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航空组织

When replying please quote:

Ref.: NT-N1-8.2.19, NT1-5— **E-OSG-NACC90590**

8 October 2021

To: States and Territories

Subject: **Invitation – Second State Safety Programme (SSP) Meeting for the NAM/CAR Regions (NAM/CAR/SSP/2)**
On line, 4 November 2021

Action

Required: 1) Register participation by **2 November 2021**
2) Submission of documentation/presentation by the deadlines provided in this letter;

Dear Sir/Madam,

The implementation and development of SSPs in each State is one of the global goals set out in the *Global Aviation Safety Plan (GASP)* as part of risk management, in the North America, Central America and Caribbean Regional Aviation Safety Plan (NACC RASP) and in our assistance through the NACC Systemic Assistance Programme (SAP) as a critical element of Phase V. Therefore, I am pleased to inform you that the activities of the SSP Group will resume, which were in pause since the last SSP teleconference in August 2020.

In this sense, I wish to invite your Administration and, in particular, your State Safety Programme (SSP) Points of Contact (PoCs), to participate in the Second State Safety Programme (SSP) Meeting for the NAM/CAR Regions (NAM/CAR/SSP/2) to be convened on line on **4 November 2021**, from 10:00 AM to 1:30 PM hours CST (UTC - 6).

In this meeting, additional to the follow-up to the actions agreed in 2020, information will be provided on the Protocol Questions (PQ) of the State Safety Programme Implementation Assessment (SSPIA) and the planning of the gap analysis evaluations of the NACC States. Among other critical subjects, the Meeting will also review and update the SSPs Terms of Reference (ToRs). The participation of Canada as a SAP “Champion State” and other States will be crucial for the follow-up of activities to assist the implementation of the SSP.

SSP PoCs of States and Territories of the ICAO NAM/CAR Regions are expected to attend. 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 Provisional Agenda is shown in **Attachment A**.

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It is important to note that all participants need to have a Zoom account as all sessions scheduled by ICAO are only for authenticated users. In order to confirm your participation at this Meeting and obtain the Zoom connection information, you need to register by **2 November 2021** at the following link:

<https://icao.zoom.us/meeting/register/tJEucOCvqjooHdJ3vCscoinvueekObFwnEYD>

Once registered, Zoom will generate a unique connection link for the registered participant and he/she will receive a confirmation email from Zoom containing information about joining the Meeting; please note that the connection link is unique to the registered participant and cannot be shared with other users. **Please ensure to save this message, as you will need it to connect to the event.** Furthermore, please consider that you have to be signed into your Zoom account in order to enter the event. It is important to consider that a lot of servers block Zoom messages, therefore, if you register and do not receive your connection link, please contact Mrs. Yolanda Terrazas to the following email: yterrazas@icao.int so you can obtain your personal access link for the event.

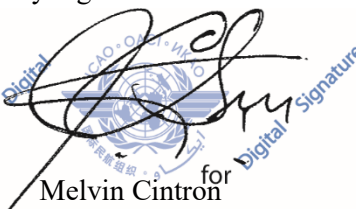
Documentation/Presentations that your Administration/Organization may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word/PowerPoint format using the attached templates. Working papers should be brief, action-oriented, and focused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

Only working papers **received** by this office by **18 October 2021**, 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 **1 November 2021**. 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).

All event 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.

If you require any further information regarding the event, please contact Mr. Marcelo Orellana, Regional Officer, Safety Implementation or his Assistant Mrs. Yolanda Terrazas, to the following e-mail nacc-fs@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: *As indicated*



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

**Second State Safety Programme (SSP) Meeting for the NAM/CAR Regions
(NAM/CAR/SSP/2)**

On line, 4 November 2021

**APPENDIX A
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Protocol Questions on the State Safety Programme Implementation Assessment (SSPIA)**
- Agenda Item 3: Follow-up on Valid Conclusions and Decisions /Valid actions from SSP Meetings**
- Agenda Item 4: Update to the SSPs Terms of Reference (ToRs)**
- Agenda Item 5: Planning the evaluation of the gap analysis in the States of the CAR Region according to their progress and Effective Implementation (EI)**
- Agenda Item 6: Central American SSP Working Group**
- Agenda Item 7: Progress of the European Aviation Safety Agency (EASA) project for the implementation of the SSP in Central America**
- Agenda Item 8: Other Business**
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**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

Under this agenda item, the Meeting will review the agenda and schedule, and adopt them. The objectives and overall expectations of the meeting will be presented.

Agenda Item 2: Protocol Questions on the State Safety Programme Implementation Assessment (SSPIA)

ICAO will provide data on updating of the assessment implementation methodology to the State Safety Programme (SSP) system by the Universal Safety Oversight Audit Programme (USOAP). Canada is in the process of being audited on SSPIA; therefore, the experience and preparation in this regard will be of great value to the meeting.

Agenda Item 3: Follow-up on Valid Conclusions and Decisions /Valid actions from SSP Meetings

Under this agenda item, the Meeting will conduct a follow-up review of valid conclusions and decisions. Due to the difficulties experienced by the States during COVID-19, the plans and tasks of implementing the SSP were interrupted, therefore ICAO wishes to resume these activities and a recapitulation of them will be made based on the topics discussed during the last teleconferences of 2020.

Agenda Item 4: Update to the SSPs Terms of Reference (ToRs)

The Meeting will review and update the ToRs of the SSPs.

Agenda Item 5: Planning the evaluation of the gap analysis in the States of the CAR Region according to their progress and Effective Implementation (EI)

As part of the initiatives of ICAO through the NACC Systemic Assistance Programme (SAP), the evaluation of the SSP implementation gap analyses will be resumed in those States with applicable compliance levels in accordance with the SSP Foundation, for which the coordination and planning of these evaluations in the States will be introduced. States are expected to report on the status of progress in these analyses.

Agenda Item 6: Central American SSP Working Group

The Central American States with the support of COCESNA have established a working group for the implementation of the SSP; said group will make a presentation of the progress achieved, in order to encourage other States of the region to follow their footsteps. This SSP Working Group represents one of the Ad hoc Groups of the regional SSP Group.

Agenda Item 7: Progress of the European Aviation Safety Agency (EASA) project for the implementation of the SSP in Central America

Under this agenda item, COCESNA, through its Central American Aviation Safety Agency (ACSA), as the Point of Contact (PoC) of support for the European Union-Latin America Caribbean (EU-LAC) project managed by EASA, will make a presentation on the activities carried out as part of said project on the implementation of the SSP in Central America.

Agenda Item 8: Other Business

Under this agenda item, the Meeting will analyse any other matter than cannot be addressed under the previous agenda items.

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WORKING PAPER

NAM/CAR/SSP/02 — WP/**

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**Invitation – Second State Safety Programme (SSP) Meeting
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On line, 4 November 2021

Agenda Item *:

TITLE OF WORKING PAPER

(Presented by ***)

EXECUTIVE SUMMARY	
Insert brief summary of the working paper.	
Action:	Insert action required.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• ***

1. Introduction

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or

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INFORMATION PAPER

NAM/CAR/SSP/02 — IP/**

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**Invitation – Second State Safety Programme (SSP) Meeting
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On line, 4 November 2021

Agenda Item *:

TITLE OF INFORMATION PAPER

(Presented by ***)

EXECUTIVE SUMMARY	
Insert brief summary of the information paper.	
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• ***

1. Introduction

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APPENDIX *
TITLE

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