

# 1. INSTRUCTIONS FOR PARTNER ACTIVITY REVIEW (PAR)

v 139.2 - Alistair Mills - 28 November 2006

## 1.1. Introduction

This note defines the detail of what we require for the PARs at Karlsruhe in February 2007. The process for the PAR is available at the following location:

[http://egee-docs.web.cern.ch/egee-docs/list.php?dir=./roc\\_managers/par/](http://egee-docs.web.cern.ch/egee-docs/list.php?dir=./roc_managers/par/)

### 1.1.1. Meeting agendas

The agenda for the meetings is stored in the following Indico page. A session for each of the four reviews has been defined.

<http://indico.cern.ch/conferenceDisplay.py?confId=a063444>

In the Indico page there is a link to an EDMS document which contains material which is common to all of the reviews. The common material is in the following location:

<https://edms.cern.ch/document/803348>

This note is part of the contents of this common material.

A folder in EDMS has been created for each of the federations being reviewed. The folders are restricted to members of EGEE, so a NICE userid and password will be required for access. Please put the documentation to support the review (especially the presentation materials) into the appropriate folder for your federation.

<https://edms.cern.ch/document/794162> , PAR-2-DECH

<https://edms.cern.ch/document/794163> , PAR-2-FR

<https://edms.cern.ch/document/794166> , PAR-2-SW

<https://edms.cern.ch/document/794164> , PAR-2-RU

We are not intending to provide more detail of the agenda in Indico. The timetable for the review is provided at the end of this note in §1.4

### 1.1.2. Attendance

We expect the ROC Manager and the Federation Manager to attend the review. We also expect a number of the partners to be represented by a senior member of the partner. We expect about 6 people from the federation and representation from about 3 partners (including the lead partner). There is a registration page for the meetings in February. You can find the registration page from the Indico page given above.

If people from outside of the federation or the OCC wish to attend, then this will only be allowed by agreement of the ROC Manager and the Activity Leader. However we think that it is a good idea to have one representative of another federation present. This person helps to ensure fairness in this process. It is also useful for a person who will be involved in the reviews in May 2007 to be present.

### 1.1.3. Other instructions

Please have printed copies of both part A (the supporting documentation) and part B (the presentation) for the reviewers so that they can make notes during the presentation. Please also have a copy readily available so that reviewers can view the material on their computers. This material should also be put into the appropriate EDMS folder.

### 1.1.4. Usage of the materials from the review

We may use the material from the reviews for the deliverable DSA1.6, due in October 2007. This is an assessment of the ROC system. It is not an assessment of the ROCs themselves. It will be useful if we know about both the difficulties and the successes of the ROC system, so that we can make a realistic assessment and make plans for EGEE-III and beyond.

In addition to DSA1.6, the deliverables DSA1.4 (operational assessment) and DSA1.5 (cook book) may also both draw on materials from the reviews.

The review material may also be used in the EGEE-II review due in May 2007.

It is a good idea to start the preparation of your material by examining the material provided in the last PAR which involved SE and CE. The EDMS folders are at the following addresses:

<https://edms.cern.ch/document/794150> , PAR-1-SE

<https://edms.cern.ch/document/794153> , PAR-1-CE

## 1.2. Part A: Documentation to support the review and prepared in advance

The OCC will prepare a spread sheet which contains all of the time sheet information for the period of the review. The summary table in the timesheet provides a comparison of the planned WBS with the information from PPT. Due to its size, the spreadsheet will be provided in electronic form only. This spreadsheet is available in the common folder at the following location:

<https://edms.cern.ch/document/803348>

For the first PAR, the instructions about the content of Part A were vague. As a result, CE prepared a very substantial file of some 50 pages, and SE did not prepare one. For PAR, we recommend about 10 pages, following the structure given below.

The contents of part A should be background information with no interpretation. Interpretation can be done in the presentation. There is no need to repeat information which is provided elsewhere such as the TA. There is no need to repeat information from the quarterly reports for example.

### 1.2.1. Basic federation information

Basic information is the following:

- List of people from the federation and its partners, taken from PPT;
- Additional people not included in PPT;
- People participating in various operating units of the activity such as the ROC Managers' group.

### 1.2.2. Service Delivery information

Service delivery information is the following:

- Participation in Production service/ PPS/ test beds;
- Which services are being offered to support EGEE;
- Which VOs are being supported, and how are they being supported;
- Regional help desk;
- Support of support work;
- Support of training;
- Support of documentation.

### 1.2.3. Formal tasks of the activity

Information on the work which is expected of the federation for the following tasks:

TSA1.1: Operate a production and pre-production service

TSA1.1.1: ROC management

TSA1.1.2: Pre-Production service site

TSA1.2: Middleware deployment and support

TSA1.2.1: Coordination and support for middleware deployment

TSA1.2.2: Regional certification of middleware releases

TSA1.3: Grid Operations and support

TSA1.3.1: 1st line support for operational problems in region

TSA1.3.2: Oversight and management of operational problems

TSA1.3.3: Run essential regional grid services

TSA1.3.4: Weekly operator on duty support

TSA1.3.5: Grid services for infrastructure or VOs

TSA1.4: Grid security and incident response

TSA1.4.1: Grid incident response coord in region

TSA1.4.2: Security vulnerability and risk analysis  
 TSA1.4.3: CA management  
 TSA1.4.4: Coordinate JSPG  
 TSA1.4.5: Coordinate EUGridPMA  
 TSA1.5: VO, application, and user support  
   TSA1.5.1: GGUS  
   TSA1.5.2: Call centre, helpdesk for ROC  
   TSA1.5.3: VO support, integration support  
   TSA1.5.4: User training in region  
   TSA1.5.5: Site admin training in region  
   TSA1.5.6: Regional contribution to GGUS - support teams  
 TSA1.6: Grid Management  
   TSA1.6.1: OCC - CERN  
   TSA1.6.2: Accounting coordination in region  
 TSA1.7: Interoperation  
   TSA1.7.1: National and regional grid project coordination  
   TSA1.7.2: International grid projects  
 TSA1.8: Application<->resource provider coordination  
   TSA1.8.1: ROC management of resources/SLAs  
   TSA1.8.2: OAG management  
 TSA1.9: Application/resource provider/mw provider coord  
   TSA1.9.1: ROC representation in coordination  
 TSA1.10: Network Monitoring  
   TSA1.10.1: Deploy network monitoring tools  
 TSA1.A: General tasks  
   TSA1.A.1: Deliverables formal review  
   TSA1.A.2: Activity Coordination (Internal meeting, Activity workshop, cross activity meeting)  
   TSA1.A.3: EGEE conferences (preparation & attendance)  
   TSA1.A.4: EU reviews (Preparation & attendance)  
   TSA1.A.5: Participation to Standardisation bodies (GGF)  
   TSA1.A.6: EGEE publications (journal papers, ...)  
   TSA1.A.7: Dissemination (others related conferences, press, )  
   TSA1.A.8: EGEE training (as a trainee)  
   TSA1.A.9: EGEE training (as a trainer including preparation)  
   TSA1.A.10: Partner related tasks (administration, timesheets)

#### 1.2.4. Formal documents

A list of the participation of the federation in the following documentation:

- Milestones & deliverables;
- Review and moderation for others milestones and deliverables.

### 1.2.5. Activity contributions

A list of the participation of the federation in any of the following activities:

- COD;
- PPS;
- TPM;
- ARM;
- ESC;
- QAG;
- UIG;
- TCG;
- ROC;
- PAR;
- Training;
- Publications;
- Service development (SAM etc.);
- QRs;
- EGEE06;
- Anything else which is relevant.

### 1.2.6. Contributions to other activities within EGEE

A list of the participation of the federation in working with any of the following activities:

- JRA1;
- SA3;
- NA4;
- all the others.

### 1.2.7. Local contributions

This an opportunity for the federations to provide similar information to the above about matters which are local in scope.

## 1.3. Part B: The presentation (about 20-40 slides depending on the number of partners)

### 1.3.1. Questions to be addressed

The essential questions we are trying to answer are:

- Are the people in SA1 effective, and if not, why not?
- Are the costs reasonable for what they are doing?
- Can we redistribute the resources to be more effective?
- Are there areas where we should be considering change?

There are several useful things which could emerge from this work:

- Provide an opportunity for the collaboration of the ROCs with the PMB;
- Useful information for DSA1.4, Assessment of production service status, due in March 2007;
- Useful information for DSA1.5, Grid Operations Cookbook, due in August 2007;

- Useful information for DSA1.6, Assessment of Regional Operations Centres, due in October 2007;
- Useful information for the EGEE-II reviews in 2007;
- Requirements gathering for tools for grid and project management.

### 1.3.2. Introduction (~ 5 slides)

- What is the federation?
- Who are the partners?
- Which are the resource centres?
- What is the participation in the standard set of tasks (TSA1.1-TSA1.A)?
- What is the participation in other work?
- What is the set of services provided, and who is providing them?
- Which VOs are supported?

### 1.3.3. Partners (For each partner; ~ 2 slides per partner)

- Who are the people in the partner?
- What has the partner been asked to do?
- Is the partner doing it?
- Are the partner's claims in line with expectations?
- Are there any notable successes?
- Are there any concerns\*?
- Are there any problems\*?
- Are there any issues\*?
- Is there anything else we should know about the partner?

### 1.3.4. For the federation (~ 2 slides)

- Are there any notable successes?
- Are there any concerns<sup>1</sup>?
- Are there any problems<sup>2</sup>?
- Are there any issues<sup>3</sup>?
- Is there anything else we should know about the federation?

### 1.3.5. Conclusions (~ 3 slides)

- Are there opportunities for change?
- Are there any requests for change?
- Are there any exceptional cost claims?
- AOB?

## 1.4. Part C: The review meeting (3.5 hours maximum including a break)

Presentation with discussion led by the ROC Manager - 90 minutes

Discussion of the issues raised by the presentation - 30 minutes

---

<sup>1</sup> Concerns - things we should know about, but do not require action.

<sup>2</sup> Problems - things which are preventing action and progress within the partner/ federation.

<sup>3</sup> Issues - things which require action outside of the federation.

Break - 30 minutes

Preliminary assessment of the federation - 30 minutes

Discussion and agreement about follow up actions - 30 minutes