



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-N1-8.2.25 — **E.OSG-NACC114820**

14 February 2025

To: States, Territories and International Organizations

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

Action

- Required:
- 1) Submit a copy of the latest version of your State/Territory ATM contingency Plan by **1 April 2025**;
 - 2) submission of documentation by the deadlines provided in this letter; and confirm your participation by registering by **14 April 2025**

Dear Sir/Madam,

Further to the Fourth NAM/CAR Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/4) held on-line on 28 May 2024, I wish to invite your Administration/Organization to participate in the Fifth NAM/CAR Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/5) to be held at the ICAO NACC Regional Office, Mexico City, Mexico, from 13 to 16 May 2025. This event will include a two-day Workshop for Air Navigation Services Contingency Planning from 13 to 14 May 2025.

This meeting integrates the initiatives for the ICAO NACC Regional Office to enhance resiliency of air traffic, by providing guidance for air navigation services contingency planning, supporting the implementation of the global air traffic management contingency framework and make the necessary arrangements to prepare for the 2025 hurricane season. The Draft Agenda is **attached**.

Civil Aviation Authorities, and Air Navigation Service Providers 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. We would appreciate confirmation of your participation by **14 April 2025** by registering here: <https://forms.office.com/r/4DCR4pTgaa>

Please submit a copy of the most recent version of your State/Territory ATM contingency Plan by **1 April 2025**, to be reviewed by the Meeting.

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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). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.


All event 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 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 to 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 **28 April 2025**.

If you require any further information regarding the event, please contact Mr. Eddian Méndez, Regional Officer, Ait Traffic Management and Search and Rescue or his Assistant Mrs. Yolanda Terrazas, to the following e-mail nacc-atm@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 – Workshop Programme; C – Working Paper template;
D – Information Paper template; E – Appendix template*



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North American, Central American and Caribbean Office

**Fifth NAM/CAR Regional Contingency and Emergency Planning and
Response Meeting (NAM/CAR/CONT/5)**
Mexico City, Mexico 15 to 16 May 2025

**APPENDIX A
PROVISIONAL AGENDA AND EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

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

Agenda Item 2: ICAO Requirements for Air Navigation Services (ANS) and Aerodromes and Ground Aids (AGA) Contingency Planning

Under this Agenda Item, the Meeting will review the ANS and AGA Contingency Plans of States and Territories of the CAR Region.

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

Under this Agenda Item, the Meeting will review the global initiatives supported by ICAO to address contingency planning and response, analyse synergies, and discuss possible joint efforts.

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

Under this Agenda Item, the Meeting will analyse the contingency situations faced in 2024 and will evaluate their impact and the response carried out by the NAM/CAR Regions. States, Territories and Service Providers are invited to present contingency scenarios and share good practices.

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

Under this Agenda Item, the CAR Region ATS Contingency Plan will be reviewed.

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Agenda Item 6: 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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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)**
Mexico City, Mexico, from 13 to 14 May 2025 / Ciudad de México, México del 13 al 14 de mayo de 2025

PROVISIONAL PROGRAMME / PROGRAMA PROVISIONAL

DAY ONE / DÍA UNO Tuesday 13 May 2025 / Martes 13 de mayo de 2025	
08:00 – 08:30	Registration / Registro
08:30 – 09:00	Opening Ceremony / Ceremonia de Apertura Remarks by / Palabras de apertura de <ul style="list-style-type: none"> Mr. Christopher Barks, Regional Director, International Civil Aviation Organization – ICAO Sr. Christopher Barks, Director Regional, Organización de Aviación Civil Internacional – OACI
Group Picture / Foto de Grupo	
Seminar module topics / Temas de los módulos del Seminario:	
09:00 – 09:30	<ul style="list-style-type: none"> Introduction to the workshop Introducción al taller
09:30 – 10:30	<ul style="list-style-type: none"> Module 1: Introduction to Contingency Planning Módulo 1: Introducción a la planificación de contingencias
Coffee Break	
11:00 – 12:30	<ul style="list-style-type: none"> Practical scenario 1: Analysis of cases of failures in communication systems and their impact. Escenario práctico 1: Análisis de casos de fallas de los sistemas de comunicaciones y su impacto
Lunch	
14:00 – 15:30	<ul style="list-style-type: none"> Module 2: Identification of contingency scenarios and impact assessment Módulo 2: Identificación de escenarios de contingencia y evaluación de impacto.
15:00 – 16:30	<ul style="list-style-type: none"> Practical scenario 2: Identification and evaluation of critical events that affect air navigation services Escenario práctico 2: Identificación y evaluación de eventos críticos que afectan los servicios de navegación aérea
DAY TWO / DÍA DOS Wednesday 14 May 2025 / Miércoles 14 de mayo de 2025	
09:00 – 10:30	<ul style="list-style-type: none"> Module 3: Definition of Contingency Measures and Response Strategies Módulo 3: Definición de medidas de contingencia y estrategia de respuesta
Coffee Break	
11:00 – 12:30	<ul style="list-style-type: none"> Practical scenario 3: Development of a contingency matrix for a specific scenario Escenario práctico 3: Elaboración de una matriz de contingencia para un escenario específico
Lunch	
14:00 – 15:30	<ul style="list-style-type: none"> Module 4: Coordination and Implementation of contingency measures Módulo 4: Coordinación e implementación de medidas de contingencia
15:30 – 16:30	<ul style="list-style-type: none"> Practical scenario 4: Simulation of a real case contingency and evaluation of the response Escenario práctico 4: Simulación de un caso real de contingencia y evaluación de la respuesta



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WORKING PAPER

NAM/CAR/CONT/5 — WP/**
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**Fifth NAM/CAR Regional Contingency and Emergency Planning and
Response Meeting (NAM/CAR/CONT/5)**
Mexico City, Mexico 15 to 16 May 2025

Agenda Item *:

TITLE OF WORKING PAPER

(Presented by ***)

EXECUTIVE SUMMARY	
Insert brief summary of the working paper.	
Action:	Insert action required.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• ***

1. Introduction

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North American, Central American and Caribbean Office
INFORMATION PAPER

NAM/CAR/CONT/5 — IP/**
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**Fifth NAM/CAR Regional Contingency and Emergency Planning and
Response Meeting (NAM/CAR/CONT/5)**
Mexico City, Mexico 15 to 16 May 2025

Agenda Item *:

TITLE OF INFORMATION PAPER

(Presented by ***)

EXECUTIVE SUMMARY	
Insert brief summary of the information paper.	
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• ***

1. Introduction

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APPENDIX *
TITLE

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