



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: NE58 — **EMX0200**

11 March 2013

To: States, Territories and International Organizations

Subject: **Thirteenth Meeting of Directors of Civil Aviation of the Central Caribbean (C/CAR/DCA/13) – Invitation (Havana, Cuba, 28 - 31 May 2013)**

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **8 April 2013**;
 - 2) submission of documentation by the deadlines provided in this letter; and
 - 3) register participation by **28 April 2013**.

Sir/Madam:

I have the honour to invite your Administration/Organization to participate in the Meeting of Directors of Civil Aviation of the Central Caribbean (C/CAR/DCA/13) to be convened in the Nacional Hotel, Havana, Cuba, from 28 to 31 May 2013, which will be hosted by the Instituto de Aeronáutica Civil de Cuba (IACC). The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided

Directors of Civil Aviation Authorities of States and Territories of the C/CAR area and representatives of invited international organizations are expected to attend. On this occasion, Cuba has extended the invitation to the Directors of other States and Territories of the CAR Region. I encourage all the States/Territories to attend as this meeting will provide the opportunity to present, discuss and agree regional positions to be presented at the 38th Session of the ICAO Assembly to be held in Montreal, Canada, from 24 September to 4 October 2013. Also, as part of the meeting, the 2nd Meeting of the Steering Committee of the Regional Technical Cooperation Project for the Caribbean Region – Implementation of the Performance Based Air Navigation Systems for the CAR Region (RLA/09/801) will be convened.

The Provisional Agenda of the meeting is at **Attachment A**. States wishing to submit proposals for the addition of items should do so by **8 April 2013**.

You are kindly requested to complete in Word and send by e-mail the Registration Form at **Attachment B** for each participant by **28 April 2013**.

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A list of hotels recommended for meeting participants will be posted at the meeting web page once available. The coordinator for the meeting at the IACC is Mrs. Mirta Crespo, Vice-President (Tel: 53-7 838-1145, E-mail: mirta.crespo@iacc.avianet.cu).

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

Documentation 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 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 **28 April 2013**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date will have to be sent in both languages. Information Papers will only be issued in the language of submission. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **10 May 2013**. 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).

If you require any further information regarding the meeting, please contact Mr. Michiel Vreedenburgh, Deputy Regional Director (mvreedenburgh@icao.int), or Ms. Claudia Riva-Palacio, Assistant (criva-palacio@icao.int).

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

A digital signature in blue ink, overlaid on a circular blue stamp. The stamp contains the text 'ICAO - OACI - ICAO' at the top and 'Digital Signature' on the right side. The signature itself is a cursive script.

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

Enclosure:

A – Provisional Agenda
B – Registration Form
(Templates for Papers)

Attachment A

THIRTEENTH MEETING OF DIRECTORS OF CIVIL AVIATION OF THE CENTRAL CARIBBEAN (C/CAR/DCA/13) (Havana, Cuba, 28 - 31 May 2013)

PROVISIONAL AGENDA

- Agenda Item 1: Appointment of the Chairperson and Approval of the Meeting Agenda and Schedule**
- Agenda Item 2: Review of the Conclusions from the Previous C/CAR/DCA and C/CAR/WG Meetings**
- Agenda Item 3: 38th Session of the ICAO Assembly**
- Agenda Item 4: Aviation Safety Matters**
- 4.1 Universal Safety Oversight Audit Programme (USOAP) – Continuous Monitoring Approach (CMA)
 - 4.2 Safety Management and Runway Safety
 - 4.3 Regional Aviation Safety Group – Pan America (RASG-PA)
 - 4.4 Other aviation safety matters
- Agenda Item 5: Air Navigation Matters**
- 5.1 Review of the implementation of the RPBANIP, the new NAM/CAR ANI/WG, Results of the Twelfth Air Navigation Conference (AN-Conf/12), the Global Air Navigation Plan (GANP), implementation of Aviation System Block Upgrades (ASBUs) and impact on regional plans
 - 5.2 Review of the implementation of Performance Based Navigation (PBN), Aeronautical Information Management Quality Management System (AIM QMS), Meteorology Quality Management System (MET QMS) and Aerodrome Certification
 - 5.3 Action Plans on States' CO₂ emissions reduction activities in aviation and their implementation
 - 5.4 Review of air navigation deficiencies
 - 5.5 Other Air Navigation Matters
- Agenda Item 6: Second Meeting of the Steering Committee of the Regional Technical Cooperation Project for the Caribbean Region – Implementation of the Performance Based Air Navigation Systems for the CAR Region (RLA/09/801)**
- Agenda Item 7: Aviation Security (AVSEC) Matters**
- 7.1 Results of the High-Level Conference on Aviation Security
 - 7.2 Universal Security Audit Programme (USAP)
 - 7.3 ICAO/LACAC NAM/CAR/SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG)
 - 7.4 Other Aviation Security (AVSEC) Matters

Agenda Item 8: Regional Cooperation and Training Matters

- 8.1 Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA)
- 8.2 CAR Region Civil Aviation Training and results of the Regional Symposium on Next Generation of Aviation Professionals (NGAP) and TRAINAIR *Plus*
- 8.3 Other Regional Cooperation and Training Matters

Agenda Item 9: Any Other Business

- 9.1 Results of the Sixth Worldwide Air Transport Conference
 - 9.2 Assessments payable to ICAO by States
 - 9.3 Host and dates for the next meeting
 - 9.4 Other Business
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International Civil Aviation Organization
Organización de Aviación Civil Internacional
North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)
***Second Steering Committee Meeting of the Regional Technical Cooperation Project
for the Caribbean Region – “Implementation of the Performance Based Air
Navigation Systems in the CAR Region” (RLA/09/801)***

***Segunda Reunión del Comité Ejecutivo del Proyecto Regional de Cooperación
Técnica para la Región Caribe – “Implementación de los Sistemas de Navegación
Aérea basados en la Performance en la Región CAR” (RLA/09/801)***

Havana, Cuba, 29 May 2013 / La Habana, Cuba, 29 de mayo de 2013

| PROVISIONAL AGENDA / ORDEN DEL DÍA PROVISIONAL | |
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| 1. | Project Progress Report Informe del avance del proyecto |
| 2. | Project Budget Presupuesto del proyecto |
| 3. | Project Activities Plan (2013 – 2014) Plan de actividades del Proyecto (2013 – 2014) |
| 4. | Any Other Business Otros asuntos |
