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| Do you intend to set up a tool for monitoring programs?  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| What is the number of services to control (priority)?  | TV Channels received in the head office: .....<br>TV Channels not received in the head office: .....<br>Radio Channels received in the head office: .....<br>Radio Channels not received in the head office: ..... |
| Please select by priority the systems you would like to install for programs monitoring (see model of presentation of the systems) | <input type="checkbox"/> HMS Acquisition<br><input type="checkbox"/> HMS Media Library<br><input type="checkbox"/> HMS Pluralism   |
| sketch of the IT room:<br>specify the location of the doors and windows, preferably attach pictures if possible                    |  |
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## « HMS » Software Solution Acquisition Procedure

The stages of the Acquisition project of HACA monitoring solution are as follows:

**Stage 1 :** Official request for assistance to HACA;

**Stage 2 :** Initial contact with the IT division of HACA to discuss technical information in order to fill the form “Programs Monitoring Technical System diagnosis Reference guide” (see the appendix);

**Stage 3 :** Mission of two to three days of HACA technical team to the regulator headquarter to obtain all the necessary elements in order to prepare the technical report of the solution (Defining the location of the IT room, checking of the existence of a computer network, signal reception mediums);

**Stage 4 :** Sending the detailed technical report (free) to the regulator. The technical report describes the functionalities of the HMS solution according to the audio-visual landscape of the regulator, the architecture of the IT room, the requirements necessary before the installation of the solution (network, electricity, air-conditioning etc...), the necessary equipment with a financial estimation according to prices in Europe, the training plan to be ensured to the regulator human resources, the installation planning and the financial offer regarding the licenses of “HMS Acquisition” , “HMS Pluralism”, installation and Training;

**Stage 5 :** If the regulator accepts the offer sent by the HACA, an installation contract will be signed between the HACA and the petitioning regulator at the head office of the HACA;

**Stage 6 :** After the signature of the contract, the regulator will carry out the acquisition of the necessary equipments required in the report. The HACA does not deliver the equipments. HACA intervention is limited to IT room installation after the reception of the equipments by the regulator, the installation of the software, training and maintenance/support for the period of the one year guarantee;

**Stage 7 :** Once the equipments are delivered by the supplier(s) at the regulator head office, the regulator and the HACA fix a planning to install the solution in the regulator head office according to their respective schedules;

**Stage 8 :** The mission duration of two technicians of HACA to the regulator depends on the number of TVs and Radio Channels to be installed;

**Stage 9 :** Reception of the installation by the regulator.

## Programs Monitoring Technical System diagnosis Reference guide

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|--|---|
| Country  | .....   |
| Authority of regulation  | .....   |
| Headquarters of the authority (City)   | .....   |
| Number of TV channels received in the authority head office                  | Total: .....<br>Of which:<br>Hertzian: ..... Satellite: ..... Digital: .....  |
| Number of distant TV channels (not received in the authority head office)    | Total: .....<br>Of which:<br>Hertzian: ..... Satellite: ..... Digital: .....  |
| Number of Radio channels received in the authority head office               | Total: .....  |
| Number of distant Radio channels (not received in the authority head office) | Total: .....  |
| Do you have a programs monitoring software?                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If Yes, the name of the software:<br>Internal development: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Otherwise, how do you control programs:<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>.....<br>..... |

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| Is there an entity in charge of IT management in your institution? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If Yes, the number of people in charge of IT management.   |
| Numbers of workstations  | ..... Operating system: .....  |
| Number of servers  | ..... Operating system: .....  |
| Do you have a computer network?                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If Yes, what is the data rate: ..... Mbits/s<br>Name of Network Switch(s) used: .....  |
| Do you have an IT room?  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If Yes, Surface: ..... m <sup>2</sup> (length/width)<br>Air-conditioned: <input type="checkbox"/> Yes <input type="checkbox"/> No (type of air-conditioning .....<br>.....)<br>Raised Floor: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Suspended ceiling: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you experience power cuts?                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>if Yes, what is the frequency and the average duration of the cuts :<br>..... Times/day ..... hours/d .....  |
| Do you have UPSs (Uninterrupted Power Supply)?                     | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If Yes , characteristics of the UPS :<br>.....<br>.....<br>.....<br>.....<br>.....   |
| Do you have a generator?   | <input type="checkbox"/> Yes <input type="checkbox"/> No .....number :   |
| Do you have ADSL lines?  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If Yes,<br>Number of lines : .....<br>DSL speed : .....<br>Name and type of the ADSL Router : .....  |
| Do you experience ADSL cuts?                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If Yes, what is the frequency of cuts: .....   |
| Do you have regional ADSL Lines?                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If Yes,<br>Number of lines : .....<br>DSL speed : .....<br>Name and type of the ADSL Router : .....  |