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国际民用  
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*When replying please quote:*

Ref.: NT-NE57-1 — **E.OSG-NACC116522**

10 July 2025

To: States, Territories and International Organizations

Subject: **Invitation – Tenth North American, Central American and Caribbean Working Group Meeting (NACC/WG/10)**  
Tulum, Quintana Roo, Mexico, from 8 to 12 September 2025

Action  
Required: 1) Inclusion of additional agenda items in the Provisional Agenda by **30 July 2025**.  
2) Submission of documentation/presentations by **20 August 2025**; and  
3) Registration of participants by **15 August 2025 (essential)**

Dear Sir/Madam,

Reference is made to State Letter Ref.: **E.OSG-NACC116219** dated 16 June 2025 inviting States and Organizations to save the date for the Tenth Meeting of the North American, Central American and Caribbean Working Group (NACC/WG/10), to be held, in person only, at the Felipe Carrillo Puerto International Airport, Tulum, Quintana Roo, Mexico, from 8 to 12 September 2025.

This event is of much relevance for the NAM/CAR Regions since it will address air navigation planning, and development issues for the NAM/CAR Regions. The objective is to follow-up the regional air navigation services (ANS) implementation, update air navigation planning matters for the NAM/CAR Regions, evaluate the progress of activities carried out to date, assess the work of the various Task Forces that comprise the NACC/WG, (AIM, AGA, ATM, CNS, MET, and E/CAR/CAT/WG) as well as to evaluate the progress of the working group programme. In this regard, it is essential to have the participation of all the rapporteurs and coordinators of the NACC/WG Task Forces in person. Furthermore, the NACC/WG Task Forces will report/monitor the implementation progress according to their action plans/NACC/WG work programme.

The meeting will also address the challenges and the impact on regional planning and goals, and the follow-up of NACC/WG activities into GREPECAS projects and programmes.

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In order to enhance the participation of States and the exchange among the different NACC/WG Task Forces, several interactive activities with panels, working sessions and focused discussions had been planned. These activities will cover critical topics like Accurate and timely use integration of meteorological information, airspace optimization, cybersecurity, unmanned aircraft systems (UAS)/drones, among others.

Mexico, as the host of the meeting through SENEAM (*Servicios a la Navegación en el Espacio Aéreo Mexicano*), has invited NAM/CAR States to join the meteorological data exchange initiative to support the NAM/CAR Regions' contingency efforts by providing a timely exchange of meteorological information in the event of meteorological events that affect regional operations. States may reach cooperation agreements in this area that will promote prevention and resilience to meteorological events. During the meeting, the facilities of the Meteorological Monitoring Office, located at the Tulum airport, will be visited.

The working languages be **English and Spanish**, and simultaneous interpretation will be provided if sufficient participants in both languages are registered on time.

Air Navigation Service Providers Managers and Heads from the various NAM/CAR States, meteorological and aeronautical information specialists, and surveillance data management specialists are invited to the meeting as well. States are also invited to support the participation of their specialists in the various areas of air navigation, and planning specialists. Likewise, organizations and industry are also invited to participate.

The agenda and schedule for the Meeting are presented in **Appendix A**. States wishing to submit proposals for the inclusion of additional issues must do so by **30 July 2025**.

We would appreciate confirmation of your participation by completing the **mandatory registration** form at: <https://forms.office.com/r/NpbDdAgwcz>, by **15 August 2025**.

The suggested hotel is the *Hotel Mundo Maya Tulum Aeropuerto*. The general information is presented in **Appendix B**. Please indicate at the time of your reservation that you are participating in the NACC/WG/10 Meeting. Participants should book directly with the hotel on time.

Meeting documentation/presentations will be available at <http://www.icao.int/NACC/Pages/default.aspx> as soon as they are ready. Since the documentation/presentations will be available electronically, no hard copies will be distributed during the event.

Your Administration/Organization is invited to submit information consistent with the agenda of the meeting. This information must be submitted electronically to the ICAO NACC Regional Office by **20 August 2025**, in Microsoft Word/PowerPoint format (using the attached templates). Please submit your documentation in English and Spanish. The Working Papers, with a maximum length of four pages (excluding appendices), should be brief, contain an action, and be focused on the topic. Information submitted after the deadline will be published only in the language in which it was received.

Please note that States wishing to attend the event may use the following funding options:

- a) One (1) fellowship from the Regional Project RLA09801 for each member State of this project, with the interested administration providing round-trip airfare.
- b) fellowships from an approved ICAO national technical cooperation project of their State; or
- c) their administration's own resources, if none of the above options are available.

For participants who require a fellowship under Regional Project RLA09801, the Fellowship Nomination Form (**Appendix C**) is included and must be completed and submitted to this Office (nacc-tc@icao.int) **no later than 18 July 2025**.

If you require additional information, please contact Mrs. Mayda Ávila, Communications, Navigation, and Surveillance (CNS) Regional Officer, and/or her assistant, Mr. Gerardo Kharriman, at [nacc-cns@icao.int](mailto:nacc-cns@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 – General information; C – Working Paper template; D – Information Paper template; E – Appendix template*

<https://oaci.sharepoint.com/sites/NACCRegionalOfficeTeam/Shared Documents/00-Meetings/NACC WG/NACC WG 10/Correspondence/NACC116522CNS-States-InvitationNACCWG10.docx> / GGS



ICAO

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

**Tenth North American, Central American and Caribbean Working Group Meeting  
(NACC/WG/10)**

Tulum, Mexico, 8 to 12 September 2025

**APPENDIX A  
PROVISIONAL AGENDA**

- Agenda Item 1:** Review and Approval of the Meeting Agenda, Work Modality and Schedule
- Agenda Item 2:** Follow-up to the Conclusions and Previous Agreements of the NACC/WG, GREPECAS and NACC/DCA meetings
- Agenda Item 3:** Use and Integration of Aeronautical Meteorological Data
- Agenda Item 4:** Presentation of NACC/WG Task Forces
- Agenda Item 5:** NACC/WG/10 working session
- Agenda Item 6:** Supporting mechanisms for NACC/WG
- Agenda Item 7:** NACC/WG Administrative Updates
- Agenda Item 8:** Other business

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**PROVISIONAL AGENDA  
EXPLANATORY NOTES**

**Agenda Item 1:           Review and approval of the meeting agenda, work modality and schedule.**

Under this Agenda Item, the Meeting Agenda, schedule and work modality will be reviewed and adopted.

**Agenda Item 2:           Follow-up to the Conclusions and Previous Agreements of the NACC/WG, GREPECAS and NACC/DCA meeting**

Under this Agenda Item, a follow-up to the valid decisions and conclusions and agreements of previous meeting of the NACC/WG will be conducted. Similarly, the review of other ANS related meetings that are associated with the work of the NACC/WG, like GREPECAS, and other regional initiatives for air navigation services from States, and Secretariat will be made. NACC/DCA conclusions designated to the NACC/WG will be also reviewed.

**Agenda Item 3:           Use and Integration of Aeronautical Meteorological Data**

Under this agenda item, the impact of meteorological phenomena on air operations will be discussed, as well as the current and future requirements of meteorological services and the adaptation measures related to the influence of climate change on the frequency and severity of weather events in NAM/CAR regions.

The host State will present the operations of the Meteorological Monitoring Office in Tulum and the initiatives for sharing MET data that could strengthen its availability in NAM/CAR regions. As a result of this session, it is expected that States will consider possible cooperation agreements that benefit meteorological services for regional air navigation.

**Agenda Item 4:           Presentation of NACC/WG Task Forces**

The different NACC/WG Task Forces shall present the status of implementation of their action plans, their progress, achievements, the challenges and their contribution to the ANS implementation in the CAR Region, this shall be based on the status of the ANS dashboard.

**Agenda Item 5: NACC/WG/10 working session**

Under this Agenda Item, participants will have the opportunity to interact with the different NACC/WG Task Forces and support the updating of their action plans. Some NACC/WG Task forces shall conduct some meeting dynamics with the meeting to exchange the work to be done among the different Task Forces to achieve the operational goals and deliverables agreed for NAM/CAR regions, such as the optimization of the airspace and the integration of services within the SWIM. A joint plenary session will be held to develop and assign responsibilities and times for relating the different Action Plan activities toward achieving the operational goals/ deliverables.

The emerging matters such as UAS/drones and cybersecurity will be addressed in this agenda item for NACC/WG discussion and actions.

Finally, the agenda will cover the actions and coordination needed for the continuity of the Air navigation Services as part of the Contingency and crisis management preparedness and collaboration among States, industry and all aviation stakeholders.

**Agenda Item 6: Supporting mechanisms for NACC/WG**

Under this Agenda Item, the Secretariat and States may inform of their available supporting mechanisms (Projects, Programmes and initiatives) for supporting the implementation of ANS and collaborating with the NACC/WG activities. Such supporting mechanism includes the MCAAP Project, ICAO SIPs, ICAO iPacks, etc.

Similarly, the meeting will look to analyse the contributions and challenges toward the Project and Programmes of GREPCAS, discussing the cross reference of NACCWG activities to GREPECAS and discuss on a procedure for the management of NACC/WG activities toward GREPECAS projects and programs. Finally, the meeting is invited to suggest Projects and activities that can be proposed to the MCAAP Project framework and GREPECAS meeting.

**Agenda Item 7: NACC/WG Administrative Updates**

Under this Agenda Item, the NACC/WG Terms of Reference, membership and other administrative matters can be revised and updated.

**Agenda Item 8: Other business**

The ICAO environmental programme, mitigation measures, and plans for the reduction of greenhouse gas emissions will be discussed.

Under this Agenda Item, any additional matters proposed by participants and/or the Secretariat will be discussed.



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

**Tenth North American, Central American and Caribbean Working Group Meeting  
(NACC/WG/10)**

Tulum, Quintana Roo, Mexico, from 8 to 12 September 2025

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**APPENDIX B  
GENERAL INFORMATION**

**1. Event Venue and Dates**

Aeropuerto Internacional de Tulum Felipe Carrillo Puerto in Quintana Roo (Tulum Airport IATA Code: TGO OACI: MMTL), Mexico, from 8 to 12 September 2025. [Aeropuerto Internacional de Tulum](#)

The event will be hosted by the Mexican Airspace Navigation Services (SENEAM), with the support of the Federal Civil Aviation Agency (AFAC) and the administration of Tulum Airport under the Ministry of National Defense (SEDENA).

**2. Meeting Coordinators**

Mr. Javier Vega  
SENEAM Director General

Mr. Juan José Kobeh  
Organizer and coordinator

**3. Address and contact information of the Secretariat**

Mrs. Mayda Alicia Ávila, Communications, Navigation, and Surveillance Regional Officer  
Mr. Gerardo Kharriman, Assistant

ICAO NACC Regional Office  
Calzada Mariano Escobedo 526, Second Floor, Anzures, Mexico City, Mexico  
Telephone: +52 55 5250 3211  
Email: [icaonacc@icao.int](mailto:icaonacc@icao.int) / [nacc-cns@icao.int](mailto:nacc-cns@icao.int)

#### **4. Participants Registration**

Meeting registration will begin on 7 September from 4:00 PM to 6:00 PM and will continue on 8 September at 8:00 AM., and the official inauguration at 9:00 a.m. at the SENEAM facilities at Tulum International Airport.

#### **5. Weather conditions**

Due to its tropical location, Tulum's weather conditions are hot. In September 2025, the weather in Tulum will be somewhat hot, with temperatures between 26°C and 31°C. It's recommended to stay hydrated and cool. Rain is also expected on some days of the month.  
<https://www.accuweather.com/en/search-locations?query=tulum>

#### **6. Dress code**

The dress code will be business casual. The event photo will be taken on the second day of the event, Tuesday, 9 September. Dress recommendations will be provided on the first day of the meeting.

#### **7. Currency**

Mexico's currency is the Mexican peso (MXN). One peso equals 100 centavos. Bills are available in denominations of 20, 50, 100, 200, 500, and 1000. Coins come in denominations of 1, 2, 5, 10, and 20. The approximate exchange rate is USD 1.00 = MXN 19.32 for buying, MXN 19.10 for selling, subject to daily exchange information. For more information, please visit this official website: [DOF - Diario Oficial de la Federación](#) (Official Gazette of the Federation). Currency exchange should always be done through banks and hotels authorized by Mexico. It is also recommended to exchange currency at bank exchange counters inside Mexican airports. Some street vendors in tourist areas accept dollars (USD), although this is not legal tender in the country.

#### **8. Credit cards**

MasterCard and Visa credit cards are accepted in commercial establishments, as well as in banks and ATMs throughout the country. American Express cards are not accepted in all establishments but are accepted in hotels.



## 9. Accommodation

Hotel	Hotel Mundo Maya Tulum Aeropuerto
Address	Ctra. 307, Km 202, Chunyaxché, QROO, 77150  Aeropuerto Internacional de Tulum (TQO) 1 min distance by car
Telephone	+52 983 689 0451
Contact information	<a href="mailto:reservaciones.hotel.arpto@grupomundomaya.com">reservaciones.hotel.arpto@grupomundomaya.com</a>
Check-in / Check out	Check-in starts at 15:00 Check out before 12:00
Reservation code	NACC/WG/10
Fee	MXN 2,758.54 Or equivalent in USD  All inclusive (room + breakfast + lunch + dinner)
Food included	Buffet Breakfast 3-course lunch (appetizer, main course, and dessert, accompanied by flavored water). 3-course dinner (appetizer, main course, and dessert, accompanied by flavored water). Note: Alcoholic or bottled beverages are not included.
Additional charges to be paid directly at the hotel	Environmental Sanitation fee MXN 33.94 per person, per night. (MXN 54.29 per person, per night for two people). • Fees must be paid directly at the Mundo Maya Tulum Airport Hotel. • Additional charges may apply and must be paid directly at the destination.
Payment policy	Full payment for the accommodation reservation must be made. At the time of payment, please send proof of payment to: <a href="mailto:reservaciones.hotel.arpto@grupomundomaya.com">reservaciones.hotel.arpto@grupomundomaya.com</a> • Payment for meals can be made directly at the hotel. Confirmation of food services is required at least 8 days before arrival. If your reservation is not included in the confirmation list, we cannot guarantee the service suggested in this quote.

Note: Participants must make their reservations directly with the hotels in a timely manner.

## **10. Local transportation**

The host will provide transportation to Tulum from the suggested hotel at specific times following the meeting.

## **11. Hospitals**

In case of need, 911 is the general emergency number in Mexico and can be used to request police, medical assistance, or fire assistance. The host will provide support if needed.

## **12. Business hours**

As with most tourist destinations, business hours in the Riviera Maya are quite extended. Stores are generally open Monday through Saturday from 9:00 a.m. to 8:00 p.m. without interruption.

## **13. Electricity**

110 and 120 volts are the hotel standard.

## **14. Passport and visa**

Please confirm each case with the respective Consulates and Embassies of your States.

## **15. Miscellaneous**

Every purchase is subject to a 16% tax charge (IVA), which in most cases is included in the final price. In restaurants, a voluntary tip is considered a significant value in Mexico and is a tradition among both locals and tourists. Tipping is very important in Mexico as a way of expressing gratitude for the service provided.