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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: AN 7/38 – 20/146

13 July 2020

**Subject: Frequency Management WG/1
Virtual Meeting 28 & 29 July 2020
(13:00-15:00 UTC)**

Action required: Reply not later than 25 July 2020

Sir,

I have the honour to inform you that the First meeting of the Frequency Management Working Group (FM WG/1) will be held through Video Teleconferencing on **Tuesday, 28 July 2020 & Wednesday, 29 July 2020 (13:00-15:00 UTC)**. Your Administration/Organization is kindly invited to participate in this virtual meeting.

The objectives of the meeting are to provide update on the frequency finder tool and the development of VHF NAVAIDS module, and to discuss the spectrum capacity for the frequency band 108 – 117.975 MHz in the MID Region.

The Provisional Agenda for the meeting is at **Attachment A**. Your comments on the attached Provisional Agenda, including any amendment you may wish to suggest, would be appreciated.

This letter, all its relevant attachments and Working/Information Papers/Power Point Presentations (as they become available), will be posted in PDF format on the ICAO MID website at: www.icao.int/mid.

For more effectiveness, I shall be grateful if you could ensure that your delegation consists of your State's frequency management member/focal point. A Zoom invitation will be sent to the Frequency Management Working Group members that are listed in **Attachment B** pending your confirmation.

I would appreciate if you could, as soon as possible, preferably not later than **25 July 2020**, confirm the participation of your Administration/Organization giving the names and contact details of your delegate(s), by sending email to the ICAO MID Office at the following email address (icaomid@icao.int) with a copy to (malnadaf@icao.int).

/..

For an efficient conduct of the meeting through Zoom, please find instructions and other useful information at **Attachment C**.

Accept, Sir, the assurance of my highest consideration.



Mohamed Smaoui
Acting Regional Director
Middle East Office

Attachments

FIRST FREQUENCY MANAGEMENT WORKING GROUP VIRTUAL MEETING

FREQUENCY MANAGEMENT WG/1

*Tuesday, 28 July 2020 & Wednesday, 29 July 2020
(13:00-15:00 UTC)*

PROVISIONAL AGENDA

- Agenda Item 1:** Adoption of the Provisional Agenda
- Agenda Item 2:** Follow-up on MIDANPIRG/17 Conclusions and Decisions relevant to the Frequency Management
- Agenda Item 3:** Update on Frequency Finer tool
- Agenda Item 4:** Spectrum capacity assessment for the frequency band 108 – 117.975 MHz
- Agenda Item 5:** Future Work Programme
- Agenda Item 6:** Any other Business

FREQUENCY MANAGEMENT WORKING GROUP MEMBERS

State	Name	Title	Tel.	Mobile	Email
Bahrain	Mr. Ali Abdul Latif Tulefat	Head of Communications and Meteorology Systems		+973 17329067	a.tulefat@mtt.gov.bh
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	Ali Ashtiani	Expert of Frequency Affair		+989 126002471	mhashtiani@airport.ir
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Libya					
Oman	Said Hussain Al Bulushi				
	Musleh Abdullah Al Jahdhami	Chief of CNS Inspectors		+968 24354030	Musleh.jahdhami@paca.gov.om
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	Jacob Avis	Air Navigation Inspector			javis@gcaa.gov.ae
Yemen					

-END-

Virtual Meetings Instructions

In order to have a smooth meeting



Participants should join teleconference session 10 to 15 minutes prior to the meeting

1



For teleconference facility test with ICAOMID, Please send an email to ssakka@icao.int 3 days prior the meeting date

2



When joining the teleconference, please enter your name followed by State/organization such as "Hamed- ICAO MID"

3



Ensure microphone is mute while not talking

4



Please use "Raise hand" if you wish address question or comment

5



Chatting is available with everyone or privately

6



Unmute your microphone only when invited to speak

7



Please note that all ICAO MID teleconferences are recorded

8



Please be prepared for a group photo

9



Switch off Camera if Quality of Internet is not good

10



Participants should confirm participation by replying to the invitation Email

11



Only invited Emails are allowed to join, it is a must to sign into Zoom with that email

12



3 Rename

Participants (7)

- Mohamed Hamed (Me) Unmute More Rename Edit Profile Picture
- AA Ali Abdennady
- HE Hamed Elhassany
- KE Karimane El Attar
- Michael Samir

Raise Hand yes no go slower go faster more

Invite Unmute Me ...

Mute\Unmute Video On\Off

4

10

5 Raise Hand

6 Chat (Everyone\Private)

Unmute Start Video Invite Participants Share Screen Chat Record Leave Meeting