

DRAFT

Terms of Reference

1. A Task Force shall be formed under the auspices of the TERENA Technical Programme [TEC(99)002] to work towards the establishment of a live streaming announcement portal and to investigate the possible extension of this to an academic live streaming channel as well as including video-on-demand. It shall be known as Academic Netcasting Working Group (TF-NETCAST).

2. The aim of the Task Force shall be:
 - 2.0. To conduct a survey of the state of national efforts in producing and delivering streaming media content within academia in TERENA member states, and of the (user's) needs for an international effort in this area.

 - 2.1 To establish an announcement portal.
Develop metadata, portal software, policies etc. into a working announcement portal prototype.

 - 2.2 To promote production of high quality content.

 - 2.3 To study the feasibility of starting a project with the purpose of starting a live streaming channel.

 - 2.4 To study the feasibility of producing a Video-on-Demand portal.

 - 2.5 To study the feasibility of starting a project with the purpose of starting a Video-on-Demand streaming channel.

Note. The objectives shall be achieved by means of the deliverable listed below.

3. The Task Force shall be open to any individual or representative of an organization that can offer appropriate expertise, manpower, equipment or services. Participation shall be on a voluntary basis.

4. The Leader of the Task Force shall be Dan Mønster from UNI-C. He shall be responsible for preparing the agenda of each meeting, and for coordinating the work of the Task Force. He shall also be responsible for ensuring that any agreed deliverables are produced.

5. The Secretary of the Task Force shall be Valentino Cavalli from the TERENA Secretariat. He shall be responsible for taking the minutes at each meeting, and for making logistical arrangements as necessary.

6. The Task Force shall operate with a one-year mandate, starting 1 January 2003. A mid-term milestone is set at end May 2003. A report on the progress of the Task Force and the results achieved so far shall be made at the TERENA networking Conference 2003 in Zagreb, Croatia. The mandate of the Task Force may only be renewed by the TTC. If the mandate is not renewed, the Task Force shall be dissolved. The Task Force may also be dissolved if the TTC considers it is making insufficient progress, the TTC considers the activities are no longer useful or relevant, or if the Task Force leader resigns and no replacement can be found.
7. The Task Force shall meet at approximately monthly intervals, mainly through the use of videoconferencing. Physical meetings shall be held at the TERENA Secretariat in Amsterdam, or in other locations approved by the TERENA Chief Technical Officer.
8. Status of deliverables.
 - 8.1 Any reports that are produced shall be placed in the public domain.
 - 8.2 Any software and documentation produced shall be placed in the public domain.
9. The Task Force shall be party to all relevant information in the technical programmes of the participating organizations, subject to any confidentiality agreements that are in force.
10. The task force shall have a mailing list for communication and technical discussion between the participants.

List of deliverables

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1. Project schedule and design document (all goals).
2. Report on survey (2.0).
3. Working prototype announcement portal (2.1).
4. Individual reports on feasibility studies (2.3, 2.4 and 2.5).
5. Final report (all goals).