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WORKING PAPER

MEVA III TF/3 — WP/04
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Third MEVA III Task Force Meeting (MEVA III TF/3)
Mexico City, Mexico, 6 to 9 October 2014

Agenda Item 3: Review and Analysis of MEVA III Deliverables and Preparation of the Deliverables for Approval by the MEVA Members

EVALUATION OF MEVA III DELIVERABLES

(Presented by MEVA III Task Force Rapporteur)

EXECUTIVE SUMMARY	
This paper provides guidance for the conduction of the evaluation of the MEVA III deliverables in compliance with the MEVA Members mandate and the expected outputs to be provided for approval to the MEVA Members.	
Action:	Review guidance for MEVA III deliverable evaluation.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency
<i>References:</i>	<ul style="list-style-type: none">• MEVA III RF• COMSOFT Proposal for MEVA III Tender Process• Second MEVA III Task Force Meeting (MEVA III TF/2), ICAO NACC Regional Office, Mexico City, Mexico, 8 to 11 October 2013• Twenty seventh Meeting of the MEVA Technical Management Group (MEVA TMG/27), ICAO NACC Regional Office, Mexico City, Mexico, 14 to 16 October 2013• MEVA TF-COMSOFT minutes (1 to 7)• COMSOFT responses and emails exchanged

1. Introduction

1.1 Upon the agreement of the modernization of the MEVA Network, denoted “*MEVA III*”, the MEVA Members conducted the preparation of the requirements after conducting a Request for Information (RFI) process in 2012, and finally, a Tender process in 2013. The Tender process was based on the MEVA Members requirements established in the Request for Proposal (RFP) document MEVA III. The MEVA III TF conducted the MEVA III Bidder’s Evaluation/Selection activities during the Second MEVA III Task Force Meeting (MEVA III TF/2).

1.2 The MEVA TMG/27 was informed on the MEVA III TF’s Bidder’s Evaluation/Selection activities, including the documentation generated from the Evaluation Process of MEVA III’s Tender Proposals, the MEVA III TF/2 Report and the proposal for activities to support future implementation of the MEVA III Network. The MEVA TMG congratulated the work made by the MEVA III TF and approved its works with the conclusions:

CONCLUSION

MEVA TMG/27/4

APPROVAL OF THE MEVA III EVALUATION PROCESS

That after reviewing the development and activities carried out by the MEVA III TF on the MEVA III Tender Process evaluation and selection, and considering the results presented, the MEVA Members:

- a) *approve the evaluation and selection activities conducted by the MEVA III TF for the MEVA III Network; and*
- b) *accept the COMSOFT proposal as the best MEVA III proposal.*

CONCLUSION

MEVA TMG/27/5

APPROVAL OF THE MEVA III EVALUATION REPORT

That, in general terms, the MEVA Members approve the MEVA III Evaluation Report.

CONCLUSION

MEVA TMG/27/6

APPROVAL OF SECOND MEVA III TASK FORCE MEETING REPORT

The MEVA Members approve the Second MEVA III Task Force Meeting Report and its conclusions.

1.3 Similarly, the MEVA TMG/27 assigned the following responsibilities to the MEVA III Task Force:

- Assist MEVA Members, in coordination with the MEVA III Service Provider, on the timely and efficient implementation of the MEVA III Network
- Ensure that all deliverable documents required by the MEVA III RFP are acceptable as required by the MEVA Members, and review and approve those documents as required by the MEVA III RFP

2. Discussion

2.1 The deliverables to be reviewed and evaluated are listed on WP/03.

2.2 The target dates agreed for the evaluation and approval of the System Design Document (SDD) are shown in the MEVA III Implementation schedule ver 4.6:

Preparation of System Design Document (SDD)	45 dys	06 Aug '14	19 Sep '14
Preparation of Transition Plan	45 dys	06 Aug '14	19 Sep '14
Document Approval by TMG	16 dys	22 Sep '14	13 Oct '14

2.3 However, the target date for the final approval was agreed for 16 October as reflected in the minutes of the 7th Teleconference MEVA TF- COMSOFT.

2.4 In order to conduct the evaluation of the MEVA III deliverables in compliance with the MEVA Members mandate, a hard copy recompilation of reference documents have been prepared for the MEVA III TF participants whose content is:

- MEVA III RFP document – technical requirement part
- COMSOFT MEVA III Tender Proposal
- MEVA III Evaluation results (MEVA III TF/02 Report)
- MEVA-COMSOFT email exchange
- COMSOFT responses to MEVA questions
- MEVA- COMSOFT teleconferences
- MEVA TMG/27 relevant report parts
- Agreements on training, Dial and Interface Plans and system implementation information

2.5 The MEVA III TF shall develop evaluation results in a timely manner for submission for approval by the MEVA TMG Members by means of email/teleconference communication, as well as if comments or observations by the MEVA Members are made on the evaluation results, the MEVA III TF shall carry out the necessary coordination for clarification and, if applicable, an update to the evaluation results. In this regard, the MEVA TF is advised:

- a) to agree on an evaluation checklist with reference to the SDD or related documents, keeping a version control if needed for further updates;
- b) detail the evaluation process and all documentation involved. Everything to be included in the MEVA TF Report;
- c) provide recommendations of this evaluation, with aim to have the approval recommendation of the deliverable; and
- d) provide recommendations for the on-going deliverables to be approved later, such as the website, report template, etc.

2.6 Several other deliverables such as the procedures for the Site Acceptance Test (SAT) and Factory Acceptance Test (FAT) shall be provided by October and November 2014, for which the MEVA TF is requested to plan and agree an evaluation checklist for this action.

3. Suggested Actions

3.1 The Meeting is invited to:

- a) take note of this information and the references for the MEVA III deliverables development;
- b) review the reference documentation for its completeness and complement as needed;
- c) agree on an evaluation checklist and guidance provided in paragraphs 2.5 and 2.6; and
- d) take actions as deemed necessary.