



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:

Ref.: NT-NT4-4.55; N1-8.1.9; NT-N1-15.4 — **E.OSG - NACC72670** 5 April 2018

To: States, Territories and International Organizations

Subject: Invitation – Workshop for the Implementation of Procedures for Initial Aerodrome Certification and Continuing Aerodrome Safety Oversight, as well as Aerodrome Compatibility Studies (AEROCERT)
Mexico City, Mexico, 26 – 29 June 2018

Action

Required: Register participation by 30 May 2018

Sir/Madam,

As part of the CAR/SAM Regional Planning and Implementation Group (GREPECAS) Project F – ***Aerodrome Safety and Certification Project***, a workshop has been scheduled for the training of aerodrome personnel of Civil Aviation Authorities (CAA) and Airport Authorities, responsible for the certification of aerodromes and safety oversight. In this sense, I wish to invite your Administration/Organization to participate in the Workshop for the Implementation of Procedures for Initial Aerodrome Certification and Continuing Aerodrome Safety Oversight, as well as Aerodrome Compatibility Studies, to be convened at the ICAO NACC Regional Office, in Mexico City, Mexico, 26 to 29 June 2018.

The event is aimed exclusively to personnel in charge of aerodrome certification, aerodrome inspectors from CAAs and aerodrome operators from States and Territories in the CAR/SAM Regions. Representatives and members of invited international organizations are expected to attend.

The objective of this Workshop is to provide guidelines and State's best practices to participants to facilitate the certification of international aerodromes, and enable the exchange of experience, knowledge and best practices between the authorities and industry. The Provisional Programme of the event is presented at **Attachment A**.

The working languages of the Workshop will be Spanish and English, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

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You are kindly requested to complete and return the enclosed Registration Form (**Attachment B**) by e-mail for each participant by **30 May 2018**.

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.

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 present at the event should be forwarded to this office by e-mail as soon as practicable in Microsoft PowerPoint format.

Furthermore, I am pleased to inform that each Project RLA/09/801 Member¹ may apply for a fellowship under Project RLA/09/801 within the fellowship offer for the current year. In order to know how many fellowships are available for your Administration for this year, please contact Ms. Claudia López, Technical Cooperation Associate (clopez@icao.int). 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 **25 May 2018**. 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>

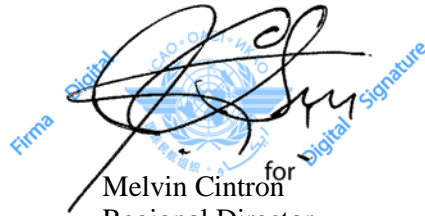
Regarding the fellowship offered to the Eastern Caribbean States through ECCAA, please note that the candidate appointment decision should be made between your Administration and ECCAA. Once coordination has been completed, the nomination form of the candidate representing the Eastern Caribbean States **should be sent to this Regional Office by ECCAA**.

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

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¹ *RLA/09/801 Project Member States are: Bahamas, Barbados, Canada, 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:

A – Provisional Programme

B – Registration Form

N:\NT - Air Navigation (Worldwide)\NT-NT4-4.55 Aerodrome Certification Workshop\NACC72670AGA-States-
AerodromeCertWorkshopInvitation.docx / LAG

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

Workshop for the Implementation of procedures for initial aerodrome certification and continuing aerodrome safety oversight, Aerodrome compatibility studies

Taller de Implementación de Procedimientos para la Certificación Inicial de Aeródromos y Vigilancia Continua de la Seguridad Operacional de Aeródromos, así como Estudios de Compatibilidad de Aeródromos (AEROCERT)

Mexico City, Mexico, 26 to 29 June 2018 / Ciudad de México, México, 26 al 29 de junio de 2018

ATTACHMENT / ADJUNTO A

PROVISIONAL PROGRAMME / PROGRAMA PROVISIONAL

DAY ONE / DÍA UNO

Tuesday 26 June 2018 / Martes 26 de junio de 2018

08:30 – 09:00	Registration / Registro
09:00 – 09:30	<p>Opening Ceremony / Inauguración</p> <p>Remarks by / Palabras de</p> <ul style="list-style-type: none"> • <i>Mr. Melvin Cintron, Regional Director, ICAO NACC Regional Office</i> • <i>Sr. Melvin Cintron, Director Regional, Oficina Regional NACC de la OACI</i> • <i>Introduction of participants / Presentación de participantes</i>
Group Picture / Foto de Grupo	
09:30 – 10:30	<ul style="list-style-type: none"> • <i>The need to certify aerodromes and the State's responsibility / La necesidad de certificar aeródromos y la responsabilidad del Estado</i>
10:30 – 11:00	<i>Coffee break / Receso para el café</i>
11:00 – 12:30	<ul style="list-style-type: none"> • <i>Initial certification process and continued aerodrome safety oversight / El proceso de certificación inicial y la vigilancia continua de la seguridad operacional de aeródromos</i>
12:30 – 13:30	<i>Lunch break / Almuerzo</i>
13:30 – 14:30	<ul style="list-style-type: none"> • <i>Contents of the Aerodrome manual / Contenido del Manual de Aeródromo</i>
14:30 – 15:30	<ul style="list-style-type: none"> • <i>Best practices on the elaboration of Aerodrome Manuals and Airport's Safety Management System (SMS) / Mejores prácticas en la elaboración de Manuales de Aeródromos y en los Sistemas de gestión de la seguridad operacional (SMS) de Aeropuertos</i>

DAY TWO / DÍA DOS Wednesday 27 June 2018 / Miércoles 28 de junio de 2018	
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09:00 – 10:30	<ul style="list-style-type: none"> Initial certification process / Proceso de certificación inicial
10:30 – 11:00	Coffee break / Receso para el café
11:00 – 12:30	<ul style="list-style-type: none"> Inspection procedures for the on-site verification phase of the certification process / Procedimientos de inspección para la fase de verificación en situ del proceso de certificación
12:30 – 13:30	Lunch break / Almuerzo
13:30 – 14:30	<ul style="list-style-type: none"> Safety assessment – PANS – AGA / Evaluación de seguridad operacional – PANS – AGA
14:30 – 15:00	<ul style="list-style-type: none"> FAA modification of Standards mechanism / Mecanismo de modificaciones a las Normas, FAA
15:00 – 16:00	<ul style="list-style-type: none"> Case Studies on Modification of Standards, FAA / Casos de estudio sobre modificaciones a las normas, FAA

DAY THREE / DÍA TRES Thursday 28 June 2018 / Jueves 28 de junio de 2018	
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09:00 – 10:30	<ul style="list-style-type: none"> Compatibility Studies – PANS – AGA / Estudios de compatibilidad – PANS – AGA
10:30 – 11:00	Coffee break / Receso para el café
11:00 – 12:30	<ul style="list-style-type: none"> Examples of Aerodrome Compatibility Studies / Ejemplos de estudios de compatibilidad de aeródromos
12:30 – 13:30	Lunch break / Almuerzo
13:30 – 14:30	<ul style="list-style-type: none"> Aerodrome Certification Workshop, FAA, ICAO / Taller sobre certificación de Aeródromos, FAA, OACI
14:30 – 15:30	<ul style="list-style-type: none"> Aerodrome Certification Workshop, FAA, ICAO / Taller sobre certificación de Aeródromos, FAA, OACI
15:30 – 16:30	<ul style="list-style-type: none"> Aerodrome Certification Workshop, FAA, ICAO / Taller sobre certificación de Aeródromos, FAA, OACI

DAY FOUR / DÍA CUATRO
Friday 29 June 2018 / Viernes 29 de junio de 2018

09:00 – 10:00	<ul style="list-style-type: none">• <i>Workshop outcomes / Resultados del taller</i>
10:00 – 10:30	<ul style="list-style-type: none">• <i>Questions and Answers</i>
10:30 – 11:00	<i>Coffee break / Receso para el café</i>
11:00 – 11:30	<ul style="list-style-type: none">• <i>Questions and Answers</i>
11:30 – 12:00	<ul style="list-style-type: none">• <i>Summary of activities and Closing ceremony / Resumen de actividades y Clausura</i>

— END/FIN —

ICAO



OACI

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

Workshop for the Implementation of procedures for initial aerodrome certification and continuing aerodrome safety oversight, Aerodrome compatibility studies
Taller de Implementación de Procedimientos para la Certificación Inicial de Aeródromos y Vigilancia Continua de la Seguridad Operacional de Aeródromos, así como Estudios de Compatibilidad de Aeródromos (AEROCERT)

Mexico City, Mexico, 26 to 29 June 2018 / Ciudad de México, México, 26 al 29 de junio de 2018

ATTACHMENT / ADJUNTO B
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