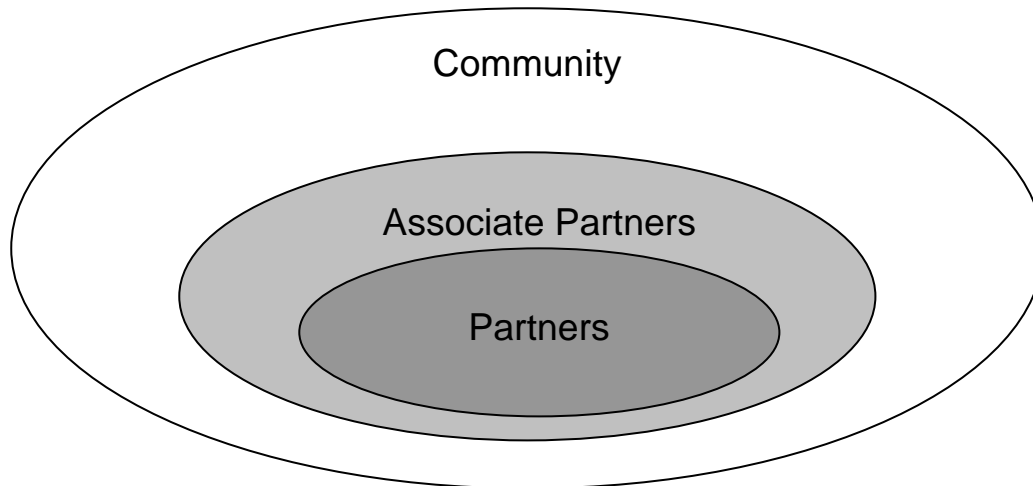


# A structure for the PRISM Support Initiative (PSI)

## The PRISM Community



The PRISM community is defined by the diagram above.

### ***Community***

All who use the PRISM software, develop the PRISM software, or are in the process of adapting to the PRISM software are the Community. The Community is represented by the User Group.

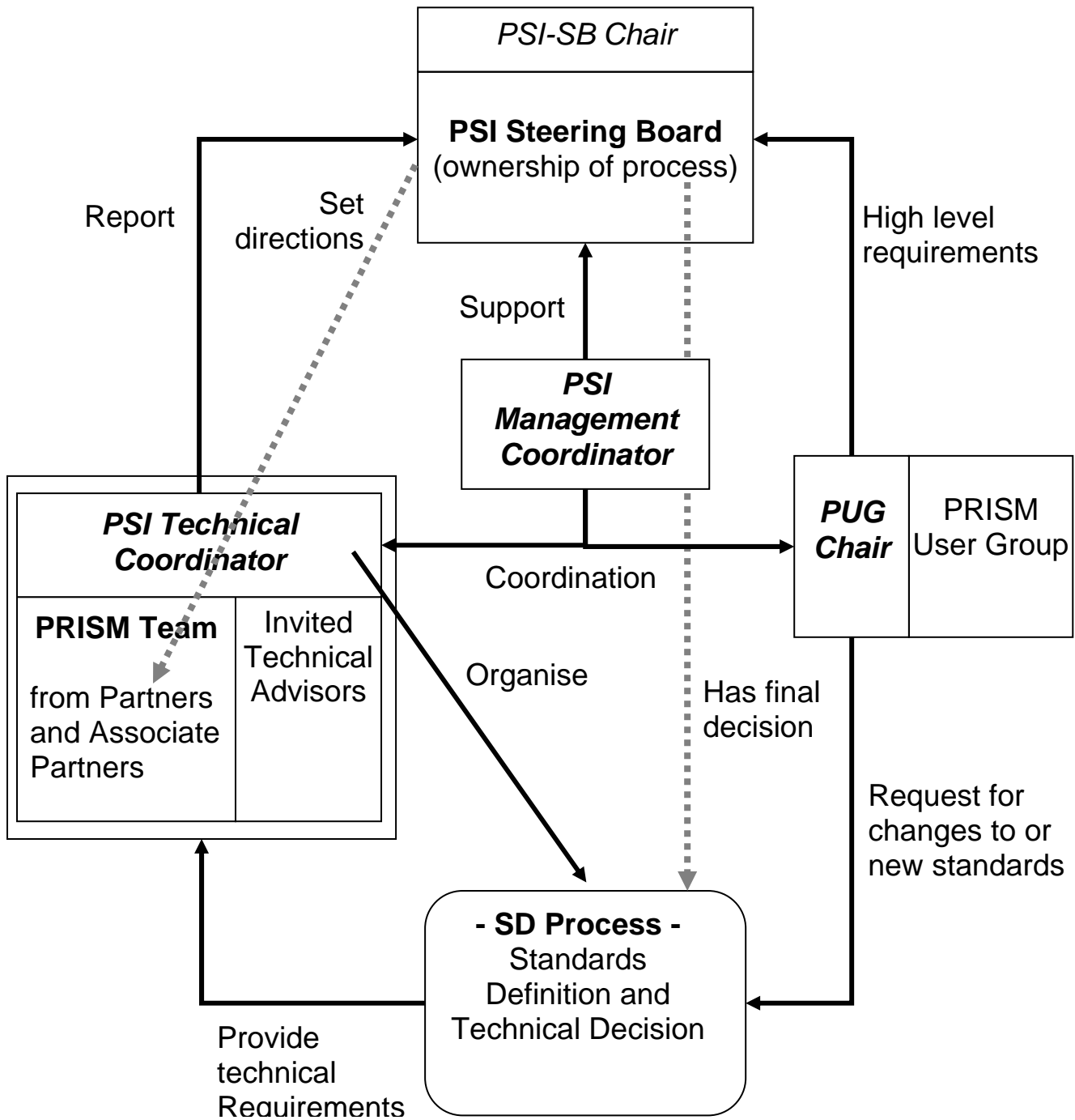
### ***Associate Partners***

Any Institution, Centre or Vendor who contributes effort coordinated by the PRISM Support Initiative (PSI) is considered a Associate Partner, unless they contribute at a level significant enough to become a Partner.

### ***Partners***

Any Institution, Centre or Vendor who contributes **significant** effort coordinated by the PRISM management structure is considered a Partner. Partners have representation on the Steering Board. Initially, significant effort is defined as a planned commitment of at least 0.5 person year per year averaged over each 3-year period, renegotiated for 3 years every year.

# PRISM Support Initiative Structure



The Steering Board has high level ownership and sets directions. It takes high level requirements input from the User Group via the PUG Chair and, if needed, has final decision on Standards Definition and Technical Decision Making Process which is organised by the Technical Coordinator who also coordinates the PRISM Team.

The PSI Management Coordinator provides non-technical coordination (communication and outreach, seek additional funding, etc.)

# PRISM Steering Board (SB)

## ***Membership and Appointment***

One member will be appointed by each Partner. Once the SB has been set up, new Partners can be accepted into the SB by majority agreement of the SB. Partners can be asked to leave the SB when all members (except the one being asked to leave) agree that the partner is not longer providing enough resource to be considered a Partner.

The chair of the User Group and the Technical Coordinator will each have a non-voting advisory position on the Steering Board. Associate Partners can send non-voting observers to the SB meeting.

The Chair of the Steering Board is a member of the Steering Board. The PSI Management Coordinator supports the Chair of the SB in preparing the SB meetings and acts as secretary for the meetings (including minutes secretary).

## ***Role***

The role of the Steering Board is to facilitate the Team to be coordinated to meet the aims of supporting and developing the PRISM software for the benefit of the Community. The aims are:

- To review annually the work programme of the PT and define priorities
- To ensure that the resources committed by the partner institutions will be used to fulfill the following activities (in priority order):
  1. Software maintenance and service support,
  2. Support for adaptation of models to PRISM,
  3. Development against current requirements of adapted models,
  4. Development against future requirements.
- The above priorities are further sub-divided to meet the needs of (in priority order):
  1. Partners,
  2. The Associates Partners,
  3. The Community.
- To help resolve disagreements (technical or structural)
- To ensure that proposal for work is achievable within the constraints placed on the resources provided by the Contributing Partners.
- To agree and make any changes to the structure and processes defined here
- To endorse the choice of Technical Coordinator made by the PT
- To organise activities to bring in further resources (EU bids, etc)
- To appoint the PSI Management Coordinator

Reports from each of the PUG Chair and the Technical Coordinator will input to the Steering Board.

## **The PSI Management Coordinator (PSI-MC)**

### ***Role***

The Role of the PSI-MC is to provide management support to the PSI by:

- Helping the Chair prepare for the SB meetings
- Acting as secretary to those meetings
- Acting as a resource to coordinate non-technical activities such as:
  - general PSI coordination
  - coordination of bids for external funding;
  - community outreach, community umbrella, relations with other projects (ESMF, FLUME, etc);

### ***Appointment***

The PSI-MC is appointed by the SB.

## **The PRISM User Group (PUG)**

### ***Role***

The role of the PUG is to collect the user requirements for:

- changes to or new standards and interface definitions,
- additional features

### ***Membership***

Membership of the PUG is open to all.

### ***Chair***

The Chair of the PUG is appointed by the PUG members. The Steering Board appoints a temporary chair to start the process. The Chair is reviewed as a standing agenda item at each meeting.

The role of the PUG chair is to organise PUG Meetings and to provide to the Steering Board a report on requests for future work for the Team.

Changes to the PUG's processes can be agreed in the group and proposed by the Chair to the Steering Group.

## The PRISM Team (PT)

It is the PT that does the work to support and develop the PRISM software. The PT is the group of people that have been provided by Partners and Associates to maintain, develop and test the PRISM software in a coordinated way.

Working assumption is consensus. If it cannot be reached, then SB will review decision process.

## The Technical Coordinator

The role of the Technical Coordinator is to coordinate the work of the PT on a day-to-day basis, overseeing system specifications, and to report back on progress and issues to the Steering Board – the report is first reviewed by the PT. The Technical Coordinator also represents the PT to the SB.

The Technical Coordinator is proposed by the PT and will be a member of the PT from a Partner institution. The Technical Coordinator is agreed by the Steering Board. The Technical Coordinator will require a significant part of a full time position to fulfill the role.

The Technical Coordinator does not have line management responsibility for the PT, which lies with the Partners and Associates. Further, members of the PT can only be requested to contribute in line with any constraints laid down by their employing institution.

The Technical Coordinator will organise the PT meetings.

### Standards definition process:

It is the Technical Coordinator's role to coordinate the "standards definition and technical decision making process" or **SD Process**. The SD process is the process by which changes to the standards (Metadata data standards, standards relating to the SCE and SRE, etc.) and Interfaces (APIs, etc) are decided. This process formalises requests for enhancements from the PUG into a defined change to a standard or an interface.

The SD Process takes requirements input through discussion with the PUG members and technical advice from:

- The PRISM Team
- Technical representatives of the Partners and Associate Partners
- Invited technical experts. Any Partner or Associate Partner can invite technical experts that they feel can contribute to activity (such as people from ESMF).

When agreement cannot be reached by general consensus, a decision is made by majority voting with one vote per partner. Any partner can raise any related concern with the SB.

The Technical Coordinator should ensure that technical activities are clearly defined in advance so that the right people can be involved.

## Frequencies

The following frequencies are suggestions to be reviewed at the appropriate meetings. The SB will be made aware of any changes to the proposals below and have ultimate decision.

Partners should fund attendance at the meetings as suggested below.

<b>Event</b>	<b>Frequency</b>	<b>Notes</b>
SB Meetings	Annually	Meets after reports from chair of the PUG and Technical Coordinator. Other decision by email and by special meeting. Any member can call a special meeting through the Chair.
Technical Coordinator Reports	3 Monthly	Status update is 3 monthly to the SB members (to keep the SB up to date). Planning report every 1 year in good time for the SB meeting. Team always has sight of the reports and chance to comment before they are submitted to the SB.
PUG meetings	6 monthly expected to change to annually later	In time to provide report to SB meeting. Single day meeting
PT Meetings	6 monthly	Day after the PUG meeting, PT members encouraged to attend both PUG and Team meetings. The SD process can be supported by these meetings.

Further activities will be arranged via teleconference etc with optional participation.

The PT should be in monthly contact via teleconference, etc.

The groups (PT, PUG, SB) decide on the renewal mechanism/frequency of their coordinators/lead/chair. The SB decides on PSI-MC renewal mechanism/frequency.