



International
Civil Aviation
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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT- N1-8.7.6, NT-NE30, NT-NS2-35 — **E.OSG - NACC74903**

3 September 2018

To: States, Territories and International Organizations

Subject: Invitation – NAM/CAR Search and Rescue (SAR) Implementation and Civil-military Coordination Meeting
Mexico City, Mexico, 5 – 7 November 2018

Action

Required:

- 1) Transmittal by States of any additional items to the Provisional Agenda by **30 September 2018**
- 2) Submission of documentation/presentation by the deadlines provided in this letter
- 3) Register participation by **12 October 2018**

Sir/Madam,

I wish to make reference to the NACC Directors approval of the renewed strategy for Search and Rescue (SAR) implementation, which was established in the following conclusion of the Eighth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/08):

**CONCLUSION
NACC/DCA/8/7**

**RENOVATED STRATEGY FOR PBN, ATFM AND SAR
IMPLEMENTATION**

That, in order to support the coordinated and harmonized implementation of the renovated strategy for PBN, ATF; and SAR implementation in the CAR Region,

- a) *States support this strategy with qualified technical personnel;*
- b) *the ICAO NACC Regional Office discuss, lead and assist States in the ANI/WG on the development of detailed implementation plans based on renovated strategy; and*
- c) *States present the plans and benefits of this implementation at the NACC/DCA/9 Meeting.*

... / 2

In this sense, I wish to invite your Administration/Organization to participate in the NAM/CAR Search and Rescue (SAR) Implementation and Civil-military Coordination Meeting, which will be held in the ICAO NACC Regional Office, Mexico City, Mexico from 5 to 7 November 2018.

SAR coordinators, Rescue Coordination Centre (RCC) representatives, SAR team coordinators, military authorities of States and Territories of the ICAO NAM/CAR Regions and representatives of invited international organizations are expected to attend. The SAR Ad-hoc Group members (Cuba, Dominican Republic, Trinidad and Tobago, United States and COCESNA) are also expected to attend in order to present their progress on the CAR Regional SAR plan, as established in the Fourth NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/4), held in Miami, United States, from 21 to 24 August 2018.

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 **30 September 2018**.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **12 October 2018**.

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/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 **5 October 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 **19 October 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).

Furthermore, I am pleased to inform that the Project RLA/09/801 is offering for this meeting 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 **1 October 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**.

If you require any further information regarding the meeting, please contact Mr. Eddian Mendez, Regional Officer, Air Traffic Management/Search and Rescue (emendez@icao.int) or his Assistant, Sybil Gomez (sgomez@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*
- C – Template for Working Paper*
- D – Template for Information Paper*

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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).

ATTACHMENT A

PROVISIONAL AGENDA

**NAM/CAR SEARCH AND RESCUE (SAR) IMPLEMENTATION AND CIVIL-MILITARY COORDINATION
MEETING**

(Mexico City, Mexico, 5 – 7 November 2018)

- Agenda Item 1 Global and Regional Search and Rescue (SAR) Matters**
- 1.1 States Obligations Under ICAO’s SAR Provisions
 - 1.2 Global and Regional Status of the Space System for Search of Vessels in Distress (COSPAS) – Search and Rescue Satellite-Aided Tracking (SARSAT) coordination
 - 1.3 SAR National Plans
 - 1.4 Implementation of Emergency Locator Transmitter (ELT) and Other Electronic Tools For Aircraft Surveillance
- Agenda Item 2 SAR Agreements**
- 2.1 SAR Agreements
 - 2.2 Regional Implementation of SAR Exercises
 - 2.3 SAR Coordination and Emergency Response for Natural Disasters
- Agenda Item 3 Civil/Military Coordination**
- 3.1 The Convention on International Civil Aviation (Doc 7300) and ICAO Provisions Regarding Civil/Military Coordination
 - 3.2 Unmanned Aircraft System (UAS): Regulatory Framework and Operational Challenges
 - 3.3 States Letters of Agreement (LOA) on Civil/Military Coordination
 - 3.4 Need for Civil/Military Coordination (ICAO Doc 9554 – *Manual Concerning Safety Measures Relating to Military Activities Potentially Hazardous to Civil Aircraft Operations* and Circular 330 – *Civil/Military Cooperation in Air Traffic Management*)
 - 3.5 Regional Initiatives to Enhance Civil/Military Coordination
- Agenda Item 4 Other Business**

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

NAM/CAR Search and Rescue (SAR) Implementation and Civil-military Coordination Meeting
Reunión de implementación de Búsqueda y Salvamento (SAR) y Coordinación Cívico-militar NAM/CAR
(SARMeeting)

Mexico City, Mexico, 5 – 7 November 2018 / Ciudad de México, México, 5 – 7 de noviembre 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		
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