



ICAO

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

Fourth NAM/CAR Regional Contingency and Emergency Planning and Response Meeting

NAM/CAR/CONT/4

Draft Report

On-line, 28 May 2024

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HISTORICAL

ii.1 Place and Date of the Meeting

The Fourth NAM/CAR Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/4) was held on-line on 28 May 2024.

ii.2 Opening Ceremony

Mr. Julio Siu, Deputy Regional Director of the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO) delivered an opening speech, highlighting the objectives of the meeting, the alignment of the different regional efforts in favour of the States in the management of crises and contingencies, the importance of the preparation, awareness and active participation of the States and aviation stakeholders in terms of their coordination and action in the face of emergencies and the adequate management of crises and recovery, welcomed the participants and finally officially opened the meeting.

ii.3 Officers of the Meeting

Mr. Eddian Méndez, Regional Officer, Air Traffic Management and Search and Rescue of the 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 report 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 session of the meeting would be from 09:00 to 12:00 hours.

ii.6 Agenda

Agenda Item 1: Adoption of the Provisional Agenda

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

Agenda Item 3: CAR Region Air Traffic Management Contingency Plan

Agenda Item 4: Other Business

ii.7 Attendance

The Meeting was attended by 18 States/Territories from the NAM/CAR/SAM Regions, and 1 International Organization, totalling 56 delegates as indicated in the list of participants.

ii.8 Draft Conclusions and Decisions

The Meeting recorded its activities as Draft Conclusions and Decisions as follows:

DRAFT

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

DECISIONS: Internal Actions.

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ii.9 List of Working and Information Papers and Presentations

Refer to the Meeting web page:

<https://www.icao.int/NACC/Pages/meetings-2024-cont04.aspx>

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Review and Approval of the Provisional Agenda	21/05/24	Secretariat
WP/02	2	ICAO Requirements for Air Traffic Services (ATS) Contingency Planning	24/05/24	Secretariat
WP/03	3	Air Traffic Management (ATM) Contingency Management Guidance Material and Workshop	24/05/24	Secretariat

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
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INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	List of Working and Information Papers	24/05/24	Secretariat

LIST OF PARTICIPANTS

ANTIGUA AND BARBUDA/ANTIGUA Y BARBUDA

1. Shenneth Phillips
2. Lorraine Davis

BAHAMAS

3. Michael Fountain

BARBADOS

4. Gaill Clarke
5. John Parris
6. Sandra Ingles
7. Roderick Oliver
8. Neil Sarjeant
9. Deidree ButterField-Williams

BELIZE/BELICE

10. Andrea Pineda
11. Natalie McSweeney

CUBA

12. Ramón Arnulfo Ramírez Reyes
13. José Castellanos
14. Ricardo Vidal
15. Roxana Bernal
16. Silvio Michelena

CURAÇAO/CURAZAO

17. Jacques Lasten

DOMINICAN REPUBLIC/REPÚBLICA DOMINICANA

18. Julio Mejia
19. Francis Torres
20. José Escalante
21. Antony Pérez

ECCAA

22. Luana Isaac

EL SALVADOR

23. Rolando Cruz

GUATEMALA

24. Enio Hernández
25. Gustavo Burgos
26. Mario Grajeda
27. Mynor Chin

MEXICO/MÉXICO

28. Jorge Ruiz
29. Álvaro Pérez
30. Sandra Carrera
31. Jorge Caballero
32. José Gil
33. Vinicio Fregoso
34. Benjamin Estrella
35. Andrés Román
36. Guadalupe Corral
37. Hugo Aguirre

NICARAGUA

38. Saiman Morales
39. Martha Hernandez

SAINT KITTS AND NEVIS/SAN KITTS Y NEVIS

40. Kenrick Duncan
41. Kiah Wilkes

**SAINT VINCENT AND THE GRENADINES/
SAN VICENTE Y LAS GRANADINAS**

42. James Ollivierre
43. Stanton Gomes
44. Jevon Jackson

TRINIDAD AND TOBAGO/TRINIDAD Y TABAGO

45. Barry Phirangee

UNITED STATES/ESTADOS UNIDOS

- 46. Jorge Chades
- 47. Keanne Vallejo-Huertas
- 48. Midori Tanino
- 49. Rudolph Lawrence
- 50. Vincent McMenemy
- 51. Scott Leis
- 52. Jack Morris
- 53. Desiree Rosado-Matos
- 54. Amie Brown

IATA

- 55. Mike Carver
- 56. Jaime Abigantus

ICAO/OACI

- 57. Julio Siu
- 58. Eddian Méndez

CONTACT INFORMATION

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NAM/CAR/CONT/4
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iv – 2

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Agenda Item 1 Adoption of the Provisional Agenda

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

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

2.1 Under this Agenda Item the Secretariat presented WP/02 to review the ICAO requirements for contingency arrangements by Air Traffic Services (ATS), provide information regarding regional agreements on contingency planning and update from the results of the Twenty-first Meeting of the CAR/SAM Planning and Implementation Regional Group (GREPECAS/21).

2.2 The ICAO NACC CAR Regional Contingency Planning and Response Strategy started with the approval of the CAR Region air traffic management (ATM) Contingency Plan and established the annual contingency planning and response meeting for the NAM/CAR Regions. As a direct result, the level of compliance with the submission of the ATM contingency plans to the ICAO NACC Regional Office increased from 20% in 2017 to 65% in 2023. Recognizing that the nature of the circumstances leading to ATM contingencies rarely occur in isolation, the ICAO NACC Regional Office is working to expand the scope of its strategy, providing a more holistic approach to contingency planning and response.

2.3 As agreed during the NAM/CAR/CONT/3 Meeting, the Secretariat prepared a Working Paper for the GREPECAS/21 meeting, presenting the current challenges for the development of contingency plans in the CAR Region and proposing an update to the GREPECAS approved a template for States' ATM contingency plans. GREPECAS/21 approved the Conclusion GREPECAS/21/09 *ACTIONS TO STRENGTHEN CONTINGENCY PLANNING IN THE CAR/SAM REGIONS*, requesting the Secretariat to develop and promote a comprehensive strategy to improve contingency planning in the air navigation services of the CAR/SAM Regions, including guidelines for the establishment of level 1 and level 2 contingency plans by GREPECAS/22.

2.4 Also under this agenda item, the ATS contingency plans of participating States were reviewed. Some States expressed their difficulties in harmonizing their contingency plans, as well as the lack of awareness of the contingency plans of adjacent Flight Information Regions (FIRs). The Secretariat was requested to address this matter. The following decision was made:

DECISION	
NAM/CAR/CONT/4/01	REVIEW AND HARMONIZATION OF ATS CONTINGENCY PROCEDURES IN THE CAR REGION
What:	Expected impact:
That, to promote the harmonization of ATS contingency procedures in the CAR Region, the ICAO NACC Regional Office coordinate with the States, Territories and International Organizations that provide Air Traffic Services in the CAR Region the harmonization of contingency procedures between adjacent flight information regions in, and report the results to the NAM/CAR/CONT/5	<input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
Why:	

NAM/CAR/CONT/4
Report on Agenda Item 2

2-2

To enhance regional response to contingencies in the CAR Region	
When: By NAM/CAR/CONT/5	Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
Who: <input type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input type="checkbox"/> Other:	

Agenda Item 3 CAR Region Air Traffic Management Contingency Plan

3.1 Under this Agenda Item the Secretariat presented WP/03 to provide information regarding the special implementation project to develop ATM contingency management guidance material and workshop and request States' participation in the advisory group of this project.

3.2 To comply with Decision GREPECAS/21/09 – *ACTIONS TO STRENGTHEN CONTINGENCY PLANNING IN THE CAR/SAM REGIONS*, and be able to strengthen the planning and preparation of States concerning contingency and crisis management, a Special Implementation Project (SIP) was approved by the ICAO Air Navigation Bureau to develop Guidance Material for ATM contingency planning, to enhance regional guidance for Level 1 (internal State plans dealing with internal/domestic coordination actions for the Air Navigation Service Providers (ANSPs)) and Level 2 (bilateral contingency plans involving two or more States) contingency plans.

3.3 The main deliverables of this project will be the following: Guidance material to support the availability of ATS by providing planning recommendations to enhance the resiliency of ATS; Guidance material to support the drafting of bilateral contingency Letters of Agreement (LoAs) between ATS units, including technical planning considerations and operational procedures to respond to contingencies; and Training material and a 5-day workshop on ATM contingency.

3.4 Thanks to the support of the Air Navigation Cuban Company (Empresa Cubana de Navegación Aérea (ECNA)) and the coordination of the Civil Aeronautics Cuban Institute (Instituto de Aeronáutica Civil de Cuba (IACC)), the first deliverable of the project is almost complete. This first deliverable includes recommendations to enhance the resiliency of ATS, addressing several key topics to ensure the availability of ATS, like infrastructure, Communication Navigation and Surveillance (CNS) and other aspects (availability of personnel, social unrest, etc).

3.5 The second deliverable of the project will start in July 2024, to address needs for guidance material for contingency bilateral letters of agreement and complement some parts of the first deliverable. To disseminate this guidance material, an ATM contingency management workshop is proposed to be held at the ICAO NACC Regional Office in November 2024.

3.6 Following the explanations on the project, the Meeting considered approving the following Draft Conclusion:

DRAFT CONCLUSION NAM/CAR/CONT/4/02		SUPPORT FOR THE SPECIAL PROJECT TO DEVELOP GUIDANCE MATERIAL AND WORKSHOP FOR ATM CONTINGENCY MANAGEMENT	
What:		Expected impact:	

<p>That in order to review the deliverables of the special project to develop guidance material and the workshop for ATM contingency management, CAR Region States and Territories nominate experts to join the team working on the Project to develop guidance material and workshop for ATM contingency management</p>	<p> <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical </p>
<p>Why:</p> <p>To improve guidance on the planning and development of ATS contingency procedures in the CAR Region</p>	
<p>When: Immediately</p>	<p>Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p>Who: <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input type="checkbox"/> Other:</p>	

Agenda Item 4 Other Business

4.1 There were no items discussed under this Agenda Item.