EGI Technical Forum Programme Committee Meeting

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| **Meeting:** | TF12-PC 2ndt Meeting: Agenda |
| **Date and Time:** | 8 May 2012, 15:00 – 16:00 |
| **Venue:** | Chaired from Amsterdam |
| **Agenda:** | on Indico |

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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) |
| Ágnes Szeberényi |  | MTA SZTAKI |  |
| Helmut Heller |  | IGE |  |
| Matteo Turilli |  | FedCloudTF |  |
| Owen Appleton |  | Emergence Tech Limited |  |
| Tristan Glatard |  | CNRS |  |
| Ludek Matyska |  | CESNET |  |
| Ron Trompert |  | SARA |  |
| Kostas Koumantaros |  | GRNET |  |
| Yannick Legre |  | HealthGrid |  |
| Frederico Rugieri |  | INFN - Roma Tre |  |
| Steven Newhouse |  | EGI.eu |  |
| Catherine Gater |  | EGI.eu |  |
| Michel Drescher |  | EGI.eu |  |
| Tiziana Ferarri |  | EGI.eu |  |
| Sergio Andreozzi |  | EGI.eu |  |
| Peter Solagna |  | EGI.eu |  |
| Gergely Sipos |  | EGI.eu |  |

Apologies:

Florida Estrella

Alberto di Meglio

Ales Krenek

Alexandre M.J.J. Bonvin

Cal Loomis

Rossen Apostolov

Jamie Shiers

Andrea Manieri (VENUS C) withdrawn from PC.

Claudio Vuerli

John Gordon

Christos Kanellopoulos

No contact:

# 2. Introduction

* SB welcomed all participants to the 2nd Meeting of the TF12 Programme Committee and announced the names of both the participants those he had received apologies from. Participants and apologies are listed at Section 1 to these minutes.
* SB outlined the meeting agenda and asked if anyone had any new items for AOB

# 3. ACTION REVIEWS

|  |  |  |  |
| --- | --- | --- | --- |
| ID |  | Description and discussion | Status[[2]](#footnote-2) |
| 1.1 | Track Leaders | Track Leaders should provide comments on the proposed descriptions by close of business Wed 25 Apr.  SB commented that much work had been completed behind the scenes by Track Leaders and descriptions had been refined. These were now published. Action complete. | Closed |
| 1.2 | PC Members | PC members to forward proposals for Keynote speakers by 8 May.  SB commented that very little had been received and PC members were invited to continue with this task. | Open |

# 4. ITEMS OF BUSINESS

## Agenda Item 1 –Progress Report

* SB updated the PC on progress with development of track descriptions, TF12 web pages and other initial planning work.
  + Track Leaders had been nominated and track descriptions had been finalised. These are now published in the TF12 web pages and in Indico pages which were also now on-line.
  + Indico is open for submissions.
  + Attention was drawn to the use of the ''Printable Summary'' within the Abstract submission section - the text in this block is important as it will be will be used by the organisers in compiling the Book of Abstracts.
* The TF12 mail list has been set up. Other lists should no longer be used.

## Agenda Item 2 – TF12 Outline Programme

* Discussion of first draft of high level programme.
* SB presented the Outline Programme as it stood on 8 May. A PDF version had been posted to the Meeting page on Indico and was used as the basis for further discussion. Written comments if any to be e-mailed to SB and RM.
  + Developed in consultation with Track Leaders following refinement of Track descriptions.
* Track Leaders were invited to talk through their individual tracks and the PC could comment.
  + Track 1: A potential conflict of interest between Track 1 and Track 6 was over mitigated by timing. SN directed that CHAIN and GISELA need to be included.
    - **Action TF**
  + Track 2: SN directed that the programme should be kept as compact as possible. In regards to the AAI session he suggested that there are numerous ''use cases'' which we should tap into.
    - **Action PS**
  + Track 3: no comments
  + Track 4: no comments
  + Track 5: SN confirmed that there is a need for a full programme on the Friday, including the session on Helix-Nebula WS and EU2020. He directed SA to make an assessment on the number of attendees for the SPG that was scheduled for the Fri morning, advising that it may prove necessary to move it to the Wed morning.
    - **Action SA**
* Next steps for Track Leaders and PC will be to continue to refine and develop the programme. Comments, requests and suggestions are invited from the PC.

?????

## Agenda Item 3 – e-Mail to Promote TF12

* SB informed that he had prepared a draft text for a promotional email and this had been posted to Indico for consideration by the PC. This was a comprehensive brief on TF12 which he wished PC members to disseminate onwards to the various communities. The key objective of the message was to generate awareness and enthusiasm in the event - in particular, the activity of preparing submissions now needed to be 'kicked off'. The PC had no specific comments on the text.
* SB went on to advise that he would push the text out as an e-mail after this meeting and requested PC members to disseminate widely.
  + - **Action all PC**

## Agenda Item 4 – PC Membership List

* The PC Membership list has been updated to take account of people who had advised that they could not commit themselves to the additional workload/responsibilities. In some cases they had suggested replacements. The list is published in the TF12 website. SB asked members to review the list and advise if they wanted any changes to their entry. <http://tf2012.egi.eu/programme/>
* A pc-tf12 mail list has also been compiled. This is up to date and is to be used in lieu of any other lists. SB also asked that it be used when accepting meetings or when offering apologies for not joining a meeting.

## Agenda Item 5 – Keynote Speakers

* SB again invited the PC to propose candidates/names for Keynote speakers
  + One proposal received to date
  + SN and LM already in discussion on the subject of Keynote Speakers.
  + We remain open to suggestions with details on:
    - Name, Position, relevance, contact information etc.
* please forward nominations to SB and RM asap.

# 5. AOB

* There were no items for AOB

# 6. Dates for Next Meetings

* The TF12 Programme publication date has been brought forward from 23 to 16 Jul and thus the last scheduled meeting will be to review progress and outstanding actions.

|  |  |  |
| --- | --- | --- |
| **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 | Scheduled review of progress and outstanding actions. |

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) |
| 1.2 | PC Members | PC members to forward proposals for Keynote speakers. | Open |
| 2.1 | TF | Track 1 programme: CHAIN and GISELA to be included | New |
| 2.2 | PS | Track 2 programme: to identify and tap into ''use cases'' | New |
| 2.3 | SA | Track 5: make an assessment on the number of attendees for the SPG that is scheduled for the Fri morning. If necessary consider to move session to the Wed morning. | New |
| 2.4 | all PC | Promotional email with comprehensive brief on TF12 to be disseminated widely by all members of the PC asap. | New |

Agenda/Minutes prepared by Richard McLennan

Agenda/Minutes Approved Group Chair: Steve Brewer

11 May 2012 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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)