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Organization

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منظمة الطيران  
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国际民用  
航空组织

*When replying please quote:*

Ref.: NT-NT1-5 — **E.OSG - NACC64127**

19 December 2016

To: States, Territories and International Organizations

Subject: **Invitation – Air Navigation Services (ANS) / Air Traffic Services (ATS) Safety Inspector Workshop**  
ICAO NACC Regional Office, Mexico City, Mexico, 20 to 24 February 2017

Action  
Required: Register participation by **6 February 2017**

Sir/Madam,

I wish to invite your Administration/Organization to participate in the Air Navigation Services (ANS) / Air Traffic Services (ATS) Safety Inspector Workshop to be convened at the ICAO NACC Regional Office in Mexico City, Mexico, from 20 to 24 February 2017.

As part of the North America, Central America and Caribbean (NACC) No Country Left Behind (NCLB) Strategy activities, the workshop seeks to enhance the ANS inspectorate areas, share good experiences with lessons learned and agree on actions for each State. Also, the workshop aims to assist States to implement solutions and support the safety oversight system capacity by improving the ANS area as part of the Universal Safety Oversight Audit Programme (USOAP) mechanism.

Air Navigation Inspectors of States and Territories of the ICAO NAM/CAR Regions and representatives of invited international organizations are expected to attend. The working languages of the workshop will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

The Provisional Programme of the event is at **Attachment A**. You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **6 February 2017**.

In addition, participants must bring a laptop computer and flash drives will be provided with the workshop material (available only in English).

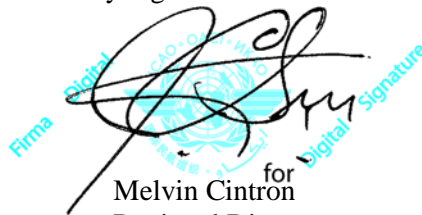
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The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” Section of the ICAO NACC Regional Office website ([http://www.icao.int/NACC/Pages/visitors\\_info.aspx](http://www.icao.int/NACC/Pages/visitors_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

All event 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 presentations in electronic format, no hard copies will be distributed during the event.

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

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



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

**Enclosure:**

*A – Provisional Programme*

*B – Registration Form*

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**ATTACHMENT/ADJUNTO A  
PROVISIONAL PROGRAMME/PROGRAMA PROVISIONAL**

<b>Time/Hora</b>	<b>Monday, 20 Feb 2017/Lunes, 20 de febrero de 2017</b>	<b>Tuesday, 21 Feb 2017/Martes, 21 de febrero de 2017</b>	<b>Wednesday, 22 Feb 2017/Miércoles, 22 de febrero de 2017</b>	<b>Thursday, 23 Feb 2017/Jueves, 23 de febrero de 2017</b>	<b>Friday, 24 Feb 2017/Viernes, 24 de febrero de 2017</b>
08:30 – 09:00	<b>Registration/Registro</b>				
09:00 – 10:00	Opening ceremony and Group Photo/Ceremonia de apertura y foto de grupo	Critical Elements (CE) 3, 4 and Activity: Protocol questions/Elementos críticos (CE) 3, 4 y actividad. Preguntas de protocolo	Challenges and solutions to implementing Critical Elements (CEs) 3, 4, and 6 /Desafíos y soluciones para implementar los Elementos Críticos 3, 4 y 6	Workshop: Developing an air traffic safety audit (CE-7)/Taller: Desarrollando una auditoria de seguridad operacional del tránsito aéreo	Safety Management System (SMS) fundamentals/Fundamentos del Sistema de gestión de la seguridad operacional (SMS)
<b>10:00 – 10:30</b>	<b>Coffee Break /Receso para el café</b>				
10:30 – 12:00	Essential safety oversight responsibilities Basic safety oversight of ANSP/Responsabilidades esenciales de la vigilancia de la seguridad operacional Vigilancia básica de la seguridad operacional de los ANSP	Critical Elements (CE) 3, 4 and Activity: Protocol questions/Elementos críticos (CE) 3, 4 y Actividad: Preguntas de protocolo	Challenges and solutions to implementing CEs 3, 4, and 6/Desafíos y soluciones para implementar los CE 3, 4 y 6	Workshop: Developing an air traffic safety audit (CE-7)/Taller: Desarrollando una auditoria de seguridad operacional del tránsito aéreo	Annex 19 and the independent oversight of an air navigation service provider's SMS/Anexo 19 y la vigilancia independiente del SMS del proveedor de servicios de navegación aérea
<b>12:00 – 13:00</b>	<b>Break /Receso</b>				
13:00 – 14:30	Effective implementation (EI) of the ANS protocol questions/Implementación efectiva (EI) de las preguntas de protocolo de ANS	Critical Elements 5, 6 and Activity: Protocol questions (CE-6)/Elementos críticos, 5, 6 y actividad: Preguntas de protocolo (CE 6)	Critical Elements 7 and 8/Elementos críticos 7 y 8	Review and discussion: Applying the eight critical elements to Air Traffic Safety Oversight/Revisión y discusión: Aplicando los ocho elementos críticos a la vigilancia de la Seguridad operacional del tránsito aéreo	Activity: Air traffic safety oversight self-assessment/Actividad: Autoevaluación de la vigilancia de la seguridad operacional del tránsito aéreo
<b>14:30 – 14:45</b>	<b>Coffee Break / Receso para el café</b>				<b>Closure / Clausura</b>
14:45 – 15:45	Critical Elements 1 and 2/Elementos críticos 1 y 2	Critical Elements 5, 6 and Activity: Protocol questions (CE 6)/Elementos críticos 5, 6 y actividad: Preguntas de protocolo (CE 6)	Critical Elements 7 and 8/Elementos críticos 7 y 8	Review and discussion: Applying the eight critical elements to Air Traffic Safety Oversight/Revisión y discusión: Aplicando los ocho elementos críticos a la Vigilancia de la Seguridad Operacional del Tránsito Aéreo	

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## ATTACHMENT/ADJUNTO B



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

**Air Navigation Services (ANS) / Air Traffic Services (ATS) Safety Inspector Workshop**  
**Taller para Inspectores de Seguridad Operacional de Servicios de Navegación Aérea (ANS) y Servicios de Tránsito Aéreo (ATS)**  
Mexico City, Mexico, 20 to 24 February 2017 / Ciudad de México, México, 20 al 24 de febrero de 2017

## 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)