



PPCLI Association

26 July 2005

PPCLI Association Vice-President  
PPCLI Association Vice President East  
PPCLI Association Vice-President West  
PPCLI Association Secretary  
PPCLI Association Treasurer  
All PPCLI Association Branches  
Attn: PPCLI Association Branch Presidents

### **PPCLI ASSOCIATION USE OF THE INTERNET AND INTERNET COMMUNICATIONS**

The PPCLI Association is moving into the 21<sup>st</sup> Century.

Through the availability of new Internet-based communication technologies and availability of low-cost and/or no-cost solutions, the PPCLI Association is looking at increasing and making use of these developed technologies.

A move to adopt these means of communications amongst the Association Branches will not only ease communications, as well as providing another viable method of communicating but will also enhance the passage of information, nation-wide planning and coordination for events, such as the 60<sup>th</sup> Anniversary of the PPCLI Association and of course the 100<sup>th</sup> Birthday of our own PPCLI Regiment.

At the attached find an outline **Internet and Internet Communications Plan** as developed by the PPCLI Association Assistant Webmaster. This is a working document subject to change based on availability and implementation of technologies, and feedback. Branches' comments on a continual basis are encouraged, welcomed and will be seriously studied and implemented as warranted.

To succeed and as explained in the attached plan assistance from Association Branches will be required. Each Branch will be required to appoint a Branch Communication Representative (Comm Rep). However, the Comm Rep's qualifications in accordance with the plan's TOR are not onerous. Simply, Branches' Comm Reps should be a volunteer in possession of a PC, have access to the Internet and possess sufficient knowledge of 'surfing the net'. In a nutshell, that's the extent of expertise needed. The Association Assistant Webmaster on a one-to-one basis and/or through user-friendly documentation will provide any 'tech' instructions. The Association Assistant Webmaster is most available on a 24/7 basis.

Any queries and comments please forward to my office, attention: PPCLI Association Assistant Webmaster.

Sincerely,

(signed)  
CJ Wallace  
for  
Rudi Raidt  
President, PPCLI Association

CC: BGen (Rtd) Vince Kennedy – PPCLI 100<sup>th</sup> Birthday Coordinator  
Joe Schulz – PPCLI Association 60<sup>th</sup> Anniversary Coordinator



PPCLI RM [rmaj@ppcli.com](mailto:rmaj@ppcli.com)

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PPCLI Association Assistant Webmaster [asstwebmaster@ppcli.com](mailto:asstwebmaster@ppcli.com)

VPP Facilitator [vppfacilitator@rogers.com](mailto:vppfacilitator@rogers.com).

Attachment

PPCLI Association Internet and Internet Communications Plan

## PPCLI Association Internet and Internet Communications Plan (Working Document)

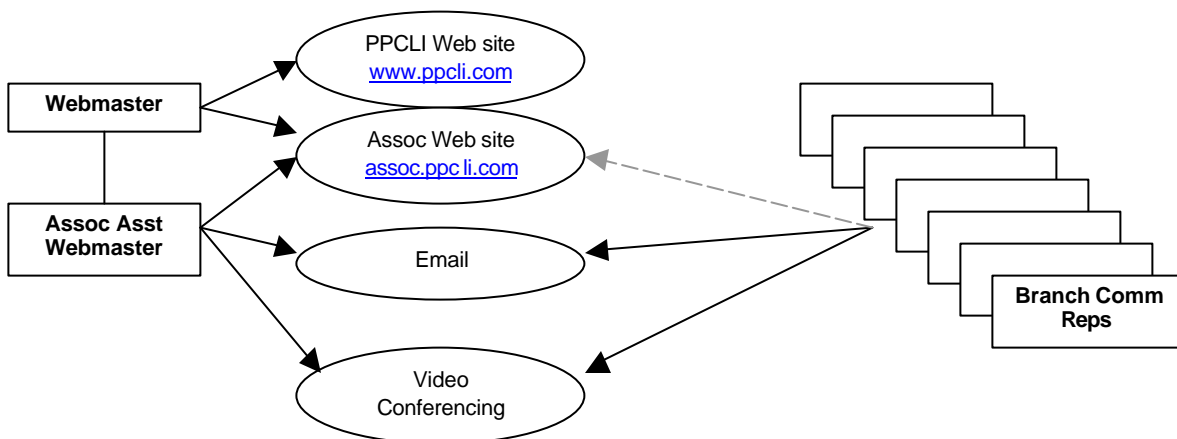
### 1. Aim

1.1. To enhance communication and passage of information within PPCLI Association.

### 2. Concept

- 2.1. In addition to, and as a supplement to other means of communication such as meetings, use of phone, fax, etc the use of the Internet, if designed properly can be a very useful and easy tool for the passage of information, coordination, planning, and preparation, including for AGM's.
- 2.2. The three principle Internet communication means that the Association will use include:
  - ?? Email
  - ?? Web site
  - ?? Video conferencing functions
- 2.3. All PPCLI Branches should have this tool readily available for their use.
- 2.4. PPCLI Branches will require a member volunteer in possession of a PC, access to the Internet and with sufficient knowledge of 'surfing the web'. A PC video camera will also be necessary. If the Comms Reps does not have a PC video camera, the Association will reimburse the Branch for a percentage of the cost towards a purchase.
- 2.5. Implementation and maintenance of the plan is to be no or minimal cost.

### 3. Organization and TOR



#### Legend

Access and Control  $\Rightarrow$

Reporting  $\Rightarrow$

Limited Access (Branch pages only)  $\dashrightarrow$

#### 3.1. Webmaster:

- ?? Resides at PPCLI RHQ.
- ?? Under the control of the RM.
- ?? Advance qualified in web site development.
- ?? Tasks:
  - .1. The Webmaster provides the rules governing the use of the web site, including posting, design and security.
  - .2. Manages both the PPCLI web site and the Association site.
  - .3. Designs the PPCLI web site.



- .4. Oversees the design of the Association site.
- .5. Approves, through the RM any changes to the design of the Association site.
- .6. Assists and instructs the Association Assistant Webmaster in the performance of his posting functions on the site.

### 3.2. **Association Assistant Webmaster:**

- ?? An Association member that is conversant with html programming, web site development and database development.
- ?? Works in conjunction and for the Webmaster.
- ?? Tasks:
  - .1. Provides for design changes to the association site as warranted.
  - .2. Take input from Branch Comms Reps on changes to the site.
  - .3. Assist Branch Comms Reps in the performance of their tasks, including posting to the Association site, email management, and video-conferencing set up.
  - .4. Maintain an updated contact list for all Comms Reps.

### 3.3. **Branch Communication Representatives (Comm Rep):**

- ?? A Branch member volunteer located in the respective Branch's locale.
- ?? Reports to Branch President.
- ?? Possesses base knowledge on using email and browsing the web. Does not need knowledge in html programming.
- ?? Tasks:
  - .1. Updates Branch page on Association site or forwards updates to Association Assistant Webmaster.
  - .2. Make recommendations to the Association Assistant Webmaster on changes to design or updates to the Association site.
  - .3. Assist the Branch in setting up for video conferencing.
  - .4. Assist the Branch in establishing email lists and distributing information via email in accordance with the respective Branch President's instructions.
  - .5. Checks site, email and video conferencing for information and distributes to the Branch in accordance with the respective Branch President's instructions.

## 4. **Equipment and Resources Requirements**

- 4.1. Hardware. Branches should select a member volunteer that possesses a PC. If possible the PC speed should be a minimum of 500Mhz, with a minimum of 128mb of RAM and a hard drive storage of approximately 1gb. The preferred Internet connection speed is 10mbps (normal speed for cable connections), but slower connections can be worked around.
- 4.2. PC Video Camera. These are inexpensive computer video cameras. The Association will reimburse the Branch up to a maximum of \$50.00 for each Branch. A few examples of PC video cameras are as follows:
  - ?? <http://www.logitech.com/index.cfm/products/details/CA/EN,CRID=2204,CONTENTID=5041>
  - ?? <http://www.logitech.com/index.cfm/products/details/CA/EN,CRID=2204,CONTENTID=10034>
- 4.3. Software. Browser and email programs are up to the user. However, set up instructions will use Microsoft Internet Explorer 6.0 as the basis and Microsoft Outlook for email instruction. Microsoft NetMeeting will be the program used for video-conferencing. The program is free for download. Download and instruction Internet locations can be found at Annex A. The Association Assistant Webmaster for development of web pages will



use Microsoft FrontPage. Branch Comms Reps would be asked to send any text to be posted either in html, .rtf or .txt formats. Any graphics should be in .jpg or .gif format.

## 5. Contacts

5.1. The PPCLI Association website is administered by the Association's Assistant Webmaster. Our Assistant Webmaster will assist Branch Comms Reps as required with posting and contact information. The Association Webmaster, in turn will contact and liaise with the PPCLI Webmaster for assistance, and conform to the Webmaster's instructions.

5.1.1. Association Assistant Webmaster. For Branch Comms Reps this is the first point of contact. Email contact will be [asstwebmaster@ppcli.com](mailto:asstwebmaster@ppcli.com).

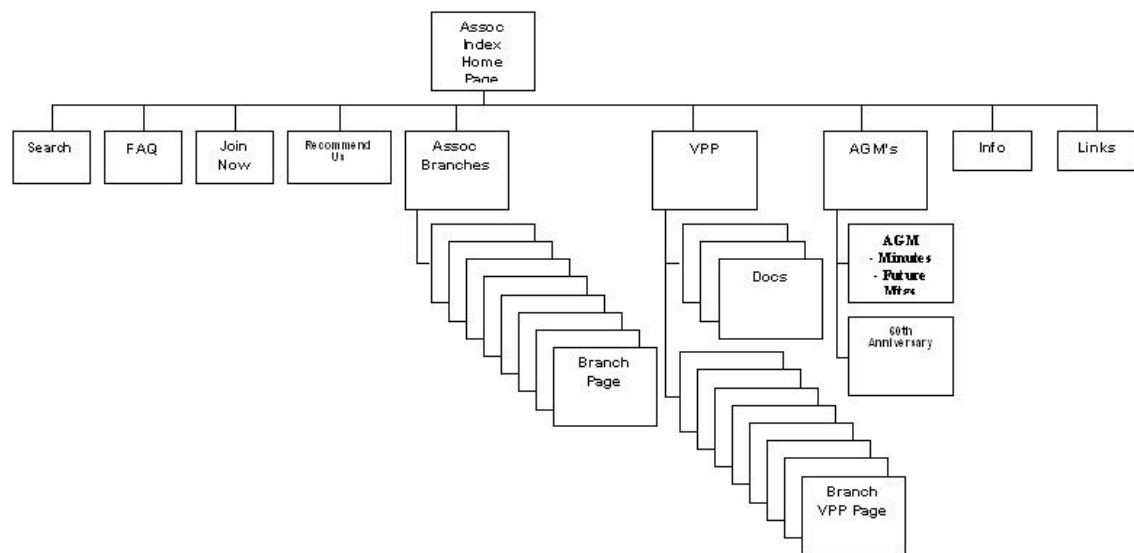
5.1.2. PPCLI Webmaster. For matters regarding the web site, this will be the Assistant Webmaster's first point of contact. If Branch Comms Reps are unable to contact the Assistant Webmaster they can contact the Webmaster at [webmaster@ppcli.com](mailto:webmaster@ppcli.com).

5.1.3. Branch Comms Reps. A contact list of all Comms Reps will be prepared by the Asst Webmaster. Branches are to forward contact details of their respective Comms Rep ASAP after their selection to the Assistant Webmaster.

## 6. Internet PPCLI Association Website

6.1. The PPCLI Association Website ([assoc.ppcli.com](http://assoc.ppcli.com)) is a sub-domain of the PPCLI website ([www.ppcli.com](http://www.ppcli.com)).

6.1.1. The Association web site is generally organized as follows:



6.1.2. The Internet browser may be whatever browser Branch Comms Reps possess so long as that browser program can accommodate NetMeeting. Microsoft Internet Explorer 4.0 is the minimum standard required for the use of NetMeeting. The only instructional documentation to be prepared, as warranted, will be based on Microsoft Internet Explorer.



7. **Internet Email.** Any email program may be used by Branch Comms Reps so long as it is compatible with NetMeeting and can accommodate email distribution lists. Instructional documentation will be prepared as warranted based on Microsoft Outlook or Outlook Express.
8. **Internet Video-Conferencing.** Microsoft NetMeeting 6.0 will be the minimum standard. For Instructional documentation see Annex A.
9. **Technical Documentation.** NetMeeting. See Annex A for downloading links, set up and use instructional links, as well as an overview of NetMeeting's capabilities.

### **List Of Annexes**

Annex A – NetMeeting Instructions



### Microsoft NETMEETING

You must be running Microsoft Explorer 4.0 or better to use this program.

1. Download subject program from the site <http://www.microsoft.com/windows/netmeeting/>
2. Follow the directions from the site <http://support.microsoft.com/ph/2457>
3. These are the Overviews of each function that can be found in the HELP under "Help Topics". The best way to learn is to get on and play with it.

#### Net Meeting features:

- ?? Net Meeting features allow you to place calls using directory servers, conferencing servers, and Web pages. Net Meeting makes it easier to place calls over the Internet, your organisation's Intranet, and with telephones.
- ?? You can work easily with other meeting participants by sharing programs. Only one computer needs to have the program, and all participants can work on the document simultaneously. In addition, people can send and receive files to work on.
- ?? Net Meeting's audio and video let you see and hear other people. Even if you are unable to transmit video, you can still receive video calls in the Net Meeting video window.
- ?? With the Chat feature, you can talk with multiple people. In addition, Chat calls can be encrypted, ensuring that your meetings are private.
- ?? Using the Whiteboard, you can explain concepts by diagramming information, using a sketch, or displaying graphics. You can also copy areas of your desktop or windows and paste them to the Whiteboard.

#### Placing calls overview:

- ?? You can use Net Meeting to call people over the Internet, a corporate intranet, or directly, using a modem connection. The person you call does not have to be using Net Meeting. Many standards-based software products other than Net Meeting can receive Net Meeting calls.
- ?? You can place Net Meeting calls in the following ways:
- ?? Directly. Net Meeting connects directly to an Internet directory server or to another computer. To place a call, you either choose one of the people logged on to a server, or you call another computer by typing its computer name or address.
- ?? Using a Gateway. Net Meeting can use a gateway on your network to connect to a telephone or videoconferencing system.
- ?? Using a Gatekeeper. Net Meeting uses a computer on your network that helps you find and connect with other people, computers, and gateways. Gatekeepers control access to the network, allowing or denying calls and controlling the bandwidth of a call. They also help with address resolution, converting e-mail addresses into appropriate network addresses.

#### Finding people overview:

- ?? Using the Find someone dialog box, you can view directory servers and address lists that provide the names and addresses of people you want to call. You can find names from address books, directory servers, and the Internet.
- ?? History. Contains the names of people who have called you in the past.
- ?? Windows Address Book. Contains entries created by you and entries stored on your computer by importing them from another address book.



- ?? Directory Servers. Provided and maintained by other companies, a directory server list contains people who are currently connected to the server and have chosen to display their names.
- ?? Microsoft Internet Directory. A Web site provided and maintained by Microsoft to locate people to call on the Internet.

### Meeting overview:

- ?? Net Meeting allows you to exchange information with friends and colleagues, to collaborate on projects, teach a class, and give presentations. During meetings, you can jointly create documents, spreadsheets, or other files without having the software on each computer. In addition, you can send files to one or all-meeting participants.
- ?? Meetings can be hosted from your computer or a computer called the conferencing server. When hosting a meeting, you choose a meeting name, password, security, and who can be invited to the meeting. When hosting a meeting from a conferencing server, you can access the server and then select a meeting from a list. If a meeting is not named, you can use the default name, Personal Conference, or provide a name of your own.
- ?? You can also choose to have secure meetings, limit who can accept and invite people to the meeting, and define what tools, such as Whiteboard and Chat, can be used during the meeting.
- ?? Secure calls are data-only calls using data encryption, identity verification, and password protection.
- ?? Net Meeting does not encrypt audio and video transmissions, however, you can still use password protection.
- ?? During your meeting you can communicate using Chat, audio, and video; illustrate using the Whiteboard; transfer files; and access remote computers using Remote Desktop Sharing.

### Security overview:

- ?? Net Meeting gives you the ability to decide whether you want your meetings and calls to be non-secure or secure. Net Meeting places non-secure calls by default. A secure Net Meeting call can encrypt the data, authenticate meeting participants using authentication certificates, and have password protection.
- ?? When you exchange data during a secure call or meeting, the data is encrypted so only the intended recipients can read it. Net Meeting provides a privacy certificate, allowing the information to be encrypted when it is sent, and then deciphered on the recipient's computer.
- ?? Authentication is verifying that the person with whom you are communicating is who you think it is. The most common method of authentication is by using certificates.
- ?? An authentication certificate is a set of data that identifies a person. A trusted organisation, or entity, known as the Certificate Authority, issues the certificate after verifying the person's identity. Authentication certificates can also be used to encrypt information, ensuring the sender and receivers use the same encryption key.
- ?? Secure calls are data only. In a secure call you can use Chat and Whiteboard, share programs, and transfer files, but you cannot use audio or video because these transmissions are not encrypted. There cannot be both secure and non-secure calls in a meeting. All calls must be one or the other.
- ?? You can also use a password to protect the confidentiality of your online meetings. When you schedule a meeting, select a password and provide it to the other participants. When the meeting starts, each user provides the password to join. Password protection provides a convenient and easy way to monitor meeting attendance.

### Audio overview:

- ?? Net Meeting provides full audio capabilities. The audio feature supports microphones, speakers, and telephones.



- ?? If you are using a microphone and speakers, your audio can be either half-duplex or full duplex. Half-duplex audio allows one person to speak at a time. Full-duplex audio allows two people to speak simultaneously. Check with the sound card manufacturer to determine your sound card capabilities.
- ?? If your company has an audio gateway that you use to place calls, you can use your telephone instead of a microphone and speakers. For more information on audio gateways, contact your system administrator.

### Video overview:

- ?? You can use Net Meeting to send other meeting participants a video image of yourself or an item under discussion. To send a video image you need either a video-capture card or camera that supports Video for Windows.
- ?? You can receive and view video images even if you do not have video equipment.
- ?? Although several people may be in a meeting, you can exchange video images with only one person.

### Chat overview:

- ?? Meeting participants can talk to each other simultaneously using Chat. Since only two people can have an audio or video connection, Chat is useful in a group meeting because everyone can participate.
- ?? When someone sends you a Chat message, the message appears in the Chat window.

### Whiteboard overview:

- ?? Whiteboard allows everyone in a meeting to draw and type simultaneously. You can add and delete Whiteboard pages, draw shapes, type text, and emphasise an item using the Highlighter or the Remote Pointer.
- ?? You can copy and paste items between the Whiteboard and other programs, and from windows and areas of your desktop to the Whiteboard. Then, you can use Whiteboard's tools to further illustrate the objects. Other meeting participants can see your work without having access to your desktop.
- ?? Synchronization allows everyone to automatically view the same Whiteboard page. If you want to work on a page privately, you can remove synchronization to stop the page from displaying automatically, however, other participants can still open the page by navigating to it manually. Removing synchronization does not affect other participant's view of the current page.
- ?? Net Meeting 3.0 has two versions of Whiteboard: the standard Whiteboard and Net Meeting 2.x Whiteboard. The standard Whiteboard conforms to industry standards, though both versions contain the same features. If everyone in the meeting is using NetMeeting 3.0, the standard Whiteboard is used by default. Otherwise, the 2.x Whiteboard is used by default.

### Sharing programs overview:

- ?? Shared programs allow meeting participants to view and work on files simultaneously. For example, you may have a Microsoft Word document that several people need to work on. You can open the document on your computer, share it, and then everyone can provide his or her comments directly in the document. Only the person who has opened the file is required to have the program on their computer. Other participants can work on the document without having the program. Only one person can be in control of a shared program at a time. If controllable appears in the title bar of the shared program window, the person who shared the program has control and is allowing others to work in the program. If the mouse pointer has a box with initials, then another meeting participant has control of the program.
- ?? All meeting participants can share programs during a meeting. The shared programs of each participant appear in separate shared program windows on the other participants' desktops.

### Remote Desktop Sharing overview:

## Annex A



- ?? Remote Desktop Sharing allows you to access a computer at one location from a computer at another location. You can share your work computer and access it from your home computer. Remote Desktop Sharing allows you to work on the computer's desktop and files from another location. You can also use Remote Desktop Sharing for technical support. If you have a computer problem, a technical support person can access your computer and then fix the problem as you watch.
- ?? To use Remote Desktop Sharing, you activate it in Net Meeting, and then close Net Meeting. Remote Desktop Sharing does not work if Net Meeting is running on the computer. Once you set up Remote Desktop Sharing, and close Net Meeting, you can access it from any remote location.

### Exchanging Files with Net Meeting:

- ?? You can send and receive files during a session, specify where to save them and even start a meeting using Micro Soft Office.