



# NGS



## NGS Partners and Affiliates - A Joining Guide

Version: 1.2 (Working Document)

Date: 12/06/2009

Peter Oliver ([peter.oliver@stfc.ac.uk](mailto:peter.oliver@stfc.ac.uk))

Andrew Richards ([andrew.richards@stfc.ac.uk](mailto:andrew.richards@stfc.ac.uk))

David Wallom ([david.wallom@oerc.ox.ac.uk](mailto:david.wallom@oerc.ox.ac.uk))

Steven Young ([steven.young@oerc.ox.ac.uk](mailto:steven.young@oerc.ox.ac.uk))

DATE	REVISION	CHANGES
12/6/09	1.2	Changed Technical board to management board and site->resource. New logo
7/11/08	1.1	Various changes to reflect current reality. Updated to refer to new NGS Software Stack document.
29/06/07	1.0	Added GOCDB requirements
21/03/06	0.9	typos
20/02/06	0.8	Added Data Protection Act information
23/01/06	0.7	typos
03/01/06	0.6	Added Affiliates requirements and added user support requirements to both partners and affiliates.
13/06/05	0.5	Added requirement for security contact details.
15/04/05	0.4	Removed completed actions and cleaned up
21/03/05	0.3	Removed completed actions and updated partner acceptance criteria
07/02/05	0.2	Removed some completed actions
5/12/04	0.1	Initial document

### Abstract

This document outlines the procedure for a resource to become a Partner or an Affiliate of the National Grid Service (NGS).

Within this document the term 'resource owners' is taken to mean those responsible for the resource in terms of direct management.

## Contents

<a href="#">1. Distribution.....</a>	<a href="#">2</a>
<a href="#">2. Introduction.....</a>	<a href="#">2</a>
<a href="#">3. NGS Partner.....</a>	<a href="#">2</a>
<a href="#">3.1 Initial Contact.....</a>	<a href="#">2</a>
<a href="#">3.1.1 Duties of a buddy.....</a>	<a href="#">2</a>
<a href="#">3.1.2 Duties of the owners of a prospective resource.....</a>	<a href="#">2</a>
<a href="#">3.2 Registration of Resource.....</a>	<a href="#">3</a>
<a href="#">3.2.1 Duties of buddy.....</a>	<a href="#">3</a>
<a href="#">3.3 Security Policy.....</a>	<a href="#">3</a>
<a href="#">3.4 Data Protection.....</a>	<a href="#">3</a>
<a href="#">3.5 User support.....</a>	<a href="#">3</a>
<a href="#">3.6 GOCDDB Registration.....</a>	<a href="#">3</a>
<a href="#">3.7 Testing of Prospective Resources.....</a>	<a href="#">3</a>
<a href="#">3.7.1 Duties of buddy.....</a>	<a href="#">4</a>
<a href="#">3.8 Validation of Partner Resource.....</a>	<a href="#">4</a>
<a href="#">3.8.1 Duties of buddy.....</a>	<a href="#">4</a>
<a href="#">3.9 Continuous monitoring.....</a>	<a href="#">4</a>
<a href="#">4. NGS Affiliates.....</a>	<a href="#">4</a>

### 1.DISTRIBUTION

This document is now available publicly, although it should not be re-distributed without the consent of the NGS Management Board.

### 2.INTRODUCTION

The following sections detail the procedure that the NGS and the prospective NGS resource should follow such that they can become a NGS Partner or Affiliate. The process should take no longer than 3 months.

This document makes references to other documents to be found on the NGS website in the joining guide tab <http://www.ngs.ac.uk/guide> .

### 3.NGS PARTNER

#### 3.1Initial Contact

The prospective NGS resource should register in the site joining application form which can be found from the NGS joining guide pages on the NGS website. An NGS staff member will then be assigned as a “buddy” to guide the resource through the process.

##### *3.1.1Duties of a buddy*

- To ensure that the prospective site has read and understood the commitments in becoming a NGS partner.
- To ensure that the people putting forward this site have sufficient authority within their institution to honour any commitments.

##### *3.1.2Duties of the owners of a prospective resource*

- Information on what it means to become a NGS partner or affiliate can be found on the NGS website and owners of prospective resources should read it carefully.

### **3.2Registration of Resource**

The prospective resource does not need to go through the peer review procedure for becoming an NGS user as they are not applying as a user of resources. The procedure outlined in this document will act as a peer review because the blessing of the NGS Management Board and the NGS Board is needed before NGS Partner or Affiliate status can be confirmed.

#### **3.2.1Duties of buddy**

- Subscribe relevant contacts to the NGS-ROLLOUT list
- Ensure the resource owners are aware that queries should be sent to the NGS helpdesk [support@grid-support.ac.uk](mailto:support@grid-support.ac.uk) and/or the [NGS-ROLLOUT@jiscmail.ac.uk](mailto:NGS-ROLLOUT@jiscmail.ac.uk) list.
- Allow access for the relevant certificate Distinguished Names (DN) to the prospective institution area on the NGS web site.

### **3.3Security Policy**

The prospective resource owners must have read and understood the NGS Security Policy document and Incident Response procedures found under the security tab on the NGS website. The owners of the prospective resource are required to provide details of appropriate security contacts. Generally this should include institutional CSIRT contacts.

### **3.4Data Protection**

In accordance with the Data Protection Act the NGS resource is considered to be a Data Processor for User data that it has access to from the central STFC administered resource. In joining the NGS the resource owners agree to treat this information as confidential and to not divulge this information to third parties.

### **3.5User support**

The owners of the prospective resource should provide contact details (email address of helpdesk) such that user support queries can be forwarded to them from the central helpdesk ([support@grid-support.ac.uk](mailto:support@grid-support.ac.uk))

If no such helpdesk exists then the account on the central NGS helpdesk can be used to allow the site to respond to user queries.

### **3.6GOCDB Registration**

The prospective resource should register resource details in the GOCDB (Grid Operations Centre Database). The GOCDB allows NGS member resources to provide details of scheduled downtime which is required for NGS monitoring.

### **3.7Testing of Prospective Resources**

The prospective resource should pass the tests detailed in the NGS Software Stack document that accompanies the NGS Service Level Definition.

The NGS Software Stack defines various levels of service. Testing of Software Stack conformance is performed by the NGS Inca conformance testing framework.

Instructions on how to perform the tests are provided on the NGS website. Owners of prospective resources can run the tests to investigate their implementation.

### ***3.7.1 Duties of buddy***

- Ensure that the NGS conformance tests are run.

### **3.8 Validation of Partner Resource**

When the prospective resource owners and the buddy are satisfied that the resource can pass all the tests the resource is progressed to the validation process. During validation all of the NGS Conformance level 0 tests must pass for a period of 7 consecutive days. If there is a failure within this period then the clock is reset.

A final report from the buddy and, for resource wanting to obtain NGS Partner status, a Service Level Definition (SLD) from the owners of the prospective resource is submitted to the NGS Management Board. The NGS Management Board will respond within two weeks and if all approved will present the reports to the NGS Board for formal approval at their quarterly meeting. The reports will be available on the NGS website but restricted to the NGS Management Board.

### ***3.8.1 Duties of buddy***

- After approval by NGS Management Board and NGS Board, the owners of the new NGS resource need to be included in all documentation, the website and portal such that users can use this new resource.
- An announcement will be made on the NGS-NEWS list.

### **3.9 Continuous monitoring**

The NGS resource will continue to be tested by the NGS Inca Conformance testing framework. Failures must be corrected within 2 working days. Persistent failure could result in NGS member status being removed.

## **4. NGS AFFILIATES**

The process for becoming an NGS Affiliate is very similar to that of a Partner and the references to Partners can be substituted with Affiliate throughout section 3. However, the following exclusions apply:

The NGS Affiliate is not required to produce a Service Level Definition as the resources will not be made available under the default NGS operation.

An NGS Affiliate is not required to produce accounting statistics.