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When replying please quote:

Ref.: NT-NT1-1/NT-NE57-3 — **E.OSG-NACC111499**

17 April 2024

To: States, Territories and International Organizations

Subject: **First North American, Central American and Caribbean Working Group (NACC/WG) Frequency Task Force (FREQ/TF/01) Meeting**
Online, 22 May 2024 from 9 to 12 hours, Mexico time (15-18 UTC)

Action

Required:

- Transmission by the States of any additional topic to the Provisional Agenda;
- Presentation of the documentation within the deadlines provided in this letter; and
- Register participation before **20 May 2024**.

Dear Sir/Madam,

As part of the procedures established to continue the development of the Action Plan and improve the coordination of the FREQ/TF work plan, I am pleased to invite your Administration to participate in the NACC/WG/FREQ/TF online meeting to be convened on **22 May 2024**.

The meeting's purpose is to follow up on the results of the 23th World Radiocommunication Conference (WRC-23) and discuss the TF work plan activities toward the provisional agenda of WRC-27. The provisional agenda of the meeting is found in the **Appendix**. Please complete the registration form in the link <https://bit.ly/3Jo4QmU> before **20 May 2024**. The working languages will be English and Spanish (simultaneous interpretation will be provided).

All meeting documentation will be posted in the Meetings Section of the ICAO NACC Regional Office website as it becomes available. The documentation that your Administration wishes to present at the meeting must be sent to this office by email no later than **15 May 2024** in Microsoft Word format using the attached templates. Working papers should be brief, action-oriented, and focused, with a limit of four pages excluding appendices. Working Papers will be received at this Regional Office preferably in both working languages (English and Spanish). Information Papers will be published only in the language(s) presented. The deadline to receive papers is 17 May 2024. Document submission dates will be strictly followed.

If you require more information about the meeting, please contact Ms. Mayda Ávila, Communications, Navigation and Surveillance Regional Officer (NACC-CNS@icao.int).

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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

First North American, Central American and Caribbean Working Group (NACC/WG) Frequency Task Force (FREQ/TF/01) Meeting (FREQ/TF/01)
On-line, 22 May 2024

**APPENDIX
PROVISIONAL AGENDA**

- Agenda Item 1:** Adoption of the Provisional Agenda and Schedule
- Agenda Item 2:** Review of the Status of the results of the WRC-23 and the agenda for the WRC-27
- Agenda Item 3:** Status of the Activities of the NACC/WG/FREQ Task Force and update of the 2024 work plan
- Agenda Item 4:** Other Business

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda

Under this agenda item, the Meeting will review and adopt the agenda. The objectives and general expectations of the meeting will be presented.

Agenda Item 2: Review of the Status of the results of the WRC-23 and the agenda for the WRC-27

Under this agenda item, the Group's rapporteur will cover topics related to the world radio frequency conferences WRC-23 and WRC-27.

Agenda Item 3: Status of the Activities of the NACC/WG/FREQ Task Force and update of the 2024 work plan

The rapporteur will present a summary of the activities developed within the Group, in the same way the 2024 action plan of the Task Group will be updated.

Agenda Item 4: Other Business.

Under this agenda item, the Meeting will review other relevant and/or pertinent matters.

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