When replying please quote:

Ref.: NE 58 — **EMX0941**   21 November 2013

To: States and Territories

Subject: **Invitation - Meeting to Develop the Airport-to-Airport Mutual Aid Project Plan**
                ICAO NACC Regional Office – Mexico City, Mexico, 28 to 29 January 2014

Action
Required: 1)   Transmittal by States of any additional items to the Provisional Agenda by **20 December 2013**
                2)   Register participation by **10 January 2014**

Sir/Madam:

        Further to the Thirteenth Meeting of Directors of Civil Aviation of the Central Caribbean (C/CAR/DCA/13) held in Havana, Cuba, from 28 to 31 May 2013, and in particular, Agenda Item 8.3 through which United States presented WP/15 on *Airport-to-Airport Mutual Aid Programmes – Disaster Operations Group Concept Proposal*, I have the honour to invite your Administration/Airport Operator to participate in the **Meeting to Develop the Airport-to-Airport Mutual Aid Project Plan** to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 28 to 29 January 2014. 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 concept of the airport-to-airport mutual aid programme provides airport operators with a formal framework to establish mutual assistance programmes and agreements with other airport operators. This concept would apply during the occurrence of regional catastrophes that affect airport operations and the aviation community.

        During the C/CAR/DCA/13 Meeting, the ICAO Secretariat asked for volunteers to develop such a plan using the working paper presented by United States as a basis. Cuba, Dominican Republic, Haiti, Honduras, Jamaica, Mexico and United States volunteered to develop the plan. The Secretariat proposed that the ICAO NACC Regional Office provide the coordination for this group of States to develop a regional plan to support natural disaster emergency response among airports in the Region.

                                                                        … / 2

North American, Central American and Caribbean Office
Av. Presidente Masaryk No. 29 – 3
Col. Polanco, México City, C.P. 11570, MEXICO

Tel.   **+ 52 55 52503211**
Fax.   **+ 52 55 52032757**
E-mail: **icaonacc@icao.int**
Website: **www.icao.int/nacc**

The Provisional Agenda of the meeting is at **Attachment A**. States wishing to submit proposals for additional items should do so by **20 December 2013**.

You are kindly requested to complete the Registration Form in Word at **Attachment B** and return to this office by e-mail for each participant by **10 January 2014**.

The list of suggested hotels, ICAO NACC Regional Office location, and 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). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

If you require any further information regarding the meeting, please contact Mr. Julio Garriga, Regional Officer, Technical Cooperation (jgarriga@icao.int), or Ms. Claudia López, Technical Cooperation Associate, (clopez@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:
A – Provisional Agenda
B – Registration Form

N:\NE - External Relations\NE 58 - Relations with C-CAR DCAs\1401-AirportToAirportMutualAidMeeting\Correspondence\EMX0941TC-States-AirportToAirportMutualAidMeetingInvitation.docx

ATTACHMENT A

Meeting to Develop the Airport-to-Airport Mutual Aid Project Plan
ICAO NACC Regional Office
Mexico City, Mexico, 28 to 29 January 2014

Background:

Airports are critical links in the transportation infrastructure of Latin America/Caribbean. They are particularly important as many locations provide the first and most efficient point-of-entry for critical supplies and humanitarian assistance following a disaster be it either natural or man-made. The possibility of a natural or man-made disaster in the region is a reality. Any natural or man-made disaster can quickly overwhelm the ability of an individual airport to adequately respond via its own internal resources. In addition, any disaster that limits the ability of any regional airport to recover, would also limit the ability for disaster recovery, both within the affected country and within the region.

Airport-to-airport mutual aid programmes have been successfully used in other parts of the world to provide a mechanism for airports to assist other airports in time of critical need. The process, protocols, and mechanisms through which airports may assist other airports has been well developed in the United States and has been further studied by the Transportation Research Board (TRB) and Airport Cooperative Research Programme (ACRP); the results of those studies are published in ACRP Report Number 73. The concept of airport-to-airport mutual aid is built upon the idea that like organizations know like organizations best. Thus, no other organization or agency would know an airport better than another airport. Following a natural or man-made disaster, an airport is more likely to receive needed, targeted aid from another airport than from anywhere else. This concept spurned the idea of the airport-to-airport mutual aid programme. It is primarily reflected in application in the United States through two organizations: the Southeast Airports Disaster Operations Group (SEADOG) and the Western Airports Disaster Operations Group (WESTDOG).

Purpose:

The possibility of an airport receiving assistance from other airports in the time of a disaster is critical to overall recovery. The airport-to-airport mutual aid programme, Latin American/Caribbean Disaster Operations Group planning effort will look at developing a framework and appropriate planning documents through which Caribbean and Latin American countries may implement relevant elements of the **Airport-to-Airport Mutual Aid Disaster Operations** Group concept.

Goals:

The primary goal of the Latin American/Caribbean Contingency Planning effort would be to establish very specific, relevant, and achievable recommendations and planning guidance for States to implement elements of the framework that includes their own international airports into the regional airport-to-airport mutual aid programme.

Other goals of the effort would include:

- Develop products and documents useful to international airports and States to establish an airport-to-airport mutual aid programme
- Develop airport-to-airport mutual aid programme recommendations regarding organizational structure
- Develop model communications protocols
- Develop procedures, guidance material, and forms as part of a model airport-to-airport mutual aid programme
- Provide recommendations to States on how to establish a committee, planning programme, and procedures for addressing the challenges of cross-border operations
- Address the critical challenges of cross-border operations. such as liability and funding
- Provide this information in the form of a guidance manual that can be used by States in the establishment of airport-to-airport mutual aid programmes

The agenda of this meeting would include:

- Introduction
- Purpose of the Meeting
- Presentation: Disaster Operations Group Concept
- Presentation: ACRP Report 73, Airport-to-Airport Mutual Aid Programmes
- Presentation: SEADOG/WESTDOG
- Presentation: Port Resiliency Programme (PReP)
- State presentation: Emergency Planning Programme(s)
- State presentation: Emergency Response Experience
- Review of Existing State/Regional Emergency Planning/Response Programmes/Efforts
- Discussion of the Viability of Airport-To-Airport Mutual Aid Programmes in the Region
- Discussion of the Critical Challenges To Cross-Border Operations
- Establishment of Goals and Objectives for the Committee
- Establish Project Timelines and Controls
- Next Meeting
- Closing Comments