

Principles document : a GForge service for INRIA

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I. A GForge service for the institute

What is it : A *forge* is an integrated set of tools or components that facilitates « project » collaboration. In general, a forge provides tools for version control, bug tracking, task management, and tools for communication (newsgroups, web pages, wiki, mailing lists, etc.). A forge makes scientific collaboration easier; the tools adapt to a variety of needs.

Who is it for : The objective is to provide *everyone working at the institute* with an infrastructure for their *scientific* collaborations with internal and/or external partners.

Why a forge : A forge gives the INRIA scientists tools that promote good practices for collaborative work and that help in the dissemination of their work (inside and out of the institute). It permits an evolving collaboration around a project. Thanks to its associated public and private project spaces, the working environment evolves and adapts as the project does. It's a resource to help the scientists in their work and its visibility. A national forge gives us a chance to combine our efforts to support and to create a synergy among a forge community sharing their experiences.

II. A principles document

The objective of this document is to describe the INRIA GForge service that is put in place. We aim for a *service that's accessible via a simple demand by everyone working at INRIA for their scientific work*.

The GForge service is based on the open source software of the same name and a team of permanent engineers representing each institute's centers will assure the system administration and the user support of this service.

In the remainder of this document, we

- Present the service put in place,
- Explain how to open/create a project,
- Identify the interlocutors of this service.

Then we talk about the life of a project on the GForge, the different steps and the involvement of the demander and the users, and some usage rules for this resource.

III. The GForge service

GForge proposes a panoply of tools for the housed projects.

A *transversal team* (touching all the institute's centers) will provide the support for the GForge. The transversal team is made up of engineers representing each UR and they share the tasks of animation and global system administration.

The animation includes:

- user support,
- promoting the various forge components,
- animating the forge's home page,
- ...

The global system administration includes:

- approbation of new project submissions,
- administration of the machines, the software, and their evolution,
- monitoring of the resources,
- ...

Physically the GForge service is located on servers at INRIA Rennes.

The local administration associated to a given GForge project is not the responsibility of the transversal team. The demander of the project is the local administrator of his project; he decides the

contents of the associated public and private spaces, he manages the mailing lists, the visibility of the various elements, etc.

A project management team (comité de suivi) was put in place to assure that the appropriate resources are available. They work with the transversal team on any problems and track the evolution of the service. This team does not decide the contents of the forge.

There are two mailing lists associated with the GForge service:

- rd.et.gforge : for the transversal team,
- rd.cs.gforge : for the project management team.

The transversal team and the project management team are distinct entities. The link between the two is assured by the head of the transversal team and by a privileged contact in the project management team. This organization permits efficient communication in case of any malfunctioning that might necessitate a rapid decision (security alert, major difficulty for the service, ...).

IV. The life of a project

1. Opening a project

The opening of a project is done by simple demand via a form available on the INRIA GForge home page, <http://gforge.inria.fr>. The criteria for getting a project space on the institute's GForge are simple:

❖ **The demander works for INRIA**

Note there is no distinction made between permanent and non permanent personnel.

❖ **The project space is for scientific work.**

This includes software development, dissemination of scientific information, ...

No signatures are required for opening a project space, it is an *honor system*. The demander must electronically accept the charter of the INRIA GForge service.

2. The GForge projects

The project space administration is assured by the demander. The demander is the local administrator of the GForge project. He can add to the group of administrators other privileged users. It is this group of administrators who

- decide the access to the public and private spaces associated to the project¹,
- create the user accounts for the project,
- ...

3. Rules of usage

The rules of proper usage concern the civic behavior of the users vis-a-vis the INRIA GForge community. A user or project must not disturb or inconvenience the other users or projects, nor the functioning of the GForge service (e.g., an abusive usage of the resources that results in an interruption of the GForge service).

In order to assure the working of the service and to detect any malfunction, the transversal team will put in place usage indicators of the resources. A synthesis will be regularly transmitted to the project management team who will decide the necessary corrective actions.

Note that INRIA, just as any individual, must obey the laws regarding the computerized treatment of data and the intellectual ownership. The INRIA GForge service gives access to computer resources and to communication tools. A transgression of French law/regulations is a punishable fault. The INRIA GForge charter² presents the laws regarding racist remarks, defamation, piracy, computer fraud, cryptology, etc.

¹ When a project's space is opened (made visible) to the exterior, if software is involved, a license is necessary to distribute software developed at the institute; the CDRI of the UR must validate the choice of the license used.

² <http://gforge.inria.fr/doc/Charter-GForge.html>

The rules of usage for the forge cannot be enumerated exhaustively. To give an idea, the following are unacceptable:

- ❖ Conducting illegal activities (racist remarks, pirating films/music/..., etc.)
- ❖ Spying or procuring the data of others on the forge.
- ❖ « my machine doesn't have enough disk space, I use the forge »
- ❖ « my machine isn't backed up, I use the forge »
- ❖ ...

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Object : Principles Document for the INRIA GForge service