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When replying please quote:

Ref.: NT-N1-15; NE57-3; NT-N1-3 — **E.OSG-NACC95559**

16 December 2022



To: States, Territories and International Organizations

Subject: **Invitation - Meeting of the Ad-hoc Group on Regional Management of Aeronautical Frequencies**  
Mexico City, Mexico, 30 January to 03 February 2023

Action

Required: Register participation by **20 January 2023**.

Dear Sir/Madam,

I wish to make reference to the Twentieth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/20), held in Salvador, Brazil, from 16 to 18 November 2022, in which Conclusion GREPECAS/20/13 was approved on the creation of an Ad-hoc Group for the development of a regional Project on the Aeronautical Frequencies Management.

In this sense, I am pleased to invite your administration to participate in the Ad hoc Group Meeting on Regional Management of Aeronautical Frequencies, if your administration is interested in integrating this group, which will have the responsibility of developing a project proposal aimed at the Regional Management of Aeronautical Frequencies. The meeting will be held at the ICAO NACC Regional Office in Mexico City, Mexico, from 30 January to 03 February 2023. The outcomes of this meeting will be used by the North American, Central American and Caribbean Working Group (NACC/WG) and the CAR/SAM Regional Planning and Implementation Group (GREPECAS).

In accordance with the foregoing, I would appreciate notifying this Regional Office of the representatives nominated by your administration to participate in this meeting, by filling out this registration form: [Regional Management of Aeronautical Frequencies](#) by **20 January 2023**.

The event will be in Spanish and simultaneous interpretation in English will be provided if sufficient participants of both languages provide timely registration. The terms of reference and objectives of the meeting are included in **Appendix** to this letter and they will be discussed during the development of the meeting. The meeting will be conducted from 9:00 a.m. to 3:00 p.m.

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.

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If you require further information regarding this meeting, please contact Ms. Mayda Ávila ([mavila@icao.int](mailto:mavila@icao.int)), Regional Officer, Communications, Navigation and Surveillance (CNS), and/or Mrs. Carla Cortés Assistant ([ccortes@icao.int](mailto:ccortes@icao.int)).

Accept, Sir/Madam, the assurances of my highest consideration.

A digital signature in black ink is written over the ICAO logo. The logo is circular with the text 'OACI - ICAO' at the top and 'International Civil Aviation Organization' around the perimeter. The signature is written in a cursive style.

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

**Enclosure:** *As indicated*

N:\NS - Technical Co-operation\NS2-35 - RLA09801 MCAAP Project\Activities\RLA09801TechnicalAssistanceMissions\2301-FrequencyReview\NACC95559CNS-STATES-NAMCARSAMRegionalFrequenciesManagementInvitation.docx / CCC



## APPENDIX

### NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN (NACC) OFFICE

#### MNEMONIC SHEET

<b>Meeting of the Ad-hoc Group on Regional Management of Aeronautical Frequencies</b> (Mexico City, Mexico, 30 January to 03 February 2023)	
<b>CAR/SAM Regional Planning and Implementation Group</b>	The CAR/SAM Regional Planning and Execution Group (GREPECAS) is responsible for the development and maintenance of air navigation plans and provides the planning and implementation of air navigation systems within specific areas, in accordance with planning frameworks agreed at global and regional level. During the Twentieth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/20), held in Salvador, Brazil, from 16 to 18 November 2022, Conclusion GREPECAS/20-4 was approved, which formed an Ad hoc Group with the responsibility of developing a GREPECAS project aimed at the regional management of aeronautical frequencies for the CAR/SAM Regions.
<b>ICAO Strategic Objectives</b>	<ul style="list-style-type: none"> <li>• Safety; and</li> <li>• Air Navigation Capacity and Efficiency.</li> </ul>
<b>CAR/SAM Regions current situation</b>	States of the CAR/SAM Regions do not manage the frequency spectrum in an effective and standardized manner, which contributes to a lack of regional coordination and an increase in potential interference in the provision of air navigation services, compromising safety.
<b>Nature of the event</b>	Initial event for the structuring of a GREPECAS project, for the elaboration of the terms of reference, work plan, expected deliverables and other required documents.
<b>Participants Profile</b>	Experts with experience in handling the frequency spectrum and knowledge of the service licensing processes, frequency assignment and the activities carried out by the Frequency Spectrum Management Panel (FSMP) and the Inter-American Telecommunications Commission (CITEL), with a view to the International Telecommunication Union (ITU) World Radiocommunication Conference 2023 (WRC-23).
<b>ICAO NACC Office Point of Contact</b>	Mrs. Mayda Ávila, Regional Officer, Communications, Navigation and Surveillance (CNS) ( <a href="mailto:mavila@icao.int">mavila@icao.int</a> )