



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NE57, NS2-35 — **E.OSG-NACC111404**

24 April 2024

To: States, Territories and International Organizations

Subject: **Invitation – Twelfth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/12) Placencia, Stann Creek District, Belize, 9-11 July 2024**

Action

Required:

- 1) Transmittal of additional items to the Provisional Agenda by 10 May 2024
- 2) submission of documentation by the deadlines provided in this letter;
- 3) register participation by 28 June 2024

Dear Sir/Madam,

I wish to inform you that, thanks to the generous support of Belize, the Twelfth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/12) will be convened at the Umayá Hotel de Placencia, Stann Creek District, Belize, from 9 to 11 July 2024.

Directors General of Civil Aviation Authorities 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.

In order to encourage the participation of decision-makers and to make the best use of your time, the meeting introduces a new more dynamic format that will foster greater participation and discussion geared toward an executive, decision-making level. This will include discussion tables and panels on key topics, followed by the immediate recording of draft actions and decisions pertaining to those discussions.

In this regard, if you wish to share information on key programmes and activities with the meeting, you are encouraged to rely less on Working Papers than in previous meetings. Instead, you are requested to do so in the form of a dynamic and engaging presentation that is geared to an executive level rather than to a technical audience, Information papers can serve as an additional reference for participants to obtain further detail. Due to human and financial resource constraints to outsource translations of late papers, deadlines for meeting documentation will be adhered to strictly. Updated guidance is provided below, which you are highly encouraged to review.

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In this regard, the Provisional Agenda of the event is at **Appendix A**. States wishing to submit proposals for the addition of items should do so by **10 May 2024**.

We would appreciate confirmation of your participation by **28 June 2024** by registering here: <https://forms.office.com/r/eYvp1MfBCr>

The General Information is at **Appendix B**. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner. If you need local assistance, please contact Mrs. Renisse Pascascio, Executive Secretary for the Director of Civil Aviation of Belize (telephone + 501 604-2853, e-mail: renisse.pascascio@civilaviation.gov.bz) who can provide local information or assistance with making hotel reservations, if required.

All meeting documentation will be placed in the Meetings Section of the following web page: [NACC/DCA/12 \(icao.int\)](https://www.icao.int/NACC/DCA/12) 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 format for Working and Information Papers (using the attached templates) and in Power Point format for presentations. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

Again, we hope to receive an absolute minimum of Working Papers in order to encourage greater dialogue and participation. Where participants wish to share information with the meeting, they are highly encouraged to submit, short, concise, and dynamic presentations, with Information Papers containing the bulk of the detail as a reference to participants. Working Papers **must** have an action, or they will be considered an information paper. “Take note of the information in the paper” is not an action, and Working Papers submitted with only this action will be considered Information Papers.

Only working papers **received** by this office by **24 May 2024**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date and before 24 June 2024 must be submitted in both languages. Otherwise, Working Papers 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(s) submitted. 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). The final deadline to receive all meeting materials is **24 June 2024**, and no materials will be accepted after this date.

Moreover, the Eleventh Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 PSC/11) will be held in a separate session within the same period and in the same premises of the NACC/DCA/12 meeting. In this regard, I am pleased to inform that each MCAAP Focal Point¹ of RLA09801 Project Members that is up-to-date with its Project contributions may apply for a one-day fellowship to attend the RLA09801/PSC/11. A specific invitation for the RLA09801/PSC/11 will be submitted shortly. 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 Placencia, Belize, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office by 26 May 2024. In case you have any questions regarding this fellowship, please contact Ms. Claudia López, Capacity Development and Implementation Associate at the following e-mail address: nacc-tc@icao.int.

If you require any further information regarding the NACC/DCA/12 meeting, please contact Mr. Julio Siu, Deputy Regional Director (jsiu@icao.int) or Mrs Claudia Riva-Palacio, Assistant to Head of Office (criva-palacio@icao.int).

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

A digital signature of Christopher Barks, featuring a stylized cursive script of his name overlaid on a circular blue stamp. The stamp contains the text 'ICAO - OACI - ICAO' and 'Digital Signature'.

Christopher Barks
Regional Director

North American, Central American and
Caribbean (NACC) Regional Office

Enclosure: *A – Provisional Agenda; B – General Information; C – Working Paper template; D – Information Paper template; E – Appendix template*

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

**APPENDIX A
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: ICAO Transformational Objectives**
- Agenda Item 3: Aviation Security (AVSEC) and Facilitation (FAL)**
- Agenda Item 4 Working session: Challenges of, and Solutions to, the Effective Implementation of ICAO Standards and Recommended Practices (SARPs)**
- Agenda Item 5 Toward More Effective Implementation Support**
- Agenda Item 6 Gender Equality in Aviation Panel**
- Agenda Item 7 Pathway to Sustainable Aviation**
- Agenda Item 8 Challenges to Air Connectivity in the Americas Panel**
- Agenda Item 9 ICAO 80th Anniversary Activities**
- Agenda Item 10: Ratification of International Air Law Instruments and Outstanding Contributions**
- Agenda Item 11: NACC/DCA Meeting Valid and Draft Conclusions and Decisions**
- Agenda Item 12: Other Business**

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**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

Under this agenda item, the Meeting will elect a Chairperson and will review and adopt the agenda and schedule. The objectives and overall expectations of the meeting will be presented.

Agenda Item 2: ICAO Transformational Objectives

Under this agenda item the Secretariat will provide a presentation on the implementation progress of the ICAO transformational objectives.

Agenda Item 3: Aviation Security (AVSEC) and Facilitation (FAL)

Under this agenda item, and as part of the Year of Facilitation, a short presentation will be provided to encourage discussions on key topics to allow the Meeting to align views, clarify implementation matters and share best practices. Among those matters: ICAO/LACAC NAM/CAR and SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) enhancements and actions, changes to the work programme of the Regional Group, the promotion of activities related to the Year of Facilitation (in recognition of the anniversary for Annex 9), a broader explanation of the implementation status as per the NACC dashboards and other AVSEC/FAL progress. The progress of the AVSEC/FAL projects and initiatives will be updated and ideas will be exchanged on the topic. Moreover, the Meeting will be informed on the implementation groups (Central American expert group and Eastern Caribbean (E/CAR) national coordination, etc.), as well as on updates to the Aviation Security Training Centres (ASTCs), and cyber security matters.

Agenda Item 4: Working session: Challenges of, and Solutions to, the Effective Implementation of ICAO Standards and Recommended Practices (SARPs)

The Secretariat will provide a brief overview of the:

- a) status of the Effective Implementation (EI) of the States Safety Oversight Systems in relation with the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA); and
- b) status of the EI of the Universal Security Audit Programme (USAP) in the NAM/CAR Regions

The purpose of the working session is for participants to discuss the current status of EI of ICAO SARPs and, principally, to identify the root causes and key challenges to EI and to propose solutions. The Secretariat will record these challenges and suggested solutions in order to design more effective approaches to implementation support. Participants will be assigned to tables consisting of approximately 8-10 participants representing a variety of States, Territories, and International Organizations. Every attempt will be made to organize tables by language ability of participants since interpretation will not be available at all the tables. Each table will be assigned a Rapporteur to present the major conclusions of their respective table's discussion. Secretariat staff will circulate among the tables to answer questions and encourage discussion.

Agenda Item 5 Toward More Effective Implementation Support

During this agenda item, the Secretariat will report out on the discussions and proposals emanating from the Agenda Item 4) Working Session on Challenges of and Solutions to Effective Implementation of ICAO SARPs. The Secretariat and participants will also provide:

- a) a summary of the 2024 Global Implementation Support Symposium (GISS)
- b) an update on RASG-PA and other safety projects and initiatives
- c) a summary of progress on key air navigation initiatives;
- d) a concise overview of the Fourteenth Air Navigation Conference (AN-Conf/14), to be held in Montreal, Canada, from 26 August 2024 to 6 September 2024.
- e) the importance of Regional Safety Oversight Organizations (RSOOs) and Regional Accident Investigation Organizations to the effective implementation of ICAO SARPs; and
- f) the importance of communication, coordination, and collaboration among all actors involved in implementation support, and the importance of partnerships in this regard.

States and International Organizations are invited to share their experience and suggestions on how to improve implementation support.

Agenda Item 6 Gender Equality in Aviation Panel

Under this agenda item, key ICAO, government, and industry participants will discuss the challenges to greater participation by women in the aviation field. Rather than just focusing on the hiring stage, the panel will explore how to encourage a greater interest in aviation by women, ensuring women are competitive and do not face barriers in the hiring process, and address structural obstacles to career advancement for women in the aviation sector. The panel will conclude with recommendations to the Meeting on how to alleviate these challenges.

Agenda Item 7 Pathway to Sustainable Aviation

Under this agenda Item, participants will discuss progress in addressing aviation's environmental impacts, including the Long-Term Global Aspirational Goals (LTAGs), ICAO's assistance, Capacity-building and Training for Sustainable Aviation Fuels Programme (ACT-SAF), the Assembly (A41) recommendations, the Carbon Offsetting Scheme for International Aviation (CORSIA), States' Action Plans on CO₂ emissions reduction activities, the environmental assistance and capacity building projects, the State's/region's implementation status, and the actions to follow to achieve these environment goals. States and International Organizations are invited to share progress and best practices in order to achieve greater regional progress on addressing aviation's environmental impact.

Agenda Item 8 Challenges to Air Connectivity in the Americas Panel

Under this agenda item, participants will be provided a brief overview of the ICAO/LACAC NAM/CAR/SAM *Capacity Building Workshop on Economic Regulation and Oversight* (Panama City, Panama, 21 to 23 May 2024, followed by a moderated panel to discuss proposals to encourage greater air connectivity, especially intra-regional connectivity. The Meeting will review the progress of the initiatives on air cargo, regional air transport agreements, and will discuss and exchange experiences on other air transport development matters.

Agenda Item 9 ICAO 80th Anniversary Activities

Under this agenda item, the Secretariat will provide an overview of ICAO 80th Anniversary activities and participants are encouraged to provide brief interventions on their respective activities.

Agenda Item 10: Ratification of International Air Law Instruments

The Secretariat will provide information on the main provisions and benefits of six key international air law treaties, the ratification process, as well as on the resources available for States to assist them with ratification matters. Directors General will be invited to make use of a tracking matrix whereby they could periodically inform ICAO of their State's progress towards ratification whenever they reach an important milestone in the process. The list of all air law instruments will be provided to each State for follow-up and prompt ratification.

Agenda Item 11: NACC/DCA Meeting Valid and Draft Conclusions and Decisions

Under this agenda item, the Meeting will follow-up on outstanding conclusions and decisions from previous NACC/DCA meetings and review some of the draft conclusions and decisions that were recorded during the present meeting.

Agenda Item 12: Other Business

This agenda item provides an opportunity to address significant items of interest to decision-makers that were not addressed elsewhere in the agenda, such as information on the 42nd session of the ICAO Assembly. The Secretariat will also provide information on the status of outstanding contributions by some member States.

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GENERAL INFORMATION
(Presented by Belize)

1. Event Venue and Dates

1.1 The Twelfth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/12) will take place from 9 to 11 July 2024 at the:

HOTEL: Umaya Resort
ADDRESS: Maya Beach, Placencia Rd, Stann Creek, Belize
Telephone: + (501) 523-3867

hosted by Belize.

2. Name of the Meeting's Coordinator, Address and Contact Numbers

2.1 For general coordination matters of the meeting, participants may address:

Mr. Nigel Carter, Director of Civil Aviation
Ms. Renisse Pascascio, Executive Secretary for the Director of Civil Aviation

Telephone: + (501) 225-2014 or
+ (501) 615-9347 - Mr. Nigel Carter
+ (501) 604-2853 - Ms. Renisse Pascascio
E-mail: nigel.carter@civilaviation.gov.bz
renisse.pascascio@civilaviation.gov.bz

2.2 It is requested that participants provide Ms. Renisse Pascascio their name, surname (including accompanying persons if applicable), arrival and departure dates, time, and flight numbers.

3. Participants Registration

3.1 Delegate registration will be held in the Umaya Hotel, from 08:30 to 09:00 hours on 9 July 2024.

4. Opening Ceremonies

4.1 The opening ceremony of the NACC/DCA/12 meeting will be held on 9 July 2024 at 09:00 hours at the Umaya Conference Room of the venue hotel.

5. Documentation Link

5.1 The documentation for the Meeting is being posted on the ICAO NACC Regional Office website [NACC/DCA/12 \(icao.int\)](https://www.icao.int/NACC/DCA/12); participants should check the website frequently to download the documentation. All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the meeting venue; there will be no hard copies available for distribution.

6. Money Exchange and Credit Cards

6.1 The BZD is the national currency; USD exchange rate is approximately \$2.05 BZD - \$1 USD. International credit cards VISA, MASTERCARD are usually accepted in shopping centres, hotels, restaurants and bank agencies.

7. Electricity

7.1 110/220 V, 60 Hz

8. Airport Departure Tax

8.1 Departure tax at international airports is \$73.50 USD for departing passengers, normally included in the airfare.

9. Lodging

| Hotel | RATE | |
|--|--|--|
| | Single room | Double room |
| Umaya Resort Maya Beach, Placencia Rd, Stann Creek, Belize For Reservations email: Marlon Santos <u>reservations@umayaresortbelize.com</u> <u>marlon@thebelizecollection.com</u> Toll-free: (888) 822-2448 Local: +011-501-822-3851 | One Bedroom Lagoon Bay View: USD\$219.70 per night, not inclusive of 10% Service Charge nor 9% Hotel Tax. Rate available by mentioning your participation in the NACC/DCA/12 meeting. | Two Bedroom Lagoon Bay View: USD\$284.7 per night not inclusive of 10% Service Charge nor 9% Hotel Tax. Rate available by mentioning your participation in the NACC/DCA/12 meeting. |
| Itz'ana Resort and Residencies Mile 20 Placencia Road, Stann Creek District, Belize For Reservations email: Sarah Perez <u>sarah@itzanabelize.com</u> (+501) 523 3250 | Deluxe Room Pool View: USD \$219.00 per night, not inclusive of 19% Tax. Continental breakfast included in the rate. Rate available by mentioning your participation in the NACC/DCA/12 meeting. | Pool Cottage: USD \$329.00 per night, not inclusive of 19% Tax. Continental breakfast included in the rate. Rate available by stating your participation in the NACC/DCA/12 meeting. |

| Hotel | RATE | |
|---|--|--|
| | Single room | Double room |
| Naia Resort and Spa Placencia, Stann Creek District, Belize For Reservations email: <u>reservations@naiaresortandspa.com</u> (+501) 523 4600 | Beach View Studio: USD\$350.00 per night, not inclusive of 10% Service Charge nor 9% Hotel Tax. Rate available by mentioning your participation in the NACC/DCA/12 meeting. | Beachfront Studio: USD\$395.00 per night, not inclusive of 10% Service Charge nor 9% Hotel Tax. Rate available by mentioning your participation in the NACC/DCA/12 meeting. |
| Maya Beach Hotel Mile 15 Placencia Road, Stann Creek District, Belize For Reservations email: Diona <u>info@mayabeachhotel.com</u> (+501) 523-4040 | King Fish Cabana: USD\$174.00 per night, not inclusive of 10% Service Charge nor 9% Hotel Tax. Rate available by mentioning your participation in the NACC/DCA/12 meeting. <i>Full payment due 14 days prior to arrival</i> | Coconut Room: USD\$191.00 per night, not inclusive of 10% Service Charge nor 9% Hotel Tax. Rate available by mentioning your participation in the NACC/DCA/12 meeting. <i>Full payment due 14 days prior to arrival</i> |
| Green Parrot Beach Houses and Resort 1 Maya Beach Placencia, Stann Creek District, Belize For Reservations email: Lesia Diego <u>greenparrotbelize@yahoo.com</u> (+501) 523-4321 | Single Suite: USD \$226.10 per night, inclusive of tax, breakfast not included. Rate available by mentioning your participation in the NACC/DCA/12 meeting or Ms. Renisse Pascascio. | Apartment Suite: USD \$297.50 per night, inclusive of tax, breakfast not included. Rate available by mentioning your participation in the NACC/DCA/12 meeting or Ms. Renisse Pascascio. |

10. Passport and Visa Requirements

10.1 Passports: Visitors to Belize must have a passport valid for at least 30 days after entry. You may be asked to provide proof of intent to depart the country.

10.2 Citizens of the United States, Canada, the United Kingdom, the European Union, and Central American, do not require a visa to travel to Belize. Persons holding a CARICOM passport do not require a visa either.

(For more information click the link: <https://www.belizeadventure.ca/travel-tips/entry-requirements>)

11. Commercial/Bank Working Hours

11.1 Commercial working hours are Monday to Friday from 8:00 am to 9:00 pm, on Saturday's from 9:00 am to 12:00 pm, and generally closed on Sundays. Banking hours are generally from 8:00 am to 3:00 pm Monday to Friday. ATMs are available 24h/day.

12. Taxes and service taxes

12.1 Tips at restaurants are at the discretion of the customer. Visitors staying in hotels are advised to consult the hotel reception desk for taxis.

12.2 Security recommendations are the same as in any city, such as carrying only the necessary money, and not wearing costly jewelry nor other valuables.

13. Weather and recommended dressing code

13.1 The average temperature in Belize for July is: maximum 29°C, minimum 24°C, with high humidity.

13.2 Taking into account the tropical weather and the formality of the meeting, participants are suggested to wear suitable attire such as *guayaberas* or similar, combining suitable elegance and comfort.