Second NAM/CAR Air Navigation Implementation Working Group (ANI/WG) Air Traffic Services Inter-facility Data Communication (AIDC) Task Force (AIDC/TF/2) Meeting
Mexico City, Mexico, 27 February 2015

Agenda Item 3   Implementation issues discussion
3.1   Review of implementation procedure

REVIEW OF THE AIDC IMPLEMENTATION PROCEDURE

(Presented by AIDC Task Force Rapporteur)

<table>
<tr><td colspan="2" align="center">EXECUTIVE SUMMARY</td></tr>
<tr><td colspan="2">The AIDC Task Force, created during the first ANI Working Group meeting, has the responsibility of streamlining the coordination, implementation and trials of AIDC in the NAM/CAR region. As part of this process, the Task Force has drafted a generic implementation procedure to serve as a template for the States for the implementation effort. This working paper serves the purpose of reviewing this implementation plan to introduce changes as needed.</td></tr>
<tr><td>Action:</td><td>The meeting is invited to review and update the implementation plan presented in Appendix A.</td></tr>
<tr><td>Strategic Objectives:</td><td>
Safety
Air Navigation Capacity and Efficiency</td></tr>
<tr><td>References:</td><td>
First NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/1) Final Report, Mexico City, Mexico, 29 July to 1 August 2013
Minutes for the 10th AIDC Task Force teleconference</td></tr>
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1.   Introduction

1.1   The AIDC Implementation Task Force was created during the first ANI/WG meeting, with the goal of streamlining implementation activities regarding this application, among others.

1.2   During the 10th AIDC Task Force teleconference on 22 September 2014, a draft implementation procedure was presented, based on a checklist created by the AIDC Go Team. This implementation procedure was reviewed then and accepted.

1.3   As States plan and implement AIDC, it is important to review and update the implementation procedure, to include the experience of these recent processes and ensure smooth and uneventful implementations as much as possible as time goes along.

2. Discussion

2.1 The implementation procedure is not a procedure in the strict sense. It is more a checklist of relevant issues that may be taken into account when implementing AIDC. The purpose is to ensure any issues that experience has shown to be important to the process is properly considered, thus avoiding the untimely appearance of said issues during the project.

2.2 The items in the checklist may or may not apply to the particular circumstances of the State in question; that is why its spirit is more as a template, a guide. From this template a State would delete those items that do not apply, and maybe modify other items to adjust to their own reality. In the end there should be an outline for a Work Breakdown Structure (WBS) on which to base a project.

3. Suggested Actions

3.1 The meeting is invited to:

a) review and update the implementation procedure; and

b) discuss any relevant matters as appropriate.

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APPENDIX
AIDC TASK FORCE IMPLEMENTATION PROCEDURE TEMPLATE

1. Organize project	
1.1. Determine scope of implementation	
1.1.1. Determine functionality desired: basic/extended	
1.1.2. Identify other systems involved: ATC systems, AFTN systems or terminals	
1.1.3. Identify other actors involved: other clients of aeronautical information	
1.2. Identify roles and responsibilities	
1.2.1. Main stakeholders	
1.2.2. Project management	
1.2.3. Support	
1.2.4. Operational/Technical consultation	
1.3. Identify resources	
1.3.1. Personnel	
1.3.2. Equipment	
1.3.3. Time	
1.4. Determine communication strategy	
1.4.1. Establish Points of contact	
1.4.2. Escalation rules: who to contact when there is no response	
1.4.3. Communication means: teleconferences, meetings, email or IM groups	
1.4.3.1. Establish Briefing and meeting method	
1.4.3.2. Participants: technical staff, providers, managers	
1.4.3.3. Periodicity: weekly, biweekly, ad-hoc	
1.4.3.4. Format	
1.5. Determine tasks and assignments	
1.5.1. Enable test telecommunications means	
1.5.2. Enable production telecommunications means, if different from test	
1.5.3. Create internal addressing scheme, if necessary	
1.5.4. Download AMC address data	
1.5.5. Enable upload of AMC data	
1.6. Determine training requirements	
1.6.1. Technical	
1.6.2. Operational	
2. Execute project	
2.1. Prepare testing	
2.1.1. Agree on test procedures and protocol	
2.1.1.1. Create test cases adjusted as close to reality as possible	
2.1.2. Determine configuration control method	
2.1.2.1. Configuration backup before testing	
2.1.2.2. Identification of configuration and system backup versions	
2.2. Internal testing	

2.2.1. System processing correctness	
2.2.2. Platform (network, support servers and systems)	
2.2.3. Report and solution of issues	
2.2.4. Perform regression testing if necessary	
2.3. Interoperational testing	
2.3.1. Verify telecommunication means	
2.3.2. Agree on interoperability parameters	
2.3.3. Execute interoperability testing	
2.3.4. Report and solution of issues	
2.3.5. Perform regression testing if necessary	
2.4. Cutover to new system	
2.4.1. Agree on cutover procedure and schedule	
2.4.2. Determine fallback procedure	
2.4.3. Identify necessary personnel	
2.4.4. Perform cutover	
3. Monitor performance	
3.1. Follow up project	

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