

Guidelines for the Implementation of Service Delivery Plans and the Node-funded services selection process

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1. Introduction

Node-funded Services are proposed via the respective initial Node applications, which are reviewed by the ELIXIR Scientific Advisory Board (SAB) and approved by the ELIXIR Board, and are included in the Service Delivery Plans (SDPs).

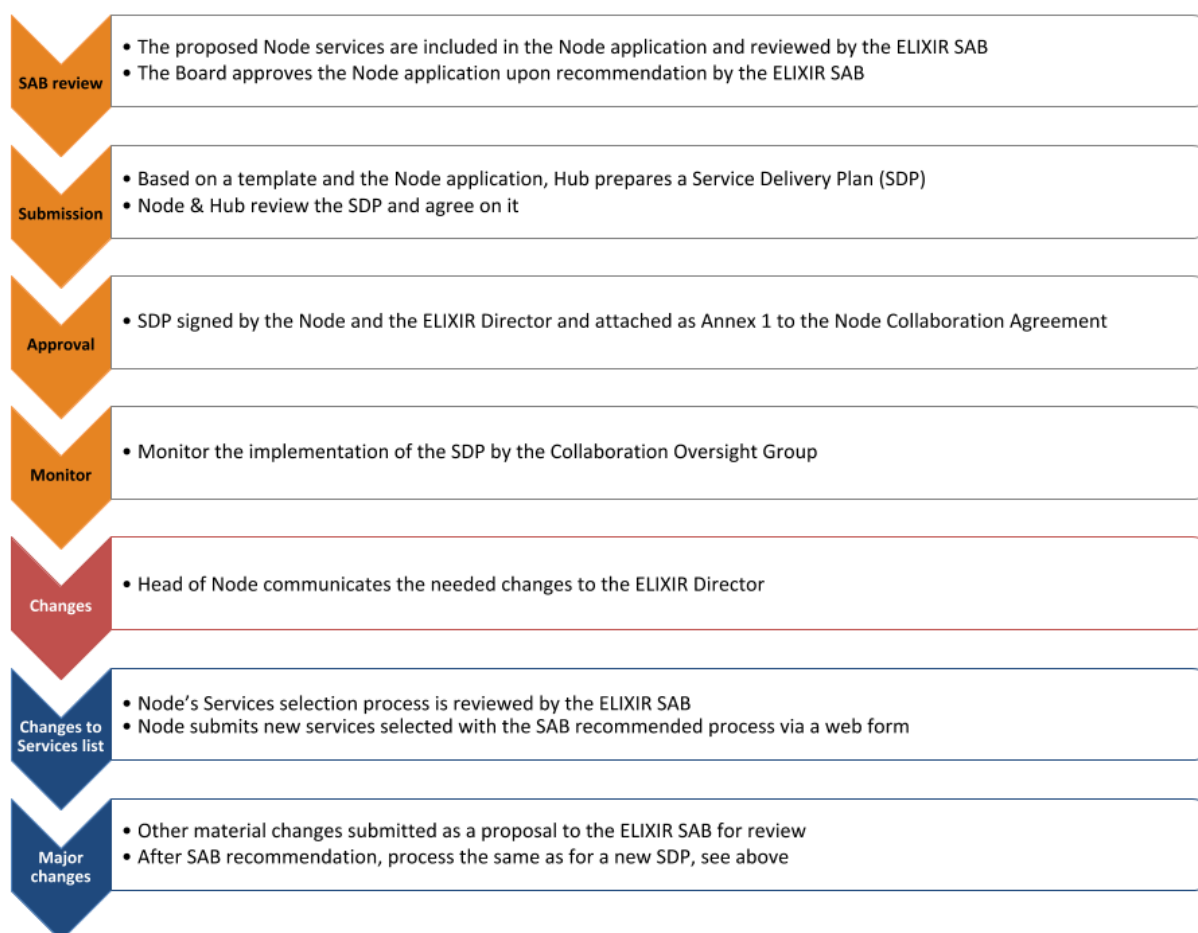
In accordance with 6.2.3 and 6.2.4 Collaboration Agreement amendments to SDPs are possible. However, to facilitate the review process it was decided that every Node could instead develop a selection process for new Node-funded services (hereinafter, Service selection process) based on guidelines below. The Service selection process will then be reviewed by the ELIXIR SAB. If the process is deemed suitable by the ELIXIR SAB, the proposed services selected through the Service selection process will be included in a Service Delivery Plan, without further SAB review of the newly included services.

ELIXIR applies high standards for the Services it provides since they set the quality standard in the domain. ELIXIR Services should be comprehensive or authoritative and demonstrate quantifiable benefits to the scientific community, for example ELIXIR Services accelerate science through promotion of reuse of data and software.

ELIXIR Services, including those put forward by ELIXIR Nodes and included in the SDPs provide eligibility for funding opportunities and consideration for inclusion in ELIXIR Key Service Collections (currently Core Data Resources, ELIXIR Deposition Databases and Recommended Interoperability Resources). [ELIXIR Services are listed on the ELIXIR website.](#)

2. Service Delivery Plan implementation process

The full process for accepting Node services to ELIXIR is outlined in the figure below.



3. How to prepare the Service Delivery Plan?

Once the ELIXIR Board has approved the Node application the Hub will require some details of the services provided by the Node and will support the development of the SDP. The ELIXIR Hub provides a template, which consists of two parts: 1) description of the Node, and 2) description of services. Marking the end of the Node application process, the Service Delivery Plan (SDP) is signed between the Node and the ELIXIR Hub.

The ELIXIR Collaboration Oversight Group (which in accordance with Art. 11.2 Collaboration Agreement comprises the ELIXIR Director, the Head of Node and other individuals appointed by them) will monitor the implementation of the Service Delivery Plan.

4. How to introduce changes and updates of the Service Delivery Plan?

The list of Node-funded Services can be amended in accordance with Articles 6.2.3 and 6.2.4 Collaboration Agreement. All amendments require the ELIXIR Director's approval.

To facilitate the review process of the amendments the SAB suggested the introduction of a "Node Service selection process". In such cases, the amendment of the list of Services included in the SDP following the Node Service selection process would normally not be reviewed by the SAB. However, in case changes made to the list of Services qualify as "major" it is upon the Director's discretion to request the SAB to review them.

This document outlines the process for establishing a Node Service selection process to facilitate minor and major amendments to the SDP.

5. Guidelines for establishing a Node-funded Services selection process

5.1 Introduction

The following guidelines for establishing the Node Service selection process are based on best practices and examples from a number of Nodes, as well as suggestions from the ELIXIR SAB. The guidelines have been reviewed by the ELIXIR Technical Coordinators and the Heads of Nodes Committee.

Each Node that has developed a Service selection process, which is reviewed and recommended by the ELIXIR SAB will be able to periodically update the services included in their SDP without further reference to the ELIXIR SAB.

5.2 Implementing a Service selection process - outline

- Each Node is expected to define and document a process for selecting candidate services that are appropriate to the Node, using the guidelines in the table below.
- The ELIXIR SAB reviews the proposed selection process, recommends changes or approves.
- Once approved the SAB recommends the ELIXIR Director to approve the inclusion of new services into ELIXIR, visible on the ELIXIR website.
- Once a Node has selected new services based on a recommended process, the Head of Node contacts the ELIXIR Director to notify of the addition.
- Periodically, the ELIXIR SAB will review each Node, including the Services and the selection process.

5.3 Principles to respect when establishing a Service selection process

The Service selection process will vary according to the requirements of each Node. However, all processes will be expected to adhere to the set of principles outlined in the table below:

Principles	Examples
Decision maker in selection process	• The Node leadership • Node SAB • Constituent Institutes
Regularity of review of Node-funded services	• Annually • Every second year • As and when required
Participation	• The Node will invite expressions of interest from Institutes • The process should be transparent and inclusive • Identify Node staff responsible for managing the process
Suggested Criteria for identifying Node-funded Services	A Service will... • Demonstrate scientific and/or technical excellence. • Show benefit to the scientific community, comparable to existing ELIXIR Services. • Be actively maintained with up-to-date data where appropriate. • Be life-cycle managed, to include periodic review and recommendations for sunseting. • Have clear terms-of-use, licence policies and adhere to all relevant ethical and privacy policies and requirements. • Have described in their documentation the alignment with the FAIR principles. • Be aligned with the ELIXIR Mission and strategy. • Have the potential for cross-Node collaborations.

	• Be in production state and routinely accessible, with minimal downtime. • As appropriate, Services should be registered in ELIXIR registries such as bio.tools, FAIRsharing and use identifiers.org where applicable for identifiers. • Training materials for ELIXIR Services should be listed in TeSS. • As appropriate, Services should implement technical solutions prioritised within ELIXIR, such as AAI, to maximise return on ELIXIR investment.
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If your Node has established a selection process or is interested in preparing one, please contact peter.maccallum@elixir-europe.org