



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

*30When replying please quote:*

Ref.: NT-NE57 — **E.OSG - NACC77443**

2 April 2019

To: States, Territories and International Organizations

Subject: **Invitation – Ninth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/9)**  
Port-of-Spain, Trinidad and Tobago, 25 to 27 June, 2019

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **19 April 2019**;
  - 2) For documentation to share for the Meeting's discussion on the 40<sup>th</sup> session of the Assembly (A40), submission by 31 May 2019
  - 3) Submission of Meeting documentation by the deadlines provided in this letter
  - 4) Register participation by **31 May 2019**

Sir/Madam,

I wish to invite your Administration/Organization to participate in the Ninth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/9) to be convened at the Hyatt Regency Hotel, in Port-of-Spain, Trinidad and Tobago, from 25 to 27 June 2019, which will be kindly hosted by Trinidad and Tobago.

Directors General of Civil Aviation Authorities of States and Territories of the ICAO NAM/CAR Regions, their Ministers of Finance or Tourism 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 **19 April 2019**. Concerning this agenda, please take note that:

- Two panels are being organized in order to: a) allow the exchange of views and best practices on the development of air transport following the Panamerican Air Transport/Connectivity Agreement; and b) discuss and exchange experiences in States concerns with emerging items such as Undesirable Aircraft State/Remote Piloted Aircraft System (UAS/RPAS) implementation matters.

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- A discussion session among States is proposed for sharing working paper proposals for the 40<sup>th</sup> session of the Assembly (A40). State Proposal are suggested to be submitted by 31 May 2019.
- the Eighth Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA/09/801 PSC/8) is scheduled for the afternoon of 26 June 2019.

You are kindly requested to complete and return the Registration Form at **Appendix B** by e-mail for each participant by **31 May 2019**.

The general information for meeting participants is at **Appendix C**. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner. If you need local assistance please contact the meeting coordinator from the Trinidad and Tobago Civil Aviation Authority is Ms. Rachel Sylvester, Executive Assistant of the Director General of Civil Aviation, who can provide local information or assistance with making hotel reservations, if required.

All meeting documentation will be placed in the Meetings Section of the following web page: <https://www.icao.int/NACC/Pages/meetings.aspx?year=2019&cM=03&cY=2019> 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/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word 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 **26 April 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 **18 June 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 Member<sup>1</sup> 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](mailto: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 Port of Spain, Trinidad and Tobago, 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 **27 May 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>

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<sup>1</sup> *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).*

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. Julio Siu, Deputy Regional Director (jsiu@icao.int) or Mrs. Claudia Riva-Palacio, Assistant (criva-palacio@icao.int).

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

A digital signature in blue ink, overlaid on a circular blue stamp. The stamp contains the text "OACI - W" and "NACC". The signature is written in a cursive style.

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

**Enclosure:**

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

**APPENDIX A  
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Follow-up on Valid Conclusions and Decisions from the NACC/DCA and Regional Implementation Groups Meetings**
- Agenda Item 3: Accountability Report of the ICAO NACC No Country Left Behind (NCLB)/Systemic Assistance Programme (SAP)**
- Agenda Item 4: Global Aviation Needs and Challenges**
- Agenda Item 5: 40<sup>th</sup> Session of the ICAO Assembly**
- Agenda Item 6: NAM/CAR Regional Safety/Air Navigation Implementation**
- Agenda Item 7: NAM/CAR Regional Aviation Security/Facilitation Implementation**
- Agenda Item 8: Environmental Protection Matters**
- Agenda Item 9: Air Transport Matters**
- Agenda Item 10: Other Business**

**PROVISIONAL AGENDA****EXPLANATORY NOTES****Agenda Item 1: Adoption of the Provisional Agenda and Schedule**

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

**Agenda Item 2: Follow-up on Valid Conclusions and Decisions from the NACC/DCA Meeting and Regional Implementation Groups Meetings**

Under this agenda item, the Meeting will conduct a follow-up on valid NACC/DCA conclusions and decisions, highlighting their impact on the States' and region's aviation safety, air navigation and security implementation. Moreover, the Meeting will be informed of the relevant conclusions of NAM/CAR implementation groups for the development of the region's aviation.

**Agenda Item 3: Accountability Report of the ICAO NACC No Country Left Behind (NCLB)/Systemic Assistance Programme (SAP)**

The Secretariat will provide its 2018-2019 Annual Accountability Report in accordance with the NACC NCLB/SAP, including:

- 3.1 ICAO NACC Systemic Assistance Programme (SAP) introduction
- 3.2 Analysis and Status of the Effective Implementation (EI) of the States' Safety Oversight Systems [in relation with the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA)]
- 3.3 Analysis and Status of Universal Security Audit Programme (USAP) EI in the NAM/CAR Regions
- 3.4 Status and progress on:
  - 3.4.1 Aerodrome certification in the NAM/CAR Regions
  - 3.4.2 Resolution of air navigation deficiencies
  - 3.4.3 Performance Level (last year's orange/red)
    - 3.4.3.1 Universal Safety Oversight Audit Programme (USOAP) projected progress
    - 3.4.3.2 Significant Safety Concern (SSC) and Significant Security Concern (SSeC) resolution activities
    - 3.4.3.3 Accident Investigation and Prevention (AIG) developments and implementation of Regional Accident and Incident Investigation Organization (RAIOs)
    - 3.4.3.4 Air traffic flow management (ATFM) and Search and Rescue (SAR) activities
    - 3.4.3.5 Performance-Based Navigation (PBN) implementation progress
  - 3.4.4 Contingency Planning and response

- 3.5 NACC Regional Office overall planning
- 3.6 ICAO outreach for government and non-government third parties funding to support State's/region's aviation development
- 3.7 NAM/CAR Regional Training Centres outcomes
- 3.8 Economic and social impact of aviation in the NAM/CAR Regions

Under this agenda item, States are invited to share their experience/benefits and impact of assistance of the ICAO NACC NCLB/SAP. The sustainability framework for States to maintain their effective level of implementation to comply with ICAO SARPs will be discussed.

#### **Agenda Item 4: Global Aviation Needs and Challenges**

Under this agenda item, the Meeting will discuss the impact on States derived from the 13<sup>th</sup> Air Navigation Conference, last updates on the Global Air Navigation Plan (GANP), the Global Aviation Safety Plan (GASP), the Global Aviation Security Plan (GASeP) and its roadmaps, and other recent aviation, global safety, Air Navigation Services (ANS), and security/facilitation issues.

#### **Agenda Item 5: 40<sup>th</sup> Session of the ICAO Assembly**

Following the NACC/DCA/8 meeting mandate, ICAO will facilitate a working session for States to present proposed papers for the upcoming 40<sup>th</sup> Session of the Assembly. This activity in coordination with LACAC, will allow States to count with final support of their peer States on topics to be discussed and presented at the A40.

#### **Agenda Item 6: NAM/CAR Regional Safety/Air Navigation Implementation**

- 6.1 General
- 6.2 Safety Implementation Matters
- 6.3 Air Navigation Implementation Matters

Under this agenda item, discussions on key topics of the aforementioned fields will be organized to allow the Meeting to align views, clarify implementation matters and share common best practices. Among those matters: Regional Aviation Safety Group–Pan America (RASG-PA) progress activities, CAR/SAM Planning and Implementation Regional Group (GREPECAS) progress activities and its next plenary of 2020, the progress of the State Safety Programmes (SSP) implementation activities; the update of the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP); and progress on Undesirable Aircraft State/Remote Piloted Aircraft System (UAS/RPAS) and cyber resilience matters.

A panel will be prepared to discuss and exchange experiences on States' concerns on emerging items such as UAS/RPAS implementation.

**Agenda Item 7: NAM/CAR Regional Aviation Security/Facilitation Implementation**

- 7.1 General
- 7.2 Aviation Security/Facilitation Implementation Matters

Under this agenda item, discussions on key topics of the aforementioned fields will be organized to allow the Meeting to align views, clarify implementation matters and share common best practices. Among those matters: AVSEC/FAL/RG actions and Global Aviation Security Plan (GASeP) roadmap follow-up, Aviation Security State Improvement Plan (ASIP) progress, Aviation Security Training Centres (ASTCs) progress and cyber security matters.

**Agenda Item 8: Environmental Protection Matters**

Under this agenda Item, latest matters on aviation and environmental protection will be discussed including the Carbon Offsetting Scheme for International Aviation (CORSIA), States' Action Plans on CO2 emissions reduction activities, environmental assistance projects and capacity building, State's/region's implementation status and Benefits Report and NCLB support/assistance approach for the next triennium.

**Agenda Item 9: Air Transport Matters**

Under this agenda Item, the latest air transport matters will be discussed, including statistics and air transport agreements. The Meeting will review the Panamerican Air Transport Agreement and will present a Case Study on air transport development.

A panel will be prepared to discuss and exchange experiences on air transport development.

**Agenda Item 10: Other Business**

Under this agenda Item, other matters will be discussed, such as the Outstanding State Contributions to ICAO, the next NACC/DCA venue and dates, and others as the Meeting may suggest.

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

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**Ninth North American, Central American and Caribbean Directors of Civil Aviation Meeting  
(NACC/DCA/9)**

Port-of-Spain, Trinidad and Tobago, 25 to 27 June, 2019

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**APPENDIX C  
GENERAL INFORMATION**

(Presented by Trinidad and Tobago)

**1. Venue and Dates**

The ICAO NACC/DCA/9 Meeting will be hosted by the Trinidad and Tobago Civil Aviation Authority. The Meeting will be held at the Hyatt Regency Hotel, Port of Spain, Trinidad and Tobago. The working language for the event will be English and Spanish with simultaneous interpretation.

**2. Meeting Coordinator Address and Contact Information**

Ms. Rachel Sylvester  
Executive Assistant – Director General of Civil Aviation  
Trinidad and Tobago Civil Aviation Authority  
Caroni North Bank Road  
Piarco  
Trinidad and Tobago

Telephone: +868 668-8222 ext. 2105      Cell: +868-735-4050  
Fax: +868 669-3152                              E-mail: [rsylvester@caa.gov.tt](mailto:rsylvester@caa.gov.tt)

**3. Registration and Opening Ceremony**

The registration for the NACC/DCA/9 Meeting will take place on June 25, 2019, at 08:30 a.m. followed by the official opening ceremony at 09:00 a.m. in the Regency III-VI Rooms.

**4. Reception**

A cocktail reception will be hosted in your honour on June 25, 2019, from 7:00 p.m.

**5. Hotel reservations**

Hotel information is listed hereunder. Note that a valid credit card is required for room reservations.

Name of Hotel	Address / Telephone / Email	Rates (US Currency)
<b>RECOMMENDED HOTEL (VENUE)</b> Hyatt Regency Trinidad	1 Wrightson Road, Port of Spain  Tel: 868 623-2222 Website: <a href="https://www.hyatt.com/en-US/hotel/trinidad-tobago/hyatt-regency-trinidad/trirt">https://www.hyatt.com/en-US/hotel/trinidad-tobago/hyatt-regency-trinidad/trirt</a>	Standard King – US\$169 Double beds – US\$ 169 Water View King – US\$ 179 Water View Double beds – US\$ 179 Deluxe King – US\$ 199 One bedroom Suite – US\$ 300  Rates are subject to 21.55% Tax and include buffet breakfast and Wifi
Radisson Hotel Trinidad	Wrightson Road, Port of Spain Tel: 868-625-3363 Website: <a href="http://www.radisson.com/trinidad">www.radisson.com/trinidad</a>	Single – US\$130 – Breakfast included Double – US\$140 Rates subject to 21% Tax <b>Use Booking Code: TCAA</b>
Hilton Trinidad	1B Lady Young Road, Belmont  Tel: 868-624-3211 Website: <a href="http://Trinidad.hilton.com">Trinidad.hilton.com</a>	Standard King (Single) – US\$199.00 (Double) – US\$220 Double Beds – US\$230 Rates are subject to 21.25% Tax and include breakfast and Wifi

## 6. Temperature

During the month of June, the temperature in Trinidad and Tobago ranges from 25°C (77°F) to 34°C (93.2°F); average humidity is 79%.

## 7. Tours

Tours to various attractions are planned as per attached listing. Kindly indicate your participation in these tours by **May 17, 2019** to facilitate final arrangement.

## 8. Money exchange

The Trinidad and Tobago dollar is the national currency (\$1.00 USD = \$6.79). After your arrival currency may be exchanged at local banks, at the airport or in the city.

## 9. Credit Cards

International credit cards usually accepted at shopping centres, hotels and restaurants are: American Express (AMEX), MasterCard and Visa.

## 10. Local Transportation

The recommended methods of transportation are taxis. You can request taxis with the hotel concierge as well as on exiting the airport terminal. Taxi rates are **US\$35.00** and will increase after 10:00pm.

**11. Hospitals**

If necessary, emergency services are available by calling the Eric Williams Medical Sciences Complex at Mount Hope - Telephone: +868 645-4673.

**12. Commercial Working Hours**

Commercial working hours in the city are approximately from 08:30 to 17:00 hours. Banks are open from Monday to Thursday 08:30 to 14:00 hours and from 08:30 to 16:00 hours on Friday. Major malls & shopping centres hours are from 10:00 to 19:00 or later.

**13. Electricity**

120 and 220 volts are the hotel standard. If higher voltage is required, please request information at hotel registration.

**14. Visa**

To be verified at embassies and consulates in respective States.

**15. Other**

A 17.5% tax is charged on purchases and indicated as “inclusive” if already included in consumer prices. Tips in restaurants and related places are normally included in the bills. If not, they are at your discretion. However, 10-15% is the norm.

If not included in the airfare, the airport departure tax is approximately USD20.00.

**16. More Information on Trinidad and Tobago**

For more information about Trinidad and Tobago, delegates can visit: <http://www.tourism.gov.tt/>

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**Ninth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/9)**  
**Novena Reunión de Directores de Aviación Civil de Norteamérica, Centroamérica y Caribe (NACC/DCA/09)**  
Port-of-Spain, Trinidad and Tobago, 25 to 27 June, 2019  
Puerto España, Trinidad y Tabago, 25 al 27 de junio de 2019

**COMPANION TOURS / EVENTS**  
**TOURS PARA ACOMPAÑANTES / EVENTOS**

The following Tours are being arranged as companion events for the NACC/DCA/9 Meeting being held in Trinidad and Tobago. Participation in these events is not mandatory and will run concurrent to the DCA meeting on June 25 – 26, 2019.

Se proponen los siguientes tours como eventos para los acompañantes de los participantes de la reunión NACC/DCA/9 que se celebrará en Trinidad y Tabago. La participación en estos eventos es opcional y tendrán lugar durante la Reunión DCA del 25 al 26 de junio de 2019.

**Note: Tours are limited to 60 persons / Nota: Los tours están limitados a 60 personas**

No.	Date/Fecha	Tour	Estimated Length Tiempo estimado	Comments/Observaciones
1	Tuesday June 25, 2019 Martes 25 de junio de 2019	<b>City Tour</b> – Port of Spain Tour de la ciudad - Puerto España	9:30am – 2:00pm	A wonderful tour of the capital City of Port of Spain & the Lookout paired with a relaxing visit to West Mall. This tour is designed to ensure participants are able to attend the Cocktail Reception at 7:00pm Maravilloso tour de la capital que incluye visita al centro comercial West Mall. Diseñado para que los participantes lleguen a la recepción –coctel de las 19:00 h
2	Wednesday June 26, 2019 Miércoles 26 de junio de 2019	<b>Local Wonders Tour – Trinidad</b> La Brea Pitch Lake & Caroni Bird Sanctuary <b>Tour Maravillas Locales – Trinidad</b> Lago La Brea Pitch & Santuario de aves Caroni	7:30am - 7:00pm	A visit to the La Brea Pitch Lake, an opportunity to sample local cuisine (Indian Delicacies) while passing thru the town of Debe, followed by an evening tour of the Caroni Bird Sanctuary. <b>This is scheduled as an all day tour; however participants can choose to visit one or the other of these attractions.</b> Visita al lago La Brea Pitch, oportunidad de probar la cocina local (delicias de la India) al pasar por el pueblo de Debe, seguida de un tour vespertino del santuario de aves Caroni. <b>Programado como tour de todo el día, pero los participantes pueden elegir una u otra actividad.</b>
3	Thursday June 27, 2019 Jueves 27 de	<b>Let's Relax</b> – Visit to Maracas Beach <b>Relajémonos</b> – Visita	11:00am – 6:00pm	Relax and enjoy the Sun, Sea & Food before heading out with a trip to Maracas Beach! Relájese y disfrute del sol, el mar y la comida antes de su regreso con este viaje a la playa Maracas

No.	Date/Fecha	Tour	Estimated Length Tiempo estimado	Comments/Observaciones
	junio de 2019	a la playa Maracas		
4	Friday June 28, 2019 Viernes 28 de junio de 2019	<b>Local Wonders Tour – Tobago</b> <b>Tour maravillas Locales - Tabago</b>		A visit to our Sister Isle is planned with participants being offered a variety of activities including a visit to the Rain Forest & Buccoo Reef, or simply enjoying the day on the Beach. Visita a nuestra isla hermana planeada con los participantes a quienes se les ofrecerá una variedad de actividades incluyendo visita a la selva lluviosa y al arrecife Buccoo, o simplemente disfrutar del día en la playa.

For further information or to reserve your spot on these tours

Kindly Contact:

Para mayores informes o reservar su lugar en estos tours,  
sírvese contactar a

Ms. Nicole Williams @ [nwilliams@caa.gov.tt](mailto:nwilliams@caa.gov.tt) and

Ms. Candice James @ [cjames@caa.gov.tt](mailto:cjames@caa.gov.tt)

Tel: 1-868-668-8222 ext. 2175 / 2154