

PWYLLGOR MATERION EWROPEAIDD AC ALLANOL

Dyddiad 4 Rhagfyr 2003

Amser: 09:00

Lleoliad Adeilad y Cynulliad Cenedlaethol, Bae Caerdydd

Teitl: Fideo-gynadledda yng Nghyfarfodydd y Pwyllgor Materion Ewropeaidd ac Allanol.

PWRPAS

1. Mae'r papur hwn yn amlinellu ystyriaethau ymarferol a chostau posibl a fyddai ynghlwm wrth ddarparu cyfleusterau fideo-gynadledda mewn cyfarfodydd Pwyllgor ffurfiol.

GWEITHREDU

2. Gwahoddir y pwyllgor i nodi cynnwys y papur hwn ac i gytuno â'r argymhellion ym mharagraff 12, sef:

- a derbyn y bydd cyfleusterau fideo-gynadledda ar gael yn adeilad newydd y Cynulliad, na fyddai'n gost effeithiol i osod cyfleusterau o'r fath yn yr ystafelloedd pwyllgora presennol; ac
- y dylid estyn gwahoddiad i Bwyllgor y T i ymchwilio a fydd y cyfleusterau fideo gynadledda yn adeilad newydd y Cynulliad wedi eu hintegreiddio'n addas gyda'r systemau darlledu.

CEFNDIR

3. Yn ei gyfarfod ar 26 Mehefin 2003, bu'r Pwyllgor yn trafod defnyddio cyswllt fideo er mwyn i Aelodau Senedd Ewrop a rhai eraill sydd wedi eu lleoli ym Mrwsel allu cymryd rhan mewn cyfarfodydd pwyllgor. Roedd y cynnig yn amlygu anawsterau technegol oherwydd y modd y darlledir cyfarfodydd a'r angen am i drafodion y Pwyllgor fod yn agored a thryloyw.

4. Cytunwyd y byddai'r Ysgrifenyddiaeth yn ymchwilio i'r posibilrwydd o gyfarfodydd fideo-gynadledda rhwng aelodau'r Pwyllgor yng Nghaerdydd ac Aelodau Senedd Ewrop ym Mrwsel, yn cynnwys defnyddio lleoliadau y tu allan i'r Cynulliad.

5. Ymgynghorodd yr Ysgrifenyddiaeth ag Uned Ddarlledu Gwasanaethau Cyfathrebu'r Cynulliad,

Systemau Gwybodaeth Busnes, Tim Adeilad Newydd y Cynulliad a'r darlledwyr presennol Barcud Derwen ar y dewisiadau posibl. Mae'r papur hwn yn cyflwyno'u canfyddiadau.

CYFLEUSTERAU YN YR ADEILAD PRESENNOL

6. Mae'r ystafelloedd fideo-gynadledda ym Mae Caerdydd wedi eu lleoli ar y llawr cyntaf. Nid ydynt mewn rhan "gyhoeddus" o'r adeilad. Ni fyddai'n bosibl eu defnyddio ar gyfer cyfarfod pwyllgor a fyddai'n agored i'r cyhoedd ac ni fyddai'n bosibl darlledu oddi yno.

7. Nid yw'r Rheolau Sefydlog yn mynnu bod cyfarfodydd pwyllgorau yn cael eu darlledu, ond disgwylir y bydd hyn yn digwydd yn y dyfodol. Yn ystafelloedd pwyllgora un, dwy a thair yn adeilad y Cynulliad ym Mae Caerdydd mae camerâu ac offer y darlledwyr presennol wedi eu gosod ar gyfer hwyluso hyn. Mae'r Rheolau Sefydlog yn mynnu bod cyfarfodydd yn agored i'r cyhoedd oni bai bod cynnig penodol i gau allan y cyhoedd wedi ei gymeradwyo

8. Mae mwyafrif y pwyllgorau, gan gynnwys Y Pwyllgor Materion Ewropeaidd ac Allanol, yn cynnal cyfarfodydd y tu allan i Gaerdydd. Mae'r cyfarfodydd hyn yn agored i'r cyhoedd, ond nid yw'n arferol iddynt gael eu darlledu. Oherwydd hynny mae cynsail o blaid cynnal cyfarfod ffurfiol mewn lleoliad arall (gyda chyfleusterau fideo-gynadledda ar gael) cyn belled â bod y cyfarfod yn agored i'r cyhoedd, ond ni fyddai'n hwylus cynnal holl gyfarfodydd Y Pwyllgor Materion Ewropeaidd ac Allanol mewn lleoliad o'r fath gan na fyddai'n bosibl darlledu'r Pwyllgor ar unrhyw achlysur.

9. Ateb gwell fyddai integreiddio cyfleusterau fideo-gynadledda yn ystafelloedd Pwyllgora y Cynulliad ond mae hyn yn golygu costau sylweddol – o leiaf £15,000 (manylion yn Atodiad A). O gofio bod y Cynulliad newydd i fod wedi ei gwblhau y flwyddyn nesaf, ni fyddai yn gost effeithiol gosod y cyfleusterau hyn yn yr ystafelloedd pwyllgora presennol.

CYFLEUSTERAU ARFAETHEDIG YN ADEILAD NEWYDD Y CYNULLIAD

10. Mae cyfleusterau fideo-gynadledda yn yr ystafelloedd Pwyllgora wedi eu cynnwys yn y cynlluniau ar gyfer adeilad newydd y Cynulliad. Felly unwaith y bydd yr adeilad wedi ei gwblhau fe ddylai fod yn bosibl defnyddio'r cyfleusterau hyn yng nghyfarfodydd y Pwyllgorau.

11. Mae rhai materion technegol, yn ymwneud â'r graddau y caiff cyfleusterau fideo-gynadledda eu hintegreiddio i'r systemau darlledu, heb eu hegluro'n llawn eto. Gellid gwahodd Pwyllgor y T i archwilio'r mater hwn ymhellach.

ARGYMHELLIAD

12. Argymhellir bod y Pwyllgor yn cytuno:

- na fyddai'n gost-effeithiol gosod cyfleusterau fideo-gynadledda yn yr ystafelloedd pwyllgora presennol; ac
- y dylid gwahodd Pwyllgor y T i archwilio a fydd cyfleusterau fideo-gynadledda yn adeilad newydd y Cynulliad wedi eu hintegreiddio'n addas gyda'r systemau darlledu.

Pwynt cyswllt:

Gwasanaethau'r Pwyllgorau ac Ymchwil yr Aelodau

Atodiad A

(Nid yw'r atodiadau ar gael yng nghymraeg)

COSTS OF INSTALLING VIDEO-CONFERENCING FACILITIES IN THE CURRENT COMMITTEE ROOMS

How video conferencing would work

The pictures from the Host Broadcaster would be sent to the equipment in Brussels either via ISDN line, or via the existing network line if there was sufficient network capacity. Participants in Brussels would be able to view the Committee and follow it in the same way as staff in Cardiff Bay and Cathays Park, via the ring-main television signal.

The signal from Brussels would be sent down the ISDN/network line and be decoded by specialist equipment. The signal would then be sent through a mixing desk and onto either a projector and screen, or a plasma screen in the committee room. The audio signal would be sent to loudspeakers in the committee room. The signals would also be picked up by the Host Broadcaster, who could use the direct images and sound from Brussels and incorporate it into the broadcast / recording of the Committee.

Key considerations

The quality of the video and audio between the sites participating in the conference is vital. This has two determining factors:

- Quality of video conferencing equipment.
- The bandwidth of the line connecting the two sites together.

Quality of the equipment

The equipment in the Assembly's Brussels office is around 3-4 years old but would be suitable for use. It might also be possible for the Assembly Brussels office to assist negotiating the use of suitable video-conferencing facilities at other EU institutions in Brussels.

New equipment would have to be bought in and installed in the Assembly Building in Cardiff Bay, to cover proceedings from the Committee Rooms.

Bandwidth of the line connecting the two sites

There are three main alternatives for connection:

Using the existing network - this may be a feasible option, but would have to be investigated further in relation to the bandwidth requirements and its effect on other network traffic.

Leased line - this would have to be a dedicated connection between Cardiff Bay and Brussels, providing an IP connection to the internet with a bandwidth from 64Kbps to 34Mbps. The higher the bandwidth capacity (and therefore the quality), the higher the cost.

ISDN line - the most common type of high bandwidth connection - the higher the number of ISDN lines used, the higher the quality. The minimum required is 2 x ISDN2 lines. At present there is one ISDN2 line located in waiting room B005 on the ground floor (opposite the Committee Rooms). If the connection was made via ISDN, an additional ISDN line would need to be installed for the system to work effectively.

Costs

A breakdown of cost estimates is provided below:

Breakdown of estimated costs	
<i>ISDN Line</i>	
Installation (one-off cost)	£100 - 200
Line rental (per year)	£100 - 150
Cost of call (3 1/2 hour meeting)	Dependent on provider
<i>Equipment</i>	

Integrated video-conferencing unit for Cardiff Bay - unit cost	£8,000
Installation and integration of the system	£2,500
42" Plasma screen (£3,918) and stand (£475) <i>or</i> Projector (£3,200) and screen electrically operated and permanently fixed (£750).	£3,950 - £4,393
Speakers and stands (pair)	£950
Small mixing desk	£150
<i>Operational costs</i>	
Possible additional cost of AV technician to test equipment in Cardiff Bay and provide Committee support.	-
Total estimated cost *	£15,750 - £16,343
* This does not include the possible cost of technical support in Cardiff Bay and the cost of the telephone call.	

ISDN line

The cost of ISDN can be considered in three parts:

- Installation - the cost would depend on location and provider
- Rental (annual cost) - again this will depend on the provider and the level of service required.
- Cost of calls - again, dependent on the service provider and the type of service required (e.g. continuous connection from the internet, or dial up connection). This would have to be discussed with the service provider to get the best deal. [

Equipment

There are various manufacturers that supply video conferencing equipment. These include an all-in-one unit, including camera and sound, but which is limited to the number of people in the conference room, and has limited quality due to the camera and audio equipment supplied in the unit. Units are also available at the top end which provide the coding and connectivity, but with the camera and sound being supplied externally. This is designed for permanent video conferencing installations.

Equipment cost will depend on requirements, but a unit that can be integrated in with the current committee room system would cost around £8,000. Installing and integrating the system would cost approximately £2,500.

It would also be necessary to provide a means of viewing and listening to the reverse feed from Brussels, either using plasma screens or a projector and screen, and a suitable set of loudspeakers at a cost of around £3,950 - £4,393.

Operational Costs

There may also be operational costs associated with this system. The video conferencing system will require engineering time in order to set up the equipment and establish and test the connection to the other party. An AV (audio-visual) technician would need to attend the committee to operate the system, and ensure that any technical difficulties or problems would be analysed and solved as quickly as possible. It is unlikely that special technical support would be needed in Brussels to facilitate the video link from a venue with suitable video-conferencing equipment.