To: States, Territories and International Organizations

Subject: **Invitation – Second NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/2)**
           Puntarenas, Costa Rica, 1 to 4 June 2015

Action
Required: 1)   Transmittal by States of any additional items to the Provisional Agenda by **1 April 2015**;
           2)   Submission of documentation by the deadlines provided in this letter
           3)   Register participation by **15 May 2015**

Sir/Madam:

Following the regional priorities and targets implementation established for the air navigation areas: Air Traffic Management (ATM), Aeronautical Information Management (AIM) and Communications, Navigation and Surveillance (CNS), I wish to invite your Administration/Organization to participate in the Second NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/2) to be convened at Hotel Doubletree Resort Puntarenas by Hilton, Puntarenas, Costa Rica, from 1 to 4 June 2015, which will be hosted by the Costa Rica DGAC.

The ANI/WG/2 meeting will follow-up on the agreements achieved in ATM, AIM, CNS fields by the NACC/WG/4, *Port–of-Spain Declaration* (POS) targets, and the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP) priorities and objectives, analysing the implementation progress by each State/International Organization from the NAM/CAR Regions, works achieved by the ANI/WG Task Forces and identifying the benefits resulting from these implementations. Action Plans will be updated, as well as agreements will be defined as proposals to be approved by the Aviation Civil Directors. Finally, the progress report from this implementation will be analysed as part of the Regions monitoring and report to inform ICAO and the NAM/CAR Air Navigation Civil Directors.

All NAM/CAR States/Territories fields specialists from AIM, ATM and CNS, International Organizations, chairpersons, committee's rapporteurs and the regional work group members from Central America, Central Caribbean and the Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG) are expected to attend.

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

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

Likewise, it is important to take note that both chairpersons and work group rapporteurs, have to present their progress in the Meeting, as well as your Administration will be able to present any progress or benefit achieved from your Air Navigation Implementation National Plan aligned to the RPBANIP.

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 Provisional Agenda of the meeting is at **Attachment A** and the Provisional Schedule is presented at **Attachment B**. States wishing to submit proposals for the addition of items should do so by **1 April 2015**.

You are kindly requested to complete and return the Registration Form at **Attachment C** by e-mail for each participant by **15 May 2015**.

The venue general information for the Hotel Doubletree Resort Puntarenas by Hilton for meeting participants is at **Attachment D**. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner. If you need local assistance please contact the meeting coordinators from the Costa Rica DGAC: Mr. Fernando Naranjo (Fer_nar_eli@hotmail.com) and Mr. Mauricio Espinoza (mespinoza@dgac.go.cr), telephone: + 506 22314924, who can provide local information or assistance with making hotel reservations, if required, (and will arrange for airport–hotel transportation for participants who provide him/her with their flight itineraries).

All meeting documentation will be placed in the Meetings Section of the following web page: http://www.icao.int/NACC/Pages/default.aspx 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 **1 May 2015**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date will have to be submitted in both languages. Information papers will only be issued in the language submitted. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **22 May 2015**. 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).

Furthermore, in accordance with the 2013-2016 Activities Plan of the Regional Technical Cooperation Project for the Caribbean Region – *Implementation of Performance-Based Air Navigation Systems for the CAR Region (RLA/09/801)*, I am pleased to inform you that this event is offering one fellowship to each Project Member[1].

… / 3

---

[1] ***RLA/09/801 Project Member States*** *are: Bahamas, Barbados, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua).*

The fellowship includes Daily Subsistence Allowance (DSA) to cover lodging and expenses; your Administration shall provide the candidate with the air ticket to/from Mexico City, Mexico, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office no later than **11 May 2015**. Guide for ICAO Fellowship Holders, form and additional information are published at Project RLA/09/801 website: http://www.icao.int/NACC/Pages/edocs-tc.aspx

Regarding fellowships offered to the Eastern Caribbean States through ECCAA, please note that the candidate appointment decision should be made between your Administration and ECCAA. Once coordination has been completed, the nomination form of the candidate representing the Eastern Caribbean States **should be sent to this Regional Office by ECCAA**.

If you require any further information regarding the meeting, please contact Mr. Julio Siu, ICAO NACC Regional Officer, Communications, Navigation and Surveillance (jsiu@icao.int); or Ms. Lizette Morales, Assistant, (lmorales@icao.int).

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

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

Enclosure:
A – Provisional Agenda
B – Provisional Programme
C – Registration Form
D – General Information
(Templates for Papers)

M:\ANIWG\ANIWG02\Correspondence\EMX0175CNS-States-InvANIWG2.docx

ATTACHMENT A

**SECOND NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN AIR
NAVIGATION IMPLEMENTATION WORKING GROUP MEETING
(ANI/WG/2)**

(Puntarenas, Costa Rica, 1 to 4 June 2015)

PROVISIONAL AGENDA

Agenda Item 1	**Review and Approval of the Agenda, Working Method and Schedule of the Meeting**
Agenda Item 2	**Review and Follow-up to Relevant and Valid Conclusions/Decisions of ANI/WG/1 and Conclusions from the E/CAR/CATG, NACC/WG/4, NACC/DCA/5, GREPECAS/17 and other DCA WG Meetings**
Agenda Item 3	**Global/Regional Air Navigation Developments**
	3.1 Port-of-Spain Declaration
	3.2 First Annual Global Air Navigation Report and Regional Performance Dashboards
	3.3 ICAO relevant Standards and Recommended Practices (SARPs) updates
	3.4 electronic Air Navigation Plan (eANP) development
Agenda Item 4	**Follow-up on the NAM/CAR Regional Performance Based Air Navigation Implementation Plan (NAM/CAR RPBANIP)**
	4.1 Progress reports of the Task Forces and the ANI/WG
	4.2 National Plans Reports on Aviation System Block Upgrade (ASBU) (AIM, ATM and CNS)
Agenda Item 5	**Performance Monitoring of Air Navigation Systems**
	5.1 Air Navigation Report Form (ANRF) review-regional level
	5.2 Progress report by States
Agenda Item 6	**Human Factor and Training Issues**
Agenda Item 7	**Terms of Reference (ToRs) and Work Methodology Review**
Agenda Item 8	**Other Business**
	8.1 ICAO Aviation System Block Upgrade (ASBU) demonstrations and other State´s support
	8.2 Other Matters

— — — — — — — — — —

ATTACHMENT B

PROVISIONAL SCHEDULE

Time	Monday 1 June	Tuesday 2 June	Wednesday 3 June	Thursday 4 June
08:30 – 09:00	*Registration*			
09:00 – 09:30	*Opening Ceremony & Photo*	Task Forces Meeting (cont.)	Agenda Item 4 (cont.)	Agenda Item 7 Agenda Item 8
09:30 – 09:45	Agenda Item 1			
09:45 – 10:30	Agenda Item 2			Reading of the Draft Report
10:30 – 11:00	*Coffee break*			
11:00 – 13:00	Agenda Item 3	Task Forces Meeting (cont.)	Agenda Item 5	Review of the Draft Report *Closing*
13:00 – 14:00	*Lunch time*			
14:00 – 16:30	Task Forces Meeting	Agenda Item 4	Agenda Item 5 (cont.) Agenda Item 6	

— — — — — — — — — — —

Second NAM/CAR Air Navigation Implementation Working Group Meeting
(ANI/WG/2)
(Puntarenas, Costa Rica, 1 to 4 June 2015)

ATTACHMENT D
GENERAL INFORMATION

(Presented by the Secretariat)

1.   Venue and Dates

The ANI/WG/2 Meeting will be held at the Hotel Doubletree Resort Puntarenas by Hilton, Puntarenas, Costa Rica from 1 to 4 June 2015.

This Hotel is located approximately 45 minutes from the Juan Santamaria International Airport, in the Roble de Puntarenas.

Website:
www.hiltonhotels.com/es_XM/costa-rica/doubletree-resort-by-hilton-hotel-central-pacific-costa-rica/
Telephone: +506 4032-3232 with Yocelyn Víquez or Hazel Morales.

2.   Meeting Coordinators, Assistant, Address and Contact Information

Mr. Fernando Naranjo and Mr. Mauricio Espinosa
Mr. Gerardo Agüero Agüero, Assistant
Costa Rica Directorate General of Civil Aviation
Telephone: + 506 22314924
Fax: + 506 22314924
E-mail addresses:Navegacionaerea.director@dgac.go.cr
*   Navegacionaerea.secretaria@dgac.go.cr*
*   Fer_nar_eli@hotmail.com*
*   mespinoza@dgac.go.cr*
*   gaguero@dgac.go.cr*

3.   Registration

Delegate registration will take place from 08:30 to 09:00 a.m. on 1 June 2015.

4.   Opening Ceremony

The opening ceremony will take place on 1 June 2015, from 09:00 to 09:30 a.m. in the **El Roble** Conference Room of the Hotel Doubletree Resort Puntarenas.

5. **Temperature**

During the month of June, the average temperature is 28° C (82.4° F)

6. **Credit Cards**

International credit cards usually accepted at shopping centres, hotels and restaurants are: American Express, MasterCard and Visa.

7. **Lodging**

It is recommended that all delegates make their reservations directly with the hotel through the following e-mail addresses. The special rate for this event will be valid until **29 May 2015.** The special rate is all inclusive

Hotel	Single / Double Rate
Hotel Doubletree Resort Puntarenas (**All inclusive**) Reservation contacts: yocelyn.viquez@hilton.com Hazel.morales@hilton.com Telephone : (506) 4032-3232 **Hotel entrance and exit hours** The hotel check-in is at 15:00 p.m. and the hotel check-out should be at 12:00 p.m.	$ 170.00 per person Single Room $ 110.00 per person Double Room

NOTE:

    a. *Since the host Hotel works as all inclusive, those delegates that are not registered in this hotel will only have access to the conference room and the coffee-breaks.*
    b. *There are no hotels near the host Hotel; therefore, the Directorate of Civil Aviation will not provide any transportation for participants, so they will have to arrange their own transportation.*

8. **Electricity**

110 volts is the hotel standard.

9. **Taxes and Tips**

Taxes and tips are included in the bill.

10. **Local Transportation**

To all delegates attending the meeting, the DGCA Costa Rica will provide transportation both at the arrival and departure to the Juan Santamaria International Airport, on Saturday 30 May and Sunday 31 May and on Thursday 4 June and Friday 5 June respectively, as follows:

For the transportation service there will be a microbus, identified with the name ANI/WG/2 Meeting. (<u>The microbus will be located at the third door of the international departures</u>)

For Saturday 30 and Sunday 31 May: Departing from the Airport to the Hotel Double Tree at 12:00 noon and at 6.00 p.m.

For Thursday 4 June: Departing from the hotel to the Juan Santamaria International Airport at 3.00 p.m.

For Friday 5 June: Departing from the hotel to the Juan Santamaria International Airport at 4.00 a.m.

Note: Additional transportation service will be offered and the departing time will be coordinated during that day meeting.

For participants who do not wish to use this transportation service, the service of the Airport official taxis is available. (There is no a special rate)

11.   Documentation Link

The documentation for the Meeting is being posted on the ICAO NACC Regional Office web site; participants should check our website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

http://www.icao.int/NACC/Pages/meetings.aspx?year=2015&cM=02&cY=2015
Click on "Second NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/2)"

— END —