When replying please quote:

Ref.: NT-NT1-2; NT-NT1-5 — **E.OSG - NACC75948**   27 November 2018

To: States, Territories and International Organizations

Subject: **Invitation — Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) On-line Framework (OLF) Workshop for the NAM/CAR Regions**
Mexico City, Mexico, 5 to 7 February 2019

Action
Required: Register participation by **22 January 2019**

Sir/Madam,

Further to ICAO NACC Regional Office commitment to support member States and Territories under the Systemic Assistance Programme (SAP) to enhance the capacity of the State safety oversight system and as a mechanism to provide assistance to comply with the responsibilities, functions and duties as ICAO Member States, I wish to invite your Administration/Organization to participate in the **USOAP/CMA/OLF Workshop for the NAM/CAR Regions** to be convened at the ICAO NACC Regional Office, from 5 to 7 February 2019.

The objectives of this Workshop are to provide States with updated information on the USOAP CMA, and hands-on training on the latest CMA OLF tools. The workshop will be useful to all those involved in the USOAP CMA activities and/or working on the OLF, especially to State National Continuous Monitoring Coordinators (NCMC). It will also allow States to prepare for USOAP CMA audits, ICAO Coordinated validation missions (ICVM) and other activities by understanding steps for Corrective Action Plan (CAP) development and update, Protocol Questions (PQ) self-assessment process, instruction on notifying differences electronically, and other CMA processes and OLF modules. States are kindly invited to actively support the programme through their participation to this regional workshop.

The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration. The Programme of the event 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 **22 January 2019**.

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 documentation and presentations will be provided electronically to participants and will also be included in the following web page, under the Meetings section: http://www.icao.int/NACC/Pages/default.aspx. Taking into consideration the availability of the material in electronic format, no hard copies will be distributed during the event.

Furthermore, I am pleased to inform that each Project RLA/09/801 Member[1] may apply for a fellowship under Project RLA/09/801 within the fellowship offer for 2019. In order to know how many fellowships are available for your Administration for 2019, 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 **7 January 2019**. 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 event, please contact Mr. Luis Sánchez, Regional Officer, Aeronautical Meteorology and Environment (lsanchez@icao.int) or Carla Cortés, Assistant, (ccortes@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 –Programme; B – Registration Form

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Distribution List:

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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).*

APPENDIX A / APÉNDICE A

Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) On-line Framework (OLF) Workshop for the NAM/CAR Regions /
Taller del Programa Universal de Auditoría de la Vigilancia de la Seguridad Operacional (USOAP)
Enfoque de Observación Continua (CMA) Marco en línea (OLF) para las Regiones NAM/CAR
(USOAP/CMA/OLF)
Mexico City, Mexico, 5 to 7 February 2019 / Ciudad de México, México, 5 a 7 de febrero de 2019

PROGRAMME/PROGRAMA

Time / Horario	Tuesday 5 February 2019 / Martes 5 de febrero de 2019	Wednesday 6 February 2019 / Miércoles 6 de febrero de 2019	Thursday 7 February 2019 / Jueves 7 de febrero de 2019
08:30 – 09:00	*Registration / Registro*		
09:00 – 09:30	*Opening Ceremony & Photo / Ceremonia de Inauguración y Foto*	CMA Online Framework (OLF) and Electronic Filing of Differences (EFOD) Module 3 / Marco en línea (OLF) del CMA y Sistema de Notificación Electrónica de Diferencias (EFOD) Módulo 3	Demonstration and Group Exercises (Develop and manage CAPs) / Demostraciones y Ejercicios de Grupo (Desarrollo y gestión de los CAP)
09:30 – 10:00	Module 1 Introduction / Módulo 1 Introducción	Protocol Questions (PQ) Self-Assessment and Submission/Update Corrective Action Plans (CAPs) Module 4 / Preguntas de Protocolo (PQ) Auto Evaluación y Entrega /Actualización de los Planes de medidas correctivas (CAP) Módulo 4	
10:00 - 10:15	*Coffee break / Pausa para café*		
10:15 – 12:30	Overview and updates of the USOAP CMA Module 2 / Panorama y Actualizaciones del USOAP CMA Módulo 2	Demonstrations (Access Control/State Dashboard) / Demostraciones (Control de Acceso/Cuadro de Mando del Estado)	Demonstration (Manage CC/EFOD) / Demostraciones (Manejo de CC/EFOD)
12:30 – 13:30	*Lunch time / Almuerzo*		

Time / Horario	Tuesday 5 February 2019 / Martes 5 de febrero de 2019	Wednesday 6 February 2019 / Miércoles 6 de febrero de 2019	Thursday 7 February 2019 / Jueves 7 de febrero de 2019
13:30 – 14:15	Module 2 (cont'd) / Módulo 2 (cont.)	Demonstration (Self-Assessment Module) / Demostraciones (Modulo de Auto evaluación)	Demonstration (Manage CC/EFOD) / Demostraciones (Manejo de CC/EFOD)
14:15 – 15:30.			Demonstration (E-Supplements) / Demostraciones (Suplementos electrónicos)
15:30 – 15:45	Coffee break / Pausa para café		
15:45 – 16:30	Module 2 (cont'd) / Módulo 2 (cont.)	Demonstration and Group Exercises (Develop and manage CAPs) / Demostraciones y Ejercicios de Grupo (Desarrollo y manejo de CAP)	Question / Discussion Period / Periodo para Preguntas/Discusión

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