



International
Civil Aviation
Organization

Organisation
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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:

Ref.: NT- N1-8.2.23, NS2-35 — **E.OSG - NACC64274**

26 January 2017



To: States, Territories and International Organizations

Subject: **Invitation – ICAO Workshop on Remotely Piloted Aircraft Systems (RPAS) and Unmanned Aircraft Systems (UAS) for the ICAO NAM/CAR Regions (Mexico City, Mexico, 25 - 27 April 2017)**

Action

- Required:
- 1) Submission of presentation by the deadlines provided in this letter
 - 2) Register participation by **24 March 2017**

Sir/Madam,

The International Civil Aviation Organization (ICAO), as part of the efforts to support States in regulating Remotely Piloted Aircraft Systems (RPAS), has undertaken the task of producing an initial set of RPAS workshops. These workshops will aid the States regulatory and administrative personnel involved in the development and implementation of RPAS regulations, as well as the certification and oversight of such activities. For this reason, I wish to invite your Administration/Organization to participate in the ICAO Workshop on Remotely Piloted Aircraft Systems (RPAS) and Unmanned Aircraft Systems (UAS) for the ICAO NAM/CAR Regions to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 25 to 27 April 2017, which will be hosted by ICAO and the Directors General of Civil Aviation (DGCA) of Mexico.

Air Navigation Service (ANS) and Air Traffic Management (ATM) and/or regulatory personnel 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 meeting will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

The Draft 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 **24 March 2017**.

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). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

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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.

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

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 Mexico City, Mexico, 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 **4 April 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**.

If you require any further information regarding the event, please contact Mr. Raúl Martínez, Regional Officer, Aeronautical Information Management (rmartinez@icao.int) or Ms Ana Valencia, Assistant, (avalencia@icao.int).

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

A digital signature in blue ink, appearing as a stylized cursive script, is overlaid on a circular blue stamp. The stamp contains the text 'OACI - WFP' and 'Digital Signature'.

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

Enclosure:

A – Draft Programme

B – Registration Form

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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).

ATTACHMENT / ADJUNTO A

**ICAO WORKSHOP ON REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS) AND UNMANNED AIRCRAFT SYSTEMS (UAS)
FOR THE ICAO NAM/CAR REGIONS / TALLER SOBRE EL SISTEMA DE AERONAVES PILOTADAS A DISTANCIA (RPAS)
Y SISTEMA DE AERONAVES NO TRIPULADAS (UAS) PARA LAS REGIONES NAM/CAR DE LA OACI**

Mexico City, Mexico, 25 to 27 April 2017 / Ciudad de México, México, 25 al 27 de abril de 2017

DRAFT PROGRAMME / PROGRAMA PROVISIONAL

Horas/Hours	Tuesday / Martes 25 Introduction / Introducción	Wednesday / Miércoles 26 Guidance / Orientación	Thursday / Jueves 27 Trabajo en equipo / Teamwork
08:30 – 09:00	Registration / Registro		
09:00 – 10:30	Opening ceremony / Ceremonia de inauguración Part 1 – Introduction to RPAS Workshop / Parte 1 - Introducción al taller RPAS	Part 5 – Operational scenario 1/ Parte 5 – Escenario operacional 1	Part 8 – Operational scenario 4 / Parte 8 – Escenario operacional 4
10:30 - 11:00	Group Picture / Foto de grupo <i>Coffee Break / Pausa para café</i>	<i>Coffee Break / Pausa para café</i>	
11:00 – 12:30	Part 2 - Background on Unmanned aviation and Part 3- ICAO RPAS International Framework / Parte 2 - Información general sobre aviación no tripulada y Parte 3 - Marco internacional de RPAS de la OACI	Part 6 – Operational scenario 2 / Parte 6 – Escenario operacional 2	Part 9 – Additional guidance / Parte 9 – Orientación adicional
12:30 – 13:30	<i>Lunch break / Pausa para el Almuerzo</i>		
13:30 – 14:30	Part 4 – RPAS Manual / Parte 4 – Manual RPAS	Part 7 - Operational scenario 3 / Parte 7 – Escenario operacional 3	Part 10 – Group exercises / Parte 10 – Ejercicios grupales
14:30 – 15:00	<i>Coffee Break / Pausa para café</i>		
15:00 – 16:30	Part 4 – RPAS Manual / Parte 4 - Manual RPAS (Cont.)	Part 7 - Operational scenario 3 / Parte 7 – Escenario operacional 3	Part 10 – Group exercises / Parte 10 – Ejercicios grupales Closing ceremony / Ceremonia de clausura

ICAO



OACI

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

ATTACHMENT / ADJUNTO B

ICAO Workshop on Remotely Piloted Aircraft Systems (RPAS) and Unmanned Aircraft Systems (UAS) for the ICAO NAM/CAR Regions / Taller sobre el Sistema de aeronaves pilotadas a distancia (RPAS) Y Sistema de aeronaves no tripuladas (UAS) para las Regiones NAM/CAR de la OACI
(RPAS/UAS)

Mexico City, Mexico, 25 to 27 April 2017 / Ciudad de México, México, 25 al 27 de abril 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)	Adviser / Asesor		Observer / Observador	
		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

-END/FIN-