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航空组织

When replying please quote:

Ref.: NT-N1-3.10, NT-NE30-2 — **E.OSG - NACC81508**

9 January 2020

To: States, Territories and International Organizations

Subject: **Invitation – Ninth Eastern Caribbean Network Technical Group (E/CAR/NTG/9) and Seventh Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/7) Meetings**
(St. John's, Antigua and Barbuda, 20 and 21 April 2020)

Invitation – Fifth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/5) Meeting
(St. John's, Antigua and Barbuda, from 22 to 24 April 2020)

Action

Required: 1) Submission of documentation by the deadlines provided in this letter
2) Register participation **by 5 April 2020**

Sir/Madam,

On behalf of the E/CAR/NTG, E/CAR/RD Ad hoc Group and E/CAR/CATG, I wish to invite your Administration/Organization to participate in the Ninth Eastern Caribbean Network Technical Group (E/CAR/NTG/9) and Seventh Eastern Caribbean Radar Data Sharing Ad Hoc Group (E/CAR/RD/7) Meetings, from 20 to 21 April 2020, and to the Fifth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/5) Meeting, from 22 to 24 April 2020. These meetings will be held in St. John's, kindly hosted by Antigua and Barbuda.

The E/CAR/NTG/9 Meeting will analyze the performance and operation of the E/CAR Aeronautical Fixed Service (AFS) Network. The E/CAR/RD/7 Meeting will discuss surveillance data for Air Traffic Services (ATS) in E/CAR States and it will also identify, due to the new E/CAR Surveillance States Implementation, the opportunity to improve surveillance data sharing and next steps for improving situational awareness in the E/CAR area.

The E/CAR/CATG/5 Meeting will follow-up on the implementation of E/CAR air navigation matters to contribute in the accomplishment of the NAM/CAR Regional plan, and integrate the E/CAR subregion to the NAM/CAR Regional Operational Objectives.

All members of the E/CAR/NTG, E/CAR/RD Ad hoc Group and E/CAR/CATG are expected to attend.

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Please find the Provisional Agenda for the E/CAR/NTG/9 and E/CAR/RD/7 Meetings in **Attachment A**, and the Provisional Agenda for the E/CAR/CATG/5 Meeting in **Attachment B**. Provisional Schedules for these Meetings can be found at **Attachments C and D** respectively.

Documentation that your Administration/organization may wish to present at the meetings should be forwarded to this office by e-mail by **5 April 2020** 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.

General information about the venue and hotel is under **Attachment E**.

All the documentation will be placed in the Meetings Section of the following web page: <https://www.icao.int/NACC/Pages/meetings.aspx?year=2020&cM=01&cY=2020>, as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the events.

You are kindly requested to register participants on-line by **5 April 2020**, using the link <https://forms.gle/SQidRYBRLHTWjhKW6>.

If you require any further information regarding the meetings, please contact Mrs. Mayda Ávila, Regional Officer, Communications, Navigation and Surveillance (mavila@icao.int), or Mr. Gabriel Gutierrez, Assistant (ggutierrez@icao.int).

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

A digital signature in black ink is overlaid on a blue circular seal of the International Civil Aviation Organization (ICAO). The seal features the ICAO logo and the text 'Firma Digital' on the left and 'Digital Signature' on the right.

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

Enclosure:

- A – Provisional Agenda (E/CAR/NTG/9 and E/CAR/RD/7 Meetings)*
- B – Provisional Agenda (E/CAR/CATG/5 Meeting)*
- C – Provisional Schedule (E/CAR/NTG/9 and E/CAR/RD/7 Meetings)*
- D – Provisional Schedule (E/CAR/CATG/5 Meeting)*
- E – Venue and Hotel Information*
- F through K – Templates for papers*

ATTACHMENT A

NINTH EASTERN CARIBBEAN NETWORK TECHNICAL GROUP (E/CAR/NTG/9) AND SEVENTH EASTERN CARIBBEAN RADAR DATA SHARING AD HOC GROUP (E/CAR/RD/7) MEETINGS

PROVISIONAL AGENDA

- Agenda Item 1: Review and Approval of the Agenda, Working Method and Schedule of the Meetings**
- Agenda Item 2: Review of Valid Conclusions from E/CAR/NTG, E/CAR/RD, and the Air Navigation Implementation Working Group (ANI/WG) Meetings related to the work of the NTG and RDS**
- 2.1 Follow-up on previous E/CAR/NTG-RDS Conclusions and Decisions
 - 2.2 Follow-up on the ANI/WG/5 Meeting
- Agenda Item 3: E/CAR Aeronautical Fixed Services (AFS) Network Performance and Operation**
- 3.1 Network Performance and General Aspects
 - 3.2 E/CAR Network integration to the MEVA IV network
- Agenda Item 4: Surveillance Sharing Activities**
- 4.1 Surveillance/Automatic Dependent Surveillance – Broadcast (ADS-B)/Multilateration (MLAT) Developments/Updates
 - 4.2 Integration of E/CAR Surveillance activities to the ANI/WG Surveillance Systems Implementation (SURV) Task Force
 - 4.3 ADS-B Implementation in the E/CAR sub Region
- Agenda Item 5: Radar Data Display E/CAR Needs**
- 5.1 E/CAR Surveillance data coverage Status
 - 5.2 Need to support performance-based navigation (PBN) Regional Implementation
- Agenda Item 6: Update of E/CAR/NTG and E/CAR/RD Terms of Reference and Work Programme**
- Agenda Item 7: Other Business**
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ATTACHMENT B

**FIFTH EASTERN CARIBBEAN CIVIL AVIATION TECHNICAL GROUP (E/CAR/CATG/5)
MEETING**

PROVISIONAL AGENDA

Agenda Item 1: Approval of Meeting Agenda, Work Method and Schedule

**Agenda Item 2: Review and Follow-up to Conclusions/Decisions of the E/CAR/CATG/4,
NACC/DCA/7, ANI/WG/05 Meetings**

Agenda Item 3: Air Navigation Matters

- 3.1 New Global Air Navigation Plan Version 6
- 3.2 Regional Air Navigation Objectives
- 3.3 Eastern Caribbean Integration in the ANI/WG regional implementation plan
- 3.4 Update E/CAR/CATG action plan according with the new regional NAM/CAR Objectives
- 3.5 Define measure and monitoring mechanism to follow up the E/CAR Air Navigation Plan Implementation

Agenda Item 4: Update Terms of Reference of E/CAR Task Forces

- 4.1 Update terms of Reference of each E/CAR/TF
- 4.2 Presentation and approval of new ToRs
- 4.3 Integration of an Air Navigation Plan Implementation in accordance with the ANI/WG objectives

Agenda Item 5: Other Business

ATTACHMENT C

**NINTH EASTERN CARIBBEAN NETWORK TECHNICAL GROUP (E/CAR/NTG/9)
SEVENTH EASTERN CARIBBEAN RADAR DATA SHARING AD HOC GROUP (E/CAR/RD/7)**

PROVISIONAL SCHEDULE

Time	Monday 20 April 2020	Tuesday 21 April 2020
08:30 – 09:00	Registration	
09:00 – 09:30	Opening Ceremony & Photo	Agenda Item 6
09:30 – 10:00	Agenda Item 1	
10:00 – 10:30	Agenda Item 2	
10:30 – 11:00	Coffee Break	
11:00 – 12:30	Agenda Item 3	Agenda Item 7
12:30 – 13:30	Lunch	
13:30 – 14:30	Agenda Item 4	Reading and Review of Draft Report
14:30 – 15:00	Coffee Break	
15:00 – 15:30	Agenda Item 5	

ATTACHMENT D

**FIFTH EASTERN CARIBBEAN CIVIL AVIATION TECHNICAL GROUP
(E/CAR/CATG/5) MEETING**

PROVISIONAL SCHEDULE

Time	Wednesday 22 April 2020	Thursday 23 April 2020	Friday 24 April 2020
08:30 – 09:00	Registration		
09:00 – 09:30	Opening Ceremony & Photo	Agenda Item 4	Agenda Item 5
09:30 – 10:00	Agenda Item 1		
10:00 – 10:30	Agenda Item 2		
10:30 – 11:00	Coffee Break		
11:00 – 11:30	Agenda Item 3	Agenda Item 4 (cont.)	Review of Draft Report Closing ceremony
11:30 – 12:30			
12:30 – 13:30	Lunch		
13:30 – 14:30	Agenda Item 3 (cont.)	Agenda Item 4 (cont.)	
14:30 – 15:00	Coffee Break		
15:00 – 15:30	Agenda Item 3 (cont.)	Agenda Item 4 (cont.)	

ATTACHMENT E

GENERAL INFORMATION

(Presented by Antigua and Barbuda)

1. Venue and Dates

The Ninth Eastern Caribbean Network Technical Group (E/CAR/NTG/9), the Seventh Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/7) and the Fifth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/5) Meetings will take place in St. John's, Antigua and Barbuda, from 20 to 24 April 2020.

The venue of these meetings is the [Starfish Jolly Beach Resort](#).

Address: Bolans Village, St. Mary's, P.O.Box W2009, Jolly Harbour, Antigua

Tel: (268) 462-0061

2. Name of the Meetings Coordinator, Address & Contact Numbers

Shenneth Phillips

Shenneth.Phillips@ab.gov.ag

Air Traffic Services Department

V.C. Bird International Airport

Coolidge, St. George's

Antigua and Barbuda

Tel: (268) 562 0301/02 Office

3. Participants Registration

Delegates registration will take place on 20 April 2020 from 08:30 to 09:00 a.m.

4. Languages

The working languages of the meeting will be English only.

5. Temperature

During the month of April daily average temperature is between 23 and 29 degrees Celsius.

6. Credit cards

All guests are required to provide a credit card at check-in for possible incidentals; not included on the All-Inclusive plan. The Resort accepts VISA and MASTER CARD.

7. Accommodation

Please make your reservations directly with the hotel:

- Supersaver Room – A Little Room with a lot of value! Ideal for a Single Guest. One Double Bed- Shower only, 135 sq. ft.
 - Code for reservations: ICAO NTG/CATG meeting
 - Single USD 150.34 per night
 - Double USD 197.12 per night

- Standard Room- Our most popular room category- it's a classic for a reason and remains a staple accommodation option. Great for everyone! One King Bed or Two Single Beds- Shower only, 200 sq. ft.
 - Single USD 168.16 per room per night
 - Double USD 220.88 per room per night

- Superior Room - Spacious and cozy, two Queen sized beds. Shower with tub, iron & ironing board, mini fridge, tea and coffee facilities; 300 sq. ft.
 - Single USD 179.84 per room per night
 - Double USD 236.46 per room per night
 - 3rd or 4th person sharing in a Superior Room pays USD 85 per person, per night
 - Limited availability in this category.

- All rates quoted are inclusive of Government Tax and Service Charge, and valid for bookings of 10 or more rooms.
- All rooms are equipped with air conditioning, hair dryer, television, direct dial telephone, private bath, balcony or patio and In-Room pay safe (Safe rental is USD 3 per day, and can be arranged on check-in).
- In-Room Wi-Fi is included in the quoted rate.
- All -Inclusive rate includes: Accommodations; All Meals (Breakfast, Lunch & Dinner daily); Beverages (unlimited drinks by the glass tropical/frozen drinks, house wine and soft drinks); Daily Activities program, Choice of two swimming pools (including 8,000 sq. ft. Fantasy pool with swim up bar & waterfall) use of Chaise Lounges & Towels, Tennis Complex, Fitness Center, and Live Nightly Entertainment, taxes and service charges. (Some Resort services may incur a fee).

Alternate Hotel: Sugar Ridge Resort

Room rate: USD 263.83 per night (includes taxes and breakfast)