



ICAO

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

NACC/WG/AGA/TF/4 — IP/02
06/26/26

Fourth North American, Central American and Caribbean Working Group (NACC/WG) Aerodromes and Ground Aids (AGA) Implementation Task Force Meeting (NACC/WG/AGA/TF/4)

Virtual phase: 30 June to 18 August 2026
Mexico City, Mexico, 19 - 21 August 2026

Agenda Item 1: Adoption of Draft Agenda

TUTORIAL FOR THE ACCESS TO THE VIRTUAL (ASYNCHRONOUS) PHASE

(Presented by Secretariat)

EXECUTIVE SUMMARY

This paper presents a tutorial to access ICAO TEAMS platform to facilitate discussions of upcoming AGA Task Force 4 meeting. The process will be carried out virtually through the MS Teams application, on the institutional account "ICAO." The AGATF/4 Team has been organized to offer a forum for presentation and discussion that leads to the development of the agenda, as well as the approval of the measures (action items/conclusions/decisions) proposed in the Working and Information Papers. To participate in this Phase, each Delegate must use a PC or Tablet that has the MS Teams application installed, with an account associated with the email registered with the Secretariat

1. Purpose of the Virtual Phase

1.1 The Virtual Phase allows delegates to:

- Review Working Papers (WP) and Information Papers (IP) in advance
- Provide comments, inputs, and proposals
- Support the development of conclusions and decisions before the meeting

All discussions will take place in Microsoft Teams, using the ICAO platform.

2. Access to the Platform

2.1 Step 1 – Receive invitation

You will receive a message to your registered email with an invitation, notifying you that you have been added to the AGATF4 Team. Accept the invitation and **follow the instructions to access**. The ICAO MS Teams account will prompt you to verify your email and identity. To do this, you may need

use the Microsoft Authenticator¹ option from your Android or iOS device and add your account to it. This will create an account, using your email, to access ICAO domain and TEAM.

2.2 Step 2 – Sign in

Use:

- Your institutional email, or
- A personal Microsoft account (if required)

2.3 Step 3 – Access the Team

- Open Microsoft Teams (app or web)
- Figure 1 below shows an example of the organization of the channels that will be presented on your screen. To visit the AGATF4 Team and its channels, you must activate, in the upper right corner, **guest access to the ICAO account**.

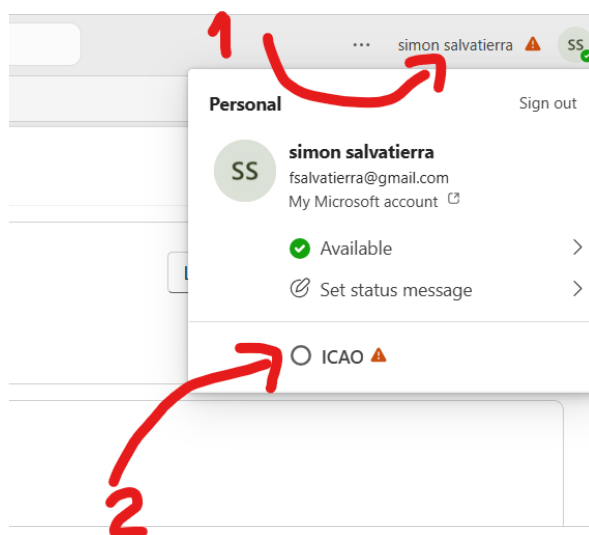


Figure 1: Upper right corner next to username select “ICAO” Team

- Then, inside ICAO, Select the Team: **“AGATF/4”**

¹ Install the Microsoft Authenticator app, on your Android or iOS device. Complete information for installation, login and authentication functions is available at the link below. Ask your IT department for help if you have problems with authentication or access the AGATF4 Team. Optionally, the Delegate can register a personal e-mail address (example@outlook.com) with the Secretariat.

<https://support.microsoft.com/es-es/account-billing/acerca-de-microsoft-authenticator-9783c865-0308-42fb-a519-8cf666fe0acc>

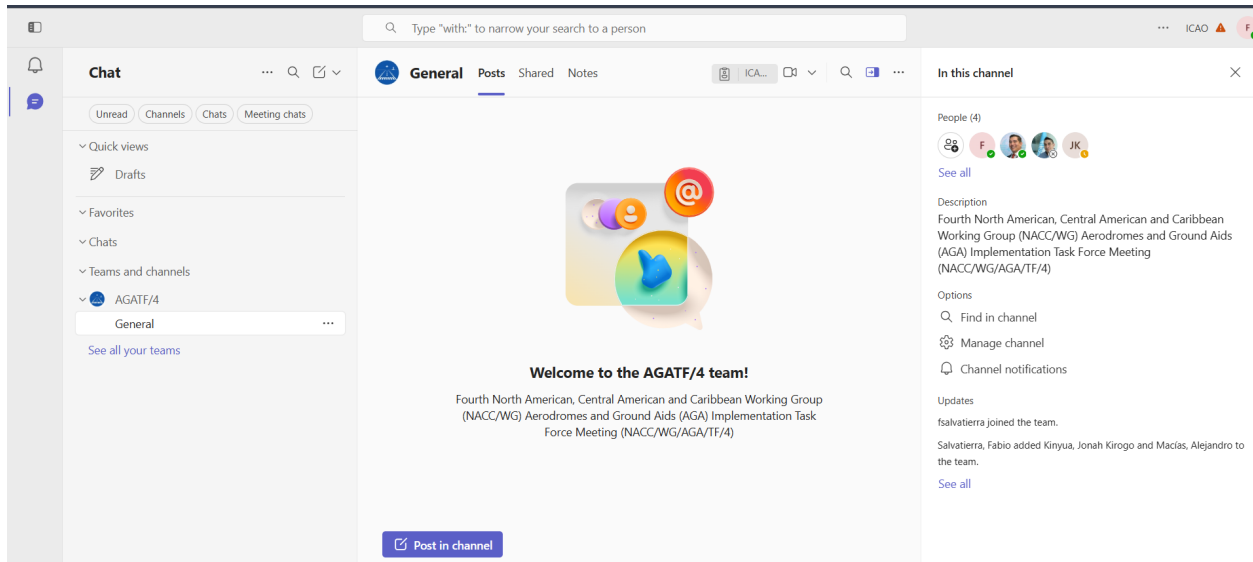


Figure 2: Select AGATF/4 from the left menu

3. Structure of the Workspace

3.1 Inside the Team, you will find:

- **Channels organised by Agenda Item**
- Each paper includes:
 - Document files (English and Spanish versions)
 - A dedicated discussion thread

👉 All exchanges related to a paper must be made in its corresponding thread.

4. How to Participate

4.1 Step 1 – Review the paper

- Open the channel
- Download or read the document from the Files tab

4.2 Step 2 – Post your comments

- Click **Reply in thread** under the paper discussion (menu appears by hovering over the post)
- Write your comments clearly

Agenda 1 - Provisional Agenda Conversation Shared Page +1

ICAO Internal \ Em... Meet now

Reply in thread

WP01-Draft Agenda / NE01-Agenda tentativa

Also available / También está disponible en <https://www.icao.int/nacc/events/naccwgagatf4>

Dear delegates, please find the draft agenda, for your review and comments. Please remember to use the option "reply in thread" //////////

Estimados delegados, aquí tienen el borrador del orden del día para su revisión y comentarios.



HW 2 replies Last reply Tuesday

4.3

Step 3 – Use one language only

Submit your comment in:

- English or
- Spanish

4.4 Step 4 – Engage in discussion

- Respond to other comments where relevant
- Clarify, support, or propose amendments

 All comments are visible to participants and will contribute to the final outcomes.

5. Good Practices for Contributions

5.1 To ensure effective discussions:

- Be **clear and concise**
- Refer to:
 - Specific paragraphs or sections
- Provide:
 - Proposed text when suggesting changes
- Avoid duplicating comments already made
- Remain respectful and constructive

6. Timeline

- Submission of papers: as communicated by the Secretariat
- Virtual Phase duration: **30 June – 19 August 2026**

 Participants are encouraged to contribute **early** and follow discussions throughout the phase.

7. Role of the Secretariat

7.1 The Secretariat will:

- Moderate discussions
- Provide clarification when required
- Consolidate comments and agreements
- Prepare:
 - Preliminary report
 - Draft conclusions and decisions

Outputs from this phase will feed directly into the face-to-face meeting

8 Technical Support

8.1 If you experience issues:

- Contact the Secretariat: nacc-aga@icao.int
- Alternatively:
 - Consult your IT department
 - Verify your Teams access and authentication

9. Key Reminders

- Use Teams only for official discussion of papers
- Ensure comments are posted in the correct thread
- Contribute within the defined timeframe
- Your input is essential for achieving consensus

— END —