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航空组织

When replying please quote:

Ref.: NT-NT13-6, NT-NE57-2 — **E.OSG - NACC76494**

3 January 2019

To: States, Territories and International Organizations

Subject: **Invitation – First Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/1)**
(Mexico City, Mexico, 12 – 14 March 2019)

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **8 February 2019**
 - 2) Submission of documentation by the deadlines provided in this letter
 - 3) Register participation by **28 February 2019**
 - 4) Submission of fellowship forms by **4 February 2019**

Sir/Madam,

Further to the Fourth NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/4), held in Miami, United States, from 21 to 24 August 2018, where Conclusion ANI/WG/4/03 - *CAR REGIONAL CONTINGENCY PLANNING AND RESPONSE STRATEGY* was approved, I wish to invite your Administration/Organization to participate in the First Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/1) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 12 to 14 March 2019.

The purposes of this meeting are: to take concrete actions to address contingency and emergency situations from a regional perspective; to draft the CAR Regional Contingency Response Plan; and to make the necessary arrangements to prepare for the 2019 hurricane season.

Civil Aviation Authorities and Air Navigation Service Providers of States and Territories of the ICAO NAM/CAR Regions and representatives of invited international organizations are expected to attend. 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 **Appendix A**. States wishing to submit proposals for the addition of items should do so by **8 February 2019**.

You are kindly requested to complete and return the Registration Form at **Appendix B** by e-mail for each participant by **28 February 2019**.

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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 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 in electronic format, no hard copies will be distributed during the event.

Documentation that your Administration/Organization may wish to submit at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word 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 **8 February 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 **28 February 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).

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. 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 **4 February 2019**. 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>

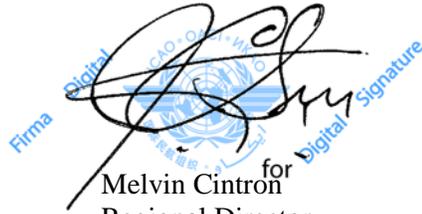
Regarding the fellowship offered to the Eastern Caribbean States through ECCAA, please note that the candidate appointment decision should be made between your Administration and ECCAA. Once coordination has been completed, the nomination form of the candidate representing the Eastern Caribbean States **should be sent to this Regional Office by ECCAA**.

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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).*

If you require any further information regarding the meeting, please contact ICAO Coordinator Eddian Méndez, Regional Officer Air Traffic Management and Search and Rescue (emendez@icao.int).

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

A digital signature in blue ink, featuring a stylized cursive script. The signature is overlaid on a circular blue stamp that contains the ICAO logo and the text "Firma Digital" on the left and "Digital Signature" on the right.

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

Enclosure:

- A – Provisional Agenda*
- B – Registration Form*
- C – Working Paper template*
- D – Information Paper template*
- E – Appendix template*

*N:\NT - Air Navigation (Worldwide)\NT 13-6 - Contingency Planning\1903-
RegionalContingencyPlanningMeeting\Correspondence\NACC76494ATM-States-FirstRegContingencyPlanningMeet.docx / SGA*

APPENDIX A

PROVISIONAL AGENDA

**FIRST REGIONAL CONTINGENCY AND EMERGENCY PLANNING AND RESPONSE MEETING
(NAM/CAR/CONT/1)
(Mexico City, Mexico, 12 – 14 March 2019)**

Agenda Item 1 ICAO Requirements for Air Navigation Services (ANS) Contingency Planning

Under this Agenda Item, the Meeting will review and analyse ICAO Standards and Recommended Practices (SARPs) and guidance material for contingency planning and response from the air navigation services provision perspective.

Agenda Item 2 CAR Air Traffic Services (ATS) Regional Contingency Plan

Under this Agenda Item the draft of the CAR Region ATS Contingency Plan will be prepared.

Agenda Item 3 NAM/CAR ATS Contingency Plans

Under this Agenda Item the Meeting will review the status of each NAM/CAR Regions State/Territory ATS Contingency Plans. States/Territories and International Organization providing air traffic services in the NAM/CAR Regions will present the latest versions of their ATS contingency plans.

Agenda Item 4 2019 Hurricane Season Table-Top Exercise

Under this Agenda Item the Meeting will perform a table top exercise in preparation for the 2019 hurricane season.

Agenda Item 5 Other Business

Under this Agenda Item the Meeting will address other issues related to the contingency planning and response that have not been reviewed in the previous Agenda Items.

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

First Regional Contingency and Emergency Planning and Response Meeting
Primera Reunión Regional para la Planificación y Respuesta ante Contingencias y Situaciones de Emergencia
(NAM/CAR/CONT/1)

Mexico City, Mexico, 12 – 14 March 2019 / Ciudad de México, México, 12 – 14 de marzo de 2019

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