

Service Provider Forum: Charter, Membership, and Governance

(v12, 10 July 2014)

Table of Contents

A. Introduction	1
B. Background	2
C. The XSEDE Federation and Relationship to the Service Provider Forum	3
D. Service Provider Forum Charter	4
Charter – Open Forum for the Service Provider Community	4
Charter – Service Provider-XSEDE Interface.....	4
E. Process for a Service Provider to join (or leave) the Service Provider Forum.....	5
F. Service Provider Forum Governance and Bylaws.....	6
Article 1. Organization	6
Article 2. Service Provider Forum Membership and Voting.....	7
Article 3. Procedure for Service Providers to Join the Service Provider Forum	9
G. Sample Application to become a member of the SP Forum	9
H. Document Revision History	11
I. Document Voting Results.....	12
Current Version (V11.5_140702 voted on; V12 post-approval).....	12
Prior Voting Results.....	13
Document Voting Results (V10.2_130716)	13
Document Voting Results (V10.1_120228)	13

A. Introduction

Service Providers (SPs) are independently funded projects or organizations that provide cyberinfrastructure (CI) services to the science and engineering community. In the US academic community, there is a rich diversity of Service Providers, spanning centers that are funded by NSF to operate large-scale resources for the national research community to universities that provide resources and services to their local researchers. This Service Provider Forum is intended to facilitate this ecosystem of Service Providers, thereby advancing the science and engineering researchers that rely on these cyberinfrastructure services.

The Service Provider (SP) Forum provides:

- An open forum for discussion of topics of interest to the SP community.
- A formal communication channel between the SP Forum members and the XSEDE project.

The SP Forum was initially conceived to serve the second purpose – the interface between SPs and the XSEDE project – and this must remain a required mandate for the SP Forum. However, the SP Forum members recognize the potential value of this forum for playing a broader role in the national cyberinfrastructure community beyond the interface to the XSEDE project. Given this broader scope of the SP Forum, the membership of the SP Forum will include some SPs that are and some SPs that are not also members of the XSEDE Federation (see Section C below). The dual purposes of the SP Forum are reflected throughout much of this document, which describes the context, charter, membership procedures and governance of the Service Provider Forum.

B. Background

The Service Provider Forum was originally proposed as part of the governance structure for the XSEDE project, which recognized the need for a forum to serve as the formal interface point between the XSEDE project and the group of autonomous SPs (see sidebar for background). The implementation is facilitated by cooperation and various degrees of commonality between SPs, XSEDE and the broader stakeholder community that utilizes these services. In this context, the SP Forum is the forum for interaction between XSEDE and SPs, discussing and mutually resolving issues where the interests of SPs and XSEDE overlap (e.g. networking, operations, security, allocations, accounting, user support, documentation, software environments, etc.). The SP Forum charter, membership and governance structures reflect the mutual relationships and responsibilities in this crucial governance body that must constructively support the XSEDE-SP interactions.

While the initial motivation to create the Service Provider Forum was to facilitate the interface between the XSEDE project and those SPs with which it coordinates/integrates, the original members of the SP Forum recognized that this body could have a broader role beyond just the interface to XSEDE. In particular, the SP Forum includes a large number of members with considerable expertise and experience in operating diverse cyberinfrastructure resources and services. The SP Forum could itself become an active element in the national cyberinfrastructure ecosystem, with its members sharing best practices, leveraging mutual experiences with various technologies and systems, or coordinating training or outreach activities. This forms the basis for the SP Forum's other purpose – to be an open forum for discussion of topics of interest to the SP community, whether or not these are directly related to XSEDE.

Context of XSEDE and Service Providers

The National Science Foundation's CISE Division of Advanced Cyberinfrastructure (ACI) coordinates and supports the acquisition, development and provision of state-of-the-art cyberinfrastructure (CI) resources, tools and services essential to the conduct of 21st century science and engineering research and education. That CI comprises data processing, computing, data storage and networking capabilities, and a range of associated services independently funded by a variety of NSF programs. Further, that CI is augmented and enhanced by facilities and services from campus, regional and commercial providers funded by universities, consortia, industry and funding agencies other than NSF. Thus our national CI for the open science and engineering community is powered by a diverse set of *Service Providers* (SPs).

NSF/ACI established the XSEDE project (www.xsede.org) in 2011 to provide integration and coordination across ACI's CI investments, and to amplify the benefits of these investments by delivering to the research community additional human and digital services in the form of tools, expertise, education, and training.

For the services provided by the XSEDE project to be effective, XSEDE must interface with and integrate/coordinate the resources, services and capabilities operated by the SPs. Working together to integrate these services across the SP Forum members and XSEDE will advance the scientific productivity of the community in a manner that would be difficult or impossible for the individual SPs to achieve by themselves. However, SPs are autonomous entities/projects from the XSEDE project. In the case of NSF/ACI-funded SPs, NSF establishes cooperative agreements directly with SPs, and the SP is accountable to NSF/ACI, not to XSEDE. At the same time, NSF/ACI frequently mandates that the SPs they fund be integrated by XSEDE, and expects mutual collaboration between those SPs and XSEDE.

C. The XSEDE Federation and Relationship to the Service Provider Forum

The extended organization created by the amalgamation of the XSEDE program and other separately funded bodies with which XSEDE collaborates or otherwise has a formal relationship with is referred to as the *XSEDE Federation* (XF). This includes many Service Providers that are autonomous entities from the XSEDE project but agree to coordinate/integrate with XSEDE as members of the XSEDE Federation. The XSEDE Federation includes (among others) those providers and consumers of services which will meet, to varying degrees, the requirements of interfaces with XSEDE and also will engage in the effective and sustained interactions required to develop and evolve those interfaces. All formal relationships with XSEDE will be documented via agreements that must cover a wide spectrum in both the services and responsibilities involved. Many of these agreements will be specific to the particular partner. Partner organizations within the XSEDE Federation extend beyond the Service Provider designation; in particular, XSEDE interacts with other XSEDE-like organizations within the United States and internationally (e.g., PRACE). In addition, XSEDE commits to collaborate on various independent proposals submitted to various agencies and those projects are also members of the XSEDE Federation.

The figure below is a Venn diagram illustrating the relationship between the XSEDE Federation and the SP Forum. All Service Providers that are members of the XSEDE Federation are automatically members of the Service Provider Forum. There are members of the XSEDE Federation that are not Service Providers (e.g. PRACE). And Service Providers may be members of the SP Forum without joining the XSEDE Federation.

Information about the XSEDE Federation is available in the document *Requesting Membership in the XSEDE Federation*, available at <https://www.xsede.org/project-documents>. All Service Providers interested in joining the XSEDE Federation and/or the SP Forum should review both this SP Forum document and the XSEDE Federation document together. (There is intentional redundancy between these two related documents so that each of them constitutes a standalone document and yet they are consistent in areas of overlap.)

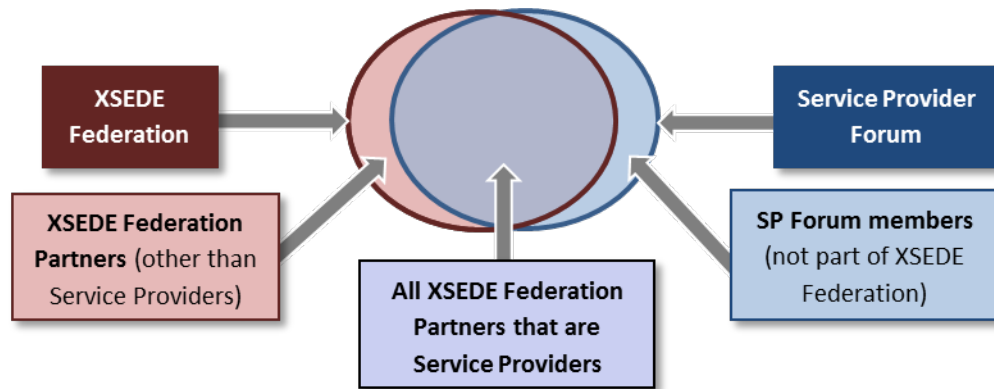


Figure 1: Venn Diagram illustrating the relationship of the Service Provider Forum and the XSEDE Federation

Three Levels¹ of Service Providers are defined within the XSEDE Federation. SPs are classified as being at a specific Level by meeting a minimum set of conditions, described in detail in the *Requesting Membership in the XSEDE Federation* document. These Levels reflect the degree of coordination/integration between the Service Provider and XSEDE, with Level 1 Service Providers being the most tightly coupled with XSEDE and Level 2 and Level 3

¹ Throughout this document, the word “Level” is spelled with an initial-capital when it refers to Levels of Service Providers within the XSEDE Federation, and without an initial-capital when it does not refer to this specific context.

Service Providers being progressively more loosely coupled with XSEDE. As is noted in this document below, the XSEDE Federation Service Provider Level designation is relevant for some actions of the SP Forum for XSEDE-specific issues.

D. Service Provider Forum Charter

As described above, the SP Forum has two primary purposes – to provide an open forum for discussion topics of mutual interest amongst the SP community, and to provide the interface between XSEDE and autonomous Service Providers. The charters associated with these two purposes are relatively distinct and hence addressed separately below.

Charter – Open Forum for the Service Provider Community

The Service Provider Forum charter, membership and responsibilities address a broader range of cyberinfrastructure issues within the Service Provider community. This provides an additional mechanism by which this broad stakeholder group can actively contribute to the science and engineering CI community. For example, the SP Forum members can share best practices, leverage mutual experiences with various technologies and systems, coordinate training or outreach activities, or convene workshops relevant to Service Providers. When acting in this more expansive, self-chartered capacity, the SP Forum is an organization that is fully autonomous from XSEDE.

Charter – Service Provider-XSEDE Interface

This element of the SP Forum’s charter is to establish effective communications and coordination between Service Providers and the XSEDE program, and specifically to facilitate the fulfillment of bilateral responsibilities between the XSEDE program and the Service Providers within the XSEDE Federation. The SP Forum constitutes a key set of partners in XSEDE’s mission to enhance the productivity of scholars, researchers, and engineers by providing them with new and innovative capabilities that facilitate scientific discovery, enable transformational science and engineering, and offer innovative educational programs. This section sets out the activities that are to be carried out by the SP Forum under this charter from XSEDE, and the mutual obligations between XSEDE and SP Forum members at various Levels. The SP Forum provides a means by which Service Providers have input into XSEDE’s management, and provides a venue via which XSEDE management may communicate effectively with SPs in the XSEDE Federation. In particular, the SP Forum provides an effective vehicle via which SP Forum members can voice concerns, make recommendations, and provide feedback on proposed changes, and XSEDE management can discuss requirements and proposed changes in the XSEDE environment and services (particularly those that would impact the SP’s operation of their service).

The charge given the SP Forum from XSEDE is as follows:

- a. the SP Forum will provide feedback and recommendations to XSEDE regarding plans and objectives;
- b. the SP Forum will actively collect and provide to XSEDE the needs of the SPs in support of XSEDE’s requirements collection process;
- c. members of the SP Forum will participate in the XSEDE User Requirements Evaluations and Prioritization committee to support the selection and prioritization of requirements to be adopted by XSEDE;
- d. members of the SP Forum will participate in reviews and evaluations of architectural design, implementation, and deployment of capabilities intended to support the prioritized requirements;
- e. each SP that is a member of the XSEDE Federation (and hence categorized as a Level 1, 2 or 3 SP) will meet its obligations to XSEDE as outlined in their separately-executed agreements (see below);
- f. members of the SP Forum will coordinate joint reporting and reviews with XSEDE as required by NSF.

XSEDE makes the following commitments to the SP Forum as regards SP Forum activities relative to its charge from XSEDE:

1. the Chair of the SP Forum (selected subject to certain constraints described below) will be a full member of the XSEDE Senior Management Team (SMT);
2. the Chair of the SP Forum, along with two additional members of the SP Forum (subject to certain constraints), will be members of the XSEDE Advisory Board;
3. XSEDE will provide a response to all recommendations made by the SP Forum to XSEDE, giving them due consideration given the significance of the stakeholder group representing those recommendations;
4. all needs collected and submitted by the SP Forum to the XSEDE requirements management process will be properly addressed with SP Forum involvement at many steps along the way (see expectations of the SP Forum above) as important stakeholders;
5. XSEDE will meet its obligations to each SP in the XSEDE Federation (and hence categorized as a Level 1, 2 or 3 SP) as outlined in their separately-executed agreements.

The SP Forum must meet the XSEDE-related charter as defined above, and the commitments made above regarding XSEDE management's obligations to the SP Forum are specifically with the SP Forum's XSEDE Federation members.

E. Process for a Service Provider to join (or leave) the Service Provider Forum

A potential Service Provider interested in joining the SP Forum should first review this document, the SP Forum web site (<https://www.xsede.org/web/sp-forum>), and the XSEDE Federation document *Requesting Membership in the XSEDE Federation*, available at <https://www.xsede.org/project-documents>. For questions, the potential applicant is encouraged to contact the SP Forum Chair (spf-chair@xsede.org).

Every prospective member of the SP Forum must apply to join the SP Forum, but there are two paths depending on whether the prospective member wishes to also be part of the XSEDE Federation.

If a prospective member wishes to be a member of the SP Forum, but not a member of the XSEDE Federation, the procedure for applying is described in Section F-Article 3 of the SP Forum Bylaws (below). A written application should be submitted electronically to the SP Forum Chair (spf-chair@xsede.org) and must contain the information regarding the prospective SP's organization and activities as described in Article 3. The SP Forum Chair will conduct a preliminary screening of the initial application to ensure that the application is complete and there is a clear understanding with the prospective Service Provider. The SP Forum Chair will then bring the application to the SP Forum for a vote (see Article 2 of Bylaws). The SP Forum Chair will inform the applicant of the outcome of the vote; if the application is not approved, the SP Forum Chair will provide a rationale for this decision to the applicant.

If a prospective member wishes to be a part of the XSEDE Federation and the SP Forum, the SP should apply directly to the XSEDE Federation, as described in *Requesting Membership in the XSEDE Federation*, available at <https://www.xsede.org/project-documents>. The application process is established to clearly define mutual expectations up-front for participation in the XSEDE Federation, and to ensure that participation is at the appropriate Level for all parties involved when the SP Forum considers XSEDE-specific topics. Should that application be approved, the SP is *automatically a member of the SP Forum* and no separate application is required. (The XSEDE Federation membership application includes the information necessary for membership in the SP Forum, and has been coordinated to reduce unnecessary paperwork.) The XSEDE Project Director will notify the SP Forum Chair of the approval, and the SP is then a member of the SP Forum. It is not infrequent that Service Providers may change their status/Level in the XSEDE Federation, particularly as Level 1 or Level 2 resources are

deployed and later decommissioned. (It is expected that most Level 3 SPs are organizations rather than tied to specific systems, and hence less likely to become ineligible as a Level 3 SP.) The process for an SP to change Level in the XSEDE Federation is described in the *Requesting Membership in the XSEDE Federation* document.

If a current member of the SP Forum wishes to leave the SP Forum, they should contact the SP Forum Chair at spf-chair@xsede.org. Note that all members of the SP Forum are expected to be active in the organization and the SP Forum reserves the option to reconsider members who are not participating over an extended period of time.

The SP Forum encourages organizations to remain members of the SP Forum even if they are no longer members of the XSEDE Federation (e.g. qualifying SP systems are decommissioned or no longer available to XSEDE). By default, the host organization for any entity that has been a member of the XSEDE Federation but discontinues their XF participation will remain a member of the SP Forum unless they specifically request to no longer be part of the SP Forum. The only request is that they ensure that the identifying information and contact information in Article 3.c.a.a-g be updated and provided to the SP Forum Chair (spf-chair@xsede.org).

F. Service Provider Forum Governance and Bylaws

This section describes elements of governance for the Service Provider Forum as defined in the Bylaws below.

To assure representation of SPs that are part of the XSEDE Federation in the XSEDE project, there are two important connections between the SP Forum and the XSEDE governance structure. First, the Chair of the SP Forum is a full voting member of the XSEDE Senior Management Team (SMT) and will participate in their regular meetings. Substantive mutual interactions between the SP Forum and the XSEDE SMT are vital to the success of XSEDE. This provides a direct conduit to the day-to-day management of XSEDE. It is the responsibility of the SP Forum Chair to provide input into the management of XSEDE on behalf of the SP Forum and to present issues, recommendations, and feedback on proposed changes to the XSEDE environment to XSEDE management.

The second connection to XSEDE governance is that the SP Forum Chair and two additional SP Forum representatives, selected by the SP Forum from its membership, will be members of the XSEDE Advisory Board (XAB). The selection process is outlined below in Article 1. Organization. The XAB provides guidance to the XSEDE SMT to help XSEDE achieve the maximum impact across diverse scientific disciplines and communities. This board will assist with requirements gathering, prioritizing requirements, and development efforts in the annual planning process, review the annual report and plans to NSF, and recommend strategic directions.

Article 1. Organization

- a. The SP Forum will elect from among its members four positions: the SP Forum Chair, the SP Forum Vice-Chair, and two representatives to the XSEDE Advisory Board (XAB). Voting procedures are described in Article 2, following the protocol of an “XSEDE-related” vote. Each election is for a one-year term; there are no term limits; elections will be held at the first meeting of each calendar year. The elected SP Forum Chair is a representative to the XAB and hence the SP Forum will have a total of three XAB representatives. The Vice-Chair may also stand for election as one of the two additional representatives to the XAB.
- b. Each of the SP Forum Chair, Vice-Chair, and the two representatives (in addition to the SP Forum Chair) to the XSEDE Advisory Board must have an XSEDE Federation SP at their home institution.
- c. To avoid potential conflicts of interest, the SP Forum Chair, Vice-Chair and the two XAB representatives cannot be individuals who are an XSEDE project PI/Co-PI, or XSEDE project WBS Level 1, 2, or 3 manager.

- d. The group of Service Providers who are also XSEDE Federation Level 2 Service Providers will annually self-elect at the first meeting of each calendar year a “Level 2 Chair” and up to two at-large Level 2 representatives who will have certain voting responsibilities within the SP Forum on XSEDE-related issues.
- e. The group of Service Providers who are also XSEDE Federation Level 3 Service Providers will annually self-elect at the first meeting of each calendar year a “Level 3 Chair” who will have certain voting responsibilities within the SP Forum on XSEDE-related issues.
- f. The SP Forum Chair will distribute meeting notices in a timely way, distribute agendas in advance of meetings, and distribute minutes of substantive actions or decisions to the SP Forum.
- g. The SP Forum Chair will create committees and working groups, with leads, as necessary to perform the work of the SP Forum.
- h. The SP Forum Vice-Chair will assume the duties of the Chair and complete the Chair’s term if the Chair is unable to fulfill the duties or resigns. The Vice-Chair will also substitute for the Chair in SP Forum or SMT meetings if the SP Forum Chair is not available.
- i. The SP Forum Chair will provide written information to the XSEDE SMT regarding the results of meetings, including any XSEDE-related recommendations and/or action items that need attention by XSEDE and the timeframe for the action.
- j. The XSEDE SMT will formally communicate with the SP Forum via the SP Forum Chair, including any XSEDE-related recommendations and/or action items that need attention by the SP Forum and the timeframe for the action.

Article 2. Service Provider Forum Membership and Voting

- a. Membership in the SP Forum is open to Service Providers who submit an application that is approved as described in Article 3 of these Bylaws.
- b. A list of SPs who are members of the SP Forum will be maintained on the SP Forum wiki (<https://www.xsede.org/web/sp-forum>) and a list of SPs who are members of the XSEDE Federation will be maintained on the xsede.org website (<https://www.xsede.org/partnerships>).
- c. All SPs are expected to actively participate in SP Forum meetings, conference calls and email discussions.
- d. Any SP that has participated (via telcon or in person) in less than 50% of the SP Forum meetings over a 1-year span may have its membership reconsidered.
- e. The SP Forum Chair is responsible for ensuring that the Forum meets as often as necessary to address the business of the SP Forum, but no less frequently than quarterly.
- f. It is anticipated that an in-person SP Forum meeting will occur at the annual XSEDE conference, with all SPs at Levels 1 and 2 expected to attend and all other SPs encouraged to attend.
- g. All SPs are welcome and encouraged to participate in all SP Forum events and discussions.
- h. SP Forum applicants must have an approved application prior to being allowed to participate in voting activities of the SP Forum.
- i. A valid vote requires a quorum of 2/3 of the total number of members who are eligible to vote on a given issue (see below). If the total number of votes cast does not meet this threshold, the item is tabled until a further SP Forum meeting.
- j. A simple majority of the SP Forum members that vote is required to approve an item, activity or motion of the SP Forum.
- k. There are three possible votes that an eligible member can cast: YES, NO, or ABSTAIN. A vote of YES is in support of the item. A vote of NO is a vote to NOT support the item. A vote of ABSTAIN is a vote neither for nor against the item and removes the organization abstaining from the vote from the count of eligible members.

- l. Elections and votes may be performed in person, via telcon or by electronic means (e.g., email, doodle poll, etc.) as determined by the SP Forum Chair or, when appropriate, the Level 2 or Level 3 Chair. Any voting member of the SP Forum may designate an alternate to vote if the voting member is not available.
- m. There are two types of voting procedures within the SP Forum depending whether or not the issue being voted on is “XSEDE-related.” Any item that directly impacts the interactions between SPs and the XSEDE program is an XSEDE-related issue. The SP Forum Chair determines which type of voting procedure is appropriate for the issue under consideration.
- n. For XSEDE-related issues, the following SP Forum members are eligible to vote:
 - a. each Level 1 Service Provider;
 - b. the Level 2 Chair and up to two at-large Level 2 representatives; and
 - c. the Level 3 Chair.
- o. For issues that are not XSEDE-related, all SP Forum members are eligible to vote.
 - a. However, for such issues, the quorum for a valid vote is 2/3 of all SPs.
- p. The following issues are always subject to a vote of the SP Forum; the expected voting procedure is listed in parentheses where it is known in advance. This list is illustrative of the types of activities that may be voted upon and is not intended to be comprehensive:
 - a. Applications for new SP Forum members (not XSEDE Federation members). (Not XSEDE-related)
 - b. Election of the SP Forum Chair, Vice-Chair, and XSEDE Advisory Board representatives. (XSEDE-related)
 - c. Election of the Level 2 Chair and at-large Level 2 representatives. (XSEDE-related but all Level 2 SPs may vote, and only Level 2 SPs may vote)
 - d. Election of the Level 3 Chair. (XSEDE-related but all Level 3 SPs may vote, and only Level 3 SPs may vote)
 - e. Recommendations for changes to the SP Forum Charter that significantly impact the interactions between XSEDE and the SP Forum (XSEDE-related and must be subsequently submitted to the XSEDE SMT for approval).
 - f. Changes to the SP Forum Charter that do not significantly impact the interactions between XSEDE and the SP Forum. (Not XSEDE-related)
 - g. Major recommendations from the SP Forum to XSEDE, NSF, or other stakeholders.
 - h. Major policies that impact SP Forum members.
- q. Elections: elections for all positions below follow the XSEDE-related voting procedures and a separate election is held for each type of position. For all positions except the XAB representatives, after voting, the candidate with the most votes will win the election and hold the respective position; for XAB representatives, the two candidates with the most votes will win the election.
 - a. SP Forum Chair: The SP Forum Chair will be selected by election amongst interested Level 1, 2 or 3 SPs.
 - b. SP Forum Vice-Chair: The SP Forum Vice-Chair will be selected by election amongst interested Level 1, 2 or 3 SPs.
 - c. Additional XAB representatives (beyond SP Forum Chair): The two representatives (in addition to the SP Forum Chair) to the XSEDE Advisory Board selected by election amongst interested Level 1, 2 or 3 SPs. Each of the SPs eligible to vote will cast two votes for candidates. Note that the SP Forum Vice-Chair may also be considered for candidacy in this election.
 - d. Level 2 Chair: The Level 2 Chair will be selected by election amongst interested Level 2 SPs. All Level 2 SPs and only Level 2 SPs may vote in this election.
 - e. At-large Level 2 voting members: The at-large Level 2 voting SPs will be selected by election amongst interested Level 2 SPs. All Level 2 SPs and only Level 2 SPs may vote in this election.
 - f. Level 3 Chair: The Level 3 Chair will be selected by election amongst interested Level 3 SPs. All Level 3 SPs and only Level 3 SPs may vote in this election.

Article 3. Procedure for Service Providers to Join the Service Provider Forum

- a. Prospective members are encouraged to first review both this document and the related document *Requesting Membership in the XSEDE Federation*, available at <https://www.xsede.org/project-documents>. Prospective members are then encouraged to contact the SP Forum Chair (spf-chair@xsede.org) to discuss their interest, evaluate whether to also be part of the XSEDE Federation, and clarify the appropriate application procedure.
- b. Prospective members who wish to join both the XSEDE Federation and the SP Forum should follow the procedures for joining the XSEDE Federation, as defined in *Requesting Membership in the XSEDE Federation*, available at <https://www.xsede.org/project-documents>. If the XSEDE Federation application is accepted, the prospective member automatically becomes a member of the SP Forum and no additional action is required. If the XSEDE Federation application is not approved, the prospective member can still apply to become a member of the SP Forum.
- c. Prospective members who wish to join the SP Forum *only*, and not the XSEDE Federation, should follow the application procedure below.
 - a. Prospective members must electronically submit a new member application to the SP Forum Chair (spf-chair@xsede.org) that provides all of the information specified below. (A template is available in Section G of this document.)
 - a. Provide a general description of the resource(s)/service(s) being offered and the community to which it is being offered (e.g. campus, regional, national; targeted domains; etc.).
 - b. An explanation of the applicant's interest in participating in the SP Forum and the potential benefits the SP brings to the SP Forum, and the SP Forum brings to the SP.
 - c. Name of organization.
 - d. Organization's affiliation (if any) with an academic or government institution.
 - e. Location of organization, including full postal address.
 - f. URL for organization's web site.
 - g. Lead person at organization and at least one alternate (Include name, postal address, email address, telephone, and fax).
 - b. The evaluation of a new member application is based upon the appropriateness of the applicant as a Service Provider as defined in the context of this document, and the willingness of the applicant to contribute to the activities of the SP Forum.
 - c. The SP Forum Chair will bring the application to the SP Forum for a vote. The SP Forum Chair informs the applicant of the outcome of the vote; if the application is not approved, the SP Forum Chair will provide a rationale for this decision to the applicant.
 - d. It is expected that the processing and notification of a new member application shall be within no more than 30 days upon receipt of the completed application.

G. Sample Application to become a member of the SP Forum

(This sample application is for those Service Providers that wish to become members of the SP Forum but not the XSEDE Federation. Those Service Providers that want to become a member of both the XSEDE Federation and the SP Forum should follow instructions in the document Requesting Membership in the XSEDE Federation, available at <https://www.xsede.org/project-documents>. The single application there covers membership in both organizations.)

Dear SP Forum Chair,

[name of organization] has reviewed the document *Service Provider Forum: Charter, Membership, and Governance* dated XXXX, and wishes to participate in the Service Provider Forum.

[Provide a general description of the resource(s)/service(s) being offered and the community to which it is being offered (e.g. campus, regional, national; targeted domains; etc.)]

[Provide a brief explanation of the applicant's interest in participating in the SP Forum and the potential benefits the SP brings to the SP Forum, and the SP Forum brings to the SP.]

[Provide the following specific information.]

- a. Name of organization.
- b. Organization's affiliation (if any) with an academic or government institution.
- c. Location of organization, including full postal address.
- d. URL for organization's web site.
- e. Lead person at organization and at least one alternate (Include name, postal address, email address, telephone, and fax).

We at [name of organization] look forward to participating in the SP Forum.

Sincerely,

Applicant

H. Document Revision History

Relevant Sections	Version	Date	Changes	Authors	Voting Result
Entire Document	10.1_120228	28 Feb 2012	Baseline	SP Forum	100% Approve
Article 1.c, Article 4.h.3.b, throughout	10.2_130716	16 Jul 2013	Expanded eligibility for SP Forum positions; Corrected a typo in Article 4.h.3.b (Level 2 to Level 3); Changed OCI to DACI throughout.	Carol Song	76.5% Approve 23.5% Absent
Virtually all sections impacted to various degrees	11.2	May 29, 2014	Major restructuring of entire document to better differentiate and clarify SP Forum and XSEDE Federation, and processes for joining both.	Rich Loft, Richard Moore, Greg Peterson, John Towns	TBD
Most sections	11.3	June 13, 2014	Eliminated reference to associate members. Other clean-up.	Richard Moore	TBD
Most sections	11.4	June 26, 2014	Eliminate unnecessary XSEDE Federation detail; reorder some information for clarity; corrected URLs	John Towns	TBD
Most sections	11.5	July 2, 2014	Further trimmed info about XSEDE Federation Levels; more consistent references to SP and SP Forum; minor edits	Richard Moore	TBD
Most sections	12.0	July 10, 2014	Voting results recorded, all changes accepted	Richard Moore	17 members approve; one no-vote

I. Document Voting Results

Current Version (V11.5_140702 voted on; V12 post-approval)

A vote to approve V11.5 of this document, dated July 2, 2014 was conducted via email with results collected by the SP Forum Chair. The results of that voting are shown below. Upon approval, this section was updated with voting results, the date of the document was updated, all changes accepted, and became Version 12.

SP Service	XF Level	Institution	PI	Vote
Blacklight	Level 1	PSC	Mike Levine	Yes
Blue Waters	Level 2	UIUC	Bill Kramer	Yes
Darter/Nautilus	Level 1	NICS	Greg Peterson	Yes
FutureGrid	Level 1	IU	Geoffrey Fox	Yes
Gordon	Level 1	SDSC	Michael Norman	Yes
Keeneland	Level 1	Georgia Tech	Jeffrey Vetter	Yes
Lonestar	Level 1	TACC	Chris Hempel	Yes
Maverick	Level 1	TACC	Kelly Gaither	Yes
MSI	Level 3	U Minnesota	Jeffrey McDonald	Did not vote
NCSA	N/A	UIUC	John Towns	Yes
NWSC	Level 2	NCAR	Rich Loft	Yes
OSG	Level 2	U of Wisconsin	Miron Livny	Yes
Quarry/Mason	Level 2	IU	Craig Stewart	Yes
Rosen Center	Level 2	Purdue	Carol Song	Yes
Rutgers	Level 3	Rutgers U	Manish Parashar	Yes
Stampede	Level 1	TACC	Dan Stanzione	Yes
SuperMIC	Level 2	LSU	Honggao Liu	Yes
Trestles	Level 1	SDSC	Richard Moore	Yes

Voting summary:

Number of SP Forum members:
YES votes: 17
NO votes: 0
ABSTAIN votes: 0
Did not vote: 1

Based on the voting result, this document has been accepted and approved as of 10 July 2014.

Prior Voting Results

Document Voting Results (V10.2_130716)

A vote to approve this document was conducted via email with results collected by the SP Forum Chair. The results of that voting were as follows:

SP Service	SP Level	Institution	PI	Vote
Blacklight	Level 1	PSC	Mike Levine	Yes
Blue Waters	Level 3	UIUC	Bill Kramer	Did not vote
FutureGrid	Level 1	IU	Geoffrey Fox	Yes
Gordon	Level 1	SDSC	Michael Norman	Yes
Keeneland	Level 1	Georgia Tech	Jeffrey Vetter	Yes
Kraken	Level 1	NICS	Greg Peterson	Yes
Lonestar	Level 1	TACC	Jay Boisseau	Yes
Longhorn	Level 1	TACC	Kelly Gaither	Yes
MSS	Level 1	NCSA	John Towns	Yes
RDAV/Nautilus	Level 1	NICS	Sean Ahern	Yes
NWSC	Level 2	NCAR	Rich Loft	Did not vote
OSG	Level 2	U of Wisconsin	Miron Livny	Yes
Quarry/Mason	Level 2	IU	Craig Stewart	yes
Rutgers	Level 3	Rutgers U	Manish Parashar	Did not vote
Stampede	Level 1	TACC	Jay Boisseau	Yes
Steele/Condor/Wispy	Level 1	Purdue	Carol Song	Yes
Trestles	Level 1	SDSC	Richard Moore	Yes

Voting summary:

Number of SP Forum members: 17
YES votes: 14
NO votes: 0
ABSTAIN votes: 0
Did not vote: 3

Based on the voting result, this document has been accepted and approved as of July 20, 2013.

Document Voting Results (V10.1_120228)

A vote to approve this document was conducted via email with results collected by the Chair of the Interim SP Forum, Carol Song. The total number of members in the Interim SP Forum is 16. The final voting result:

YES votes: _16_
NO votes: _0_
ABSTAIN votes: _0_

Based on this voting, this document has been accepted and approved as of March 1, 2012.