
Helix Nebula – The Science Cloud

Title: Membership Registration Procedure

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Abstract: The purpose of this document is to detail the steps for the registration of new HNI members



The Helix Nebula Initiative (HNI) Secretariat will monitor the registration process for new members who have contacted the Helix Nebula Initiative (HNI) via the contact email HelixNebula-Secretariat@cern.ch to become a member of the HNI.

1. Applicants register onto [the Helix Nebula Initiative SharePoint webpage](#)
2. If the party wishes to integrate the pool of service providers or users, the secretariat points to the relevant application on the Helix Nebula website: <http://www.helix-nebula.eu/become-new-member>.
3. The HNI Chair reviews applications at the monthly General Assembly meeting and may provisionally grant membership without voting rights.
4. The secretariat requests the required administrative data information.
5. The secretariat sends the NDA (2 copies) for signature to the new party.
6. Upon return to the Secretariat, the NDA is countersigned.
7. The Secretariat integrates the signature(s) into the compiled document and updates the HNI SharePoint webpage.
8. The application is reviewed by the General Assembly at one of the bi-annual meetings.
9. The General Assembly decides if the company/organization is granted voting rights, and classifies the party (user/service provider/ adopter/ Task Force member).
10. When full membership is granted, the Secretariat asks for representatives to be designated.
11. The Secretariat adds the representatives to the relevant mailing lists: helixnebula-adopters@mailman.egi.eu; helixnebula-supply@mailman.egi.eu; helixnebula-demand@mailman.egi.eu + [task force mailing lists](#); the party will receive the minutes from the general assembly, and the management team minutes.
12. The logo, description and preferred URL of the new member are added to the website and to the “Helix Nebula” PowerPoint template.
13. The party is invited to provide feedback on documentation published by HNI.
14. The party is invited to attend face to face meetings of the General Assembly.