MEETING MINUTES

DATACENTER STRATEGY PLANNING

Opening:

The regular meeting of SICSA Datacenter and MHD management teams was held as scheduled on Tuesday 24th January at Gallerie Marassa at 9:00 am

Present were:

Peter Frisch
Gregoire Fouchard
Gary Berridge
Alex Paton
Kathryne Linge
John Irish

1. Agenda

i. Status report on datacenter completion
ii. Update on NATCOM/MHD Partnership
iii. Update on Communication License for MHD
iv. Status Report on Smartmatic Partnership
v. Status Report on Business Plan
vi. Status Report on Information Kit
vii. Status of Marketing Plan
viii. Blueprint for Datacenter
ix. SICSA Organization Chart
x. Other Matters

2. Summary of discussions of Agenda Items

i. ITEM 1 – Status report on datacenter completion
   a) Gary reported that the Fire Suppression team completed most of its work. Some small items for the installation were missing. The team will return as soon as the items are available to complete installation.
   b) Gregoire wanted to know when the insurers will be able to come and inspect the building. Currently the building was not insured for fire because the fire extinguishers are not installed. He wondered whether the folks that installed the smoke detectors in the admin area could not install a pull station in the Datacenter just for the purposes of the inspection. Gary and Alex recommended that the inspection be delayed until the fire extinguisher was installed and operational.
   c) Gary suggested that before any work is contracted out with respect to finishing up the Datacenter that Fortuné formally turns over the building to MHD. Peter agreed and recommended that this be done as soon as possible.
   d) Gary indicated that the doors in the building need to be inspected for gaps at the top and bottom. Alex responded that there are a few inexpensive solutions for that problem.
   e) Gary reported that the teleconference equipment for the Datacenter was scheduled to arrive from Miami shortly. Gregoire expressed his concern about placing that

CONFIDENTIAL

equipment in the Datacenter given that the idea is to offer those services to the public. He said that it was his understanding that the Datacenter was supposed to be a secure location and, based on that, it would be contradictory to provide public access to the teleconference services at the building. John suggested that perhaps the OASIS might be a better location for the equipment. Everyone concurred and Peter undertook to follow up with Jerry at OASIS on that proposal.

f) Gary raised the issue of payment for the mechanical installation and Peter indicated that he had written to UDT requesting their position in writing as to who will absorb the costs for the installation. He acknowledged however, that he fully expects that MHD will have to pay for the installation. He also voiced his frustration about the premature activation of the VMware license and pointed out that that was also another issue he intends to pursue with UDT. Alex added that those licenses should never had been activated when they were because UDT, given their line of work, should have been in possession of 'Test Licenses' which would have enabled them to configure and burn in the equipment without using the clients licenses. He pointed out that that practice is well established in the industry. Peter asked him to submit his thoughts on the subject in writing for inclusion in a letter to UDT.

ii. ITEM 2 - Update on NATCOM/MHD

a) Peter reported that the some preliminary action has started with respect to the NATCOM/MHD Partnership. He informed that meeting that he had requested Chantal to engage government on the issue.

b) Peter reiterated that the NATCOM/MHD Partnership is the number one priority and that the activities of the Datacenter Management Team should be organized primarily around supporting those efforts and preparing the Datacenter to support the eLearning project and eventually, other commercial clients.

c) Peter directed that activities geared toward obtaining a commercial client at this time should be curtailed until the Datacenter is ready to service any such client. He inquired about the timeline for the Datacenter to be ready to service a commercial client and John responded that he felt that it would be another four to six months. He based that estimate on the absence of what he called the prime indicators of readiness namely

1. Datacenter completion
2. Agreement on the use of towers
3. Communications License
4. Technical staff
5. Remote Monitoring agreement
6. Service Level Agreement

iii. ITEM III - Update on Communication License for MHD

a) The issue of the communications license will be dealt with simultaneously with the issue of access to towers. Chantal has been tasked to initiate contact with government on this matter.

iv. ITEM IV – Status Report on Smartmatic Partnership.

a) Peter reported that he was waiting for a date for a meeting with the owner of Smartmatic. He indicated that the next meeting will have to be in Haiti.

b) John cautioned that every effort must be made to conclude this agreement with Smartmatic because as more time passes before the deal is signed Smartmatic is becoming more entrenched in Haiti

c) Peter also informed the meeting that Smartmatic was in Haiti for discussions with the printing team

v. ITEM V – Status of Business Plan

CONFIDENTIAL

a) John reported that not much progress was made over the preceding two weeks with respect to business plan because
    1. The focus of the Business Plan had to be realigned with the eLearning priorities of MHD and away from the current direction toward virtualization and colocation services
    2. The Datacenter Management Team had several meetings to attend over the last couple of weeks which interfered with plans to develop the Business Plan.
b) Peter reiterated that the Business Plan was a priority and that nothing should interfere with its development.

vi. ITEM VI - Status Report on Information Kit
    a) Kathryne reported that the Information Kit was basically complete. However some elements will have to be redone to reflect the focus on eLearning.

vii. ITEM VII – Status Report on Marketing Plan
    a) Kathryne reported that except for a few financial numbers, the Marketing Plan was complete. However, as with the Information Kit, the Marketing Plan will have to be modified to reflect the emphasis on Education and eLearning.

viii. ITEM VIII – Blueprint for the Datacenter
    a) Gregoire reported that he had not yet received the document from Fortuné.

ix. ITEM IX – Peter clarified the relationships between the Rétal, SICSA and the Datacenter as follows:
    a) Maison Henri DesChamps owns the Educational Content
    b) Rétal is responsible for the digitalization of the content
    c) SICSA is responsible for the distribution of the content
    d)The Datacenter supports SICSA in its mission

3. [1]Preliminary Agenda for Next Meeting

i. Status report on Datacenter completion – Gary
ii. Status report on Partnership with NATCOM – Peter
iii. Status report on Smartmatic Partnership – Peter
iv. Status report on Business – John
v. Status report on Marketing Plan – Kathryne

4. **Adjournment**:

Meeting was adjourned at 1:00 pm. The next meeting is scheduled for 07/02/12 at 9:00 am. Any additional specific agenda items will be communicated in a subsequent correspondence.

Minutes submitted by: John Irish

[1] Final agenda to be submitted by Peter 24hrs before next meeting

CONFIDENTIAL