

## **FIA – Council Meeting – 2<sup>nd</sup> December, 1999**

### **Attachments:**

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Draft Accounts  
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## **FIA Secretariat**

### **Report for Council Meeting 2<sup>nd</sup> December, 1999**

All actions completed from last meeting –

Except:

Contact all Newsletter contacts where email address is missing - this has been started and should be completed in time for the first Newsletter of 2000

#### **Newsletter via email:**

I have investigated the possibilities with Demon on sending some 550 emails messages containing the Newsletter as an attached pdf file and they are unable to allow this - Richard Wenner has said that this can be done via his server – I would send him a file of email addresses and the pdf and he would send out.

#### **Credit Cards**

The pdq machine is now installed at Owles Hall - it has not yet been used because the service is yet to be advertised to members. - this should be done in the next Newsletter.

#### **FIA publications for sale on the Web site and electronic credit card payments**

This is ongoing with Richard Wenner.

I have the Internet Merchant forms (for doing credit card transactions via the web) 99% completed –just need clarification from Richard on a couple of points – this should be done by the end of AGM.

No cost – except a £380 charge from RW – one off charge to include charges, software and set up costs of channelling details to provide on-line credit card transactions via a secure server / over the Internet.

The only charges from Barclays Internet Services will be the normal percentage costs on each transaction – but slightly higher – i.e. 3.265% (2.655% with pdq) and debit cards .55p (.45p with pdq)

**December issue Newsletter**

Roy is working on this now - hopefully it will go to print Wed 8<sup>th</sup> December and I can post out Wed 15<sup>th</sup> December.

**PR – latest report from Nigel May – attached**

**Guide to members Products & Services – re-print**

This was put on hold but I understand that it may now go-ahead -presumably in the New Year?

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**PARKFIELD  
FIA  
PUBLIC RELATIONS STATUS REPORT**

Date: 30<sup>th</sup> November, 1999

Distribution: G Kibblewhite, A Watson, J Morrison

**Media topics**

Matthew Francis, previously deputy editor on *Electronic Product Review*, has moved within Wilmington to take editorial responsibility for their forthcoming Web site. Caroline Hayes has returned from maternity leave and Matthew will not be replaced in the short term.

Paul Bickerdyke, editor of *Electronic Production*, is now also editor of *Test*. His deputy, Simon Meek, will look after the day to day on *Test*, with Paul concentrating on *EP*.

**Activities in hand/planned**

**Editorial meetings**

No face-to-face meetings planned in the short term.

**Regular FIA slot in the media**

*Structured Cabling* has agreed to a regular FIA column in the book.

First one on the RQD used in the November issue

**Mike Gilmore's Fibre v Cat 6 v Cat 7 article**

To be placed when I receive it.

**Promotional plans for the forthcoming year**

Andrew Watson has been supplied with my proposal for activity levels and costs for the forthcoming year.

**Planned activities (on hold *pro tem* except for FMJ, waiting budget resolution.)**

Article for *Cabletalk*.

Used in the November issue

The *Quest* article, slightly amended to remove references to ELCIS, was supplied to *Your Future* at their request after they had been let down by another contributor.

Used in the November issue

*Facilities Management Today* would like 700 words on Fibre-to-the-Desk. AW has agreed to provide this as an FIA unbiased article.

Submitted in November

Discuss with Bob Yates, *F.O.C.U.S.*, the possibility of a one-off comment column in the book.

Actioned Aug. Accepted in principle, I will offer him the RQD article

RQD press release.

On hold

A press release to books targeted at specifiers and consultants, setting out the benefits to their readers of being a FIA member, and the further benefits of using approved contractors.

On hold

Web site and diskette mailer release. On hold

Chairman's report as a press release On hold

Discuss article opportunities with editors.

On hold

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Date: 15<sup>th</sup> November 1999  
Our Reference: MG/MG/L3231  
Your Reference:

**SUBJECT: FIBREOPTIC INDUSTRY ASSOCIATION DOCUMENTS**

**Introduction**

A number of separate and independent events are conspiring to make the Fibreoptic Industry Association to have a new look at its documents.

Firstly, the imminent publication of EN 50174 "Information technology - cabling installation" mandates a review of the contents of the existing BS 7718 "Code of practice for the installation of fibre optic cabling".

It may be that BSI withdraws BS 7718 in its entirety or possibly they will want to re-draft it to cover those areas not covered by EN 50174.

NOTE: EN50174-1 is really aimed at premises cabling and excludes public network, cable TV, surveillance environments.

As a pre-cursor to this decision I have reviewed the existing text of BS 7718 and I can confirm that:

- much of the main text is covered by EN50174-1 "Specification and quality assurance" and EN 50174-2/EN 50174-3 which cover installation practices;
- all of Annex A, which covers inspection and test, can now be covered by existing standards or standards in development (which could be externally referenced from any document);
- Annex B "Guidance Notes" needs to be dramatically updated.

Basically this leaves BS 7718 containing an informative annex (B) which needs re-writing. With this in mind it is difficult to believe that BSI will want to retain this "rump".

**Documentation strategy**

It is hoped that the year 2000 will see the publication of the following document:

**FIA TSD-2000-1-1: OPTICAL FIBRE CABLING – LAN SUPPORT GUIDE**

LAN Support Guide, will be based upon Annex B of BS 7718 but with significant changes to reflect the developments in bandwidth limited LAN applications. It will also address the whole issue of optical fibre planning for existing and predicted LAN systems including the issues of coarse and dense WDM. It will also provide the basis for other Support Guides for other industry sectors.

NOTE: The TSD-2000-1-x series may be extended with reference to other types optical fibre application.

The FIA should withdraw the FIA Guidance Notes on Installation Specifications and Quality Plans but provide support for the forthcoming EN 50174 by incorporating the FIA Guidance Notes within the following document:

**FIA TSD-2000-2-1: OPTICAL FIBRE CABLING - QUALITY ASSURANCE**

The FIA should produce a new version of "BS 7718" but providing support for the forthcoming EN 50174 and adding to the basic information included with regard to the practices involved in the installation of optical fibre within the following document:

**FIA TSD-2000-2-2: OPTICAL FIBRE CABLING - INSTALLATION PRACTICE**

The future of the documentation templates remains unresolved at present but we must provide assistance re- administration of optical fibre cabling in support of EN 50174. For this I would propose:

**FIA-TSD-2000-2-3: OPTICAL FIBRE CABLING - ADMINISTRATION**

In addition, other published documents from the FIA will be reviewed in order to ensure that a good mesh exists between them. The new Cable Selection Guide will be reviewed and published as:

**FIA-TSD-2000-3-1 OPTICAL FIBRE CABLING - CABLE SELECTION GUIDE**

Yours sincerely,

Mike Gilmore  
FIA Technical Director

FIA COUNCIL



The IT Cabling Consultants      [www.it-cabling.com](http://www.it-cabling.com)

Date: 15<sup>th</sup> November 1999  
Our Reference: MG/MG/L3232  
Your Reference:

**SUBJECT:      STANDARDS FORUM**

The Standards Forum is not really being used to best effect. I propose a change to the system.

I propose to produce a "members only" section on the web-site called surprisingly enough "STANDARDS FORUM". In this section I will list all the existing standards and standards groups together with activity reports where possible. Anyone who has a query can simply e-mail me direct from the site.

I will relinquish the Standards Director role and undertake this in my capacity as Technical Director.

Mike Gilmore