



International
Civil Aviation
Organization

Organisation
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Organización
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Международная
организация
гражданской
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منظمة الطيران
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国际民用
航空组织

When replying please quote:

Ref.: NT-N1-8.2.25 — **E.OSG – NACC96120**

9 February 2023

To: States, Territories and International Organizations

Subject: **Invitation – Third NAM/CAR Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/3)**
Mexico City, Mexico, 9 to 11 May 2023

Action

Required: 1) Transmittal of additional items to the Provisional Agenda by **21 February 2023**;
2) submission of documentation by the deadlines provided in this letter;
3) register participation by **14 April 2023**.

Dear Sir/Madam,

I wish to invite your Administration/Organization to participate in the Third NAM/CAR Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/3) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 9 to 11 May 2023.

The purposes of this meeting are to: assess the impact and evaluate the response of contingency situations faced in 2022; take concrete actions to address contingency and emergency situations from a regional perspective; review and update the Air Traffic Services (ATS) contingency plan for States and Territories of the CAR Region; review the CAR Regional Contingency Response Plan; and make the necessary arrangements to prepare for the 2023 hurricane season by carrying out a table top exercise to simulate various contingency scenarios in the CAR Region. In addition, since the ATS from several States are closely linked to (or are part of) the Airport Authority, this Meeting will also address Airport Emergency Planning.

Civil Aviation Authorities, Airport Providers 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 event is at **Appendix A**. States wishing to submit proposals for the addition of items should do so by **21 February 2023**.

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We would appreciate confirmation of your participation by **14 April 2023** by registering here: <https://forms.office.com/r/nnM96LyYzm>

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 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 **7 April 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 **25 April 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).

If you require any further information regarding the event, please contact Mr. Eddian Méndez, Regional Officer, Air Traffic Management and Search and Rescue (emendez@icao.int), Mrs. Fabiana Todesco, Regional Officer Aerodromes and Ground Aids (ftodesco@icao.int), or Mrs. Yolanda Terrazas, Assistant (yterrazas@icao.int).

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

A digital signature of Julio César Siu, consisting of a stylized cursive script in black ink. The signature is overlaid on a circular blue stamp that contains the ICAO logo and the text "Firma Digital" and "Digital Signature".

Julio César Siu
Acting Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

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



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North American, Central American and Caribbean Office

Third NAM/CAR Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/3)

Mexico City, Mexico 9 to 11 May 2023

APPENDIX A PROVISIONAL AGENDA AND EXPLANATORY NOTES

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

Under this agenda item, the Meeting will review the agenda and schedule, and adopt them. The objectives and overall expectations of the meeting will be presented.

Agenda Item 2: ICAO Requirements for Air Navigation Services (ANS) and Aerodromes and Ground Aids (AGA) Contingency Planning

Under this Agenda Item, the Meeting will review and analyse ICAO contingency arrangements Standards and Recommended Practices (SARPs) for ANS and AGA, including regional agreements regarding emergency planning.

Agenda Item 3: Regional Initiatives for Contingency Planning and Response

Under this Agenda Item, the Meeting will review the different regional initiatives that address contingency planning and response in the CAR Region, analyse synergies, and discuss possible joint efforts.

Agenda Item 4: Evaluation of Impact and Response of Contingencies Faced in 2022

Under this Agenda Item, the Meeting will analyse the contingency situations faced in 2022, and will evaluate their impact and the response carried out by the region. States, Territories and Service Providers are invited to present contingency scenarios and share good practices.

Agenda Item 5: CAR Region Air Traffic Services (ATS) Contingency Plan

Under this Agenda Item, the CAR Region ATS Contingency Plan will be reviewed. The linkage of this Plan with other counterparts from different areas of ANS and AGA will be analysed, as well as the Regional Contingency Plans of adjacent regions. The Meetings will also review current contingency planning templates, to adjust to different contexts and enhance compliance.

Agenda Item 6: CAR Region Contingencies Table-Top Exercise

Under this Agenda Item, the Meeting will perform a table top exercise in preparation for the 2023 hurricane season.

Agenda Item 7: Other Business

Under this Agenda Item, the Meeting will analyse any other matter than cannot be addressed under the previous agenda items.



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WORKING PAPER

NAM/CAR/CONT/3 — WP/**

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**Third NAM/CAR Regional Contingency and Emergency Planning and Response Meeting
(NAM/CAR/CONT/3)**

Mexico City, Mexico 9 to 11 May 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

NAM/CAR/CONT/3 — IP/**

//23

**Third NAM/CAR Regional Contingency and Emergency Planning and Response Meeting
(NAM/CAR/CONT/3)**

Mexico City, Mexico 9 to 11 May 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
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or

— END —

APPENDIX *
TITLE

or

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