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When replying please quote:

Ref.: NT-NT1-2 — **E.OSG - NACC75005**

10 September 2018

To: States, Territories and International Organizations

Subject: Invitation – Third Regional Meeting for National Continuous Monitoring Coordinators (NCMCs)
Mexico City, Mexico, 13 – 15 November 2018

Action

Required: 1) Submission of documentation by the deadlines provided in this letter
2) Register participation by **2 November 2018**

Sir/Madam,

I wish to invite your Administration and, in particular, your State's National Continuous Monitoring Coordinators (NCMCs), to participate in the Third Regional Meeting for NCMCs of the Universal Safety Oversight Audit Programme – Continuous Monitoring Approach (USOAP-CMA), to be held at the ICAO NACC Regional Office, Mexico City, Mexico, from 13 to 15 November 2018.

This event is part of the technical assistance activities performed by the ICAO NACC Regional Office under the Systemic Assistance Programme, to support States in the improvement of the implementation of an effective safety oversight system, in accordance with the ICAO USOAP-CMA. The working languages of the meeting will be English and Spanish, with simultaneous interpretation provided if sufficient participants of both languages provide timely registration.

The main objective of the event is to review the progress on the USOAP Protocol Questions (PQs) and Corrective Action Plans (CAPs), provide guidance on managing the USOAP CMA On-Line Framework (OLF) and identifying solutions and ways to improve States' Effective Implementation (EI). The meeting will also be a good opportunity to update the Region on the upcoming plans and strategy for the assessment of the State Safety Programme (SSP) Implementation under the USOAP CMA.

The Provisional Agenda of the Meeting is at **Appendix A**. You are kindly requested to complete and return the Registration Form at **Appendix B** by e-mail for each participant by **2 November 2018**.

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

Documentation that your Administration may wish to submit at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word/Power Point format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices. I would appreciate that invited States present the current status of your State Safety Oversight System, using the enclosed Power Point template.

Only working papers **received** by this office by **19 October 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 **2 November 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).

It is an essential requirement for participants to bring a personal computer (laptop) with full administrator access privileges and access to the following websites:

- ICAO iSTARS: <http://www.icao.int/safety/iStars/Pages/Register.aspx>.
- USOAP-CMA: <https://soa.icao.int/usoap/>

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 **15 October 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>

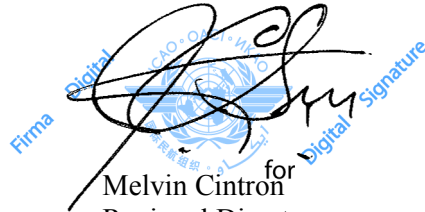
Regarding the fellowship offered to the Eastern Caribbean States through ECCAA, please note that the candidate appointment decision should be made between your Administration and ECCAA. Once coordination has been completed, the nomination form of the candidate representing the Eastern Caribbean States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

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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).

If you require any further information regarding the meeting, please contact Mr. Luis Sánchez, Regional Officer, Aeronautical Meteorology and Environment (MET/ENV) (lsanchez@icao.int) or Mrs. Yolanda Terrazas, Assistant, (yterrazas@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

C – Templates

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**APPENDIX A
DRAFT AGENDA**

- Agenda Item 1: Review of the First Regional Meeting/Workshop for National Continuous Monitoring Coordinators (NCMCs) Follow-Up Actions**
 - Agenda Item 2: Overview and updates of the Universal Safety Oversight Audit Programme-continuous monitoring approach (USOAP CMA)**
 - Agenda Item 3: Systemic Assistance Programme (SAP)**
 - Agenda Item 4: Analysis of the Effective Implementation (EI) of States Safety Oversight Systems**
 - Agenda Item 5: Other Business**
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**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Review of the First Regional Meeting/Workshop for National Continuous Monitoring Coordinators (NCCMs) Follow-Up Actions

Under this Agenda Item, the Meeting will review the outstanding follow-up actions from the Second Regional Meeting/Workshop for National Continuous Monitoring Coordinators (NCCMs) held in 2017.

Agenda Item 2: Overview and updates of the Universal Safety Oversight Audit Programme-Continuous Monitoring Approach (USOAP CMA)

The Meeting will be briefed on the development of the USOAP-CMA programme, activities for 2019 and beyond. Also, this Agenda Item will serve as a refresher of the USOAP On-Line Framework (OLF) functionalities, guidelines to successfully develop the Correction Actions Plans and completion of the Self-Assessment. The role of the Regional Offices, Regional and National Continuous Monitoring Coordinators will also be addressed.

Agenda Item 3: Systemic Assistance Programme (SAP): NCLB Strategy Evolution and Tool to Enhance Effective Implementation

The approved improvements to the NCLB NACC Strategy, its current definition as Systemic Assistance Program of the NACC Office will be presented to the Meeting as well as the results obtained from 2017 to date. The Meeting will be emphasized on the role of the NCCMs to support the SAP. The Meeting will identify opportunities to participate in the program.

Agenda Item 4: Analysis of the Effective Implementation (EI) of States Safety Oversight Systems

Under this Agenda Item, the Meeting will review the updated results of the regional EI status, and analyse the results from different perspectives (by Critical Element (CE) and/or audit area). The Meeting will analyse the areas of main concerns according to the previously mentioned results, identifying main challenges for regional implementation and propose common solutions. States will present the current status of their safety oversight system.

Agenda Item 5: Other Business.

Under this Agenda Item, the meeting will review other business considered relevant.

ICAO



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

**Third Regional Meeting for National Continuous Monitoring Coordinators /
Tercera Reunión Regional para los Coordinadores Nacionales de Supervisión Continua (NCCM/3)**
Mexico City, Mexico, 13 to 15 November 2018 / Ciudad de México, México, 13 al 15 de noviembre de 2018

**APPENDIX/APÉNDICE B
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