



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NE57-2 — **E.OSG - NACC70992**

9 January 2018

To: States, Territories and International Organizations

Subject: State National Air Navigation Plan (ANP) Development Workshop
Mexico City, Mexico, **12 to 13 March 2018**

First NAM/CAR Air Navigation Implementation Working Group (ANI/WG) Aviation
System Block Upgrades (ASBU) Task Force (TF) Meeting (ASBU/TF/1)
Mexico City, Mexico, **14 to 15 March 2018**

Action

Required:

- 1) Designate and submit a representative for the ANI/WG ASBU/TF by **16 February 2018**
- 2) Bring for National ANS existing Plans or requirements for developing/updating your Plan
- 3) Revise the ASBU/TF Terms of Reference (ToRs) and Work programme and provide your comments by **9 February 2018**
- 4) Submission of documentation/presentation by the deadlines provided in this letter
- 5) Register participation by **23 February 2018**

Sir/Madam,

In execution of Conclusion 5/19 from the Fifth North American, Central American and Caribbean Working Group Meeting (NACC/WG/5), May 2017 in Trinidad and Tobago, the ASBU Ad Hoc Group became a formal Task Force under the NAM/CAR Air Navigation Implementation Working Group (ANI/WG).

I wish to forward the invitation of the Aviation System Block Upgrades (ASBU) Task Force (TF) Rapporteur, Ms. Midori Tanino for your Administration/Organization to participate in the State National Air Navigation Plan development Workshop, Mexico City, Mexico, from **12 to 13 March 2018**, and the First NAM/CAR Air Navigation Implementation Working Group (ANI/WG) Aviation System Block Upgrades (ASBU) Task Force (TF) Meeting (ASBU/TF/1), Mexico City, Mexico, from **14 to 15 March 2018**, to be convened at the ICAO NACC Regional Office.

... / 2

The objective of the workshop is to assist in developing/updating the State National Air Navigation plans to achieve the agreed regional air navigation objectives/targets under the Regional Performance-Based Air Navigation Plans RPBANIP and the ICAO NACC No Country Left Behind (NCLB) Strategy, and as per the States' request reflected in Conclusion PPRC/3/10 - *Development of Air Navigation Plans Aligned with the GANP and RPBANIP*. The ASBU/TF will support this exercise and will be the supporting group for States for the future activating on this development and alignment of the National State Plans and the RPBANIP and the *Global Air Navigation Plan (GANP)*.

International Organizations are invited to share their priorities for the region for including them in each State AN planning and harmonize implementation.

Technical/operational staff related with air navigation planning and implementation, covering all air navigation disciplines including work on the ASBU and State Air Navigation Plans (ANPs) of States and Territories of the ICAO NAM/CAR Regions and representatives of invited international organizations are expected to attend. The working language of the meeting will be English.

March 12-13 will be dedicated to those States and Territories that requires assistance to complete their Air Navigation Reporting Forms (ANRF) and their Air Navigation Plan (ANP).

March 14-15 will include discussions and finalization of the ASBU/TF terms of reference (ToRs), work program and hands-on development of State Air Navigation Plans (ANPs).

The Terms of Reference (ToRs) and the work programme are shown in **Appendix A**, your comments and the nomination of a representative of your State / Territory to integrate the Task Force and contribute to the fulfilment of the assigned tasks is expected by **9 February 2018**.

The Provisional Agenda of the meeting is at **Appendix B**. States wishing to submit proposals for the addition of items should do so by **9 February 2018**.

You are kindly requested to complete and return the Registration Form at **Appendix C** by e-mail for each participant by **23 February 2018**.

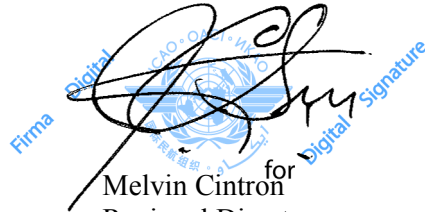
The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the "Visiting Our Office?" Section of the ICAO NACC Regional Office website (http://www.icao.int/NACC/Pages/visitors_info.aspx). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All meeting documentation/presentations 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. The deadline to receive papers is **23 February 2018**.

If you require any further information regarding the meeting, please contact Mr. Luis Sánchez, Regional Officer, Aeronautical Meteorology/Environment (lsanchez@icao.int) and/or his Assistant, Mrs. Yolanda Terrazas (yterrazas@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 – ASBU/TF ToRs

B – Provisional Agenda

C – Registration Form

D – Templates for Papers

*N:\NE - External Relations\NE 57-2 - ANI WG Meetings\ASBU TF First Meeting\Correspondence\NACC70992-ASBUTF1-InvitationStates.docx
/TY*

APPENDIX A

Terms of Reference Aviation System Block Upgrade (ASBU) Task Force

1. Background

- 1.1. At the ANI/WG/2 Meeting (June 2015), an Ad Hoc group was formed to discuss the metrics of the ASBU Block 0 implementation status, performance reporting and revisions to the ANRF which will be used by States and Territories in the NAM/CAR regions. In the ANI/WG/2 report, this ad hoc group was named ANRF Ad Hoc group. Their given tasks are:
 - a) For the NAM/CAR States/Territories to review and adopt the proposed new ANRFs for application by June 2016;
 - b) For the NAM/CAR States/Territories to assess their status of implementation and report to ICAO NACC Regional office by 30 July 2016; and
 - c) For ICAO to organize by the first semester of 2016 a hands-on ANS/ASBU ANRF workshop to improve the use and understanding the new ANRFs with the participation of CANSO, IATA, civil aviation training centers and air navigation planning experts.
- 1.2. At the ANI/WG/3 Meeting (Apr 2016), the delegates agreed on a more active participation from the States/ANSP to reflect their national priorities and users' main needs, and therefore agreed to create an ad hoc group to support review, follow-up and reporting on the achievement of the air navigation (AN) targets established in the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP) and in the Port-of-Spain Declaration. During ANI/WG/3, this ad hoc Group was named ASBU Ad Hoc Group.
- 1.3. At the NACC/WG/5 Meeting (May 2017), the delegates agreed that the ASBU Ad Hoc Group would become the ANI/WG ASBU Task Force (TF).

2. Objectives

To assist the region in the implementation of harmonized technologies that supports the operation.

- 1) Develop effective methods to determine the regional implementation status of the ASBU block-0 elements and the performance monitoring of the Regional Air Navigation System, on a cyclical annual basis, as a regional input to the Annual Global Air Navigation Report and feedback for the Global Air Navigation Plan and the Regional Dashboard.
- 2) Assist NACC's States to formulate or update their National Air Navigation Plans by using a planning process to ensure alignment with the RPBANIP and the GANP.
- 3) Contribute with the continuous updating of the RPBANIP in order to maintain the validity, accuracy, and applicability of the Plan.

3. Responsibilities

The Task Force is responsible for:

- a) Work Programme Management
- b) Coordination and support of the development and maintenance of State/Territory Air Navigation Plans
- c) Support the revision and enhancement of Regional Performance Based Air Navigation Implementation Plan (RPBANIP)

4. Working Methods

The Task Force will:

- a) Present its work programme containing activities in terms of objectives, responsibilities, deliverables and timelines;
- b) Avoid duplicating work within the ANI/WG and maintain close coordination among the existing entities to optimize use of available resources and experience;
- c) Designate, as necessary, ad hoc groups to work on specific topics and activities and organize clearly defined tasks and activities;
- d) Coordinate tasks to maximize efficiency and reduce costs via electronic means including emails, telephone and teleconference calls, and convene meetings as necessary; and
- e) Report on and coordinate the progress of assigned tasks to the ANI/WG.

5. Work Programme – See the **Attachment 1**.

6. Membership

All ICAO States, Territories and International Organizations which are accredited to the ICAO NACC Regional Office, Other stake holders in NAM/CAR Regions are encouraged to actively participate. **Attachment 2** lists the Point of Contacts.

7. References

- Global Air Navigation Plan, 2016-2030 (Doc 9750-AN/963 Fifth Edition – 2016)
- The Aviation System Block Upgrades; the Framework for Global Harmonization. Issued: July 2016.
- Doc 9854 Global Air Traffic Management Operational Concept
- Doc 9882 Manual on Air Traffic Management System Requirements
- Doc 9883 Manual on Global Performance of the Air Navigation System

— — — — —

ATTACHMENT 1

ASBU TF Work Programme

Updated on Dec 20, 2017

This ASBU Task Force (TF) work programme covers the basis for the preparation and maintenance of State ANPs by each member states in the region. To prepare and maintain the State ANPs, States need to understand GANP/ASBU in addition to their States' needs in current and future aviation technologies. The State ANP should be used by the State to strategically plan what capability will be implemented and when to implement it.

Note 1: This document establishes a guideline for attaining ASBU NAM/CAR goals and will be reviewed periodically throughout the year. A formal review each calendar year shall be conducted during the ANI/WG and NACC/WG meeting so as to update/revise/modify its content for currency and applicability.

Note 2: The GANP/ASBU will be updated every 3 years with ASBU Block definitions maturing every 6 years. Thus, minor updates are expected every 3 years and significant updates are expected every 6 years.

Objective 1: Develop effective methods to determine the regional implementation status of the ASBU block-0 elements and the performance monitoring of the Regional Air Navigation System, on a cyclical annual basis, as a regional input to the Annual Global Air Navigation Report and feedback for the Global Air Navigation Plan and the Regional Dashboard.

| No | Activity | Purpose | Deliverable |
|-----|---|---|---|
| 1.1 | <p>Establish and Update the ASBU TF PoC List</p> <ul style="list-style-type: none"> • Draft the letter (by NACC RO and TF Rapporteur; Target Date: Dec 19, 2017) • Send a letter to request the PoC information States, Territories, and other stakeholders (by NACC RO; Target Date: Jan 12, 2018) • Receive the response (by NACC RO; Target Date: Feb 9, 2018) • Create the ASBU TF PoC List (by NACC RO; Target Date: Feb 9, 2018) • Distribute the ASBU TF PoC list via ASBU Website (by NACC RO; Target Date: Feb 16, 2018) • Update the ASBU TF PoC List (by NACC RO and TF Rapporteur; Target Date: as needed) | Each organization needs a PoC who is responsible for their ANP. | PoC List |
| | <p>Status/Remarks: There are 21 States and one Territory in the Region who should have State ANP that is aligned with GANP and Regional ANP. In addition, COCESNA should have its ANP. Further coordination and investigation is needed by the NACC RO regarding the Territory handling. This coordination will take place once the Objective 1 is accomplished initially.</p> | | |
| 1.2 | <p>Generate ANRF</p> <ul style="list-style-type: none"> • Fill in forms (by each State; Target Date: Apr 30, 2018) • Fill in State Summary Table (a.k.a. Pretty Table) (by each State; Target Date: Apr 30, 2018) • Examine and update the ANRF (by ASBU TF and each State; Target Date: May 31, 2018) • Keep track of ANRF status (by NACC RO and TF Rapporteur; Target Date: from Jan 2018 to Dec 2018) • Generate the Regional Summary Table (a.k.a. Pretty Table) (by NACC RO and TF Rapporteur; Target Date: May 31, 2018) | Support the ANRF generation at two levels: (1) the form itself and (2) contents of the form by State. | <ul style="list-style-type: none"> • ANRF Form Template • ANRFs by States and Territories • State and Regional Summary Table |

| | | | |
|-----|---|--|------------------------------|
| | Status/Remarks: • None | | |
| 1.3 | Performance Monitoring <ul style="list-style-type: none"> Analyze States specific needs (by each State; Target Date: Apr 30, 2018) Determine regional needs (by NACC RO; Target Date: Apr 30, 2018) Propose the Regional Performance Objectives (by NACC RO; Target Date: May 31, 2018) | Promote the formulation of a measurement strategy and identify the regional performance metrics. | Regional performance metrics |
| | Status/Remarks: None | | |

Objective 2: Assist NACC' States to formulate or update their National Air Navigation Plans by using a planning process to ensure alignment with the RPBANIP and the GANP.

| No | Activity | Puepoaw | Deliverable |
|------|--|---|--|
| 2.1. | Schedule assistance activities <ul style="list-style-type: none"> Assess training/discussion needs of ANSPs (by NACC RO; Target Date: Jan 31, 2018) Establish a list of training/discussion subjects (by NACC RO and TF Rapporteur; Target Date: Jan 31, 2018) Establish schedule (by NACC RO and TF Rapporteur; Target Date: Jan 31, 2018) Publish/coordinate events (by NACC RO; Target Date: Jan 31, 2018) Perform ASBU workshops/seminars/meeting (by NACC RO and TF Rapporteur; Target Date: TBD, 2018) | Provide a foundational baseline of refresher & supplemental training for personnel involved in ANP and ASBU. | WS/Seminar / Meeting Materials and Report |
| | Status/Remarks: To be accomplished in coordination with stakeholder community. | | |
| 2.2 | Support Creation of State ANP <ul style="list-style-type: none"> Prepare the State ANP template (by ASBU TF; Target Date: Jan 15, 2018) Create the State ANP (by each State; Target Date: May 31, 2018) | Ensure that all States in the region have their own State ANP which is aligned with the Regional ANP as well as GANP. | <ul style="list-style-type: none"> State ANP template Initial State AMP Status summary State ANPs |
| | Status/Remarks: Use of State ANP template is optional. | | |
| 2.3 | Support Updates of State ANP <ul style="list-style-type: none"> Update the State ANP (by each State; Target Date: annual) Support States to update their State ANPs (by NACC RO and TF; Target Date: As needed) Keep State ANP status known (by ASBU TF; Target Date: As needed) | Ensure the State ANP information is current. | <ul style="list-style-type: none"> Updated State ANP State AMP Status summary |
| | Status/Remarks: None | | |

Objective 3: Contribute with the continuous updating of the RPBANIP in order to maintain the validity, accuracy, and applicability of the Plan.

| No | Activity | Puepoaw | Deliverable |
|---|--|---|--|
| 3.1 | <p><u>Support RPBANIP</u></p> <ul style="list-style-type: none"> Identify the necessary updates that need to be applied to the existing RPBANIP (by NACC RO and TF; Target Date: Feb 28, 2018) Identify the regional goals/objectives that should be reflected in the RPBANIP (by NACC RO; Target Date: Feb 28, 2018) Identify the needs of States in the region (by NACC RO and TF; Target Date: Feb 28, 2018) Update RPBANIP (by NACC RO and TF; Target Date: May 31, 2018) | Ensure the RPBANIP that is aligned with GANP/ASBU and reflect the needs of States in the region and the information is current. | Updated RPBANIP |
| <p>Status/Remarks: The State ANPs will reflect guidance from the RPBANIP while the RPBANIP will reflect the needs described in the State ANPs.</p> | | | |
| 3.2 | <p><u>Update NACC ASBU Handbook and Other Support Materials</u></p> <ul style="list-style-type: none"> Update the NACC ASBU Handbook (by ASBU TF; Target Date: After the 2019 version of GANP/ASBU is released.) Identify other ASBU materials that will support the States to prepare State ANPs and provide such materials to the States. (by ASBU TF; Target Date: As needed.) | Provide materials for States and stakeholders and the aviation community to understand the ASBU. | NACC ASBU Handbook and other support materials |
| <p>Status/Remarks: None</p> | | | |
| 3.3 | <p><u>Provide ANI/WG ASBU Website</u></p> <ul style="list-style-type: none"> Design ANI/WG ASBU Website and implement (by NACC RO and ASBU TF; Target Date: March 31, 2018) Update ANI/WG ASBU Website (by NACC RO; Target Date: As needed) | Provide the capability to exchange ASBU related information as well as store information | ANI/WG ASBU Website |
| <p>Status/Remarks: ICAO NACC Regional Office is the web master.</p> | | | |
| 3.4 | <p><u>Support ANI/WG Decisions</u></p> <ul style="list-style-type: none"> Provide progress report/update for Chairperson for relevant meetings such as NACC/WG and ANI/WG (by ASBU TF; Target Date: Associated with NACC/WG and ANI/WG dates) | Liaison between Regional Coordination Groups and ASBU TF | Revised ToR to ICAO RO |
| <p>Status/Remarks: ANI/WG meeting is biannual and the next meeting (ANI/WG/4) will be scheduled in Jun 2018.</p> | | | |

ATTACHMENT 2

Membership

Aviation System Block Upgrades (ASBU) Task Force

Rapporteur: Midori Tanino, United States

NACC Officer: Luis Sanchez

| States | Member | EEmail | Remarks |
|--|--|--|---------|
|  Antigua & Barbuda | (P) Shenneth Phillips (S) | Shenneth.Phillips@ab.gov.ag | |
|  Bahamas | (P) (S) | | |
|  Barbados | (P) Kendrick Mason (S) | | |
|  Belize | (P) Gilberto Orlando Torres (S) | | |
|  Canada | (P) Carole Stuart Green (S) | | |
|  Costa Rica | (P) Carlos Bolanos (S) | cbolanos@dgac.go.cr | |
|  Cuba | (P) Iván González Valdés (S) Orlando González | | |
|  Dominican Republic | (P) Julio Mejia (S) Francisco Bolivar León | jmejia@idac.gov.do bleon@idac.gov.do | |
|  El Salvador | (P) (S) | | |
|  Grenada | (P) (S) | | |
|  Guatemala | (P) (S) | | |
|  Haiti | (P) Joseph Boursiquot (S) Mario Eric Legagneur | | |
|  Honduras | (P) (S) | | |
|  Jamaica | (P) Christopher Chambers (S) Orville Shaw | | |
|  Mexico | (P) Edgar González Flores (S) Martín Ignacio García | | |
|  Nicaragua | (P) (S) | | |
|  Saint Kitts & Nevis | (P) (S) | | |
|  Saint Lucia | (P) Lynden Leonce (S) Amy Charles | Lynden.Leonce@slaspa.com Amy.Charles@slaspa.com | |
|  Saint Vincent & the Grenadines | (P) (S) | | |
|  Trinidad and Tobago | (P) Rohan Garb (S) Robert Rooplal | rgarb@caa.gov.tt | |

| | | | | |
|---|---------------|--|--|--|
|  | United States | (P) Midori Tanino (S) Leah Moebius | Midori.Tanino@faa.gov Leah.Moebius@faa.gov | |
| Territories with ANP | | | | |
|  | Curacao | (P) ?Natasha? (S) Michael Celestjin | | |
| Territories - Participation | | | | |
| Organization with ANP | | | | |
|  | COCESNA | (P) Roger Perez (S) Pablo Luna | Roger.Perex@cocesna.org Pablo.Luna@cocesna.org | |
| Organization - Participation | | | | |
|  | CANSO | (P) Javier Vanegas | Javier.Vanegas@canso.org | |
|  | IATA | (P) Marco Vidal Macchiavello | vidalm@iata.org | |
| | | | | |

APPENDIX B

ICAO First NAM/CAR Air Navigation Implementation Working Group (ANI/WG) Aviation System Block Upgrades (ASBU) Task Force (TF) Meeting (ASBU/TF/1)
Mexico City, Mexico, 12 to 15 March 2018

PROVISIONAL AGENDA

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

The Meeting will review and approve the Provisional Agenda and Schedule.

Agenda Item 2: Assist States and Territories to complete the Air Navigation Reporting Forms

Under this Agenda Item the Meeting will discuss the content of GANP and the RPBANIP to create the framework for updating the National Air Navigation Plan.

Agenda Item 3: Regional Planning and the States ANP

Under this Agenda Item the Meeting will discuss the relation with the regional planning for the creation and alignment of State Air Navigation Plans (ANPs), and the Regional Specific requirements will be presented. In addition the experience and lessons learned from States and Territories will be presented.

Agenda Item 4: Hands on exercise to generate State ANP

Under this Agenda Item the Meeting will assist participants to generate State ANP section by section.

Agenda Item 5: Review the ASBU Task Force Terms of Reference and Work Programme

Under this Agenda Item the Meeting will discuss and determine the ASBU TF ToRs and working plan to gain consensus to start its development.

Agenda Item 6: Other Business

Under this Agenda Item, the meeting may review other business as needed.

APPENDIX C



ICAO

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

State National Air Navigation Plan (ANP) Development Workshop
Mexico City, Mexico, 12 to 13 March 2018
First NAM/CAR Air Navigation Implementation Working Group (ANI/WG)
Aviation System Block Upgrades (ASBU) Task Force (TF) Meeting
Mexico City, Mexico, 13 to 14 March 2018

| | | | |
|---|--|-----------|--|
| I will attend (Please indicate): | | | |
| State National ANP development Workshop | | ASBU/TF/1 | |

REGISTRATION FORM

| | | | | | | |
|------------|--|-----------------------|--|------------------|--|-------------|
| 1. | Position in your Delegation: <i>(Please select one option)</i> | Chief Delegate | | Delegate | | |
| | | Adviser | | Observer | | |
| | | Speaker | | Moderator | | |
| 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