



## DATA TRANSFER WG (DT-WG)

### TERMS OF REFERENCE

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## DOCUMENT LOG

<i>Issue</i>	<i>Approval Date</i>	<i>Approved by</i>	<i>Amendment</i>
<b>v.1</b>	DD/MM/YYYY		<ENTER A STATEMENT SUMMARISING ANY REVISIONS TO THE PREVIOUS VERSION INCLUDING ANY TERMS OF REFERENCE, POLICIES OR PROCEDURES RESCINDED OR REPLACED BY THIS VERSION>
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## TERMINOLOGY

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

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## 1 Title

The name of the working group is “Data Transfer”, hereafter referred to the “Working Group” or “WG”

## 2 Definitions

Please refer to the definitions in the TCB Terms of Reference

## 3 Purpose and Responsibilities

Focus of the Working Group will be driving the technical evolution of the EGI Federation in the area of Data Transfer.

To support this goal, the WG will carry out the following activities

- Perform a technology scouting to identify available technical solutions to transfer large amount of data;
- Deal with user communities to gather requirements and recurrent use cases;
- Identify gaps of the current solutions with a focus on those from the technology providers participating in the WG;
- Discuss and plan enhancements for technical providers.

## 4 Composition

### 4.1 Membership

Membership

The membership of the group is not fixed. The WG chair together with the initial group members will evaluate invitations to new members.

WG membership:

- The WG chair
- Representative for each Data Transfer Technology Provider
- EGI infrastructure providers
- EGI.eu service owners

- User communities representatives
- EGI.eu Community support chair

## 4.2 Chair

The WG chair is appointed by the TCB

### 4.2.1 Duties

The Chair will be responsible for calling and running regular meetings and polling the members for agenda items. Possible agenda items will include, but not limited to

- Review and prioritisation of requirements brought to the attention of the Group through the membership
- 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

## 5 Operating Procedures

### 5.1 Communications and Meetings

- The WG will meet usually every 8 weeks via conference call. 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 WG will organise open meetings co-located with large EGI conferences.

Channel	Reference
Mailing list	<a href="mailto:tcb-datatransfer-wg@mailman.egi.eu">tcb-datatransfer-wg@mailman.egi.eu</a>
Wiki page	<a href="https://wiki.egi.eu/wiki/TCB:Data_Transfer_WG">https://wiki.egi.eu/wiki/TCB:Data_Transfer_WG</a>
Meetings & Minutes	<a href="https://indico.egi.eu/category/200/">https://indico.egi.eu/category/200/</a>

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## 5.2 Decision Making

- Wherever possible, the WG will arrive at proposed recommendations documents and/or advice by clear consensus
- The WG may by majority decision refer matters for decision to the EGI.eu Director on issues where a consensus cannot be achieved

## 6 Amendment

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 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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EGI.eu Director