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When replying please quote:

Ref.: NT-N1-8.7.1 — **EMX1137**

19 December 2014

To: NAM/CAR States, Territories and IATA

Subject: **Invitation – FPL Ad hoc Group Missing/duplicated/erroneous Filed flight plan /Flight plan (FPL) evaluation meeting (FPL/AD/MON) Mexico City, Mexico, 24-26 February 2015**

Second NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG) Air Traffic Services Inter-facility Data Communication (AIDC) Task Force (AIDC/TF/2) Meeting Mexico City, Mexico, 27 February 2015

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **9 January 2015**
 - 2) Submission of documentation by the deadlines provided in this letter
 - 3) Register participation by **6 February 2015**

Sir/Madam:

Following the effort to resolve/mitigate the FPL problems, and as mandated to the FPL Ad hoc Group of the ANI/WG to report on problems and follow-up on the solution of duplicated and erroneous FPLs, the FPL Ad hoc Group has proposed a meeting for the evaluation of missing/duplicated/erroneous FPLs from the results of the data collected in July/August 2014, and the mitigation actions suggested from the data analysis. In this regard, I have the honour to invite your Administration to participate in the Missing/duplicated/erroneous FPL evaluation meeting (FPL/AD/MON) for the NAM/CAR Regions to be held at the ICAO NACC Regional Office in Mexico City, Mexico, from 24 to 26 February 2015, as well as the Second ANI/WG AIDC Task Force Meeting on 27 February 2015.

The objective of the FPL/AD/MON meeting is to show the results, analysis and actions taken from the data collected in July/August 2014, and prepare the necessary activities for the second phase of data recollection foreseen in March/April 2015. The AIDC/TF/2 Meeting will follow-up on the programme activities from the Task Force and will prepare the necessary inputs for the upcoming ANI/WG/2

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The Meetings are aimed to all States/Territories, Air Navigation Service Providers (ANSPs), users and staff related to the provision and filling of FPLs in the NAM/CAR Regions.

The Provisional Agenda for FPL/AD/MON meeting is shown at **Attachment A** and the Provisional Agenda for the AIDC/TF/2 Meeting is shown at **Attachment B**. States/users/ANSPs wishing to submit proposals for the addition of items should do so by **9 January 2015**.

You are kindly requested to complete and return the Registration Form at **Attachment C** by e-mail for each participant by **6 February 2015**.

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). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

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 may wish to submit/present at the meetings 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. The meetings will be held in English. The deadline to receive papers is by **18 February 2015**.

If you require any further information regarding the meetings, please contact Mr. Fernando Casso, AIDC Task Force Rapporteur (fernando.casso@idac.gov.do); 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 in black ink is written over a blue circular stamp. The stamp contains the text 'ICAO - OACI - ICAO' at the top and 'for Digital Signature' at the bottom. The signature is a cursive script.

for
Jorge Fernández
Acting Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

A – Provisional Agenda FPL/AD/MON meeting

B – Provisional Agenda Second ANI/WG AIDC Task Force Meeting

C – Registration Form

(Templates for Papers)

ATTACHMENT A

**MISSING/DUPLICATED/ERRONEOUS FILED FLIGHT PLAN /FLIGHT PLAN (FPL)
EVALUATION MEETING (FPL/AD/MON)
(Mexico City, Mexico, 24-26 February 2015)**

PROVISIONAL AGENDA

- Agenda Item 1 Review and approval of the meeting agenda, working method and schedule**
- Agenda Item 2 Review of the measures adopted during December – January 2014 period
for mitigation of errors (recommended actions)**
- Agenda Item 3 Review of data collection process and form: improvements**
- Agenda Item 4 Planning of the second phase of data collection**
- Agenda Item 5 Review and update the FPL Ad hoc Group Action plan.**
- Agenda Item 6 Discussion of Alternate Aerodrome issue**
- Agenda Item 7 Other matters**

ATTACHMENT B

**SECOND NAM/CAR AIR NAVIGATION IMPLEMENTATION WORKING GROUP MEETING
(ANI/WG) AIR TRAFFIC SERVICES INTER-FACILITY DATA COMMUNICATION (AIDC)
TASK FORCE MEETING (AIDC/TF/2)
(Mexico City, Mexico, 27 February 2015)**

PROVISIONAL AGENDA

- Agenda Item 1** **Review and approval of the meeting agenda, working method and schedule**
- Agenda Item 2** **Review and update of regional plan**
- Agenda Item 3** **Implementation issues discussion**
- 3.1 Review of implementation procedure
- 3.2 Harmonization of North America Interface Control Document (NAM-ICD) with Pan Regional (NAT and APAC) Interface Control Document (PAN-ICD)
- 3.3 NAM ICD changes introduced by version E
- Agenda Item 4** **Review and Update the work programme**
- Agenda Item 5** **Other matters**
- 5.1 AIDC *Go-Team* results
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