



ICAO

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

Fourth NAM/CAR Regional Contingency and Emergency Planning and Response Meeting

NAM/CAR/CONT/4

Final Report

On-line, 28 May 2024

The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

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HISTORICAL

ii.1 Place and Date of the Meeting

The Fourth NAM/CAR Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/4) was held on-line on 28 May 2024.

ii.2 Opening Ceremony

Mr. Julio Siu, Deputy Regional Director of the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO) delivered an opening speech, highlighting the objectives of the meeting, the alignment of the different regional efforts in favour of the States in the management of crises and contingencies, the importance of the preparation, awareness and active participation of the States and aviation stakeholders in terms of their coordination and action in the face of emergencies and the adequate management of crises and recovery, welcomed the participants and finally officially opened the meeting.

ii.3 Officers of the Meeting

Mr. Eddian Méndez, Regional Officer, Air Traffic Management and Search and Rescue of the NACC Regional Office served as Secretary of the meeting.

ii.4 Working Languages

The working languages of the Meeting were English and Spanish. The working papers, information papers and report of the meeting were available to participants in both languages.

ii.5 Schedule and Working Arrangements

It was agreed that the working hours for the session of the meeting would be from 09:00 to 12:00 hours.

ii.6 Agenda

Agenda Item 1: Adoption of the Provisional Agenda

Agenda Item 2: ICAO Requirements for Air Navigation Services (ANS) Contingency Planning

Agenda Item 3: CAR Region Air Traffic Management Contingency Plan

Agenda Item 4: Other Business

ii.7 Attendance

The Meeting was attended by 18 States/Territories from the NAM/CAR/SAM Regions, and 1 International Organization, totalling 54 delegates as indicated in the list of participants.

ii.8 Draft Conclusions and Decisions

The Meeting recorded its activities as Draft Conclusions and Decisions as follows:

DRAFT

CONCLUSIONS: Activities requiring endorsement by the Directors of Civil Aviation of North America, Central America and Caribbean (NACC/DCA).

DECISIONS: Internal Actions.

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D/1	REVIEW AND HARMONIZATION OF ATS CONTINGENCY PROCEDURES IN THE CAR REGION	2-1
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ii.9 List of Working and Information Papers and Presentations

Refer to the Meeting web page:

<https://www.icao.int/NACC/Pages/meetings-2024-cont04.aspx>

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Review and Approval of the Provisional Agenda	21/05/24	Secretariat
WP/02	2	ICAO Requirements for Air Traffic Services (ATS) Contingency Planning	24/05/24	Secretariat
WP/03	3	Air Traffic Management (ATM) Contingency Management Guidance Material and Workshop	24/05/24	Secretariat

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
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INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	List of Working and Information Papers	24/05/24	Secretariat

LIST OF PARTICIPANTS

ANTIGUA AND BARBUDA/ANTIGUA Y BARBUDA

1. Shenneth Phillips
2. Lorraine Davis

BAHAMAS

3. Michael Fountain

BARBADOS

4. Gaill Clarke
5. John Parris
6. Sandra Ingles
7. Roderick Oliver
8. Neil Sarjeant
9. Deidree ButterField-Williams

BELIZE/BELICE

10. Andrea Pineda
11. Natalie McSweeney

CUBA

12. Ramón Arnulfo Ramírez Reyes
13. José Castellanos
14. Ricardo Vidal
15. Roxana Bernal
16. Silvio Michelena

CURAÇAO/CURAZAO

17. Jacques Lasten

DOMINICAN REPUBLIC/REPÚBLICA DOMINICANA

18. Julio Mejia
19. Francis Torres
20. José Escalante
21. Antony Pérez

ECCAA

22. Luana Isaac

EL SALVADOR

23. Rolando Cruz

GUATEMALA

24. Enio Hernández
25. Gustavo Burgos
26. Mario Grajeda
27. Mynor Chin

MEXICO/MÉXICO

28. Jorge Ruiz
29. Álvaro Pérez
30. Sandra Carrera
31. Jorge Caballero
32. José Gil
33. Vinicio Fregoso
34. Benjamin Estrella
35. Andrés Román
36. Guadalupe Corral
37. Hugo Aguirre

NICARAGUA

38. Saiman Morales
39. Martha Hernandez

SAINT KITTS AND NEVIS/SAN KITTS Y NEVIS

40. Kenrick Duncan
41. Kiah Wilkes

**SAINT VINCENT AND THE GRENADINES/
SAN VICENTE Y LAS GRANADINAS**

42. James Ollivierre
43. Stanton Gomes
44. Jevon Jackson

TRINIDAD AND TOBAGO/TRINIDAD Y TABAGO

45. Barry Phirangee

UNITED STATES/ESTADOS UNIDOS

- 46. Jorge Chades
- 47. Keanne Vallejo-Huertas
- 48. Midori Tanino
- 49. Rudolph Lawrence
- 50. Vincent McMenemy
- 51. Scott Leis
- 52. Jack Morris
- 53. Desiree Rosado-Matos
- 54. Amie Brown

IATA

- 55. Mike Carver
- 56. Jaime Abigantus

ICAO/OACI

- 57. Julio Siu
- 58. Eddian Méndez

CONTACT INFORMATION

Name / Position Nombre / Puesto	Administration / Organization Administración / Organización	E-mail/ Correo-e
Antigua and Barbuda/Antigua y Barbuda		
Shenneth P Phillips Chief Air Traffic Services	VC Bird Air Traffic Services	E-mail Shenneth.phillips@ab.gov.ag; shennethp@yahoo.com
Lorraine Davis Deputy Chief ATS	VC Bird Air Traffic Services	E-mail Lorraine.davis@ab.gov.ag;
Bahamas		
Michael Fountain Director - State Safety Department	CAA	E-mail michael.fountain@caabahamas.c om
Barbados		
Gail Clarke Aerodromes and ATS Inspector	Barbados Civil Aviation Department	E-mail gail.clarke@barbados.gov.bb
John Parris Unit Chief Air Traffic Services	Barbados Civil Aviation Department	E-mail Johnhparris@gmail.com
Sandra Ingles Aerodromes Inspector	Barbados Civil Aviation Dept	E-mail sandraeingles@gmail.com
Roderick Oliver Asst. Aerodromes and Air Traffic Services Inspector	Barbados Civil Aviation Department	E-mail roderick.oliver@barbados.gov.bb
Neil Sarjeant Unit Chief Air Traffic Services	Barbados Civil Aviation Department	E-mail neil.sarjeant@barbados.gov.bb
Deidree Butterfield-Williams ANS inspector	Barbados Civil Aviation Department	E-mail butterfield.williams@bcaa.gov.b b
Belize/Belice		
Andrea Pineda Aerodrome Consultant	Belize Department Civil Aviation (BDCA)	E-mail Andrea.pineda@civilaviation.gov. bz
Natalie McSweeney Aerodrome Inspector	BDCA	E-mail natalie.mcsweeney@civilaviation. gov.bz
Cuba		
Ramón Arnulfo Ramírez Reyes Subdirector De Operaciones Y Seguridad Operacional	IACC	E-mail ramon.ramirez@iacc.avianet.cu

NAM/CAR/CONT/4
List of Participants – Contact Information

iv – 2

Name / Position Nombre / Puesto	Administration / Organization Administración / Organización	E-mail/ Correo-e
Cuba		
José Castellanos Esp. ATM UEB CCTA	ECNA	E-mail jose.castellanos@aeronav.avianet.cu
Ricardo Vidal Esp. ATM Dirección Operaciones ECNA	ECNA	E-mail ricardo.vidal@aeronav.avianet.cu
Roxana Bernal Esp. SMS UEB CCTA	ECNA	E-mail Roxana.bernal@aeronav.avianet.cu
Silvio Michelena Coordinador UEB CCTA	ECNA	E-mail silvio.michelena@aeronav.avianet.cu
Curaçao/Curazao		
Jacques Lasten Deputy Director	DC-ANSP	E-mail J.Lasten@dc-ansp.org
Dominican Republic/República Dominicana		
Julio Mejía Technical Coordinator	IDAC	E-mail Jmejia@idac.gov.do
Francis Torres Encargado Centro de Control Área y Terminal	IDAC	E-mail ftorres@idac.gov.do
José Escalante Enc. Sección de Estaciones de Servicios a la Navegación Aérea	IDAC	E-mail jose.escalante@idac.gov.do
Antony Pérez Technical Coordinator	IDAC	E-mail aperez@idac.gov.do
ECCAA		
Luana Isaac	Eastern Caribbean Civil Aviation Authority	E-mail luana.isaac@eccaa.aero
El Salvador		
Rolando Cruz Inspector ATS	AAC	E-mail rhernandez1963@gmail.com
Guatemala		
Enio Hernández CTA/Diseñador PANS/OPS	DGAC	E-mail eniowr@gmail.com

NAM/CAR/CONT/4
List of Participants – Contact Information

iv – 3

Name / Position Nombre / Puesto	Administration / Organization Administración / Organización	E-mail/ Correo-e
Guatemala		
Gustavo Burgos Jefatura Transito Aéreo MGMM	DGAC	E-mail gburgos62@hotmail.com
Mario Grajeda Jefe UNSA	DGAC	E-mail mgrajeda61@gmail.com
Mynor Chin Encargado SMS ATS	DGAC	E-mail mynorjosue@gmail.com
Mexico/México		
Jorge Ruíz Director de Navegación Aérea	AFAC	E-mail jruizvelascor@gmail.com
Álvaro Edgar Pérez Galindo Subdirector de Área	AFAC	E-mail apegal00@gmail.com
Sandra Fabiola Carrera Peña Inspector Verificador Aeronáutico - Navegación Aérea	AFAC	E-mail sandra.carrera@afac.gob.mx
Jorge Caballero JEFE DE LOS SERVICIOS DE TRANSITO AEREO	SENEAM	E-mail jecfebles@hotmail.com
José Inés Gil Jiménez Coordinador Área Normativa de la DTA	SENEAM	E-mail jose.gil@sct.gob.mx
Vinicio Fregoso JEFE SERVICIOS DE TRANSITO AEREO REGION OCCIDENTE	SENEAM	E-mail jef.sta.gdl@gmail.com
Benjamín Estrella CHIEF OF THE AIR TRAFFIC SERVICES CENTRE	SENEAM	E-mail sstagrcmex@gmail.com
Andrés Román Encargado de la Dirección de Tránsito Aéreo	SENEAM	E-mail ancta@hotmail.com
Guadalupe Corral Northwest ATS Regional Manager	SENEAM	E-mail corralgpe@live.com.mx
Hugo Aguirre Jefatura de los Servicios de Transito Aereo	SENEAM	E-mail hugogrnecta@gmail.com
Saint Kitts and Nevis/San Kitts y Nevis		
Kenrick Duncan Civil Aviation Safety officer	Civil Aviation Division, Ministry of Aviation	E-mail kenrick.duncan@gov.kn
Kiah Wilkes Chief of Air Traffic Services	Nevis Air and Seaports Authority	E-mail kiahwilkes@gmail.com

NAM/CAR/CONT/4
List of Participants – Contact Information

iv – 4

Name / Position Nombre / Puesto	Administration / Organization Administración / Organización	E-mail/ Correo-e
Saint Vincent and the Grenadines/San Vicente y las Granadinas		
James Ollivierre Senior Air Traffic Controller	Civil Aviation Department	E-mail harikaollies@gmail.com
Stanton Gomes (V) Deputy Director	Civil Aviation Department	E-mail ddcasvg@gmail.com
Jevon Jackson Senior Air Traffic Control Officer II	Civil Aviation Department	E-mail jevonjackson40@gmail.com
Trinidad and Tobago/Trinidad y Tabago		
Barry Phirangee Air Traffic Management Officer	CAA	E-mail bphirangee@caa.gov.tt
United States/Estados Unidos		
Jorge Chades ATO International Oceanic/Offshore ATC SME	Federal Aviation Administration (FAA)	E-mail jorge.a-ctr.chades@faa.gov
Keanne Vallejo-Huertas Operational Readiness Policy and Procedures ATC Expert	FAA	E-mail keanne.vallejo-huertas@faa.gov
Midori Tanino ATO International, Global ATM and CADENA PM	FAA	E-mail midori.tanino@faa.gov
Rudolph Lawrence ATO International Air Traffic Control Specialist	FAA	E-mail Rudolph.lawrence@faa.gov
Vincent McMenemy ATCS	FAA	E-mail vincent.mcmenemy@faa.gov
Scott Leis International Program Specialist	FAA	E-mail scott.leis@faa.gov
Jack Morris System Operations Security/Crisis Response	FAA	E-mail jmorrisdad@gmail.com
Desiree Rosado-Matos Air Traffic Control Specialist	FAA	E-mail rosadomatos@gmail.com
Amie Brown Group Manager (A), Operational Readiness, Policy & Procedures, AJR-X3	FAA	E-mail amiebrown35@gmail.com

NAM/CAR/CONT/4
List of Participants – Contact Information

iv – 5

Name / Position Nombre / Puesto	Administration / Organization Administración / Organización	E-mail/ Correo-e
ICAO/OACI		
Julio Siu Deputy Regional Director/ Director Regional Adjunto	North American, Central American and Caribbean Office / Oficina para Norteamérica, Centroamérica y Caribe (NACC)	E-mail icaonacc@icao.int
Eddian Méndez Regional Officer, Air Traffic Management and Search and Rescue/Especialista Regional en Gestión del Tránsito Aéreo y Búsqueda y Salvamento	North American, Central American and Caribbean Office / Oficina para Norteamérica, Centroamérica y Caribe (NACC)	E-mail emendez@icao.int

Agenda Item 1 Adoption of the Provisional Agenda

1.1 The Secretariat presented WP/01 and invited the Meeting to approve the Provisional Agenda. The Meeting approved the Agenda as presented.

Agenda Item 2 ICAO Requirements for Air Navigation Services (ANS) Contingency Planning

2.1 Under this Agenda Item the Secretariat presented WP/02 to review the ICAO requirements for contingency arrangements by Air Traffic Services (ATS), provide information regarding regional agreements on contingency planning and update from the results of the Twenty-first Meeting of the CAR/SAM Planning and Implementation Regional Group (GREPECAS/21).

2.2 The ICAO NACC CAR Regional Contingency Planning and Response Strategy started with the approval of the CAR Region air traffic management (ATM) Contingency Plan and established the annual contingency planning and response meeting for the NAM/CAR Regions. As a direct result, the level of compliance with the submission of the ATM contingency plans to the ICAO NACC Regional Office increased from 20% in 2017 to 65% in 2023. Recognizing that the nature of the circumstances leading to ATM contingencies rarely occur in isolation, the ICAO NACC Regional Office is working to expand the scope of its strategy, providing a more holistic approach to contingency planning and response.

2.3 As agreed during the NAM/CAR/CONT/3 Meeting, the Secretariat prepared a Working Paper for the GREPECAS/21 meeting, presenting the current challenges for the development of contingency plans in the CAR Region and proposing an update to the GREPECAS approved a template for States' ATM contingency plans. GREPECAS/21 approved the Conclusion GREPECAS/21/09 *ACTIONS TO STRENGTHEN CONTINGENCY PLANNING IN THE CAR/SAM REGIONS*, requesting the Secretariat to develop and promote a comprehensive strategy to improve contingency planning in the air navigation services of the CAR/SAM Regions, including guidelines for the establishment of level 1 and level 2 contingency plans by GREPECAS/22.

2.4 Also under this agenda item, the ATS contingency plans of participating States were reviewed. Some States expressed their difficulties in harmonizing their contingency plans, as well as the lack of awareness of the contingency plans of adjacent Flight Information Regions (FIRs). The Secretariat was requested to address this matter. The following decision was made:

DECISION	
NAM/CAR/CONT/4/01	REVIEW AND HARMONIZATION OF ATS CONTINGENCY PROCEDURES IN THE CAR REGION
What: That, to promote the harmonization of ATS contingency procedures in the CAR Region, the ICAO NACC Regional Office coordinate with the States, Territories and International Organizations that provide Air Traffic Services in the CAR Region the harmonization of contingency procedures between adjacent flight information regions in, and report the results to the NAM/CAR/CONT/5	Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
Why:	

NAM/CAR/CONT/4
Report on Agenda Item 2

2-2

To enhance regional response to contingencies in the CAR Region	
When: By NAM/CAR/CONT/5	Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
Who: <input type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input type="checkbox"/> Other:	

Agenda Item 3 CAR Region Air Traffic Management Contingency Plan

3.1 Under this Agenda Item the Secretariat presented WP/03 to provide information regarding the special implementation project to develop ATM contingency management material and workshop and request States’ participation in the advisory group of this project.

3.2 To comply with Decision GREPECAS/21/09 – *ACTIONS TO STRENGTHEN CONTINGENCY PLANNING IN THE CAR/SAM REGIONS*, and be able to strengthen the planning and preparation of States concerning contingency and crisis management, a Special Implementation Project (SIP) was approved by the ICAO Air Navigation Bureau to develop Guidance Material for ATM contingency planning, to enhance regional guidance for Level 1 (internal State plans dealing with internal/domestic coordination actions for the Air Navigation Service Providers (ANSPs)) and Level 2 (bilateral contingency plans involving two or more States) contingency plans.

3.3 The main deliverables of this project will be the following: Guidance material to support the availability of ATS by providing planning recommendations to enhance the resiliency of ATS; Guidance material to support the drafting of bilateral contingency Letters of Agreement (LoAs) between ATS units, including technical planning considerations and operational procedures to respond to contingencies; and Training material and a 5-day workshop on ATM contingency.

3.4 Thanks to the support of the Air Navigation Cuban Company (Empresa Cubana de Navegación Aérea (ECNA)) and the coordination of the Civil Aeronautics Cuban Institute (Instituto de Aeronáutica Civil de Cuba (IACC)), the first deliverable of the project is almost complete. This first deliverable includes recommendations to enhance the resiliency of ATS, addressing several key topics to ensure the availability of ATS, like infrastructure, Communication Navigation and Surveillance (CNS) and other aspects (availability of personnel, social unrest, etc).

3.5 The second deliverable of the project will start in July 2024, to address needs for guidance material for contingency bilateral letters of agreement and complement some parts of the first deliverable. To disseminate this guidance material, an ATM contingency management workshop is proposed to be held at the ICAO NACC Regional Office in November 2024.

3.6 Following the explanations on the project, the Meeting considered approving the following Draft Conclusion:

DRAFT CONCLUSION NAM/CAR/CONT/4/02		SUPPORT FOR THE SPECIAL PROJECT TO DEVELOP GUIDANCE MATERIAL AND WORKSHOP FOR ATM CONTINGENCY MANAGEMENT	
What:		Expected impact:	

<p>That in order to review the deliverables of the special project to develop guidance material and the workshop for ATM contingency management, CAR Region States and Territories nominate experts to join the team working on the Project to develop guidance material and workshop for ATM contingency management</p>	<input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
<p>Why: To improve guidance on the planning and development of ATS contingency procedures in the CAR Region</p>	
<p>When: Immediately</p>	<p>Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p>Who: <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input type="checkbox"/> Other:</p>	

Agenda Item 4 Other Business

4.1 There were no items discussed under this Agenda Item.