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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-N1-8.2.16 — **EMX0246**

10 March 2015

To: States, Territories and International Organizations

Subject: **NAM/CAR/SAM Meeting/Workshop to Improve Regional Search and Rescue (SAR) System and Civil/Military Coordination (Havana, Cuba, 13 to 17 April 2015)**

Action
Required: **Register participation by 3 April 2015**

Sir/Madam:

I am pleased to invite your Administration/Organization to participate in the Meeting/Workshop to Improve Regional Search and Rescue (SAR) System and Civil-Military Coordination to be held in Havana, Cuba from 13 to 17 April 2015.

The working languages of the meeting/workshop will be English and Spanish, and simultaneous interpretation will be provided. The draft agenda of the meeting/workshop is at **Attachment A**.

You are kindly requested to complete the Registration Form at **Attachment B** by **3 April 2015** and send it by e-mail to: dta@iacc.avianet.cu; rex.bernal@iacc.avianet.cu; cc: icaonacc@icao.int.

The general information of the event is at **Attachment C**.

All the event documentation will be placed on the following web page: <http://www.icao.int/NACC/Pages/meetings.aspx?year=2015&cM=03&cY=2015&p=5> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

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If you require further information regarding the meeting/workshop, please contact Mr. Víctor Hernández, Regional Officer, Air Traffic Management and Search and Rescue (vhernandez@icao.int) or his assistant Ms. Sybil Gómez (sgomez@icao.int).

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

A digital signature in black ink, appearing as a stylized, sweeping line. The signature is overlaid on a circular blue stamp. The stamp contains the ICAO logo and the text "Firma Digital" on the left and "Digital Signature" on the right. The ICAO logo itself includes the text "ICAO - OACI - ICAO" at the top and "المنظمة الدولية للطيران المدني" at the bottom.

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

Enclosure:

As indicated

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ATTACHMENT A

NAM/CAR/SAM MEETING/WORKSHOP TO IMPROVE REGIONAL SEARCH AND RESCUE (SAR) SYSTEM AND CIVIL/MILITARY COORDINATION (Havana, Cuba, 13-17 April 2015)

DRAFT AGENDA

- 1. Global and Regional Search and Rescue (SAR) matters**
 - 1.1 States obligations under ICAO's SAR provisions
 - 1.2 Global and Regional Status of Space System for Search of Vessels in Distress (COSPAS) – Search and Rescue Satellite-Aided Tracking (SARSAT) coordination
 - 1.3 SAR national plans
 - 1.4 Implementation of Emergency Locator Transmitter (ELT) and other electronic tools
- 2. SAR Agreements**
 - 2.1 SAR agreements
 - 2.2 Regional implementation of SAR exercises
 - 2.3 SAR coordination and emergency response for natural disasters
- 3. Civil/Military Coordination**
 - 3.1 The Convention on International Civil Aviation (Doc 7300) and ICAO provisions regarding civil/military coordination
 - 3.2 Unmanned Aircraft System (UAS): regulatory framework and challenges
 - 3.3 States Letters of agreement (LOA) for civil/military coordination
 - 3.4 Necessity for Civil/Military Coordination (ICAO Doc 9554 – *Manual concerning safety measures relating to military activities potentially hazardous to civil aircraft operations* and Circular 330 – *Civil/Military Cooperation in Air Traffic Management*)
 - 3.5 Regional initiatives to enhance civil/military coordination
- 4. Airspace Organization and Management (AOM)**
 - 4.1 ICAO provisions for the Flexible Use of Airspace (FUA)
 - 4.2 States initiatives for the reduction of the permanently segregated volumes of Special Use of Airspace (SUA)
 - 4.3 Joint Civil/Military Operational initiatives to reduce fuel burn and CO₂ gas emissions of civil aviation (implementation of Performance-Based Navigation (PBN), Automatic Dependent Surveillance – Broadcast (ADS-B), Controller-Pilot Data Link Communication (CPDLC), etc.)
- 5. Other Business**



ATTACHMENT C REV

Organización de Aviación Civil Internacional
**NAM/CAR/SAM MEETING/WORKSHOP TO IMPROVE REGIONAL SEARCH
AND RESCUE (SAR) SYSTEM AND CIVIL-MILITARY COORDINATION**
Havana, Cuba, 13 to 17 April 2015

GENERAL INFORMATION

1. Event Venue and Dates

The meeting/workshop will take place at Salón Embajadores in Habana Libre Tryp Hotel, Havana, Cuba from 13 to 17 April 2015.

2. Participant Registration

Participant registration will take place on Monday 13 April 2015 from 08:00 to 09:00 hours.

Participants are required to preregister by sending by e-mail the Registration Form to: dta@iacc.avianet.cu; rex.bernal@iacc.avianet.cu; icaonacc@icao.int by **3 April 2015**.

Participants are requested to notify name, last name (including companions if applicable), arrival/departure date and time, and flight number to the Cuban Aeronautical Authority Point of Contact.

3. Opening Ceremony

The opening ceremony will take place on 13 April 2015 at 9:00 hours.

4. Languages and Documentation

The languages of the event are English and Spanish. The documentation for the Meeting/Workshop will be posted on the ICAO NACC Regional Office web site <http://www.mexico.icao.int/Meetings/> as it becomes available.

5. Recommended Dress Code

The recommended dress code is formal for the opening ceremony and casual for the rest of the activities. Taking into account the tropical weather in Cuba, *guayaberas* are considered formal dressing.

6. Local Time

The time in Cuba is normally established at minus 5 hours compared to the Coordinated Universal Time (UTC). During the Meeting/Workshop, the Summer time will apply (Refer to NOTAM A0243/13), which implies minus 4 hours compared to the UTC.

7. Temperature (°28 C)

Weather forecast in April in Havana, Cuba is as follows:

- Medium temperature: 25° C
- Maximum: 29° C
- Minimum: 21° C

April is not a rainy month, although showers occur occasionally.

8. Electricity

Electricity is 110 V in national territory, however, in recommended hotels it could be 220 V.

9. Currency and Credit Cards

The Cuban Peso is the national currency but cannot be exchanged to other currencies. There is also the Convertible Cuban Peso (CUC), for which the exchange rate is 1US\$ equivalent to 0.96852 CUC (subject to variation). For visitors, prices are shown and paid in Convertible Cuban Pesos. For other foreign currencies, such as US Dollar (USD), Canadian Dollar (CAD), Sterling Pound (GBP), Marco RFA (DEM), Mexican Peso (MXN), it is recommended to exchange at the Cuba National Bank Agencies.

International credit cards VISA, MASTER CARD and those not issued by a United States bank are usually accepted in shopping centres, hotels, restaurants and bank agencies.

10 Visa Requirements

A special coordination with the Cuban Identification, Immigration and Foreigners Ministry has been made, in order to facilitate the entrance to Cuba to the participants. For those countries that are not visa exempted, a visa or tourist card can be obtained through the Cuban Consulate in their countries.

Another alternative is to acquire the visa upon arrival to the José Martí international airport in Havana, Cuba, except citizens from United States or Cuba.

11. Airport Departure Tax

Departure tax at Havana José Martí international airport is 25.00 CUC for departing passengers.

12. Security Recommendations

Security recommendations are the same as in any city, such as carrying only the necessary money, and not wearing costly jewellery or other valuables.

13. Communication

Besides public phones, which allow local, national and international calls, communications centres offer phone, fax and internet services.

During work sessions, Wi-Fi is provided in the meeting room.

Suggested hotels offer internet connection.

Habana Libre Tryp Hotel offers the following rates for Wi-Fi connection outside the event time:

Time	Rate/hour (CUC)	Expiration
1 hour	11.00	3 days
2 hours	11.00	3 days
8 hours	8.00	5 days
24 hours	6.00	10 days
64 hours	3.50	15 days
120 hours	2.50	30 days
240 hours	2.00	30 days

14. Tips and taxis

A 10% tip is advised. Generally tip is given at the end of the service and it is optional for the establishment to include it or not.

Tips at restaurants are at the discretion of the customer.

For transportation within the city, it is advised to use taxis recommended by the hotel.

15. Lodging and reservations

VENUE HOTEL	Category	Double room (USD)	Single room (USD)
HABANA LIBRE TRYP <i>Breakfast and airport-hotel-airport transportation are included</i>	5*	160 80 × Person	107
HABANA LIBRE <i>Breakfast included</i>	5*	152 76 × Person	101
OTHER SUGGESTED HOTELS			
NACIONAL	5*	186	139
MELIA COHIBA	5*	268	257
CAPRI	4*	210	145

Ms. María C. Valdés Fernández, International Sales Main Specialist, should be contacted for booking, by e-mail: ventas6@paradis.artex.cu; maricary21@gmail.com or by phone +537 836 2124.

If the option without transportation is selected, José Martí international airport is located in Boyeros municipality, 15 km from Havana city centre. Airport-hotel average rate is between 20.00 and 25.00 CUC.

16. Habana Libre Tryp booking payment options

Bookings should preferably be paid through Azuba Bank Online Payment, a German bank with relations with Cuba, through which even north American participants can easily pay. This online payment method is safe and payment information is received automatically by the client and Mrs. María C. Valdés Fernández, International Sales Main Specialist.

In special cases, when no online payment can be made, the booking can be paid directly in Paradiso Agency in Cuba. This payment would be made in CUC, according to the exchange rate established by the Cuba Central Bank and mentioned in point 9 of this document (1 USD = 0,96852 CUC)

17. Cuba Aeronautical Authority Point of Contact

For general matters and event registration, by sending the registration for to:

Dr. C Rex Miguel Greenidge Bernal
Aeronautical Inspector, Operations and Safety Area-IACC
Email: rex.bernal@iacc.avianet.cu
Tel: +53-7-8381115

Yaimar Gómez S.
Air Transport and RRII Directorate Executive Secretary - IACC
Email: dta@iacc.avianet.cu; yaimar.gomez@iacc.avianet.cu
Tel: 53-78381170

ICAO NACC Regional Office
icaonacc@icao.int

For visa matters:

Dr. Mayda Molina Martínez
Air Transport Director y RRII - IACC
Email: mayda.molina@iacc.avianet.cu
Tel: 53-78381170

Yaimar Gómez S.
Air Transport and RRII Directorate Executive Secretary - IACC
Email: dta@iacc.avianet.cu; yaimar.gomez@iacc.avianet.cu
Tel: 53-78381170

For Habana Libre Tryp bookings:

Mrs. María C. Valdés Fernández
International Sales Main Specialist, Paradiso Agency
Email: ventas6@paradis.artex.cu; maricary21@gmail.com.
Tel: 53-78362124.

CC:

Dr. C Rex Miguel Greenidge Bernal
Aeronautical Inspector, Operations and Safety Area-IACC
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Yaimar Gómez S.
Air Transport and RRII Directorate Executive Secretary - IACC
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