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10 March 2026

To: NACC and SAM States, Territories and International Organizations

Subject: **Joint NAM/CAR/SAM Meeting**

- **RLA/06/901 - 18th Workshop/Meeting Multilateral AIM of the SAM Region for the transition from AIS to AIM (SAM/AIM/18)**
- **Nineth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/9)**

Panama City, Panama, 18 to 22 May 2026

Action

- Required:
- **Confirm participation by 27 March 2026**
 - **Comments on the draft agenda by 10 April 2026**
 - **Submission of documentation by 17 April 2026**

Dear Sir/Madam,

I wish to refer to the programme of activities for 2026 and invite you to participate in the 18th AIM Multilateral Workshop/Meeting of the SAM Region for the transition from Aeronautical Information Service (AIS) to Aeronautical Information Management (AIM) (SAM/AIM/18), which will be held in conjunction with the Nineth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/9), from 18 to 22 May 2026, at the facilities of the Pan American Institute for Higher Education (IFSPA) in Panama City, Panama.

This workshop/meeting aims to follow up on the implementation of System-Wide Information Management (SWIM) enablers related to AIM, as well as progress in improving NOTAM message management and the approval of Annex 15 — Aeronautical Information Services and Document 10066 checklists. — Aeronautical Information Management (PANS-AIM) for the SAM Region. In addition, the event will include a specific segment for the participation of NACC AIM delegates, in order to continue the work of the NACC/WG AIM Implementation Task Force (AIM/TF) and promote interregional coordination in the AIM field. ICAO Headquarters will also be invited to share an update on the work of the Information Management Panel (IMP) at the meeting, as well as on the progress of the SWIM Reference Framework and its conceptual and operational guidelines, with the aim of supporting States in harmonising processes and transitioning to a fully digital and interoperable environment.

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North American, Central American and Caribbean Office

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In **Appendix A**, you will find the draft agenda for the event with its respective explanatory notes and in **Appendix B**, the tentative work programme, and in **Appendices C and D**, the templates for working and information papers.

In accordance with the above, and in view of the importance of the topics to be discussed to continue with the development of an adequate transition from AIS to AIM, I wish to invite your Administration to nominate the specialist(s) who will participate in this Workshop/Meeting, using the corresponding registration form (Appendix C), duly completed for each participant, by email (icaosam@icao.int) (mplana@icao.int); each nominated participant must also complete the online form: Registration [Formulario de Inscripción RLA06901 – SAMAIM/18 y AIM/TF/9 de la Región NACC – Fill out form](#), by **27 March 2026**.

Furthermore, I am pleased to inform that each Project RLA09801 Member, that is up-to-date with its Project contributions, may apply for an event subsidy within the annual offer for the current year. The event subsidy includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to Panama City, Panama, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. In case your administration wants to apply to this event subsidy, your Project Focal Point must send a letter by **20 March 2026** at nacc-tc@icao.int, indicating that your administration requires the event subsidy for this event and include the following documentation with your letter:

Full name of traveller, position, full address, phone number and e-mail address (official and alternate)

- Scanned copy of the following documentation:
 - a. current/valid passport
 - b. Health Statement for Subject Matter Experts (SMEs) Form
- Confirmation that the traveller has completed his/her registration at the Quantum Supplier Registration website at: <http://bit.ly/4gztwbY>

The opening session will take place on 18 May 2026 at 09:00 Panama time (14:00 UTC). We kindly request that you arrive at least fifteen (15) minutes prior to this time.

Please note that the event will be held in Spanish and will feature simultaneous interpretation into English, only if confirmations of participation from delegates from English-speaking countries are received by **10 April 2026**.

If your Administration wishes to submit documents on the agenda items, please send them to the NACC Regional Office by **10 April 2026**.

The working papers, information papers and/or presentations that your Administration/Organisation wishes to submit/deliver for the meeting/event should be sent as soon as possible by email to this NACC Regional Office in Microsoft Word/PowerPoint format (using the templates attached (Appendices C and D). with a maximum length of four pages excluding appendices, should be brief, contain some action, and be focused on the topic. Working papers must be submitted in both English and Spanish. Information papers will be published only in the language or languages in which they are submitted. The deadline for receiving documentation is **17 April 2026**.

In this regard, administrations are urged to submit documentation on the progress made in implementing Electronic Terrain and Obstacle Data (e-TOD) and Aeronautical Information Exchange Model (AIXM), on their training plans for Phase II of the transition from AIS to AIM, as well as on the adaptation of Quality management system (QMS/AIM) to the 2015 version of ISO 9001, and the implementation of procedures for Air Navigation Services-Aeronautical Information Management (PANS-AIM) and Procedures for Air Navigation Services – Information Management (PANS-IM).

For further information about the event, please contact Mr. Jorge Armoa, Regional Officer for Aeronautical Information Management and Meteorology at the ICAO Regional Office for South America: jarmoa@icao.int or Ms. Maily Plana, Regional Specialist in Aeronautical Information Management at the ICAO NACC Regional Office: mplana@icao.int.

Please accept, distinguished Sir/Madam, the assurances of our highest consideration.

A digital signature of Christopher Barks, overlaid on a circular ICAO logo. The logo contains the text 'ICAO OACI - ICAO' and 'Digital Signature'.

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

A digital signature of Fabio Faizi Rahnemay Rabbani, overlaid on a circular ICAO logo. The logo contains the text 'ICAO OACI - ICAO' and 'Digital Signature'.

**p/ Fabio Faizi Rahnemay
Rabbani**
Regional Director
ICAO South American Office
Lima

Enclosure: *As indicated*

<https://oaci.sharepoint.com/sites/NACCRegionalOfficeTeam/Shared Documents/00-Files/NE - External Relations/NE 57-3 - NACC WG TF Meetings/AIMTF/2605-AIMTF09-ReunionConjuntaSAM/Correspondence/NACC118950AIM-States-AIMTF9-SAMAIM18-ReunionConjunta-Panama-Mayo2026.docx> / GKE



RLA/06/901 – Assistance for the implementation of a regional ATM system considering the ATM operational concept and corresponding CNS technology support
 18th SAM Region AIM Workshop/Multilateral Meeting for the transition from AIS to AIM (SAM/AIM/18) and,
 Ninth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/9) (Panama City, Panama, 18 to 22 May 2026)

APPENDIX A

Draft Agenda

- Agenda Item 1:** Follow-up on:
 a) conclusions from previous SAM/AIM meetings
 b) conclusions and recommendations from the AIM/TF
 c) implementation of SNOWTAM.
- Agenda Item 2:** Follow-up on deficiencies in the AIS/AIM area.
- Agenda Item 3:** 3.1 Monitoring the implementation of the Quality Management System in AIM units (QMS/AIM) in the NAM/CAR/SAM Regions
 3.2 Monitoring the implementation of WGS-84, adherence to the AIRAC cycle and compliance with ICAO Annex 4 and Annex 15 SARPs.
- Agenda Item 4:** Monitoring the implementation of Digital Data Sets and preparation for SWIM (e-AIP, AIXM, TOD), including the roadmap in accordance with PANS-IM (Doc 10199).
- Agenda Item 5:** Review of:
 a) NOTAM Contingency Plans
 b) Volcanic Ash Contingency Plans (ASHTAM)
- Agenda Item 6:** Assessment of competencies and training of AIS/AIM personnel (Doc 8126), including CBTA and talent development for the transition from AIS to AIM to SWIM.
- Agenda Item 7:** Review of ICAO amendments and developments in Information Management: status of PANS-IM implementation; PANS-AIM/PANS-IM relationship; IMP Panel results; and outcomes of 42 ICAO Assembly (A42) on SWIM and GREPECAS/23.
- Agenda Item 8:** Interregional coordination NAM/CAR/SAM and future roadmaps: harmonization of plans, monitoring and reporting mechanisms, and synergies between regions.
- Agenda Item 9:** Other Business

**APPENDIX B
DRAFT SCHEDULE**

Time	Monday 18 May	Time	Tuesday 19 May	Wednesday 20 May	Thursday 21 May	Time	Friday 22 May
0830 0900	Registration	0830 1030	Agenda Item 3	Presentation	Presentation	0830 1000	Agenda Item 8 and 9
0900 0915	Opening ceremony						
0915 0930	Introduction to Regional Meeting	1030 1045	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>	1000 1030	<i>Coffee break</i>
0930 1030	Agenda Item 1	1045 1215	Agenda Item 3 (Cont).	Agenda Item 5	Agenda Item 6 (Cont).	1030 1200	Review of the Draft Report
1030 1050	<i>Coffee break</i>	1215 1330	<i>Lunch Time</i>	<i>Lunch Time</i>	<i>Lunch Time</i>	1200 1300	Closing
1050 1200	Agenda Item 2	1330 1500	Agenda Item 4	Agenda Item 5 (Cont).	Agenda Item 7		
1200 1330	<i>Lunch Time</i>	1500 1515	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>		
1330 1600	Agenda Item 2 (Cont).	1515 1600	Agenda Item 4 (Cont).	Agenda Item 6	Agenda Item 8		