

ARCHER2 User Advisory Group Terms of Reference

Document control				
Description	This document details the ARCHER2 User Advisory Group Terms of Reference, placing it within the governance and management structure of the ARCHER2 service and the agreements underpinning it.			
Date Created	31/03/20			
Created By	Rebecca How			
Version	Modified By	Modifications Made	Date	Status
0.1	Rebecca How	First draft is the existing ARCHER HPC SAC ToR	31/03/20	Draft
0.2	Rebecca How / Kieran Jarrett	Edited to clarify terms for ARCHER2 and provide further redrafting	07/04/20	Draft
0.3	Rebecca How	Update and fix minor typos	23/11/20	Draft
0.4	Rebecca How	Update following NERC review	02/02/21	Draft
0.5	Rebecca How	Accepted changes and removed comments	17/02/21	Draft
0.6	Rebecca How	Confirmation of Hardware CoE Representative	17/03/21	Draft
0.7	Richard Bailey	Redrafted following Gateway 4 review	13/09/21	Draft
0.8	Richard Bailey	Final draft for circulation to invitees	24/09/21	Draft
1.0		Agreement following first UAG	13/07/22	Agreed
1.1	Christian Oganbule	Revision after Gateway 5 review	07/05/24	Draft
1.2	Christian Oganbule	Revision for the UAG membership refresh	05/07/24	Draft

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1 Purpose

The ARCHER2 User Advisory Group (UAG) represents the current and prospective ARCHER2 user base and provides recommendations and feedback to the ARCHER2 Management Board (MB) with the aim of improving the overall user experience of the service, with reference (but not limited) to the following:

- The effectiveness of the ARCHER2 service in meeting the needs of the users.
- The provision of the ARCHER2 service in the evolving UKRI digital research infrastructure landscape.

Specific functions of the UAG include:

- to provide a member of the ARCHER2 Management Board (MB), expected to be the chair of the UAG, but the vice-chair may act as deputy in their absence.
- to provide feedback and recommendations to the MB with the aim of improving the overall user experience of the service, including on (but not limited to) the following:
 - the effectiveness of the ARCHER2 service in meeting the needs of the users
 - the specific services delivered by the Hardware Centre of Excellence Computational Science and Engineering (CSE) and ARCHER2 HPC Facility - Service Provision (SP)
 - the provision of the ARCHER2 service in the evolving UKRI digital research infrastructure landscape

- to provide feedback to the Partner Councils (and UKRI more widely if appropriate) regarding the access mechanisms to the ARCHER2 service
- to provide feedback on proposed changes to the ARCHER2 service from the Partner Councils, the MB or the ARCHER2 service providers
- to provide feedback and recommendations to the MB and the Partner Councils on encouraging appropriate new user communities to use the ARCHER2 service.
- to provide feedback to the Partner Councils regarding user requirements for the current and future HPC services
- to advise on monitoring ARCHER2's scientific impact and help develop the scientific case for future national HPC investments

2 Membership

2.1 Composition

The UAG is composed of 8-12 voting members:

- user representatives from the scientific remits of the Partner Councils (EPSRC-UKRI and NERC-UKRI) in a ratio that takes into account their user communities and respective financial contributions to the ARCHER2 Service (approx. 4:1)
- an international HPC user representative, who will give an international perspective of HPC services.

Non-voting members are:

- the ARCHER2 EPSRC-UKRI representative
- the ARCHER2 Contract Manager (EPSRC-UKRI)
- up to two NERC-UKRI service representatives
- a technical representative from Hardware (CoE), eCSE and SP.

2.2 Chairperson

The chairpersonship will rotate between EPSRC-UKRI and NERC-UKRI user representatives every two years. A vice-chair from the other Partner Council user representatives will support the chair in their role. After their tenure has expired, the chairperson can stay on the UAG as user representative.

2.3 Duration of Membership

Under normal circumstances, user representatives stay in their post for a minimum of two years. After this time a partial refresh of at least 1/3 of the membership will be considered.

2.4 Deputies

If a member is not able to attend a meeting, a deputy can be nominated. Deputies retain all appropriate associated rights. Deputies may discuss the proceedings of the meeting with the UAG member they are representing but are otherwise bound to the rules of confidentiality as stated in article 2.5.

2.5 Confidentiality

Members of the UAG are bound by the [Seven Principles of Public Life](#). Confidential matters including commercially sensitive information will be identified in the agenda and redacted prior to publication of the minutes. All parties must make every effort to protect such information within their control and not disclose the content, outputs, or actions of the UAG meeting to any other person outside the UAG without the express consent of the governing authority. Other matters may be disclosed as appropriate.

2.6 Closed Sessions

The UAG is entitled to hold closed meetings or sessions without ARCHER2 Provider representatives. It is suggested the UAG hold at least one closed session per year of ARCHER2 service.

3 Meetings

3.1 Frequency of Meetings

The UAG meets every four to six months, as required.

3.2 Location and reimbursement

Usually meetings are either held virtually, or in London. EPSRC-UKRI does not reimburse travel costs for Service Providers and Partner Council staff. Travel and subsistence costs for user representatives will be reimbursed in accordance with UKRI policy. UKRI tries to ensure that video- or teleconferencing capability is available to reduce the travel burden for members, but attending in person is encouraged, if possible.

3.3 Quorum

The meeting will be considered quorate if at least 50% of the voting members are present. Voting members are specified in the appendix. Delegates of voting members retain full voting rights. For a voting decision to be agreed, the motion may be carried by the balance of votes. In the case of deadlock, the Chair shall have an additional casting vote.

3.4 Secretariat

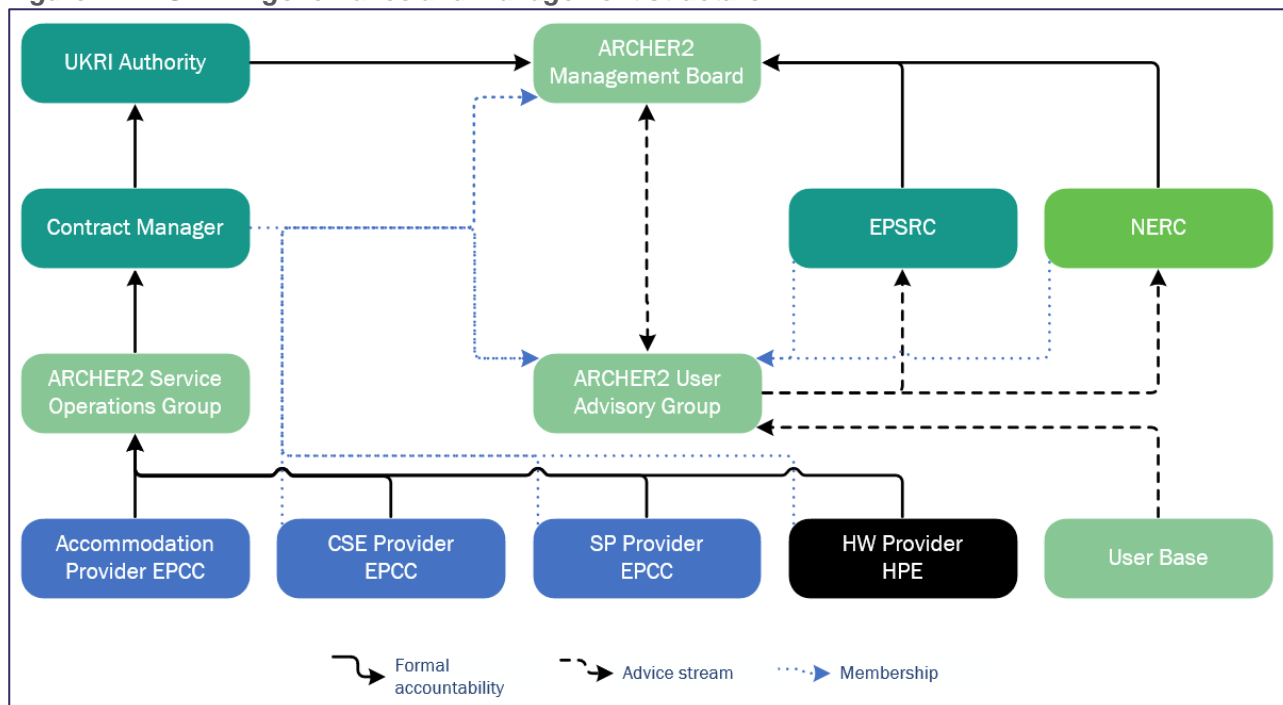
Minutes will be recorded by a member of EPSRC-UKRI staff (usually this person is separate to the EPSRC-UKRI representative and the Contract Manager). Draft minutes including recommendations and feedback for the MB will be circulated within 20 working days of the meeting or before the next MB meeting, whichever is earlier. Comments and amendments will be collated and incorporated by the ARCHER2 Contract Manager.

The recommendations and feedback for the MB will then be provisionally agreed by the UAG chair and vice-chair to be considered at the next MB meeting. The final minutes will be agreed at the next meeting. The minutes will be made publicly available on the EPSRC-UKRI website once they have been signed off (subject to redaction of any confidential information).

4 Reporting and Monitoring

The interfaces between the ARCHER2 service governance and management bodies are illustrated in Figure 1. This arrangement sits within the normal UKRI governance and management structure.

Figure 1: ARCHER2 governance and management structure



4.1 Management Board (MB)

The purpose of the ARCHER2 User Advisory Group (UAG) is to represent the current and prospective ARCHER2 user base and provide input to ensure that the ARCHER2 service meets the current and future needs of the research community. The formal lines of communications between the UAG and MB are:

From the UAG to the MB:

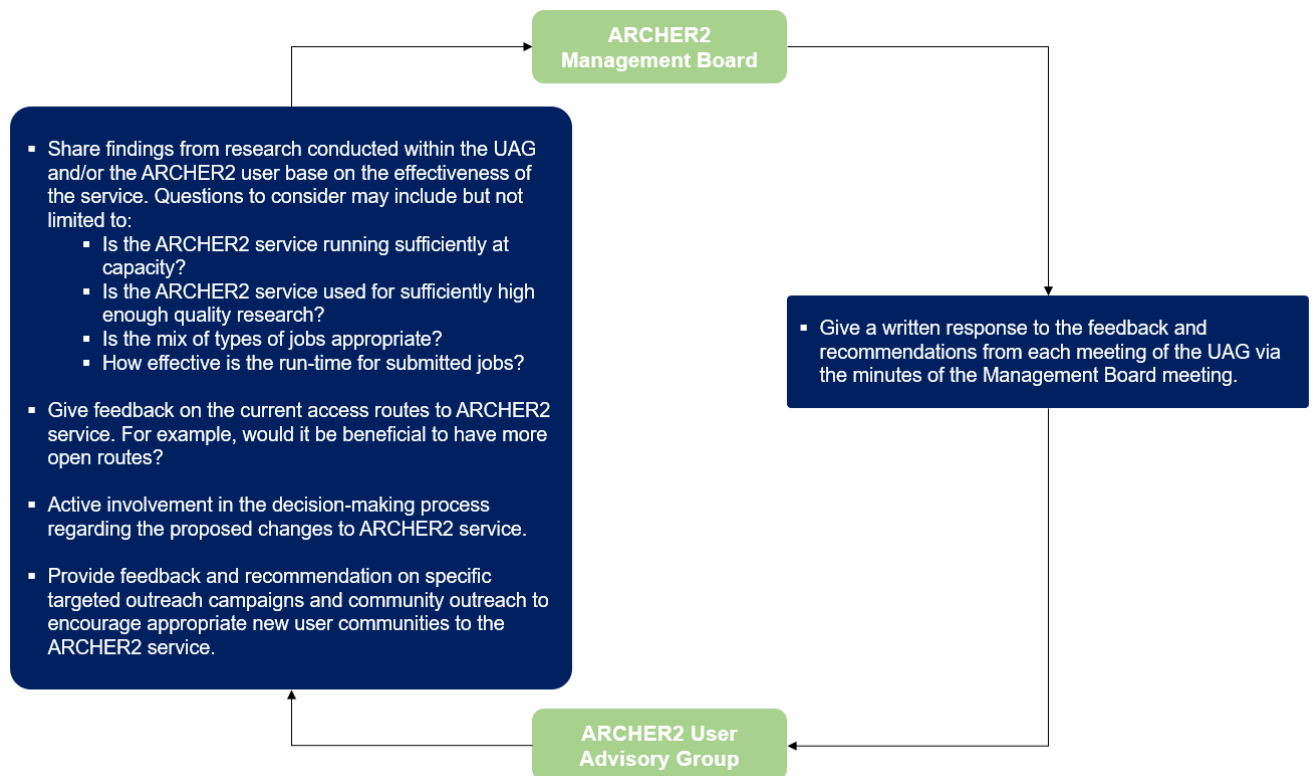
- Following each meeting of the UAG, the UAG agrees in writing recommendations and feedback for the attention of the MB
- Provide a member of the MB through the Chair of the UAG. Where the Chair is unable to attend an MB meeting, the vice-chair of the UAG can deputise.

From the MB to the UAG:

- The MB agrees a written response to the feedback and recommendations from each meeting of the UAG, which will be made publicly available on the EPSRC-UKRI website.
- The MB membership is extended to the Chair of the UAG, or the vice-Chair as the deputy.

Some examples of the nature of the interaction between the UAG and the MB is shown in Figure 2.

Figure 2: Examples of the nature of the interaction between the UAG and the MB



4.2 Partner Councils

The UAG can provide recommendations and advice to the Partner Councils relating to the ARCHER2 access mechanisms, encouraging appropriate new user communities and user requirements for the current and future HPC services. The councils will consider any such input and where appropriate discuss it within their respective advisory structures and processes. The councils will inform the UAG of the outcomes of this where appropriate.

4.3 User Base

The UAG members should liaise with the ARCHER2 user base in order to obtain user feedback and comments. This will enable the UAG to achieve its functions and objectives, as laid out in section 1.

4.4 Providers of the Service

The ARCHER2 Providers attend UAG in order to receive feedback from the users on the running and performance of the ARCHER2 Service, in fulfilling their requirements. This can allow issues (where appropriate) to be resolved without formal escalation to the MB. The UAG has an opportunity to comment on any changes to the service proposed by the Providers.

5 Appendix: Current UAG membership

Voting members:

Role	Community	Selection
EPSRC rep 1	Electronic structure of materials	Open
EPSRC rep 2	Classical materials modelling	Open
EPSRC rep 3	Complex inorganic materials	Open
EPSRC rep 4	Modelling turbulence and combustion	Sylvain Laizet, Imperial College
EPSRC rep 5	Biomolecular simulation	Open
EPSRC rep 6	Complex multiscale systems	Open
EPSRC rep 7	Fusion technology and processes	Open
EPSRC rep 8	ECR/FLF (any computational research area)	Open
EPSRC rep 9	Major grant holder	D. Flemming Hansen, UCL
EPSRC rep 10	Research Software Engineer	Marion Weinzierl, Cambridge
NERC rep 1	NERC Atmospheric and Polar Science	Grenville Lister, NCAS
NERC rep 2	NERC Mineral and Geo Physics	John Brodholt, UCL
NERC rep 3	NERC Oceanography	Dave Munday, British Antarctic Survey
International rep	PRACE	Invited

Non-voting members:

Role	Member
Hardware CoE Representative (By invitation)	Douglas Shanks, HPE
Hardware CoE Representative (By invitation)	Harvey Richardson, HPE
SP representative (By invitation)	Alan Simpson, EPCC
CSE representative (By invitation)	Lorna Smith, EPCC
CSE representative (By invitation)	Andy Turner, EPCC
EPSRC-UKRI Representative	Luke Davis, EPSRC-UKRI
ARCHER2 contract manager	Richard Bailey, EPSRC-UKRI
ARCHER2 portfolio manager	Richard Bailey, EPSRC-UKRI
NERC-UKRI Representative 1	Andrea Sharpe, NERC-UKRI
NERC-UKRI Representative 2	Andrew Adams, NERC-UKRI