Documents of general interest distributed for the first INSIGHT meeting.

The draft minutes of this meeting were published on 8 February 1995.

1. Agenda - Howard Davies

2. Definition of the computing services to be provided by each
   of the partners in the INSIGHT project - Howard Davies

3. Detailed planning of the INSIGHT project - Peter Bakonyi

Agenda for the Meeting of INSIGHT Participants, Prague, 20 January 1995

1. Welcome and Introductions

2. Report from the Steering Committee
    - Minutes of the 14 October 1994 meeting (INS(94)001) have already
      been circulated

3. Procedural arrangements
    - travel reimbursement rules
    - mailing lists
    - institutional agreement with DANTE (INS(95)002)
    - draft contract for computing services (INS(95)003)

4. Computing service specification
    - draft specification (INS(95)004)

5. Information collection
    - list of WWW servers in each country
    - mechanism for updating

6. Approval of computing service sites

7. Choice of root server site

8. Detailed specification of project activities and timetable
    - proposal from Peter Bakonyi/Mr Maray (INS(95)005)

9. Roles of Participants

10. AOB

Computing Services for INSIGHT project

1. Introduction

This document will define the computing services to be provided by each
of the partners in the INSIGHT project. These services are required to
host the World-Wide Web information service as specified by COPERNICUS
contract number 1090. Participants should note that there is no specific
requirement to provide facilities for the authoring environment and so
this is not considered here.

2. Hardware Requirements

For a high degree of availability and general performance, it is
recommended that a host machine is either purchased or allocated from
existing equipment and devoted solely to provision of the service.
However, where a service already exists or where resources are available
or local restrictions apply, it will be possible to use existing
equipment, providing it can meet certain criteria. In either case, the
supplied hardware must be capable of meeting the Software Requirements
and the defined Level of Service.

2.1 Provision of service on existing machine

In this case it is assumed that the host already exists and is running
other services or an existing World-Wide Web service but these must not
interfere with the World-Wide Web service provided as part of INSIGHT in
such a way so that it defers from the defined Level of Service. In
addition to meeting the Software Requirements and the defined Level of
Service, the partner must provide at least 1 Giga-Byte of disk space for
storage of information

2.2 Provision of new standalone machine for service

A host machine may be purchased specifically for the purpose of the project but this machine must satisfy both the Software Requirements and Level of Service. The amount of money allocated is 15 thousand XEU and so a minimum specification, including estimated pricing1, based on a Sun SparcStation LX is as follows:

```
1 x Sun SparcStation LX            XX XEU
(including 16" colour monitor,
keyboard, 16M memory, cables and
internal 424M disk)

1 x 32M SIMMs memory               XX XEU
(4 x 8M or 2 x 16M)

1 x 1GB external disk drive        XX XEU
-------------------------------------------------
Total                              XX XEU
```

3. Software Requirements

The supplied host should be capable of running a HTTP daemon and whilst these exist for most popular platforms, a UNIX based service is recommended. The selected software should be capable of handling FORMS and CGI. Clickable image capability is desirable but not essential. Currently, there are 2 very widely used HTTP daemons which satisfy these criteria:

* CERN HTTPD Version 3.0

(see http://info.cern.ch/hypertext/WWW/Daemon/Status.html for a full feature list)

* NCSA HTTPD Version 1.3

(see http://hoohoo.ncsa.uiuc.edu/docs/info/Features.html for a full feature list)

4. Network Requirement

The supplied machine must be connected to the Internet with a minimum bandwidth of 64k bps. The machine should be registered in the Domain Name Registration Service (DNS) so that it is visible from the rest of the European Internet. If not already allocated, then an additional CNAME of 'www.your.site.name' pointing to this machine is desirable to show that this machine is being used to host a World-Wide Web service.

5. Service Level

The service should normally be available 24 hours per day, 365 days per year, except where exceptional circumstances or public holidays interfere.

Any scheduled downtime for system upgrades should be announced on the service at least one week in advance. All software changes must be tested out as far as possible before installation to ensure a minimum amount of down time needed for upgrading the production system. The scheduled down time (for such upgrades) should be limited to a maximum of 2 hours per week in any one week. The target availability (to include scheduled downtime) is 99.5% in any one month and a minimum availability of at least 98% in any one month must be provided.

5.1 Hardware/Software Performance

The hardware provided, in combination with the software selected should, under normal circumstances be capable of handling at least 86,400 HTTP transactions per day (an average of one per second).

5.2 Service Reliability

The operation of the World-Wide Web information service should be monitored during the day, in order to ensure early detection of faults and problems. Except in exceptional circumstances, reported faults should be investigated and responded to (but not necessarily fixed) within one working day.

This hardware should be covered by a maintenance contract with the suppliers that provides for on site fault investigation within 8 hours.

Problems that are likely to cause a long outage of service should be notified where possible to the project manager (DANTE), the project technical co-ordinator (TERENA) and the other INSIGHT participants by sending an e-mail to insight-members@terena.nl. Where the outage is due to a network problem, (so that e-mail is unreliable), then the outage should be notified to the technical co-ordinator who's responsibility it will then be to notify the project partners and the project manager.

5.3 Backup procedures

Every effort should be made to ensure that user data is not lost or corrupted. User and system data that has changed is backed up each weekday night. A full back up tape should be taken each month and, if possible, stored in a separate location. [N.B. the budget does not include for a backup device but one could be provided depending on pricing of minimum configuration]

5.4 Service Availability

The World-Wide Web service should, under normal circumstances, be available 24 hours a day, seven days a week. Operator cover should be provided between 0900 and 1700 weekdays. Faults occurring outside the covered hours will not be attended to until the following working day. Note that "weekdays" means Monday to Friday, excluding national Public and Bank holidays.

5.5 Reporting Procedures

Performance
The selected software must include logging facilities. Every successful and unsuccessful transaction should be logged and monthly statistics (preferably in graphical form) must be produced and made available on the server as part of the service. In addition to this, these must also be compiled, in a format defined by the project committee and sent by e-mail to the project managers on a monthly basis.

Availability
Using normal system logging, it should be possible to produce a simple monthly report detailing the unavailability (downtime) of the system. This will be compiled in a format defined by the project committee and sent by e-mail to the project managers on a monthly basis.

Quality of Information
Such other reports as are agreed by the project committee to be necessary for the correct performance of the project may also be requested.

6. Additional Considerations

Liability

Every effort should be made to ensure that user data is not lost or corrupted. User and system data that has changed is backed up each weekday night.

The INSIGHT partners (or their employees) accept no liability for any consequential loss of any kind arising from the use of the service.

The INSIGHT partners (or their employees) are not responsible for the correctness of the information, although contributors will be encouraged to check the accuracy and currency of the information provided.

Copyright

The copyright for any information provided on a World-Wide Web service by an INSIGHT partner as part of the INSIGHT project will normally be held by either the author or the partner providing the service.

In addition, the contractor is responsible for ensuring that no information is mounted on the service which is in breach of any third party Intellectual Property Rights (IPR) or Copyright.

_____

1 The pricing is based on Sun Express prices available in the Netherlands and converted to XEU at a rate of XX. It also assumes that each institution will qualify for discounts of 20% for category A and 14% for category B.

INS(95)005

Dear Steering Committee members,

I was asked by Howard to contribute to the detailed planning of the INSIGHT project.
We-Mr.Maray who is a top expert in Hungary in WWW-and myself tried to prepare some prelimenary details for the meeting.
We prepared our comment according to the workprogramme:

1. Survey of the present situation country by country.
    This is a rather simple task which can be done within 6 weeks.
    Definition of the role of WWW centers:
    - operation of the national center,
      setting up national WWW data bases according to the
      requirement of our project
    - WWW know-how distribution in the country
    - quality control of the domestic WWW servers
    - consulting activity
    - training of the technical staff in the country
    - PR activity for the wider usage of WWW technology

2. We will provide the content of the present Hungarian WWW
    center as one example and as a possible starting point.
    It is quite straitforward what is the basic requirement
    for the content.

3. Workshop programme.
   1st Workshop:
   Report on the national WWW developments with a view to our
   project:
     . present situation
     . development plan for the infrastructure
     . activities of the other WWW centers
     . progress of the national WWW center establishment
     . pilot applications for the INSIGHT project

   2nd Workshop-for training

This is planned for technician running WWW servers.

Topics:
-Server operation
-Server administration
-Hypertext-multimedia dB technologies-present practice
-maintanance of dB
-HTML-hypertext Markup Language supporting tools.
 for writing and maintaning HTML documents
-national characteristic-language representation
-HTML developments (HTML +)
-Providing WWW interfaces to existing dB.

Some idea about the applications.

We suggest that each country should select one pilot application
which best suits the country interest.The criteria for the
selection is to have a common interest among the participants.
Namely the given application will be presented by a country and
accepted by the project.
A second application should be selected in a different
concept,namely it will be a joint application elaborated by the
participant of the project.
The result is one application which should be maintaned by the
participants and should be interesting outside the project.
One example: data base of seminars and conferences in the
countries involved in the projects.

That is our present thinking about some of the issues.

                         Best regards: Peter Bakonyi