

# Activity

3.1.1

Working Groups  
Methodology

# Working Groups Methodology

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Approved by EOSC Future Technical Coordination Board.

## Abstract

This document describes the methodology followed to create and manage Working Groups in the Architecture and Interoperability Work Package (WP3).

## Dissemination level of the document

Public

## Version History

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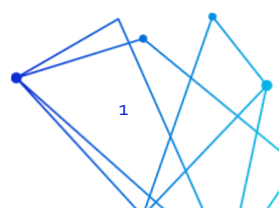
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## 1 Introduction

The Description of Work anticipated the initiation of a series of Task Forces for the purposes of furthering the work of the technical Working Groups initiated by the EOSC Governance Board and Executive Board. The EOSC Association is creating five Advisory Groups (AGs) focusing on overarching themes that are important for the realisation of EOSC which consist of Task Forces (TFs) working on specific topics related to the AGs. It was decided that the EOSC Future Task Forces would be renamed to EOSC Future Working Groups for the purposes of clarity. This document describes the process to manage EOSC Future Working Groups (WGs) within the remit of EOSC Future WP3.

As stated in the EOSC Future Technical Annex, guidelines and standards will be established on the basis of consensus. This process will be supported via topical TFs within the architecture work package (WP3). This is the main instrument of WP3 to advance the EOSC Interoperability Framework (EIF) via an open process that involves research communities, research and e-infrastructures and technical experts in the project and beyond.

The TFs in WP3 will include members from EOSC Future but they are open to EINFRA-EOSC 07 projects and other relevant stakeholders interested in contributing to the EOSC technical roadmap. WGs can also be proposed by other initiatives.

## 2 Remit of the Working Groups

The WGs in WP3 are meant to ensure that the functional requirements from cross-community use cases and associated EOSC resources are both compatible and technically interoperable with the developing/evolving EOSC. The WGs will create a bidirectional channel with the research communities/infrastructures and other stakeholders to gather requirements and map them to the evolving architectural blueprints and interoperability frameworks for other work packages to implement and receive feedback for continual enhancement.

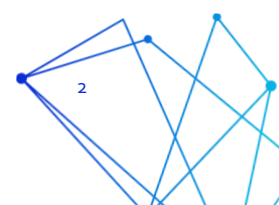
The WGs are established with the aim to support the advancement of topics relevant for the execution of WP3 objectives and in a spirit of openness, collaboration, and consensus.

Outputs from the WGs shall be made publicly available on the EOSC Portal unless otherwise agreed and approved by the TCB.

## 3 Approach, Initiation and Lifecycle

To keep the process agile, but still well-structured, WGs will operate as described:

- Any party within the community can propose a task force as long as its aims are relevant to the EOSC Future work plan. In addition, WP3 will launch and manage calls for WGs
- Each WG will define a charter (please use the [template](#) document) with objectives and clear outcomes, namely:
  - The aim of the task force
  - Proposed chair(s) - chairs can also be external to EOSC Future
  - A clear set of objectives to be achieved in the designated time frame
  - A clear set of expertise required by the participants
  - The envisaged number of participants and their desired affiliation to stakeholder groups
  - Research and e-infrastructures that commit to contribute to the proposed WG
  - Impact on specific areas of the EOSC Future Workplan.

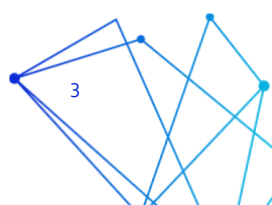


- WG charters will be collected by WP<sub>3</sub> and forwarded to the EOSC Future Technical Coordination Board (TCB). WGs are approved according to the proposed charter by the TCB.
- EOSC Future (WP<sub>3</sub>, T<sub>3.3</sub>) can provide secretarial support to only five WGs.
- However, the TCB may approve additional TFs if they are able to support themselves.
- A WG will run for an initial duration of six months.
- Each WG will be reviewed by the TCB after six months, after which the TCB will determine whether it will end or continue for another fixed period.
- WGs must have regular meetings and minutes of the meetings have to be archived on [the EOSC Future wiki](#).
- The chairs of each WG will join the monthly WP<sub>3</sub> meetings to report on progress.
- The TCB is responsible for overseeing the work of the WGs. The TCB will monitor progress and outputs of the WGs according to the pre-defined objectives as captured by its charter and may invite the WG chairs for discussion and reporting in the TCB meeting(s).
- The TCB may decide termination of a TF either if the outputs are unsatisfactory, or participation is insufficient, or on request from its chair(s).

## 4 Relations with other groups

WP<sub>3</sub> will work with the EOSC Association to ensure that there is no duplication between the WGs operated within the EOSC Association and those operating within EOSC Future.

In the case in which WG proposals address areas that are being investigated by other existing groups, the TCB will discuss and propose the most suitable way forward to avoid duplication of work.



## Appendix A. Working Group Proposal Template

### PROPOSAL FOR A NEW EOSC FUTURE PROJECT WORKING GROUP ON [INSERT TOPIC]

Refer to the instructions on how to complete this form in Annex B: Additional Information to Complete the Form (**DO NOT AMEND**) below.

#### Introduction

EOSC Future Project Working Groups (TFs) are established under the auspices of the EOSC Future Project in order to create an open forum where experts from its community exchange information, knowledge, ideas and best practices in view of solving specified technical challenges relevant to the implementation of the European Open Science Cloud. TFs will in particular address technical topics which cross WP boundaries in EOSC Future.

#### General Information

<b>Working Group Name:</b>	<b>[Official name]</b>
<b>Brief Description of Objective:</b>	[Please describe at a high level the remit, how the TF sits in the rest of the landscape, its core aims and objectives, and what it seeks to achieve within the allotted time]
<b>Intended Impact</b>	[Intended impact on a specific area of the EOSC Future Workplan]
<b>Endorsed by</b>	[Please provide a list of the names, organisations and roles of individuals from the EOSC Future project, Research Infrastructures and/or other related projects that endorse the work of the proposed Working Group]
<b>Proposed Chair(s)</b>	[Please insert name and role/function in the organisation and/or projects of the Chair(s)]

#### Working Group Aims:

1. [This section should provide more detail on the points listed below:
2. Intended achievements,
3. inputs and support required to start the work and to run the Working Group,
4. dependencies on other activities,
5. required additional expertise and capabilities from other projects and organisations in order to achieve the result,
6. constraints that are relevant to the inputs or outputs.]

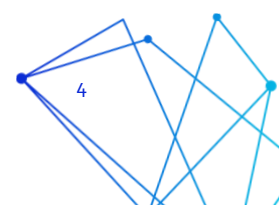
#### Expected Outputs/Results of the Working Group

*Please list the expected outputs that the Working Group should achieve.*

#### Duration:

Initial 6 months, with mid-point review in month 3.

#	Planned Activities	Outputs	Due Month (indicative)
1			
2			
3			
..			



## Background Information

[Please insert any additional supporting information as to why the Working Group is proposed; any pre-existing work; a problem statement should be included in order to ensure that all stakeholders understand precisely the problem that the Working Group wants to address]

[TEMPLATE ENDS]

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## Annex B: Additional Information to Complete the Form (DO NOT AMEND)

Please refer to the [Working Groups Methodology](#) for more information.

### Initiation

**Working Groups** can commence as soon as the Technical Coordination Board has approved them.

The initiation of the Working Group will be announced publicly by WP3, and the charter, minutes and results of the Working Groups will be made publicly available in the EOSC Portal.

Once the Working Group has been created, EOSC Future WP3 Task 3.3 will provide continuous support.

### Operations, composition, and roles

If it is the opinion of the Working Group proposer that additional expertise and capabilities are required to optimise results, the proposer should expressly set this out in the 'Aims' section along with how it proposes to source the required support. Subsequent to the approval of the Working Group, the members may then source the appropriate expertise.

A Working Group is led by its Chair(s) who shall be appointed for the term of the relevant Working Group's cycle by way of the approval of the Working Group by the Technical Coordination Board.

The Chair is responsible for the business of the Working Group. The Working Group takes decisions by consensus.

The Chair is also responsible for maintaining information on the TF in the project wiki and the monthly briefing during the WP3 calls.

### Resources and support

As long as the Working Group is supported by the Technical Coordination Board, the Project Co-Ordinator will provide the following services:

- mailing list(s)
- wiki space.
- online survey tool - on request.
- Support for outreach and promotion (in collaboration with WP10)

Official minutes keeping, meeting recording or other archiving is the responsibility of the Working Group.

Working Group Chairs, if belonging to organisations in the EOSC Future project, are eligible for additional effort accounted in WP3. For other participants, Working Groups are seen as a vehicle to achieve the already planned project outcomes rather than an additional activity.

