International Civil Aviation Organization

ICAO

**Thirteenth Meeting of the Common aeRonautical
Virtual Private Network Operations Group
CRV OG/13)**
Wellington, New Zealand, 05-08 March 2025

Agenda Item 4:   CRV OG Reference documents

COMMON PACKAGE UPDATE

(Presented by New Zealand)

SUMMARY

This paper presents an update to the Common Package document naming convention.

1.   INTRODUCTION

1.1   At the awarding of the Tender for the Asia Pacific Common aeRonautical Virtual Private Network (APAC CRV), it was decided to adopt several documents that are used and referred to when joining and operating the network.

1.2   The Common Package contains documents that are essential for an order/contract (Blue documents) and general/common documents that assist with the design, implementation and operation (Orange documents).

1.3   A Change Control record lists the blue and orange documents.

1.4   It is located on the CRV Users Portal.

2.   DISCUSSION

2.1   The current naming convention for the documents in the Common Package is currently mixed.

2.2   Initially, we decided to keep the naming as per what was created and what was received as part of the tender. There are inconsistencies with this in that some are lettered, others are numbered and others have no lettering or numbering. New documents fit into the latter category.

2.3   The SharePoint metadata is used to tag an owner, but the document naming provides mixed results when trying to sort and link to the documents.

2.4   As discussed at the APAC CRV Ad Hoc Expert meeting on 12 December 2024, it is proposed to standardize the document naming, with each document being prefixed with an Owner number followed by a Document number

2.5   Owner numbers will be:

1 - ICAO
2 - CRV OG
3 - PCCW

2.6   An example of the new naming is provided below:

Current: (b)-4 CRV CONOPS

New: 2-1 CRV CONOPS

2.7   Links in the Operations Manual will need to be updated and the Change Control record will need to be amended.

3.   ACTION BY THE MEETING

3.1   The meeting is invited to:

a) note the information contained in this paper;
b) review the Common Package; and
c) discuss any relevant matter as appropriate

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