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*When replying please quote:*

Ref.: NT-NE57-3 — **E.OSG - NACC85553**

16 April 2021

To: States, Territories and International Organizations

Subject: **Invitation – Fourth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/4) Online, 11 May 2021**

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **26 April 2021**
  - 2) Submission of documentation/presentation by the deadlines provided in this letter
  - 3) Register participation by **7 May 2021**

Dear Sir/Madam,

I wish to invite your Administration/Organization to participate in the Fourth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/4), to be held online on 11 May 2021, from 13:30 to 19:30 UTC.

In order to successfully achieve the objectives of this meeting, it is expected the participation of representatives of your Administration who are members of the AIM Task Force. The objectives of the meeting are: updating the regional AIM transition plan, initiating the implementation of the AIM Collaborative Plan for the CAR Region, AIM TRAIN matters, among other relevant aspects. 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 **26 April 2021**.

We would appreciate confirmation of your participation by **7 May 2021** by registering here: <https://icao.zoom.us/meeting/register/tJEpcOGrrjgtHNVCSrn4ZwPRuuj91W9pwvxh>

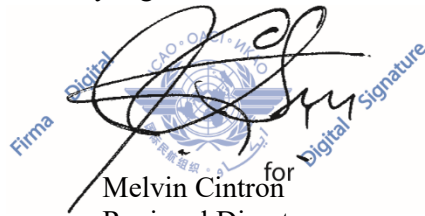
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All meeting documentation will be placed in the Meetings Section of the following web page: <https://www.icao.int/NACC/Pages/meetings.aspx?year=2021&cM=04&cY=2021> as it becomes available.

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/PowerPoint format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices. Due to time constraints, the States documentation received will not be translated. Please consider sending it in both languages. The deadline to receive papers is **26 April 2021**.

If you require any further information regarding the meeting, please contact Mr. Raúl Martínez, ICAO NACC Regional Officer, Aeronautical Information Management ([rmartinez@icao.int](mailto:rmartinez@icao.int)); Ms. Natasha Leonora-Belefanti, AIM Task Force Rapporteur ([n.leonora-belefanti@dc.ansp.org](mailto:n.leonora-belefanti@dc.ansp.org)) y/o Sybil Gómez, Assistant ([sgomez@icao.int](mailto: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 – Working Paper template;*
- C – Information Paper template;*
- D – Appendix template*



ICAO

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

**FOURTH NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN WORKING GROUP (NACC/WG)  
AERONAUTICAL INFORMATION MANAGEMENT IMPLEMENTATION TASK FORCE MEETING  
(AIM/TF/4)**

Online, 11 May 2021

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**APPENDIX A  
PROVISIONAL AGENDA**

- Agenda Item 1:** Approval of the Provisional Agenda, Schedule and Working Method
- Agenda Item 2:** Review and Update of a New Updated AIM Regional Plan, including AIM collaborative Plan
- Agenda Item 3:** Update to the AIM Working Plan
- Agenda Item 4:** States Status: Quality Management System (QMS), AIM Transition, Electronic Terrain and Obstacle Data (eTOD) and System Wide Information Management (SWIM) Implementation (AIM 2.0)
- Agenda Item 5:** NOTAM Contingency Plans for NAM/CAR Regions and Tasks Related with the NOTAM Global Campaign: removal of permanent NOTAMs or as Indicated by ICAO Doc 8126 - *Aeronautical Information Services Manual*
- Agenda Item 6:** AIM 2.0 Training Requirements Official Documentation
- Agenda Item 7:** Other Business

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## EXPLANATORY NOTES

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

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

### **Agenda Item 2: Review and Update of a New Updated AIM Regional Plan, including AIM collaborative Plan**

The Meeting will take note of the new AIM Work Plan that considers the provisions of the Global Air Navigation Plan (GANP) 6th. Ed. and the requirements of Key Performance Indicators posed by safety and the development of the AIM Collaborative Plan and the ICAO AIM tracking website will also be reviewed

### **Agenda Item 3: Update to the AIM Work Plan**

Under this agenda item, the Meeting will review and update the current AIM Work Plan incorporating activities to be delivered during the next Sixth North American, Central American and Caribbean Working Group (NACC/WG/6) Meeting related to AIM 2.0

### **Agenda Item 4: States Status: Quality Management System (QMS), AIM Transition, Electronic Terrain and Obstacle Data (eTOD) and System Wide Information Management (SWIM) Implementation (AIM 2.0)**

Under this Agenda item, the Meeting will review and provide updates on the actions and implementation tasks towards SWIM, establishing goals for the next NACC/WG/06 Meeting as well as the Nineteenth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/19). The progress of the States on the implementation of the PANS AIM (Doc 10066) and the identification of difficulties for said Implementation will also be reviewed.

### **Agenda Item 5: NOTAM Contingency Plans for NAM/CAR Regions and Tasks Related with the NOTAM Global Campaign: removal of permanent NOTAMs or as Indicated by ICAO Doc 8126 - *Aeronautical Information Services Manual***

Under this agenda item, the Meeting will work on the approach of AIM contingency plans, as well as the Tasks related with the NOTAM Global Campaign: removal of permanent NOTAMs or as Indicated by ICAO Doc 8126.

### **Agenda Item 6: Other Business**

Under this agenda item, the Meeting will analyse any other matter than cannot be addressed under the previous agenda items.

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