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国际民用  
航空组织

Ref.: NT 4-4.36 — **EMX0023**

18 January 2012

To: States, Territories and International Organizations

Subject: **Follow-up Meeting/Workshop on the Implementation of the New ICAO Flight Plan Format for NAM/CAR Regions (Mexico City, Mexico, 26 to 28 March 2012)**

Action

Required: **1. Submit presentations/working papers no later than 5 March 2012**  
**2. Submit registration forms no later than 24 February 2012**

Sir/Madam:

I refer to the preparation and implementation activities for the new ICAO Flight Plan (FPL) Format in accordance with the mandate of the Directors of Civil Aviation of the NAM/CAR Regions through Conclusion NACC/DCA/3/4 and follow-up of the regional action plan adopted by the NAM/CAR Working Group (NACC/WG).

According to the Regional Plan, most States have developed their national action plans, conducted internal testing of automated ATC systems as well as off-line tests between States and Air Navigation Service Providers (ANSPs); and several States have issued press releases and publications to implement this initiative.

The GREPECAS C3 Project related to the new FPL format has been working on designated tasks and has requested a final meeting to complete its work.

Based on the off-line testing, which will continue until March 2012, the progress achieved with the update of automated ATC systems, and considering the Regional CAR/SAM strategy and Regional Action Plan, States should have their systems available for interoperable tests starting on April 2012. The coordination of test groups starting on 18 April 2012 is proposed as one of the agenda items.

In accordance with the aforementioned conclusions, I have the honour to invite you to the *Follow-up Meeting/Workshop on the Implementation of the new ICAO FPL Format for the NAM/CAR Regions*, which will be held from 26 to 28 March 2012, in the ICAO NACC Regional Office in Mexico City. 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 draft Agenda of the event will be sent at a later date.

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Responding to a request from the Coordinator of the C2 Project, Mrs. Mayda Avila, all members in this project are invited to a working meeting that will take place 29 and 30 March at the ICAO NACC Regional Office to finish the assigned tasks of this group including 1) the proposal for the test guide, 2) proposal of the operational transition guide between the CURRENT and the NEW format, 3) contingency measures proposal. The agenda for the working meeting of the C3 Project will be sent soon.

All event documentation and presentations of the meeting/workshop will be placed on the following web page: <http://www.mexico.icao.int/Meetings/Meetings.html> as they become available. Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event.

The meeting/workshop will follow-up on the implementation activities and will be aimed at the participation of experts from civil aviation authorities, operators, ANSPs, pilots, controllers and flight dispatchers involved with implementation of the new ICAO FPL Format and ATS associated messages in automated systems. In this regard, States are invited to make a presentation or submit working papers to this Regional Office regarding their implementation progress by **5 March 2012**. The results from the previous meetings will be posted on the ICAO NACC Regional Office web page <http://www.mexico.icao.int/ATM.html#FPL> along with updated reference information and relevant data for the discussion and preparation of the testing.

In order to achieve the objectives of the meeting/workshop, participants must bring the following information to the events:

- their national action plan for the new ICAO FPL Format implementation
- changes in their flight plan processing system and similar systems (AFTN, etc.)
- technical, operational and administrative considerations to conduct preliminary off-line testing
- standards and procedures published for filing and coordinating the current updated FPL in their State
- results from the subject training program and coverage of the information of the new FPL for their respective State

You are kindly requested to submit the attached Registration Form to this office for each participant from your Administration/Organization by **24 February 2012**.

You will find a list of suggested hotels, directions to the ICAO NACC Regional Office and other useful information on the “Visiting Our Office?” section of the ICAO NACC Regional Office website (<http://www.mexico.icao.int/VisitorsInfo.html>). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

If you require any further information regarding the workshop, please contact Mr. Victor Hernandez, Regional Officer, ATM/SAR ([vhernandez@icao.int](mailto:vhernandez@icao.int)), Mr. Julio Siu; Regional Officer, CNS ([jsiu@icao.int](mailto:jsiu@icao.int)); or Mrs. Laura Flores, Assistant, ([lflores@icao.int](mailto:lflores@icao.int)).

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



Loretta Martin  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**  
*As indicated*