

TERENA Task Force on Media Management and Distribution (TF-Media)

Terms of Reference

1. The National Research and Education Networks are in a good position to provide multimedia recording, management, repository and distribution services taking into account the special requirements of the academic and research community (e.g., to record, manage, distribute and archive lectures, trainings and other media objects).

A task force is established under the auspices of the TERENA Technical Programme to collect ideas, knowledge and experiences about technical, administrative, and legal aspects of federated multimedia production, management and distribution services on a pan-European scale. The Task Force on Media Management and Distribution will explore the architectures, workflow processes and functionalities of different media management and distribution systems and services, as well as the possibility to federate media repositories (i.e., providing federated access and also the federation of content) at the European level.

The Task Force will be known as TF-Media.

2. The aims of this Task Force are:

- a. to provide a forum for exchanging and promoting ideas, experience, and knowledge about the technical, administrative and legal issues.
- b. to identify, and promote the use of open standards, architectures, technology and procedures in the field of multimedia production, management and distribution that are relevant to the educational and research community.
- c. to foster the federation of the national media content and metadata repositories at a pan-European level.
- d. to identify and coordinate and where possible collaborate on the national activities related to multimedia recording, management, streaming, as well as the repository service development and deployment.
- e. to draft guideline or best practice documents containing and promoting information about existing standards, workflows, latest technology and service requirements, as well as rollout programmes and possibly also operation of common services.
- f. to work together with related TERENA task forces such as TF-EMC2, TF-CPR and TF-MSP and also to liaise with other communities such as the Opencast Community, EUNIS and standardisation bodies.

3. The Task Force will be open to any individual who can offer appropriate expertise, manpower, equipment or services. Participation will be on a voluntary basis.

4. The Chair of the Task Force will be Andy Zbinden (SWITCH) who will be responsible for preparing the agenda of each meeting, and for co-ordinating the work of the Task Force. He will also be responsible for ensuring that the agreed deliverables are produced. Sub groups may be formed as deemed appropriate.

5. The secretary of the Task Force will be appointed by TERENA. He/She will be responsible for taking the minutes at each meeting, and for making logistical arrangements as necessary.

6. The Task Force will operate with a 2-year mandate, starting on the 1st of January 2010. A report on the progress of the Task Force and the results achieved will be made

at the TERENA Networking Conference 2011. The mandate of the Task Force may be renewed by the TERENA Technical Committee (TTC). If the mandate is not renewed, the Task Force will be dissolved. The Task Force may also be dissolved if the TTC considers that it is making insufficient progress or that its activities are no longer useful or relevant, or if the Task Force chair resigns and no replacement can be found.

7. The Task Force will meet at approximately four-monthly intervals. Physical meetings will be held at various locations, taking care to reduce overall costs to participants by co locating with other events. Videoconferencing facilities will be available whenever possible for these meetings. Video or audio conferencing facilities can be used for regular or intermediate meetings.

8. Reports and other results of the Task Force will be placed in the public domain, with the exception of information that is subject to a Non-Disclosure Agreement.

9. The Task Force will have a mailing list (tf-media@terena.org) for communication between the participants. The mailing list archive will be publicly available. The TF-Media public wiki will be available here: <https://confluence.terena.org/display/tfmedia/>

List of Work Items and Deliverables

The following NRENs, research organisations and academic institutions have expressed their willingness to contribute to the work items and deliverables:

NREN participants: CARnet, CESNET, CSC/Funet, FCCN, GRNET, HEAnet, JANET(UK), NIIF, PSNC/PIONEER, RedIRIS, SURFnet, SWITCH, UNI-C, UNINETT

Academic participants: ETH Zurich, Universidad de Vigo, Østfold University College, Universidad Carlos III de Madrid, Université Pierre et Marie Curie (UPMC), University of Cambridge (CARET), University of Porto, University of Nottingham, Universidad Politécnica de Valencia, CINECA InterUniversity Consortium

Code	Description	Leader / Interested participants
A	<p>Knowledge dissemination and service promotion:</p> <ul style="list-style-type: none"> Organize interesting talks with speakers both from within and outside the TF-Media participants. Work together to disseminate and promote media production, management and distribution services and use cases to the academic community. Discuss policy and legal issues at the European, national and university levels (including schools' perspectives) Liaise with TF-CPR on service promotion. 	<p>UNINETT (Otto J. Wittner)</p> <hr/> <ul style="list-style-type: none"> - UNINETT - JANET(UK) - UNI-C - SWITCH - SURFnet
B	<p>Overview of (national) activities, deployments and services:</p> <ul style="list-style-type: none"> Gather information on relevant projects, activities, deployments and services, service level specifications at national levels. Collect best practices and service requirements. Publish on the TF-Media wiki on an ongoing basis. Liaise with TF-MSP on service portfolios. 	<p>SURFnet (Frans Ward)</p> <hr/> <ul style="list-style-type: none"> - CESNET - UPMC - CINECA - PSNC/PIONIER

C	<p>Coordinating/Collaborating media production, management and distribution service development and deployment activities:</p> <p>Various media management and distribution services or service components are already provided by some of the NRENs and large universities. The aim of this work item is to:</p> <ul style="list-style-type: none"> • Investigate the potential service architectures and open standards. • Harmonise the workflow processes to help the service roll-out. • Collect, compare, where possible share, the open source service modules. 	<p>CESNET (Michal Krsek)</p> <hr/> <ul style="list-style-type: none"> - SWITCH - RedIRIS - University of Vigo - Universidad Carlos III de Madrid - UPMC - PSNC/PIONIER
D	<p>Fostering federated media content and/or metadata repositories:</p> <ul style="list-style-type: none"> • Collect recommendations on the metadata levels, structures and formats to ensure the better searchability. • Describe the problem space of using the NREN AAI federations with media content storage and repository services. • Facilitate the creation of federated content aggregating metadata from different organisations. • Liaise with TF-EMC2 to find a path to solve the problems and/or suggest suitable workarounds (e.g., non-web based federated access). 	<p>RedIRIS (Jose-Maria Fontanillo)</p> <hr/> <ul style="list-style-type: none"> - ETH Zurich - Universidad Carlos III de Madrid - University of Vigo - CINECA - CARET (Steeple) - PSNC/PIONIER
E	<p>Investigate and liaise with other communities:</p> <ul style="list-style-type: none"> • TERENA task forces • EUNIS e-Learning group http://wiki.eunis.org • Europeana http://www.europeana.eu/portal/ and librarians' community • Opencast Community http://www.opencastproject.org/ • Steeple project http://www.steeple.org.uk • CineGrid http://www.cinegrid.org/ • Standardisation bodies 	<p>Univ. Vigo (Vicente Goyanes de Miguel)</p> <hr/> <ul style="list-style-type: none"> - ETH Zurich (OpenCast) - RedIRIS (TF-EMC2) - University of Vigo (EUNIS) - UPMC (EUNIS) - CESNET (CineGrid) - CARET (Steeple) - PSNC/PIONIER (ResearchChannel)

New work items or deliverables may be added as the Task Force sees fit.