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*When replying please quote:*

Ref.: NT-NT1-1/NT-NE57-2 — **E.OSG - NACC69938**

24 October 2017



To: NAM States

**Subject:** Invitation – ICAO NAM Region electronic Air Navigation Plan NAM (eANP) and NAM/CAR Air Navigation Implementation Working Group (ANI/WG) Aviation System Block Upgrades (ASBU) Task Force (TF) Ad-hoc Meeting  
Mexico City, Mexico, 19 to 20 December 2017

**Action**

**Required:**

- 1) Transmittal by States of any additional items to the Provisional Agenda
- 2) Submission of documentation by the deadlines provided in this letter
- 3) Register participation by **8 December 2017**

Sir/Madam,

I would like to extend my appreciation to Canada and United States for the development of the ICAO NAM Region electronic Air Navigation Plan (eANP) Vol I, and recognize all the efforts to continue the coordination with the ICAO NACC Regional Office for the development of Volumes II and III.

I also recognize your support and leadership to assist the region in establishing the strategic plan for the implementation of harmonized technologies through different activities of the NAM/CAR/ Air Navigation Implementation Working Group (ANI/WG) ASBU Task Force, as discussed during the NACC/WG/5 and NACC/DCA/7 an Ad-hoc meeting with the TF Rapporteur, Canada and ICAO has been included in the agenda

In this sense, and as part of the established procedures to continue the development of the NAM eANP and to enhance the coordination of the ASBU TF work plan, I am pleased to invite your Administration to participate in the ICAO NAM Region electronic Air Navigation Plan (eANP) and NACC ANI/WG ASBU TF Meeting to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 19 to 20 December 2017.

The meeting aims to follow-up the NAM eANP agreements and actions and to determine future steps to continue the development of NAM eANP Volume II and III through 2018, and the adjustment of the ASBU TF activity plan in preparation of the ANI/WG meeting scheduled to be held in July 2018. The Provisional Agenda of the meeting is at **Appendix A**.

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You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **8 December 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](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 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 at the meeting should be forwarded to this office by e-mail and no later than **8 December 2017** 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.

If you require any further information regarding the meeting, please contact Mr. Luis Sánchez, Regional Officer, Aeronautical Meteorology/Environment, ([lsanchez@icao.int](mailto:lsanchez@icao.int)) or Mrs. Yolanda Terrazas, Assistant, ([yterrazas@icao.int](mailto:yterrazas@icao.int)).

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



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

**Enclosure:**

*A – Provisional Agenda*

*B – Registration Form*

*(Templates for Papers)*

**APPENDIX A  
DRAFT AGENDA**

- Agenda Item 1: Two Actions from the NACC/WG/5 Meeting**
- Agenda Item 2: ASBU TF expectations**
- Agenda Item 3: Discussion and planning on the 2018 ASBU TF meeting**
- Agenda Item 4: RPBANIP**
- Agenda Item 5: NAM eANP Volumes II and III**
- Agenda Item 6: Other Business**

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**PROVISIONAL AGENDA  
EXPLANATORY NOTES**

**Agenda Item 1: Two actions from the NACC/WG/5**

Under this Agenda Item, the Meeting will review and follow-up actions from the following NACC/WG/5 meeting decision:

**DECISION**

**NACC/WG/5/19**

**ASBU TASK FORCE: TERMS OF REFERENCE, MEMBERSHIP AND WORK PROGRAMME**

*That, in order to keep the ANI/WG informed:*

- a) the ASBU Task Force present to the ANI/WG Chairman and ICAO its valid Terms of Reference and work programme by **30 July 2017**; and*
- b) the ICAO NACC Regional Office submit a State Letter requesting the membership once ASBU TF Terms of Reference and work programme are available.*

Expected Outcome:

- Finalize Terms of Reference (ToRs)
- Finalize ASBU TF Work Programme (ToR **Attachment A**)
- Determine to whom the State Letter will be sent (ToR **Appendix B**)
- Draft and finalize the State Letter from the NACC Regional Office to its Member States
- Determine the date when the ICAO NACC Regional Office will send the State Letter to its Member States
- Determine how to communicate the State Letter replies to the ASBU TF Rapporteur

**Agenda Item 2: 2018 ASBU TF Expectations**

The Meeting will discuss and determine what the ASBU TF needs to do, in addition to address the two actions from the NACC/WG/5 meeting, before the next ANI/WG meeting scheduled to be held in July 2018.

Expected Outcome:

- NACC ASBU web site enhancements

**Agenda Item 3: Discussion and planning the 2018 ASBU TF meeting**

The Meeting will discuss and determine the creation and alignment of State Air Navigation Plans (ANPs) including Air Navigation Report Forms (ANRFs).

Expected outcome:

- Review and improve the sample State ANP (Saint Lucia ANP – provided)
- Determine the approach, dates, and contents of the First ASBU TF meeting
- Determine the venue, roles and responsibilities, and schedule leading for the ASBU TF meeting in 2018

**Agenda Item 4: RPBANIP**

Under this Agenda Item NAM States will discuss and determine the future of the RPBANIP.

Expected outcome:

- Direction and approach to update the RPBANIP including the schedule

**Agenda Item 5: NAM eANP Volumes II and III**

The Meeting will discuss and determine the future of the NAM eANP Volumes II and III, including the review of valid NAM eANP agreements and actions.

Expected outcome:

- Identify pending actions for Volume II
- Identify who is responsible to complete Volume II, including the schedule.
- Direction and approach to update Volume III, including the schedule.

**Agenda Item 6: Other Business.**

Under this Agenda Item, the meeting will review other business considered relevant.

ATTACHMENT B



ICAO

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

ICAO NAM Region electronic Air Navigation Plan NAM (eANP) and NAM/CAR Air Navigation Implementation Working Group  
(ANI/WG) Aviation System Block Upgrades (ASBU)  
Task Force (TF) Meeting  
Mexico City, Mexico, 19 to 20 December 2017  
Name of Meeting  
(EANP/ASBU/TF)  
Mexico City, Mexico, 19 to 20 December 2017

REGISTRATION FORM

1.	Position in your Delegation: (Please select one option)	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](mailto:icaonacc@icao.int)