



International
Civil Aviation
Organization

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de Aviación Civil
Internacional

Международная
организация
гражданской
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT- NE 57-2, NT-NS2-35 — **E.OSG - NACC64879**

23 February 2017



To: States, Territories and International Organizations

Subject: **Invitation – Fifth North American, Central American and Caribbean Working Group Meeting (NACC/WG/5)**
(Port of Spain, Trinidad and Tobago, 22 – 26 May 2017)

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **8 March 2017**;
 - 2) Submission of documentation by the deadlines provided in this letter
 - 3) Register participation by **21 April 2017**
 - 4) Submission of fellowship nomination forms by **1 May 2017**

Sir/Madam,

Following the Air Navigation Services improvement implementation within the regional plans and the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP) targets, and further to the Third NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/3) resolution, I wish to invite your Administration/Organization to participate in the Fifth North American, Central American and Caribbean Working Group Meeting (NACC/WG/5) to be convened at the premises of the Trinidad and Tobago Civil Aviation Authority (TTCA), Port of Spain, Trinidad and Tobago, from 22 to 26 May 2017, which will be hosted by the TTCAA of Trinidad and Tobago.

Civil Aviation Authority (CAA) and Air Navigation Services Provider (ANSP) air navigation experts from States and Territories of the ICAO NAM/CAR Regions; representatives of invited international organizations; chairpersons, Committee/Task Force rapporteurs and members of the NAM/CAR Air Navigation Implementation Working Group (ANI/WG) and Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG); and other implementation groups related to air navigation fields (AGA, AIM, ATM, CNS, MET and SAR) 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 **8 March 2017**.

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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 **21 April 2017**.

A list of recommended hotels 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 TTCAA is Ms. Hema Dass (Manager Administration, Tel. (868) 668-8222 ext 2181, email: hdass@caa.gov.tt; tcaameetings@caa.gov.tt), who can provide local information, if required.

All the 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/Presentations that your Administration/Organization may wish to submit/present at the meeting/event 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.

Only working papers **received** by this office by **21 April 2017**, 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, otherwise they will become information papers. 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 **8 May 2017**. 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).

Furthermore, in accordance with the 2017 Activities Plan approved by the Steering Committee of the Regional Technical Cooperation Project for the Caribbean Region – *Multi-Regional Civil Aviation Assistance Programme (MCAAP) (RLA/09/801)*, I am pleased to inform that the Project is offering for this event one fellowship to each Project Member¹.

The fellowship includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to/from Port of Spain, Trinidad and Tobago, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office by **1 May 2017**. The steps to apply for a fellowship, the nomination form and other useful information are published on the Project RLA/09/801 website at: <http://www.icao.int/NACC/Pages/edocs-tc.aspx>

Regarding the fellowship offered to the Eastern Caribbean States through ECCAA, please note that the candidate appointment decision should be made between your Administration and ECCAA. Once coordination has been completed, the nomination form of the candidate representing the Eastern Caribbean States **should be sent to this Regional Office by ECCAA**.

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¹ *RLA/09/801 Project Member States are: Bahamas, Barbados, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua).*

If you require any further information regarding the meeting, please contact Mr. Raúl Martínez, Regional Officer, Aeronautical Information Management (rmartinez@icao.int), or Ms. Sybil Gómez, Assistant, (sgomez@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

C – General Information

(Templates for Papers)

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ATTACHMENT A

FIFTH NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN WORKING GROUP MEETING (NACC/WG/5) (22 - 26 May 2017)

PROVISIONAL AGENDA

- Agenda Item 1** **Election of Meeting Chairperson and Vice chairperson, Review and Approval of the Meeting Agenda, Working Method and Schedule**
- Agenda Item 2** **Follow-Up on the Previous Conclusions and Agreements from NACC/WG, GREPECAS and Other Related Matters**
- 2.1 Review of the valid conclusions/decisions of NACC/WG meetings and the ANI/WG/3 Meeting, and NACC/DCA and sub-regional DCA meetings
 - 2.2 No Country Left Behind (NCLB) NACC Strategy progress achieved in air navigation matters
 - 2.3 Follow-up on CAR/SAM Planning and Implementation Regional Group (GREPECAS) conclusions and project implementation
 - 2.4 Review of the status of air navigation deficiencies reported in the GREPECAS Air Navigation Deficiencies Database (GANDD)
- Agenda Item 3** **Implementation on Air Navigation Matters**
- 3.1 Global/Regional air navigation developments
 - 3.2 NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP) review – Aviation System Block Upgrade (ASBU) implementation progress
 - 3.3 ANI/WG Progress on AIM, ATM-SAR and CNS
 - 3.4 AGA and MET progress and other regional implementation groups
 - 3.4.1 AGA progress
 - 3.4.2 MET progress
 - 3.4.3 MEVA and Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG), Eastern Caribbean Aeronautical Fixed Service Network Technical Group (E/CAR AFS NTG) Meeting reports
 - 3.5 Safety initiatives supported by ANS implementation (Regional Aviation Safety Group–Pan America (RASGPA) report)
 - 3.6 Review of regional air navigation performance indicators and metrics
 - 3.7 National Plan Reports on air navigation implementation
- Agenda Item 4** **Regional Cooperation and Training Matters to Support Implementation**
- 4.1 Review of Regional Project: RLA/09/801 *Multi Regional Civil Aviation Assistance Programme (MCAAP)*
 - 4.2 Progress on training matters for ANS implementation: Meeting of Directors of Civil Aviation Training Centres in the NAM/CAR Regions (NAM/CAR/CATC/WG/3)
- Agenda Item 5** **NACC/WG Work Programme Until 2020**
- Agenda Item 6** **Other Business**
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North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

Fifth North American, Central American and Caribbean Working Group Meeting
Quinta Reunión del Grupo de Trabajo de Norteamérica, Centroamérica y Caribe
(NACC/WG/5)

Port of Spain, Trinidad and Tobago, 22-26 May 2017 / Puerto España, Trinidad y Tabago, 22-26 de mayo 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	
2.	Country / Organization País / Organización					
3.	Salutation / Encabezamiento	Mr. / Sr.		Mrs. / Sra.		Miss / Srta.
4.	Name / Nombre					
5.	Official Position or Title / Cargo o Título Oficial					
6.	Official Telephone / Teléfono oficial					
7.	Mobile (to contact you in case of an emergency) Celular (para contactarle en caso de emergencia)					
8.	Official E-mail / Correo-e oficial					
9.	Hotel and address where you will be staying during the event / Hotel y dirección donde se estará hospedando durante el evento					
10.	Please indicate if accompanied by your family Por favor indique si lo acompaña su familia	Yes / Sí		#		
11.	Dates of total stay in the venue Country Fechas de estancia total en el País del evento					
12.	Please indicate if you have any medical condition or allergies / Por favor indique si usted tiene alguna condición médica o alergias					
13.	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; hdass@caa.gov.tt; ttcaameetings@caa.gov.tt

ATTACHMENT C



ICAO

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

Fifth North American, Central American and Caribbean Working Group Meeting (NACC/WG/5) Port of Spain, Trinidad and Tobago, 22 to 26 May 2017

GENERAL INFORMATION (Presented by Trinidad and Tobago)

1. Event Venue and Dates

1.1 The Fifth North American, Central American and Caribbean Working Group Meeting (NACC/WG/5) will be hosted by the Trinidad and Tobago Civil Aviation Authority (TTCAA) and held at the Aviation Complex situated on the Caroni North bank Road, Piarco, Trinidad and Tobago, from 22 to 26 May 2017.

1.2 The working languages of the event will be English and Spanish. Simultaneous interpretation will be provided if sufficient participants of both languages submit timely registration.

2. Name of the Meeting's Coordinators, Address and Contact Numbers

Ms. Hema Dass

Manager Administration
Trinidad and Tobago Civil Aviation Authority (TTCAA)
Telephone: (868) 668-8222 ext. 2181
Email: hdass@caa.gov.tt and ttcaameetings@caa.gov.tt

Ms. Lauren Sam

ANS Assistant
Trinidad and Tobago Civil Aviation Authority (TTCAA)
Telephone: (868) 668-8222 ext. 2569
Email: lsam@caa.gov.tt

3. Participants Registration

Delegate registration will take place on 22 May 2017 from 08:30 to 9:00 hours.

4. Opening Ceremony

The opening ceremony will take place on 22 May 2017, from 09:00 to 09:30 hours.

5. Documentation Link

The documentation for the Meeting is being posted on the ICAO NACC Regional Office website. Participants should check our website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

<http://www.icao.int/NACC/Pages/Meetings.aspx>

6. Accommodation

Hotel information is listed hereunder and in order of most attractive packages. A valid credit card is required for room reservations.

Hotel	Address/Telephone/Email	Rates (US Currency)
Hyatt Regency Trinidad	1 Wrightson Road, Port of Spain Tel: 1 868-623-2222 Website: www.trinidadhyatt.com email: trirt.reservation@hyatt.com <i>45 minutes commute to and from venue of meeting.</i>	Standard Room – US\$186.34 Inclusive of taxes, breakfast and Wi-Fi. To make reservations, please log on to: https://aws.passkey.com/event/49084674/owner/62716/home <i>Deadline for this special group rate expires on 3 May 2017.</i>
Holiday Inn Express	Trincity, Trinidad Tel :1 868 669-6209 Ms. Jemma John <i>15 minutes to and from venue of meeting.</i>	Standard Room - US\$211.75 Inclusive of taxes, breakfast and Wi-Fi Wraps and Sandwiches are available on sale for dinner. <i>The hotel does not have a restaurant on site.</i> Free shuttle available to and from the Trincity Mall.
Palms Hotel	35 A Eastern Main Road Arouca Tel 1 868 692-4529 <i>Small boutique hotel situated 20 minutes commute to and from venue of meeting.</i>	Standard Room - US\$85.00 Superior Room - US\$100.00 Rates are inclusive of all taxes, a self-service continental breakfast and Wi-Fi. <i>The hotel does not have a restaurant in house.</i>

7. Transportation

Transportation from the list of recommended hotels to the venue of the meeting and back to the hotels will be provided on a daily basis. **Delegates are kindly asked to submit their hotel information to the Meeting Coordinators to facilitate pick up.** Please note that transportation would not be provided on arrival into Trinidad and Tobago. However, you will find taxis at the concierge at the hotels as well as on exiting the airport terminal.

8. More Information on Trinidad and Tobago

For more information about Trinidad and Tobago, delegates can visit <http://www.gotrinidadandtobago.com/>
