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国际民用  
航空组织

*When replying please quote:*

Ref.: NT- NE57-3 NS2-35 — **E.OSG-NACC114133**

13 December 2024

To: AO/TF and ATFM/TF Members, CIIFRA Team, States, Territories and International Organizations

Subject: **Invitation – Fifth Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force, Seventh Meeting of the Air Traffic Flow Management Implementation Task Force and Ninth Meeting of the CANSO IATA ICAO Free Route Airspace Team (AO/TF/5/ATFM/TF/7/CIIFRA/9)**  
Orlando, United States, 3 to 7 March 2025

Action

Required:

- 1) Transmittal of additional items to the Provisional Agenda by **10 February 2025**;
- 2) Submission of documentation by the deadlines provided in this letter;
- 3) Register participation by **17 February 2025**; and
- 4) Send fellowship nomination forms by **2 January 2025**

Dear Sir/Madam,

Further to the continuous progress of the Airspace Optimization in the region, I wish to invite your Administration/Organization to participate in the Fifth Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force, Seventh Meeting of the Air Traffic Flow Management Implementation Task Force and Ninth Meeting of the CANSO IATA ICAO Free Route Airspace Team (AO/TF/5/ATFM/TF/7/CIIFRA/9) to be convened at the JetBlue Orlando Support Center (OSC) University, located at 8265 Hangar Blvd, Orlando, FL 32827, United States, from **03 to 07 March 2025**).

Air Navigation Service Providers (ANSPs) of States and Territories of the ICAO NAM/CAR and 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.

The Provisional Agenda and Schedule of the event is at **Appendices A and B** respectively. States wishing to submit proposals for the addition of items should do so by **31 December 2024**.

We would appreciate confirmation of your participation by **21 February 2025** by registering here: <https://forms.office.com/r/U9BpXCNJ57>

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Furthermore, I am pleased to inform you that each Project RLA09801 Member<sup>1</sup>, that is up-to date with its Project contributions, may apply for a fellowship under Project RLA09801 within the fellowship offer for the current year. In order to know how many fellowships are available for your Administration for this year, please contact Ms. Sybil Gomez, Assistant ([sgomez@icao.int](mailto:sgomez@icao.int)). 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 Orlando, United States, 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 **02 January 2025**. The steps to apply for a fellowship, the nomination form and other useful information are published on the Project RLA09801 website at: <http://www.icao.int/NACC/Pages/edocs-tc.aspx>

The meeting coordinator for this event is Ms. Tania Helena, Senior Analyst for International Programs at JetBlue, reachable at +1-407-572-2307 or via email at [tania.helena@jetblue.com](mailto:tania.helena@jetblue.com). A list of recommended hotels for meeting participants is available through the following link: [Event Details](#). Participants are encouraged to book directly with their chosen hotel as early as possible. For local assistance or further support with hotel arrangements, please contact Ms. Tania Helena.

All meeting 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/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.

Documentation that your Administration/Organization may wish to submit/present at the Meeting should be forwarded to this office by e-mail ([icaonacc@icao.int](mailto:icaonacc@icao.int)) as soon as practicable in Microsoft Word format using the attached templates, in both languages, English and Spanish, according to Decision GREPECAS/21/25. Working Papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices. The deadline to receive papers is **14 February 2025**.


If you require any further information regarding the event, please contact Mr. Josué González, Regional Officer, Air Traffic Management and Search and Rescue ([nacc-atm@icao.int](mailto:nacc-atm@icao.int)).

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<sup>1</sup> **RLA09801 Project Member States** are: Bahamas, Barbados, Canada, Cuba, Curaçao (DC-ANSP), Dominican Republic, Haiti, Jamaica, Mexico, Trinidad and Tobago, United States, Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua), OECS States through ECCAA (Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines)

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 – Schedule; C – Working Paper template;  
D – Information Paper template; E – Appendix template*

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CIIFRA9\Communications\NACC114133ATM2-States-AOTF5-ATFM7-CIIFRA9-Invite.docx / KG*

**APPENDIX A  
PROVISIONAL AGENDA**

- Agenda Item 1:** Adoption of the Provisional Agenda and Schedule
- Agenda Item 2:** CADENA Regional Implementation Group (RIG) and Air Navigation Service Providers (ANSPs) Updates
- Agenda Item 3:** ICAO NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF) Updates
- Agenda Item 4:** ICAO NACC/WG Airspace Optimization (AO/TF) Updates
- Agenda Item 5:** 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 shall review the agenda and schedule and adopt them. The objectives and overall expectations of the meeting will be presented.

**Agenda Item 2: CADENA Regional Implementation Group (RIG) and Air Navigation Service Providers (ANSPs) Updates**

Under this agenda item, CADENA will facilitate the Regional Implementation Group (RIG) meeting, during which Air Navigation Service Providers (ANSPs) will share updates and conduct end-of-season reviews. CADENA will present the status and data analysis results from ongoing route optimization projects, including User Preferred Route (UPR) Trials, Strategic Direct Route (SDR) Trials, Inter Flight Information Region (FIR) Direct Routing (DCT) Trials, and Inter FIR SDR Trials.

As a follow-up from the Havana meeting, CADENA will address specific progress made on these optimization trials and provide insights into areas of improvement and key takeaways highlighted by ANSPs and airline stakeholders. This includes feedback gathered from participants like JetBlue and United Airlines, as well as any operational adjustments identified by the Trinidad and Tobago and COSESNA representatives.

Additional ongoing tasks will also be discussed, including updates on the Aeronautical Information Circulars (AIC) and Aeronautical Information Publications (AIP) publication process, contingency training initiatives, and the most recent capacity calculation procedures. CADENA will outline anticipated work and collaborative goals for the NAM/CAR Regions to enhance coordination, efficiency, and implementation timelines in the coming months.

**Agenda Item 3: ICAO NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF) Updates**

Under this agenda item, the Air Traffic Flow Management Task Force (ATFM/TF) will review and present ongoing coordination efforts, including:

1. Post-Event Reporting on the ICC Men's T20 World Cup  
A comprehensive report on the ATFM operations for the ICC Men's T20 World Cup, co-hosted by the West Indies and the United States from 1 to 29 June 2024. This will include a review of cross-border coordination, lessons learned, and any recommendations identified during the Havana meeting, particularly for managing high-traffic volumes and addressing contingency needs across jurisdictions.
2. Continued planning of the World Cup 2026  
Updates on planning and coordination for the 2026 World Cup, with an emphasis on strengthening regional ATFM preparedness. This will include discussions on capacity assessments, staffing, and infrastructure requirements to meet anticipated demand.

CADENA's feedback from the Havana meeting on collaborative planning efforts will be incorporated to refine next steps.

3. Updates on Other North American International Sporting Events through 2028  
Information on upcoming sporting events in North America, with a timeline and ATFM planning considerations to ensure optimal handling of increased traffic. This segment will highlight collaboration with ANSPs, as discussed in Havana, and reinforce procedures for managing regional ATFM during peak periods.
4. Ongoing Cross-Border ATFM Efforts  
Progress updates on cross-border ATFM initiatives, focusing on data-sharing enhancements and metrics improvements that were identified as priorities in Havana. The task force will present recent developments in collaborative data analysis to improve traffic predictability and capacity planning across FIR boundaries.

#### **Agenda Item 4: ICAO NACC/WG Airspace Optimization (AO/TF) Updates**

Under this agenda item, the Airspace Optimization Task Force (AO/TF) will present the GREPECAS-organized CAR/SAM regional approach to Free Route Airspace (FRA), focusing on collaborative FRA strategies to enhance airspace efficiency and flexibility.

1. Concept Overview and Regional FRA Approaches  
The AO/TF will outline the CAR/SAM Region's FRA implementation plan, as discussed in the Havana meeting. This includes updates on coordinated efforts to standardize FRA procedures across FIR boundaries and streamline route availability for airlines operating within the region.
2. Mexico (SENEAM)'s Presentation on SDR Implementation in Mexican Airspace  
SENEAM will present insights and a detailed explanation of the process for implementing Strategic Direct Routes (SDRs) within Mexican airspace. The presentation will address procedural enhancements, and any challenges noted in the initial SDR rollout, reflecting discussions and feedback shared in Havana.
3. ANSP Collaboration and Task Force Involvement  
ANSPs will report on their ongoing work within the task force framework, collaborating with CANSO, IATA, and ICAO to develop SDRs tailored to their specific airspace needs. This will include case studies demonstrating SDR implementation, the effectiveness of FRA in reducing fuel burn and optimizing route efficiency, and lessons learned from cross-agency coordination highlighted in the Havana discussions.
4. Next Steps and Collaborative Goals  
The task force will also propose next steps for continuing FRA development in the NAM/CAR Regions, incorporating outcomes from the Havana meeting to ensure alignment with regional objectives and enhanced cooperation across ANSPs.

**Agenda Item 5: Other Business**

Under this agenda item, the Meeting will address any additional matters not covered in previous agenda items. This section will provide an opportunity to discuss emerging topics, clarify outstanding issues from the Havana meeting, and bring forward any new items of relevance.

1. **Follow-Up on Outstanding Items from Havana**  
Any unresolved questions or action items from the Havana meeting will be revisited to ensure continuity and address any pending updates.
2. **Emerging Operational Needs and Priorities**  
Participants are invited to raise new operational needs, regional challenges, or priorities identified since the last meeting. This includes recent regulatory developments, technology advancements, or stakeholder feedback that could impact ongoing projects.
3. **Collaborative Opportunities and Strategic Partnerships**  
Time will be dedicated to exploring potential collaborative efforts, whether through partnerships with ANSPs, airlines, or industry organizations. Attendees are encouraged to share insights or proposals for enhancing cross-regional coordination and efficiency in line with GREPECAS and ICAO objectives.
4. **Miscellaneous Topics of Relevance**  
Any other relevant business or special interest topics proposed by participants will be discussed here to ensure all perspectives and concerns are addressed.

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**APPENDIX/APÉNDICE B**  
**PROVISIONAL SCHEDULE/HORARIO PROVISIONAL**

Time	Monday 03 March/Lunes 3 de marzo	Tuesday 04 March/Martes 4 de marzo	Wednesday 05 March/ Miércoles 5 de marzo	Thursday 06 March/Jueves 6 de marzo	Friday 07 March/Viernes 7 de marzo	
08:00–09:00	Registration/ Registro					
09:00–09:30	Opening Ceremony & Photo/ Inauguración y Foto de Grupo	Agenda Item 2 / Cuestión 2 del Orden del Día (cont.)	Agenda Item 3 / Cuestión 3 del Orden del Día (cont.)	Agenda Item 4/ Cuestión 4 del Orden del Día (cont.)	Agenda Item 4 / Cuestión 4 del Orden del Día (cont.)	
09:30–10:30	Agenda Item 1/ Cuestión 1 del Orden del Día					
10:30–11:00	Coffee break/Pausa para café					
11:00–12:30	Agenda Item 2 / Cuestión 2 del Orden del Día	Agenda Item 2 / Cuestión 2 del Orden del Día (cont.)	Agenda Item 3 / Cuestión 3 del Orden del Día (cont.)	Agenda Item 4/ Cuestión 4 del Orden del Día (cont.)	Agenda Item 5 / Cuestión 5 del Orden del Día	
12:30–13:30	Lunch time/Tiempo para almuerzo					Closing/Clausura
13:30–15:00	Agenda Item 2 / Cuestión 2 del Orden del Día (cont.)	Agenda Item 3 / Cuestión 3 del Orden del Día	Agenda Item 3 / Cuestión 3 del Orden del Día (cont.)	Agenda Item 4/ Cuestión 4 del Orden del Día (cont.)		
15:00–15:30	Coffee break/Pausa para café					
15:30- 16:30	Agenda Item 2 / Cuestión 2 del Orden del Día (cont.)	Agenda Item 2 / Cuestión 2 del Orden del Día (cont.)	Agenda Item 3 / Cuestión 3 del Orden del Día (cont.)	Agenda Item 4/ Cuestión 4 del Orden del Día (cont.)		
	Conclude / Conclusiones	Conclude / Conclusiones	Conclude / Conclusiones	Conclude / Conclusiones		