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航空组织

When replying please quote:

Ref.: NT-N1-3.10, NT-NE30-2 — **E.OSG - NACC61941**

27 July 2016

To: States, Territories, ECCAA and CASSOS

Subject: **Invitation – Third Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/3) Meeting**
Basseterre, Saint Kitts and Nevis, 19 to 21 October 2016

Action

- Required:
- 1) Submission of documentation by the deadlines provided in this letter
 - 2) Register participation by **16 September 2016**

Sir/Madam,

On behalf of the E/CAR/CATG Chairperson I wish to invite your Administration/Organization to participate in the Third Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/3) Meeting from 19 to 21 October 2016, to be held in Basseterre, St. Kitts and Nevis, from 19 to 21 October 2016. This meeting is kindly hosted by the St. Kitts and Nevis Ministry of Foreign Affairs and Aviation. This Meeting is preceded by the E/CAR/NTG/7 and E/CAR/RD/5 Meetings.

The E/CAR/CATG/3 Meeting will follow-up on the implementation of air navigation matters in the E/CAR area to contribute in the accomplishment of the *Port-of-Spain Declaration* and the NAM/CAR Regional Performance-based Air Navigation Implementation Plan (RPBANIP) targets through the participation of the E/CAR Committees and the E/CAR States and Territories. The meeting will also contribute to the NAM/CAR Air Navigation Implementation Working Group (ANIWG) and the NACC/WG Meeting in 2017. CASSOS is also included in this Meeting to seek the joint work of its ANS TF and the E/CAR/CATG.

All E/CAR States and Territories, Chair madam and rapporteurs of the E/CAR/CATG committees, and the E/CAR implementation ad hoc groups are expected to attend. I urge your Administration to send delegates that are specialized in the various air navigation fields identified in the Provisional agenda and the focal points designated for the radar data sharing activities. With prior coordination with the E/CAR/CATG Chairperson, each E/CAR Committee shall present its progress report in accordance with the RPBANIP performance objectives and the targets, as well as any other papers, as necessary. The working language of the meetings will be English.

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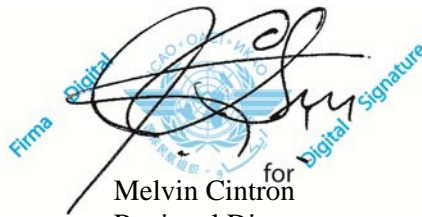
The Provisional Agenda and Provisional Schedule of the meeting are at **Attachments A and B**. Documentation that your Administration/organization may wish to present at the meetings should be forwarded to this office by e-mail by **5 October 2016**, in Microsoft Word format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

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.

You are kindly requested to complete and return the Registration Form at **Attachment C** by e-mail for each participant by **16 September 2016**. The venue information will be provided shortly.

If you require any further information regarding the meeting, please contact Mr. Luis Sanchez, Regional Officer, Aeronautical Meteorology / Environment (lsanchez@icao.int) or Mrs. Leslie Gandara, Assistant, (lgandara@icao.int).

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

A digital signature in blue ink, overlaid on a circular blue seal of the International Civil Aviation Organization (ICAO). The seal features a globe and the text 'INTERNATIONAL CIVIL AVIATION ORGANIZATION'. The signature is written in a cursive style and is surrounded by the words 'Firma Digital' and 'Digital Signature' in blue.

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

Enclosure:

A – Provisional Agenda
B – Provisional Schedule
C – Registration Form
(Templates for Papers)

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APPENDIX A

PROVISIONAL AGENDA

Agenda Item 1 **Approval of Meeting Agenda, Work Method and Schedule**

Agenda Item 2: **Review and follow-up to Conclusions/Decisions of E/CAR/CATG/2, E/CAR/DCA/26, ANI/WG/3, NACC/DCA/6, and PPRC/4 Meetings**

Agenda Item 3: **Air Navigation Matters**

- 3.1 Global/Regional Air Navigation Developments
 - 3.1.1 ICAO NACC No Country Left Behind (NCLB) Strategy
 - 3.1.2 eANP development
 - 3.1.3 Integrated Single Aeronautical Information Management (AIM) Quality Management System (QMS) and Flight Planning Issues and Plan for AIM Transition Meeting/Workshop (QMS, FPL, AIM) Report
 - 3.1.4 WRC – 2015 and Support to Aviation Spectrum Management
 - 3.1.5 Results of other Regional Implementation Groups – Civil Aviation Training Centres WG

- 3.2 Follow-up on the implementation of the NAM/CAR Regional Performance Based Air Navigation Plan (RPBANIP) and the *Port-of-Spain* Declaration Air Navigation Targets in the Eastern Caribbean:
 - 3.2.1 Progress reports of the AIM, AGA, ATM, CNS, MET and SAR Committees
 - 3.2.2 E/CAR/NTG and E/CAR/RD Ad hoc Group Reports
 - 3.2.3 Review of performance-based metrics and benefits achieved (Air Navigation Report Forms – ANRFs)
 - 3.2.4 Other matters

- 3.3 National Air Navigation Plans – Aviation System Block Upgrade (ASBU) oriented

- 3.4 E/CAR/CATG contribution to ANI/WG/02 Meeting

Agenda Item 4: **Review E/CAR/CATG Terms of Reference (ToRs) and Work Programme**

Agenda Item 5: **Other Business**

- 5.1 Preparation for the Fifth North American, Central American and Caribbean Working Group Meeting (NACC/WG/5) – 2017
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APPENDIX B

PROVISIONAL SCHEDULE

Time	Wednesday 19 October 2016	Thursday 20 October 2016	Friday 21 October
08:30 – 09:00	Registration		
09:00 – 09:30	Opening Ceremony	Committee Meetings (cont'd)	Agenda Item 3.3
09:30 – 10:00	Group Photo		Agenda Item 4
10:00 – 10:30	Agenda Item 2		Agenda Item 5
10:30 – 11:00	<i>Coffee Break</i>		
11:00 – 11:30	Agenda Item 2	Committee Meetings (cont'd)	Review of the Draft Report
11:30 – 13:00	Agenda Item 3.1		
13:00 – 14:00	<i>Lunch</i>		
14:00 – 15:00	Agenda Item 3.1 (cont'd)	Agenda Item 3.2	
15:00-15:30	<i>Coffee Break</i>		
15:30- 16:30	Committee Meetings	Agenda Item 3.2 (cont.)	

ATTACHMENT C



ICAO

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

**Third Eastern Caribbean Civil Aviation Technical Group Meeting
(E/CAR/CATG/3)**

Basseterre, Saint Kitts and Nevis, 19 to 21 October 2016

REGISTRATION FORM

1.	Position in your Delegation: <i>(Please select one option)</i>	Chief Delegate		Delegate		
		Adviser		Observer		
2.	Country / Organization					
3.	Salutation	Mr.		Mrs.		Miss
4.	Name					
5.	Official Position or Title					
6.	Official Telephone					
7.	Mobile (to contact you in case of an emergency)					
8.	Official E-mail					
9.	Hotel and address where you will be staying during the event					
10.	Please indicate if accompanied by your family	Yes		#		
11.	Dates of total stay in the venue Country					
12.	Please indicate if you have any medical condition or allergies					
13.	Emergency contact information in your country of origin	Name				
		Relationship				
		Telephone				

Please send this form to:
E-mail: icaonacc@icao.int