



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: NE 28-1, NE 58-3 — **EMX1290**

22 December 2011

To: States, Territories and International Organizations

Subject: **Invitation to the Seventh Central American Air Navigation Experts Working Group Meeting (CA/ANE/WG/7) and the Ninth Central Caribbean Working Group Meeting (C/CAR/WG/9)**
Mexico City, Mexico, 5 to 9 March 2012

Action

Required: 1) Submission by States of any additional items for the Draft Agenda by **20 January 2012**;
2) submission of documentation by the deadlines provided in this letter; and
3) register participation by **5 February 2012**.

Sir/Madam:

I have the honour to invite your Administration to participate in the following meetings that will be held jointly in this Regional Office from 5 to 9 March 2012:

- Seventh Central American Air Navigation Experts Working Group Meeting (CA/ANE/WG/7)
- Ninth Central Caribbean Working Group Meeting (C/CAR/WG/9)

The joint conduct of the CA/ANE/WG/7 and the C/CAR/WG/9 meetings will allow participants to exchange and discuss the progress regarding the NAM/CAR Regional Performance Based Air Navigation Implementation Plan (RPBANIP) and will consider common aspects that are interrelated in Central America and the Central Caribbean, as well as the integration of several implementation tasks that are foreseen within the action plans.

Likewise, this combination will allow optimization of the work of each Working Group and will assess the probable consolidation of the CAR Region Sub-regional Working Groups, as per the requirement of the Directors of Civil Aviation that was expressed through the following Conclusion 4/9 of the Fourth Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/4) held in San Pedro Sula, Honduras, in June 2011:

... / 2

CONCLUSION 4/9

**CONSOLIDATION OF SUB-REGIONAL WORKING GROUPS IN
THE CAR REGION**

That ICAO study options to seek improved efficiency and effectiveness in the existing sub-regional working group mechanism, which supports air navigation implementation and present the results and proposal to the sub-regional Directors of Civil Aviation meetings scheduled in 2012.

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.

Members, coordinators and rapporteurs from the committees of both Working Groups from States and Territories of the Central America and Central Caribbean Regions, as well as invited international organization representatives, are expected to attend. Likewise, it is important to note that both rapporteurs and coordinators will have to present their progress to the Meeting, with prior coordination with the Chairperson of their respective working group. Furthermore, we urge your Administration to submit and inform of your air navigation implementation national plans in compliance with the RPBANIP.

The Draft Agenda of the CA/ANE/WG/7 and the C/CAR/WG/9 Meetings is at **Attachment A**. States wishing to submit proposals for the addition of items should do so by **20 January 2012**.

The Registration Form is at **Attachment B**. You are kindly requested to advise me by **5 February 2012**, whether your Administration/Organization intends to participate by submitting a Registration Form for each participant.

The list of suggested hotels, ICAO NACC Regional Office location and hotel sector maps as well as other useful information is available on the “Visiting Our Office?” Section of the ICAO NACC Regional Office Website (<http://www.mexico.icao.int/VisitorsInfo.html>). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All meeting documentation will be placed on the following webpage:

Address: ***<http://www.mexico.icao.int/Meetings.html>***
Click on: ***CA/ANE/WG/7 and C/CAR/WG/9 Meetings***

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 present 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 should be brief, action-oriented and focused, with a four-page limit excluding any appendices.

Only working papers **received** by this office by **3 February**, submitted by States/Territories, will be translated to ensure the timely translation. Working papers received in this office **after** that date will have to be sent in both languages. Information Papers will only be issued in the language of submission. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **17 February**. The deadlines for submission of documentation for translation will be strictly enforced. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish).

In addition, it is important to inform you that the week before this meeting, the “Preparations for ANConf/12 — Aviation Safety Block Upgrades (ASBU) Methodology Workshop” will be held from 27 February to 2 March 2012 also in the ICAO NACC Regional Office. I hereby encourage your Administration to participate both in this Workshop and in the Meetings for the benefit of your Administration.

If you require any further information regarding the meeting, please contact Mr. Julio Siu, Regional Officer, Communications, Navigation and Surveillance (jsiu@icao.int), Mr. Raúl Martínez, Regional Officer, Aeronautical Information Management (rmartinez@icao.int), Ms. Claudia López, Senior Assistant (clopez@icao.int) or Mrs. Déborah Guerra, Technical Cooperation Assistant (dguerra@icao.int).

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

A digital signature in blue ink, overlaid on a circular ICAO logo. The logo contains the text 'ICAO OACI - OACI' and 'FRENCH' on the left and 'Digital Signature' on the right. The signature is a cursive script.

for.
Loretta Martin
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

A – CA/ANE/WG/7 and C/CAR/WG/9 Meeting Draft Agenda

B – Registration Form

(Documentation Templates)

ATTACHMENT A

**SEVENTH CENTRAL AMERICAN AIR NAVIGATION EXPERTS WORKING GROUP
MEETING**

**NINTH CENTRAL CARIBBEAN WORKING GROUP MEETING
CA/ANE/WG/7 & C/CAR/WG/9**

ICAO NACC Regional Office, Mexico City, Mexico, 5 to 9 March 2012

DRAFT AGENDA

- Agenda Item 1** **Approval of the draft agenda and schedule**
- Agenda Item 2** **Review and follow-up to Conclusions/Decisions of previous CA/ANE/WG/6 and DGAC/CAP/95, C/CAR/WG/8 and C/CAR/DCA/11, GREPECAS/16, NACC/WG/3 and NACC/DCA/4 Meetings**
- Agenda Item 3** **Air Navigation Deficiencies**
- Agenda Item 4** **Air Navigation Matters**
- 4.1 Global/Regional Air Navigation Developments
- 4.2 Follow-up on the implementation of the NAM/CAR Regional Performance Based Air Navigation Plan (RPBANIP) in Central America and the Central Caribbean:
- Progress reports of the AIM, AGA, ATM, CNS, MET and SAR Committees and the Chairpersons of each Working Group
 - AIM, AGA, ATM, CNS and MET National Plan Reports
- 4.3 Specific Developments in Air Navigation
- AIM
 - AGA
 - ATM
 - CNS
 - MET
 - SAR
- Agenda Item 5** **Terms of Reference (ToRs) and Work Methodology Review**
- 5.1 CA/ANE/WG and C/CAR/WG Terms of Reference (ToRs) and Work Methodology review and update
- Agenda Item 6** **Other business**
- 6.1 Host and dates of the next CA/ANE/WG and C/CAR/WG Meetings
