**ANNEX 1**

**TO THE ELIXIR COLLABORATION AGREEMENT WITH**

**THE XXX ELIXIR NODE**

*[****Guidelines****: Please read this notice and all the Guidelines and Reminders before your start completing the SDP draft*

*This document is to be completed by the Node taking into account the guidelines stated in the different sections below.*

***The text in this document is not complete and its only purpose is to facilitate the completion by the Node.***

*The present text has been created taking into consideration the content of the Node Application, the reviews of the Node Application (if any), the list of new services provided by the Node and not mentioned in the Node Application, the service’s description available at bio.tools (if the service is registered there and the Node has not provided any other more updated description), and verbal and email comments stated by the Node.*

*Also common practices have been considered as examples (highlighted in yellow).*

*All the Guidelines and Reminders will be removed from the document upon its completion.]*

**service delivery plan**

As set forth in Art. 8.5.2. of the ELIXIR Consortium Agreement (ECA) and Art. 5 of the ELIXIR Collaboration Agreement (CA) with the ELIXIR Node, technical and administrative services to the bioinformatics community are provided by the ELIXIR Nodes.

This Service Delivery Plan includes Node-funded Services that fall under the administrative and financial responsibility of the Node. The **XXX** ELIXIR Node hereby declares to provide, pursuant to the provisions in the Collaboration Agreement, the following services.

1. **Nature of the Node-funded Services to be delivered**

*[****Guidelines****: Describe the characteristics of the Node and of the services it provides, how the Node-Services are selected, how are the Services funded and other relevant information.*

*Please consider that if Node to Node collaboration is involved, also services to other Nodes should be mentioned and the dependencies and complementarities of the services]*

The XXX ELIXIR Node will provide the following services:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Service name** | **Description** | **Host Institute** | **Principal investigator** | **Year of establishment** | **Life Cycle state** | **Associated ELIXIR Platform** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*[****Reminder for the Node****: If possible, please clarify here (a paragraph below the services’ table) the specific access policy to which the services are subjected (they do not need to be unique, every service can have different terms of use).*

*Just to clarify, in the third point of this document “3. Internal quality assurance system established by the Node and evaluation of the Node-funded Services” you will have to clarify if the Node provides public terms of use for all the services. (i.e. if the terms of use are published somewhere and the users can access to that public information)*

*The text below highlighted in yellow is a proposed text to describe the specific access policy to which the services are subjected. It is based on common practices since no details regarding what is explained by it are mentioned in the Node Application. The Node will tailor it to its real situation and running procedures]*

The access policy to the resources is the next:

* Data provided by the XXX ELIXIR Node comes from academic sources and are publicly available.
* Tools are distributed with a business-friendly open source license.
* Online services are freely accessible to users.

1. **The quality and relevance of the Services to the bioinformatics community**

*[****Guidelines****: Describe the relevance of the Services provided with regard to the scientific community. Which are the scientific areas that are supported and which is the impact of them.*

*For example, you can mention the size of the user community or how the service is vital for the community]*

1. **Internal quality assurance system established by the Node and evaluation of the Node-funded Services**

*[****Guidelines****: Please define the internal quality assurance process and the quality control process established by the Node regarding the Node-funded services (defining how the Node-funded Services are evaluated apart from the evaluation of the Node by the ELIXIR SAB).*

*Basic Quality Parameters the ELIXIR Hub considers and aims the Node must offer:*

* *The Services offered by the Node are to be reviewed by an external and independent Scientific Advisory Board (different from the ELIXIR Scientific Advisory Board)*
* *Provide public terms of use for all the services (they do not need to be unique, every service can have different terms of use)*

*Note: Definition of Quality Management processes*

* *The Quality Assurance process is focussed on preventing problems using the right procedures. This process is developed during the delivery of the service.*

*Some of the actions the Quality Assurance process can include are: following defined processes, perform quality audits (internal or external), assess if the processes followed are providing the expected outcome), continuous improvement of the processes…etc.*

* *The Control Quality process is the continuous evaluation of the Services being provided.*

*Some of the actions the Control Quality process can include are: measuring the service performance against the defined metrics, analyse and evaluate performance, recommend corrective, preventive or defect repair actions…etc.]*

*[****Reminder for the Node****: The Node should clarify here if it provides public terms of use for all the services (they do not need to be unique, every service can have different terms of use).*

*The text below highlighted in yellow is a proposed text to clarify if the Node provides public terms of use. It is based on common practices since no details regarding what is explained by it are mentioned in the Node Application. The Node will tailor it to its real situation and running procedures]*

The services offered by the XXX ELIXIR Node are provided to users with specific Terms of Use that are linked from all the XXX ELIXIR Node service pages.

As stated in the Collaboration Agreement the ELIXIR Services offered by the Node will be subject to the Quality Management Strategy defined by ELIXIR, the ELIXIR Quality Policy, the ELIXIR Ethics Policy and other relevant policies.

1. **Long-term plans for service life-cycle management**

*[****Guidelines****: Please explain how the Node manages the different steps of the service lifecycle. As a basic approach you can consider the three different life-cycle stages of a Data Services that are being defined by ELIXIR-EXCELERATE WP3:*

* *Emerging Stage: A resource in active development towards maturity. Emerging Service may have lower reliability compared to Mature Services and go through more changes in their presentation and APIs.*
* *Mature Stage An ELIXIR Service that has passed the development stage. It is active, i.e. new data are currently integrated and reliable. A mature service relies only in other Mature or Legacy services. In exceptional cases, a Mature Service might rely on an Emerging Service that is close to becoming Mature.*
* *Legacy Stage: A previously Mature Service scheduled for archival.]*

1. **Safeguards ensuring that the Node continues to be able to fund and fulfil its obligation to deliver Node-funded Services**

*[****Guidelines****: Please describe how the government supports the Node Services, funding agencies, private funding and grants. You can explain historical information about funding, commitments for future funding, expectations and how the funding is allocated.]*

All the information provided hereto is true and complete.

For the XXX:

By: [Name Surname]

[Mention name of the institution here]

Date/Signature:

For ELIXIR:

By: Niklas Blomberg

ELIXIR Director

Date/Signature: