Global Lambda Integrated Facility
Governance Working Group Meeting, 12 September 2006
Akihabara Convention Hall, Tokyo, Japan

A total of 20 persons attended the meeting chaired by Kees Neggers (SURFnet). The scribe was Karel Vietsch (TERENA).

1. Opening and Welcome

2. Approval of minutes

The minutes of the previous meeting, which was held in San Diego on 30 September 2005, were approved. The approved minutes are available at www.glif.is/meetings/2005/gov/minutes.pdf .

3. Secretariat report

Karel Vietsch reported on the work of the GLIF secretariat in the period from January 2005 until July 2006. The secretariat functions for GLIF are provided by TERENA staff.

A new GLIF website was created, which is hosted on a server in the TERENA Secretariat office in Amsterdam. The TERENA Secretariat office has a Gigabit connection to SURFnet. Information was moved from the previous website, the website was expanded with new sections and more information was added to the website. The website is being updated regularly.

Closed mailing lists were created for the GLIF working groups. The list <all@glif.is> contains those subscribed to any of the working group mailing lists, plus some additional people. Additional lists were created to discuss the GLIF repository, and for operators of lambda exchanges. Approval of subscription requests and unsubscriptions are handled within hours.

The GLIF secretariat had organised the annual GLIF workshops and other meetings, in particular a WG-Tech meeting in Salt Lake City in February 2005, the working group meetings at the 5th Annual LambdaGrid Workshop in San Diego in September 2005, meetings of WG-Tech and WG-CP in Albuquerque in February 2006, and the 6th Annual LambdaGrid Workshop in Tokyo in September 2006. For each of the working groups the secretariat provides a qualified secretary. They organise the meetings and produce minutes and action lists, which are published on the GLIF website. They also have the task to monitor progress and to remind people about action items.

Different technical approaches for the GLIF repository were investigated and discussed. A standard nomenclature was developed and agreed. GLIF resources are being identified and a repository of GOLEs and lambdas is maintained on the GLIF webpages, including contact information, interfaces and connectivity diagrams.

The GLIF secretariat has published press releases on the annual GLIF workshop and on major developments in GLIF. A GLIF brochure had not been produced yet; this was an item for discussion later in the meeting.

Turning to finances, Karel Vietsch showed the approved budget for 2005 and the actual expenditure in that year. The bottom line in the budget was a total expenditure of €85,312, including a contribution of €35,250 from TERENA to cover indirect expenses. Actual expenses had been €65,226 in total, including €24,337 indirect expenses covered by TERENA. Total income (including the TERENA contribution) had been €92,515. The surplus of €27,289 had been used to cover initial expenses in 2006.

The budget for 2006, which had been approved in the previous meeting of this working group, showed planned indirect costs of €54,200 plus a contribution of €37,500 from TERENA to cover indirect costs. Collection of contributions from GLIF sponsors for the year 2006 had started only recently. Up to now, €41,252 had been committed.

David Foster (CERN) was of the opinion that more work needed to be done on the GLIF website; he would make some suggestions directly to the secretariat. Joe Mambretti (iCAIR) felt the presentation of information on the website needed improvement, and Peter Clarke (NeSC) thought that a content editor was needed. Kees Neggers said that this was the added value that the TERENA Secretariat should bring.

As regards the GLIF brochure, Kees Neggers stated that the GLIF secretariat should press ahead with that action, if needed forcing the working group chairs to agree on terminology.

Kees Neggers pointed at the financial contributions made by TERENA to cover the indirect costs of the GLIF secretariat. If the total expenditure would grow, then there might arise a need for TERENA to cap its contributions at a certain maximum. Peter Clarke felt that it was very useful that the indirect costs were made explicit.

Peter Clarke asked if it would be useful for TERENA to subcontract some of the GLIF secretariat work out to another organisation, but after some discussion it was agreed to continue on the current basis.

The meeting criticised Karel Vietsch for approaching GLIF sponsors only recently with a request to contribute to covering the costs in the year 2006. Not only the GLIF participants that had been a sponsor in 2005 but all GLIF participants should now be approached as soon as possible with that request. In addition, Karel Vietsch was instructed to start collecting contributions for the year 2007 at the start of that year.

Peter Clarke suggested to consider organising phone or video meetings once or twice a year for GLIF sponsors only. Heather Boyles (Internet2) supported this idea, while emphasising

that sponsors should not have more rights than other GLIF participants. However, after some discussion it was concluded to restrict ourselves to meetings of WG-GOV only, while making sure that participants give real inputs in these meetings.

4. Secretariat activities in 2006-2007: items for discussion

Karel Vietsch mentioned a suggestion that had come from the WG-Tech meeting the day before, namely that the GLIF secretariat might pay the University of Amsterdam or another organisation to carry out the necessary, but as yet unfunded, work on the Network Description Language (NDL). Meeting participants unanimously spoke out against this proposal. Outsourcing technical work is not a task for the GLIF secretariat. If needed, such outsourcing can be done and financed by one or more of the GLIF participants.

Karel Vietsch asked the meeting for some guidance on the GLIF brochure that was to be produced. A first question was who the target audiences should be: the higher management of the current GLIF participants, potential new GLIF participants, or researchers who might become users of the GLIF infrastructure. Peter Clarke said that the higher management of the current GLIF participants and potential new GLIF participants should be targeted by this brochure, which should be short and look attractive. This view was supported by the meeting as a whole. The brochure should be produced before the end of 2006.

Maxine Brown (UIC) proposed that a second brochure should be produced that would be more application-focussed. Such a brochure could serve as a primer for researchers on GLIF applications, and could contain testimonies of researchers on "what GLIF can do for you". The meeting agreed with this idea, and felt that it should be taken up in the first half of 2007.

5. Budget for GLIF secretariat 2007

Karel Vietsch presented the budget proposal, which was as follows:

	Budget 2007	
	man-months	€
Website and mailing lists	1.2	5,000
Secretariat of GLIF working groups	3.5	33,000
Organisation of annual GLIF workshop	0.7	6,000
Public relations and outreach	0.5	3,000
Overheads / indirect costs		30,000
Total	**5.9**	**77,000**

Total expenditure was therefore expected to be some 16% lower in 2007 than the budget for 2006. The budget for 2007 was approved unanimously.

6. **GLIF organisation and working group structure**

   It was agreed that the current organisation and structure of GLIF were still alright and did not need changes.

   David Foster suggested that the WG-GOV meeting should get a longer time slot in the overall schedule of the annual GLIF meetings, but Kees Neggers preferred to keep the WG-GOV meetings short. David Foster and Heather Boyles felt that it would be good to put more strategic questions on the agenda of WG-GOV meetings. This was agreed, provided that such discussions would prepared by an active discussion on the working group mailing list.

7. **New GLIF map**

   Maxine Brown said that the current GLIF map as available at www.glif.is/publications/#maps was now more than a year old and was getting outdated. Bob Patterson from NCSA / University of Illinois at Urbana-Champaign was available to do an update, but it would take a few months before he would be able to start that work.

8. **Any Other Business**

   Maxine Brown spoke about the iGrid events. These were being organised once every two or three years because with such a time span there will be technology leaps to report on and to demonstrate. She was looking for advice about the frequency of iGrids and the combination with future annual GLIF workshops. The meeting agreed that it would be good if the next iGrid could be combined with the annual LambdaGrid Workshop in 2008 or 2009.

9. **Plans for GLIF meeting 2007**

   Jan Gruntorád (CESNET) invited people to the next annual GLIF meeting, which will be held on 17-18 September 2007 at the Carolinum of Charles University in Prague, Czech Republic.