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Ref.: NT-NT7-1; NT-N1-15.4; NT-NS2-35 — **E.OSG - NACC68548** 24 August 2017



To: States, Territories and International Organizations

Subject: General Information – ICAO/FAA Workshop on Best Practices for the Development of Aerodrome Manuals and the Use of Procedures for Air Navigation Services — Aerodromes (PANS-AGA) for the CAR Region
Port of Spain, Trinidad and Tobago, 3 – 6 October 2017

Action

Required:

- 1) Register participation by **25 September 2017**,
- 2) Register fellowship form by **1 September 2017**, and
- 3) Take note of the information herein contained

Sir/Madam,

Reference is made to my State Letter Ref. **E.OSG - NACC68074**, dated 11 August 2017, regarding the ICAO/FAA Workshop on Best Practices for the Development of Aerodrome Manuals and the Use of Procedures for Air Navigation Services — Aerodromes (PANS-AGA) for the CAR Region to be held in Port of Spain, Trinidad and Tobago, from 3 to 6 October 2017.

Enclosed please find the general information for the abovementioned event. The agenda of the workshop will be posted in the website of the event as soon as it becomes available.

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

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

Enclosure:

As indicated

N:\NT - Air Navigation (Worldwide)\NT 7-1 - Annex 14 PANS-AGA\PANS-AGA Workshop - TTO 2017\Correspondence\NACC68548AGA-States-PANSAGAGeneralInformation.docx / LAG

APPENDIX

GENERAL INFORMATION

1. Event Venue and Dates

The ICAO/FAA Workshop on Best Practices for the Development of Aerodrome Manuals and the Use of Procedures for Air Navigation Services — Aerodromes (PANS-AGA) for the CAR Region will take place at the Trinidad and Tobago Civil Aviation Authority, located at Caroni North Bank, Piarco, Trinidad and Tobago, from 3 to 6 October 2017.

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

Mr. Jaime Calderón, Regional Officer, Aerodromes and Ground Aids (AGA)

Mrs. Leslie Gandara, Assistant

ICAO NACC Regional Office

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Ms. Sati Rambaran

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Trinidad and Tobago Civil Aviation Authority

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3. Participants Registration

Delegate registration will take place on 3 October 2017, from 08:30 to 09:00 hours.

4. Accommodation

A list of suggested hotels is presented at **Attachment A**.

5. Documentation Link

The work programme and presentations for the event will be posted on the ICAO NACC Office Website; participants should check our website frequently to download the documentation. It is recommended that **all participants must bring their own laptops) to the event venue; there will be no hard copies available for distribution.**

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

Click on "ICAO/FAA Workshop on Best Practices for the Development of Aerodrome Manuals and the Use of Procedures for Air Navigation Services — Aerodromes (PANS-AGA)"



**TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY
CARONI NORTH BANK ROAD, PIARCO
LIST OF RECOMMENDED HOTELS**

**WORKSHOP ON BEST PRACTICES FOR THE DEVELOPMENT OF AERODROME MANUALS AND THE USE OF PROCEDURES FOR
AIR NAVIGATION SERVICES – AERODROMES (PANS-AGA) October 03-06, 2017.**

Name of Hotel	Address / Telephone / Email / Web	Rates (US Currency)
Regent Star	118-119 BWIA Boulevard, Piarco Tel: 1 868 669 7827 Email: regentstarmarketing@yahoo.com	Double:\$154.00 Single: \$140.80 per night inclusive of breakfast and taxes. TTCAA Code: CAARS01
Holiday Inn Express	Trincity, Trinidad Tel :1 868 669-6209 Ms. Jemma John	\$184.69 inclusive of taxes ➤ Breakfast- complimentary ➤ Internet - complimentary ➤ Shuttle service to airport and Trincity Mall – complimentary
Palms Hotel	35 A Eastern Main Road Arouca Tel 1 868 692-4529	STD: US\$85.00 Single Superior: US\$100.00 – Single Superior: US\$105.00 – Double Quad Room : USD\$125.00 for 2 persons Inclusive of Continental Breakfast and taxes Internet – complimentary

All prices quoted in US Currency.

Prepared by:
Ms. Sati Rambaran
Executive Assistant
Office of the Director General of Civil Aviation