



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office
SUMMARY OF DISCUSSIONS

**Fifth NAM/CAR Regional Contingency and Emergency Planning
And Response Meeting (NAM/CAR/CONT/5)**
Mexico City, Mexico 13 to 16 May 2025

SUMMARY OF DISCUSSIONS

ii.1 Place and Date of the Meeting

The Fifth NAM/CAR Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/5) was held at the ICAO NACC Regional Office in Mexico, City, Mexico, from 13 to 16 May 2025. The Meeting started with a 2-day workshop on Air Navigation Services (ANS) Contingency Planning and Response. The Summary of Discussions (SoD) of the workshop is **attached**.

ii.2 Opening Ceremony

Mr. Christopher Barks, Regional Director of the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO), provided opening remarks, welcomed the participants and officially opened the meeting.

ii.3 Officers of the Meeting

The NAM/CAR/CONT/5 Meeting was held with the participation of its Chairperson, Mr. Ricardo Martínez, Director of Operations of the Empresa Cubana de Navegación Aérea (ECNA) from Cuba. Mr. Martínez chaired the meeting plenary. Mr. Eddian Méndez, Regional Officer, Air Traffic Management and Search and Rescue of the ICAO NACC Regional Office, served as Secretary of the Meeting.

ii.4 Working Languages

The working languages of the Meeting were English and Spanish. The working papers, information papers and Summary of Discussions of the meeting were available to participants in both languages.

ii.5 Schedule and Working Arrangements

It was agreed that the working hours for the sessions of the meeting would be from 08:00 to 15:30 hours daily with adequate breaks.

ii.6 Agenda

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: ICAO Requirements for Air Navigation Services (ANS) Contingency Planning**
- Agenda Item 3: ICAO Global Initiatives for Contingency Planning and Response**
- Agenda Item 4: Evaluation of Impact and Response of Contingencies Faced in 2024**
- Agenda Item 5: CAR Region Air Traffic Services (ATS) Contingency Plan**
- Agenda Item 6: Other Business**

ii.7 Attendance

The Meeting was attended by 21 States/Territories from the NAM/CAR Regions and one International Organization, totalling 66 delegates as indicated in the list of participants contained in the **Appendix**.

ii.8 Draft Conclusions

DRAFT

CONCLUSIONS: Activities requiring endorsement by the Directors of Civil Aviation of North America, Central America and Caribbean (NACC/DCA).

Number	Title	Page
1	<i>REVIEW AND ANALYSIS OF AIR NAVIGATION SERVICES(ANS) CONTINGENCIES</i>	6
2	<i>UPDATE OF THE CAR REGION AIR TRAFFIC MANAGEMENT (ATM) CONTINGENCY PLAN</i>	7

ii.9

List of Working and Information Papers and Presentations

Refer to the Meeting web page:

<https://www.icao.int/NACC/Pages/meetings-2025-namcarcont5.aspx>

WORKING PAPERS				
Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Review and Approval of the Provisional Agenda and Schedule	07/05/25	Secretariat
WP/02	2	Planning and Response to Contingencies and Emergency Situations by ATS Providers	07/05/25	Secretariat
WP/03	4	Analysis of Contingencies Faced in 2024	09/05/25	Secretariat
WP/04	5	Update of the CAR Regional Air Traffic Management (ATM) Contingency Plan	09/05/25	Secretariat
INFORMATION PAPERS				
Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	List of Working, Information Papers and Presentations	13/05/25	Secretariat
PRESENTATIONS				
Number	Agenda Item	Title	Presented by	
P/01	3	NACC Humanitarian Aviation Safety Campaign	Secretariat	
P/02	6	El Rol de las Naciones Unidas en Emergencias y Desastres (available in Spanish only)	OCHA	
P/03	3	Conflict Zones and CAPSCA - General Overview	Secretariat	

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

1.1 The Meeting elected Mr. Ricardo Martínez, Director of Operations of the Empresa Cubana de Navegación Aérea (ECNA) of Cuba, as Chairperson.

1.2 The Secretariat presented WP/01 and invited the Meeting to approve the Provisional Agenda and Schedule. The Meeting approved the Agenda and Schedule as presented.

Agenda Item 2: ICAO Requirements for Air Navigation Services (ANS) Contingency Planning

2.1 The Secretariat presented WP/02 to detail the ICAO requirements and CAR/SAM Regional Agreements on planning and response to contingencies and emergency situations by air traffic service providers, and to request support to promote compliance by States.

2.2 Participants emphasized the need for a greater commitment from States regarding harmonization of contingency procedures, considering the importance of these procedures. Several cases of pending updates to contingency letters of agreement between adjacent airspaces were mentioned, requesting the Secretariat to promote the commitment for updating letters of agreement, to encourage sharing of safety-related information, and to enhance actions to harmonize the contingency plans.

2.3 Attention was called to contingencies related to the insufficient number of operational staff.

Agenda Item 3: ICAO Global Initiatives for Contingency Planning and Response

3.1 The Secretariat presented P/01 updating on the NACC Humanitarian Aviation Safety Campaign, a joint initiative between the United Nations World Food Programme (WFP), Airports Council International – Latin America (ACI-LAC), the International Air Transport Association (IATA), the United States Federal Aviation Administration (FAA), and ICAO. The NACC Humanitarian Aviation Safety Campaign improves the Central America and Caribbean region States emergency and disaster response with a focus on being better prepared for humanitarian assistance and response to disasters, as well as promoting the importance of regional cooperation on time of crises.

3.2 The Secretariat recalled that the Sixth North American, Central American, and Caribbean (NACC) Humanitarian Aviation Safety Campaign would be held at the IATA Regional Office, Miami, United States, from 22 to 24 July 2025. The 2025 Campaign will address several crisis/contingency aspects, from airport emergency plans, crisis management collaboration, resilience and recovery, coordination for humanitarian assistance, and humanitarian aviation applications and tools.

3.3 The Secretariat presented P/03 to update participants on ICAO regional initiatives on conflict zone assessment and the Collaborative Agreement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA).

3.4 The Secretariat reminded the importance of aligning different emergency/contingency/crisis management efforts ongoing in the region, not limiting on ANS matters, but including airport emergency plans, humanitarian safety matters and other national regional crisis.

Agenda Item 4: Evaluation of Impact and Response of Contingencies Faced in 2024

4.1 With WP/03 the Secretariat presented a summary and review of the contingencies that occurred in the CAR Region in 2024, with a brief analysis for lessons learned. The nature of the contingencies faced in the CAR Region during 2024 remained practically the same as previous years, except for the escalation of social unrest to impact the safety of air operations.

4.2 The Secretariat was requested to create a repository of points of contact to address air navigation contingencies in the CAR Region, as well as procedures for their periodic updating.

4.3 States and Air Navigation Service Providers (ANSPs) participating in the meeting provided presentations detailing their main challenges in 2024, as well as the contingencies that impacted the provision of their services.

4.4 It was recommended that ICAO continue awareness-raising efforts to promote the implementation of the failure analysis methodology, highlighting the importance of States and service providers improving air navigation infrastructure protection mechanisms that represent significant investments by States.

4.5 Attention was drawn to the lack of information on failures caused by planned and unplanned maintenance that have a significant and unexpected impact due to the re-routing of traffic through different Flight Information Regions (FIRs) that were not prepared to receive an additional traffic load. Although procedures have been established in letters of agreement and contingency matrices have been agreed upon, these are not consistently applied by supervisors in the corresponding control centres.

4.6 The need to address issues related to the security of air navigation service facilities was highlighted, particularly in States experiencing social crises.

4.7 ICAO was requested to promote assessment and consultation mechanisms with adjacent airspaces and/or service providers on the impact of contingencies.

4.8 Mexico presented a format with a checklist of activities in preparation for the threat of a hurricane. Similarly, ICAO was requested to provide more support and guidance to address contingencies related to the impact of hurricanes.

4.9 Several States/ANSPs presented cases of contingencies related to the upgrade of their systems, both software and hardware. The attention of ANSPs, whose systems are undergoing scheduled maintenance, was emphasized.

4.10 Based on the discussions of this Agenda Item, the Meeting agreed the following Conclusion:

CONCLUSION NAM/CAR/CONT/5/01		REVIEW AND ANALYSIS OF AIR NAVIGATION SERVICES (ANS) CONTINGENCIES	
What: That, by the NAM/CAR/CONT/6 meeting: a) States/Territories and International Organizations, responsible for the provision of ANS in the NAM/CAR Regions, continue working collaboratively, evaluating current and possible threats to the provision of these services, improving the regional resilience of civil aviation; b) States, Territories and International Organizations providing air navigation services in the CAR Region share information on contingencies and limitations faced, including determination of root causes and implementation of corrective measures; and c) the ICAO NACC Regional Office: I. create a repository of points of contact to address air navigation contingencies in the CAR Region II. collect information to create a database with the main contingencies that occurred in the Region. III. analyse the different contingencies that occurred and provide recommendations to improve the resilience of the ANS and Airports system of the Region. IV. consult with airspace and service providers about the impact of contingencies occurring in adjacent airspace.		Expected impact: ☐ Political / Global ☒ Inter-regional ☐ Economic ☐ Environmental ☒ Operational/Technical	

Why: To enhance the resiliency of the NAM/CAR aviation system	
When: Report to the NAM/CAR/CONT/6	Status: ☒ Valid / ☐ Superseded / ☐ Completed
Who: ☒ States ☒ ICAO ☒ Other:	International Organizations, responsible for the provision of ANS in the NAM/CAR Regions and States, Territories and International Organizations providing air navigation services in the CAR Region

Agenda Item 5: CAR Region Air Traffic Services (ATS) Contingency Plan

5.1 The Secretariat presented WP/04 with a proposal to review and update the CAR Region Air Traffic Management (ATM) Contingency Plan. The purpose of the CAR Region ATM Contingency Plan is to provide guidance and promote a regional harmonized response to contingencies that affect or may affect continuous provision of ATS in the CAR Region, and provide guidelines for the development of contingency planning based on conclusions and decisions by the CAR/SAM Planning and Implementation Regional Group (GREPECAS) and the North American, Central American and Caribbean Working Group (NACC/WG).

5.2 The Plan is structured to provide regional ATM contingency planning elements, linkage with other regional planning schemes, guidelines for ATM contingency planning, and guidelines for regional coordination to respond to contingencies. Several elements of the Plan were expected to be completed and/or enhanced according to the assessment completed by the States and the Secretariat. Most of that assessment has been completed but no updates have been proposed to the Plan.

5.3 The Meeting took note of the proposal from the Secretariat and agreed the following Conclusion:

CONCLUSION/DECISION	
NAM/CAR/CONT/5/02	UPDATE OF THE CAR REGION AIR TRAFFIC MANAGEMENT (ATM) CONTINGENCY PLAN
What: That, as the need to review and update the regional planning document to ensure adequate response and consistent stakeholders' engagement is evidenced, the Secretariat: a) take the necessary steps to review and, if necessary, update the CAR Region's ATM Contingency Plan to ensure that it is properly harmonized and suitable as a reference for contingency planning and response in the CAR Region; and b) develop and implement a communications plan to adequately disseminate the content of the Plan and promote regional support and report it to the NAM/CAR/CONT/6	Expected impact: ☐ Political / Global ☒ Inter-regional ☐ Economic ☐ Environmental ☒ Operational/Technical

Why: To ensure the CAR Region ATM Contingency Plan remains a valid guidance to address regional planning	
When: NAM/CAR/CONT/6	Status: ☒ Valid / ☐ Superseded / ☐ Completed
Who: ☐ States ☒ ICAO ☐ Other:	

Agenda Item 6: Other Business

6.1 The United Nations Office for the Coordination of Humanitarian Affairs (UN-OCHA) presented P/02 (*available in Spanish only*) to provide information on “The Role of the United Nations in Emergencies and Disasters” in the Caribbean Region.

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North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

**Fifth NAM/CAR Regional Contingency and Emergency Planning and Response Meeting / Quinta Reunión
Regional NAM/CAR para la Planificación y Respuesta ante Contingencias y Situaciones de Emergencia
(NAM/CAR/CONT/5)**

Mexico City, Mexico, 15 to 16 May 2025 / Ciudad de México, México, 15 al 16 de mayo de 2025

APPENDIX/APÉNDICE

LIST OF PARTICIPANTS / LISTA DE PARTICIPANTES

ANTIGUA

1. Audrey Davis (V)
2. Shenneth Phillips

BAHAMAS

3. Shorn A. Darling

BARBADOS

4. Deidree Butterfield-Williams (V)
5. Gail Clarke (V)
6. John Parris (V)
7. Richard Prenpeh (V)
8. Roderick Oliver (V)

BELIZE/BELICE

9. Ellis Stanley Gideon
10. Marvin Polanco

CAYMAN ISLANDS/ISLAS CAIMANES

11. Craig Smith
12. Robert Harris
13. Jeremy Jackson

COSTA RICA

14. Carlos Bolaños
15. José Ignacio Mesén

CUBA

16. Ricardo Martínez
17. Silvio Michelena

DOMINICAN REPUBLIC/REPÚBLICA DOMINICANA

18. José Escalante
19. Henry Núñez
20. Francis Torres
21. Eduardo Tejada (V)
22. Julio César Mejía (V)

ECCAA

23. Luana Isaac (V)
24. Eloise Silston (V)

EL SALVADOR

25. Gilberto Martínez

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26. Enio Hernández
27. Héctor Monzon

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28. Philippe Riche (V)
29. Nathalie Corriolan (V)

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30. Yalena Bonilla

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31. Deano Ledford (V)

32. Troy Blackwood (V)

MEXICO/MÉXICO

33. Alberto Romero

34. Alejandro Valdes

35. Alma López

36. Benjamin Estrella

37. Hugo Aguirre

38. Jorge Caballero

39. José Gil

40. José Alberto Arroyo

41. Sofia Manzo (V)

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43. Don Grant (V)

SAINT LUCIA/SANTA LUCÍA

44. Remy Avril (V)

45. Lynden Leonce (V)

46. Ricardo Charles (V)

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SAN VICENTE Y LAS GRANADINAS**

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TRINIDAD AND TOBAGO/TRINIDAD Y TABAGO

48. Curtis Adrian Fraser

49. Curtis Peters (V)

50. Robert Rooplal (V)

51. Rudesh Balliram

52. Ian Gomez (V)

UNITED STATES/ESTADOS UNIDOS

53. Desiree Rosado-Matos (V)

54. Jorge Chades(V)

55. Keanne Vallejo Huerta s (V)

56. Linda McCray (V)

57. Ronna Porter (V)

58. Rudolph Lawrence(V)

59. Vincent McMenemy(V)

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60. Roger Pérez

61. Mario Pinel

62. Héctor Lee

63. Pablo Luna

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64. Juan O´Farrill

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65. Julio Siu

66. Eddian Méndez

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ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office
SUMMARY OF DISCUSSIONS

Air Navigation Services (ANS) Contingency Planning and Response Workshop

SUMMARY OF DISCUSSIONS

Date 13 and 14 May 2025
Location ICAO NACC Regional Office, Mexico City, Mexico
Opening Ceremony The Workshop was attended by 63 delegates from 21 States/Territories and one International Organization from the NAM/CAR Regions. The list of participants is shown in **Attachment**.

1. References

- 1.1 ICAO Doc 7300 - *Convention on International Civil Aviation*
- 1.2 ICAO Annexes 10, 11, and 19
- 1.3 ICAO Procedures for Air Navigation Services (PANS)
- 1.4 Caribbean Region Air Traffic Management Contingency Plan
- 1.5 Project to Develop Guidance Material to Enhance the Resiliency of Air Navigation Services for the Caribbean Region.
 - a) Guidance material Contingency Planning and Response for Air Navigation Services
 - b) Aspects to consider for Improving the Resiliency of Air Navigation Systems

2. Purpose

- 2.1 Enhance the resilience of ANS in the CAR Region by providing guidance for the development of internal ANS contingency plans and bilateral ANS contingency operational procedures.

3. Objectives

- 3.1 Provide guidance to:
 - understand the conceptual, regulatory, and operational framework of contingency planning concerning Air Navigation Services (ANS)
 - develop capabilities to identify realistic scenarios that affect normal operations and consider appropriate contingency measures for each event

- use tools and promote contingency actions that allow air operations to continue to meet safety requirements defined for each Air Navigation Service Provider (ANSP)
- strengthen the skills of personnel involved in ANS management to respond effectively to emergency situations.

4. Introduction

4.1 This event was a continuation of the ICAO NACC initiatives to support contingency planning and response followed by the NAM/CAR/CONT/5 meeting.

4.2 The workshop was also a result to response to the request from the CAR/SAM Planning and Implementation Regional Group (GREPECAS) to develop and promote a comprehensive strategy to improve contingency planning of ANS of the CAR/SAM Regions, including guidelines for the establishment of internal and bilateral contingency plans.

4.3 To support the aforementioned, an ICAO Special Implementation Project (SIP) was approved to develop these guidelines in 2024. The guidance material was completed but no time was available to provide the workshop to disseminate the results last year. Through RLA/09/801 – Multi-Regional Civil Aviation Assistance Programme (MCAAP) a project was approved for 2025 to provide the workshop, facilitated by the two Subject Matter Experts (SMEs) who developed the guidance material.

5. Workshop Schedule and Activities

4.1 The workshop webpage is :
<https://www.icao.int/NACC/Pages/meetings-2025-namcarcont5.aspx>

6. Outcomes

6.1 Participants to this workshop were able to:

- a) enhance understanding and harmonizing concepts to define what constitutes a contingency in the context of CAR Region Air Traffic Services (ATS)
- b) identify the main types of events that can affect the normal provision of ANS
- c) recognize the life cycle of a contingency in the context of the most recurrent events in the CAR Region
- d) relate planning levels and hierarchies established by ICAO and their application at the national, interstate, and regional levels
- e) understand the role of emergency response plans as an essential complement to contingency procedures.
- f) that States/Territories take into consideration, for aligning efforts and resources optimization in their national/local emergency/contingency planning, the different existing regional and global efforts on crisis and, contingency management from current ATS Contingency Plans, Airport emergency Plans, Humanitarian Aviation Safety Campaign, Expert Group for Humanitarian Assistance and Disaster Response (HADRA), health-related crisis management, etc.

7. Recommendations

7.1 In 2019, an ICAO-organized workshop was held in Tegucigalpa to develop national and regional contingency plans, with positive results. Given the lessons learned over the years, the evolution of state and regional ANS, and the evolving risks and threats, it is considered essential to hold another workshop in the region for 2026 to review and update these plans. The participation of Central American States, COCESNA, adjacent States and ANSPs to the Central American Flight Information Regions FIR, ICAO, and other stakeholders such as IATA, CANSO, etc. is necessary

7.2 ANSPs should consider conducting contingency rehearsals, table-top exercises and/or contingency simulations, including the integration of multidisciplinary personnel from critical areas, not only Air Traffic Control (ATC).

7.3 Guidance material to enhance resiliency of ANS for the CAR Region developed for the Workshop should be made available to States as a reference for the methodology for developing and updating contingency plans.

7.4 States are recommended to take preventive actions to ensure the continuity of ANS, especially the training of sufficient number of operational and technical staff, as well as increasing CNS equipment, to address contingencies.

7.5 States are recommended, as reflected in the operational Letters of Agreement (LoAs) between adjacent Area Control Centres (ACCs), to conduct an analysis of each contingency situation and to share the results with the adjacent FIRs that were affected. States are also encouraged to share these analyses with ICAO NACC Regional Office, thereby creating a regional repository for identifying recurring problems and solutions applicable to all.

7.6 Consider extending the duration of the workshop and addressing specific points identified as the main challenges for contingency management at the regional level.

7.7 It is recommended to consider addressing human factors aspects of contingency management in upcoming workshops.

7.8 It is recommended to motivate and provide guidance to States to integrate personnel from different areas of the ANS into the Collaborative Decision-Making (CDM) process for contingency management.

7.9 The importance of integrating multidisciplinary teams in contingency planning and management, as well as the integration of stakeholders that provide support services to the air navigation system is emphasized.

7.10 States are urged to rehearse and test their contingency procedures with personnel involved in operations.

7.11 States are urged to review and update their contingency plans and harmonize them based on what was agreed upon in operational letters of agreement between adjacent control centres.

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North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

**Air Navigation Services Contingency Planning and Response Workshop /
Taller sobre Planificación y Respuesta ante Contingencias de los Servicios de Navegación Aérea
(ANS/SOI WORKSHOP)**

Mexico City, Mexico, 13 to 14 May 2025 / Ciudad de México, México, 13 al 14 de mayo de 2025

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