



International
Civil Aviation
Organization

Organisation
de l'aviation civile
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Internacional

Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-N1-8.7.4, NT-NS2-35 — **E.OSG - NACC72492**

26 March 2018

To: States, Territories, International Organizations and NAM/CAR Air Navigation Service Providers

Subject: Safety Management System (SMS) Implementation Workshop for Air Navigation Service Providers (ANSPs)
(Mexico City, Mexico, 17 – 19 July 2018)

Action

- Required:**
- 1) Register participants by 6 July 2018
 - 2) Submission of fellowship nomination forms by 15 June 2018

Sir/Madam,

I wish to invite your Administration/Organization to participate in the Safety Management System (SMS) Implementation Workshop for Air Navigation Service Providers (ANSPs) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 17 to 19 July 2018. This event is part of the State Safety Programme (SSP)/SMS implementation strategy for the NAM/CAR regions.

The purpose of this event is to establish the necessary actions to promote the Safety Management Systems (SMS) implementation among Air Navigation Service Providers (ANSPs) and support the development of acceptance and supervision programmes of these management systems by Civil Aviation Authorities, as part of their SSP.

In this sense, I invite the States, Territories, International Organizations and NAM/CAR Air Navigation Service Providers to share their experiences through a presentation of their progress in this subject and the barriers faced during the SMS implementation process. The information will be analysed in order to consolidate the lessons learnt of successful SMS implementation and acceptance, which will allow outlining a regional assistance strategy on this subject.

Civil Aviation Authorities, International Organizations and Air Navigation Service Providers from the NAM/CAR Regions are expected to attend. The working languages of the event will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

The Provisional Programme of the event is at **Attachment A**.

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You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **6 July 2018**.

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 **15 June 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>

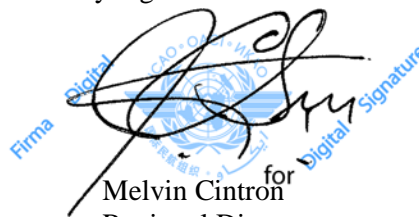
Regarding the fellowship offered to the Eastern Caribbean States through ECCAA, please note that the candidate appointment decision should be made between your Administration and ECCAA. Once coordination has been completed, the nomination form of the candidate representing the Eastern Caribbean States **should be sent to this Regional Office by ECCAA**.

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 event 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. Presentations that your Administration/Organization may wish to submit/present at the event should be forwarded to this office by e-mail as soon as practicable in PowerPoint format.

If you require any further information regarding the event, please contact ICAO Coordinator Mr. Eddian Méndez, Regional Officer, Air Traffic Management and Search and Rescue (emendez@icao.int), or Sybil Gómez, Assistant, (sgomez@icao.int).

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

A digital signature in black ink, appearing to read 'Melvin Cintron', is overlaid on a blue circular stamp. The stamp contains the ICAO logo and the text 'Firma Digital' and 'Digital Signature'.

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

Enclosure:

A – Provisional Programme

B – Registration Form

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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).*



ATTACHMENT A / ADJUNTO A

International Civil Aviation Organization

Organización de Aviación Civil Internacional

North American, Central American and Caribbean Office (NACC)

Oficina para Norteamérica, Centroamérica y Caribe (NACC)

Safety Management System (SMS) Implementation Workshop for Air Navigation Service Providers (ANSPs)

Taller de Implementación de Sistemas de Gestión de la Seguridad Operacional (SMS) para Proveedores de Servicio de Navegación Aérea (ANSP)

Mexico City, Mexico, 17-19 July 2018 / Ciudad de México, México, 17 – 19 de julio de 2018

DRAFT PROGRAMME / PROGRAMA PROVISIONAL

DAY ONE – DÍA UNO

Tuesday 17 July 2018 - Martes 17 de julio de 2018

08:30 – 08:45	Registration -Registro
08:45 – 09:00	Opening - Inauguración
09:30 – 11:00	ICAO Requirements for State Safety Programme (SSP) and SMS implementation for Air Navigation Service Providers (ANSP) / Requisitos de la OACI sobre la implantación del Programa Estatal de Seguridad Operacional (SSP) y SMS en los Proveedores de servicio de navegación aérea (ANSP)
11:00 – 11:30	<i>Coffee break / Pausa para el café</i>
11:30 – 13:00	SMS Implementation Planning / Planificación de la implementación de los SMS
13:00 - 1400	<i>Lunch / Almuerzo</i>
14:00 – 15:30	SMS Acceptance for ANSPs Aceptación de SMS para ANSP
15:30 – 16:30	Safety Performance Measurement for ANSPs Medición de Performance de Seguridad operacional para ANSP

DAY TWO - DÍA DOS
Wednesday 18 July 2018 - Miércoles 18 de julio de 2018

09:00 – 10:30	Implementation of inspection/supervision programmes and safety evaluation in Air Traffic Services (ATS) / Implantación de programas de inspección/supervisión y evaluación de la seguridad operacional en Servicios de Tránsito Aéreo (ATS)
10:30 – 11:00	Presentations from the States and/or service providers / Presentaciones de los Estados y/o proveedores de servicio
11:00 – 11:30	<i>Coffee break / Pausa para el café</i>
11:30 – 12:00	Presentations from the States and/or service providers / Presentaciones de los Estados y/o proveedores de servicio
12:00 – 12:30	Presentations from the States and/or service providers / Presentaciones de los Estados y/o proveedores de servicio
12:30 – 13:00	Presentations from the States and/or service providers / Presentaciones de los Estados y/o proveedores de servicio
13:00 – 14:00	<i>Lunch / Almuerzo</i>
14:00 – 14:30	Presentations from the States and/or service providers / Presentaciones de los Estados y/o proveedores de servicio
14:30 – 15:00	Presentations from the States and/or service providers / Presentaciones de los Estados y/o proveedores de servicio
15:00 – 16:00	Work Groups / Grupos de trabajo

DÍA TRES
Thursday 19 July 2018 – Jueves 19 de julio de 2018

09:00 – 09:45	Work Groups / Grupos de trabajo
09:45 – 10:30	Work Groups / Grupos de trabajo
10:30 – 11:00	<i>Coffee Break / Pausa para el café</i>
11:00 – 13:00	Work Group Presentations - Presentaciones de los grupos de trabajo
13:00 – 13:30	Workshop Conclusions - Conclusiones del taller
13:30 – 14:00	Closing - Clausura

ICAO



OACI

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

Safety Management System (SMS) Implementation Workshop for Air Navigation Service Providers (ANSPs)
Taller de Implementación de Sistemas de Gestión de la Seguridad Operacional (SMS) para Proveedores de Servicio de Navegación Aérea (ANSP)
(SMS/ANSP)

Mexico City, Mexico, 17 – 19 July 2018 / Ciudad de México, México, 17 – 19 de julio 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	
		Speaker / Conferencista		Moderator / Moderador	
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