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When replying please quote:

Ref.: NT-N1-11.9, NT-NS2-35 — **E.OSG-NACC94801**

3 October 2022



To: RLA09801 Project Members

Subject: **Workshop on implementation of the National Plan for Operational Safety (NASP) Mexico City, Mexico, 5 – 6 December 2022**
Project RLA09801 — Multi-Regional Civil Aviation Assistance Programme (MCAAP) Funds and Central America NASP Fund

Action

Required: **Send the information of the participants by 5 October 2022**

Dear Sir/Madam,

I make reference to my letter *E.OSG-NACC93942* dated 22 August 2022 on the components of the project to implement the National Plan for Operational Safety (NASP) for the NAM/CAR Regions.

In this sense, I wish to inform you that one of the components of the project, the Workshop on implementation of the NASP, will be held in Mexico City, Mexico on 5 and 6 December 2022. The nominees to attend this workshop representing your State (**Appendix A: List of nominees**) shall take into account the following steps:

1. Before the trip:

- a) send the following information by **5 October 2022** to Ms. Claudia López, Technical Cooperation Associate at nacc-tc@icao.int, using the following subject in your email: **NASPWorkshop/221205**
 - Full name of Traveller, position, full address, phone number (official and mobile) and e-mail address (official and alternate)
 - Scanned copy of the following documentation:
 - i. current/valid passport of the traveller
 - ii. Health Statement Form, included in the **Appendix B** to this letter
 - iii. Banking Instructions Form, included in the **Appendix C** to this letter

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with this information, ICAO will be processing the purchase of your air ticket and coordinating the itinerary with you before the mission.

2. After the trip:

- a) each participant must send scanned copies of the following documentation to Ms. Claudia López, Technical Cooperation Associate at nacc-tc@icao.int:
 - i. boarding passes;
 - ii. baggage fee receipts (if applicable); and
 - iii. transportation receipts for the taxis used during the mission for the following transportation segments: home-airport, airport-hotel, hotel-airport and airport-home.

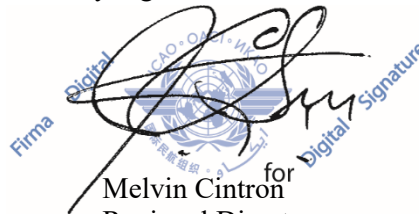
- b) With this documentation, an ICAO Travel Expense Claim will be prepared for reimbursement using either one of the following payment methods:
 - i. for States that have a UNDP Office in the Country of Origin, payment will be processed for collection in said office. The process will take approximately 15-20 working days after the submission of the Travel Expense Claim
 - ii. for States that have no UNDP Office in the Country of Origin, payment will be processed by the ICAO NACC Regional Office Administrative Officer, who will make a bank transfer using the information provided in the Banking Instructions Form. This process will take approximately 15-20 working days after the submission of the Travel Expense Claim.

The syllabus of the workshop is attached as **Appendix D**.

Finally, I would like to inform you that the NASP Online course (<https://store.icao.int/en/national-aviation-safety-plan-nasp-online>) will be provided to these same designated persons, if they have not previously taken it. Participants are encouraged to complete the NASP course as soon as possible and preferably before participating in the NASP course.

If you require any further information regarding the event, please contact Mr. Marcelo Orellana, Regional Officer, Safety Implementation (morellana@icao.int) or his Assistant Ms. Sybil Gómez (sgomez@icao.int).

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

A digital signature in blue ink, appearing as a stylized cursive 'M' and 'C', is placed over a circular blue watermark. The watermark contains 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

APPENDIX A/APÉNDICE A

LIST OF NOMINEES/ LISTA DE NOMINADOS/AS

BAHAMAS

1. Michael Fountain
2. Terrence Hunt

BARBADOS

3. Tracia Smith
4. Roderick Oliver

BELIZE/BELICE

5. Ciardi Glenn
6. Imelda Bautista

CANADA/CANADÁ

7. Donald O'Connor
8. James Moriarity

COSTA RICA

9. Oscar Gómez Salazar
10. Victor Zamora Vargas

CUBA

11. Mario Ardanza
12. Rigoberto Ochoa

CURAÇAO/CURAZAO

13. Lugardo Job

EL SALVADOR

14. Javier Ascensio
15. Renato Neira

GUATEMALA

16. André Oliva
17. José Pablo Muy

HONDURAS

18. Araceli Gámez
19. Ernesto España

MEXICO/MÉXICO

20. Christian Ramírez
21. Diego Rivera

NICARAGUA

22. Martín Zamora
23. Uwe Cano

SAINT KITTS AND NEVIS/SAINT KITTS Y NEVIS

24. Kenrick Duncan
25. Royston Griffin

Appendix D

Workshop on implementation of the National Plan for Operational Safety (NASP) Mexico City, Mexico, 5 – 6 December 2022

SYLLABUS

1. Introduction to the NASP
2. Implementation status of the States – Experience of the States with developed NASPs
3. Identification of deficiencies and priorities (steps 2 – 4)
4. Self-assessment activity (survey application to the States)
5. Establishment of objectives, indicators and goals (step 5)
6. Development of objectives, indicators and goals
7. Identification and prioritization of Safety Enhancement Initiatives (SEIs) (steps 6 – 7)
8. Review of initiatives
9. Safety performance measurement (step 8)
10. Lessons learned
11. Establishment of agreements/work schedule
12. Commitment of technical assistance for the development of the NASP

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