



International
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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NE57-3, NT-NE66 — **E.OSG - NACC76233**

6 December 2018

To: States, Territories and International Organizations

Subject: **Invitation – Joint NAM/CAR Air Navigation Implementation Working Group (ANI/WG)/Air Traffic Flow Management (ATFM) Implementation Task Force Meeting (ATFM/TF)/CANSO Air Traffic Flow Management Data Exchange Network for the Americas (CADENA) Regional Implementation Group Meeting Santo Domingo, Dominican Republic, 22 - 24 January 2019**

Action

Required: 1) Transmittal by States of any additional items to the Provisional Agenda by **21 December 2018**
2) Submission of documentation/presentations by **8 January 2019**
3) Register participation by **4 January 2019**
4) Submission of fellowship nomination forms by **17 December 2018**

Sir/Madam,

I make reference to letter E.OSG - NACC75217 dated 25 September 2018 regarding the Joint NAM/CAR Air Navigation Implementation Working Group (ANI/WG)/Air Traffic Flow Management (ATFM) Implementation Task Force Meeting (ATFM/TF)/CANSO Air Traffic Flow Management Data Exchange Network for the Americas (CADENA) Regional Implementation Group Meeting, which was going to be held in Mexico City, Mexico. Please note that Dominican Republic is now kindly hosting the meeting, which will be held in Santo Domingo, Dominican Republic, from 22 to 24 January 2019.

In order to successfully reach the initiative targets, the participation of your Administration ATFM/TF members and/or ATFM Points of Contact is expected in this meeting. The meeting will be held in English.

The Provisional Agenda of the meeting is at **Appendix A**. States wishing to submit proposals for the addition of items should do so by **21 December 2018**.

You are kindly requested to complete and return the Registration Form at **Appendix B** by e-mail for each participant by **4 January 2019**.

The general information is at **Appendix C**. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner. If you need local assistance please contact the meeting coordinator from the *Instituto Dominicano de Aviación Civil* of Dominican Republic.

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All meeting documentation/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 documentation/presentations in electronic format, no hard copies will be distributed during the event.

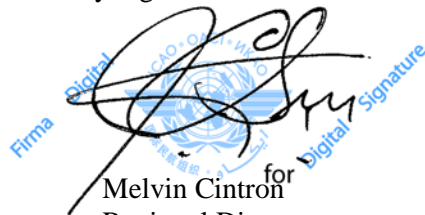
Documentation/Presentations that your Administration/Organization may wish to submit/present at the meeting/event should be forwarded to this office by e-mail by **8 January 2019** in Microsoft Word/PowerPoint format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

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 Santo Domingo, 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 **17 December 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 any further information regarding the meeting, please contact Mr. Eddian Mendez, Regional Officer, Air Traffic Management/Search and Rescue (emendez@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:

- A – Provisional Agenda*
- B – Registration Form*
- C – General Information*
- D – Working Paper template*
- E – Information Paper template*
- F – Appendix template*

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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).

ATTACHMENT A

Joint NAM/CAR Air Navigation Implementation Working Group (ANI/WG)/Air Traffic Flow Management (ATFM) Implementation Task Force Meeting (ATFM/TF)/CANSO Air Traffic Flow Management Data Exchange Network for the Americas (CADENA) Regional Implementation Group Meeting

(Santo Domingo, Dominican Republic, 22 - 24 January 2019)

PROVISIONAL AGENDA

- Agenda Item 1: Provisional Agenda Approval**
- Agenda Item 2: ATFM/Collaborative Decision Making (CDM) Regional Training**
- Agenda Item 3: Contingency Planning: Lessons Learned during the 2018 Hurricane Season**
- Agenda Item 4: Integration of the CADENA Regional Implementation Group (RIG) and ICAO NACC NAM/CAR Air Navigation Implementation Working Group (ANI/WG) ATFM Task Force**
- Agenda Item 5: Regional Implementation Metrics and Key Performance Indicators**
- Agenda Item 6: ATFM Tools**
- Agenda Item 7: NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP) Update Process**
- Agenda Item 8: ATFM Task Force Programme of Activities**
- Agenda Item 9: ATFM Task Force Report to the ANI/WG**
- Agenda Item 10: Other Business**

ATTACHMENT B



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

Joint NAM/CAR Air Navigation Implementation Working Group (ANI/WG)/Air Traffic Flow Management (ATFM) Implementation Task Force Meeting (ATFM/TF)/CANSO Air Traffic Flow Management Data Exchange Network for the Americas (CADENA) Regional Implementation Group Meeting (ATFM/TF/CADENA)

Santo Domingo, Dominican Republic, 22 - 24 January 2019

REGISTRATION FORM

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

Please send this form to:

E-mail: icaonacc@icao.int

ATTACHMENT C



ICAO

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

Joint NAM/CAR Air Navigation Implementation Working Group (ANI/WG)/Air Traffic Flow Management (ATFM) Implementation Task Force Meeting (ATFM/TF)/CANSO Air Traffic Flow Management Data Exchange Network for the Americas (CADENA) Regional Implementation Group Meeting
Santo Domingo, Dominican Republic, 22 - 24 January 2019

GENERAL INFORMATION
(Presented by Dominican Republic)

1. Venue and Dates

The Joint NAM/CAR Air Navigation Implementation Working Group (ANI/WG)/Air Traffic Flow Management (ATFM) Implementation Task Force Meeting (ATFM/TF)/CANSO Air Traffic Flow Management Data Exchange Network for the Americas (CADENA) Regional Implementation Group Meeting will take place in Santo Domingo, Dominican Republic, at the Air Navigation Services Headquarters of the Dominican Republic Civil Aviation Institute, from 22 to 24 January 2019:

Edificio Sede De Navegación Aérea y Control de Vuelos “Norge Botello”
Address: Prolongación Ruta 66, Aeropuerto Internacional de Las Américas, Punta Caucedo. Santo Domingo Este, Dominican Republic.

2. Name of the Meeting’s Coordinators, Address & Contact Numbers

Roosevelt Peña
Instituto Dominicano De Aviación Civil (IDAC)
Sede de Navegación Aérea y Centro De Control De Vuelo Lic. Norge Botello.
W: +809-274-4322 Ext. 2332
M: +809-3300824
E-mails: roosevelt.pena@idac.gov.do; rapm77@gmail.com

3. Participants Registration

Registration will take place on 22 January 2019 from 08:30 to 09:00 a.m.

4. Languages and Documentation

The working language of the meeting will be English.

5. Suggested Outfit

Business casual outfit is suggested for the opening day and casual for the rest of the activities.

6. Local Time

The time in Dominican Republic is set to -4 hours with respect to the Coordinated Universal time (UTC)

7. Temperature

During the month of January, Santo Domingo averages a daily temperature between 22 to 28 degrees Celsius. The minimum temperature usually falls between 25 to 26 °C. The hurricane season is June 1 - November 30.

8. Electricity

The common voltage in Dominican Republic is 120 V. Frequency is 60 Hz. Electrical outlet plugs are types A / B (mainly used in the USA, Canada, Mexico, etc.).

9. Currency and Credit cards

Dominican Republic currency is the Dominican Peso (DOP), whose exchange rate is 1 USD = 49.5 DOP. It is recommended to change money only in established exchange posts and commercial banks, avoiding street and informal changers.

The international credit cards such as Visa, Master Card, and American Express are typically accepted in hotels, retail stores, and restaurants.

10. Travel Document

Participants must find out if they are required visa to enter the Dominican Republic territory. If required, they can obtain visa in the Dominican Republic Consulate of their respective countries. For more information regarding visa requirements visit the following website <http://www.consuladord.com/contenidos.aspx?cid=82&lang=ES>

11. Safety Recommendations

The safety recommendations are the normal ones for every city, such as carrying only the needed cash, and do not wear jewelry or other valuables. Extra precautions must be taken with cellphones and cameras.

Request transportation from authorized taxi services, the hotel taxi service and/or other international available transportation services (like UBER).

12. Accommodation

Please make your reservations directly with the hotel using the information below.

Suggested Hotels	Single/double room rate (Excluding taxes)
Quality Hotel Real Santo Domingo Airport Autopista de Las Américas km 22 1/2, Santo Domingo, Dominican Republic. Reservations: (809) 549-2525 E-mail: quality.sdg@r-hr.com nelly.rosario@r-hr.com	\$80 USD/Night + % tax single room \$85 USD/Night + % tax double room
Hampton by Hilton Santo Domingo Airport Autopista de Las Américas km 27, Santo Domingo, Dominican Republic. Reservations: (809) 375-4000 E-mail: info.hampton@ddphotels.do	\$99 USD/Night + tax

There are several other hotels in Santo Domingo. However, daily transportation to the Meeting will be provided by IDAC to and from these hotels

13. Taxes and Tips

Dominican Republic Sale Tax is 18%. Recommended gratuity is 10% of the bill. Normally, bills include 10% service charge. Additional gratuity is suggested at the end of the bill, 20% total for a very good service.

14. Commercial working hours

Business hours are Monday to Friday from 09:00 to 18:00 hours. Saturdays from 09:00 to 12:00 hours. Banking hours are from 09:00 to 16:00 hours from Monday to Friday, some offices offer extended working hours. Saturday 09:00 to 12:00, ATMs are available 24 hours.