

EARN EXECUTIVE COMMITTEE (EARN EXEC)

EARN EXEC-MEETING NUMBER 23

CONFIDENTIAL TO THE EARN EXECUTIVE

Minutes of the meeting held December 8/9, 1988

PLACE: Paris, France

EARN EXECUTIVE:	Paul Bryant,	(PB)	Technical Director
	Frode Greisen,	(FG)	Membership Secretary
	Michael Hebgen,	(MH)	Secretary
	Jean-Luc Delahay representing		
	Jean-Claude Ippolito,(JCI)		Treasurer
	Dennis Jennings,	(DJ)	President
	David Lord,	(DL)	Vice President
	Stephano Trumpy,	(ST)	CEPT liaison

ELECTED EXECUTIVE MEMBER: Avi Cohen (AC)

EARN STAFF:	Alain Auroux,	(AA)	Paris Office
	Joe Chester,	(JC)	Dublin Office
	Cathy Gregury	(CG)	Paris Office

23.0 Organisation

23.0.1 The meeting was chaired by Frode Greisen the President elect.

23.0.2 The Executive warmly thanked Dennis Jennings for his work in EARN over the past two years as president. Grateful thanks were extended to Joe Chester as this would be his last meeting as the Presidents assistant.

23.0.3 The following items were added to the agenda:

- (1) 14 CERN to Montpellier link
- (2) 15 LISTSERV
- (3) 16 Morocco/Italy link
- (4) 17 Joiners software support

23.1 Minutes of last meeting - Page 1 of briefing document.  
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23.1.1 Resolved: To accept the minutes of the last meeting with the following corrections:

- (1) Item 14 paragraph 4 line 5 - replace "exploid" by "exploit".
- (2) Item 22 paragraph 5 line 1 - replace "analysis" by "review".
- (3) Item 23 paragraph 5 line 4 - replace "correct" by "reasonably accurate" and "The idea" by "However, the idea".

23.2 Minutes of October Board Meeting - Page 8 of briefing document.  
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23.2.1 Resolved: That for these minutes and future minutes-

- (1) Minutes will be circulated electronically to the Executive for comment for one weeks.
- (2) Minutes corrected from Executive comments will be circulated electronically to the Board of Directors for comment for two weeks.
- (3) Minutes corrected from Board of Director comments will be signed as correct at the subsequent Executive meeting.

23.2.2 Noted: The following Executive comments -

- (1) Section 88.30.2 paragraph 1 line 6 - Delete sentence "It was agreed..." by "It was agreed that either the total contribution should be invoiced by January 1, 1989 to be paid by January 31, 1989 or half be paid by January 31, 1989 and the remainder by July 1, 1989."
- (2) Section 88.30.4 page 17 paragraph 3 - add "KECU" to each cost.
- (3) Section 88.30.4 penultimate paragraph - add second sentence "Germany can commit to the 1988 model, not the level."
- (4) Section 88.30.4 paragraph 8 line 7 - delete "and eventually Belgium."
- (5) Section 88.31 (EARN ASSOCIATION page 14) paragraph 1 line 2 - replace "seat" by "registered office" which is a better translation of the French term "siege".

(6) Section 88.32.2 paragraph 1 line 3 - delete sentence "Together...".

(7) Section 88.33 paragraph 2 line 2 - replace "Paul Bryant...MDNS pilot" by "Paul Bryant stated that EARN wants to be technically as close as possible to the COSINE specification. EARN is ready to adjust or modify its plans to take account of the MDNS pilot."

(8) Section 88.36.1 line 4 - add to end of line ", Udo Meyer"

(9) Section 88.36.2.2 paragraph 1 line 2 - replace sentence "Dennis Jennings..." by "Dennis Jennings stated that there should be only one international node in a country."

(10) Section 88.37.4 paragraph 1 line 3 - replace "permanent" by "full time".

(11) Further amendments have been sent electronically to MH.

23.3 Matters arising and action list - Page 21 briefing document.

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Executive meeting 21

Memorandum on use of SNA on international lines (MH)	Delete
Catalogue of EARN documents (AA)	Retain
Proposal for rationalising various lists (AA)	Retain
AA to report to Exec on responses to agreed mailer recommendations	Retain
Clarification: AA should inform sites not using mailers what mailers are available and ask why a mailer is not in use.	
Message to BoD and EARN Tech re staff utilisation and clarification with DEC (DJ)	Retain
Forward projection to end of year for Dublin office (JC)	Complete
Check with DEC re 150K cheque (JC)	Complete
Check re maintenance with DEC (JC)	Complete
Check with auditor re G-boxes (AA)	Complete

Executive meeting 22

DJ/JC to prepare annex to Management of Change proposal (examples, etc.)	Retain
AA to discuss EARN89 with PC	Complete
AA to ask relevant Board Members about registration of EARN name	Complete

AA to clarify position of Berthold Pasch	Complete
JC to add "software support over the network (Joiners)" to next Exec agenda	Retain
AA to arrange a meeting on scope and impact on CERN- MOP (single link) and of SNA sessions CERN to CUNY	Complete
JN - BEARN changes - paper required	Retain
JC to co-ordinate papers from ST, JCI, DJ on exploitation of TAL's	Retain
AA formalise position of deputy to NCC	Retain
PB to communicate Exec views on EARN Tech to EARN Tech	Complete
PB/JC to discuss interoperability test with suppliers	Retain
DJ to write to Czechoslovakia	Retain
AA to distribute official (French) version of statutes and English translation	Retain
DJ - write to Physics Library	Retain
Impact and scope statement on DEARN changes (MH)	Delete
ST - paper on CNUCE-NSF link	Retain
JCI - paper on NSFNET IP link	Retain
JC to co-ordinate this	Retain

Board Meeting October 24/25, 1988

JC to circulate action list	Retain
JC to update action list before next BoD	Ongoing
JCI/AA accounts to end of September to BoD	Retain
JCI/AA to split travel by category	Retain
JCI/AA to produce more accurate projections to year end	Retain
This action is now urgent	
AA invoices to countries for contributions (January 1)	Complete
AA legal services contract, including termination for non payment	Retain
DJ to raise issue of TAL costs with BITNET	Retain
Membership Committee - discuss and propose model for funding of links to associate networks	Retain
Circulate BITNET charter for Associate Networks	Retain
DJ - E-bloc issues to CPG	Complete
Write to COCOM (DJ)	Complete
Write to countries concerned (DJ)	Complete
Men-Comm. - proposal for new procedure for Associate Members	Retain
Exec - continue discussion and get more clarification from NORDUNET	Complete
JC - copy NORDUNET letter and reply to BoD	Complete
ST/DJ to have informal discussion with CEPT on 1989	Delete
DJ write to CPG - participation in pilot MDNS, CIP, and seek support (resources) for that involvement	Complete
JC - statement on conformance by EARN to COSINE specs,	

RARE paper	Retain
JC - OSI Phase 2 detailed plan	Retain
AA - EARN Manager to pursue countries not implementing directives	Ongoing
MH to add topology diagram to Minutes	Deleted
AA to discuss connection of Morocco to Pisa not Bari	Complete
Exec - Terms of reference for EARNTech	Retain
Agenda for next BoD - SNA	Retain
Exec - Management plan, staff description, organisational plan, hiring plan for EARN staff	Retain
Exec - discussion with UK and Germany on budget	Retain

23.4 Organisation of Executive Committee - Page 25 briefing document.  
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23.4.1 Resolved: FG will set up a sub-group to draw up a proposal based on the Executives discussion on the structure of sub-groups and the place of EARN TECH.

23.4.2 Resolved: In the light of the request from CERN to be represented on the EARN Board of Directors, FG will seek the agreement of the Board of Directors.

23.4.3 Resolved: that the responsibilities of Executive members are:

Operation	MH aided by JCI and AC Present international backbone, NOG, NAD, statistics, security.
Information/Communications documents,	PB aided by DJ Minutes, lists, file-store for annual report, brochure.
Finance	JCI aided by FG Accounts, budgets, funding, payment model.
Development	DJ aided by PB and MH OSI, SNA, second transatlantic line.
Policy	AC aided by FG Membership, charter, code of conduct, BOD operational procedures.
Liaison	FG aided by MH and ST CEC, CEPT, RARE, COSINE, suppliers, other networks.
Users	ST aided by AC

Applications, user services, earntech,  
users' meetings.

Further details and other topics will be provided by the relevant member.

23.4.4 Resolved: That JC will provide a paper on the future of EARN TECH to be agreed with ST to the next Executive meeting based on discussions at this meeting. The paper when accepted by the Executive will be sent to the Board of Director's members for discussion with EARN TECH members.

23.4.5 Resolved: PB will draw up operational procedures for Executive meetings which include how Executive minutes and papers should be circulated.

23.5 EARN International Operations Centre - page 27 of briefing -----  
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document.

23.5.1 Resolved: That-

(1) The OSI operations centre will be in the Einstein Centre in Amsterdam.

(2) DJ will provide a plan for the resources involved to be developed from the OSI project plan.

(3) DJ will provide a staffing plan for 1989 for at least one man year for OSI which will be approved by The Board of Directors before implementation.

(4) FG will provide a paper on recruitment for the Amsterdam Centre.

23.6 Compensation for decentralised maintenance - page 29 of briefing -----  
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document.

23.6.1 Resolved: that EARN will contract with site staff for essential activities for 1989. The activities to be contracted and the manpower to be allocated are based on estimates by EARNTECH. The activities and possible contractors are-

Node management	1 week per month	Ulrich Giese
GENROUTES maintenance	0.4 weeks per month	Ulrich Giese

NETSERV maintenance and development	No estimate	Berthold Pasch
LISTSERV maintenance and development	1 week per month	Eric Thomas
DOMAIN tables	to be investigated	Hank Nussbacher

Contracts may be with organisations or individuals depending on circumstances.

Work other than maintenance, financed by EARN will be the property of EARN. This will be clarified with the person or organisation involved before setting up an agreement

LISTSERV support will be on the basis of full, free, and continuing access to LISTSERV by EARN members.

Contracts will be on a temporary basis for 6 or 12 months or on a 6 month rolling basis so that jobs can be allocated to full time staff in due course. Ideally, EARN should be able to discontinue contracts with as short a notice as possible.

The permission of contractors' managers to undertake EARN work will be sought.

EARN would not expect to pay for computer resources.

Confidential - there is a payment ceiling of 721 ECU a week calculated from the funds available.

AA will approach possible contractors and contracts will be cleared with MH and FG.

23.6.2 Noted: That it is expected that IBM will continue to support Berthold Pasch.

23.6.3 Resolved: In the light of the requirement for an improved GENROUTES, BITNET will be approached by DJ as to how this should be achieved.

23.6.4 Resolved: In the light of the common interests of EARN and BITNET to maintain GENROUTES, NETSERV, LISTSERV, and DOMAINS discussions will be started with BITNET on the sharing of the costs of maintenance and development by DJ.

23.7 Presidential secretary - page 31 of briefing document.  
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23.7.1 Resolved: That EARN will fund half the cost of a secretary for the President. UNI-C will fund the remainder. This will be funded from the office budget since the projected increase in the office budget for the Paris office will not be required in the light of the projected Amsterdam office.

23.7.2 Resolved: That starting January 1, 1989, Kathy Gregury will work full time rather than 80% as secretary of the EARN Paris office.

23.8 Future meeting arrangements.  
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23.8.1 Resolved: That Executive meetings will be held at two monthly intervals and last for two days.

23.9 OSI transition programme.  
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Discussed in other sections.

23.10 EARN network operations.  
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23.10.1 Resolved: AA will provide a report on the state of implementation of the EARN directives to the Board of Directors.

23.10.2 Resolved: MH will send the security papers to IBM and report their response to the executive.

23.10.3 Resolved: DJ will provide a copy of the DEC contract to AA.

23.11 Liaison - page 41 of briefing document.  
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23.11.1 Noted: The report on an MDNS meeting by JC (page 41).

23.11.2 Noted: The un-adopted minutes of the above MDNS meeting (page 43).

23.11.3 Noted: It was reported that the request for EARN's requirements for participation in the MDNS pilot were not included in a paper from DG13 to MDNS as the Executive had not had time to comment on the draft paper.



23.11.4 Resolved: That -

(1) the paper on EARN MDNS requirements (page 51) be adopted subject to re-drafting by DJ as indicated by the Executive.

(2) a letter be sent by DJ to RARE with copies to MDNS and CPG noting that EARN's requirements are not included and including the EARN MDNS requirements paper.

23.11.5 Noted: Organisational Responsibility for Pilot MDNS Project by JC (page 53).

23.11.6 Noted: Comments on current proposal of MDNS company for X.25 pilot by JC (page 54).

23.11.7 Noted: Comments to the Executive on the RARE COA meeting December 2 by JC (page 55).

23.11.8 Resolved: DJ and FG will produce a list of transition activities where it would be appropriate to seek COSINE funding.

23.11.9 Noted: EARN X.25 Backbone and OSI transition - Nordic position. Page 57 in the briefing document. The letter from Dennis Jennings proposed that EARN should contribute 14.5 KECU in 1989 for the line.

The Executive were unclear as to-

(1) the contribution the Nordic countries, EARN and EUNET would make to the proposed 64K line between Stockholm and CWI.

(2) whether the Nordic countries should be paying to EARN the current cost of their connection to CEARN.

(3) the funding of any overlap period of the two lines.

The Executive considered that the overlap period of the current and proposed Nordic lines should be minimal in the interests of economy. It was not clear whether the early use of a G-box at CWI rather than a bi-synch connection for an interim period would be the best approach. In addition the use of a channel on the CWI to CERN HEP line for an interim period for X.25 or bi-synch had not yet been resolved.

The DEC offer was to fund the upgrade of the backbone to 64K. It is not clear whether this is only applicable to the inter switch links or whether it can also be applied to aiding the move of other connections to X.25.

A number of countries may require to make local changes to the G-boxes. The Executive notes that this may have an implication on the way G-boxes are managed. For example, a G-box may be subject to failures due to local changes or upgrading of software may have implications for local changes.

23.11.10 Resolved: FG will clarify the financial details of the funding of the proposed 64K Stockholm CWI line. Also JC will inform the EXEC of the apparent commitment of EARN to provide 14.5 KECU towards the cost of the Stockholm CWI line.

23.11.11 Resolved: The use of the CWI to Stockholm and the CWI to CERN HEP lines will be further studied and a proposal provided by JC.

23.11.12 Resolved: DJ will clarify the use of DEC provided finance for lines.

23.11.13 Resolved: That the G-boxes are EARN property and that any local changes must be agreed with EARN. Any changes required by EARN will be implemented regardless of local changes (such as operating systems).

23.11.14 Noted: The joint EUNET-HEPNET-NORDUNET-EARN discussions which the Executive is urged to study. Page 68 of briefing document.

23.11.15 Resolved: That it was premature to negotiate co-operative agreements with the proposed super computer network.

## 23.12 Finance.

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23.12.1 Noted: in the absence of a written report AA reported that as of November 31 the figures are-

Office	current expenditure	budget
Paris	46 KECU	51 KECU
Dublin	98 KECU	86 KECU
	144 KECU	137 KECU

The expected out-turn for 1988 is expected to show a deficit of 15 KECU.

23.12.2 Resolved: AA will provide accurate figures by electronic mail to the Executive and Board on December 13.

23.12.3 Resolved: AA will inform Ulrich Giese of the Executives

decision to fund his attendance at the forthcoming BITNET meeting subject to a satisfactory outcome of an agreement for EARN table maintenance with Ulrich Giese.

23.12.4 Resolved: In the light of the unresolved situation with respect to the funding of EARN by Germany, AA will issue an invoice for the first 6 months of 1989 for 47 KECUs noting that the amount of the second instalment will be negotiated by FG. Invoice to be sent to Klaus Ullman with copy to MH.

23.12.5 Resolved: In the light of the unresolved situation with respect to the funding of EARN by the UK, AA will issue an invoice for the first 6 months for 37 KECU noting that the second instalment is subject to negotiation. Invoice will be sent to PB. PB will attempt to find an additional 10 KECU of funding to meet the full UK contribution. DJ will reply to the funding letter from Bob Cooper.

23.12.6 Resolved: In the light of the unwillingness of the UK to contribute to the 64K RAL to CERN line, PB will determine the conditions for cancelling the line.

23.12.7 Noted: Due to delays in the installation of OSI 64K lines the funding for 1989 is expected to be sufficient. Page 37 and page 77 of briefing document.

23.12.8 Noted: Clarification of the funding of the Sweden to CWI link is required and there is an action in 23.11.3.

23.12.9 Resolved: FG aided by AA and DL will undertake further work on the funding model which is accepted as a basis for development. Page 74 of briefing document.

23.12.10 Resolved: The registering of EARN as a trade mark will continue and charges within countries will be paid by EARN.

23.13 Next meetings.  
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23.13.1 February 7/8, 1989 - Paris starting at 1030.

23.13.2 April 3/4, 1989 - Paris starting at 1030.

23.14 Montpellier to CERN line.

23.14.1 Resolved: AA will provide a report on the current state of the Montpellier lines and on the related CERN meeting.

23.14.2 Noted: that the CERN to Montpellier 64K line is expected by the end of 1988. The availability of this line is a high priority.

23.15 LISTSERV.

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Discussed in other sections.

23.16 Morocco to Italy line.

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Not discussed.

23.17 Joiners software support.

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Not discussed.

#### ACTION LIST

Executive meeting 21

Catalogue of EARN documents (AA)

Proposal for rationalising various lists (AA)

AA to report to Exec on responses to agreed mailer recommendations.

Message to BoD and EARN Tech re staff utilisation and clarification with DEC (DJ).

Executive meeting 22

DJ/JC to prepare annex to Management of Change proposal (examples, etc.)

to next Exec agenda

JN - BEARN changes - paper required

JC to co-ordinate papers from ST, JCI, DJ on exploitation of TAL's

9AA formalise position of deputy to NCC

PB/JC to discuss interoperability test with suppliers

DJ to write to Czechoslovakia

AA to distribute official (French) version of statutes and English translation

DJ - write to Physics Library  
ST - paper on CNUCE-NSF link  
JCI - paper on NSFNET IP link  
JC to co-ordinate this

Board Meeting October 24/25, 1988

JC to circulate action list  
JC to update action list before next BoD  
JCI/AA accounts to end of September to BoD  
JCI/AA to split travel by category  
JCI/AA to produce more accurate projections to year end  
This action is now urgent  
AA legal services contract, including termination for non payment  
DJ to raise issue of TAL costs with BITNET  
Membership Committee - discuss and propose model for funding of links to associate networks  
Circulate BITNET charter for Associate Networks  
Men-Comm. - proposal for new procedure for Associate Members  
JC - statement on conformance by EARN to COSINE specs, RARE paper  
JC - OSI Phase 2 detailed plan  
AA - EARN Manager to pursue countries not implementing directives  
Exec - Terms of reference for EARNTech  
Agenda for next BoD - SNA  
Exec - Management plan, staff description, organisational plan, hiring plan for EARN staff  
Exec - discussion with UK and Germany on budget

Executive meeting 23

23.4.1	To set up sub-group to produce proposals for sub-groups and EARN TECH	FG
23.4.2	To ask CERN if they want an Board member	FG
23.4.3	Add to the list of responsibilities	Group leaders
23.4.4	To provide paper on future of EARN TECH	JC
23.4.5	To draw up Executive meeting procedures	PB
23.5.1	To provide OSI resource plan	DJ
23.5.1	To provide OSI staffing plan	DJ
23.5.1	To provide recruitment plan	FG
23.6.1	To arrange contracts for essential tasks	AA
23.6.3	To approach BITNET on GENROUTES	DJ
23.6.4	To approach BITNET on cost of maintenance	DJ

23.10.1	To report on EARN directives	AA
23.10.2	To send security paper to IBM	MH
23.10.3	To provide DEC contract to AA	DJ
23.11.4	To re-draft MDNS requirements paper	DJ
23.11.4	To send MDNS requirements paper to RARE	DJ
23.11.8	To list activities for COSINE funding	DJ
23.11.10	To clarify funding of Stockholm 64K line	FG
23.11.10	To inform EXEC on basis of 14.5KECU funding	JC
23.11.11	To study use of CWI to CERN HEP line	JC
23.11.12	To clarify use of DEC finance	DJ
23.12.2	To provide financial figures	AA
23.12.3	To provide funding for BITNET meeting	AA
23.12.4	To send invoice to Germany	AA
23.12.4	To negotiate 2nd German contribution	FG
23.12.5	To send invoice to UK	AA
23.12.5	To attempt to secure further UK funding	PB
23.12.5	To reply to Bob Coopers letter on funding	DJ
23.12.6	To find conditions for cancelling UK64K line	PB
23.12.9	To refine funding model for 1989	FG
23.14.1	To review Montpellier situation	AA