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23 September 2026

To: States, Territories and International Organizations

Subject: **Workshop for the Updating and Harmonization of Air Traffic Management (ATM) Contingency Plans of the States and Territories of the CAR Region**
(San Salvador, El Salvador, from 2 to 6 November 2026)

Action
Required: **Register participants no later than 2 October 2026**

Dear Sir/Madam,

I wish to invite your Administration/Organization to the Workshop for the updating and harmonization of ATM contingency plans of the States and Territories of the CAR Region, to be held in San Salvador, El Salvador, from 2 to 6 November 2026.

As part of the follow-up to the updating of the CAR/SAM Region ATM Contingency Management Framework (RACF), the Multi-Regional Assistance Programme (MCAAP) approved a project to update the ATM contingency plans of the States and Territories providing air traffic services in the CAR Region, taking as reference the outcomes of the Workshop on the CAR/SAM Regions RACF, held in Panama City, Panama, in June 2026.

This Workshop is intended for personnel from civil aviation authorities and air navigation services providers with operational responsibilities related to the provision of air traffic control services. In this regard, representation from all organizations responsible for managing area control centres, approach control offices and aerodrome control towers in the CAR Region is essential, in accordance with the responsibilities of each State or International Organization.

This Workshop will strengthen the technical capabilities of specialists in the region and advance the harmonization of national contingency plans, thereby facilitating the consolidation of a coordinated regional approach. Likewise, it is proposed that Central America serve as a pilot experience for this type of initiative, taking advantage of the existing level of integration in the subregion.

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I am pleased to inform you that the above-mentioned Project will cover round-trip air transportation, as well as the daily subsistence allowance (DSA) to cover lodging and per diem expenses **for one representative from each MCAAP Project Member that is current with its membership commitments**. Your Administration shall ensure that the designated representative has the necessary travel documents, vaccinations and visa before departure. Should your Administration wish to apply to receive this event subsidy, your Project Focal Point shall notify their nomination to nacc-tc@icao.int, no later than 2 October 2026.

The working languages of the event will be English and Spanish, and simultaneous interpretation will be provided. The syllabus and General information on the event venue and facilities will be published as soon as they become available.

Your Administration/Organization is invited to register its participants through the following link by **2 October 2026**: [Formulario de Inscripción RACF / Registration Form RACF – Fill out form](#)

For additional information regarding the event, please do not hesitate to contact Mr. Eddian Méndez, Regional Officer, Air Traffic Management and Search and Rescue (emendez@icao.int) of the NACC Regional Office

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



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