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When replying please quote:

Ref.: NT-NT1-2 — **E.OSG-NACC98212**

8 September 2023

To: States, Territories and International Organizations

Subject: **Invitation – Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) Workshop**
Mexico City, Mexico, 9 – 11 October 2023

Sixth NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators (NCMC/6)
Mexico City, Mexico, 12 – 13 October 2023

Action

Required: 1) Transmittal of additional items to the NCMC/6 Meeting Provisional Agenda by **20 September 2023**;
2) Register participation by **25 September 2023**.

Dear Sir/Madam,

As part of the ongoing support of the ICAO NACC Regional Office and taking into account the need for an update on the procedures for filling out the Online Framework (OLF), it is a pleasure to invite the National Continuous Monitoring Coordinators (NCMCs) and two additional guests (maximum) to the Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) Workshop, to be held at the ICAO NACC Regional Office in Mexico City, Mexico, from 9 to 11 October 2023.

The workshop will be taught by Mr. Jerome Guevin (Chief, Oversight Support Unit ANB/MAC/OSU) and Mr. Junjian Nie (Chief, Safety and Air Navigation Oversight Audit Section ANB/MAC/OAS), from ICAO Headquarters. The workshop objectives and content are included in **Appendix A**.

Additionally, I wish to invite your Administration/Organization NCMCs to participate in the Sixth NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators (NCMC/WG/6) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, on 12 and 13 October 2022, right after the USOAP-CMA Workshop.

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During this meeting, an update of the work carried out so far by the NCMC working groups will be provided and the tasks that the working group has set for the immediate future, since as a follow-up to the agreements of the Fifth Regional Meeting of National Coordinators of Continuous Supervision (NCMC/5), the ICAO NACC Regional Office has initiated a series of activities with the working groups of the NCMCs, including the issuance of a survey of needs for the fulfilment of the functions of the NCMC related to the OLF, which provided valuable information to start the development of lines of work that help solve these needs.

Likewise, Systemic Assistance Programme (SAP) have been updated, this update will be explained during this meeting. In addition to the above, the progress achieved in the Safety Oversight System (SOS) Project will be presented, the model used by Mexico for the establishment of risk-based surveillance, a review of the effectiveness of the guidelines developed in the USOAP Air Navigation Services (ANS) will also be presented and some topics of the surveys carried out will be discussed for a better understanding of the information provided and the application of improvements.

NCMCs of States and Territories of the ICAO NAM/CAR Regions and representatives of Regional Safety Oversight Organizations (RSOOs) 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 NCMC/6 Meeting is at **Appendix B**. States wishing to submit proposals for the addition of items should do so by **20 September 2023**.

We would appreciate confirmation of your participation by **25 September 2023** by registering here: <https://forms.office.com/r/Wa54kuLYSs>

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.

Should you require any further information regarding the events, please contact Mr. Marcelo Orellana, Regional Officer, Safety Implementation or his Assistant Sybil Gómez, to the following e-mail nacc-fs@icao.int.

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


Christopher Barks
Acting Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

A – USOAP – CMA Workshop Provisional Programme

B – NCMC/6 Provisional Agenda; C – NCMC/6 Working Paper template;

D – NCMC/6 Information Paper template; E – NCMC/6 Appendix template

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USOAP Workshops

2023

Dates	Workshop	Location
10-12 October	USOAP NACC WS	Mexico
6-10 November	ROK MOLIT WS (CR)	Korea
4-6 December	USOAP WACAF WS	Senegal



ICAO USOAP
Continuous Monitoring Approach

USOAP Workshops

Info sheet

Overview

As part of its mandate, USOAP delivers regular 3-4-day workshops in the regions to update National Continuous Monitoring Coordinators (NCMCs) and other State safety personnel on the latest developments in USOAP CMA and the Online Framework (OLF).

Objectives

- To provide NCMCs and other users with an overview and update on USOAP CMA
- To address the updated PQs and their impact on States' Effective Implementation (EI)
- To review the latest OLF tools and functionalities as well as their application in the context of USOAP
- To practice doing specific tasks on OLF.

Workshop Content

- Module 1: Introduction
- Module 2: Overview of USOAP CMA
- Module 3: CMA Online Framework (OLF) and Electronic Filing of Differences (EFOD) module
- Module 4: How to do Self-assessment and Corrective Action Plans (CAPs)
- Module 5: Overview of other USOAP related electronic tools

Target Audience

- National Continuous Monitoring Coordinators (NCMCs)
- State CAA safety personnel involved in USOAP activities
- ICAO regional safety and technical cooperation officers

How to request a cost-recovery USOAP workshop

Any State's civil aviation administration (CAA) may request to host a USOAP workshop for its staff on cost recovery basis by contacting USOAP directly. Subject to availability of convenient time and resources, USOAP may plan a workshop in coordination with the CAA.

Contact Us

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ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

**Sixth NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators
(NCCM/WG/6)**

Mexico City, Mexico, 12 – 13 October 2023

**APPENDIX B
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Discussion on the results of the surveys, work done and scheduled for the immediate future**
- Agenda Item 3: Presentation of the update of procedures of the Systemic Assistance Program (SAP) of the NACC Regional Office**
- Agenda Item 4: Progress of the State Safety Oversight System (SOS) Improvement Project**
- Agenda Item 5: Presentation of the methodology for conducting risk-based surveillance (Mexico)**
- Agenda Item 6: Other Business**
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**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

Under this agenda item, the new NCMC/WG Rapporteurs will introduce themselves and the Meeting review and adopt the provisional agenda and schedule. The objectives and overall expectations of the meeting will be presented.

Agenda Item 2: Discussion on the results of the surveys, work done and scheduled for the immediate future

Under this agenda item, the Meeting will follow up on the previous conclusions/decisions of the NCMC/WG and the Directors General mandates, as well as the results of the survey sent to the States. These results mainly point to the lack of personnel in the authorities, lack of training in general and lack of understanding and depth of the ICAO Protocol Questions (PQs) and the Online Framework (OLF).

The effectiveness and uses of the guides developed such as the Air Navigation Services (ANS) inspector manual guide will be analysed, the progress made in solving the issues identified in the survey and solution proposals/work to be carried out to address the most deficient or less compliant areas will be discussed.

Agenda Item 3: Presentation of the update of procedures of the Systemic Assistance Programme (SAP) of the NACC Regional Office

Under this agenda item, the new procedures of the NACC Systemic Assistance Programme (SAP) will be shown, which has been updated to streamline communication between the technical areas of the authorities and the Regional Office, systematically improving the support provided to the States, as part of the continuous improvement of the assistance provided by the NACC Regional Office.

The meeting will review the status of compliance shown through the RASG-PA and NACC Dashboards, as well as the latest annual report of the Regional Aviation Safety Group-Pan America (RASG-PA) related to Universal Safety Oversight Audit Programme (USOAP) topics.

Agenda Item 4: Progress of the State Safety Oversight System (SOS) Improvement Project

Under this item on the agenda, the progress made in the Safety Oversight System (SOS) Improvement Project and the preparation of the Cross Reference Document and Evaluation Tool (CRDET) will be shown, which will be used in the project to measure compliance with the ICAO Standards and Recommended Practices (SARPs) by the States, as well as future evaluations to be carried out in 2023.

Agenda Item 5: Presentation of the methodology for conducting risk-based surveillance (Mexico)

Under this item on the agenda, Mexico will make a presentation of its methodology for conducting risk-based surveillance, the established criteria, the metrics related to said risk assessment, and the results obtained so far under said methodology.

Agenda Item 6: 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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