



International
Civil Aviation
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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-N1-3.6 — **EMX0898**

9 October 2014

To: MEVA Members

Subject: **Invitation – Twenty-ninth MEVA Technical Management Group Meeting
(MEVA/TMG/29)
Mexico City, Mexico, 9 to 12 December 2014**

Action

Required: 1) Submission of documentation by the deadlines provided in this letter
2) Submit proposals for additional items to the agenda by **7 November 2014**
3) Register participation by **21 November 2014**

Sir/Madam:

Following the MEVA III implementation plan agreed by the MEVA Members, I am pleased to invite your Administration/Organization to participate in the Twenty-ninth MEVA Technical Management Group Meeting (MEVA/TMG/29) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 9 to 12 December 2014.

The MEVA/TMG/29 Meeting will address the preparation activities and define necessary actions to achieve installation of the MEVA nodes, related assessment, factory and site acceptance tests, onsite training matters, coordination issues, network interconnection matters, network acceptance test activities and MEVA III Network operation.

Several agreements are expected to be completed by the MEVA Members and MEVA III Service Provider, including the transition activities from MEVA II to MEVA III and global implementation framework for MEVA III implementation. Finally, a review of MEVA II operation and performance will be conducted, as well as the MEVA III transition plan activities.

The Provisional Agenda of the meeting is at **Attachment A**, and the Provisional Schedule is at **Attachment B**. MEVA Members wishing to submit proposals for additional agenda items should do so by **7 November 2014**.

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You are kindly requested to complete and return the Registration Form at **Attachment C** by e-mail for each participant by **21 November 2014**.

The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” Section of the ICAO NACC Regional Office website (http://www.icao.int/NACC/Pages/visitors_info.aspx). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All meeting documentation will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/default.aspx> as it becomes available. MEVA Members that will like to submit papers for the Meeting discussions are invited to do so following the attached templates and sending them to the ICAO NACC Regional Office by **14 November 2014**. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

If you require further information regarding the event, please contact Mrs. Dulce M. Roses, MEVA TMG Coordinator (dulce.roses@faa.gov); Mr. Julio Siu, ICAO NACC Regional Officer Communications, Navigation and Surveillance (jsiu@icao.int); or Ms. Lizette Morales, Assistant, (lmorales@icao.int).

Accept, Sir/Madam, the assurances of my highest consideration.

A digital signature in blue ink, overlaid on a circular blue stamp. The stamp contains the text "Firma Digital" on the left and "Digital Signature" on the right. The signature itself is a cursive script.

Loretta Martin
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

A – Provisional Agenda
B – Provisional Schedule
C – Registration Form
(Templates for Papers)

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ATTACHMENT A

**TWENTY-NINTH MEVA TECHNICAL MANAGEMENT GROUP MEETING
(MEVA/TMG/29)**

(Mexico City, Mexico, 9 to 12 December 2014)

PROVISIONAL AGENDA

- Agenda Item 1: Review and approval of Draft Agenda and Schedule**
- Agenda Item 2: Review of Conclusions and Actions from Previous MEVA/TMG Meetings**
- Agenda Item 3: Operation and Performance of the MEVA II Network and Transition to MEVA III**
- 3.1 MEVA Network Performance and Maintenance: 05/2014-12/2014
 - 3.2 Review of Pending Maintenance Issues
- Agenda Item 4: MEVA III Implementation Activities**
- 4.1 MEVA III Task Force Report and Activities
 - 4.2 MEVA III Documentation Review and Approval
 - 4.3 MEVA III Interconnection Matters
 - 4.4 MEVA II - MEVA III Transition Plan Matters
 - 4.5 MEVA III Implementation Plan
- Agenda Item 5: World Radiocommunication Conference (2015) (WRC-2015) Activities**
- Agenda Item 6: Review of MEVA/TMG Terms of Reference (ToRs) and Work Programme**
- Agenda Item 7: Other Matters**
- 7.1 Aviation System Block Upgrade (ASBU) Implementation and Support review
 - 7.2 MEVA III Go-teams
 - 7.3 Next MEVA/TMG Meeting Preparations

ATTACHMENT B

**TWENTY-NINTH MEVA TECHNICAL MANAGEMENT GROUP MEETING
(MEVA/TMG/29)**

PROVISIONAL SCHEDULE

Schedule	Tuesday 9 December	Wednesday 10 December	Thursday 11 December	Friday 12 December
08:30 – 09:00	Registration			
09:00 – 09:15	Opening Ceremony & Photo	Agenda Item 4	Agenda Item 4 (cont.)	Agenda Items 5 and 6
09:15 – 10:30	Agenda Items 1 and 2			
10:30 – 11:00	<i>Coffee Break</i>			
11:00 – 13:00	Agenda Item 3	Agenda Item 4 (cont.)	Agenda Item 4 (cont.)	Agenda Item 7 Closing
13:00 – 14:00	<i>Lunch Break</i>			
14:00 – 15:30	Agenda Item 3 (cont)	Agenda Item 4 (cont.)	Agenda Item 4 (cont.)	
