

Terms of Reference (ToR)

Federated EGA Operations Committee

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1 Purpose and objectives

The goal of the Federated EGA Operations Committee is to review operational performance and coordinate technical implementation roadmaps of EGA Federated and Community nodes. The Federated EGA Operations Committee receives advice from the Federated EGA Strategic Committee, and provides operational reporting to the Federated EGA Strategic Committee (see Committee diagram below).

Areas of responsibility include:

1. Ensuring interoperability between EGA nodes through adoption of a common set of technical standards;
2. Monitoring technical implementation and deployment of EGA services at nodes;
3. Convening and defining the scope for technical working groups as necessary;
4. Regularly reviewing performance, service levels, service capability, security, and capacity of nodes;
5. Coordinating validation of each node against their responsibilities as represented by checkpoints in the node Maturity Model, including ensuring the use of agreed international standards;
6. Establishing common operational procedures and best practises for nodes, including Helpdesk alignment;
7. Providing peer support, workshops, training, and documentation;
8. Implementing the Federated EGA roadmap and reporting to the Federated EGA Strategic Committee.

Product list the Committee is responsible for:

1. Node maturity model (shared product with FEGA Strategic Committee);
2. Compliance test suite;
3. Suite of shared Standard Operating Procedures
4. Federated EGA Risk Register (shared product with FEGA Strategic Committee).

2 Committee Membership

The Committee will be constituted of up to four representatives from Central EGA nodes and up to two representatives from each Federated EGA node. Status as a Federated EGA node is established with the signing of the FEGA Legal Agreement. The specific named members will be nominated by each node. Representatives of EGA Community nodes and ELIXIR Hub are invited to attend as observers.

The Committee will be co-chaired by one representative each from the Central EGA nodes, rotating responsibilities for chairing the meetings.

3 Decision making

All decisions require a two-thirds majority of Federated EGA nodes and approval by both Central EGA nodes. For the avoidance of doubt, each node shall have one vote. For important decisions, an agenda with all items requiring voting decisions will be circulated at least one week prior to a Committee meeting. Decisions will be made by voting at meetings if enough nodes are present to approve a decision. Otherwise, decisions can be made through voting by email.

4 Meetings

The Committee will meet on a regular basis, and meetings will take place either in person or via teleconferencing. The Committee will meet with at least one representative from each Central EGA node, and a representative from at least 50% of the Federated EGA nodes. Scheduling arrangements will be carried out by a representative of a Central or Federated EGA node.

Diagram:  FEGA Committees and WGs