



International
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Международная
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When replying please quote:

Ref.: NT-NS2-35; NT-N1-8.3.15 — **E.OSG-NACC96690**

22 March 2023

To: States, Territories and International Organizations

Subject: **Project RLA09801 — Multi-Regional Civil Aviation Assistance Programme (MCAAP) – Invitation to the Workshop on Regional Frequencies Management for the 2023 World Radiocommunication Conference (WRC-23) and the Frequency Finder Application**
Lima, Peru, 29 May to 2 June 2023

Action

Required: Register participation by **22 May 2023**.

Dear Sir/Madam,

Within the framework of the programme of activities of Regional Project RLA06901, adopted at the Sixteenth Meeting of the Coordination Committee (RCC/16), carried out virtually on 12 December 2022, I wish to invite your Administration to participate in the Workshop on Regional Frequency Management for the World Radiocommunication Conference 2023 (WRC-23) and the Frequency Finder Application, which will be held at the ICAO SAM Regional Office in Lima, from 29 May to 2 June 2023.

The objective of the event is to update the information on the 2023 World Radiocommunication Conference (WRC-23) and provide access and management to the new version of the "Frequency Finder" application, which is used by the CAR and SAM Regions for the management of regional allocation of aeronautical frequencies. Both regions need to solidly strengthen the management of the frequencies necessary to provide aeronautical services, hence the participation of all States and Territories is very important.

The attendance of personnel designated by each State and Territory of the ICAO NAM/CAR Regions to act as the point of contact for the aeronautical frequencies management activities is expected, as well as of representatives of international organizations and entities responsible for regional air navigation services. Participants, in addition to being responsible in this area before the frequency management organizations in each State and Territory, will be responsible for future aeronautical efforts, for which it is recommended that States and Territories designate suitable personnel for this event.

The working languages of the event will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

The Provisional Programme of the event is at **Appendix A**. The mnemonic sheet is attached in **Appendix B**.

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I would appreciate confirmation of your participation by **22 May 2023** by registering here: <https://forms.office.com/r/4pAMXVU9Nh>.

General information for event participants is included in **Appendix C**. Participants are encouraged to make their reservations directly with the hotel(s) in a timely manner. A list of hotels suggested by the SAM Regional Office can be found at this link: <https://www.icao.int/SAM/About-SAM/Pages/About-Hotels.aspx>.

Furthermore, I am pleased to inform that each Project RLA09801 Member¹, that is up-to-date with its Project contributions, may apply for a fellowship under such Project within the fellowship offer for the current year. In order to know how many fellowships are available for your Administration for this year, please contact Ms. Claudia López, Technical Cooperation Associate (clopez@icao.int). The fellowship includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to/from Lima, Peru, and ensure that the candidate has the necessary travel documents, such as valid passport, visa, vaccinations, etc., prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office by **14 April 2023**. The steps to apply for a fellowship, the nomination form and other useful information are published on the Project RLA09801 website at: <http://www.icao.int/NACC/Pages/edocs-tc.aspx>.

If you require any further information regarding the event, please contact Mrs. Mayda Ávila, Regional Officer, Communications, Navigation and Surveillance (CNS), and/or Mrs. Carla Cortés, Assistant at: 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 Programme; B – Mnemonic Sheet; C – General Information

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¹ *RLA09801 Project Member States are: Bahamas, Barbados, Canada, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, Trinidad and Tobago, United States, Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua), OECS States through ECCAA (Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines).*

**APPENDIX A
PROVISIONAL SCHEDULE**

Project RLA09801 — Multi-Regional Civil Aviation Assistance Programme (MCAAP) – Invitation to the Workshop on Regional Frequencies Management for the 2023 World Radiocommunication Conference (WRC-23) and the Frequency Finder Application
Lima, Peru, 29 May to 02 June 2023

Local Time	Monday 29 May	Tuesday 30 May	Wednesday 31 May	Thursday 01 June	Friday 02 June
09:00 09:30	Opening	Handbook Volume II; Frequency assignment planning criteria (Handbook 2A)	Handbook Volume II; Frequency assignment planning criteria (Handbook 3A)	Using Frequency Finder: Other Functions (FF5A) Exercise: export (submission) Drill: Unsubmit	The question on the subject of 5G technology Future Work: CNS and Spectrum Secondary Surveillance Radar (SSR) Module (FF SSR 1A)
09:30 10:35	Installation of the Frequency Finder application (Run-time version – FF2023.01.RT)				
10:30 11:00					
11:00 12:30	Handbook Volume II; General principles in aeronautical frequency assignment planning (Handbook 1A)	Using Frequency Finder: Compatibility Test; Analyse detailed calculation results (FF3A. Cont.) Exercise – results obtained	Using Frequency Finder: Add, Modify, or Delete (FF4A.Cont.) Exercise: Service area Radio spectrum (RS)	- Current frequency assignment in the CAR/SAM Regions - Modification of the frequency assignment of the CAR/SAM Regions	Discussions with States on issues related to the frequency assignment plan
12:30 13:30	Lunch time				
13:30 14:15	Using Frequency Finder: Integrity check, Communications List (COM) COM3 query and navigation (FF2A)	Using Frequency Finder: Add, modify or delete frequency assignments from List COM 3 (FF4A)	- Presentation of the specific use of COM frequencies in the CAR/SAM regions - Coordination procedure in the CAR/SAM regions • Interregional Coordination	Navigation Module (NAV) (FF NAV 1A) Update COM2 data	Closing and group photo
14:15 14:30	Break				
14:30 15:15	Using Frequency Finder: List COM3 Navigation Frequency Test (FF3A) Exercise: Frequencies Test Exercise: Compatibility	Using Frequency Finder: Add, modify or delete frequency assignments from List COM 3 (FF4A)	Updating information on the List COM3	World Radiocommunication Conference (WRC) Process and Agenda	

**APPENDIX B
MNEMONIC SHEET**

WORKSHOP ON REGIONAL FREQUENCIES MANAGEMENT FOR THE 2023 WORLD RADIOCOMMUNICATION CONFERENCE (WRC-23) AND THE FREQUENCY FINDER APPLICATION Lima, Peru, 29 May to 2 June 2023	
ICAO Regional Technical Cooperation Project - Implementation of Performance-based Air Navigation Systems (RLA09801) in the CAR Region	<p>During the week of 29 May to 2 June 2023, a Workshop on Regional Frequencies Management for the 2023 World Radiocommunication Conference (WRC-23) and the Frequency Finder application will be held. The objective of this event is to update the CAR/SAM regional procedures for the regional management of aeronautical frequencies, update the information regarding the WRC-23 and update the use to the latest version of the Frequency Finder application.</p> <p>For this event, fellowships will be provided to members of Project RLA09801 — Multi-Regional Civil Aviation Assistance Programme (MCAAP) - Implementation of Performance-based Air Navigation Systems in the CAR Region.</p>
ICAO Strategic Objectives	<p>Strategic Objective 1 – Safety Strategic Objective 2 – Air Navigation Capacity and Efficiency</p>
Current situation of the CAR and SAM Regions	<p>The Regional Officers of the NACC and SAM Regional Offices need to update their knowledge regarding the management of regional frequencies, the regional assignment of frequencies and the necessary procedures to work on these activities. In recent years, the personnel who previously carried out these procedures have been moved to other positions or no new personnel has been assigned, which prevents proper management.</p> <p>It is necessary to have suitable personnel responsible for the management of aeronautical frequencies. During the event, participants will work with the latest version of the Frequency Finder application, which is used regionally for the management of aeronautical frequencies.</p>
Nature of the event	<p>This is an event to update knowledge for the Regional Officers of the NACC and SAM Regional Offices and States' representatives involved with the management of aeronautical frequencies for the CAR/SAM Regions.</p>
Participants profile	<p>Those responsible for the management and control of aeronautical frequencies in the States and users of the modules/functions of the Frequency Finder application.</p>
NACC Regional Office Point of Contact	<p>Mrs. Mayda Ávila, Regional Officer, Communications, Navigation and Surveillance (CNS) at: nacc-cns@icao.int.</p>

APPENDIX C

WORKSHOP ON REGIONAL FREQUENCIES MANAGEMENT FOR THE 2023 WORLD RADIOCOMMUNICATION CONFERENCE (WRC-23) AND THE FREQUENCY FINDER APPLICATION

Lima, Peru, 29 May to 2 June 2023

General Information

1. Place and dates

The Workshop on Regional Frequencies Management for the 2023 World Radiocommunication Conference (WRC-23) and the Frequency Finder Application will be held in Lima, Peru from 29 May to 2 June 2023, at the ICAO South American (SAM) Office premises.

2. Coordinators

Mr. Mayda Avila, Regional Officer, Communications, Navigation and Surveillance (CNS) of the ICAO NACC Regional Office (for the CAR Region) and Mr. Francisco Almeida da Silva, RO/CNS of the ICAO SAM Regional Office (for the SAM Region).

3. Registration of participants

All delegates to the event must register their participation through the link in the invitation letter by **22 May 2023**. In addition, they must confirm their registration in person **at the event venue on Monday, 29 May, from 08:45 a.m. to 09:00 a.m.**, Lima time.

4. General information

“General Information”, “Climate” and “Hotels” sections can be found on the main webpage of the ICAO SAM Regional Office, under the section “About SAM Regional Office” found at: <https://www.icao.int/SAM/Pages/default.aspx>.

5. Passport, visa and vaccination requirements

To enter the country, a valid passport and visa are normally required; however, it is suggested to check with the Peruvian embassy or consulate in your country of origin regarding this requirement. Please note that it is not possible to obtain entry visas upon arrival in Peru. Likewise, it is strongly suggested to consult if you require the yellow fever vaccine, or any other.

6. Link for Submissions

The presentations will be published on the website: <http://www.icao.int/SAM>, under the "Meetings and Events" section; participants should review this page frequently to consult the documentation. Participants must bring a laptop to install the Frequency Finder application.