Annex 2.
Sample IXP Policy Document: Kenya

Operations

1. Board members shall attempt to govern the IX in accordance with technical and policy best practices generally accepted within the global community of IX operators as represented by AfIX-TF, APOPS, Euro-IX, and similar associations.

2. From time to time, the Management of KIXP may recommend certain charges to the Technical and Operational policies of the IX to the Members. Such recommendations may only be implemented with the approval of a majority vote by the Members.

3. General KIXP technical and operational policies shall be made publicly available on the KIXP website. (MOU)

4. The KIXP shall impose no restriction upon the types of organization or individual who may become members and connect to the exchange.

5. The KIXP shall impose no restrictions upon the internal technical, business, or operational policies of its members.

6. The KIXP shall make no policy and establish no restrictions upon the bilateral or multilateral relationships or transactions that the members may form between each other, so long as the KIXP cooperation is not involved.

7. Members must provide 24x7 operational contact details for the use of KIXP staff and other Members. The personnel available by this means must understand the requirements of this Memorandum of Understanding.

8. Members shall be required to sign a copy of the KIXP policies document, indicating that they understand and agree to abide by its policies, before any resources shall be allocated to them.
9. The primary means of communication with other Members will be via email.

10. Members shall subscribe to a KIXP email list, operated by the KIXP board.

11. Members must provide an email address in which requests for peering should be sent.

12. Members have a duty of confidentiality to the other KIXP Members in KIXP affairs.

13. Members must not refer their customers, or any agent of their customers, directly to KIXP members’ support staff. All queries must be directed through the KIXP technical staff.

14. Members must ensure that all contact information held by KIXP in connection with their membership is correct and up to date.

15. Members shall be required to provide and maintain current technical contact information, which shall be publicly posted on the KIXP website. This information shall include at a minimum an internationally dialable voice phone number, a NOC email role account, the IP address assigned to the member at the exchange, and the member’s Autonomous System Number if they have one.

16. Members may only connect equipment that is owned and operated by that Member to KIXP. Members may not connect equipment to KIXP on behalf of third parties.

17. Members must only use IP addresses on the interface(s) of their router(s) connected to the KIXP allocated to them by the KIXP.

18. Members may only present a single MAC address to any individual KIXP port that is allocated to them.

19. It is preferred that each member have their own Autonomous System Number, members without which an ASN allocation will be assigned from a private ASN space by the KIXP Staff.

20. Any member who has previously been connected to the KIXP using private ASN and then later acquires their own full ASN must notify the KIXP Staff as soon as possible in order to incorporate this development into the BGP peering at KIXP.

21. Peering between Members’ routers across KIXP will be via BGP.

22. Members shall not generate unnecessary route flap, or advertise unnecessarily specific routes in peering sessions with other Members across KIXP.

23. Members may not advertise routes with a next-hop other than that of their own routers without the prior written permission of the advertised party, the advertise.

24. Members may not forward traffic across KIXP unless either the traffic follows a route advertised in a peering session at KIXP or where prior written permission of the Member to whom the traffic is forwarded has been given.

25. Members must, on all interfaces connected to the KIXP, disable; Proxy ARP, ICMP redirects, CDP, IRDP, Directed broadcasts, IEEE802 Spanning Tree, Interior routing protocol broadcasts, and all other MAC Layer broadcasts except ARP.

26. Members must, on all interfaces connected to KIXP, disable any duplex, speed, or other link parameter auto-sensing. Full Duplex or Half Duplex Only Fixed.

27. Members shall not announce (“leak”) prefixes including some or all of the KIXP peering LAN to other networks without explicit permission of KIXP.

28. Members must set net masks on all interfaces connected to KIXP to include the entire KIXP peering LAN.

29. Any equipment and/or cabling installed by a Member at KIXP must be clearly labelled as belonging to the Member.

30. Members will not touch equipment and/or cabling owned by other Members and installed at KIXP or in the room containing the KIXP without the explicit permission of the Member who owns the equipment.

31. Any members who for purposes of enhancing the services of the KIXP will wish to bring their equipment into the KIXP will be required to seek permission from the management.

32. Members who bring their equipment to the KIXP will be responsible for their equipment and will be expected to show proof of insurance of the equipment.

33. Members will not install ‘sniffers’ to monitor traffic passing through KIXP, except through their own ports. KIXP may monitor any port but will keep any information gathered confidential, except where required by law or where a violation of this Memorandum of Understanding has been determined by the KIXP Management.

34. Members will not circulate correspondence on confidential KIXP mailing lists to non-members.

35. Members must ensure that their usage of KIXP is not detrimental to the usage of the KIXP by other Members.

36. Members may not directly connect customers who are not KIXP members via circuits to their router housed in any KIXP rack.
37. Members should not routinely use the KIXP for carrying traffic between their own routers.

38. Members will be required to install routers that support the full BGP-4 standard.

39. The technical committee will set up certain monitoring features on the server at the KIXP.

40. Members must not carry out any illegal activities through KIXP.

41. Members connecting to the KIXP will be registered as TESPOK members of a special category with a joining fee of Ksh 30,000/- and monthly subscription as per level of traffic as agreed upon by members.

**Disconnection and Reconnection**

1. Members who fail to abide by the terms of the KIXP policy will be brought before the technical committee who will effect the disconnected following review of their actions.

2. Members who fail to pay up their monthly subscription for a period of 3 months or more will be given a fifteen day notice within which they clear any outstanding dues, after which they will be disconnected immediately without any further notice.

3. Any notice on disconnection with regard to outstanding monthly subscription will be communicated by the Administrator and copied to the Management.

4. Members who will have been disconnected will be locked out of peering for a period not exceeding 1 month and will be require to get approval from the management before they can re-connect to the KIXP.