



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

WORKING PAPER

MEVA/TMG/33 — WP/07
08/05/18

Thirty-third MEVA Technical Management Group Meeting (MEVA/TMG/33)
Willemstad, Curaçao, 29 – 31 May 2018

Agenda Item 6: Other Business

MEVA III Technical Management Group Terms of Reference (ToRs)

(Presented by TMG Coordinator)

EXECUTIVE SUMMARY	
This Working Paper presents a review of the MEVA Technical Management Group (TMG) Terms of Reference (TOR) and Work Programme	
Action:	Document must be revised and updated accordingly
<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">• ME VA TMG Terms of Reference Document

1. Introduction

1.1 The MEVA Technical Management Group (TMG) originated from the MEVA Informal Working Group (1998), as a standing group to address issues concerning the MEVA Network. The MEVA/TMG was formally established in accordance to Conclusion 7/17 of the Seventh Meeting of the MEVA Network (MEVA/7) (Grand Cayman, Cayman Islands 15-17 May 2000).

1.2 The MEVA Members developed and approved the TMG Terms of Reference and its Work Programme at the time. Since then, new technology and requirements are being implemented and a revision and update of the TOR must take place to ensure the TMG properly evaluates existing and future requirements and implementations.

3. Discussion

3.1 The **attached** document depicts the existing ToRs and Work Programme. Suggested updates and changes are highlighted in RED.

2. **Suggested Action**

2.1 The Meeting is invited to:

- a) Revise the Terms of Reference and Work Programme; and
- b) update and approve the final document

TERMS OF REFERENCE (as approved by MEVA TMG/26)

1. Background

The MEVA Technical Management Group (TMG) originated from the MEVA Informal Working Group (1998), as a standing group to address issues concerning the MEVA Network. The MEVA TMG was formally established in accordance to Conclusion 7/17 of the Seventh Meeting of the MEVA Network (MEVA/7) (Grand Cayman, Cayman Islands 15-17 May 2000).

2. Terms of Reference

In order to address the MEVA Network issues, the following activities are to be developed by the TMG:

- a) Review the current status of the Network (maintenance and reporting procedures, technical personnel involved, spare parts, tools for monitoring the Network status, identify common network points of failure, etc.) and submit recommendations;
- b) Assist the MEVA Members in the coordination and technical solutions of the problems presented in the operation and implementation of the AFS Services and parts of the MEVA network. Likewise, to study and recommend measures to improve the operation and implementation fulfillment;
- c) Study and propose to the MEVA Members intra and inter-regional coordination for the MEVA Network connectivity with other regional and domestic digital communications networks of the CAR and SAM Regions;
- d) Study and assist the MEVA Network Members in measures of a technical character, in order to facilitate the transition of the MEVA Network towards the ATN infrastructure and its air-ground and ground-ground subnetworks of the air navigation services, according to GREPECAS Conclusions and Recommendations, ICAO SARPs and technical guidance and the MEVA Members expectations; and
- e) Inform and advise the MEVA Network Coordinator, ICAO, if a major failure or network concern that affects the entire network occurs or may occur or an event that doesn't allow achieving the Network Service level agreement, recommending solutions for its recovery and actions by the MEVA Network Service Provider.
- f) **Third Party services will be monitored using current MEVA Network tools and in accordance with established procedures, which indicate, that Third Party services shall not infringe on existing or future network demands in support of data and voice services.**

3. Work Programme

Attached

4. Working Methods

- a) TMG work programme should present activities in terms of objectives, responsible and deliverables. Further details can be provided in the form of Work Breakdown Schedule (WBS);
- b) TMG will avoid duplication of work and maintain close coordination among the existing entities (like the Air Navigation Implementation Technical Group-ANI/WG), to optimize the use of available resources and experience;
- c) TMG may designate, as necessary, ad-hoc groups or task forces to work on specific topics and activities; all tasks and activities should be clearly defined with time and deliverables;
- d) TMG should coordinate and advance its works as follows to maximize efficiency and reduce costs:
 - conduct work via electronic written correspondence
 - conduct work via phone and teleconference calls
 - hold meetings as necessary and based on the work programme activities
- e) TMG will report the progress of assigned tasks to during the Directors of Civil Aviation (DCA), Central Caribbean and other DCA meetings as required.

5. Membership

MEVA Members: Aruba, Bahamas (Nassau and Freeport), **British Virgin Islands (Tortola)** Cayman Islands, Cuba, Curacao, Dominican Republic, Jamaica, Haiti, Mexico, Panama, Sint Maarten, United States (Atlanta, Miami, Puerto Rico) and COCESNA.

The REDDIG Administration representing Colombia and Venezuela are participants / users of the MEVA Network.

ICAO will act as technical adviser to the TMG.

3. Rapporteur

Mrs. Dulce M. Rosés (United States).

MEVA TMG Work Programme
Revised: MEVA TMG/26 7 June 2013

No.	Activities	Objectives	responsible	deliverables
1	To assist the MEVA Members in coordination for the solutions to problems presented in this operation, and in the implementation of services and parts.	Keep MEVA SLA Levels	TMG	MEVA assistance
2	To study and implement technical/operational measures that may be agreed upon to improve the operation and implementation of MEVA Network services, and that do not impact significant cost, investments and objectives of the Network.	Satisfactory operation and service levels	TMG	Network improvements implementation
3	Keep MEVA Members aware of network status, performance and conditions of operation.	MEVA Network Awareness	TMG	<ul style="list-style-type: none"> • Reliable MEVA Network website • Network Performance revision
4	<p>Maintain current network contingency procedures with consideration towards individual state plans, service provider requirements, and CAR region general contingency plan.</p> <p>Maintain valid and up to date MEVA Network Contingency Procedures, taking into consideration the contingency plans of each MEVA Member and of the Service Provider and in keeping with the CAR Region General Contingency Plan.</p>	Readiness for Contingencies	TMG	MEVA Contingency Procedures
5	Assist the MEVA Members, in completing the data and voice circuits implementation, according to the requirements shown in the ANP CAR/SAM.	Fulfill Air Navigation Requirements	Taskforces- Adhoc Groups	Data and voice circuit implementation

No.	Activities	Objectives	responsible	deliverables
6	To study and propose solutions for AFS connectivity of the MEVA Network with other regional and domestic CAR/SAM networks.	Fulfill Air Navigation requirements	Taskforces- Adhoc Groups	Data and voice circuit implementation
7	To review the RFP and the terms of the Services Agreement, based on the new ICAO requirements for the transitioning towards the ATN, as well as on the experience achieved, with the purpose of using them in a new Services Agreement for the MEVA Network.	Network improvements	Taskforces	Effective and efficient MEVA III Transition Process
8	Keep and validate with the MEVA Network Service Provider a procedural handbook on management, operation and maintenance of the MEVA Network telecommunication circuits.	Ensure proper MEVA Network maintenance and operation	TMG	Maintenance Procedural Handbook/Manual
9	Monitor Third Party services using current MEVA Network tools and in accordance with established procedures, which indicate, that Third Party services shall not infringe on existing or future network demands in support of data and voice services.	Ensure proper MEVA Network implementation of third party services	TMG/ Task Force	MEVA Network Third Party Services Manual

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