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When replying please quote:

Ref.: NT-N1-8.3.14; NT-NS2-35 — **E.OSG - NACC71568**

8 February 2018

To: States, Territories and International Organizations

**Subject:** NAM/CAR/SAM Regions Air Traffic Services Inter-facility Data Communication (AIDC) Implementation Meeting  
Lima, Peru, 16 – 20 April 2018

**Action**

**Required:**

- a) Submission of fellowship nomination forms by **12 March 2018**.
- b) Register participation by **26 March 2018**.
- c) Submission of documentation by the deadlines provided in this letter.

Sir/Madam,

I refer to the Regional Project RLA/06/901 – *Assistance in the Implementation of an ATM Regional System According to the ATM Operational Concept and the Corresponding Technological Support for Communications, Navigation, and Surveillance (CNS)*. In this sense, the NAM/CAR/SAM Regions Air Traffic Services Inter-facility Data Communication (AIDC) Implementation Meeting will be held in the South American (SAM) Regional Office, Lima, Peru, from 16 to 20 April 2018.

General information of the venue is in the ICAO SAM Regional Office webpage: <https://www.icao.int/SAM/Pages/GeneralInformation.aspx>, as well as a list of recommended hotels: <https://www.icao.int/SAM/Pages/Hotels.aspx>.

AIDC implementation will provide important benefits such as controllers workload reduction, the reduction of readback/relistening errors during coordination, significant reduction of the need for verbal coordination between Air Traffic Service (ATS) units, and the Large Height Deviation (LHD) mitigation.

In this meeting, opportunity will be given to coordinate the operations technical aspects for the AIDC implementation in the NAM/CAR/SAM Regions States, as well as the flight plan errors analysis, considering that previous meetings in this respect have only been carried out with a regional scope.

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The main analysis subjects will be:

- i) AIDC operation performance in the NAM/CAR/SAM Regions;
- ii) AIDC interconnections implementation planning;
- iii) flight plan error analysis; and
- iv) a seminar session on the Flight and Flow - Information for a Collaborative Environment (FF-ICE) concept.

The Provisional Agenda is presented in **Attachment A**.

The participant experts profile is very important considering that they will provide the recommendations needed to allow the AIDC effective implementation and to make decisions regarding the flight plan error mitigation. In this sense, the participation of the points of contact assigned by your Administration for the automated systems interconnection implementation and flight plan error mitigation is advisable. In the case of the NAM/CAR Regions, the participation of the AIDC/Flight Plan (FPL) Task Force members is required.

I am pleased to invite your Administration to participate in this event and send registration forms (**Attachment B**) fully completed by **26 March 2018**.

Furthermore, I am pleased to inform that the Project RLA/09/801 is offering for this event one fellowship to each Project Member<sup>1</sup>. 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 Lima, Peru, 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 **12 March 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**.

Documentation/Presentations that your Administration/Organization may wish to submit/present at the meeting/event 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.

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<sup>1</sup> *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).*

**Only** working papers **received** by this office by **16 March 2018**, 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 **30 March 2018**. 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).

All event documentation will be placed in the Meetings Section of the following web page: <https://www.icao.int/NACC/Pages/meetings.aspx?year=2018&cM=02&cY=2018> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

The working language of the event will be Spanish; simultaneous English interpretation will be provided if sufficient English speaking participants provide timely registration.

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

A digital signature in blue ink, overlaid on a circular blue stamp. The stamp contains the ICAO logo and the text "Firma Digital" on the left and "Digital Signature" on the right. The signature itself is a stylized cursive script.

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

**Enclosure:**

*A – Provisional Agenda*  
*B – Registration Form*  
*(Templates for Papers)*

## **ATTACHMENT A**

**RLA/06/901 Regional Project  
NAM/CAR/SAM Regions Air Traffic Services Inter-facility Data Communication (AIDC)  
Implementation Meeting  
Lima, Peru, 16 – 20 April 2018**

### **PROVISIONAL AGENDA**

- Agenda Item 1: Follow-up on the AIDC Operation Performance and Test Results of the AIDC Interconnection in the NAM/CAR/SAM Regions**
- Agenda Item 2: Review of the Action Plans for the AIDC Interconnection Implementation in the NAM/CAR/SAM Regions**
- Agenda Item 3: Analysis of the Availability and the Flight Plan Errors in the NAM/CAR/SAM Regions**
- Agenda Item 4: Flight and Flow - Information for a Collaborative Environment (FF-ICE) Seminar**
- Agenda Item 5: Other Business**

## EXPLANATORY NOTES

**Agenda Item 1: Follow-up on the AIDC Operation Performance and Test Results of the AIDC Interconnection in the NAM/CAR/SAM Regions**

Under this Agenda Item, the Meeting will follow-up on the AIDC operation performance and status of implementation of the AIDC interconnection in the NAM/CAR/SAM Regions. The problems encountered will be analysed, as well as the lessons learned on the implementation of AIDC interconnections, in order to help in the implementation of the remaining AIDC interconnections, and of the initial operational benefits obtained. The operational agreement letters will be reviewed for the introduction of the AIDC for the operations of notification, coordination and flight transfer between adjacent Area Control Centre (ACCs) and their possible acceptance and signature. The participating States are invited to present outstanding information on the activities carried out for the implementation of AIDC interconnection.

**Agenda Item 2: Review of the Action Plans for the AIDC Interconnection Implementation in the NAM/CAR/SAM Regions**

The Meeting will proceed to review the action plan for the AIDC interconnection implementation considering the results of the analysis of Agenda Item 1. The impact of the benefits of AIDC implementation will be analysed and the action plan for future implementation will be updated. The implementation of AIDC will be analysed to support of the situational awareness improvement for the coordination of air traffic control between the different Flight Information Regions (FIRs) and the reduction of the Large Height Deviations (LHDs).

**Agenda Item 3: Analysis of the Availability and the Flight Plan Errors in the NAM/CAR/SAM Regions**

Under this Agenda Item, the Meeting will analyse the availability of flight plans in the NAM/CAR/SAM Regions, review the capabilities of the control centres on the management of the different flight plan messages (Doc 4444 — *ATM — Air Traffic Management* ) and follow-up on the implementation of procedures established in the NAM, CAR and SAM Regions on error mitigation and the duplication/multiplicity in flight plans.

**Agenda Item 4: Flight and Flow - Information for a Collaborative Environment (FF-ICE) Seminar**

The Meeting will receive information on the concept of Flight and Flow - Information for a Collaborative Environment (FF-ICE) that will represent the flight information management to be implemented in the medium and long terms as the evolution of AIDC. The first application of the FF-ICE is considered in the module of the Aviation System Block Upgrade (ASBU) Block 1 B1-FICE.

**Agenda Item 5: Other Business**

Under this Agenda Item, the Meeting may review other related themes that have not been discussed under the previous agenda items.

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**NAM/CAR/SAM Regions Air Traffic Services Inter-facility Data Communication (AIDC) Implementation Meeting**  
**Reunión de Implantación de Comunicaciones de Datos entre Instalaciones de Servicios de Tránsito Aéreo (AIDC) en las**  
**regiones NAM/CAR/SAM**  
**(AIDC-NAM/CAR/SAM)**

Lima, Peru, 16 – 20 April 2018 / Lima, Perú, 16 - 20 de abril de 2018

**REGISTRATION FORM / FORMULARIO DE REGISTRO**

1.	<b>Position in your Delegation:</b> <i>(Please select one option)</i>	<b>Chief Delegate /</b> <b>Jefe de la Delegación</b>		<b>Delegate / Delegado</b>		
	<b>Posición dentro de su Delegación:</b> <i>(Por favor seleccione una opción)</i>	<b>Adviser / Asesor</b>		<b>Observer / Observador</b>		
2.	<b>Country / Organization</b> <b>País / Organización</b>					
3.	<b>Salutation / Encabezamiento</b>	<b>Mr. /</b> <b>Sr.</b>		<b>Mrs. /</b> <b>Sra.</b>		<b>Miss /</b> <b>Srta.</b>
4.	<b>Name / Nombre</b>					
5.	<b>Official Position or Title /</b> <b>Cargo o Título Oficial</b>					
6.	<b>Official Telephone / Teléfono oficial</b>					
7.	<b>Mobile (to contact you in case of an emergency)</b> <b>Celular (para contactarle en caso de emergencia)</b>					
8.	<b>Official E-mail / Correo-e oficial</b>					
9.	<b>Hotel and address where you will be staying during the event / Hotel y dirección donde se estará hospedando durante el evento</b>					
10.	<b>Please indicate if accompanied by your family</b> <b>Por favor indique si lo acompaña su familia</b>	Yes / Sí		#		
11.	<b>Dates of total stay in the venue Country</b> <b>Fechas de estancia total en el País del evento</b>					
12.	<b>Please indicate if you have any medical condition or allergies / Por favor indique si usted tiene alguna condición médica o alergias</b>					
13.	<b>Emergency contact information in your country of origin /</b> <b>Información de contacto para emergencias en su país de origen</b>	<b>Name</b> <b>Nombre</b>				
		<b>Relationship</b> <b>Relación</b>				
		<b>Telephone</b> <b>Teléfono</b>				

*Please send this form to: / Por favor envíe este formulario a:*  
*E-mail: icaonacc@icao.int; icaosam@icao.int*