APPENDIX C
EASTERN CARIBBEAN NETWORK TECHNICAL GROUP (E/CAR/NTG)
TERMS OF REFERENCE

1.   Background

1.1   The Eastern Caribbean Network Technical Group (E/CAR/NTG) was established as a standing group in accordance with the Thirty-First Eastern Caribbean Working Group Meeting (E/CAR/WG/31), Conclusion 31/7 - *Replacement of the E/CAR AFS Network*, approved by the Twenty-Second Meeting of Directors of Civil Aviation of the Eastern Caribbean (E/CAR/DCA/22) Port-of-Spain, Trinidad and Tobago, 8 to 11 December 2009. The terms of reference of the E/CAR/NTG were approved by the E/CAR/DCA/22 Meeting, Decision 22/6 - *E/CAR Network Technical Group (NTG) Terms of Reference and Fist Meeting*. The following main objectives are assigned:

a)   analysis and monitoring of the status of the current E/CAR AFS Network;

b)   study, analyse and follow-up on the planning, documentation and implementation of the replacement of the existing E/CAR AFS Network;

c)   recommend measures to improve reliability of the E/CAR AFS Network for the immediate/near term; and

1.2   By 2013, the E/CAR/NTG had fulfilled these objectives, with an efficient Internet Protocol (IP) Network and well established stable services; however, the continuous monitoring, analysis and follow-up to Network improvements and resolution of failures were considered necessary by the E/CAR AFS Network participants.

2.   Terms of Reference

For the activities related to the analysis and monitoring of the status of the current E/CAR AFS Network, the E/CAR/NTG is required to make recommendations on measures to improve the reliability of the E/CAR AFS Network for the immediate/ near term. These activities include:

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)   ensure compliance of the Network services with ICAO SARPs, Regional Air Navigation Plans and user expectations (Aviation System Block Upgrades (ASBU) Block 0 Modules);

c)   assist Trinidad and Tobago and the E/CAR States with technical coordination and solutions of problems that occurred with the implementation and operation of the Aeronautical Fixed Service (AFS) including the E/CAR AFS Network, and to consider and make recommendations on measures to improve implementation and operation;

d)   study and propose to the E/CAR/DCA intra and inter-regional coordination for the E/CAR AFS Network connectivity with other regional and domestic digital communications networks of the CAR and SAM Regions; and

e) inform and advise the E/CAR AFS Network users, if a major failure or network concern that affects the entire network occurs or may occur or an event that does not allow achieving the Network Service level agreement, recommending solutions for its recovery and actions by the E/CAR AFS Network Service Provider.

3. Work Programme

No.	Activities	Objectives	Responsible	Deliverables
1	To assist the E/CAR AFS Network Members in coordination for the solutions to problems presented in this operation, and in the implementation of services and parts.	Keep E/CAR AFS Network SLA levels	NTG	E/CAR AFS Network assistance
2	To study and implement technical/operational measures that may be agreed to improve the operation and implementation of E/CAR AFS Network services, and that do not impact in a significant cost, investments and objectives of the Network.	Satisfactory operation and service levels	NTG	Implementation of Network improvements
3	Keep E/CAR AFS Network Members aware of the status of the E/CAR AFS Network performance and conditions of operation.	E/CAR AFS Network awareness	NTG	• Reliable E/CAR AFS Network website • Network Performance revision
4	Maintain valid and up-to-date E/CAR AFS Network Contingency Procedures, taking into consideration the contingency plans of each E/CAR AFS Network Member and of the Service Provider and keeping aligned with the CAR Region General Contingency Plan.	Readiness for contingencies	NTG	E/CAR AFS NETWORK Contingency Procedures
5	To assist the E/CAR AFS Network Members in finishing the data and voice circuits implementation, according to the requirements shown in the ANP CAR/SAM (ASBU BO modules and Regional/National Priorities).	Fulfil Air Navigation requirements	Task Forces-Ad hoc Groups	Data and voice circuit implementation
6	To study and propose solutions for AFS connectivity of the E/CAR AFS Network with other regional and domestic	Fulfil Air Navigation requirements	Task Forces-Ad hoc Groups	Data and voice circuit implementation

No.	Activities	Objectives	Responsible	Deliverables
	CAR/SAM networks.			
7	To review and propose amendments to the terms of the Services Agreement, based on the ICAO requirements for the transitioning towards the ATN for the E/CAR AFS Network.	Network improvements	Taskforces	Effective and efficient E/CAR AFS Network Transition Process
8	Keep and validate with the E/CAR AFS Network Service Provider a procedural handbook on management, operation and maintenance of the E/CAR AFS Network telecommunication circuits.	Ensure proper E/CAR AFS Network maintenance and operation	NTG	Maintenance Procedural Handbook/Manual

4.   Working Methods

a)   The E/CAR/NTG work programme should present its activities in terms of objectives, responsible and deliverables. Further details can be provided in the form of Work Breakdown Schedule (WBS);

b)   E/CAR/NTG will avoid duplication of work within the E/CAR/CATG and maintain close coordination among the existing entities (like the NAM/CAR Air Navigation Implementation Group:ANI/WG) to optimize the use of available resources and experience;

c)   E/CAR/NTG 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)   E/CAR/NTG should co-ordinate and progress 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 when necessary

e)   E/CAR/NTG meetings shall be conducted as possible, jointly with other E/CAR Meetings like the E/CAR/CATG meetings; and

f)   E/CAR/NTG will report and coordinate the progress of assigned tasks to the E/CAR/CATG as well as to the E/CAR Directors.

5.   Membership

See attached Membership List. ICAO will act as technical adviser to the E/CAR/NTG.

6.   Rapporteur

Ms. Veronica Ramdath (Trinidad and Tobago)