

## GÉANT Community Programme

*Terms of Reference, version 2.3, final – approved*

1. The *GÉANT Community Programme (GCP)* is an overarching, community driven, framework – evolving from the former TERENA Technical Programme - to foster collaboration and support community-driven initiatives in a broad range of areas, including innovation, management and operation, for the NRENs and GÉANT, to build communities, share ideas and solve common issues.

2. The *GÉANT Community Programme* is established by the GÉANT Board of Directors (the Board); it is adopted by the General Assembly (GA) and is managed by the Executive Team of GÉANT.

3. The objectives of the *GÉANT Community Programme* are:

- Mutually assist NRENs in providing students, lecturers and scientists the best possible Internet and ICT facilities, by e.g. sharing ideas, best practices, harmonise procedures, picking the best technologies, or jointly tackling an issue;
- Assist GÉANT in matters related to community-driven collaborative initiatives.

4. The main instruments of the GCP are task forces (TF), special interest groups (SIG), workshops (WS) and collaborative projects (CP) as further defined below.

- *Task Forces* are fixed-term, typically short-lived community-based collaboration activities, provided largely by volunteers who work together on specific tasks to produce tangible deliverables.
- *Special Interest Groups* are similar constructs to task forces, in that they are also community-based and largely volunteering activities, but focus on community building, best-practice dissemination and knowledge exchange rather than on tasks and deliverables. SIGs normally have longer duration than task forces.
- One-of-a-kind or series of community-based *Workshops*, (un)conferences or BoFs may be organised around a specific topic of interest. Workshops may lead to recommendations for establishing further follow-up activities. These may be captured in a workshop (or series of workshop) closing report.
- *Collaborative projects*. The GCP provides a framework for a broad range of collaboration activities of interest to GÉANT, these can be small or large collaborative projects or specific components of such projects initiated by members or individuals from the community and administered/commissioned by GÉANT.

5. Participation in the activities of the GCP is open to any individual or organisation – within or outside Europe - who has an interest or is able and willing to contribute to the work, whether from the NREN community, from industry, from campuses or other communities. In certain

circumstances, when required by the subject matter, participation in specific activities may be limited to national and representative members only.

6. Relation of relevant activities within the GCP to service development, operation efforts or other activities of GÉANT is ensured by active participation of GÉANT staff beyond secretarial support.

7. The GÉANT Executive Team is responsible for managing the GCP and reports on plans and progress to the board. To foster the relationship with the GÉANT community a *Community Committee (GCC)* will be established that advises the GÉANT management in the execution of the GCP.

8. The Executive Team, having heard the advise of the GCC decides about the lifecycle, and, when required, the openness of activities falling within the four instruments, e.g. when to establish or dissolve a task force, or define it as “private”. Escalation can be made to the Board.

9. The terms of reference for the GCC are:

- *Purpose of the Committee / Duties.* The main role of the GCC is to advise the GÉANT management in matters related to community-driven collaborative initiatives. Twice per year the GCC will guide the GÉANT management in the definition of priorities. GÉANT will set up mechanisms to assist the GCC in obtaining input and feedback in relation to the GÉANT Community Programme (e.g. by organising a *wider stakeholder consultation meeting*).
- *Composition.* The GCC will include 6-8 members representing key expertise areas and/or communities.
- *Chair.* The Chair of the GCC will be a representative of a National Research and Education Networking organisation. The Chair is elected by the GÉANT General Assembly.
- *Appointment of members.* The GÉANT Board of Directors appoints the members of the GCC based on input provided by the Chair in consultation with the GÉANT Executive Team.
- *Ex-officio members.* Relevant members of the GÉANT staff and management, plus an administrative Secretary.
- *Term of office.* The terms of office of each member of the committee will expire after three years. Members can stand for reappointment for a second term.
- *Meetings.* The committee will meet remotely or face-to-face as frequently as deemed necessary to fulfil its duty, with a minimum of three times per year.
- *Communication/Reporting to the Board and the GA.* The Executive Team will be responsible for regular communication and update on the work of the Committee with the Board and the General Assembly. Once a year a free format meeting of the Board and the GCC will take place to discuss ideas for future topics and the working of the GÉANT Community Programme. In addition, the chair of the GCC will share her/his reflections on the progress and future directions of the GCP at the General Assembly.
- *Decision making – Quorum.* Decisions will normally be made by consensus. If voting is required, decision will be made by simple majority. The quorum will be five members.

- *Costs.* Travel and accommodation costs incurred by GCC members will be covered according to GÉANT guidelines.
- *Performance Review.* The work of the committee and its terms of reference will be reviewed by the Board every two years from the time of its first meeting, as practicable.
- *Documents.* All committee materials will be open to all members of GÉANT, unless otherwise decided by the committee.