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المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT- NE57-3 — **E.OSG-NACC112355**

27 June 2024

To: States, Territories and International Organizations

Subject: **Invitation – Fifth North American, Central American and Caribbean Working Group (NACC/WG) Search and Rescue (SAR) Implementation Task Force Meeting (NACC/WG/SAR/TF/5)**
Mexico City, Mexico, 23 to 27 September 2024

Action

Required: 1) Transmittal of additional items to the Provisional Agenda by **9 August 2024**;
2) Submission of documentation by the deadlines provided in this letter;
3) Register participation by **23 August 2024**.

Dear Sir/Madam,

Further to the supporting work on ICAO requirements implementation and the CAR Regional Search and Rescue Plan, I wish to invite your Administration/Organization to participate in the Fifth North American, Central American and Caribbean Working Group (NACC/WG) Search and Rescue (SAR) Implementation Task Force Meeting (NACC/WG/SAR/TF/5) to be held at the ICAO NACC Regional Office, Mexico City, from 23 to 27 September 2024, which will include a two-day Workshop on the Rescue Coordination Centres (RCCs) and Rescue Subcentres (RSCs) requirements from 23 to 24 September 2024.

Representatives of State/Territories and regional entities related to surveillance and provision of SAR services of States and Territories of the ICAO NAM/CAR Regions and invited international organizations are expected to participate. The working languages 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 **9 August 2024**.

We would appreciate confirmation of your participation by **23 August 2024** by registering here: <https://forms.office.com/r/Nm5Q1ihTpU>

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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 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 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.

Only working papers **received** by this office by **23 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 **6 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. Eddian Mendez, Regional Officer, Air Traffic Management/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.

A digital signature of Christopher Barks, featuring a stylized cursive script of his name. The signature is overlaid on a circular blue stamp that contains the text "ICAO - OACI - ICAO" and "Digital Signature".

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*



ICAO

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

Fifth North American, Central American and Caribbean Working Group (NACC/WG) Search and Rescue (SAR) Implementation Task Force Meeting (NACC/WG/SAR/TF/5)

Mexico City, Mexico, 23 to 27 September 2024

**APPENDIX A
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Search and Rescue (SAR) Global and Regional Affairs**
- 2.1 Follow up on valid SAR Conclusions/Decisions and Deficiencies
 - 2.2 Follow-up to GREPECAS Project to support SAR implementation in the CAR/SAM Regions
- Agenda Item 3: SAR Coordination Affairs**
- 3.1 Follow up to the SAR Agreements of the CAR Region
 - 3.2 SAR Exercises in the CAR Region
 - 3.3 Maritime and Aeronautical SAR coordination
- Agenda Item 4: Work Programme and Activities of the NACC/WG Search and Rescue (SAR) Implementation Task Force**
- 4.1 Follow up and update
 - 4.2 Approval
- Agenda Item 5: Other Business**
- Workshop: Workshop on Rescue Coordinator Centres (RCCs) and Rescue Subcentres (RSCs) Requirements**
- a) Basic functions of the RCCs and RSCs
 - b) Objectives and requirements of the RCC and RSC
 - c) Division of responsibilities and scope
 - d) Personnel and training requirements
 - e) Operations plans, means and equipment
 - f) Joint Rescue Coordination Centre (JRCC)
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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 agenda and schedule, and adopt them. The objectives and overall expectations of the meeting will be presented.

Agenda Item 2: Search and Rescue (SAR) Global and Regional Affairs

Under this agenda item, the Conclusions and Decisions of previous meetings will be followed up, as well as the Air Navigation Deficiencies on SAR in force. Information will be provided on the GREPECAS approved project progress to support SAR implementation in the CAR/SAM Regions, and actions will be taken for its compliance.

Agenda Item 3: SAR Coordination Affairs

The Meeting will follow up on SAR Agreements pending signature, will address actions to promote SAR Exercises (SAREX) in the CAR Region, as well as aeronautical and maritime SAR coordination.

Agenda Item 4: Work Programme and Activities of the NACC/WG Search and Rescue (SAR) Implementation Task Force

The Meeting will follow up to the Work Programme and Task force activities and will propose updates.

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.

Workshop:

Workshop on Rescue Coordination Centres (RCCs) and Rescue Coordination Subcentres (RSCs) requirements

This Workshop will provide guidance on the requirements of the RCCs and RSCs to support the proper functioning of the SAR coordination units in the CAR Region.

Fifth North American, Central American and Caribbean Working Group (NACC/WG) Search and Rescue (SAR) Implementation Task Force Meeting / Quinta Reunión del Grupo de Tarea de Búsqueda y Salvamento (SAR) del Grupo de Trabajo de Norteamérica, Centroamérica y Caribe (NACC/WG/SAR/TF/5)

Mexico City, Mexico, 23 to 27 September 2024/Ciudad de México, México, 23 al 27 de septiembre de 2024

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

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>	Workshop/Taller	Agenda Item 1/ Cuestión 1 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.)
09:30–10:30	Workshop/Taller		Agenda Item 2/ Cuestión 2 del Orden del Día		
10:30–11:00	<i>Coffee break/Pausa para el café</i>				
11:00–12:30	Workshop/Taller	Workshop/Taller	Agenda Item 2 (cont.) / Cuestión 2 del Orden del Día (cont.)	Agenda Item 4/ Cuestión 4 del Orden del Día	Agenda Item 5/ Cuestión 5 del Orden del Día
12:30–13:30	<i>Lunch time/Almuerzo</i>				<i>Closing/Clausura</i>
13:30–15:30	Workshop/Taller	Workshop/Taller	Agenda Item 3/ Cuestión 3 del Orden del Día	Agenda Item 4 (cont.) / Cuestión 4 del Orden del Día (cont.)	



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WORKING PAPER

NACCWGSARTF5 — WP/**

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Fifth North American, Central American and Caribbean Working Group (NACC/WG) Search and Rescue (SAR) Implementation Task Force Meeting (NACC/WG/SAR/TF/5)

Mexico City, Mexico, 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

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or

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INFORMATION PAPER

NACCWGSARTF5 — IP/**

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Fifth North American, Central American and Caribbean Working Group (NACC/WG) Search and Rescue (SAR) Implementation Task Force Meeting (NACC/WG/SAR/TF/5)

Mexico City, Mexico, 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

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APPENDIX *
TITLE

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