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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 — **E.OSG - NACC64859**

22 February 2017



To: MEVA Members and MEVA III Service Provider

Subject: **Invitation – Thirty Second MEVA Technical Management Group Meeting (MEVA/TMG/32) (Havana, Cuba, 10 – 12 May 2017)**

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **31 March 2017**
 - 2) Submission of documentation by the deadlines provided in this letter
 - 3) Register participation by **19 April 2017**

Sir/Madam:

Together with the MEVA TMG Coordinator, Ms. Dulce Rosés, and following the implementation of the MEVA III Telecommunications Network since the beginning of its operation in March 2015 and its corresponding performance evaluation, I wish to invite your Administration/Organization to participate in the Thirty Second MEVA Technical Management Group Meeting (MEVA/TMG/32) to be convened in Havana, Cuba, from 10 to 12 May 2017 and which will be kindly hosted by the Cuban Civil Aviation Institute (IACC). The working language of the meeting will be **English**.

The MEVA/TMG/32 Meeting will address the second 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 second annual on-site maintenance visits, the on-site training matters and network acceptance test activities results. The Meeting has also taken into consideration the invitation to other potential new MEVA Member, like British Virgin Islands and the Service Providers of some new circuits for data as requested by some MEVA Members Moreover, a visit to the IACC MEVA III facilities has been arranged for the MEVA Members.

All MEVA Members and the MEVA III Service Provider are expected to attend.

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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 **31 March 2017**.

You are kindly requested to complete and return the Registration Form at **Attachment C** by e-mail for each participant by **19 April 2017**.

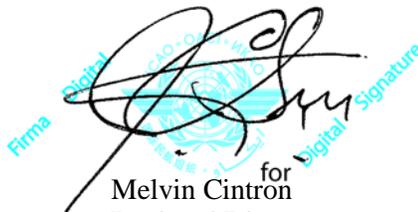
The General Information of the event will be provided shortly.

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 **31 March 2017** 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 Deputy Regional Director (jsiu@icao.int) or Ms. Sybil Gomez, Assistant, (sgomez@icao.int).

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



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

Enclosure:

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

ATTACHMENT A

**THIRTY SECOND MEVA TECHNICAL MANAGEMENT GROUP MEETING
(MEVA/TMG/32)**

(Havana, Cuba, 10 – 12 May 2017)

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, from the Third NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/03) and other Telecommunication Service-Related Events**
- Agenda Item 3: Operation and Performance of the MEVA III Network**
- 3.1 MEVA Network operation and performance: 05/2016-05/2017
 - 3.2 Results of MEVA III 2016 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 New MEVA node installation proposal
 - 4.3 Requirement for new MEVA III circuits/services
- Agenda Item 5: ICAO Position for the International Telecommunication Union World Radiocommunication Conference 2018 (ITU WRC-18)**
- Agenda Item 6: Other Business**
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ATTACHMENT B

**THIRTY SECOND MEVA TECHNICAL MANAGEMENT GROUP MEETING
(MEVA/TMG/32)**

PROVISIONAL SCHEDULE

Time	Wednesday 10 May	Thursday 11 May	Friday 12 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 Cuba's MEVA III facilities	
15:00 - 16:00			

ATTACHMENT C



ICAO

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

**Thirtieth second MEVA Technical Management Group Meeting
(MEVA/TMG/32)
Havana, Cuba, 10 to 12 May 2017**

REGISTRATION FORM

1.	Position in your Delegation: <i>(Please select one option)</i>	Chief Delegate			Delegate		
		Adviser			Observer		
		Speaker			Moderator		
2.	Country / Organization						
3.	Salutation	Mr.		Mrs.		Miss	
4.	Name						
5.	Official Position or Title						
6.	Official Telephone						
7.	Mobile (to contact you in case of an emergency)						
8.	Official E-mail						
9.	Hotel and address where you will be staying during the event						
10.	Please indicate if accompanied by your family	Yes		#			
11.	Dates of total stay in the venue Country						
12.	Please indicate if you have any medical condition or allergies						
13.	Emergency contact information in your country of origin	Name					
		Relationship					
		Telephone					

Please send this form to:

E-mail: icaonacc@icao.int; carlosm.jimenez@iacc.avianet.cu; yaimar.gomez@iacc.avianet.cu