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Ref.: NT-N1-15.4, NT- NS 2-35 — **EMX0260**

28 April 2015

To: States, Territories and International Organizations

Subject: **Invitation – Workshop on Best practices to prevent Runway Incursion/Runway Excursions – GREPECAS – Project F2 Mexico City, Mexico, from 11 to 14 August 2015**

Action

- Required:
- 1) Register participation by **12 June 2015**
  - 2) Submission of presentation by the deadline provided in this letter
  - 3) Send Fellowship Nomination Form by **20 July 2015**

Sir/Madam:

Further to the CAR/SAM Planning and Implementation Regional Group (GREPECAS) Activity Plan - CAR Region Projects – Project F2: *Improve Runway Safety*, I wish to invite your Administration/Organization to participate in the Workshop on Best practices to prevent Runway Incursion/Excursions to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 11 to 14 August 2015.

The aim of the workshop is to raise awareness of the State/Territory/International organization related to the runway operational safety aspects; both in policy and in operational areas, considering that Project F2 is focused on aspects under the aerodrome operator control and not to air traffic control or air operations factors.

Civil Aviation Authority (CAA) and Airports Authority personnel with the responsibility for the implementation plan of visual aids, which includes marking, signs and aerodrome lighting as well as being head or part of the Runway Safety Team (RST) of States and Territories of the ICAO CAR Regions and representatives of invited international organizations are expected to attend. The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

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The contents of the workshop will include the following topics:

- Part I: Evaluation of the potential risk that runway incursions represent (taxiways), evaluation of the runway excursions and the conditions of the runway strip, including Runway End Safety Areas (RESAs)
- Part II: Contributing factors to runway incursions: Geometry of taxiways entering the runway and which should be avoided, signage and installation of signs and taxiways lighting, and what should be avoided
- Part III: Example of a Daily inspection checklist - its benefits
- Part IV: Runway surface conditions and the longitudinal slopes
- Part V: Practical solutions to improve RESA and runway strips

The Provisional Programme of the event is at **Attachment A**.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **12 June 2015**.

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 event 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 presentations in electronic format, no hard copies will be distributed during the event.

Presentations that your Administration/Organization may wish to submit at the event should be forwarded to this office by e-mail by **30 June 2015** in PowerPoint format.

Furthermore, in accordance with the 2015-2016 Activities Plan of the Regional Technical Cooperation Project for the Caribbean Region – *Implementation of Performance-Based Air Navigation Systems for the CAR Region (RLA/09/801)*, and, specifically, with the Sub-Project number 5 — **Enhance Capacity and Efficiency of Aerodrome Operations**, I am pleased to inform you that this event is offering one fellowship to each Project Member<sup>1</sup>.

The fellowship includes daily subsistence allowance (DSA) to cover lodging and expenses; your Administration shall provide the candidate with the air ticket to/from Mexico City, Mexico, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office no later than **20 July 2015**. The steps to apply for a fellowship, the nomination form and other useful information are published on the Project RLA/09/801 website at: <http://www.icao.int/NACC/Pages/edocs-tc.aspx>

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<sup>1</sup> *RLA/09/801 Project Member States are: Bahamas, Barbados, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua).*

Regarding fellowships offered to the Eastern Caribbean States through ECCAA, please note that the candidate appointment decision should be made between your Administration and ECCAA. Once coordination has been completed, the nomination form of the candidate representing the Eastern Caribbean States **should be sent to this Regional Office by ECCAA.**

If you require any further information regarding the event, please contact Mr. Jaime Calderón (jcalderon@icao.int) or Ana Valencia, Assistant, (avalencia@icao.int).

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

A digital signature in blue ink, consisting of several overlapping loops, is positioned over the ICAO logo. The logo is circular and contains the text 'ICAO - OACI - ICAO' at the top and 'International Civil Aviation Organization' at the bottom. The signature is flanked by the words 'Firma Digital' on the left and 'Digital Signature' on the right.

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

**Enclosure:**

*A – Provisional Programme*

*B – Registration Form*

**ATTACHMENT / ADJUNTO A**

**Workshop on Best practices to prevent Runway Incursion/Runway Excursions – GREPECAS – Project F2  
 Invitación al Taller sobre Mejores prácticas para prevenir Incursiones/Excursiones de Pista – Actividad del Proyecto F2 del GREPECAS  
 Provisional Programme / Programa provisional**

Schedule / Horario	Tuesday / Martes	Wednesday / Miércoles	Thursday / Jueves	Friday / Viernes
08:30 – 09:00	Registration / Registro	Airport challenges for Runway Incursions (RI) prevention / Retos de los aeropuertos en la prevención de incursiones en pista	Creation of working groups / Creación de grupos de trabajo	Presentations of Working Groups and General discussion / Presentaciones de los Grupos de trabajo y Discusión General
09:00 – 09:15	Opening / Inauguración			
09:15 – 10:00	Introduction to GREPECAS Project F2 “Improve Runway Safety”/ Introducción al Proyecto F2 del GREPECAS “Mejorar la Seguridad Operacional en Pista”	Declare distances calculation / Cálculo de las distancias declaradas	Case Study on Better taxiway design to avoid RI/RE / Caso de estudio sobre Mejor diseño de las calles de rodaje para prevenir RI/RE de pista	
10:00– 10:30	Visual aids – markings, signs and lighting /Ayudas visuales – señales, letreros e iluminación	Airport challenges for Runway Excursions (RE) prevention / Retos de los aeropuertos en la prevención de excursiones de pista		
10:30 – 11:00	<i>Coffee Break</i>			
11:00 – 13:00	Procedures for Air Navigation services PANS-AGA / Procedimientos para los servicios de navegación aérea PANS-AGA	EMAS* Runway excursión prevention / EMAS Prevención de las excursiones de pista	Case Study on Better taxiway design to avoid RI/RE / Caso de estudio sobre Mejor diseño de las calles de rodaje para prevenir RI/RE de pista	Lessons learned / Lecciones aprendidas
13:00 – 13:30	<i>Coffee Break</i>			
13:30 – 15:00	Proposals for the amendment of Annex 14, Volumes I and II / Propuesta de enmienda del Anexo 14, Volúmenes I y II	State Best practices and mitigating procedures to avoid RI/RE / Mejores prácticas de los Estados y medidas de mitigación para prevenir RI/RE	Case Study on Better taxiway design to avoid RI/RE / Caso de estudio sobre Mejor diseño de las calles de rodaje para prevenir RI/RE de pista	Closing Ceremony / Ceremonia de Clausura

\*EMAS: Engineered Materials for Arresting System / Sistema de Parada