Global Lambda Integrated Facility
Governance Working Group Meeting, 2 October 2008
Bell Harbor, Seattle, USA

The following persons attended the meeting: Susie Baker (GLORIAD), Heather Boyles (Internet2), Jacqueline Brown (Pacific Northwest GigaPop), Maxine Brown (University of Illinois at Chicago), Natalia Bulashova (RIPN), Tom DeFanti (Calit2), Jan Gruntorád (CESNET), Xiangyang Huang (CNIC), Minsun Lee (KISTI), Joe Mambretti (Northwestern University), Kees Neggers (SURFnet), Jerry Sobieski (NORDUnet), Douglas Van Houweling (Internet2), Karel Vietsch (TERENA Secretariat) and Eugene Yeh (NCHC).

The meeting was chaired by Kees Neggers. The scribe was Karel Vietsch.

1. Opening and Welcome

2. Approval of minutes

The minutes of the previous meeting, which was held in Prague on 18 September 2007, were approved. The approved minutes are available at www.glif.is/meetings/2007/gov/minutes.pdf.

3. Update on GLIF secretariat

Karel Vietsch reported on the work of the GLIF secretariat in the period from January 2007 until June 2008. The secretariat functions for GLIF were provided by TERENA staff.

As requested in the previous meeting, a clear link to "What is GLIF?" was put on the homepage of the GLIF website. The new maps were put online. More information was added to the website, which was updated regularly. Various mailing lists were maintained. Approvals of subscription requests and unsubscriptions were handled within hours.

The GLIF secretariat had organised the annual GLIF workshops and other meetings, in particular WG-Tech and WG-CP meetings in Minneapolis in February 2007, the working group meetings at the 7th Annual LambdaGrid Workshop in Prague in September 2007, meetings of WG-Tech and WG-CP in Honolulu in February 2008, and the 8th Annual LambdaGrid Workshop in Seattle in October 2008. For each of the working groups the secretariat provided a qualified secretary. They organised the meetings and produced minutes and action lists, which were published on the GLIF website. They also had the task to monitor progress and to remind people about action items. There had been a number of changes in the secretariat team; currently the team consisted of Kevin Meynell, Péter Szegedi and Karel Vietsch.

GLIF resources were being identified and a repository of GOLEs and lambdas was maintained on the GLIF webpages, including contact information, interfaces and connectivity diagrams. The GOLE teleconferences had been discontinued; the new Task Forces formed a new focus of activities.

The GLIF secretariat had published press releases on the annual GLIF workshop and on major developments in GLIF. The small, glossy GLIF brochure had been distributed at suitable events.

Turning to finances, Karel Vietsch showed the approved budget for 2007 and the actual expenditure in that year. The bottom line in the budget was a total expenditure of € 77,000, including a contribution of € 30,000 from TERENA to cover indirect expenses. Actual expenses had been € 80,659 in total, including € 26,857 indirect expenses covered by TERENA. Total income (including the TERENA contribution) had been € 91,252. The surplus of € 10,593 had

been used to cover initial expenses in 2008. The buffer at the end of 2007 (the surplus from 2005, 2006 and 2007) had been € 46,585.

The budget for 2008, which had been approved in the previous meeting of this working group, showed planned direct costs of € 56,000 plus a contribution of € 36,000 from TERENA to cover indirect costs. Collection of contributions from GLIF sponsors for the year 2008 had started some months ago. Up to now, € 69,387 had been committed (excluding the TERENA contribution), and it was not expected that there would be many more commitments.

Answering to a question from Jan Gruntorád, Karel Vietsch reported that currently 21 out of the 50 GLIF participants were sponsors. He emphasised that the payments by sponsors were voluntary contributions, not fees. Some attendees thought that GLIF participants that were not sponsors yet might be more inclined to become a sponsor if they would be invited to do so by the WG-GOV chair rather than by the GLIF secretariat.

4. Structure of Working Groups

The meeting noticed that in their winter meeting WG-Tech and WG-CP had agreed to merge. This change in the structure of the Working Groups was approved by the meeting, which thought that this was a good development. A number of Task Forces under the new joint Working Group had been started or would be started, but their number and remits were not yet fully clear.

5. Budget for GLIF secretariat 2009

Karel Vietsch reported that during this LamdaGrid Workshop in Seattle he had heard plans mentioned from the combined Working Group to have more work done, which would only be possible by paying people. However, no concrete proposals had been submitted yet, and therefore paying for such extra work was not included in the budget proposal.

Doug Van Houweling proposed that if such proposals for extra work would be submitted, Kees Neggers should contact the sponsors to see if they would approve their contributions to be used for financing this extra work.

Maxine Brown said that she would like to have more pictures of applications on the GLIF website. A revamping of the website would be useful to make it more visually attractive. It had been agreed that the GLIF secretariat would undertake such a revamping in 2009. Maxine Brown would be willing to ask people for pictures, but it would then be up to the secretariat to follow up on that.

Karel Vietsch presented a budget proposal as follows:

	Budget 2009	
	man-months	€
Website and mailing lists	1.5	8,500
Secretariat of GLIF working groups	3.0	33,000
Organisation of annual GLIF workshop	0.9	8,000
Public relations and outreach	0.2	2,000
Overheads / indirect costs		31,500
Total	**5.6**	**83,000**

The budget proposal included an effort on revamping the website, but perhaps not to the extent envisaged by Maxine Brown.

Doug Van Houweling felt that the target reserves should be 50% of the annual operational budget (excluding indirect costs), which would be about 26 k€. Current reserves were higher than that.

The secretariat budget for 2009 was approved with the proviso that if WG chairs would come with proposals for extra paid work to be undertaken, a decision about accepting such proposals

and changing the 2009 budget accordingly would be taken in a separate meeting of WG-GOV (by videoconference).

Kees Neggers asked that the hosts of annual meetings and workshops be mentioned in the secretariat's annual report.

6. **9th Annual Global LambdaGrid Workshop, Daejeon**

Minsun Lee showed a preview of the announcement of next year's Workshop, which she would present in the closing plenary session of the 8th Global LambdaGrid Workshop. The venue next year would be the Daejeon Convention Center in Daejeon. The event would be combined with a domestic workshop. The 26-28 October 2009 period had been reserved for this.

7. **Any Other Business**

WG-GOV asked Karel Vietsch to mention its thanks to the GLIF secretariat explicitly in the minutes of this meeting.