



EGI Pay4Use VO

SERVICE LEVEL AGREEMENT

Customer	PolicyCLOUD/vo.policycloud.eu
Service Provider	EGI Foundation
First day of service delivery	01/08/2020
Last day of service delivery	31/12/2022
Status	Final
Agreement finalization date	13/10/2020
Agreement link	https://documents.egi.eu/document/3667



This work by EGI Foundation is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/)

This template is based on work, which was released under a Creative Commons 4.0 Attribution License (CC BY 4.0). It is part of the FitSM Standard family for lightweight IT service management, freely available at www.fitsm.eu.

DOCUMENT LOG

<i>Issue</i>	<i>Date</i>	<i>Comment</i>	<i>Author</i>
FINAL	13/10/2020	Agreed SLA with the Customer	Elisa Cauhé Enol Fernandez, Giuseppe La Rocca
v0.2	03/01/2022	Updated host of the Component Provider and the new Project Coordinator. Updated Sections 7 and 8.	Giuseppe La Rocca
v0.3	03/02/2022	Increased resources to run Spark on top of the cluster: 36 vCPU cores and 32GB of RAM	Giuseppe La Rocca

TERMINOLOGY

The EGI glossary of terms is available at: <https://wiki.egi.eu/wiki/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.

Contents

The Services	4
Service hours and exceptions	6
Support	7
Incident handling	7
Service requests	8
Service level targets	8
Limitations and constraints	8
Communication, reporting and escalation	9
General communication	9
Regular reporting	10
Violations	10
Escalation and complaints	11
Information security and data protection	11
Responsibilities	11
Of EGI Foundation	11
Of the Customer	12
Finance and administration	12
9.1 Service Offers	12
9.2 Invoicing and Payment Schedule	13
Review, extensions and termination	13

The present Service Level Agreement (“the Agreement”) is made between **EGI Foundation (the Service Provider)** and **PolicyCLOUD/vo.policycloud.eu (the Customer)** to define the provision and support of the provided services as described hereafter. Representatives and contact information are defined in Section 6.

PolicyCLOUD¹ aims to harness the potential of digitisation, big data and cloud technologies to improve the modelling, creation and implementation of policy. In three years (2020-2023) the project will address challenges faced by many businesses and public administrations of improving how they make policy decisions by accessing and using data.

The Customer is a consortium represented by **ATOS**.

This Agreement is valid from **01/08/2020** to **31/12/2022**.

The Component Provider will guarantee the availability of the platform for a maximum of 90 days from the end of the agreement, or until the final PolicyCLOUD review takes place (with no additional costs). In order to review the terms and conditions for a possible additional extension, a check-point will take place 3 months before the end of this agreement (September-October 2022).

The Agreement was discussed and approved by the Customer and the Provider on **13/10/2020**.

1 The Services

All services provided by EGI are listed under: <https://www.egi.eu/services/>

Possible allocation types:

- **Pledged** - Resources are exclusively reserved to the Community and the job will be executed immediately after submission.
- **Opportunistic** - Resources are not exclusively allocated, but subject to local availability.
- **Time allocation** - Resources are available in fair share-like mode for a fixed time period.

Possible payment mode offer:

- **Sponsored** - Model where the customer uses services that are funded, or co-funded by the European Commission or government grants.
- **Pay-for-use** - Model where the customer directly pays for the service used.

The Services are defined by the following properties:

¹ <https://policycloud.eu/>

Cloud Compute	
Resource Centre:	INFN-CLOUD-BARI
ServiceCategory:	Cloud Compute
Number of virtual CPU cores:	104
Memory per core (GB):	336
Local disk (GB):	40
Public IP addresses:	Yes. Access to the VPN is also provided.
Allocation type:	Pledged
Other technical requirements:	The INDIGO-DataCloud PaaS orchestrator will be available on the same resources, without an additional cost.
Payment mode offer:	Pay-for-use ²
Duration:	01/08/2020 - 31/12/2022
GOCDB endpoints URLs	cloud.recas.ba.infn.it (eu.egi.cloud.vm-management.occi)
Online Storage	
ComputeResource Centre	INFN-CLOUD-BARI
Category	Online Storage
Guaranteed storage capacity [TB]:	2TB
Opportunistic storage capacity [TB]:	N/A
Standard interfaces supported:	POSIX/Object Storage
Storage technology:	N/A
Other technical requirements:	Additional 50-100GB of OpenStack Swift Storage will be made available, without an additional cost.

² See service offer for specifications (e.g. pricing, administration)

Duration:	01/08/2020 - 31/12/2022
Payment mode offer:	Pay-for-use
Allocation type:	Pledged
Virtual Organisation	
Supported VOs:	vo.policycloud.eu
VO ID card:	https://operations-portal.egi.eu/vo/view/voname/vo.policycloud.eu
VO-wide list:	https://appdb.egi.eu/store/vo/vo.policycloud.eu
Provider AUP link	https://documents.egi.eu/document/2623

Service Offer/Cost [€]	
Compute	25,000€
Storage	Free (included in the compute costs)
Technical support	5,000€
Total ³	30,000€ ⁴

The Services are supported by additional services:

- Accounting⁵
- Service Monitoring⁶ (EGI operational Virtual Organization only)

Note: Please note that the following services are not provided by EGI Foundation:

- Monitoring of vo.policycloud.eu
- Monitoring of services provided by the Customer on agreed resources

2 Service hours and exceptions

The Services operate during the following hours: twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year.

³ For the duration of the agreement, subject to changes depending on customer requests

⁴ Excluding VAT (reverse charging)

⁵ <http://accounting.egi.eu/>

⁶ <http://argo.egi.eu/>

The following exceptions apply:

- Planned maintenance windows or service interruptions (“scheduled downtimes”⁷) will be notified via email in a timely manner i.e. 24 hours before the start of the outage⁸.
- Downtime periods exceeding 24 hours need justification.
- Human support is provided during support hours.

3 Support

Support is provided via EGI Service Desk⁹. Access requires a valid X.509 or the login via an EGI SSO account¹⁰. Support is available between:

- Monday to Friday.
- From 9:00 to 17:00 CET/CEST in the time zone of the relevant Resource Centres.

Service times always apply with the exception of public holidays in the country of the supporting Resource Centres.

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 in this Agreement has level: **Medium**¹¹

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

so the incidents, based on their priority will be responded to with the following response times:

Incident priority ¹²	Response time	Comment
Less urgent	5 working days	wishes and enhancements that are "nice to have"
Urgent	1 working day	service degraded; work-around available
Very Urgent	1 working day	service degraded; no work-around available
Top Priority	1 working day	service interrupted; needs to be addressed as soon as possible

⁷ https://wiki.egi.eu/wiki/GOCDB/Input_System_User_Documentation#Downtimes

⁸ <http://goc.egi.eu/>

⁹ <http://helpdesk.egi.eu/>

¹⁰ <https://www.egi.eu/sso/>

¹¹ https://wiki.egi.eu/wiki/FAQ_GGUS-QoS-Levels

¹² https://wiki.egi.eu/wiki/FAQ_GGUS-Ticket-Priority

Table 1. Response times to incidents according to the incident priority of “Medium” services

3.2 Service requests

In addition to resolving incidents, standard service requests¹³ (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 to fulfil its intended function at a specific time or over a calendar month.
- Minimum (as an average percentage per month):
 - Cloud Compute: 90%
 - INFN-CLOUD-BARI: 90%
 - Online Storage: 90%
 - INFN-CLOUD-BARI: 90%

Monthly Reliability

- Defined as the ability of a service to fulfil its intended function at a specific time or over a calendar month, excluding scheduled maintenance periods.
- Minimum (as an average percentage per month):
 - Cloud Compute: 95%
 - INFN-CLOUD-BARI: 95%
 - Online Storage: 95%
 - INFN-CLOUD-BARI: 95%

Quality of Support level

- **Medium** (Section 3)

5 Limitations and constraints

The Services provisioning is subject to the following limitations and constraints.

- Support is provided in English.
- Availability and Reliability calculations are based on the Service Monitoring operational results.
- Failures in VO monitoring are not considered as SLA violations.

¹³ <https://confluence.egi.eu/display/EGISLM/EGI+Service+requests>

- Downtimes needed to ensure the security of the Service issues are not considered Agreement violations.
- Failures of resource providers not being part of EGI production infrastructure are not considered as Agreement violations.
- The individual service components provide resources may be terminated or replaced due to failure, retirement or other requirement(s). EGI Foundation has no liability for any damages, liabilities, losses (including any corruption, deletion, or destruction or loss of data, applications or profits), or any other consequences resulting from the foregoing.
- In no event will EGI Foundation be liable for any special, incidental, punitive or consequential damages (including, without limitation, lost profits, loss of use, loss of data or loss of goodwill), or the costs of procuring substitute products and / or Services, arising out of or in connection with this agreement or the use or performance of any products and / or Services provided by EGI Foundation hereunder, whether such liability arises from any claim based upon breach of contract, breach of warranty, tort (including negligence), product liability or otherwise. The parties have agreed that these limitations will survive and apply even if any limited remedy specified in this agreement is found to have failed of its essential purpose.
- EGI Foundation liability to the Customer with regards to an individual service is restricted to the total value of any amounts paid by the Customer to EGI Foundation in the previous 12-month period on that individual service.
- 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, revolutionwhich is beyond the Provider's control, or any other causes beyond the Provider'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.

Customer contact	Ricard Munne Caldes ricard.munne@atos.net Sara Diez, sara.diez@atos.net
Customer technical contact	Panayiotis Michael panayiotismichael@mail.ntua.gr
EGI Foundation contact	Giuseppe La Rocca sla@mailman.egi.eu SLA Coordinator at EGI Foundation
EGI Foundation technical contact	Matthew Viljoen operations@egi.eu Operations manager at EGI Foundation
Service Support contact	See Section 3

6.2 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
Services Performance Report	The document provides an overall assessment of service performance (per month) and SLA target performance achieved during the last 6 months	Every 6 months, unless otherwise specified/requested by the customer.	EGI Foundation	Email to the Customer
Scientific Publications report	The document provides a list of scientific publications benefiting from the Service.	Yearly and with the Agreement ending.	Customer	During satisfaction review

All reports shall follow predefined templates¹⁴.

¹⁴ <https://documents.egi.eu/document/2748>

6.3 Violations

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

- In case of violations of the Services targets for **four months** or **two consecutive months**, EGI Foundation will provide justifications to the Customer.
 - In case of unavailability of the Component Provider to provide the service, the EGI Foundation will search for a new Component Provider and support migration.
- The Customer will notify the supporting Component Provider in case of suspected violation via the EGI Service Desk (Section 3). The case will be analysed to identify the cause and verify the violation.

6.4 Escalation and complaints

For escalation and complaints (A customer complaint is a customer's expression of dissatisfaction with an EGI service, either orally or in writing), EGI Foundation contact (section 6.1) point shall be used, and the following rules apply.

- In case of repeated violation of the Services targets for **four months** or **two consecutive months**, a review of the Agreement will take place involving the parties of the Agreement.
- Complaints or concerns about the Services provided should be directed to the EGI Foundation contact who will promptly address these concerns. Should the Customer still feel dissatisfied, about either the result of the response or the behaviour of the supporting Component Provider, complaints@egi.eu should be informed.

7 Information security and data protection

The following rules for information security and data protection related to the Service(s) apply.

- The Customer must comply with the Acceptable Use Policy and Conditions of Use (AUP)¹⁵, if a service-specific or Component Provider-specific AUP is not provided to the Customer or displayed when accessing the service, the general EGI Federation AUP applies.
- When the Customer is managing a community to manage access to the resources, they must comply with the Community Membership Management Policy¹⁶.
- For the processing of access data (ie. data related to authentication going through Check-in):
 - The roles according to GDPR are the following:
 - The Customer's Home Organisation holds the role of independent Data Controller.

¹⁵ <https://documents.egi.eu/document/3600>

¹⁶ <https://documents.egi.eu/document/3234>

- EGI Foundation (the Service Provider) and the Component Providers hold the role of independent Data Controllers.
 - In this context and unless it has been agreed to use a different model, there is no need for having any particular agreement in place.
- In the case the Customer, as a Data Controller, will process personal data (research data, personal data of their users or visitors) on the provided resources, EGI Foundation (the Service Provider) will be acting as a Data Processor and enter in a Data Processing Agreement (DPA) with the Data Controller. As an additional service, EGI Foundation provides standard templates for Data Processing Agreements (DPA) with EGI Foundation as a Data Processor¹⁷ that can be used by the Data Controller. If a DPA is being put in place and if EGI Foundation is involving sub-processors, sub-processor agreements will be signed between EGI Foundation and the Component Providers acting as sub-processors.
 - When EGI Foundation is acting as a Data Processor, the Technical and Organisational Measures (TOM) put in place by EGI Foundation to protect personal data during their processing can be consulted in the EGI Document Database¹⁸.
 - In situations where other organisations are acting as subcontracted data processors on behalf of EGI Foundation, EGI Foundation aims at ensuring that the technical and organisational measures implemented by the subcontracted processors equal at minimum the processing security level indicated by EGI Foundation TOM.
- EGI Foundation and their subcontracted data processors, if any, comply with the EGI Policy on the Processing of Personal Data¹⁹.
- If a service-specific or component provider-specific privacy policy is not provided to the Customer or displayed when accessing a given service, the Customer can refer to the one published on the EGI Website²⁰.
- EGI Foundation is conforming to the GÉANT Code of Conduct (v1.0) and personal data will be processed in accordance with the Code of Conduct for Service Providers²¹.
- Security incidents affecting the services described in Section 1 must be reported to abuse@egi.eu within 4 hours after their discovery and handled according to [SEC01: EGI CSIRT Security Incident Handling Procedure](#).
- Additional policies and procedures to be enforced across the EGI Federation are in in place²², notably:
 - [EGI-doc-3015: e-Infrastructure Security Policy](#)
 - [EGI-doc-3601: Service Operations Security Policy](#)
 - [EGI-doc-2934: Security Traceability and Logging Policy](#)
 - [EGI-doc-2935: Security Incident Response Policy](#)

¹⁷ <https://documents.egi.eu/document/3745>

¹⁸ <https://documents.egi.eu/document/3737>

¹⁹ <https://documents.egi.eu/document/2732>

²⁰ <https://www.egi.eu/privacy-policy/>

²¹ <https://geant3plus.archive.geant.net/Pages/uri/V1.html>

²² https://go.egi.eu/policies_procedures

8 Responsibilities

8.1 Of EGI Foundation

Additional responsibilities of EGI Foundation are as follows.

- EGI Foundation monitors the Service(s) and its components in order to measure the fulfilment of the agreed service level targets.
- EGI Foundation retains the right to introduce changes in how the Service is provided, in which case the Service Provider will promptly inform the Customer and update the Agreement accordingly.

8.2 Of the Customer

The responsibilities of the Customer are:

- **The customer facilitates the use of EGI acknowledgement by communicating to users the need of adding the following sentence in acknowledgement: “This work used the EGI infrastructure with the dedicated support of INFN-CLOUD-BARI”.**
- The Customer will provide during Agreement review (yearly) list of scientific publications benefiting from the Service(s) defined in Section 1.
- The data stored in the system by the Customer must not cause any legal violation due to the content type (such as copyright infringement, dual use, illegal material).
- By default, the data stored in the Service Provider by the Customer are not backed-up except if explicitly specified in the Agreement.
- The Customer will notify the Service Provider in case the actual amount of the Service(s) used results in being under- or over-estimated. The Customer will request an update of the Agreement to ensure optimal usage of the Service(s).
- The Customer will create, with the support of the Service Provider, one or more Virtual Organisations (VOs) to define the group of users entitled to access the Service. Information about the VO will be regularly updated in EGI Operations Portal²³. Management of the VO should be done according to the Community Membership Management policy documented in Section 7.
- The Customer must request EGI Service Desk support²⁴ to enable assigning tickets with the appropriate VO name.
- When applicable, the Customer is responsible for ensuring that the Virtual Machine images endorsed and listed in the AppDB²⁵ VO image lists are properly maintained and updated.

²³ <http://operations-portal.egi.eu/>

²⁴ https://wiki.egi.eu/wiki/FAQ_GGUS-New-Support-Unit

²⁵ <https://appdb.egi.eu/>

- The Customer is responsible for the management of their own data including movement or removal of the data once the agreement is terminated.

9 Finance and administration

9.1 Service Offers

The EGI Foundation is expected to adhere to the service offer and associated costs provided and agreed timescales, unless changes are otherwise agreed between both parties in writing (See Section 2).

9.2 Invoicing and Payment Schedule

The EGI Foundation is to invoice the Customer directly according to the below schedule. Note that invoices need to be accompanied by a Service Performance Report (see Section 6.2).

Service delivery period	Invoicing frequency	Produced by	Delivery
01/08/2020 – 31/12/2020	Within 30 days of established delivery period end date for 5,000€	EGI Foundation	Email to Customer together with Service Performance Report for period.
01/01/2021 – 31/12/2021	Within 30 days of established delivery period end date for 10,000€	EGI Foundation	Email to Customer together with Service Performance Report for period.
01/01/2022 – 31/12/2022	Within 30 days of established delivery period end date for 15,000€	EGI Foundation	Email to Customer together with Service Performance Report for period.

Invoice details:

Name: Tiziana Ferrari, EGI Foundation Director

Address: Science Park, 140 - 1098XG – Amsterdam, The Netherlands

VAT: NL8219.84.986.B.01

Email: inkoop@egi.eu

Date: [DD/MM/YYYY]

Reference: PolicyCLOUD, 870675

10 Review, extensions and termination

This agreement is subject to review on an annual basis (at the end of the calendar year from the service delivery date) by which a customer performance validation will be conducted and a report produced (see Section 6.2).

The continuation of this agreement is subject to successfully meeting customer performance requirements outlined in Section 4.

Reviews of the agreement can be performed at any time by written request by any party.

If the Customer wishes to extend the duration after the Agreement termination date, an extension will be negotiated with EGI Foundation.

EGI Foundation retains the right to introduce changes in the Service, in which case the Customer retains the right of terminating the Agreement.

The Agreement can be terminated at any time upon agreement of the parties. Amendments, comments and suggestions must be addressed to EGI Foundation and the Customer according to Section 6.