Subcommittee on Council Structure – working session

9 Oct. 2012

Attending: Vicky, Amber, Ruth, Kimberly

**Problem:**

* Too many separate documents that have lots about process and little about how to and what to do. Missing who does what to whom statements:
  + Charter <http://osg-docdb.opensciencegrid.org/cgi-bin/RetrieveFile?docid=25&extension=pdf>
  + By-laws <http://osg-docdb.opensciencegrid.org/cgi-bin/RetrieveFile?docid=70&extension=pdf>
  + Council voting procedures <http://osg-docdb.opensciencegrid.org/0003/000311/004/osg-voting-rules-v1.0.pdf>
  + Management Plan <http://osg-docdb.opensciencegrid.org/0003/000314/008/6.OSG%20Management%20Plan.pdf>
  + Most recent annual report (to NSF) <http://osg-docdb.opensciencegrid.org/0011/001117/003/OSG%20NSF%20Report%20Jul-2012%20v5.pdf>
  + OSG “next 5 years” proposal text <https://osg-docdb.opensciencegrid.org:440/cgi-bin/RetrieveFile?docid=1091;filename=ProjectDescription.pdf;version=1>
  + Description of SAG <https://www.opensciencegrid.org/bin/view/Council/WebHome#OSG_Science_Advisory_Group>
  + Mission of OSG Consortium (from Council in 2011): The Open Science Grid (OSG) advances science through open distributed computing. The OSG is a multi-disciplinary partnership to federate local, regional, community and national cyber infrastructures to meet the needs of research and academic communities at all scales.

**Steps to a solution:**

* Perform GAP analysis to determine what’s missing…
* “Parsing of all documents” spreadsheet from Vicky.
  + Question marks in spreadsheet indicate statement that does not appear supportable; too broad- instead should have an action item (measureable actions) associated with it.

## ACTION ITEMS

* Clarify the roles/ responsibilities of Council.
  + Create a short list of actions the council has to take -including assuming duties of Scientific Advisory Board. (Subcommittee)
* Revisit and revise the mission and vision statements- review and get agreement. (Subcommittee)
* Clean up the charter, remove any inconsistencies. (Subcommittee)
* Understand how many fundamental OSG documents there are. (Subcommittee)
* Talk to Lothar about whether mission and vision of OSG should be amended to include distributed high throughput computing. (Ruth)

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| **Who** | **Responsibilities** | **Questions/ Comments** |
| OSG Project | Owns project scope and change management process |  |
| Open Science Grid | Endorses projects (not a funding agency) |  |
| Consortium | * Entertains proposals for general areas of work * Is an “at will group of individuals with common interests”. * “Members contribute to or directly benefit from the OSG”. * Benefit defined as “getting some science done” | * Can the Consortium exist without the “Project Core “Project; Satellite Projects? * Can a Consortium (a social group) be overseen? * Is the goal of the Consortium:   + To ensure members have the chance to decide if a proposal makes sense or not for the OSG?   + To propose new lines of business? Make sure proposal(s) fit with some line of work via a process i.e.:     - 1.Requestor asks for stage 1 approval     - 2.Consortium provides a more detailed examination     - 3. Assessment of synergies made by consortium, if determined to fit then request is sent by Consortium to Executive Board? If not, no recommendation made. * Does it matter if Consortium comprised of takers not givers? * Can Consortium members represent themselves to /bring issues before the Council?(Council members at large didn’t work) |
| Council | * Council represents the scope of the Consortium and ensures that the ET and EB are meeting the scientific mission * Council governs the consortium (?) * Council members are the face of the consortium * Enforces what is and is NOT OSG. * Owns the program of work * Coordinates the work of the Consortium (?) * Council reviews calls for proposal * Job of Council to make sure the program of work in the OSG- operating entity meets the needs of the stakeholders. * Determines if appropriate for OSG or not. * Enforces accountability on executive director- * Oversight Role (i.e. hearing about satellite projects) * Evaluates reports from ED, evaluated, makes recommendation(s), asks to hear response to recommendations at next meeting (Gating process) * Hear results of annual science survey (i.e. survey monkey like LQCD) | * The Council is the governing body of what? * What are the criteria for Council membership? (i.e. that members care about OSG…know what they want OSG to be?)   + What agenda item should be assigned to the Council?     - Receive reports, give direction to Executive Director?     - Provide coordination function- gating process? * Former Scientific Advisory Group tasked with providing the Council with advice - replicate with a survey?   + - If there is a bad annual science survey result, Council can appoint a task force to investigate??     - Have an assessment, review, make recommendations and if person deemed accountable action is taken? Remove? * Role to periodically review Mission/Vision statements? * Does the Council own the program of work for OSG? If they own the scope of work the OSG can do, what does ownership mean? * Are 30 Council members too many? * What are criteria whether a Satellite Project reports to Council? |
| Executive Director | * Provides a snapshot of the Program, reports on progress of main funded project. * Gives direction:   + responds to questions,   + makes recommendations (no formal power) that get followed up on (by the whom?) and becomes a report * Reports on recommendations and action items | * ED reports on how OSG is meeting the needs of the projects?   + By collecting evidence from stakeholders? (I.e. one mechanism might be similar in scope to former Scientific Advisory Group—don’t have to specify mechanism.)   + If there is a bad result for the proposed annual science survey, this becomes an ED issue? |
| Executive Board | * Receives reports from ED: provides comment, feedback and direction and supplies action items for follow up. * Maintains a list of endorsed projects and makes a report back to ED on these (status report?) * Proposals:   + Puts out calls for proposal (if necessary)   + Coordinates those submitting proposals (satellite proposals)   + Reviews proposals * Provides assessment process   + Administer annual survey of scientific needs (future facing)   + Write annual report on the project (backwards analysis) | * Role of EB is to:   + Coordinate across OSG and Satellites? * What does this mean??? What is coordinated????   + Coordinate work of Consortium? * Does this mean people submitting proposals?   + Provide procedures for proposal submissions?   + Determines where OSG spends money (for the Project)?   + Determines if OSG meets milestones? * “ED reports to EB” * What does this mean? |
| Executive Team | Manages the OSG program of work | * Coordinates imprimatur of OSG? (If not, ET, EB?) * Responsible for hearing proposals? * What is the difference between the EB and the ET?   + ET not referred to in the bylaws and the Council, why was this put in? |

Documents and concepts mentioned in this working session:

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| What | Details | Questions/ Comments |
| Charter | [Sustaining Charter of the Open Science Grid Consortium](http://osg-docdb.opensciencegrid.org/0000/000025/005/Charter.pdf)   * December 2011 Council action item #9- sign off on revised charter:   + Approved by the Council: January 2012 (9 approved, none against) | * Wind back into bylaws? |
| Management Plan | [Management Plan](http://osg-docdb.opensciencegrid.org/0003/000314/008/6.OSG%20Management%20Plan.pdf) | * Should reference other governing documents?   + i.e. Council is here to do this; following 10 things are what to do… * Wind back into bylaws, Charter? |
| Vision Statement | NOTE: The Vision Statement is within the [Sustaining Charter of the Open Science Grid Consortium](http://osg-docdb.opensciencegrid.org/0000/000025/005/Charter.pdf) as follows:  “The vision of the Open Science Grid Consortium (OSG) is one of a *persistent national infrastructure* for US science that includes local campuses and resources distributed over the wide-area internet: the Open Science Grid Production infrastructure.” |  |
| Mission Statement | * Appears under the title on the landing page of [www.opensciencegrid.org](http://www.opensciencegrid.org) * March 2010 Face to Face Council Action Item to “Wordsmith” Mission statement. Completed by Ruth Pordes, John McGee, Vicky, White, Michael Ernst, Doug Olson, Council voted to endorse the following statement:   “The Open Science Grid (OSG) advances science through open distributed computing. The OSG is a multi-disciplinary partnership to federate local, regional, community and national cyber infrastructures to meet the needs of research and academic communities at all scales.” | * PI requests addition of high throughput computing in the mission…   + Issue should be surfaced by ED who may agree to modify mission… |
| OSG Imprimatur | Approval to run science on OSG resources | * Proposals: * Need scientific justification to get imprimatur i.e. clearly stated scientific goals. * I.e. Anecdotal evidence from spokesman-evaluate science against what was proposed as the benefit of the science. * Collaboration gets money from various funding sources; to meet scientific goals- make sure instrument(s) of various projects will actually help meet science stakeholder’s needs. (Sub collaboration of the Council?) |
| Council Minutes | * Available from: * the [Council Website](https://twiki.grid.iu.edu/bin/view/Council/WebHome) * distributed via the OSG Council List Serv | * Public with sensitive issues redacted? * Distributed to Consortium members (are they?) * Agenda organized according to Council responsibilities? * I.e. CS Board-tasked w/ performing following 6 things- organize agenda in this order? |
| Council meetings | * Council meetings are open to all participants   + Consortium members that are NOT on the council can attend to raise issues, seek an audience for a proposal, clarification, redress etc. | * Past couple of meetings- hard to understand “functionality of what are we doing?” * Council meeting topics, need to ask “does this fit OSG Council role or not?” |
| Two Project Model? | Proposed alternative to 1 project model, with 2 core OSG projects that are governed by the Council. (?) | * Saying THE project is THE project- has to be completely aligned with scope of consortium? * If there is an area of work needed for distributed data area science, not included in a current project, could a second project be sponsored?   + #1 project does computing and job execution   + #2 that does…???. * Consortium can have multiple projects under its scope?   + No 2nd project currently but we do have satellite projects (loosely coupled)   + Difference of opinion whether they all report directly to ED/PI and team under project or can report to the Council. (Ruth says some can report to Council- Miron has not agreed.) * Who will coordinate persistent cyber infrastructure- that two companies work together and don’t point fingers- ops and prod? Responsibilities (unworkable?)?   + Example- Globus online—Separate business arrangements with NERSC, CGI etc. out of scope by anything recognized by project- should have a proposal for OSG to have part of this, bring to council. science communities have to come to Council- work out how to propose. |
| Process to deal with bad actors | * Handle through governance * Has to have the support of Executive Director to advocate. |  |