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Miami, United States, 26 to 30 May 2014**

**Agenda Item 1 MEVA III Network Advanced High-Level Training**

**INTRODUCTION TO MEVA III ADVANCED HIGH-LEVEL TRAINING**

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**EXECUTIVE SUMMARY**

According to the request of MEVA III TF and several Member States, COMSOFT coordinated a customized Advanced High-Level Training in order to provide better knowledge of the proposed network system and related service concept.

*References:* • CD-Rom & Training Documentation

**1. Introduction / COMSOFT Training Concept**

1.1 The correct and efficient use of COMSOFT's VSAT systems requires detailed knowledge of the applications provided. In order to provide a high-level overview of the purchased VSAT system to the MEVA III Member States, COMSOFT has established a training concept based on the experience gathered during former trainings. This document provides information on the high level training course for MEVA III VSAT network.

1.2 The training courses will be performed by highly experienced COMSOFT VSAT experts that are also involved in the development and installation of the MEVA III network.

1.3 This document describes in detail the proposed training plan for MEVA III Member States personnel on the VSAT network on a high-level basis.

1.4 This training will include:

- a) SkyWAN Basic Technology
- b) SkyWAN FAD / Multiplexer
- c) Structure of individual Network Stations (extending & changing network)
- d) Network Management System (NMS) / Management Access Scenario
- e) Maintenance Concept

## 2 Types of Training

2.1 There is an Advanced High-Level Training to be held to impart knowledge about the used SkyWAN system and related components. For the MEVA III Member States needs, the following high-level courses are elaborated:

Course ID	Course Name / Location	Course Duration (Training Days)	Max. No. of Participants/Course
<b>I.</b>	Advanced High-Level Training	<b>2</b>	
T-1	General Overview of Training Topics		10 Member States
T-2	SkyWAN Basic Technology		10 Member States
T-3	SkyWAN FAD		10 Member States
T-4	Structure of Individual Stations		10 Member States
T-5	NMS / Management Access Scenarios		10 Member States
T-6	Maintenance Concept		10 Member States
T-7	Q&A		10 Member States

2.2 The Training Course (Advanced High-Level Training) will be conducted in Miami (FL) as integral part of the TWENTY- EIGHTH MEVA TECHNICAL MANAGEMENT GROUP MEETING (MEVA TMG/28).

## 3. Training Objectives

3.1 The goals of the training are:

- to give an overview of the system delivered,
- to understand structure and function of system components,
- to explain in further detail communication flows and interfaces within the network,
- to understand NMS functions and provided access tools/interfaces.

## 4. Scope of Work

- Chapter 2 provides some general information on COMSOFT training.
- Chapter 3 provides an overview in the courses. (Please refer to 3.2 for the details of the courses.)
- Chapter 4 explains the prerequisites for the courses.
- Chapter 4.3 (2) deals with progress monitoring.

## **5. General**

5.1 For all courses proposed by COMSOFT, the following statements shall apply:

- All courses will be held in English language. Training documentation and other material employed for the courses will be in English language.
- Each participant will receive a complete set of course material for the course she/he attends.
- Courses are supposed to take place during usual business hours (see section 3.1.2 for a proposed day schedule). However, COMSOFT is flexible if special circumstances require another training schedule.
- The trainees are expected to be off duty as long as they participate in a training course, in order to give them enough time to duly prepare and revise the lessons.
- It is not permitted to film or to record the training sessions.
- No liability can be assumed by COMSOFT for any interruption of training as a result of circumstances beyond its control. All measures will, however, be taken to minimise the consequences.

## **6. Course Description**

### *General*

6.1 The following part describes the courses, their duration and prerequisites and gives a sample daily training schedule.

### *Estimated Training Volume*

6.2 The Table 1 in part 2.1 lists the training courses and their duration in days.

### *Course Timetable*

6.3 The offered training consists of 2 training days. This schedule can be adapted if necessary. COMSOFT is flexible to adapt the start/end of the training and the time of the breaks according to the wishes of the customer. In any case, the overall time for the lesson/practice is always 6 hrs (1hr = 45 minutes) per training day.

6.4 The participants of the courses are expected to prepare and revise the lessons. The trainers will give specific tasks after each lesson. This can either be as written homework or as exercises. Each lesson day starts with a short revision of the topics from the previous lesson. This revision can be made as written test as well.

6.5 The following table provides a sample training day schedule:

Daily Time Schedule		
Start	End	Activity
09.00 a.m.	10.30 a.m.	Revision/Lesson/Practice
10.30 a.m.	10.45 a.m.	Break
10.45 a.m.	12.15 p.m.	Lesson/Practice
12.15 p.m.	01.00 p.m.	Lunch
01.00 p.m.	02.30 p.m.	Lesson/Practice
02.30 p.m.	02.45 p.m.	Break
02.45 p.m.	04.15 p.m.	Lesson/Practice

## 7. Courses in Detail

7.1 The following tables show course details per course with a description of contents, course duration and objective.

- **Advanced High-Level Training**
- **SkyWAN Network High-Level (T-1 to T-7)**

*The SkyWAN Network High-Level Course provides the following contents:*

Subject	Description
Contents	<p><b>Special Configurations</b></p> <ul style="list-style-type: none"> <li>• Station &amp; network redundancy</li> <li>• Applications with serial interfaces and FR-traffic</li> </ul> <p><b>General Overview of Training Topics</b></p> <ul style="list-style-type: none"> <li>• Overview of training topic to be covered</li> </ul> <p><b>High Level Training: SkyWAN Basic Technology</b></p> <ul style="list-style-type: none"> <li>• Essential SkyWAN® Properties (SkyWAN® Solution Benefits; Networking Features; Satellite Link Features: Master/Slave Concept, Master/Backup Master, MF-TDMA, Topologies &amp; Populations; Control of Transmit Parameters; Data Transport; Modules &amp; Elements: SkyWAN® IDU, SkyWAN® System Components)</li> <li>• SkyWAN® IDU Access (Access Protocols; Applications)</li> </ul> <p><b>SkyWAN FAD</b></p> <ul style="list-style-type: none"> <li>• Station &amp; network redundancy</li> <li>• Applications with serial interfaces and FR-traffic</li> <li>• Applications with analog voice interfaces</li> <li>• Applications with IP interfaces</li> </ul> <p><b>Structure of individual Stations</b></p> <ul style="list-style-type: none"> <li>• Extending &amp; changing network</li> <li>• Interconnection of components</li> </ul> <p><b>NMS / Management Access Scenarios</b></p>

Subject	Description
	<ul style="list-style-type: none"> <li>• Provided access</li> <li>• Web interface</li> <li>• Reports deliverable</li> <li>• Local monitoring abilities &amp; options</li> </ul> <p><b>Maintenance Concept</b></p> <ul style="list-style-type: none"> <li>• Maintenance performance</li> <li>• Points of Presence</li> <li>• Spare part concept</li> </ul> <p><b>Q&amp;A - Discussion of Topics of further interest</b></p>
Objective	The trainee will be able to understand delivered system configurations and workflow.
Location	Miami (FL)
No. of trainees	10 MEVA Member States
Pre-requisites	See chapter 4
Remarks	This course will be conducted in Miami (FL) as integral part of the TWENTY- EIGHTH MEVA TECHNICAL MANAGEMENT GROUP MEETING (MEVA TMG/28).

### *Prerequisites*

7.2 This chapter lists the required background knowledge of the trainees participating in the high level training, as well as the requirements regarding the training location. The trainees shall acquire all required background knowledge **before** any specific course starts. COMSOFT considers these qualifications as necessary for the appropriate category of staff before the course starts.

7.3 The required levels of knowledge are as follows:

<b>Level</b>	<b>Qualification</b>
Basic	Participant is able to fulfil a task with reference to documentation and under supervision, or has comparable knowledge
Good	Participant is able to fulfil a task independently, with little supporting reference to documentation, or has comparable knowledge
Excellent	Participant is able to fulfil a task independently and on his or her own, with little to no need for reference to documentation, or has comparable knowledge.

7.4 Since courses and training documentation are in English, fluency in spoken and written English is necessary for all courses.

7.5 The MEVA III TMG shall select the trainees and present to COMSOFT the complete list of course participants, including their full names, at least 4 weeks before the start date of the relevant course to allow for a thorough preparation of the training.

***High-Level Training***

7.6 The required background knowledge for the High Level Training is:

- Basic knowledge of satellite based network systems
- Good knowledge of GUIs (i.e. controlling a graphical based system with the PC mouse)
- Basic knowledge in NMS standard procedures
- Good knowledge of MEVA III based network structures

***Training Location***

7.7 The training shall take place in a separate class room wherever and whenever possible to minimise disturbance.

7.8 The following equipment will be available at the training room: computer video beamer, flip chart or whiteboard with appropriate colour pens.

**8. Progress Monitoring**

8.1 Throughout the course, the trainer monitors the progress of the participants in order to be able to respond to individual problems immediately. This is achieved, for example, by close supervision of theoretical exercises.

After each course, the participants are requested to answer a questionnaire that will be used to evaluate and document the course's quality.

**9. Suggested Actions**

9.1 The Meeting is invited to:

- a) take note of the logistic, content and preparatory actions for the High-level training; and
- b) comment any action as needed