

# Policy 0.5: Creation and Administration of Hopskotch Groups

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Information Classification: Public.

This note describes the policies SCiMMA uses to govern delegation of a group's administration to group administrators, and identifies roles and responsibilities.

While anyone can obtain credentials to read public channels, via <https://my.hop.scimma.org/>, all topics belong to a *group*. A group is formed by applying to the SCiMMA project. Groups may have one or more *administrators*. Group Administrators make topics, and authorize entities to write topics. Administrators decide if a topic is public or private, i.e., read by only authorized entities.

Creation of a group begins with a specific person applying to be an initial group administrator via [support-at-scimma.org](https://support-at-scimma.org). The person is assumed to already be registered as a Hopskotch user, via [my.hop.scimma.org](https://my.hop.scimma.org).

- The person needs to either
  - Be a senior person with a permanent position (e.g., faculty, senior technical person, manager, or similar). The position should be documented by institutional URL(s) verifying name, affiliation, title, and email address used when registering for SCiMMA access.
- Or
  - Supply a reference to (or be) a person well known to SCiMMA.

Note that group administrators residing in OFAC countries will not be approved. See <https://home.treasury.gov/policy-issues/office-of-foreign-assets-control-sanctions-programs-and-information>.

Upon approval, the person becomes the *Liaison* to SCiMMA and also the initial *Group Administrator*.

## **Liaison Role**

The Liaison duties are to

- Speak authoritatively for the group to SCiMMA
- Take action on communications from SCiMMA to the group.
- Maintain familiarity with SCiMMA concepts of operation.
- Hold overall accountability of the group to SCiMMA.
- Ensure continuity of the Group Administrators.

- Ensure group administrators are familiar with their duties.
- Ensure unused topics/groups are torn down before they are considered *abandoned* and removed by the SCiMMA project.

### **Group Administrator Role**

The Group Administrator duties are to:

- Create topics in the HopSkotch system
- Administer permissions on these topics.
- Maintains familiarity with SCiMMA concepts of operation.
- Create other Administrators within the group