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Ref.: NT-NT1-1/NT-NE57-3 — **E.OSG-NACC111500**

17 April 2024

To: States, Territories and International Organizations

Subject: **First North American, Central American and Caribbean Working Group (NACC/WG) Surveillance Task Force (SURV/TF/01) Meeting**  
(On-line, 24 May 2024, 15-18 UTC)

Action

Required:

- a) Transmission by the States of any additional topic to the Provisional Agenda;
- b) presentation of the documentation within the deadlines provided in this letter; and
- c) register participation by **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 SURV/TF work plan, I am pleased to invite your Administration to participate in the SURV/TF online meeting to be convened on **24 May 2024**.

The meeting's purpose is to follow up on the activities established by the SURV/TF in its action plan, monitor the implementation of Automatic Dependent Surveillance – Broadcasting (ADS-B), and coordinate subsequent activities. The provisional agenda for the meeting is found in the **Appendix**. Please complete the registration form at the link <https://bit.ly/3xFPzev> by **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 by **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, Regional Communications, Navigation and Surveillance Specialist ([NACC-CNS@icao.int](mailto: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

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North American, Central American and Caribbean Office

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**First North American, Central American and Caribbean Working Group (NACC/WG)  
Surveillance Task Force Meeting  
(SURV/TF/01)  
Online, 24 May 2024**

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**APPENDIX  
PROVISIONAL AGENDA**

- Agenda Item 1:** Adoption of the Provisional Agenda
- Agenda Item 2:** Review of the activities under the responsibility of the Surveillance Task Force
- Agenda Item 3:** Update of the Group's action 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 the agenda and adopt it. The general objectives and expectations of the meeting will be presented.

**Agenda Item 2: Review of the activities under the responsibility of the Surveillance Task Force**

Under this agenda item, States must provide information on the status of ADS-B implementation, in addition to other activities under the responsibility of the Task Force.

**Agenda Item 3: Update of the Group's action plan**

The Group's rapporteur will update the 2024 action plan of the Task Force and the activities will be agreed upon accordingly.

**Agenda Item 4: Other Business.**

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

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