# New Chair Training

Cees de Laat, Stephen Pickles, Greg Newby
GFSG
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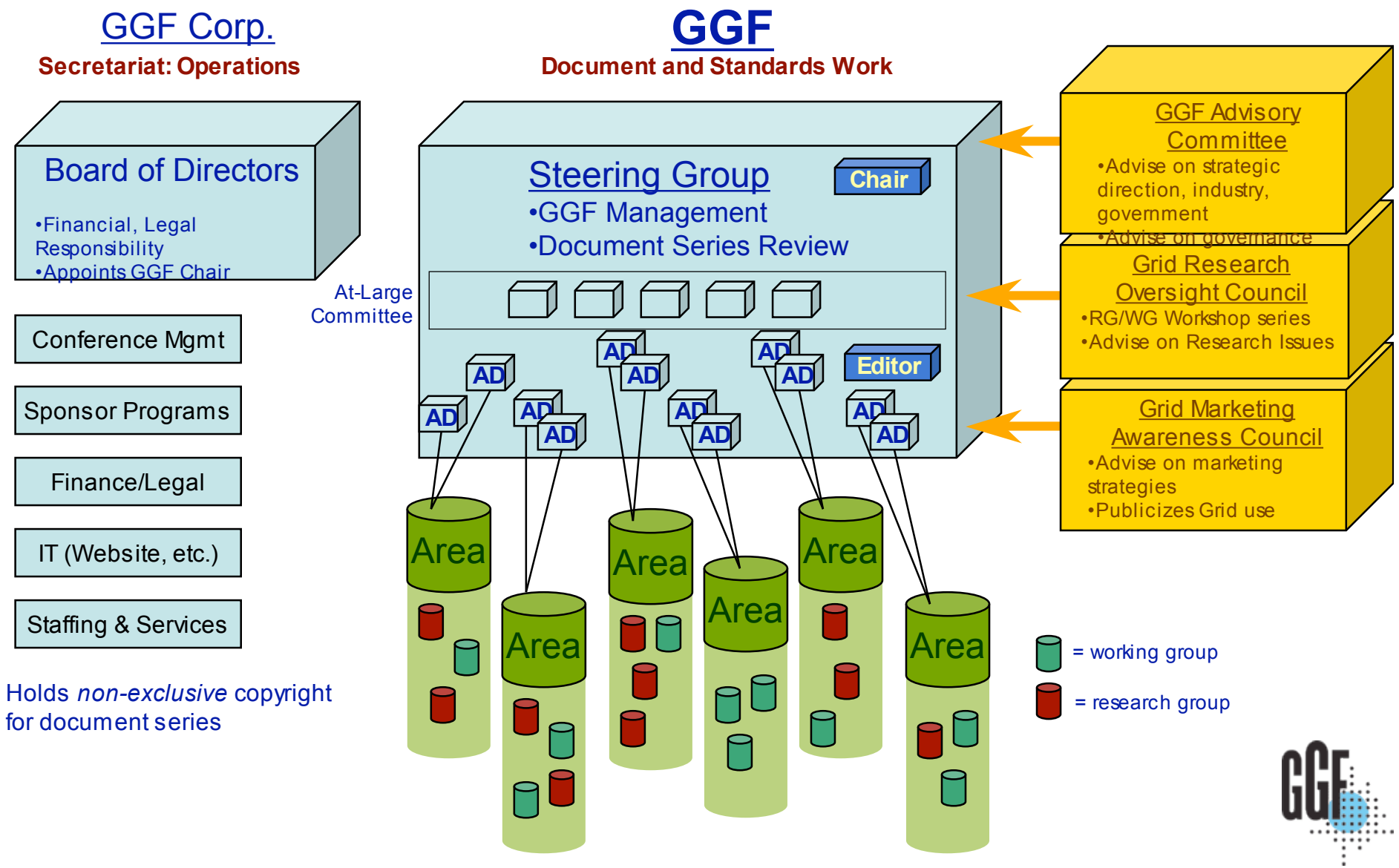
# Agenda

- GGF structure and sources of help
- What it means to run a group
  - Meetings
  - GridForge
  - Writing documents
  - Evaluation
- Extra pointers

# GGF Structure



# Who's Who in GGF

- Individual Groups
  - Working Group and Research Group Chairs work with Area Directors to track progress based on charter
- Area Directors
  - Responsible for assisting chairs
  - Review drafts prior to submission to editor
  - Promote communication
  - As a group, AD's approve charters and advance CP and R documents
- GFSG At-Large Subcommittee
  - Responsible for implementing "appeals" process for group charter approval and document advancement decisions
  - Oversee liaison activities with other groups
  - Advise on long-term strategies

# GGF Advice Sources

- GGF Advisory Committee (GFAC)
  - Advises GGF Chair and GFSG on long-term institutional strategies
  - Evaluates performance of GGF overall and of GGF Chair
  - Singular governing role:  approves nomination, by GFSG, of GGF Chair
- Grid Research Oversight Council (GROC)
  - Facilitates the involvement of research community in GGF
  - Responsible for reviewing and approving workshop proposals
  - Advises GFSG on the formation of new research groups
- Grid Marketing Advisory Council (GMAC)
  - “Anti-Hype” Working Group
  - Advises GGF Chair and GFSG on marketing strategies for Grid Computing
  - Identifies and publicizes usage of Grid in industry, research, and academia

# Help For Chairs

- Area Directors
- Secretariat (office@ggf.org)
  - Scheduling, Administrative Support
  - GridForge, IPR, Other - Steve Crumb
- GFSG At-Large
- GGF Chair

# Working Groups

- Working Groups (WG)
  - Focus on development of a specification, guideline, etc.
  - Milestones based on delivery of drafts
- Typical Activities
  - Refine specification ideas
  - Find consensus about proposals
  - Produce specifications
  - Recommend specifications to GGF

# Research Groups

- Research Groups (RG)
  - Focus can be broader than WG, but must be clear
  - Milestones based on delivery of drafts, organization of workshops, and workshop reports
- Typical Activates
  - Identify and collect research
  - Hold workshops
  - Produce informational and experimental docs
  - Can lead to WG proposals

# What Does It Mean To Be “Chartered”

- Charter is a contract between the GFSG and the group
  - -Allows the group to work on the items described in the charter
  - -Obliges the GFSG and editor to accept work as input to the review process for GGF documents
  - -Promotes overall coherence in GGF work
- Work outside of scope of charter does not have these protections and requires renegotiation
- Breach of contract has implications

# What Do We Mean By “Open Process”

- All participants have an equal voice
- Fair possibility to bring views on the table
- All meetings announced
- Major document revisions, last calls and decisions announced to mailing list
- Meeting minutes available

- Chairs’ job to keep process fair while striving for consensus

# What Makes a Good Specification?

- Competence: technically sound
- Constituency: users and providers
- Coherence: clearly & concisely written
- Consensus:  clear (may be rough)
- Clarity of purpose
- Clarity of writing
- Clarity of solution

**“done when there is nothing left to be thrown out”**

**balanced against**

**“simple as possible but no simpler”**

# Members of Your Group

- Chairs (focused on process fairness)
- Secretary (helps with minutes, etc)
- GridForge admin (helps with PR)
- Document editors (track issues and makes consensus edits)
- Document authors (make major contributions)
- Participants (participate)

- Having a good core team will make your life easier

# Meetings

- Frequency
  - Phone: Frequency is Decision of Chairs
  - Interim: Frequency is Decision of Chairs
  - GGF Meetings:  3x/yr, groups encouraged to meet to take advantage of face to face opportunities and tourists
- Openness
  - All meetings must be announced to mailing list
  - Anyone is allowed to attend
  - Interim meetings must be announced with 4 weeks notice
    - Allows people to obtain cheaper tickets, hotel rooms, maybe.
  - Must publish agenda at same time
    - To allow to determine if one wants to attent
  - Phone dialin should be arranged for interim meetings if at all possible

# GGF Meetings

- All drafts to be discussed must be send two weeks before meeting to the drafts repository (posted to mail list & GridForge project)
  - Change tracked docs may be acceptable for WG's (update from above!)
  - People not present but following discussions on mailing list have also access to the discussed material
- You **shall not** discuss unpublished drafts at the official wg/rg meetings.

# Meeting Process

- Open the meeting with IPR statement
- Find two note takers (secretary + one)
- Start circulating the attendance lists (blue sheets)
- Put the agenda up for bashing
- Go through the items
- Collect the attendance lists
- Collect the notes and publish them within 2 weeks
- Advice:
  - one chair keeps time and process flow
  - other chair starts out with giving an overview of the status of drafts and pending discussions with GFSG and focuses on content
- End meeting when agenda done or time up

# Meeting Style

- Free-flowing
  - Works best with
    - cohesive group
    - clear purpose
    - smaller groups
- Tightly-managed
  - Works best with
    - complex topic
    - group diversity
    - differences in philosophy
    - larger groups
- You will have to decide which is appropriate. Remember that the group members are entrusting you with their time.

# Consensus

- Clearly dominant agreement
- Does not have to be unanimous
- Judging consensus can be hard w/o voting
  - -Humm (supposed to be anonymous)
  - -Show of hands
  - -What about 40 agrees from one company
- Even harder on a mailing list
- May have to discard parts of spec to get consensus on rest

# IMPORTANT: Chair Roles

- How to be boss
  - Predefine agenda & schedule
  - Allow adequate debate but no more
  - Maintain clear focus
  - Take care when rehashing old issues
  - Limit presentations, focus on document issues
- Proactive management
  - Maintain pressure for forward process
  - Talk to AD (or GFSG) if process stalled
    - i.e. ask for help, don't flounder

# Design Teams

- IETF concept
- Small, “private” group engaged to solve a particular issue of interest to the overall group

“It is often useful, and perhaps inevitable, for a sub-group of a working group to develop a proposal to solve a particular problem. Such a sub-group is called a design team. In order for a design team to remain small and agile, *it is acceptable to have closed membership and private meetings*. However, the membership should be agreed by the working group (consensus) and the design team should *keep the working group informed* of its progress. *The output of a design team is always subject to approval, rejection or modification by the WG as a whole*.”

# Where Work Gets Done

- Face-to-face meetings
  - At GGF, other times, interim meetings
  - Must be well advertised well ahead of time
  - Cannot make “final” decisions
    - Verify decisions on email
- Email & GridForge
  - International collaboration
  - Not as efficient but extensive discussion
  - Final decisions on email

# What is GridForge

- A tool to help in the process
- Single repository for GGF work and information
  - IP Reasons
- Self-managed sites ("projects") allows scaling *with consistency*
- Public forum for processes (public comment, document submission, editorial pipeline status, etc.)

# How to Get Started with GridForge

- Chair Project
  - https://forge.ggf.org/projects/newchair
- Contains:
  - "Cookbook"- how to get the basics done
  - Administrative and User FAQs
  - IP Policy
  - Document series information
  - Proposed New Group Status Tracker
  - "How to …"
    - Propose a new group
    - Submit a draft to the GGF Editor
    - Schedule a session at a GGF Event

# Questions So Far?

- Who's who in GGF
- Running meetings

- Next:
  - Documents
    - Types
    - Pieces of Documents
    - Copyright and IP
  - Group Eval

# Document Types and Purposes

- Informational Documents
  - Interesting and useful Grid-related technology, architecture, framework, or concept.
- Experimental Documents
  - Results of Grid related experiments, implementations, or other operational experience.
- Community Practice Documents
  - Approach or process that is considered to be widely accepted by consensus and practice in the Grid community.
- Recommendations Documents (2 phases)
  - Technical specification or a particular set of guidelines for the application of a technical specification
  - Intended to guide interoperability and promote standard approaches.
- See GFD.1

# Informational and Experimental Drafts

- Docs may originate from individuals or groups
- If from individuals:
  - Editor will generally send for review to WG or GFSG (2 weeks)
- If from GGF group:
  - Consensus must be reached within that group
  - Chair must mail the editor that the draft indeed is from that group!
  - Area Directors should review
- After initial review, 30d public comment period
- Depending on extent of changes to address comments, the draft may or may not need another 30d public comment period

# Community Practice Drafts

- Must come from WG or GFSG
  - Chair(s) have to mail the editor about the drafts
  - External submissions can be considered on case-by-case, likely to require passing the draft through an existing or specially formed working group.
- WG must have done internal 2 week last call
- 15 day GFSG review
- 60d Public Comment Period
- Depending on extent of changes to address comments, the draft may or may not need another 30d public comment period
- If approved and published then later updated, the original doc gets obsolete status (but is not deleted)

# Recommendations Draft Process

- MUST come from WG
- Must have good consensus, last call, etc.
- If draftcomes from outside it will be assigned to a WG.
- First stage is *Proposed* Recommendation
  - 15 day review in GFSG
  - 60 day review in GGF
  - Minimal 6 months in Proposed stage
  - 24 month time to achieve operational experience (renew 12m by GFSG)
- Final stage is Recommendation
  - Significant implementation
  - Multiple interoperable implementations (when appropriate)
  - Successful operational experience
  - Document this in a draft
  - Seen as generally useful, i.e., widely used

# Submitting a GGF Working Draft

http://forge.ggf.org/projects/ggf-editor

- Template
- Front page of Editor project contains a link to the submission form
- Attached document MUST be in an editable format (no pdf)
- Copyright and IP Policies included
- Named appropriately
  - draft-ggf-[acronym]-[short title]-[version].doc
  - draft-[author]-[short title]-[version].doc
  - draft-gfsg-[short title]-[version].doc

# Documents must include:

- All documents, including GGF drafts, must include the following components:
  - Author name(s), institution(s), and contact information
  - Date (original and, where applicable, latest revision date)
  - Title, table of contents, clearly numbered sections
  - **Security Considerations section!!!!!!**
  - GGF Copyright statement
  - GGF Intellectual Property statement.

# Names on Documents

- Authors must be acknowledged
  - Definition of author may be hard, may be major contributors
- Groups should define *up front* authorship policy
- Avoid lots of authors
  - More authors do not make a specification more important. Try a maximum of 5 authors and if many more contributors, make a contributors section
- If listed as author the ggf-editor assumes you to commit to long term shepherding of the doc

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- Contributions
  - All statements related to the activities of the GGF and addressed to the GGF are subject to all provisions of Section 17 of GFD-C.1 which grants to the GGF and its participants certain licenses and rights in such statements. Such statements include verbal statements in GGF meetings, as well as written and electronic communications made at any time or place, which are addressed to:
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    - any GGF working group, research group, or portion thereof,
    - the GFSG, or any member thereof on behalf of the GFSG,
    - the GFAC, or any member thereof on behalf of the GFAC,
    - any GGF mailing list, including any working group or research group list, or any other list functioning under GGF auspices,
    - the GFD Editor or the GWD process
  - Statements made outside of a GGF meeting, mailing list or other function, that are clearly not intended to be input to an GGF activity, group or function, are not subject to these provisions.

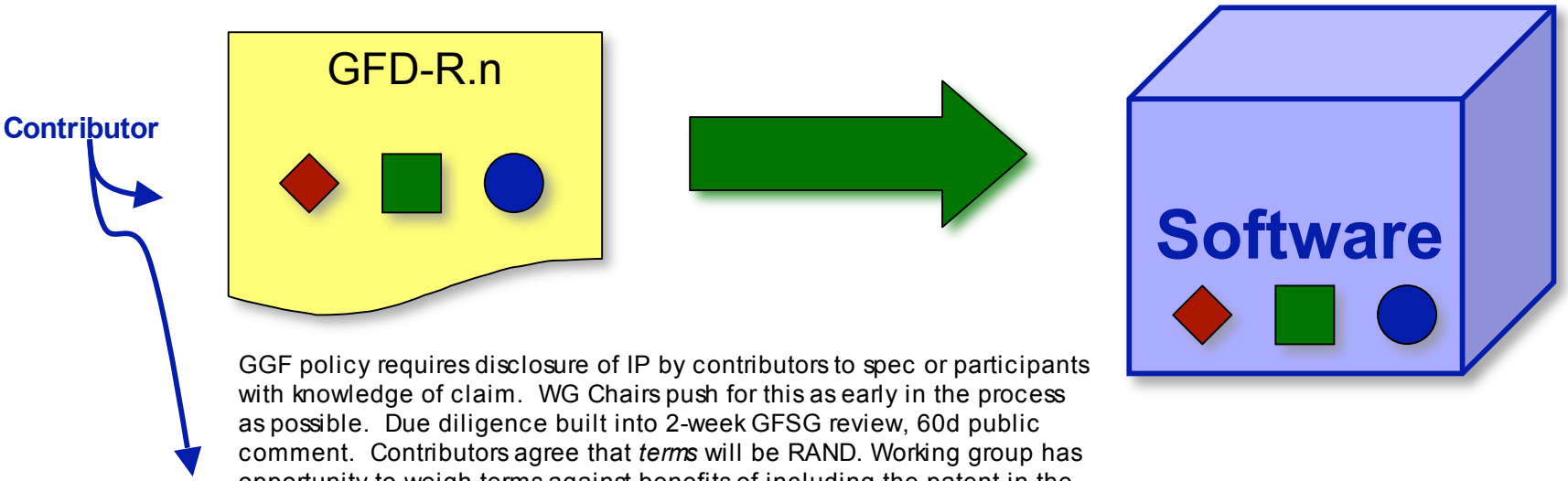
# GGF IP Policy: Notices

- *Where the GFSG knows of rights, or claimed rights,*
  - *the GGF secretariat shall attempt to obtain from the claimant of such rights, a written assurance that*
    - *upon approval by the GFSG of the relevant GGF document(s),*
    - *any party will be able to obtain the right to implement, use and distribute the technology or works when implementing, using or distributing technology based upon the specific specification(s)*
    - *under openly specified, reasonable, non-discriminatory terms.*
  - *The working group or research group proposing the use of the technology with respect to which the proprietary rights are claimed may assist the GGF secretariat in this effort.*
  - *The results of this procedure shall not affect advancement of document, except that the GFSG may defer approval where a delay may facilitate the obtaining of such assurances.*
  - *The results will, however, be recorded by the GGF Secretariat, and made available.*
  - *The GFSG may also direct that a summary of the results be included in any GFD published containing the specification.*

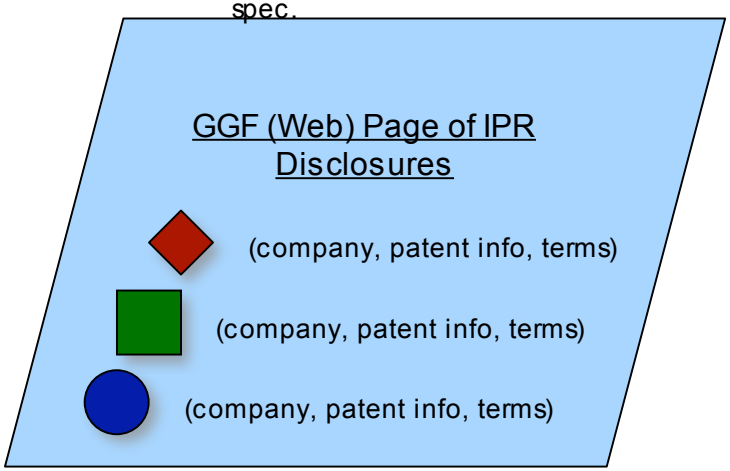
# Intellectual Property Scenario

GFD-R.n technical spec using 3 patented ideas

Implementation of GFD-R.n spec




GGF policy requires disclosure of IP by contributors to spec or participants with knowledge of claim. WG Chairs push for this as early in the process as possible. Due diligence built into 2-week GFSG review, 60d public comment. Contributors agree that *terms* will be RAND. Working group has opportunity to weigh terms against benefits of including the patent in the spec.




## Concepts

**Copyright** – Documents
(e.g. describing specifications)

**Patent** – Ideas/Concepts
(e.g. an algorithm or idea used in a specification)

**License** – Implementations
(e.g. software implementing a specification)

# Where is my document?

- Checking Status on a submission

https://forge.gridforum.org/tracker/index.php?func=browse&group_id=90&atid=414

# Making Public Comments

http://www.ggf.org/Public_Comment_Docs/Public_Comment_Documents.htm

- Download document
- Comment via Forum (discussion thread) associated with each document
- Affirmative comments welcomed!!
- Obviously also critical comments!!

Note: Chairs should actively recruit comments on documents

# Group Health Metrics

- Annual health checks in Nov/Dec by ad's
  - Progress on documents
  - Working within charter
  - Progress toward milestones
  - Posting of minutes and other materials
    - Critical due to IP policy
  - Activity between GGF Events
  - Participation in emails and meetings
- Useful preparation for GFSG face-to-face in Jan
- AD will contact you (email, face or phone)

# If You Run Into Problems

- Talk to your AD(s)!
- Be upfront and honest about the situation
- Be proactive

- If you can't find your AD, talk to another AD, at-large member, or the GGF chair

# Liaisons

- AD members can have liaison roles for GGF towards other organizations
- The GFSG has final say about statements made on behalf of the GGF towards other organizations
- The liaison coordinates statements on behalf of GGF to the specific other organizations
- So:
  - If you are inclined to make a statement on behalf of the GGF to another organization, always email-copy the corresponding liaison, so that he can confirm (by remaining silent) or rollback. He than at least knows! (to avoid micromanagement)
  - Best is to first coordinate with liaison
  - Contributions in other standardization bodies are in general personal statements, not on behalf of GGF

# Conclusion and Pointers

- GGF structure
  - AD
  - Secretariat – office@ggf.org
- What it means to run a group
  - Running meetings
  - GridForge – http://forge.ggf.org
  - Writing documents - IP and Copyright
  - Making progress- evaluation
- Read a couple docs
  - GWD.01, GFD.02, GFD.03

# The End

- Thanks to previous chair trainers
- Thanks to you

- p.s.: process-wg