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When replying please quote:

Ref.: NT-NE57-2 — **E.OSG - NACC67647**

2 August 2017



To: ANIWG and AIM/FPL/AIDC TF Groups

Subject: Invitation to the First Aeronautical Information Management (AIM), Flight Plan (FPL) Error Management and Air Traffic Services Inter-facility Data Communication (AIDC), Meeting (AIM/FPL/AIDC/1)
Mexico City, Mexico, 2 – 6 October 2017

Action

Required: 1) Submission of documentation/presentation by the deadlines provided in this letter
2) Register participation by **15 September 2017**

Sir/Madam,

In accordance with Conclusion NACC/WG/5/8 - AIM and FPL Implementation Meeting (attached for ease of reference), and in coordination with the ANI/WG AIM and AIDC/FPL Task Forces Rapporteurs, Mrs. Natasha Leonora-Belefanti and Mr. Fernando Casso respectively, I wish to invite your Administration/Organization to participate in the First Aeronautical Information Management (AIM), Flight Plan (FPL) Error Management and Air Traffic Services Inter-facility Data Communication (AIDC), (AIM/FPL/AIDC/1) Meeting to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 2 to 6 October 2017.

In order to successfully accomplish the goals of this initiative, we request that representatives from your Administration whom are members of the ANIWG AIM, AIDC and FPL Task Forces to participate at this meeting. The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided only on 2 and 3 October.

The objectives of the Meeting are: AIM regional implementation plan update; error management on decision making for FPL; and ICD/AIDC and NAM connection implementation regional plan update.

Participants are requested to have the necessary technical information on ATC systems and messaging service, data gathering on FPL errors of their States.

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The Provisional Agenda of the meeting is at **Attachment A**. States wishing to submit proposals for the addition of items should do so by **29 August 2017**.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **15 September 2017**.

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 meeting documentation/presentations will be placed in the Meetings Section of the following web page <https://www.icao.int/NACC/Pages/Meetings.aspx?year=2017&cM=07&cY=2017> as it becomes available. Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event.

Documentation/Presentations 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/PowerPoint format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish). The deadline to receive papers is **7 September 2017**.

Should you require any further information regarding the meeting, please contact Mr. Raúl Martínez, Regional Officer, Aeronautical Information Management (RO/AIM) (rmartinez@icao.int), Mrs. Mayda Avila, Regional Officer, Communications, Navigation and Surveillance, (RO/CNS) (mavila@icao.int) or Mrs. Yolanda Terrazas, Assistant (yterrazas@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 ICAO logo and the text "icao.int". The signature is written over the stamp and extends to the left and right. The words "Firma Digital" are written vertically on the left side of the stamp, and "Digital Signature" is written vertically on the right side.

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

Enclosure:

- A – Provisional Agenda*
- B – Registration Form*
- C – Templates*

ATTACHMENT A

AERONAUTICAL INFORMATION MANAGEMENT (AIM), FLIGHT PLAN (FPL) ERROR MANAGEMENT AND AIR TRAFFIC SERVICES INTER-FACILITY DATA COMMUNICATION (AIDC), MEETING (AIM/FPL/AIDC/1)

DRAFT AGENDA

Agenda Item 1: Regional Plan Review

Activities and tasks related to this Meeting issues, contained in the Regional Plan will be reviewed.

Agenda Item 2: States Updated Status (AIM, AIDC and FPL errors)

The participant States status of progress in AIM, AIDC will be sought, and with regard to the solution of related problems on FPL errors

Agenda Item 3: Final stated Dates for the AIS to AIM transition (IFAIMA in KAMPALA Recommendations)

IFAIMA recommendations in regards to the AIS to AIM in its three phase's transition dates will be reviewed.

Agenda Item 4: Doc 9991 and 7192 Part E3 draft review. Discussion and conformation of the AIM staff profile level (Special required trainings in ARO). Inclusion/proposal of amendment to Annex15/Annex 1.

The importance on the AIM Staff training requirements will be discussed, particularly ARO staff for its participation on FPL process.

Agenda Item 5: QMS implementation workshop outcome survey review/presentation (Cuba/México, República Dominicana, Certifying company ISO 9001-2008 AIM QMS)

The importance of having QMS processes and procedures implemented will be reviewed, watching the aforementioned States presentations on this point.

Agenda Item 6: AIM SLA Standardization template

The alternative to standardize a format to make States agreements will be discussed.

Agenda Item 7: Updated Status on States AIDC

The region AIDC implementation degree of progress will be discussed based on the AIDC Regional Plan, identifying updates and necessary actions to prompt its implementation.

ATTACHMENT A

Agenda Item 8: AIDC Implementation benefits discussion. GTE presentation review.

Benefits and operative improvements observed by the AIDC implementation will be shared, including reported upgrades to the ATS coordination improvement according to GREPECAS GTE.

Agenda Item 9: Discussion on of experience in the use of performance metrics (AIDC)

AIDC related performance metrics will be addressed and the Objectives agreement for 2017 – 2019.

Agenda Item 10: Impact of FPL errors in AIDC

Problems and mitigation actions performed in the Region on the errors in FPL which have a direct impact in the adequate AIDC implementation and in the Region's Safety will be discussed.

Agenda Item 11: Data Collection in regards to FPL

Will talk about the results and follow up on the tests and actions performed by the FPL group to mitigate the FPL errors, identifying the impact of these measures in benefit to solve FPL errors.

Agenda Item 12: Issues arising from States and required assistance scheduling.

Will be sought for participants to express their assistance requirements and any other requirement towards ICAO

ATTACHMENT / ADJUNTO B



North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

**Aeronautical Information Management (AIM), Error Management on Flight Plan (FPL) and Air Traffic Services Inter-facility Data Communication (AIDC) Meeting /
Reunión sobre Gestión de la Información Aeronáutica (AIM), Gestión de errores de Plan de Vuelo Presentado (FPL) y Comunicaciones de Datos entre Instalaciones de Servicios de Tránsito Aéreo (AIDC)
(AIM/FPL/AIDC)**

Mexico City, Mexico, 2 to 6 October 2017 / Ciudad de México, México 2 al 6 de octubre de 2017

REGISTRATION FORM / FORMULARIO DE REGISTRO

| | | | | | |
|-----|---|---|--|------------------------------|---------------------|
| 1. | Position in your Delegation: <i>(Please select one option)</i> | Chief Delegate / Jefe de la Delegación | | Delegate / Delegado | |
| | Posición dentro de su Delegación: <i>(Por favor seleccione una opción)</i> | Adviser / Asesor | | Observer / Observador | |
| | | Speaker / Conferencista | | Moderator / Moderador | |
| 2. | Membership/Membresía | AIM | | FPL | |
| 3. | Country / Organization País / Organización | | | AIDC | |
| 4. | Salutation / Encabezamiento | Mr. / Sr. | | Mrs. / Sra. | Miss / Srta. |
| 5. | Name / Nombre | | | | |
| 6. | Official Position or Title / Cargo o Título Oficial | | | | |
| 7. | Official Telephone / Teléfono oficial | | | | |
| 8. | Mobile (to contact you in case of an emergency) Celular (para contactarle en caso de emergencia) | | | | |
| 9. | Official E-mail / Correo-e oficial | | | | |
| 10. | Hotel and address where you will be staying during the event / Hotel y dirección donde se estará hospedando durante el evento | | | | |
| 11. | Please indicate if accompanied by your family Por favor indique si lo acompaña su familia | Yes / Sí | | # | |
| 12. | Dates of total stay in the venue Country Fechas de estancia total en el País del evento | | | | |
| 13. | Please indicate if you have any medical condition or allergies / Por favor indique si usted tiene alguna condición médica o alergias | | | | |
| 14. | Emergency contact information in your country of origin / Información de contacto para emergencias en su país de origen | Name Nombre | | | |
| | | Relationship Relación | | | |
| | | Telephone Teléfono | | | |

Please send this form to: / Por favor envíe este formulario a:

E-mail: icaonacc@icao.int