

PROGRESS REPORT I

31 DECEMBER 2009

This document is the first Australian Access Federation Project Progress Report for the period of 22 June 2009 to 31 December 2009.

Project Title: Australian Access Federation

Report Period: 22 June 2009 – 31 December 2009





27 January 2010

Research Infrastructure Branch
Science and Infrastructure Division
Department of Innovation, Industry, Science and Research
GPO Box 9839
Canberra ACT 2601

Dear Ms Clare McLaughlin

This report constitutes the first Progress Report for the Australian Access Federation, as required under Schedule 3 of the Funding Agreement. The report relates to the period of 22 June 2009 to 31 December 2009 and highlights progress of the Australian Access Federation Project in achieving its objectives and milestones.

As approved by DIISR on 25 January 2010, the Report's required budget information will be provided as an attachment to the Financial Report (due 15 March 2010).

The project is continuing to be governed by an Interim Executive Committee until an Executive Committee is elected (by no later than 31 December 2010).

Overall the Australian Access Federation project is progressing well and in accordance with the Project Plan and budget.

Please contact me with any queries relating to the Progress Report or for further details of the project's activities.

Yours sincerely

Neil Thelander
President, Australian Access Federation (AAF) Inc.
Interim Executive Committee



PROGRESS REPORT | 31 DECEMBER 2009

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I. INTRODUCTION

The Australian Access Federation (AAF) project is progressing well and in-line with the project schedule and budget as described in the Project Plan. The Production AAF has been in operation since June 2009 and is governed by an Interim Executive Committee. This report relates to the period 22 June 2009 to 31 December 2009.

Key highlights of the AAF Project over the reporting period have been:

- The establishment of a Project Team with a full complement of skills from Project Management, Change and Communication Management, Policy, Process and Strategy as well as a mix of Technical Specialists;
- The technical connection of Members (18) and Affiliates (1) to the Production AAF;
- The signing up¹ of Federation Members and Affiliates to the Federation;
- The registration of AAF Incorporated in New South Wales;
- The Inaugural Meeting of the AAF Inc Interim Executive Committee, held on 25 August 2009;
- The AAF Operator(s) Request for Information (RFI) (Stage I of the AAF Operator Tender process);
- The commencement of the Mini-grant process and the subsequent awarding of Round 1 and 2 Mini-grants;
- The transition of the MAMS Testbed Federation to the Production AAF;
- The commencement of work in developing a roadmap of AAF Accelerated Technical Developments;
- The development of a strategy for creating an Australia-wide Support Team; and
- The commencement of the AAF marketing and communication strategy.

I.1 Name of Recipient and all Subcontractors

Queensland University of Technology on behalf of the Council of Australian University Directors of Information Technology (CAUDIT).

I.1.1 Name of all Subcontractors

To date the AAF has engaged with a number of Subcontractors (see table I). Subcontracts have also been established for the recipients of the AAF enabled Services Mini-grant Scheme.

Subcontractor	Description	Subcontract period	Status
Macquarie University	MAMS Testbed Transition	01/07/2009 – 07/04/2010	Subcontract finalised
The University of Queensland	Policy, Strategy and Process Development Specialist	01/10/2009 – 31/03/2010	Subcontract to be finalised in 2010

¹ Signing up to the AAF is currently on a 'best endeavours' basis to the Federation Commitment to the Rules for Participants.

Griffith University	Change and Communication Manager	14/09/2009 - 17/09/2010	Subcontract finalised
Griffith University	Project Manager	20/07/2009-21/01/2011	Subcontract finalised
CSIRO	AAF Enabled Services Round 1 Mini-grant recipient	Currently being negotiated	Subcontract to be finalised in 2010
Monash University	AAF Enabled Services Round 2 Mini-grant recipient	Currently being negotiated	Subcontract to be finalised in 2010
Queensland University of Technology	AAF Enabled Services Round 2 Mini-grant recipient	Currently being negotiated	Subcontract to be finalised in 2010
RMIT Publishing	AAF Enabled Services Round 2 Mini-grant recipient	Currently being negotiated	Subcontract to be finalised in 2010
The University of Queensland	AAF Enabled Services Round 2 Mini-grant recipient	Currently being negotiated	Subcontract to be finalised in 2010
University of South Australia	AAF Enabled Services Round 2 Mini-grant recipient	Currently being negotiated	Subcontract to be finalised in 2010
University of Tasmania	AAF Enabled Services Round 2 Mini-grant recipient	Currently being negotiated	Subcontract to be finalised in 2010

Table I: *Subcontractors*

1.2 Project Details

The details of the project are:

Project Title: Australian Access Federation Project

Reporting Period: 22 June 2009 to 31 December 2009

1.3 Statement of Funds, Recipient Contributions and Other Contributions received and spent

As approved by DIISR on 25 January 2010, this information will be provided as an attachment to the Financial Report due on 15 March 2010.

1.4 Amount Remaining in the Account

As approved by DIISR on 25 January 2010, this information will be provided as an attachment to the Financial Report due on 15 March 2010.

2. DESCRIPTION AND ANALYSIS OF THE PROGRESS OF THE AUSTRALIAN ACCESS FEDERATION PROJECT

2.1 Milestones Achieved

The following milestones have been achieved during the reporting period. Their achievement is discussed in this section.

Milestone 1: AAF Inc Registered as an Incorporated Association

Due Date: July 2009

Status: Complete (completion date: 23 June 2009).

The Australian Access Federation was incorporated in New South Wales under the Associations Incorporation Act (1984), on 23 June 2009 (Incorporation number INC9891505). In addition, the Australian Access Federation Incorporated (AAF Inc) Constitution was developed and can be downloaded from the AAF website: <http://www.aaf.edu.au/wp-content/uploads/2009/11/AAF-Incorporated-Constitution-19-June-09.pdf>

Milestone 2: *Appointment/Secondment of an AAF Project Manager*

Due Date: August-September 2009

Status: Complete (completion date: 14 July 2009).

Heath Marks from Griffith University was appointed by CAUDIT as Project Manager, Australian Access Federation. The appointment began on 20 July 2009 and will end on 21 January 2011.

This position of Project Manager is responsible for managing and co-ordinating the activities of the AAF Inc on behalf of the AAF Interim Executive Committee, including taking a lead role in establishing and managing stakeholder relationships with the members of CAUDIT and service providers within the AAF. Further, the position will take a lead role in managing the contractual arrangements by the AAF Inc's service providers.

In addition to the Project Manager position, a number of Project Staff have been recruited. These are as follows:

- Technical Program Manager (QUT): appointed to 31 December 2010
- Change and Communication Manager (Griffith University): appointed to September 2010
- Snr Project Officer / Web / Graphic Designer (QUT): appointed to August 2010
- Technical Specialist (Appointed from external sources): appointed to February 2010
- Technical Specialist MAMS Migration (Macquarie University): appointed to March 2010
- Policy, Process, Strategy (University of Queensland): appointed to April 2010

Milestone 3: Inaugural Meeting of the AAF Inc Interim Executive Committee**Due Date:** August 2009**Status:** Complete (completion date: 25 August 2009).

The Inaugural meeting of the AAF Inc Interim Executive Committee was held on 25 August 2009. The elected Interim Executive Committee members are outlined in table 2. In addition, Interim Executive Committee meetings were held on 22 September 2009, 16 November 2009 and 14 December 2009.

Position	Member	Institution
President	Mr Neil Thelander	QUT
Vice President	Mr Paul Sherlock	UniSA
Treasurer	Mr David Toll	CSIRO
Secretary	Mr Bruce Callow	Griffith University
Public Officer	Mr Richard Northam	CAUDIT
Ordinary Members	Mr Alan McMeekin	Monash University
	Mr John Parry	UTAS
	Mr Nick Tate	UQ
	Mr Garry Trinder	ECU
	Mr Anthony Williams	ARCS
Co-Opted Non-Voting Members	Mr Rhys Francis	NRIC
	Ms Clare McLaughlin	DIISR
	Mr Peter Nicholson	DIISR
	Mr Peter Nissen	CAUDIT
	Mr James Sankar	AARNet
	Mr Stephen Whiteside	University of Auckland

Table 2 AAF Inc Interim Executive Committee Members**Milestone 4: Tender for AAF Operator Issued****Due Date:** September – October 2009**Status:** Complete. RFI released on 27/10/09 and closed on 30/11/09.

The Operator appointment process has commenced. The strategy taken is a two-phase process. The first phase consists of an initial Request for Information (RFI) (phase I, See Figure 1) designed to enable the AAF to assess the market. The second phase, a Request for Offer (RFO) will begin in January 2010. The *Request for Information* (RFI) was released on 27/10/09 and closed on 30/11/09 at 18:00 AEST.

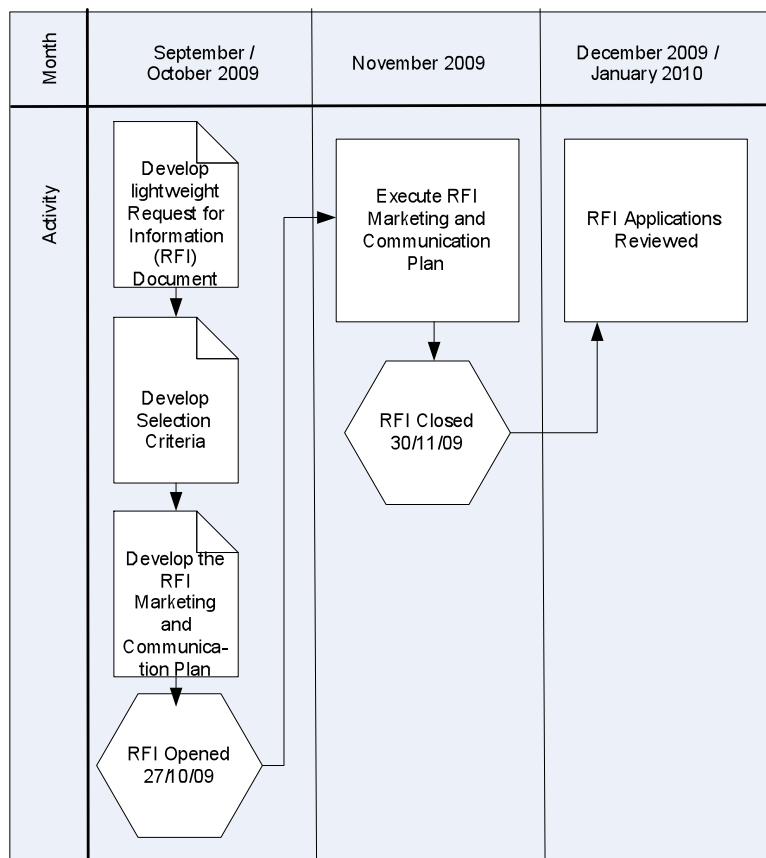


Figure 1: Operator Tender Process, Phase I, Request for Information (RFI)

A thorough Marketing and Communication Plan was developed and executed upon the release of the RFI. The following activities formed part of the plan:

- RFI placed on Tenders.net (advert published on 2/11/09)
- The AAF website (www.aaf.edu.au)
- A leader advert in The Australian on Saturday 31/10/09
- An advert in The Australian on Tuesday 3/11/09 (See Appendix B)
- News articles

Three RFI responses were received. The Project has reviewed the responses and will begin the second phase in February 2010.

Milestone 5: Call for Mini-grant Proposals Round 1

Due Date: October - November 2009

Status: Complete. Round 1 of the Mini-grant scheme opened on 1/10/2009.

The Mini-grant scheme opened on 1/10/09. Mini-grant applications were invited from Australian Higher Education institutions, related government research institutions, government agencies and private sector research organisations.

Round 1 of the scheme closed on 30/10/09 with the AAF receiving two applications:

- CSIRO: *AuScope Grid Portal Project* - \$37,000; and
- Monash University: *Enhancing Access to ARCS Nimrod Services* - \$40,000.

CSIRO was successful with their application and \$37,000 was granted. The Mini-Grant will be used to allow the Geosciences community to access the AuScope Grid Portal and associated services via the user's home organisation's authentication system using the AAF.

Round 2 of the scheme closed on 27/11/09 with the AAF receiving 10 grant applications:

- The University of Queensland (1): *Authenticated Annotation Services for E-Research* - \$38,896;
- University of Tasmania: *TPAC Portal AAF Implementation* - \$40,000;
- Intersect (1): *Members Services* - \$40,000;
- Intersect (2): *Genomic Data Analysis* - \$40,000;
- The University of Queensland (2): *Phenomics Ontology Driven Data repository (PODD) AAF Enablement* - \$35,271;
- Flinders University: *Federating Access to AuStage* - \$40,000;
- University of South Australia: *University Benchmarking* - \$20,000;
- RMIT Publishing: *Informit AAF Integration* - \$36,000;
- Monash University: *Access to ARCS Nimrod Services* - \$40,000; and
- Queensland University of Technology: *Advanced Shibboleth Integration with Blackboard enabling increased federated access to content held within institutional Blackboard systems* - \$39,600.

Six grant applications were awarded, totalling \$210,871. The successful applicants were:

- Monash University: *Access to ARCS Nimrod Services* - \$40,000;
- Queensland University of Technology: *Advanced Shibboleth Integration with Blackboard enabling increased federated access to content held within institutional Blackboard systems* - \$39,600;
- RMIT Publishing: *Informit AAF Integration* - \$36,000;
- The University of Queensland: *Phenomics Ontology Driven Data repository (PODD) AAF Enablement* - \$35,271;
- University of South Australia: *University Benchmarking* - \$20,000; and
- University of Tasmania: *TPAC Portal AAF Implementation* - \$40,000.

Table 3 provides a summary of the AAF Enabled Services Mini-grant Scheme. Further details of the scheme can be found at: <http://www.aaf.edu.au/index.php/mini-grants/>.

Activity	AAF Enabled Services Mini-grant Scheme
Mini-grant value	Up to \$40,000AUD Broken up into a number of payments: <ul style="list-style-type: none"> • 50% of funds awarded prior to the commencement of the Mini-grant project. • 25% upon acceptance of the first Mini-grant Activity Report • 25% upon completion of project activities and submission and review of the final Mini-grant Activity Report.
Mini-grant Rounds	4 Mini-grant rounds
Application Due Dates	The Mini-grant application scheme opened on 1 October 2009. Each round will close on the following dates: Round 1: 30 October 2009 Round 2: 27 November 2009 Round 3: 26 February 2010 Round 4: TBC, pending outcomes and availability of funds after Round 3.
Notification of Outcome	Successful applicants notified on or shortly after the following

	<p>announcement dates:</p> <ul style="list-style-type: none"> • Round 1: 8 November 2009 • Round 2: 11 December 2009 • Round 3: TBC • Round 4: TBC
<p>Selection Criteria</p>	<p>R1. The potential of the service to promote growth of the AAF across the sector:</p> <ol style="list-style-type: none"> a. how the service is to be used by AAF participants b. how the service will facilitate AAF uptake by new members (this includes the expected growth of the user base after the completion of the project's activities) c. that the service can be deployed to the federation in a timely manner d. how the service assists with Australian research, teaching and learning effectiveness and how federating the service will further increase this (this may also include associated administration systems for research, teaching and learning) e. how the service involves collaboration and/or can be used more broadly across the research and education community <p>R2. Technical excellence of the proposal R3. Soundness of the project plan and progress reporting R4. Project Management capability within the organisation R5. Demonstration of institutional commitment to the proposal and longer term commitment to the service (e.g. co-investment). R6. The proposal does not duplicate work already occurring.</p>

Table 3: Summary of the AAF Enabled Services Mini-grant Scheme

A Marketing and Communication Plan has been developed for the Mini-grant scheme which includes:

- Content about the scheme on the AAF website;
- Mini-grant posters and flyers;
- News articles; and
- Advertisement in the Campus Review.

Milestone 6: Transition of the MAMS Testbed Participants to the AAF

Due Date: November-December 2009

Status: Complete (14/12/2009).

The AAF engaged with Macquarie University (via a Subcontract) to assist with the transition of Identity Providers and Service Providers from the MAMS Level 1 and 2 Federations to the AAF Production Federation. This work began on 1/7/2009 and completed on 14/12/2009. The MAMS Level 1 and 2 Federations were decommissioned on 14/12/2009. Below is a summary of the transition activities:

- 27 institutions were successfully migrated;
- 4 institutions delayed their migration until after the decommissioning of MAMS;
- 7 institutions were not migrated either through choice or their Identity Provider was not operational in the MAMS federation;
- 22 Services were migrated; and
- 24 Services were not migrated (many services were not migrated as they were not working in the MAMS federation).

Milestone 7: *The AAF Operator Appointed and Contract Signed*

Due Date: January – March 2010

Status: Not commenced.

As discussed in Milestone 4, the AAF has begun the Tender process for the appointment of an Operator(s). The AAF Project Manager and Interim Executive Committee will continue to monitor the progress of this activity in 2010.

Milestone 8: *AAF Accelerated Technical Development Finalised*

Due Date: January – March 2010

Status: Work commenced.

In October 2009 the AAF appointed a dedicated resource as the 'Accelerated Technical Development Specialist'. Work has commenced with the development of a roadmap of accelerated technical development. The project is continuing to work closely with its international peers in confirming the value of each suggested technical development to the Federation community. Work will continue to finalise the roadmap of activity by March 2010.

Milestone 9: *AAF Support Team Fully Operational and Assisting Members*

Due Date: February 2010

Status: Work commenced.

The Project has developed a strategy for creating an Australia-wide support team. In addition to the Technical Program Manager, the Project will recruit four Technical Support staff. Support staff will be located within the institution that they are recruited from. The positions will provide developmental opportunities for staff to learn the AAF technologies and to assist current and future AAF Members and Affiliates. This strategy will help with the implementing of AAF technologies as well as creating a technical Community of Practice Australia-wide.

It is anticipated that Expressions of Interest will be sought in January 2010. The AAF Project Manager and Interim Executive Committee will continue to monitor the progress of this activity.

Milestone 10: *AAF Production System with AAF Operator Goes Live*

Due Date: February – April 2010

Status: Work commenced.

As discussed in Milestone 4, the AAF has begun the tendering process for an Operator(s).

Milestone 11: *Mini-grant Proposal Round 1 Awarded*

Due Date: April-March 2010

Status: Complete.

As discussed in Milestone 5, Round 1 of the Mini-grant scheme closed on 30/10/09 and Round 2 of the scheme closed on 27/11/2009. \$37,000 was awarded in Round 1 and \$210,871 was awarded in Round 2.

Milestone 12: *Transition from Pilot AAF to Production AAF Completed*

Due Date: April-May 2010

Status: Complete.

The transition from the Pilot AAF to Production AAF completed in June 2009. All organisations joining the Production Federation have been required to sign the Federation Commitment to the Rules for Participants on a 'best endeavours' basis. As of 31 December 2009 18 Members² and 1 Affiliate³ have joined the Production AAF (see table 4 and 5 for a list of Federation Members and Affiliates as of 31/12/2009).

² A Member may act as an Identity Provider to its End Users, enabling them to access services provided by a Service Provider and/or as a Service Provider. A Member must pay fees or provide in-kind support at the discretion of the Executive Committee. A Members' Representative is eligible to attend meetings of the Federation and be nominated for positions on the Executive Committee (Source: AAF Inc Constitution, June 2009).

³ An Affiliate may act as an Identity Provider to its End Users, enabling them to access services provided by a Service Provider and/or as a Service Provider. An Affiliate may be required to pay a subscription or other fees at the discretion of the Executive Committee. An Affiliate is not eligible to attend meetings of the Federation and may not nominate for positions on the Executive Committee (Source: AAF Inc Constitution, June 2009).

Institution	Join Date
Australian Catholic University	November 13 2009
Australian Commonwealth Scientific and Research Organisation (CSIRO)	July 27 2009
Australian Nuclear Science and Technology Organisation (ANSTO)	January 5 2010
Australian Research Collaboration Service (ARCS)	August 6 2009
Edith Cowan University (ECU)	July 27 2009
eResearch SA	December 22 2009
Griffith University	July 27 2009
James Cook University (JCU)	October 1 2009
Lincoln University (New Zealand)	December 3 2009
Monash University	July 27 2009
Queensland University of Technology (QUT)	August 3 2009
University of Auckland (New Zealand)	November 10 2009
University of Canterbury (New Zealand)	November 18 2009
University of Queensland (UQ)	December 16 2009
University of South Australia (UniSA)	July 27 2009
University of Tasmania (UTAS)	July 27 2009
University of Western Sydney (UWS)	October 6 2009
Victorian Partnership for Advanced Computing (VPAC)	November 24 2009

Table 4: Federation Members as at 31 December 2009

Organisation	Join Date
Pebble Learning	November 25 2009

Table 5: Federation Affiliates as at 31 December 2009

Milestone 13: *Intensive Marketing and Communication Program Launched*

Due Date: March 2010

Status: Commenced.

The Project has recruited a Change and Communication Manager as well as a Graphics Designer/Web Developer.

A Change and Communication Strategy document has been developed as a framework for managing and coordinating change management activities and developing detailed communication plans to operationalise the project's activities. Separate Communication Plans contain a Communication Matrix to serve as a guide to the "who", "what" and "when" of communication. Each tactical plan uses this matrix to create a specific set of audience, channels and delivery timetable. These plans are:

- An overall AAF Communication Plan – identifies the key stakeholders, activities/messages, methods of communication and timeframes to be undertaken to achieve the aims of the project and to deliver consistent messages to the AAF's target audience;
- A Mini-grant Scheme Communication Plan – outlines the activities associated specifically with the Mini-grant Scheme which assists current and potential Service Providers with the deployment of their service(s) to the Federation. Four Mini-grant rounds are offered

from 1 October 2009 (subject to budgeted mini grant funds being available after Round 3);

- A RFI Communication Plan – outlines the process and activities for the AAF to appoint an Operator(s) to manage and deliver many of the AAF services to federation participants; and
- A Conferences and Events Communication Plan – outlines the specific activities associated with conference and event planning to inform and engage stakeholders.

A project brochure and posters and flyers for key messages have been developed to support the planned communication activities. A series of AAF promotional items for distribution at conferences and events have been produced. All material distributed ensures accurate and consistent communication that is easily recognisable as the AAF 'brand'.

The AAF has also been engaging with interested parties through the Micro blogging web site Twitter and Social Networking website Facebook. Twitter and Facebook have mostly been used for updates related to Mini-grants, Operator Request for Information and Conference Presentations.

The AAF Style Guide

AAF Interface Design Guidelines have been developed to ensure a consistent user experience across the login and access pages for all services available to Federation participants. The guidelines make recommendations on image use, layout and input from element styles. The Guidelines advocate:

- A consistent look and feel for immediate recognition of an AAF Inc protected resource;
- Avoiding multiple concepts of user interfaces;
- An intuitive and easier login process for users;
- Reducing the workload for the web page authors when designing a login interface - templates will be provided by the Federation; and
- A better support concept that guides users to the right helpdesk and provides access to AAF Inc points of contact.

The AAF Website and Strategy

The updated Australian Access Federation website was launched in early September 2009 (See: www.aaf.edu.au). All content was developed for the website, primarily with the goal of reaching and generating interest within new (non-technical) markets. Development of the website continued in October with the addition of further content and the refinement of interfaces and graphical elements. From October the AAF website has been the definitive location for information on the AAF Mini-grants scheme, the Operator Request for Information and Joining the Federation.

The Australian Access Federation website has been developed with a strong focus on the four key user groups of the Federation:

- Directors of Information Technology;
- Resource Owners and Service Providers;
- Senior Managers (Research Strategy); and
- Researchers, other staff members and students.

A web strategy document has been developed which outlines the strategic direction of the AAF Inc website over the next 6 months. The following key goals were identified for the AAF Inc website between August 2009 and March 2010.

- Provide information about the AAF's short-term goals (2009/Early 2010);
- Generate interest in the Australian Access Federation;
- Provide an overview of the Australian Access Federation;
- Provide an avenue for Joining the Federation;
- Provide information about the AAF's longer-term objectives 2010 and beyond;
- Act as a showcase of AAF enabled Services/Resources for users;
- Act as the primary information source for AAF materials; and
- Act as the first point of contact for support/joining/technical resources.

AAF Service Catalogue

During the reporting period, development began on the AAF Service Catalogue. Once complete it will provide a definitive list of services available to members of the AAF. The Service Catalogue will sit within the AAF website and be automated to draw information from the AAF Resource Registry to the AAF website. A key objective of the catalogue is to provide an interface between the services available and the AAF user base.

Section 3 of this Progress Report outlines the promotional material, publicity pamphlets and other marketing material produced by the project as part of its Marketing and Communication Program.

2.2 Project Budget

As approved by DIISR on 25 January 2010, this information will be provided as an attachment to the Financial Report due on 15 March 2010.

2.3 Progress on Achieving Outcomes

The AAF project is progressing well and in-line with the project plan and budget. Since June 2009, 19 organisations joined the AAF (see tables 4 and 5). In addition, the project has begun initial discussions with a number of other organisations about joining.

2.4 Major Issues or Developments and their effect on the project

No major issues or developments have occurred during the reporting period.

2.5 Proposed Changes to the Project

The AAF Interim Executive Committee is continuing to monitor the progress of the project and provide guidance where necessary. There were no proposed changes to the project identified during the reporting period.

3. PUBLISHED REPORTS, PROMOTIONAL MATERIAL, MEDIA PUBLICITY, PAMPHLETS OR OTHER DOCUMENTATION

A number of event activities occurred during the reporting period. These are outlined in Table 6.

Event	Date	Description
Innovation 2009	22/09/2009	The AAF and Innovation: An overview of the Australian Access Federation.
CAUDIT Annual General Meeting	23/10/2009	An open forum and discussion about the ability of members to join the AAF Inc quickly and how any individual member issues could be helped or addressed by the AAF Inc or through assistance provided by other members.
AAF and ARCS Authentication and Authorisation Workshop, eResearch Australasia	9/11/2009	An informative half-day workshop that provided the participant with knowledge of the Australian Access Federation (AAF), in particular how to progress the AAF usage agenda in their home organisation.
eResearch Australasia	9-13/11/2009	An information booth to allow delegates at the eResearch Australasia conference to discuss the AAF with project staff and to provide guidance on how to join their organisation to the AAF.

Table 6: AAF Events

Table 7 outlines the communications and media that was generated during the reporting period

Key Activity	Media and Communication
Mini-grant Scheme	AAF Website http://www.aaf.edu.au/index.php/mini-grants/
	News articles in key organization eNewsletters at main stages of Rounds 1 and 2 and notification of successful Mini-grants awarded
	Advertisement in Campus Review (November hardcopy edition) and online edition (See Appendix B)
	News and Events section of the AAF website/Twitter/Facebook as well as the eResearch newsletter: http://www.eresearch.edu.au/newsletter-200910 http://www.eresearch.edu.au/newsletter-200911 http://www.eresearch.edu.au/newsletter-200912 http://www.eresearch.edu.au/newsletter-201001
AAF Operator Appointment	AAF Website http://www.aaf.edu.au/index.php/request-for-information/
	Advert on Tenders.net website (2/11/09)
	Leader advert in The Australian (31/10/09)
	Full advertisement in The Australian (3/11/09) (See Appendix B)
AAF and ARCS Workshop Authentication and Authorisation Workshop, eResearch Australasia	News articles in key organization eNewsletters/Twitter/Facebook as well as the eResearch newsletter: http://www.eresearch.edu.au/newsletter-200911
	AAF Website News and Events/Twitter/Facebook
AAF and ARCS Workshop Authentication and Authorisation Workshop, eResearch Australasia	News articles in eResearch newsletter: http://www.eresearch.edu.au/newsletter-200909 http://www.eresearch.edu.au/newsletter-200910

Table 7: AAF Communication and Media

A number of Promotional Materials was produced by the project, as outlined in Table 8

Key Activity	Description
AAF Brochure	4 page booklet giving an introduction to the AAF, benefits, how to join and contact information (See Appendix D)
AAF Polo Shirts	Black polo shirts with AAF logo for members of the AAF
Pens	Maze pens with the AAF logo and URL (See Appendix C)
Post-it Notes	With AAF logo and URL (See Appendix C)
Small Bags to hold promotion material	White paper bags with black handles and AAF logo (round sticker)
Posters	Join the Federation (See Appendix A)
	AAF Mini-grants (See Appendix A)
	Win a 16GB iPod nano (See Appendix A)
Flyer	AAF Mini-grants (See Appendix D)

Table 8: AAF Promotional Materials

PROJECT CONTACTS

The project will be pleased to provide further information on the Australian Access Federation to DIISR officers. Key contact points are:

- **Mr Neil Thelander**
President AAF Inc.
Director, Information Technology Services
Queensland University of Technology
Phone: 07 3138 1652
Email: N.Thelander@qut.edu.au
- **Mr Paul Sherlock**
Vice President AAF Inc.
Director, Information Strategy and Technology Services
University of South Australia
Phone: 08 8302 3575
Email: Paul.Sherlock@unisa.edu.au
- **Mr Richard Northam**
Public Officer AAF Inc.
General Manager
CAUDIT
Phone: 02 6222 3521
Email: Richard.Northam@caudit.edu.au
- **Mr Heath Marks**
Project Manager
Australian Access Federation Inc.
Phone: 07 3138 1231
Email: Heath.Marks@qut.edu.au

APPENDIX A: AAF PROMOTIONAL MATERIAL – AAF POSTERS

AAF promotional posters used for the AAF Booth at the eResearch Australia conference.



AUSTRALIAN ACCESS FEDERATION

JOIN THE FEDERATION

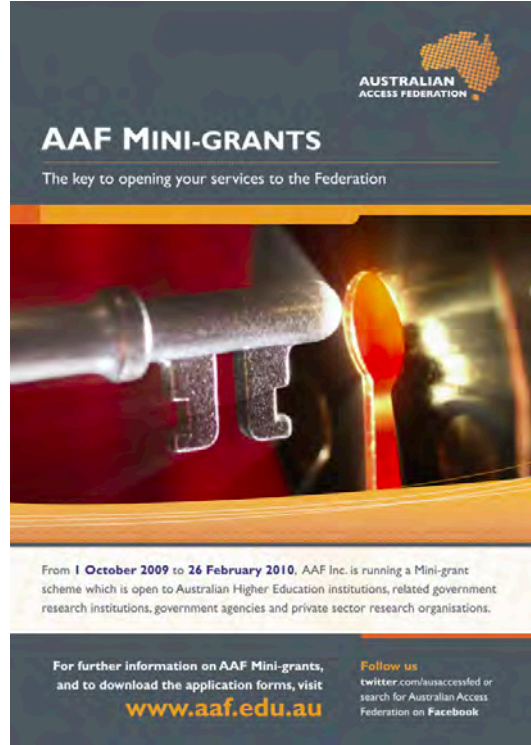
Providing trusted access to services, resources and people



The Australian Access Federation (AAF) provides a framework and support infrastructure to facilitate trusted electronic communications and collaboration within and between universities and research institutions in Australia and overseas.

For further information on the AAF, its benefits and how to join, visit www.aaf.edu.au


Follow us twitter.com/ausaccessfed or search for Australian Access Federation on Facebook



AUSTRALIAN ACCESS FEDERATION

AAF MINI-GRANTS

The key to opening your services to the Federation



From **1 October 2009** to **26 February 2010**, AAF Inc. is running a Mini-grant scheme which is open to Australian Higher Education institutions, related government research institutions, government agencies and private sector research organisations.

For further information on AAF Mini-grants, and to download the application forms, visit www.aaf.edu.au

Follow us twitter.com/ausaccessfed or search for Australian Access Federation on Facebook

AUSTRALIAN ACCESS FEDERATION

WIN a 16GB iPod nano

- By joining our **Twitter** site, go into the draw for an iPod nano.
- Receive an additional entry by also joining our **Facebook** site.

For further information on the Australian Access Federation visit www.aaf.edu.au

Follow us twitter.com/austaccessfed or search for Australian Access Federation on Facebook

The draw will take place and be announced on Thursday 12 November at the eResearch Australasia 2009 conference

APPENDIX B: AAF PROMOTIONAL MATERIAL – ADVERTISEMENTS

AAF Mini-grant Scheme Advertisement, published in the *Campus Review* November 2009.



The advertisement is a vertical rectangular poster with a dark blue background. At the top left, it reads 'AUSTRALIAN ACCESS FEDERATION' in small white letters, followed by 'MINI-GRANT SCHEME' in large, bold, white letters. To the right of this text is a stylized map of Australia composed of small orange squares. Below the map, the text 'AUSTRALIAN ACCESS FEDERATION' is repeated in white. In the center, there is a photograph of a hand holding a glowing orange key. Below the photo, the text describes the scheme: 'The Australian Access Federation (AAF) brings together cutting edge technologies as a framework for trusted electronic communications and collaboration within and between universities and research institutions in Australia and overseas.' It then states: 'From 1 October 2009 to 26 February 2010, AAF Inc. is running a Mini-grant scheme which is open to Australian Higher Education institutions, related government research institutions, government agencies and private sector research organisations. The purpose of the Mini-grant scheme is to assist current and potential Service Providers with the deployment of their service(s) to the Federation. Up to \$40,000 will be made available through an application process as outlined in the AAF Enabled Services Mini-Grant Application Package.' Below this, it says: 'To download the AAF Enabled Services Mini-Grant Application Package and Application Form, go to www.aaf.edu.au/index.php/mini-grants/application-process/'. At the bottom, it provides social media links: 'For more information on the AAF, go to www.aaf.edu.au. Follow the AAF on Twitter www.twitter.com/ausaccessfed or search for Australian Access Federation on Facebook.' At the very bottom, the tagline 'Providing trusted access to services, resources and people.' is written in small white letters, followed by the website 'www.aaf.edu.au' in orange.

AAF Request for Information Advertisement, published in *The Australian* – 3 November 2009.



**AUSTRALIAN
ACCESS FEDERATION**

Request for Information

The Australian Access Federation (AAF) Inc. provides the framework for seamless access to services and resources for participants through a trusted single sign-on solution within and between universities and research institutions.

Responses to this Request for Information are sought from suitably qualified and experienced companies for Operator(s) to deliver many of the AAF services to federation participants on its behalf.

The closing date for submission of responses to the Request for Information is: 6.00pm (AEST) on **Monday 30 November 2009**.

Request for Information documents and further information is available on the AAF website: **www.aaf.edu.au**

All enquiries should be addressed to:
heath.marks@qut.edu.au

APPENDIX C: AAF PROMOTIONAL MATERIAL – MERCHANDISE

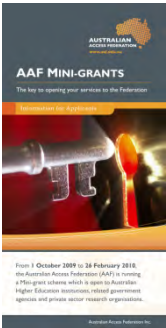



AAF Promotional Notepads



AAF Promotional Pens

APPENDIX D: AAF PROMOTIONAL MATERIAL – OTHER MATERIAL

Cover Image	Document Title	Location
	<p>Australian Access Federation: An introduction to the Federation</p> <p>A5 Pamphlet</p>	https://manager.aaf.edu.au/wiki/download/attachments/1015970/AAF_overview.pdf
	<p>AAF Mini-grants: Information for Applicants</p> <p>DL Flyer</p>	https://manager.aaf.edu.au/wiki/download/attachments/1015970/AAF_mini_grant.pdf
	<p>Australian Access Federation: Connecting to the AAF</p> <p>PowerPoint Slideshow Included in the AAF Engagement Pack</p>	https://manager.aaf.edu.au/wiki/download/attachments/3211565/AAF_Engagement_Pack_10_09_1.zip
	<p>Federation Rules for Participants</p> <p>PDF Included in the AAF Engagement Pack</p>	https://manager.aaf.edu.au/wiki/download/attachments/3211565/AAF_Engagement_Pack_10_09_1.zip
	<p>AAF Enabled Services Mini-grant Application Package</p> <p>PDF</p>	http://www.aaf.edu.au/wp-content/uploads/2009/11/AAFFEnabledServicesMini-grantApplicationPackage251109.pdf

