

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 Coordination, 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.

3. Work Programme

Attached

4. Working Methods

- a) TMG work programme should present their 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 by 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; and
 - hold meetings when necessary and based on the work programme activities;
- e) TMG will report the progress of assigned tasks to the Meetings of Directors of Civil Aviation (DCA) of the Central Caribbean and other DCAs as required.

5. Membership

MEVA Members: Aruba, Bahamas (Nassau and Freeport), 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. Roses (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 the status of the MEVA Network performance and conditions of operation.	MEVA Network awareness	TMG	<ul style="list-style-type: none"> • Reliable MEVA Network website • Network Performance revision
4	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.	Readiness for contingencies	TMG	MEVA Contingency Procedures
5	To assist the MEVA Members, in finishing 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