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When replying please quote:

Ref.: NT-N1-3.10, NT-NE30-2 — **E.OSG - NACC61849**

26 July 2016

To: Eastern Caribbean States, Territories, ECCAA, and International Organizations

Subject: **Invitation – Seventh Eastern Caribbean Network Technical Group (E/CAR/NTG/7) and Fifth Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/5)**
Basseterre, St. Kitts and Nevis, 17 – 18 October 2016

Action

Required: 1) Submission of documentation by the deadlines provided in this letter
2) Register participation by **16 September 2016**

Sir/Madam,

On behalf of the E/CAR/NTG and E/CAR/RD, I have the honour to invite your Administration/Organization to participate in the Seventh Eastern Caribbean Network Technical Group (E/CAR/NTG/7) and the Fifth Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/5) to be held in St. Kitts and Nevis, from 17 to 18 October 2016. These meetings are kindly hosted by the Sint Kitts and Nevis Ministry of Foreign Affairs and Aviation.

For these meetings, the E/CAR Aeronautical Fixed Services (AFS) Network operation and performance services and other network evaluation issues will be discussed, the status of the situational awareness improvements with the radar data sharing and radar data display will be reviewed, next steps in the implementation of the Radar displays will be defined and the future actions on enhancing the services on telecommunication and surveillance in the E/CAR will be one of the main points of discussion. Please note also that after these meetings, the E/CAR/CATG/3 Meeting will be held in the same venue from 19 to 21 October 2016.

All members of the E/CAR/NTG and the E/CAR/RD are expected to attend. I urge your Administration to send the focal points designated for the operation and maintenance of the E/CAR AFS Network and radar data sharing activities to the meetings.

Please find the Provisional Agenda and Provisional Schedule at **Attachments A and B** for the E/CAR/NTG/7 and E/CAR/RD/5 Meetings. Documentation that your Administration/organization may wish to present at the meetings should be forwarded to this office by e-mail by **5 October 2016**, 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.

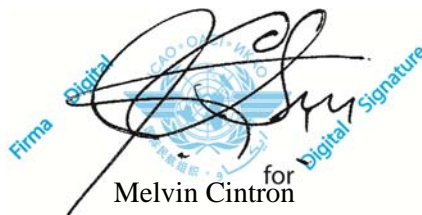
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All meeting documentation will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/default.aspx> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

You are kindly requested to complete and return the Registration Form at **Attachment C** by e-mail for each participant by **16 September 2016**. The venue information will be provided shortly.

If you require any further information regarding the meetings please contact Mr. Julio Siu, ICAO NACC Deputy Regional Director (jsiu@icao.int); Ms. Veronica Ramdath, Radar Data Sharing Ad-hoc Group Rapporteur (vramdath@caa.gov.tt), or Mrs. Leslie Gandara, (lgandara@icao.int).

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

A digital signature in blue ink, appearing as a stylized cursive 'M' and 'C', 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.

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

Enclosure:

A – Provisional Agenda
B – Registration Form
(Templates for Papers)

APPENDIX A

PROVISIONAL AGENDA

- Agenda Item 1** **Approval Agenda and Work Schedule**
- Agenda Item 2:** **Review of Valid Conclusions from E/CAR/NTG/06-RDS/04, E/CAR/CATG/02 and ECAR/DCA/26 Meetings related to the Work of the NTG and RDS**
- 2.1 Follow-up on previous E/CAR/NTG-RD Conclusions and Decisions
 - 2.2 Follow-up on E/CAR/CATG/02, ECAR/DCA/26, and NACC/DCA/6 Meetings
 - 2.3 Follow-up to the Air Navigation Implementation Working Group (ANI/WG) Conclusions
- Agenda Item 3:** **E/CAR Aeronautical Fixed Service (AFS) Network Performance and Operation**
- 3.1 Network performance and general aspects
 - 3.2 Update on E/CAR AFS Network Interconnection to the MEVA Network
- Agenda Item 4:** **Surveillance Sharing Activities**
- 4.1 Review of Surveillance Sharing Letter of Agreements (LoAs)/Memoranda of Understanding (MoUs): Trinidad and Tobago, French Civil Aviation, and Barbados
 - 4.2 Surveillance sharing update: Antigua and Barbuda, Guyana, Sint Maarten, Trinidad, and Tobago, United States (San Juan), Venezuela
 - 4.3 Automatic Dependent Surveillance – Contract (ADS-C) and Automatic Dependent Surveillance - Broadcast (ADS-B)/MLAT developments
 - 4.4 Review of Performance and User’s Comment on Radar Display Phase 1
- Agenda Item 5:** **Radar Data Display Request for Proposal (RFP)**
- 5.1 Definition of Technical Requirements and Proposal
 - 5.2 Definition of RFP process
- Agenda Item 6:** **Update of E/CAR/NTG and RDS Terms of Reference and Work Programme**
- Agenda Item 7:** **Other Business**

APPENDIX B

PROVISIONAL SCHEDULE

Time	Monday 17 October 2016	Tuesday 18 October 2016
08:30 – 09:00	Registration	
09:00 – 09:30	Opening Ceremony & Photo	Agenda Item 4 (cont'd)
09:30 – 10:00	Agenda Item 1	
10:00 – 10:30	Agenda Item 2	
10:30 – 11:00	<i>Coffee Break</i>	
11:00 – 11:30	Agenda Item 3	Agenda Item 5
11:30 – 13:00		
13:00 – 14:00	<i>Lunch</i>	
14:00 – 15:00	Agenda Item 3 (cont'd)	Agenda Item 6
15:00-15:30	<i>Coffee Break</i>	
15:30- 16:30	Agenda Item 4	Agenda Item 7 Review of the Draft Report

ATTACHMENT C



ICAO

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

**Seventh Eastern Caribbean Network Technical Group (E/CAR/NTG/7) and
Fifth Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/5)**
Basseterre, St. Kitts and Nevis, 17 – 18 October 2016

REGISTRATION FORM

1.	Position in your Delegation: <i>(Please select one option)</i>	Chief Delegate		Delegate		
		Adviser		Observer		
2.	Country / Organization					
3.	Salutation	Mr.		Mrs.		Miss
4.	Name					
5.	Official Position or Title					
6.	Official Telephone					
7.	Mobile (to contact you in case of an emergency)					
8.	Official E-mail					
9.	Hotel and address where you will be staying during the event					
10.	Please indicate if accompanied by your family	Yes		#		
11.	Dates of total stay in the venue Country					
12.	Please indicate if you have any medical condition or allergies					
13.	Emergency contact information in your country of origin	Name				
		Relationship				
		Telephone				

Please send this form to:
E-mail: icaonacc@icao.int