



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT- NE 57-3 — **E.OSG - NACC74022**

9 July 2018

To: States, Territories and International Organizations

Subject: Invitation – Second Meeting of the NAM/CAR Air Navigation Implementation Working Group (ANI/WG) Aeronautical Information Management (AIM) Implementation Task Force Meeting (AIM/TF/2)
Miami, United States, 20 August 2018

Action

Required:

- 1) Register participation by **5 August 2018**
- 2) Submission of fellowship nomination forms by **20 July 2018**
- 3) Submission of documentation by **12 August 2018**

Sir/Madam,

In accordance with Conclusion NACC/WG/5/8 - *AIM and FPL Implementation Meeting*, and following the invitation of the AIM Implementation Task Force Rapporteur, Mrs. Natasha Leonora-Belefanti, ICAO wishes to invite your Administration/Organization to participate in the Second Aeronautical Information Management Task Force (AIM/TF/2) Meeting, for the North American and Caribbean (NAM/CAR) Regions, hosted by United States and to be convened on 20 August 2018 in Miami, United States.

In order to successfully reach the initiative targets, the participation of your Administration AIM/TF members is expected in this meeting. The objectives of the meeting are: discussion of ANI/WG conclusions and decisions, Regional Implementation Plan update, proposal for amendment to Annex 1 — *Personnel Licensing*, and AIM personnel training. The language of the meeting will be **English only**.

The Provisional Agenda of the meeting is provided in **Attachment A**. You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **5 August 2018**. The deadline to receive documentation is **12 August 2018**.

General information is presented in **Attachment C**. Participants are encouraged to make reservations directly with the hotel in a timely manner.

.../2

Furthermore, I am pleased to inform that each Project RLA/09/801 Member¹ may apply for a fellowship under Project RLA/09/801 within the fellowship offer for the current year. In order to know how many fellowships are available for your Administration for this year, please contact Ms. Claudia López, Technical Cooperation Associate (clopez@icao.int). The fellowship includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. **Please note that if you attend ANI/WG/4 Meeting also, you should submit only one fellowship form for both meetings.** Your Administration shall provide the candidate with the air ticket to/from Miami, United States, 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 **20 July 2018**. 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.**

All meeting documentation will be uploaded in the Meetings Section of the following web page: <https://www.icao.int/NACC/Pages/Meetings.aspx?year=2018&cM=07&cY=2018> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

Should you require any further information regarding the meeting, please contact Mr. Raúl Martínez, ICAO NACC Regional Officer, Aeronautical Information Management (rmartinez@icao.int), Mrs. Natasha Leonora-Belefanti, AIM/TF Rapporteur (n.leonora-belefanti@dc.ansp.org) or Mrs. Yolanda Terrazas, Assistant (yterrazas@icao.int).

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



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

Enclosure:

- A – Provisional Agenda*
- B – Registration Form*
- C – General Information*

N:\NE - External Relations\NE 57-3 ANI WG TF Meetings\ASBUTF2\Correspondence\NACC74022AIM-States-InvAIMTF2.docx / YTR

¹ *RLA/09/801 Project Member States* are: Bahamas, Barbados, Canada, 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).

ATTACHMENT A

**Second Meeting of the NAM/CAR Air Navigation Implementation Working Group (ANI/WG)
Aeronautical Information Management (AIM) Implementation Task Force
(AIM/TF/2)**

(Miami, United States, 20 August 2018)

PROVISIONAL AGENDA

- Agenda Item 1: Provisional Agenda Approval**
- Agenda Item 2: Review of Regional Plan**
- Agenda Item 3: Status Updates from States Form**
- Agenda Item 4: Issues Arising from States and Required Assistance Scheduling**
- Agenda Item 5: Review of Annex 1 and 15 Amendment Proposal Status. AIM Licensing Standards and Recommended Practices (SARPs) Inclusion/Amendment Proposal for Amendment to Annex 15 and Annex 1**
- Agenda Item 6: Data Originator's Role and Future Developments**
- Agenda Item 7: Recommendations from IFAIMA on Electronic Terrain and Obstacle Data (eTOD)**
- Agenda Item 8: Other Business**

ATTACHMENT B



ICAO

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

**Second Meeting of the NAM/CAR Air Navigation Implementation Working Group (ANI/WG)
Aeronautical Information Management (AIM) Implementation Task Force
(AIM/TF/2)**

Miami, United States, 20 August 2018

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

ATTACHMENT C



ICAO

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

**Second Meeting of the NAM/CAR Air Navigation Implementation Working Group
(ANI/WG) Aeronautical Information Management (AIM) Implementation Task Force**
Miami, United States, 20 August 2018

GENERAL INFORMATION
(Presented by United States)

1. Venue and Dates

Second NAM/CAR Air Navigation Implementation Working Group (ANI/WG) Aeronautical Information Management (AIM) Implementation Task Force Meeting (AIM/TF/2) will take place in Miami, Florida, United States at the Hyatt Regency Coral Gables, on 20 August 2018.

Hyatt Regency Hotel
Address: 50 Alhambra Plaza, Coral Gables, Miami, FL, 33134
Email: coralgables.hyatt.com
Tel: 305-441-1234

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

Scott Leis
ATO International
600 Independence Avenue, SW
Washington, DC 20591, United States
Tel: 1-202-267-3641
Email: Scott.Leis@faa.gov

3. Participants Registration

Registration will take place on 20 August 2018 from 08:30 to 09:00 a.m.

4. Languages

The working language of the meeting will be English.

5. Temperature

During the month of August, Miami averages a daily temperature between 90 and 92 degrees Fahrenheit (32 to 33 degrees Celsius). The minimum temperature usually falls between 77 and 78 °F (25 to 26 °C). The hurricane season is June 1 - November 30.

6. Credit cards

The international credit cards such as Visa, Master Card, and American Express are typically accepted in hotels, retail stores, and restaurants.

7. Accommodation

Please make your reservations directly with the hotel via the link: <https://book.passkey.com/go/boozallen18>. The deadline to make reservations at the \$119/rate is **3 August 2018**. Reservations received after this date will be based on availability at the hotel's prevailing rates.

Hotel	Single/double room rate (Excluding taxes)
Hyatt Regency Coral Gables 50 Alhambra Plaza, Coral Gables, FL 33134 Toll Free Reservations: (800) 633-7313 Hotel Direct Tel: (305) 441-1234 Fax: (305) 569-0716 E-mail: concierge@hyatt.com Link for Hotel reservations: https://book.passkey.com/go/boozallen18	\$119 USD/Night + 13% tax

There are several other hotels in Coral Gables. However, these hotels do not offer the special rate. For more information regarding hotels, please refer to the following link: <http://www.coralgableschamber.org/>

8. Electricity

United States uses 120 Volts.

9. Taxes and Tips

Miami, Florida has a sales tax of 7%. The hotel sales tax is 13%, which includes a local sales tax. Tips at restaurants are not included in the bill; 15% is the norm for good service.

10. Local Transportation

The Hyatt Regency Coral Gables is conveniently located within walking distance to numerous restaurants and shops. Otherwise, taxis and rental cars are available.

11. Hospitals

Coral Gables Hospital: 3100 Douglas Rd, Coral Gables, FL 33134

There are several hospitals located in Coral Gables. For more information please refer to the following link: <http://www.coralgableschamber.org/>

12. Commercial working hours

Commercial working hours are from approximately 9:00 a.m. to 5:00 p.m.

Banking hours are from 9:00 a.m. to 4:00 p.m.

13. Safety Measures

Safety recommendations are those common to every city; carry only the required money and request transportation from the hotel taxi service.