



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NE57 — **EMX0607**

4 June 2015

To: States, Territories and International Organizations

Subject: **Invitation – Meeting of North American, Central American and Caribbean Directors General of Civil Aviation and ICAO Council (NACC DGCA-C) (Montego Bay, Jamaica, 13 October 2015)**

Action

- Required:
- 1) **Transmittal by States of any additional items to the Provisional Agenda by 6 July 2015;**
 - 2) **Submission of documentation by the deadlines provided in this letter**
 - 3) **Register participation by 11 September 2015**

Sir/Madam:

ICAO Council and the new Secretary General are very interested in having a close knowledge of the situation of the States of the different ICAO Regions. In this regard, and concerning the NAM/CAR Regions, the ICAO Council, President and new Secretary General will visit Jamaica. This opportunity has been taken to convene a Meeting of North American, Central American and Caribbean Directors General of Civil Aviation and ICAO Council (NACC DGCA-C), to be held in Montego Bay, Jamaica, from 13 October 2015, hosted by the Civil Aviation Authority of Jamaica, to which your Administration/Organization is invited to participate. I understand that there may be initial schedule conflicts. However, given this extraordinary level of participation, based on the importance and commitment of ICAO senior leaders on the subject matter, it is requested that your highest consideration be given to attending the meeting.

Directors General of Civil Aviation of States and Territories of the ICAO NAM/CAR Regions and representatives of invited international organizations are expected to attend. 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/event is at **Attachment A**. States wishing to submit proposals for the addition of items should do so by **6 July 2015**.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **11 September 2015**.

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A list of hotels recommended for meeting participants will be sent at a later date. The Meeting local Coordinator is Mrs. Ann-Marie Toomer-Gayle, Operations Officer, telephone +876 920 2250, e-mail: ann-marie-toomergayle@jcaa.gov.jm

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 **11 September 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 **25 September 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).

If you require any further information regarding the meeting, please contact Mrs. Claudia Riva-Palacio, Assistant, (criva-palacio@icao.int).

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

A digital signature in blue ink, overlaid on a circular blue stamp. The stamp contains the text "OACI - M. C." and "Digital Signature". The signature itself is a cursive script.

Melvin Cintron
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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**Meeting of North American, Central American and Caribbean Directors General of Civil Aviation
and ICAO Council
Montego Bay, Jamaica, 13 October 2015**

DRAFT AGENDA

- 1) Overview of Structure of Regional Bodies (GREPECAS, RASG-PA, CASSOS, COCESNA, ECCAA, CATCs, TC RLA09/801 Project, others)
- 2) Safety, Air Navigation and Aviation Security/Facilitation (AVSEC/FAL) Challenges in the NACC States (Strengthening of CASSOS, etc.)
- 3) Socio-economic impact of aviation in the NACC States
- 4) Universal Safety Oversight Audit Programme (USOAP) Effective Implementation (EI) status and the status of compliance with the Port-of-Spain Declaration goals
- 5) ICAO NACC Regional Office "No Country Left Behind" (NCLB) strategy and financial institutions support available for the NACC States
- 6) Presentations by International Organization/Industry
