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When replying please quote:

Ref.: NT-NT1-2, NT-NT1-5 — **E.OSG - NACC68468**

5 September 2017



To: States, Territories and International Organizations

**Subject:** Invitation – Second Regional Meeting for National Continuous Monitoring Coordinators (NCCMs)  
Mexico City, Mexico, 14 – 16 November 2017

**Action**

**Required:** 1) Submission of documentation by the deadlines provided in this letter  
2) Register participation by **3 November 2017**

Sir/Madam,

I wish to invite your Administration and, in particular, your State's National Continuous Monitoring Coordinators (NCCMs), to participate in the Second Regional Meeting for NCCMs of the Universal Safety Oversight Audit Programme – Continuous Monitoring Approach (USOAP-CMA), to be held at the ICAO NACC Regional Office, Mexico City, Mexico, from 14 to 16 November 2017.

This event is part of the technical assistance activities performed by the ICAO NACC Regional Office under the “*No Country Left Behind*” (NCLB) strategy, to support States in the improvement of the implementation of an effective safety oversight system, in accordance with the ICAO USOAP-CMA and to achieve the safety targets agreed upon under the *Port-of-Spain Declaration* (PoS). The working languages of the meeting will be English and Spanish, with simultaneous interpretation provided if sufficient participants of both languages provide timely registration.

The main objective of the event is to review the progress on the USOAP Protocol Questions (PQs) and Corrective Action Plans (CAPs), provide guidance on managing the USOAP CMA On-Line Framework (OLF) and identifying solutions and ways to improve States' Effective Implementation (EI). The Provisional Agenda of the Meeting is at **Appendix A**. You are kindly requested to complete and return the Registration Form at **Appendix B** by e-mail for each participant by **3 November 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.

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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 as soon as practicable in Microsoft Word/Power Point format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices. I would appreciate that invited States present the current status of your State Safety Oversight System, using the enclosed Power Point template.

**Only** working papers **received** by this office by **20 October 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 documentation is **3 November 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).

It is an essential requirement for participants to bring a personal computer (laptop) with full administrator access privileges and access to the following websites:

- ICAO iSTARS: <http://www.icao.int/safety/iStars/Pages/Register.aspx>.
- USOAP-CMA: <https://soa.icao.int/usoap/>

If you require any further information regarding the meeting, please contact Mr. Eddian Méndez, Regional Officer, Air Traffic Management and Search and Rescue (ATM/SAR) ([emendez@icao.int](mailto:emendez@icao.int)) or Mrs. Leslie Gándara, Assistant, ([lgandara@icao.int](mailto:lgandara@icao.int)).

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



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

**Enclosure:**

*A – Provisional Agenda*

*B – Registration Form*

*(Templates)*

**APPENDIX A  
DRAFT AGENDA**

- Agenda Item 1: Review of the First Regional Meeting/Workshop for National Continuous Monitoring Coordinators (NCMCs) Follow-Up Actions**
- Agenda Item 2: Overview and updates of the Universal Safety Oversight Audit Programme-continuous monitoring approach (USOAP CMA)**
- Agenda Item 3: No Country Left Behind Strategy (NCLB): Tool to Enhance Effective Implementation**
- Agenda Item 4: NCMCs Regional Role**
- Agenda Item 5: Analysis of the Effective Implementation (EI) of States Safety Oversight Systems**
- Agenda Item 6: Other Business**

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**PROVISIONAL AGENDA  
EXPLANATORY NOTES**

**Agenda Item 1: Review of the First Regional Meeting/Workshop for National Continuous Monitoring Coordinators (NCCMs) Follow-Up Actions**

Under this Agenda Item, the Meeting will review the outstanding follow-up actions from the First Regional Meeting/Workshop for National Continuous Monitoring Coordinators (NCCMs) held in 2016.

**Agenda Item 2: Overview and updates of the Universal Safety Oversight Audit Programme-Continuous Monitoring Approach (USOA CMA)**

The Meeting will be briefed on the development of the USOA-CMA programme, activities for 2018 and beyond. Also, this Agenda Item will serve as a refresher of the USOA On-Line Framework (OLF) functionalities, guidelines to successfully develop the Correction Actions Plans and completion of the Self-Assessment. The role of the Regional Offices, Regional and National Continuous Monitoring Coordinators will also be addressed.

**Agenda Item 3: No Country Left Behind Strategy (NCLB): Tool to Enhance Effective Implementation**

The Meeting will be presented with a description of the NACC NCLB strategy, and the results obtained from 2016 to date. The role of the NCCMs to support the NACC NCLB strategy will be emphasized. The Meeting will identify opportunities to improve the NCLB strategy.

**Agenda Item 4: NCCMs Regional Role**

Under this Agenda Item States will present the details regarding their work to enhance safety oversight systems. A mechanism to perform regional coordination amongst the NCCMs will be addressed. Finally, the Meeting will propose a NCCMs regional work programme and Terms of Reference.

**Agenda Item 5: Analysis of the Effective Implementation (EI) of States Safety Oversight Systems**

Under this Agenda Item, the Meeting will review the updated results of the regional EI status, and analyse the results from different perspectives (by Critical Element (CE) and/or audit area). The Meeting will analyse the areas of main concerns according to the previously mentioned results, identifying main challenges for regional implementation and propose common solutions. States will present the current status of their safety oversight system.

**Agenda Item 6: Other Business.**

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

ICAO



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

**Second Regional Meeting for National Continuous Monitoring Coordinators**  
**Segunda Reunión Regional para los Coordinadores Nacionales de Supervisión Continua (NCCM/2)**  
Mexico City, Mexico, 14 to 16 November 2017 / Ciudad de México, México, 11 al 16 de noviembre de 2016

**APPENDIX/APÉNDICE B**  
**REGISTRATION FORM / FORMULARIO DE REGISTRO**

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

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

E-mail: [icaonacc@icao.int](mailto:icaonacc@icao.int)