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**Agenda Item 4: Revision of Request for Proposal (RFP) activities**

**UPDATE TO MEVA III TASK FORCE TERMS OF REFERENCE**

(Presented by MEVA III Task Force)

<b>SUMMARY</b>	
Considering the newly assigned tasks made by the MEVA TMG to the MEVA III Taskforce (TF), the TF proposes changes to the MEVA III Task Force Terms of Reference to reflect these tasks.	
<b>References:</b>	
• MEVA III TF/01 Meeting (ICAO NACC Regional Office, Mexico City, Mexico, 11 to 13 December 2012)	
<b>Strategic Objectives</b>	<i>This working paper is related to Strategic Objectives A and C.</i>

**1. Introduction**

1.1 During the 1<sup>st</sup> MEVA III Task Force meeting (TF/01), the Meeting considered the new assigned tasks by the MEVA TMG to the MEVA III Taskforce, 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, analyze, and select the qualified RFP proposals
- Update to MEVA III Document of Agreement (DOA), and other Network administrative tasks.

**2. Discussion**

2.1 The TF/01 considered that the existing Terms of reference of the TF should be update to reflect these important tasks and so MEVA III TF Conclusion 01/06 *Update to MEVA III TF Terms of Reference* was proposed. The update proposed to the MEVA III Task Force Terms of Reference includes the following in order to start the preparation of the RFP and 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

2.2 The update of the MEVA III TF Terms of Reference is presented as appendix B to the agenda item 2 of the MEVA III TF/01 Report. For ease of reference it is also presented as appendix to this paper.

2.3 Due to the importance of this update and the need for more active participation in the MEVA III TF, MEVA III TF Conclusion 01/06 *Update to MEVA III TF Terms of Reference* is proposed to be adopted as a Conclusion of the TMG as follows:

**Conclusion 25/XX UPDATE TO MEVA III TF TERMS OF REFERENCE**

That, due to the tasks assigned to the MEVA III Task Force, the MEVA TMG approve the update of the MEVA III Task Force Terms of reference as presented in Appendix XX to this part of the report.

3. **Suggested action**

3.1 The Meeting is invited to:

- a) approve the update presented in appendix to this paper; and
- b) adopt the draft conclusion presented in paragraph 2.3.

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## 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.