

NOTE EXTERNE / EXTERNAL NOTE

PROJET/PROJECT: CCN/CSI TITRE/TITLE: Procedure for the move of a CCN/CSI site	Emetteur / Author : CCN/TC Destinataires / Recipients : DG TAXUD Copie / Copy :
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1. Introduction

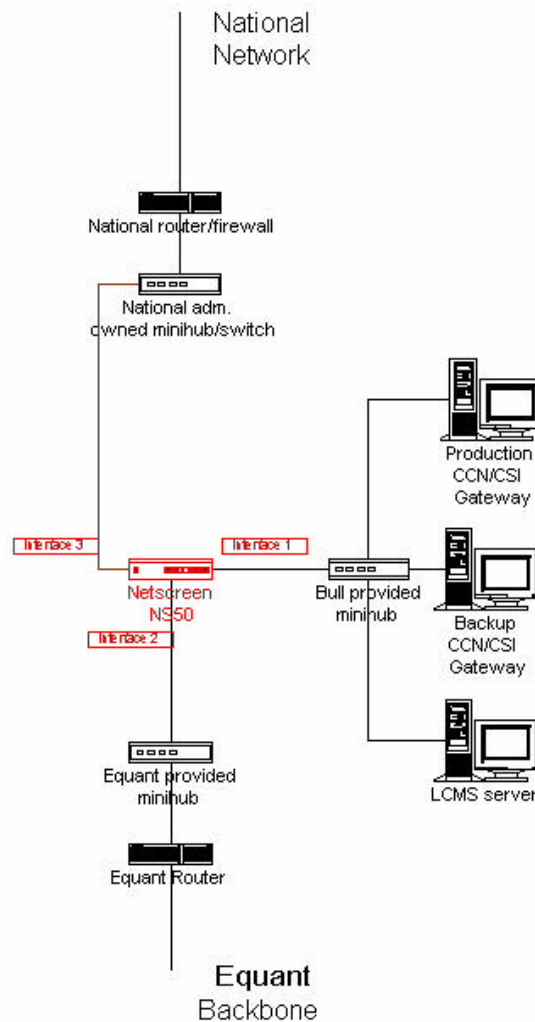
This note defines the steps involved in the move of a CCN/CSI site, the different tasks that need to be performed and the timeframe needed to successfully complete the action.

The successful achievement of the move will depend of the close coordination between the administration responsible and the CCN/TC who will act as a co-ordinator with regards to DG TAXUD, IBM (CCN gateways maintenance provider) and Equant (The WAN provider).

2. Current configuration

As most administrations are equipped with two CCNCSI gateways, one LCMS (CCN Mail II server), the schema below can be used as an example of the network connections.

CCN/CSI DMZ IMPLEMENTATION



3. Notification of the move

The National Administration must notify DG TAXUD of the planned move by email at least four months in advance, the contacts point is:

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As soon as possible, the National Administration must notify the CCN/TC with the scheduled date of the move, the new location address, the new telephone, fax numbers, email address and the name of the local responsible for the move.

NOTE: The local IBM representative needs to be notified at least one month prior to the move.

4. Financial aspects

The equipment to be moved is owned and maintained by the European Commission, therefore, only IBM and EQUANT local representatives are authorised to move the CCN equipment.

The financial costs of the move will be covered by the National Administration.

The National Administration should contact Local IBM representatives directly to request the move of the Bull or IBM Equipments.

5. System/Telecom room

The new computer room should be equipped with air-conditioning system and a secure access system.

6. Check the facilities

In the new computer room, one PSTN line should be available for the CCN/CSI gateways remote maintenance and one for the Equant router remote maintenance.

7. Network IP range

There must be no change in the IP addresses range on the CCN backbone side.

In order to avoid a reconfiguration of the Application Platforms and the gateways, the national IP range should be kept.

If this is not possible, please notify the CCN/TC and EQUANT, before the planned move in order to prepare the configuration changes.



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8. Contact local IBM representative

On the D-day, the local IBM representative will be responsible to stop, move and restart the CCN/CSI gateway(s), the LCMS (CCN Mail II server), the Bull mini-hub, the printer, the external modems and the CCN UPS, if any.

9. Contact local Equant representative

The local Equant representative should install (via the local PTT) the new leased line and the backup line to the new location if required.

Both lines should be tested at least one week before the move.

On the D-day, the Equant representative should handle the move of the encryption box, the Equant mini-hub, the router, the remote maintenance modem will be removed (ISDN backup device)".

NOTE Equant needs to be notified at least two months¹ prior to the move

10. Backups

The day before the D-day, a full system backup should be made on the LCMS server, and a 'MKSYSB' bootable backup should be made on the CCN/CSI gateways, under the responsibility of the Local CCN/CSI System Administrator.

11. CCN/TC TESTS SUPPORT

After the move, the CCN/TC will ensure that the communication is active with the new site.

¹ Two months is the average time needed by the Local PTT to install the new telecom lines. The Local Equant Representative must confirm this delay each time.

12. Checklist

Task	Description	Owner	Forecast Date	Effective Date
1	Notify the European Commission (DG TAXUD) about the planned move. (See §3)	Local administration	D-day –80days ²	
2	Define a move responsible for your administration. (See §3)	Local administration	D-day –80days	
3	Notify the CCN/TC about the planned move. (Date, new address, new telephone/fax, new email address and the name of the move responsible for your administration. (See §3)	Local administration	D-day –80days	
4	Order the move of telecom equipments with Equant (See §8)	Local administration	D-day –80days	
5	Order the move of machines to the local IBM representative (See §7)	Local administration	D-day –80days	
6	Verify if there is enough space on the system room for both gateways and the LCMS server. Provide also with a sufficient amount of free power outlets. (See §5)	Local administration	D-day –80days	
7	Verify if there is enough space on the telecom room for all the telecom equipments. Provide also with a sufficient amount of free power outlets. (See §5)	Local administration	D-day –80days	
8	Check that the IP addresses ranges are kept unchanged. (See §6)	Local administration	D-day -30days	
9	The administration should confirm that the type and OS version of their application platforms remain unchanged. (See §6)	Local administration	D-day -30days	
10	Both system and telecom room should be equipped with air-conditioning system and a secure access system. (See §4)	Local administration	D-day -15days	
11	Two PSTN telephone line should be provided, one for the CCN remote maintenance modem, and the other one for the Equant router remote maintenance. (See §5)	Local administration	D-day -15days	
12	The ISDN line should be installed and tested. (See §8)	Equant	D-day -7days	
13	The Leased line should be installed and tested. (See §8)	Equant	D-day -7days	

² 1 day = 1 working day

Task	Description	Owner	Forecast Date	Effective Date
14	The administration should have provided the firewall/router for connection to their Network	Local administration	D-day - 7days	
15	The CCNTC will notify the unavailability of both CCN sites to the CCN/CSI community	CCN/TC	D-day - 5days	
16	The day before the D-day, a full system backup should be made on the LCMS server, and a 'mksysb' bootable backup should be made on the CCN/CSI gateways. (See §9)	Local administration/ CCN/TC	D-day - 1days	
17	On the D-day, IBM representative should move both CCN/CSI gateways, the LCMS (CCN Mail II server) the Bull mini-hub, the printer, the external modems and the CCN UPS, if any. (See §10)	IBM	D-day	
18	On the D-day, Equant representative should move the encryption box, the Equant mini-hub, the router, the remote maintenance modem and the IDB/IBS device (ISDN backup device). (See §10)	Equant	D-day	
19	On the D-day Equant should disconnect the current leased line from the backbone and connect the new leased line. (See §10)	Equant	D-day	
20	On the D-day, the CCN/TC should be notified by Equant and IBM that their job is finished	IBM/Equant	D-day	
21	On the D-day, the CCN/TC will test the connectivity with the backbone and the connectivity with the different application platforms	CCN/TC	D-day	
22	On the D-day, the CCN/TC will send a mail to the CCN/CSI community notifying that the machines are up and running	CCN/TC	D-day	