

AERONAUTICAL TELECOMMUNICATIONS NETWORK PANEL

WORKING GROUP 2 FIRST MEETING

San Diego 24 - 28 October 1994

Agenda Item 2.2 : Development of WG2 Work Plan

Development of ATNP Working Group 2 Work Plan

(Presented By Akhil Sharma)

Working Paper

1. Introduction

The Working Group of the Whole meeting that followed ATNP WG1/1 agreed that there would be a further four series of ATNP WG meetings. For the purposes of WG2 these will be termed WG2/2, WG2/3, WG2/4 and WG2/5.

The following tentative schedule was agreed at the WG of the Whole:

- WG2/2 - March (13 - 17) '95
- WG2/3 - October '95
- WG2/4 - January/February '96
- WG2/5 - June '96
- ATNP/2 - November '96

It should also be noted that the Panel secretary cautioned the WG's against contemplating any delay to ATNP/2.

The last WG2 meeting (i.e. WG2/5) must be necessarily dedicated to conducting a detailed review of material developed for presentation to ATNP/2. Consequently the bulk of WG2 development activities must be completed by WG2/4 i.e. in approximately 15 months time !

Given the above and the limited resources available it becomes necessary that the WG, and any of its sub-groups, adopt a 'product' driven approach in discharging its responsibilities. To support such an approach it is essential that the WG develop a detailed Work Plan by which it conducts and manages its activities. It is proposed that the WG develop such a plan to be finalised by the end of the meeting taking into account discussions and agreements reached under the various Agenda Items.

It is proposed that, in general, the plan includes (but is not limited to) the following:

- an agreed set of deliverables (including a definition of their scope) to be presented to ATNP/2;
- an agreed set of interim deliverables to be presented to WG2 and/or WG3 if deemed necessary by the WG2;
- an agreed set of milestones (and interim milestones) per deliverable;
- any dependencies from WG1, WG3 or other relevant body (e.g. ICAO directives, Validation results from States and/or Organisations etc.);
- an agreed set of detailed activities (on a per deliverable basis) required to be undertaken in order to create the deliverable and identification of the dependencies between these activities.
- Quality Assurance type issues defining areas such as working methods, WG2 sub-group actions, individual responsibilities, relationships with ATNP WG1 & WG3 etc.

2. Proposal

Given the extremely limited time available between the present time and ATNP/2 and consequently the limited number of possible WG2 meetings it is essential that the WG develop an agreed Work Plan by which it will conduct its activities. It is proposed that this first meeting of WG2 finalise an agreed Work Plan taking the above into consideration by the end of this meeting.

Additionally, should the WG decide to create any number of sub-groups, it is essential that the WG agrees on a set of terms of reference for each of these before the end of its first meeting.