



International
Civil Aviation
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Organización
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Международная
организация
гражданской
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NS2-35 — **E.OSG-NACC119429**

24 April 2026

To: RLA09801 Project Steering Committee (PSC)

Subject: **Invitation – Thirteenth Meeting of the FRL09M1 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (FRL09M1 PSC/13)**
Coolidge, Antigua and Barbuda, 3 June 2026

Action

- Required:
- 1) Transmittal of additional items to the Draft Agenda by **1 May 2026**;
 - 2) Submission of documentation by the deadlines provided in this letter;
 - 3) Register participation by **1 May 2026**.

Dear Sir/Madam,

Further to paragraph 7.1 of the FRL09M1 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Procedural Handbook, I wish to invite your Administration/Organization to participate in the Thirteenth Meeting of the FRL09M1 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (FRL09M1 PSC/13) to be convened from 8:30 to 10:30 hrs. on 3 June 2026, in Antigua and Barbuda, in conjunction with the Fourteenth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/14) to be held at the American University of Antigua (AUA) Conference Centre, Jabberwock Beach Road, University Park, Coolidge, Antigua, kindly hosted by Antigua and Barbuda.

The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided. The draft agenda for the Meeting is provided in **Appendix A**.

For this PSC meeting, the Project will organise a Member-led experience sharing (“Roundtable of Members”), under which we seek to exchange views and perspectives on the Project’s performance, results and challenges towards identifying ways for enhancing the benefits and positive impact to the members.

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I would appreciate confirmation of the participation of the FRL09M1 MCAAP PSC representatives¹ by 1 May 2026 by registering here: insert link: <https://forms.cloud.microsoft/r/xW18xJZWuB>

In accordance with paragraph 4.6.2.1 of the FRL09M1 MCAAP Procedural Handbook, during this meeting the PSC will review the Project Evaluation Commission (PEC) Membership, so the members of the Project, are invited to apply for their inclusion in the Commission for the following two-year term.

All meeting documentation will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/default.aspx> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

Documentation that your Administration may wish to submit at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word format using the attached templates. Working Papers must be submitted in both languages, English and Spanish. Information Papers will be published only in the language(s) presented. The deadline to receive documentation is **15 May 2026**.

The General Information is presented at **Appendix B**. If you need local assistance, please contact Mr. Peter Abraham, Coordinator: peter.abraham@ab.gov.ag.

In addition, as established in paragraph 7.1 of the FRL09M1 MCAAP Procedural Handbook I am pleased to inform that the Project is offering a one-day event subsidy for the **FRL09M1 MCAAP PSC representatives** whose membership to the Project is up-to-date.

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/from Antigua and Barbuda and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The following documentation must be sent to this Regional Office by **1 May 2026** at the nacc-tc@icao.int:

- Full name of MCAAP PSC representative, position, full address, phone number and e-mail address (official and alternate) – to be provided in the Registration Form mentioned on the first page of this letter.
- Scanned copy of the following documentation:
 - a. current/valid passport of the MCAAP PSC member
 - b. Health Statement for Subject Matter Experts (SMEs) Form, included in the **Appendix C** to this letter
 - c. Copy of bank statement cover page with no financial information disclosed.

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¹ *RLA09801 Project Member States* are: Bahamas, Barbados, Canada, Cuba, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago, Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua) and the Dutch Caribbean Air Navigation Service Provider (DC-ANSP).

- d. Vendor form duly filled and signed by each Member at **Appendix D**.
- e. Copy of the itinerary.

If you require further information on this event, you may contact Mr. Fernando Camargo, Regional Officer, Technical Assistance, or his Assistant Mrs. Leslie Gandara, to the following e-mail address nacc-tc@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 Agenda; B – Working Paper template;
C – Information Paper template; D – Appendix template*

<https://oaci.sharepoint.com/sites/NACCRegionalOfficeTeam/Shared Documents/00-Meetings/RLA09801-MCAAP/PSCMeetings/PSC13/NACC119429TA-States-PSC13Inv.docx> / LAG



OACI

Organización de Aviación Civil Internacional
Oficina para Norteamérica, Centroamérica y Caribe

**Decimotercera Reunión del Comité Ejecutivo del Proyecto FRL09M1– Programa de Asistencia Multi-Regional para la Aviación Civil (MCAAP)
(FRL09M1 PSC/13)**

Coolidge, Antigua y Barbuda, 3 de junio de 2026

**APÉNDICE A
ORDEN DEL DÍA PROVISIONAL**

- | | |
|--|--|
| Cuestión 1 del
Orden del Día: | Adopción del Orden del Día Provisional y del Horario |
| Cuestión 2 del
Orden del Día: | Informe de avance del proyecto 2025/2026 y estado financiero |
| Cuestión 3 del
Orden del Día: | Recomendaciones de la Novena Reunión de la Comisión de Evaluación del Proyecto y aprobación de proyectos pendientes |
| Cuestión 4 del
Orden del Día: | Otros asuntos relacionados con el proyecto |

**ORDEN DEL DÍA PROVISIONAL
NOTAS ACLARATORIAS**

Cuestión 1 del

Orden del Día: Adopción del Orden del Día Provisional y del Horario

Bajo esta cuestión del orden del día la Reunión revisará y discutirá las cuestiones del día y acuerdos de reuniones previas.

Cuestión 2 del

Orden del Día: Informe de avance del proyecto 2025/2026 y estado financiero

Bajo esta cuestión del orden del día se informará a la Reunión sobre el avance de las actividades y los resultados entregables correspondientes al período 2025/2026, considerando la implementación de los objetivos del proyecto MCAAP y su impacto en el cumplimiento de las metas regionales de seguridad operacional, capacidad, eficiencia y sostenibilidad. Asimismo, esta cuestión del orden del día examinará el estado financiero del proyecto.

Cuestión 3 del

Orden del Día Recomendaciones de la Novena Reunión de la Comisión de Evaluación del Proyecto y aprobación de proyectos pendientes

Bajo esta cuestión del orden del día la Reunión examinará y decidirá sobre las recomendaciones de la Comisión de Evaluación de Proyectos (PEC), con el fin de maximizar los resultados y los beneficios para la membresía del Proyecto. Cada Miembro del Proyecto será invitado a:

- compartir los beneficios prácticos obtenidos de las actividades del MCAAP;
- identificar cualquier brecha, retraso o limitación encontrada; y
- destacar buenas prácticas que puedan replicarse y mejorarse de manera continua.

La creación de redes y el intercambio entre la membresía del Proyecto sobre el valor y el apoyo del Proyecto MCAAP constituyen uno de los principales objetivos de esta mesa redonda, junto con una discusión más dinámica orientada a apoyar la implementación de las Normas y Métodos Recomendados (SARPS) y el cumplimiento de los Estados durante el nuevo trienio.

Cuestión 4 del

Orden del Día Otros asuntos relacionados con el proyecto

Bajo esta cuestión del orden del día, la Reunión revisará otros asuntos relacionados con el proyecto que no hayan sido tratados previamente.



ICAO

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

**Thirteenth Meeting of the FRL09M1 Multi-Regional Civil Aviation Assistance Programme (MCAAP)
Project Steering Committee
(FRL09M1 PSC/13)**

Coolidge, Antigua and Barbuda, 3 June 2026

**APPENDIX A
DRAFT AGENDA**

- Agenda Item 1: Adoption of the Draft Agenda and Schedule**
- Agenda Item 2: 2025/2026 Project Progress Report and Financial Statement**
- Agenda Item 3: Recommendations of the Ninth Meeting of the Project Evaluation Commission and Approval of Pending Projects**
- Agenda Item 4: Other Business Related to the Project**
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**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Draft Agenda and Schedule

Under this agenda item, the Meeting will review and discuss action items and agreements from previous meetings.

Agenda Item 2: 2025/2026 Project Progress Report and Financial Statement

Under this agenda item, the Meeting will be informed of the progress of activities and deliverables for 2025/2026, considering the implementation of the MCAAP project objectives and their impact in the compliance of the regional safety, capacity, efficiency and sustainability goals. This Agenda Item will review the project financial statement.

Agenda Item 3: Recommendations of the Ninth Meeting of the Project Evaluation Commission and Approval of Pending Projects

Under this agenda Item, the Meeting will review and decide upon the recommendations of the Project Evaluation Commission (PEC) to maximize the results and benefits to Project Members.

A member-led experience sharing, roundtable, a will be conducted, organized by the PEC and the Project coordination. Each Project Member will be invited to:

- o share **practical benefits** received from MCAAP activities
- o identify any **gaps, delays, or constraints** encountered
- o highlight **good practices** that could be replicated and continuously enhanced

The networking and exchange among Project Members on the value and support of the MCAAP Project is one of the main objectives for this roundtable, plus a more dynamic discussion towards supporting Standards and Recommended Practices (SARPs) implementation and State’s compliance for the new triennium.

Agenda Item 4: Other Business Related to the Project

Under this agenda Item, the Meeting will discuss other items related to the project not previously discussed.



North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

**Fourteenth North American, Central American and Caribbean Directors of Civil Aviation Meeting
NACC/DCA/14**

St. John's, Antigua and Barbuda, 1-5 June 2026

GENERAL INFORMATION

1. Site and Dates

1.1 The Fourteenth North American, Central American and Caribbean Directors of Civil Aviation Meeting will be held from 1-5 June 2026, at the (AUA) Conference Centre, Jabberwock Beach Road, University Park, Coolidge, Antigua.

2. Coordination of the Meeting

2.1 For general coordination matters of the meeting, participants may address:

Mr. Peter Abraham

Coordinator of National Civil Aviation Safety and Security

Address: Ministry of Tourism, Investment, Civil Aviation and Transportation

Utility Drive

Cassada Gardens

St. John's Antigua

Office phone: +268 468-8504 or +268-468-8510

Cell: +268 464-7372 or +268 780-5396 (Whatsapp)

Email: peter.abraham@ab.gov.ag

3. Participant Registration

3.1 Delegates registration will start on 1 June 2026 at 08:00 a.m. Please register your delegation previously **with names and e-mail addresses by 1 May 2026** to criva-palacio@icao.int; icaonacc@icao.int

4. Opening Ceremonies

4.1 The opening ceremony of the NACC/DCA meeting will take place on 1 June 2026 at 08:30 a.m. at the American University of Antigua (AUA) Conference Centre Jabberwock Beach Road, University Park, Coolidge, St. George's, Antigua.

5. Documentation Link

5.1 Documentation for the Meeting is being posted on the ICAO NACC Regional Office website [NACC/DCA/14](#) participants should check the website frequently to download the documentation. All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the meeting venue; there will be no hard copies available for distribution.

6. Temperature

6.1 During the month of June, the temperature in Antigua and Barbuda, ranges from 25 ° - 31°Celsius approximately.

7. Currency

7.1 The Eastern Caribbean Dollar (XCD) is the national currency (\$1.00 USD - \$2.67 XCD) [approximately]. Preferably, after your arrival you may exchange currency at local banks at the airport or in the city.

8. Credit Cards

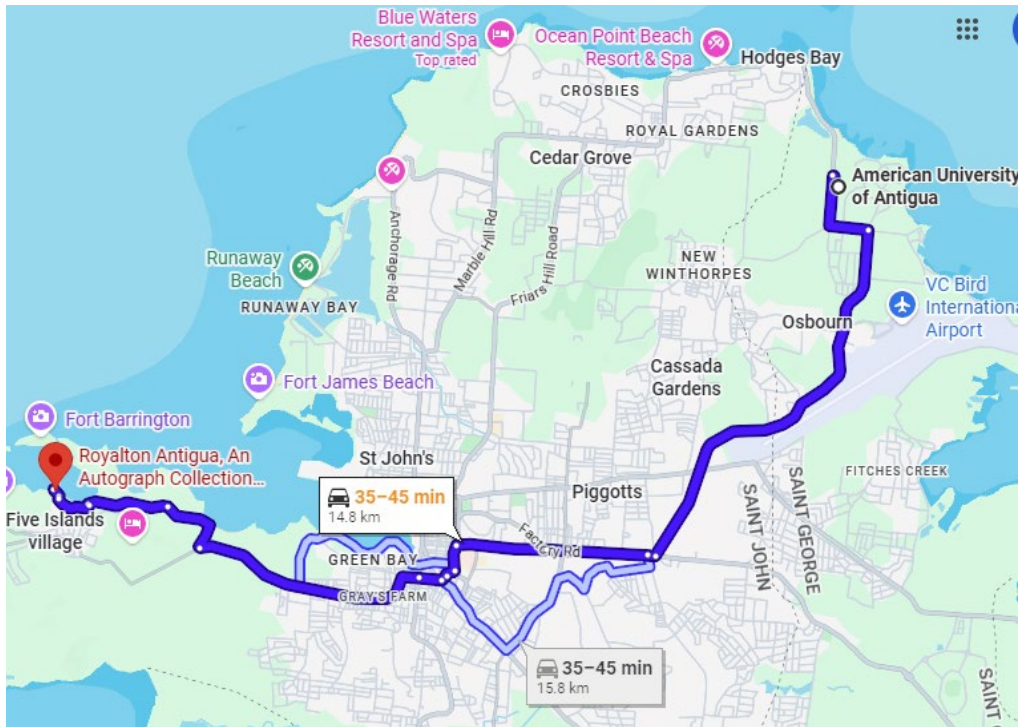
8.1 The international credit cards usually accepted in shopping centres, hotels and restaurants are: American Express (AMEX), MasterCard and Visa.

9. Lodging

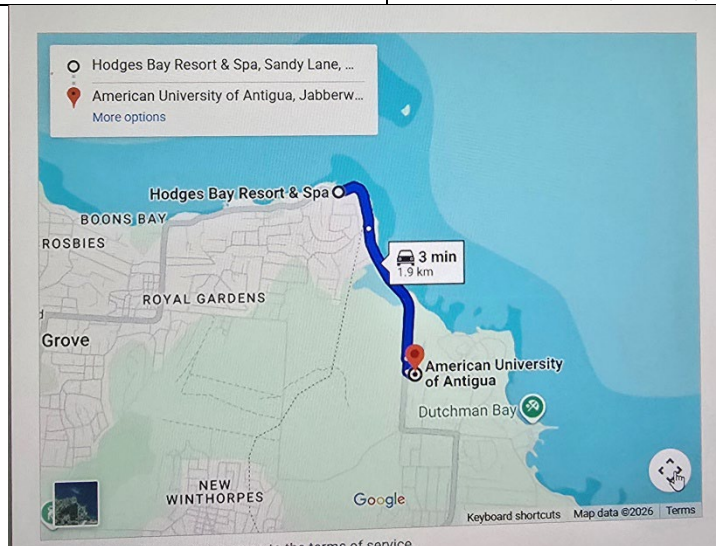
9.1 All are encouraged to book directly with one of the recommended Hotels. Please note that these Hotels are in the same general area and will allow for easy pick-up and drop-off to and from the meeting venue.

Hotel	RATE
<p>Official Hotel Royalton Antigua All-Inclusive Five Island Village, St. John's, Antigua Tel: +1 268-484-2000 Email address: groupran-anu@royaltonresorts.com</p> <ul style="list-style-type: none"> • Approximately 30/35 minutes from the venue • Transportation between the hotel and the venue will be provided by the Host Country <p>Royalton Antigua All-Inclusive Family Resort</p>	<p>Special Rates:</p> <ul style="list-style-type: none"> • Single Room: Junior Suite US\$291.38 - US\$307.13 • Junior Suite Bay View US\$305.94 - US\$322.48 • Junior Suite Bay View DC US\$378.79 - US\$399.26 • Double Room: Junior Suite US\$194.25 - US\$204.75 • Junior Suite Bay View US\$203.96 - US\$214.99 • Junior Suite Bay View DC US\$252.53 - US\$266.18 <p>Additional Charges: A Tourism Guest Levy of USD 5 per person, per night (for guests aged 6 and above) will apply. This fee will be collected by credit card upon check-in. Children under 6 years are exempt.</p> <p>All-Inclusive Services Included: Breakfast, Lunch, and Dinner</p>

<https://be.synxis.com/?Chain=26025&Dest=EC&config=royalton&theme=royalton&arrive=2026-06-01&depart=2026-06-05&adult=1&child=0&promo=GZ252G>



Hotel	RATE
<p>Ocean Point Beach Resort and Spa Hodges Bay Tel: 268-714-5171 Email address: info@oceanpointantigua.com www.oceanpointantigua.com</p> <ul style="list-style-type: none"> • Approximately 5/10 minutes from the venue • Transportation between the hotel and the venue will be provided by the Host Country • Ocean Point Resort and Spa All-Inclusive Family Resort 	<p>Special Rates:</p> <ul style="list-style-type: none"> • Single and Double Rooms: USD\$299 • Additional Charges: A Tourism Guest Levy of USD 5 per person, per night (for guests aged 6 and above) will apply. This fee will be collected by credit card upon check-in. Children under 6 years are exempt. • All-Inclusive Services Included: Breakfast, Lunch, and Dinner
<p>Hodges Bay Resort and Spa Sandy Lane Hodges Bay Tel: 268-484-8000 www.hodgesbay.com Email address: reservations@hodgesbay.com</p> <ul style="list-style-type: none"> • Approximately 3/7 minutes from the venue • Transportation between the hotel and the venue will be provided by the Host Country • Hodges Bay Resort and Spa All-Inclusive Resort 	<p>Special Rates:</p> <ul style="list-style-type: none"> • Single and Double Rooms: USD\$385 • Additional Charges: A Tourism Guest Levy of USD 5 per person, per night (for guests aged 6 and above) will apply. This fee will be collected by credit card upon check-in. Children under 6 years are exempt. • All-Inclusive Services Included: Breakfast, Lunch, and Dinner



<https://www.wyndhamhotels.com/hotels/59429?checkInDate=06/01/2026&checkOutDate=05/01/2026&groupCode=060126ICA>

10. Local Transportation

10.1 Transportation from the Airport can be done using Airport taxis. Cost of Taxi from the V C Bird International Airport to Recommended Hotels - **US\$ 16.00 or XCD \$45.00** (*approximately*)

10.2 Transportation will be provided for participants if staying at one of the aforementioned hotels) to the meeting venue and back. **To this end, please provide your hotel information to the Coordinator as indicated above** (peter.abraham@ab.gov.ag). Out of this period, the recommended methods of transportation are taxis.

11. Hospitals

11.1 If necessary, emergency services are available by calling the Hotel Front Desk. Or call: Sir Lester Bird Medical Centre **Telephone:** 268-484-2700

12. Business Working Hours

12.1 In the City from 08:00 to 16:00 hours. Banks - Monday to Thursday 08:00 to 14:00. Fridays -08:00 to 15:00

13. Electricity

13.1 110 Volts.

14 Taxes and Tips

14.1 The tax on sales is included in the prices. Most restaurants include a 10% service charge, better check your receipt before paying. If a good service is provided, it is customary to leave an additional 10% to ensure the server receives a tip.

15 Safety Measures

15.1 Safety recommendations are those common to every city; carry only the money required and request transportation from the hotel taxi service. The theft of cell phones, jewellery and cameras in some areas of the city can occur. Pay attention when walking on foot and do not carry your cell phone visibly, if possible.

16. Passport and Visa Requirements

16.1 Participants are urged to visit <https://immigration.gov.ag/visa-services/visa-on-arrival/> to determine if they need a visa to enter Antigua and Barbuda.

Countries Exempt from Visa

The following countries do not require a Visa to enter Antigua and Barbuda.

European Union countries which do not require visas

Austria	Belgium	Bulgaria
Czech Republic	Cyprus	Denmark
Estonia	Finland	France
Hungary	Germany	Greece
Ireland (Republic of)	Italy	Latvia
Lithuania	Luxembourg	Malta
Netherlands	Poland	Portugal
Romania	Serbia	Slovakia
Slovenia	Spain	Sweden
United Kingdom		

Commonwealth countries which do not require visas

Australia	Bahamas	Barbados
Belize	Botswana	Brunei Darussalam
Canada	Cyprus	Dominica
Fiji	Grenada	Guyana
Jamaica	Kenya	Kiribati
Lesotho	Malaysia	Malawi
Maldives	Malta	Mauritus
Namibia	Nauru	New Zealand
Papua New Guinea	Samoa (western)	Seychelles
Singapore	Solomon Islands	South Africa
St. Kitts and Nevis	St. Lucia	St. Vincent & the Grenadines
Swaziland	Tanzania	Tonga
Trinidad & Tobago	Tuvalu (Special Member)	Uganda
United Kingdom	United Kingdom (overseas Territories) Vanuatu	Zambia

Other Countries (European Union, Non-European and Non-Commonwealth Countries) which do not require visas for entry into Antigua and Barbuda:

Albania	Andorra (Prinipality of)	Argentina
Arnenia (Republic Of)	Azerbaijan (Republic of)	Belarus (Republic of)
Bolivia	Brazil	Bulgaria
Chile	China*	Columbia
Georgia	Japan	Kazakhstan (Republic of)
Kyrgyzstan (Republic of)	Liechtenstein	Korea (South)
Mexico	Moldova (Republic of)	Monaco
Norway and Colonies	Peru	Russian Federation
San Marino	South Korea	Surinam
Switzerland	Tajikistan	Turkey
Turkmenistan	Ukraine	United States of America
Uzbekistan (Republic of)	Venezuela	United Arab Emirates

*Citizens of China and Cuba are exempt from the visa requirements if their travel do not exceed thirty (30) days.

Citizens of countries which do not appear on any of the above list require a visa.
