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20 March 2025

To: States, Territories and International Organizations

Subject: **Invitation – Fifth State Safety Programme (SSP) Working Group Meeting for the NAM/CAR Regions (NAM/CAR/SSP/WG/5)**
Mexico City, Mexico, 27-29 May 2025

Action

Required: **1) Transmittal of additional items to the Provisional Agenda of the meeting by 4 April 2025.**
2) Submission of documentation by the deadlines provided in this letter.
3) Register participation by 16 May 2025.

Dear Sir/Madam,

As part of the updated strategy for the State Safety Programme (SSP) presented to the Tenth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/10), and as a follow-up to the support provided by Regional Aviation Safety Group–Pan America (RASG-PA) in order to foster the implementation of the SSP in the CAR Region, I wish to invite your Administration/Organization to participate in the Fifth State Safety Programme (SSP) Working Group Meeting for the NAM/CAR Regions (NAM/CAR/SSP/WG/5) to be convened from **27 to 29 May 2024** at the ICAO NACC Regional Office, Mexico City, Mexico.

Following the SSP/WG Terms of Reference (ToRs) the review of the status of the SSP implementation in the NAM/CAR Regions will be presented in the SSP/WG/5 Meeting, among the main discussion items. The Meeting is aimed at defining the upcoming activities of the working group and the assistance to the States concerning SSP implementation (SSP Work Programme), taking into account the new GASP and participation in the update of the current RASP. Two main topics for discussion are a) analysis of mechanisms to support implementation: projects, initiatives, workshops, etc.; and b) the definition of the means to monitor and report on this implementation, for which we will seek to exchange ideas to define relevant regional indicators and metrics.

SSP Points of Contact (PoCs) of the NAM/CAR Regions States and Territories are expected to participate, as well as Regional Safety Oversight Organization (RSOO) representatives of the CAR Region. 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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The Provisional Agenda of the Meeting is attached in **Appendix A**. The provisional order of business is at **Appendix B**. States wishing to submit proposals for the addition of items should do so by **4 April 2025**.

Please confirm your participation by **16 May 2025** by registering here: <https://forms.office.com/r/HK3bC1i3d4>

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.

Documentation that your Administration/Organization may wish to submit/present for the Meeting should be forwarded to this office by e-mail (icaonacc@icao.int) as soon as practicable in Microsoft Word format using the attached templates, in both languages, English and Spanish. Working Papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices. The deadline to receive papers is **9 May 2025**.

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.

Should you require any further information regarding the events, please contact Mr. Marcelo Orellana, Regional Officer, Safety Implementation or his Assistant Sybil Gómez, to the following e-mail nacc-fs@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 - Provisional Order of Business
C – Working Paper Template; D - Information Paper Template.
E - Appendix Template*

<https://oaci.sharepoint.com/sites/NACCRegionalOfficeTeam/Shared Documents/00-Files/N - ICAO Regions/N 1- 8.2.19 - SSP Events/Correspondence/2505-SSP5/NACC115187SAF1-States-Invitation-SSP5.docx> / GKE



ICAO

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

**Fifth State Safety Programme (SSP) Working Group Meeting for the NAM/CAR Regions
(NAM/CAR/SSP/WG/5)**

Mexico City, Mexico, 27 – 29 May 2025

**APPENDIX A
PROVISIONAL AGENDA**

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| Agenda Item 1: | Adoption of the Provisional Agenda and Schedule |
| Agenda Item 2: | ICAO NACC Safety Management Projects Progress – State Safety Programme (SSP) Status Presentation with current Integrated Safety Trend (Analysis) and Reporting System (iSTARS) data |
| Agenda Item 3: | Presentation of Personnel Needs Assessment Tool for SSP |
| Agenda Item 4: | Presentation of the Development Tool for the Safety Data Collection and Processing Systems (SDCPS) |
| Agenda Item 5: | Presentation of the Tool for Measuring Safety Culture |
| Agenda Item 6: | Presentation for Directors |
| Agenda Item 7: | Presentation and Discussion on SSP Progress Measurement Methodology |

- Agenda Item 8: Coordination of 2025 Work Plan**
- 8.1 Elaboration of the Working Paper to formalize the Work Programme**
 - 8.2 Amendments to the SSP Working Group (WG) Work Programme**
 - 8.3 Coordination of Working Groups to Implement the Proposed Tools**
 - 8.4 Implementation of the Personnel Needs Detection Tool**
 - 8.5 Coordination of the Working Groups for SDCPS Development in the States**
 - 8.6 Coordination of Virtual Presentations to Directors**
 - 8.7 Follow-up and Implementation of Safety Culture Measurement**
- Agenda Item 9: Conclusions/Agreements and 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 will review the Provisional Agenda and Schedule and adopt them. The objectives and overall expectations of the meeting will be presented.

Agenda Item 2: ICAO NACC Safety Management Projects Progress – State Safety Programme (SSP) Status Presentation with current Integrated Safety Trend (Analysis) and Reporting System (iSTARS) data

Under this Agenda Item, the Secretariat will inform the Meeting about the progress achieved in the safety management projects conducted by the NACC Regional Office, including future activities.

Agenda Item 3: Presentation of Personnel Needs Assessment Tool for SSP

Under this Agenda Item, the Secretariat will present the proposed tool for the detection of personnel needs for SSP, and the implementation process in the States will be discussed.

Agenda Item 4: Presentation of the Development Tool for the Safety Data Collection and Processing Systems (SDCPS)

Under this Agenda Item, the Secretariat will present a simple methodology for the development of an SDCPS system for those states that do not have one yet and need alternatives for its development and implementation.

Agenda Item 5: Presentation of the Tool for Measuring Safety Culture

Under this Agenda Item, the Secretariat will present a methodology for measuring safety culture and some practical application exercises will be carried out.

Agenda Item 6: Presentation for Directors

Under this Agenda Item, the Secretariat will present the proposed draft presentation on the SSP to be delivered virtually to the Directors of the Civil Aviation Authorities in the NAM/CAR Regions to make them aware of the importance of implementing the SSP. Possible improvements will be discussed prior to delivery.

Agenda Item 7: Presentation and Discussion on SSP Progress Measurement Methodology

Under this agenda item, the Secretariat will present a methodology for measuring the SSP progress that can be used more effectively in place of the SSP gap analysis metrics that will be removed soon. Agreements will be sought with the states for more effective measurement.

Agenda Item 8: Coordination of 2025 Work Plan

Under this Agenda Item, the Secretariat will present a Working Paper with the description of the proposed work programme for the next period, as well as the preliminary integration of the working groups for its implementation.

Agenda Item 9: Conclusions/Agreements and Other Business

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APPENDIX B
ORDER OF BUSSINES

Time	Tuesday 27 May	Wednesday 28 May	Thursday 29 May
08:30–09:00	Registration		
09:00–09:30	Opening and group photo	Agenda Item 5	Agenda Item 8
09:30–10:00	Agenda Item 1		Agenda Item 9
10:00–10:30	Agenda Item 2		
10:30–10:45	Coffee break		
10:45–12:00	Agenda Item 2	Agenda Item 6	
12:00–13:00	Lunch time		
13:00–14:00	Agenda Item 3	Agenda Item 7	
14:00–15:00	Agenda Item 4		