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18 September 2018

To: States, Territories and International Organizations

Subject: Invitation – Automatic Dependent Surveillance – Broadcast (ADS-B) Implementation and Regulation Meeting for the NAM/CAR/SAM Regions (ADS-B/LEG) Mexico City, Mexico, 26-30 November 2018

Action

Required:

- 1) Transmittal by States of any additional items to the Provisional Agenda by **30 September 2018**
- 2) Submission of documentation by the deadlines provided in this letter
- 3) Register participation by **15 November 2018**

Sir/Madam,

I wish to invite your Administration/Organization to participate in the ADS-B Implementation and Regulation Meeting for the NAM/CAR/SAM Regions (ADS-B/LEG) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 26 to 30 November 2018. This meeting is composed of two parts:

On 26 November 2018, the NAM/CAR Surveillance Task Force (SURV/TF) and the Surveillance Task Forces from the SAM Region will meet with the objective to update the status of implementation of the ADS-B, status of the activities agreed during the last meeting held in Lima, Peru in November 2017, for radar data sharing and finally prepare for the issues to be developed in the second part of the Meeting. The working language of this meeting will only be **Spanish**.

From November 27 to 30 November 2018, the rest of the NAM/CAR/SAM ADS-B Implementation and Regulation Meeting will be conducted. This part of the Meeting has the objective to assist the States in the implementation of ADS-B in accordance with the established target with the Regional Performance Objectives (RPOs) of situational awareness (Module B0-ASUR and B0-SURF) specified in the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP) and the Air Navigation System Performance-Based Implementation Plan (PBIP) for the SAM Region, including the review of regulation matters for its implementation. The working languages from November 27 to 30 November 2018 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 Provisional Agenda and Schedule are presented in **Appendixes A and B**, respectively. The event is addressed to air navigation system planners specialized in the surveillance area in the technical (maintenance), operational and regulation development responsible staff, and to the members of the NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG) Surveillance Task Force (SURV/TF) and Surveillance Task Forces from SAM Region, who participate in the regional implementation and Surveillance activities. In the same way, it is addressed to the International Organizations and the industry, which will provide the aircraft fleet status in the region and the future planning for its use, provide information about ADS-B data quality and considerations for ADS-B n.

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). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

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.

Documentation that your Administration/Organization may wish to submit/present at the meeting should be forwarded to this office by e-mail by **9 November 2018**, 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.

Only working papers **received** by this office by **25 October 2018**, 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 and will be presented according to the availability of the work agenda. Otherwise, they will become Information Papers. 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 **9 November 2018**. 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, I am pleased to inform that each Project RLA/09/801 Member¹ may apply for a fellowship under Project RLA/09/801 within the fellowship offer for the current year. In order to know how many fellowships are available for your Administration for this year, please contact Ms. Claudia López, Technical Cooperation Associate (clopez@icao.int). 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 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 by **29 October 2018**. 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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¹ *RLA/09/801 Project Member States are: Bahamas, Barbados, Canada, 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 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.**

Your Administration is invited to:

- a) take note of the Provisional Agenda presented in Appendix A and submit any comment by **30 September 2018**;
- b) complete and return the fellowship nomination form by **29 October 2018**;
- c) submit documentation you wish to present by **9 November 2018**; and
- d) complete and return the Registration Form at Appendix C by e-mail for each participant by **15 November 2018**.

If you require any further information regarding the event, please contact Ms. Mayda Ávila, ICAO NACC Regional Officer, Communications, Navigation and Surveillance, or Miss. Lizette Morales, Assistant, (nacc-cns@icao.int).

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

A digital signature of Melvin Cintron, consisting of a blue ink scribble over a circular ICAO logo. The logo contains the text 'Firma Digital' on the left and 'for Digital Signature' on the right.

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

Enclosure:

A – Provisional Agenda; B – Provisional Schedule; C – Registration Form; D – Working Paper Template; E – Information Paper Template; F – Appendix Template

APPENDIX A

AUTOMATIC DEPENDENT SURVEILLANCE – BROADCAST (ADS-B) IMPLEMENTATION AND REGULATION MEETING FOR THE NAM/CAR/SAM REGIONS (ADS-B/LEG) (Mexico City, Mexico, 26 – 30 November, 2018)

PROVISIONAL AGENDA

Agenda Item 1: Review and Approval of Provisional Agenda and Schedule

Agenda Item 2: Surveillance NAM/CAR Task Force – *The discussion of Agenda Item 2 will be in Spanish only*

- 2.1 Review of previous conclusions, ADS-B implementation, Lima Peru, November 2017
- 2.2 Review and Update of activities for the ADS-B implementation, ADS-B Equipment installed, Availability of Infrastructure and Capacity of the Processing Systems and ADS-B data integration by the States of the NAM / CAR/SAM Regions
- 2.3 Review of Regional and Interregional Programs for Sharing Surveillance Data
- 2.4 Review of the Operational Concept (CONOPS) Regional ADS-B (Ad-Hoc Group) and Work Programme Update of the Surveillance Task Force
- 2.5 Agreements, Conclusions and Recommendations

Agenda Item 3: Overview of ADS-B Versions

Provide information on differences between the ADS-B versions. States and Air Navigation Service Providers (ANSPs) need to be aware of these differences as they plan for using ADS-B in their area of responsibility

Agenda Item 4: Technical and operational requirements required for the ADS-B implementation

- 4.1 Operational Procedures
- 4.2 Technical procedure
- 4.3 Avionics on-board

The meeting will provide information about technical and operational requirement that have to be met before the development of the ADS-B regulation. At the end of this Agenda item, the meeting could conduct an evaluation on the requirements completion and identify their needs to comply with all requirements.

Agenda Item 5: Quality of ADS-B information

Following ADS-B implementation and data sharing in your area of responsibility, and in consideration of the decisions, conclusion and recommendations provided by the last meeting held in Lima, Peru on November 2017, it is necessary for your State/ANSPs to have procedures and guidance available on how to conduct an evaluation of the ADS-B data.

Agenda Item 6: ADS-B regulation considerations.

The Meeting will review the lessons learned and experience of other States that have developed ADS-B regulations. Participants could analyze the regulation in place and other items related to regulation.

Agenda Item 7: Next Steps- Need for guidance and polices to aid in equipage and the usage of information.

Provide information of the developed experiences by the States, policies implementation regarding the State and the use of the avionics on board.

Agenda Item 8: Other business

Any other important topic related to the meeting.

APPENDIX B

**AUTOMATIC DEPENDENT SURVEILLANCE – BROADCAST (ADS-B) IMPLEMENTATION
AND REGULATION MEETING FOR THE NAM/CAR/SAM REGIONS (ADS-B/LEG)**
(Mexico City, Mexico, 26 – 30 November, 2018)

PROVISIONAL SCHEDULE

Time	Monday 26 November	Tuesday 27 November	Wednesday 28 November	Thursday 28 November	Friday 30 November
08:30 – 09:00	<i>Registration</i>				
09:00 – 09:30	<i>Opening Ceremony</i>	<i>Group Photo</i> Agenda Item 3 (cont.)	Agenda Item 4 (cont.)	Agenda Item 6	Agenda Item 7 (cont.)
09:30 – 10:00	Agenda Item 1				Agenda Item 8
10:00 – 10:40	Agenda Item 2.1 (only in Spanish)				
10:40 – 11:00	<i>Coffee break</i>				
11:00 – 12:00	Agenda Item 2.2 (only in Spanish)	Agenda Item 3 (cont.)	Agenda Item 5	Agenda Item 6 (cont.)	Reading and Review Draft Conclusions
12:00 – 13:00	Agenda Item 2.3 (only in Spanish)				Closing of the Meeting
13:00 – 14:00	<i>Break for Lunch</i>				
14:00 – 15:00	Agenda Item 2.4 (only in Spanish)	Agenda Item 4	Agenda Item 5 (cont.)	Agenda Item 7	
15:00 – 16:00	Agenda Item 2.5 (only in Spanish)				
