



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

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 - NACC82142**

6 March 2020

To: States, Territories and International Organizations

Subject: **Invitation --Thirty Fifth MEVA Technical Management Group Extraordinary Meeting (MEVA/TMG/35)**
(Miami, United States, from 27 to 29 April 2020)

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **30 March 2020**;
 - 2) Submission of documentation by the deadlines provided in this letter
 - 3) Register participation by **15 April 2020**

Sir/Madam,

The MEVA Telecommunications Network is the most important communications infrastructure in the region that provides voice and data services to the Caribbean (CAR) Region and that also interconnects with the North American (NAM) and South American (SAM) Regions.

The region is working on the establishment of new services and operational implementations, for which the communications network is an essential part. In this sense, and in coordination with Ms. Dulce Rosés, United States Federal Aviation Administration (FAA) representative and MEVA TMG Coordinator, I invite your Administration/Organization to participate in the Thirty Fifth MEVA Technical Management Group Meeting (MEVA/TMG/35), to be convened in Miami, United States, from 27 to 29 April 2020, in the facilities of the International Air Transport Association, IATA (703 Waterford Way, NW, 62nd Avenue, Suite 600, 33126). The working language of the meeting will be **English**.

This is going to be an extraordinary meeting, prior to the MEVA/TMG/36 meeting that will be held in June 2020.

The MEVA/TMG/35 has the aim to update information to all MEVA Members about the process of the new phase of the MEVA network, to comply with the Project program and with Decision NACC/DCA/09/16 of the Ninth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/9) in 2019 on the improvement of the implementation of the new phase of MEVA Network.

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With this new approach it is necessary that members of MEVA approve the document “Request for information (RFI) developed by the Ad hoc Group of the MEVA/TMG, integrate the new activities to the different States and review the documentation and the technical responsibilities, in accordance with the project framework.

The Provisional Agenda of the meeting is shown at **Appendix A** and the Provisional schedule at **Appendix B**. States wishing to submit proposals for the addition of items should do so by **30 March 2020**.

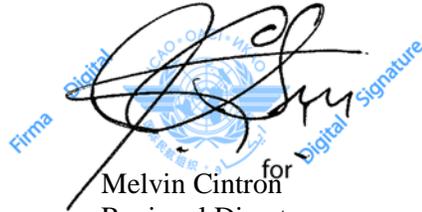
Lodging information is available at the **Appendix C**, with a special rate provided by IATA. Please register participants on-line using the link <https://forms.gle/4vZQK57cZwdUaA3VA> by **15 April 2020**

All meeting documentation will be placed in the Meetings Section of the ICAO NACC webpage: https://www.icao.int/NACC/Pages/ES/meetings_ES.aspx?year=2020&cM=03&cY=2020 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 at the meeting should be forwarded to this office by e-mail as soon as practicable and by **15 April 2020** in Microsoft Word format 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 (dulce.roses@faa.gov), Mrs. Mayda Ávila, ICAO NACC Regional Officer, Communications, Navigation and Surveillance (mavila@icao.int) or Mr. Gabriel Gutiérrez, Assistant, (ggutierrez@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: *As indicated*

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APPENDIX A

**THIRTY FIFTH MEVA TECHNICAL MANAGEMENT GROUP MEETING
(MEVA/TMG/35)**

Miami, United States, 27-29 April 2020

PROVISIONAL AGENDA

Agenda Item 1: Approval of Meeting Agenda, Work Method and Schedule

Agenda Item 2: New Telecommunication Network for NAM/CAR Regions

- 2.1 Request for Information Document (RFI)
- 2.2 Project Framework
- 2.3 State MEVA Member responsibilities
- 2.4 Memorandum of Agreement (MoU)

Agenda Item 3: New Aviation Services

- 3.1 Updated communication needs and future service implementation
- 3.2 Air traffic flow management (ATFM), Meteorology (MET) and System wide information management (SWIM) information
- 3.3 Contingency and backup regional needs discussion.
- 3.4 Strategies about new network implementation

Agenda Item 4: Administration Project Management

- 4.1 Update Information on administrative issues
- 4.2 Option on project management

Agenda Item 5: SWIM On-the-Job Training (OJT)

- 5.1 SWIM implementation and status (Provided by FAA)
- 5.2 Update of new network needs according with SWIM regional implementation

Agenda Item 6: Other Business



OACI

Organización de Aviación Civil Internacional
Oficina para Norteamérica, Centroamérica y Caribe

Thirty Fifth MEVA Technical Management Group Meeting (MEVA/TMG/35)

Miami, United States, from 27 to 29 April 2020

**APPENDIX B
PROVISIONAL SCHEDULE**

Time	Monday 27 April	Tuesday 28 April	Wednesday 29 April
08:30–09:00	<i>Registration</i>		
09:00–09:30	<i>Opening Ceremony & Photo</i>	Agenda Item 3	Agenda Item 5
09:30–10:00	Agenda Item 1		
10:00–10:30	Agenda Item 2		
10:30–11:00	<i>Coffee break</i>		
11:00–13:00	Agenda Item 2 (Cont.)	Agenda Item 4	Agenda Item 5 (Cont.)
13:00–14:00	<i>Coffee break / Lunch time</i>		
14:00–15:30	Agenda Item 2 (Cont.)	Agenda Item 4 (Cont.)	Agenda Item 6 (Cont.)
			Reading and review of the Draft Report

IATA ROOM RESERVATION FORM**DoubleTree by Hilton Hotel Miami Airport**

711 NW 72nd Avenue
Miami, Florida 33126

Please complete all Information (using TAB to move between fields) and send back to
TEL: (305) 260-3800; FAX: (305) 260-8900; E-mail: reservations@doubletreemacc.com

Book Online: [IATA](#)

COURSE TITLE AND DATES

Title :

Dates :

YOUR DETAILS

LAST name :

FIRST name :

Company :

Job title :

Address :

Telephone :

E-mail :

ROOM AMENITIES

PLEASE NOTE: This property comparable to other available is the best value because it includes savings adding up to USD50 daily. Must be booked directly with hotel to obtain amenities listed below:

- King or double
- 24-hour Complimentary transportation to/from Miami International Airport (every 30 minutes)
- Scheduled transportation to and from the IATA office (please visit Concierge desk for scheduling)
- Complimentary WIFI internet in guest rooms and hotel public spaces
- VIP Access to Executive Lounge on 11th Floor (which includes):
Breakfast 6:00am-9:30am (Monday – Sunday)
Happy Hour 5:00pm-8:30pm (Monday – Thursday)
Computer access and private work area

January 1 st – March 31 st	\$155/night
April 1 st – September 30 th	\$102/night
October 1 st – December 31 st	\$129/night

Rates are subject to availability and 13% tax

****BLACKOUT DATES APPLY****

Arrival date:

Departure date:

Nr. of nights:

Flight info :

Flight info :

TO GUARANTEE YOUR ROOM

Credit Card Company:

Card number :

Expiration date :

Name on the Card :

Signature of card holder :

To cancel a guaranteed reservation, you must contact the hotel directly and obtain a cancellation number **before 3 pm on the day of arrival**, otherwise 1 room/night will be charged.

PLEASE NOTE THAT IATA CANNOT ACCEPT ANY RESPONSIBILITY FOR YOUR LIABILITY TO THE HOTEL.



IATA ROOM RESERVATION FORM

EB Hotel Miami

**4299 NW 36th Street
Miami, Florida 33166**

Please complete all Information (using TAB to move between fields) and send back to
TEL: (305) 888-4662; FAX: (305) 888-8413; E-mail: bsolano@ebhotels.com

Book Online: [IATA](#)

COURSE TITLE AND DATES

Title : _____ Dates : _____

YOUR DETAILS

LAST name : _____ FIRST name : _____
Company : _____ Job title : _____
Address : _____
Telephone : _____
E-mail : _____

ROOM AMENITIES

PLEASE NOTE: This property comparable to other available is the best value because it includes savings adding up to USD50 daily. Must be booked directly with hotel to obtain amenities listed below:

- King bed
- Complimentary transportation to/from Miami International Airport (24/7 every 30 minutes)
- Scheduled transportation to and from the IATA office (please visit Concierge desk for scheduling)
- Complimentary WIFI internet in guest rooms and hotel public spaces
- One (1) buffet breakfast per room, per day
- Complimentary parking.
- 10% discount on food and beverage
- 15% discount on dry cleaning services
- 15% discount on car rental services on premises (Amigos Car Rental)

January 1st – April 30th	\$165/night
May 1st – September 30th	\$135/night
October 1st – December 15th	\$145/night

Rates are subject to availability and 13% tax

****BLACKOUT DATES MAY APPLY****

Arrival date: _____ Departure date: _____ Nr. of nights: _____
Flight info : _____ Flight info : _____

TO GUARANTEE YOUR ROOM

Credit Card Company: _____
Card number : _____ Expiration date : _____
Name on the Card : _____ Signature of card holder : _____

To cancel a guaranteed reservation, you must contact the hotel directly and obtain a cancellation number **before 3 pm on the day of arrival**, otherwise 1 room/night will be charged.

PLEASE NOTE THAT IATA CANNOT ACCEPT ANY RESPONSIBILITY FOR YOUR LIABILITY TO THE HOTEL.



IATA ROOM RESERVATION FORM

SpringHill Suites by Marriott

**6700 NW 7th Street
Miami, Florida 33126**

Please complete all Information (using TAB to move between fields) and send back to

TEL: (305) 265-0144; FAX: (305) 265-6213; E-mail: yvette.alonso@marriott.com

Book Online: [IATA](#)

COURSE TITLE AND DATES

Title : _____ Dates : _____

YOUR DETAILS

LAST name : _____ FIRST name : _____
Company : _____ Job title : _____
Address : _____
Telephone : _____
E-mail : _____

ROOM AMENITIES

PLEASE NOTE: This property comparable to other available is the best value because it includes savings adding up to USD50 daily. Must be booked directly with hotel to obtain amenities listed below:

- King or double
- Complimentary transportation to/from Miami International Airport (from 5:00am to 12:00am, every 30 minutes)
- Scheduled transportation to and from the IATA office (please visit Concierge desk for scheduling)
- Complimentary WIFI internet in guest rooms and hotel public spaces
- One (1) on the House hot breakfast per day
- Complimentary parking
- Free local calls

January 1 st – April 30 th	\$155/night
May 1 st – September 30 th	\$95/night
October 1 st – December 31 st	\$125/night

Rates are subject to availability and 13% tax

Arrival date: _____ Departure date: _____ Nr. of nights: _____
Flight info : _____ Flight info : _____

TO GUARANTEE YOUR ROOM

Credit Card Company: _____
Card number : _____ Expiration date : _____
Name on the Card : _____ Signature of card holder : _____

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