



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

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5 June 2017



To: States, Territories and International Organizations

Subject: Invitation – Seventh Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/07)
Washington, D. C., United States, 19 – 21 September 2017
“Enhancement of State’s Air Transport System and Regional Collaboration”

Action

Required:

- 1) Transmittal by States of any additional items to the Provisional Agenda by **30 June 2017**;
- 2) Submission of documentation by the deadlines provided in this letter
- 3) Register participation by **18 August 2017**

Sir/Madam,

I wish to invite your Administration/Organization to participate in the Seventh Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/07) to be convened at the Omni Shoreham Hotel, in Washington, D. C., United States, from 19 to 21 September 2017, which will be hosted by the Federal Aviation Administration of United States.

Directors General of Civil Aviation Authorities of States and Territories of the ICAO NAM/CAR Regions, their Ministers of Finance or Tourism, representatives of invited international organizations and of financial organizations are expected to attend.

The Provisional Agenda of the meeting is at **Attachment A**. The Agenda introduces many of the recommendations made by the DCAs from the NACC/DCA/6 meeting. Several discussion panel sections are included, to be led by the Directors on relevant aviation matters. States wishing to submit additional agenda items, or to be moderators of a specific panel, should propose so by **30 June 2017**. Please also note that the Sixth Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA/09/801 PSC/6) is scheduled for the afternoon of 20 September 2017.

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.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **18 August 2017**.

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Hotel reservations for the Omni should be made through the following website:
<https://www.omnihotels.com/hotels/washington-dc-shoreham/meetings/faa-nacc-dca-7>

The group rate for the NACC/DCA/7 meeting is \$231 USD per night. Please make your reservation by Friday, 18 August 2017 in order to receive the group rate. If participants need to extend their reservation for additional time before or after the meeting, please contact Michelle Westover, FAA Office of International Affairs for assistance (T: 202-267-0952 , email: michelle.westover@faa.gov).

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

Documentation that your Administration/Organization may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word/PowerPoint format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

Only working papers **received** by this office by **18 August 2017**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date will have to be submitted in both languages. Otherwise, they will become Information Papers. Information papers will only be issued in the language submitted. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **8 September 2017**. The deadlines for submission of documentation for translation will be strictly enforced. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish).

If you require any further information regarding the meeting, please contact Mr. Julio Siu, Deputy Regional Director (jsiu@icao.int) or Mrs. Claudia Riva-Palacio, Assistant, (crivapalacio@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 Agenda
B – Registration Form
(Templates for Papers)

**APPENDIX A
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Follow-up on Valid Conclusions and Decisions from NACC/DCA Meetings, Sub regional DCA Meetings and Regional Implementation Groups**
- Agenda Item 3: Global Aviation Implementation Updates**
- Agenda Item 4: Accountability Report of the ICAO NACC No Country Left Behind (NCLB) Strategy**
- Agenda Item 5: Panel Discussions: NAM/CAR Regional Safety/Air Navigation/Aviation Security Implementation Matters**
- Agenda Item 6: Environmental Protection Matters**
- Agenda Item 7: Air Transport Matters**
- Agenda Item 8: Review of the NACC/DCA Terms of Reference**
- Agenda Item 9: Other Business**

PROVISIONAL AGENDA**EXPLANATORY NOTES****Agenda Item 1: Adoption of the Provisional Agenda and Schedule**

Under this agenda item, the Meeting shall elect a Chairperson, review the agenda and schedule, and adopt them.

Agenda Item 2: Follow-up on Valid Conclusions and Decisions from NACC/DCA Meetings, Sub regional DCA Meetings and Regional Implementation Groups

Under this agenda item, the Meeting will conduct a follow-up review of valid conclusions and decisions of the NACC/DCA, and former subregional DCA meetings, highlighting the impact of these decisions and conclusions in the States' and Region's aviation safety, air navigation and security implementation. Moreover, the Meeting will be informed of the relevant conclusions that the NAM/CAR implementation groups are carrying out towards the development of the region's aviation activity.

Agenda Item 3: Global Implementation Updates

Under this agenda item, the Meeting will discuss the impact on States derived from a) results from 39th Session of the ICAO Assembly; and b) the latest updates on global safety, Air Navigation Services (ANS), security, and air transport issues.

Agenda Item 4: Accountability Report of the ICAO NACC No Country Left Behind (NCLB) Strategy

The Secretariat will provide its Annual Accountability Report 2016-2017 in accordance with the NACC NCLB Strategy, including but not limited to:

1. Status of the Regional Effective Implementation of the States' Safety Oversight Systems [in relation with the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA)]
 - a) Project for the resolution of the Haiti Significant Safety Concern (SSC)
 - b) Resolution of air navigation deficiencies
2. Regional safety initiatives:
 - a) Regional Aviation Accident Investigation Group (GRIAA)
 - b) Caribbean Regional Accident Investigation Organization (CARAIO)
 - c) Regional Aviation Safety Group—Pan America (RASG-PA)

3. Safety and Air Navigation Services (ANS) Improvements/Developments and Achievements
4. Status of Aerodrome Certification and Runway Safety Teams (RST)
5. Aviation Security (AVSEC) and Facilitation (FAL): Review of National Security Programmes and Aviation Security State Improvement Plan (SIPs)
6. ICAO outreach for government and non-government third parties funding to support State/region aviation development
7. NAM/CAR Regional Training Centres Association

Under this agenda item, States are invited to share their experience/benefits and impact of assistance of the ICAO NACC NCLB Strategy.

Agenda Item 5: Panel Discussions: NAM/CAR Regional Safety/Air Navigation/Aviation Security Implementation Matters

Under this agenda item, several panel discussions on key topics such as safety, security and air navigation will be organized to allow the Meeting to review and share common implementation matters, concerns and best practices. The Directors of Civil Aviation are invited to lead panel discussions and propose actions for improving aviation in the NAM/CAR Regions. Panel discussions will cover but are not limited to:

1. Enhancement of safety management issues at the State and regional level
2. Effectiveness of air navigation implementation mechanisms
3. Improvements in AVSEC/FAL implementation
4. Enhancing aerodrome certification implementation and airport safety
5. Review of Project Proposals for State and government/non-government third parties funding
6. Collaboration in Aviation Training improvement
7. Next Generation of Aviation Professionals

Agenda Item 6: Environment Matters

Under this agenda Item, latest matters on Aviation Environment will be discussed including Market-based measures (MBM), States' Action Plans on CO2 Emissions Reduction Activities and State/region Implementation Status and Benefits Report.

Agenda Item 7: Air Transport Matters

Under this agenda Item, the latest air transport matters will be discussed, including Statistics and Air Transport Agreements.

Agenda Item 8: Review of NACC/DCA Terms of Reference

A review of the NACC/DCA Terms of Reference will be conducted to optimize Meeting effectiveness and involvement of DCAs in benefit of aviation development of all the States.

Agenda Item 9: Other Business

Under this agenda Item, other matters will be discussed, such as the ratification of Air Law Instruments, Outstanding State Contributions to ICAO, and others as the Meeting may suggest.
