



RESOURCE CENTRE OPERATIONAL LEVEL AGREEMENT

Federator	Resource infrastructure Provider
Federation member	Resource Centre
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DOCUMENT LOG

Issue	Date	Comment	Author
v. 2.3	01/06/2016	Updated version	Małgorzata Krakowian
v. 2.4	16/03/2017	Yearly review	Alessandro Paolini
v. 2.5	30/04/2018	Yearly review, mentioned EGI Check-in as login option to the EGI Helpdesk system	Alessandro Paolini
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TERMINOLOGY

The EGI glossary of terms is available at: <http://go.egi.eu/glossary>

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.

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The present Operational Level Agreement (“the Agreement”) is made between **Resource Infrastructure Provider (RP)** and **Resource Centre (RC)** to define the provision and support of the provided services as described hereafter. Representatives and contact information are defined in Section 6.

Once approved, **this Agreement is valid for as long as the RC is part of the EGI production infrastructure**, i.e. as long as the RC is registered in the EGI Configuration Database GOCD¹ with ‘Infrastructure’ status equal to “Production” and is not turned into “Closed” status.

The RC retains the right to terminate the Agreement at any time. If parties agree to end the Agreement, then the RC is no longer part of EGI Infrastructure and it is decommissioned² or alternatively all its services are either not in production status.

The Agreement is a document discussed and approved by the EGI Operations Management Board (OMB)³.

Amendments, comments and suggestions must be addressed by the Federator to the OMB by opening a GGUS⁴ ticket to the Operations support unit. The RP will promptly inform the RC about changes introduced to the requirements, service levels and targets defined in this document, and will ensure that the impact of the changes is understood.

1 The Services

The Services operated by the RC in scope for the Agreement are defined by the following properties:

- registered in GOCD¹ as production services, monitored and in the “EGI” scope.
 - All services not in GOCD¹, local services or registered without the “EGI” scope are not considered production and are out of scope.
- at least one Functional Capability (e.g. Cloud Computing, File Transfer, Storage Management, Data Access, Metadata Catalogue, HTC Compute, additional Information Discovery capability).

¹ <http://goc.egi.eu/>

² <https://confluence.egi.eu/display/EGIPP/PROC11+Resource+Centre+Decommissioning>

³ <https://confluence.egi.eu/display/EGIBG/Operations+Management+Board>

⁴ <http://ggus.eu/>

2 Service hours and exceptions

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”⁵) will be notified via email in a timely manner i.e. 24 hours before the start of the outage⁶, to the Customer through the Broadcast Tool⁷.
- The provider must provide justification for downtime periods exceeding 24 hours
- Human services are provided during support hours.

3 Support

Support is provided via EGI Service Desk. Access requires a valid X.509⁸ or the login via a EGI Check-in account⁹.

Support is available between:

- Monday and Friday
- 8h a day during the regular working hours of supporting organisation

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

3.1 Incident handling

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 Medium¹⁰:

⁵ <https://docs.egi.eu/internal/configuration-database/downtimes/>

⁶ <http://goc.egi.eu/>

⁷ <https://operations-portal.egi.eu/broadcast/send>

⁸ <https://www.eugridpma.org/members/worldmap/>

⁹ <https://docs.egi.eu/users/aai/check-in/>

¹⁰ <https://docs.egi.eu/internal/helpdesk/features/quality-of-support-levels/>

Incident priority ¹¹	Response time
Less urgent	5 working days
Urgent	5 working days
Very Urgent,	1 working day
Top Priority	1 working day

Response time is provided as a service level target.

3.2 Service requests

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”.

4 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. As reported by EGI monitoring services.
- Minimum (as a percentage per month): 80%

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. As reported by EGI monitoring services.
- Minimum (as a percentage per month): 85%

Quality of Support level

- Medium (Section 3)

5 Limitations and constraints

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

- Support is provided in following language: English

¹¹ <https://docs.egi.eu/internal/helpdesk/features/ticket-priority/>

- 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 of 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 RC's control, or any other causes beyond the RC's control

6 Communication, reporting and escalation

6.1 General communication

The following contacts will be generally used for communications related to the service in the scope of this Agreement. The authoritative contact information is available in the EGI configuration database GOADB.

Resource Infrastructure Provider	NGI Operations manager in respective NGI
Resource Provider	Site Operations manager in respective Resource Centre
Service Support contact	See Section 3

6.2 Regular reporting

Reports of the RC availability, reliability and unknown statistics will be performed on a monthly basis¹².

The RC violating the service level targets will be requested to provide justifications by the RP. The violating provider MUST provide a report. Information is exchanged through GGUS tickets.

6.3 Violations

The RC commits to inform the RP if the Agreement is violated, or violation is anticipated. The following rules are agreed for communication in the event of an Agreement violation:

In case of violating the service targets specified in this document for three consecutive months it is requested to provide justifications and a plan for service enhancement. The RC must submit a status report and a plan for the improvement of the service within 10 working days from the date of notification to the RP. In case no justification is provided, or if the justification is unsatisfactory, EGI

¹² <https://confluence.egi.eu/display/EGISLM/Performance>

Foundation can remove (suspend) the RC from the infrastructure by changing the RC status to “Suspended” on GOCDDB.

6.4 Escalation and complaints

For complaints, the defined RC contact point shall be used, and the following rules apply:

- Complaints should be directed to the RP contact
- The RC contact will be contacted in case of received complaints.

7 Information security and data protection

The following rules for information security and data protection apply:

- The RC must make every effort to maximise the security level of users’ data and minimise possible harm in the event of an incident. Incidents must be immediately reported to the EGI CSIRT according to the SEC01¹³ procedure.
- In the context of the GDPR regulations, the RC is having the role of the Data Controller and should take into account all the related requirements.
- The RC must define and abide by an information security and data protection policy related to the service being provided. The templates provided by the AARC Policy Development Kit (PDK)¹⁴ can be used as a basis.
- The RC must enforce the EGI WISE Acceptable Usage Policies¹⁵.
- The RC shall comply with all principles set out by the GÉANT Data Protection Code of Conduct¹⁶ version 1.0, which will be made available to the RC by EGI Foundation upon request.
- This Information Security and Data Protection policy must meet all requirements of any relevant EGI policies or procedures¹⁷ and also must be compliant with the relevant national legislation. Regarding the EGI requirements, please refer to the following reference documentation:
 - [EGI-doc-3015: e-Infrastructure Security Policy](#)
 - [EGI-doc-3601: Service Operations Security Policy](#)
 - [EGI-doc-2732: Policy on the Processing of Personal Data](#)
 - [EGI-doc-3600: Acceptable Use Policy and Conditions of Use](#)
 - [EGI-doc-2934: Security Traceability and Logging Policy](#)
 - [EGI-doc-2935: Security Incident Response Policy](#)

¹³ <https://go.egi.eu/sec01>

¹⁴ <https://aarc-project.eu/policies/policy-development-kit/>

¹⁵ <https://documents.egi.eu/public/ShowDocument?docid=3600>

¹⁶ <https://wiki.refeds.org/display/CODE/Data+Protection+Code+of+Conduct+Home>

¹⁷ <https://confluence.egi.eu/x/fYZQC> and <https://confluence.egi.eu/x/g4ZQC>

8 Responsibilities

8.1 Of the RC

Additional responsibilities of the RC are as follow:

- Adhering to all applicable operational and security policies and procedures and to other policy documents referenced therein applicable to “Infrastructure” scope.
- Using the communication channel defined in the agreement.
- Accepting EGI monitoring services provided to measure fulfilment of agreed service level targets.
- Ensuring the accuracy of the information in EGI Configuration Database GOCDB
 - The RC contact details (name, phone number, e-mail address) of a set of contact points for security, operational and administrative emergencies.
 - Components of the service are registered and in the EGI scope.
 - The services that are offered by the RC must be specified.
- All services with information system or accounting capabilities, must have at least one local or remote endpoint to publish information:
 - Being provided into the site information system.
 - Being delivered to the EGI accounting infrastructure.
- Enabling and supporting
 - the OPS VO and DTEAM VO.
 - at least one either national or global non-monitoring/troubleshooting user group (e.g. managed using an interoperable VO management service), which must be registered in the EGI Operations Portal.
 - The RC is encouraged to support as many user groups as possible. Specific agreements between the RC and individual user groups are covered in separate agreements.
- Enabling
 - Operational service monitoring, provided centrally by EGI and (if deemed necessary by the Resource Infrastructure Provider) by the Resource Infrastructure Provider.
 - Central security monitoring - performed centrally by EGI Foundation.
 - Remote access via service APIs for troubleshooting and testing.
- Ensuring
 - at least one system administrator reachable during working hours of supporting organisations.
 - Sufficient computational and storage resources and network connectivity to support the proper operation of its services, as indicated by passing all relevant Monitoring Service tests.

- The provisioning of services in itself does not create any intellectual property rights in software, information and data provided to the services provided by the RC, or in data generated by the services provided.
- Operating UMD and CMD compliant Middleware supported by EGI – applicable for High-Throughput Computing Platform, Cloud Computing Platform, and Storage services.
 - The RC is encouraged to stay abreast of updates in order to benefit from the latest improvements and features.

8.2 Of the RP

The responsibilities of the RP are:

- Collecting requirements from the RC and raise any issues deemed necessary by the RC to the attention of EGI and to ensure that these issues are properly dealt with.
- Raising any issues deemed necessary to the attention of the RC.
- Registering the RC and its administrators in GOODB and in the available helpdesk facilities as applicable.
- Providing support by helping in the resolution of advanced and specialised operational problems that cannot be solved by the RC.
 - If necessary, the RP will propagate and follow-up problems with higher-level operational or development teams.
- Monitoring progress of incident and problem records and to ensure that the RC works on records opened against them.
- Responding to incident and problem records from the RC in a timely manner.
- Providing the operational services defined in Resource infrastructure Provider OLA and ensuring their interoperation with the EGI Foundation ones as applicable.
- Coordinating and supporting the deployment of UMD and CMD compliant middleware by the RC.
- Coordinating local operational security activities and providing operational security support.
- Supporting coordination with other RCs.
- The RP must timely handle helpdesk incident tickets when notified by the Helpdesk system.

All responsibilities of the RP are listed in Resource infrastructure Provider Operational Level Agreement document¹⁸.

¹⁸ <https://documents.egi.eu/public/ShowDocument?docid=463>

9 Review, extensions, and termination

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

- At least on a yearly basis (more frequently if required).
- At the Operations Management Board (OMB) meeting