

Section 2 – Ofcom’s Requirements

1.1. Background

Ofcom is the communications regulator in the UK. We regulate the TV and radio sectors, fixed line telecoms, mobiles, postal services, plus the airwaves over which wireless devices operate.

We make sure that people in the UK get the best from their communications services and are protected from scams and sharp practices, while ensuring that competition can thrive.

Ofcom operates under a number of Acts of Parliament, including in particular the Communications Act 2003. Ofcom must act within the powers and duties set for it by Parliament in legislation. Ofcom’s principal duty under the Communications Act is to further the interests of citizens and of consumers, where appropriate by promoting competition. Meeting this duty is at the heart of everything we do.

Accountable to Parliament, we set and enforce regulatory rules for the sectors for which we have responsibility. We also have powers to enforce competition law in those sectors, alongside the Competition and Markets Authority.

1.2. Overview of Requirements

Ofcom has a requirement for Audio Visual Equipment and fit out to a new large meeting space on the 4th Floor of Riverside House London.

As a minimum, the equipment] must deliver the following:

- Microsoft Teams collaboration space, using Microsoft Teams meetings and Teams Live Events as the two video conference meeting types
- Dual purpose space allowing flexibility to deliver small, medium, large meetings using Microsoft Teams and Live Events
- Hardware is Microsoft Teams compatible
- Good microphone distribution
- Good speaker and sound distribution
- Single wide-angle camera, however based on the 8 large columns that cover this space open to suggestions on multiple camera sources
- Visual displays that provide for good interactive sessions where remote attendees can be seen and heard clearly. For Live Events ability to see all the presenters if based at home or remote office using the Teams Room System
- All Ofcom Offices and meeting room spaces are fitted out with Microsoft Teams compatible Video conference hardware including Logitech Rally plus, Logitech Group Logitech MeetUp all combined with Lenovo ThinkSmart Hub 500. The proposed solution for this space should Microsoft certified and approved hardware in be an end-user friendly system requiring minimum technician support
- This is a temporary event space, the equipment should be portable, avoid fixture to ceilings where possible

It would be preferable were the equipment also able to:

- Call into Zoom or Webex Meetings that are externally hosted. Zoom is not considered an approved application within Ofcom, the desktop client is blocked however you can join Zoom via the browser. Ability to join a Zoom or Webex meeting from a Teams system would be desirable

1.3. Deliverables and Milestones

Ofcom would like the installation to commence as in May if possible.

1.4. Detailed Requirements

Below are the detailed requirements for the large meeting area on the 4th Floor at Riverside House.

- Microsoft Teams will be the video conferencing platform for this space
- Dual purpose space delivering events using Microsoft Teams and Teams Live Events
- Types of meetings will vary, small, mid-size to large, the space will have dual use with events mainly organised by our Internal Communications team as well as the Chief Executive's Office. The types of events will vary and in line with this so will the choice for delivering the event and this could be using Teams Meeting or Teams Live Event to stream the event to a larger audience that's based either at home or our satellite offices and into in situ Teams Meeting Room Systems and OneLAN Digital Signage. Examples of types of meetings and choice of delivery;
 - Company monthly management meetings, group meetings - Teams Meeting
 - Meeting with stakeholders - Teams Meeting
 - Webinars – Teams Live Event
 - Companywide event like All Colleague - Teams Live Event

1.4.1. Room configuration

- Based on current Covid guidelines the space (Room size 18m W x 22.2m L) will accommodate a maximum of 50 attendees that are socially distanced at 2m until Covid restrictions are reviewed
- Based on space available please advise on best layout and configuration of proposed kit
- Refer to floor plan image below for power and data distribution
- Height adjustable lectern with mic
- Seating – will this be fixed seating with tables, the tech needs to be flexible if the layout changes

1.4.2. Production and presenters

- When running Teams Live Events, ability to carry out remote production of the event. Event producers responsible for delivering multi window streams showing presenter and content should have a queue window to audition feeds (cameras, laptop sources for screen sharing) before sending those sources live on the stream.
- Outside of this space, presenters could be based in various locations during Team Live Events, so home or satellite office, the ability to see and hear on a large display all the presenters from these spaces will be required

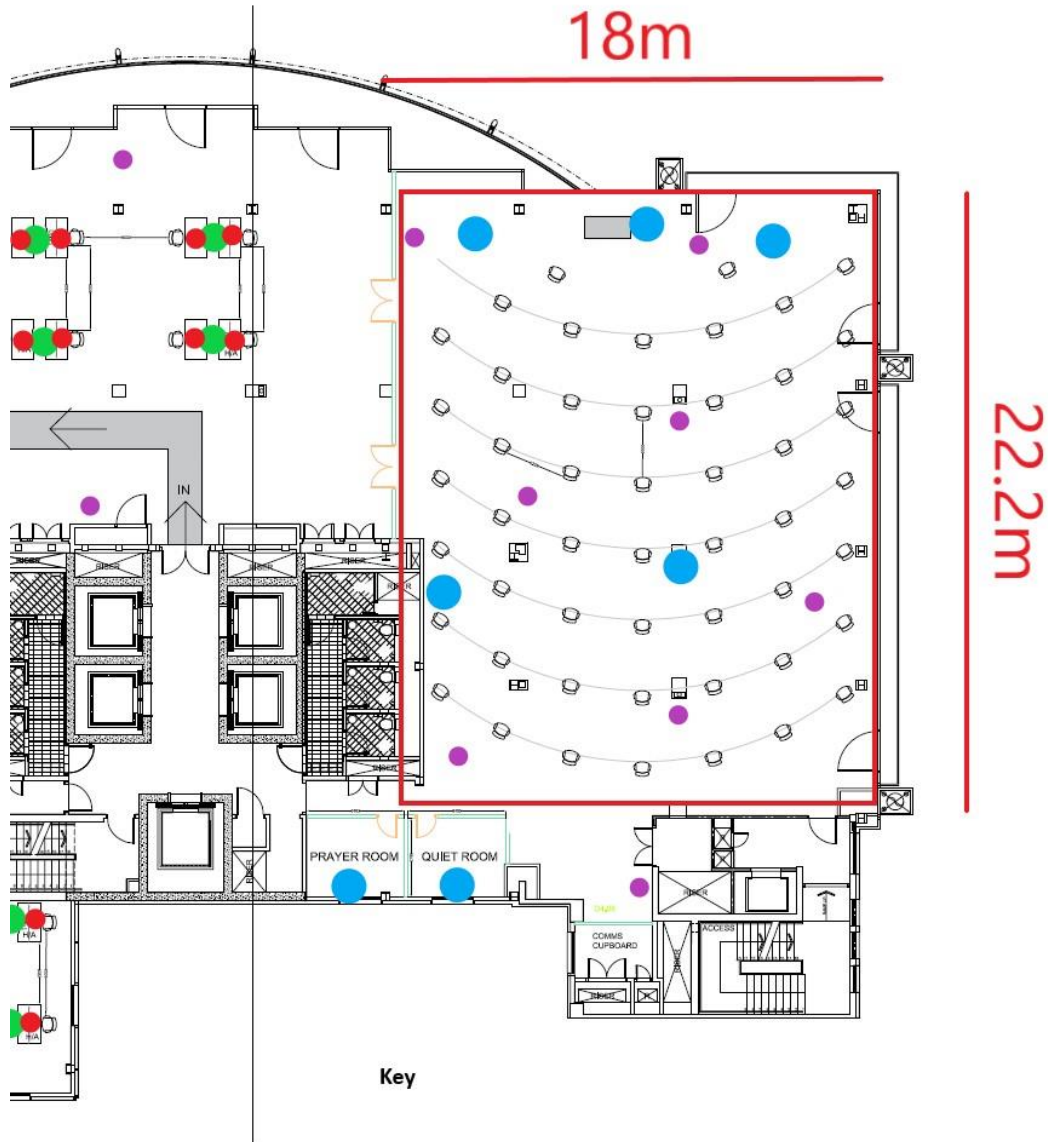
- Camera positioning for host and participants in the room or this space ‘can see the room at a wider scale and see a “Main speaker” in position – i.e. “the front” of a room. *We don’t think it is necessary or reasonable to get close up views of people whilst they are talking.*– this could be pan tilt and zoom cameras, but we need something that’s a light touch and doesn’t require technician support.
- Laptop/Surface Pro presentations visible and audible throughout the space
- Connectivity for external presentation devices and non-Ofcom laptops
- Connectivity for Ofcom presentation devices including Microsoft Surface Laptop 3 and Surface Pro 7
- Teams meetings and Teams Live Events to be integrated with all microphones and presentation devices
- Camera system or presentation content, plus audio system (microphones and presentation audio) to feed into the existing OneLAN Digital Signage system

1.4.3. Attendee experience

- Separate Screens and displays to split out various feeds including presentation/content, room systems, participant videos, Q&A panel, speech to text to cover accessibility requirements
- Installation of a hearing loop and any other accessibility considerations for this type of space
- Space should require minimum support and operation from a technician, as close as possible to plug and play setup that doesn’t need a skilled technician to run events
- Good microphone coverage across the space that doesn’t involve handheld mics being passed around
- Virtual attendees can *interact* with the room as part of Teams meetings *and* Teams Live Event, including being seen and heard in the room. They may join from devices including Surface Pros, Teams Hubs and Surface Hubs

1.4.4. Training and admin

- Installation manuals, documentation, work instructions and detailed schematics to be provided on completion
- Training plan, training to be provided on the room system to key individuals



● 4 compartment floor box - 4 x power, 2 x data

● Cleaners sockets

1 No 107/09/20
 1 OFCOM LEVEL 4
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 Scale: 1:100
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Drawing N5 A1

Using the floor plan above, images below indicate the current space, images taken from each corner.



Figure 1 View from centre bottom



Figure 2 view from bottom left



Figure 3 view from bottom right



Figure 4 View from top left



Figure 5 View from top right