



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-N1-8.2.19, NT-NT1-5, NT-N1-17 — **E.OSG-NACC110174**

27 March 2024

To: States, Territories and International Organizations

Subject: **Invitation – Fourth State Safety Programme (SSP) Working Group Meeting for the NAM/CAR Regions (NAM/CAR/SSP/WG/4)**
Mexico City, Mexico, 20 May 2024

State Safety Programme (SSP) Implementation Project Workshop
Mexico City, Mexico, 21 – 23 May 2024

Action

- Required:
- 1) Transmittal of additional items to the Provisional Agenda of the meeting by **12 April 2024**;
 - 2) Submission of documentation by the deadlines provided in this letter;
 - 3) Register participation by **10 May 2024**.

Dear Sir/Madam,

As part of the updated strategy for the State Safety Programme (SSP) presented to the Tenth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/10), and as a follow-up to the support provided by Regional Aviation Safety Group–Pan America (RASG-PA) in order to foster the implementation of the SSP in the CAR Region, I wish to invite your Administration/Organization to participate in the Fourth State Safety Programme (SSP) Working Group Meeting for the NAM/CAR Regions (NAM/CAR/SSP/WG/4) to be convened on 20 May 2024, and to the State Safety Programme (SSP) Implementation Project Workshop, from 21 to 23 May 2024. Both events will be held at the ICAO NACC Regional Office, Mexico City, Mexico.

Following the SSP/WG Terms of Reference (ToRs) the review of the status of the SSP implementation in the NAM/CAR Regions will be presented in the SSP/WG/4 Meeting, among the main discussion items. The Meeting is aimed at defining the upcoming activities of the WG and the assistance to the States concerning SSP implementation (SSP Work Programme). In this sense, please complete the safety management survey at: <https://forms.office.com/r/gCxfiPhm3C>, which results will be discussed during the SSP/WG/4 Meeting.

SSP Points of Contact (PoCs) of the NAM/CAR Regions States and Territories are expected to participate, as well as Regional Safety Oversight Organization (RSOO) representatives of the CAR Region. 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.

.../2

The Provisional Programme of the Workshop is included in **Appendix A**. The Provisional Agenda of the Meeting is at **Appendix B**. States wishing to submit proposals for the addition of items should do so by **12 April 2024**.

Please confirm your participation to one or both events by **10 May 2024** by registering here: <https://forms.office.com/r/ZUj7JT2krq>

The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” Section of the ICAO NACC Regional Office website (http://www.icao.int/NACC/Pages/visitors_info.aspx). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All meeting/workshop 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. 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/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 **12 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 **19 April 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).

Should you require any further information regarding the events, please contact Mr. Marcelo Orellana, Regional Officer, Safety Implementation or his Assistant Sybil Gómez, to the following e-mail nacc-fs@icao.int.

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

A digital signature of Christopher Barks, featuring a blue circular stamp with the text "ICAO OACI - ICAO" and "Digital Signature" around the perimeter. The signature itself is written in a cursive script over the stamp.

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

Enclosure:

- A – SSP Implementation Project Workshop Provisional Programme*
- B – SSP/WG/4 Provisional Agenda; C – Working Paper template;*
- D – Information Paper template; E – Appendix template*



ICAO

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

**STATE SAFETY PROGRAMME (SSP) IMPLEMENTATION PROJECT
WORKSHOP**

Mexico City, Mexico, 21 – 23 May 2024

**APPENDIX A
PROVISIONAL PROGRAMME**

1. State's Safety Policy and Objectives
 - a. Development and implementation of the State safety policy and objectives
 - b. Development and implementation of enforcement policy
 - c. State system and functions (SSP coordination group, functions, and activities)

 2. State's Safety Risk Management
 - a. Development and implementation of State Safety Risk Management Process/Procedure.
 - b. Safety Data Collection and Processing System (SDCPS)
 - c. Safety information exchange

 3. State's Safety Assurance
 - a. Service provider organizational safety risk profiles.
 - b. Development and implementation of State Safety Assurance Process/Procedure.
 - c. Relationship between Safety Risk Management and safety Assurance

 4. State's Safety Promotion

Development and implementation of State Safety Promotion Process/Procedure.
-



ICAO

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

**Fourth State Safety Programme (SSP) Working Group Meeting for the
NAM/CAR Regions
(NAM/CAR/SSP/WG/4)**

Mexico City, Mexico, 20 May 2024

**APPENDIX B
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: ICAO NACC Safety Management Projects Progress**
- Agenda Item 3: Discussion of the Data Collected through the Safety Management Survey**
- Agenda Item 4: Amendment of the SSP/Working Group (WG) Work Programme 2024**
- Agenda Item 5: Conclusions/Agreements and Other Business**
- 6.1 Presentation of Nicaragua experience related to the self-assessment as part of the SSP process**
 - 6.2 Conclusions/Agreements**
 - 6.3 Other Business**
-

**PROVISIONAL AGENDA
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 NACC Safety Management Projects Progress

Under this agenda item, the Secretariat will inform the Meeting about the progress achieved in the safety management projects conducted by the NACC Regional Office, including future activities.

Agenda Item 3: Discussion of the Data Collected Through the Safety Management Survey

Under this agenda item, the Meeting will discuss and brainstorm the shared information as part of the survey that accompanied the invitation letter to evaluate and agree upon future activities of the SSP.

Agenda Item 4: Amendment of the SSP/Working Group (WG) Work Programme 2024

Under this agenda item and based on the discussions of the previous agenda item, the Meeting will amend the work programme accordingly.

Agenda Item 5: Conclusions/Agreements and Other Business

Under this agenda item, the Meeting will reach conclusions/agreements for the active implementation of the ICAO initiatives/projects and analyze any other matter that cannot be addressed under the previous agenda items.

— — — — —