGI Foundation shall be entitled to conduct audits or mandate external auditors to conduct audits of suppliers and federation members. These will aim at evaluating the effective provision of the agreed service or service component and execution of activities related to providing and managing the service prior to the commencement of this agreement and then on a regular basis. EGI Foundation will announce audits at least one month in advance. The provider / federation member shall support EGI Foundation and all auditors acting on behalf of EGI Foundation to the best of their ability in carrying out the audits. The provider / federation member is obliged to provide the auditors, upon request, with the information and evidence necessary. Efforts connected to supporting these audits by the provider / federation member will not be reimbursed.

1. <https://documents.egi.eu/document/2752> [↑](#footnote-ref-0)
2. <https://wiki.egi.eu/wiki/GOCDB/Input_System_User_Documentation#Downtimes> [↑](#footnote-ref-1)
3. <http://goc.egi.eu/> [↑](#footnote-ref-2)
4. <https://operations-portal.egi.eu/broadcast> [↑](#footnote-ref-3)
5. <http://helpdesk.egi.eu/> [↑](#footnote-ref-4)
6. <https://www.egi.eu/sso/> [↑](#footnote-ref-5)
7. <https://wiki.egi.eu/wiki/FAQ_GGUS-Ticket-Priority> [↑](#footnote-ref-6)
8. <https://documents.egi.eu/document/2748> [↑](#footnote-ref-7)
9. <https://documents.egi.eu/public/ShowDocument?docid=2732> [↑](#footnote-ref-8)
10. <https://aarc-project.eu/policies/policy-development-kit/> [↑](#footnote-ref-9)
11. <https://documents.egi.eu/public/ShowDocument?docid=3600> [↑](#footnote-ref-10)
12. <https://wiki.refeds.org/display/CODE/Data+Protection+Code+of+Conduct+Home> [↑](#footnote-ref-11)
13. <https://www.egi.eu/about/policy/policies_procedures.html> [↑](#footnote-ref-12)
14. <https://www.egi.eu/about/policy/policies_procedures.html> [↑](#footnote-ref-13)
15. <https://wiki.egi.eu/wiki/OMB> [↑](#footnote-ref-14)
16. <http://goc.egi.eu/> [↑](#footnote-ref-15)
17. <https://goc.egi.eu/portal/index.php?Page_Type=NGI&id=4> [↑](#footnote-ref-16)
18. <https://github.com/EGI-Foundation> [↑](#footnote-ref-17)