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When replying please quote:

Ref.: NT-N1-2.7, NT-N1-15.12 — **E.OSG - NACC76419**

21 December 2018

To: States, Territories and International Organizations

Subject: **Invitation – Training and Updating Workshop for Large Height Deviations (LHDs) Focal Points of the CAR/SAM Regions (CAR/SAM/LHD) (Lima, Peru, 11 – 15 March 2019)**

Action

Required: a) Register participation by **22 February 2019**
b) Submission of fellowship nomination forms by **4 February 2019**

Sir/Madam,

Further to the Seventeenth Meeting of the GREPECAS Scrutiny Working Group (GTE/17), held in Lima, Peru, from 30 October to 3 November 2017, where Conclusion GTE/17/3 – *TRAINING FOR FOCAL POINTS* was agreed, I wish to invite your Administration/Organization to participate in the Training and Updating Workshop for Large Height Deviations (LHDs) Focal Points of the CAR/SAM Regions (CAR/SAM/LHD), to be convened at the ICAO South American (SAM) Regional Office premises in Lima, Peru, from 11 to 15 March 2019.

The aim of the event is to train and update LHD focal points and Air Navigation Services (ANS) inspectors from the authorities of the CAR/SAM Regions, on the process of reporting and analysing LHD in the Reduced Vertical Separation Minimum (RVSM) airspace, enabling them to improve the identification, coordination and analysis of events LHD in the airspace of the CAR/SAM Regions, improve the implementation of corrective measures to mitigate or correct events LHD the CAR/SAM Regions and promote the reduction of the LHD by means of the transfer of expertise of the focal points to air traffic controllers. The working languages of the workshop will be English and Spanish, 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 A** by e-mail for each participant by **22 February 2019**.

The General Information of the event is at **Appendix B** and a mnemonic paper of the event is presented in **Appendix C**.

All event 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.

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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 Lima, 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**.

If you require any further information regarding the event, please contact Mr. Eddian Méndez, ICAO NACC Regional Officer, Air Traffic Management and Search and Rescue (emendez@icao.int), or Sybil Gómez, Assistant, (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 – Registration Form;*
- B – Hotel Information;*
- C – Mnemonic 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).*



Organización de Aviación Civil Internacional
International Civil Aviation Organization

Taller de Capacitación y Actualización para puntos focales LHD de las regiones CAR/SAM
Training and updating Workshop for LHD Focal Points of CAR/SAM Regions
Lima, Perú, 11 al 15 de marzo/March de 2019

APPENDIX/APÉNDICE A

FORMULARIO DE REGISTRO/REGISTRATION FORM

| | | |
|----|------------------------------|--|
| 1. | NAME NOMBRE | |
| 2. | POSITION CARGO | |
| 3. | ORGANIZATION ORGANIZACIÓN | |
| 4. | STATE ESTADO | |
| 5. | TELEPHONE TELÉFONO | |
| 6. | E-MAIL CORREO-E | |

Please return this form to: / Por favor devuelva este formulario a:

icaosam@icao.int

APPENDIX B



International Civil Aviation Organization

Training and updating Workshop for LHD Focal Points of CAR/SAM Regions

Lima, Peru, 11 to 15 March 2019

GENERAL INFORMATION

(Presented by the Secretariat)

1. **Site and dates**

The Training and Updating Workshop for Large Height Deviations (LHDs) Focal Points of the CAR/SAM Regions (CAR/SAM/LHD) will be conducted in the ICAO South American (SAM) Regional Office premises in Lima, Peru, from 11 to 15 March 2019. Since we count with two conference rooms, it will be appreciated that upon arriving in the Office, you verify where the event will take place – floor 3 or 4.

2. **Coordinator**

Mr. Roberto Sosa
Regional Officer ANS and Safety
ICAO SAM Regional Office
Tel: +511 611-8686
E-mail: icaosam@icao.int
rsosa@icao.int

3. **Participants Registration**

Participants should register on Monday, 11 March 2019, from 08:30 to 09:00 hours.

4. **General Information**

Found in the “*General Information*”, “*List of Hotels*” and “*Weather*” sections in the ICAO SAM Regional Office website, <http://www.icao.int/sam> (left panel, under South American (SAM) Office).

5. **Documentation**

The documentation will be posted on the ICAO SAM Regional Office website, <http://www.icao.int/sam>, *Meetings*. Participants should check our website frequently to download the documentation. All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the meeting venue; there will be no hard copies available for distribution.



APPENDIX C

MNEMONIC NOTE PAPER – ANS01

| Training and updating Workshop for LHD Focal Points of CAR/SAM Regions | |
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| Training and updating Workshop for LHD Focal Points of CAR/SAM Regions | <p>During the GTE/17 meeting in 2017, the Scrutiny Group agreed on the need of carrying out a training programme for the Points of Contact (PoCs) of the CAR/SAM Flight Information Regions (FIRs) to ensure a correct completion of CARSAMMA form F0 in which the Large Height Deviations (LHD) events are reported for the corresponding analysis by the CARSAMMA.</p> <p>With the aim of improving levels of reporting and analysis of the events, the Meeting agreed on the need to schedule a training process through CARSAMMA for LHD focal points of the CAR/SAM Regions, taking into account that there was new staff in these activities that had not yet received training, and that it would also serve as refresher training for the other focal points. During the meeting the following conclusion was adopted:</p> <p style="text-align: center;"><i>CONCLUSION GTE/17/3 TRAINING FOR FOCAL POINTS</i></p> <p style="text-align: center;"><i>That, taking into account the need to schedule training activities through CARSAMMA for LHD focal points of the CAR/SAM Regions, the Secretariat request the support of GREPECAS for the conduction of these activities in 2018.</i></p> <p>To follow up conclusion GTE/17/3 during the last GREPECAS meeting a working paper related to this matter was presented with the aim of preparing a workshop to train and update CAR/SAM focal points on the method of reporting and analyzing the LHD in the Reduced Vertical Separation Minimum (RVSM) airspace.</p> |
| Objective of the event | To train and update LHD Focal Points of the CAR/SAM Regions on the process of reporting and analyzing LHD in RVSM airspace. |
| Status of the Region | Although the safety level in the RVSM airspace in the CAR/SAM regions is kept within acceptable limits, opportunities for improvement in safety and operational efficiency can be observed. The work of the focal points is essential to obtain these identified improvements, therefore the necessity of strengthening their competences by means of a workshop to update and reinforce the knowledge in the identification, analysis and implementation of related measures with the LHD, is key. |

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| Project nature | Training and updating Workshop for LHD Focal Points of CAR/SAM Regions |
| Competences to be generated by this event | <ul style="list-style-type: none"> ✓ Improvement in the the identification, coordination and analysis of LHD events in the airspace of the CAR/SAM Regions. ✓ Improvement in the implementation of corrective measures to mitigate or correct LHD events of CAR/SAM Regions. ✓ Raising the reduction of the LHD by means of the transfer of expertise of the focal points to air traffic controllers. |
| Participants' profile | <ul style="list-style-type: none"> ✓ LHD Focal Points from States of the CAR/SAM Regions ✓ ATS Inspectors from Administrations of the CAR/SAM Regions ✓ Personnel in charge of the safety at the Air Traffic Service Providers (ATSPs) |
| Next steps for the development of the strategy | To improve the safety level in the RVSM airspace, it is proposed that as part of the strategy to develop a training process, the new focal points designated by the CAR/SAM States are included. Likewise, the knowledge of the current focal points is updated with the aim of improving the identification, coordination and analysis of LHD events to better report CARSAMMA and consequently the Regional Monitoring Agency (RMA) provides a greater information for the decision making related to safety and efficiency. |
| Contact person in the NACC Office | Mr. Eddian Méndez Regional Officer, Air Traffic Management and Search and Rescue ICAO NACC Regional Office emendez@icao.int |