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When replying please quote:

Ref.: NT- N1-8.2.25 — E.OSG-NACC92539

14 March 2022



To: States, Territories and International Organizations

Subject: **Invitation – Second NAM/CAR Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/2)**
ICAO NACC Regional Office, Mexico City, Mexico, 20 to 22 April 2022

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **21 March 2022**;
 - 2) Submission of documentation by the deadlines provided in this letter;
 - 3) Register participation by **10 April 2022**.

Dear Sir/Madam,

Further to the Fourth NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/4), held in Miami, United States, from 21 to 24 August 2018, where Conclusion ANI/WG/4/03 - *CAR REGIONAL CONTINGENCY PLANNING AND RESPONSE STRATEGY* was approved, I wish to invite your Administration/Organization to participate in the Second NAM/CAR Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/2) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 20 to 22 April 2022.

The purposes of this meeting are: assess the impact and the response of contingency situations faced in 2019, 2021 and 2021; take concrete actions to address contingency and emergency situations from a regional perspective; develop the CAR Regional Contingency Response Plan; and make the necessary arrangements in preparation for the 2022 hurricane season by carrying out a table top exercise to simulate various contingency scenarios in the CAR Region.

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 **21 March 2022**.

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Please confirm your participation by **10 April 2022** by registering here: <https://forms.gle/Y5ffLZ6jvmwpwtWK9>

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 at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word 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 **21 March 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 **10 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).

Should 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 of Melvin Cintron is shown, consisting of a stylized cursive script in black ink. The signature is overlaid on a circular blue stamp that contains the ICAO logo and the text "Firma Digital" and "Digital Signature".

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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**Second NAM/CAR Regional Contingency and Emergency Planning and Response Meeting
(NAM/CAR/CONT/2)**

Mexico City, Mexico, 20 to 22 April 2022

APPENDIX A

PROVISIONAL AGENDA AND 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: Evaluation of Impact and Response of Contingencies Faced in 2019, 2020 and 2021

Under this Agenda Item, the Meeting will analyse the contingency situations faced in 2019, 2020 and 2021, and will evaluate their impact and the response carried out by the region.

Agenda Item 3: ICAO Requirements for Air Navigation Services (ANS) Contingency Planning

Under this Agenda Item, the Meeting will review and analyse ICAO Standards and Recommended Practices (SARPs) and regional agreements regarding contingency arrangements, and their compliance by CAR States and Territories. The Meeting will analyse the level of response to the request to update Air Traffic Services (ATS) contingency plans by States and Territories of the CAR Region.

Agenda Item 4: CAR Air Traffic Services (ATS) Regional Contingency Plan

Under this Agenda Item, the CAR ATS Regional Contingency Plan will be reviewed, The linkage of this Plan with other counterparts from different areas of air navigation services will be analysed, as well as the Regional Contingency Plans of adjacent regions.

Agenda Item 5: CAR Region Contingencies Table-Top Exercise

Under this Agenda Item the Meeting will perform a table top exercise in preparation for the 2022 hurricane season.

Agenda Item 6: Other Business

Under this Agenda Item the Meeting will address other issues related to the contingency planning and response that have not been reviewed in the previous Agenda Items.



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WORKING PAPER

NAM/CAR/CONT/02 — WP/**

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**Second NAM/CAR Regional Contingency and Emergency Planning and Response Meeting
(NAM/CAR/CONT/02)**

Mexico City, Mexico, 20 to 22 April 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

1.1 Ff



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INFORMATION PAPER

NAM/CAR/CONT/02 — IP/**

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**Second NAM/CAR Regional Contingency and Emergency Planning and Response Meeting
(NAM/CAR/CONT/02)**

Mexico City, Mexico, 20 to 22 April 2022

Agenda Item *:

TITLE OF INFORMATION PAPER

(Presented by ***)

EXECUTIVE SUMMARY

Insert brief summary of the information paper.

*Strategic
Objectives:*

- Safety
- Air Navigation Capacity and Efficiency

References:

- ***

1. Introduction

1.1 Ff

APPENDIX *
TITLE

or

— END —