



International
Civil Aviation
Organization

Organisation
de l'aviation civile
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Organización
de Aviación Civil
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Международная
организация
гражданской
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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 — **E.OSG - NACC59240**

28 January 2016

To: MEVA Members and MEVA III Service Provider

Subject: **Invitation – Thirty first MEVA Technical Management Group Meeting (MEVA/TMG/31) Kingston, Jamaica, 24 to 26 May 2016**

Action

Required:

- 1) Transmittal by States of any additional items to the Provisional Agenda by **15 April 2016**
- 2) Submission of documentation by the deadlines provided in this letter
- 3) Register participation by **29 April 2016**

Sir/Madam:

In coordination with the MEVA TMG Coordinator, Ms. Dulce Rosés, and following the implementation of the MEVA III Network since its operation in March 2015 and its corresponding performance evaluation, I wish to invite your Administration/Organization to participate in the Thirty first MEVA Technical Management Group Meeting (MEVA/TMG/31) to be convened in Kingston, Jamaica from 24 to 26 May 2016 and which will be kindly hosted by the Jamaica Civil Aviation Authority (JCAA).

The MEVA/TMG/31 Meeting will address the first annual network operation/performance review of the MEVA III Network, including the review of the status of the installation and operation of the MEVA III Network, the MEVA III-REDDIG II circuit interconnections, the results of the first annual on-site maintenance visits, the on-site training matters and network acceptance test activities results. Moreover, a visit to the JCAA MEVA III facilities has been arranged for the MEVA Members.

All MEVA Members and the MEVA III Service Provider are expected to attend. The working language of the meeting will be **English**.

The Provisional Agenda of the meeting is shown at **Attachment A** and the Provisional schedule at **Attachment B**. States wishing to submit proposals for the addition of items should do so by **15 April 2016**.

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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 **29 April 2016**.

A list of recommended hotels for meeting participants is at **Attachment D**. Participants are encouraged to make reservations directly with the hotel in a timely manner. If you need local assistance or support with making hotel reservations, please contact the meeting coordinator from JCAA who can provide local information or assistance:

Mrs. Ann-Marie Toomer Gayle
Operations Officer
e-mail: Ann-Marie.Toomergayle@jcaa.gov.jm
Telephone: +1-876-920-2250 (Office)
Mobile: +1-876-310-6572
Fax: +1-876-920-0194

All meeting documentation will be placed in the Meetings Section of the ICAO NACC webpage: <http://www.icao.int/NACC/Pages/default.aspx> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

Documentation that your Administration/Organization may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable by **6 May 2016** in Microsoft Word using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

If you require any further information regarding the meeting, please contact Ms. Dulce Rosés, MEVA TMG Coordinator (dulce.roses@faa.gov), Mr. Julio Siu, ICAO NACC Regional Officer, Communications, Navigation and Surveillance (jsiu@icao.int) or Ms. Sybil Gomez, Assistant, (sgomez@icao.int).

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

A digital signature in black 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 is written in a cursive style.

for
Melvin Cintron
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

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

ATTACHMENT A

**THIRTY FIRST MEVA TECHNICAL MANAGEMENT GROUP MEETING
(MEVA/TMG/31)**

(Kingston, Jamaica, 24 to 26 May 2016)

PROVISIONAL AGENDA

- Agenda Item 1: Approval of Meeting Agenda, Work Method and Schedule**
- Agenda Item 2: Review of Conclusions and Actions from Previous MEVA/TMG Meetings and from the Third NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/03)**
- Agenda Item 3: Operation and Performance of the MEVA III Network**
- 3.1 MEVA Network Operation and Performance: 05/2015-05/2016
 - 3.2 Results of MEVA III 2015 Annual Maintenance visits
 - 3.3 Improvements to MEVA III node performance
 - 3.4 MEVA III Monitoring and Reporting
- Agenda Item 4: Network interconnection Activities and new circuits**
- 4.1 MEVA III – REDDIG II Interconnection
 - 4.2 MEVA III – Eastern Caribbean (E/CAR) Aeronautical Fixed Service (AFS) Network Interconnection
 - 4.3 Requirement for new MEVA III circuits
- Agenda Item 5: Results of the International Telecommunication Union World Radiocommunication Conference 2015 (ITU WRC-15)**
- Agenda Item 6: Other Matters**
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ATTACHMENT B

**THIRTY FIRST MEVA TECHNICAL MANAGEMENT GROUP MEETING
(MEVA/TMG/31)**

PROVISIONAL SCHEDULE

Time	Wednesday 24 May	Thursday 25 May	Friday 26 May
08:30 – 09:00	Registration		
09:00 – 09:30	Opening Ceremony and Group Photo	Agenda Item 3 (cont.)	Agenda Item 4 (cont.)
09:30 – 10:00	Agenda Item 1		Agenda Item 5
10:00 – 10:30	Agenda Item 2	Agenda Item 4	Agenda Item 6
10:30 – 11:00	<i>Coffee Break</i>		
11:00 – 11:30	Agenda Item 3	Agenda Item 4 (cont.)	Review of the Draft Report
11:30 – 13:00			
13:00 – 14:00	<i>Lunch</i>		
14:00 – 15:00	Agenda Item 3 (cont.)	Visit to Jamaica’s MEVA III facilities	
15:00 - 16:00			



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office



MEVA/TMG/31
27/01/16

Thirty first MEVA Technical Management Group Meeting (MEVA/TMG/31)
Kingston, Jamaica, 24 to 26 May 2016

**ATTACHMENT / ADJUNTO D
GENERAL INFORMATION**

(Presented by the Secretariat)

1. Event Venue and Dates

The Thirty first MEVA Technical Management Group Meeting (MEVA/TMG/31) will take place in Kingston, Jamaica, 24 to 26 May 2016.

Venue: Jamaica Pegasus Hotel
Address: 81 Knutsford Boulevard, Kingston 5
Tel.: +876 925-3691 - 9
Fax: +876 929-0593
E-mail: info@jamaicapegasus.com
Website: www.jamaicapegasus.com

2. Name of the Meeting's Coordinator, Address and Contact Numbers

Mrs. Ann-Marie Toomer Gayle
Operations Officer
Jamaica Civil Aviation Authority (JCAA)
4 Winchester Road, Kingston 10, Jamaica
Telephone: +876 920-5626 or 960-3948 Ext 2117
Fax: +876 920-0194
Email: Ann-Marie.toomergayle@jcaa.gov.jm

3. Participants Registration

Delegate registration will take place on 24 May 2016, from 08:30 to 09:00 hours.

4. Opening Ceremony

The opening ceremony will take place on 24 May 2016, from 09:00 to 09:30 hours.

5. Documentation Link

The documentation for the Meeting is being posted on the ICAO NACC Office Website; participants should check our website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

6. Temperature

During the month of May, the temperature in Jamaica ranges from 23°C (73°F) to 30°C (86°F). The average humidity is 73.2%.

7. Money exchange

The Jamaican dollar is the national currency (\$1.00 USD- \$120.00 approximately Cambio Rates will be less). Preferably, after your arrival you may exchange currency at local banks at the airport or in the city.

8. Credit cards

The international credit cards usually accepted in shopping centres, hotels and restaurants are: American Express (AMEX), MasterCard and Visa.

9. Accommodation

The suggested hotels, for all participants are as follows: *(make booking directly with the hotel, not ONLINE, to obtain preferred rate)*

Hotel	Rate	
	Single	Double
Jamaica Pegasus Hotel *Preferred Hotel* Address: 81 Knutsford Boulevard, Kingston 5 Tel.: +876 925-3691 - 9 Fax: +876 929-0593 E-mail: info@jamaicapegasus.com Web: www.jamaicapegasus.com Walking distance to shopping, food and nightly entertainment.	US\$ Deluxe Room with Balcony 115.00 Deluxe Room Junior Suite 115.00 Royal Junior Suite 158.00 Royal (1 bedroom) Suite 200.00 Royal (2 bedroom) Suite 400.00 Luxury Suite 400.00	US\$ 135.00 135.00 178.00 200.00 400.00
	<ul style="list-style-type: none"> • Guests enjoy complimentary buffet breakfast daily. • Rates applicable May 22 – May 27, 2016 rates are subject to government tax (16.5%), service charge (10%) room tax (US\$4.00) and energy surcharge (US\$8.00). • Maximum capacity of bedrooms is 4 persons with an extra person charge of US\$20.00 per person (applicable for the 3rd and 4th person in the room) • Children under 12 sleep free, with a US\$8.00 add-on per child for 	

Hotel	Rate												
	breakfast. Convenient Room Features include: <ul style="list-style-type: none"> • Flat screen cable television • Refrigerator • Coffee and tea making facilities • Iron and ironing board • Complementary wireless or high speed internet access • Telephone • Hair dryer • Safety deposit box 												
<p>Courtyard Marriot Address: 1 Park Close, Kingston 5 Tel.: +876 997-6784 Fax: +876 618 9930 E-mail: Michele.brodber@courtyard.com Website: www.marriot.com/kincy</p> <p>The Courtyard by Marriott Kingston, Jamaica is Kingston's newest and only international branded hotel. Set to be the most iconic in the city, the Hotel overlooks the historic Emancipation Park and is only 25 minutes from the Norman Manley International Airport.</p>	Group Rate is US\$195.00 plus taxes/service charge and includes breakfast.												
<p>HOTEL Address: 18 Ruthven Road, Kingston Tel.: +876 929-7655 or 926-8805 E-mail: reservations@hfsjm.com Web: www.hotelfourseasonsjam.com</p>	<table border="0"> <thead> <tr> <th></th> <th style="text-align: center;">Single</th> <th style="text-align: center;">Double</th> </tr> <tr> <th></th> <th style="text-align: center;">US\$</th> <th style="text-align: center;">US\$</th> </tr> </thead> <tbody> <tr> <td>Superior Room :</td> <td style="text-align: right;">124.00</td> <td style="text-align: right;">134.00</td> </tr> <tr> <td>Deluxe Room:</td> <td style="text-align: right;">133.00</td> <td style="text-align: right;">143.00</td> </tr> </tbody> </table> <p><i>10-15 Minutes from the Meeting Hotel during peak hour.</i></p> <p><i>Rate includes all taxes. Breakfast is not included.</i></p>		Single	Double		US\$	US\$	Superior Room :	124.00	134.00	Deluxe Room:	133.00	143.00
	Single	Double											
	US\$	US\$											
Superior Room :	124.00	134.00											
Deluxe Room:	133.00	143.00											

10. Transportation

Transportation will be provided to the Meeting Venue daily. Bookings are to be made as early as possible as room allocation will be subject to availability due to high occupancy at that time. Please advise the Coordinator of the hotel chosen so that pick up may be arranged.

11. Local Transportation

The recommended method of transportation are taxis.

12. Hospitals

If necessary, emergency services are available, for more information call:

Medical Associates Hospital:

18 Tangerine Place, Kingston
Telephone: 926-1400

Andrews Memorial Hospital:

27 Hope Road, Kingston
Telephone: 926-7401

13. Commercial working hours

In the City from 08:30 to 17:00 hours approximately.

Banks, Monday to Thursday 08:30 to 14:00 and from 08:30 to 16:00 hours on a Friday.
In malls/shopping centres from 09:00 to 18:00 hours approximately.

14. Electricity

120 and 220 volts are the hotel standard. If higher voltage is required, please request information at hotel registration.

15. Visa

To be verified at embassies and consulates in respective States.

16. Others

Tax charged to purchases is 16.5% and indicated as “inclusive” if already included in consumer prices. Tips in restaurants and related places are normally included in the bills. If not, then they are at your discretion. However, 10-15% is the norm.

The airport departure tax is approximately US\$20.00 if not already included in your ticket.