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Ref.: NT-N1-2.5/NT-NE57-3/NT-NS2-35 — **E.OSG-NACC95310Rev 2** December 2022



To: AO/TF and ATFM/TF Members, CIIFRA Team

Subject: **Invitation – Second Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force (AO/TF/2), Fourth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/4) and Sixth Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/6) Team (AO/TF/2/ATFM/TF/4/CIIFRA/6)**
Miami, United States, 13 to 17 February 2023

Action

Required: 1) Transmittal of additional items to the Provisional Agenda by **13 January 2023**;
2) submission of documentation by the deadlines provided in this letter; and
3) register participation by **3 February 2023**.

Dear Sir/Madam,

Further to the First Meeting of the Airspace Optimization Task Force of the North American, Central American and Caribbean Working Group (NACC/WG) and the 5th Meeting of the CIIFRA Team, held in Miami, United States, from 2 to 4 August 2022, I wish to invite your Administration/Organization to participate in the Second Meeting of the Airspace Optimization Task Force (AO/TF) of the North American, Central American and Caribbean Working Group (NACC/WG), Fourth Meeting of North American, Central American and Caribbean Working Group (NACC/WG) Air Traffic Flow Management Implementation Task Force (ATFM/TF/4) and Sixth Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/6) Team, to be convened at the IATA Americas Regional Office, located at 703 Waterford Way (NW 62nd Avenue), Suite 600, 33126 Miami, FL, United States, from 13 to 17 February 2023.

AO/TF and ATFM/TF Members CIIRA teams 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 and Schedule of the event is at **Appendices A and B** respectively. States wishing to submit proposals for the addition of items should do so by **13 January 2023**.

... / 2

We would appreciate confirmation of your participation by **3 February 2023** by registering here: <https://forms.office.com/r/00PTx3HbDn>

The following hotels are suggested as they are close to the venue:

- Pullman Miami Airport
5800 Blue Lagoon Drive – Miami FL 33126 Tel: +1(305)264-4888
- Hilton Miami Airport
5101 Blue Lagoon Drive – Miami FL 33126 Tel: +1(305)265-3829
- Cambria Hotel Miami Airport – Blue Lagoon
6750 NW 7th Street – Miami FL 33126 Tel: +1(305)261-9899
- Sheraton Miami Airport
3900 NW 21st Street – Miami FL 33142 Tel: +1(305)870-8103

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/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 **13 January 2023**, 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 **30 January 2023**. 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 RLA09801 Member¹ may apply for a fellowship under Project RLA09801 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 Miami, United States, 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 **30 December 2022**. The steps to apply for a fellowship, the nomination form and other useful information are published on the Project RLA09801 website at: <http://www.icao.int/NACC/Pages/edocs-tc.aspx>

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¹ *RLA09801 Project Member States are: Bahamas, Barbados, Canada, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, Trinidad and Tobago, United States, Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua), OECS States through ECCAA (Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines).*

Regarding the fellowship offered to the Eastern Caribbean States **through ECCAA**, please note that the candidate appointment decision will be made by ECCAA. As such, the nomination form of the candidate representing the Eastern Caribbean States **should be sent to this Regional Office by ECCAA**.

If you require any further information regarding the event, please contact Mr. Ernest Snyder, Regional Officer, Air Traffic Management, or his Assistant Mrs. Yolanda Terrazas, to the following e-mail nacc-atm@icao.int.

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

A digital signature in blue ink, overlaid on a circular blue seal. The seal contains the text 'OACI - ICAO' and 'International Civil Aviation Organization'. The signature is written in a cursive style.

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

Enclosure:

*A – Provisional Agenda; B – Schedule C – Working Paper template;
C – Information Paper template; D – Appendix template*

N:\N - ICAO Regions\N 1- 2.5 - NAM CAR Regional Airspace Optimization Team\6th Meeting-AOTF2-ATFM4-CHFRA6\NACC95310-ATM2-States-ICAO-IATA-CADENA-Invite.docx / YTR

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Second Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force (AO/TF/2), Fourth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/4) and Sixth Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/6) Team (AO/TF/2/ATFM/TF/4/CIIFRA/6)
Miami, United States from 13 to 17 February 2023

**APPENDIX A
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Follow-up on Valid Conclusions and Decisions from previous AO/TF, ATFM/TF and CIIFRA meetings**
- Agenda Item 3: CANSO Air Traffic Flow Management Data Exchange Network for the Americas (CADENA) Regional Implementation Group (RIG) updates**
- Agenda Item 4: ATFM/TF Updates**
- Agenda Item 5: AO/TF Updates**
- Agenda Item 6: Ad hoc Groups Reports**
- Agenda Item 7: IATA Updates**
- Agenda Item 8: Other Business**

— END —

**APPENDIX B/APÉNDICE B
PROVISIONAL SCHEDULE**

| Time | Monday/Lunes 13 Feb | Tuesday/Martes 14 Feb | Wednesday/ Miércoles 15 Feb | Thursday/Jueves 16 Feb | Friday/Viernes 17 Feb |
|--------------------|--|---|---|---|--|
| 08:30–09:00 | Registration/ Registro | | | | |
| 09:00–10:30 | Opening /Inauguración | | | | |
| | Agenda Items 1 and 3/ Cuestiones 1 y 3 del Orden del Día | Agenda Item 3/ Cuestión 3 del Orden del Día | Agenda Item 4/ Cuestión 4 del Orden del Día | Agenda Item 5/ Cuestión 5 del Orden del Día | Discussion Groups/Grupos de Discusión |
| 10:30–11:00 | Coffee break/Pausa para el café | | | | |
| 11:00–12:00 | Agenda Item 3/ Cuestión 3 del Orden del Día | Agenda Item 2/ Cuestión 2 del Orden del Día | Agenda Item 5/ Cuestión 5 del Orden del Día | Agenda Item 6/ Cuestión 6 del Orden del Día | Review of the Draft Report/Revisión del Informe Preliminar |
| | | Agenda Item 4/ Cuestión 4 del Orden del Día | | | Closing |
| 12:00–13:00 | Lunch time/Almuerzo | | | | |
| 13:00–14:30 | Agenda Item 3/ Cuestión 3 del Orden del Día | Agenda Item 4/ Cuestión 4 del Orden del Día | Agenda Item 5/ Cuestión 5 del Orden del Día | Agenda Item 7/ Cuestión 7 del Orden del Día | |
| 14:30–15:00 | Coffee break/Pausa para el café | | | | |
| 15:00–16:00 | Agenda Item 3/ Cuestión 3 del Orden del Día | Agenda Item 4/ Cuestión 4 del Orden del Día | Agenda Item 5/ Cuestión 5 del Orden del Día | Discussion Groups/Grupos de Discusión | |



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WORKING PAPER

AO/TF/2/ATFM/TF/4/CIIFRA/6 — WP/**
//2*

Second Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force (AO/TF/2), Fourth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/4) and Sixth Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/6) Team (AO/TF/2/ATFM/TF/4/CIIFRA/6)
Miami, United States, 13 to 17 February 2023

Agenda Item *:

TITLE OF WORKING PAPER

(Presented by ***)

| EXECUTIVE SUMMARY | |
|--|--|
| Insert brief summary of the working paper. | |
| Action: | Insert action required. |
| <i>Strategic Objectives:</i> | <ul style="list-style-type: none"> • Strategic Objective 1 – Safety • Strategic Objective 2 – Air Navigation Capacity and Efficiency • Strategic Objective 3 – Security & Facilitation • Strategic Objective 4 – Economic Development of Air Transport • Strategic Objective 5 – Environmental Protection |
| <i>References:</i> | <ul style="list-style-type: none"> • *** |

1. Introduction

1.1 Ff

or

— END —



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INFORMATION PAPER

AO/TF/2/ATFM/TF/4/CIIFRA/6 — IP/**
//2*

Second Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force (AO/TF/2), Fourth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/4) and Sixth Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/6) Team (AO/TF/2/ATFM/TF/4/CIIFRA/6) Miami, United States, 13 to 17 February 2023

Agenda Item *:

TITLE OF INFORMATION PAPER

(Presented by ***)

| EXECUTIVE SUMMARY | |
|---|--|
| Insert brief summary of the information paper. | |
| <i>Strategic Objectives:</i> | <ul style="list-style-type: none"> • Strategic Objective 1 – Safety • Strategic Objective 2 – Air Navigation Capacity and Efficiency • Strategic Objective 3 – Security & Facilitation • Strategic Objective 4 – Economic Development of Air Transport • Strategic Objective 5 – Environmental Protection |
| <i>References:</i> | <ul style="list-style-type: none"> • *** |

1. Introduction

1.1 Ff

or

— END —

APPENDIX *
TITLE

or

— END —