

Kent MAN Limited

20th Board Meeting

To be held at 11.00 am on Thursday 3rd May 2007
In the Kempe Centre, Imperial College London, Wye Campus, Wye,
Nr Ashford Kent. TN25 5AH

Lunch will be served after the meeting at 1.00pm

AGENDA

1. **Membership of Company and Board of Directors.**
2. **Apologies for Absence**
3. **Minutes of the previous meeting held on 15th February 2007**
4. **Matters arising from the minutes of the 15th February 2007**
 - 4.1. (Minute item 3.1) JH to amend point 4.16 of the minutes of the 18th Board meeting and send a revised copy of the minutes to PK. **[Action: JH]**
 - 4.2. (Minute item 4.2) JH to contact 3rd party sites following final radio decommissioning to verify whether Kent MAN Ltd equipment is covered under the site owner's insurance and to inform sites owners of the revaluation of equipment. **[Action: JH]**
 - 4.3. (Minute item 4.4) 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]**
 - 4.4. (Minute item 4.6) AB/ABy to prepare a business case for a B end shift on the Wavestream from Chatham to Avery Hill when the issues concerning the commercial connectivity to London are made clear **[Action: AB/ABy]**
 - 4.5. (Minute item 5.2) JH to put a credit reference procedure in place and report back at the next Board meeting. **[Action: JH]**
 - 4.6. (Minute item 5.3) MT to prepare a document detailing proposed members contributions for the next two years **[Action: MT]**
 - 4.7. (Minute item 5.4) MT to file the Annual Report and Accounts for 2006-2007 with Companies House **[Action: MT]**
 - 4.8. (Minute item 7.3.3.1) JH to continue with the preparation for the Seminar and report back at the next meeting. **[Action: JH]**
 - 4.9. (Minute item 8.1) All members to review the DR Plans in their possession and let JH have suggested plan test dates for 2007 **[Action: All]**
 - 4.10. (Minute item 9.2) JH/LM to continue with the revision of the Business Plan for presentation at the next Executive Committee meeting. **[Action: JH/LM]**
 - 4.11. (Minute item 10.1) JH/LM to continue with the revision of the current Risk Register for presentation at the next Executive Committee and Board meetings. **[Action: JH/LM]**
 - 4.12. (Minute item 11.4) JH to add a new section in the agenda for the next meeting to address the production of a new MOA between Kent MAN and UKERNA upon the adoption of RPAN3. **[Action: JH]**
 - 4.13. (Minute item 12.3) All members to review the "Development of RPAN3 Agreement" paper and send feedback to PK as soon as possible. **[Action: All]**
 - 4.14. (Minute item 13.3) JH to inform GK when all LES circuits have been installed to allow MH to send a membership termination notice to MT. **[Action: JH]**

- 4.15. (Minute item 13.5) Executive committee to review the current transit charging structure and report back to the next Board meeting. **[Action: Executive]**
- 4.16. (Minute item 13.7) DH to arrange a review of the cost implications for Kent MAN relating to additional connections to nominated sites requested by UKERNA. **[Action: DH]**
- 4.17. (Minute item 14) JH to liaise with UCCA site staff at Canterbury to arrange the next Board meeting. **[Action: JH]**
- 5. Finance**
- 5.1. Report by MT Company Secretary **[KML-BOARD-20-Finance]**
- 6. Report from the Network Operations Manager [KML-BOARD-20-NOC]**
- 7. Executive Committee**
- 7.1. Confirmed Minutes of the 24th Meeting of the Executive Committee
- 7.2. Draft Minutes of the 25th Meeting of the Executive Committee
- 7.3. Matters for Consideration
- 7.3.1. DRP test update.
- 7.3.2. Risk Register- Draft copy for review
- 7.3.3. MOA with CCCU- Update
- 7.3.4. KCC Procurement
- 7.3.5. Seminar – progress update
- 8. Disaster Recovery Plan**
- 9. Business Plan**
- 10. Risk Register**
- 11. MOA Working Party Report [KML-BOARD-20-MOA]**
- 12. JPA (JANET Partner Agreement, formerly RPAN3) contract progress (verbal report by PK/DH)**
- 13. MOA between Kent MAN & NOC provider upon adoption of JPA (RPAN3)**
- 14. Any Other Business**
- 15. The next meeting of the Board will be held at KCC – Sessions House Maidstone on 3rd September 2007 at 11.00**

In the event that you will not be able to attend the meeting or you have further items to be added to the agenda please inform Jan Hope on j.m.hope@canterbury.ac.uk Thank-you.