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**PROPOSAL ON THE AGENDA, EXPLANATORY NOTES, MODALITY, WORKING METHODS, ORGANIZATION AND SCHEDULE OF THE TWENTIES MEVA TECHNICAL MANAGEMENT GROUP MEETING (TMG/20)**

(Presented by the MEVA TMG Coordinator)

**SUMMARY**

This working paper presents for review and approval of the Meeting a proposal on the Agenda, explanatory notes, working methods, organization and schedule of the 20<sup>th</sup> MEVA TMG Meeting

**1. Introduction**

1.1 The MEVA TMG Coordinator has elaborated a proposal on the agenda, explanatory notes, working methods, organization and schedule of the MEVA TMG/20 Meeting.

**2. Approval of the Agenda and its explanatory notes**

2.1 The proposed agenda and explanatory notes for review and approval by the Meeting are presented in **Appendix A**.

**3. Organization and working schedule**

3.1 The proposed organization and working schedule are presented in **Appendix B**.

**4. Suggested action**

4.1 The Meeting is invited to:

- a) review and approve the proposed Agenda and its explanatory notes presented in Appendix A; and
  - b) review and approve the proposed organization and schedule shown in Appendix B.
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**APPENDIX A**  
**DRAFT AGENDA**

**Agenda Item 1: Revision of Conclusions, Action Items, and Deliverables from previous TMG Meetings**

- 1.1 Review outstanding Conclusions
- 1.2 Review list of Deliverables and Action Items
- 1.3 Contingency Planning

**Agenda Item 2: Operation and Performance of the MEVA II Network**

- 2.1 Review current status of the Network
- 2.2 Review Network Operations
  - a) MEVA Website
  - b) Memotec equipment
  - c) Linkway equipment
  - d) Bandwidth usage
  - e) Call logs

**Agenda Item 3: Expansion of the MEVA II Network**

- 3.1 Future requirements of the MEVA II Network
- 3.2 Integrating new usages of the network
  - a) Radar / OLDI sharing
  - b) IP interfaces (AMHS)

**Agenda Item 4: MEVA II / REDDIG Interconnection/Interoperation**

Review of the results of the 6th MEVA II / REDDIG Interconnection Meeting, Contract Status and implementation schedule

**Agenda Item 5: Other Business**

### **Explanatory notes to Draft Agenda**

**Agenda Item 1: Revision of Conclusions/Decisions/Actions from previous TMG Meeting and Informal MEVA II Members Meeting.**

Under this agenda item the Meeting is expected to review/revise the following

- a) Conclusions – The Meeting shall revise the Conclusions from previous TMG Meetings based on the results of the TMG/19 Report and take actions accordingly.
- b) Deliverables and Action Items – The TMG Members along with the Service Provider are expected to review and update the Deliverables and Action Items list accordingly. This would include taking the necessary measures to complete the actions in accordance with the signed Service Contract. A copy of the list is attached.
- c) Contingency Planning – This item has been discussed in previous meeting without results. It is expected that such plan be finalized during this meeting with full participation from the Service Provider and TMG Members

**Agenda Item 2: Operation and Performance of the MEVA II Network**

During this agenda item the Service Provider must present a report of the operation and performance of the MEVA II Network. This must include information/recommendation on Memotec equipment as indicated under CONCLUSION 19/2 – REPLACEMENT OF MEMOTE EQUIPMENT – That the MEVA II Service Provider continues working with Memotec in finding a solution to the problem and subsequently making a recommendation to the Members for the upgrade of the AFTN equipment. Also information on Linkway equipment, use of bandwidth, calls logs, etc. The Service Provider is also to explain the MEVA Website with its different sections and how MEVA members are to interact with this site for maintenance, coordination and other Network relevant information.

The Service Provider is to explain its planning for the future migration from Satellite IS-1R to Intelsat 14 as announced by INTELSAT.

The TMG Members, along with the Service Provider shall review the report, analyze its content and discuss ways to improve the performance of the network by optimizing its services. The Members shall also take this opportunity to discuss with the Service Provider any outstanding issues they might have.

The Meeting is also invited to review and comment the current procedures agreed for Network Operations, including points of Contact, 2008 training results, NOC Transition to Manassas – Virginia and other coordination procedures.

**Agenda Item 3:           Expansion of the MEVA II Network**

Under this Agenda Item the Members are to provide information on their planned future requirements and new services to be implemented on the MEVA II Network. Requirements such as radar data sharing and AMHS should be taken into consideration. This is accordance with CONCLUSION 19/3 – FUTURE REQUIREMENTS OF THE MEVA II NETWORK – That the Members provide information during the next TMG Meeting on their future requirements or new services been implemented

**Agenda Item 4:           MEVA II / REDDIG Interconnection/Interoperation**

During this agenda item the Meeting shall review the report of the 6th MEVA II/REDDIG Interconnection Meeting, including the current status of the Service Contracts and updates to the implementation schedule for MEVA II / REDDIG interconnection

**Agenda Item 5:           Other Business**

Under this agenda the Meeting is invited to discuss any other relevant topic related to MEVA II Network. MEVA Service Provider shall provide an update of their activities with SENEAM regarding the possible installation of a MEVA II compatible earth station in Merida, Yucatan.

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## APPENDIX B

### ORGANIZATION AND WORKING SCHEDULE

#### **8 June 2009**

- 08:30 – 09:00 Registration
- 09:00 – 09:15 **Opening Remarks**  
Introductions  
Approval of Draft Agenda and Work Schedule
- 09:15 – 11:00 **Agenda Item 1:**  
  
Revision of Conclusions, Action Items and Deliverables from Previous TMG Meetings.
- 1.1 Review outstanding Conclusions
  - 1.2 Review list of Deliverables and Action Items
  - 1.3 Contingency Planning
- 11:00 – 11:15 Coffee Break
- 11:15 – 13:45 **Agenda Item 2:**  
  
Operation and Performance of the MEVA II Network
- 2.1 Review current status of the Network
  - 2.2 Review Network Operations
    - a) MEVA II Website
    - b) Memotec equipment
    - c) Linkway equipment
    - d) Bandwidth usage
    - e) Call logs
- 13:45 – 14:00 Coffee Break
- 14:00 – 15:30 **Agenda Item 2 (Cont)**
- 15:30 Adjourn

**9 June 2009**

08:30 – 09:00 Review conclusions of previous day meeting

09:00 – 10:30 **Agenda Item 3:**

Expansion of the MEVA II Network

3.1 Future requirements of the MEVA II Network

3.2 Integrating new usages of the network

a) Radar / OLDI sharing

b) IP interfaces (AMHS)

10:30 – 10:45 Coffee Break

10:45 – 12:00 **Agenda Item 4:**

MEVA II / REDDIG Interconnection / Interoperation

4.1 Review of the results of the 6<sup>th</sup> MEVAII / REDDIG Interconnection Meeting, Contract Status and Implementation schedule

12:00 – 13:45 **Agenda Item 5:**

Other business

5.1 Update the Task Force Work Program

5.2 Review any necessary actions by the TMG regarding the  
MEVAII/REDDIG Interconnection

5.3 New MEVA II Members

5.4 Schedule next TMG Task Force Meeting

13:45 – 14:00 Coffee Break

14:00 – 14:15 **Closing remarks**

Adjourn