

Kent MAN Limited

Minutes of a Board Meeting held on Thursday 12th January 2006 in the Board Room at the University College for the Creative Arts – Canterbury Campus, New Dover Road, Canterbury, Kent.

Present : John Shemilt (JS), Paul Kentish (PK), Prof. P Davies (PD), Keith Gwilym (KG), Martin Tallontire (MT), Mark Hunt (MH), Jan Hope (JH), David Hayling (DH)

1. Membership of the Company and Board of Directors

- 1.1** JS welcomed Dr Keith Gwilym as the new Board representative for Canterbury Christ Church University following the retirement of Professor C Bounds in December 2005. JS also welcomed Mark Hunt as the representative for the University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone and Rochester (UCCA) since Richard Mingo (RM) had left KIAD.
- 1.2** MH informed the meeting that following RM's resignation from UCCA, no firm decision had been taken concerning the appointment of the Kent MAN Board Director for UCCA. A decision would be taken within the next week and MH would inform MT of the result. The relevant paperwork could then be completed and filed at Companies House.
[Action: MT/MH]
- 1.3** MT informed MH that KIAD would need to resign from Kent MAN Limited and UCCA would need to make a formal application to become a member of Kent MAN Ltd. UCCA to formally designate a director to serve on the Kent MAN Board and any alternate director they require. Gerd Knight was the KIAD alternate director.
[Action: MH]
- 1.4** Following discussion, JS agreed that a token of appreciation should be given to Professor C Bounds for the work that he had done during his membership of the Kent MAN Board. DH and JH were tasked with the purchase and presentation of a bottle of fine wine to Professor Bounds.
[Action: DH/JH]
- 1.5** MT informed the meeting that the paperwork to install Dr Keith Gwilym as a member of the Kent MAN Board had been completed and filed at Companies House. MT also reported that the UoG had not yet put forward the name of an alternate Director

2. Apologies for Absence

Apologies for absence were received from Adrian Bradish (UoG) and Hayley Mills (the representative from KAFEC).

3. Minutes of the Previous Meeting

- 3.1** Minutes of the previous meeting held on the 15th September 2005 were approved.

4. Matters Arising from previous meeting of the 15th September 2005

4.1 (Minute item 1.1) A Bradish's name to be removed from list of alternate Directors. Done by MT.

4.2 (Minute item 4.3) DH is to provide a draft briefing paper for circulation to Vice Chancellors. JH will then co-ordinate feedback to produce a final version of the paper.

No action to date DH and JH to progress

[Action: DH/JH]

4.3 (Minute item 4.4) KM to write to Chairman of JISC over the concerns about the under-funding of the Kentish MAN. PD had spoken to KM in this regard and is prepared to produce the paper as soon as the basic information is available. DH and JH to provide information to PD. [Action: PD/DH/JH]

4.4 (Minute item 4.5) PK to chase up Hadlow College and RM to chase up West Kent College who have still not confirmed their acceptance of the charges. Ongoing: letters had not been provided. The matter was discussed and this item will be removed from the agenda. See minute 4.18.

4.5 (Minute item 4.7) DH will report to the next meeting on the UKERNA response to his letter concerning outage of 23rd June 2004. The Board noted that UKERNA had failed to respond to the affected institutions regarding the power outage on 23rd June 2004. DH reported that he had not had a response from UKERNA- in the event that a response is received DH will report to the Board. It was agreed that this item will be removed from the agenda.

4.6 (Minute item 4.8) MT to note early termination penalty for BT circuits in the 2005/06 accounts. Ongoing. [Action: MT]

4.7 (Minute item 4.9) RM to contact DH to discuss content of letter to institutions that have Kent MAN Ltd equipment on site informing them of the advisability to inform insurers of this. DH to then write to institutions. DH and JH to review insurance of Kentish MAN before completing action. DH and JH reported that the Kent MAN sites had been reviewed and a revised insurance register had been approved and forwarded to the company insurers. As RM was no longer a Director, DH and JH agreed to contact the institutions to inform them of the revaluation of Kent MAN equipment that was situated on their sites: confirming whether Kent MAN equipment is covered under the institutions 3rd party liability insurance. [Action: DH/JH]

4.8 (Minute item 4.13) RM to circulate spreadsheet detailing final figures for the procurement agreed with Logicalis. Information to be posted on the members' area of the website. Done by JH.

4.9 (Minute item 4.17) DH to arrange for a letter of intent from CCCU for the purchase from Kent MAN Ltd. of a Juniper router. Done by DH.

4.10 (Minute item 4.20) DH and PK will produce a DR plan for the next Board Meeting and it will be linked to institutional DR plans where possible. All Board Members to send copies of their institutions DR plans to DH and PK. None of the member institutions had submitted their Disaster Recovery Plan. See minute 10.

- 4.11 (Minute item 4.26) DH to contact KCN for a quotation for the provision of a backup link for the Kent MAN. KCN had provided DH with a cost estimate: exact cost to be confirmed.** Done by DH. KCN2 will charge at the equivalent of the Kent MAN 2Mbps Bandwidth charge. DH to progress with Peter Banbury of the KCC. [Action: DH]
- 4.12 (Minute item 4.28) JH to include review of Freedom of Information Act scheme for the Board meeting scheduled for 12th January 2006.** JH has reviewed the Freedom of Information Publication Scheme requirements. A report to be presented at the next Executive meeting held on the 9th February 2005. [Action: JH]
- 4.13 (Minute item 4.30) RM to arrange a suitable venue for the meeting to be held at KIAD on 12th January 2006.** Done by JH
- 4.14 (Minute item 5.3) Budgets 2005-2006. JH and MT to review the budgets in the next few months.** See minute 6.
- 4.15 (Minute item 8) UKERNA Audit – Report to be produced at next Board meeting.** See minute 9.
- 4.16 (Minute item 13) PK to make a copy of the scoping document from Vertex Law available to all members of the Board.** The scoping document had been made available to the members of the Board and MT suggested that the payment terms should be revised to the normal 30 day period. PD suggested that the liability be increased and PK would discuss the changes with Vertex Law and report back to the Board members. [Action: PK]
- 4.17 (Minute item 14) Kentish MAN web hosting. PK to progress web hosting with Webfusion, pending transfer of Kent MAN tag.** JH reported that she was waiting for transfer documentation from Miles Banberry (UoK). PD agreed to speak with Miles and request that the documentation be sent without delay. [Action: PD/JH]
- 4.18 (Minute item 16.1) KNTI/FE college payments-Status report.** JH had previously posted a report on the members' area of the website. JH reported she was still in dialogue with the Colleges that had not paid the KNTI recurring charges and was still confident that payment would be forthcoming from all. She would report to the board on the progress that has been made before the next meeting. [Action: JH]

5. Finance

- 5.1** MT had previously tabled the accounts to the end of November 2005 and the Financial Forecast for the year 2005/2006. He took the meeting through the papers.

6. Budgets 2005-2006

- 6.1** MT explained that the cash-flow included on-going Wavestream costs of £194,753 and that having taken this figure into account the members' contributions for the coming year would total £200,404.00. The formula for the distribution of costs between members that had been used in previous years would continue to be applied for 2005/06 and 2006/07. PD and MH requested details of the formula which PK agreed to provide. MT informed the meeting that he would be preparing invoices for both the membership fee of £1,000 and the members' contributions which were shown on the Cash Flow forecast. MT pointed out that estimated costs to members had been reduced from £350,000 to £200,000. However, he informed the Board that costs for the following year would be in the region of

£350,000, due to increased running costs of the core network, however MT to circulate an updated estimate of 2006/2007 costs. DH and JH had been in consultation with MT concerning the proposed budgets for 2005-2006. **[Action: MT/PK]**

- 6.2** PK agreed to amend the members' spreadsheet for next year to include the proposed contribution level of £350,000 and post it in the members' area of the web site. The proposed members figures will be communicated to PK by MT **[Action: PK/ MT]**

7. NOC Manager's Report

- 7.1** DH tabled his report and took the meeting through it. DH reported that availability during the past 4 months had been reasonable but that an outage had been reported in October as a result of a power failure at the EIS Centre. A BT switch had lost its configuration and this had been compounded by a system failure within the BT support network. Both Kent MAN and Logicalis had discussed the lack of urgency that BT had demonstrated and had received a report from BT which had been circulated to the Executive Committee. Although DH was not content with the way the process had been handled, the matter had now been closed. PD requested that DH seek to ensure that a situation of this nature did not re-occur.
- 7.2** DH reported that testing work with Unisys on the KCN2 network was complete, monitoring for QoS was in place and that UK Mirrors traffic fallback to the ATM link had been tested successfully.
- 7.3** Telabria's connections to EIS-Maidstone, UoK-Canterbury and IC-Wye were successfully in place.
- 7.4** Broadstairs links had been affected by fog but a back up link via KCN2 is being arranged. Other service affecting power failures were reported, all of which were reported and rectified.
- 7.5** Old STM-1 equipment had been removed from Chatham by BT after many requests.
- 7.6** Kent MAN has cancelled the circuits ordered from TeleWest under the Quick Wins project and will be procuring the links through Logicalis.
- 7.7** DH produced a traffic graph summarising Kent MAN's traffic to and from SJ4 for 2005. The graph clearly showed the effect of the Kent Schools' connection with the drop in traffic at weekends and during holiday periods.

8. Executive Committee

- 8.1** Confirmed minutes of the 18th meeting (13/10/2005) and the unconfirmed minutes of the 19th meeting (1/12/2005) of the Executive Committee were received without further comment.

8.1.1 DH reported that Kent MAN would be delivering QoS between January and May 2006. KCC had been part of the UKERNA QoS trial but had withdrawn.

8.1.2 DH reported that he had investigated IPv6 and that the Kentish MAN core was capable of IPv6, although it was not currently configured.

8.2 Super Janet 5 Upgrade Plan

8.2.1 DH reported on the Schedule of spend for the SJ5 upgrade plan. The Wavestream installation (UoK–Wye, Wye–EIS Maidstone) had been ordered and the first application for funding from UKERNA had been placed. Work scheduled in the business plan was on target but there could be two variations:

1) Depending on the decision by UCCA about the continued use of the Kentish MAN the business plan may need to be amended. Circuits planned for UCCA have been deferred until the decision is known.

2) The radio link from CCCU to UoK was to be removed but this will remain to provide resilience for CCCU and the NOC team.

8.2.2 PD and MH requested details of the cost implications for Kent MAN and UCCA in the following scenarios-

1) UCCA keep the nominated connection to the Kentish MAN,

2) UCCA keep the nominated connection to LeNSE but remain a member of Kent MAN Ltd,

3) UCCA withdraw from membership of Kent MAN Ltd but retain connection to the Kentish MAN as a customer,

4) UCCA remove all connections and withdraw membership from Kent MAN Ltd. DH/ MT and informed the meeting that some work had already been done on this request and that a document would be produced within the next two weeks which would detail the cost implications. **[Action : DH/MT]**

8.3 To Review the progress with the Disaster Recovery Plan. Refers to minute 10.

9. UKERNA Audit

9.1 PK reported that all outstanding matters for action from the UKERNA audit had now been completed. All Board members were satisfied with the progress and agreed that the item should now be removed from the agenda. **[Action : JH]**

10. Disaster Recovery Plan

10.1 JH reported that the population of the DRP report was progressing well. During the UKERNA Annual Review, John Littledale had approved the draft DRP and requested that the final plan be prepared ready for submission to UKERNA in May 2006. JH reported that the DRP Forum had taken place in September 2005 and the institutions had been given a form for completion and also a request from the Chairman of the meeting, Peter Rands, Director of Computing Services at CCCU, to exchange with Kent MAN the current DRP from their own institution. To date no information has been received by Kent MAN. JH will progress this request and will continue to compile the relevant information for submission to UKERNA in May 2006. **[Action: JH]**

11. Business Plan

- 11.1** PK reported to the members that the Business Plan was available on the website for information and that, as previously discussed, Kent MAN were on target with their Business Plan.

12. Risk Review

- 12.1** JH reported that the Risk Review register was being reviewed on a monthly basis and described the related protocols to the new members of the Board. PD suggested that a new risk should be put onto the register which related to the resignation of any one of the members and the ramifications of such a resignation. JH agreed to review this risk and enter it into the Risk Register. PK will put a copy of the Risk Register onto the members' area of the website for information. **[Action: JH/PK]**

13. Business Administrator Report

- 13.1** JH had previously put her administrator's report on the website for information. She produced the current report and the one dated 6.10.2005 and briefly discussed the achievement with those present.

14. Report on the Chairs of MANs Meeting (30.11.2005)

- 14.1** PK tabled his report on the Chairs of MANs meeting which had previously been posted on the website. He took the meeting through the report. The meeting covered Progress with Super JANET5, Full Economic Costing, Strategic Change and payment reform. PK reported that there may be a change in the BAP system (Basic Annual Payment) but as yet no decision had been made about the date or scope of change.

15. Any Other Business

- 15.1** PD requested details about the current contracts for radio masts and related payment. MT commented that to date, Kent MAN had not been invoiced by O₂ but that the costs for this had been accrued in the accounts. It was felt that upon termination Kent MAN may need to make the payment to O₂. Billing problems had occurred at the outset of the contracts and to date had not been settled. PD commented that UoK had already paid £52,000 to UoG and therefore he would need to speak to UoG in this respect - This was not a Kent MAN issue. MT also commented that no recurrent charges had been requested for the circuits.

- 16. Date and venue of next meeting** - The next meeting of the Board of Kent MAN will be 30th March 2006 and will be held at UoG. The AGM will be held immediately after the next Board meeting.

The meeting closed at 1.10pm.