# ERF Data Working Group

# TERMS OF REFERENCE

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|---|---|
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| **Group Acronym** | ERF Data WG |
| **Group Name** | ERF Data Working Group |
| **Contact Person** | Yannick Legré, EGI Foundation |
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| **Approved by** | ERF AISBL GA |
| **Approved Date** | 03/07/2017 |

## DOCUMENT LOG

| Issue | Approval Date | Approved by | Amendment |
|---|---|---|---|
| **v.1** | 03/07/2017 | ERF Data Group | <ENTER A STATEMENT SUMMARISING ANY REVISIONS TO THE PREVIOUS VERSION INCLUDING ANY TERMS OF REFERENCE, POLICIES OR PROCEDURES RESCINDED OR REPLACED BY THIS VERSION> |

# Contents

# 1 Purpose and outputs

The ERF Data WG ("the Group") is established to collect requirements and best practices in the area of data management planning and data management implementation from the member infrastructures, and based on those inputs to provide advices and good practices for ERF AISBL members on activities and developments related to data management. The group aims to develop an understanding of common community requirements in the domain of data management, and facilitate the adoption of established, good solutions from this field.

The topics of interest of the group will be:

- Data Acquisition: collecting raw data from registered data sources to be made accessible by the infrastructure.

- Data Curation: storing, managing and ensuring access to all persistent data-sets produced within the infrastructure.

- Data Access: enabling discovery and retrieval of scientific data subject to authorisation.

- Data Processing: providing tools and services for performing a variety of data processing tasks.

The outputs of the Group will be:

1. Common requirements for data management planning and implementation across ERF AISBL member infrastructures.
2. Best practice recommendations for preparing and implementing data management plans by ERF AISBL research infrastructures.
3. Position papers (White papers, Blue print…) to be endorsed by the ERF General Assembly before public release.

# 2 Authority

The Group is authorized by the ERF General Assembly to investigate any activity within its Terms of Reference. The ERF Data WG is governed by the ERF General Assembly, which may delegate its authority and control to the Executive Board, either permanently or for a specific period of time or purpose.

# 3 Composition

## 3.1 Membership

Group membership will automatically come with a subscription to the Group mailing list. There are *observers* who can be subscribed to the Group mailing list for practical purposes, but that does not imply any group membership. The Group chair will advise the Group of any new subscription

requests and will consult with the Group members before approving or rejecting them to limit any conflicts of interest regarding the planning and decision making process.

| Name | Organization | Voting | Type of Appointment | Term of Office |
|---|---|---|---|---|
| **Yannick Legré** | EGI Foundation | Yes | Chair | No limit |
| **Florian Berberich** | PRACE RI | Yes | Vice-Chair | No limit |
| | | | (Expert on Storage) | |
| | | | (Expert on hardware) | |
| | | | (Legal Data Expert) | |
| Yin Chen | EGI Foundation | Yes | Member | No limit |
| Claes-Göran Wahlström | Laserlab-Europe | Yes | Member | No limit |
| Daniela Stozno | Laserlab-Europe | Yes | Member | No limit |
| Stefan Janssen | Paul Scherrer Institut (PSI) | Yes | Member | No limit |
| Gerd Mann | Paul Scherrer Institut (PSI) | Yes | Member | No limit |
| Roberto Pugliese | Elettra Sincrotrone Trieste | Yes | Member | No limit |
| Gagey Brgitte | SOLEIL | Yes | Member | No limit |
| Patrick Fuhrmann | DESY | Yes | Member | No limit |
| Sibel Yaser | DESY | Yes | Member | No limit |
| Darren Spruce | MAX IV Laboratory | Yes | Member | No limit |
| Ian Collier | STFC | Yes | Member | No limit |
| Brain Matthews | STFC | Yes | Member | No limit |
| Angela Zennaro | CERIC-ERIC | Yes | Member | No limit |
| Matthias Girod | CERIC-ERIC | Yes | Member | No limit |

**The columns of the table are defined as follows:**

- **Name**: *name and surname*

- **Organisation**: *the organization they are affiliated to*

- **Voting**: *if they have the right to vote*

- **Type of Appointments**: *if they are elected or appointed or ex officio (i.e., member in virtue of holding another office). If elected, indicate the eligibility of members and how voting will be conducted.  Terms of office should be clearly stated*

- **Term of Office**: *the term of office (refers to the length of time the person will hold the group membership)*

- *Specify if the members of the group are treated as individual experts who do not formally represent any constituency or if their actions imply automatic approval by their organisation>>*

*Note*: *Each voting member will be entitled to nominate a deputy.*

## 3.2  Chair

The Group chair is appointed by the ERG Executive board.

The Vice Chair is appointed by the Group chair.

### 3.2.1  Duties

The duties of the Chair include:

- Scheduling meetings and polling group members for agenda items.

- Running the Group meetings according to the agenda and time available and ensuring that minutes are taken and published.

- Ensuring all discussion items end with a decision, action or definite outcome.

- Review and approve the draft minutes before distribution.

- Inviting specialists to attend meetings when required by the Group.

- Act as general point of contact for the Group.

- Ensuring that the produced documents are presented for approval and adoption and that once approved these are published and made available in the document repository.

- Ensuring that the Group meets the various demands placed on it to produce and maintain ERF AISBL policy and advice. This will include negotiation with ERF AISBL GA, members of the Group and other stakeholders to agree priorities and timelines commensurate with the effort available to the Group.

- Participation in appropriate international standards bodies, e.g. RDA, to encourage the definition of standards-based frameworks, best practice and to encourage the adoption of common policies and/or standards.

- Reporting to the ERF AISBL GA as required.

### 3.2.2  Term of Office

The term of office is unlimited.

# 4  Operating Procedures

## 4.1  Communications and Meetings

- All the members of the Group must subscribe to the ERF-Data-WG mailing list and should use it as primary written communication channel

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

- ~~A quorum of members must be present before a meeting can proceed. At least 50% members must be present for the face-to-face meeting to proceed.~~
- The Group will meet <timing and frequency of meetings>.
- 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://confluence.egi.eu/display/ERF/ERF+Data+Working+Group The Chair/Secretary should make sure that all the updates concerning the group's dates, agenda and minutes are posted on group's Wiki page.

## 4.2 Decision Making

- Wherever possible, the Group will arrive at proposed draft recommendations 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 one third of voting members of the Group call for a vote.
- A decision is adopted if more than 50% of the voting members cast their vote for the proposed decision.
- 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 Chairs on issues where a consensus cannot be achieved.

## 4.3 Communication Channels

| Communication Channel | Reference |
|---|---|
| The Group mailing list | erf-data-wg@mailman.egi.eu |
| Main Wiki Page | https://confluence.egi.eu/display/ERF/ERF+Data+Working+Group |
| Meetings and minutes | https://indico.egi.eu/indico/category/206/ |
| Documents | https://confluence.egi.eu/display/ERF/ERF+Data+Working+Group |

# 5 Evaluation

The activity of the ERF Data WG will be assessed once a year by ERF Executive Board.

The Group will produce an annual report to the ERF General Assembly, 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 made available to the ERF Executive Board and General Assembly.

# 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 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.