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When replying please quote:

Ref.: NT-NT4-1.9 — E.OSG-NACC92955

25 April 2022



To: States, Territories and International Organizations

Subject: **Invitation – CAR/SAM Regional Workshop for the Preparation of Vol. III of the Regional Air Navigation Plan**  
Online, 9 to 12 May 2022, from 13:00 to 18:00 UTC (08:00 Mexico City time)

Action

Required: **Confirm your participation by 6 May 2022,**

Dear Sir/Madam,

Further to the Assistance Guideline for the Formulation and Management of Vol. III of the e-ANP CAR/SAM, which is found as Appendix A to the GREPECAS/19 Report: *ASSISTANCE FOR THE FORMULATION AND MANAGEMENT OF VOLUME III OF THE CAR/SAM ANP* (GREPECAS19-InformeFinal.pdf (icao.int)), specifically in relation to Point (6.3.5) Deliver CAR/SAM Workshop to all States. Consolidation. In this regard, I wish to invite your Administration/Organization to participate in the CAR/SAM Regional Workshop for the Preparation of Vol. III of the Regional Air Navigation Plan to be convened online from 9 to 12 May 2022, from 13:00 to 18:00 hours UTC (08:00 hrs. Mexico City time).

The working languages of the Workshop will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration. The Tentative Programme is shown in **Attachment**.

Attachment shows the schedule and issues to be worked on, as you may note, it is based on the tables that will be part of Vol. III, therefore, it would be important for your State to present the draft of its tables for the referred Volume of the CAR/SAM Regional Air Navigation Plan. It will be of great importance that the delegates who participate in this meeting be the members of the Vol. III team nominated by your State, in accordance with Conclusion 19/05 of GREPECAS/19.

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. The Workshop will be held on **9 to 12 May 2022** from 13:00 to 18:00 hours UTC (08:00 hrs. Mexico City time). In order to confirm your participation at this Meeting/Webinar and obtain the Zoom connection information, you need to register at the following link:

<https://icao.zoom.us/meeting/register/t.Jwsce-vrDwrHNWU-BjHW9ETgwnKqGmjv9YI>

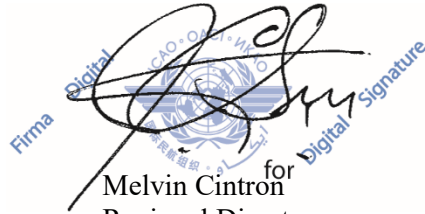
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Once registered, Zoom will generate a unique connection link for the registered participant and he/she will receive a confirmation email from Zoom containing information about joining the Workshop; please note that the connection link is unique to 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](mailto:yterrazas@icao.int) so you can obtain your personal access link for the event.

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. Eddian Méndez, Regional Officer, Air Traffic Management and Search and Rescue or his Assistant Mrs. Yolanda Terrazas, to the following e-mail [nacc-atm@icao.int](mailto:nacc-atm@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*

**ATTACHMENT**

**CAR/SAM Regional Workshop for the Preparation of Vol. III of the Regional Air Navigation**

**Plan** (Virtual, 9 -12 May 2022)

**TENTATIVE PROGRAMME**

<b>UTC Hours</b>	<b>Monday 09 May</b>	<b>Hora UTC</b>	<b>Tuesday 10 May</b>	<b>Wednesday 11 May</b>	<b>Thursday 12 May</b>
1310 1320	Registration	1330 1430	<b>(STEP 2.2)</b> Table PMP III-2 – List of performance objectives by KPA for CARSAM	<b>(STEP 3.2.2)</b> Table PMP III-5 – Performance targets and needs within CARSAM.	Presentation; CAR State/Organization
1320 1340	Opening				
1340 1430	<b>(STEP 1)</b> Table PMP III- CARSAM - 1 – List of CTA/TMA in CARSAM				
1430 1440	<i>Break</i>	1430 1440	<i>Break</i>	<i>Break</i>	<i>Break</i>
1440 1600	<b>(STEP 2.1)</b> Table PMP III-1 – Strengths, weakness, opportunities and threads in CARSAM	1440 1600	<b>(STEP 3.1)</b> Table PMP III-3 – List of KPIs by performance objective and KPA for CARSAM	<b>(STEP 4)</b> Table PMP III-6 – Selected ASBU Elements / Operational Improvements for CARSAM.	Presentation; SAM State
1600 1620	<i>Break</i>	1600 1620	<i>Break</i>	<i>Break</i>	<i>Break</i>
1620 1730	<b>(STEP 2.2)</b> Table PMP III-2 – List of performance objectives by KPA for CARSAM	1620 1730	<b>(STEP 3.2.1)</b> Table PMP III-4 – Performance baseline within CARSAM.	<b>(STEP 4)</b> Table PMP III-6 – Selected ASBU Elements / Operational Improvements for CARSAM.	<b>(STEP 5 &amp; 6)</b> Table PMP III-7 – Status of deployment of the selected operational improvements for CARSAM. Table PMP III-8 – Performance benefits accrued from the implementation.
					Closing

*Note 1 .- Tables nomenclature according Template ANP VOL. III, approved by the council on 18 June 2014*

*Note 2 .- PMP = Performance Management Planning and ANS Implementation*