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*When replying please quote:*

Ref.: NT-N1-15.7 — **E.OSG-NACC94350**

9 September 2022

To: DAWG Members

Subject: **Invitation – Second GREPECAS Data Analysis Working Group (DAWG/02) Meeting**  
On-line, 5 – 6 October 2022

Action

Required: 1) Transmittal of any additional items of discussion by **12 September 2022**;  
2) submission of documentation by **16 September 2022**; and  
3) confirm participation by registering by **30 September 2022**.

Dear Sir,

Following the GREPECAS Procedural Handbook, Seventh Edition, Ver. 2.0, with the establishment of the Data Analysis Working Group (DAWG) as contributory body of GREPECAS, I wish to invite the designated DAWG Members to participate in the Second DAWG Meeting (DAWG/02) to be held on-line on 5 and 6 October 2022, from 8:30 to 13:30 hours CDT (13:30 to 18:30 hrs. UTC).

The DAWG main functions include:

- a) statistical analysis of exploratory, descriptive and predictive type of data sets and to show the perspectives obtained through graphic visualizations;
- b) data analysis processes (data processing, handling, transformation and cleansing); and
- c) prepare information elements from data analysis for the annual report.

In this regard, this meeting seeks to review the progress made to date and plan the next tasks and activities defined in the DAWG work programme, approved by GREPECAS.

DAWG members of States, Territories and International Organisations of the ICAO CAR/SAM Regions and representatives of international organizations are expected to participate. 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.

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The Provisional Agenda of the event is at **Appendix A**. DAWG members wishing to submit proposals for the addition of items should do so by **12 September 2022**.

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 at the following link:

<https://icao.zoom.us/meeting/register/tJ0oce2hqDgiHdRmCxUctKQqCKanBivV8rGK>

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 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 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.

Documentation that your Administration/Organization may wish to submit/present at the virtual 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.

**Only** working papers **received** by this office by **16 September 2022**, 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 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).

If you require any further information regarding the event, please contact Mr. Raúl Martínez, Regional Officer, Aeronautical Information Management ([rmartinez@icao.int](mailto:rmartinez@icao.int)) or his Assistant, Sybil Gómez ([sgomez@icao.int](mailto:sgomez@icao.int)).

Accept, Sir, the assurances of my highest consideration.



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

**Enclosure:**

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

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**ICAO**

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

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**Second GREPECAS Data Analysis Working Group (DAWG/02) Meeting**  
Online, 5 – 6 October 2022

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**APPENDIX A**  
**PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Review of the Progress made by the DAWG: Memorandum of Understanding (MoU), Key Performance Indicators (KPIs) and Procedure and Policies for the Data and Information Access Control (version 1.0 draft)**
- Agenda Item 3: Assignment of Tasks to the DAWG**
- Agenda Item 4: Identification of Data Sources and Points of Contact (PoC) in CAR/SAM States and International Organizations**
- Agenda Item 5: Review and Update of the DAWG Work Programme**
- Agenda Item 6: 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: Review of the Progress made by the DAWG: Memorandum of Understanding (MoU), Key Performance Indicators (KPIs) and Procedure and Policies for the Data and Information Access Control (version 1.0 draft)**

Under this agenda item, the Meeting will be briefed on the progress made by the DAWG: Memorandum of Agreement (MoU) and Key Performance Indicators (KPIs), to define the versions to be presented at the next GREPECAS meetings, as well as the request to the States for their agreement and completion concerning the KPIs. Likewise, the initial version 1.0 (draft) of the document of Procedure and Policies of Data and Information Access Control will be discussed and reviewed.

**Agenda Item 3: Assignment of Tasks to the DAWG**

Under this Agenda Item, the Meeting will assign the various tasks to be carried out by the members of the Group, in consideration of the priorities that the Group itself may determine.

**Agenda Item 4: Identification of Data Sources and Points of Contact (PoC) in CAR/SAM States and International Organizations**

Under this agenda item, the Meeting will seek to establish the Points of Contact in the States and International Organizations and identify their data sources for analysis and presentation to GREPECAS through a dashboard to be integrated.

**Agenda Item 5: Review and Update of the DAWG Work Programme**

Under this agenda item, the group will update the work programme to follow the GREPECAS requirements outline and in observance of the work schedule for the preparation of the GREPECAS dashboard and the report to the GREPECAS Meeting in November 2022.

**Agenda Item 6: Other Business**

Under this agenda item, the Meeting may include other matters as needed.

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**APPENDIX B  
PROVISIONAL SCHEDULE**

Time	Wednesday 5 October	Thursday 6 October
08:30–09:00	<i>Opening Ceremony</i>	Agenda Item 4
09:00–09:30	Agenda Item 1	
09:30–10:00	Agenda Item 2	
10:00–10:15	<i>Coffee break</i>	
10:15 –11:30	Agenda Item 2 (cont.)	Agenda Item 5
11:30–11:45	<i>Coffee break</i>	
11:45–13:30	Agenda Item 3	Agenda Item 6

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**Second GREPECAS Data Analysis Working Group (DAWG/2) Meeting**  
 Online, 5 – 6 October 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>• Air Navigation Capacity and Efficiency</li> <li>• Economic Development of Air Transport</li> <li>• 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

DAWG/2 — IP/\*\*  
\*\*/\*\*/22

**Second GREPECAS Data Analysis Working Group (DAWG/2) Meeting**  
Online, 5 – 6 October 2022

**Agenda Item \*:**

**TITLE OF INFORMATION PAPER**

(Presented by \*\*\*)

<b>EXECUTIVE SUMMARY</b>	
Insert brief summary of the working paper.	
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"> <li>• Air Navigation Capacity and Efficiency</li> <li>• Economic Development of Air Transport</li> <li>• 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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**APPENDIX \***  
**TITLE**

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or

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