MEETING MINUTES

DATACENTER STRATEGY PLANNING

Opening:

The regular meeting of SICSA Datacenter and MHD management teams was held as scheduled on Thursday 2nd January at Gallerie Marassa at 2:00 pm

Present were:

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

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1. Agenda

i. Review /Approval of minutes
ii. Status report on Datacenter completion
iii. Datacenter Management Team Weekly Report
iv. Datacenter 6-months readiness plan
v. Update on NATCOM/MHD partnership
vi. Proposed NATCOM/MHD strategy review
vii. Status report on Smartmatic partnership
viii. Status of Business Plan
ix. Status report on Marketing Plan
x. eLearning Organizational Chart
xi. Status of request for eLearning information
xii. Other matters

2. Summary of discussions of Agenda Items

i. ITEM 1 – Review / Approval of Minutes
   a) The minutes were approved without amendments

ii. ITEM 2 – Status report on datacenter completion
   a) Gary reported that the building was scheduled to be cleaned on the 16th and 17th February. Peter said that he wanted to postpone the cleaning of the building for as late as possible.
   b) Gary said that the furniture needed to be delivered before the 23rd so that could have furniture available when they arrive. Gregoire responded that if the furniture was not delivered by then he could arrange to have few desks sent to the Datacenter temporarily.
   c) Peter suggested that the turnover of the building be scheduled for February 9th at 8:30 am. He wants Fortuné to be present and not just one of his representatives.
   d) Gary reported that a few small items needed for APC to complete the installation were missing. He said that he was able to track the items via paperwork from Miami to the warehouse. However the items never made it to the Datacenter. He indicated

that he felt that those items might be available at a local hardware store. However Peter and Gregoire preferred that APC buy the items and bring them on their return.

e) Gary reported that there was a problem with the installation of the fire suppression by 360 that would affect its certification because the specifications with respect to the dimensions of the room were off by about three feet on the drawings sent to UDT. The cost to fix the problem would be significant. After discussing the matter with UDT it was decided that the best solution would be to rearrange the racks in the vault.

iii. ITEM 3 – Datacenter Management Team Weekly Report

a) Alex reported on the activities of the management team for the previous week. Two items generated much discussion; the Business Plan and Smartmatic.

b)With respect to the Business Plan, Alex informed the meeting that we would need to have the active participation from eLearning to write a plan that accurately reflects the priorities of MHD.

c) John reported that he had spoken to Viana about collaborating on the development of the Business Plan and that she had informed him that eLearning had contracted a consultant to write the plan.

d) Peter informed the group that MHD was working with an Education specialist who was assisting eLearning in preparing the necessary documentation that would enable them to seek funding for the project from various local and international sources.

e) On the issue of the Partnership with Smartmatic Peter reported that much had changed.

1) The scope of the project would be limited to just the civil registry. National ID Cards will not be a part of the project.
2) The Government is insisting that a local company be the prime on the project. As a result, MHD will be the lead and Smartmatic will be providing MHD services in support of the project.
3) The government is rejecting the stipulation of the IDB that the data from the project be stored in the US. He reported further that the government feels so strongly about the latter point that they would forego funding from the IDB and finance the project themselves if that stipulation remains. John voiced his skepticism about that requirement and asked whether anyone knew for a fact that the IDB had put that requirement in writing. No one knew.
4) The main contact between MHD and Smartmatic would no longer be Keith or Bob. They were being replaced.

iv. ITEM 4 – Datacenter 6-Months Readiness Plan

a) Alex started his report by emphasizing the importance of obtaining an agreement for transport and concluding the partnership agreement with NATCOM. Peter responded that he had discussions with Jackie and other members of the Board and it was his understanding that there is only one viable option for getting connectivity and that was through BRH. With this new understanding, there was no longer a need to pursue any partnership discussions directly with NATCOM

b) Alex asked for clarification on how this new direction was profitable for MHD. Peter acknowledged that was an long term strategy and that, in the interim, the Datacenter would have to find ways of generating income.

c) Peter informed that meeting that the Minister of Education would be visiting the Datacenter during the first week of March. That will be an important event and everything needs to be done to ensure that the Datacenter is in the optimal state of readiness. He credited Max for helping to arrange the visit.

v. ITEM 5 – Update on NATCOM / MHD Partnership

a) Dealt with under Item 4

vi. ITEM 6 – Proposed NATCOM/MHD strategy review

a) Made irrelevant by Item 4

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vii. ITEM 7 - Status report on Smartmatic partnership
   a) Dealt with under Item 3

viii. ITEM 8 - Status of Business Plan
   a) Dealt with under Item 3

ix. ITEM 9 – Status Report on Marketing Plan
   a) Kathryne reported that the original plan she was working on was almost complete, However, [1]with the emphasis placed on eLearning the Marketing Plan will have to be modified to reflect that focus and she will to wait for guidance from eLearning with respect to their services and prices.

x. ITEM 10 – eLearning Organizational Chart
   a) Peter reviewed the [2]eLearning Organizational Chart and made some changes.
      1) He pointed out that SICSA was not responsible for distribution in the ordinary sense of the word but that they were more like a channel for distribution. The function of distribution belongs to RETEL
      2) He also pointed out that for SICSA and the Datacenter are, for all practical purposes, synonymous and should be reflected as such in the Organizational Chart.
   b)John agreed to make the necessary modifications.

xi. ITEM 11 - Status of request for eLearning information
   a) Item not addressed

3. [3]Preliminary Agenda for Next Meeting

i. Status report on Datacenter completion – Gary
ii. Status report on Partnership with BRH – Peter
iii. Status report on Business – Alex
iv. Status report on Marketing Plan – Kathryne

4. **Adjournment**:

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

Minutes submitted by: John Irish

[1] Decision taken at previous meeting
[2] Submitted among list of documents for current meeting
[3] Final agenda to be submitted by Peter 24hrs before next meeting

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