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Ref.: NT-N1-8.6.4, NT-NS2-26 — **E.OSG-NACC110440**

30 January 2024

To: States and Territories

Subject: **RLA/06/901 – CAR/SAM Seminar/Workshop on Doc 8126, Part I and the Procedures for Air Navigation Services – Information Management (PANS-IM)**  
(Panama City, Panama, 11 to 14 March 2024)

Action  
Required: **Complete the registration form by 26 February 2024**

Dear Sir/Madam,

Thanks to the support of Regional Project RLA/06/901 within the framework of its activities programme adopted at the Seventeenth Meeting of the Coordination Committee (RCC/17), Lima, Peru, 26 October 2023, I wish to invite your Administration to participate in the **CAR/SAM Seminar/Workshop on Doc 8126, Part I and the Procedures for Air Navigation Services – Information Management (PANS-IM)**, to be held from 11 to 14 March 2024 in Panama City, Panama.

This Seminar/Workshop aims to provide and share knowledge in the implementation of the requirements of Part I of Doc 8126 (Evaluation of AIS/AIM personnel competencies) and the new document on Procedures for Air Navigation Services – Information Management Information (PANS-IM), complementing previous discussions and related events held in 2023.

The profile of the participants is of utmost relevance, therefore, the participation of air navigation inspectors from the Authority with emphasis on Aeronautical Information Service/Aeronautical Information Management (AIS/AIM) is highly recommended, as well as personnel in those areas of the service provider with functions in the implementation of the AIS/AIM requirements, as detailed in the mnemonic sheet of the event (**Attachment A**). The Seminar/Workshop program is included in **Attachment B**. The event will be held in English and Spanish with simultaneous interpretation.

Please designate the specialist(s) who will participate in this Seminar/Workshop, by completing the registration form through the following link <https://forms.office.com/r/q40gQxu7Pq> by **26 February 2024**.

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Mr. Raúl Martínez ([NACC-AIM@icao.int](mailto:NACC-AIM@icao.int)), AIM Regional Officer of this Regional Office, is at your disposal if any additional information on this event is required.

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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## ATTACHMENT A

### MNEMONIC PAPER – AIS/AIM 05

<b>RLA/06/901 – CAR/SAM Seminar/Workshop on Doc 8126, Part I and the PANS-IM</b> (Panama City, Panama, 11 to 14 March 2024)	
<b>Regional Project RLA/06/901 – Regional strategy for implementation in the AIS/AIM area</b>	<ul style="list-style-type: none"> <li>✓ <b>Until December 2026:</b> <ul style="list-style-type: none"> <li>- Drive the implementation of Phase 2 of the AIS to AIM Transition Roadmap.</li> <li>- Drive the implementation of AIS/AIM digital data sets and enablers for System wide information management (SWIM).</li> <li>- Drive capacity building for AIS/AIM staff performance in managing information in an electronic environment.</li> <li>- Disseminate the restructuring of AIS documents to provide a framework for AIM and SWIM.</li> <li>- Disseminate the requirements of the new AIS/AIM documents.</li> </ul> </li> <li>✓ <b>Ongoing tasks:</b> Follow up on:           <ul style="list-style-type: none"> <li>- Monitor the implementation of AIS/AIM documentation requirements in the States.</li> <li>- Work jointly with the Regional Safety Oversight Cooperation System (SRVSOP) to assess the regulatory impacts of new AIS/AIM documentation.</li> </ul> </li> </ul>
<b>ICAO Strategic Objectives</b>	<ul style="list-style-type: none"> <li>- Safety</li> <li>- Capacity and Efficiency</li> <li>- Environmental Protection</li> </ul>
<b>Objective of the Seminar/Workshop</b>	<ul style="list-style-type: none"> <li>- Disseminate Doc 8126 - AIS Manual, in its new format.</li> <li>- Disseminate good practices on implementation of the AIS/AIM personnel competency assessment.</li> <li>- Disseminate the proposed new PANS-IM document.</li> </ul>
<b>Nature of the event</b>	The event is a Workshop on Doc 8126 - AIS Manual, Part I and on the proposed PANS-IM Document that aims to provide capabilities to plan the implementations of its requirements.
<b>Competencies generated by the event</b>	<p>The event will provide capabilities for:</p> <ul style="list-style-type: none"> <li>- Prepare State documentation related to AIS/AIM personnel competencies.</li> <li>- Prepare procedures for competency evaluation of AIS/AIM personnel.</li> <li>- Be aware of the AIS/AIM Area Enablers Reference Framework for SWIM.</li> </ul> <p style="padding-left: 40px;">Plan the implementation of the procedures included in the new PANS-IM document.</p>
<b>Participant profiles</b>	<ul style="list-style-type: none"> <li>✓ AIS/AIM technical decision makers.</li> <li>✓ AIS Inspector working at the Civil Aviation Authority.</li> <li>✓ AIS personnel working in the various units of the Aeronautical Information Service.</li> <li>✓ IT staff supporting AIS Phase 2 Roadmap implementations from AIS to AIM.</li> </ul>

<b>Next steps in the strategy development</b>	Following the deadlines of the regional strategy: <ul style="list-style-type: none"><li>✓ Continue encouraging States to develop competency assessment procedures for AIS/AIM personnel, both from the Authority and the service provider.</li><li>✓ Promote the development of courses and training for AIS/AIM personnel with a competency-based approach.</li><li>✓ Continue supporting capacity building for the implementation of Phase 2 of the AIS to AIM Transition Roadmap.</li></ul>
<b>Contact person in the SAM Office</b>	Mr. Raúl Martínez ( <a href="mailto:NACC-AIM@icao.int">NACC-AIM@icao.int</a> ) Aeronautical Information Management (AIM) Regional Officer – ICAO NACC

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**Attachment B**

**RLA/06/901 – CAR/SAM Seminar/Workshop on Doc 8126, Part I and the PANS-IM**  
(Panama City, Panama, 11-14 March 2024)

**PROVISIONAL PROGRAMME**

<b>Hour</b>	<b>Monday</b> 11 March 2024	<b>Hour</b>	<b>Tuesday</b> 12 March 2024	<b>Wednesday</b> 13 March 2024	<b>Thursday</b> 14 March 2024
0800 0830	Registration	0830 0930	<b>Agenda Item 4. Doc 8126 - Part I: Competence of AIS/AIM Personnel:</b> a) Description b) Competency assessment c) Competency compliance monitoring	<b>Agenda Item 6. Doc PANS-IM: Document creation process:</b> a) Objectives of the document Target Audience	<b>Agenda Item 8. Doc PANS-IM: Scope of application of the document:</b> a) Impact on the regulation of the AIS/AIM b) Impact on the implementation of the AIM/SWIM
0830 0900	Opening				
0900 0930	<b>Agenda Item 1. Workshop</b> Objectives / General Introduction				
0930 0950	<i>Coffee Break</i>	0930 0950	<i>Coffee Break</i>	<i>Coffee Break</i>	<i>Coffee Break</i>
0950 1210	<b>Agenda Item 2. Doc 8126 - AIS Manual - Restructuring Process:</b> Objectives of the new structure of the document	0950 1210	<b>Agenda Item 4. Doc 8126 – Part I: Competence of AIS/AIM Personnel:</b> State experience in assessing the competence of AIS/AIM personnel	<b>Agenda Item 7. Doc PANS-IM: Structure and content of the document</b>	<b>Agenda Item 9. Doc PANS-IM: Future development of the document</b>
1210 1310	<i>Lunch Break</i>	1210 1310	<i>Lunch Break</i>	<i>Lunch Break</i>	<i>Lunch Break</i>
1310 1530	<b>Agenda Item 3. Doc 8126 - Part I: Contents of the Document in Part I</b>	1310 1530	<b>Agenda Item 5. Doc 8126 – Part I: Staff Competency:</b> AIS/AIM Staff Competency Assessment Workshop	<b>Agenda Item 7. Doc PANS-IM: Structure and content of the document</b>	<b>Agenda Item 10. Questions and Answers / Survey / Closing</b>

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