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国际民用
航空组织

When replying please quote:

Ref.: NT-NE57-3 — **E.OSG-NACC92599**

25 March 2022



To: States, Territories and International Organizations

Subject: **Invitation – Third North American, Central American and Caribbean Working Group (NACC/WG) Air Traffic Flow Management (ATFM) Implementation Task Force Meeting (ATFM/TF/3)**
ICAO NACC Regional Office, Mexico City, Mexico, 17 to 19 May 2022

Action

- Required:
- 1) Transmittal of additional items to the Provisional Agenda by **1 April 2022**;
 - 2) Submission of documentation by the deadlines provided in this letter;
 - 3) Register participation by **10 May 2022**.

Dear Sir/Madam,

I wish to invite your Administration/Organization to participate in the NAM/CAR Air Navigation Working Group (NACC/WG)/Air Traffic Flow Management (ATFM) Implementation Task Force Meeting (ATFM/TF), to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 17 to 19 May 2022.

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 event is at **Appendix A**. States wishing to submit proposals for the addition of items should do so by **1 April 2022**.

We would appreciate confirmation of your participation by **10 May 2022** by registering here: <https://forms.gle/CbJUv9L3AtfiNUjbA>

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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/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 **5 April 2022**, 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 **19 April 2022**. 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).

If you require any further information regarding the event, please contact Mr. Eddian Méndez, Regional Officer, Air Traffic Management and Search and Rescue, or his Assistant Mrs. Yolanda Terrazas, to the following e-mail nacc-atm@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 ICAO logo and the text "Firma Digital" on the left and "Digital Signature" on the right. The signature itself is a stylized cursive script.

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*



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**Third North American, Central American and Caribbean Working Group (NACC/WG)
Air Traffic Flow Management (ATFM) Implementation Task Force Meeting
(ATFM/TF/3)**

ICAO NACC Regional Office, Mexico City, Mexico, 17 to 19 May 2022

**APPENDIX A
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Air Traffic Flow Management (ATFM) Minimum Level of Services in the CAR Region**
- Agenda Item 3: ATFM Performance Framework**
- Agenda Item 4: ATFM Contingency Procedures**
- Agenda Item 5: Regional Traffic Recovery Planning**
- Agenda Item 6: ATFM/TF Report to the North American, Central American and Caribbean Working Group (NACC/WG)**
- Agenda Item 7: Other Business**
-

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

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

Agenda Item 2: Air Traffic Flow Management (ATFM) Minimum Level of Services in the CAR Region

Under this agenda item, the Meeting will discuss and agree the criteria for ATFM minimum level of services in the CAR Region in order to propose their inclusion into the CAR/SAM Air Navigation Plan (ANP).

Agenda Item 3: ATFM Performance Framework

Under this agenda item, the Meeting will review the progress of the work for the formulation of the CAR/SAM Air Navigation Plan Volume III in order to agree the regional mechanism to collect data related to ATFM performance.

Agenda Item 4: ATFM Contingency Procedures

Under this Agenda Item, the Meeting will review the regional ATFM contingency procedures.

Agenda Item 5: Regional Traffic Recovery Planning

Under this agenda item, the Meeting will review the NAM/CAR Regions States and Territories forecast for the recovery of operations to pre COVID-19 pandemics levels.

Agenda Item 6: ATFM/TF Report to the North American, Central American and Caribbean Working Group (NACC/WG)

The Meeting will review the report to be submitted to the NACC/WG.

Agenda Item 7: 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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WORKING PAPER

ATFM/TF/3 — WP/**

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**Third North American, Central American and Caribbean Working Group (NACC/WG)
Air Traffic Flow Management (ATFM) Implementation Task Force Meeting
(ATFM/TF/3)**

ICAO NACC Regional Office, Mexico City, Mexico, 17 to 19 May 2022

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
<i>References:</i>	<ul style="list-style-type: none">• ***

1. Introduction

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or

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INFORMATION PAPER

ATFM/TF/3 — IP/**

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**Third North American, Central American and Caribbean Working Group (NACC/WG)
Air Traffic Flow Management (ATFM) Implementation Task Force Meeting
(ATFM/TF/3)**

ICAO NACC Regional Office, Mexico City, Mexico, 17 to 19 May 2022

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
<i>References:</i>	<ul style="list-style-type: none">• ***

1. Introduction

1.1 Ff

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APPENDIX *
TITLE

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