



Central Network Service: Service Description
FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE)



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0 Document Control

0.1 Document History

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1.0	31/08/06	Agreed	
1.1	03/02/09	General cleanup to reflect the current design Updated the Author, Approval and Reviewers	
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6.1	09/10/2015	Removal of Dependency with Service Desk Service due to termination Removal of connection to Maidstone DR datacentre and updated reviewers. Removal of Dependency with Engineering Service due to termination	CCN1409a CCN1429 CCN1423c
6.2	16-Dec-2015	Revised following internal review of above changes	
7.0	30-Nov-2016	Approval version	



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7.1	02-06-2017	Updated to reflect CCN1609d - Termination of the POLSAP Applications Support Service	CCN1609d
7.2	24-Jul-2017	Section 1.8 Removed reference to POLSAP Applications Support Service. Section 1.8 Removed reference to Salesforce Service. Section 1.8 Amended Credence / MDM "Service" to "Hosting Support". Section 2.9.2 Corrected reference to HNG-X Business Continuity Framework.	CCN1609d CCN1601b CCN1602a / CT2237
7.3	29-Aug-2017	Changed POL approver to Dionne Harvey	
8.0	15-Sep-2017	Approval version	
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8.2	03-Apr-2018	Minor corrections following internal review.	CT2237e
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10.0	04-Feb-2021	Approval version	
10.1	04-Aug-2021	Amended 0.3, 1.1(c), 2.1.1.3; 2.7.1.1 to remove references to the Branch Network Service, and 1.1(e) to remove reference to MoneyGram. Amended 1.1(d) to delete bullets relating to 3MCogent/Phoenix, RMG/CSC Huthwaite, RMG/CSC Sungard. Amended 1.1(c) to include reference to Post Office Cloud.	CCN1623b CCN1648b CCN1678
10.2	14-Oct-2021	Corrected change at 2.1.1.3.	CCN1623b
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11.2	18-Apr-2023	Updates in sections 2.3.7.1, 2.8 and 2.9.1, in response to review comments	CCN1725a
12.0	29-Jun-2023	Approval version	

0.2 Review Details

Review Comments by :	
Review Comments to :	phil.boardman GRO & POA Document Management

<i>Mandatory Review</i>	
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Fujitsu: Senior Service Delivery Manager	Steve Bansal
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Fujitsu: Operational Change/Release Management	Tomi Okelola
Fujitsu: SSC (for Capacity Management)	Adam Woodley; GRO
Fujitsu: Business Continuity	Sidharth Singh
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<i>Issued for Information</i>	

(*) = Reviewers that returned comments

0.3 Associated Documents

Reference	Version	Date	Title	Source
SVM/SDM/SD/0003			Data Centre Operations Service: Service Description	Dimensions
SVM/SDM/SIP/0001			HNG-X Business Continuity Framework	Dimensions



SVM/SDM/PRO/0001			POA Operations Major Incident Process	Dimensions
SVM/SDM/PRO/0018			POA Operations Incident Management Process	Dimensions
SVM/SDM/SD/0007			Service Management Service: Service Description	Dimensions
SVM/SDM/PLA/0001			HNG-X Support Service Business Continuity Plan	Dimensions
SVM/SDM/PLA/0002			HNG-X Services Business Continuity Plan	Dimensions

Unless a specific version is referred to above, reference should be made to the current approved versions of the documents.

N.B. Printed versions of this document are not under change control.

0.4 Abbreviations/Definitions

Abbreviation	Definition
COTS	Commercial Off the Shelf
CCD	Contractual Controlled Document
CMT	Communications Management Team
DNS	Domain Name System
EDG	Electronic Data Gateway
IMT	Incident Management Team
ISDN	Integrated Service Digital Network
IP	Internet Protocol
PI	Processor Interface
RADIUS	Remote Authentication Dial In User Service
SMC	Service Management Centre
TIP	Transaction Information Processing

0.5 Changes Expected

Changes

0.6 Information Classification

The author has assessed the information in this document for risk of disclosure and has assigned an information classification of FUJITSU RESTRICTED (COMMERCIAL IN CONFIDENCE).



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1 Service Summary

- 1.1 Fujitsu Services shall perform the day to day operational control and management of the following Central Telecom Infrastructure components using appropriately trained staff:
- (a) the Local Area Networks (LAN) within the main HNG-X Data Centres including Fujitsu Services managed switches, routers and firewalls;
 - (b) the Intercampus Links between the main HNG-X Data Centres;
 - (c) the Central Telecom Infrastructure connectivity to the Branch Telecom Infrastructure, which also provides connectivity to the Post Office Cloud;
 - (d) the Wide Area Network (WAN) and remote Local Area Network (LAN) for connecting the HNG-X Data Centres to some Post Office Clients;
 - One connection to each of 2 x DVLA Data Centres for Motor Vehicle Licenses.
 - One connection to each of 2 x EPay Data Centres for Mobile Phone Top ups.
 - (e) the Technical Interfaces to Post Office Client owned Wide Area Network (WAN) connections to the HNG-X Data Centres:
 - Removed by CCN1725a.
 - Removed by CCN1725a.
 - Connectivity to Verizon for the branch network.
 - (f) the Wide Area Network (WAN) and Local Area Network (LAN) for connecting the HNG-X Data Centres to Fujitsu Services support locations;
 - (g) the Wide Area Network (WAN) and Local Area Network (LAN) for connecting the HNG-X Data Centres to the Live System Test (LST) environment which has servers in the HNG-X Data Centres and counter hardware at Fujitsu Services support locations;

The networks in the Solution Validation & Integrity (SV&I), Integration (INT) and Component Integration Test (CIT) environments have been committed separately outside of the Central Network Service via the Change Control Procedure.
 - (h) the Internet connectivity for most Post Office Data Gateway file transfer clients, remote support and some transaction types (Post Code Anywhere, Broadband Checker, Neopost, Bank Of Ireland, etc).
 - (i) the ISDN connectivity for other Post Office Data Gateway file transfer clients.
- 1.2 Fujitsu Services shall perform the day to day operational control and management of the following Fujitsu Services support contracts which form part of the Central Telecom Infrastructure:
- (a) Hardware maintenance for switches, routers and firewalls, where such vendor hardware maintenance is available;
 - (b) Network Management Systems for the purpose of monitoring devices within the Central Telecom Infrastructure; and
 - (c) Intercampus cards and switches.
- 1.3 Fujitsu Services shall also provide updated technical data to assist in the configuration of the following Fujitsu Services infrastructure:



- (a) RADIUS authentication servers; and
 - (b) External network firewalls.
- 1.5 The Central Network Service is based on remote unattended support, i.e. monitoring that seeks to minimise interruptions to the normal business operation of the Central Telecom Infrastructure components.
- 1.6 Fujitsu Services will manage access to the Data Centre resident secure access servers from Fujitsu Services locations, or from support staff home locations, during Working Hours, and from support staff home locations only outside of Working Hours, using secure workstation or laptop builds with encrypted communications.
- 1.7 Fujitsu Services will manage a two (2) factor authorisation at the secure access servers with onward access from the secure access servers to the Data Centre platforms and Counter Positions using third party Commercial Off the Shelf (COTS) product management interfaces and audited client access to all Windows and Unix platforms direct via IP or proxies.
- 1.8 Not used.

2 HNG-X

2.1 Service Definition

2.1.1 Incident Management

- 2.1.1.1 The Central Network Service will work with the other Operational Services to ensure that appropriate monitoring toolsets and processes are in place to identify Incidents within the Central Telecom Infrastructure that have the potential to adversely impact the HNG-X Services.
- 2.1.1.2 Having identified an Incident, the Central Network Service will ensure that that a new call is raised via the Service Management Service that contains clear and concise information to enable the Incident to be assigned according to its urgency and priority and resolved.
- 2.1.1.3 The Central Network Service will assist the Data Centre Operations Service and the Systems Management Service and Fujitsu Services Telecommunications Suppliers to resolve any Central Telecom Infrastructure related Incidents in accordance with the Working Document entitled: "*POA Operations Incident Management Procedure*" (SVM/SDM/PRO/0018).
- 2.1.1.4 The Central Network Service shall inform Post Office of any Central Telecom Infrastructure Incidents adversely affecting the HNG-X Services.

2.1.2 Major Business Continuity Incidents

- 2.1.2.1 In the event of a Major Business Continuity Incident (MBCI), as defined in the joint Working Document entitled "*HNG-X Services Business Continuity Plan*" (SVM/SDM/PLA/0002), within the Central Telecom Infrastructure, the Central Network Service shall ensure that the Incident is logged and escalated as described in the Working Document entitled: "*Major Incident Process*", (SVM/SDM/PRO/0001).
- 2.1.2.2 As part of an on-going service assurance activity, the Central Network Service will participate in Major Incident walkthroughs to take place at regular intervals.



2.1.3 Operational Change

The Central Network Service will create and/or impact operational changes in accordance with section 2.1.6 of the CCD entitled: *"Service Management Service, Service Description"* (SVM/SDM/SD/0007).

2.1.4 Configuration Management

- 2.1.4.1 Fujitsu Services shall maintain an inventory of all Central Telecom Infrastructure configuration items and understand the relationships between them.
- 2.1.4.2 The inventory includes any additions and amendments to, and removals from:
- (a) Fujitsu Services' supported network platforms;
 - (b) changes in accordance with the Change Control Procedure to the configuration of the existing Software / Hardware configurations across the Central Network Service;
 - (c) management of all IP addressing;
 - (d) DNS management; and
 - (e) firewall rule base.

2.1.5 Service Management

2.1.5.1 Continuous Service Improvement

The Central Network Service shall work closely with the Service Management Service and Post Office to identify and, where agreed, implement service or cost improvement initiatives as referred to in section 1.4 of the CCD entitled: *"Service Management Service, Service Description"* (SVM/SDM/SD/0007).

2.1.5.2 Service Reporting

The Central Network Service shall, as required, provide service reporting for distribution to Post Office as required under the Service Management Service described in the CCD entitled: *"Service Management Service, Service Description"* (SVM/SDM/SD/0007).

2.1.5.3 Supplier Management

The Central Network Service shall manage all Fujitsu Services' third party suppliers utilised in the support of the Central Network Service. These activities include:

- (a) defining the services that the supplier delivers;
- (b) negotiating with the supplier;
- (c) establishing a Contract with the supplier;
- (d) monitoring the performance of the supplier;
- (e) performing regular supplier reviews including service initiatives;
- (f) managing problems relating to the supplier; and



- (g) managing changes relating to the supplier.

2.1.5.4 Capacity Management

- 2.1.5.4.1. The Central Network Service shall continuously monitor the performance of the Central Telecom Infrastructure with regard to the actual traffic across Central Telecom Infrastructure. This will enable Fujitsu Services to manage the Central Network Service and utilise capacity to its optimum to ensure the performance levels of the Central Telecom Infrastructure are maintained to minimise the impact and occurrence of Incidents.
- 2.1.5.4.2. The Central Network Service shall liaise with the Service Management Service regarding the actual performance of the Central Telecom Infrastructure within current traffic volumes.
- 2.1.5.4.3. The Central Network Service will review with the Capacity Management Service, the forecasted traffic volumes to assess the future capacity requirements of the Central Network Service.

2.2 Service Availability

- 2.2.1 The Central Network Service is a service internal to Fujitsu Services and is available 24 hours per day, every day of the year.
- 2.2.2 The Central Telecom Infrastructure will be available to enable a Branch to complete a Transaction at any time other than during scheduled maintenance periods notified by Fujitsu Services to Post Office in accordance with the Operational Change process as described in section 2.1.3 of this Central Network Service, Service Description.

2.3 Service Levels and Remedies

2.3.1 General Principles

- 2.3.1.1 Service Level Targets (SLTs) detailed in sections 2.3.4 and 2.3.5 of this Central Network Service, Service Description, which do not specify a measurement period are:
- (a) reported monthly via the Service Review Book (SRB); and
 - (b) measured over a Service Level Measurement Period equating to a Post Office financial quarter; i.e.
 - January to March;
 - April to June;
 - July to September ; or
 - October to December.
- 2.3.1.2 The Central Network Service shall be monitored on a weekly and monthly basis and any failure to meet an SLT assessed over that month shall be reported to Post Office by means of the SRB.
- 2.3.1.3 The values applicable to each of the Central Network Service SLTs are identified within section 2.3.5 of this Central Network Service, Service Description.

2.3.2 Service Level Relief

This section does not apply to the Central Network Service.

2.3.3 Rectification Plan



See paragraph 7.1 of Schedule C1 of the Agreement.

2.3.4 Service Levels for which Liquidated Damages Apply

There are no Central Network Service SLTs for which liquidated damages apply.

2.3.5 Service Levels for which Liquidated Damages Do Not Apply

There are no Service Level Targets for which Liquidated Damages Do Not Apply associated with the Central Network Service.

2.3.6 Operational Level Targets

There are no operational level targets (OLTs) associated with the Central Network Service.

2.3.7 Performance Metrics

There are no performance metrics associated with the Central Network Service.

2.3.8 Design Targets

There are no design targets associated with the Central Network Service.

2.4 Service Limits and Volumetrics

There are no service limits or volumetrics associated with the Central Network Service.

2.5 Assets and Licences

2.5.1 Assets

Assets relevant to the Central Network Service are set out within the Asset Register.

2.5.2 Licences

The Central Network Service will ensure that all third party software licences from time to time required by Fujitsu Services to provide the Central Network Service are maintained, where vendor support is available, to ensure they are current and valid for the version of third party software being used at the time. Where a licence or its associated support and maintenance is due to expire, and Fujitsu Services determine that renewal is required and available, the Central Network Service will ensure that the appropriate renewal process, as defined by the appropriate software vendor or licensor, is completed and a new licence is concluded prior to the expiry date to ensure continuity of the service.

2.6 Charges

2.6.1 Operational Fixed Charge

See Schedule D1 of the Agreement.



2.6.2 Operational Variable Charge

There are no operational variable charges associated to the Central Network Service.

2.6.3 Additional Operational Variable Charge

There are no additional operational variable charges associated to the Central Network Service.

2.7 Dependencies and Interfaces with Other Operational Services

2.7.1 Changes

Any changes agreed between Post Office and Fujitsu Services to the scope or availability of the Central Network Service and/or any of the other Operational Services will be agreed in accordance with the Change Control Procedure. This section describes the interfaces with other Operational Services as follows:

2.7.1.1 Removed by CCN1623b

2.7.1.2 The Systems Management Service

If the scope of the Systems Management Service is changed, the Data Centre Operations Service may take over the System Management Service's role in supporting the Central Network Service.

2.7.1.3 The Third Line Support Service

If the scope of the Third Line Support Service is changed, the Applications Support Service (Fourth Line) may take over the Third Line Support Service's role in supporting the Central Network Service.

2.7.1.4 The Data Centre Operation Service

If the scope of the Data Centre Operations Service is changed, the Systems Management Service may take over the Data Centre Operations Service's role in supporting the Central Network Service.

2.7.1.5 The Service Management Service

If the scope of the Central Network Service is changed, the Service Management Service may have to take over the role of managing the Central Network Service communicating directly with Post Office the status and nature of faults within the Central Network and may have to take over the role of managing the Central Network Service suppliers.

2.7.1.6 The Operational Business Change (Branch Change) Service

The Central Network Service will support any OBC Branch changes delivered by the OBC (Branch Change) Service. If the scope of the Central Network Service changed, the Service Management Service would have to take over this role.

2.7.1.7 The Reference Data Management Service

The Reference Data Management Service will support the Central Network Service. If the scope of the Reference Data Management Service is changed, the Data Centre Operations Service would have to take over this role.



2.7.1.8 The Management Information Service

The Management Information Service may request data to support MIS Reports delivered internally within Fujitsu Services or to Post Office. If the scope of the Central Network Service changed, the Service Management Service may have to take over this role.

2.7.1.9 The Security Management Service

The Central Network Service will support the Security Management Service in ensuring the appropriate levels of security are met in respect of systems access. If the scope of the Central Network Service changed, the Third Line Support Service or the Systems Management Service might have to take over this role.

2.8 Post Office Dependencies and Responsibilities

Post Office responsibilities are as set out in Schedule A5 of the Agreement.

2.9 Business Continuity

This section defines the measures taken to minimise the risk of not being able to provide the Central Network Service and sets out what Fujitsu Services is required to provide in terms of Business Continuity specific to the provision of this Central Network Service. Details of the Central Network Service Business Continuity Plan are set out in the Working Document entitled: "*HNG-X Support Service Business Continuity Plan*" (SVM/SDM/PLA/0001), and in addition Fujitsu Services shall:

- 2.9.1 provide failover in respect of the Central Network Service to enable all Branches to continue to have the ability to settle Transactions and perform critical on-line services within two (2) hours of failure of a live Data Centre; and
- 2.9.2 carry out one (1) walkthrough per calendar year for the Central Network Service, subject to agreeing the actual dates for such walkthrough with Post Office (such agreement not to be unreasonably withheld). In accordance with the CCD entitled: "*HNG-X Business Continuity Framework*" (SVM/SDM/SIP/0001).

2.10 Documentation Set Supporting the Service

The document set listed in section 0.3 of this Central Network Service, Service Description supports the delivery of the Central Network Service. Should any elements of the Central Network Service be changed following agreement with Post Office, Fujitsu Services will ensure these documents are also reviewed and amended where necessary in line with changes agreed.