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When replying please quote:

Ref.: NT-NE57-3— **E.OSG-NACC115676**

13 May 2025

To: States, Territories and International Organizations

Subject: **Invitation – Eighth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/8).**  
México City, Mexico, 8 to 11 July 2025

Action

- Required:
- 1) Transmittal of any additional items of discussion by **6 June 2025**
  - 2) Submission of documentation/presentation by **20 June 2025**
  - 3) Confirm your participation by registering by **13 June 2025**

Dear Sir/Madam,

I am pleased to invite the member(s)/representative(s) of the Aeronautical Information Management Task Force of the North American, Central American and Caribbean Working Group (NACC/WG/AIM/TF) and your Administration/Organization, to participate in the Eighth North American, Central American and Caribbean Working Group Aeronautical Information Management Implementation Task Force Meeting (NACC/WG/AIM/TF/8). This meeting will be held at the ICAO NACC Regional Office, from 8 to 11 July 2025.

The objectives of this meeting are continued deployment of AIM Collaborative Plan implementation - Update due to the results of the 41 Assembly of ICAO, Aviation System Block Upgrade (ASBU), Basic Building Blocks (BBB) and Global Air Navigation Plan (GANP) 7th. Ed., the AIM/TF Action Plan, Sub-groups Progress in Plenary Working Sessions (*Airspace Optimization; Aerospace Operations NOTAM, and AIM Training & Competency*), follow-up on the AIM Tracking website, Aeronautical Information Management (AIM) and System Wide Information Management (SWIM) implementation roadmaps, and the AIM Data Exchange, among other relevant aspects applicable within the AIM area in the ICAO NACC 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.

The Draft Agenda of the event is at **Appendix A**. States wishing to submit proposals for the addition of items should do so by **6 June 2025**.

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We would appreciate confirmation of your participation by **13 June 2025** by registering here: <https://forms.office.com/r/9YbiuqVVRf>

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](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 documentation/presentations 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/presentations in electronic format, no hard copies will be distributed during the event.

Documentation/Presentations that your Administration/Organization may wish to submit/present at the meeting/event 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.

Working Papers must be submitted in both languages, English and Spanish. Information Papers will be published only in the language(s) presented. The deadline to receive documentation is **20 June 2025**

If you require any further information regarding the event, please contact Mrs. Maily Plana, Regional Officer, Aeronautical Information Management, or her assistant Mr. Gerardo Kharriman to the following e-mail: [nacc-aim@icao.int](mailto:nacc-aim@icao.int).

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



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

**Enclosure:**

*A – Provisional Agenda; B – Working Paper template; C – Information Paper template; D – Appendix template*



ICAO

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

**Eighth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical  
Information Management Implementation Task Force Meeting (AIM/TF/8)  
(AIM/TF/8)**

Mexico City, Mexico, 8 to 11 July 2025

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**APPENDIX A  
PROVISIONAL AGENDA**

- Agenda Item 1:** Adoption of the Provisional Agenda, Schedule and Working Methods<sup>1</sup>
- Agenda Item 2:** Review and update to the AIM TF's Work Programme, Terms of Reference (ToRs).
- Agenda Item 3:** Status of AIM Collaborative Plan implementation
- Agenda Item 4:** Follow up on the ICAO NACC WG AIM TF Action Plan and the Collaboration with the SAM Region and other Task Forces of the NACC/WG
- Agenda Item 5:** AIM future: IFAIMA GLOBAL AIM 2025 results, conclusions and recommendations
- Agenda Item 6:** AIM & System wide information management (SWIM) implementation Roadmap – Tracking Website – of the NAM/CAR Regions
- Agenda Item 7:** Sub-groups Progress in Breakout Working Sessions. Sub-groups:
- 7.1 SWIM Implementation Roadmap development in the NAMCCAR Region
  - 7.2 Aerospace Ops. NOTAM
  - 7.3 AIM Training Curriculum & Competency
  - 7.4 Action Plan review and update
- Agenda Item 8:** Finalization, Review, Conclusions and Approval (Agenda Items 6, 7 and 8).
- Agenda Item 9:** Other Businesses
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<sup>1</sup> **\*Working methods:** For the development of this meeting, it is expected to work in breakout working sessions as per Subgroups of the AIM TF, to discuss and analyse specific issues, and create necessary documentations.

**PROVISIONAL AGENDA  
EXPLANATORY NOTES**

**Agenda Item 1: Approval of the Provisional Agenda, Schedule and Working Methods**

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

**Agenda Item 2: Review and update to the AIM TF's Work Programme, Terms of Reference (ToRs).**

Under this agenda item, the Meeting will update, review and approve the AIM TF's Work Programme and ToRs accordingly, in a workout session.

**Agenda Item 3: Status of AIM Collaborative Plan implementation**

Under this agenda item, the Meeting will conduct a follow-up review of valid conclusions and decisions of the GREPECAS/20 Meeting and the NACC/WG/RAP/03 meeting, emphasizing the impact of the latter on the implementation of Aeronautical Information Management (AIM), based on updates due to the set ASBU, BBB and GANP 7th. Ed. Conclusions and Decisions. In addition, the AIM implementation Status per State and the AIM Tracking Website Dashboard instructions will be explained.

**Agenda Item 4: Follow up on the ICAO NACC WG AIM TF Action Plan and the Collaboration with SAM region and other Task Forces of the NACC WG**

Under this agenda item, the Meeting will review the status of the AIM TF Action Plan execution, ensuring alignment with the outcomes of the NACC/WG/RAP/03 meeting. Discussions will also include coordination and collaboration initiatives with the SAM Region and other Task Forces of the NACC/WG to strengthen harmonization and regional integration.

**Agenda Item 5: AIM future: IFAIMA GLOBAL AIM 2025 results, conclusions and recommendations.**

Under this agenda item, the Meeting will analyse the results, key conclusions, and recommendations of the IFAIMA GLOBAL AIM 2025 event. The discussions will focus on identifying how these outcomes can enhance and guide the future development and strategic direction of AIM activities in the NAM/CAR regions.

**Agenda Item 6:     AIM & SWIM Implementation Roadmap. Tracking Website of the NAMCCAR Region.**

Under this agenda item, the Meeting will assess the latest updates regarding the AIM Implementation Roadmap and introduce the SWIM Implementation Roadmap development, including an evaluation of each State's progress in the AIM Transition Phase. Updates on the AIM Tracking Website functionalities and its role in facilitating continuous monitoring will also be presented by the AIM Rapporteur.

**Agenda Item 7:     Sub-groups Progress in Breakout Working Sessions. Sub-groups:**

- 7.1     SWIM Implementation Roadmap development in the NAMCCAR Region**
- 7.2     Aerospace Ops. NOTAM**
- 7.3     AIM Training Curriculum & Competency**
- 7.4     Action Plan review and update**

Under this agenda item, the Meeting will divide into breakout working sessions according to the designated sub-groups. Each sub-group will work on their respective areas: developing the SWIM Implementation Roadmap, improving NOTAM procedures for Aerospace Operations, advancing the AIM Training Curriculum and Competency Framework, and reviewing and updating the Action Plan. Sub-group results and progress will be compiled for discussion in the plenary session.

***Sub-groups Progress in Breakout Working Sessions.***

Furthermore, the Meeting will be broken-down into multiple Sub-groups (*leading from the AIM/TF/6 and AIM/TF/7*). Each Sub-group will sit together and go into separate areas/sections to address and work on their assigned tasks regarding the above items a, b, c, and d.

**Agenda Item 8:     Finalization, Review and Approval of Created (Meeting) Documentations**

Under this agenda item, the Meeting will consolidate the results from the previous discussions and breakout sessions. The draft conclusions, decisions, and necessary updates will be reviewed, finalized, and approved to ensure a coordinated follow-up.

**Agenda Item 9:     Other Business**

Under this agenda item, the Meeting will analyse any other matter than cannot be addressed under the previous agenda items.

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PROVISIONAL SCHEDULE /HORARIO PROVISIONAL

Time / Horario	Duration (min)	Tuesday, 08July Martes 08 de julio	Wednesday, 09 July Miércoles 09 de julio	Thursday, 10 July Jueves 10 de julio	Friday, 11 July Miércoles 11 de julio
08:30 – 09:00	30	Registration / Registro			
09:00 – 09:30	30	Opening / Inauguración	Agenda Item 5 / Cuestión 5 del Orden del Día	Agenda Item 7 / Cuestión 7 del Orden del Día  <i>Breakout Working Session Sesión de trabajo de grupo</i>	Agenda Item 8 / Cuestión 8 del Orden del Día
		Agenda Item 1 / Cuestión 1 del Orden			
09:30 – 10:00	30	Agenda Item 2 / Cuestión 2 del Orden del Día	Agenda Item 6 / Cuestión 6 del Orden del Día		AIM Lessons Learned
10:00– 10:30	30				
10:30 – 11:00	30	COFFEE BREAK			
11:00– 11:30	30	Agenda Item 2 / Cuestión 2 del Orden del Día	Agenda Item 6 / Cuestión 6 del Orden del Día	Agenda Item 7 / Cuestión 7 del Orden del Día  <i>Breakout Working Session Sesión de trabajo de grupo</i>	AIM Informative Presentation
11:30 – 12:00	30	Agenda Item 3 / Cuestión			Agenda Item 9 / Cuestión 9 del Orden del Día
12:00 – 12:30	30	3 del Orden del Día	AIM Informative Presentation		
12:30 – 13:30	90	LUNCH BREAK			
13:30 – 14:00	30	Agenda Item 3 / Cuestión 3 del Orden del Día	Agenda Item 7 / Cuestión 7 del Orden del Día <i>Breakout Working Session Sesión de trabajo de grupo</i>	<i>Presentations by the Agenda Item 7 Breakout Working Session / Presentaciones de la cuestión 7 del Orden del Día Sesión de trabajo de grupo</i>	Summary of discussions, review and Closure of Meeting
14:00 – 14:30	30				
14:30 – 15:30	45	Agenda Item 4 / Cuestión 4 del Orden del Día	<i>Agenda Item 7 / Cuestión 7 del Orden del Día Breakout Working Session Sesión de trabajo de grupo</i>	<i>Presentations by the Agenda Item 7 Breakout Working Session / Presentaciones del Cuestión 7 del Orden del Día Sesión de trabajo de grupo</i>	