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When replying please quote:

Ref.: NT-N1-6 — **E.OSG - NACC75149**

19 September 2018

To: States, Territories and International Organizations

Subject: Invitation — Integrated Aeronautical Information Management Transition Planning Meeting (IAIM) (AIM Strategy)
Mexico City, Mexico 29 to 31 October 2018

Action

- Required:**
- 1) Register participation by **12 October 2018**
 - 2) Submission of documentation by the deadlines provided in this letter

Sir/Madam,

I would like to invite your administration to participate in the Integrated Aeronautical Information Management Transition Planning Meeting (IAIM) (AIM Strategy), to be held in the ICAO NACC Regional Office from **29 to 31 October 2018**, as part of the approved activities programme for 2018 of the RLA/09/801 Project Steering Committee (PSC).

The purpose of this Meeting is to prepare States for the advancement and completion of the Transition of Aeronautical Information Services (AIS) to Aeronautical Information Management (AIM), Phases 1 to 3. The Meeting will include presentations and interactive discussions on this matter, taking into account the importance of updating the information in each of the 21 steps established for the Transition in the ICAO Roadmap for the implementation of the AIM

AIM specialists' representatives from the States and Territories of the ICAO CAR Region and 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 meeting is at **Appendix A**. You are kindly requested to complete and return the Registration Form at **Appendix B** by e-mail for each participant by **12 October 2018**. Provisional Schedule is at **Appendix C**.

... / 2

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 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 **5 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. 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 **15 October 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, 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 **15 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>

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**.

... / 3

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).

Should you require any further information regarding the meeting, please contact Mr. Raúl Martínez, Regional Officer, Aeronautical Information Management (rmartinez@icao.int) or Mrs Yolanda Terrazas, Assistant, (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 – Provisional Agenda*
- B – Registration Form*
- C – Provisional Schedule*
- D – Templates*

APPENDIX A

INTEGRATED AERONAUTICAL INFORMATION MANAGEMENT TRANSITION PLANNING MEETING (IAIM) (AIM STRATEGY)

Mexico City, Mexico 29 to 31 October 2018

PROVISIONAL AGENDA

- Agenda Item 1:** Review and Approval of the Agenda, Working Method and Schedule of the Meeting
- Agenda Item 2:** Introduction to Doc 10066 — Procedures for Air Navigation Services — Aeronautical Information Management (PANS-AIM)
- Agenda Item 3:** Doc 10066 — Procedures for Air Navigation Services — Aeronautical Information Management (PANS-AIM)
- 3.1 Aeronautical Data Catalogue
 - 3.2 Main changes and implications on States and Stakeholders
- Agenda Item 4:** ICAO NACC Aeronautical Information Management (AIM) Objectives
- 4.1 AIM short Term Objectives
 - 4.2 AIM mid Term Objectives
 - 4.3 AIM long Term Objectives
- Agenda Item 5:** CAR Region AIM prioritization
- 5.1 Development of Regional Implementation Plan
- Agenda Item 6:** AIM measuring and monitoring
- Agenda Item 7:** Other Business
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North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

APPENDIX/APÉNDICE B

**Integrated Aeronautical Information Management Transition Planning Meeting (IAIM) (AIM Strategy)/
Reunión de Planificación de la Transición a la Gestión Integrada de Información Aeronáutica (IAIM) (Estrategia AIM)
(IAIM)**

Mexico City, Mexico, 29 to 31 October 2018 / Ciudad de México, México, 29 al 31 de octubre de 2018

REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	Position in your Delegation: <i>(Please select one option)</i> Posición dentro de su Delegación: <i>(Por favor seleccione una opción)</i>	Chief Delegate / Jefe de la Delegación		Delegate / Delegado	
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

APPENDIX/APÉNDICE C

PROVISIONAL SCHEDULE/HORARIO PROVISIONAL

Time/Hora	Monday/Lunes 29 October/octubre	Tuesday/Martes 30 October/octubre	Wednesday/Miércoles 31 October/octubre
08:30 – 09:00	Registration/Registro		
09:00 – 09:30	Opening & Photo	Agenda Item/Cuestión del orden del día 3 (Cont.)	Agenda Item/Cuestión del orden del día 5 (Cont.)
09:30 – 09:45	Agenda Item/Cuestión del orden del día 1		
09:45 – 10:45	Agenda Item/Cuestión del orden del día 2		
10:45 – 11:15	Coffee break/Pausa para el café		
11:15– 13:00	Agenda Item/Cuestión del orden del día 3	Agenda Item/Cuestión del orden del día 4	Agenda Item/Cuestión del orden del día 6, 7
13:00 – 14:00	Lunch time/Descanso para el Almuerzo		
14:00 – 15:30	Agenda Item/Cuestión del orden del día 3 (Cont.)	Agenda Item/Cuestión del orden del día 5	Reading and Review Draft Conclusions/ Lectura y revision de Proyecto de Conclusión ---- Closing /Clausura

— END/FIN —