

Joint Universities Computer Centre Limited
Network Task Force (NTF)

A. Terms of Reference

1. NTF is reporting to the JUCC Steering Committee (SC) and be responsible for the development, operation, and technical management of the Hong Kong Academic and Research Network (HARNET) and its connections to Commodity Internet, Internet eXchange(s) (IX), Cloud Services Provider(s) (CSP) and Research and Education Network(s) (REN).

The tasks responsible by NTF including but not limited to the following and subject to periodic internal or external review(s):

- a. Managing HARNET and advise on its architecture, status, and possible development to SC on a regular basis.
 - b. Responsible for the operation of HARNET and liaison with Internet Services Providers (ISP), Telecommunications Services Providers (TELCO), CSP & REN to monitor HARNET performance and conduct troubleshooting as deem necessary.
 - c. Responsible for the operation, management, and development of the HARNET R&E Node which was spawn out from the JUCC project - Hong Kong Open Exchange (HKOX), including reaching out to the Research & Education communities on collaboration and interconnectivity.
 - d. Responsible for the exploration of peering, connection, and collaboration opportunity with REN & CSP on improving HARNET performance.
 - e. Responsible for Network related tender preparations, evaluations, and recommendations to the JUCC Tender Board.
 - f. Attending international conferences and/or meetings to promote the HARNET R&E Node and connect with existing and potential National Research and Education Network (NREN) partners.
2. To recommend usage policy;
 - a. NTF shall advise JUCC SC on policies related to accounting, charging, provision of community service, and Acceptable Use Policy (AUP) for HARNET and HARNET R&E Node.
 - b. NTF shall monitor and report on the usage of data, voice, and video traffic and compliance with the established usage policy.
 3. To propose plans for future development & improvement;
 - a. NTF will report to JUCC SC regularly to review network performance and make suggestions about future development & improvement on network health, capacity, reliability, and security aspects.
 4. To co-ordinate joint efforts.
 - a. NTF will co-ordinate joint efforts among member institutions in all network related issues that may arise.

- b. NTF will also encourage joint efforts & knowledge sharing among non-HARNET member institutions (i.e., member institutions that are not connected to HARNET) through the following:
 - i. Information / knowledge sharing and exchange.
 - ii. Joint vendor presentation, site visit etc.
 - iii. Discuss reference network tender with common interests.

B. Membership

- 1. Official representatives
 - a. One person appointed by each of the Full Members of JUCC, carrying the voting right.
 - b. A Chairperson and a Deputy Chairperson of NTF shall be nominated amongst all members and appointed by the JUCC Steering Committee.
 - c. If there is no nomination from the members, JUCC SC shall nominate NTF chairperson and NTF deputy chairperson.
- 2. In attendance
 - a. Such other staff members as the JUCC Full Members may send from time to time.
 - b. One representative from each JUCC Affiliate Member connecting to HARNET (i.e., HARNET Network Member) may be invited to join as observers.

C. Roles, Duties and Responsibilities

- 1. Roles

The NTF is entrusted by the JUCC Steering Committee to leverage HARNET and use it as a shared platform more effectively for JUCC members. NTF members will discuss and propose network improvement plans, advise on usage policy, and coordinate joint efforts in all network related issues.
- 2. Duties and responsibilities

The duties and responsibilities of NTF including but not limited to the following and is subject to periodic internal or external review(s):

 - a. Managing HARNET and advise on its architecture, status, and possible development to SC on a regular basis.
 - b. Responsible for the operation of HARNET and liaison with Internet Services Providers (ISP), Telecommunications Services Providers (TELCO), CSP & REN to monitor HARNET performance and conduct troubleshooting as deem necessary.
 - c. Responsible for the operation, management, and development of the HARNET R&E Node which was spawn out from the JUCC project - Hong Kong Open Exchange (HKOX), including reaching out to the Research & Education communities on collaboration and interconnectivity.

- d. Responsible for the exploration of peering, connection, and collaboration opportunity with REN & CSP on improving HARNET performance.
- e. Responsible for Network related tender preparations, evaluations, and recommendations to the JUCC Tender Board.
- f. Prepare budget estimation regarding HARNET infrastructure, services, and project for JUCC Steering Committee's approval.
- g. Prepare annual HARNET report for JUCC Steering Committee and JUCC Management Board.
- h. Nominate members to attend international conferences and/or meetings to promote the HARNET R&E Node and connect with existing and potential National Research and Education Network (NREN) partners.
- i. Foster Network related collaboration and information sharing among member institutions.

D. Frequency of Meetings

1. Normally once every two months.
2. Ad hoc meetings may be arranged as needed for projects and tendering exercises.

E. Reporting to Steering Committee

1. Normally once every two months.

F. Current and Potential Projects

1. HARNET
2. HARNET R&E Node
3. DDoS Mitigation Services
4. AWS Direct Connect
5. Joint Disaster Recovery (DR) study
6. Potential 5G network deployment in institution's campus

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October 2009
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