Science Mesh Policy Framework Constitution

Document log

Issue	Date	Description	Author
v. 0.1	27-05-2021	Initial version	David Antoš, Daniel Müller, Ron Trompert
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Terminology

The Science Mesh glossary is available at: https://zenodo.org/record/5038663

For the purpose of this document, the following terms and definitions apply. The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this document are to be interpreted as described in RFC 2119.

Table of Contents

Science Mesh Policy Framework Constitution

1 Introduction

This document is a policy framework of the Science Mesh service, describing how the Science Mesh is governed, what technical and procedural requirements are necessary for the Sites to operate within the Science Mesh as well as procedures to join and/or leave the infrastructure.

These requirement and procedures are contained in a collection of documents called the Science Mesh Policy Framework. At the time of writing this consists of:

- Science Mesh Site Admission Procedure[1]

- Science Mesh Site Exit Procedure[2]

- Science Mesh Site Suspension Procedure[3]

- Science Mesh Support Procedure[4]

- Science Mesh Privacy Policy

- Science Mesh Site Declaration[5]

The complete and up-to-date list of those documents is available at https://zenodo.org/communities/cs3mesh4eosc/search?page=1&size=20&q=policyframework.

In case of any inconsistency or conflict between this Constitution and the documents listed above, then this Constitution will prevail.

The Science Mesh provides an infrastructure for establishing trusted communications between Sites, allowing Users to share and transfer data, share user and group identities/identifiers, and access applications. This is achieved by collecting, sharing, and publishing relevant metadata describing the sites and their setups.

1.1 Goal

The goal of the Science Mesh is to provide interoperability among Sites in terms of data sharing, transfers, and application access.

1.2 Terms

Terminology used in this Constitution is defined in the Science Mesh Glossary[6].

2 Governance and Governance Bodies

2.1 Science Mesh Executive Board (SMEB)

The Science Mesh Executive Board comprises representatives from organisations that fund central Science Mesh operations. Current process of appointing the SMEB is described in the consortium

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[1]https://zenodo.org/record/5039989
[2]https://zenodo.org/record/5040130
[3]https://zenodo.org/record/5040639
[4]https://zenodo.org/record/5040028
[5]https://zenodo.org/record/5040087
[6]https://zenodo.org/record/5038663

agreement which will be made available on a website. At the time of writing this consortium agreement still needs to be drafted.

The SMEB is responsible for ratifying the following decisions made by the Science Mesh Steering Group:

1. Changes to this document, the Policy Framework Constitution.

2. Changes to and new proposals of any documents that contain mandatory elements for the Sites.

If the SMEB decides not to ratify a decision made by the Steering Group, the issue is returned to the Steering Group with a properly explained reason of rejection.

2.2 Science Mesh Steering Group (SMSG)

The Science Mesh Steering Group is a body consisting of Sites' representatives and has an oversight role in the Science Mesh Service. Each Site SHOULD appoint a delegate and a deputy to the SMSG. The SMSG may also invite non-voting observers to its meetings (by remote communication and/or in person) and mailing lists.

The SMSG has a Chair appointed by the SMSG for two years. The non-voting observers are appointed for a two year's period.

The SMSG is mainly responsible for:

1. Approving changes to the documents in the Science Mesh Policy Framework, such as introducing, updating, or removing documents.

2. Approving the suspension of member Sites as described section 3.4.

3. Appointing the Chair and non-voting observers to the SMSG.

Decisions of the SMSG are determined by voting; majority is determined based on the list of active Sites (see below how the list is maintained). Voting is performed by remote communication (per rollam), e.g. email, videoconference, dedicated web form, etc. A call for vote MUST be announced to all member Site delegates (e.g. through a mailing list).

Voting takes place over two weeks, but a decision may be reached earlier if the required majority is achieved before the deadline. All votes cast within the two week's period (i.e. even after the decision is reached) keep and/or return the Site in the list of active Sites for the purpose of subsequent votes.

Each member Site vote is equal. Decisions of the SMSG are determined by a simple majority of Sites present on the list of active Sites at the time of the call to vote, apart from constitutional changes.

Each Site is initially considered active. A member Site which is absent from two consecutive votes will be removed from the list of active Sites for the purpose of subsequent votes. Absence from votes that take place within a single working day is understood as an absence from a single vote. Participating in a vote returns the Site to the list of active Sites for the purpose of subsequent votes, but the vote is not counted in the current voting procedure.

A single person MUST NOT be a member of both SMEB and SMSG at the same time.

2.3 Operational Team

The Operational Team is responsible for:

1. Operations of central Science Mesh infrastructure (e.g. Configuration Database, web site).

2. Collaboration with the operators of member Sites.

3. Reviewing and approving membership of new Sites.

4. Receiving inquiries about the Science Mesh and forwarding them to the appropriate body.

5. Processing applications to the Science Mesh and reviewing necessary technical aspects of them.

6. Providing support to the Sites regarding operations and configuration of the Science Mesh.

7. Performing availability tests of the Sites (running tools to perform the tests), evaluating their Quality of Service, and handling security incidents regarding Science Mesh operations.

3 Science Mesh Membership

3.1 Requirements for Science Mesh Membership

The following requirements need to be met by Sites that apply for Science Mesh membership:

1. The applicant Site MUST be technically compliant with the requirements of the Science Mesh. The details of the technical requirements are described in "Science Mesh Site Admission Procedure"[7].

2. The applicant Site MUST meet the requirements of Science Mesh Site Declaration. The applicant Site MUST indicate this by signing the Science Mesh Site Declaration and sent it to the Operational Team by a representative.

3. The applicant Site MUST provide the required contact information.

4. The applicant Site SHOULD provide a representative to join the Science Mesh Steering Group.

5. The applicant Site MUST have a retention policy with respect to log files in place that is GDPR compliant.

6. The applicant Site MUST have a deletion policy in place for cached User information of Users of other Sites in the Science Mesh.

7. The applicant Site MUST have a User support process in place for handling requests and issues from their Users, together with a trouble ticket system to manage those issues and requests and a point of contact.

8. The applicant Site MUST have terms of operation for the users in place including a GDPR-compliant privacy policy that also refers to the Science Mesh Privacy Policy.

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[7] https://zenodo.org/record/5039989

9. The applicant Site MUST show good citizenship of the Science Mesh by providing reasonable assistance to any other Site and/or the Operational Team during the investigation of issues like, for example, misuse or technical issues.

3.2 Admission Process

The procedure for joining the Science Mesh is handled by the OT in cooperation with the joining Site. The OT verifies administrative and technical requirements and handles the registration process. The process is described in the "Science Mesh Site Admission Procedure"[8].

3.3 Exit Process

When a Site leaves the Science Mesh, it MUST give two months' notice to the OT. The OT will inform other member Sites. The "Science Mesh Site Exit Procedure"[9] describes the consequences of leaving the Science Mesh and codifies the procedural aspects.

3.4 Suspension and Disqualification

A member Site MAY be temporarily suspended or permanently disqualified from the Science Mesh for the following reasons:
1. Significantly or repeatedly breaching REQUIRED elements of technical standards of the Science Mesh.
2. Significantly or repeatedly breaching the Site policy.
3. Significantly or repeatedly breaching the Science Mesh Policy Declaration.
4. A vote of no confidence by the Science Mesh Steering Group, ratified by the Science Mesh Executive Board.

The "Science Mesh Site Suspension Procedure"[10] discusses procedures for suspension and lifting the suspension, consequences of suspended or disqualified Site as well as for the remaining Sites.

3.5 Support

The Science Mesh requires Sites to have a support process in place to deal with issues reported by their Users. In addition, the Science Mesh will provide support to Site admins of Science Mesh Sites. Science Mesh support is part of the Central Component. Science Mesh support SHOULD never be contacted by Users directly. The support process is described in the document "Science Mesh Support Procedure"[11]

3.6 Privacy Policy

The Science Mesh requires every Site to have a privacy policy in place. For that reason, the Science Mesh Privacy Policy will describe procedures of handling personal data within the Science Mesh. The Sites are required to refer to the Science Mesh Privacy Policy in their particular privacy policies.

In terms of GDPR compliance, the Science Mesh collects as little personal data as possible in order to be able to operate. The following personal data is collected:
- personal data of site administrators, administrative contacts, members of Science Mesh governance bodies, and other relevant personnel

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8 https://zenodo.org/record/5039989
9 https://zenodo.org/record/5040130
10 https://zenodo.org/record/5040634
11 https://zenodo.org/record/5040028

- personal data of EFSS system Users, e.g. their email addresses, identities of the users in their home EFSS systems

Personal data stored centrally by the Science Mesh are strictly limited to contact information of Site administrators and other relevant personnel. The Science Mesh collects no User personal data into the systems making up the Central Component.

Personal data processed by Users are beyond the scope of this Constitution.

3.7 No Express Right of Communication

Publication of the Site (its endpoints and services) by the Science Mesh does not imply any right of communication with any other Site. Any participating Site MAY decide not to communicate with another Site fully and/or regarding some services.

4 Financial Considerations

No financial consideration is implied between member Sites by this Constitution and between member Sites and the Science Mesh by this Constitution.

5 General

5.1 Trademarks

At the time of writing no steps have been taken yet to obtain a Science Mesh trademark. This is still under consideration.

5.2 Dispute Resolution

Any disagreements between member Sites shall be resolved by discussion between the respective Sites or their assignees.

For resolving disputes between a member Site and the Science Mesh, the OT is the first point of contact. If the member Site is not satisfied with the result reached with the OT, the Site may bring the issue to the attention of the SMSG.

5.3 Updating this Constitution

For updating this document, "Science Mesh Policy Framework Constitution", an affirmative vote of at least two thirds of the SMSG members from the active voting list MUST be reached to agree to a revision of this Constitution. The change MUST be ratified by the SMEB. A written notice MUST be sent to all member Sites describing the accepted update. The change MUST NOT come into effect earlier than three months after the date stamp on the before mentioned notice. The OT ensures that up-to-date Science Mesh Policy Framework documents are published and available to member Sites.