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When replying please quote:

Ref.: NT-N1-8.2.25 — **E.OSG-NACC111332**

3 April 2024

To: States, Territories and International Organizations

Subject: **Invitation – Fourth NAM/CAR Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/4)**
On-line, 28 May 2024

Action

- Required:
- 1) Submit a copy of the latest version of your State/Territory ATM contingency Plan by **29 April 2024**;
 - 2) submission of documentation by the deadlines provided in this letter; and
 - 3) confirm your participation by registering by **20 May 2024**

Dear Sir/Madam,

Further to the Third NAM/CAR Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/3) held in Mexico City, Mexico from 9 to 11 May 2023, I wish to invite your Administration/Organization to participate in the Fourth NAM/CAR Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/4) to be convened on-line on **28 May 2024**, from 09:00 to 12:00 hours Mexico City Time (15:00 – 18:00 hrs. UTC).

This meeting is a follow-up on the NAM/CAR/CONT/3, and its purposes are to: review and update the Air Traffic Services (ATS) contingency plan for States and Territories of the CAR Region; inform on the project to enhance the CAR regional guidance for planning and response to contingencies; and make the necessary arrangements to prepare for the 2024 hurricane season. The Draft Agenda is **attached**.

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.

Please submit a copy of the latest version of your State/Territory ATM contingency Plan by **29 April 2024**, to be reviewed by the Meeting.

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It is important to note that all participants need to have a Zoom account as all sessions scheduled by ICAO are only for authenticated users. In order to confirm your participation at this Meeting and obtain the Zoom connection information, you need to register at the following link:

<https://icao.zoom.us/meeting/register/tJEldOqurTojE9wqNybX24mTQRubf8dwYLq0>

Once registered, Zoom will generate a unique connection link for the registered participant and he/she will receive a confirmation email from Zoom containing information about joining the Meeting; please note that the connection link is unique to the registered participant and cannot be shared with other users. **Please ensure to save this message, as you will need it to connect to the event.** Furthermore, please consider that you have to be signed into your Zoom account in order to enter the event. It is important to consider that a lot of servers block Zoom messages, therefore, if you register and do not receive your connection link, please contact **Mrs. Yolanda Terrazas** to the following email: yterrazas@icao.int so you can obtain your personal access link for the event.

All event 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.

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 **26 April 2024**, 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 **14 May 2024**. 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, Ait 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.


Christopher Barks
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure: As indicated

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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)
On-line 28 May 2023**

**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: ICAO Requirements for Air Navigation Services (ANS) and Aerodromes and Ground Aids (AGA) Contingency Planning

Under this Agenda Item, the Meeting will review the ATM Contingency Plans of States and Territories of the CAR Region.

Agenda Item 3: CAR Region Air Traffic Services (ATS) Contingency Plan

Under this Agenda Item, the CAR Region ATS Contingency Plan will be reviewed. The Meeting will be informed of the project to enhance the regional guidelines for contingency planning and response.

Agenda Item 4: 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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