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*When replying please quote:*

Ref.: NE 57 — **EMX0945**

28 November 2013

To: States, Territories and International Organizations

Subject: **Invitation to CAR Region Safety and Air Navigation Directors Meeting  
(CAR/DCA/OPSAN)  
ICAO NACC Regional Office, Mexico City, Mexico, 18 to 19 February 2014**

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **10 January 2014**
  - 2) Submission of documentation by the deadlines provided in this letter
  - 3) Register participation by **3 February 2014**

Sir/Madam:

Further to the ICAO mandate to develop Safety and Air Navigation targets for the Regional Performance Dashboard, I have the honour to invite your Administration/Organization to participate in the **CAR Region Safety and Air Navigation Directors Meeting (CAR/DCA/OPSAN)** to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 18 to 19 February 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.

This meeting is specifically convened for the Flight Safety and Air Navigation Directors of States and Territories of the CAR Region. Representatives of invited international organizations are also expected to attend.

The objective of this meeting is to review and agree on the preliminary safety and air navigation targets and respective indicators proposed by ICAO within the framework of the Global Aviation Safety Plan (GASP) and the Global Air Navigation Plan (GANP). The said Air Navigation Targets are the ones proposed by the first meeting of the NAM/CAR Air Navigation Implementation Working Group (ANI/WG/01), with some adjustments, and included in the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP), Version 3.0.

The agreed targets determined at this meeting will be presented for its respective approval to the Fifth Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/5) to be held in Port of Spain, Trinidad and Tobago, from 28 to 30 April 2014.

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One of the outcomes of the NACC/DCA/5 Meeting will be the “Declaration of Port-of-Spain,” which will contain the above-mentioned safety and relevant air navigation targets. The agreed NAM/CAR Regional targets of the “Declaration of Port of Spain” will be published on the ICAO Regional Performance Dashboard website for monitoring target achievement.

The Provisional Agenda of the meeting is at **Attachment A**. States wishing to submit proposals for the addition of items should do so by **10 January 2014**.

You are kindly requested to complete in Word and send by e-mail the Registration Form at **Attachment B** for each participant by **3 February 2014**.

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 on the following webpage: <http://www.icao.int/NACC/Pages/meetings-by-year.aspx?year=2014> 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 may wish to submit 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 **3 January 2014**, 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 **31 January 2014**. 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. Eduardo Chacin, Regional Officer, Flight Safety ([echacin@icao.int](mailto:echacin@icao.int)) or his Assistant Mrs. Leslie Gandara ([lgandara@icao.int](mailto:lgandara@icao.int)).

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

A digital signature in black ink, appearing as a stylized cursive script. The signature is overlaid on a blue circular stamp. The stamp contains the text "Firma Digital" on the left and "Digital Signature" on the right, with a central emblem.

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

**Enclosure:**

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

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## ATTACHMENT A



*International Civil Aviation Organization*  
North American, Central American and Caribbean Office (NACC)  
**CAR Region Safety and Air Navigation Directors Meeting (CAR/DCA/OPSAN)**  
Mexico City, Mexico, 18 to 19 February 2014

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### PROVISIONAL AGENDA

- Agenda Item 1: Approval of the Meeting Agenda and Schedule**
- Agenda Item 2: ICAO Global Air Navigation Plan (GANP) and Global Air Safety Plan (GASP) - Global Initiatives**
- 2.1 Regional Dashboards and Air Navigation Annual Report
  - 2.2 Fourth Edition of the Air Navigation Worldwide Plan
  - 2.3 Flight Safety Worldwide Plan
- Agenda Item 3: NAM and CAR Region Regional Air Navigation and Safety Priorities**
- 3.1 Regional Air Navigation Objectives and Priorities
  - 3.2 Regional Flight Safety Objectives and Priorities
- Agenda Item 4: Regional Performance Indicators and Metrics for Implementation of Improvements in Safety and Air Navigation (Efficiency and Capacity)**
- 4.1 Aerodrome certification
  - 4.2 CAR Region Implementation of Regional Performance-Based Navigation (PBN)
  - 4.3 CAR Region Air Traffic Flow Management (ATFM)
  - 4.4 CAR Region Aeronautical Information Management (AIM) Implementation
  - 4.5 Communications, Navigation and Surveillance (CNS) Infrastructure as enablers of Operational Improvements
  - 4.6 Meteorology (MET) Improvements
  - 4.7 Implementation of State Safety Programme (SSP) and Safety Management System (SMS)
  - 4.8 ANI/WG Progress
  - 4.9 RPBANIP Version 3.0
- Agenda Item 5: Port-of-Spain Declaration**
- 5.1 Preparation of the “Port-of-Spain Declaration”
- Agenda Item 6: Other Business**
- 6.1 Support to the technical cooperation project, *Implementation of the Performance-Based Air Navigation Systems for the CAR Region, RLA/09/801*, for the implementation of the RPBANIP
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