



International  
Civil Aviation  
Organization

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de Aviación Civil  
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Международная  
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гражданской  
авиации

منظمة الطيران  
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国际民用  
航空组织

When replying please quote:

Ref.: NT-N1-8.7.6, NS2-35 — **E.OSG - NACC62386**

30 August 2016

To: States, Territories and International Organizations

Subject: **Invitation – NAM/CAR/SAM Search and Rescue (SAR) Implementation and Civil-military Coordination Meeting**  
Port of Spain, Trinidad and Tobago, 25-28 October 2016

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **30 September 2016**
  - 2) Submission of presentation/documentation by the deadlines provided in this letter
  - 3) Register participation by **7 October 2016**

Sir/Madam,

Further to Conclusion E/CAR/DCA/26/2/8 – *SAR POCS for SAR Improvements and Development of the E/CAR Natural Disaster Emergency Plan*, I wish to invite your Administration/Organization to participate in the Search and Rescue (SAR) Implementation Meeting to be held in the Port of Spain, Trinidad and Tobago, from 25 to 28 October 2016, which will be hosted by the Trinidad and Tobago Civil Aviation Authority (TTCAA).

SAR coordinators, Rescue Coordination Centre (RCC) representatives, SAR team coordinators, pilots, Air Traffic Management (ATM) planners, Air Traffic Controllers (ATC), airport rescue team members, military authorities of States and Territories of the ICAO NAM/CAR/SAM 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.

The Provisional Agenda of the event is at **Attachment A**. States wishing to submit proposals for the addition of items should do so by **30 September 2016**.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **7 October 2016**.

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The General information is presented at **Attachment C**. If you need local assistance, please contact the meeting coordinators from the TTCAA, Ms. Hema Dass, Manager Administration ([hdass@caa.gov.tt](mailto:hdass@caa.gov.tt)) or Ms. Lauren Sam, Air Navigation Services (ANS) Assistant ([lsam@caa.gov.tt](mailto:lsam@caa.gov.tt)), who can provide local information or in case you experience difficulties making your hotel reservation, and to whom you shall contact to provide your itinerary to arrange the transportation from the airport to the hotel.

All event 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.

Documentation/Presentations that your Administration/Organization may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word/PowerPoint format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

Only working papers received by this office by **7 October 2016**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office after that date will have to be submitted in both languages. Information papers will only be issued in the language submitted. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **14 October 2016**. The deadlines for submission of documentation for translation will be strictly enforced. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish).

Furthermore, in accordance with the 2016 Activities Plan approved by the Steering Committee of the Regional Technical Cooperation Project for the Caribbean Region – *Multi-Regional Civil Aviation Assistance Programme (MCAAP) (RLA/09/801)*, I am pleased to inform that the Project is offering for this event one fellowship to each Project Member<sup>1</sup>.

The fellowship includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to/from Port of Spain, Trinidad and Tobago, 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 by **4 October 2016**. 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>

Regarding the fellowship 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**.

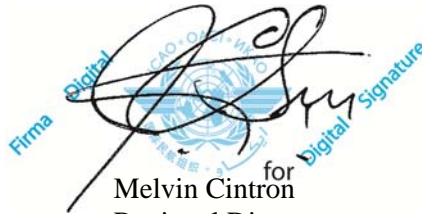
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<sup>1</sup> *RLA/09/801 Project Member States are: Bahamas, Barbados, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the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

If you require any further information regarding the event, please contact Mr. Victor Hernández, Regional Officer, Air Traffic Management and Search and Rescue ([vhernandez@icao.int](mailto:vhernandez@icao.int)) and/or Ms. Ana Valencia, Assistant, ([avalencia@icao.int](mailto:avalencia@icao.int)).

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

A digital signature in blue ink, overlaid on a circular ICAO logo. The logo contains the text 'ICAO' and 'International Civil Aviation Organization'. The signature is written in a cursive style.

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

**Enclosure:**

*A – Provisional Agenda*

*B – Registration Form*

*C – General Information*

*(Templates for Papers)*

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## ATTACHMENT A

### NAM/CAR/SAM SEARCH AND RESCUE (SAR) IMPLEMENTATION AND CIVIL-MILITARY COORDINATION MEETING

(Port-of-Spain, Trinidad and Tobago, 25 to 28 October 2016)

#### 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 the 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 for aircraft surveillance

#### 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 operational challenges
- 3.3 States Letters of agreement (LOA) for civil/military coordination
- 3.4 Need 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 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 CO<sub>2</sub> gas emissions of civil aviation (implementation of Performance-Based Navigation (PBN), Automatic Dependent Surveillance – Broadcast (ADS-B), Controller-Pilot Data Link Communication (CPDLC), etc.)
- 4.4     Air Traffic Service (ATS) Contingency plans

**5.     Other Business**

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North American, Central American and Caribbean Office (NACC)  
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

## ATTACHMENT/ADJUNTO B

**NAM/CAR/SAM Search and Rescue (SAR) Implementation and Civil-military Coordination Meeting**  
**Reunión de implementación de Búsqueda y Salvamento (SAR) y Coordinación cívico-militar NAM/CAR/SAM**  
**(SAR MTG)**

Port-of-Spain, Trinidad and Tobago, 25-28 October 2016 / Puerto España, Trinidad y Tabago, 25-28 de octubre de 2016

## REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	Position in your Delegation: (Please select one option)	Chief Delegate / Jefe de la Delegación		Delegate / Delegado	
	Posición dentro de su Delegación: (Por favor seleccione una opción)	Adviser / Asesor		Observer / Observador	
2.	Country / Organization País / Organización				
3.	Salutation / Encabezamiento	Mr. / Sr.		Mrs. / Sra.	Miss / Srta.
4.	Name / Nombre				
5.	Official Position or Title / Cargo o Título Oficial				
6.	Official Telephone / Teléfono oficial				
7.	Mobile (to contact you in case of an emergency) Celular (para contactarle en caso de emergencia)				
8.	Official E-mail / Correo-e oficial				
9.	Hotel and address where you will be staying during the event (for hotel-venue-hotel transportation services)/ Hotel y dirección donde se estará hospedando durante el evento (para efectos de transporte hotel-sede-hotel)				
10.	Flight itinerary/Itinerario de vuelo				
11.	Please indicate if accompanied by your family Por favor indique si lo acompaña su familia	Yes / Sí		#	
12.	Dates of total stay in the venue Country Fechas de estancia total en el País del evento				
13.	Please indicate if you have any medical condition or allergies / Por favor indique si usted tiene alguna condición médica o alergias				
14.	Emergency contact information in your country of origin / Información de contacto para emergencias en su país de origen	Name Nombre			
		Relationship Relación			
		Telephone Teléfono			

Please send this form to: / Por favor envíe este formulario a:

E-mail: [icaonacc@icao.int](mailto:icaonacc@icao.int); and [hdass@caa.gov.tt](mailto:hdass@caa.gov.tt)

## ATTACHMENT C

### GENERAL INFORMATION

#### 1. Event Venue and Dates

The NAM/CAR/SAM Search and Rescue (SAR) Implementation and Civil-military Coordination Meeting will be held at Trinidad and Tobago Civil Aviation Authority, located at Caroni North Bank Road, Piarco, Trinidad and Tobago, from 25 to 28 October 2016. The working language of the event will be English and Spanish with simultaneous interpretation if sufficient participants of both languages provide timely registration.

#### 2. Name and Contact Numbers of the Meeting's Coordinators and Assistant

*ICAO NACC Regional Office*

*Mr. Victor Hernandez, Regional Officer, Air Traffic Management and Search and Rescue*

*Ms. Ana Valencia, Assistant*

*E-mail:                    icaonacc@icao.int  
                                 vhernandez@icao.int  
                                 avalencia@icao.int*

*Trinidad and Tobago Civil Aviation Authority*

*Mr. Rohan Garib*

*Deputy Director General Air Navigation Services*

*E-mail:                    rgarib@caa.gov.tt*

*Ms. Hema Dass*

*Manager Administration, International Affairs and Environment*

*E-mail:                    hdass@caa.gov.tt*

*Ms. Lauren Sam*

*Air Navigation Services Assistant*

*E-mail:                    lsam@caa.gov.tt*

#### 3. Participants Registration

Delegate registration will take place on 25 October 2016, from 08:30 to 09:00 hours.

#### 4. Opening Ceremony

The opening ceremony will take place on 25 October 2016, from 09:00 to 09:30 hours.

#### 5. Accommodation

The recommended hotels are presented in the **Appendix**.

#### 6. Transportation

The transportation from the airport to the hotel will be provided by the Trinidad and Tobago Civil Aviation Authority.

**7. Documentation Link**

The documentation for the Meeting is being posted on the ICAO NACC Office Website; participants should check our website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

<http://www.icao.int/NACC/Pages/Meetings.aspx>

*Click on “NAM/CAR/SAM Search and Rescue (SAR) Implementation and Civil-military Coordination Meeting”*

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**APPENDIX  
TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY  
CARONI NORTH BANK ROAD, PIARCO  
LIST OF RECOMMENDED HOTELS**

**NAM/CAR/SAM SEARCH AND RESCUE (SAR) IMPLEMENTATION AND CIVIL-MILITARY COORDINATION MEETING  
PORT OF SPAIN, TRINIDAD AND TOBAGO, 25-28 OCTOBER 2016**

Name of Hotel	Address / Telephone / Email / Web	Rates (US Currency)
Regent Star	118-119 BWIA Boulevard, Piarco Tel: 1 868 669 7827 Email: regentstarmarketing@yahoo.com	<b>Double:\$154.00</b> <b>Single: \$140.80</b> per night inclusive of breakfast and taxes. TTCAA Code: <b>CAARS01</b>
Holiday Inn Express	Trincity, Trinidad Tel :1 868 669-6209 Ms. Jemma John	\$176.13 plus taxes ➤ Breakfast- complimentary ➤ Internet - complimentary ➤ Shuttle service to airport and Trincity Mall – complimentary
Palms Hotel	35 A Eastern Main Road Arouca Tel 1 868 692-4529	STD: US\$85.00 Single Superior: US\$100.00 Quad Room : USD\$125.00 for 2 persons Inclusive of Continental Breakfast and taxes Internet – complimentary

*All prices quoted in US Currency.*

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