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When replying please quote:

Ref.: NT- N1-8.2.24, NS2-35 — **E.OSG - NACC62018**

7 September 2016

To: States, Territories and International Organizations

Subject: **Invitation – Second ICAO/IATA/CANSO Performance-Based Navigation (PBN) Harmonization, Modernization and Implementation Meeting for the Caribbean (CAR) Region**
San Jose, Costa Rica, 7– 9 December 2016

Action

Required: 1) Submission of documentation by the deadlines provided in this letter
2) Register participation by **7 November 2016**

Sir/Madam,

I wish to invite your Administration/Organization to participate in the Second ICAO/IATA/CANSO Performance-Based Navigation (PBN) Harmonization, Modernization and Implementation Meeting for the Caribbean (CAR) Region to be held at the Intercontinental Hotel, San Jose, Costa Rica, from 7 to 9 December 2016, hosted by the Civil Air Navigation Services Organization (CANSO).

The meeting is a continuation of the important work that begun in early 2016 where CAR States, as well as States in the South America (SAM) Region are closely coordinating and implementing PBN projects in accordance with ICAO provisions. The goal is regional implementation of new PBN route structure for the entire upper airspace and other States PBN airspace concepts, while enhancing safety and efficiency for air operations. In order to successfully accomplish the goals of this initiative, we request representatives from your Administration with senior level ATM managerial responsibility with decision-making authority, as well as Air Navigation Service Provider (ANSP) representatives, ATM Managers responsible for local airspace procedures and design, and certified on local air traffic control operations.

The working language of the meeting will be English.

The Provisional Agenda and Schedule of the meeting is at **Attachment A**.

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You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **7 November 2016**.

The General information for meeting participants is at **Attachment C**. Participants are encouraged to make reservations directly with the hotel in a timely manner. If you need local assistance please contact the CANSO meeting coordinator, Mr. Javier Vanegas, Regional Director, Latin America and Caribbean Affairs, (javier.vanegas@canso.org) who can provide local information or assistance with making hotel reservations, if required.

Each Administration represented should bring their PBN route proposals (as necessary, coordinated with adjacent FIRs) to the harmonization process of the entire upper airspace. At the end of this meeting, each Administration shall work out the final details of their PBN route proposals and activities for review, approval and implementation in accordance with the Regional CAR implementing action plan to be agreed upon at the meeting.

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. Your Administration PBN ATS route proposals should be submitted to this Regional Office by e-mail in Power Point format as soon as practicable but no later than **25 November 2016**.

Furthermore, in accordance with the 2016 Activities Plan approved by the Steering Committee of the Regional Technical Cooperation Project for the Caribbean Region – *Multi-Regional Civil Aviation Assistance Programme (MCAAP) (RLA/09/801)*, I am pleased to inform that the Project is offering for this event one fellowship to each Project Member¹.

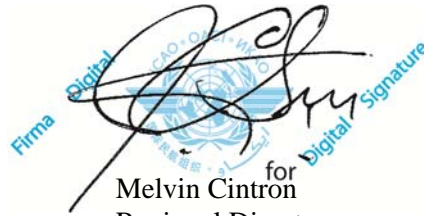
The fellowship includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to/from San Jose, Costa Rica, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office by **14 November 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**.

If you require any further information regarding the meeting, please contact Mr. Victor Hernández, Regional Officer Air Traffic Management and Search and Rescue (vhernandez@icao.int); Mr. Romy Gallegos, Regional Officer – Technical Assistance (rgallegos@icao.int) or Mrs. Ana Valencia, Assistant, (avalencia@icao.int).

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).*

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

A digital signature in blue ink, consisting of 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 and Schedule

B – Registration Form

C – Hotel Information

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ATTACHMENT/ADJUNTO A

**SECOND ICAO/IATA/CANSO PERFORMANCE-BASED NAVIGATION (PBN)
HARMONIZATION, MODERNIZATION AND IMPLEMENTATION MEETING FOR THE
CARIBBEAN (CAR) REGION**

(San Jose, Costa Rica, 7– 9 December 2016)

PROVISIONAL AGENDA, WORKING METHODS AND SCHEDULE

Objective - Review the efficiency progress report and benefits of the implementation of PBN route structure, and begin coordination process of the second phase of PBN implementation project to harmonize PBN airspace concept in the CAR region.

Agenda Item 1: Follow-up Implementation of PBN Routes as Agreed in the Third NAM/CAR Air Navigation Implementation Working Group Meeting ANI/WG/3 Meeting

- 1.1** Proposal for Amendment (PfA) to ICAO Doc 7030 — *Regional Supplementary Procedures* and Doc 8733 — *Air Navigation Plan - Caribbean and South American Regions*.
- 1.2** Implementation of Area Navigation (RNAV) routes
- 1.3** PBN airspace concept implementation projects (ARESAC, Piarco FIR, etc.)
- 1.4** Implementation of PBN approach procedures in Terminal areas (TMA) in compliance with Assembly Resolution A37-11

Agenda Item 2: Follow-up of Updated Air Traffic Service (ATS) Letters of Agreement (LoAs)

- 2.1** Application of 40 NM between adjacent FIRs in CAR region
- 2.2** Application of 20 NM between adjacent FIRs in CAR region

Agenda Item 3: Review proposals of new PBN Routes, Implementation and trials in the FIRs of the CAR Region and Coordination with Adjacent Regions

Agenda Item 4: Other business

Working methods

For the development of this meeting, it is expected to work in plenary session, and in Ad hoc groups to discuss Central America, Central Caribbean and Eastern Caribbean sub-regions, in order to analyse specific issues.

Work schedule

Subject to the circumstances that would affect the adoption of the work, the following work schedule is suggested:

09:00 – 10:30	Review of agenda items
10:30 – 10:45	Coffee Break
10:45 – 12:15	Review of agenda items
12:15 – 13:15	Lunch Break
13:15 – 14:45	Review of agenda items
14:45 – 15:00	Coffee Break
15:00 – 17:00	Review of agenda items

TENTATIVE WORK SCHEDULE

Shedule	Wednesday, 7 December	Thursday, 8 December	Friday, 9 December
08:30 – 09:00	Registration		
09:00 – 09:30	Agenda ítem 1	Agenda ítem 1.4	Agenda ítem 3
09:30 – 10:30		Agenda ítem 2	
10:30 – 10:45	<i>Coffee break</i>		
10:45 – 12:15	Agenda ítem 1.1	Agenda ítem 2.1	Agenda ítem 3 (Cont.)
12:15 – 13:15	<i>Lunch</i>		
13:15 – 14:45	Agenda ítem 1.2	Agenda ítem 2.1 (Cont.)	Agenda ítem 4
14:45-15:00	<i>Coffee break</i>		
15:00 -17:00	Agenda ítem 1.3	Agenda ítem 2.2	Summary of discussions review and Closing ceremony

ICAO



OACI

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

ATTACHMENT/ADJUNTO B

Second ICAO/IATA/CANSO Performance-Based Navigation (PBN) Harmonization, Modernization and Implementation Meeting for the Caribbean (CAR) Region
Segunda Reunión sobre armonización, modernización e implementación de la navegación basada en la performance (PBN) de OACI/IATA/CANSO para la Región Caribe (CAR)
(ICAO/IATA/CANSO PBN MTG)

San Jose, Costa Rica, 7 to 9 December 2016/ San José, Costa Rica, 7 al 9 de diciembre 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)	Adviser / Asesor	Observer / Observador			
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 and javier.vanegas@canso.org

ATTACHMENT C

**Second ICAO/IATA/CANSO Performance-Based Navigation (PBN) Harmonization,
Modernization and Implementation Meeting for the Caribbean (CAR) Region
(ICAO/IATA/CANSO PBN MTG)**
Jose, Costa Rica, 7 to 9 December 2016

GENERAL INFORMATION

1. Event Venue and Dates

The Second ICAO/IATA/CANSO Performance-Based Navigation (PBN) Harmonization, Modernization and Implementation Meeting for the Caribbean (CAR) Region will take place at the Intercontinental Hotel, San Jose, Costa Rica, from 7 to 9 December 2016.

2. Name of the Meeting's Coordinator and Assistant, Address and Contact Numbers

Mr. Victor Hernández, Regional Officer, Air Traffic Management and Search and Rescue
Mr. Romy Gallegos, Regional Officer, Technical Assistance
Ms. Ana Valencia, Assistant
ICAO NACC Regional Office

Telephone: + 52 55 5250 3211
Fax: + 52 55 5203 2757
E-mail: vhernandez@icao.int
rgallegos@icao.int
avalencia@icao.int

Mr. Javier Vanegas
Regional Director, Latin America and Caribbean Affairs
CANSO
E-mail: javier.vanegas@canso.org

3. Participants Registration

Delegate registration will take place on Wednesday, 7 December 2016, from 08:30 to 09:00 hours.

5. Accommodation

Hotel	Address	Rate	Reservation contact
Intercontinental	Multiplaza, San Jose, 1001, Costa Rica	CANSO Rate: USD 129.00 per night including breakfast	Email: cynthia.solano@R-HR.COM Phone: +506 2208-2100

6. Documentation Link

The documentation for the Meeting will be posted on the ICAO NACC Office Website; participants should check the website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

<http://www.icao.int/NACC/Pages/Meetings.aspx>

Click on “Second ICAO/IATA/CANSO Performance-Based Navigation (PBN) Harmonization, Modernization and Implementation Meeting for the Caribbean (CAR) Region”