

Kent MAN Ltd

**Minutes of the meeting of the Board held on Thursday 5th May 2005
at the Priory Campus of Canterbury Christ Church University College.**

Present: J Shemilt (JS), John Robinson (JR), Paul Kentish (PK), Chris Bounds (CB), David Hayling (DH), Martin Tallontire (MT), Richard Mingo (RM) and John Sotillo (JSo)

1. Apologies for absence

Apologies were accepted from Keith Mander. John Sotillo represented UoK in his place.

2. Minutes of the meeting held on 24th February 2005

After correcting "Rand" to "Rands" the minutes were approved.

3. Matters arising from the minutes of 24th February:

3.1 (Minute item 1) PK to provide details of KAFEC chairperson so JS can write and ask for a representative from the FEs to attend Board meetings as an observer

PK has provided the contact details for KAFEC and JS has e-mailed them. Currently no response has been received and JS will try to contact KAFEC again for a FE observer to attend the Board meetings.

3.2 (Minute item 3.1) PK to set up a private part of the Kentish MAN web site with a common password, the web site to include a location for Board meeting documents.

Still needs to be done.

3.3 (Minute item 3.2) JR will modify the paper for sending to Vice Chancellors detailing the value of the Kentish MAN and highlighting the problem of under funding and then circulate to the Board.

JR to circulate draft paper for sending to Vice Chancellors detailing value of Kentish MAN.

3.4 (Minute item 3.3) KM to write to the Chairman of JISC over the concerns about the under funding of the Kentish MAN.

Status not known.

3.5 (Minute item 3.4) PK to chase up Hadlow College and West Kent College (RM will assist with West Kent if required) who have still not confirmed their acceptance of the charges.

No progress. RM will contact West Kent to get their confirmation of acceptance for the charges. PK will contact Hadlow.

3.6 (Minute item 3.4) PK will provide the cost to the FECs of the staffing only charge for the new FE representative.

PK & DH will provide the cost to the FECs of the staffing only charge for the new FE representative.

3.7 (Minute item 3.5) DH will report to the next meeting on the UKERNA response to his letter concerning the outage of 23rd June 2004.

DH has met with Tim Kidd of UKERNA to remind them that the report is still outstanding and he has promised to send it. DH will report to the next meeting on the UKERNA response to his letter concerning the outage of 23rd June 2004.

3.8 (Minute item 3.7) DH and PK will produce a DR plan for the next board meeting and it will be linked to institutional DR plans where possible.

See minute 9.

3.9 (Minute item 3.9) MT to note early termination penalty for BT circuits in the 2005/6 accounts.

Not for action until next year end.

3.10 (Minute item 3.14) DH will write to institutions that have Kent MAN Ltd equipment on site informing them of the advisability to inform their insurers of this. RM will provide a suitable paragraph for this.

RM needs to talk to DH and will contact him.

3.11 (Minute item 3.16) PK to approach Geoff Cooper and UKERNA and to check minutes for information on the HEFCE grant claims made to cover the Kentish MAN prior to Kent MAN Ltd.

No progress.

3.12 (Minute item 3.17) JR to check UoG accounts for payment of £52K from UoK in respect of O2 invoice.

No progress.

3.13 (Minute item 3.18) JR will continue to press O2 for information on the original mast payments.

JR waiting for response from O2. JR will continue to press O2 for information on the original mast payments.

3.14 (Minute item 3.20) RM to re-circulate the final figures for the procurement agreed with Logicalis.

DH confirmed that the spread sheet RM had sent him was the latest. RM to circulate the spreadsheet of the final figures for the procurement agreed with Logicalis.

3.15 (Minute item 3.24) DH and PK will review the Risk Register in full following the procurement in order to accommodate the new configuration.

See minute 10.

3.16 (Minute item 3.28) DH and PK will draft a five year Business Plan to cover the period 2006-11 for Kentish MAN in time for the next Board Meeting.

See minute 8

3.17 (Minute item 4.1) MT will circulate the members' network charges for 2004/5 and the likely charges for 2005/6.

Done. PK to circulate an updated version of likely charges for 2005/6 based on connection changes during 2004/05.

3.18 (Minute item 4.1) DH and JR will meet to discuss the effects of the Medway connection changes on the members' 2005/6 network charges.

DH reported that it had been agreed that the CCCUC connection would be cancelled and the gigabit UoG link would provide CCCUC with connectivity.

3.19 (Minute item 6) JS will remove KNTI as a separate agenda item.

Done.

3.20 (Minute item 7.1) MT is to let RM know how the membership of the Kent MAN in KIAD's name will be transferred to the new entity.

MT to complete investigation.

3.21 (Minute item 7.1) MT to provide information on the effects of losing the KIAD primary connection to the merged entity to RM so he can make a case to the merged entity to keep the JANET primary connection for the combined entity with Kent MAN Ltd and not LeNSE.

DH to provide MT with the effect of KIAD primary connection being lost from the Basic Annual Payment from UKERNA.

3.22 (Minute item 7.2) DH will ask Peter Rands to go ahead and organise an administrative officer to be employed by CCCUC to work on the administration of Kent MAN Ltd.

Done, see minute 12.

3.23 (Minute item 7.4) DH will circulate the new bandwidth charging proposal by e-mail with in a week of the Board meeting and the Board will aim to approve it before

Done and the new charges were accepted by the Board.

3.24 (Minute item 9) PK will send the information requested by Vtesse and agreed by the Board under the Freedom of Information Act to Vtesse.

Done. PK has put the Vtesse requested information on the Kent MAN web site.

3.25 (Minute item 10) PK to confirm receipt of signed PoP contract from UoK.

Done.

3.26 (Minute item 12) CB to confirm the venue for the next Board meeting.

Done.

3.27 (Minute item 13.1) DH to arrange for a letter of intent from CCCUC for the purchase from Kent MAN Ltd. of a Juniper router.

No progress.

3.28(Minute item 13.2) PK will circulate the auditor's report to the Board when the final version is received.

Done see minute 7.

4. Finance:

4.1 **Report:** MT presented the financial statement for the period to 31st March 2005. **MT** will send out invoices to the members within the next two weeks for the balance of this year's charges.

4.2 **NOC payment 2005/6:** MT proposed that the payment for the NOC provided by CCCUC was increased from £128,120 for 2004/5 to £175,000 for 05/6. This increase was justified by: 3% pay increase, incremental rises for current staff, and 4% increase in ERS pension contributions and also includes the cost of the new business administrator's post (27.5K), the cost of which will be covered by the new Regional Network Development fund payment.

After some discussion, the increase was approved unanimously.

4.3 **Annual Report and Accounts year ending 31st July 2004:** MT provided a bound copy of the final accounts for the year ending 31st July to each member of the board. **MT** will provide an electronic version to PK for putting up on the Kentish MAN web site.

5. Report from the Network Operations Manager.

DH presented the NOC Managers Report for the period 01/02/2005 to 30/4/05. The main issues in the report were power supply problems and issues that KIAD had experienced with telephone traffic over the network. Generally the reliability of the network had been good.

DH went on to report on the issues regarding the upgrade of the JANET connection from 155 Mb/s to 622 Mb/s which was ordered last year. BT had said that they were not able to deliver until October 2005, but after pressure from MCI, UKERNA's contractor, the date has been brought forward to 1st June 2005, which is necessary for the KCN traffic.

6. Executive Committee

6.1 To receive the Minutes of the Executive Committee

Confirmed minutes of the 15th Meeting held on 8th February 2005 and the unconfirmed minutes of the 16th meeting of the Exec (14/4/05) were received. PK presented the minutes and no questions were asked.

6.2 To consider the recommendation from the Executive Committee that the charging formula should remain the same for 2005/06.

The recommendation of the Executive Committee that the charging formula should remain the same for 2005/6 was agreed unanimously. It was noted that the proportions allocated to each member will vary as there have been some changes in the bandwidth of connections to member sites.

7. UKERNA Audit

PK presented the auditors report and the Kent MAN management response. RM raised the question of whether the auditors had ensured that the electronic financial information was backed up. MT confirmed that they did ask this question and the information is backed up regularly. All the actions recommended are being progressed.

8. Business Plan 2005-10

PK presented the Business Plan. PK reported that UKERNA said that only six MANs had applied for discretionary funding of which two had had their plans rejected, two were partially accepted and two were accepted. Unfortunately it is not known yet which category Kent MAN comes under. Not all the discretionary money will be allocated and there will be the option to try again for an allocation of this money. DH pointed out that it was necessary to inform UKERNA that there will be an extra cost to terminate OC48 connections to JANET if this is how they insist on delivering SJ5. A general discussion on LSE, FE and HE funding and its effects on Kent MAN followed.

9. Disaster Recovery Plan

PK reported that **DH** and **PK** are working on the DR plan and will circulate the draft DR plan to the Board by the 12th May for comment before their meeting with UKERNA on the 19th May. They believe that it should link to institutional plans and request that **all** send copies of their institutional DR plans to PK and DH.

10. Risk Review Report

PK reported that **DH** and **PK** are working on revising the Risk Register and will circulate the draft Risk Register to the Board by the 12th May for comment before their meeting with UKERNA on the 19th May.

11. RPAN Change Control Notice

PK reported that the change notice for the "Development Activities Schedule" had been signed. This will enable the company to claim £55.5K per year for development activities over the next three years. This money will cover the new Business Administrator post, possible technical effort and possible solicitor's fees in developing contracts.

It was also pointed out that another change notice would be presented soon in connection with the changing requirements on the Kent MAN to deliver SJ5.

12. Business Administrator Post

The advert for this post will go out very soon. **MT** will ensure that the costs are taken from the new Development Fund. It is possible that office space for this person will be provided at CCCUC and Wye.

13. Commercial discussions/legal consultation with Pinsent Masons

PK reported on a free consultation he and DH had had with Pinsent Masons, and how they were both impressed by their understanding of the technical aspects of networking. The aim is to get a general contract written for providing services to other organisations. **RM** suggested another firm for comparison and he will put them in touch with PK and DH. **JSo** reported that UoK need a contract for the supply of space and that there may be the possibility of a combined approach. **PK** will keep **JSo** informed on progress with deciding on a suitable firm of solicitors. **JR** reported he had an anonymised contract that he had been provided with by ULCC and he would circulate it to the Board to see if it was of use.

DH reported on negotiations with the Bunker over transit costs. The Bunker had originally been approached to provide a backup link for the Kent MAN and if negotiations failed, **DH** will approach KCN as an alternative.

DH reported that Telabria who are working with UoK on a trial have approached Kent MAN with a view to initially purchasing 50 MB/s of bandwidth and by the end of the year 100 Mb/s between Maidstone and Sittingbourne. **DH** will continue to negotiate with Telabria.

JR left the meeting at 13:25 hrs.

14. Freedom of Information Act 2000.

It was agreed that the publication scheme should be reviewed on an annual basis and it will be put on the agenda by **JS** for the meeting around New Year.

15. Date and Time of next Meeting

The next meeting will be at CCCUC on the 15th September 2005 at 11 am. **CB** will arrange a venue and refreshments for the meeting of 15th September 2005.

It is proposed that the meeting after this will be on 12th January at KIAD. **RM** will arrange a suitable venue for the meeting of 12th January 2006.

16. Any Other Business

16.1 Updating of alternate directors

It was noted that Roger Clayton has now retired from CCCUC and has been removed as a director of Kent MAN Ltd.

The meeting closed at 13:32 hrs.