

# eduGAIN Steering Committee Terms of Reference

version 1.0

## 1. Definitions

Definition	Description
<b>eduGAIN Steering Committee</b>	eduGAIN Steering Committee (eSC) is a body that consists of representatives voted for by Member Federations nominated by Member Federations' representatives and has an oversight role in the eduGAIN service.
<b>eduGAIN Assembly</b>	Body of Member Federation Delegates and Deputies as defined in the eduGAIN Constitution.
<b>eduGAIN Service Owner</b>	Person appointed by the eduGAIN Executive Committee or its delegated process with responsibility for all eduGAIN Operations.
<b>eduGAIN Service Team</b>	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
<b>eduGAIN Secretariat</b>	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 Technical 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.

- 17       • Approving the disqualification or temporary suspension for Member Federations as  
18       described in section 3.5 of the eduGAIN Constitution.  
19       • Appointing the Chair and non-voting invited observers to the eSC.  
20       • Approving, supporting and chairing eduGAIN Working Groups.

21

### 22   3. Steering Committee Membership

23

24   The Steering Committee is composed of:

25

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

30

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

34

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

37

### 38   4. Election of eduGAIN Steering Committee Members

39   Requests for nominations to the eduGAIN Steering Committee will be initiated by the  
40   Secretariat. Candidates can be self nominated, nominated by their organisation or by  
41   another organisation including current eduGAIN Service Team members. Candidates will be  
42   vetted and then a list of proposed nominees will be circulated to the General Assembly.

43

44   The eduGAIN Secretariat will ensure that the slate of nominees is diverse and representative  
45   of the eduGAIN community.

46

47   Voting will be via simple majority. If external representatives have been nominated, these  
48   two roles will be voted on by separate ballot.

49

50   If a Steering Committee member resigns, an interim ballot will be held for the seat to cover  
51   the remaining time of the member on the Committee.

52

### 53   5. eduGAIN Steering Committee Chair

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

56

## 57 6. eduGAIN Steering Committee Terms of Office

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

60

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

## 63 7. eduGAIN Steering Committee Voting

64

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

67

## 68 8. eduGAIN Steering Committee Meetings

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

71

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

74

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

## 76 9. Amendments

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