



International
Civil Aviation
Organization

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de l'aviation civile
internationale

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Международная
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гражданской
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NE30-2 — **E.OSG-NACC113259**

10 September 2024

To: Eastern Caribbean States and Territories

Subject: **Invitation**
Thirteenth Eastern Caribbean Network Technical Group (E/CAR/NTG/13),
Eleventh Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/11)
Meetings
(Miami, United States, 21 October 2024)

Eighth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/8)
Meeting
(Miami, United States, 22 to 24 October 2024)

Action

Required: 1) Transmittal of additional items to the Provisional Agendas by **7 October 2024**;
2) Submission of documentation by the deadlines provided in this letter;
3) Register participation by **1 October 2024**.

Dear Sir/Madam,

On behalf of the rapporteurs of the Eastern Caribbean Network Technical Group (E/CAR/NTG), Radar Data (E/CAR/RD) and the Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG), Mr. Steve Saroop and Ms. Shenneth Phillips respectively, and thanks to the kind support of IATA, I wish to invite your Administration/Organization to participate in the Thirteenth Eastern Caribbean Network Technical Group (E/CAR/NTG/13) and the Eleventh Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/11) Meetings to be held on 21 October 2024, and the Eighth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/8) Meeting, to be held from 22 to 24 October 2024. These events will be carried out in Miami, United States, at IATA Regional Office for the Americas (703 Waterford Way - NW 62nd Avenue - Suite 600).

The participation during all the days of the meetings of the members of the E/CAR/NTG, E/CAR/RD Ad hoc Group, E/CAR/CATG Technical Group, and personnel responsible for regional air navigation projects, is expected.

The primary objectives of these meetings are to: a) discuss and agree on actions to support the main priorities for the provision of air navigation and aerodrome services in the Eastern Caribbean, b) review the progress and performance of each of the committees, and c) update the groups work programmes, considering the NACC/WG- GREPECAS activities and the outcomes of the 14th Air Navigation Conference outcomes. .

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The Provisional Agenda for the E/CAR/NTG/13 and E/CAR/RD/11 Meetings is at **Appendix A**, and the Provisional Agenda for the E/CAR/CATG/8 Meeting at **Appendix B**. The Provisional Schedule for all the meetings is at **Appendix C**. States wishing to submit proposals for the addition of items to any of the provisional agendas should do so by **7 October 2024**.

We would appreciate confirmation of your participation by **1 October 2024** by registering here:

- E/CAR/NTG/13 and E/CAR/RD/11 Meetings: [E/CAR/NTG/13 and E/CAR/RD/11 Meetings Registry](#)
- E/CAR/CATG/8 Meeting: [E/CAR/CATG/8 Meeting Registry](#)

All meeting documentation will be placed in the Meetings Section of the following web page: <https://www.icao.int/NACC/Pages/meetings.aspx?year=2024&cM=08&cY=2024> as it becomes available. No hard copies will be distributed during the event.

A list of hotels recommended for meetings participants is at **Appendix D**. 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 at the meeting should be forwarded to this office by e-mail by **14 October 2024** in Microsoft Word format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices. The deadline to receive papers is **18 October 2024**.

For further information, please contact rapporteurs Mr. Steve Saroop (ssaroop@caa.gov.tt) and/or Ms. Shenneth Phillips (shenneth.phillips@ab.gov.ag), Mrs. Mayda Ávila, Communications, Navigation and Surveillance Regional Officer (nacc-cns@icao.int) or Mr. Eddian Méndez, 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: *As indicated*



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Thirteenth Eastern Caribbean Network Technical Group (E/CAR/NTG/13), and Eleventh Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/11) Meetings
Miami, United States, 21 October 2024

**APPENDIX A
PROVISIONAL AGENDA**

- Agenda Item 1: Approval of the Agenda, Working Method, and Schedule of the Meetings**
- Agenda Item 2: Review of E/CAR/NTG and E/CAR/RD and Other Meetings Valid Conclusions**
- 2.1 Follow-up on E/CAR/NTG and E/CAR/RD's Valid Conclusions and Decisions**
 - 2.2 Follow-up on North American, Central American and Caribbean Working Group (NACC/WG), North American, NACC/WG/FREQ Task Force, NACC/WG/COMM/40 meetings Valid Conclusions and Decisions**
- Agenda Item 3: Operation and Performance of the E/CAR Aeronautical Fixed Services (AFS) Network**
- 3.1 Network Performance and General Aspects**
 - 3.2 E/CAR Network Interconnections and Integration**
 - 3.3 Global Air Navigation Plan (ANP) Elements Implementation Group**
- Agenda Item 4: Surveillance Sharing Activities**
- Agenda Item 5: Transition from E/CAR/NTG and E/CAR/RD to ECAR/CATWG CNS Committee**
- Agenda Item 6: Other Business**
-

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Approval of the Agenda, Working Method, and Schedule of the Meetings

Under this Agenda Item, the agenda, schedule, and work modality will be reviewed and adopted.

Agenda Item 2: Review of E/CAR/NTG and E/CAR/RD and Other Meetings Valid Conclusions

Under this Agenda Item, the decisions and conclusions implementation status of other meetings that impact the work of the E/CAR work will be followed up, and the implementation status of regional air navigation services will be reviewed.

Agenda Item 3: Operation and Performance of the E/CAR Aeronautical Fixed Services (AFS) Network

Under this Agenda Item, the Meeting will review the status and operational implementation of the E/CAR network and its integration under the Caribbean Air Navigation Services Network (CANSNET)

Agenda Item 4: Surveillance Sharing Activities

Under this agenda item, the Meeting will review the implementation of the Automatic dependent surveillance - broadcast (ADS-B) for the PIARCO Flight Information Region (FIR), new projects under development in the Antigua and Barbuda and the status of the other surveillance facilities. Moreover, the future implementation according to the Global Air Navigation Plan related to the Surveillance Aviation System Block Upgrade (ASBU) elements will be evaluated.

Agenda Item 5: Transition from E/CAR/NTG and E/CAR/RD to ECAR/CATWG CNS Committee

Under this Agenda Item the meeting will discuss the transition of the E/CAR/NTG and E/CAR/RD to ECAR/CATWG CNS Committee and its integration of the Groups under the NACC/WG, updating the ToRs and its Action Plan in accordance with the new regional objectives. Moreover, the development of the electronic Air Navigation Plan (e-ANP) Volume III and of the States National Navigation Plan will be addressed.

Agenda Item 6: Other Business

Under this Agenda item, any additional items proposed by participants will be discussed.



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Eighth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/8) Meeting
Miami, United States, 22 to 24 October 2024

APPENDIX B
PROVISIONAL AGENDA

- Agenda Item 1: Adoption of the Provisional Agenda, Working Method and Schedule**
- Agenda Item 2: Review and follow-up to Conclusions/Decisions**
- 2.1 Review and follow-up on Valid Conclusions and Decisions of the E/CAR/CATG**
 - 2.2 Follow-up on Valid Conclusion and Decision of the NACC/WG**
 - 2.3 Review of pending GREPECAS Air Navigation Deficiencies**
- Agenda Item 3: Follow-up of the activities of the E/CAR/CATG**
- 3.1 Progress report of the AGA Committee**
 - 3.2 Progress report of the AIM Committee**
 - 3.3 Progress report of the ATM Committee**
 - 3.4 Progress report of the SAR Committee**
 - 3.5 Progress report of the CNS Committee**
- Agenda Item 4: Update of the E/CAR/CATG Work Programme and Activities**
- 4.1 Review and Identification of E/CAR/CATG main priorities and focus areas**
 - 4.2 Results of the Fourteenth Air Navigation Conference (AN-CONF/14)**
 - 4.3 ICAO NACC current projects and initiatives supporting the E/CAR region in ANS matters**
 - 4.4 Proposal for special implementation projects**
 - 4.5 Update of the E/CAR/CATG Work Programme and activities for 2025**
- Agenda Item 5: Other Business**
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**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda, Working Method and Schedule

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

Agenda Item 2: Review and follow-up to Conclusions/Decisions

Under this Agenda Item, the implementation status of Conclusions and Decisions of E/CAR/CATG and the NACC/WG will be followed up. The status of the pending GREPECAS Air Navigation Decisions will be reviewed.

Agenda Item 3: Follow-up of the activities of the E/CAR/CATG

Under this Agenda Item, the different E/CAR Committees will present a progress report.

Agenda Item 4: Update of the E/CAR/CATG Work Programme and Activities

Under this Agenda Item the E/CAR/CATG will identify and review the main priorities and focus areas for each of the working group committees. Considering the results of the Fourteenth Air Navigation Conference (AN-CONF/14) and the current ICAO NACC current projects and initiatives supporting the E/CAR region in ANS matters, the meeting shall develop proposals for special implementation projects and update their work programme and agreed on the activities for 2025.

Agenda Item 5: Other Business

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

**APPENDIX C
PROVISIONAL SCHEDULE**

Time	Monday 21 October 2024	Tuesday 22 October 2024	Wednesday 23 October 2024	Thursday 24 October 2024
	E/CAR/NTG/13 E/CAR/RD/11 E/ Meetings	E/CAR/CATG/8) Meeting		
08:30–09:00	<i>Opening Ceremony</i>	Agenda Item 1	Agenda Item 4	Session all ECAR Members meetings
09:00–09:30	Agenda Item 1			
09:30–10:30	Agenda Item 2			
10:30–11:00	<i>Coffee break</i>			
11:00–12:30	Agenda Item 3	Cont. Agenda Item 2	Cont. Agenda Item 4	Review of Draft Report Closing
11:30–12:00				
12:00–12:30				
12:30–13:30	<i>Lunch time</i>			
13:30–15:00	Agenda Item 4	Agenda Item 3	Cont. Agenda Item 5	



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GENERAL INFORMATION

**Invitation – Thirteenth Eastern Caribbean Network Technical Group (E/CAR/NTG/13),
Eleventh Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/11) Meetings**
(Miami, United States, 21 October 2024)

**Invitation – Eighth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/8)
Meeting**
(Miami, United States, 22 to 24 October 2024)

GENERAL INFORMATION

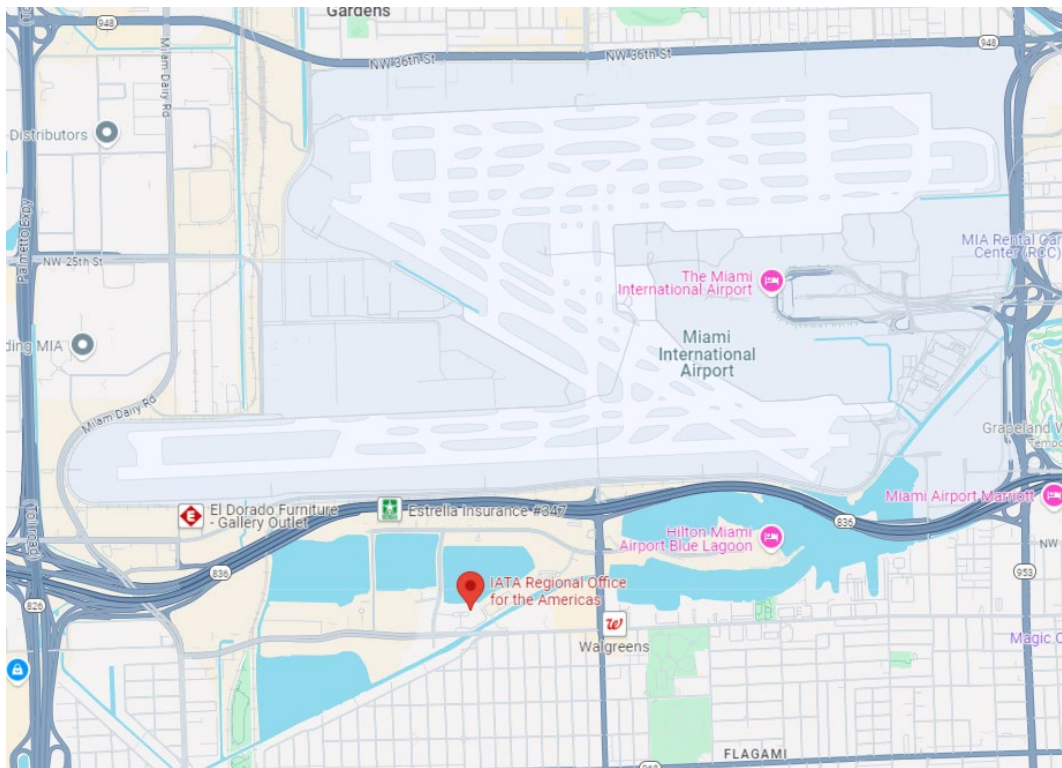
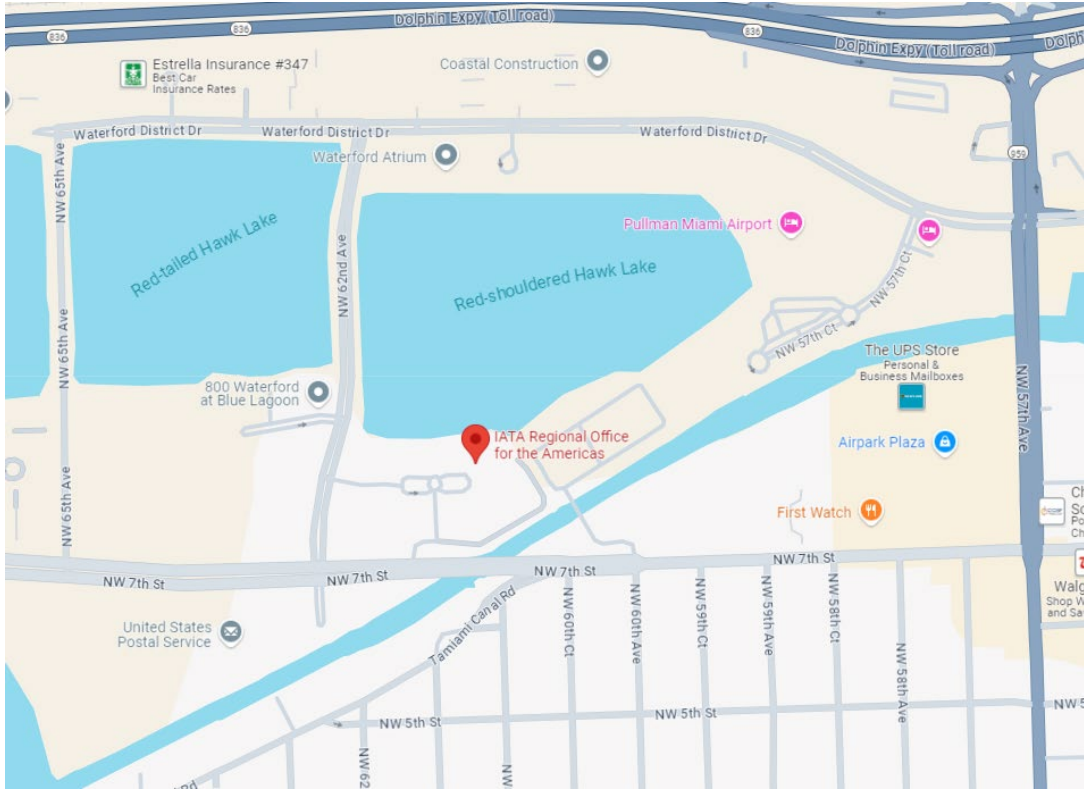
1. Event Venue and Dates

The Thirteenth Eastern Caribbean Network Technical Group (E/CAR/NTG/13), Eleventh Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/11) and Eighth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/8) Meetings will take place at the IATA Americas Regional Office, located at 703 Waterford Way (NW 62nd Avenue), Suite 600, 33126 Miami, FL, United States, from 21 to 24 October 2024.

2. Accommodation and maps for Venue in Miami, United States.

The following hotels are suggested as they are close to the venue:

- [SpringHill Suites](#) By Marriott Miami Airport South Blue Lagoon
6700 NW 7th Street – Miami FL 33126 Tel: +1(305) 265 0144
* Jessica Machado (Jessica.machado@marriott.com)
- [Hilton Miami Airport South Blue Lagoon](#)
5560e Lagoon Drive- Miami FL 33126 Tel: 1(305) 567 2599
* Mrs. Gladys Esquenazi (Gladys.esquenazi@baywoodhotels.com)
- [Pullman Miami Airport](#)
5800 Blue Lagoon Drive – Miami FL 33126 Tel: +1(305)264-4888
- [Hilton Miami Airport](#)
5101 Blue Lagoon Drive – Miami FL 33126 Tel: +1(305)265-3829/305 262 1000
- [Cambria Hotel Miami Airport – Blue Lagoon](#)
6750 NW 7th Street – Miami FL 33126 Tel: +1(305)261-9899/786 6235113
- [Sheraton Miami Airport](#)
3900 NW 21st Street – Miami FL 33142 Tel: +1(305)870-8103/8713800



3. Documentation Link

The documentation for the Meeting is being posted on the ICAO NACC Office Website; participants should check our website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

<http://www.icao.int/NACC/Pages/Meetings.aspx>



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WORKING PAPER

E/CAR/NTG/13 & E/CAR/RD/11 — WP/**

//24

Thirteenth Eastern Caribbean Network Technical Group (E/CAR/NTG/13), Eleventh Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/11) Meetings
(Miami, United States, 21 October 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

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or

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INFORMATION PAPER

E/CAR/NTG/13 & E/CAR/RD/11 — IP/**

//24

Thirteenth Eastern Caribbean Network Technical Group (E/CAR/NTG/13), Eleventh Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD/11) Meetings
(Miami, United States, 21 October 2024)

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(Presented by ***)

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<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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WORKING PAPER

E/CAR/CATG/8 — WP/**

//24

Eighth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/8) Meeting
Miami, United States, 22 to 24 October 2024

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(Presented by ***)

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INFORMATION PAPER

E/CAR/CATG/8 — IP/**

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Eighth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/8) Meeting

Miami, United States, 22 to 24 October 2024

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APPENDIX *
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