



International
Civil Aviation
Organization

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Международная
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гражданской
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NT1-2 — **E-OSG-NACC90589**

13 September 2021

To: States and Territories

Subject: **Invitation – Fourth Regional Meeting for National Continuous Monitoring Coordinators (NCCM/4)**
On line, 27 September 2021

Action

Required: 1) Register participation by **23 September 2021**
2) Submission of documentation/presentation by the deadlines provided in this letter;

Dear Sir/Madam,

The activities of the NCCM Group paused since the last NCCM teleconference in February 2020 will be resumed. In this sense, following the work of the Universal Safety Oversight Audit Programme (USOAP) NCCM Group, I wish to invite your Administration and, in particular, your State's National Continuous Monitoring Coordinators (NCCMs), to participate in the Fourth Regional Meeting for National Continuous Monitoring Coordinators (NCCM/4) to be convened online on 27 September 2021, from 10:00 AM to 2:00 PM hours CDT (15:00 hrs. UTC).

In this meeting, additional to the follow-up to the actions agreed in 2020, information on the latest updates of the USOAP system will be provided, including the On line Framework (OLF) and latest revision of Protocol Questions. Among other subjects, the Meeting will also review and update the NCCMs Terms of Reference (ToRs).

NCCMs of States and Territories of the ICAO NAM/CAR Regions are expected to participate. 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 Agenda of this Meeting is as follows.

1. Adoption of Draft Agenda and Schedule
2. Valid Actions from NCCM Meetings
3. General USOAP Updates

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4. Updates to the NCMCs Terms Of Reference (ToRs)
5. Regional Self- Assessment planning
6. Costa Rica Experience on Self-Assessment implementation
7. Other Business

It is important to note that all participants need to have a Zoom account as all sessions scheduled by ICAO are only for authenticated users. In order to confirm your participation at this Meeting and obtain the Zoom connection information, you need to register at the following link:

https://icao.zoom.us/meeting/register/tJ0rdemvqTorEtQzZFU_SJyGgOJKSdU3zo38

Once registered, Zoom will generate a unique connection link for the registered participant and he/she will receive a confirmation email from Zoom containing information about joining the Meeting; please note that the connection link is unique to the registered participant and cannot be shared with other users. **Please ensure to save this message, as you will need it to connect to the event.** Furthermore, please consider that you have to be signed into your Zoom account in order to enter the event. It is important to consider that a lot of servers block Zoom messages, therefore, if you register and do not receive your connection link, please contact Mrs. Yolanda Terrazas to the following email: yterrazas@icao.int so you can obtain your personal access link for the event.

Documentation/Presentations 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.

Only working papers **received** by this office by **17 September 2021**, 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 **20 September 2021**. 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).

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.

If you require any further information regarding the event, please contact Mr. Marcelo Orellana, Regional Officer, Safety Implementation or his Assistant Mrs. Yolanda Terrazas, to the following e-mail nacc-fs@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: *As indicated*

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WORKING PAPER

NCMC/4 — WP/**

**/09/21

Fourth Regional Meeting for National Continuous Monitoring Coordinators (NCMC/4)

On line, 27 September 2021

Agenda Item *:

TITLE OF WORKING PAPER

(Presented by ***)

EXECUTIVE SUMMARY	
Insert brief summary of the working paper.	
Action:	Insert action required.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• ***

1. Introduction

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or

— END —



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INFORMATION PAPER

NCMC/4 — IP/**

**/09/21

Fourth Regional Meeting for National Continuous Monitoring Coordinators (NCMC/4)

On line, 27 September 2021

Agenda Item *:

TITLE OF INFORMATION PAPER

(Presented by ***)

EXECUTIVE SUMMARY	
Insert brief summary of the information paper.	
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• ***

1. Introduction

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APPENDIX *
TITLE

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