

**AIR TRAFFIC AND NAVIGATION SERVICES CO. LTD**



**AFI VSAT MANAGERS**  
**TECHNICAL GROUP: MANGEMENT & COMMUNICATION PLAN**  
**FOR**  
**THE DEVELOPMENT OF REGIONAL VSAT PROJECT ON AN**  
**AFI INTEGRATED AERONAUTICAL TELECOMMUNICATION**  
**INFRASTRUCTURE**  
**(JOHANNESBURG, 17 AUGUST 2011)**

**REVISION INDEX SHEET**

<b>Version</b>	<b>Revision</b>	<b>Date</b>	<b>Reason for Change</b>	<b>Pages Affected</b>
Draft	Revision 0	3/08/2011		All
Draft	Revision 1	5/08/2011	Internal ATNS meeting	All
Draft	Revision 2	17/08/2011	Postponement of APIRG/18	6,7 & 10

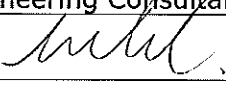
## DOCUMENT APPROVAL RECORD

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Signature: 

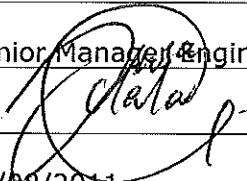
Date: 16/08/2011

### Approved by:

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Designation: Senior Manager Engineering Projects

Signature: 

Date: 16/08/2011

### Accepted by:

Team Member/ Group  
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Name: \_\_\_\_\_

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Date: \_\_\_\_\_

## 1 Management Plan

## 2 Goals

The goal of this project is to draft a report for a VSAT presentation to the APRIG/18 meeting tentatively scheduled for 16-18 November 2011, Kampala (Uganda). In order to have the report ready the work will have to be completed within the time frame indicated in paragraph 5 below and in Annexure B. The report must cover at least the following information (please also refer to the assumptions in paragraph 6 below):

- 2.1 VSAT Technical GAP analysis document
- 2.2 Response from VSAT network managers
- 2.3 Planned actions to address identified technical VSAT Gaps
- 2.4 Estimated budgetary cost to address identified technical VSAT Gaps
- 2.5 Recommendations

## 3 Study Groups

The Task Force consists of the following three groups with Terms of Reference as depicted in Annexure A. Each Group Leader: State/Organization must nominate a contact person as well as a substitute, with contact details i.e. Telephone number, Mobile number, Facsimile number and Email address, as shown in the tables below. The tables below must be completed by the three Groups Leaders:

### 3.1 Technical Group

<b>Group Leader: State/Organization</b>	<b>ATNS</b>	
<b>Contact person</b>	<b>Main</b>	<b>Substitute</b>
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### 3.2 Financial Group

<b>Group Leader: State/Organization</b>	<b>ASECNA</b>	
<b>Contact person</b>	<b>Main</b>	<b>Substitute</b>
<b>Full name</b>		
<b>Telephone</b>		
<b>Mobile telephone</b>		
<b>Fax:</b>		
<b>Email:</b>		

### 3.3 Administrative Group

<b>Group Leader: State/Organization</b>	<b>KENYA</b>	
<b>Contact person</b>	<b>Main</b>	<b>Substitute</b>
<b>Full name</b>		
<b>Telephone</b>		
<b>Mobile telephone</b>		
<b>Fax:</b>		
<b>Email:</b>		

## 4 Group Coordination Focal Points

Each Group Member must nominate a main contact person as well as a substitute, with contact details i.e. Email address, Telephone number, Mobile number.

A list of the Technical Group Members is attached as Annexure C. The nominated contact person and substitute of each Group Member must complete the table below:

<b>Group Member: State/Organization</b>		
<b>Contact person</b>	<b>Main</b>	<b>Substitute</b>
<b>Full name</b>		
<b>Telephone</b>		
<b>Mobile telephone</b>		
<b>Fax:</b>		
<b>Email:</b>		

- 4.1 All correspondence between Group Leaders and Group Members will be by Email.
- 4.2 When required, conference calls may be initiated by Group Leaders for coordination between Groups and/or between the Technical Group Leader and Members of the Technical Group. The initiator of a conference call will inform all the participants and arrange for a suitable date and time.
- 4.3 All replies from Group Members must be received in correspondence with the allocated time periods as stated in the Time Frame in paragraph 5 below.
- 4.4 All official correspondence between Group Leaders and Group Members must be directed via Susann Brits [[susannb@atns.co.za](mailto:susannb@atns.co.za)] at ATNS.
- 4.5 Technical documents will be made available on the ATNS website for downloading by the Group Members ([www.atns.co.za](http://www.atns.co.za)). Details will be forwarded to all Technical Group Members in due course.

## **5 Time Frame (GAP Analysis)**

Assuming that the APRIG/18 meeting will take place during 12-14 December 2011 (tentative date), the following actions must be completed in the time frame 3 August 2011 to 16 October 2011 (refer to attached schedule):

- 5.1 Draft Management/Communication document and submit to VSAT Network Service Provider/Group Members and ICAO (4/08/2011 to 21/08/2011).
- 5.2 Draft GAP Questionnaire and submit to VSAT Network Service Provider/Group Members for comments and ICAO (21/08/2011 to 31/08/2011).
- 5.3 Draft a technical description of the existing VSAT networks (10/8/2011 to 21/8/2011).
- 5.4 Update draft GAP Questionnaire and submit to VSAT Network Service Provider/Group Members and ICAO for their inputs (26/08/2011 to 31/08/2011).

- 5.5 Receive inputs/responses from VSAT Network Service Provider/Group Members (7/09/2011 to 21/10/2011).
- 5.6 Compilation of information and inputs received (24/08/2011 to 27/10/2011).
- 5.7 Draft report to VSAT Network Service Provider/Group Members and ICAO (28/10/2011 to 7/11/2011).
- 5.8 APIRG/18 preparatory meeting in Dakar by VSAT Network Service Provider/Group Members (4/11/2011 to 7/11/2011)
- 5.9 Technical issues pertaining to Finances and Administration issues can be passed to the Financial and Administrative Groups at this stage (8/11/2011).
- 5.10 Preparation & translation of Report for APIRG/18 (10/11/2011 to 9/12/2011).
- 5.11 APIRG/18 meeting (12-14/12/2011)

## **6 Assumption**

In order to comply with the target dates mentioned in paragraph 5, the following assumptions are applicable:

- 6.1 The Technical Team will endeavor to provide the required documentation in time for submission to the other role players.
- 6.2 The requested inputs and responses must be received from the Technical Group Members in the time allocated. If no input/response is received or the response is not received in time to be incorporated in the documentation, it will be indicate as such in the final report to APIRG/18.
- 6.3 It is assumed that the Technical Group/Members will be able to obtain budgetary costs from industry in good time to be incorporated into the reports. Although all efforts will be made to obtain this information in time, it may not be possible for the Technical Group to meet the required target dates.
- 6.4 The date for the APIRG/18 meeting has been postponed. However for the for the purpose of the Technical study it is assumed that it will take place from 12 to 14 December 2011.
- 6.5 Unless otherwise indicated CAFSAT will be represented by the ICAO WACAF Office in Dakar alternatively this office must direct all correspondence to the Rapporteur of the CAFSAT Network Management Committee (CNMC).

Should anyone or all of the above-mentioned assumptions not be valid, compliance with the target date (i.e. 16/10/2011) for completion of the Report will most likely not be possible.

## **TASK FORCE ON THE DEVELOPMENT OF REGIONAL VSAT PROJECT ON AN AFI INTEGRATED AERONAUTICAL TELECOMMUNICATION INFRASTRUCTURE**

### **TERMS OF REFERENCE**

#### **1.Vision**

- a) Continue to improve safety within the AFI region.
- b) Enhance AFI Aeronautical Infrastructure safety.
- c) Improve the contribution of infrastructure in AFI safety endeavours.
- d) To enhance contribution of aeronautical communications infrastructure in the AFI region.
- e) Enhancement of safety through elimination of deficiencies associated with AFI aeronautical infrastructure.

#### **2.Objectives**

- a) Develop a sustainable and integrated/interoperable VSAT networks to provide aeronautical telecommunications services in AFI region;
- b) Upgrade technical capabilities of the networks to comply with the ICAO SARPs and guidance material, user requirements and global best practices;
- c) Ensure financial sustainability of the networks through equitable and fair allocation of costs to states and users;
- d) Create harmonious and seamless administrative oversights for the networks;
- e) Enlist states' commitment to this initiative;
- f) Achieve the ATN concept for AFI; and
- g) Apply appropriate costs-effective technologies.

#### **3.Deliverables**

The deliverables expected from the Task Force include:

#### **4.Technical:**

- a) Detailed gap analysis based on ICAO SARPs and guidance material, user requirements and global best practices;
- b) Architectural requirements; Recommendations for a road-map, to be implemented by States; and
- c) Maintenance.

Technical Team:



- Egypt, ATNS (South Africa, Team Leader), Tanzania, ASECNA, Roberts FIR, Botswana, Mozambique, Nigeria, IATA, Rwanda, France/Reunion, Swaziland, Uganda, SITA, CACAS

**5.Financial:**

- a) Cost estimates;
- b) Funding (project teams and integrated network model);
- c) Cost recovery methods (cost sharing amongst states, billing); and
- d) Maintenance

Financial Team:

- ATNS (South Africa), ASECNA (Team Leader), IATA, La Reunion (France), Kenya, Uganda

**6.Administrative:**

- a) Oversight model;
- b) States' commitment;
- c) Legal issues; Governance; and
- d) Maintenance.

Administrative Team:

- ATNS (S. Africa), ASECNA, Egypt, IATA, Kenya (Team Leader), Tanzania

**7.Working arrangements and milestones**

- a) Electronic correspondence
- b) Teleconferencing
- c) Side meeting during CNS/SG/4 Meeting (25-29 July 2011, Dakar, Senegal),
- d) APIRG/18 Preparatory Meeting (October 2011, Dakar, Senegal)
- e) APIRG/18 Meeting (16-18 November 2011, Kampala, Uganda)

ID	Task Name	Duration	Start	Finish	2011 August																														2011 September																														2011 October																														2011 November																														2011 December																																																											
					30	02	05	08	11	14	17	20	23	26	29	01	04	07	10	13	16	19	22	25	28	01	04	07	10	13	16	19	22	25	28	31	03	06	09	12	15	18	21	24	27	30	03	06	09	12	15	18	21	24	27	30	03	06	09	12	15	18	21	24	27	30																																																																																																																						
1	Time Frame for GAP Analysis (Technical Team)	97 days	Wed 11/08/03	Wed 11/12/14	[Gantt bar spanning from 11/08/03 to 11/12/14]																																																																																																																																																																																			
2	Draft Management & Communication Plan	2 days	Wed 11/08/03	Thu 11/08/04	[Gantt bar from 11/08/03 to 11/08/04]																																																																																																																																																																																			
3	Submit to VSAT Service Providers/Members for Acceptance	12 days	Fri 11/08/05	Sun 11/08/21	[Gantt bar from 11/08/05 to 11/08/21]																																																																																																																																																																																			
4	Draft Questionnaire	14 days	Wed 11/08/03	Sun 11/08/21	[Gantt bar from 11/08/03 to 11/08/21]																																																																																																																																																																																			
5	Draft technical description of present networks	8 days	Thu 11/08/11	Sun 11/08/21	[Gantt bar from 11/08/11 to 11/08/21]																																																																																																																																																																																			
6	Submit to VSAT Service Provider/Members for Comments (4&5)	7 days	Tue 11/08/23	Wed 11/08/31	[Gantt bar from 11/08/23 to 11/08/31]																																																																																																																																																																																			
7	Update Draft Questionnaire & Submit to VSAT Service Providers	4 days	Thu 11/09/01	Tue 11/09/05	[Gantt bar from 11/09/01 to 11/09/05]																																																																																																																																																																																			
8	Receive feedback/inputs from VSAT Service Providers	33 days	Wed 11/09/07	Fri 11/10/21	[Gantt bar from 11/09/07 to 11/10/21]																																																																																																																																																																																			
9	Completion of feedback/inputs Received	4 days	Mon 11/10/24	Thu 11/10/27	[Gantt bar from 11/10/24 to 11/10/27]																																																																																																																																																																																			
10	Draft Report to VSAT Service Providers/Members	5 days	Fri 11/10/28	Thu 11/11/03	[Gantt bar from 11/10/28 to 11/11/03]																																																																																																																																																																																			
11	APRG'18 Preparatory Meeting	2 days	Fri 11/11/04	Mon 11/11/07	[Gantt bar from 11/11/04 to 11/11/07]																																																																																																																																																																																			
12	Submit pertinent information to Financial & Admin. Group	1 day	Tue 11/11/08	Tue 11/11/08	[Gantt bar for 11/11/08]																																																																																																																																																																																			
13	Preparation of Report for APRG'18	22 days	Thu 11/11/10	Fri 11/12/09	[Gantt bar from 11/11/10 to 11/12/09]																																																																																																																																																																																			
14	APRG'18 Meeting	3 days	Mon 11/12/12	Wed 11/12/14	[Gantt bar from 11/12/12 to 11/12/14]																																																																																																																																																																																			

**First Meeting of the AFI Aeronautical VSAT Networks Managers  
(Zimbali Lodge, Kwa Zulu Natal, South Africa, 13-15 June 2011)**

**List Technical Group Members**

State/ Organization	Name	Designation	Contact details			
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