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When replying please quote:

Ref.: NT-N1-8.2.25 — **E.OSG - NACC81059**

26 November 2019

To: States, Territories and International Organizations

Subject: **Invitation – Second Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/2)**  
(Mexico City, Mexico, 24 – 27 March 2020)

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **21 February 2020**
  - 2) Submission of documentation by the deadlines provided in this letter
  - 3) Register participation by **10 March 2020**

Sir/Madam,

Further to the Fourth NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/4), held in Miami, United States, from 21 to 24 August 2018, where Conclusion ANI/WG/4/03 - *CAR REGIONAL CONTINGENCY PLANNING AND RESPONSE STRATEGY* was approved, I wish to invite your Administration/Organization to participate in the Second Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/2) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 24 to 27 March 2020.

The purposes of this meeting are: assess the impact and evaluate the response of contingency situations faced in 2019; take concrete actions to address contingency and emergency situations from a regional perspective; review and update the Air Traffic Services (ATS) contingency plans of States and Territories of the CAR Region; review the CAR Regional Contingency Response Plan; and make the necessary arrangements to prepare for the 2020 hurricane season by carrying out a table top exercise to simulate various contingency scenarios in the CAR Region.

Civil Aviation Authorities and Air Navigation Service Providers of States and Territories of the ICAO NAM/CAR Regions and representatives of 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**. States wishing to submit proposals for the addition of items should do so by **21 February 2020**.

You are kindly requested to complete and return the Registration Form at **Appendix B** by e-mail for each participant by **10 March 2020**.

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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](http://www.icao.int/NACC/Pages/visitors_info.aspx)). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

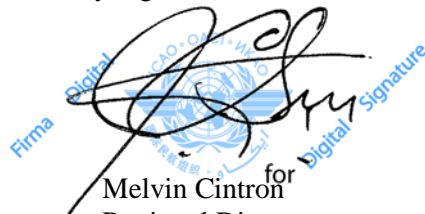
All meeting documentation will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/default.aspx> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

Documentation that your Administration/Organization may wish to submit 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 **21 February 2020**, 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 **10 March 2020**. 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).

If you require any further information regarding the meeting, please contact ICAO Coordinator Eddian Méndez, Regional Officer Air Traffic Management and Search and Rescue ([emendez@icao.int](mailto:emendez@icao.int)).

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

A digital signature in blue ink, overlaid on a circular blue stamp. The stamp contains the ICAO logo and the text "Firma Digital" and "Digital Signature".

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

**Enclosure:**

- A – Provisional Agenda*
- B – Registration Form*
- C – Working Paper template*
- D – Information Paper template*
- E – Appendix template*

**APPENDIX A**

**PROVISIONAL AGENDA**

**SECOND REGIONAL CONTINGENCY AND EMERGENCY PLANNING AND RESPONSE MEETING  
(NAM/CAR/CONT/2)  
(Mexico City, Mexico, 24 – 27 March 2020)**

- Agenda Item 1**            **Approval of the Provisional Agenda and Schedule**
- Agenda Item 2**            **Evaluation of Impact and Response of Contingencies Faced in 2019**  
Under this Agenda Item, the Meeting will analyze the contingency situations faced in 2019, evaluate their impact and the response carried out by the region.
- Agenda Item 3**            **ICAO Requirements for Air Navigation Services (ANS) Contingency Planning**  
  
Under this Agenda Item, the Meeting will review and analyse ICAO Standards and Recommended Practices (SARPs) and regional agreements regarding contingency arrangements, and the compliance by CAR States and Territories. The Meeting will also analyze the level of response to the request to update ATS contingency plans by States and Territories of the CAR Region.
- Agenda Item 4**            **CAR Air Traffic Services (ATS) Regional Contingency Plan**  
  
Under this Agenda Item, the CAR ATS Regional Contingency Plan will be reviewed, linking this Plan with other plans from different areas of air navigation services, as well as the Regional Contingency Plans for adjacent regions.
- Agenda Item 5**            **CAR Region Contingencies Table-Top Exercise**  
  
Under this Agenda Item the Meeting will perform a table top exercise in preparation for the 2020 hurricane season.
- Agenda Item 6**            **Other Business**  
  
Under this Agenda Item the Meeting will address other issues related to the contingency planning and response that have not been reviewed in the previous Agenda Items.

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

**Second Regional Contingency and Emergency Planning and Response Meeting**  
**Segunda Reunión Regional para la Planificación y Respuesta ante Contingencias y Situaciones de Emergencia**  
**(NAM/CAR/CONT/2)**

Mexico City, Mexico, 24 – 27 March 2020 / Ciudad de México, México, 24 – 27 de marzo de 2020

**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](mailto:icaonacc@icao.int)