

Governance Plan
3rd GNSSN Steering Committee Meeting
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IAEA

International Atomic Energy Agency

GNSSN Governance Plan

Purpose

- Harmonize the development of the GNSSN platform.
- Define management principles, governing practices, maintenance policies and procedures for the GNSSN SharePoint environment
- Define roles and responsibilities for using GNSSN SharePoint environment
- Define GNSSN content management policies and procedures
- Define GNSSN design policies and standards

Audience

- This document is intended to be referenced by all members of the GNSSN Governance Board, GNSSN stakeholders as well as all active users of GNSSN platform.

Scope

- This plan applies to all existing GNSSN elements and future networks and addresses material, roles and responsibilities as Term of Services (i.e the disclaimer Status)

Risks



Lack of awareness of the Governance Plan among GNSSN stakeholders



Lack of commitment from the GNSSN governance board



Inadequate support from management



Lack of coordination between GNSSN Steering Committee and GNSSN Governance Board



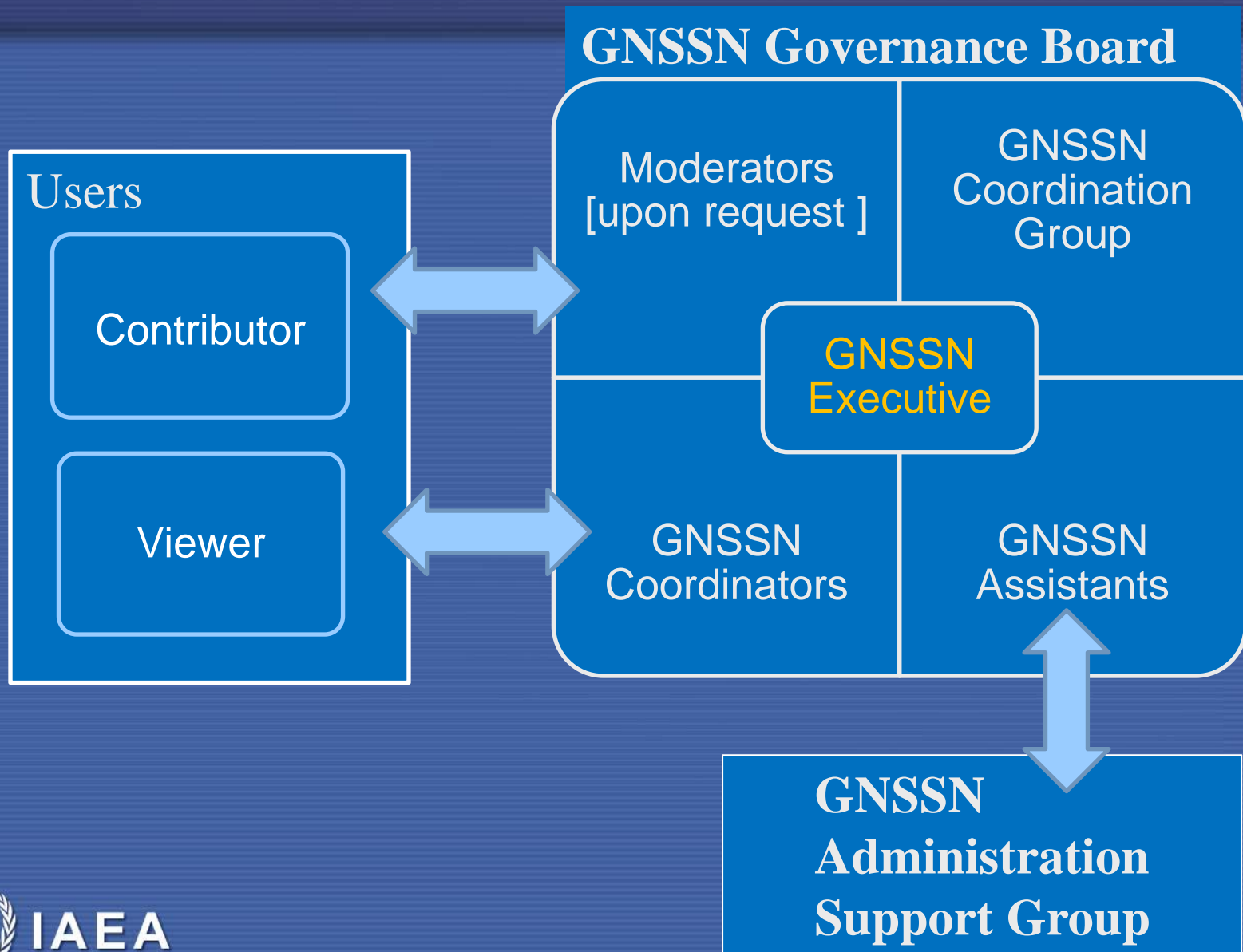
Lack of policy enforcement by respective Coordinator [Networks, Forums, Portals]



Different actors with different roles and responsibilities not abiding the given policies in this plan



Management



The GNSSN Executive

Role

- leads the GNSSN Governance Board and acts as a bridge between the GNSSN Steering Committee and the GNSSN Governance Board.

Who

- Higher management representative from IAEA

Responsibilities

- Nominate moderators in close coordination with the Coordinator [Networks, Forums, Portals], for every element (knowledge networks/forums) integrated within GNSSN platform
- Coordinate with the GNSSN Steering Committee for endorsement of GNSSN Governance Plan policies and respective amendments
- Align and harmonize implementation of the GNSSN platform in line with IAEA standards and guidelines (related to design, visual identity and application security)
- Ensure availability and optimal utilization of resources with relevant competencies and skill-sets, for implementation and maintenance of various elements integrated within the GNSSN platform



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The GNSSN Coordinator

Role

- Responsible for managing respective element (knowledge network/forum) integrated within the GNSSN platform

Who

- Knowledge networks/forums' Scientific Secretaries

Responsibilities

- Validate feasibility of any new content to be created within the knowledge network/forum, by analysing duplications and overlaps in terms of business requirements.
- Manage content as well as ensure harmonisation with other elements of GNSSN platform, in line with the design policies and standards of GNSSN Governance Plan.
- Advise on access rights of registered users.
- Supervise forum topics and discussions
- Report violations of the GNSSN Governance Plan to the GNSSN Executive.
- Suggest appropriate nominations for moderators, including replacements.



GNSSN Assistant [Networks, Forums, Portals]

Role

- Responsible for updating content of any element (knowledge network/forum) integrated within the GNSSN platform, upon instructions from the Coordinator [Networks, Forums, Portals]

Who

- IAEA Nuclear Safety department IT staff

Responsibilities

- Coordinate with the SharePoint Administration Support Group for configuration of the site as well as various elements (knowledge networks/forums) integrated within GNSSN platform.
- Ensure compliance of various elements (knowledge networks/forums) integrated with the GNSSN platform, in terms of design and security with the GNSSN Governance Plan policies, under the supervision of the GNSSN Executive.
- Manage user registration requests and roles assignment, in close coordination with the Coordinator [Networks, Forums, Portals]s.
- Report on usage statistics (log) and accordingly propose enhancements for improving performance..
- Provide training and on-going support to the GNSSN user community.



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The GNSSN Moderator

Role

- Responsible for creation of content in key areas/topics of respective element (knowledge network/forum) integrated within the GNSSN platform. Can also be termed as “Contributor”

Who

- Nominated by the Coordinator [Networks, Forums, Portals]; can be internal or external to IAEA.

Responsibilities

- Create, update and delete content for key areas/topics in respective element (knowledge networks/forums) integrated within GNSSN platform.
- Ensure compliance with GNSSN Governance Plan policies for maintenance of content within respective elements (knowledge networks/forums)
- Moderate and monitor forum discussions.
- Upload relevant documents as well as maintaining versioning of these content.
- Facilitate for quick responses to GNSSN community users’ queries or technical issues.



GNSSN Administration Support Group

Role

- Responsible for GNSSN platform infrastructure as well as Sharepoint server administration

Who

- IAEA-MTIT and GNSSN Assistants

Responsibilities

- Manage GNSSN platform configuration in close cooperation with the Assistant [Networks, Forums, Portals].
- Inform the GNSSN Executive of any significant changes in the Sharepoint infrastructure.
- Manage security of the GNSSN platform and propose enhancements for additional security.
- Manage periodic backups/restorations according to predefined frequency.
- Instruct the Assistant [Networks, Forums, Portals] on best practices and operational guidelines for the Sharepoint infrastructure.
- Manage file-size limits or quotas in close coordination with the Assistant [Networks, Forums, Portals].



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Users: Contributor

Role

- Responsible for certain areas/topics within a Network portal

Who

- Registered User

Responsibilities

- Contributing content
- response to queries and requests
- Manage content in compliance with GNSSN guidelines and the Code of Conduct (Section 5) when assigned
- Moderating and monitoring forum discussions and material uploads when assigned
- Proactively encourage participation

Users: Viewer

Who

- Registered User

Responsibilities

- Participate in the activities
- Promote the activities
- Recommend suitable users to join GNSSN
- Adhere to the recommended Code of Conduct
- Share information within their Network as appropriate

GNSSN management & Hierarchy

GNSSN Governance Board

- The GNSSN Governance Board develops, maintains and applies operational policies for GNSSN platform, and collectively determines rules, common formats, and acceptable utilisation of the system
- This Board is the authority for all architectural, design, and development decisions, including all operational policies and procedures created for GNSSN platform.

The GNSSN Executive

- responsible for the monitoring and supervision of the regular operations of the GNSSN platform (various knowledge networks/forms) and resolves issues of common concern across all networks/forums under GNSSN

The Coordinator [Networks, Forums, Portals]

- manages particular network/forum in line with policies developed by the GNSSN Governance Board.



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Operations Policies



Criteria for accepting Users



Selection of Moderators



GNSSN Term of use/ Code of Conduct



Copyrights and Intellectual Property



Content Disclaimer



Managing Content and Revising Materials



Adding of New Networks to GNSSN Platform



Unforeseen Topics



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Design Policies and Standards

“The IAEA has issued a web content guide, which defines the rules and conventions to be used in producing and maintaining content on the IAEA’s web site. It is intended to be a reference for:

- All IAEA staff involved in writing, editing, uploading and approving web content;*
- Research and partner organizations that maintain a joint on-line presence with the IAEA.” IAEA Web Content Guide*

“The IAEA Web Style Guide serves as a reference for website owners, contributors as well as developers for creating and maintaining public websites that are published under the www.iaea.org domain. Its main aim is to ensure a consistent user experience and to reinforce the IAEA brand across all public-facing websites.” IAEA Web Style Guide

Communication & Training

Communication

- Audience
- Communication channels
- Partnerships

Training

- The training Material and guidance for the use and development of the Thematic, Regional and National Nuclear Regulatory Portals is based on the training material developed and provided by the Gesellschaft für Anlagen- und Reaktorsicherheit (GRS)



...Thank you for your attention

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