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

REVIEW LIST OF DELIVERABLES AND ACTION ITEMS

(Presented by the MEVA TMG Coordinator)

<p>SUMMARY</p>

<p>This working paper presents a summary concerning the Deliverables and Action Items from previous TMG meetings.</p>

1. Suggested action

1.1 The Meeting is invited to:

- a) Review the list of Deliverables and Action Items from previous meetings.
- b) Take appropriate action.

ACTION ITEMS

Reference to TMG Meeting	Action description	Responsible	Status/Observations
TMG/18 - 1.1.2 –	Response time Will implement a 4-hour maximum dispatch time in case the problem is not identified within the 4 hours while continuing troubleshooting from the NMC.	MEVA II Service Provider	Grand Cayman indicated that they had a failure situation recently that lasted longer than 4 hours. Requirement was not met by AGS. ----- (2/26-08) AGS agreed that dispatch order would be given NLT 4 hour point and presented a detailed plan for response time and escalation procedures. ITEM CLOSED
TMG/18 - 1.1.2 –	Pre-approved list of equipment Will make the necessary arrangements within the company to create a pre-approved list of equipment to be exported. This would reduce the time required for a technician to be dispatched to the site with the required equipment.	MEVA II Service Provider	----- (2/26/08) AGS indicated the pre-approved list of equipment was already addressed in the responded Action Plan. This is an AGS internal process item. ITEM CLOSED
TMG/18 - 1.1.2	Out-band Filter Will include an out-band filter with the dispatched equipment to be used on site as needed.	MEVA II Service Provider	Dispatching Technicians will carry the out-band filter. ITEM CLOSED
TMG/18 - 1.1.2	Outage Information Will broadcast information, via email and on the website, to all Members informing them of an outage.	MEVA II Service Provider	(2/26/08) AGS indicated they will be sending out an e-mail informing all members of the outage. ITEM CLOSED

ACTION ITEMS

TMG/18 - 1.3.1	<u>As-is drawings</u> - AGS agreed to post all as-is drawings on the Website by 16 March 2007 , and provide a copy of those drawings to the MEVA II Coordinator at the ICAO NACC Office in Mexico City.	MEVA II Service Provider	<p>-----</p> <p>(2/26/08) AGS indicated this is in the temporary MEVA II Website. AGS already send en electronic copy of drawings to ICAO NACC Office.</p> <p>ITEM CLOSED</p>
TMG/18 - 1.3.2	<u>MEVA II Website</u> - AGS agreed to have the website ready by 16 March 2007 with the exception of near real time call records, and post all relevant documents by that date. The website address is http://216.74.136.118:443 . AGS will publish the DNS name at a later date.	MEVA II Service Provider	<p>AGS Action PENDING</p> <p>-----</p> <p>(2/26/08) AGS Implemented a temporary Website on February 2008 indicating that the final Website will be implemented on by 3/07/08. The Sun outage reports for Spring will be posted on 29 Feb 2008 http://mevaii.com or http://meva2.com</p> <p>ITEM OPEN</p>
TMG/18 - 1.3.3	<u>Monthly reports</u> - AGS will post on the website all Members written monthly reports showing individual bandwidth usage and call records.	MEVA II Service Provider	<p>AGS Action PENDING</p> <p>-----</p> <p>(2/26/08) AGS indicated the monthly reports are delayed to March 2008 in conjunction with quarterly submission. Members requested AGS to also provide information on previous months. Call detail records might not be available by March. However, AGS will try to have them ready by 15 March. Members requested that call detail records be made available in CSV files. AGS will have a response by 3/07/08</p>

ACTION ITEMS

TMG/18 - 1.3.4	<u>Points of Contact of AGS NCC</u> List of contacts of NCC of Woodbine facility (To confirmed by members)	MEVA II Members	<p>Some members have tried the numbers and emails given by AGS unsuccessfully.</p> <p>-----</p> <p>(2/26/08) AGS provided the following information for NCC Points of Contact</p> <ul style="list-style-type: none"> • U.S toll free 866-244-5012 • Outside us 1-410-970-7700 • E-mail nmcsupport@ses-americom.com <p>ITEM CLOSED</p>
TMG/18 - 1.3.5	<u>Maintenance of the Network and Training of Technicians</u> Maintenance cycle done. Comments of MEVA members	MEVA II Members	<p>Deficiencies in maintenance scheduling and co ordinations. Grand Cayman indicated that basic training has not been completed. Cuba requests that the contract for the spare parts and detailed training be executed. Jamaica and COCESNA are still waiting AGS replies for the advanced technical training proposal.</p> <p>AGS Action PENDING</p> <p>-----</p> <p>(2/26/08) AGS provided the following information:</p> <ul style="list-style-type: none"> • POC list was updated by AGS for contacting member on maintenance scheduling and will be available on the Website by 15 March 2008 • 2008 Annual maintenance schedule to be sent by March 15 2008 • AGS plans to re-conduct basic training for Grand Cayman during Annual Maintenance Cycle • Dom Rep requested alternate dates for Advance Training do to work being done early March at their facility. • Cuba advanced training currently scheduled for April 7-11 • Quotes were submitted to Jamaica, COCESNA, and Grand Cayman advanced training as well. • Freeport, Nassau, and Haiti have also requested quotes and syllabus. • AGS to provide syllabus to all sites for advance training by 15 March 2008 <p>ITEM OPEN</p>
TMG/18 - 1.3.6	<u>Service Restoration</u> - As the result of the recent outage of the Jamaican node, the Members are considering the use of an analog telephone line that could easily be	MEVA II Service provider confirmation of information	<p>MEVA members sent the information.</p> <p>Confirmation of AGS: PENDING</p>

	connected to the MEVA II equipment to facilitate remote diagnostic and troubleshooting procedures by AGS. Members should forward the number of such a line to AGS by 16 Mar 2007.		----- (2/26/08) Analog Lines - AGS indicated they are still waiting response from Panama. All other Members have provided the information.
TMG/18 - 1.3.7	In-house Spares - The Delegates of Cuba and COCESNA requested information from AGS as of when their spare parts will be delivered. AGS indicated that COCESNA's spare parts will be shipped the week of 26 Feb 2007. Cuba's spare parts will be delivered as soon as AGS' internal legal items are resolved.	COCESNA/ Cuba	COCESNA received the spare parts. Cuba didn't receive their spare parts, which are in the same contract with the detailed training. Jamaica requested from AGS a proposal for some spare parts but no reply has been received. AGS Action PENDING ----- (2/26/08) Jamaica indicated they received proposal from AGS and already paid for the spares. AGS indicated Cuba spare parts will sent by 7 March 2008

ACTION ITEMS

TMG/18 - 1.4.1.	<u>Plan for Routine Equipment Maintenance and Emergency Repairs</u> - AGS shall propose a Plan for routine maintenance and emergency repair of all MEVA II equipment at all MEVA II sites by 9 March 2007	MEVA II Service Provider	Emergency Repairs Plan not delivery by AGS. ----- (2/26/08) AGS indicated the plan was posted on the temporary Website on Feb 2008 ITEM CLOSED
TMG/18 - 1.4.2	<u>Technical Documentation</u> : AGS will post on the website a soft copy of the technical documentation by 16 March 2007 making it possible for all Members to download the same set of information. This also facilitates the dissemination of updates by AGS to that documentation	MEVA II Service Provider	Information unavailable pending to be posted in website. ----- (2/26/08) AGS indicated the Technical Documentation is posted on the temporary Website ACTION CLOSED
TMG/18 - 1.4.2	<u>Completion of Technical Documentation Deliverables</u> - AGS will send a letter indicating the completion of this deliverable once it is posted. Upon reception of such letter, MEVA II Members shall acknowledge via official letter that this deliverable was completed	MEVA II Service Provider	Waiting for website. AGS Action PENDING ----- (2/26/08) Technical Documentation is posted on the temporary Website Letter for Tech Doc – AGS will submit letter to all States by 27 Feb. 2008

ACTION ITEMS

TMG/18 - 1.4.3	<u>System Software:</u> AGS pointed out that due to the nature of the MEVA II equipment there is no software license to be provided. Nevertheless, AGS will formally address this deliverable by sending an official letter stating that no such licenses are needed for the MEVA II equipment. Upon reception of such letter, MEVA II Members shall acknowledge via official letter that this deliverable was completed.	MEVA II Service Provider	Letter never delivery. ----- (2/26/08) AGS sent letter to all Members on Nov. 2007. ITEM CLOSED
TMG/18 - 1.4.4	<u>Deliverable Reports Requirements -</u> AGS shall submit a System Status Assessment and Performance Report to the MEVA TMG Coordinator every 90 days. It was agreed that such report will be posted on the website for all MEVA II Members to see the monthly reports.	MEVA II Service Provider	Waiting for website and report. Question for AGS: Is the data being collected? AGS Action PENDING To be completed by March 2008
TMG/18 - 1.4.5	Will email the sun outage schedule to all MEVA II Members by 26 Feb 2007.	MEVA II Service Provider	Action for AGS: Sun outage report for 2007 was completed. AGS must review the emails of MEVA members to confirm they are correct. Sun outage for March will be posted on Website 27 Feb 2008 ITEM CLOSED

ACTION ITEMS

TMG/18	<u>Polarization</u> Actions for Polarization change to Vertical Co-polar	MEVA II Service Provider	----- (2/27/08) Transition plan development is 75% complete AGS confirmed bandwidth is currently available No order has been placed for the MEVAII / REDDIG Interconnection ITEM CLOSED
TMG/19	2400 maintenance line	MEVA II Service Provider	Dom. Rep. and Haiti reported lines are not working. AGS indicated there is an intermittent problem with the line and the card associated with the line will be replaced. AGS Action PENDING
TMG/19	Memotec equipment	MEVA II Service Provider	Memotec equipment needs to periodically be reset. AGS to continue working with Memotec until a solution is found and recommendations made to the TMG AGS Action PENDING
TMG/19	Response time	MEVA II Service Provider	AGS to better define response time according to each site flight schedules. AGS Action PENDING
TMG/19	Spanish speaking personnel at TOC	MEVA II Service Provider	Spanish speaking personnel not available at TOC in accordance with the Contract. AGS Action PENDING
TMG/19	Linkway equipment	MEVA II Service Provider	AGS will continue dialogue with ViaSat to identify faulty parts that might be causing problems in the network. AGS Action PENDING

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