



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: NE 30 — **EMX0538**

15 July 2013

To: States, Territories and International Organizations

Subject: **Twenty-fifth Meeting of Directors of Civil Aviation of the Eastern Caribbean (E/CAR/DCA/25)
St. John's, Antigua and Barbuda, 3-5 December 2013**

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **1 September 2013**
 - 2) Submission of documentation by **15 November 2013**
 - 3) Register participation by **15 November 2013**

Sir/Madam:

I have the honour to invite your Administration/Organization to participate in the Twenty-fifth Meeting of Directors of Civil Aviation of the Eastern Caribbean (E/CAR/DCA/25) to be convened in St. John's, Antigua and Barbuda, from 3 to 5 December 2013. The working language of the meeting will be English.

Directors of Civil Aviation of E/CAR States and Territories and representatives of invited international organizations are expected to attend.

The Provisional Agenda of the meeting is at **Attachment A**. States wishing to submit proposals for the addition of items should do so by **1 September 2013**.

You are kindly requested to complete in Word and send by e-mail the Registration Form as at **Attachment B** for each participant by **15 November 2013**.

A list of hotels recommended for meeting participants will be sent at a later date. The coordinator for the meeting in Antigua is Mr. Craig, Director of Finance and Administration of the Eastern Caribbean Civil Aviation Authority (ECCAA), who can provide local information or assistance.

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All meeting documentation will be placed on the following web page: <http://www.mexico.icao.int/Meetings/Meetings.html> 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 present at the meeting should be submitted to this office by e-mail as soon as practicable 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. The deadline to receive papers is **15 November 2013**.

If you require any further information regarding the meeting, please contact Mr. Jorge Fernandez, Deputy Regional Director, (jfernandez@icao.int) or Mrs. Claudia Riva-Palacio, Assistant, (criva-palacio@icao.int).

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

A digital signature in black ink, appearing as a stylized cursive script, is centered on the page. It is overlaid on a circular blue stamp that contains the text "Firma Digital" on the left and "Digital Signature" on the right, with a central emblem.

Loretta Martin
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:
As indicated

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International Civil Aviation Organization

North American, Central American and Caribbean Office (NACC)

Twenty-fifth Meeting of Directors of Civil Aviation of the Eastern Caribbean (E/CAR/DCA/25)

(St. John's, Antigua and Barbuda, 3–5 December 2013)

PROVISIONAL AGENDA

- Agenda Item 1: Approval of the Meeting Agenda and Schedule**
- Agenda Item 2: Results of the 38th Session of the ICAO Assembly**
- Agenda Item 3: Review Conclusions from the E/CAR/DCA/24, RASG-PA/6 and GREPECAS PPRC/2 Meetings**
- Agenda Item 4: Aviation Safety Matters**
- 4.1 Safety Management
 - 4.2 Universal Safety Oversight Audit Programme (USOAP) – Continuous Monitoring Approach (CMA)
 - 4.3 Regional Aviation Safety Group – Pan America (RASG-PA)
 - 4.4 Runway Safety
 - 4.5 Other aviation safety matters
- Agenda Item 5: Air Navigation Matters**
- 5.1 PIARCO FIR Air Traffic Services (ATS) Agreement
 - 5.2 Global Air Navigation Matters
 - 5.3 Review results from the E/CAR/CATG/1 and ANI/WG/1 Meetings and valid conclusions of these meetings
 - 5.4 Review of the E/CAR Communications Network
 - 5.5 Review implementation of: Performance Based Navigation (PBN); Aeronautical Information Management Quality Management System (AIM QMS) and PIARCO NOTAM/AIS Contingency Plan; Meteorology Quality Management System (MET QMS); and Aerodrome Certification
 - 5.6 Search and Rescue (SAR)
 - 5.7 Action Plans on States' CO₂ emission reduction activities in aviation and implementation status
 - 5.8 Review of air navigation deficiencies
 - 5.9 Other air navigation matters

Agenda Item 6: Aviation Security (AVSEC) Matters

- 6.1 Universal Security Audit Programme (USAP)
- 6.2 ICAO/LACAC NAM/CAR/SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG)
- 6.3 Other Aviation Security (AVSEC) matters

Agenda Item 7: Regional Cooperation and Training Matters

- 7.1 Regional Technical Cooperation Project for the Caribbean Region – Implementation of the Performance Based Air Navigation Systems for the CAR Region (RLA/09/801)
- 7.2 Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA)
- 7.3 CAR Region Civil Aviation Training; results of the CATC/1 Meeting; and the Regional Symposium on Next Generation of Aviation Professionals (NGAP) and TRAINAIR *Plus*
- 7.4 E/CAR Aviation Contingency Plan
- 7.5 Other regional cooperation and training matters

Agenda Item 8: Any Other Business

- 8.1 Results of the Sixth Worldwide Air Transport Conference
- 8.2 Host and dates for the next meeting
- 8.3 Other business
