SECURITY POLICY GROUP (SPG) – 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 EGI Security Policy Group (SPG).

I. COPYRIGHT NOTICE

II. DOCUMENT LOG

Version Number	Approval Date	Approved By	Amendment
1			Early draft using new EGI template (Sergio A)
2			Draft with full text (David K)
3			Revised structure (Sergio A)
4			Revised structure (Damir M)
8			Revised draft (Damir M)
9			Revisions to address comments received at the EGI Technical Forum SPG meeting (David K)

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1 TITLE

The name of the group is Security Policy Group.

2 DEFINITIONS

Word/Term	Definition
DCI	Distributed Computing Infrastructure
EIRO	European Intergovernmental Research Organisation
IPG	Infrastructure Policy Group
JSPG	Joint (EGEE/WLCG) Security Policy Group (now finished). See http://www.jspg.org
OGF	Open Grid Forum
SCG	EGI Security Coordination Group
SPG	EGI Security Policy Group
VRC	Virtual Research Community

3 PURPOSE AND RESPONSIBILITIES

- The Security Policy Group ("the Group") is charged with developing and maintaining Security Policy for use by EGI and the NGIs. This EGI Security Policy defines the expected behaviour of NGIs, Sites, Users and other participants, required to facilitate the operation of a secure and trustworthy distributed computing infrastructure.

- SPG may also provide policy advice on any security matter related to the operation of the EGI infrastructure.

- SPG should, wherever possible, aim to prepare and maintain simple and general policies which are not only applicable to EGI/NGIs but that are also of use to other Grid infrastructures and DCIs in Europe and across the world. The adoption of common policies by multiple infrastructures eases the problems of interoperability.

- SPG 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 [R2].

- The topics and issues to be addressed can be specified either by EGI management or by SPG itself.

- Any stakeholder of EGI also has the right to suggest topics for new policies or old policies which in their opinion need revision. These requests should be submitted to the Chair of SPG who will discuss with SPG 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.

- SPG may create special focused sub-groups to tackle specific issues.

4 AUTHORITY

The Group is authorized by the EGI.eu Council through the EGI.eu Executive Board to investigate any activity within its Terms of Reference. The EGI.eu Council and the EGI.eu Executive Board are the governing bodies of the Group.

5 COMPOSITION

5.1 Membership

- Each NGI and EIRO member of EGI.eu is entitled to nominate one voting member of SPG.
- In addition to the voting NGI/EIRO members, SPG should also aim to include expertise in its deliberations from other stakeholders, including site security officers, site system administrators, operational experts, middleware experts, VRCs and other DCIs. These additional non-voting members are determined by the Chair in consultation with the management of EGI.
- Members of SPG are treated as individual experts who do not formally represent any constituency. Individual members of SPG agreeing to or voting on proposed policy does not imply automatic approval by their own Grid or organisation.
- Each voting member is entitled to nominate a deputy. A deputy can only vote if the full member is not available.
- The list of members and deputies is maintained on the SPG wiki, https://wiki.egi.eu/wiki/SPG

5.2 Chair

Leadership of and Chair of SPG is a defined global task of EGI-InSPIRE. The Chair does not represent his/her own local NGI; that NGI is able to nominate its own additional representative.

5.2.1 Duties

The duties of the SPG Leader and Chair include:

- Ensuring that the Group meets the various demands placed on it to produce and maintain security policy and advice. This will include negotiation with EGI management, members of SPG and other stakeholders to agree priorities and timelines commensurate with the effort available to the Group
- Running SPG meetings and ensuring that minutes are taken and published
- Ensuring that editorial sub-groups are created for particular policy topics and that these make good progress
- Act as general point of contact for SPG
- Ensuring that Security Policy documents are presented for approval and adoption and that once approved these are published and made available in the document repository
- Membership of the EGI SCG to provide policy input to that coordination group's deliberations
- Participation in appropriate international standards bodies, e.g. IGTF, OGF and IPG, to encourage the definition of standards-based frameworks, best practice and to encourage the adoption of common policies and/or standards
- Reporting to the EGI Policy Development task leader and EGI management as required.

5.2.2 Term of Office

The full term of EGI-InSPIRE, i.e. four years from 1st May 2010.

5.2.3 Method of Appointment

The EGI-InSPIRE partner responsible for performing the duties of the SPG global task appoints the Chair.

5.3 Secretary

A Secretary of SPG is required to assist the Chair in running the Group.

5.3.1 Duties

Duties of the Secretary include:

- Assisting with the logistical details of meetings (be they face to face or phone/video)
- Taking minutes at SPG meetings
- Assisting with the provision of, management and maintenance of document repositories and SPG web(s) and wiki(s)

5.3.2 Term of Office

The full term of EGI-InSPIRE, i.e. four years from 1st May 2010.

5.3.3 Method of Appointment

The SPG Secretary (an ex-officio non-voting member of SPG) should be a member of staff of EGI.eu and therefore is appointed by EGI.eu.

6 OPERATING PROCEDURES

SPG deliberations happen by face-to-face meetings, phone/video conferences or via the SPG mailing list.

6.1 Communications and Meetings

- All the members of the Group must subscribe to the SPG-discuss@mailman.egi.eu mailing list and should use it as primary written communication channel.

- The Group will meet (face to face or phone/video) as often as the work requires but this will be at least twice per year, at least one of which will be face to face (ideally during the annual EGI technical forum).

- Where practicable, the agenda together with reports and documents that relate to the Group will be forwarded to members in sufficient time to enable consideration prior to meetings.

- Accurate minutes will be kept of each meeting of the Group. The minutes of a meeting shall be submitted to group members for ratification at the next subsequent meeting of the Group.

- The group's wiki page is https://wiki.egi.eu/wiki/SPG. The Chair/Secretary should make sure that all the updates concerning the group's meetings, agenda and minutes are posted on group's Wiki page.

- Editorial sub-groups will be created, as required, to make efficient progress on drafting and/or revising policy documents. The leader of such a group will decide how frequently this needs to meet.

6.2 Decision making

- Wherever possible, SPG will arrive at proposed draft policy documents and/or advice by clear consensus, as determined by the Chair.
- A voting process will only start if consensus cannot be reached in a reasonable time or if at least two voting members of SPG call for a vote.
- A vote during a face-to-face or phone/video meeting will only be valid if a quorum of at least 50% of the voting members is present. If this quorum is not available during the meeting, then voting can be carried out by e-mail.
- The details of voting during the development of draft policies is documented elsewhere [R1].
- Voting members who consistently fail to participate in SPG meetings and deliberations for 12 months or more will be classified as "inactive" and will not count in the calculation of quorum
- A decision is adopted if more than 50% of the voting members cast their vote for a proposed decision
- The Chair does not vote, but has a casting vote in the event of a tie.
- If the Group's recommendations are adopted by majority vote, minority positions will be recorded and reported
- The Group may by majority decision refer matters for decision to the Director on issues where a consensus cannot be achieved.

6.3 Reports

The main output of the Group is to develop and maintain security policy documents. Reports of SPG activities will be made via EGI-InSPIRE quarterly reporting and, where possible, annually to the wider EGI community at the annual EGI technical forum or similar event.

Reports from currently active SPG editorial sub-groups or other task forces will be required to the main SPG at least quarterly.

7 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 if the group will be formally recorded and available to the Governing Body.

8 RELATED MATERIAL

The detailed procedures that SPG will use to develop and agree the various security policies are documented elsewhere [R1].

Name	Location	Document Type
[R1] MS209: Security Policies within EGI	https://documents.egi.eu/document/210	Milestone
[R2] EGI.eu Policy Development Process	https://documents.egi.eu/document/169	Policy

9 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 Governing Body. 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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Dr. S. Newhouse
EGI.eu Director