D R A F T

INS(95)006 draft
H E Davies
20 January 1995

Minutes of the Meeting of INSIGHT Participants
Held on 20 January 1995

1.   Attendance
          Peter Bakonyi (Chairman)
          Marko Bonac
          Howard Davies
          Ingrid Ledererova (Observer)
          Lubos Elias
          Jacek Gajewski
          Jan Gruntorad
          Tomas Kalin
          Janis Kikuts
          Tomas Maray
          Toomas Molder
          Bohumila Mullerova
          Laimutis Telksnys
          Tibor Weis
          Gerhard Winkler
          Ants Work

2.   Agenda
The proposed agenda (INS(95)001) was approved.

3.   Report from the Steering Committee
The Minutes of the meeting of the Steering Committee on 14 October 1994
(INS(94)001) were noted.

4.   Procedural Arrangements
The paper "Contracts for INSIGHT" (INS(95)002) and the draft contract for
the provision of computing services (INS(94)003) were discussed.
Since Appendix 1 of INS(95)002 (draft contract letter for Participants) had
been tabled, HD asked for any comments to be sent by e-mail by 27 January
1995.
Action 1: All participants

All Participants were also asked to provide by the same date the name of
the person within their organisation to whom the letter should be sent.
Action 2: All Participants

Contract letters will then be sent out in the week beginning 30 January.
Action 3: HD

HD explained that the phrase in Annexe 1 of the draft contract for
computing service provision (INS(95)003) "fee . . . to include all taxes"
means that if any organisation was obliged to add any local or national tax
(including VAT) to its claims/invoices, the tax must be paid from the
standard payment since DANTE had no means of reclaiming the tax. In
principle, no taxes should be payable since DANTE was simply acting as the
administrator of EC funds allocated under an approved international aid
project. DANTE will provide a letter to this effect to any Participant who
asks.

Action 4:   DANTE

5.   Computing service specification
The proposed computing service specification (INS(95)004) was discussed.
It was agreed to delete "solely" from section 2 since sharing the platform
with other applications was permitted as long as the service levels
specified for INSIGHT were maintained. In section 5.2, it was agreed that
the required maintenance contract could be with any appropriate
organisation. It was also agreed that a new paragraph should be added to
put an obligation on the service provider to establish and maintain a basic
set of information which the Participants will specify during the course of
the Project.
At the time of the original Project proposal, Slovenia agreed to forego (if
necessary) any funding for computer service provision (the addition of a
further country at the payment rates included in the budget at that time
would have increased the proposed budget above the limit set for Copernicus
Projects). The budget has had to be radically revised since the original
proposal was submitted and the Participants agreed that the funds available
for computer services should be divided equally between all nine
participating countries, including Slovenia. In return, Slovenia offered
to provide the root server function which was now planned (but which had no
specific budget provision) at no extra cost. The Participants agreed to
this proposal.
GW said that Austria was still prepared to continue to participate in the
Project as proposed, ie without receiving EC funding.
The documents INS(95)002, INS(95)003 and INS(95)004 were accepted subject
to the comments noted above. All participants should complete, sign and
send to HD their Nomination of Computing Service Provider (Appendix 2 of
INS(95)002) as soon as possible.
Action 5: All Participants

HD will then issue service contracts.
Action 6:   HD

6.   Information Collection
The Participants each gave a short presentation describing the current
status of WWW activity in their country. Any Participant who wishes to
have his country information distributed will send the material to the
e-mail list.
Action 7: Participants
At the end of the presentations, the Chairman summarised the position as
follows: all countries have already established at least a limited
service; the basic technology is understood, so the Project can concentrate
on information provision, the quality of information and its management.

7.   Choice of Root Server Site
The choice of the root server site had already been agreed (see item ?
above) but JacekÊG described briefly the alternative NASK/CEEnet proposal:
CEEnet has had a large server machine funded by the Soros Foundation; it is
managed by Warsaw University (like the Polish root server); it is connected
to the Internet by the Polish 2ÊMbps link.
The role of the root server was discussed. It was agreed that it should
contain all official documents relating to project. The root server itself
need not store an archive of all mail sent to the INSIGHT lists (which are
managed by TERENA) but should include pointers to this archive. MB will
write a detailed specification of the root server service.
Action 8:   MB
8.   National WWW Centres
The principal points from the discussion are:
(a)   It would be useful to compare the situation with respect to WWW
activity before and after the project. TERENA will draft a questionnaire
and circulate it for comment to the list within two weeks. After one week
for comment, the questionnaire will then be issued for answers, with
responses required within a further two weeks. The questionnaire will also

be sent to CEEnet members which are not part of the Project.
Action 9: TK
Action 10: All Participants
(b)   Definition of the role of WWW centres: there will be a living
document which will change during the course of the Project. Tamas Maray
will draft an initial version for comment on the list.
Action 11: TM

(c)   Central information should include instruction on using available
server and browser tools. Each country should be responsible for producing
a version of this material in the national language.
(d)   Quality of service is a vital element of any real service. Is
there any possibility of using the Project group as a testbed for applying
proposed QoS measures in a controlled way, and exploring their value and
utility in an objective way? The TERENA Technical Committee is active in
trying to define QoS parameters; TK will inform them about INSIGHT plans
and seek their reaction.
Action 12: TK

(e)   Consulting activity in WWW centres: to be defined . Arthur Secret
(CERN) is also available for 20% of his time for consultancy and training
purposes. A useful function might be to operate a hot-line help service to
appointed national representatives
(f)   It would be useful for all countries to produce a training plan for
circulation on the list.
(g)   WWW centres should keep an eye on services that are available on
the Web and which might be integrated with local services; to be included
in centres' role.

9.   Information Content of Servers
The main points of the discussion were as follows:
(a)   There should be a home page (and basic information and basic set of
links) in each country. Is anything further than the CIA list required?
Should there be a standard set of pages/information? (Not practical, given
the style of WWW, but there could be guidelines on major content; there
could also be a pointer to some form of standardised index?). Indexing by
geography, by type of service, by organisation.
(b)   All countries are recommended to have a (clickable) map, plus (on
the root server) a map which includes all INSIGHT countries.
(c)   Pointers to useful documents
(d)   Information on how to contact those providing the service.
(e)   Pointers to information on science and research within the country.
(f)   The home page should be limited in size, since some people only
have low speed access and should not have to wait for a large document to
be transmitted when they are seeking an initial indication of server
contents.
(g)   List of all organisations within the country, whether operating a
WWW server are not, which are connected to the Internet; include some
contact point. Difficulty of making the list complete since institutions
cannot be forced to provide information.
(i)   List of common phrases translated between the national language and
English. (Part of tourist information? Outside this project, though links
can be provided).

10.   First Workshop (W1)
(a)   Each country should give a status report. Arthur Secret to be
asked to provide an update on WWW developments. Presentation of good
examples (case studies) of WWW applications (conference organisation might
be such an example)
(b)   Workshop will be for Project Participants, with some external
instruction (eg library, or information management expertise). Budget is
available to pay for one person per country; additional people could attend
if they can find their own funding.
(c)   Estonia offers to host the Workshop in Tallinn. There could be

budget problems if travel costs are high (HD to investigate); some
participants are prepared to make a contribution if necessary.
Action 13: HD

Jan Gruntorad will organise the programme.
Action 14: JG

AW will be responsible for local arrangements; dates fixed for 27 - 29 July 1994
Action 15: AW

(d)   Coordination meting (M2) to be held in TERENA office in Amsterdam.
Precise date to be fixed later.
(e)   TUB offers to host the Training course (W2).

11.   Detailed Implementation Plan
HD will draft the Detailed Implementation Plan (Deliverable 3 of the
Programme of Work, due to be submitted to the EC before the end of February
1995) based on the discussions above and will circulate it for comment.
Action 16: HD

Depending on the reaction of the Project Officer to the draft, more input
may be required from the Participants.

12.   Equipment Lease
TK provided price quotations (valid for the Netherlands) for typical Sun
configurations suitable for a stand-alone server. There was little
interest in a setting up a combined lease, mainly because local after-sales
support is essential and may not be forthcoming if the equipment is
procured outside the country. Participants will nevertheless compare local
prices with those provided by TK and follow up whichever is more
attractive.
Action 17: All Participants

13.   Start of Service
The existence of (INSIGHT) home page was proposed as evidence of start of
service. The following was agreed (for inclusion in the computer service
contract): if the country home page is present and the service contract is
signed by 31 March 1995, Contractor will be paid (at the standard rate of
80/(9*12) = ?? ECU/month with effect from 1ÊJanuary 1995. If these
conditions are not met, payment (still at the standard rate) will be made
only from the first month in which the conditions are met.
HD will report regularly on Project expenditure; decisions on any
uncommitted funds will be taken by the Steering Committee.

14.   Document Preparation Tools
TK would like to know what platforms Participants have available to support
document preparation tools; TERENA will then try to get test versions of
the tools for the platforms in use. All Participants agreed to supply this
information.
Action 18: All Participants

The choice of tools could be a topic for the July Workshop.

15.   NATO Funded Projects
NATO is in principle prepared to fund non-Copernicus countries to carry out
a similar activity to INSIGHT. The contractual and administrative
arrangements would be separate and different but NATO-funded participants
would join INSIGHT meetings. The Participants agreed that a proposal along
these lines is acceptable to INSIGHT.

16.   Any Other Business
(a)   Toomas Moolder proposes that INSIGHT should have a logo; agrees to
have one generated.

Action 19: TM

(b)   Jacek G and MB reminded Participants of the plans for another co-located PHARE/CEEnet meeting on 30 March - 1 April 1995 and, particularly, of the need for some attendees to make visa arrangements beforehand.
(c)   Jan Gruntorad and his CESNET colleagues were warmly thanked for their hospitality.

Summary of Decisions:
Item 5: Computing service specification
¥   INS(95)004 was discussed and agreed to delete "solely" from section 2 since sharing the platform with other applications was permitted as long as the service levels specified for INSIGHT were maintained.
¥   In section 5.2 : the required maintenance contract could be with any appropriate organisation.
¥   A new paragraph is to be added to put an obligation on the service provider to establish and maintain a basic set of information which the Participants will specify during the course of the Project.
¥   Funds available for computer services should be divided equally between all nine participating countries, including Slovenia

Item 7: Choice of Root Server SiteÊ
¥   Root Server to contain all official documents relating to the project.

Item 13: Start of ServiceÊ
¥   For inclusion in the computer service contract it was agreed :
         "if the country home page is present and the service contract is signed by 31 March 1995, Contractor will be paid (at the standard rate of 80000/(9*12) = 740 ECU/month with effect from 1 January 1995. If these conditions are not met, payment (still at the standard rate) will be made only from the first month in which the conditions are met."

Summary of Actions:
Action 1
All Participants to send comments on Appendix 1 of INS(95)002 by 27 January 1995

Action 2
All Participants to provide by the same date, the name of the person within their organisation to whom letter should be sent

Action 3
HD to issue Contract letters week beginning 30 January

Action 4
HD to provide letter concerning taxes to any Participant who wishes in connection with the draft contract for computing service provision INS(95)003

Action 5
All Participants to complete, sign & send to HD their Nomination of Computing Service Provider (Appendix 2 of INS(95)002) as soon as possible

Action 6
HD will issue contracts on receipt of the Nomination of Computing Service Providers

Action 7
Any Participant who requires to have their country information distributed will send the material to the e-mail list

Action 8
MB will write a detailed specification of the root server service

Action 9
TK to draft & circulate a questionnaire for comment within two weeks on the National WWW Centres

Action 10
Participants' comments to the questionnaire is required within a further two weeks

Action 11
TM to draft an initial version of the living document on the role of WWW centres for comment on the list

Action 12
TK to inform Participants about INSIGHT plans & seek their comments concerning the QoS parameters

Action 13
HD to investigate travel costs for First Workshop in Tallinn

Action 14
JG to organise the programme for the First Workshop

Action 15
AW to arrange local arrangements for the Workshop

Action 16
HD to draft the Detailed Implementation Plan (Deliverable 3 of the Programme of Work) and will circulate it for comment

Action 17
All Participants to compare local equipment lease prices with those provided by TK & follow-up whichever is more attractive

Action 18
All Participants to report on the service platform to support document preparation tools

Action 19
TM to generate an INSIGHT logo