

Kent MAN Limited

Minutes of the 17th Board Meeting held at 11.00 am on Thursday 20th July 2006
In the Seminar Room, Kempe Centre, at the Wye Campus of Imperial College London, Wye,
Ashford, Kent.

Present: John Shemilt (JS), Paul Kentish (PK), John Sotillo (JSo), David Hayling (DH), Martin Tallontire (MT), Mike Hibbert (MH), Adrian Brandish (AB), Laura McDonnell (LM). Malcolm Bell (MB) the KAFEC observer (from North West Kent College).

In attendance: Arija Crux.

1. Membership of the Company and Board of Directors

- 1.1. MT confirmed he had received the resignation of Professor P Davies with effect from 1st August 2006
- 1.2. MT confirmed he had the necessary paperwork to nominate Dr Robin Baker, as replacement UOK Director from 1st August 2006.
- 1.3. MT confirmed he had the correct form signed enabling DH to become the CCCU Alternate Director replacing Peter Rands.

2. Apologies for Absence

- 2.1. Apologies received from Peter Rands, Keith Gwilym, and Jan Hope.

3. Minutes of the previous meeting held on 30th March 2006.

- 3.1. Two corrections to note:
(Minute 7.4) Board had agreed to the purchase of Crannog Software.
(Minute item 12.1) Wavestream from Chatham to Avery Hill.
Move the A-end from Chatham to Avery Hill on the current Chatham-Maidstone link so that it became an Avery Hill -Maidstone link. [Action: JH]

4. Matters arising from the minutes of the 30th March 2006 meeting

- 4.1 (Minutes item 1.2) MT to inform UCCA that their application to be a member of Kent MAN had been accepted. Done by MT.
- 4.2 (Minute item 1.3) MT to process the paperwork for the resignation of Richard Mingo and the appointment of Mike Hibbert as Director for UCCA. Done by MT.
- 4.3 (Minute item 1.4) MT to amend the company records to show Gerd Knight as the alternate Director for UCCA and Keith Gwilym as the Director for CCCU.
Done by MT.
- 4.4 (Minute item 2.2) JH to contact Hayley Mills from KAFEC to suggest an alternative observer to attend future meetings if Hayley was not able to attend. Malcolm Bell of NW Kent College, Chair of KAFEC, agreed to attend as an observer and was present. MB

notified the Board that Hayley Mills had rejoined KAFEC and may attend future meetings in his place.

- 4.5 (Minute item 3.1) JH to amend minutes as requested by PD and PRa and agreed by the committee. Done by JH.**
- 4.6 (Minute item 4.1) MT to file paperwork at Companies House concerning the newly appointed Director for UCCA. MH will advise MT of the name of the proposed and alternate Directors for UCCA. MT to file paper work.**
- 4.7 (Minute item 4.2) MT to process the paperwork relating to the resignation of KIAD and the appointment of UCCA to the Kent MAN Board. Done by MT.**
- 4.8 (Minute item 4.3) JH to arrange for two bottles of fine wine to be sent to Professor Chris Bounds as a token of appreciation for his work on the Kent MAN Board.**
JH has arranged for Chris Bounds to be present for the Board lunch for a presentation.
- 4.9 (Minute item 4.4/4.5) Following receipt of pricing structure from BT, DH will prepare a paper for circulation to Vice Chancellors about funding of the Kent MAN by UKERNA. DH will circulate the paper to the Board once it has been prepared allowing PD to write to the Chairman of JISC in this regard. Overtaken by events and therefore is no longer required.**
- 4.10 (Minute item 4.6) MT to note early termination penalty for BT circuits in the 2005/2006 accounts. MT to speak to auditors to see if this information is necessary.**
[Action: MT]
- 4.11 (Minute item 4.7) DH/JH to contact site owners and landlords following completed installation of Wavestream circuits and removal of radio equipment, to confirm whether Kent MAN equipment is covered under their own 3rd party liability insurance and to inform the site owners of the revaluation of the equipment for insurance purposes. On-going**
[Action: PK/JH]
- 4.12 (Minute item 4.9) PK and JH to make the necessary amendments to the Kent MAN website to facilitate the retention of information in line with the requirements of the Freedom of Information Act. Retention periods as agreed by the Board. Intention is to develop an Archive, which is in progress.**
[Action: PK/JH]
- 4.13 (Minute item 4.10) PK to contact Vertex Law about liability limit and payment terms. The Board accepted the 0.5 million pounds liability. MT to negotiate 30 day payment term instead of 15 day.**
[Action: MT]
- 4.14 (Minute item 4.11) JH and DH to apply for an AS number to allow the completion of the transfer of the Kent MAN tag by Nominet from UoK to Kent MAN. DH informed Board that Kent MAN is now a member of RIPE and is awaiting clarification on some points in order to progress the application for the AS number.**
[Action: JH/LM]
- 4.15 (Minute item 4.15) JH, DH and MT to agree the value of invoices to be sent to FE colleges for the final year of the KNTI project, the narrative on the invoices to be clear and unambiguous.**

MT confirmed that all invoices had been paid for the last year. DH confirmed MT had sent out letters and invoices for the final year. The letter notes when KNTI ceases and the actions to be considered. MT confirmed that three FE colleges have already paid for this year.

JH to prepare a letter to accompany the final invoices. Done

DH to prepare a document for presentation to the Board to substantiate the continued funding of the KNTI network support post that is due to cease in September 2007.

[Action: DH]

- 4.16 (Minute item 4.15) PK to keep members informed of any correspondence received concerning UCCA's continued membership of Kent MAN. See 7.2.**
Mike Hibbert confirmed that UCCA had awarded the tender to network its five campuses to EDS Global Services and that the WAN should be in service by the end of September 2006. MH reported that UCCA will remain a member of Kent MAN Ltd for the time being and intends to give one year's notice if it plans to terminate its agreement with Kent MAN. MH to provide MT with letter from UCCA to Kent MAN. DH, PK, MT and MH to discuss this issue and report to Board. **[Action: DH/PK/MT/MH]**
- 4.17 (Minute item 4.16) PK to liaise with Vertex Law concerning the insertion of a severance clause into the Telabria agreement.** A severance clause has not been inserted on the advice of Vertex Law and the contract is now with Telabria's lawyers for signature by Telabria.
- 4.18 (Minute item 5.2) As a result of the £55,500 development grant from UKERNA being included in the BAP, MT will need to raise invoices to the members to cover future expenditure.** Done by MT.
- 4.19 (Minute item 5.3)** MT confirmed this has been undertaken by a new financial accountant in Canterbury Christ Church University.
- 4.20 (Minute item 5.5) DH to inform UCCA of the financial implications of using Kent MAN on a commercial basis.** DH confirmed he had provided a verbal communication with UCCA.
- 4.21 (Minute item 7.3) Problems that were being encountered at UOG concerning air conditioning and generator backup were under investigation by AB, who would be reporting to the Board in due course.** AB reported that there had been a failure of the air conditioning as the temperature cut out switch trips. The problem could be resolved by installing an automatic restart. **Board asks that this item is referred to Executive Committee.** **[Action: JH/AB]**
- 4.22 (Minute item 8.1.4) Report on the Kent Man seminar took place on 4th May.** PK reported it was a great success. Another is planned for next year. Peter Banbury of KCC had offered to seek to contribute to further costs. Information on the seminar had been posted on the website for members to see. JH had reported on it to Executive Committee.
- 4.23 (Minute item 9.1) JH to progress the collection of information from members concerning the facilities that could be offered to Kent MAN if the need for alternative**

accommodation arose following implementation of the Kent MAN DRP. AB agreed to send UOG details without delay. It was reported that Kent MAN Disaster Recovery Plan ready to be distributed to each member. **[Action: JH]**

4.24 (Minute item 11.2) MT to compile a financial risk plan for Kent MAN. This has been done by MT and is with JH.

4.25 (Minute item 12.1) JH to contact AB and request AB to prepare a business case for a B end shift on the Wavestream from Chatham to Avery Hill. DH has spoken to AB. AB has not prepared the Business case at the moment, as specific requirements are not currently clear vis-à-vis commercial connectivity to London. Ongoing. **[Action: AB]**

5. Finance

5.1. MT reported on the financial accounts for Kent MAN. He reported a £250K surplus at the end of June, with a forecast £120K surplus at the end of the financial year. This surplus was due to delays in Wavestream rental payments and sale of M10 router (see 5.3). DH recommended that he, JH and MT review the Wavestream payments as it is likely these will have to be backdated, thus the year end surplus will almost certainly be reduced. However, there should be no further call on members in this financial year, and any surplus will be carried forward into next year, and members' contributions reduced accordingly. **[Action: DH and MT to check with JH exact funds available and when Wavestream charges apply from.]**

5.2. CCCU Charge to Kent MAN for running the NOC for 2005/06. CCCU Charge to Kent MAN for running the NOC for 2006/07 was confirmed by the board as £185,000, an increase of £10K on 2005/6.

5.3. Confirmation of accounting policy for unused grant on router sold to CCCU. The board confirmed that the KNTI money received by the company was not tied down to specific assets, and no repayment was required if those assets were sold on. Thus the accounting treatment of writing to income unused grant on M10 router sold to CCCU was confirmed.

6. Report from the Network Operations Manager

6.1 Introduction of Laura McDonnell as Acting Network Operations Manager until 31.12.2006. DH introduced LM, who spoke on the progress and developments from 01/03/2006 to 30/06/2006. DH reminded the Board that Kent MAN was the only MAN making good progress with the QoS testing. As a "supporting Member" in the UKERNA QoS Phase II project £4K funds had been received.

6.2. Management of NOC during DH's temporary promotion (until; 31.12.2006) as Acting Head of Computing Services at CCCU. DH confirmed LM was attending to the day to day operation of the network but he continued to be involved so as to be in a position to resume duties in January 2007.

7. Executive Committee

7.1. Confirmed Minutes of the 21st Meeting of the Executive Committee.

7.2. Matters for consideration.

7.2.1 UCCA membership of Kent MAN

Confirmed for the time being.

7.2.2. Medway Council Commercial discussion.

DH confirmed he had contacted Michael O'Connor from Medway Council, but had not received any further communication. DH to pursue. **[Action: DH]**

7.2.3. RPAN 2.5.

PK reminded the Board that RPAN 2 is the current agreement which runs out on 30 September 2007.

RPAN 3 will take longer to develop than planned, so UKERNA are keen to extend RPAN 2 to September 2008 with some modifications from 1st October 2006. To be known as RPAN 2.5, it will incorporate changes made to RPAN 2 and items no longer relevant will be removed. A working group of UKERNA and UK MANs has been formed to progress this, which includes PK. Some funding was available from JISC for a lawyer to look at the agreement on behalf of the RNOs. It is hoped to finalise the text by next week.

Points of note: The £55.5K development funding will become part of the BAP. Funding based on transit charges would no longer be available, but a pot of funding would be made available for upgrades to accommodate new connections where the need can be demonstrated to UKERNA. There will also be a requirement for regional networks to test resilience of the dual SJ5 RNEPs, with one test to be conducted during normal working hours.

DH confirmed that Kent MAN has built resilience into its own network and will have increased resilience into JANET when Super JANET 5 goes live.

A copy of the final RPAN2.5 contract would be posted on the website for Members to view. PK will alert members when it is available. It has to be signed by 30/9/06.

[Action: PK]

7.2.4 Logicalis Service Administration problems

Item 21/3.7 of Executive minutes

JS raised his concerns over the service received from Logicalis. PK confirmed that was why monthly meetings were being held, either face-to-face or by videoconferencing. LM confirmed that she too had experienced problems in getting assistance and noted the problems over the Crannog software in particular. DH confirmed that the BT circuits were working fine. The business aspect was of concern as they sold their services as 'one that could take the pain out of working with BT' but they have clearly not. **PK to document problems and report progress back to next Board. The Executive had asked PK to write to the MD of Logicalis.** **[Action: PK]**

8. Disaster Recovery Plan

UKERNA have a copy of the Plan and are reportedly happy with this.

9. Business Plan

DH confirmed that this was going to plan.

10. Risk Register

PK confirmed that this was about to be rewritten. There were no changes to be made as regards to the risk as far as the Executive Committee is concerned.

In response to a question from JSo, MT confirmed that Financial Risks had been added to the Register by JH and an updated Risk Register is to be presented to the Board in January.

[Action: PK/JH]

11. Report on the Chair of MANs' meeting – 11th July 2006.

JS spoke to the notes previously circulated.

He outlined the background to the RPAN. RPANs were set up a few years ago because JISC thought that there should be more communications between the end institutions and the network providers. UKERNA did not have the control over the MANs it would like nor was it felt that there was a consistent service provided by the MANs. Ultimately it is thought, that the RPAN 3 contract will be renamed the 'JANET Partner agreement'. One of the items mentioned in this contract is for the MANs to identify a named person responsible for the contract. If the MANs do not want to agree to RPAN3, it is felt UKERNA will take over running the links to the nominated connections. This would then mean, for example, that the Canterbury to Medway/Salomons connection would not necessarily be covered by UKERNA. JS felt that the impression he was getting was that some of the MANs are 'out of control', and there was no development taking place.

DH commented that JISC have not specified what the costs will be for a new University connection. It was hoped that UKERNA funding should match costs that are delivered. UKERNA have always seen the plans for major changes to the Kent MAN network and had the opportunity to comment, but have not done so. However, UKERNA were not in the past able to define multicast for example, when asked to define future services.

JS to keep the Board informed of any further developments.

[Action: JS]

Members received the RPAN Contract Model. PK suggested that Bob Day, the Chief Technical Officer of UKERNA, to be invited to the next meeting of the Board to discuss the proposals/changes.

[Action: JS]

12. KNTI Project, final year and future of FE College connections.

DH confirmed that the FE College connections would continue to be funded under the BAP agreement. Currently for example North West Kent College have access to a 10Mbps circuit, whereas UKERNA has only provisioned for 4Mbps. DH also confirmed that he had agreed with John Littledale that this should remain the case until review in November. PK confirmed that under RPAN 2.5 there would be no additional bandwidth payments (see Minute 7.2.3).

The Board agreed that Kent MAN takes no further action with respect to charging for bandwidth for those FE colleges that have 10Mbps connections but have only been funded for 4Mbps.

13. Working Group to consider MoU with Canterbury Christ Church University

Members were reminded that the MoA with CCCU is ending on 31st July 2006. It was agreed that it is to be extended for another year. Members considered several points. What alternative would there be to CCCU providing the NOC; and would auditors demand that the service went out to tender, since the working budget is in the region of £185K. There was also the uncertainty over the RPAN 3 contract. PK proposed that a Working Party be set up to review the provision of the NOC service and what is required. The outcome of the review would propose what is required and CCCU would then be in a position to respond on how they could provide the service. The issue of staffing would be also discussed. Board agreed that the Working Group be established of JSo (Chair), AB and PK and report to next Board meeting.

[Action: JSo]

14. Any other Business

- 14.1** PK brought to the attention of members of the Board, the publication “The Kent Community Network”, giving details of how the KCN improves communications in all parts of rural, urban and coastal Kent. Members will be sent a copy. **[Action: JH]**

15. Proposal to change the date of next Board meeting.

It was agreed that the next meeting should take place at University of Kent, on 15th November 2006 starting at 10.30 am. Bob Day from UKERNA would be invited to attend and the Working Group would report back on the review of the NOC service. **[Action: JH/JSo]**

Meeting closed at 1.35 pm.

On behalf of the Board JS presented a bottle of wine and card to Professor Chris Bounds (CCCU) for his services to the Kent MAN Board.