



International
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Organization

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internationale

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Международная
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منظمة الطيران
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国际民用
航空组织

When replying please quote:

Ref.: NT-N1-8.2.24 — **E.OSG - NACC58871**

12 January 2016

To: States, Territories and International Organizations

Subject: **Invitation – ICAO/IATA/CANSO Performance-Based Navigation (PBN) Harmonization, Modernization and Implementation Meeting for the Caribbean (CAR) Region
Miami, Florida, United States, 28 March – 1 April 2016**

Action

- Required:
- 1) Submission of your Administration's PBN route proposals by **4 March 2016**
 - 2) Register participation by **5 February 2016**

Sir/Madam:

I wish to invite your Administration/Organization/Air Navigation Service Provider (ANSP) to participate in the International Civil Aviation Organization (ICAO)/International Air Transport Association (IATA)/Civil Air Navigation Services Organization (CANSO) Performance-Based Navigation (PBN) Harmonization, Modernization and Implementation Meeting for the Caribbean (CAR) Region, co-hosted by IATA in Miami, United States, from **28 March to 1 April 2016**.

As a result of work already accomplished at the March 2013 ICAO PBN Airspace Redesign Workshop, ICAO, IATA, and CANSO have jointly organized this meeting to assist the CAR Region in facilitating, coordinating, and harmonizing the PBN plans to align ANSPs, operators and States' civil aviation activities.

The meeting will focus its activities on harmonizing and finalizing a new PBN route structure for implementation, analysing regional implementation efforts, discussing best practices concerning Air Traffic Flow Management (ATFM), harmonizing cross route structures, enhance route efficiency and achieving agreement on implementation processes. Success will be measured by all States/Territories working together towards common goals in order to achieve safety and efficiency.

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In order to successfully accomplish the goals of this meeting, it is important to have participation from States/Territories in the CAR Region, as well as States that have adjacent Flight Information Region (FIR) boundaries with the South America (SAM) Region. Participating representatives from your Administrations shall have the following expertise:

- ANSP representatives with decision-making responsibility
- Senior level managers/directors with decision-making authority over airspace matters
- ATM Managers with procedural and design experience, as well as intimate knowledge of local airspace matters, and certified on local air traffic operations

Each Administration represented should bring their PBN route proposals (as necessary, coordinated with adjacent FIRs) in order to begin 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.

Additionally, during the course of the meeting, it is expected that Air Traffic Services (ATS) related matters within the ATS Letters of Agreement (LoAs) between adjacent FIRs will be discussed and reviewed to support future regional developments and to improve overall efficiency. States are kindly encouraged to conduct pre-coordination discussions on matters of mutual interest prior to the start of the meeting in order to complete the agenda activities.

The Provisional Agenda of the meeting will be distributed in early February 2016. **The working language of the meeting will be English. There will be no interpretation service available.**

You are kindly requested to complete and submit the Registration Form at **Attachment A** by e-mail for each participant by **5 February 2016**. In order to organize the logistic arrangements, your prompt response will be highly appreciated.

A list of hotels recommended for meeting participants is at **Attachment B**. 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/presentations 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 as soon as practicable but no later than **4 March 2016**.

If you require any further information regarding the meeting, please contact Mr. Romy Gallegos, Regional Officer – Technical Assistance (rgallegos@icao.int) or Mrs. Ana Valencia, Assistant, (avalencia@icao.int).

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

A digital signature in black ink, appearing as a stylized cursive 'M', is overlaid on a blue circular seal. The seal contains the ICAO logo and the text 'ICAO - OACI' at the top and 'International Civil Aviation Organization' at the bottom. The words 'Firma Digital' are written in blue on the left side of the seal, and 'Digital Signature' is written on the right side.

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

Enclosure:

A – Registration Form

B – Hotel Information

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ATTACHMENT B

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN OFFICE**

**ICAO/IATA/CANSO PERFORMANCE-BASED NAVIGATION (PBN) HARMONIZATION,
MODERNIZATION AND IMPLEMENTATION MEETING FOR THE CAR REGION
(Miami, United States, 29 March – 1 April 2016)**

GENERAL INFORMATION

1. Place of the Meeting

International Air Transport Association (IATA)
703 Waterford Way (NW 62nd Avenue),
Miami, Florida
United States
Tel: +1 305 264 7772
E-mail:

2. Inaugural Session

The Meeting begins on Monday 29 March 2016.
Registration of participants 08:30 am - 09:00 am
Opening ceremony: 9:00

3. Registration of Participants

Participants are requested to register at the Registration Desk between 08:30 and 09:00 hours on the opening day of the meeting. For identification purposes, participants are also requested to wear during the meeting the identification badge that will be given during the register.

4. Hotels

The List of Hotels close to the venue of the meeting is shown below. Participants must arrange hotel accommodation well in advance.

NAME/ADDRESS/PHONE
Area Hotels:
Pullman Hotels (request the IATA corporate rate) 5800 Blue Lagoon Drive, Miami, FL 33126 Tel: +1(305) 264 4888
Hilton Miami (request the IATA corporate rate) 5101 Blue Lagoon Drive, Miami, FL 33126 Tel: +1(305) 265 3829

NAME/ADDRESS/PHONE
Other Hotels:
Cambria Suites 6750 NW 7th Street Miami, FL 33126 Tel: +1(305) 261-9899
EB Hotel 4299 NW 36th Street Miami, FL 33166 Tel: +1(305) 324-6835

5. Weather

The average temperature in Miami for January is maximum 25°C, minimum 23°C.