



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

*When replying please quote:*

Ref.: NE 57 — **EMX0037**

21 January 2014

To: States, Territories and International Organizations

Subject: **Invitation – Fifth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/5) (Port-of-Spain, Trinidad and Tobago, 28 to 30 April 2014)**

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **17 February 2014**
  - 2) Submission of documentation by the deadlines provided in this letter
  - 3) Register participation by **16 April 2014**.

Sir/Madam:

Further to my e-mail, EMX0946, dated 22 November 2013, I have the honour to invite your Administration/Organization to participate in the Fifth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/5) to be convened at the Hyatt Regency hotel in Port-of-Spain, Trinidad and Tobago, from 28 to 30 April 2014, which will be hosted by Trinidad and Tobago.

The meeting will be especially important this year as proposed performance-based metrics and goals/targets for safety and air navigation in line with ICAO Strategic Objectives, the Global Aviation Safety Plan (GASP) and Global Air Navigation Plan (GANP) will be approved. Considering the importance of these metrics and targets, which will guide the regional priorities for the upcoming years, Directors of Civil Aviation or their authorized Representative will sign the Port-of-Spain Declaration signifying regional commitment during the event.

Directors of Civil Aviation of States and Territories of the ICAO NAM/CAR Regions, representatives of invited international organizations, and representatives of invited international organizations are expected to attend. 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.

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The NACC/DCA Meeting is the plenary meeting held once every three years following the ICAO Assembly and brings together the Directors of Civil Aviation of the CAR Region sub-regions (E/CAR, C/CAR and Central America) and NAM Region. It is aimed at reviewing the results of the 38<sup>th</sup> Session of the ICAO Assembly and progress with implementation of aviation requirements in the NAM and CAR Regions.

The Provisional Agenda of the meeting is at **Attachment A**. States wishing to submit proposals for the addition of items should do so by **17 February 2014**.

You are kindly requested to complete and return by e-mail the Registration Form at **Attachment B** for each participant by **16 April 2014**.

A list of recommended hotels is at **Attachment C**. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner. If you need local assistance, please contact the meeting coordinator from the Trinidad and Tobago Civil Aviation Authority, Ms. Hema Dass, Manager Administration (telephone +1868 669 2295 and e-mail address [hdass@caa.gov.tt](mailto:hdass@caa.gov.tt)).

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/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 **31 March 2014**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date will have to be submitted in both languages. Information papers will only be issued in the language submitted. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **18 April 2014**. 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).

If you require any further information regarding the meeting, please contact Mr. Jorge Fernández, ICAO NACC Deputy Regional Director ([jfernandez@icao.int](mailto:jfernandez@icao.int)), or his Assistant, Ms. Claudia Riva-Palacio ([criva-palacio@icao.int](mailto:criva-palacio@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 'Firma Digital' on the left and 'Digital Signature' on the right. The signature itself is a stylized cursive script.

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

**ATTACHMENT A  
PROVISIONAL AGENDA**

**Agenda Item 1: Adoption of the Provisional Agenda and Schedule**

**Agenda Item 2: Follow-up on Conclusions from Previous NACC/DCA Meetings**

**Agenda Item 3: Review the Outcomes from the 38<sup>th</sup> Session of the Assembly**

**Agenda Item 4: Aviation Safety Matters**

- 4.1 Regional Analysis of the ICAO Universal Safety Oversight Audit Programme (USOAP) Comprehensive Systems Approach (CSA) Results
- 4.2 Ratification of Article 3 *Bis* of the Convention of International Civil Aviation
- 4.3 Regional Aviation Safety Group – Pan America (RASG-PA)
- 4.4 Airport-to Airport Joint Assistance Project Plan
- 4.5 Global Aviation Safety Plan (GASP) and Implementation of Regional Safety Dashboards
- 4.6 Other Aviation Safety Matters

**Agenda Item 5: Air Navigation Matters**

- 5.1 CAR/SAM Regional Planning and Implementation Group (GREPECAS)
- 5.2 Air Navigation Deficiencies
- 5.3 Results of the Fourth North American, Central American and Caribbean Working Group (NACC/WG/4) Meeting and of other regional implementation groups
- 5.4 NAM/CAR Regional Performance Based Air Navigation Implementation Plan (RPBANIP)
- 5.5 4<sup>th</sup> Edition of the Global Air Navigation Plan: First Air Navigation Annual Report and Implementation of Regional Air Navigation Dashboards
- 5.6 Results of the CAR Region Safety and Air Navigation Directors Meeting (CAR/DCA/OPSAN)
- 5.7 Other Air Navigation Matters

**Agenda Item 6: Aviation Security (AVSEC) and Facilitation (FAL) Matters**

- 6.1 Regional Analysis of ICAO Universal Security Audit Programme (USAP) 2<sup>nd</sup> Cycle Audit Results and Transition to a Continuous Monitoring Approach (USAP-CMA)
- 6.2 Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG)
- 6.3 Other Aviation Security and Facilitation Matters

**Agenda Item 7: Regional Cooperation and Training Matters**

- 7.1 ICAO Regional Technical Cooperation Project – *Implementation of the Performance Based Air Navigation Systems for the Caribbean Region* (RLA/09/801)
- 7.2 ICAO Regional Technical Cooperation Project – *Transition to GNSS in the CAR/SAM Regions – Augmentation Solution for the Caribbean, Central and South America (SACCSA) Phase III* (RLA/03/902)
- 7.3 ICAO Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA) – Americas
- 7.4 Aviation Training Plan for the CAR Region, Next Generation of Aviation Professionals (NGAP) and TRAINAIR *Plus*
- 7.5 Other Cooperation and Training Matters

**Agenda Item 8: Environmental Matters**

- 8.1 National Plans – Implementation Status and Benefits Report
- 8.2 Other Environmental Matters

**Agenda Item 9: Air Transport Matters**

- 9.1 Regional Air Transport Conference
- 9.2 Other Air Transport Matters

**Agenda Item 10: Other Business**

- 10.1 ICAO Financial Situation and State(s) Outstanding Contributions
- 10.2 Host and Dates for the Next Meeting

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ATTACHMENT/ADJUNTO C

**TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY  
CARONI NORTH BANK ROAD, PIARCO  
REPUBLIC OF TRINIDAD AND TOBAGO**

**LIST OF RECOMMENDED HOTELS**

Fifth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/5) NAM/CAR Region Safety/Air Navigation (Port-of-Spain, Trinidad and Tobago, 28 to 30 April 2014)

Name of Hotel	Address / Telephone / Email / Web	Rates (US Currency)
Hyatt Regency	1 Wrightson Road, Port of Spain  Tel: 1 868-623-2222 Website: <a href="http://www.trinidadhyatt.com">www.trinidadhyatt.com</a>  email: <a href="mailto:trirt.reservation@hyatt.com">trirt.reservation@hyatt.com</a>  <b><u>VENUE OF THE CONFERENCE</u></b>	<b>Group Rates for the period 04/26/2014 to 04/30/2014</b> Standard Single Occupancy: US\$ 179 Standard Double Occupancy: US\$ 199  <b>Group Rates for the period 04/30/2014 to 05/03/2014</b> Standard Single Occupancy: US\$ 169 Standard Double Occupancy: US\$ 189  <a href="https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&amp;eventID=10940532">https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&amp;eventID=10940532</a>
Courtyard by Marriott Trinidad	Invaders Bay, Port of Spain  Tel: 1 868 627 5555  <b>SITUATED 10 MINUTES DRIVING FROM HYATT REGENCY, TRINIDAD</b>	Rate Codes: CAVCAVA - Standard King ( 1 king bed) CAVCAVB - Standard Queen (2 queen beds) 69.00 USD per room per night · Breakfast for 1 person  <a href="#">Book your group rate: T&amp;T Civil Aviation Authority&gt;&gt;</a>  <a href="http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=T%26T%20Civil%20Aviation%20Authority^POSCY%60CAVCAVA CAVCAVB%60169.00%60USD%60false%604/28/14%605/2/14%603/10/14&amp;app=resvlink&amp;stop_mobi=yes">http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=T%26T%20Civil%20Aviation%20Authority^POSCY%60CAVCAVA CAVCAVB%60169.00%60USD%60false%604/28/14%605/2/14%603/10/14&amp;app=resvlink&amp;stop_mobi=yes</a>
Hilton Trinidad	<b>Hotel Reservations contact details-</b> Email: <a href="mailto:reservations.trinidad@hilton.com">reservations.trinidad@hilton.com</a> Phone: (868) 624 3211 ext 6040/6041/6042  <b>SITUATED 15 MINUTES DRIVING FROM HYATT REGENCY, TRINIDAD</b>	Standard King Rooms US\$139/\$159 single/double occupancy <i>with breakfast and internet</i> subject taxes  <b>GROUP CODE: NACC</b>  Cut-off date to make bookings: <b>13<sup>th</sup> April 2014</b>

**ATTACHMENT/ADJUNTO C**

<p>Capital Plaza (soon to be Radisson Trinidad)</p>	<p>Wrightson Road, Port of Spain, Trinidad,  Tele: 868.625.4531 ext 690 Fax: 868.624.4677  Website: <a href="http://www.radisson.com/port-of-spain-hotel-tt/ttosptr">http://www.radisson.com/port-of-spain-hotel-tt/ttosptr</a>.  Facebook: <a href="http://www.facebook.com/capitalplazatrinidad">www.facebook.com/capitalplazatrinidad</a> Click here to see a <a href="#">virtual tour of Capital Plaza Hotel Trinidad</a> Pinterest Page: <a href="http://pinterest.com/cptrinidad">http://pinterest.com/cptrinidad</a></p>	<p>Unable to provide rates for period of conference.  However, participants can still contact the hotel directly to make reservations.  <b>SITUATED OPPOSITE HYATT REGENCY, TRINIDAD</b></p>
<p>Kapok Hotel</p>	<p>16-18 Cotton Hill, St. Clair, Trinidad West Indies  (t) 1-868-622-5765 (f) 1-868-622-9677 <a href="mailto:stay@kapokhotel.com">stay@kapokhotel.com</a>  <b>SITUATED 15 MINUTES DRIVING FROM HYATT REGENCY, TRINIDAD</b></p>	<p>Standard Queen US\$143.00 plus taxes Standard King US\$152.00 plus taxes  <a href="https://book.b4checkin.com/kapok/index.asp?year=2014&amp;month=4&amp;i_recid=&amp;languagepick=EN&amp;confno=&amp;building=&amp;TID=DR&amp;call_type=&amp; utma=&amp; utmb=&amp; utmc=&amp; utmx=&amp; utmz=&amp; utmv=&amp; utmk=">https://book.b4checkin.com/kapok/index.asp?year=2014&amp;month=4&amp;i_recid=&amp;languagepick=EN&amp;confno=&amp;building=&amp;TID=DR&amp;call_type=&amp; utma=&amp; utmb=&amp; utmc=&amp; utmx=&amp; utmz=&amp; utmv=&amp; utmk=</a></p>
<p>Regent Star</p>	<p>118-119 BWIA Boulevard, Piarco  Tel: 1 868 669 7827  Email: <a href="mailto:regentstarmarketing@yahoo.com">regentstarmarketing@yahoo.com</a></p>	<p>US\$152.50 per night inclusive of breakfast and taxes.  <b>NOTE: Regent Star is located in Piarco which is 2 minutes from the Piarco International Airport and 90 minutes to POS during peak time.</b>  Reservation form attached.</p>
<p>Holiday Inn Express</p>	<p>Trincity, Trinidad <a href="http://hix-suites-trincity.h-rez.com/index.htm?check_in=20140410&amp;check_out=20140411&amp;room1=1&amp;lbl1=hw&amp;lbl2=ggl-en">http://hix-suites-trincity.h-rez.com/index.htm?check_in=20140410&amp;check_out=20140411&amp;room1=1&amp;lbl1=hw&amp;lbl2=ggl-en</a></p>	<p>US\$196.00 plus taxes  <b>NOTE: Located in 10 minutes from Piarco International Airport and 90 minutes to POS during peak time.</b></p>

Hyatt Regency is the recommended hotel for participants.  
The Hotels are listed in order of preference for participants.

**Prepared by:**

**Ms. Hema Dass**  
**Manager Administration**  
Email: [hdass@caa.gov.tt](mailto:hdass@caa.gov.tt)