

eduGAIN Steering Committee Terms of Reference

version 1.0

1. Definitions

| Definition | Description |
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| eduGAIN Steering Committee | eduGAIN Steering Committee (eSC) is a body that consists of representatives nominated by Member Federations' representatives and has an oversight role in the eduGAIN service. |
| eduGAIN Assembly | Body of Member Federation Delegates and Deputies as defined in the eduGAIN Constitution. |
| eduGAIN Service Owner | Person appointed by the eduGAIN Executive Committee or its delegated process with responsibility for all eduGAIN Operations. |
| eduGAIN Service Team | eduGAIN Service Team provides all the functions to operate the eduGAIN Service and is composed by identity specialists and developers appointed by the eduGAIN Service Owner |
| eduGAIN Secretariat | Function responsible for membership management and support for the various eduGAIN governing bodies. |

2. eduGAIN Steering Committee

The eduGAIN Steering Committee is responsible for:

- Proposing changes to the eduGAIN Declaration and Constitution for vote by the eduGAIN Assembly.
- Discussing and approving changes to the eduGAIN Technology Profiles and supporting technical documentation after consultation with appropriate parties.
- Approving updates and changes to the eduGAIN Strategy and Workplan.
- Making decisions on metadata peering relationships, e.g. exchanging metadata with other trust infrastructures.
- Reviewing membership of new Federations and making recommendations to the eduGAIN Assembly.
- Approving the disqualification or temporary suspension for Member Federations as described in section 3.5 of the eduGAIN Constitution.

- Appointing the Chair and non-voting invited observers to the eSC.
- Approving, supporting and chairing eduGAIN Working Groups.

3. Steering Committee Membership

The Steering Committee is composed of:

- Six members elected by the eduGAIN Assembly of which four must be eduGAIN Delegates or Deputies and up to two of which can be from the broader eduGAIN community.
- An ex-officio role for the eduGAIN Service Owner, who will act as vice-chair.

The Steering Committee will be supported by the eduGAIN Secretariat and other members of the eduGAIN Service Team may be invited as observers when appropriate. These are non-voting roles.

Other experts from the community may be invited to attend eSC meetings at the discretion of the committee as observers.

Steering Committee members are expected to represent the community needs in their decision making.

4. Election of eduGAIN Steering Committee Members

Requests for nominations to the eduGAIN Steering Committee will be initiated by the Secretariat. Candidates can be self-nominated, nominated by their organisation or by another organisation including current eduGAIN Service Team members. The eduGAIN Secretariat will ensure that the slate of nominees is diverse and representative of the eduGAIN community. A list of proposed nominees will then be circulated to the General Assembly.

The eduGAIN Secretariat will try to ensure that the slate of nominees is diverse and representative of the eduGAIN community by proposing additional candidates.

Voting will be via simple majority.

If a Steering Committee member resigns, a vote will be held for the seat to cover the remaining time of the member on the Committee.

5. eduGAIN Steering Committee Chair

The Steering Committee Chair will be appointed by the Steering Committee from its membership.

6. eduGAIN Steering Committee Terms of Office

eSC Members will sit for a two year term. Elected eSC Members can sit for three consecutive terms maximum, but can return to the committee after a year's absence.

For the first election, terms will be staggered to ensure that not all members are replaced at once. Members with the least votes will be offered shorter terms.

7. eduGAIN Steering Committee Voting

Decisions of the Steering Committee will be made by a simple majority vote cast electronically. In the event of a vote being tied, the Chair will cast the deciding vote.

8. eduGAIN Steering Committee Meetings

The eduGAIN Steering Committee will meet a minimum of four times a year but may arrange additional meetings as appropriate.

The eduGAIN Steering Committee will also attend and support the annual eduGAIN Assembly.

Remote participation at meetings will be supported by the eduGAIN Secretariat.

9. Amendments

Amendments to this Terms of Reference can be proposed by the eduGAIN Steering Committee or members of the eduGAIN Assembly. Any changes must be approved by the eduGAIN Assembly via a vote.