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When replying please quote:

Ref.: NT-NE57-3, NS2-35 — E.OSG-NACC116190

9 June 2025

To: States, Territories and International Organizations

Subject: **Invitation to the First Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Management and Capacity Balancing Task Force and Tenth Meeting of the CANSO IATA ICAO Free Route Airspace Team (CIIFRA) (AMCB/TF/1/CIIFRA/10) Mexico City, Mexico, 22 to 26 September 2025**

Action

Required: 1) Transmittal of additional items to the Draft Agenda by **9 July 2025**;
2) submission of documentation by the deadlines provided in this letter;
3) register participation by **12 September 2025**; and
4) send fellowship nomination forms by **15 July 2025**

Dear Sir/Madam,

Further to successful AO/TF/5, ATFM/TF/7, and CIIFRA/9 meetings held in Orlando, United States from 3 to 7 March 2025, I wish to invite your Administration/Organization to participate in the AMCB/TF/1/CIIFRA/10 meeting to be convened at the ICAO NACC Regional Office in Mexico City, Mexico, from 22 to 26 September 2025

At the Orlando meeting, it was unanimously agreed to consolidate the efforts of the Air Traffic Flow Management Task Force (ATFM/TF) and the Airspace Optimization Task Force (AO/TF) into a new unified Task Force under the name Airspace Management and Capacity Balancing (AMCB). This change reflects our shared goal of optimizing resources, enhancing coordination, and ensuring a harmonized approach to air traffic management challenges in the NAM/CAR Regions. This upcoming AMCB/1 meeting marks the official launch of the new Task Force structure. It is essential that we maintain continuity and momentum by ensuring the participation of Subject Matter Experts (SMEs) from both the former AO and ATFM Task Forces, especially those who attended the AO/TF/5 and ATFM/TF/7 sessions.

Air Navigation Service Providers (ANSPs) 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.

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In consideration of the limited capacity of the ICAO NACC Regional Office, which can accommodate a maximum of 65 participants, we kindly request that each State or International Organization limit its delegation to a maximum of two participants. Should space permit, we will gladly accommodate additional representatives and will provide confirmation accordingly. We appreciate your understanding and cooperation in ensuring the effective organization of this important event and confirmation of your participation by **12 September 2025** by registering here: <https://forms.office.com/r/z0kdk9gHqc>

The Draft Agenda of the event is at **Appendix A**. States wishing to submit proposals for the addition of items should do so by **9 July 2025**.

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.

Documentation that your Administration/Organization may wish to submit at the meeting/event should be forwarded to this office by e-mail icaonacc@icao.int in both languages, English and Spanish, format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices. Information Papers will be published only in the language(s) presented. The deadline to receive documentation is **29 August 2025**.

All meeting/event documentation/presentations will be placed in the Meetings Section of the following web page: [Meetings](#) as it becomes available. Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event.

Furthermore, I am pleased to inform you that each Project RLA09801 Member¹, that is up-to date with its Project contributions, 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. Sybil Gomez, Assistant nacc-tc@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 Mexico City, Mexico, 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 **15 July 2025**. 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>

If you require any further information regarding the event, please contact Mr. Josué González, Regional Officer, Air Traffic Management and Search and Rescue (nacc-atm@icao.int).

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

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


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

Enclosure: *Provisional Agenda and Schedule; B – Working Paper template; C – Information Paper template; D – Appendix template*

<https://oaci.sharepoint.com/sites/NACCRegionalOfficeTeam/Shared Documents/00-Files/NE - External Relations/NE 57-3 - NACC WG TF Meetings/AMCB-AirspaceOrganizationTF/1stAMCB Meeting/Communications/NACC116190ATM2-StatesInvitationAMCB1.docx> / CRP

**APPENDIX A
DRAFT AGENDA**

- Agenda Item 1: Adoption of the Draft Agenda and Schedule**
- Agenda Item 2: CANSO Air Traffic Flow Management Data Exchange Network for the Americas (CADENA) Regional Implementation Group (RIG) and Air Navigation Service Providers (ANSPs) Updates**
- Agenda Item 3: Strategic Framework and Priorities of the AMCB Task Force**
- Agenda Item 4: Regional Initiatives and Technical Progress of the AMCB Task Force**
- Agenda Item 5: Other Business**

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DRAFTAGENDA EXPLANATORY NOTES**Agenda Item 1: Adoption of the Draft Agenda and Schedule**

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

Agenda Item 2: CANSO Air Traffic Flow Management Data Exchange Network for the Americas (CADENA) Regional Implementation Group (RIG) and Air Navigation Service Providers (ANSPs) Updates

Under this agenda item, CADENA will facilitate the RIG session, during which ANSPs will present operational updates and conduct comprehensive end-of-season reviews. This session will provide a platform to exchange information on recent activities, challenges, and progress across the region.

CADENA will present a status update and data-driven analysis on ongoing regional route optimization initiatives, including:

- User Preferred Route (UPR) Trials
- Strategic Direct Route (SDR) Trials
- Inter-Flight Information Region (FIR) Direct Routing (DCT) Trials
- Inter-FIR SDR Trials

As a follow-up to the Orlando meeting (March 2025), CADENA will highlight specific progress made on these optimization trials, presenting key takeaways from ANSPs and airline stakeholders such as JetBlue, United Airlines, and others. The agenda item will also include operational adjustments and implementation experiences shared by Trinidad and Tobago, COSESNA, and additional regional partners.

Further topics will include:

- Updates on the Aeronautical information circulars (AICs) and Aeronautical information Publication (AIP) issuance process to support route implementation
- Status of contingency training coordination among ANSPs
- Recent developments in regional capacity calculation procedures

CADENA will conclude with a summary of anticipated tasks and shared goals for the NAM/CAR Regions, with a focus on strengthening inter-ANSP coordination, advancing route optimization, and improving overall implementation timelines as the region prepares for the upcoming operational cycle.

Agenda Item 3: Strategic Framework and Priorities of the AMCB Task Force

Under this agenda item, the AMCB/TF will outline its strategic vision, operational focus areas, and regional coordination priorities, incorporating the merged efforts of the former ATFM and AO Task Forces. The session will include the following key discussions:

1. Operational Lessons from the 2025 CAF-CON (Copa América–FIFA Confederation Cup).

A review of initial outcomes and coordination efforts related to the Copa América–FIFA Confederation Cup (CAF-CON), with a focus on traffic flow strategies, contingency measures, and regional capacity management during high-demand periods across North and Central American venues.

2. Planning and Preparedness for the World Cup 2026

Presentation on collaborative regional planning efforts to support the 2026 FIFA World Cup. Discussions will include infrastructure readiness, harmonized Air Traffic Flow Management (ATFM) procedures across FIRs, cross-border coordination, and contingency planning to ensure operational resilience.

3. Calendar of Major Sporting Events (2025–2028)

Overview of upcoming major international sporting events through 2028 with associated airspace and traffic management implications. ANSPs will be encouraged to share expected challenges, identify support needs, and align planning efforts under a unified AMCB strategy.

4. Cross-Border Collaboration and Data-Driven Approaches

- **Enhancing Cross-Border ATFM Integration** Progress updates on regional cross-border ATFM initiatives. Emphasis will be placed on lessons learned from recent operations, improved data exchange protocols, and joint analysis tools that enhance predictability and capacity planning across FIR boundaries.
- **Data and Metrics Framework** Discussion of metrics improvement initiatives identified during previous meetings (e.g., Havana), with a focus on supporting real-time decision-making and regional performance tracking in line with ICAO Key Performance Indicators (KPIs) and global system harmonization efforts.

Agenda Item 4: Regional Initiatives and Technical Progress of the AMCB Task Force

Under this agenda item, the Secretariat and rapporteurs will highlight the ongoing regional efforts under the AMCB/TF to enhance airspace efficiency and support the implementation of Free Route Airspace (FRA and Strategic Direct Routes (SDRs). The presentations and discussions will focus on cross-border collaboration, harmonized procedures, and operational results contributing to a more flexible and performance-based airspace environment.

1. Concept Overview and Regional FRA Approaches

The AMCB/TF will present the CAR/SAM FRA implementation framework as discussed in the March 2025 Orlando meeting. Key topics include regional alignment through the CAR/SAM Planning and Implementation Regional Group (GREPECAS), coordinated efforts to establish seamless FRA across FIRs, and updates on harmonized procedures and route optimization goals that benefit both operators and ANSPs.

2. SENEAM will deliver a presentation on the implementation of SDRs in Mexican airspace, including an overview of the process, procedural updates, and initial results, as well as challenges and opportunities identified during initial implementation, including feedback from adjacent FIRs and airspace users.

3. ANSP Collaboration and Task Force Involvement

ANSPs will share updates on their involvement in the regional optimization process in partnership with CANSO, IATA, and ICAO. This includes SDR development tailored to national airspace, the operational benefits observed—such as reductions in fuel consumption and flight time—and lessons learned from cross-border collaboration, as highlighted during the Orlando discussions.

4. Next Steps and Collaborative Goals

The AMCB/TF will outline the next steps to accelerate FRA and SDR progress in the NAM/CAR regions. This will include alignment with the CAR/SAM Regional Roadmap, integration of ongoing coordination initiatives, and identification of priority FIRs for future implementation. The discussion will emphasize the need for sustained collaboration, interoperability, and inclusive participation in line with ICAO's "No Country Left Behind" initiative.

Agenda Item 5: Other Business

Under this agenda item, the Meeting will address any additional matters not covered in previous agenda items. This section will provide an opportunity to discuss emerging topics, clarify outstanding issues from the Havana meeting, and bring forward any new items of relevance.

1. Follow-Up on Outstanding Items from Orlando

Any unresolved questions or action items from the Orlando meeting will be revisited to ensure continuity and address any pending updates.

2. Emerging Operational Needs and Priorities

Participants are invited to raise new operational needs, regional challenges, or priorities identified since the last meeting. This includes recent regulatory developments, technology advancements, or stakeholder feedback that could impact ongoing projects.

3. Collaborative Opportunities and Strategic Partnerships

Time will be dedicated to exploring potential collaborative efforts, whether through partnerships with ANSPs, airlines, or industry organizations. Attendees are encouraged to share insights or proposals for enhancing cross-regional coordination and efficiency in line with GREPECAS and ICAO objectives.

4. Miscellaneous Topics of Relevance

Any other relevant business or special interest topics proposed by participants will be discussed here to ensure all perspectives and concerns are addressed.

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APPENDIX/APÉNDICE B
PROVISIONAL SCHEDULE/HORARIO PROVISIONAL

Time/ Horario	Monday 22 September / Lunes 22 de septiembre	Tuesday 23 September / Martes 4 de septiembre	Wednesday 24 September/ Miércoles 5 de septiembre	Thursday 25 September/ Jueves 25 de septiembre	Friday 26 September / Viernes 26 de septiembre
08:00–09:00	Registration/ Registro				
09:00–09:30	Opening Ceremony & Photo / Inauguración y Foto de Grupo	Agenda Item 2 / Cuestión 2 del Orden del Día (cont.)	Agenda Item 3 / Cuestión 3 del Orden del Día (cont.)	Agenda Item 4/ Cuestión 4 del Orden del Día	Agenda Item 4 / Cuestión 4 del Orden del Día (cont.)
09:30–10:30					
10:30–11:00	Coffee break/Pausa para café				
11:00–12:30	Agenda Item 2 / Cuestión 2 del Orden del Día	Agenda Item 2 / Cuestión 2 del Orden del Día (cont.)	Agenda Item 3 / Cuestión 3 del Orden del Día (cont.)	Agenda Item 4/ Cuestión 4 del Orden del Día (cont.)	Agenda Item 5 / Cuestión 5 del Orden del Día
12:30–13:30	Lunch time/Tiempo para almuerzo				Closing/Clausura
13:30–15:00	Agenda Item 2 / Cuestión 2 del Orden del Día (cont.)	Agenda Item 3 / Cuestión 3 del Orden del Día	Agenda Item 3 / Cuestión 3 del Orden del Día (cont.)	Agenda Item 4/ Cuestión 4 del Orden del Día (cont.)	
15:00–15:30	Coffee break/Pausa para café				
15:30-16:30	Agenda Item 2 / Cuestión 2 del Orden del Día (cont.)	Agenda Item 3 / Cuestión 2 del Orden del Día (cont.)	Agenda Item 3 / Cuestión 3 del Orden del Día (cont.)	Agenda Item 4/ Cuestión 4 del Orden del Día (cont.)	
	Conclude / Conclusiones	Conclude / Conclusiones	Conclude / Conclusiones	Conclude / Conclusiones	

— END/FIN —