E/CAR/NTG/8 & E/CAR/RD/6 — WP/14
30/08/18

Eighth Eastern Caribbean Network Technical Group (E/CAR/NTG/8) and
Sixth Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/6)
Saint George's, Grenada, 3 - 5 September 2018

Agenda Item 6: Update of E/CAR/NTG and E/CAR/RD Terms of Reference and Work Programme

E/CAR/NTG FUTURE MEETING AND UPDATE TO ITS TERMS OF REFERENCE
AND RD ADHOC GROUP´s TASKS

(Presented by E/CAR/NTG Rapporteur)

EXECUTIVE SUMMARY	
This paper proposes the activities and the duration of the E/CARNTG/8 and E/CAR/RD/6 Meetings and proposes an update to the E/CAR/NTG Terms of Reference and Work Programme and Radar Data Sharing Ad hoc Group Tasks.	
Action:	The suggested actions are presented in Section 3.
Strategic Objectives:	• Safety • Air Navigation Capacity and Efficiency
References:	• Seventh Eastern Caribbean Network Technical Group (E/CAR/NTG/7) and Fifth Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD5) Meetings.

1. Introduction

1.1 The E/CAR/NTG meetings have proven to be very productive and effective, rapidly solving problems: implementation of the MPLS Network; implementation of failure reporting features; coordination on new services implementation; and establishing awareness on Network health, changes and expansion. Similarly the joint execution of these meeting with the Radar Data Sharing Ad hoc Group activities has also demonstrated an efficient and cost-effective implementation.

1.2 The E/CAR States and Territories recognized the challenges faced by States to fund participation at meetings and recalled that the last two NTG meetings were combined with E/CAR/CATG meetings, as the current NTG/8 meeting. The combination of meetings seems to be very cost-effective for delegates to participate.

2.   Discussion

E/CAR/NTG FUTURE MEETINGS

2.1   Following the same mechanism of joined meetings, and based on the E/CAR/CATG rotational scheme the 2019 E/CAR/CATG/5 Meeting is expected in UK Overseas Territories (Anguilla, British Virgin Islands, and Montserrat). The E/CAR/NTG has agreed that the E/CAR/NTG meeting be carried out in conjunction with the Radar Data Sharing Ad hoc Group Meeting, so the E/CARNTG/9 and E/CAR/RD/7 Meetings are also expected to be held.

2.2   Pending the outcome of discussions at the CATG/04 Meeting on the date for the next meeting, the NTG and RD Groups shall review the duration of the meetings to match them with the one of the E/CAR/CATG Meeting for 2019. Meanwhile the E/CAR/NTG and CNS Committee Rapporteur will continue to hold periodic teleconferences hosted by the E/CAR AFS Network provider, Telecommunications Services of Trinidad and Tobago (TSTT) with the support of the ICAO NACC Regional Office.

UPDATE TO TERMS OF REFERENCE

2.4   An updated Work Programme and Terms of Reference for the E/CAR/NTG is presented in the **Appendix**, aligned to the RPBANIP and ASBU methodology.

2.5   The E/CAR/RD Group is an Ad hoc group of the E/CAR CNS Committee and so the CNS Committee shall amend the tasks assigned to the Radar Data Sharing now related to Surveillance data activities in line with the RPBANIP and ASBU.

3.   Suggested actions

3.1   The meeting is invited to:

    a)   analyse the proposal for the next E/CAR/NTG Meeting;

    b)   review and approve the update to the E/CAR/NTG work programme and terms of reference; and

    c)   review the clarification on the E/CAR/RD Group action for amendment of their tasks by the CNS Committee.

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APPENDIX

EASTERN CARIBBEAN NETWORK TECHNICAL GROUP
(E/CAR/NTG) TERMS OF REFERENCE

1.   **Background**

1.1   The Eastern Caribbean Network Technical Group (E/CAR/NTG) was established as a standing group in accordance with E/CAR/WG/31 Meeting, Conclusion 31/7, approved by the E/CAR/DCA/22 Meeting (Port of Spain, Trinidad and Tobago, 8-11 December 2009) The terms of reference of the E/CAR/NTG were approved by the E/CAR/DCA/22 Meeting, - Decision 22/6. The following main objectives are assigned:

a)   analysis and monitoring of the status of the current E/CAR AFS Network;
b)   recommend measures to improve reliability of the E/CAR AFS Network for the immediate/near term; and
c)   study, analyze and follow-up on the planning, documentation and implementation of the replacement of the existing E/CAR AFS Network.

1.2   By 2013, the E/CAR/NTG has fulfilled these objectives, with an efficient IP Network and well established stable services; however the continuous monitoring, analysis and follow-up to Network improvements and resolution of failures were considered necessary by the E/CAR AFS Network participants.

2.   **Terms of Reference**

For the activities related to the analysis and monitoring of the status of the current E/CAR AFS Network, the E/CAR/NTG is required to make recommendations on measures to improve the reliability of the E/CAR AFS Network for the immediate/ near term. These activities include:

a)   review the current status of the Network (maintenance and reporting procedures, technical personnel involved, spare parts, tools for monitoring the Network status, identify common network points of failure, etc.) and submit recommendations;
b)   ensure compliance of the Network services with ICAO SARPs, Regional Air Navigation Plans and user expectations (Aviation System Block Upgrades (ASBU) Block 0 Modules);
c)   assist the TTCAA and the E/CAR States with technical coordination and solutions of problems that occurred with the implementation and operation of the AFS including the E/CAR AFS Network and to consider and make recommendations on measures to improve implementation and operation; and
d)   Study and propose to the E/CAR/DCA intra and inter-regional coordination for the E/CAR AFS Network connectivity with other regional and domestic digital communications networks of the CAR and SAM Regions.
e)   inform and advise the E/CAR AFS Network users, if a major failure or network concern that affects the entire network occurs or may occur or an event that doesn´t allow achieving the Network Service level agreement, recommending solutions for its recovery and actions by the E/CAR AFS Network Service Provider.

3.   Work Programme

See attached project file.

4.   Working Methods

a)   E/CAR/NTG work programme should present their activities in terms of objectives, responsible and deliverables. Further details can be provided in the form of Work Breakdown Schedule (WBS);

b)   E/CAR/NTG will avoid duplication of work within the E/CAR/CATG and maintain close coordination among the existing entities (like the Air Navigation Implementation Technical Group: ANI/WG) to optimize the use of available resources and experience;

c)   E/CAR/NTG may designate, as necessary, ad-hoc groups to work on specific topics and activities; all tasks and activities should be clearly defined by time and deliverables;

d)   E/CAR/NTG should co-ordinate and advance its works as follows to maximize efficiency and reduce costs:
- conduct work via electronic written correspondence
- conduct work via phone and teleconference calls
- hold meetings when necessary

e)   E/CAR/NTG meetings shall be conducted as possible, jointly with other E/CAR Meetings like the E/CAR/CATG meetings.

f)   E/CAR/NTG will report and coordinate the progress of assigned tasks to the E/CAR/CATG as well as to the E/CAR Directors.

5.   Membership

See attached Membership List. ICAO will act as technical adviser to the E/CAR/NTG.

6.   Rapporteur

Ms. Veronica Ramdath (Trinidad and Tobago

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E/CAR/NTG WORK PROGRAMME

No.	Activities	Objectives	Responsible	Deliverables
1	To assist the E/CAR AFS Network Members in coordination for the solutions to problems presented in this operation, and in the implementation of services and parts.	Keep E/CAR AFS Network SLA levels	NTG	E/CAR AFS Network assistance
2	To study and implement technical/operational measures that may be agreed upon to improve the operation and implementation of E/CAR AFS Network services, and that do not impact significant cost, investments and objectives of the Network.	Satisfactory operation and service levels	NTG	Implementation of Network improvements
3	Keep E/CAR AFS Network Members aware of the status of the E/CAR AFS Network performance and conditions of operation.	E/CAR AFS NETWORK Network awareness	NTG	• Reliable E/CAR AFS Network website • Network Performance revision
4	Maintain valid and up-to-date E/CAR AFS Network Contingency Procedures, taking into consideration the contingency plans of each E/CAR AFS Network Member and of the Service Provider and in keeping with the CAR Region General Contingency Plan.	Readiness for contingencies	NTG	E/CAR AFS NETWORK Contingency Procedures
5	To assist the E/CAR AFS Network Members, in finishing the data and voice circuits implementation, according to the requirements shown in the ANP CAR/SAM (ASBU BO modules and Regional/National Priorities).	Fulfill Air Navigation requirements	Taskforces-Adhoc Groups	Data and voice circuit implementation
6	To study and propose solutions for AFS connectivity of the E/CAR AFS Network with other regional and domestic CAR/SAM networks.	Fulfill Air Navigation requirements	Taskforces-Adhoc Groups	Data and voice circuit implementation
7	~~To review and propose amendments to the terms of the Services Agreement, based on the ICAO requirements for the transitioning towards the ATN, for the E/CAR AFS Network.~~	~~Network improvements~~	~~Taskforces~~	~~Effective and efficient E/CAR AFS NETWORK Transition Process~~
8	Keep and validate with the E/CAR AFS Network Service Provider a procedural handbook on management, operation and maintenance of the E/CAR AFS Network telecommunication circuits.	Ensure proper E/CAR AFS Network maintenance and operation	NTG	Maintenance Procedural Handbook/Manual

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