



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-NE57 NS2-35 — E.OSG-NACC115546

31 May 2025

To: States, Territories and International Organizations

Subject: **Invitation to the Thirteenth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/13) Santo Domingo, Dominican Republic, 4-7 August 2025**

Action

- Required:
- 1) Transmittal of additional items to the Draft Agenda by 30 June 2025;
 - 2) submission of documentation by the deadlines provided in this letter; and
 - 3) register participation by 28 July 2025

Dear Sir/Madam,

Further to my *Save the date* letter ref. E.OSG-NACC115497 dated 7 April 2025, I wish to invite your Administration/Organization to participate in the Thirteenth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/13) to be convened at the Sheraton Hotel, in Santo Domingo, Dominican Republic, from 4 to 7 August 2025 which will be kindly hosted by the Instituto Dominicano de Aviación Civil (IDAC) of Dominican Republic. Please note the change of dates to the current ones of 4 to 7 August 2025.

Considering the importance of strategic planning with ICAO's new Long-Term Plan and discussions at the upcoming 42nd ICAO Assembly, an ICAO Workshop on *Civil Aviation Master Planning (CAMP): An Overview for Director Generals of Civil Aviation* is proposed on 4 August 2025 as a preamble to the agenda of the NACC/DCA/13 meeting, of which a concept note is attached for ease of reference.

In support to States to align and works towards the aviation goals contained in the new ICAO Strategic Plan 2026-2050, the meeting will seek to introduce Director Generals into strategic planning matters- Directors General of Civil Aviation Authorities of States and Territories of the ICAO NAM/CAR Regions, and representatives of 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.

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If you wish to share information on key programmes and activities at the meeting, you are encouraged to rely less on Working Papers than in previous meetings. Instead, where participants wish to share information with the meeting, they are highly encouraged to submit, short, concise, and dynamic presentations, with Information Papers containing the bulk of the detail as a reference to participants. Working Papers **must** have an action, or they will be considered an information paper. “Take note of the information in the paper” is not an action, and Working Papers submitted with only this action will be considered Information Papers.

The Draft Agenda and schedule of the event is at **Appendix A**. Explanatory Notes will be included in WP/01. States wishing to submit proposals for the addition of items should do so by **30 June 2025**.

I would appreciate confirmation of your participation by **28 July 2025** by registering here: <https://forms.office.com/r/dbM4QZcDme>

General Information is attached. The link to obtain the special rate at the venue hotel is: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1747835838589&key=GRP&guestreslink2=true&app=resvlink>

If you need local assistance, please contact Ms. Mikauly de la Cruz Viamonte (telephone +1-829-425-2320,; e-mail mikauly.delacruz@idac.gov.do) who can provide local information or assistance with making hotel reservations, if required.

All meeting documentation will be placed in the Meetings Section of the following web page: [NACC/DCA/13](#) 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 format for Working and Information Papers using the attached templates and in Power Point format for presentations. 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 **21 July 2025** and no materials will be accepted after this date.

Moreover, the Twelfth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 PSC/12) will be held in a separate session within the same period and in the same premises of the NACC/DCA/13 meeting. In this regard, I am pleased to inform that each MCAAP Focal Point¹ of RLA09801 Project Members that is up-to-date with its Project contributions may apply for a one-day event subsidy to attend the RLA09801/PSC/12. A specific invitation for the RLA09801/PSC/12 will be submitted shortly. The event subsidy includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to/from Santo Domingo, Dominican Republic, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Event Subsidy Nomination Form must be received in this Regional Office by **3 June 2025**. In case you have any questions regarding this event subsidy, please contact Ms. Sybil Gomez, Administrative Assistant at the following e-mail address: nacc-tc@icao.int.

All stakeholders who wish to take this opportunity to showcase their products and services are invited to contact Ms. Virginia Tavella at vtavella@icao.int for a full list of sponsorship and exhibition opportunities

If you require further information regarding the NACC/DCA/13 meeting, please contact Mrs Claudia Riva-Palacio, Assistant to Head of Office (criva-palacio@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 – Draft Agenda and Schedule; B – Working Paper template; C – Information Paper template; D – Appendix template; E - CAMP workshop concept note; F - General Information

<https://oaci.sharepoint.com/sites/NACCRegionalOfficeTeam/Shared Documents/00-Meetings/NACC DCAS/NACCDCA13/Communications/NACC115546RD-States-NACCDCA13Invitation.docx> / CRP

¹ **RLA09801 Project Members** are: Bahamas, Barbados, Canada, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua).

**APPENDIX A
DRAFT AGENDA**

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|-----------------------|---|
| Agenda Item 1 | Election of Chair and Adoption of the Draft Agenda and Schedule |
| Agenda Item 2 | ICAO Strategic Plan, Business Plan and Budget |
| Agenda Item 3 | Towards More Effective Implementation: Aviation Security (AVSEC) and Facilitation (FAL) |
| Agenda Item 4 | Towards More Effective Implementation: Safety |
| Agenda Item 5 | Towards More Effective Implementation: Capacity and Efficiency |
| Agenda Item 6 | Environmental Matters |
| Agenda Item 7 | Air Transport Regulation and Air Connectivity |
| Agenda Item 8 | Preparation for the Forty-Second ICAO Assembly and Ratification of International Air Law Instruments |
| Agenda Item 9 | Follow-up to NACC/DCA Valid Conclusions and Decisions |
| Agenda Item 10 | Other Business |

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APPENDIX B
DRAFT SCHEDULE

| Time | Monday 4 August | Tuesday 5 August | Wednesday 6 August | Thursday 7 August |
|-------------|---|------------------------------|---|--|
| 08:00-08:30 | | NACC/DCA Registration | | |
| 08:30–09:00 | Training Day Registration | Opening Agenda Item 1 | 12th Meeting of the RLA09801 Multi- Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 PSC/12) (States that are not members are invited to observe) | Agenda Item 7 |
| 09:00–09:30 | Training Day Opening Group Photo | | | |
| 09:30–10:30 | DG Training Day: Civil Aviation Master Planning (CAMP) and Strategic Planning | Agenda Item 2 Group Photo | | |
| 10:30–11:00 | Coffee break | | | |
| 11:00–13:00 | DG Training Day: CAMP and Strategic Planning (continued) | Agenda Item 3 | Agenda Item 5 | Agenda Item 9 Agenda 10 Discussion of the NACC/DCA/13 Draft Conclusions and Decisions Closing Ceremony |
| 13:00–14:00 | Lunch Break | | | |
| 14:00–16:00 | Working Session to Discuss Training Implementation | Agenda Item 4 | Agenda Item 6 | |