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*When replying please quote:*

Ref.: NT-N1-8.3.14, NT-NS2.35 — **E.OSG - NACC81748**

5 February 2020

To: States, Territories and International Organizations

Subject: **Workshop to Reduce Flight Plan Errors in the NAM/CAR Regions**  
(Mexico City, Mexico, from 30 March to 3 April 2020)

Action

Required: 1) Send comments to the Workshop provisional programme by **25 February 2020**  
2) Register participants on-line by **15 March 2020**  
3) Send presentations for the Workshop by **15 March 2020**

Sir/Madam,

I wish to inform that the ICAO NACC Regional Office, under Project RLA/09/801 – Multi-Regional Civil Aviation Assistance Programme, will held a **Workshop to Minimize Flight Plan Errors in the NAM/CAR Regions** in Mexico City, Mexico, from 30 March to 3 April 2020.

The Task Force on Air Traffic Services Inter-Facility Data Communication (AIDC) implementation of the NAM/CAR Air Navigation Implementation Working Group (ANI/WG) has worked in the last two years on the analysis of the causes of flight plans error and in the development of mitigation measures. This workshop is the result of the aforementioned analysis, which found that the inadequate usage of the flight plan format is one important cause of these errors.

The objective of the workshop is to provide assistance to regionally reduce flight plan errors in the NAM/CAR States that, in addition of providing incorrect information and not in line with the ICAO Standards and Recommended Practices (SARPs), cause problems in the States that carry out their flight operations coordination through the North American Interface Control Document (NAM/ICD) and the Air Traffic Services Inter-facility Data Communication (AIDC), affecting safety of automated ATS operations.

The event is addressed to Aeronautical information service/Aeronautical Information Management (AIS/AIM) specialists responsible for flight plan management, technical and operative personnel in charge of the automated protocols NAM/ICD and AIDC of the States and Air traffic service (ATS) personnel of the States that use the aforementioned protocols.

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The industry has also been invited to participate in the workshop with personnel responsible for the design and validation of Air Traffic Control (ATC) systems and integrators of the ATC systems responsible for regional projects in which automatized protocols are included.

The working languages of the events will be English and Spanish; interpretation services will be provided if enough participants of both languages are registered timely.

In this regard, your Administration is invited to:

- a) send comments on the **attached** provisional programme of the Workshop by **25 February 2020**
- b) register participants on-line using the link <https://forms.gle/VsLeZpbhcau8MLpX6> by **15 March 2020**
- c) send presentations for the workshop by **15 March 2020**

The list of suggested hotels and other useful information is available at [https://www.icao.int/NACC/Pages/visitors\\_info.aspx](https://www.icao.int/NACC/Pages/visitors_info.aspx). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

Documentation for the event will be placed in <https://www.icao.int/NACC/Pages/meetings.aspx?year=2020&cM=11&cY=2019>. Please consider that presentations will be available only in electronic format and no hard copies will be distributed during these events.

If you require additional information please contact Mrs. Mayda Ávila ([mavila@icao.int](mailto:mavila@icao.int)), ICAO NACC Regional Officer, Communications, Navigation and Surveillance, or Mr. Gabriel Gutiérrez Serrato ([ggutierrez@icao.int](mailto:ggutierrez@icao.int)), Assistant.

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' and 'Digital Signature'.

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

**Enclosure:** *As indicated*

ATTACHMENT



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

**Workshop to reduce flight plan errors in the NAM/CAR Regions**  
**Taller para la reducción de errores de plan de vuelo en las regiones NAM/CAR**

Mexico City, Mexico, from 30 March to 3 April 2020 / Ciudad de México, México, del 30 de marzo al 3 de abril 2020

**PROVISIONAL PROGRAMME / PROGRAMA PROVISIONAL**

**DAY ONE / DÍA UNO**

**Monday 30 March 2020 / Lunes 30 de marzo de 2020**

08:30 – 09:00

Registration / Registro

09:00 – 09:30

Opening Ceremony / Ceremonia de Apertura

**Group Picture / Foto de Grupo**

**Workshop module topics / Temas de los módulos del taller:**

- **ICAO Doc 4444 / Documento 4444 de la OACI**
- **Regional errors in flight plan information / Errores regionales en la información de Plan de vuelo**

**DAY TWO / DÍA DOS**

**Tuesday 31 March 2020 / Martes 31 de marzo de 2020**

**Workshop module topics / Temas de los módulos del taller:**

- **Interactive session with the States in the presentation of flight plan information / Sesión interactiva con los Estados en la presentación de la información de plan de vuelo**
  - Errors produced by airlines filing / Errores producidos por la mensajería remitida por las aerolíneas.
  - Errors produced by AIS users mailing / Errores producidos por la mensajería remitida por los usuarios AIS
  - Regional statistics on flight plan errors / Estadísticas regionales de los errores de plan de vuelo
- **States' flight plan validation process / Proceso de validación de plan de vuelo de los Estados**

DAY THREE / DÍA TRES  
Wednesday 1 April 2020 / Miércoles 1 de abril de 2020

*Workshop module topics / Temas de los módulos del taller:*

- *On-line platform of the presentation and flight plan management / Plataforma en línea de la presentación y gestión de planes de vuelo*
- *Training to the personnel that manages flight plans / Entrenamiento al personal que gestiona planes de vuelo*

DAY FOUR / DÍA CUATRO  
Thursday 2 April 2020 / Jueves 2 de abril de 2020

*Workshop module topics / Temas de los módulos del taller:*

- *Assessment of flight plan templates used by air traffic control centres / Evaluación de las Plantillas de plan de vuelo que utilizan los centros de control de tránsito aéreo*
  - *Relevance of including certain information in the supplements and in the Aeronautical information Publication (AIP) amendments / Relevancia de incluir cierta información en los suplementos y en enmiendas de la Publicación de información aeronáutica (AIP)*

DAY FIVE / DÍA CINCO  
Friday 3 April 2020 / Viernes 3 de abril de 2020

*Workshop module topics / Temas de los módulos del taller:*

- *Introduction to NAM/ICD and AIDC/PAC protocols / Introducción a los protocolos automatizados NAM/ICD y AIDC/PAC*
- *Relevance of flight plans for the automatized NAM/ICD and AIDC/PAC protocols / Importancia del plan de vuelo para los protocolos automatizados NAM/ICD y AIDC/PAC*

*Conclusions  
Conclusiones*

*Closing  
Clausura*