International

Virtual

Observatory

Alliance

Charter for the IVOA Technical Coordination Group

Version 1.1

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Abstract

This note describes the Charter of the IVOA Technical Coordination Group, detailing its membership, its objectives and working process.

Status of This Document

This is an IVOA Note expressing suggestions from and opinions of the authors. It is intended to share best practices, possible approaches, or other perspectives on interoperability with the Virtual Observatory. It should not be referenced or otherwise interpreted as a standard specification.

Contents

1 TCG Membership and general information

The IVOA TCG consists of:
- Each Working Group chair and vice-chair
- Each Interest Group chair and vice-chair
- The TCG chair and TCG vice-chair
- The IVOA chair and IVOA vice-chair
- The Chair of the IVOA Standing Committee on Standards and Processes

The relevant information about the IVOA TCG can be found on its web page at:
http://www.ivoa.net/cgi-bin/twiki/bin/view/IVOA/IvoaTCG

The IVOA TCG can be accessed through the mailing list:
tcg@ivoa.net

2 Objectives of the TCG

The TCG role is to ensure proper technical coordination amongst the various IVOA WGs and IGs as well as a liaison role between them and the IVOA Executive Committee.

More specific objectives can be specified as:
- Ensuring productive crosstalk of the WGs/IGs so that discussions, work and resulting standards cover relevant ground, but also do not overlap,
- Evaluating dependencies and ensuring consistencies amongst WGs/IGs,
- Identifying and resolving potential conflicts that could result in changes of scope or possible delays due to interdependency of developing standards within WGs and IGs
- Identifying potential gaps in the WGs/IGs coverage and proposing the repartition of responsibilities to address them
- Ensuring an effective evaluation of proposed standards during the RFC period as per the IVOA Document Standards Process [Ref. 1],
- Building an overall technical roadmap for the IVOA that is a union of roadmaps for the WGs/IGs, including WGs/IG' standards milestones, representing planned achievements and target dates,
- Providing a continuous reporting checkpoint and technical expertise to the IVOA Executive Committee.

3   TCG Working Process

3.1   Meetings

3.1.1   TCG meetings

The TCG chair organizes meetings and/or teleconferences with all the WGs/IGs chairs and vice-chairs to discuss the status of work and ensure coordination amongst all.

Notes of such meetings and teleconferences shall be published on the TCG web page.

The frequency of such TCG meetings will be around 2 to 3 a year, more if need arises.

3.1.2   TCG presence at IVOA Executive Committee meeting

The TCG chair (and vice-chair if needed) will attend all IVOA Executive Committee meetings to ensure reporting on technical issues and status about the IVOA roadmap.

Note that the IVOA chair may also decide to invite the complete or part of the TCG (eg only WG/IG chairs, or some specific TCG members to discuss some specific issues) at some IVOA Executive Committee meeting, usually at the time of the May IVOA Interoperability meeting.

3.1.3   TCG focus meetings

Should specific issues arise about standards affecting one or more WGs/IGs, the TCG will also organize focus meetings and/or teleconferences amongst the relevant WGs/IGs chairs and vice-chairs.

3.2   IVOA Technical Assessment and Roadmap

Once a year, the TCG shall produce a document about the IVOA Technical Assessment for the past year and the (Technical) Roadmap for the upcoming year.

This document describes the main technical achievements of the IVOA for the last year as well as the updated roadmaps for each Working Groups and Interest Groups for the upcoming year, detailing plans and associated milestones. Furthermore, it identifies specific issues that may require more focus coordination between some working groups and interest groups.

This document focuses on the technical aspects of the IVOA work and does not cover the more general executive, organization and overall strategy areas of the IVOA.

This document shall be drafted by the TCG chair and vice-chair with comments from all TCG members, reviewed and agreed by the TCG. The TCG chair then submits the document to the IVOA Executive Committee for its approval. Once approved, the TCG Chair distributes it to the whole IVOA community as well as publishing it through the TCG web pages.

This document shall be released shortly after the May IVOA Interoperability meeting.

3.3 TCG Role in the Document Standards Process

The TCG shall play an important role in the Document Standards Process as described in [Ref. 1].

References

[1] R. Hanisch, *IVOA Document Standards Process*, http://www.ivoa.net/Documents/latest/DocStd.html

Change log

v1.0 created on 7th of August 2008

v1.1 updated on 29th of March 2010
Updates in section 3.1.1 and 3.1.3, strengthening the organization of meetings by the TCG, to make the TCG charter consistent with comments received during the RFC of the IVOA Standard Document v1.2.