Technology Coordination Board – Cloud (TCB-Cloud)  
Terms Of Reference

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| Purpose of this Document  The purpose of this document is to set out the Terms of Reference, composition and operating arrangements of the Technology Coordination Board for Cloud (TCB-Cloud) which will oversee and manage the roadmap of the EGI Federated Cloud. |

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1. Document Log

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# Title

The name of the group is Technology Coordination Board – Cloud (“TCB-Cloud”, hereafter also referred to as “the Group”).

# Definitions

This table provides the key terms used throughout this document for reader orientation. For a complete list of all terms, the EGI Glossary V2 is to be referenced[[1]](#footnote-1).

|  |  |
| --- | --- |
| **Word/Term** | **Definition** |
| Technology Provider | A Technology Provider is a stakeholder in the technical EGI e-Infrastructure coordination activity. A Technology Provider may act as a Platform Integrator by assembling already existing tools and Services into a consistent, coherent, self-sufficient and integrated set of components (a platform), as a Product Team by providing an arguably large single product through mainly software development activity as a single-component platform, or even an a small, loosely coordinated voluntary group (e.g. bound only by common contributions to a single Open Source product or component) |
| Product Manager | A Product Manager is an appointed role conducting activities of Product Management. Frequently, this includes overseeing activities such as product development, marketing, competition analysis, and alignment with the product sponsor’s business goals, spanning the whole product lifecycle. |

# Purpose and Responsibilities

The TCB-Cloud provides the focus for the technologies that will be used within the EGI production infrastructure to deliver distributed cloud computing services for the research communities.

To support this goal, the TCB-Cloud will carry out strategic activities, such as:

* Leads the EGI technical roadmap for the cloud service area and is responsible for its maintenance and evolution in consultation with:
  + the EGI Federated Cloud group
  + the User Community Board (UCB) and the team in charge of cloud support
  + the Operations Management Board (OMB)
  + the Security Coordination Team and AAI experts
  + the Service and Solution Board (SSB)
  + commercial cloud providers
* Periodically revise and update the roadmap

The TCB does not formally approve or adopt policies or advice; this is the responsibility of the EGI.eu Executive Board and the appropriate management bodies of the NGIs.

# Authority

* The Group is governed by the EGI Council through the EGI.eu Executive Board to investigate any activity within its Terms of Reference.
* The Group is authorized by the EGI Council through the EGI.eu Executive Board for establishing relationships with the Technology Providers that deliver components for deployment onto the EGI cloud infrastructure.
* The Group will comply with the Policy Development Process[[2]](#footnote-2).

# Composition

## Membership

The membership of the group is not fixed, particularly the representation of Technology Providers (see below). Any individual member of the TCB may assume multiple memberships (commonly referred to: “wearing multiple hats”) provided that:

1. Any potential conflict of interest is prevented, or announced prior to assuming additional roles
2. Contributions to the TCB (e.g. discussion comments) are clearly indicated for which role they were given

TCB membership by way of function comprises of:

1. The TCB-cloud chair
2. Representative from Technology Providers
3. Representatives from Cloud resource providers
4. Appointed representative from the UCB and OMB (one per board)
5. EGI Foundation chair (linking into Services and Solutions Board)
6. Chair of virtual teams initiated by the Groups

The Group is open to invitees as specific subject matter dictates (e.g. ), which is to be agreed by the Group prior to confirming participation.

### General membership

Group Membership is recorded in a dedicated TCB-cloud wiki and will automatically come with a subscription to the TCB-cloud mailing list. Other people in the role of “observer” can be subscribed to the TCB-cloud mailing list for practical purposes, but that does not imply any TCB-cloud membership. The TCB-cloud Chair will advise the TCB-cloud of any new subscription requests and will consult with the TCB-cloud members before approving or rejecting them to limit any conflicts of interest regarding the planning and decision making process.

### Technology Provider membership

The representation from Technology Providers will vary over time as the technology used within the cloud service area changes. Technology Providers need to meet two criteria before they may become a member of the TCB-Cloud:

1. A written commitment statement detailing the intention and rationale of the participation in the Technology Coordination Board. Such a statement may take the form of a Letter of Intent as it is used in academia (in contrast to legal Letter of Intents), a Memorandum of Understanding (MoU) describing binding milestones for either party, or any other documentation EGI considers appropriate on a case-by-case basis.
2. They are delivering, or have agreed to deliver, components for inclusion in the EGI cloud service area. This will have been specified in a Service Level Agreement (SLA) accommodating the needs of both EGI the Technology Provider supplying EGI. For any avoidance of doubt SLAs between Technology Providers and EGI infrastructure consumers are out of scope.

Technology Provider membership in the in the TCB-Cloud is limited; if any of the criteria mentioned above cease to be met, membership in the TCB-Cloud will end with immediate effect.

Initial list of Technology Providers as members of the TCB-Cloud is:

1. Cloud standards, OCCI
2. Cloud standards, CDMI
3. VM image management
4. IaaS and PaaS
5. Cloud Integration modules

### Resource Provider membership

The representation from Resource Providers will vary over time as the technology used within the cloud service area changes and is to be revised yearly according to the adoption of cloud management framework changes.

Initial membership from resource providers will comprise:

* 3 representatives from OpenStack cloud providers
* 1 representative from OpenNebula cloud providers
* 1 representative from Synnefo cloud providers

### Method of appointment

Any member of the TCB-Cloud can initiate and propose a new Technology Provider member of the TCB-Cloud. The decision about inclusion of new Technology Providers in TCB-Cloud membership will be based on consensus. The decision about new member will be made at latest at the next TCB-Cloud meeting from meeting the proposal was made.

## Chair

The Chair is appointed and renewed by the EGI.eu Director. A deputy must also be assigned. Both the Chair and Deputy can also assume different roles in the TCB-cloud.

### Duties

The Chair will be responsible for calling and running regular meetings and polling the membership for agenda items. Meetings will be held at a minimum once per quarter’. Regular agenda items will include, but not limited to:

* Updates to the EGI Cloud Technology Roadmap and its primary components
* Reviewing and prioritising requirements brought to the attention of the Group
* Nominate a note taker at the beginning of each meeting that records minutes and circulate for approval within 5 working days.

Materials for the agenda points will indicate if the item is informational or is designed to lead to decision.

### Term of Office

The term of office is unlimited.

# Operating Procedures

## Communications and Meetings

* The topics and issues to be addressed can be specified either by EGI Management or by the TCB-Cloud itself.
* Any stakeholder of EGI also has the right to suggest topics for new policies and procedures or old policies and procedures, which in their opinion need revision. These requests should be submitted to the Chair of TCB who will discuss with TCB during a subsequent meeting of the group. The decision whether to accept this request or not will be recorded in the minutes of the meeting and feedback will be provided to the original requestor.
* The Group deliberations happen by face-to-face meetings, phone/video conferences or via the Group mailing list.
* All the members of the Group must subscribe to the mailing list and should use it as primary written communication channel (see Section 6.3)
* The TCB will meet approximately every 12 weeks via conference call services provided by EGI Foundation. Where practicable, the agenda together with reports and documents that relate to the meeting will be forwarded to members at least 1 week in advance of the meeting.
* The TCB-cloud will organise F2F meetings, and open Technology meetings co-located with large EGI conferences.
* If any TCB-cloud representative or deputy fails to attend two face-to-face meetings or three consecutive meetings, whether being face-to-face or conference call attendance, the Secretary will inform the Chair regarding the nonattendance. It is the decision of the Chair to ask the concerned TCB-cloud members to provide clarification regarding the lack of attendance within 5 working days, or to undertake alternative actions
* Accurate minutes will be kept of the major discussion points and the decisions reached at each meeting of the TCB-cloud. The minutes of a meeting shall be distributed to the group within a week of the meeting. Minute taking will be managed using a rota system.
* The Chair should make sure that all the updates concerning the group’s meetings, agenda and minutes are posted on group’s Wiki page (see Section 6.3)

## Decision making

* Wherever possible, the Group will arrive at proposed draft recommendation documents and/or advice by clear consensus, as determined by the Chair.
* A voting process is not foreseen for the TCB-cloud.
* The Group may by majority decision refer matters for decision to the EGI.eu Director on issues where a consensus cannot be achieved

## Communication Channels

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| **Communication channel** | **Reference** |
| The Group mailing list | [tcb-cloud@mailman.egi.eu](mailto:tcb-cloud@mailman.egi.eu) |
| Web page on EGI.eu website |  |
| Main wiki page | https://wiki.egi.eu/wiki/Technology\_Coordination\_Board#TCB-Cloud |
| Members | https://wiki.egi.eu/wiki/TCB#Members |
| Meetings and minutes | https://indico.egi.eu/indico/category/192/ |
| Documents | <https://wiki.egi.eu/wiki/TCB:Documents> |

## Appointment of a Virtual Team

Given the potential complexity of any new or changed cloud technology, a dedicated project may be initiated according to the EGI Virtual team framework[[3]](#footnote-3). The following points provides an overview of the Virtual team mechanism:

* The Group may appoint a Virtual team. Each appointment of a Virtual team must be accompanied by a written mandate that includes purpose and responsibilities, the list of deliverables that shall be produced (with delivery dates), and the duration of the appointment.
* Each Virtual team must be appointed by consensus and approved within the governance of the Virtual Team framework. The Group appoints the members including chair and deputy of a Virtual team.
* A Virtual team that is appointed by the Group shall keep minutes of its meetings. The minutes shall be made available to the Group as soon as possible.
* The Virtual team shall report to the Group upon request by any member of the Group.
* The Virtual team Chair is automatically *ex officio* member of the TCB-Cloud.
* By consensus, the Group may close down a Virtual team prematurely if the Virtual team does not comply with the mandate.

# Evaluation

The Group will produce an annual report to the Governing Body, in line with best practice that will be defined, which sets out how the Group has met its Terms of Reference during the preceding year. The minutes of the Group will be formally recorded and available to the Governing Body.

# References and related material

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| **Reference** | **Name & Location** |
| **R1** | **EGI Glossary:** https://wiki.egi.eu/wiki/Glossary |
| **R2** | **FitSM “Lightweight Service Management Standard”:** www.fitsm.eu |
| **R3** | **EGI.eu Service Management Policy:**  https://wiki.egi.eu/wiki/EGI\_ITSM#EGI.eu\_Service\_Management\_Policy |
| **R4** | **EGI.eu Policy Development Process:** https://documents.egi.eu/document/169 |
| **R5** | **EGI ITSM Processes:** https://wiki.egi.eu/wiki/EGI\_ITSM#Service\_Management\_Processes |

# Amendment

## 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 EGI.eu Director and EGI.eu Executive Board. 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.

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Yannick Legré

EGI.eu Director

## 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.

*--There have been no official revisions to this document to date--*

1. <https://wiki.egi.eu/wiki/Glossary_V2> [↑](#footnote-ref-1)
2. EGI.eu Policy Development Process: <https://documents.egi.eu/document/169> [↑](#footnote-ref-2)
3. https://wiki.egi.eu/wiki/EGI\_Virtual\_teams [↑](#footnote-ref-3)