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Международная
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Ref.: NT-NE57-3, NT-NS2-35 — **E.OSG-NACC110013**

20 June 2024

To: AO/TF and ATFM/TF Members, CIIFRA Team, States, Territories and International Organizations

Subject: **Invitation – Fourth Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force (AO/TF/4), Sixth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/6) and Eight Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/8) Team (AO/TF/4/ATFM/TF/6/CIIFRA/8) Havana, Cuba, 23 to 27 September 2024**

Action

Required: 1) Transmittal of additional items to the Provisional Agenda by **2 September 2024**;
2) Submission of documentation by the deadlines provided in this letter;
3) Register participation by **9 September 2024**.

Dear Sir/Madam,

Further to the continuous progress of the Airspace Optimization in the region, I wish to invite your Administration/Organization to participate in the Fourth Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force (AO/TF/4), Sixth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/6) and Eight Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/8) Team (AO/TF/4/ATFM/TF/6/CIIFRA/8) to be convened at the Hotel Nacional de Cuba, located at Calle 21 y O, Vedado, Plaza la Habana, 10400, Havana, Cuba, from **23 to 27 September 2024**.

Air Navigation Service Providers (ANSPs) of States and Territories of the ICAO NAM/CAR 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.

The Provisional Agenda and Schedule of the event is at **Appendices A and B** respectively. States wishing to submit proposals for the addition of items should do so by **2 September 2024**.

We would appreciate confirmation of your participation by **9 September 2024** by registering here: <https://forms.office.com/r/HmkbDqMTXy>

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A list of hotels recommended for meeting participants will be sent later. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner. If you need local assistance please contact the meeting coordinator from the ECNA of Cuba is Mrs. Maisel Quesada, Directora Negocios, +537 6497375, (maisel.quesada@aeronav.avianet.cu) from the Air Navigation Cuban Company (Empresa Cubana de Navegación Aérea - ECNA) 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: <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/event 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.

Only working papers **received** by this office by **26 August 2024**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date will have to be submitted in both languages. Otherwise, they will become Information Papers. Information papers will only be issued in the language submitted. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **13 September 2024**. The deadlines for submission of documentation for translation will be strictly enforced. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish).

If you require any further information regarding the event, please contact Mr. Josué González, Regional Officer, Air Traffic Management and Search and Rescue (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 – Schedule; C – Working Paper template;
D – Information Paper template; E – Appendix template*

Distribution List:

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Mr. Patrick Pezzetta, French Antilles
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Mrs. Sylvia Bennett-Thomas, Grenada
Mr. Laurent Joseph Dumas, Haiti
Mr. Nari Williams-Singh, Jamaica
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for Bonaire, Sint Eustatius and Saba Islands
Mr. Royston Griffin, Saint Kitts and Nevis
Mr. Augustus Cadette, Saint Lucia
Dr. Resa Noel-McBarnett, Saint Vincent and the
Grenadines
Mr. Louis Halley, Sint Maarten
Mr. Cary Price, Trinidad and Tobago
Mr. Justin Rothwell, ASSI, United Kingdom
Anguilla; British Virgin Islands; Montserrat
Mr. Marcus Doller, ASSI, United Kingdom
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Dr. Rafael Echevarne, ACI/LAC
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Mr. Simon Hocquard, CANSO
Mr. Carlos Cirilo, CANSO
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Mr. Kurt H. Edwards, IBAC
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Cap. Francisco Gomez-Ortigoza, IFALPA CAR/West
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**Fourth Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force (AO/TF/4), Sixth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/6) and Eight Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/8) Team (AO/TF/4/ATFM/TF/6/CIIFRA/8)
Havana, Cuba, 23 to 27 September 2024***

**APPENDIX A
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: CANSO Air Traffic Flow Management Data Exchange Network for the Americas (CADENA) Regional Implementation Group (RIG) and Air Navigation Service Providers (ANSPs) Updates**
- Agenda Item 3: ICAO North American, Central American and Caribbean Working Group (NACC/WG) Air Traffic Flow Management Implementation Task Force (ATFM/TF)**
- Agenda Item 4: NACC/WG Airspace Optimization Task Force (AO/TF) Updates**
- Agenda Item 5: Other Business**
-

**PROVISIONAL AGENDA
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 will adopt them. The objectives and overall expectations of the meeting will be presented.

Agenda Item 2: CANSO Air Traffic Flow Management Data Exchange Network for the Americas (CADENA) Regional Implementation Group (RIG) and Air Navigation Service Providers (ANSPs) Updates

Under this agenda item, CADENA will facilitate the Regional Implementation Group (RIG) in which Air Navigation Service Providers (ANSPs) will provide updates and end of season reviews. CADENA will provide the status and share the data analysis results on the route optimization works, including: User Preferred Route (UPR) Trials, Strategic Direct Route (SDR) Trials, Inter Flight Information Region (FIR) Direct Routing (DCT) Trials, and Inter FIR SDR Trials. CADENA will discuss ongoing tasks such as Aeronautical Information Circulars (AIC)/ Aeronautical Information Publications (AIP) publication process, contingency training, and capacity calculation. CADENA will also provide information on upcoming work to be done in the NAM/CAR Regions.

Agenda Item 3: ICAO North American, Central American and Caribbean Working Group (NACC/WG) Air Traffic Flow Management Implementation Task Force (ATFM/TF)

Under this agenda item, the ATFM/TF will present the ATFM coordination works including:

1. post event reporting on the international cricket council (ICC) Men's T20 World Cup co-hosted by the West Indies and the United States from 1 to 29 June 2024
2. Continued planning of the World Cup 2026
3. Updates on other North America International Sporting Events through 2028
4. Ongoing cross border ATFM efforts including data and metrics improvements.

Agenda Item 4: ICAO NACC/WG Airspace Optimization (AO/TF) Updates

Under this agenda item, the AO/TF will present the concept of CAR/SAM Planning and Implementation Regional Group (GREPECAS) organized CAR/SAM regional Free Route Airspace (FRA) approaches. Mexican Airspace Navigation Services (SENEAM) will provide insight and explanation of the process utilized in implementation of SDRs in the Mexican Airspace. ANSPs will work in conjunction as Ad hoc groups together with CANSO, IATA and ICAO in the development of SDRs for their airspace and will provide the case studies

Agenda Item 5: Other Business

Under this agenda item, the Meeting will analyse any other matter than cannot be addressed under the previous agenda items.

Fourth Meeting of the Airspace Optimization Task Force (AO/TF/4), Sixth Meeting of the Air Traffic Flow Management Implementation Task Force (ATFM/TF/6) and Eight Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/8) Team / Cuarta Reunión del Grupo de Tarea Optimización del Espacio Aéreo (AO/TF/4), Sexta Reunión del Grupo de Tarea Implementación de Gestión de la Afluencia del Tránsito Aéreo (ATFM/TF/6) y Octava Reunión del Equipo de Espacio Aéreo de Rutas Libres CANSO OACI IATA (CIIFRA/8) (AO/TF/4/ATFM/TF/6/CIIFRA/8)

Havana, Cuba, 23 to 27 September 2024/La Habana, Cuba, 23 al 27 de septiembre de 2024

**APPENDIX B/APÉNDICE B
 PROVISIONAL SCHEDULE/HORARIO POVISIONAL**

Time	Monday/Lunes 23 Sep	Tuesday/Martes 24 Sep	Wednesday/ Miércoles 25 Sep	Thursday/Jueves 26 Sep	Friday/Viernes 27 Sep
08:30–09:00	<i>Registration/ Registro</i>				
09:00–09:30	<i>Opening Ceremony & Photo/ Inauguración y Foto de Grupo</i>	Agenda Item 2 (cont.) / Cuestión 2 del Orden del Día (cont.)	Agenda Item 3 (cont.) / Cuestión 3 del Orden del Día (cont.)	Agenda Item 4/ Cuestión 4 del Orden del Día	Agenda Item 4 (cont.) / Cuestión 4 del Orden del Día (cont.)
09:30–10:30	Agenda Item 1/ Cuestión 1 del Orden del Día				
10:30–11:00	<i>Coffee break/Pausa para el café</i>				
11:00–12:30	Agenda Item 2/ Cuestión 2 del Orden del Día	Agenda Item 2 (cont.) / Cuestión 2 del Orden del Día (cont.)	Agenda Item 3 (cont.) / Cuestión 3 del Orden del Día (cont.)	Agenda Item 4 (cont.) / Cuestión 4 del Orden del Día (cont.)	Agenda Item 5/ Cuestión 5 del Orden del Día
	<i>Lunch time/Almuerzo</i>				<i>Closing/Clausura</i>
13:30–15:30	Agenda Item 2 (cont.) / Cuestión 2 del Orden del Día (cont.)	Agenda Item 3/ Cuestión 3 del Orden del Día	Agenda Item 3 (cont.) / Cuestión 3 del Orden del Día (cont.)	Agenda Item 4 (cont.) / Cuestión 4 del Orden del Día (cont.)	



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WORKING PAPER

AO/TF/4/ATFM/TF/6/CIIFRA/8 — WP/**

//24

Fourth Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force (AO/TF/4), Sixth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/6) and Eight Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/8) Team (AO/TF/4/ATFM/TF/6/CIIFRA/8)

Havana, Cuba, 23 to 27 September 2024

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

1.1 Ff

or

— END —



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INFORMATION PAPER

AO/TF/4/ATFM/TF/6/CIIFRA/8 — IP/**
//24

Fourth Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force (AO/TF/4), Sixth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/6) and Eight Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/8) Team (AO/TF/4/ATFM/TF/6/CIIFRA/8)
Havana, Cuba, 23 to 27 September 2024

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

1.1 Ff

or

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APPENDIX *
TITLE

or

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