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Ref.: NT-N1-3.6 — **E.OSG-NACC97180**

9 May 2023

To: MEVA Members

Subject: **Invitation – Thirty-Eighth MEVA Technical Management Group Meeting (MEVA/TMG/38)**  
Mexico City, Mexico 11 to 14 July 2023

Action

Required: 1) Transmittal of any additional items to the Provisional Agenda by **30 June 2023**;  
2) Submission of documentation by the deadlines provided in this letter;  
3) Register participation by **5 July 2023**

Dear Sir/Madam,

With reference to the activities of the Voice and Data Communications Network Technical Group (MEVA/TMG), I wish to invite your Administration/Organization to participate in the Thirty-Eighth MEVA Technical Management Group Face-to-Face Meeting (MEVA/TMG/38), to be held at the ICAO NACC Regional Office, from 11 to 14 July 2023, from 09:00 to 13:30, Mexico City local time.

The objective of the meeting is to follow up on the preventive and corrective maintenance activities of the MEVA network currently in operation and to work as a group on the development activities of the Caribbean Air Navigation Services Network (CANSNET) Project. In that sense it is expected that during the meeting the MEVA/TMG Group will work on and provide the following deliverables:

1. Review and approval of the final Terms of Reference (ToRs) of the project.
2. Establish the roles and responsibilities of each CANSNET Member State, including the responsibilities of the States at the technical, administrative, and financial levels.
3. Establish mechanisms for monitoring the project bidding process.
4. Establish the mechanism for the evaluation of the technical offers resulting from the bidding process.
5. Update the project implementation schedule.
6. Establish the recommendations to the States resulting from this meeting.

All MEVA/TMG members from MEVA Member States, as well as new States joining the CANSNET network, project managers and system specialists from communication networks and communication systems of the different MEVA and CANSNET Member States are expected to attend.

The participation of the current MEVA network provider is also expected on the first day of the meeting.

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The working languages of the meeting will be English and Spanish and simultaneous interpretation will be provided if sufficient participants of both languages register in time, in order to facilitate participation and encourage discussion of all participants to support proper decision making.

The Provisional Agenda of the event is at **Appendix A**. States wishing to submit proposals for the addition of items should do so by **30 June 2023**.

We would appreciate confirmation of your participation by **05 July 2023** by registering here: <https://forms.office.com/r/5sdHpxa5aE>

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](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/presentations will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/default.aspx> as it becomes available. Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event.

Documentation/Presentations 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 in Microsoft Word/PowerPoint format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices by **30 June 2023**.

**Only** working papers **received** by this office by **9 June 2023**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date will have to be submitted in both languages. Otherwise, they will become Information Papers. Information papers will only be issued in the language submitted. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **3 July 2023**. The deadlines for submission of documentation for translation will be strictly enforced. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish).

If you require any further information regarding the event, please contact Mrs. Mayda Ávila, Regional Officer, Communications, Navigation and Surveillance and/or her Assistant Mrs. Carla Cortés, to the following e-mail [nacc-cns@icao.int](mailto:nacc-cns@icao.int).

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



Julio César Siu  
Acting Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**

*A – Provisional Agenda; B – Working Paper template; C – Information Paper template; D – Appendix template*

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ICAO

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

**Thirty-Eighth MEVA Technical Management Group Meeting  
(MEVA/TMG/38)**

ICAO NACC Regional Office, 11 to 14 July 2023

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**APPENDIX A  
PROVISIONAL AGENDA**

**Agenda Item 1: Adoption of the Provisional Agenda, Schedule and Working Method**

**Agenda Item 2: Operations and performance of the MEVA III network**

- 2.1 Operation and performance of the MEVA network 06/2022 - 06/2023
- 2.2 Monitoring and reporting of MEVA III
- 2.3 Operation of the MEVA III network during the rest of its current contract

**Agenda Item 3: Caribbean Air Navigation Services Network (CANSNET) Project**

- 3.1 Review of the CANSNET project activities
- 3.2 Analysis of the final document of Terms of Reference (ToRs) of the Project
- 3.3 Roles and responsibilities of each CANSNET member according to the Project Document (PRODOC)
- 3.4 Bidding process for the CANSNET communications network
- 3.5 Definition of the evaluation process of the bidding process
- 3.6 Project financial planning process
- 3.7 Definition of dates of the project process

**Agenda Item 4: Other Business**

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**PROVISIONAL AGENDA  
EXPLANATORY NOTES**

**Agenda Item 1: Adoption of the Provisional Agenda, Schedule and Working Method**

**Agenda Item 2: Operations and performance of the MEVA III network**

Under this Agenda Item, the reports from May 2022 to June 2023 on the operation of the MEVA network, the failures occurred and their solutions will be followed up, and actions that must be implemented to prevent that MEVA network failures negatively impact regional aviation operations will be discussed. Likewise, the actions to be taken regarding the operation and maintenance of the network for the rest of the validity of the contract with the current MEVA provider will be discussed.

**Agenda Item 3: Caribbean Air Navigation Services Network (CANSNET) Project**

Under this Agenda Item, the CANSNET implementation work will be monitored, as well as the development of the bidding process, the definition of the evaluation process of the technical offers presented by the different bidding providers and decision-making on recommendations that the MEVA/TMG will provide to the States for the execution of the project.

**Agenda Item 4: Other Business**

Under this Agenda Item, the Meeting will analyse any other matter than cannot be addressed under the previous agenda items.

## APPENDIX B / APÉNDICE B

**Thirty-Eighth MEVA Technical Management Group Meeting/  
Trigésimo Octava Reunión del Grupo de Gerencia Técnica de MEVA  
(MEVA/TMG/38)**

11 to 14 July 2023 / 11 al 14 de julio de 2023

**PROVISIONAL SCHEDULE / HORARIO PROVISIONAL**

Schedule/ Horario	Tuesday/ Martes 11 July / julio 2023	Wednesday/ Miércoles 12 July / julio 2023	Thursday/ Jueves 13 July / julio 2023	Friday/ Viernes 14 July/julio 2023
08:30–09:00	<i>Registration/ Registro</i>			
09:00–09:30	<i>Opening Ceremony and Group photo / Inauguración y Foto de Grupo</i>	Agenda Item 3 / Cuestión 3 del Orden del Día	Agenda Item 3 (Cont.) / Cuestión 3 del Orden del Día (Cont.)	Agenda Item 4 / Cuestión 4 del orden del Día
09:30–10:30	Agenda Item 1/ Cuestión 1 del Orden del Día			Reading of the Draft Report / Lectura del Informe Provisional
10:30–11:00	<i>Coffee Break / Pausa para café</i>			
11:00–12:30	Agenda Item 2 / Cuestión 2 del Orden del Día	Agenda Item 3 (Cont.) / Cuestión 3 del Orden del Día (Cont.)	Agenda Item 3 (Cont.) / Cuestión 3 del Orden del Día (Cont.)	Review of the Draft Report/ Revisión del Informe Provisional
				<i>Closing / Clausura</i>
12:30–13:30	<i>Lunch Time / Almuerzo</i>			
13:30–15:30	Agenda Item 2 (Cont.) / Cuestión 2 del Orden del Día (Cont.)	Agenda Item 3 (Cont.) / Cuestión 3 del Orden del Día (Cont.)	Agenda Item 3 (Cont.) / Cuestión 3 del Orden del Día (Cont.)	

— END / FIN —