EGI Technical Forum Programme Committee Meeting

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| **Meeting:** | TF12-PC 1st Meeting: Minutes |
| **Date and Time:** | April 23, 2012 11:00 – 12:00 |
| **Venue:** | Chaired from Amsterdam |
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# 1. Participants

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Surname |  | Organisation | Membership[[1]](#footnote-1) |
| Steve Brewer |  | EGI.eu - Chief Community Officer | Chair |
| Richard McLennan |  | EGI.eu | Sec (Minutes) |
| Steven Newhouse |  |  |  |
| Peter Solagna |  |  |  |
| Tiziana Ferarri |  |  |  |
| Rob van der Meer |  |  |  |
| Sergio Andreozzi |  |  |  |
| Michel Drescher |  |  |  |
| Cal Loomis |  |  |  |
| Fulvio Galeazzi |  |  |  |
| Helmut Heller |  |  |  |
| Jamie Shiers |  |  |  |
| Johan Montagnat, |  |  |  |
| Kostas Koumantaros |  |  |  |
| Torsten Antoni |  |  |  |

Apologies etc: See attached table at Annex B

Verbal:

Via doodle poll:

Not received:

No contact:

# 2. Introduction

The home page to EGI TF12 website (<http://tf2012.egi.eu/>) has been set up and the overarching theme has been stated. The PC will have a number of roles and tasks to fulfil in the lead up to the Forum and this will require effort and time from all members. Responsibilities need to be recognised from the outset and participants will be asked to confirm their commitment to both the required tasks and to meet deadlines. A timetable for meetings will be proposed. Planning for TF12 will be more proactive from the beginning with 'Track Leaders' playing an active part in forming their tracks and sessions. A top level outline programme plan is to be completed by 8 May. This teleconference will also cover the review process for submissions, the role of Track Leaders, session convenors, the timeline for the next 22 weeks leading up to the Forum and any other relevant issues PC members might raise to discuss.

# 3. ACTION REVIEWS – Not yet applicable

|  |  |  |  |
| --- | --- | --- | --- |
| ID |  | Description and discussion | Status[[2]](#footnote-2) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 4. ITEMS OF BUSINESS

## Agenda Item 1 –PC membership

* Membership: EGI Task Leaders & representatives of MoU signatory units have been invited to participate – list attached (65 names amongst whom 33 have already accepted – further responses are still anticipated).
* SB asked for invited members to confirm if they felt able to commit themselves to the demands of the Programme Committee, noting that there will be a range tasks that will need to be progressed. Based on the level of effort that was applicable during preparations for the Community Forum, we could anticipate the task of reviewing Abstracts to be in the order of 5 to 10 per reviewer. For the TF12 there will be more management effort during the early stages of the project (of preparing for the event).
* Track Leaders had been nominated (see dedicated Agenda Item and Annex A).

## Agenda Item 2 – TF12 Theme and Tracks

* The theme and tracks for the EGI TF12 event were explained (<http://tf2012.egi.eu/>) and a document with the current track descriptions was circulated (attached to these Minutes as Annex A). The overarching Forum theme was accepted.
* Review and agree Tracks
  + TF commented that she needed to give the proposed tracks more consideration but was broadly content. Some fine tuning might still be useful.
  + PS was content; MD had no issues.
  + SA commented that the subject of business models was in 3 different tracks. SN noted concern – issues were relevant in each track and at this stage it was too early to put the emphasis into any one track.
  + GS was not in attendance but in a pre-meeting discussion he accepted the track description and the role of Track Leader.

**Action:** Track Leaders should provide comments on the proposed descriptions by close of business Wed 25 Apr.

## Agenda Item 3 – Process: Roles of Track Leaders & Abstract Reviewers

* SB explained that the intent was for 'Track Leaders' to help form and assemble tracks/sessions and feel a sense of leadership and involvement during the development of their tracks.
  + .. proactively hunt for supporting contributions.
  + assign suitable session convenors
* SB will convene further planning sessions with Track Leaders to progress the programme development. RM will issue a Doodle Poll to identify suitable opportunities. The target for date for completion of outline TF12 Programme is 8 May.

## Agenda Item 4 – Timeline

* 22 weeks till Forum; various events have big impact on available time such as the EGI-InSPIRE EC review and Summer leave.
* TF12 Key planning dates are tabled as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Activity** | **Duration:** | **Where:** | **Who:** |
| Fri 4 May | Submissions Open | 5 weeks | Indico | RM/SB |
| Tues 8 May | High level outline programme published |  | EGI Web | PC |
| Mon 4 Jun | Early bird Registration opens | 8 weeks | LOC Web | LOC |
| Mon 11 Jun | Submissions Close |  | Indico | RM/SB |
| Tues 3 Jul | Abstract Reviews complete (08:00) | 3 weeks | Indico? | PC |
| Mon 9 Jul | Acceptances issued & Programme agreed | 3 working days | Indico? | RM/SB |
| Mon 23 Jul | Programme published | 2 weeks | Indico | SB/RM |
| Wed 6 Aug | Early bird closes (at COB) |  | LOC Web | LOC |
| Fri 17 Aug | Booth reservations close (tbc by LOC) |  | EGI Web | LOC |
| Fri 14 Sep | Web registrations close (at COB) (tbc by LOC) |  | LOC Web | LOC |
| Mon 17 Sep | Conference starts |  |  |  |

* The proposed time table was accepted and considered to be comprehensive enough at this stage.
* SB pointed out that timings were already tight and there will be little scope for slippage. He advised that travel and accommodation bookings can be made after 23 Jul, some 8 weeks prior to event which was accepted.

## Agenda Item 5 – Keynote Speakers

* PC were invited to propose candidates/names for Keynote speakers
  + Name, Position, relevance, contact information etc.
  + Proposals should be forwarded by 8 May (2 weeks).

**Action:** PC members to forward proposals for Keynote speakers by 8 May.

## Agenda Item 6 – Other issues

* With regards to CF12, HH felt that the programme had been too busy at times and that this could detract from the attention that speakers deserved. Confirmation was sought with regards to Globus Europe – meetings should be scheduled for the Monday of the conference week?
* SN confirmed that the programme would run Monday to Friday and that the Monday would be the day for internal meetings and for Globus.

# 5. AOB

No issues were tabled for AOB.

# 6. Dates for Next Meetings

A proposed timetable of teleconferences/meetings is as follows:

|  |  |  |
| --- | --- | --- |
| **Title** | **Date:** | **Purpose:** |
| M1 | 23-Apr-12 | Kick-off |
| M2 | 08-May-12 | High level Outline programme agreement |
| M3 | 15-May-12 | Track Leaders (TLs) Progress report on track content |
| M4 | 22-May-12 | TLs Progress report on track detail and invited submissions. |
| M5 | 29-May-12 | TL report on track content and detail |
| M6 | 12-Jun-12 | 1st cut of Programme |
| M7 | 21-Jun-12 | 2nd cut of Programme |
| M8 | 05-Jul-12 | Track alignment and final cut of Programme |
| M9 | 17-Jul-12 | Final review before Publication |

Note that with the exception of some specific cases as shown above, meetings will normally be set for 15:00 CEST on Tuesday afternoons.

# 7. Actions

|  |  |  |  |
| --- | --- | --- | --- |
| ID | Resp. | Description | Status[[3]](#footnote-3) |
| 1.1 | Track Leaders | Track Leaders should provide comments on the proposed descriptions by close of business Wed 25 Apr. | New |
| 1.2 | PC Members | PC members to forward proposals for Keynote speakers by 8 May. | New |
|  |  |  |  |
|  |  |  |  |
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Agenda/Minutes prepared by Richard McLennan

Agenda/Minutes Approved Group Chair: Steve Brewer

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# Annexe A – Theme & Tracks

The following Theme and Tracks constitute the initial proposal for agreement:

**Theme:**

Developing an open and sustainable EGI ecosystem to support open science in the digital European Research Area.

**Tracks:**

1 - Operational services – Track Leader: Tiziana Ferrari

This track covers the operational services used by EGI to deliver a federated infrastructure composed of national resource providers. Examples of topics relevant in this area are:

* experience of platform operators with the large-scale management and monitoring of services
* development of the services and tools needed to undertake distributed operations
* resource provisioning models and workflows for the deployment of functional services to resource centres
* operations sustainability and business models
* challenges of infrastructure operation when supporting multiple software platforms and/or combined HTC and HPC services
* recent advancements of accounting services
* requirements for the enhancement of user-facing operational services

2 – Physical Infrastructure services – Track Leader: Peter Solagna

This track brings together the work of technology providers and platform integrators to provide generic infrastructure services that can be integrated into virtual research environments upon which research communities depend. Example topics relevant in this area are:

* the various infrastructure services in use across Europe and beyond such as ARC, dCache, gLite and UNICORE - being developed and integrated by the EMI project - as well as Globus, SAGA and others,
* sustainable business models for the delivery of technology.

3 – Virtualised Resources: challenges and opportunities – Track Leader: Michel Drescher

This track focuses on the work of technology providers, platform integrators and platform operators of the grand challenges that relate to the integration of virtualized resource into the operational infrastructure to establish the emerging European digital research landscape. Examples of topics relevant in this area are:

* the services used to access virtualized resources
* virtualised management environments
* the impact of virtualization on the operations model and costs
* the integration of these services into the operational infrastructure.

4 – Virtual Research Environments – Track Leader: Gergely Sipos

As the digital research landscape broadens, so more research communities are seeking to establish their own virtual research environments on their own resources and operating their own customized services through the work of platform integrators and platform operators. Examples of topics relevant in this area are:

* experiences and results from research communities from the use of virtual research environments
* integrated and customized portals, scientific gateways and workflow management environments
* development and operation of online software applications and services
* experiences in operating virtual research environments for research communities
* business models for the sustainable integration and operation of virtual research environments.

5 - Coordination and Communication – Track Leader: Sergio Andreozzi

This track will focus on reaching out to communities and partners across the ecosystem. Examples of topics relevant in this area are:

* submissions relating to governance, policy and planning, marketing, dissemination and outreach activities
* sustainability and business models for infrastructure services
* marketing strategies for reaching key stakeholders
* development of governance models for e-Infrastructures and alignment with EU and national strategic policies.

# Annexe B – PC Membership

This list combines EGI-InSPIRE project task leaders and MoU signatories.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **user name** | **full name** | **organisation** | **email address** | **Invited** | **Replied** | **Participant 1st Meeting** | **Accept membership** |
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1. Member, Observer, in Attendance [↑](#footnote-ref-1)
2. NEW, OPEN, CLOSED, REJECTED [↑](#footnote-ref-2)
3. NEW, OPEN, CLOSED, REJECTED [↑](#footnote-ref-3)