



International
Civil Aviation
Organization

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de l'aviation civile
internationale

Organización
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Международная
организация
гражданской
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منظمة الطيران
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航空组织

When replying please quote:

Ref.: NT-N1/15.6 — **E.OSG - NACC71004**

9 January 2018

To: CAR Region States, Territories and International Organizations

Subject: Invitation — CAR/SAM Planning and Implementation Regional Group (GREPECAS) MET Programme Projects for the CAR Region Meeting
México City, Mexico, from 28 February to 2 March 2018

Action

Required: 1) Submission of documentation/presentation by the deadlines provided in this letter
2) Register participation by **16 February 2018**

Sir/Madam,

I wish to invite your Administration/Organization and in particular to national meteorological authorities and meteorological services providers to participate in the CAR/SAM Planning and Implementation Regional Group (GREPECAS) MET Programme Projects Meeting, upon some States request to be convened at the ICAO NACC Regional Office in Mexico City, Mexico, from 28 February to 2 March 2018.

The main objective of this meeting is to assist in the MET regional requirements implementation by means of the activities developed under the GREPECAS MET Programme Projects in the CAR region. Enclosed in **Appendix A** please find the Draft Agenda, you are kindly requested to complete and return the Registration Form at **Appendix B** by e-mail for each participant by **16 February 2018**.

The meeting will be conducted in English and Spanish and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

It should be noted that this meeting is addressed to professionals in the Aeronautical Meteorology area involved in GREPECAS MET Programme projects planning and implementation, to meteorology authorities and service providers.

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Furthermore, 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 Mexico, City, Mexico, 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 **29 January 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**.

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). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All meeting documentation/presentations 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/presentations in electronic format, no hard copies will be distributed during the event.

Documentation that your Administration/Organization may wish to submit/present at the meeting 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 **9 February 2018**, 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 **20 February 2018**. 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).

Should you require any further information regarding the meeting, please contact Mr Luis Sánchez, Regional Officer, Aeronautical Meteorology, (lsanchez@icao.int) or Mrs. Yolanda Terrazas, Assistant, (yterrazas@icao.int).

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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).

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

C – Templates for Papers

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APPENDIX A

Meeting on CAR Region MET Programme Projects

ICAO NACC Regional Office, Mexico City, Mexico, from 28 February to 02 March 2018

TENTATIVE AGENDA

- Agenda Item 1:** Review of Project H2 – Implementation of the International Airways Volcano Watch (IAVW)
- Agenda Item 2:** Review of Project H3 – Implementation of the MET Information Quality Management System (QMS/MET)
- Agenda Item 3:** Review of Project H4 – Optimisation of OPMET exchange, including SIGMETs (WS, WV, and WC), advisories and meteorological alerts
- Agenda Item 4:** Review of pending MET deficiencies in the Global Air Navigation Data Base and MET issues related with the ICAO Universal Safety Oversight Audit Programme Continuous Monitoring Approach USOAP CMA
- Agenda Item 5:** Review and update of the electronic Air Navigation Plan (eANP) and the Regional Performance Objectives (RPO) included in the Performance Based Air Navigation Implementation Plan for the NAM/CAR Region (RPBANIP)
- Agenda Item 6:** Other business

EXPLANATORY NOTES

Agenda Item 1: Review of Project H2 – Implementation of the International Airways Volcano Watch (IAVW)

Under this part of the Agenda, the status of implementation of the International Airways Volcano Watch (IAVW) Program and the main challenges faced by States will be analysed; and the new scope and name defined by the previous Meeting: "implementation of Meteorological Watch for the monitoring of en-route severe phenomena, volcanic ash, tropical cyclones and the release of radioactive material", will be reviewed.

Agenda Item 2: Review of Project H3 – Implementation of the MET Information Quality Management System (QMS/MET).

Under this subject, the current status of CAR Project H3 on the implementation of the Quality Management System in aeronautical meteorological services will be reviewed; the expiration date of Standard ISO:9001:2008 and the transition process to Standard ISO 9001.2015 starting September 2018 will be reviewed; Cuba as project coordinator will present the activity plan.

Agenda Item 3: Review of Project H4 – Optimisation of OPMET exchange, including SIGMETs (WS, WV, and WC), advisories and meteorological alerts

This Agenda item will discuss the status of the States regarding OPMET messages exchange and the transmission of OPMET messages in XML/GML format to envisage the interoperability of through the use of ICAO Meteorological Information Exchange Model (IWXXM).

Agenda Item 4: Review of pending MET deficiencies in the Global Air Navigation Data Base and issues related with Universal Safety Oversight Audit Program Continuous Monitoring Approach USOAP-CMA

Under this agenda item the meeting will review and update the MET deficiencies included in the GANDD, and particular MET related topics included in the ICAO USOAP-CMA to contribute with the effective and consistent implementation of the critical elements (CEs) of a State safety Oversight System.

Agenda Item 5: Review and update of the electronic Air Navigation Plan (eANP) and the Regional Performance Objectives (RPO) included in the Performance Based Air Navigation Implementation Plan for the NAM/CAR Region (RPBANIP).

Under this subject, the meeting will review and update the RPOs of the RPBANIP; MET objectives (as reported up to December 2017) and information on the progress in the implementation of the eANP will be provided.

Agenda Item 6: Other business

Under this subject, the Meeting will be able to review other aspects which may have not been considered in the previous agenda items and that are related with future ASBU MET matters.

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

**CAR/SAM Planning and Implementation Regional Group (GREPECAS) MET Programme Projects Meeting /
 Reunión de Proyectos del Programa MET del Grupo Regional de Planificación y Ejecución CAR/SAM (GREPECAS)
 (GREPECAS/MET)**

Mexico City, Mexico, 28 February to 2 March 2018 / Ciudad de México, México, 28 de febrero al 2 de marzo de 2018

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	
		Speaker / Conferencista		Moderator / Moderador	
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