



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NT7-1; NT-N1-15.4; NT-NS2-35 — **E.OSG - NACC68074**

11 August 2017



To: States, Territories and International Organizations

Subject: Invitation – ICAO/FAA Workshop on Best Practices for the Development of Aerodrome Manuals and the Use of Procedures for Air Navigation Services — Aerodromes (PANS-AGA) for the CAR Region
Port of Spain, Trinidad and Tobago, 3 – 6 October 2017

Action

Required: 1) Register participation by **25 September 2017**, and
2) Register fellowship form by **1 September 2017**

Sir/Madam,

As part of the CAR/SAM Regional Planning and Implementation Group (GREPECAS) Project F1 – *Safety and Certification*, a workshop is planned on training of aerodrome personnel responsible for the aerodrome certification processes and safety oversight. In this sense, I wish to invite your Administration/Organization to participate in the ICAO/FAA Workshop on Best Practices for the Development of Aerodrome Manuals and the Use of Procedures for Air Navigation Services — Aerodromes (PANS-AGA) for the CAR Region, to be convened at the Trinidad and Tobago Civil Aviation Authority (TTCAA) Training facility in Port of Spain, Trinidad and Tobago, from 3 to 6 October 2017, hosted by the Civil Aviation Authority of Trinidad and Tobago.

The main objective of the workshop is to provide participants a greater orientation and best practices on the content of the Airport Operator's Aerodrome Manual as a fundamental requirement in the airport certification process.

Additionally, the event will present the PANS-AGA, a new ICAO document that outlines the operational procedures to be applied by aerodrome operators to ensure aerodrome operational safety. The PANS-AGA also specifies procedures to be applied by both aerodrome regulators and operators on initial aerodrome certification and continuing aerodrome safety oversight, as well as aerodrome compatibility studies, in particular, where full compliance with the Standards and Recommended Practices (SARPs) in Annex 14, Volume I, cannot be achieved.

... / 2

The workshop will be interactive and “hands-on” by involving real world learning exercises and case studies. In this sense, we request your Administration’s participants to bring current certification documents, aerodrome manuals, and layout plans of their respective aerodromes to the event. In addition, please provide information on specific issues or gaps that your State is experiencing with respect to aerodrome certification.

The workshop will also provide an opportunity for States/Territories to exchange knowledge, experience, best practices related to ICAO Doc 9774 – *Manual on Certification of Aerodromes* and ICAO Doc 9981 – *Aerodromes*, which includes PANS-AGA basic contents, and how to conduct appropriate follow-ups.

The event is aimed exclusively to personnel in charge of aerodrome certification, aerodrome inspectors from civil aviation authorities and aerodrome operators from States and Territories in the CAR Region. **The working language of the workshop will be English.**

The Provisional Programme and the general information will be sent as soon as they become available. You are kindly requested to complete and return the Registration Form at the **Attachment** by e-mail for each participant by **25 September 2017**.

Furthermore, in accordance with the 2017 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 Port of Spain, Trinidad and Tobago, 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 **1 September 2017**. 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.

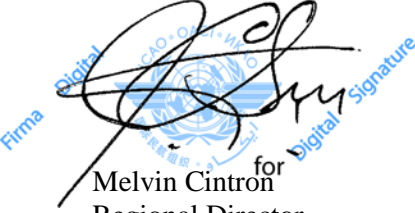
Presentations that your Administration/Organization may wish to present at the event should be forwarded to this office by e-mail as soon as practicable in PowerPoint format

If you require any further information regarding the event, please contact Mr. Jaime Calderon, Regional Officer, Aerodrome and Ground Aids (jcalderon@icao.int) or Mrs. Leslie Gandara, Assistant, (lgandara@icao.int).

... / 3

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.



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

Enclosure:
Registration Form

N:\NT - Air Navigation (Worldwide)\NT 7-1 - Annex 14 PANS-AGA\PANS-AGA Workshop - TTO 2017\Correspondence\NACC68074AGA-States-PANSAGAWorkshopInv.docx / LAG

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

ICAO/FAA Workshop on Best Practices for the Development of Aerodrome Manuals and the Use of Procedures for Air Navigation Services — Aerodromes (PANS-AGA) for the CAR Region
Port of Spain, Trinidad and Tobago, 3 to 6 October 2017

REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	Position in your Delegation: <i>(Please select one option)</i>	Chief Delegate / Jefe de la Delegación					Delegate / Delegado	
	Posición dentro de su Delegación: <i>(Por favor seleccione una opción)</i>	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

— END —