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Международная
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航空组织

When replying please quote:

Ref.: NT- NE 57-2 — **E.OSG - NACC73663**

3 July 2018

To: States, Territories and International Organizations

Subject: New Dates – Invitation – Fourth NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/4)
Miami, United States, 21 – 24 August 2018

Action

Required:

- 1) Transmittal by States of any additional items to the Provisional Agenda by **13 July 2018**;
- 2) Submission of documentation by the deadlines provided in this letter
- 3) Register participation by **31 July 2018**
- 4) Submission of fellowship nomination forms by **20 July 2018**

Sir/Madam,

I make reference to my letter NACC73481 dated 25 May 2018 communicating the postponement of the abovementioned meeting. The new dates have been established and I wish to invite your Administration/Organization to participate in the Fourth NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/4), kindly hosted by United States to be convened from 21 to 24 August 2018 in Miami, United States.

The ANI/WG/4 meeting will follow-up on the agreements reached in the ATM, AIM, CNS fields by the Fifth North American, Central American and Caribbean Working Group Meeting (NACC/WG/5) and the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP) priorities and objectives, analysing the implementation progress by each State/International Organization from the NAM/CAR Regions and the works achieved by the ANI/WG Task Forces (ANI/WG TFs), and identifying the benefits resulting from these implementations. Action plans will be updated, and agreements and proposals will be defined to be approved by the Civil Aviation Directors. The monitoring of the implementation progress, status and limitations, and the suggestions on improvement actions will be agreed. Updates and formulation of ASBU B0 targets are also expected. Finally, the progress report from this implementation will be analysed as part of the monitoring and reporting from ICAO to the NAM/CAR Directors of Civil Aviation.

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Participation from the NAM/CAR States Air Navigation Service Providers (ANSPs), ALTA/IATA, IFAIMA and the ANI/WG TF members is encouraged. All ANI/WG TF members are expected to update on implementation progress, including details of any implementation challenges, along with proposals concerning a further development of the RPBANIP. Additionally, participants are expected to provide updates concerning progress on the actions agreed at the ANI/WG/3 meeting as detailed at <http://www.icao.int/NACC/Pages/nacc-regionalgroups-aniwg.aspx>.

All NAM/CAR States/Territories specialists from AIM, ATM and CNS, International Organizations, chairpersons, committees rapporteurs and the regional work group members from Central America, Central Caribbean and the Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG) are expected to attend.

Likewise, it is important to take note that both the ANI/WG Chairperson and the respective Task Force Rapporteurs have to present their progress in the meeting. Moreover your Administration may present any progress or benefit achieved from your Air Navigation Implementation National Plan aligned to the Regional Plan.

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 (Revised) of the meeting is provided in **Attachment A** and the Provisional Schedule is presented at **Attachment B**. States wishing to submit proposals for additional items should do so by **13 July 2018**.

You are kindly requested to complete and return the Registration Form at **Attachment C** by e-mail for each participant by **31 July 2018**.

General information of the venue/hotels is presented in **Attachment D**. Participants are encouraged to make reservations directly with the hotel in a timely manner.

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 Miami, United States, 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 **20 July 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>

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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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).*

All meeting documentation will be uploaded in the Meetings Section of the following web page: <https://www.icao.int/NACC/Pages/meetings-2018-aniwg4.aspx> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

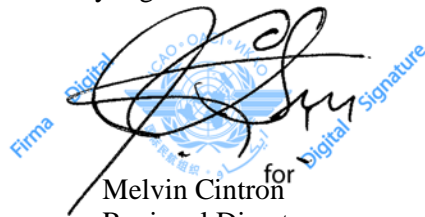
Documentation that your Administration/Organization may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit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

Only working papers **received** by this office by **20 July 2018**, submitted by States/Territories, will be translated to ensure timely processing. The deadline for submission of documentation for translation will be strictly enforced. 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 these papers is **3 August 2018**. You are encouraged to submit documentation in both languages (i.e., English and Spanish).

If you require any further information regarding the meeting, please contact Mr. Raúl Martínez, ICAO NACC Regional Officer, Aeronautical Information Management (rmartinez@icao.int) or Mrs. Sybil Gómez, Assistant (sgomez@icao.int).

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



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

Enclosure:

- A – Provisional Agenda*
- B – Provisional Schedule*
- C – Registration Form*
- D – General Information*
- E – Working Paper Template*
- F – Information Paper Template*
- G – Appendix Template*

Distribution List:

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Barbados

Belize

Canada

Curaçao

Curaçao

Jamaica

Jamaica

Trinidad and Tobago

Trinidad and Tobago

Trinidad and Tobago

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ATTACHMENT A

**FOURTH NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN AIR NAVIGATION
IMPLEMENTATION WORKING GROUP MEETING
(ANI/WG/4)**

(Miami, United States, 21 – 24 August 2018)

PROVISIONAL AGENDA (Revised)

Agenda Item 1: Review and Approval of the Agenda, Working Method and Schedule of the Meeting

Agenda Item 2: Review and Follow-up to Relevant and Valid Conclusions/Decisions of ANI/WG/3, NACC/WG/4 and GREPECAS Meetings

Agenda Item 3: Global and Regional Air Navigation Plans

- 3.1 Regional Electronic Air Navigation Plan (eANP) progress
- 3.2 Relevant updates of ICAO Standards and Recommended Practices (SARPs)
- 3.3 Proposal of AGA, MET and SAR integration to ANI/WG
- 3.4 Other Global/Regional Air Navigation Developments
 - 3.4.1 Follow-up to the implementation of a regulatory framework for Unmanned Aircraft System(s) (UAS) Operations
 - 3.4.2 Review of Regional Supplementary Procedures (*Doc 7030*)
 - 3.4.3 Results of the ITU World Radiocommunication Conference 2015 (WRC-15)
 - 3.4.4 The Air Traffic Services Inter-facility Data Communication (AIDC) (APAC) and NAM/ICD Protocols of the NAM/CAR Regions Implementation

Agenda Item 4: Follow-up, Performance Evaluation and Monitoring of the CAR Regional Performance Based Air Navigation Implementation Plan

- 4.1 Progress Reports of the Task Forces of the ANI WG
- 4.2 Progress on the new version 4.0 of the Regional Performance Based Air Navigation Plan
- 4.3 Progress report by States of Adopted Aviation System Block Upgrades (ASBU) B0 Modules
- 4.4 CAR RLA-09/801 Project Outcomes in support to Regional Air Navigation Plans implementation
- 4.5 Review of the ICAO NACC Regional Office No Country Left Behind (NCLB) Strategy

Agenda Item 5: Other Business

ATTACHMENT B

PROVISIONAL SCHEDULE

| Time | Tuesday 21 August | Wednesday 22 August | Thursday 23 August | Friday 24 August |
|----------------------|---|--------------------------------|--|--|
| 08:30 – 09:00 | <i>Registration</i> | | | |
| 09:00 – 09:30 | <i>Opening Ceremony & Photo</i> | Task Forces Meeting | Task Forces Presentation (cont.) | Agenda Item 4 (cont.) |
| 09:30 – 09:45 | Agenda Item 1 | | | Agenda Item 5 |
| 09:45 – 10:40 | Agenda Item 2 | | | |
| 10:40 – 11:00 | <i>Coffee break</i> | | | |
| 11:00 – 13:00 | Agenda Item 3 | Task Forces Meeting (cont.) | Agenda Item 4 | Reading and Review Draft Conclusions |
| | | | | Closing of the Meeting |
| 13:00 – 14:00 | <i>Lunch time</i> | | | |
| 14:00 – 15:30 | Agenda Item 3 (cont.) | Task Forces Presentation | Agenda Item 4 (cont.) | |

ICAO



OACI

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

Fourth NAM/CAR Air Navigation Implementation Working Group Meeting
Cuarta Reunión del Grupo de Trabajo sobre implementación de Navegación Aérea para las Regiones NAM/CAR
(ANI/WG/4)

Miami, United States, 21 – 24 August 2018 / Miami, Estados Unidos, 21 – 24 de agosto de 2018

REGISTRATION FORM / FORMULARIO DE REGISTRO

| | | | | | | | | |
|-----|---|---|--|--------------------|--|---------------------|------------------------------|--|
| 1. | Position in your Delegation: <i>(Please select one option)</i> | Chief Delegate / Jefe de la Delegación | | | | | Delegate / Delegado | |
| | Posición dentro de su Delegación: <i>(Por favor seleccione una opción)</i> | 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 / Hotel y dirección donde se estará hospedando durante el evento | | | | | | | |
| 10. | Please indicate if accompanied by your family Por favor indique si lo acompaña su familia | Yes / Sí | | # | | | | |
| 11. | Dates of total stay in the venue Country Fechas de estancia total en el País del evento | | | | | | | |
| 12. | Please indicate if you have any medical condition or allergies / Por favor indique si usted tiene alguna condición médica o alergias | | | | | | | |
| 13. | 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

ATTACHMENT D



ICAO

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

Fourth NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/4) Miami, United States, 21 – 24 August 2018

GENERAL INFORMATION **(Presented by United States)**

1. Venue and Dates

The Fourth NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/4) will take place in Miami, Florida, United States at the Hyatt Regency Coral Gables, from 21 to 24 August 2018.

Hyatt Regency Hotel
Address: 50 Alhambra Plaza, Coral Gables, Miami, FL, 33134
Email: coralgables.hyatt.com
Tel: 305-441-1234

2. Name of the Meeting's Coordinator, Address & Contact Numbers

Scott Leis
ATO International
600 Independence Avenue, SW
Washington, DC 20591, United States
Tel: 1-202-267-3641
Email: Scott.Leis@faa.gov

3. Participants Registration

Delegate registration will take place on 21 August 2018 from 08:30 to 09:00 a.m.

4. Languages

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.

5. Temperature

During the month of August, Miami averages a daily temperature between 90 and 92 degrees Fahrenheit (32 to 33 degrees Celsius). The minimum temperature usually falls between 77 and 78 °F (25 to 26 °C). The hurricane season is June 1 - November 30.

6. Credit cards

The international credit cards such as Visa, Master Card, and American Express are typically accepted in hotels, retail stores, and restaurants.

7. Accommodation

Please make your reservations directly with the hotel via the link: <https://book.passkey.com/go/boozallen18>. The deadline to make reservations at the \$119/rate is **3 August 2018**. Reservations received after this date will be based on availability at the hotel's prevailing rates.

| Hotel | Single/double room rate (Excluding taxes) |
|--|--|
| Hyatt Regency Coral Gables 50 Alhambra Plaza, Coral Gables, FL 33134 Toll Free Reservations: (800) 633-7313 Hotel Direct Tel: (305) 441-1234 Fax: (305) 569-0716 E-mail: conciierge@hyatt.com Link for Hotel reservations: https://book.passkey.com/go/boozallen18 | \$119 USD/Night + 13% tax |

There are several other hotels in Coral Gables. However, these hotels do not offer the special rate. For more information regarding hotels, please refer to the following link: <http://www.coralgableschamber.org/>

8. Electricity

United States uses 120 Volts.

9. Taxes and Tips

Miami, Florida has a sales tax of 7%. The hotel sales tax is 13%, which includes a local sales tax. Tips at restaurants are not included in the bill; 15% is the norm for good service.

10. Local Transportation

The Hyatt Regency Coral Gables is conveniently located within walking distance to numerous restaurants and shops. Otherwise, taxis and rental cars are available.

11. Hospitals

Coral Gables Hospital: 3100 Douglas Rd, Coral Gables, FL 33134

There are several hospitals located in Coral Gables. For more information please refer to the following link: <http://www.coralgableschamber.org/>

12. Commercial working hours

Commercial working hours are from approximately 9:00 a.m. to 5:00 p.m.

Banking hours are from 9:00 a.m. to 4:00 p.m.

13. Safety Measures

Safety recommendations are those common to every city; carry only the required money and request transportation from the hotel taxi service.

14. Documentation Link

The documentation for the meeting is being posted on the ICAO NACC Regional Office Website <https://www.icao.int/NACC/Pages/meetings-2018-aniwg4.aspx>; participants should check the 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.**