



International  
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Organization

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de l'aviation civile  
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Международная  
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منظمة الطيران  
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国际民用  
航空组织

*When replying please quote:*

Ref.: NT-N1-11.9 — E.OSG-NACC117339Rev

18 September 2025

## CORRECT DATES & UPDATED REGISTRATION LINK

To: States, Territories

Subject: **Invitation – ICAO Workshop on National Aviation Safety Plan (NASP) development**  
(Willemstad, Curaçao, 25 to 28 November 2025)

Action

Required: **Reply at your earliest convenience and register participants no later than 21 October 2025**

Dear Sir/Madam,

I wish to invite your Administration/Organization to participate in the ICAO Workshop on the Development of a National Aviation Safety Plan (NASP) that will be held in Willemstad, Curaçao, from 25 to 28 November 2025, kindly hosted by the Curaçao Civil Aviation Authority.

This event is designed for safety management specialists from civil aviation authorities, accident and incident investigation organizations, aviation industry and service providers and especially the State responsible for developing the NASP. The main objective of the workshop is to assist in building the necessary capacity in the States to develop and implement a NASP, in line with the North American, Central American and Caribbean Regional Aviation Safety Plan (RASP) and the Global Aviation Safety Plan (GASP).

As of today, although several States have completed the development of their NASPs (<https://www.icao.int/GASP/gasp-library>), this workshop aims to support both the proper updating of existing NASPs and the development of new ones.

Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event. The workshop material will be posted on the ICAO NACC Regional Office website before the beginning of the workshop. The schedule for the workshop is provided in **Appendix A**, and general information is also available as **Appendix B**. The workshop will be conducted only in **English** language.

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Considering the need to make the corresponding administrative arrangements for this workshop, you are kindly invited to inform us about your planned participation at earliest possible, but not later **21 October 2025** completing the registration form provided in the dedicated workshop webpage, which will be made available at the following link: <https://forms.cloud.microsoft/r/zYG3zQdkip>

Should you require further information regarding the workshop, please contact Mr. Martin Maurino, Technical Officer, Global Aviation Safety ([mmaurino@icao.int](mailto:mmaurino@icao.int)) and Mr. Marcelo Orellana, Regional Officer, Safety Implementation ([nacc-fs@icao.int](mailto:nacc-fs@icao.int)).

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



Christopher Barks

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

**Enclosure:** *As indicated*

*C:\Users\Clopez\OneDrive - ICAO\Documents - NACC Regional Office Team\00-Files\N - ICAO Regions\N 1- 11.9 - NASPImplementationProject\Correspondence\2510-NASP-Curazao\NACC117339SAFI-States-InvitationNASPWorkshop.docx / GGS*

**APPENDIX A**

**ICAO WORKSHOP ON NATIONAL AVIATION SAFETY PLAN (NASP) DEVELOPMENT**

**SCHEDULE**

	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	
09:00-09:30	Session 1: Opening Remarks & Introduction of Participants	Facilitated Exercise I: <i>Develop list of prioritized national safety issues (Pt 2)</i>	Facilitated Exercise II: <i>Set national goals, targets and indicators</i>	Session 11: Measuring Safety Performance	
09:30-10:30	Session 2: Overview of the Global Aviation Safety Plan			Facilitated Exercise IV: <i>Define safety performance measurement</i>	
10:30-11:00	<i>Coffee Break</i>				
11:00-12:00	Session 3: Regional Aviation Safety Plan	Session 6: Introduction to the NASP	Session 10: Global Aviation Safety Roadmap	Facilitated Exercise IV (Cont'd)	
12:00-12:30	Session 4: Operational Safety Risks	Session 7: How to Develop a NASP		Session 12: Workshop Closure	
12:30-13:30	<i>Lunch</i>				
13:30-15:30	Facilitated Exercise I: <i>Develop list of prioritized national safety issues (Pt 1)</i>	Session 8: States' Experience in NASP Development	Facilitated Exercise III: <i>Develop list of prioritized SEIs</i>		
15:30-16:00	<i>Coffee Break</i>				
16:00-17:00	Session 5: Organizational Challenges	Session 9: Drafting Goals, Targets and Indicators	Facilitated Exercise III (Cont'd)		

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## APPENDIX B

### INTERNATIONAL CIVIL AVIATION ORGANIZATION NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN OFFICE

#### ICAO WORKSHOP ON NATIONAL AVIATION SAFETY PLAN (NASP) DEVELOPMENT

(Willemstad, Curacao, 25-28 November 2025)

#### GENERAL INFORMATION

##### 1. Dates and Venue

1.1. The ICAO Workshop on NASP Development will be held at Corendon Hotels & resorts - Curacao from *25-28 November 2025*.

Corendon Hotels & resorts  
Pater Euwenswegs,  
31A, Willemstad, Curaçao.

##### 2. Officers and Secretariat

Mr. Martin Maurino	Technical Officer Global Aviation Safety	<a href="mailto:mmaurino@icao.int">mmaurino@icao.int</a>
Mr. Marcelo Orellana	Regional Officer, Safety Implementation	<a href="mailto:nacc-fs@icao.int">nacc-fs@icao.int</a>

2.1. Participants are required to carry a valid government-issued identity or passport for verification of their identity at registration. All participants are required to follow the CCAA visitor security screening procedure and must comply with security instructions.

2.2. Workshop participants are requested to register at the Registration Desk in the reception of the venue between 08:30 and 09:00 hours on the opening day of the workshop and obtain a workshop identification badge. The identification badge must be always worn visibly.

##### 3. Workshop Documents, Papers for Distribution etc.

3.1. Workshop documents will be available prior to the workshop at:  
<https://www.icao.int/nacc/meetings>

3.2. Paper documents in hardcopy will not be available.

##### 4. Food and Catering Arrangements

4.1. Lunch, and tea/coffee breaks, will be provided.

4.2. Several options for lunch are available within the venue.

4.3. Participants should note that the workshop programme will resume promptly at the programmed time following the lunch break (normally 1 hour).

**5. Visa, Insurance and Customs**

5.1. Participants are responsible for securing their own health, medical, and travel insurance to cover any unforeseen circumstances, including illness or medical emergencies during the meeting. ICAO will not be liable for any expenses incurred by attendees. Please ensure you obtain the appropriate visa required for entry into Curaçao.

**6. Hotel Reservations and Transportation**

6.1. Participants are required to make their own accommodation arrangements. The following information is being provided by the Curacao Civil Aviation Authority, which is hosting the workshop.

Hotel Name	information
Corendon Hotels & Resorts-Curacao the Rif Resort offers for:	Room Type:  The Rif Resort Single \$259  The Rif Resort Double \$344
<p>Tax is included. The hotel is all-inclusive. It includes breakfast, lunch and dinner.</p> <p>Reservation Instructions:</p> <p>Guests are kindly requested to email their individual reservation details directly to @Reservations I The Rif at Mangrove Beach, using the subject line: ICAO25 CURACAO.</p> <p>Please include the following information in the reservation request:</p> <ul style="list-style-type: none"> <li>• Arrival date</li> <li>• Departure date</li> <li>• Full name of the guest(s)</li> <li>• Number of individuals (if there are children, please specify their ages)</li> <li>• Room category (subject to availability)</li> <li>• Telephone number</li> <li>• Email address</li> <li>• Downpayment option: A 25% deposit is required. The remaining balance must be completed no later than 30 days prior to arrival. A payment link will be sent to each guest to complete payment via credit card. Guests may choose to pay more than the 25% deposit upfront if preferred.</li> <li>• Hilton Honors membership details (if applicable).</li> </ul> <p>Reservation Contact: Mrs. Sherelynn Emerencia (Reservation Manager) Email address: <a href="mailto:sherelynn.emerencia@corendonhotels.com">sherelynn.emerencia@corendonhotels.com</a></p>	

6.2. *Transportation from/to the Airport* - Participants must make their own arrangements for transport between the airport and their accommodation. Hotels may arrange transport to the airport when departing. Public taxis, which are less expensive than hotel transportation, are widely available. Most taxis use a fare meter.

## 7. **Further Information**

7.1. Dress code for the workshop is business casual.

7.2. International credit cards such as Visa and MasterCard are widely accepted.

7.3. All commercial banks exchange major foreign currencies.

7.4. The type of electrical plug and socket typically used in Curaçao is Type A (two flat parallel pins), Type B.

7.5. Voltage: 127/220 volts

Most residential properties use 127 volts, while larger appliances or commercial properties may use 220 volts.

Frequency: 50 Hz

Plug Types:

- Type A (two flat parallel pins)
- Type B (two flat parallel pins and a grounding pin). These are the same as those used in North America.

### Important Notes

**Voltage Differences:** Visitors from countries that use 110V or 220V/240V should check their devices for voltage compatibility. Using a voltage converter or step-down transformer may be necessary.

**Dual Voltage Devices:** Many modern electronics (like phone chargers and laptops) are dual voltage (100–240V) and can be used safely with a plug adapter.

**Plug Adapters:** If you're coming from Europe or other regions that use Type C, Type E, or Type F plugs, you'll need a plug adapter for Curaçao.

**Power Stability:** Curaçao generally has a stable power grid, but occasional outages or fluctuations may occur, especially in remote areas. Surge protectors are recommended for sensitive electronics.

7.6. For further information, please contact Mr. Marcelo Orellana, Regional Officer, Safety Implementation ([nacc-fs@icao.int](mailto:nacc-fs@icao.int))