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When replying please quote:

Ref.: NT-N1-3.6 — **E.OSG - NACC82803**

26 May 2020

To: States, Territories and International Organizations

Subject: **On-line (remote connection) - MEVA Technical Management Group On-the-job-training (MEVA/TMG/OJT/01)**
(On-line, 12 June 2020, GTM-04)

Action

Required: **a) Submission of any comments on training needs by 5 June 2020; and**
b) on-line registration by 8 June 2020

Sir/Madam,

As part of MEVA/TMG activities, an online training has been coordinated to support MEVA network maintenance address to Technical Staff in the different MEVA States Members on their network operation maintenance activities, its evaluation, monitoring and failure reporting. The aforementioned, taking into account the regional status due to the COVID-19 and the approaching hurricane season.

In this regard, please note that due to the current pandemic conditions, we planned to carry out this event on-line on 12 June 2020 at GMT-04 hours, according to the Provisional Schedule of the **Appendix A** to this letter. The Provisional Agenda is enclosed in **Appendix B**.

To access to the event use the following link:
<https://global.gotomeeting.com/join/547246293>. The working language of the meeting will be **English**.

The training will be provided by Frequentis, a MEVA Service Provider, supported by the United States and the ICAO NACC Regional Office.

The on-line meeting is addressed to the MEVA/TMG Members and technical personnel of the MEVA State Members. Please register participants on-line **by 8 June 2020**, using the following link: <https://forms.gle/tQywEL4vgteyZHM76>

Any comments and documentation that your Administration/Organization may wish to submit on best practices or training needs should be forwarded to this Regional Office by e-mail as soon as practicable and by **5 June 2020** a Microsoft Power Point format.

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If you require any further information regarding the meeting, please contact Ms. Dulce Rosés (dulce.roses@faa.gov), MEVA/MTG Coordinator, Mrs. Mayda Ávila (mavila@icao.int), Regional Officer, Communications, Navigation and Surveillance, or Mr. Gabriel Gutiérrez, Assistant, (ggutierrez@icao.int), from the ICAO NACC Regional Office.

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



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

Enclosure: *As indicated*

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ICAO

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

**On-line (remote connection) - MEVA Technical Management Group On-the-job-training (OJT) Meeting
(MEVA/TMG/OJT/01)**

On-line, 12 June 2020

**APPENDIX A
PROVISIONAL SCHEDULE**

Time: GMT-04

Time	Friday 12 June
09:00-10:00	Agenda Item 1
10:00-10:15	<i>Break</i>
10:15-11:15	Agenda Item 2
11:15-11:30	<i>Break</i>
11:30-12:30	Agenda Item 3
12:30-14:00	<i>Lunch Break</i>
14:00-15:30	Agenda Item 4

APPENDIX B

**ON-LINE – ON-THE-JOB-TRAINING MEVA TECHNICAL MANAGEMENT GROUP MEETING
(MEVA/TMG/OJT/01)**

ON-LINE, 12 JUNE 2020

**PROVISIONAL AGENDA
TIME: GMT-04**

Agenda Item 1: Introduction, Work Method and Schedule

Agenda Item 2: MEVA NETWORK MAINTENANCE

- 2.1 Network description and equipment status
- 2.2 Access to MEVA Network
- 2.3 Monitoring System
- 2.4 Process to report system failures

Agenda Item 3: Hurricane procedures

- 3.1 MEVA network procedure for hurricane season.
- 3.2 Antenna protection during hurricane
- 3.3 Session discussion

Agenda Item 4: Contingency plans

- 4.1 Develop contingency plan for network backup during hurricane season
- 4.2 Session discussion

— END —