Ref.: NE 57-2 — **EMX0035**   16 January 2014

To: States, Territories and International Organizations

Subject: **Fourth North American, Central American and Caribbean Working Group Meeting (NACC/WG/4) – Invitation**
                (Ottawa, Canada, 24-28 March 2014)

Required: 1)   Transmittal by States of any additional items to the Provisional Agenda by **31 January 2014**
                2)   Submission of documentation by the deadlines provided in this letter
                3)   Register participation by **28 February 2014**

Sir/Madam:

In reference to my State Letter, EMX0988, dated 13 December 2013, please take note that the Fourth North American, Central American and Caribbean Working Group Meeting (NACC/WG/4) will be hosted by Transport Canada and NAV Canada at the Ottawa Convention Centre, Ottawa, Canada.

Civil Aviation Authority (CAA) and Air Navigation Services Provider (ANSP) air navigation experts from States and Territories of the ICAO NAM/CAR Regions; representatives of invited international organizations; chairpersons, Committee/Task Force rapporteurs and members of the NAM/CAR Air Navigation Implementation Working Group (ANI/WG) and Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG); and other implementation groups related to air navigation fields (AGA, AIM, ATM, CNS, MET and SAR) 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.

The revised Provisional Agenda of the meeting is at **Attachment A**. States wishing to submit proposals for the addition of items should do so by **31 January 2014.**

You are kindly requested to complete and return by e-mail the Registration Form at **Attachment B** for each participant by **28 February 2014**. A dinner for participants and accompanying persons is planned, so please confirm on the form whether you will be accompanied.

… / 2

North American, Central American and Caribbean Office
Av. Presidente Masaryk No. 29 – 3
Col. Polanco, México City, C.P. 11570, MEXICO

Tel.   **+ 52 55 52503211**
Fax.   **+ 52 55 52032757**
E-mail: **icaonacc@icao.int**
Website: **www.icao.int/nacc**

The general venue information and a list of hotels recommended for meeting participants will be sent at a later date.

Participants are encouraged to make reservations directly with the hotel(s) in a timely manner. The general coordinator for the meeting is Mrs. Carole Stewart-Green, NAV Canada, Manager, Enroute and Oceanic Development (e-mail: carole.stewart@navcanada.ca; telephone: +1 613 563 5707 and mobile: +1 613 290 5705); if you require local information or assistance with making hotel reservations, please contact Mrs. Sylvie Brun (e-mail: BrunS@navcanada.ca; telephone: +1 613 563 7779).

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 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 **28 of February 2014**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date must 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 **14 March 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).

Furthermore, in accordance with the 2013-2016 Activities Plan of the Regional Technical Cooperation Project for the Caribbean Region – *Implementation of the Performance Based Air Navigation Systems for the CAR Region (RLA/09/801)*, I am pleased to inform you that this event is offering one fellowship to each Project Member[1].

Considering the above, your Administration is invited to propose a candidate for award of a *fellowship as soon as possible*. The fellowship includes daily subsistence allowance (DSA) to cover lodging and expenses; your Administration shall provide the candidate with the air ticket to/from Ottawa, Canada, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure.

Regarding fellowships offered to the Eastern Caribbean States through ECCAA, please note that the candidate appointment decision should be made between your Administration and ECCAA. Once coordination has been completed, the nomination form of the candidate representing the Eastern Caribbean States **should be sent to this Regional Office by ECCAA**.

… / 3

---

[1] **RLA/09/801 Project Member States** *are: Bahamas, Barbados, Cuba, Curaçao, 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 and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua).*

Please provide confirmation as to whether your Administration is interested in proposing a fellowship candidate to attend the Fourth North American, Central American and Caribbean Working Group Meeting (NACC/WG/4) as soon as possible. You should return the Fellowship Nomination Form (**Attachment C**) duly completed to this Regional Office by **3 March 2014.**

A fellowship form must be completed for each nominee. All pages must be completed, including your Administration's signature and seal (page 2), as well as the doctor's signature who performs the medical examination on the medical portion of the form (page 6). Submit the Fellowship Nomination Form to the e-mail addresses provided below:

> **ICAO NACC Regional Office**
> Mr. Julio Garriga
> Regional Officer, Technical Cooperation
> Ms. Claudia López
> Technical Cooperation Associate
> icaonacc@icao.int; jgarriga@icao.int; clopez@icao.int;

If you require any further information regarding the meeting, please contact Mr. Julio Siu, ICAO NACC Regional Officer Communications, Navigation and Surveillance (jsiu@icao.int) and/or his Assistant, Ms. Lizette Morales (lmorales@icao.int).

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

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

Enclosure:
A – Revised Provisional Agenda
B – Registration Form
C – Fellowship Nomination Form
(Templates for Papers)

M:\NACC WG\NACC WG 04\Correspondence\EMX0035-CNS-States-InvitationLetter.docx

ATTACHMENT A

FOURTH NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN WORKING GROUP MEETING (NACC/WG/4)
(24 to 28 March 2014)

PROVISIONAL AGENDA (REVISED)

Agenda Item 1   **Review and approval of the meeting agenda, working method and schedule**

Agenda Item 2   **General matters**

2.1   Valid conclusions/decisions from previous NACC/WG meetings and the ANI/WG/1 Meeting, and valid and relevant conclusions of the NACC/DCA and subregional DCA meetings
2.2   Follow-up on GREPECAS conclusions and project implementation
2.3   Review of the status of air navigation deficiencies reported in the GREPECAS Air Navigation Deficiencies Database (GANDD)

Agenda Item 3   **Follow-up on the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (NAM/CAR RPBANIP) Progress**

3.1   Global/Regional air navigation developments
3.2   NAM/CAR Regional Performance-Based Air Navigation Implementation Plan: update, review and progress
3.3   ANI/WG and other regional group progress reports
3.4   CAR Region Safety and Air Navigation Directors Meeting (CAR/DCA/OPSAN) results
3.5   Performance monitoring of air navigation systems:
    3.5.1   Review of regional air navigation performance indicators and metrics/ICAO Dashboard
    3.5.2   Regional level implementation monitoring through the Air Navigation Report Form (ANRF)
    3.5.3   Annual Global Air Navigation Report
    3.5.4   National Plan Reports on air navigation implementation

Agenda Item 4   **Regional Cooperation and training matters to support implementation**

      4.1   Review of Regional Projects: RLA/09/801 - *Implementation of the Performance-Based Air Navigation Systems for the Caribbean Region*, and RLA/03/902 *Transition to GNSS in the CAR/SAM Regions – Augmentation Solution for the Caribbean, Central and South America (SACCSA-Phase III)*

      4.2   Review of air navigation implementation and performance-based monitoring human factor and training matters

            4.2.1   CAR Region Aviation Training Plan

            4.2.2   Results from the First Meeting of Directors of Civil Aviation Training Centres in the NAM/CAR Regions (NAM/CAR/CATC/1)

Agenda Item 5   **Review of NACC/WG Terms and Reference (ToRs) and Work Programme**

Agenda Item 6   **Other business**

      6.1   Host and dates for the next NACC/WG Meeting