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When replying please quote:

Ref.: NT-NE57-3 — E.OSG-NACC94246

15 September 2022



To: States, Territories and International Organizations

Subject: **Invitation – Fifth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/5)**

ICAO NACC Regional Office, Mexico City, Mexico, 28 to 29 November 2022

and

**Introductory Workshop on Changes to Doc 8126 — Aeronautical Information Services Manual New 7th. Ed.**

ICAO NACC Regional Office, Mexico City, Mexico, 30 November 2022

Action

- Required:
- 1) Transmittal of additional items to the Provisional Agenda by **30 September 2022**;
  - 2) Submission of documentation/presentation by the deadlines provided in this letter;
  - 3) Register participation by **14 October 2022**.

Dear Sir/Madam,

In coordination with the Aeronautical Information Management Implementation Task Force (AIM/TF) Rapporteur, Mrs. Natasha Leonora-Belefanti, I wish to invite your Administration/Organization to participate in the Fifth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/5) and the Introductory Workshop on Changes to Doc 8126 — Aeronautical Information Services Manual New 7th. Ed. to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from **28 to 30 November 2022**.

In order to successfully achieve the objectives of this meeting, it is expected the participation of representatives of your Administration who are members of the AIM Task Force. The objectives of the meeting are updating the regional AIM Road Map for the transition and initiating the implementation of the AIM Collaborative Plan for the CAR Region, AIM TRAIN and Quality Management Systems (QMS) matters, English Language Proficiency, among other relevant aspects, likewise, one day has been set aside for the workshop to introduce changes to Doc 8126 — Aeronautical Information Services Manual New 7th. Ed.

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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 of the event is at **Appendix A**. States wishing to submit proposals for the addition of items should do so by **30 September 2022**.

The meeting will be face-to-face, however, it will be broadcast online for those participants who cannot attend in person. We would appreciate confirmation of your participation by **14 October 2022** by registering in the corresponding link:

### **Face-to-face participation**

<https://forms.office.com/r/E296qZufQG>

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](http://www.icao.int/NACC/Pages/visitors_info.aspx)). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

### **Online participation**

[https://icao.zoom.us/meeting/register/tJEkd-2tpz4oHNM0CZ-ZK9hq4jBwHWerc\\_xQ](https://icao.zoom.us/meeting/register/tJEkd-2tpz4oHNM0CZ-ZK9hq4jBwHWerc_xQ)

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. 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/Webinar; 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 Ms. Sybil Gómez to the following email: [sgomez@icao.int](mailto:sgomez@icao.int) so you can obtain your personal access link for the event.

### **All participants**

All meeting 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. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

Documentation that your Administration/Organization may wish to submit at the meeting should be forwarded to this office by e-mail as soon as practicable 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. Due to time constraints, the States documentation received will not be translated. Please consider sending it in both languages. The deadline to receive papers is **22 October 2022**.

If you require any further information regarding the meeting, please contact Mr. Raúl Martínez, ICAO NACC Regional Officer, Aeronautical Information Management ([rmartinez@icao.int](mailto:rmartinez@icao.int)); Mrs. Natasha Leonora-Belefanti Ing., AIM Task Force Rapporteur ([nleonora-belefanti@icaonacc.org](mailto:nleonora-belefanti@icaonacc.org)) and/or Mr. Gabriel Gutiérrez, Assistant ([ggutierrez@icao.int](mailto:ggutierrez@icao.int)).

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 'CAO OF THE AMERICAS'. The signature is written in a cursive style.

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

**Enclosure:**

*A – Provisional Agenda; B – Working Paper template;  
C – Information Paper template; D – Appendix template*

*Distribution List:*

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North American, Central American and Caribbean Office

**Fifth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/5) / Introductory Workshop on Changes to Doc 8126 — Aeronautical Information Services Manual New 7th. Ed.**  
Mexico City, Mexico, 28 – 30 November 2022

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**APPENDIX A  
PROVISIONAL AGENDA**

- Agenda Item 1:** Approval of the Provisional Agenda, Schedule and Working Method
- Agenda Item 2:** Follow-up on GREPECAS/20 Conclusions and Decisions relevant to AIM
- Agenda Item 3:** Update on the Information Management Panel AIM Working Group (IMP/WG-A) activities
- Agenda Item 4:** AIM Global Implementation Support: Doc 8126 – *Aeronautical Information Services (AIS) Manual New Version*, Doc 9839 – *Quality Management System (QMS) Manual* and Doc 9991 – *AIM TRAIN Manual*
- Agenda Item 5:** ICAO activities related to Notice to Airmen (NOTAM) improvement and SNOWTAM applicability
- Agenda Item 6:** AIM Implementation Roadmap in the CAR Region and AIM Collaborative Plan
- Agenda Item 7:** Digital Datasets Implementation Planning: Survey on National Plans for AIS Digital Data Sets Provision
- Agenda Item 8:** Challenges on Air Navigation Strategy for Regional AIM electronic Air Navigation Plan (eANP) Vol III and Air Navigation Deficiencies in the AIM Field

**Agenda Item 9:**           **Review of the AIM Field Future Work Programme, Terms of Reference (ToRs) related to System Wide Information Management (SWIM)**

**Agenda Item 10:**       **Other Business**

**Workshop:**             **Introductory Workshop on Changes to Doc 8126 New 7th. Ed.**

**PROVISIONAL AGENDA  
EXPLANATORY NOTES**

**Agenda Item 1: Adoption of the Provisional Agenda and Schedule**

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

**Agenda Item 2: Follow-up on GREPECAS/20 Conclusions and Decisions relevant to AIM**

Under this agenda item, the Meeting will conduct a follow-up review of valid conclusions and decisions of the GREPECAS/20 Meeting, emphasizing the impact of the latter on the implementation of Aeronautical Information Management (AIM).

**Agenda Item 3: Update on the Information Management Panel AIM Working Group (IMP/WG-A) activities**

Under this agenda item, The Meeting will be informed of updates on the activities of the IMP/WG-A.

**Agenda Item 4: AIM Global Implementation Support: Doc 8126 – *Aeronautical Information Services (AIS) Manual New Version*, Doc 9839 – *Quality Management System (QMS) Manual* and Doc 9991 – *AIM TRAIN Manual***

Under this agenda item, the Meeting will be informed about the new versions of ICAO AIM Documents.

**Agenda Item 5: ICAO activities related to Notice to Airmen (NOTAM) improvement and SNOWTAM applicability**

The Meeting will be informed and will take note regarding the activities related to the improvement of NOTAM and recommendations will be given from the recent NOTAM Workshop, held in Lima, Peru from 7 to 9 September 2022.

**Agenda Item 6: AIM Implementation Roadmap in the CAR Region and AIM Collaborative Plan**

Under this agenda item, the Meeting will review and update the Roadmap and the AIM Collaborative Plan.



**Agenda Item 7: Digital Datasets Implementation Planning: Survey on National Plans for AIS Digital Data Sets Provision**

Under this agenda item, the Meeting will be briefed about the recommendations of the Datasets and Electronic Aeronautical Charts Workshop.

**Agenda Item 8: Challenges on Air Navigation Strategy for Regional AIM electronic Air Navigation Plan (eANP) Vol III and Air Navigation Deficiencies in the AIM Field**

Under this agenda item, the Meeting will be informed about the Challenges in the Air Navigation Strategy for the Electronic Air Navigation Plan (eANP) Vol III Regional AIM and Air Navigation Deficiencies in the AIM Field.

**Agenda Item 9: Review of the AIM Field Future Work Programme, Terms of Reference (ToRs) related to System Wide Information Management (SWIM)**

Under this agenda item, the Meeting will review and update the Work Program and ToRs related to SWIM.

**Agenda Item 10: Other Business**

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

**Workshop: Introductory Workshop on Changes to Doc 8126 New 7th. Ed.**

The most significant changes in the document will be addressed, during the workshop.

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**APPENDIX B / APÉNDICE B**  
**PROVISIONAL SCHEDULE / HORARIO PROVISIONAL**

Time / Horario	Monday 28 November / Lunes 28 de noviembre	Tuesday 29 November / Martes 29 de noviembre	Wednesday 30 November / Miércoles 30 de noviembre
08:30–09:00	<i>Registration / Registro</i>		
09:00–09:30	<i>Opening Ceremony/ Inauguración</i>	Agenda Item 5 / Cuestión 5 del Orden del Día	Introductory Workshop on Changes to Doc 8126 7th. Ed. / Taller de Introducción a los Cambios del Doc. 8126 Nueva 7ª. Ed.
09:30–10:00	Agenda Item 1 / Cuestión 1 del Orden del Día		
10:00–10:30	Agenda Item 2 / Cuestión 2 del Orden del Día		
10:30–10:45	<i>Coffee Break / Pausa para café</i>		
10:45–11:30	Agenda Item 3 / Cuestión 3 del Orden del Día	Agenda Item 7 / Cuestión 7 del Orden del Día	Introductory Workshop on Changes to Doc 8126 7th. Ed. / Taller de Introducción a los Cambios del Doc. 8126 Nueva 7ª. Ed.
11:30–12:00	Agenda Item 4 / Cuestión 4 del Orden del Día	Agenda Item 8 / Cuestión 8 del Orden del Día	
12:00–12:30			
12:30–13:00	<i>Lunch Break / Almuerzo</i>		
13:00–14:00	Agenda Item 4 (cont.)/Cuestión 4 del Orden del Día (cont.)	Agenda Item 9 –Final Recommendations /Cuestión 9 del Orden del Día – Recomendaciones finales	Introductory Workshop on Changes to Doc 8126 7th. Ed. / Taller de Introducción a los Cambios del Doc. 8126 Nueva 7ª. Ed.

— END/FIN —



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North American, Central American and Caribbean Office

WORKING PAPER

AIM/TF/5 — WP/\*\*

\*\*/\*\*/22

**Fifth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting  
(AIM/TF/5)**

Mexico City, Mexico, 28 to 29 November 2022

**Agenda Item \*:**

**TITLE OF WORKING PAPER**

(Presented by \*\*\*)

<b>EXECUTIVE SUMMARY</b>	
Insert brief summary of the working paper.	
<b>Action:</b>	Insert action required.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"><li>• Strategic Objective 1 – Safety</li><li>• Strategic Objective 2 – Air Navigation Capacity and Efficiency</li><li>• Strategic Objective 3 – Security &amp; Facilitation</li><li>• Strategic Objective 4 – Economic Development of Air Transport</li><li>• Strategic Objective 5 – Environmental Protection</li></ul>
<i>References:</i>	<ul style="list-style-type: none"><li>• ***</li></ul>

**1. Introduction**

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or

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INFORMATION PAPER

AIM/TF/5 — IP/\*\*  
\*\*/\*\*/22

**Fifth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical  
Information Management Implementation Task Force Meeting  
(AIM/TF/5)**

Mexico City, Mexico, 28 to 29 November 2022

**Agenda Item \*:**

**TITLE OF INFORMATION PAPER**

(Presented by \*\*\*)

<b>EXECUTIVE SUMMARY</b>	
Insert brief summary of the working paper.	
<b>Action:</b>	Insert action required.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"><li>• Strategic Objective 1 – Safety</li><li>• Strategic Objective 2 – Air Navigation Capacity and Efficiency</li><li>• Strategic Objective 3 – Security &amp; Facilitation</li><li>• Strategic Objective 4 – Economic Development of Air Transport</li><li>• Strategic Objective 5 – Environmental Protection</li></ul>
<i>References:</i>	<ul style="list-style-type: none"><li>• ***</li></ul>

**1. Introduction**

**1.1 Ff**

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or

— END —

**APPENDIX \***  
**TITLE**

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or

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