

**Minutes of 37th Meeting of the Executive Committee Meeting
18th February 2009, 10.30 at St Martin's Priory, Canterbury Christ Church
University**

Attendees:

Bob George	BG	MidKent College	
Peter Banbury	PB	Kent County Council	
David Hayling	DH	Kent MAN Limited	Operations Manager
Laura Gallagher	LG	Kent MAN Limited	Technical Lead
Paul Kentish	PK	Kent MAN Limited	Chair, CEO
Brian Heaton	BH	University of Kent	
Jon Aldington	JA	Kent MAN Limited	Business Manager
Ian Ellery	IE	Canterbury Christ Church University	
Lisa Canning	LC	Canterbury Christ Church University	Finance and Acting Company Secretary

37/1 Introductions and Apologies

37/1.1 Apologies for absence

Apologies had been received from John Sotillo, Adrian Bradish, and Leigh Villiers.

37/2 Minutes of 36th meeting

The minutes of the last meeting, held on the 19th November 2009 were accepted as a true record and signed by the Chair.

37/3 Matters Arising from the Minutes of the 36th Meeting

37/3.1 [Minute 36/3.6] Consider how best to publicise the RNEP upgrade to 10Gbps. [JA]

Action outstanding.

37/3.2 [Minute 36/3.13] Progress the strategy around purchasing power with Kent Connects. [JA]

Action outstanding.

37/3.3 [Minute 36/3.15] Progress the strategy around improving customer communication. [PB]

Action outstanding.

37/3.4 [Minute 36/5.1] Forward details of the process for Kent MAN membership application to BG. [JA]

Complete.

- 37/3.5 [Minute 36/5.1] Contact FECs in Kent to determine levels of interest in membership. [JA]**
Action outstanding. BG agreed to approach a contact at KAFEC who may be able to assist in setting up communication with Kent MAN. **Action: BG to contact JA with details.**
- 37/3.6 [Minute 36/5.1] Continue discussion with LMN on access to training and other services and report back. [JA]**
See minute 37/6.5
- 37/3.7 [Minute 36/5.1] Draft a paper outlining how membership of FECs might be handled. [JA]**
Complete. See minute 37/4.1
- 37/3.8 [Minute 36/5.2] Approach the Principal of MidKent College about presenting at a Kent MAN event. [BG]**
Action ongoing (see next item).
- 37/3.9 [Minute 36/5.2] Arrange an event with assistance from BG. [JA]**
Action ongoing (see next item).
- 37/3.10 [Minute 36/5.2] Keep JA informed and involved in arranging an event with BTiNET. [BG]**
BG had also approached Cisco and Dell, and mentioned that out of term dates are best for an event at MidKent College due to parking constraints. **Action: JA to continue to work with BG on arranging an event**
- 37/3.11 [Minute 36/5.2] Continue discussion with LeNSE and LMN about an event in February. [JA]**
Complete. The event took place on 11th February 2010 and was well received.
- 37/3.12 [Minute 36/6.1] Request an update on the status of and proposed plans to progress the JANET network core routing problems. [JA]**
JANET had responded that they now consider the issue resolved.
- 37/3.13 [Minute 36/6.1] Bring an outline specification / proposal for a Network Management System to the January Informal Executive meeting for discussion. [DH]**
Action outstanding. **Action: DH to bring a proposal for discussion at the next Informal Executive meeting in April.**
- 37/3.14 [Minute 36/6.1] Follow up on the cancellation of the Kent ACL connection. [PB]**
PB had followed up and understood that two requests had been made to JANET(UK) to cancel the connection. **Action: PB to obtain a copy of the communication requesting the cancellation.**

37/3.15 [Minute 36/7.1] Incorporate the update suggested by DH in the Operations Handbook; mark the handbook as approved; and circulate to all customers with JANET nominated connections. [JA]

Complete.

37/3.17 [Minute 36.11] Liaise to discuss sharing of a filtering service and report back to the next meeting. [PB and BG]

Action outstanding.

37/4 Items passed to the formal Executive Committee from the previous informal meeting

37/4.1 Membership of Kent MAN Limited [Paper KML- EXEC- 37- MEMBERS]

IE presented the paper and a number of discussion points arose:

- BG felt that £5k was realistic for a larger FEC where £15k could be prohibitive.
- It was agreed that a clearer statement of the benefits was desirable to help FEC IT managers influence the decision makers/funders. **Action: JA to ask LMN about the benefits for members; JA to draft a list.**
- There was discussion around the changes that would be required to the Articles of Association, including the need to review the definition of quorum for a larger membership. JA and PK will discuss the changes needed. **Action: JA/PK to review Articles of Association.**
- It was suggested that a firm proposal should be brought to the next Board meeting. This was agreed by the Executive.
- It was suggested that there should be an option for small organisations to be full members if they are willing to pay. £5k was suggested as an appropriate fee.
- The Articles require 1 year's notice for members to withdraw. It was agreed that no notice period should be required for associates (although fees should be charged annually in advance).

Action: JA to email the Executive to request comments; All to respond with comments by 26th Feb; IE to retain editing role and re-draft the paper for presentation to the Board.

37/4.2 JPA disengagement

See minute 37/7

37/4.3 Termination of the core Wavestream circuits

Logicalis have informed Kent MAN that the three Wavestream circuits via Chatham will be disconnected on 14th June 2010. The disconnection relates to Ofcom regulations and is not negotiable.

Kent MAN will procure a 1Gbps circuit from Avery Hill to Chatham and a 10Gbps circuit from Maidstone to Chatham. The link from Chatham to Canterbury will not be replaced, as traffic can be routed via Wye.

PK had approached Imperial College about the connection via Wye and the extension of the contract beyond July 2010. Imperial have a council meeting this month, and Wye is to be discussed. The contingency approach will be to order a new OSA circuit from Maidstone to Canterbury if the Wye contract cannot be extended. PB offered KPSN's support, for example, in using a KPSN site as a PoP if this is necessary. **Action: PK to continue to pursue the extension of the contract with Imperial College.**

37/5 NOC Manager's Report

37/5.1 Report [Paper KML- EXEC- 37- NOC]

DH presented the NOC Manager's report. The continued exponential growth at 60-80% per annum was noted. A discussion followed on traffic levels and the capacity of the Kentish MAN core to support these levels, particularly in the event of a failure of a link to the JANET core. A question was raised as to whether a stress test of the links via Wye would be useful. **Action: DH/LG to arrange this.**

37/5.2 Network Management System Proposal

DH to bring a proposal for discussion to the next Informal Executive meeting. (see Minute 37/3.13).

37/5.3 Arrangements for maternity cover for the technical lead

CCCU are seeking approval internally to provide maternity cover. It is expected this approval will be forthcoming. A CCNP will then be recruited to fulfil the technical lead role. **Action: DH to ensure this is progressed in a timely fashion.**

37/5.4 Nominated Connections / requests by JANET

37/5.4.1. Hadlow College

A new 100Mbps circuit to provide an upgrade to the existing 10Mbps circuit has been ordered. Connection is expected on 19/02/2010.

37/5.4.2. Dorton College and Hilderstone College

100Mbps connections have been ordered for Dorton College and Hilderstone College to replace their existing 10Mbps connections. This will enable the retirement of old 7200 routers at Broadstairs and Tunbridge Wells. Dorton College was connected in early February, and the connection Hilderstone is expected to be established soon.

37/5.4.3. East Sussex County Council

JANET(UK) have requested a quote for a 1Gbps connection for East Sussex County Council in Hastings. JA pushed back on JANET saying that this may not be the optimal solution, as ESCC have connections to locations close to the Kent border. Discussion with JANET(UK) is ongoing.

ESCC are coming to see KPSN at Maidstone on 12th March. Kent MAN has been invited to attend and either DH or JA will attend.

37/5.5 Other Connections

37/5.5.1. Pilgrims Hospice

Pilgrims Hospice has ordered 100Mbps connections via Kent MAN at Canterbury, Margate and Ashford. They have also ordered Cisco 2950 routers for these locations.

37/5.5.2. UCA at Chatham Dockyard

UCA has ordered a 100Mbps connection to the Joiners Workshop at Chatham Dockyard.

37/5.6 Projects

37/5.6.1. 6500 router upgrades

DH outlined the plan to update the 6500 series routers to 7600 series, which needs upgrades to the fibre cards. The cost is in the region of £89,000. The Executive agreed to this course of action.

LC raised a concern about cash flow as the large costs for the Wavestream circuits are due to be paid soon. **Action: JA to check on Logicalis' intention given the situation with the Wavestream circuits; LC to investigate the cash position and advise.**

37/5.6.2. Connectivity in Canterbury

Kent MAN has recently claimed £76k of SuperJanet5 funding to establish a second PoP in Canterbury. The Executive agreed that we should hold off on any changes in Canterbury until the direction with regard to the Kentish MAN is clearer.

37/6 Business Manager's Report [Paper KML- EXEC- 37- BM]

37/6.1 Risk Register

The risk register schedule of reviews is taking place and all reviews are up-to-date, but a major review has not taken place. The Executive agreed this was appropriate given current priorities.

37/6.2 Disaster Recovery

The disaster recovery plan has not been reviewed recently. The Executive agreed that this was appropriate given current priorities.

37/6.3 Membership of KPSN

Kent MAN has asked to join KPSN, and issues around this were discussed. It was agreed that the slight differences in Acceptable Use and Security policies between the JANET and KPSN policies would not be an issue. The Executive recommended that Kent MAN go ahead with membership of KPSN.

37/6.4 NOC Contract Review [Paper KML- EXEC- 37- NOCRev]

JA presented the paper, and asked that members consider it and raise any questions with him.

37/6.5 Collaboration with other RNOs

PB suggested that it might be interesting for future events to include the South East Grid for Learning and the London Grid for Learning. JA agreed to raise this with LMN and LeNSE next time they speak. **Action: JA**

A discussion followed about the use of the suppliers with which LMN have negotiated deals. LMN is willing to extend these deals to Kent MAN customers. The question of whether this was for members or connected sites was raised. **Action: JA to seek clarity from LMN.** It was also stated that in any announcement, it should be made clear that responsibility lies with the purchasing institution to make sure that appropriate procurement policies have been followed. BH asked for a list of suppliers / services. JA suggested that until a formal agreement is reached and an announcement made, the LMN website could be referenced.

37/7 JANET Partner Agreement Issues [Papers KML- EXEC- 37- JPA, KML- EXEC- 37- JPA- Costs, KML- EXEC- 37- JPA- Costs- Chart and KML- EXEC- 37- JPA- Letter]

JA presented the current proposals for discussion with JANET(UK) at the meeting between Kent MAN and JANET(UK) on 22nd February. The Executive fully supported the direction outlined in the proposals.

37/8 Kent MAN Procurement Working Party [Papers KML- EXEC- 37- Procurement and KML- EXEC- 37- Supercore]

JA asked the Executive to review the paper and contact him with any comments or concerns.

37/9 Inclusion of UCA in the rota for hosting meetings

It was agreed that UCA should be included in the rota for hosting meetings. DH suggested that UCA be asked to host meetings at Canterbury. **Action: PK to draft a provisional rota with JA's assistance.**

37/10 AOB

37/10.1 Government Communication Network (GCN)

PB referred to a Cabinet Office paper on the Government Communication Network (GCN), and stated that there is a lot of interest in the PSN concept in regions where this is being demonstrated to work. **Action: PB to circulate the GCN paper to the attendees at the meeting; All to contact PB with comments or to express further interest.**

37/10.2 Payment of Invoices

LC noted that some Kent MAN invoices are significantly overdue and asked that certain members follow up to ensure invoices are paid on time.

37/10.3 Maternity Leave

It was noted that this will be LG's last Executive meeting for a while.

37/11 Items for consideration by the Kent MAN Limited Board (next meeting: 25th March 2010, Kent County Council, Oakwood Park, Maidstone)

37/11.1 Recommendation for new categories of membership.

37/11.2 Membership of KPSN.

37/11.3 Inclusion of UCA as a host in the meeting rota.

37/12 Identification of reserved items

37/13 Date and time of next meetings

37/13.1 Informal Executive meeting scheduled for 10:30 on 15th April 2010 at the University of Kent at Canterbury

37/13.2 Formal Executive meeting scheduled for 10:30 on 13th May 2010 at the University of Greenwich at Medway

The meeting closed at 1:26pm

Actions

Minute	Action	By whom
37/3.1	Consider how best to publicise the RNEP upgrade to 10Gbps	JA
37/3.2	Progress the strategy around purchasing power with Kent Connects	JA
37/3.3	Progress the strategy around improving customer communication	PB
37/3.5	Approach KAFEC regarding help for JA with liaison with Kent FECs	BG
37/3.10	Work with BG on arranging an event	JA
37/3.13	Bring a proposal on the Network Management System for discussion at the next Informal Executive Meeting	DH
37/3.14	Obtain a copy of the communication to JANET requesting the cancellation of the Kent ACL connection	PB
37/3.17	Liaise to discuss sharing of a filtering service and report back to the next meeting	PB and BG
37/4.1	Ask LMN about a list / document showing benefits of membership.	JA
37/4.1	Review Articles of Association re change in membership	JA/PK
37/4.1	Email the Executive to request comments on the paper proposing broadening of membership	JA
37/4.1	Respond with comments	All
37/4.1	Re-draft the paper for presentation at the next Board meeting	IE
37/4.3	Continue to pursue the extension of the contract for the Wye PoP with Imperial College	PK
37/5.1	Arrange a stress test of the circuits through Wye	DH/LG
37/5.3	Progress the recruitment of a replacement technical lead	DH
37/5.6.1	Check on Logicalis' intention around invoicing for the Wavestream circuits that are to be terminated.	JA
37/5.6.1	Check on the cash flow position and advise.	LC

37/6.5	Suggest the inclusion of SEGfL and LGfL at a future event to LMN and LeNSE	JA
37/6.5	Get clarity on whether LMN services would be available to Kent MAN connected sites or just to Kent MAN members	JA
37/9	Draft a provisional rota with JA's assistance	PK
37/10.1	Circulate the GCN paper to the attendees at the meeting	PB
37/10.1	Contact PB with comments or expressions of further interest on GCN paper.	All