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国际民用  
航空组织

*When replying please quote:*

Ref.: NT-NT1-2 — **E.OSG-NACC94540**

23 September 2022



To: States and Territories

Subject: **Invitation – Fifth NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators (NCCM/5)**  
Mexico City, Mexico, 15 to 16 November 2022

Action

- Required:
- 1) Submission of documentation by the deadlines provided in this letter;
  - 2) Register participation by **4 November 2022**

Dear Sir/Madam,

Further to the Fourth NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators (NCCM/4) meeting agreements, the ICAO NACC Regional Office is completing the coordination with the proposed Rapporteurs for the NCCM/WG, for both the English speaking team and for the Spanish Team. Thanks to their Administrations on this support to the States and the region.

The Safety oversight compliance faces several challenges, which despite the successful work and efforts made under the ICAO NACC Regional Office Systemic Assistance Programme (SAP), Safety Oversight System (SOS) Projects, Implementation Packages (iPack) assistance and SAP “Champion States” support, the continuous and effective compliance requires the regional collaboration and joint support among States. The NCCM/WG seeks to support States to increase their Safety Oversight capability and preparedness for the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) activities/requirements. In this sense, I wish to invite your Administration/Organization NCCMs to participate in the Fifth NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators (NCCM/WG/5) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 15 to 16 November 2022.

During the meeting and guided by the Terms of Reference (ToRs), the Safety Oversight (SO) work will continue with the USOAP updates review, the USOAP Effective Implementation (EI) in the NAM/CAR Regions current status analysis, the progress and support of the SAP and the development of the NCCM/WG Work Programme among the main discussion items. The meeting seeks to approve the guide on ANS inspection, support activities to help States implement good lessons to improve their SO compliance, and share good State practices on SO compliance.

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NCMCs of States and Territories of the ICAO NAM/CAR Regions and representatives of Regional Safety Oversight Organizations (RSOOs) 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 of the event is at **Appendix A**. We would appreciate confirmation of your participation by **4 November 2022** by registering here: insert link

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.

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.

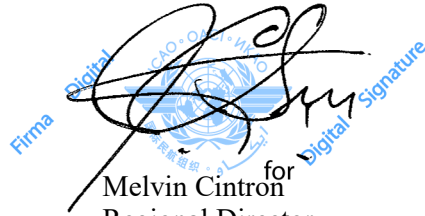
Documentation/Presentations that your Administration/Organization may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word/PowerPoint format using the attached templates. Working papers should be brief, action-oriented, and focused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

**Only** working papers **received** by this office by **25 October 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 to receive papers is **7 November 2022**. 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).

For your information, please also note that, the Third State Safety Programme Working Group (SSP/WG/03) Meeting will be held on **17 to 18 November 2022**, in case your State representatives would like to also attend, an invitation will be sent shortly.

Should you require any further information regarding the event, please contact Mr. Marcelo Orellana, Regional Officer, Safety Implementation or his Assistant Ms. Sybil Gomez, to the following e-mail [nacc-fs@icao.int](mailto: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:**

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

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**Fifth NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators  
(NCCM/WG/5)**

Mexico City, Mexico, 15 to 16 November 2022

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**APPENDIX A  
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Follow-up on Valid Conclusions and Decisions from previous NCCM Meetings and NACC/DCA related actions**
- Agenda Item 3: General Universal Safety Oversight Audit Programme (USOAP) Updates**
- Agenda Item 4: Status of USOAP Effective implementation (EI) in the NAM/CAR Regions**
- Agenda Item 5: Updates of the ICAO NACC Systemic Assistance Programme (SAP)**
- Agenda Item 6: NCCM Work Programme**
- Agenda Item 7: 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 new NCMC/WG Rapporteurs will introduce themselves and the Meeting review and adopt the provisional agenda and schedule. The objectives and overall expectations of the meeting will be presented.

**Agenda Item 2: Follow-up on Valid Conclusions and Decisions from previous NCMC Meetings and NACC/DCA related actions**

Under this agenda item, the Meeting will conduct a follow-up on valid NCMC/WG conclusions and decisions, highlighting their impact on the States' and region's aviation safety oversight implementation. Moreover, the Meeting will be briefed of the relevant valid conclusions and results of the Tenth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/10).

**Agenda Item 3: General ICAO Universal Safety Oversight Audit Programme (USOAP) Updates**

Under this agenda item, the meeting will be briefed on the latest updates in the USOAP Continuous Monitoring Approach (CMA) framework, Safety oversight matters and the ICAO 41th Session of the Assembly relevant resolutions related to Safety oversight.

Similarly, the Meeting will be informed on other assistance tools that are supporting the States Safety oversight compliance like the USOAP CMA Implementation Packages (iPacks). Those States that had received this support are welcome to share their experiences.

**Agenda Item 4: Status of USOAP Effective implementation (EI) in the NAM/CAR Regions**

The current USOAP status of the States, accompanied with the RASG-PA Safety Dashboard on Safety Oversight will be shared for the meeting to analyse the common areas of lack of effectiveness by Protocol Questions (PQs) and areas of most need to support States.

Under this agenda item, States and Regional Safety Oversight Organizations (RSOOs) (ACSA and CASSOS) are invited to share their experience/work on the USOAP CMA framework, their progress and concerns in using the On-line Framework (OLF) and other USOAP matters.

**Agenda Item 5: Updates of the ICAO NACC Systemic Assistance Programme (SAP)**

Under this agenda item, ICAO will provide an overview of the SAP activities and the progress made. The Meeting shall review and complement these efforts of the SAP in order to establish the activities of the NCMC/WG in their work programme (Agenda 6).

Specific Project results like the Air Navigation Services (ANS) inspectorate guidance, the Accident and incident Investigation (AIG) turn Key Project, and others will be shared for aiming to enhance State Safety oversight compliance.

**Agenda Item 6: NCMC Work Programme**

Under this agenda item, the Meeting will develop their work programme, confirm State/RSOO membership and other aspects of their working mechanism.

**Agenda Item 7: 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

NCMC/WG/5 — WP/\*\*

\*\*/\*\*/22

**Fifth NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators  
(NCMC/WG/5)**

Mexico City, Mexico, 15 to 16 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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INFORMATION PAPER

NCMC/WG/5 — IP/\*\*  
\*\*/\*\*/2\*

**Fifth NAM/CAR Regional Meeting for National Continuous Monitoring Coordinators  
(NCMC/WG/5)**

Mexico City, Mexico, 15 to 16 November 2022

**Agenda Item \*:**

**TITLE OF INFORMATION PAPER**

(Presented by \*\*\*)

<b>EXECUTIVE SUMMARY</b>	
<b>Insert brief summary of the information paper.</b>	
<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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**APPENDIX \***  
**TITLE**

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