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Organization

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Международная  
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国际民用  
航空组织

*When replying please quote:*

Ref.: NT-N1-3.10, NT-NE30-2 — **E.OSG - NACC74283**

20 July 2018

To: States, Territories and International Organizations

**Subject:** Eighth Eastern Caribbean Network Technical Group (E/CAR/NTG/8)  
and Sixth Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/6)  
Meetings  
(Saint George's, Grenada, 3 - 5 September 2018); and  
  
Fourth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/4)  
Meeting  
(Saint George's, Grenada, 6 – 7 September 2018)

**Action**

**Required:** 1) Submission of documentation by the deadlines provided in this letter  
3) Register participation by **17 August 2018**

Sir/Madam,

Reference is made to my letter E.OSG - NACC73982, dated 29 June 2018, regarding the new dates of the above mentioned events.

Please find the Provisional Agenda for the E/CAR/NTG/8 and E/CAR/RD/6 Meetings at **Attachment A** and the Provisional Agenda for the E/CAR/CATG/4 Meeting at **Attachment B**, as well as the Provisional Schedules at **Attachments C and D** all the both Meetings. Documentation that your Administration/organization may wish to present at the meetings should be forwarded to this office by e-mail by **20 August 2018** in Microsoft Word format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

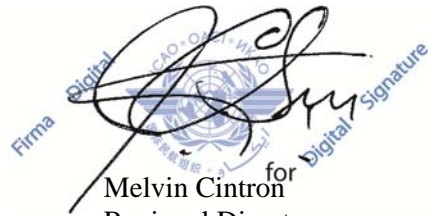
All meeting documentation will be placed in the Meetings Section of the following web page: <https://www.icao.int/NACC/Pages/Meetings.aspx?year=2018&cM=05&cY=2018>, as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the events.

You are kindly requested to complete and return the Registration Form at **Attachment E** by e-mail for each participant by **17 August 2018**. The venue information is presented at **Attachment F**.

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If you require any further information regarding the meetings, please contact Mrs. Mayda Ávila, Regional Officer, Communications, Navigation and Surveillance (mavila@icao.int), or Mrs. Lizette Morales, Assistant (lmorales@icao.int).

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



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

**Enclosure:**  
*As indicated*

*M:\ECAR NTG\ECAR NTG8 and ECAR CATG4\Correspondence\NACC74283CNS-MET-MeetingsInformation.docx / LMA*

**ATTACHMENT A**

**EIGHTH EASTERN CARIBBEAN NETWORK TECHNICAL GROUP (E/CAR/NTG/8) AND  
SIXTH EASTERN CARIBBEAN RADAR DATA SHARING AD HOC GROUP (E/CAR/RD/6)  
MEETINGS**

**PROVISIONAL AGENDA**

- Agenda Item 1: Review and Approval of the Agenda, Working Method and Schedule of the Meetings**
- Agenda Item 2: Review of Valid Conclusions from E/CAR/NTG/7, E/CAR/RD/5, and NACC/WG/5 Meetings Related to the Work of the NTG and RD**
- 2.1 Follow-up on valid E/CAR/NTG-RD Conclusions and Decisions
  - 2.2 Follow-up on NACC/WG/5 Meetings
- Agenda Item 3: E/CAR Aeronautical Fixed Services (AFS) Network Performance and Operation - Network Performance and General Aspects**
- Agenda Item 4: Surveillance Sharing Activities**
- 4.1 Review of Surveillance Sharing Letters of Agreement (LOAs)/Memorandum of Understanding (MOUs): Barbados, France, Sint Maarten and Trinidad and Tobago
  - 4.2 Surveillance Sharing Update: Antigua and Barbuda, Barbados, Sint Maarten and Trinidad and Tobago
  - 4.3 Automatic Dependent Surveillance – Broadcast (ADS-B)/Multilateration (MLAT) Developments
- Agenda Item 5: Radar Data Display Request for Proposal**
- 5.1 Definition of Technical Requirements and Proposal
  - 5.2 Definition of Replacement Flight Plan (RFP) Process/NACC No Country Left Behind (NCLB) Assistance
  - 5.3 Procedures Before Hurricanes
- Agenda Item 6: Update of E/CAR/NTG and E/CAR/RD Terms of Reference and Work Programme**
- Agenda Item 7: Other Business**
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**ATTACHMENT B**

**FOURTH EASTERN CARIBBEAN CIVIL AVIATION TECHNICAL GROUP (E/CAR/CATG/4)  
MEETING**

**PROVISIONAL AGENDA**

- Agenda Item 1**            **Approval of Meeting Agenda, Work Method and Schedule**
- Agenda Item 2:**        **Review and Follow-up to Conclusions/Decisions of the E/CAR/CATG/2, E/CAR/DCA/26, ANI/WG/3, NACC/DCA/6, and GREPECAS PPRC/4 Meetings**
- Agenda Item 3:**        **Air Navigation Matters**
- 3.1     Global/Regional Air Navigation Developments
    - 3.1.2    electronic Air Navigation Plan (eANP) development
    - 3.1.3    Integrated Single Aeronautical Information Management (AIM) Quality Management System (QMS), Flight Planning Issues and Plan for AIM Transition Meeting/Workshop (QMS, AIM)
    - 3.1.4    Filed Flight Plan (FPL) Regional procedure implementation for FPL errors mitigation
    - 3.1.5    ITU World Radiocommunication Conference (WRC – 2019) and support to Aviation Spectrum Management
    - 3.1.6    Update of the training needs in the E/CAR area
  - 3.2     Follow-up on the implementation of the NAM/CAR Regional Performance Based Air Navigation Plan (RPBANIP) Air Navigation Targets and Block-0 status in the Eastern Caribbean
    - 3.2.1    Progress reports of the AIM, AGA, ATM, CNS, MET and SAR Committees
    - 3.2.2    E/CAR/NTG and E/CAR/RD Ad hoc Group Reports
    - 3.2.3    Review of performance-based metrics and benefits achieved (Air Navigation Report Forms – ANRFs)
    - 3.2.4    National Air Navigation Plans – Aviation System Block Upgrade (ASBU) oriented
    - 3.2.5    Other matters
- Agenda Item 4:**        **Other Business**
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ATTACHMENT C

**EIGHTH EASTERN CARIBBEAN NETWORK TECHNICAL GROUP (E/CAR/NTG/8) AND  
SIXTH EASTERN CARIBBEAN RADAR DATA SHARING AD HOC GROUP (E/CAR/RD/6)  
MEETINGS**

**PROVISIONAL SCHEDULE**

<b>Time</b>	<b>Monday 3 September 2018</b>	<b>Tuesday 4 September 2018</b>	<b>Wednesday 5 September 2018</b>
<b>08:30 – 09:00</b>	<b>Registration</b>		
<b>09:00 – 09:30</b>	<b>Opening Ceremony</b>	Agenda Item 3	Agenda Item 6
<b>09:30 – 10:00</b>	<b>Group Photo</b>		Agenda Item 7
<b>10:00 – 10:30</b>	Agenda Item 1		
<b>10:30 – 11:00</b>	<i>Coffee Break</i>		
<b>11:00 – 11:30</b>	Agenda Item 2	Agenda Item 4	<b>Review of the Draft Report</b>
<b>11:30 – 13:00</b>	Agenda Item 2 (cont'd)		
<b>13:00 – 14:00</b>	<i>Lunch</i>		
<b>14:00 – 15:00</b>	Agenda Item 2 (cont'd)	Agenda Item 4 (cont'd)	
<b>15:00-15:30</b>	<i>Coffee Break</i>		
<b>15:30- 16:30</b>	Committee Meetings	Agenda Item 5	

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ATTACHMENT D

FOURTH EASTERN CARIBBEAN CIVIL AVIATION TECHNICAL GROUP (E/CAR/CATG/4)  
MEETING

PROVISIONAL SCHEDULE

<b>Time</b>	<b>Thursday 6 September 2018</b>	<b>Friday 7 September 2018</b>
08:30 – 09:00	<b>Registration</b>	
09:00 – 09:30	<b>Opening Ceremony and Photo</b>	Agenda Item 3.2
09:30 – 10:00	Agenda Item 1	
10:00 – 10:30	Agenda Item 2	
10:30 – 11:00	<i>Coffee Break</i>	
11:00 – 11:30	Agenda Item 3.1	Agenda Item 3.2 (Cont'd)
11:30 – 12:30		
12:30 – 13:30	<i>Lunch</i>	
13:30 – 14:45	Agenda Item 3.1 (Cont'd)	Agenda Item 4
14:45 – 15:15	<i>Coffee Break</i>	
15:15 – 16:00	Agenda Item 3.1 (Cont'd)	Review of Draft Report

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## ATTACHMENT E



# ICAO

International Civil Aviation Organization  
North American, Central American and Caribbean Office

**Eighth Eastern Caribbean Network Technical Group (E/CAR/NTG/8) Meeting**  
**Sixth Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/6) Meeting**  
**Fourth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/4) Meeting**  
Saint George's, Grenada, 3 - 7 September 2018

### REGISTRATION FORM

<i>Attending:</i>			
<i>E/CAR/NTG/8 and E/CAR/RD/6 Meetings (3 - 5 September 2018)</i>		<i>E/CAR/CATG/4 Meeting (6 - 7 September 2018)</i>	

<b>1.</b>	<b>Position in your Delegation:</b> <i>(Please select one option)</i>	<b>Chief Delegate</b>		<b>Delegate</b>		
		<b>Adviser</b>		<b>Observer</b>		
<b>2.</b>	<b>Country / Organization</b>					
<b>3.</b>	<b>Salutation</b>	<b>Mr.</b>		<b>Mrs.</b>		<b>Miss</b>
<b>4.</b>	<b>Name</b>					
<b>5.</b>	<b>Official Position or Title</b>					
<b>6.</b>	<b>Official Telephone</b>					
<b>7.</b>	<b>Mobile (to contact you in case of an emergency)</b>					
<b>8.</b>	<b>Official E-mail</b>					
<b>9.</b>	<b>Hotel and address where you will be staying during the event</b>					
<b>10.</b>	<b>Please indicate if accompanied by your family</b>	Yes		#		
<b>11.</b>	<b>Dates of total stay in the venue Country</b>					
<b>12.</b>	<b>Please indicate if you have any medical condition or allergies</b>					
<b>13.</b>	<b>Emergency contact information in your country of origin</b>	<b>Name</b>				
		<b>Relationship</b>				
		<b>Telephone</b>				

*Please send this form to:*  
*E-mail: [icaonacc@icao.int](mailto:icaonacc@icao.int)*



*International Civil Aviation Organization*

North American, Central American and Caribbean (NACC) Office

**Eighth Eastern Caribbean Network Technical Group (E/CAR/NTG/8)**

**Sixth Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/6)**

**Fourth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/4)**

(Saint George's, Grenada, 3 - 7 September 2018)

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## ATTACHMENT F GENERAL INFORMATION

### 1. Venue and dates

The Eighth Eastern Caribbean Network Technical Group (E/CAR/NTG/8), the Sixth Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/6), and the Fourth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/4), will take place at the Radisson Grenada Beach Resort, Grand Anse, Saint George's, Grenada, from 3 to 7 September 2018.

### 2. Coordinators

Mrs. Arlene Buckmire-Outram  
Permanent Secretary – Ministry of Tourism & Civil Aviation  
Government of Grenada  
Telephone: (473) 440 0366-68  
Cell Phone: (473) 534 5170  
Fax: (473) 440 0443  
E-mail: [arlene.outram@gov.gd](mailto:arlene.outram@gov.gd) / [aboutram@gmail.com](mailto:aboutram@gmail.com)

Mrs. Wendy Francette-Williams  
General Manager /CEO  
Grenada Airports Authority  
Telephone: (473) 444 4155 / 444-4101  
Cell phone: (473) 534 5280  
Fax: (473) 444 4838  
E-mail: [wfwilliams@mbiagrenada.com](mailto:wfwilliams@mbiagrenada.com)

### 3. Registration and opening ceremony

Date	3 September 2018
Participants registration	8:30 hours
Opening ceremony	9:00 hours

### 4. Language

The Meetings will be conducted in English.



**5. Lodging**

Hotel	Room	Rates		
		Breakfast	10% Vat & 10% Service Charge	Total Rate per night (inclusive of Taxes)
Radisson Grenada Beach Resort 03 – 07 September, 2018	Garden View Single Occupancy	US \$23.00	US\$180.00	US\$ 203.00
	Beach View Single Occupancy	US \$23.00	US\$204.00	US\$ 227.00
	Executive Beach View Single Occupancy	US \$23.00	US\$252.00	US\$275.00

**Reservations**

Participants are responsible for making their own hotel reservations by contacting the above mentioned hotel or making other arrangements.

Rooming List must include the name of all occupants, arrival and departure dates, arrival and departure times with Room Categories.

All participants would be required to leave a Credit Card authorization or cash deposit to cover potential incidental charges. Cash would only be refunded in Eastern Caribbean Currency.

The Front Desk will issue and access code upon check-in that is valid for the duration of the Guest’s stay.

For reservation please e-mail: [paradise@rgbresort.com](mailto:paradise@rgbresort.com) cc. [oharry@rgbresort.com](mailto:oharry@rgbresort.com)  
Telephone # (473) 444-4371 ext.686

**Cancellation and no show policy**

Any cancellations, changes or no show of rooms in less than two (2) weeks prior to arrival will be charged for the entire stay.

**6. Health**

Participants must have medical insurance or medical coverage from their respective governments to meet expenses, if any, towards sickness or a medical emergency during the above-named event ICAO.