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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: N1-17.1 — **EMX0069**

2 February 2012

To: States, Territories and International Organizations

Subject: **Twelfth Meeting of the Regional Aviation Safety Group – Pan America Executive Steering Committee (RASG-PA ESC/12), and Eighth Meeting of the Pan America – Regional Aviation Safety Team (PA-RAST/8)**
(Montego Bay, Jamaica, 12-15 March 2012)

Action

Required: **Please reply by 10 February 2012**

Sir/Madam:

As previously agreed by the RASG-PA ESC during the RASG-PA/ESC/11 Meeting in Miami, Florida, United States, 18 October 2011, the PA-RAST/8 Meeting will be held 12-13 March 2012, and the RASG-PA ESC/12 Meeting on 14-15 March 2012, both in Montego Bay, Jamaica.

I ask all RASG-PA ESC members and PA-RAST members to provide any relevant agenda items no later than 29 February 2012. Working Paper/1 (WP/1) containing the draft agenda is attached as **Appendix A**. The PA-RAST rapporteur will provide the agenda for the PA-RAST/8 Meeting separately. Simultaneous English/Spanish translation services will be provided only for the ESC/12 Meeting. Please find attached the Registration Forms (**Appendixes B and C**) to be completed and returned to this office by **10 February 2012**.

Working papers must be prepared for agenda items, and if prepared in only one language (English or Spanish), must be received by 24 February 2012, in order to complete translation. Working papers submitted after this date must be prepared in both languages and received by 2 March 2012. Information papers do not require translation and may be submitted in only one language by 2 March 2012. All documentation submitted for translation and distribution must be received in electronic format. Templates for preparation of working and information papers are attached for your convenience (**Appendixes D to F**).

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The venue for the PA-RAST and RASG-PA ESC Meetings is the Montego Bay Convention Centre, Rose Hall, Montego Bay, St. James. Recommended hotels are the Iberostar (group rate available), Hilton Montego Bay (5 minutes away), RIU Montego Bay and the Holiday Inn (25 minutes away).

For more information or assistance regarding these meetings, please contact the coordinators, Mr. Eduardo Chacin, Regional Officer Flight Safety (echacin@icao.int); Mr. Adolfo Zavala, Regional Officer Air Traffic Management (azavala@icao.int); Mr. Miguel Marin, Technical Officer, Flight Operations (mmarin@icao.int); or Ms. Guadalupe Zubieta (gzubieta@icao.int).

Accept, Sir/Madam, the assurances of my highest consideration.



Loretta Martin
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosures: *As indicated*

APPENDIX A

RASG-PA ESC/12 – WP/01
22/01/12



International Civil Aviation Organization
Regional Aviation Safety Group – Pan America (RASG-PA)
RASG-PA ESC/12
Montego Bay, Jamaica, 14-15 March 2012



Agenda Item 1: Review and approve the RASG-PA ESC/12 Draft Meeting Agenda and Schedule

**DRAFT AGENDA, WORKING METHOD AND SCHEDULE
FOR THE RASG-PA ESC/12 Meeting**

(Presented by Secretariat)

SUMMARY

This Working Paper provides the schedule of events and RASG-PA ESC/12 Draft Agenda for approval.

1. General information

1.1 The Twelfth Meeting of the Regional Aviation Safety Group – Pan America Executive Steering Committee (RASG-PA ESC/12) will be held at the Montego Bay Convention Center, 14-15 March 2012.

2. Agenda

2.1 The Draft Agenda for the RASG-PA ESC/12 Meeting is presented in **Attachment 1** for consideration and approval by the ESC.

3. Working method

3.1 It is suggested that the meeting sessions be held as a whole and that the Chairpersons may activate ad hoc groups to deal with specific matters, if deemed necessary.

4. Schedule

4.1 The proposed schedule for the RASG-PA ESC/12 Meeting is presented in **Attachment 2** for consideration and approval by the ESC.

5. Suggested action

5.1 The ESC is invited to:

- a) consider and approve the agenda presented in Attachment 1; and
- b) consider and adopt the schedule presented in Attachment 2.

ATTACHMENT 1

DRAFT AGENDA OF THE RASG-PA ESC/12 MEETING

- Agenda Item 1:** **Review and approve the RASG-PA ESC/12 Draft Meeting Agenda and Schedule**
- Agenda Item 2:** **Review and approve February 2012 Teleconference Summary of Discussion including follow-up of RASG-PA Decisions and Conclusions**
- 2.1 Approve February Teleconference Summary of Discussion
- 2.2 Review list of RASG-PA Decisions and Conclusions
- Agenda Item 3:** **Status/update of RASG-PA Working Groups and Projects**
- 3.1 Pan America - Regional Aviation Safety Team (PA-RAST)
- ASIAS Presentation (Scheduled for Wednesday Morning)
- Status/update
- 3.2 Annual Safety Report Team (ASRT)
- Status/update – 2011 Report
- 3.3 Aviation Safety Training Team – Pan America (ASTT)
- Status/update
- RASG-PA Aviation Safety Workshop – Mexico City
- ADREP/ECCAIRS Workshop
- 3.4 Project GSI/3.A – Protection of Safety Information
- Status/update
- 3.5 Project GSI/12 – Sharing of Information Safety Data
- Status/update
- 3.6 Project GSI/4 – Accident/Incident Regional Board
- Status/update
- 3.7 ICAO Spanish standard phraseology project
- Status/update
- Agenda Item 4:** **Third Pan American Aviation Safety Summit**
- 4.1 Logistics
- 4.2 Agenda
- Agenda Item 5:** **ALAR Toolkit Translation – Portuguese**
- Agenda Item 6:** **RASG-PA/5 Meeting**
- 6.1 Logistics
- 6.2 Agenda
- Agenda Item 7:** **Other matters**

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**ATTACHMENT 2
PROVISIONAL SCHEDULE**

Time	Wednesday 14	Thursday 15
09:00 – 09:30	ASIAS Presentation	Agenda Item 3 (cont'd.)
09:30 – 10:00		
10:00 – 10:30		
10:30 – 11:00	<i>Coffee break</i>	
11:00 – 11:30	ASIAS Presentation (cont'd.)	Agenda Item 3 (cont'd.)
11:30 – 12:00		
12:00 – 12:30		
12:30 – 13:45	<i>Lunch</i>	
13:45 – 14:00	Agenda Item 1	Agenda Item 3 (cont'd.)
14:00 – 14:30	Agenda Item 2	Agenda Item 4
14:30 – 15:00	Agenda Item 3	Agenda Item 5
15:00 – 15:30	<i>Coffee break</i>	
15:30 – 16:00	Agenda Item 3 (cont'd.)	Agenda Item 6
16:00 – 1700		Agenda Item 7