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Civil Aviation
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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-NR7-8 — **E.OSG-NACC119935 REV**

22 September 2026

To: States, Territories and International Organizations

Subject: **Invitation – ICAO NACC Regional Workshop on Assistance to Aircraft Accident Victims and Their Families (AAAVF)**
Mexico City, Mexico, 19 to 21 October 2026

Action

Required: 1) Register participation by **2 October 2026**

Dear Sir/Madam,

I wish to invite your Administration/Organization to participate in the ICAO NACC Regional Workshop on Assistance to Aircraft Accident Victims and Their Families (AAAVF), to be convened at the ICAO NACC Regional Office, in Mexico City, Mexico, from 19 to 21 October 2026, which will be hosted by the Government of Spain.

Although ICAO SARPs, the ICAO Policy on Assistance to Aircraft Accident Victims and Their Families (Doc 9998), and related guidance are established, States may face challenges in implementing these provisions effectively. These include ensuring timely, coordinated, and transparent assistance while respecting the dignity and privacy of victims and their families.

The workshop aims to strengthen States' understanding and implementation of Annex 9, Annex 13, relevant ICAO Assembly Resolutions in relation to assistance to aircraft accident victims and their families, and the ICAO AAAVF Policy (Doc 9998). It will focus on establishing, implementing, and testing Family Assistance Plans through experience sharing, case studies, and practical exercises relevant in that region, as outlined in the attached programme. The workshop will be delivered in English, with Spanish interpretation services.

States and organizations are encouraged to ensure, where possible, the participation of high- and mid-level professionals. This includes policy-makers and decision-makers from civil aviation authorities, representatives from airlines, airports, emergency management authorities, and technical experts, as well as accident and incident investigation experts.

We would appreciate confirmation of your participation by **2 October 2026** by registering here: <https://forms.office.com/r/raUFjJyiFy>

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The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, and 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.

If you require any further information regarding the event, please contact Mr. José María Peral, Regional Officer, Aviation Security and Facilitation, to the following e-mail nacc-avsec@icao.int.

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


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

Enclosure:

A – Draft Programme;

<https://oaci.sharepoint.com/sites/NACCRegionalOfficeTeam/Shared Documents/00-Files/NR - AVSEC-FAL/NR 7-8 - AVSEC-Training ASTCs and RO/Correspondence/2610-AAAVF/Document.docx> / YTR



Seminar on Assistance to Aircraft Accident Victims and Their Families (AAAVF)

Supported by the Government of Spain

Mexico City, 19-21 October 2026



DAY 1 - LEGAL FRAMEWORK, LIABILITY & COMPENSATION

9:00 – 9:30	Welcome and opening
	- Opening remarks by ICAO / Donor State - Overview of seminar objectives and expected outcomes
Session I: Global Policy and Legal Obligations	
9:30 – 9:45	Introductory remarks
	- Obligations under Chicago Convention and its Annexes - Key principles: dignity, timely support, and coordinated response
9:45 – 10:45	Panel: Legal framework and State responsibilities
	- Overview of ICAO Policy and Manual on Assistance to Aircraft Accident Victims and their Families (Doc 9998 and 9973) - ICAO Resolution A42-15 requirements and implementation - State responsibilities: - State of Occurrence - State of Registry - State of Operator - Requirement to establish Family Assistance Plans (FAPs) - Harmonization of national legislation with ICAO provisions
10:45 – 11:15	Coffee break
11:15 – 12:30	Panel continued: Liability, compensation and insurance (Q&A discussion)
	- Liability system for aircraft operators: - Warsaw Convention (1929) - Montreal Convention (1999) - Advance payments to victims and families - Role of insurers in compensation processes - Legal challenges in multinational accidents
12:30 – 13:30	Lunch
Session II: National Legal Frameworks and Implementation	
13:30 – 15:00	National legal gap assessment
	- Montreal Convention (1999): - Two-tier liability system - Strict liability vs fault-based liability - Assess national legislation against ICAO requirements - Identify gaps in: - Family Assistance Plans legislation - Compensation frameworks - Victim rights and support mechanisms - Review alignment with: - Annex 9-13 provisions



	- Montreal Convention obligations
15:00 – 15:30	Coffee break
15:30 – 16:30	Presentations and discussion
	• Presentation of national/regional findings • Identification of common legal challenges • Discussion on harmonization and best practices

DAY 2 - COMMUNICATION & OPERATIONAL RESPONSE

9:00 – 9:30	Recap and introduction
	• Summary of Day 1 key outcomes • Introduction to operational and communication challenges
Session III: Crisis Communication and Family Notification	
9:30 – 9:45	Introductory remarks
	• Importance of timely and accurate communication • Obligations for notifying families • Managing public information
9:45 – 10:45	Panel: Crisis communication and media management
	• Timely notification of families • Coordination between: - Airlines - Governments - Airports • Media and social media management • Preventing misinformation and speculation
10:45 – 11:15	Coffee break
11:15 – 12:30	Panel continued: Operational response and coordination (Q&A discussion)
	• Establishment of Family Assistance Centres (FACs) • Coordination of multi-agency response • Recovery, identification and repatriation of victims • Return of personal effects • Cultural and religious considerations
12:30 – 13:30	Lunch
Session IV: Simulation Exercise – Accident Response	
13:30 – 15:30	Scenario-based exercise
	• Aircraft accident scenario • Multi-agency response simulation
15:30 – 16:00	Coffee break
15:30 – 16:30	Debrief and lessons learned



	• Identification of operational gaps • Best practices for improvement • Feedback from participants
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DAY 3 – FAMILY ASSISTANCE PLANS & CAPACITY BUILDING

9:00 – 9:30	Recap and introduction • Summary of Day 2 key outcomes • Introduction to FAP development and long-term support
Session V: Developing Effective Family Assistance Plans (FAPs)	
9:30 – 9:45	Introductory remarks • ICAO requirements for FAPs • Importance of preparedness and planning
9:45 – 10:45	Panel: Building and implementing FAPs • Key components of a comprehensive FAP • Roles and responsibilities: - Airlines - Airports - Governments • Integration with national emergency frameworks • Testing and updating FAPs
10:45 – 11:15	Coffee break
11:15 – 12:30	Panel continued: Victim support and human factors (Q&A discussion) • Psychological support for families • Trauma-informed care • Cultural and religious sensitivity • Role of NGOs and family associations • Long-term support and memorialization
12:30 – 13:30	Lunch
Session VI: Capacity Building and Compliance	
13:30 – 15:00	Workshop: National action planning • Participants develop National AAAVF action plans including: - Legal reforms - FAP development - Training programmes - Inter-agency coordination mechanisms • Focus on: - EFOD compliance and reporting improvements - Monitoring and evaluation of implementation (USOAP)
15:00 – 15:30	Coffee break
15:30 – 16:00	Closing session and conclusions



Seminar on Assistance to Aircraft Accident Victims and Their Families (AAAVF)
Mexico City, 19-21 October 2026

- Presentation of key outcomes
- Participant reflections
- Commitments for implementation
- Closing remarks by ICAO

END