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Ref.: NT- NE 57-1 — **E.OSG-NACC97925**

27 June 2023

To: States, Territories and International Organizations

Subject: **Invitation – Eighth North American, Central American and Caribbean Working Group Meeting (NACC/WG/8)**
ICAO NACC Regional Office, Mexico City, Mexico, 29 August to 1 September 2023

Action

Required: 1) Transmittal of additional items to the Provisional Agenda by **21 July 2023**;
2) Submission of documentation by the deadlines provided in this letter;
3) Register participation by **20 August 2023**.

Dear Sir/Madam,

I wish to invite your Administration/Organization to participate in the Eighth North American, Central American and Caribbean Working Group Meeting (NACC/WG/8), to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 29 August to 1 September 2023.

The objective of the meeting is to analyse the results of the 2022-2023 work plan, to follow-up on the work plan developed in March 2023 by the rapporteurs of the different Task Forces (TF) of the NACC/WG, as well as to update the activities of the different areas of air navigation.

At the end of the meeting, the expected results are:

1. Establish the status of implementation of Air Navigation in the CAR Region according to the work carried out by each NACC/WG TF in the evaluation of the Basic Building Blocks (BBB) and the elements of Aviation System Block Upgrade (ASBU).
2. Establish the regional Key Performance Indicators (KPIs) according to the work presented by the Airspace Optimization Task Force (AO/TF), the Air Traffic Flow Management Implementation Task Force (ATFM/TF) and the Surveillance Task Force (SURV/TF).
3. Respond to the decisions and conclusions of the Twentieth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/20) to provide the results at the GREPECAS/21 Meeting.

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Each TF member of the NACC/WG must present the results of their work management according to the work programme of their Groups, the objectives set in common, and the results obtained to date. This information will be key to continue with the regional implementation of Air Navigation Services (ANS), the establishment of the capacity implemented in the region and continue with the development of the Electronic Air Navigation Plan (e-ANP) Volume III. It will also continue to monitor regional priorities and the implementation of the established goals for the region in the different areas of air navigation: Air Traffic Management (ATM), Aeronautical Information Management (AIM), Communication, Navigation and Surveillance (CNS), and Search and Rescue (SAR), the follow-up to the conclusions of GREPECAS and North American, Central American and Caribbean Directors of Civil Aviation Meetings, related to ANS.

The members of the different TFs of the NACC/WG are expected to attend the meeting: ATFM/TF, AO/TF, SURV/TF, Air Traffic Services Inter-facility Data Communication Task Force (AIDC/TF), Search and Rescue Implementation Task Force (SAR/TF), Aeronautical Frequencies (FRE), Communications Management (COMM), Aeronautical Meteorology (MET), Aerodromes and Ground Aids (AGA), as well as the participation of the rapporteurs of the Groups of the Eastern Caribbean States. The participation of experts in all areas of air navigation, technical and operational personnel responsible for the implementation of ANS, ANS Project Managers from States, as well as International Organizations and Industry is also expected. 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 and Schedule of the event are at **Appendices A and B** respectively. States wishing to submit proposals for the addition of items should do so by **21 July 2023**. We would appreciate confirmation of your participation by **20 August 2023** by registering here: <https://forms.office.com/r/rLbWhuc6AV>

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.

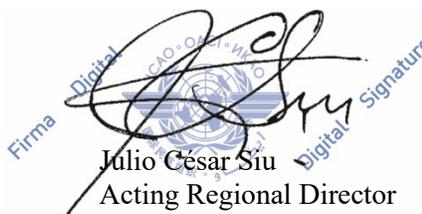
All meeting documentation will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/default.aspx> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

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 **28 July 2023**, 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 **15 August 2023**. 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 Mrs. Mayda Ávila, Regional Officer, Communications, Navigation and Surveillance to the following e-mail address nacc-cns@icao.int.

Accept, Sir/Madam, the assurances of my highest consideration.



Julio César Siu
Acting Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

*A – Provisional Agenda; B – Schedule; C – Working Paper template;
D – Information Paper template; E – Appendix template*

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ICAO

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

Eighth North American, Central American and Caribbean Working Group Meeting (NACC/WG/8)

Mexico City, Mexico, 29 August – 1 September 2023

APPENDIX A PROVISIONAL AGENDA

- Agenda Item 1: Review and Approval of the Meeting Agenda, Work Modality and Schedule**
- Agenda Item 2: Follow-up to the Conclusions and Previous Agreements of NACC/WG, CAR/SAM Planning and Implementation Regional Group (GREPECAS) and Other Related Matters**
- 2.1 Review of valid conclusions/decisions from meetings related to NACC/WG, Rapporteurs Meeting (NACC/WG/RAP), Twentieth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/20), and Eleventh North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/11) activities.
 - 2.2 Project RLA/09/801 – Multi-Regional Civil Aviation Assistance Programme (MCAAP) approved ANS projects to be developed during 2023 and first half of 2024.
- Agenda Item 3: Follow-up of NACC/WG 2022-2023 Action Plan**
- 3.1 Presentation by the Task Forces (TF) of the analysis of the Basic Building Blocks (BBB) in the different areas of air navigation.
 - 3.2 Presentation by the TFs of the Implementation analysis to the Aviation System Block Upgrade (ASBU) elements.
 - 3.3 Presentation by the Airspace Organization (AO)/TF, Air Traffic Flow Management (ATFM)/TF and Surveillance (SURV)/TF on the available information for the development of the Key Performance Indicators (KPIs) for regional measurement.
 - 3.4 NACC/WG progress in Aeronautical Information Management (AIM) and Aeronautical Meteorology (MET).

- 3.5 NACC/WG progress in technology: Air Traffic Services Inter-facility Data Communication (AIDC), SURV, Communication Management (COMM), and Aeronautical Frequencies (FRE).
- 3.6 NACC/WG progress in operations: AO, Air Traffic Management (ATM), Search and Rescue (SAR), ATFM and Aerodromes and Ground Aids (AGA)
- 3.7 Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG), Eastern Caribbean Aeronautical Fixed Service Network Technical Group (E/CAR/RD and ECAR/NTG NTG) progress.
- 3.8 Other aspects of Air Navigation Services.

Agenda Item 4: 2024 NACC/WG Work Programme

- 4.1 Presentation of the Terms of Reference (ToRs) and update of the NACC/WG Work Programme for 2024.
- 4.2 Development of the e-ANP Electronic Air Navigation Plan Vol. III.
- 4.3 CAR States National Air Navigation Plans (NANP)
- 4.4 Emerging Technologies and Regional Challenges

Agenda Item 5: Other business

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Review and approval of the meeting agenda, work modality and schedule.

Under this Agenda Item, the meeting agenda, schedule, and work modality will be reviewed and adopted.

Agenda Item 2: Follow-up to the Conclusions and Previous Agreements of NACC/WG, CAR/SAM Planning and Implementation Regional Group (GREPECAS) and Other Related Matters

Under this Agenda Item, we will follow up on the results and implementation status of decisions and conclusions from other meetings that impact the work of the NACC/WG, as well as look at the status of implementation of regional air navigation services.

Agenda Item 3: Follow-up of NACC/WG 2022-2023 Action Plan

Under this Agenda Item, the work carried out by each TF and the commitments made by the TFs during the NACC/WG/07 and NACC/WG/RAP2 meetings will be followed up, therefore it is expected that each NACC/WG TF present the results of their area in regards the 2023 NACC/WG work plan, the implementation progress of their areas and to open the discussion to analyse the status of regional implementation and define the action plan for 2024. Based on the presented results and the analysis carried out during the meeting, the information to be presented at the GREPECAS/21 meeting will be defined, additionally, other issues relevant to the ANS will be addressed.

Agenda Item 4: 2024 NACC/WG Work Programme

Under this Agenda Item, the meeting will present a proposal to update the NACC/WG Terms of Reference (ToRs), update of member responsibilities, TF responsibilities, other stakeholders, will be discussed until final approval. Advances in the development of the Electronic Air Navigation Plan (e-ANP) Vol. III and the NACC/WG work programme will be presented. Advances in the development of the e-ANP Vol. III will be discussed, along with the development of the National Air Navigation Plans (NANP) by the States and finally the issues of activities to be integrated into the NACC/WG will be addressed due to emerging technologies and challenges to Air Navigation.

Agenda Item 5: Other business

Under this Agenda item, any additional items proposed by the participants will be discussed.

**APPENDIX B
SCHEDULE**

Hour	Tuesday 29 August	Wednesday 30 August	Thursday 31 August	Friday 1 September
08:30–09:00	<i>Opening and Group Photo</i>			
09:00–09:30	Agenda Item 1	Agenda Item 3	Agenda Item 3 (Cont.)	Agenda Item 5
09:30–10:30	Agenda Item 2			
10:30–11:00	<i>Coffee break</i>			
11:00–12:30	Agenda Item 2 (Cont.)	Agenda Item 3 (Cont.)	Agenda Item 4	Presentation of Draft Conclusions Closing
12:30–13:30	<i>Lunch</i>			
13:30–15:00	Agenda Item 2 (Cont.)	Agenda Item 3 (Cont.)	Agenda Item 4 (Cont.)	

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