



GLIF secretariat

Report January – September 2005



Functions to be provided by TERENA for GLIF secretariat

1. Website:

- Create new website and copy all information from old to new website
- Maintain website and host it on server in TERENA office (Gb/s)
- Expand website with new sections
- Add more information to website
- If required: create password-protected website(s)



Functions to be provided by TERENA for GLIF secretariat

2. Mailing lists:

- Create and maintain (closed) mailing lists for GLIF working groups, approve subscriptions, handle unsubscriptions



Functions to be provided by TERENA for GLIF secretariat

3. Secretariat of GLIF working groups:

- Provide for each WG qualified secretary
- Organise WG meetings (logistics, agenda)
- If needed: provide meeting registration page
- Draft minutes and list of action items
- Publish minutes and presentations on GLIF website
- Monitor progress and remind people about action items



Functions to be provided by TERENA for GLIF secretariat

4. Organisation of annual GLIF workshop:

- Organise annual GLIF workshop (logistics, agenda), announce via website and mailing lists
- If needed: make arrangements with hosts about registration fees and local expenditure
- If needed: provide workshop registration page
- Publish programme and presentations on GLIF website



Functions to be provided by TERENA for GLIF secretariat

5. Public relations and outreach:

- Publish press releases on the annual GLIF workshop and any major developments in the GLIF
- Produce a GLIF brochure



GLIF secretariat budget for 2005

		€
Website and mailing lists	2 MM	8,531
Secretariat of GLIF working groups	3 MM	29,821
Organisation of annual GLIF workshop	1 MM	8,315
Public relations and outreach	0.5 MM	3,395
total	6.5 MM	50,062



Sponsors

- TERENA itself sponsors by covering the indirect costs
- Initially, five have each committed € 10,000 for the first year:
 - CESNET
 - Internet2 and NLR
 - JISC / UKERNA
 - NORDUnet
 - SURFnet



Sponsors

- In August, other participants have been asked if they are also willing to contribute funding for the GLIF secretariat in 2005
- Up to now, contributions have been promised by CANARIE, CERN, UvA, AARNet, Indiana Univ., UCSD, UIC, Northwestern (total ~ €18,500)
- Other participants are still considering



Planned milestones

Jan	<ul style="list-style-type: none">• Contact Maxine Brown c.s. re San Diego arrangements• Transform existing mailing lists to majordomo lists on TERENA server• Create new website using existing shell, move all information to new site
Feb	<ul style="list-style-type: none">• Contact new chair WG-CPGIM, Create mailing list for WG-CPGIM• Add participants to website, add persons to mailing list (continued)• Attend WG-TECH meeting in Salt Lake City
Mar	<ul style="list-style-type: none">• Publish minutes of WG-TECH meeting in Salt Lake City• Design expansion of website structure
Apr	<ul style="list-style-type: none">• Add new information to (new sections of) the website• Finalise overall programme GLIF days in San Diego
May	
Jun	<ul style="list-style-type: none">• Start of registrations for (iGrid 2005 and) GLIF days in San Diego



Planned milestones

Jul	<ul style="list-style-type: none">• Maintain contacts with speakers in WG meetings in San Diego• Prepare agendas for WG meetings in San Diego
Aug	<ul style="list-style-type: none">• Finalise programme of GLIF workshop and agendas of WG meetings in San Diego
Sep	<ul style="list-style-type: none">• Attend GLIF workshop and WG meetings in San Diego
Oct	<ul style="list-style-type: none">• Publish press release on San Diego GLIF events• Publish GLIF presentations on the website• Publish minutes of San Diego WG meetings
Nov	<ul style="list-style-type: none">• Start preparations for GLIF brochure
Dec	<ul style="list-style-type: none">• Establish contact with Japanese colleagues for preparations of GLIF workshop and WG meetings in September 2006



Progress and issues

- WG-TECH: much operational work going on at various locations; challenge to have follow-up on action items from WG meetings
- WG-CPGIM: just starting
- WG-RAP: activities have so far focused on iGrid2005 (great success)
- General: activity level of WGs determines the contributions that the secretariat can make
- GLIF participant community to express what they want secretariat to do