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When replying please quote:

Ref.: NT-NP0 — **E.OSG.NACC119190 LT/2 SA128**

25 March 2026

To: States, Territories and International Organizations

Subject: **Invitation – NAM/CAR/SAM Workshop on Airport and Air Navigation User Charges**
ICAO NACC Regional Office, Mexico City, Mexico, 10-12 August 2026

Action
Required: Register participation by **31 July 2026**.

Dear Sir/Madam,

One of the recommendations from States From previous CAR/SAM Air Transport related events was the need of technical guidance and assistance for the timely and proper implementation of ICAO's Policies on Charges for airports and Air Navigation Services (ANS), and incorporate the four key charging principles, i.e. non-discrimination, cost-relatedness, transparency and consultation with users, into their national legislation and regulation. In doing so, it is essential to take into consideration the financial sustainability of airports and Air Navigation Service Providers (ANSPs), as well as their ability to invest in infrastructure, safety, and capacity to maintain high-quality services and support the long-term development of air transport in the region.

The application of charges encompasses the main elements of ICAO's Policies on Charges for Airports and Air Navigation Services (Doc 9082), including the foundations of the policies set out in Article 15 of the Chicago Convention, the four key charging principles, and the main recommendations on determining cost basis, establishing charging system and developing individual charges. The perspectives and discussion among regulators, airport operators, ANSPs, airlines/users, and other stakeholders are key for the comprehensive application of the ICAO policies and guidance.

In this regard, the ICAO North American, Central American and Caribbean (NACC) Regional Office and the South American Regional Office together with ACI-LAC, ALTA, CANSO, IATA, and LACAC, are pleased to invite your Administration to participate in the NAM/CAR/SAM Workshop on Airport and Air Navigation User Charges, to be held at the NACC Regional Office in Mexico City from 10 to 12 August 2026.

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This workshop aims at supporting States in enhancing their knowledge of ICAO's policies on charges for airports and Air Navigation Services (ANS) and to further strengthen their implementation. It also seeks to deepen their understanding of cost structures, international policies, transparency requirements, and best practices related to the establishment and oversight of airport and Air Navigation Services (ANS) user charges. In addition, the event aims to raise awareness of the socio-economic benefits of promoting appropriate economic policies and regulatory predictability in favour of a robust and liberalized air transport market.

Sharing relevant experiences and best practices by States and industry will enrich the discussions and outcomes of the workshop. The programme will be available shortly and it will include presentations, case studies, and group discussions focused on user charges and economic oversight with practical exercises and harmonized implementation across the NAM/CAR Regions.

Logistical information of the NACC Regional Office is available at the **Appendix**.

The profile of the participants is of utmost relevance; therefore, participation of specialists in charge of air transport regulation and economic oversight, as well as charges in civil aviation authorities, airports, and Air Navigation Service Providers (ANSPs) is highly recommended. Target Organizations of States and Territories of the ICAO NAM/CAR/SAM Regions and representatives of invited international organizations are expected to attend.

Please save the date for this event and designate your specialists who will participate in this event, and complete their registration by **31 July 2026**, using the form found in the following link: [NAM/CAR Workshop on Airport and Air Navigation User Charges Registration Form – Fill out form](#)

The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

Should you require any additional information about the event, please contact Mr. Julio Siu, NACC Deputy Regional Director (nacc-AT@icao.int) and/or D or Mr. Diogo Arbigauss, Air Transport Expert (Economic Policy), SAM Regional Office (darbigaus@icao.int.).

We look forward to your valuable participation in this important regional activity.

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



Fabio Faizi Rahnemay Rabbani
Regional Director
ICAO South American (SAM) Regional
Office



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

Enclosure: As indicated

<https://oaci.sharepoint.com/sites/NACCRegionalOfficeTeam/Shared Documents/00-Files/NP - Air Transport/NP 0 - ATB Work activities/FeeandChargesWorkshop/Communications/NACC119190AT-States-InvitationUserChargesWorkshop.docx> / CRP

APPENDIX

Visiting the ICAO NACC Regional Office

The NACC Regional Office is located in Calzada Mariano Escobedo 526-2nd Floor. The google maps link is here for your ease of reference: <https://maps.app.goo.gl/sL6ucoB6Z4WgtYkr8>

As you will see, the office is quite close to several hotels that are two or three blocks away from the office (5-minute walk), they include:

- Camino Real Hotel (Polanco) - <https://maps.app.goo.gl/gtvPWrg3wv4VFZU97>
- Grand Fiesta Americana Chapultepec - <https://maps.app.goo.gl/wCMWxHLrXf3pvwuRA>
- Wyndham Garden Mexico City Polanco - <https://maps.app.goo.gl/NKcnfdt2TCR3UcZi9>
- City Express Suites by Marriott - <https://maps.app.goo.gl/6ir3ET95e67AEcu78>

There is a second block of hotels which are a 20–25-minute walk from the office, these include:

- Hyatt Regency Mexico City - <https://maps.app.goo.gl/crkqyhmHEXZhXRn89>
- Intercontinental Presidente - <https://maps.app.goo.gl/gsXqJtYuz875gt3o8>
- JW Marriott Hotel Mexico City Polanco - <https://maps.app.goo.gl/7g2hrceqyj347GPC7>
- W Mexico City - <https://maps.app.goo.gl/tVpqch1hS56DvMex8>

There are suites available in the Polanco area, which would be the less expensive than the previous options. Some of these include:

- Suites Casa Anzures - <https://maps.app.goo.gl/Xjs2i1R3yQLvReZA6>
- Suites Arquímedes 33 - <https://maps.app.goo.gl/wjNknv6VR53GG7vA8>
- The Wild Oscar - <https://maps.app.goo.gl/cXh5i4WmhCmM9dJ89>
- Air B&B - <https://maps.app.goo.gl/JnUwDvJjwsDm7ynX7>

Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.
