



**Agenda Item 3: MEVA III TF Activities Report Review**

**REVIEW OF THE REPORT OF THE 1<sup>ST</sup> TASK FORCE MEETING**

(Presented by MEVA III Task Force Rapporteur)

<b>SUMMARY</b>	
This Working Paper presents the work carried out by the MEVA III Task Force as requested by the MEVA TMG and subject to approval and further indications by the TMG are needed.	
<b>References:</b>	
<ul style="list-style-type: none"><li>• MEVA TMG/24 Meeting (ICAO NACC Regional Office, Mexico City, Mexico, 21 to 23 August 2012)</li><li>• MEVA III TF Teleconferences</li><li>• MEVA III TF/01 Meeting (ICAO NACC Regional Office, Mexico City, Mexico, 11 to 13 December 2012)</li></ul>	
<i>Strategic Objectives</i>	<i>This working paper is related to Strategic Objectives A and C</i>

**1. Introduction**

1.1 During the MEVA TMG/24 Meeting, the MEVA III Task Force presented the draft Request for Information document, which was returned to the Task Force for update and final submission. Similarly the TMG assigned specific tasks and actions for the MEVA III TF regarding the completion of the RFI process (Preparation for Vendors' RFI responses) and the preparation of the RFP process to be presented in the TMG/25 Meeting.

**2. Discussion**

2.1 The completion of the RFI documentation and the conduction of the RFI were achieved through teleconferences and mail exchange (meva-tmg@icao.int).

2.2 The MEVA III TF consolidated their tasks results and recommendations in the TF/01 Meeting. A draft TF Activities report was approved by the TF and included as appendix A to the MEVA TF/01 Meeting report. 5 draft conclusions and 1 decision were formulated by the TF in the TF/01 Meeting report. Under the **Appendix** to this WP the MEVA III TF/01 report is attached.

3. **Suggested action**

3.1 The Meeting is invited to:

- a) review and approve the MEVA III TF Activities report and the MEVA III TF/01 Report and its conclusions as presented in appendix to this paper;
- b) assign tasks or activities to the MEVA III TF as needed; and
- c) take appropriate actions as needed.

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**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
NORTH AMERICAN, CENTRAL AMERICAN AND  
CARIBBEAN OFFICE**

**MEVA III Task Force Meeting: MEVA III Request for  
Information (RFI) – Review, Evaluation and Selection of  
Responses**

**MEVA TF**

**Report**

**ICAO NACC REGIONAL OFFICE, MEXICO CITY,  
MEXICO, 11 TO 13 DECEMBER 2012**

Prepared by the MEVA TMG Coordinator/MEVA III TF Rapporteur-ICAO  
December 2012

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<i>Other business</i>	

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## HISTORICAL

### ii.1 **Place and Date of the Meeting**

The MEVA III Task Force Meeting: MEVA III Request for Information (RFI) (MEVA TF) was held at the ICAO NACC Regional Office, Mexico City, Mexico from 11 to 13 December 2012.

### ii.2 **Opening Ceremony**

Mrs. Loretta Martin, ICAO NACC Regional Director, welcomed the participants and wished the MEVA III Task Force a successful work in the revision and selection of the MEVA III process regarding the Request for Information (RFI) and Request for Proposal (RFP) activities. Ms. Dulce Roses, MEVA TMG Coordinator and Mrs. Olivier Delperdange, MEVA III TF Rapporteur, welcomed and provided an overview of the scope of the Meeting's agenda, pointing out the important decisions and agreements to be made. Finally the MEVA TMG Coordinator and MEVA III TF Rapporteur thanked the participation and welcomed everyone and then officially opened the Meeting.

### ii.3 **Organization of the Meeting**

The Meeting was chaired by Mr. Olivier Delperdange and Ms. Dulce Roses, MEVA III TF Rapporteur and MEVA TMG Coordinator respectively. Mrs. Olivier Deperdange acted as Secretary to the Meeting, assisted by Ms. Dulce Roses, MEVA TMG Coordinator and Mr. Julio Siu, ICAO NACC Regional Officer Communications, Navigation and Surveillance.

### ii.4 **Working Languages**

The working language of the Meeting was English. The Documentation was provided electronically to the participants.

### ii.5 **Agenda**

The agenda was adopted as follows (WP/01):

- Agenda Item 1:** Evaluation of Request for Information (RFI) responses
- Agenda Item 2:** Revision of MEVA III TF Activities report
- Agenda Item 3:** MEVA III RFP Preparatory activities
- Agenda Item 4:** Other Business

**ii.6 Schedule and Work Mode**

The Meeting agreed to hold the first session from 08:30 to 17:00 hours, the second session from 9:00 to 13:30 and the third session from 9:00 to 16:00, with adequate breaks. Ad-hoc groups were formed to develop specific topics of the agenda.

**ii.7 Attendance**

The Meeting was attended by 7 participants from 3 MEVA States and 1 international organization and ICAO. The Meeting regretted the absence of Panama and Trinidad and Tobago. A list of participants is shown in pages iii-1 to iv-2.

**ii.8 Decisions/ Conclusions**

**LIST OF CONCLUSIONS AND DECISIONS ADOPTED BY THE MEVA III TASK FORCE  
MEETING: MEVA III REQUEST FOR INFORMATION (RFI) (MEVA TF)**

CONCLUSION		
NUMBER	TITLE	PAGE
DECISION 01/01	RFI RESPONSE PRESENTATIONS FOR TMG/25 MEETING	1-3
CONCLUSION 01/02	MEVA III NETWORK MAJOR CHARACTERISTICS	1-3
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ii.9 **List of Working Papers**

<b>Working Papers</b>				
<b>Number</b>	<b>Agenda Item</b>	<b>Title</b>	<b>Date</b>	<b>Presented by</b>
WP/01	-	Approval of Agenda and Work Programme	27/11/12	MEVA III TF
WP/02	1	RFI responses evaluation	27/11/12	MEVA III TF
WP/03	2	MEVA III TF Activities report	27/11/12	MEVA III TF
NE/04	3	MEVA III RFP Preparatory activities	27/11/12	ICAO

**RFI RESPONSES**

<b>Agenda Item</b>	<b>Service Provider</b>	<b>Date</b>
1	Americom Government Services (Db) SES Government Solutions	04/12/12
1	COMSOFT Satellite Services GmbH	26/11/12
1	ND SATCOM	04/12/12
1	Satellite Communication Systems, Incorporated (SCSI)	13/09/12
1	COFELY-INEO	04/12/12

The documentation was distributed electronically during the meeting.

## **LIST OF PARTICIPANTS**

### **HAITI**

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### **JAMAICA**

Derrick Grant

### **UNITED STATES**

Dulce M. Rosés  
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### **COCESNA**

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**LIST OF PARTICIPANTS – GENERAL INFORMATION**

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**Agenda Item 1: Evaluation of Request for Information (RFI) responses**

1.1 Under guidance of WP/02, the Task Force performed the tasks that were assigned during the TMG/24:

- a) Select the potential vendors that are to present their response during the MEVA TMG/25
- b) Define how vendors are to present (order, selection, time, etc.)

***a) Select the potential vendors that are to present their response during the MEVA TMG/25***

1.2 For the MEVA III RFI Process, the MEVA TMG received 5 responses from the following companies: SES Government Services, ComSoft Satellite Services, Cofely INEO, SCSI, ND SatCom.

1.3 The Task Force Members reviewed and analysed each responses discussing the score to attribute to each criterion in the Evaluation Sheet. The Task force used the selection criteria approved by the TMG/24 Meeting and complimented a Technical Criteria that details how to grade the technical characteristics of the response (15 % of the “Network structure RFI compliance Design “ selection item) (see **Appendix A** to this part of the report).

1.4 The following are summaries of each response:

**I. SES Government Services**

- The technical proposal includes the replacement of the following equipment:
  - Linkway 2100 with a Linkway S2 modem
  - Memotec with a Cisco 2911 router
  - Current BUC with a 40W Terrasat IBUC 2
  - LNB with a new Norsat 3020XN or similar LNB
- All the rest of the RF equipment/materials that does not need replacement will be reutilized.
- Frame relay technology will be replaced; all MEVA III components will operate at the IP Layer. A new – more robust – monitor and control capability is proposed, as well as an improved maintenance response and consistent network updates.
- Transition proposed will be conducted in four phases for a total of 8 weeks, minimizing down time.

SES Government Services scored 98.5%, and therefore will be invited to present during the TMG/25 Meeting

**II. COMSOFT SATELLITE SERVICES**

- IP Star Systems with Mesh functionality and NDSatcom SkyWAN were offered, with special emphasis in the last one.
- Comsoft operates together with its local partner a NOC operator in Lima Peru, being a German based company.
- Satellite communications are proposed, with a Master Station in Atlanta, USA, utilizing Intelsat 14.
- The Station proposed includes a SkyWAN IDU containing Frame Relay ports, to attach Access Devices (FRADs): SkyWAN FAD 9230 for voice/data and SkyWAN FAD 8400 for data only.

- Redundancy is offered to achieve the highest reliability; all responsible components for network communication are available twice in every station. Frame relay transmission is recommended for bandwidth saving reasons.
- Overall migration process will take 45 working days, conducted in two phases.

ComSoft Satellite Services scored 91.25%, and therefore will be invited to the TMG/25 Meeting

### III. COFELY INEO

- The new network proposed is IP based with full meshed TDMA technology and “frequency hop”.
- A total space segment of 2.8 MHz is calculated, using Intelsat IS-14. Polarsat and NDSatcom Modems are proposed.
- The multiplexer/router used was not specified.
- Baseband redundancy switching is offered by means of an A/B base-band switch.
- Network monitoring will be performed by each state and its node administrator.
- Non recurring costs consist of a fixed price comprising Equipment, Integration, Transportation, Installation and Commissioning. No leasing is offered.
- Transition will be performed in six phases for a maximum of five days all sites simultaneously; this does not include the initial installation and testing times.

COFELY INEO scored 72.75%, and therefore will be invited to the TMG/25 Meeting

### IV. Satellite Communication Systems Inc.

- SCSI has designed and proposed a hybrid MEVA III network solution that would support each countries existing and next generation network requirements. Each participating MEVA III Network countries shall have the option of upgrading their existing network and selecting the type the termination connectivity being offered by SCSI, via Satellite VSAT Terminal or MPLS Fiber Network Router and/or Both for redundancy:
- An enhanced satellite solution that replaces the current ViaSat TDMA network with a more efficient system provided by NDSatCom.
- An MPLS network solution provided over a terrestrial fiber-optic infrastructure.
- Both solutions replace the existing Memotec interface multiplexers with Memotec’s NetPerformer series, and include an integrated network management system as well as NDSatcom’s SkyWAN’s solutions.

Satellite Communication Systems Inc scored 97.75%, and therefore will be invited to the TMG/25 Meeting

### V. ND SATCOM

- ND SatCom is an equipment manufacturer/integrator and not a Service Provider. ND SatCom did not present a specific solution for the MEVA III Network; instead its response was to show how ND SatCom’s products and expertise could be beneficial to the MEVA III Network, and how it would support any Service Provider that bases its MEVA III Proposal on ND SatCom products.

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Due to the reason above ND SatCom was not scored using the Selection Criteria. However the Task Force decided to invite ND SatCom to present to the TMG/25 because most of the responses received were using ND SatCom equipment. Becoming familiar with ND SatCom equipment and expertise will greatly improve the development of the technical specifications of RFP.

1.5 Under **Appendix B** to this part of the report, the individual selection sheets per each Service Providers are shown, except for ND Satcom due to the reason afore mentioned. In this regard the Meeting formulated the following Decision:

**DECISION 01/01 RFI RESPONSE PRESENTATIONS FOR TMG/25 MEETING**

Following the RFI Selection Criteria approved by the MEVA TMG, all the responses scored above the minimum required (70%), therefore all the companies were invited give a presentation on its response during the MEVA/TMG/25 Meeting.

1.6 From the analysis of the MEVA III RFI responses it became clear to the Task Force Members that a VSAT Multi-frequency (MF)-TDMA technology will be the basis of the MEVA III Network. MPLS over an undersea fibre- optic network is also proposed by one company that also proposes a VSAT MF-TDMA solution. In this regard the Meeting drafted the following Conclusion:

**CONCLUSION 01/02 MEVA III NETWORK MAJOR CHARACTERISTICS**

Based on the technical information presented in the RFI responses, the MEVA III Task Force recommends the following major characteristics to be included in the MEVA III RFP Technical specifications:

- a) That the MEVA III Network be based on a VSAT MF-TDMA technology
- b) That an optional dual-chain VSAT MF-TDMA node were required
- c) That the MEVA III RFP includes an optional redundant solution to the VSAT solution
- d) Request terrestrial IPS based solution (MPLS) in those nodes where technically feasible and cost-effective



**APPENDIX A**

**MEVA III RFI EVALUATION SHEET**

**Company name:**

**Date of evaluation:**

Service Provider  Yes  No

Graded on technical merit only:  Yes  No

<b>Selection Criteria</b>	<b>Max. percentage</b>	<b>Grade</b>
Financially stable annual revenues reports in last 3 years	10%	
Corporate experience in similar projects in related field	20%	
Evidence of ability to support/implement technical requirements.	20%	
Network structure RFI compliance Design (15% Services, 15% Technical)	30%	
Use of recent technology with evidence	20%	
<b>TOTAL:</b>		

**Total of 70% minimum required**

<b>Technical Criteria</b>	<b>Max. percentage</b>	<b>Grade</b>
Potential reduction in resource utilization vs. MEVA II.	40%	
Mature technology	20%	
Of-the-shelve availability	20%	
In use in the ATC world.	10%	
Long-term support	10%	
<b>TOTAL:</b>		

<b>Observations</b>

**MEVA III RFI EVALUATION SHEET**

**Company name: ComSoft**

**Date of evaluation: 10-Dec-2012**

Service Provider  Yes

Graded on technical merit only:  No

<b>Selection Criteria</b>	<b>Max. percentage</b>	<b>Grade</b>
Financially stable annual revenues reports in last 3 years	10%	10
Corporate experience in similar projects in related field	20%	20
Evidence of ability to support/implement technical requirements.	20%	20
Network structure RFI compliance Design (15% services, 15% technology from Technical Criteria)	30%	26.25
Use of recent technology with evidence	20%	15*
<b>TOTAL:</b>		91.25

**Total of 70% minimum required**

<b>Technical Criteria</b>	<b>Max. percentage</b>	<b>Grade</b>
Potential reduction in resource utilization vs. MEVA II.	40%	20***
Mature technology	20%	20
COTS availability	20%	20
In use in the ATC world.	10%	10
Long-term support	10%	5**
<b>TOTAL:</b>		75

<b>Observations</b>
<p><b>NDSatCom SkyWAN</b>                      SkyWan platform is capable of FR and IP but recommended solution is FR due to voice overhead. Voice recommended at 32kbps.                      ***Higher equipment count, bandwidth utilization higher than MEVA II                      **Long-term support is not specified in the proposal.                      *This proposal recommends Frame Relay because of bandwidth efficiency with respect SCPC. MEVA II has currently achieves this bandwidth efficiency. Vendor needs to clarify why FR is better than IP.</p>

**MEVA III RFI EVALUATION SHEET**

**Company name: INEO**

**Date of evaluation: 10-Dec-2012**

Service Provider  No (Integrator)

Graded on technical merit only:  No

<b>Selection Criteria</b>	<b>Max. percentage</b>	<b>Grade</b>
Financially stable annual revenues reports in last 3 years	10%	10
Corporate experience in similar projects in related field	20%	20
Evidence of ability to support/implement technical requirements.	20%	10*
Network structure RFI compliance Design (15% services, 15% technology from Technical Criteria)	30%	12.75**
Use of recent technology with evidence	20%	20
<b>TOTAL:</b>		72.75

**Total of 70% minimum required**

<b>Technical Criteria</b>	<b>Max. percentage</b>	<b>Grade</b>
Potential reduction in resource utilization vs. MEVA II.	40%	30***
Mature technology	20%	20
COTS availability	20%	20
In use in the ATC world.	10%	10
Long-term support	10%	5****
<b>TOTAL:</b>		85

<b>Observations</b>
<p><b>*Not providing maintenance, troubleshooting, etc... Capable of implementing but not supporting the network</b></p> <p><b>** Not offering support beyond implementation (no NOC services, troubleshooting)</b></p> <p><b>***Higher equipment count</b></p> <p><b>****No specific reference on long-term support of equipment</b></p>

**MEVA III RFI EVALUATION SHEET**

**Company name: SCSI**

**Date of evaluation: 12-Dec-2012**

Service Provider  Yes

Graded on technical merit only:  No

<b>Selection Criteria</b>	<b>Max. percentage</b>	<b>Grade</b>
Financially stable annual revenues reports in last 3 years	10%	10
Corporate experience in similar projects in related field	20%	20
Evidence of ability to support/implement technical requirements.	20%	20
Network structure RFI compliance Design (15% services, 15% technology from Technical Criteria)	30%	27.75
Use of recent technology with evidence	20%	20
<b>TOTAL:</b>		97.75

**Total of 70% minimum required**

<b>Technical Criteria</b>	<b>Max. percentage</b>	<b>Grade</b>
Potential reduction in resource utilization vs. MEVA II.	40%	30*
Mature technology	20%	20
COTS availability	20%	20
In use in the ATC world.	10%	10
Long-term support	10%	5**
<b>TOTAL:</b>		85

<b>Observations</b>
<p><b>NDSatcom modem with Netperformer multiplexer (SDM-8400 and SDM-9230)</b>  <b>MPLS over Fiber</b>  <b>*Higher equipment count</b>  <b>**Long-term support of equipment</b></p>

APPENDIX B to Agenda Item 1

**MEVA III RFI EVALUATION SHEET**

**Company name: SES Government Solution**

**Date of evaluation: \_Dec 11, 2012\_**

Service Provider Yes

Graded on technical merit only: No

<b>Selection Criteria</b>	<b>Max. percentage</b>	<b>Grade</b>
Financially stable annual revenues reports in last 3 years	10%	10
Corporate experience in similar projects in related field	20%	20
Evidence of ability to support/implement technical requirements.	20%	20
Network structure RFI compliance Design (15% services, 15% technology from Technical Criteria)	30%	28.5
Use of recent technology with evidence	20%	20
<b>TOTAL:</b>		<b>98.5</b>

<b>Technical Criteria</b>	<b>Max. percentage</b>	<b>Grade</b>
Potential reduction in resource utilization vs. MEVA II.	40%	<b>30*</b>
Mature technology	20%	<b>20</b>
COTS availability	20%	<b>20</b>
In use in the ATC world.	10%	<b>10</b>
Long-term support	10%	<b>10</b>
<b>TOTAL:</b>		<b>90</b>

**Total of 70% minimum required**

<b>Observations</b>
Satellite IP based network Network based on Linkway S2 and Cisco 2911 router All IP network. Interface to CAA system through the specialised cards on the Cisco router. *No explicit mention of bandwidth reduction Providing the type of services specified in the MEVA III RFI Provide interconnection with REDDIG (IS-14 satellite) and ECAR Support network expansion Provide services including management maintenance and administration Satellite coverage Full duplex voice, data IP point-to-point, point-to-multipoint. X.25 over IP

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**Agenda Item 2: Revision of MEVA III TF Activities Report**

2.1 Under WP/03, the Task Force reviewed, and approved the draft version of the Task Force Activities Report to the TMG. This report will be presented during the TMG/25 Meeting. This report is attached as **Appendix A** to this part of the report.

2.2 Based on the development of the tasks and activities of the Task Force, the report included several conclusions that the Meeting agreed to submit to the MEVA TMG Meeting for approval and highlight:

**CONCLUSION 01/03 ACTIVE PARTICIPATION OF MEVA III TASK FORCE MEMBERS**

Due to the lack of participation for several teleconferences and the delays in the discussion and decision making of the MEVA III Task Force, that each MEVA III Task Force State/Organization guarantees the participation of its Task Force representative(s) to the various teleconferences and meetings.

**CONCLUSION 01/04 CONFIRMATION OF MEVA MEMBERS POINT OF CONTACTS FOR RFP PROCESS**

Considering the need to ensure that each MEVA Member replies and provides information efficiently particularly in view of the tight RFP schedule, that each MEVA Member State/Organization confirms its point-of-contact and contact information to the MEVA III Task Force for the MEVA III RFP process.

**CONCLUSION 01/05: MEVA III RFI WEBSITE REMOVAL**

Considering the completion of the MEVA III RFI Process, that the MEVA III RFI Website be taken offline.

2.3 Considering the new assigned tasks by the MEVA TMG to the MEVA III Taskforce, an update to the MEVA III Task Force Terms of Reference was agreed including the following:

- Develop a MEVA III Project Work Plan and Schedule (WBS)
- Generate and issue the MEVA III Request for Information (RFI)
- Support ICAO TCB Office in generate, administer, and issue the MEVA III Request for Proposals (RFP)
- Review, analyse, and select the qualified RFP proposals
- Update to MEVA III Document of Agreement (DOA), and other Network administrative.

**CONCLUSION 01/06 UPDATE TO MEVA III TF TERMS OF REFERENCE**

Due to the tasks assigned to the MEVA III Task Force, the MEVA TMG approves the update of the MEVA III Task Force Terms of reference as presented in Appendix B to this report.





**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
NORTH AMERICAN, CENTRAL AMERICAN AND  
CARIBBEAN OFFICE**

**Report of Activities by the MEVA III Task Force  
(MEVA III TF)**

**Presented to the MEVA/TMG/25 Meeting  
ICAO NACC REGIONAL OFFICE, MEXICO CITY,  
MEXICO, 8 TO 11 JANUARY 2013**

Prepared by the MEVA III Task Force  
December 2012



## 1. Introduction

1.1 The MEVA/TMG/22 Meeting proposed the modernization of the MEVA II Network establishing the MEVA III process. The Directors of Civil Aviation members of MEVA totally supported and approved the MEVA III process through the Letter of Intent (LOI) submitted to this respect.

1.2 Considering the previous experiences with the MEVA and MEVA II tender process, the need for a small group of people to develop the documentation needed was identified by the MEVA TMG/23 Meeting. As such the formation of a MEVA III Task Force tasked to draft, review and modify the MEVA III RFI and RFP, update the WBS. Once the documents are drafted, the Task Force will present them to the TMG for final review and approval. In this regard, the MEVA III Task Force was created by the MEVA TMG/23 Meeting, and vested with the following responsibilities:

- Develop a MEVA III Project Work Plan and Schedule (WBS)
- Generate and issue the MEVA III Request for Information (RFI)
- Generate and issue the MEVA III Request for Proposal (RFP)
- Update to MEVA III Document Of Agreement (DOA), and other Network administrative issues

1.3 The Task Force is composed by representatives of the Civil Aviation Authorities of Haiti, Jamaica, Panama, United States, and COCESNA. ICAO NACC Regional Office was tasked to technically assist this task Force. For drafting the Request for Information “RFI” document, the Eastern Caribbean Network Technical Group (E/CAR NTG) was invited, represented by the Civil Aviation Authority of Trinidad and Tobago.

1.3 To fulfil its responsibilities the Task Force followed the following work methods:

- 1) The MEVA III WBS shall present the activities in terms of objectives, responsibilities, deliverables and timelines;
- 2) The MEVA III TF shall avoid duplication of work within the MEVA TMG, and maintain close coordination among the existing entities to optimize the use of available resources and experience;
- 3) The MEVA III TF may designate, as necessary, ad-hoc groups to work on specific topics and activities; all tasks and activities should be clearly defined by time and deliverables;
- 4) The MEVA III TF shall co-ordinate and progress on its works as follows to maximize efficiency and reduce costs: conduct work via electronically, written correspondence, conduct work via phone and teleconference calls and hold meetings, when necessary the MEVA III TF will report and coordinate the progress of assigned tasks to the MEVA TMG Group.

## 2. Activities and achievements

2.1 Since the creation of the MEVA III Task Force in March 2012, the MEVA III TF has conducted the following activities and achievements:

### a) *Develop a MEVA III Project Work Plan and Schedule (WBS)*

- 1) MEVA III TF developed, reviewed, modified, and presented the RFI document to the TMG/24 Meeting. The WBS and Work Plan were drafted initially for the detailed activities of the RFI development and tentatively for the Request for Proposal activities.
- 2) With the acceptance of the ICAO TCB assistance for the Procurement Tender Process, the MEVA III TF started the coordination with the ICAO TCB Office for the drafting of the MEVA III RFP and the update of the MEVA III WBS. As a result of this coordination an update to the MEVA III Project Work Plan and WBS was agreed and will be presented to the MEVA TMG/25 Meeting, procuring the basic target dates exposed in the MEVA TMG/24 Meeting:
  - The RFP process will be between February to October of 2013 for RFP formulation, RFP questions/ answers, evaluation, negotiation, etc.
  - Keeping MEVA TMG plans to have three TMG Meetings in 2013
  - Maintaining the tentative date for the completion of MEVA III by December 2014.
  - Procuring an estimate to the MEVA III solution is expected to be available by August 2013 for States budget purposes.

### b) *Generate and issue the MEVA III Request for Information (RFI)*

- 1) MEVA III TF drafted, reviewed, modified, and presented the RFI document to the TMG/24 Meeting.
- 2) Comments to ICAO on the development of the MEVA III Webpage were provided, including the RFI Section and the MEVA III Activities section. The final version of this webpage is available at: <http://www.mexico.icao.int/RegionalGroups/MEVANetTech.html>

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**  
A United Nations Specialized Agency  
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**MEVA NETWORK TECHNICAL GROUP**  
TMG

Introduction

Since 1996, the Caribbean States and territories agreed to implement new technology to help increase the safety and regularity of operations through the implementation of a common telecommunication network called the MEVA Network: Mejoras al Enlace de Voz del ATS (MEVA—Spanish equivalent of Improvements to ATS Voice Link). These improvements were put in place to improve the Regional reliability of the Aeronautical Fixed Services (AFS) Telecommunications service. This regional network was upgraded in November 2006 becoming the MEVA II Network. The analyzing and evaluation of the MEVA Network performance is carried out by the MEVA Network Technical Group, composed by experts from each of the MEVA Members and assisted by ICAO.

Membership

Aruba | Bahamas | Cayman Islands (UK) | Cuba  
Curaçao | Dominican Republic | Haiti | Jamaica | Mexico  
Panama | Puerto Rico (United States) | Sint Maarten | United States

COCESNA

MEVA TMG Coordinator: Ms. Dulce Roses (United States)  
MEVA Network Coordinator: ICAO

Request Information (RFI) Documents | MEVA II Website

**c) RFI process**

- 1) During the MEVA TMG/24, the MEVA members decided to designate the MEVA III TF on additional tasks for the development of the RFI process:
  - The RFI submission and invitation will be carried out by ICAO, in close coordination with the MEVA III TF
  - Coordination with ICAO for the content and submission of the RFI cover letter
  - ICAO and MEVA III TF will work out the replies for the questions and ICAO will make them available on the ICAO Website.
  - Conduction of the selection of potential vendors to present their response in MEVA TMG/25
  
- 2) In this regard the MEVA III TF carried out:
  - MEVA RFI submission and loaded to ICAO Website
  - MEVA III RFI Q&A – Reviewed and responded through the MEVA III website to the questions sent by the potential vendors in clarification of the MEVA III RFI
  - The MEVA III TF, in its First Meeting held in the ICAO NACC Regional Office in Mexico City from 11 to 13 December 2012, reviewed, analyzed, and scored the responses to the MEVA II RFI from potential vendors, and selected the ones invited to present their response to the TMG/25 Meeting. Four companies scored more than 70% as graded by the Selection Criteria approved by the TMG/24 Meeting, therefore they were invited to present during the TMG/25 Meeting. ND SATCOM was not graded but was nevertheless invited because it is an equipment manufacturer/integrator whose products are the basis of some of the MEVA III responses, and becoming familiar with ND SatCom equipment and expertise will greatly improve the evaluation process of the RFP.
  - From the analysis, it became clear to the Task Force Members that a VSAT Multi-frequency (MF)-TDMA technology will be the basis of the MEVA III Network. A MPLS over an undersea fibre-optic network is also proposed by one company that also proposes a VSAT MF-TDMA solution. An outline of the basic terms of technical specifications will be presented to the MEVA TMG/25 Meeting.

**d) Activities report of the MEVA III TF**

- 1) As requested and planned in the MEVA III WBS, the MEVA III TF on its first meeting drafted and completed this report as presented, reporting to the TMG/25 Meeting on the work and recommendations of this Task Force.

**e) Generate and issue the MEVA III Request for Proposal (RFP)**

- 1) In preparation of the activities to draft the MEVA III RFP, the MEVA III TF reviewed and proposed the MEVA TMG/25 Agenda, coordinating the agenda topics and schedule. Careful thoughts were given to the order of presentation of the MEVA III RFI responses. The presentation will occur during the 1<sup>st</sup> and 2<sup>nd</sup> day of the Meeting. The 1<sup>st</sup> presentation will be by ND SATCOM so that the Members will have a detailed expose of the technology and have the chance to ask questions to get familiarised with the ND SATCOM technology. The following 2 days will be for internal discussions to the Meeting and to conduct the regular MEVA TMG tasks.
- 2) The MEVA III Task Force Terms of Reference were reviewed and updated for the MEVA TMG approval in the MEVA TMG/25 Meeting

- 3) The Task Force started the MEVA III RFP coordination with ICAO TCB Office. A teleconference was held and both the Task Force and the TCB Office asked and answered questions about their respective processes. The TCB Office proposed schedule was incorporated into the MEVA III WBS, the initial outline of the MEVA III RFP and a common selection criterion for the RFP.
- 4) Future activities in the development of the technical specifications for the RFP and its coordination are proposed on the MEVA III WBS update.

*f) Update to MEVA III Document Of Agreement (DOA), and other Network administrative issues*

- 1) Future activities in the development of the MEVA II DOA and its coordination are proposed on the MEVA III WBS update.

2.2 The development of the RFI and the other activities were conducted by Members of the Task Force, and coordinated during 9 teleconferences, and 1 Task Force Meeting held in the ICAO NACC Office from 11 to 13 December 2012, as well as through the countless email exchanges and telephone conversations that have occurred. The teleconference's minutes can be found on the MEVA III Webpage.

### **3. Conclusions/ Recommendations**

3.1 As a result of the different activities assigned to the MEVA III Task Force, the following conclusions were formulated for the MEVA TMG approval and follow-up:

#### **Conclusion 01/01**

Following the RFI Selection Criteria approved by the MEVA TMG, all the responses scored above the minimum required (70%), therefore all the companies were invited give a presentation on its response during the MEVA TMG/25 Meeting.

#### **Conclusion 01/02**

Based on the technical information presented in the RFI responses, the MEVA III Task Force recommends the following major characteristics to be included in the MEVA III RFI Technical specifications:

- a) That the MEVA III Network be based on a VSAT MF-TDMA technology
- b) That an optional dual-chain VSAT MF-TDMA node were required
- c) That the MEVA III RFP includes an optional redundant solution to the VSAT solution
- d) Request terrestrial IPS based solution (MPLS) in those nodes where technically feasible and cost-effective

3.2 A good work relation among the Members of the MEVA III Task Force was immediately established. At times it was difficult for Members to fully participate due the various commitments that they have with their Administrations. As such, the Task Force recommends that the States/Organizations guarantee the participation of the Task Force representatives to the various teleconferences and meetings:

**Conclusion 01/03**

Due to the lack of participation for several teleconferences and the delays in the discussion and decision making of the MEVA III TF, that each MEVA III Task Force State/Organization guarantees the participation of its Task Force representative(s) to the various teleconferences and meetings.

3.3 The Task Force also recommend that each MEVA States/Organizations confirms the representative that would be the point-of-contact for the Task Force in case States/Organizations' specific questions need to be answered during the drafting of the MEVA III RFP:

**Conclusion 01/04**

Considering the need to ensure that each MEVA Member replies and provides information efficiently particularly for the future tight RFP schedule, that each MEVA Member State/Organization confirms its point-of-contact and contact information to the MEVA III TF for the MEVA III RFP process.

3.4 The Task Force recognised that the MEVA III Website was very useful. However since the RFI process is completed the Task Force recommends that the Website be taken offline:

**Conclusion 01/05:**

The Task Force recommends that the MEVA III RFI Website be taken offline

3.5 The Task Force recognized that the Terms of Reference needed to be modified due to the acceptance of the ICAO TCB project by all MEVA Members. The Task Force recommends the following amendments to the Terms of Reference:

- “Generate and issue the MEVA III Request for Proposal (RFP)” to be changed to “Support ICAO TCB Office to develop the MEVA III Request for Proposal (RFP)”
- Include “Support ICAO TCB Office in answering the questions submitted by the potential Service Providers”
- Include “Review, analyse, and pre-select the qualified RFP proposals”
- Include “Support ICAO TCB Office in RFP technical related matters”

Therefore proposes:

**Conclusion 01/06**

The Task Force recommends amending the Task Force Terms of Reference as follow:

- Develop a MEVA III Project Work Plan and Schedule (WBS)
- Generate and issue the MEVA III Request for Information (RFI)
- Support ICAO TCB Office in generate, administer, and issue the MEVA III Request for Proposals (RFP)
- Review, analyse, and select the qualified RFP proposals
- Update to MEVA III Document of Agreement (DOA), and other Network administrative.



## Terms of Reference

### MEVA III TASKFORCE

#### **1. Background**

1.1 Based on previous experiences with the MEVA and MEVA II tender process, the MEVA Technical Group (TMG) recognized the need for a small group of people to develop the documentation needed to carry out the MEVA III Process. In this regard the MEVA TMG formed a MEVA III Task Force tasked to draft, review and modify accordingly the MEVA III Request for Information document (RFI) and the Request for Proposal document (RFP), as well as update the action plan for these works.

#### **2. Responsibilities**

The MEVA III Task Force is responsible for:

- ~~a) Project Work Plan and Schedule (WBS)~~
- ~~b) Generate and issue a Request for Information (RFI)~~
- ~~c) Generate and issue a Request for Proposal (RFP)~~
- ~~d) Update to DOA and other Network administrative issues~~

- a) Develop a MEVA III Project Work Plan and Schedule (WBS)
- b) Generate and issue the MEVA III Request for Information (RFI)
- c) Support ICAO TCB Office in generate, administer, and issue the MEVA III Request for Proposals (RFP)
- d) Review, analyse, and select the qualified RFP proposals
- e) Update to MEVA III Document of Agreement (DOA), and other Network administrative.

#### **3. Working Methods**

- a) The MEVA III WBS shall present the activities in terms of objectives, responsibilities, deliverables and timelines;
- b) The MEVA III Task Force shall avoid duplication of work within the MEVA TMG, and maintain close coordination among the existing entities to optimize the use of available resources and experience;
- c) The MEVA III Task Force may designate, as necessary, ad-hoc groups to work on specific topics and activities; all tasks and activities should be clearly defined by time and deliverables;
- d) The MEVA III Task Force shall co-ordinate and progress on its works as follows to maximize efficiency and reduce costs: conduct work via electronically, written correspondence, conduct work via phone and teleconference calls and hold meetings, when necessary the MEVA III Task Force will report and coordinate the progress of assigned tasks to the MEVA TMG Group.



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**Agenda Item 3: MEVA III RFP Preparatory activities**

3.1 Under WP/04, the Meeting looked to achieve the following in order to start the preparation of the RFP and the remaining MEVA III transition activities:

- Schedule RFP Technical content development to suitable time compliance with RFP general schedule
- Start tasking MEVA III DOA activities
- Define related MEVA III TF activities to support RFP general process; and
- Prepare these inputs to be presented to the MEVA/TMG/25 Meeting

***Schedule RFP Technical content development to suitable time compliance with RFP general schedule***

3.2 The Meeting called in a teleconference with the ICAO TCB Procurement Office to evaluate the timelines proposed by the Technical assistance for the tender process by ICAO. Under this call the Meeting and ICAO review the timeline provided by the ICAO proposal (18 weeks timeframe), and updated the MEVA III WBS accordingly. The Meeting also looked at the MEVA III Task Force activities related to the drafting of the RFP technical specifications and follow-up.

3.3 Under this update the MEVA III TF maintained the following important goals given by the TMG/24:

- a) Three MEVA TMG meetings to be held in 2013
- b) The tentative date for the completion of MEVA III is December 2013.
- c) An estimate of the costs of the different MEVA III options is expected to be available by approximately August 2013 for States budget purposes.

3.4 The updated WBS includes the relevant dates and activities for MEVA III TF, MEVA TMG; ICAO and others as follows:

- 7 teleconferences to draft technical specifications and other RFP sections by MEVA III TF
- Draft of MEVA III RFP scheduled for May 2013
- MEVA TMG/26 to approve final RFP in June 2013
- RFP release/ tender process / Questions and Answers : June to Sep 2013
- Site visit period in July 2013
- ICAO Technical Bidders Meeting in ICAO Montreal
- MEVA III TF Meeting for preselection in Sept 2013
- MEVA TMG/27 in October for final selection
- Final Winner announcement in 24 October 2013
- Contract agreements in October to December 2013
- Network implementation in 1 semester 2014

3.5 The updated MEVA III WBS is presented in **Appendix** to this part of the report. This WBS will be presented for approval to the MEVA/TMG/25 Meeting and a second teleconference with the ICAO TCB Office is scheduled for the TMG/25 Meeting to resolve issues related to the approval of the MEVA III WBS and other RFP related activities.

***Start tasking MEVA III DOA activities***

3.6 The draft of the MEVA III DOA will be presented to the MEVA/TMG/26 Meeting in June 2013 for approval and the completion of the MEVA Members signature of the DOA before the MEVA/TMG/27 Meeting.

***Define related MEVA III TF activities to support RFP general process***

3.7 The MEVA III TF revised the different RFP Process activities, supported the organization of the TMG/25 agenda and schedule and planned several papers to present to the MEVA TMG/25 Meeting for discussion, evaluation and final approval. The completion of the RFI activities was also included in the agenda. Among these activities are:

- MEVA III TF Activities Report and MEVA III TF/01 Meeting Report
- Revision of Request for Proposal (RFP) activities
- RFP schedule (WBS)
- Drafting of RFP document and the activities to carry out the MEVA III Transition

MEVAIITF01-09Agendattem3-AppendixA-WBS

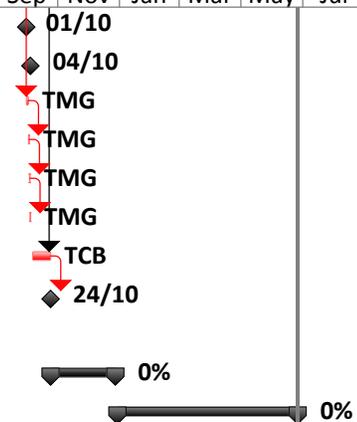
ID	Task Name	Duration	Start	Finish	H1 '13			H2 '13			H1 '14			H2 '14			
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	
1	MEVA TMG/22	2 days	Thu 26/05/11	Fri 27/05/11													
2	<b>MEVA III Letter Of Intent</b>	<b>244 days</b>	<b>Thu 26/05/11</b>	<b>Tue 01/05/12</b>													
21	MEVA TMG/23	2 days	Tue 06/03/12	Wed 07/03/12													
22	<b>Request For Information (RFI)</b>	<b>473 days?</b>	<b>Wed 23/03/11</b>	<b>Fri 11/01/13</b>													
23	RFI Announcement Period	114 days	Tue 03/04/12	Fri 07/09/12													
24	<b>RFI Drafting</b>	<b>344 days</b>	<b>Wed 23/03/11</b>	<b>Mon 16/07/12</b>													
25	1st TF Teleconference	1 day	Ved 23/03/11	Wed 23/03/11													
26	2nd TF Teleconference	1 day	Tue 17/04/12	Tue 17/04/12													
27	3rd TF Teleconference	1 day	Tue 08/05/12	Tue 08/05/12													
28	4th TF Teleconference	1 day	Thu 24/05/12	Thu 24/05/12													
29	5th TF Teleconference	1 day	Tue 12/06/12	Tue 12/06/12													
30	6th TF Teleconference	1 day	Thu 28/06/12	Thu 28/06/12													
31	7th TF Teleconference	1 day	Mon 16/07/12	Mon 16/07/12													
32	RFI Draft Release to Members	1 day	Fri 20/07/12	Fri 20/07/12													
33	RFI Period of Review by Members	22 days	Mon 23/07/12	Tue 21/08/12													
34	8th TF Teleconference	1 day	Tue 17/07/12	Tue 17/07/12													
35	<b>MEVA TMG/24</b>	<b>3 days</b>	<b>Tue 21/08/12</b>	<b>Thu 23/08/12</b>													
36	Other Business	1 day	Tue 21/08/12	Tue 21/08/12													
37	ICAO Presentation	1 day	Ved 22/08/12	Wed 22/08/12													
38	RFI Draft TMG Member's Revision	1 day	Thu 23/08/12	Thu 23/08/12													
39	MEVA TMG/24	0 days?	Tue 21/08/12	Tue 21/08/12													
40	MEVA TMG/24	0 days?	Thu 23/08/12	Thu 23/08/12													
41	9th TF Teleconference	1 day	Fri 31/08/12	Fri 31/08/12													
42	RFI Final revision and approval by TMG	3 days	Mon 03/09/12	Wed 05/09/12													
43	RFI Cover Letter & preparation issuance	2 days	Thu 06/09/12	Fri 07/09/12													
44	RFI Release	0 days	Fri 07/09/12	Fri 07/09/12													
45	<b>RFI Vendor's Response</b>	<b>61 days</b>	<b>Tue 11/09/12</b>	<b>Tue 04/12/12</b>													
48	<b>MEVA III TF/01 Meeting</b>	<b>3 days</b>	<b>Tue 11/12/12</b>	<b>Thu 13/12/12</b>	<b>100%</b>												
56	TF / TCB Approval of WBS	0 days	Wed 19/12/12	Wed 19/12/12	<b>19/12</b>												
57	<b>MEVA TMG/25</b>	<b>4 days?</b>	<b>Tue 08/01/13</b>	<b>Fri 11/01/13</b>													
58	MEVA TMG/25	0 days?	Tue 08/01/13	Tue 08/01/13													
59	MEVA TMG/25	0 days?	Fri 11/01/13	Fri 11/01/13	<b>11/01</b>												

MEVAIIITF01-09AgendaItem3-AppendixA-WBS

ID	Task Name	Duration	Start	Finish	H1 '13			H2 '13			H1 '14			H2 '14		
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov
60	Vendors Presentation	2 days	Tue 08/01/13	Wed 09/01/13	Vendors											
61	TMG Review of TF Report	0.5 days	Thu 10/01/13	Thu 10/01/13	TMG											
62	MEVA III WBS Approval	0.5 days	Thu 10/01/13	Thu 10/01/13	TMG											
63	TMG Regular business	1 day	Fri 11/01/13	Fri 11/01/13	TMG											
64	<b>Request For Proposals (RFP)</b>	<b>204 days?</b>	<b>Mon 14/01/13</b>	<b>Thu 24/10/13</b>												
65	RFP Release Announcement	40 days	Mon 14/01/13	Fri 08/03/13	0%											
66	<b>RFP Technical Req Drafting</b>	<b>53 days</b>	<b>Mon 14/01/13</b>	<b>Wed 27/03/13</b>	0%											
67	Verify Requirements	20 days	Mon 14/01/13	Fri 08/02/13	TMG											
68	1st Teleconference	1 day	Wed 16/01/13	Wed 16/01/13	TF											
69	2nd Teleconference	1 day	Wed 30/01/13	Wed 30/01/13	TF											
70	3rd Teleconference	1 day	Wed 13/02/13	Wed 13/02/13	TF											
71	4th Teleconference	1 day	Wed 27/02/13	Wed 27/02/13	TF											
72	5th Teleconference	1 day	Wed 13/03/13	Wed 13/03/13	TF											
73	6th Teleconference	1 day	Wed 27/03/13	Wed 27/03/13	TF											
74	Tender Package Preparation	15 days	Mon 01/04/13	Fri 19/04/13	TCB											
75	TF Review of Tender Package	6 days	Mon 22/04/13	Mon 29/04/13	TF											
76	7th Teleconference	1 day	Tue 30/04/13	Tue 30/04/13	TF											
77	Tender Package Update	5 days	Mon 06/05/13	Fri 10/05/13	TCB											
78	TMG Comment period	10 days	Mon 13/05/13	Fri 24/05/13	TMG											
79	MEVA TMG/26	3 days	Tue 04/06/13	Thu 06/06/13	TMG											
80	Tender Package Finalization	5 days	Mon 10/06/13	Fri 14/06/13	TCB											
81	RFP Release ICAO TCB	0 days	Fri 14/06/13	Fri 14/06/13	14/06											
82	<b>RFP Response Period</b>	<b>60 days?</b>	<b>Mon 17/06/13</b>	<b>Fri 06/09/13</b>	0%											
83	RFP Response Period	0 days?	Mon 17/06/13	Mon 17/06/13	17/06											
84	RFP Response Period	0 days?	Fri 06/09/13	Fri 06/09/13	06/09											
85	Questions / Answers Period	40 days	Mon 17/06/13	Fri 09/08/13	TCB,TF											
86	Site visits	15 days	Mon 01/07/13	Fri 19/07/13	0%											
87	ICAO HQ Technical Bidder's Meeting	1 day	Mon 29/07/13	Mon 29/07/13	0%											
88	RFP Proposal Writing	20 days	Mon 12/08/13	Fri 06/09/13	06/09											
89	RFP Vendor's Proposals Due	0 days	Fri 06/09/13	Fri 06/09/13	06/09											
90	MEVA III TF/02	4 days	Tue 10/09/13	Fri 13/09/13	TF,TCB											
91	<b>MEVA TMG/27</b>	<b>4 days?</b>	<b>Tue 01/10/13</b>	<b>Fri 04/10/13</b>	0%											

MEVAIITF01-09Agendatem3-AppendixA-WBS

ID	Task Name	Duration	Start	Finish	H1 '13			H2 '13			H1 '14			H2 '14			
					Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	
92	MEVA TMG/27	0 days?	Tue 01/10/13	Tue 01/10/13													
93	MEVA TMG/27	0 days?	Fri 04/10/13	Fri 04/10/13													
94	Vendors Presentations	2 days	Tue 01/10/13	Wed 02/10/13													
95	Final Grading of Proposals	1 day	Thu 03/10/13	Thu 03/10/13													
96	Final Selection	0.5 days	Fri 04/10/13	Fri 04/10/13													
97	Other Business	0.5 days	Fri 04/10/13	Fri 04/10/13													
98	TCB Tender Evaluation Report	14 days	Mon 07/10/13	Thu 24/10/13													
99	Winner announcement ICAO	0 days	Thu 24/10/13	Thu 24/10/13													
100	<b>MEVA III Document of Agreement</b>	<b>202 days</b>	<b>Mon 14/01/13</b>	<b>Tue 22/10/13</b>													
119	<b>Contractual Agreement</b>	<b>46 days</b>	<b>Fri 25/10/13</b>	<b>Fri 27/12/13</b>													
135	<b>Network Implementation</b>	<b>128 days</b>	<b>Mon 30/12/13</b>	<b>Wed 25/06/14</b>													





**Agenda Item 4:** Other Business

4.1 The MEVA III TF Rapporteur thanked the Members for the great work done with the RFI process and urged the Members to prepare for any technical question for the RFI responses' presentations to enforce the ideas to develop the technical specifications of the RFP. A teleconference or email may be organized the week before TMG/25 for this preparation.

4.2 The MEVA TMG coordinator urged the MEVA III TF Members to submit their assigned working papers no later than January 4 for its review and final upload for the TMG/25 Meeting.