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Ref.: NT-NE57-3, N1-3.6 — **E.OSG-NACC112339**

25 June 2024

To: NACC/WG/COMM/TF Members

Subject: **Invitation – Fortieth Meeting of the North American, Central American and Caribbean Working Group Communications Task Force (NACC/WG/COMM/TF/40)**
(Mexico City, Mexico, 23 to 26 July 2024)

Action

- Required:
- 1) Transmittal of any additional items to the Provisional Agenda by **10 July 2024**;
 - 2) Submission of documentation by **01 July 2024**;
 - 3) Register participation by **15 July 2024**

Dear Sir/Madam,

I wish to invite you to participate in the Fortieth Meeting of the North American, Central American and Caribbean Working Group Communications Task Force (NACC/WG/COMM/TF/40) formerly the MEVA Technical Management Group (MEVA/TMG), to be held at the ICAO NACC Regional Office, Mexico City, Mexico, from 23 to 26 June 2024.

As a result of the bidding process of the Caribbean Air Navigation Services Network (CANSNET), the company Frequentis was selected as the winner of the process, having obtained the highest percentage in the presented technical offer and the more favourable economic proposal.

In that regard, as a member of the new CANSNET network, your State/Organization is invited to the NACC/WG/COMM/TF/40, which will take place at the ICAO NACC Regional Office in Mexico City, Mexico, from 23 to 26 July 2024.

Based on the offer presented by the company, the objective of the meeting is to agree on the technical, operational, administrative, and financial criteria that will serve as a basis for each State to carry out the individual CANSNET contract, benefitting from the opportunity of clarifying the particularities and individualities of the proposal for each State.

The members of the Ad hoc Group who made up the technical evaluation of the project, the technical representatives of the States, administrative personnel, and other personnel according to the needs of the State shall attend this 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, to facilitate participation and encourage discussion of all participants to support proper decision-making.

The Provisional Agenda of the event is in **Appendix A**. States wishing to submit proposals for the addition of items should do so by **10 July 2024**. Please confirm your participation by **15 July 2024** by registering here: <https://bit.ly/3zqi4xx>.

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). Participants are encouraged to make reservations directly with the hotel(s) on time.


All meeting documentation/presentations will be placed in CANSNET web page, within the ICAO Secure Portal, as it becomes available (<https://login.icao.int/my.policy>). Considering 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 **10 July 2024**.

Only working papers **received** by this office by **01 July 2024**, 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 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 further information regarding the event, please contact Mrs. Mayda Ávila, Communications, Navigation and Surveillance Regional Officer, and/or her Assistant, Mr. Gabriel Gutiérrez (nacc-cns@icao.int).

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


Christopher Barks
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

A – Provisional Agenda; B – Provisional Schedule; C – E – Working/Information Paper Templates



ICAO

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

**Fortieth Meeting of the North American, Central American and Caribbean Working Group
Communications Task Force (NACC/WG/COMM/TF/40)
Mexico City, Mexico, 23 to 26 July 2024**

**APPENDIX A
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda, Schedule and Working Method**
- Agenda Item 2: Review and Discussion of the Project Technical Offer**
- Agenda Item 3: Review of the Economic Proposal of the Project**
- Agenda Item 4: Establishment of the Project Implementation Schedule**
- Agenda Item 5: Other Business**
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**PROVISIONAL AGENDA
EXPLANATORY NOTES**

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

Under this agenda item, the Meeting will review and adopt the agenda and work schedule and will adopt them. The general objectives and expectations of the meeting will be presented.

Agenda Item 2: Review and Discussion of the Project Technical Offer

Under this Agenda Item, CANSNET members will review the network technical proposal together with the provider , as well as integrate, as per the needs of the State, the equipment and services that were classified as “optional”, thus defining the total proposal of each of the Members and the regional needs.

Agenda Item 3: Review of the Economic Proposal of the Project

As a result of the discussion of Agenda Item 2, CANSNET Members will be able to define the cost of the network that adapts to the needs of your State or Organization.

Agenda Item 4: Establishment of the Project Implementation Schedule

Under this Agenda Item CANSNET Members and the provider will jointly define the implementation schedule and start-up of the network.

Agenda Item 5: Other Business

APPENDIX B / APÉNDICE B

**Fortieth Meeting of the North American, Central American and Caribbean Working Group Communications Task Force
(NACC/WG/COMM/TF/40)**

**Cuadragésima Reunión del Grupo de tarea de comunicaciones del Grupo de Trabajo de
Norteamérica, Centroamérica y Caribe (NACC/WG/COMM/TF/40)**

Mexico City, Mexico, 23 to 26 June 2024 / Ciudad de México, México, del 23 al 26 de junio de 2024

PROVISIONAL SCHEDULE / HORARIO PROVISIONAL

Schedule/ Horario	Tuesday / Martes 23 July/julio 2024	Wednesday / Miércoles 24 July/julio 2024	Thursday/ Jueves 25 July/julio 2024	Friday/ Viernes 26 July/julio 2024
08:30–09:00	Registration/ Registro			
09:00–09:30	Opening Ceremony and Group photo / Inauguración y Foto de Grupo	Agenda Item 2 / Cuestión 2 del Orden del Día	Agenda Item 3 (Cont.) / Cuestión 3 del Orden del Día (Cont.)	Agenda Item 5 / Cuestión 5 del orden del Día
09:30–10:30	Agenda Item 1/ Cuestión 1 del Orden del Día			Reading of the Conclusions-Decisions / Lectura de Decisiones- Conclusiones
10:30–11:00	Coffee Break / Pausa para café			
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 4 (Cont.) / Cuestión 4 del Orden del Día (Cont.)	Review of Decisions- Conclusions/ Revisión Conclusiones- Decisiones
				Closing / Clausura
12:30–13:30	Lunch Time / Almuerzo			
13:30–15:00	Agenda Item 2 (Cont.) / Cuestión 2 del Orden del Día (Cont.)	Agenda Item 3 (Cont.) / Cuestión 3 del Orden del Día (Cont.)	Agenda Item 4 (Cont.) / Cuestión 4 del Orden del Día (Cont.)	
