



ICAO

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WORKING PAPER

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**Twenty-eighth MEVA Technical Management Group (MEVA/TMG/28)
Miami, United States, 26 to 30 May 2014**

Agenda Item 11 Other Matters

**ICAO TECHNICAL COOPERATION PROJECT (RLA/09/801) – IMPLEMENTATION OF
PERFORMANCE-BASED AIR NAVIGATION SYSTEMS FOR THE CAR REGION– MEVA III
GOTEAMS**

(Presented by Secretariat)

EXECUTIVE SUMMARY	
This working paper presents implementation a proposal for the development and implementation of the GoTeams for MEVA III as approved by the ICAO Technical Cooperation Project– <i>Implementation of Performance-Based Air Navigation Systems for the CAR Region (RLA/09/801)</i> .	
Action:	Actions suggested in Section 4
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency
<i>References:</i>	<ul style="list-style-type: none">• First Project Steering Committee Meeting (SCM/1) Report , Punta Cana, Dominican Republic, 11 July 2012• Second Project Steering Committee Meeting (SCM/2) Report, Havana, Cuba, 29 May 2013• Third Project Steering Committee Meeting (SCM/3) Report• Fifth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/5), Port-of-Spain, Trinidad and Tobago, 28 to 30 April 2014

1. Introduction

1.1 In order to support CAR Region States with national level implementation of future systems and services in accordance with the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP), the NACC Directors of Civil Aviation adopted Conclusion NACC/DCA/4/2 – *ICAO Regional Project for the Caribbean Region – Implementation of Performance-Based Air Navigation Systems (RLA/09/801)*.

1.2 This Project is a tool for member States to streamline air navigation implementation matters and contributes to a safer, more secure, efficient and economic air transport system. It provides a means to support the social and economic development of participant States/Territories and international organizations through standardization and harmonization of aeronautical activities based on proven and modern methodologies and technologies for the provision of air navigation services within the CAR Region.

1.3 Bahamas, Barbados, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States Organization of Eastern Caribbean States (OECS) (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago, and Central American States (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua) through COCESNA, are members of the Project. United States participates in the Project by providing in-kind support.

1.4 The organization and Terms of Reference (ToRs) of the CAR Project Steering Committee are shown in **Appendices A** and **B**, respectively.

2. Project Goteam for MEVA III Implementation

2.1 The CAR Project works in line with the Air Navigation regional Implementation being conducted through the Air Navigation Implementation Working Group (ANI/WG) and the North American, Central American and Caribbean Working Group (NACC/WG) supporting the harmonization of air navigation activities in the regions and the proposed recommendations of the Directors of Civil Aviation to implement the NAM/CAR RPBANIP.

2.2 The CAR Project Executive Committee in their third Meeting (SC/03) carried within the 5th Meeting NAM/CAR Directors of civil Aviation Meeting (NACC/DCA/05), approved the implementation of “Go-Team” to assist Project member States with implementation of PBN, SSP and SMS, AIDC, AMHS, aerodrome certification, MEVA III, etc. The Go-Team will be formed by the Project member State experts and ICAO Regional Officers.

2.3 The MEVA III Goteam is under the Sub-Project Number 4: Enhance ATS situational awareness. The Workframework of a GoTeam is shown under **Appendix C**. **Appendix D** presents a proposal for the development of the MEVA III GoTeam to assist the SAT conduction and for the following Project Members: Bahamas, Cuba, Curacao, Dominican Republic, Haiti, Jamaica, Mexico and COCESNA. Estimated timeline: November 2014 – January-2015- based on MEVA III Implementation Plan.

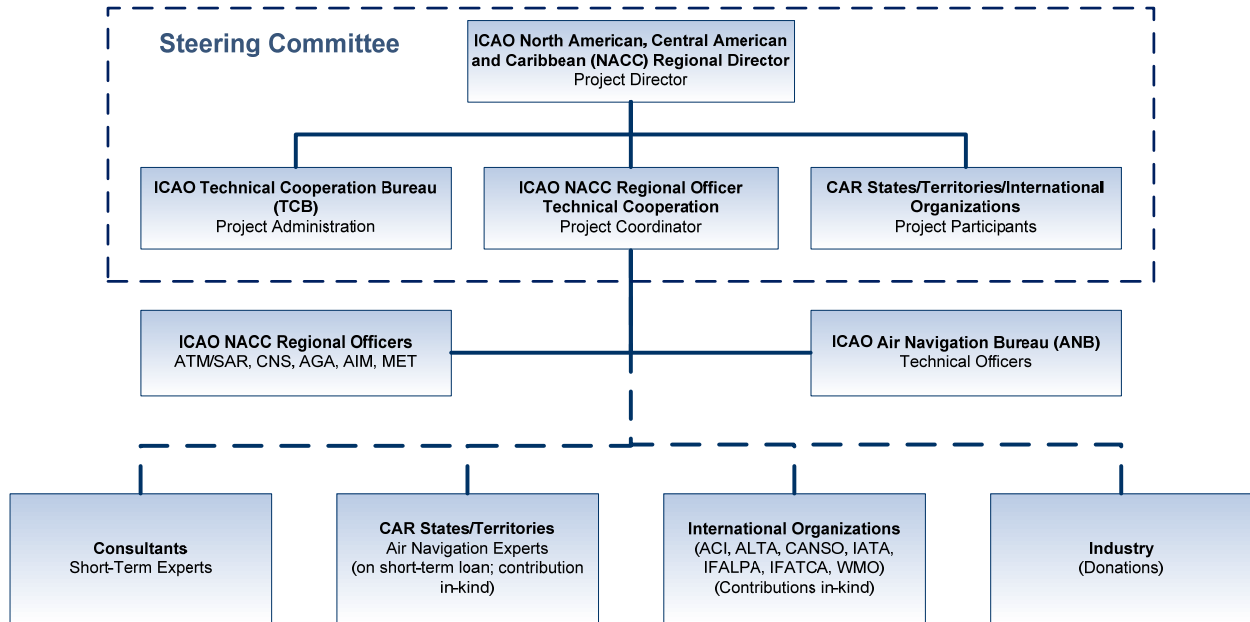
3. Suggested Actions

3.1 The Meeting is invited to:

- a) take note of the CAR Project Activities and particularly the Goteam concept;
- b) analyze the MEVA III GoTeam proposal- Appendix D;
- c) Review the MEVA III GoTeam consideration presented in paragraph 2.3; and
- d) conduct any further actions as deemed necessary.

APPENDIX A

Project Organization



APPENDIX B**ICAO REGIONAL TECHNICAL COOPERATION PROJECT FOR THE CARIBBEAN
REGION – “IMPLEMENTATION OF PERFORMANCE-BASED AIR NAVIGATION SYSTEMS
FOR THE CAR REGION”
(RLA/09/801)****PROJECT STEERING COMMITTEE****TERMS OF REFERENCE****1. Membership**

The Steering Committee comprised a representative from each participating State/Territory/Organisation, ICAO NACC Regional Director as the Project Director, a representative of the Technical Cooperation Bureau as Project Administrator, and the ICAO NACC Regional Officer Technical Cooperation as the Project Coordinator. The ICAO NACC Regional Officers and ICAO Headquarters Technical Officers may be invited to participate in meetings when required. Project Consultants and representatives of other States/Territories/International Organizations and industry may be invited to participate in meetings as Observers when relevant to the agenda.

2. Activities:

- a) The Steering Committee will meet in person at least once every 12 months and hold virtual meetings in the interim as required.
- b) Approve the annual program of activities proposed to implement the action plan set out in the Project Document (PRODOC).
- c) To consider and approve the project’s annual budget utilization plan.
- d) To establish and approve the annual financial contribution per project participating State/Territory/Organisation on a cost recovery based mechanism.
- e) Review and approve the annual reports of the project activities.
- f) Review the status of implementation of the conclusions and resolutions adopted at their meetings.
- g) Acknowledge the project financial statements and review the status of contributions of States and invoices and expenses.
- h) Review the performance indicators and outcomes as well as monitoring and control of the project against the approved annual work plan, to verify compliance with the established goals.

- i) Take cognizance of the survey results to participating States on their annual evaluation of the project and take actions as may be necessary in connection with the conclusions and recommendations arising.
- j) To propose revisions to the project document as may be necessary.
- k) Consider the incorporation of new States to the project and the dissociation of the participating States that request it.
- l) Agree on the disposition or liquidation of the assets and funds remaining at the end of project operations.
- m) Consider any other matter related to the project to be presented to their attention.
- n) The following types of project document reviews will only require the approval of the steering committee, provided it has the assurance that the other signatories to the project document have no objections to the proposed changes:
 - 1. The review of any of the project document attachments or their addenda;
 - 2. Reviews that do not imply significant changes to the immediate objectives, results or activities of the project, but which respond to a redistribution of the inputs agreed upon or to expenditure increases due to inflation; and
 - 3. Mandatory annual reviews to reschedule the delivery of inputs agreed for the project, or to increase expenditures due to inflation, or to accommodate the flexibility margin of the executing body in terms of expenses.

3. Secretariat

The Secretariat will be provided by the ICAO NACC Regional Office coordinated by the Regional Officer Technical Cooperation.

4. Documentation

Documentation prepared for and by the Steering Committee shall be available in both English and Spanish. Meeting documentation will be translated by the Secretariat adopting the applicable procedures and timelines established for all regional meetings and specified in the meeting invitation letters. Documentation produced by the project contributors will be translated by the member States/Organizations/International Organisations of the project that has produced the documents for review by the Steering Committee. If the project members are unable to identify a resource to perform the translation, the member will inform the Secretariat in a timely manner in order to examine alternative options to complete the translation. The Secretariat will process documentation and make it available on the corresponding web site no later than one week prior to the commencement of the meeting. This requires States/Organizations to submit documentation requiring translation to the Secretariat no later than one month prior to the commencement of the meeting.

APPENDIX C
WORK FRAMEWORK OF
THE NACC IMPLEMENTATION GO-TEAMS under the CAR RLA 09/801 PROJECT

1. BACKGROUND

1.1 The CAR RLA 09/801 Project Document states assignment of professionals as follows: As soon as feasible, project activities will be executed by experienced professionals of the required specialties, who will be proposed and assigned to the project by the participating States and organizations. On the basis of the experienced personnel proposed by the participating States and organizations, ICAO will select the most appropriate professionals to carry out the planned activities, using project funds to cover transportation and per diem expenses throughout the assignment period. The participating States and organizations that assign professionals to the project will continue paying their regular salary throughout the assignment period.

2. OBJECTIVE:

2.1 The Go-Team is a mutual supporting mechanism to develop the State own implementation capacity (qualified staff), assisting States in the implementation of Air Navigation and safety matters based on the regional priorities (RPBANIP) (such as PBN, SMS/SSP, Aerodrome certification, AIM, AIDC, Telecommunication improvements, etc.) In order to support the States through technical assistance, assessments and gap analysis, expert advice and implementation of lessons learned.

2.2 The mechanism of these coordinated and regionally deployed Go-Team lead by ICAO NACC Regional Office, allows the participation of existing regional expertise to support the implementation of regional requirements according to the regional priorities agreed in the NAM/CAR Regional Performance based Air Navigation implementation Plan (RPBANIP).

3. WORK FRAME

3.1 The Go-Team outcomes will include assistance on areas that need implementation providing deliverables such as:

- a) Gap Analysis of the implementation (such as: PBN, SMS/SSP, Aerodrome certification, AIM, AIDC, Telecommunication improvements, etc.)
- b) Recommendations on the Implementation activities/Plan update/improvement; and
- c) Support on the actual Implementation process. This would result in the engagement at a working level to coordinate and provide assistance to States.

3.2 The Go Team will be formed by a maximum of three experts from the Project Members and ICAO NACC Regional Office. The total cost associated with the Go-Team deployment will be covered by the Project. A maximum of a five day mission shall be authorized for each Go-Team intervention mission.

3.3 All Go-Teams will be led by ICAO NACC Regional Office in close coordination with Member States/Territories receiving the Go-Team. Also the ICAO NACC Regional Office will be in charge of the selection and assignment of the experts forming the Go Team, which will be previous coordinate with the involved Members.

4. PROCEDURE TO DEPLOY A GO-TEAM

4.1 Interested Project Member shall send a request to the ICAO NACC RO based on Regional Priorities including the scope of the Go-Team’s work, time-frame and the mission location (complete Form A). ICAO NACC RO can propose the need of a Go-Team based on the State status of implementation reported to the Regional Implementation works and Regional Plans or on the need from a particular Project Member State/Territory.

4.2 Once a request is received, ICAO NACC RO will review it to assess the request’s scope, outcomes and feasibility as well as the operational benefits to be achieved

4.3 ICAO will prioritize the request if there are more than one request in the same area and following the regional priorities and Project resources.

4.4 ICAO will develop Terms of Reference for Subject Matter Experts (SME) necessary for the Go-Team.

4.5 ICAO will identify the SME and coordinate with the Project Member, his/her availability for the requested Go-Team.

4.6 ICAO will respond to the Go-Team request, informing of its deployment, the Go-team composition, mission dates, the description and outcomes of the Go-Team work.

4.7 The receiving Project Member States/Territory shall commit to the implementation of the action plan/recommendations as a result of the Go-Team mission and provide feedback to the ICAO NACC RO on the implementation on a monthly basis.

5. ACTIVITIES THAT MAY BE REQUESTED, AS APPLICABLE, IN A GO-TEAM MISSION:

- a) collection of required data and practices to maintain data integrity;
- b) conducting risk analysis and assessments;
- c) completion and improvement of (PBN, SMS/SSP, Aerodrome certification, AIM, AIDC, etc.) implementation plans;
- d) guidance to establish the regulatory framework, certification process and other mechanisms;
- e) necessary for implementation and sustainment of (PBN, SMS/SSP, Aerodrome certification, AIDC, etc.) capabilities;
- f) assist in operational approval;
- g) provide guidance to States in the assigned implementation matter (such as in PBN, SMS/SSP, Aerodrome certification, AIM, AIDC, Telecommunication improvements, etc.);
- h) undertake other functions relevant to implementation (such as PBN, SMS/SSP, Aerodrome certification, AIM, AIDC, Telecommunication improvements, etc.) as assigned; and
- i) and report to ICAO NACC Regional Office.

APPENDIX D
TERMS OF REFERENCE
MEVA III IMPLEMENTATION GO-TEAM FOR ICAO REGIONAL TECHNICAL
COOPERATION PROJECT FOR THE CARIBBEAN REGION – “IMPLEMENTATION OF
THE PERFORMANCE BASED AIR NAVIGATION SYSTEMS FOR THE CAR REGION”
(RLA/09/801)

1. Background

The Go-Team is a mutual supporting mechanism to support the development of the State’s own implementation capacity (qualified staff), assisting States in the implementation of Air Navigation and safety matters based on the regional priorities contained in the RPBANIP (such as PBN, ATFM, SMS/SSP, Aerodrome certification, AIM, AIDC, Telecommunication improvements, etc.). In order to support the States through technical assistance, assessments and gap analysis, expert advice and implementation of lessons learned.

The Third Project Steering Committee Meeting approved Implementation Go-Teams Initiative. The mechanism of these coordinated and regionally deployed Go-Teams lead by ICAO NACC Regional Office, allows the participation of existing regional expertise to support the implementation of regional requirements according to priorities derived from deficiencies.

2. Objectives

- a) ensure that the implementation of the MEVA III node in (Project Member State/Territory) is coherent and compatible with the whole Network performance and implementation;
- b) review that FAT results and Site Survey results are properly consider in the SAT tests and reflected as improvements to the MEVA III node performance;
- c) check and verify that the planned circuits and services are implemented;
- d) check and validate that the (Project Member State/Territory)’s MEVA III node configuration is properly implemented and operating;
- e) review that as-built diagrams and other related documents are considered in the SAT;
- f) Participate with the (Project Member State/Territory) to technically assist and support the SAT and if necessary help in the proposal for an action plan for resolving the SAT deficiencies.

3. Responsibilities and Composition of (MEVA III) Implementation Go-Team for (Project Member State/Territory)

The MEVA III Implementation Go-Team outcomes will include assistance on areas that need implementation such as:

- a) Technical Analysis of the FAT and survey site results for its improvements for the SAT of MEVA III for (Project Member State/Territory) ;
- b) Recommendations on the Implementation activities/ Plan update/improvement; and
- c) Support on the actual Implementation process. This would result in the engagement at a working level to coordinate and provide assistance to (Project Member State/Territory).
- d) The MEVA III Implementation Go-Team will be formed by a maximum of three experts from the Project Members and ICAO NACC Regional Office.
- e) The total cost associated with the MEVA III Implementation Go-Team deployment will be covered by the Regional Project.
- f) A maximum of a three day mission is authorized for MEVA III Implementation Go-Team for (Project Member State/Territory) mission in accordance to the timelines of the MEVA III Implementation Plan.

4. Procedure to Deploy the MEVA III Implementation Go-Team for (Project Member State/Territory)

- (Project Member State/Territory) requested (MEVA III) Implementation Go-Team from the ICAO NACC Regional Office based on Regional priorities including the scope of the request, time-frame and location.
- ICAO NACC Regional Office proposes the organization of a MEVA III Implementation Go-Team based on MEVA III implementation results (FAT, Site Survey, Services contracted, etc.) of (Project Member State/Territory).
- ICAO will identify the SME and his/her availability for the requested Go-Team.

5. Activities required in order to meet the terms of reference for the (MEVA III) Implementation Go-Team

- a) monitor the status of implementation of the MEVA III node in (Project Member State/Territory);
- b) assess and provide a mission report on the MEVA III SAT in (Project Member State/Territory);
- c) provide necessary assistance and guidance to (Project Member State/Territory) to ensure harmonization and interoperability in line with the whole MEVA III Network;
- d) provide necessary inputs to the CAR Regional Project Strategy through the monitoring of the agreed Key Performance Indicators related to (MEVA III);
- e) identify and review those specific deficiencies and problems that constitute major obstacles to the provision of efficient MEVA III node operation, and recommend necessary remedial actions;
- f) develop proposals for the updating of MEVA Node documentation related to MEVA III, as deemed necessary;
- g) monitor and review technical and operating developments in the area of (MEVA III) and foster their implementation in the CAR Region in a harmonized manner; and
- h) foster the integrated operation of the MEVA III Node in (Project Member State/Territory) recommending as needed proper training and qualification of the MEVA III related personnel and facilities conditions.

6. Work Programme:

- a) collection of related MEVA III Implementation information (FAT, Site Survey Reports, Services contracted, system configuration, etc.);
- b) assist in the conduction of MEVA III- related risk analysis and assessments when required;
- c) completion and/or improvement of implementation action for implementation of (MEVA III);
- d) provide necessary assistance to States for implementation and sustainment of the MEVA III Node;
- e) conduct other related activities to the implementation of MEVA III Node as assigned; and
- f) provide mission report to ICAO NACC Regional Office.

7. Deliverables:

- a) Action Plan for pending SAT matters;
- b) Report of the mission including recommendations
- c) Follow-up schedule

8. Proposed Go-Team Membership:

Implementation Go-Teams Member-MEVA III:	State/Territory/Int'l Organization	email
Team Leader (ICAO Officer)		