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国际民用
航空组织

When replying please quote:

Ref.: NT-N1-3.10, NT-NE 30-2 — **EMX0155**

18 February 2015

To: E/CAR States, Territories and ECCAA

Subject: **Invitation – Sixth Eastern Caribbean Network Technical Group (E/CAR/NTG/6) and Fourth Eastern Caribbean Radar Data Sharing Ad-hoc Group (E/CAR/RD/4) Meetings**

(Miami, United States, 13 - 14 July 2015); and

Second Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/2) Meeting

(Miami, United States, 15 to 17 July 2015)

Action

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

Sir/Madam:

On behalf of the E/CAR/CATG Chairperson and the Rapporteur of the E/CAR/NTG and E/CAR/RD, I wish to invite your Administration/Organization to participate in the Sixth Eastern Caribbean Network Technical Group (E/CAR/NTG/6) and the Fourth Eastern Caribbean Radar Data Sharing Ad hoc Group Meetings from 13 to 14 July 2015, and the Second Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/2) Meeting from 15 to 17 July 2015, all events to be convened at the Hyatt Regency Coral Gables hotel in Miami, United States. These meetings are kindly hosted by the Federal Aviation Administration (FAA) of United States.

The E/CAR/NTG/6 Meeting will analyse the performance and operation of the E/CAR Aeronautical Fixed Service (AFS) Network, including the maintenance documentation and network reporting improvements. The E/CAR/RD/4 Meeting will review the progress and implementation of the radar displays installed by France, the draft of a Request for Proposal (RFP) process for new radar displays and the next steps for improving situational awareness in the E/CAR area.

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The E/CAR/CATG/2 Meeting will follow-up on the implementation of air navigation matters in the E/CAR area to contribute in the accomplishment of the *Port-of-Spain Declaration* and the NAM/CAR Regional Performance-based Air Navigation Implementation Plan (RPBANIP) targets through the participation of the E/CAR Committees and the E/CAR States and Territories. The meeting will also contribute to the NAM/CAR Air Navigation Implementation Working Group (ANIWG).

All E/CAR States and Territories, coordinators and rapporteurs of the E/CAR/CATG committees, and the E/CAR AFS Network Service Provider are expected to attend. I urge your Administration to send delegates that are specialized in the various air navigation fields identified in the Provisional agenda and the focal points designated for the radar data sharing activities. With prior coordination with the E/CAR/CATG Chairperson, each E/CAR Committee shall present its progress report in accordance with the RPBANIP performance objectives and the targets, as well as any other papers, as necessary. The working language of the meetings will be English.

Please find in **Attachments A to D** the Provisional agendas and schedules for the E/CAR/NTG/6, E/CAR/RD/4 and E/CAR/CATG/2 Meetings. States wishing to submit proposals for the addition of items should do so by **15 June 2015**.

You are kindly requested to complete and return the Registration Form at **Attachment E** by e-mail for each participant by **3 July 2015**.

The venue information for the meetings is at **Attachment F**. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner. Please take note that the cut off for the special Meeting rate is on **27 June 2015**, reservations received after the cut-off date will be based on availability at the hotel's prevailing rates. If you need local assistance please contact the meeting coordinator from the FAA, Mr. Raul G. Chong (raul.chong@faa.gov), Telephone: (+202) 267-0999, or Mrs. Stacey Herishen-Smith (stacey.ctr.herishen-smith@faa.gov), Telephone: (+202) 267-0979, who can provide local information or assistance with making hotel reservations, if required who can provide local information or assistance with making hotel reservations, if required.

All meetings 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/event should be forwarded to this office by e-mail as soon as practicable in Microsoft Word using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

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.

A digital signature consisting of a blue scribble over a circular logo. The logo contains the text 'ICAO OACI ICAO' and 'Firma Digital' on the left and 'Digital Signature' on the right.

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

Enclosure:

A to D – Provisional Agenda and Schedules

E – Registration Form

F – Hotel Information

(Templates for Papers)

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ATTACHMENT A

**SIXTH EASTERN CARIBBEAN NETWORK TECHNICAL GROUP (E/CAR/NTG/6) AND
FOURTH EASTERN CARIBBEAN RADAR DATA SHARING AD-HOC GROUP (E/CAR/RD/4)
MEETINGS**

(Miami, United States, 13 - 14 July 2015)

PROVISIONAL AGENDA

- Agenda Item 1** **Approval of Meeting Agenda, Work Method and Schedule**
- Agenda Item 2:** **Review of Valid Conclusions from E/CAR/NTG/05-RDS/03,
E/CAR/CATG/01 and ECAR/DCA/25 Meetings related to the Work of the
NTG and RD**
- 2.1 Follow-up on previous E/CAR/NTG-RD Conclusions and Decisions
 - 2.2 Follow-up on E/CAR/CATG/01 and ECAR/DCA/25 Meetings
 - 2.3 Follow-up to the Air Navigation Implementation Working Group
(ANI/WG) and North America, Central American Working Group
(NACC/WG) Conclusions
- Agenda Item 3:** **E/CAR Aeronautical Fixed Service (AFS) Network Performance and
Operation**
- 3.1 Network performance analysis and general aspects
 - 3.2 New services implemented in the E/CAR Network
 - 3.3 E/CAR AFS Network interconnection to the MEVA Network
- Agenda Item 4:** **Surveillance Sharing Activities**
- 4.1 Follow-up on radar data agreements and teleconferences
 - 4.2 Radar sharing: Trinidad and Tobago – Sint Maarten,
San Juan - Sint Maarten
 - 4.3 Implementation of radar data sharing tasks
 - 4.4 Update of Automatic Dependent Surveillance - Broadcast
(ADS-B)/Multilateration implementation in Barbados
 - 4.5 ADS-B trials: France and Trinidad and Tobago
- Agenda Item 5:** **Radar Data Display Request for Proposal (RFP)**
- 5.1 Definition of Proposal
 - 5.2 Definition and revision of RFP process

Agenda Item 6: Update of E/CAR/NTG and RDS Terms of Reference and Work Programme

Agenda Item 7: Other Business

ATTACHMENT B

**SIXTH EASTERN CARIBBEAN NETWORK TECHNICAL GROUP (E/CAR/NTG/6) AND
FOURTH EASTERN CARIBBEAN RADAR DATA SHARING AD-HOC GROUP (E/CAR/RD/4)
MEETINGS**

PROVISIONAL SCHEDULE

Time	Monday 13 July	Tuesday 14 July
08:30 – 09:00	Registration	
09:00 – 09:30	Opening Ceremony & Photo	Agenda Item 4 (cont.)
09:30 – 10:00	Agenda Item 1	
10:00 – 10:30	Agenda Item 2	
10:30 – 11:00	<i>Coffee Break</i>	
11:00 – 11:30	Agenda Item 3	Agenda Item 5
11:30 – 13:00		
13:00 – 14:00	<i>Lunch</i>	
14:00 – 15:00	Agenda Item 3 (cont.)	Agenda Item 6
15:00-15:30	<i>Coffee Break</i>	
15:30- 16:30	Agenda Item 4	Agenda Item 7 Review of the Draft Report

ATTACHMENT C

**SECOND EASTERN CARIBBEAN CIVIL AVIATION TECHNICAL GROUP (E/CAR/CATG/2)
MEETING**

(Miami, United States, 15 to 17 July 2015)

PROVISIONAL AGENDA

- Agenda Item 1** **Election of new E/CAR/CATG Chairperson**
- Agenda Item 2:** **Approval of Meeting Agenda, Work Method and Schedule**
- Agenda Item 3:** **Review and follow-up to Conclusions/Decisions of E/CAR/CATG/01, E/CAR/DCA/25, ANI/WG/02, GREPECAS/17, NACC/WG/04 and NACC/DCA/05 Meetings**
- Agenda Item 4:** **Air Navigation Matters**
- 4.1 Global/Regional Air Navigation Developments
- *Port-of-Spain* Declaration Targets
 - Air Navigation (AN) Annual Report
 - eANP development
 - Filed flight plan/Flight plan (FPL) Ad hoc Group results
 - Results of other Regional Implementation Groups - Civil Aviation Training Centres WG
- 4.2 Follow-up on the implementation of the NAM/CAR Regional Performance Based Air Navigation Plan (RPBANIP) and the *Port-of-Spain* Declaration Air Navigation Targets in the Eastern Caribbean:
- Progress reports of the AIM, AGA, ATM, CNS, MET and SAR Committees
 - E/CAR/NTG and E/CAR/RD Ad hoc Group Reports
 - Technical assistance to Saint Vincent in relation to Argyle Airport
 - Review of performance-based metrics and benefits achieved (Air Navigation Report Forms - ANRFs)
 - Other matters
- 4.3 National Air Navigation Plans - Aviation System Block Upgrade (ASBU) oriented
- 4.4 E/CAR/CATG contribution to ANI/WG/02 Meeting
- Agenda Item 5:** **Review E/CAR/CATG Terms of Reference (ToRs) and Work Programme**
- Agenda Item 6:** **Other Business**
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ATTACHMENT D

SECOND EASTERN CARIBBEAN CIVIL AVIATION TECHNICAL GROUP
(E/CAR/CATG/2) MEETING

PROVISIONAL SCHEDULE

Time	Wednesday 15 July	Thursday 16 July	Friday 17 July
08:30 – 09:00	Registration		
09:00 – 09:30	Opening Ceremony Agenda Item 1	Committee Meetings (cont.)	Agenda Item 4.3
09:30 – 10:00	Group Photo		Agenda Item 4.4
10:00 – 10:30	Agenda Item 2		Agenda Item 5
10:30 – 11:00	<i>Coffee Break</i>		
11:00 – 11:30	Agenda Item 3	Committee Meetings (cont.)	Agenda Item 6
11:30 – 13:00	Agenda Item 4.1		Review of the Draft Report
13:00 – 14:00	<i>Lunch</i>		
14:00 – 15:00	Committee Meetings (cont.)	Agenda Item 4.2	
15:00-15:30	<i>Coffee Break</i>		
15:30- 16:30	Committee Meetings (cont.)	Agenda Item 4.2 (cont.)	



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

(E/CAR/NTG/6 & E/CAR/RD/4)
(E/CAR/CATG/2)

Sixth Eastern Caribbean Network Technical Group (E/CAR/NTG/6) and Fourth Eastern Caribbean Radar Data Sharing Ad-hoc Group (E/CAR/RD/4) Meetings and Second Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/2) Meeting
Miami, United States, 13 - 17 July 2015

ATTACHMENT E

REGISTRATION FORM

I will attend <i>(Please indicate)</i>			
E/CAR/NTG/6 and E/CAR/RD/4		E/CAR/CATG/2	

1.	Position in your Delegation: <i>(Please select one option)</i>	Chief Delegate		Delegate	
		Adviser		Observer	
2.	Country / Organization				
3.	Salutation	Mr.		Mrs.	Miss
4.	Name				
5.	Official Position or Title				
6.	Official Telephone				
7.	Mobile (to contact you in case of an emergency)				
8.	Official E-mail				
9.	Hotel and address where you will be staying during the event				
10.	Please indicate if accompanied by your family	Yes		#	
11.	Dates of total stay in the venue Country				
12.	Please indicate if you have any medical condition or allergies				
13.	Emergency contact information in your country of origin	Name			
		Relationship			
		Telephone			

Please send this form to:
E-mail: icaonacc@icao.int &
cc: raul.chong@faa.gov



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

(E/CAR/NTG/6 & E/CAR/RD/4)

(E/CAR/CATG/2)

13/02/15

Sixth Eastern Caribbean Network Technical Group (E/CAR/NTG/6) and Fourth Eastern Caribbean Radar Data Sharing Ad-hoc Group (E/CAR/RD/4) Meetings and Second Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/2) Meeting
Miami, United States, 13 - 17 July 2015

**ATTACHMENT / ADJUNTO F
GENERAL INFORMATION**

(Presented by the Secretariat)

1. Event Venue and Dates

The E/CAR/NTG/6, E/CAR/RD/4 and E/CAR/CATG/2 meetings will be held in the Hyatt Regency Coral Gables in Miami, United States, from 13 to 17 July 2015.

Hyatt Regency Hotel

Address: 50 Alhambra Plaza, Coral Gables, Miami, FL, 33134

Email: concierge@hyatt.com

Website: <http://coralgables.hyatt.com/en/hotel/home.html>

Tel: +305 441 1234

2. Name of the Meeting's Coordinator, Address and Contact Numbers

Mr. Raul G. Chong

Telephone: +202 267-0999

Fax: +202 267-5198

E-mail: raul.chong@faa.gov

Ms. Stacey Herishen-Smith

Telephone: +202 267-0979

Fax: +202 267-5198

Email: stacey.ctr.herishen-smith@faa.gov

3. Participants Registration

Delegate registration will take place on 13 July 2015, from 08:30 to 09:00 hours.

4. Opening Ceremony

The opening ceremony will take place on 13 July 2015, from 09:00 to 09:30 hours in the Venetian Ballroom of the Hyatt Regency Coral Gables.

5. Temperature

5.1 During the month of July, the average temperatures range between 76° to 90°F (or 24.4° to 31.7 °C).

6. Credit cards

6.1 The international credit cards such as Visa, Master Card, and American Express are typically accepted in hotels, retail stores, and restaurants.

7. Accommodation

7.1 It is suggested that participants make their reservations directly with the hotel via the information provided below. Participants should request the Eastern Caribbean Meetings Group rate. The cut off for this rate is **27 June 2015**. Reservations received after the cut-off date will be based on availability at the hotel's prevailing rates.

Hotel	Single/double room rate (Excluding taxes)
Hyatt Regency Coral Gables 50 Alhambra Plaza, Coral Gables, FL 33134 Toll Free Reservations: (800) 633-7313 Hotel Direct Tel: (305) 441-1234 Fax: (305) 569-0716 E-mail: conciierge@hyatt.com Web: http://coralgables.hyatt.com/en/hotel/home.html	\$119 US Dollars plus 9% tax

There are several other hotels in Coral Gables. However, these hotels may not offer the special rate. For more information regarding hotels, please refer to the following link: <http://www.coralgableschamber.org/>

8. Electricity

8.1 The U.S. uses 120 Volts.

9. Taxes and Tips

9.1 Miami, Florida has a sales tax of 7%. The hotel sales tax is 9%, which includes a local sales tax. Tips at restaurants are not included in the bill; 15% is the norm for good service.

10. Local transportation

10.1 The Hyatt Regency Coral Gables is conveniently located within walking distance to numerous restaurants and shops. Otherwise, taxis and rental cars are available.

11. Hospitals

11.1 There are several hospitals located in Coral Gables. For more information please refer to the following link: <http://www.coralgableschamber.org/>

12. Commercial working hours

12.1 Commercial working hours in the city are from approximately 9:00 a.m. to 5:00 p.m.

12.2 Banking hours are from 9:00 a.m. to 4:00 p.m.

13. Safety measures

13.1 Safety recommendations are those common to every city; carry only the required money and request transportation from the hotel taxi service.

14. Documentation Link

The documentation for the Meeting is being posted on the ICAO NACC Office Website; 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>