



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
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гражданской
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NE57 — **E.OSG - NACC59230**

10 February 2016

To: States, Territories and International Organizations

Subject: **Invitation – Sixth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/06)**
Nassau, Bahamas, 10-12 May 2016

Action

Required: 1) Transmittal by States of any additional items to the Provisional Agenda by **4 March 2016**;
2) Submission of documentation by the deadlines provided in this letter
3) Register participation by **10 April 2016**

Sir/Madam:

Further to my letter ref. E.OSG - NACC59057 dated 19 January 2016, I wish to invite your Administration/Organization to participate in the Sixth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/06) to be convened at the Meliã Nassau Beach Hotel, Cable Beach, Nassau, Bahamas, from 10 to 12 May 2016, which will be hosted by the Bahamas Civil Aviation Department.

Directors of Civil Aviation of States and Territories of the ICAO NAM/CAR Regions and representatives of invited international organizations are expected to attend. A detailed follow-up of the ICAO NACC No Country Left Behind (NCLB) strategy to support/assist States will be conducted, including safety, air navigation and AVSEC/FAL matters. The specific State involvement will be reviewed, and the Port-of-Spain Declaration targets will be assessed. Identification of new challenges and assistance needs will also be envisaged. Moreover, under the NCLB strategy, the assistance and budgetary needs concerning implementation will be discussed for potential donors, in order to seek solutions and agreements to help States/Territories in this regard.

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**. States wishing to submit proposals for the addition of items should do so by **4 March 2016**.

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Please note that the Fifth Steering Committee Meeting of the Regional Technical Cooperation Project for the Caribbean Region (RLA/09/801 SCM/5) will be also held at the same venue on 11 May 2016. The invitation will be sent at a later date.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **10 April 2016**.

The general information for meeting participants is at **Attachment C**. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner. If you need local assistance please contact the meeting coordinator from the Bahamas Civil Aviation Department, Mrs. Monique V. Hepburn, (telephone: 242-397-4712, e-mail address: mmosshepburn@bahamas.com) who can provide local information or assistance with making hotel reservations, if required,

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 April 2016**, 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 **29 April 2016**. 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. Julio Siu, Deputy Regional Director (jsiu@icao.int) or Mrs. Claudia Riva-Palacio, Assistant, (crivapalacio@icao.int).

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

A digital signature of Julio Siu, featuring a stylized cursive script in black ink. The signature is overlaid on a circular blue stamp that contains the text 'Firma Digital' and 'Digital Signature' around the perimeter, with a central emblem.

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

Enclosure:

A – Provisional Agenda

B – Registration Form

C – Hotel Information

D - Template for Working Paper

E - Template for Information Paper

F - Template for Appendix to Working Paper

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**APPENDIX A
PROVISIONAL AGENDA**

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

Agenda Item 2: Follow-up on Conclusions from Previous NACC/DCA Meetings and Sub regional DCA Meetings

Agenda Item 3: Progress and Follow-up to the ICAO NACC No Country Left Behind (NCLB) Strategy Activities

- 3.1 ICAO NACC Strategy and Progress
- 3.2 Aviation Safety
 - 3.2.1 ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) State Implications 2016-2017
 - 3.2.2 Aerodrome Certification and Aerodrome Safety Improvements – Status per State
 - 3.2.3 Port-of-Spain Declaration Safety Targets Status and Follow-up
- 3.3 Air Navigation: Capacity and Efficiency
 - 3.3.1 Air Navigation Deficiencies Solutions under the NACC NCLB Strategy
 - 3.3.2 NAM/CAR Air Navigation Implementation Working Group (NAM/CAR/ANI/WG) and Other Regional Group Reports: Progress on Air Navigation Improvement Implementation Matters
 - 3.3.3 Monitoring and Reporting of Air Navigation Operational Benefits and Targets
- 3.4 Aviation Security (AVSEC) and Facilitation (FAL) Review of National Security Programmes and Aviation Security State Improvement Plan (SIPs)
- 3.5 Project RLA/09/801 — Implementation of Performance Based Air Navigation Systems for the CAR Region
- 3.6 State Assistance Needs and Donors Meeting

Agenda Item 4: Regional Groups and Global/regional matters

- 4.1 Regional Aviation Safety Group – Pan America (RASG-PA)
- 4.2 CAR/SAM Regional Planning and Implementation Group (GREPECAS)
 - 4.2.1 Electronic Air Navigation Plan (eANP) for the CAR/SAM Regions
- 4.3 Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG)

Agenda Item 5: ICAO Global Aviation Training

- 5.1 Results of the Third NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/3)

Agenda Item 6: ICAO Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA) – Americas

Agenda Item 7: Environment

- 7.1 National Action Plans – Implementation Status and Benefits Report
- 7.2 ICAO Global Aviation Dialogues (GLADs) Meetings Outcomes
- 7.3 Other Environmental Matters

Agenda Item 8: Air Transport

- 8.1 ICAO World Aviation Forum (IWAF) Results
- 8.2 Other Air Transport Matters

Agenda Item 9: Preparation for the 38th Session of the ICAO Assembly

Agenda Item 10: Other Business

- 10.1 Proposal of Consolidation of Subregional DCA Meetings
- 10.2 ICAO Financial Situation and Outstanding State Contributions
- 10.3 Host and Dates for future NACC/DCA Meetings

ATTACHMENT C
International Civil Aviation Organization
Bahamas Civil Aviation Department
NACC/DCA/6
Nassau, Bahamas, 10-12/05/2015



GENERAL INFORMATION
(Presented by the Bahamas)

1. Venue and Dates

The ICAO Sixth Directors of Civil Aviation of the North American, Central American and Caribbean Meeting (NACC/DCA/06) will take place in Nassau, Bahamas, at the Meliã Nassau Beach Hotel, Cable Beach.

2. Address and contact numbers

Coordinator:

Mrs. Monique V. Hepburn

Office of the Director of Civil Aviation (Ag.)

Address: Department of Civil Aviation

J L Centre, Blake Road (off John F. Kennedy Drive) - short drive from Lynden Pindling

International Airport

P. O. Box N-975

Nassau, The Bahamas

Telephone: 1-242-397-4700/326-0339 ext. 4712 (General)

1-242-397-4712 (Private)

1-242-376-3320 (Cell)

Fax: 1-242- 326-3591

E-mail: mmosshepburn@bahamas.com

3. Geography

An archipelago, The Bahamas comprises 700 islands and some 2,000 cays, spread over 100,000 square miles in the Atlantic Ocean, located just 50 miles off the coast of Florida. Nassau, the capital and commercial centre, is located on the island of New Providence. Learn more at www.bahamas.com

4. Language

English is the official language.

5. Temperature

During the month of May, the temperature in The Bahamas ranges from 72°-88° F (22°-31°C). The average humidity is 77%. The rainy season is May – October; however, showers are generally short.

The hurricane season is June 1 - November 30.

6. Money Exchange

The legal tender and national currency is the Bahamian dollar, which is equivalent in value to the US dollar; however, one can expect to pay a small commission when exchanging traveller's cheques for local currency and when converting local currency into US dollars (some Bahamian currency and coins are considered novelties and make good souvenirs).

Accepted currency: US dollar, Canadian dollar, British pound/Sterling (all commercial banks) and the Euro (Scotia Bank (Bahamas) Ltd.).

At Lynden Pindling International Airport one may exchange currency at the local banks in the vicinity of Meliã Nassau Beach Hotel, Cable Beach), or in the city (Bay Street, Downtown Nassau). **It is important to note that, when returning home, the banks will only exchange up to \$300 (Bahamian dollars) in US dollars.**

7. Credit Cards/ATMs

The international credit cards usually accepted in hotels, shopping centres and restaurants are: American Express (AMEX), MasterCard and Visa (however, Meliã Nassau Beach Hotel also accepts Discover and Diners). The nearest bank (within walking distance) of Meliã is Scotia Bank (Bahamas) Ltd.). A Scotia Bank ATM is located at Meliã Nassau Beach Hotel; however, **only Cirrus or Plus cards accepted at ATMs.**

8. Commercial Working/Banking/Shopping Hours

Working Hours: Monday – Friday 09:00 to 17:00 (generally)

Banking Hours:

Royal Bank of Canada, Scotia Bank (Bahamas) Ltd. and CIBC First Caribbean International Bank are among the banks that are located on Nassau/Paradise Island.

Hours of operation are Monday to Thursday 09:30 to 15:00 and from 09:30 to 16:30 on Fridays. The nearest bank to Meliã Nassau Beach, is Scotia Bank (within walking distance). The majority of banks are closed on Saturday; all are closed on Sunday. Scotia Bank, Carmichael Road, offers Saturday banking, 10:00 to 14:00 (approximately 5 miles/15-20 minute drive) from Meliã Nassau Beach Hotel).

A 24-hour ATM is located at Lynden Pindling International Airport (Royal Bank of Canada), International and Domestic Departures, and also at Meliã Nassau Beach Hotel (Scotia Bank) – only Cirrus or Plus cards are accepted at ATMs.

Shopping Hours:

Most Bay Street stores (Downtown Nassau) are open Monday – Saturday 09:00 – 17:30; some are open Sunday. Most stores in malls and on Paradise Island are open Monday – Friday 09:00/10:00 – 20:00, Saturday until 18:00 – 23:00, and Sunday until 13:00 – 17:00.

9. Accommodations

The suggested hotel for all participants is the Meliã Nassau Beach Hotel, which is hosting the NACC/DCA/6 Meeting:

Meliã Nassau Beach Hotel (all-inclusive)

P O Box N-4914

West Bay Street, Cable Beach, Nassau, Bahamas

Tel: 1-242-327-6000; Fax: 1-242-327-6987

www.melia.com/en/hotels/bahamas/nassau/melia-nassau-beach/index.html

Room Category	Single Rate	Double Rate	Extra Person	Child (Ages 2-12)
Deluxe Pool View	\$260.00	\$170.00	\$128.00	\$85.00

Note: Children under (2) years old stay for free, when sharing the same room with their parents; children over the age of (12) years are charged at the adult rate. Maximum room capacity is (2) adults and (2) children or (3) adults and (1) child. Quad occupancy is not permitted.

Other Hotel Accommodations in the Area:

Hotel	Rate
SANDYPORT BEACHES RESORT West Bay Street (Cable Beach) P. O. Box SP-63162 Nassau, Bahamas Tel: 1-242-327-4279-85; Fax: 1-242-327-5612 www.sandyport.com Note: Preferential rates applicable for the period May 9 to 13, 2016. Use Reference: Department of Civil Aviation to obtain preferential rate	Standard Room(2 Queens) Single-\$215.30 Double-\$233.20 Triple-\$251.10 Quad \$269.00 Inclusive of all applicable taxes and fees; children 13 years and younger stay free.

Hotel	Rate
<p>SUPERCLUBS BREEZES RESORT & SPA West Bay Street (Cable Beach) P.O. BOX CB-13049 Nassau, Bahamas Tel: 1-242-327-5356; Fax: (242) 327-3798 Email: www.breezes.com</p> <p>Go to www.breezes.com » Special Offers & Promotions » More information.</p>	<p>(All-inclusive) Special Offer of \$168.00 (Deluxe Garden View), available online only for the period March 6 – August 5, 2016; however, must be booked by February 29, 2016. All-inclusive rate includes all meals, activities, applicable taxes and fees (local calls at cost)</p> <p>Three-night minimum stay required. All rates shown are per person, per night based on two guests. Single occupancy rate = 150% of the per night double rate. . Cannot be combined with any other offer or promotion. Subject to existing closeouts. Call for complete details.”</p>

10. Local Transportation

The recommended methods of transportation are taxis; however, public buses (referred to as jitneys) run throughout New Providence, including Cable Beach to Downtown Nassau and return. Service is generally from early morning (about 06:30) until about 19:00. Fares vary, depending on the route, and exact change is required. Bus stops are marked. The basic fare is \$1.25 per person. Out-of-town zones on Nassau, New Providence could cost up to \$2.25. Also, car rental agencies are available at the airport and in or nearby hotels.

11. Hospitals

If necessary, emergency services are available; for more information, call:

Princess Margaret Hospital (Government/Public)

Shirley Street
P. O. Box N-3730
Tel: 1-242-322-2861 thru 2865

Doctors Hospital (Private)

Collins Avenue & Shirley Street
P. O. Box N-3018
Tel: 1-242-302-4600/302-4688 or 302-4658 (emergency)

12. Electricity

Electrical outlets are 60 cycles/120 volts, which is compatible with all US appliances. One may request information at hotel registration desk.

13. Visa

To be verified at embassies and consulates in respective States.

14. Time Zone

The Bahamas is in the Eastern Standard Time Zone. In March of 2007, The Bahamas adopted a new policy for Daylight Saving Time (DST); as a result, DST commences at 02:00 on the second Sunday in March and continues until 02:00 on the first Sunday in November. This is the same daylight savings policy practised in the United States. Canada and Australia.

15. Taxes/Tips

There is a 7.5% value-added tax (VAT) charge on purchases at all major establishments. Qualifying establishments (and receipts) will display a Tin #.

The airport departure tax of \$15.00 is included in the air ticket.

Tips in restaurants and related places are normally included in the bill (usually 15%). If not, they are at your discretion (10%-15% is the norm).