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When replying please quote:

Ref.: NT-NS2-35 — **E.OSG - NACC60639**

16 May 2016

To: States, Territories and International Organizations

Subject: **Invitation – Meeting to enhance State Coordination between MET, AIM, and ATM fields**  
Mexico City, Mexico, 26 – 28 July 2016

Action

Required: 1) Transmittal by States of any additional items to the Provisional Agenda by **3 June 2016**;  
2) Submission of presentation by the deadlines provided in this letter; and  
3) Register participation by **22 June 2016**.

Sir/Madam,

In accordance with Conclusion ANI/WG/1/11 - *Workshop on ATM, AIM And MET Coordination* of the First NAM/CAR Air Navigation Implementation Working Group (ANI/WG/1) Meeting, Mexico City, Mexico, 29 July to 1 August 2013, I wish to invite your Administration/Organization to participate in the Meeting to enhance State Coordination between Aeronautical Meteorology (MET), Aeronautical Information Management (AIM), and Air Traffic Management (ATM) fields to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from **26 to 28 July 2016**.

The Meeting objective is to analyse the mechanisms established by States in order to ensure the access and exchange of aeronautical and meteorological information services in support of ATM and Air Traffic Flow Management (ATFM) under contingency conditions. There will be presentations of successful case studies, best practices, and lessons learned by States. The Meeting will cover the guidelines needed to ensure coordination between ATM units with MET centres and AIM/NOTAM services, and reviewing formalized Letters of Agreement (LoAs) between appropriate authorities. It is expected that participants present their experiences on agreements application and States share their LoAs for update.

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ATM, AIM and MET dependencies personnel that have management responsibilities of each dependency as well as coordination process, representatives organizations of States and Territories of the ICAO NAM/CAR Regions, and representatives of invited international organizations should 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 Provisional Agenda of the meeting is at **Attachment A**. States wishing to submit proposals for the addition of items should do so by **3 June 2016**.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **22 June 2016**.

The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” Section of the ICAO NACC Regional Office website ([http://www.icao.int/NACC/Pages/visitors\\_info.aspx](http://www.icao.int/NACC/Pages/visitors_info.aspx)). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All meeting documentation/presentations 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.

Presentations that your Administration/Organization may wish to submit at the meeting should be forwarded to this office by e-mail no later than **1 July 2016** in Microsoft PowerPoint format.

Furthermore, in accordance with the 2016 Activities Plan approved by the Steering Committee of the Regional Technical Cooperation Project for the Caribbean Region – *Project RLA/09/801 – Multi-Regional Civil Aviation Assistance Programme (MCAAP)*, I am pleased to inform that the Project is offering for this event one fellowship to each Project Member<sup>1</sup>.

The fellowship includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to/from Mexico City, Mexico, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office by **5 July 2016**. The steps to apply for a fellowship, the nomination form and other useful information are published on the Project RLA/09/801 website at: <http://www.icao.int/NACC/Pages/edocs-tc.aspx>.

Regarding the fellowship 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**.

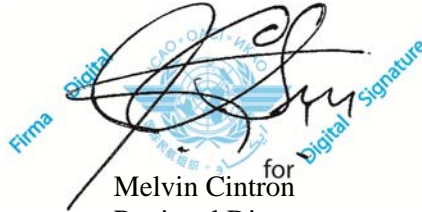
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<sup>1</sup> *RLA/09/801 Project Member States are: Bahamas, Barbados, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua).*

If you require any further information regarding the meeting, please contact Mr. Raúl Martínez, Regional Officer in Aeronautical Information Management (RO/AIM) (rmartinez@icao.int), Mrs. Leslie Gandara, Assistant (lgandara@icao.int) and/or Mrs. Ana Valencia, Assistant (avalencia@icao.int).

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

A digital signature in blue ink, featuring a stylized cursive script. The signature is overlaid on a circular blue stamp that contains the ICAO logo and the text "Firma Digital" on the left and "Digital Signature" on the right.

for  
Melvin Cintron  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**

*A – Provisional Agenda*

*B – Registration Form*

*N:\NS - Technical Co-operation\NS2-35 - RLA09801 CAR Project\Activities\Fellowships-ASRs\1607-01-METAIMATMeeting-FellowshipDeadline\Correspondence\NACC60639AIMMETATM-States-EnhanceStateCoordMtg.docx*

**ATTACHMENT A  
Draft Agenda**

**Agenda item 1: Air traffic, Aeronautical information and Meteorological services organization**

- 1.1 Dependencies that supply Air Traffic Management (ATM) and Search and Rescue (SAR) services
- 1.2 Centers and stations that supply meteorological information and AIM/NOTAM information to aeronautical users that include ATM dependencies and SAR service centers
- 1.3 Relation between ATM dependencies, meteorological offices and aeronautical meteorological stations and NOTAM/ASHTAM information

**Agenda item 2: Meteorological information and AIM/NOTAM for ATM dependencies**

- 2.1 Information for Tower (TWR) and ATM dependencies
- 2.2 Information forms, emergencies
- 2.3 Communications between ATM dependencies and AIM/NOTAM services and meteorological stations

**Agenda item 3: Coordination between ATM dependencies and office and meteorological stations**

- 3.1 Coordination between Tower (TWR) and Approach Control Office (APP) and offices and appropriate meteorological stations
- 3.2 Coordination between Area Control Centre (ACC)/ Flight Information Centre (FIC) and appropriate Meteorological Watch Offices (MWO)

**Agenda item 4: Coordination between aeronautical information services and aeronautical meteorological services. Proposals for coordination improvement**

**Agenda item 5: Meteorological support to ATM system and Letters of Agreement (LoAs) (exemplary) between ATM, MET, NOTAM authorities and volcanic authorities**

**Agenda item 6: MET information to be included at the Aeronautical Information Publication (AIP) and the format proposed for information notification by volcanic observatories to aviation**

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ICAO



OACI

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

## ATTACHMENT/ADJUNTO B

Meeting to enhance State Coordination between MET, AIM, and ATM Fields  
Reunión para mejorar la coordinación entre las áreas MET, AIM y ATM  
(MET/AIM/ATM MTG)

Mexico City, Mexico, 26 to 28 July 2016/ Ciudad de México, México, 26 al 28 de julio de 2016

## REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	Position in your Delegation: (Please select one option)	Chief Delegate / Jefe de la Delegación			Delegate / Delegado	
	Posición dentro de su Delegación: (Por favor seleccione una opción)	Speaker / Conferencista			Moderator / Moderador	
2.	Country / Organization País / Organización					
3.	Salutation / Encabezamiento	Mr. / Sr.		Mrs. / Sra.		Miss / Srta.
4.	Name / Nombre					
5.	Official Position or Title / Cargo o Título Oficial					
6.	Official Telephone / Teléfono oficial					
7.	Mobile (to contact you in case of an emergency) Celular (para contactarle en caso de emergencia)					
8.	Official E-mail / Correo-e oficial					
9.	Hotel and address where you will be staying during the event / Hotel y dirección donde se estará hospedando durante el evento					
10.	Please indicate if accompanied by your family Por favor indique si lo acompaña su familia	Yes / Sí		#		
11.	Dates of total stay in the venue Country Fechas de estancia total en el País del evento					
12.	Please indicate if you have any medical condition or allergies / Por favor indique si usted tiene alguna condición médica o alergias					
13.	Emergency contact information in your country of origin / Información de contacto para emergencias en su país de origen	Name Nombre				
		Relationship Relación				
		Telephone Teléfono				

Please send this form to: / Por favor envíe este formulario a:

E-mail: [icaonacc@icao.int](mailto:icaonacc@icao.int)

-END/FIN-