



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: N 1-17 — **EMX0878**

31 October 2013

To: States, Territories and International Organizations

Subject: **Fifth Aviation Safety Training Team (ASTT/5) Meeting of the Regional Aviation Safety Group - Pan America (RASG-PA)**
(Miami, United States, 17 to 18 December 2013)

Action

- Required:
- 1) Submission of documentation by **6 December 2013**
 - 2) Register participation by **6 December 2013**

Sir/Madam:

I am pleased to invite your Administration/Organization to the **Fifth Aviation Safety Training Team (ASTT/5) Meeting of the Regional Aviation Safety Group – Pan America (RASG-PA)** being held in the Latin American and Caribbean Air Transport Association (ALTA) premises in Miami, United States, from 17 to 18 December 2013, hosted by ALTA. The working language of the meeting will be English only, no simultaneous interpretation will be provided.

Attached to this letter you will find the following:

- RASG-PA/ASTT/5 – Provisional Agenda – **Attachment A**
- Registration Form – **Attachment B**
- RASG-PA/ASTT/5 documentation templates – **Attachment C**
- List of Hotels – **Attachment D**

I invite you to submit proposals for the addition of items to the agenda, working and/or information papers to this office by e-mail. RASG-PA/ASTT/5 working and/or information papers **must be received by 6 December 2013**. Templates for preparation of working and information papers are attached for your convenience. The documentation will be posted on the ICAO NACC Regional Office website as it becomes available at the following website address: www.rasg-pa.org

For more information or assistance regarding this meeting, please contact the coordinators: Mr. Eduardo Chacin, Regional Officer, Flight Safety (echacin@icao.int) or Mr. Julio Garriga, Regional Officer, Technical Cooperation (jgarriga@icao.int).

.../2

Please submit the attached registration form to this Regional Office as soon as possible and in any case no later than **6 December 2013**.

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

A digital signature in black ink, appearing as a stylized cursive script, is overlaid on a blue circular watermark. The watermark contains the text 'Firma Digital' on the left and 'Digital Signature' on the right, with a central emblem.

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

Enclosures:

- A – ASST/5 Provisional Agenda*
- B– Registration Form*
- C- Documentation Templates*
- D- List of Hotels*

APPENDIX A

ASTT/5 — WP/01
28/10/13



International Civil Aviation Organization
**Fifth Aviation Safety Training Team (ASTT/5) Meeting
of the Regional Aviation Safety Group - Pan America (RASG-PA)
ASTT/5**



Miami, United States, 17 to 18 December 2013

Agenda Item 1: Opening of the Meeting
1.3 Approval of the Agenda

PROVISIONAL AGENDA OF THE FIFTH AVIATION SAFETY TRAINING TEAM MEETING

(Presented by the Secretariat)

SUMMARY

The Provisional Agenda for the Fifth Aviation Safety Training Team Meeting (ASST/5) of the Regional Aviation Safety Group – Pan America (RASG-PA) is presented at the **Appendix**.

The items of the Provisional Agenda have been presented in a format that aligns with the strategic objectives and programmes of the Group.

The Meeting will meet in plenary with the option for the Secretariat to propose ad-hoc groups to deal with specific matters, if necessary.

Action: The Meeting is invited to approve the Provisional for the ASTT/5 Meeting as presented in the Appendix.

<i>Strategic Objective</i>	<i>This working paper is related to Strategic Objective A – Safety</i>
-----------------------------------	--

PROVISIONAL AGENDA OF THE RASG-PA/ASTT/5 MEETING

- Agenda Item 1: Review and approval of the Preliminary Meeting Agenda**
- Agenda Item 2: Review of ASTT/4 Meeting Outcome**
- Agenda Item 3: Review of 2012 ASTT activities**
- Agenda Item 4: Review safety information from the RASG-PA Annual Safety Report – 4th Edition**
- Agenda Item 5: Review of RASG-PA Detailed Implementation Plans (DIPs) associated with training**
- Agenda Item 6: Review and assess available aviation safety training material related to RASG-PA Safety Enhancement Initiatives (SEIs)**
- Agenda Item 7: ASTT Plan of Activities for 2014**
- Agenda Item 8: ASTT Train the Trainer (TTT) Project**
- Agenda Item 9: RASG-PA/ASTT/5 Meeting Outcomes**
- Agenda Item 10: Other Business**

ATTACHMENT D

Miami, Florida, United States – Hotel List 2013

CITY	HOTEL	ADDRESS	PHONE
Miami Airport Area	Sheraton Miami Airport Hotel	3900 NW 21 Street Miami, FL 33142	(305) 871-3800 (305) 871-0447 Fax
	Comfort Inn & Suites	5301 NW 36 th Street Miami Springs, FL 33166	(305) 871-6000 (305) 871-4971 Fax
	Homestead Studio Suites	Miami International Airport 101 Fairway Drive Miami, FL 33166	(305) 870-0448 (305) 871-5044 Fax
	Sleep Inn	Miami International Airport 105 Fairway Drive Miami, FL 33166	(305) 871-7553 (305) 871-4971 Fax
	Embassy Suites	3974 NW South River Drive Miami, FL 33142	(305) 634-5000 (305) 634-0138 Fax
	Hyatt House Miami Airport	5710 Blue Lagoon Drive Miami, FL 33126	(305) 269-1922 (305) 269-6811 Fax
	Holiday Inn Express	5125 NW 36 th Street Miami Springs,Fl.33166	(305)887-2153 (305)887-3559 Fax

ATTACHMENT D

Miami, Florida, United States – Hotel List 2013

CITY	HOTEL	ADDRESS	PHONE
Miami Lakes	Shula's Hotel & Golf Club	6842 Main Street Miami Lakes, FL 33014	(305) 821-1150 (305) 820-8087 Fax
	Hotel Indigo	7601 Miami Lakes Drive Miami lakes,Fl.33014	(305)556-0100 (305)556-0008 Fax
Miami Beach	Sherry Frontenac	6565 Collins Avenue Miami Beach,FL.33141	(305) 866-2122 (305) 866-1638 Fax

ATTACHMENT D

ALTA - 6355 NW 36 St., Miami, Florida 33166, United States

