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*When replying please quote:*

Ref.: NT-NT4-4.58; NT-N1-2.8 — **E.OSG – NACCTemp021**

12 June 2019

To: States, Territories and International Organizations

Subject: **Invitation – Workshop on Airport Collaborative Decision Making (A-CDM) and Regional Air Traffic Flow Management (AFTM) Implementation Meeting**  
Mexico City, Mexico, 9 to 12 September 2019

Action

Required: 1) Submission of documentation/presentation by the deadlines provided in this letter; and  
2) Register participation by **9 August 2019**

Sir/Madam,

I wish to invite your Administration/Organization to participate in the Workshop on Airport Collaborative Decision Making (A-CDM), to be held from 9 to 10 September 2019, and to the Regional Air Traffic Flow Management (AFTM) Implementation Meeting to be convened from 11 to 12 September 2019, at the ICAO NACC Regional Office, Mexico City, Mexico, from 9 to 12 September 2019.

The event is aimed to personnel in charge of aerodrome and air navigation services oversight of Civil Aviation Authorities, aerodrome operators and air navigation service providers, from States and Territories in the NAM/CAR Regions. Representatives and members of invited international organizations are expected to attend.

The Workshop will provide participants with guidance related to the concept of A-CDM, from the airport and Air Traffic Management (ATM) perspectives, and its use in ATFM, as well as in airport operations through A-CDM. The main objective of the event is to generate a common situational awareness that will foster improved decision-making, considering that A-CDM partners will remain accountable and responsible for their actions taken in a collaborative manner.

Participants at the workshop will recognize the concept that A-CDM allows aerodromes, aircraft operators, air traffic controllers, ground handling agents, pilots and air traffic flow managers to exchange operational information and work together to efficiently manage operations at aerodromes and may also enhance the planning and management of en-route operations.

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Following the A-CDM workshop, the Air Traffic Flow Management (ATFM) Regional Implementation Meeting (ATFM/IMP) will be held at the ICAO NACC Regional Office, Mexico City, Mexico, from 11 to 12 September 2019.

The main purpose of this meeting is to exchange ideas about the regional initiatives required for the implementation of the ATFM in the CAR Region, taking as reference the CAR/SAM ATFM Concept of Operation (ATFM CONOPS). It is expected that these contributions will serve to endorse or reorient the regional plan for the implementation of the ATFM, identify the main obstacles and opportunities.

This meeting targets the same audience of the previous workshop, emphasizing ATFM implementation in the air traffic services.

The Programme and Provisional Agenda of the aforementioned events are presented in **Appendices A and B**.

The working languages of the Workshop and the Meeting will be Spanish and English, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

You are kindly requested to complete and return the Registration Form at **Appendix C** by e-mail for each participant by **9 August 2019**.

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.

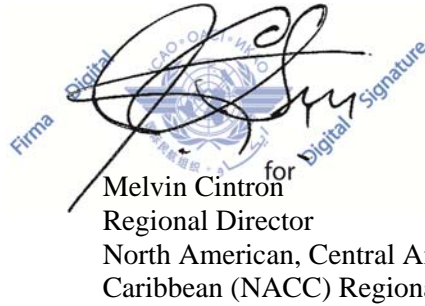
All workshop presentations and the meeting documentation will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/default.aspx> as it becomes available. Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event.

Documentation and Presentations that your Administration/Organization may wish to submit or present at the events should be forwarded to this office by e-mail as soon as practicable in Microsoft Word or PowerPoint format using the attached templates. Working papers for the meeting should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

**Only** working papers **received** by this office by **23 August 2019**, 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 **30 August 2019**. 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).

If you require any further information regarding the events, please contact Mr. Jaime Calderon, Regional Officer, Aerodromes and Ground Aids (jcalderon@icao.int) or Mr. Eddian Méndez, Regional Officer, Air Traffic Management and Search and Rescue (emendez@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 – Workshop on Collaborative Decision Making (CDM) Syllabus;*
- B – ATFM Meeting Provisional Agenda;*
- C — Registration Form;*
- D – Working Paper template; E – Information Paper template; F – Appendix template*

**APPENDIX A**  
**WORKSHOP ON AIRPORT COLLABORATIVE DECISION MAKING (A-CDM)**  
**SYLLABUS**

- A-CDM Basic Concepts and Main Principles – Documentation on A-CDM
- A-CDM in the Region: ICAO Regional Offices perspective
- IATA Perspective
- A-CDM within ATFM and ATM – What is ATFM? How does it relate to A-CDM? How does that relate to ATM in general?
- Progress in A-CDM implementation in the Region – the United States experience
- A-CDM Implementation from the Manufacturer Perspective (from institutional setup to operational system consideration)
- A-CDM practical exercise



ICAO

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

**Regional Air Traffic Flow Management (ATFM) Implementation Meeting  
(ATFM)**

Mexico City, Mexico, 11 to 12 September 2019

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**APPENDIX B  
PROVISIONAL AGENDA**

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|-----------------------|--|
| <b>Agenda Item 1:</b> | <b>Adoption of the Provisional Agenda and Schedule</b>                 |
| <b>Agenda Item 2:</b> | <b>Why ATFM: Cause and Benefits</b>                                    |
| <b>Agenda Item 3:</b> | <b>ATFM Global Requirements and Regional Implementation</b>            |
| <b>Agenda Item 4:</b> | <b>ATFM/NOPS Concept of Operations</b>                                 |
| <b>Agenda Item 5:</b> | <b>Challenges for ATFM Implementation: Link with other ATS Systems</b> |
| <b>Agenda Item 6:</b> | <b>ATFM Solutions: Basic considerations for ATFM Tools</b>             |
| <b>Agenda Item 7:</b> | <b>ATFM Performance Measurement Methodology</b>                        |
| <b>Agenda Item 8:</b> | <b>Other Business</b>  |

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**PROVISIONAL AGENDA  
EXPLANATORY NOTES**

**Agenda Item 1: Adoption of the Provisional Agenda and Schedule**

Under this agenda item, the Meeting shall elect a Chairperson, review the agenda and schedule, and adopt them. The objectives and overall expectations of the meeting will be presented.

**Agenda Item 2: Why ATFM: Cause and Benefits**

Under this agenda item, the Meeting will analyse the operational context of the NAM/CAR Regions, the traffic growth and complexity as the cause for ATFM implementation and the benefits of a proper implementation for the sustainable development of air transport.

**Agenda Item 3: ATFM Global Requirements and Regional Implementation**

The Meeting will be informed and will note ATFM Global Requirements, referenced by the ICAO Doc 9971 Manual on Collaborative Air Traffic Flow Management (ATFM), and the Regional Implementation guidelines, referenced by the CAR/SAM ATFM Concept of Operations.

**Agenda Item 4: ATFM Concept of Operations**

Under this agenda item, the Meeting will review the CAR/SAM ATFM Concept of Operations and will propose actions to develop the individual ATFM Concept of Operations for States/Territories and Air Traffic Service Providers.

**Agenda Item 5: Challenges for ATFM Implementation: Link with other ATS Systems**

Under this agenda item, the Meeting will analyse the interaction of ATFM with other ATS-related systems, in order to overcome implementation challenges.

**Agenda Item 6: ATFM Solutions: Basic considerations for ATFM Tools**

The Meeting will be informed on basic points to consider when deciding on possible ATFM automation solutions.

**Agenda Item 7:           ATFM Performance Measurement Methodology**

Under this agenda item, the Meeting will discuss basic concept for ATFM performance measurement and regionally agreed Key Performance Indicators (KPIs).

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

**Workshop on Collaborative Decision Making (CDM) and Regional Air Traffic Flow Management (ATFM) Implementation  
Meeting / Taller sobre la Toma de Decisiones en Colaboración (CDM) y Reunión sobre la Implementación de la Gestión de  
afluencia del tránsito aéreo Regional (ATFM)**

Mexico City, Mexico, 9 to 12 September 2019 / Ciudad de México, México, 9 al 12 de septiembre de 2019

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

1.	<b>Position in your Delegation:</b> <i>(Please select one option)</i> <b>Posición dentro de su Delegación:</b> <i>(Por favor seleccione una opción)</i>	<b>Chief Delegate /</b> <b>Jefe de la Delegación</b>	<b>Delegate / Delegado</b>				
		<b>Adviser / Asesor</b>	<b>Observer / Observador</b>				
		<b>Speaker / Conferencista</b>	<b>Moderator / Moderador</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)