



International
Civil Aviation
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Международная
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منظمة الطيران
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国际民用
航空组织

When replying please quote:

Ref.: NT-N1 1-17.2 — **EMX1048**

24 November de 2014

To: States, Territories and International Organizations

Subject: **Sixth Regional Aviation Safety Group – Pan America Aviation Safety Training Team (RASG-PA ASTT/6) Meeting**
Miami, United States, 16 to 17 December 2014

Action

- Required:
- 1) Submission of documentation by **5 December 2014**
 - 2) Register participation by **5 December 2014**

Sir/Madam:

I am pleased to invite your administration/organization to the Sixth Regional Aviation Safety Group – Pan America Aviation Safety Training Team (RASG-PA ASTT/6) Meeting being hosted by the Latin American and Caribbean Air Transport Association (ALTA) at its premises in Miami, United States, from 16 to 17 December 2014,. The working language of the meeting will be English and no simultaneous interpretation will be provided.

The RASG-PA ASTT was established to assess, identify and categorize available aviation safety training and provide RASG-PA members and the aviation community access through the RASG-PA website and deliver training activities. The training material, along with aviation safety seminars and workshops, are aligned with the data-driven aviation safety risk areas as identified by RASG-PA. The top data-driven risk areas identified by RASG-PA for the Pan American Region for the 2002-2013 period were: Runway Excursion (RE), Controlled Flight Into Terrain (CFIT), and Loss of Control In-Flight (LOC-I); recently Mid-Air Collision (MAC) was added.

The objectives of the meeting are review of RASG-PA ASTT activities held during 2014, planning activities for 2015 and looking for opportunities to reach a broader audience for training activities and usage of safety training material aligned with the RASG-PA safety strategy, considering that training is a key risk mitigation measure used by RASG-PA.

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Training specialists from your administration/organization should participate in the meeting.

Attached to this letter you will find the following:

- RASG-PA ASTT/6 – Provisional Agenda — **Attachment A**
- Provisional Schedule — **Attachment B**
- Registration Form — **Attachment C**
- ALTA Address and Hotels List — **Attachment D**

You are kindly requested to complete and return the Registration Form at **Attachment C** by e-mail for each participant by **5 December 2014**.

A list of hotels recommended for meeting participants is at **Attachment D**. 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/organization may wish to submit at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word format using the attached templates by **5 December 2014**. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

If you require any further information regarding the meeting, please contact Mr. Eduardo Chacin, Regional Officer, Flight Safety (echacin@icao.int), or his Assistant, Mrs. Leslie Gandara (lgandara@icao.int).

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

A digital signature in black ink, overlaid on a blue circular seal. The seal contains the text 'Firma Digital' on the left and 'Digital Signature' on the right. The seal also features the ICAO logo and the text 'ORGANISATION OF AVIATION AND GENERAL CIVIL AVIATION'.

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

A — Provisional Agenda
B — Provisional Schedule
C — Registration Form
D — ALTA Address and Hotels List
(Templates)

ATTACHMENT A
PROVISIONAL AGENDA

- Agenda Item 1: Approval of the Provisional Agenda**
 - Agenda Item 2: Review of RASG-PA ASTT/5 Action Items**
 - Agenda Item 3: Review of 2014 RASG-PA ASTT activities**
 - Agenda Item 4: Review of Pan American safety information**
 - Agenda Item 5: Review of RASG-PA Detailed Implementation Plan (DIP) Outputs associated with training**
 - Agenda Item 6: Assess available aviation safety training material and training initiatives**
 - Agenda Item 7: RASG-PA ASTT Train-the-Trainer (TTT) Project**
 - Agenda Item 8: RASG-PA ASTT 2015 Activities Plan**
 - Agenda Item 9: RASG-PA ASTT/6 Meeting Outcomes**
 - Agenda Item 10: Other Business**
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ATTACHMENT B
PROVISIONAL SCHEDULE

Hour	16 December 2014	Hour	17 December 2014
08:30 – 09:00	Registration		
09:00 – 09:30	Agenda Item 1	09:00 – 10:30	Agenda Item 6
09:30 – 10:30	Agenda Item 2		
10:30 – 11:00	<i>Break</i>	10:30 – 11:00	<i>Break</i>
11:00 – 12:00	Agenda Item 3	11:00 – 12:00	Agenda Item 7
12:00 – 13:30	<i>Lunch</i>	12:00 – 13:30	<i>Lunch</i>
13:30 – 14:30	Agenda Item 4	13:30 – 14:00	Agenda Item 8
14:30 – 15:30	Agenda Item 5	14:00 – 15:00	Agenda Item 9
		15:00 - 15:30	Agenda Item 10



International Civil Aviation Organization
Organización de Aviación Civil Internacional
Sixth Aviation Safety Training Team Meeting
Sexta Reunión del Equipo de Instrucción de Seguridad Operacional de la
Aviación
(ASTT/6)
 Miami, United States, 16 to 17 December 2014/ Miami, Estados Unidos, 16 al 17 de diciembre de 2014

REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	NAME NOMBRE	
2.	POSITION CARGO	
3.	ORGANIZATION ORGANIZACIÓN	
4.	COUNTRY PAÍS	
5.	TELEPHONE TELÉFONO	
6.	E-MAIL CORREO-E	

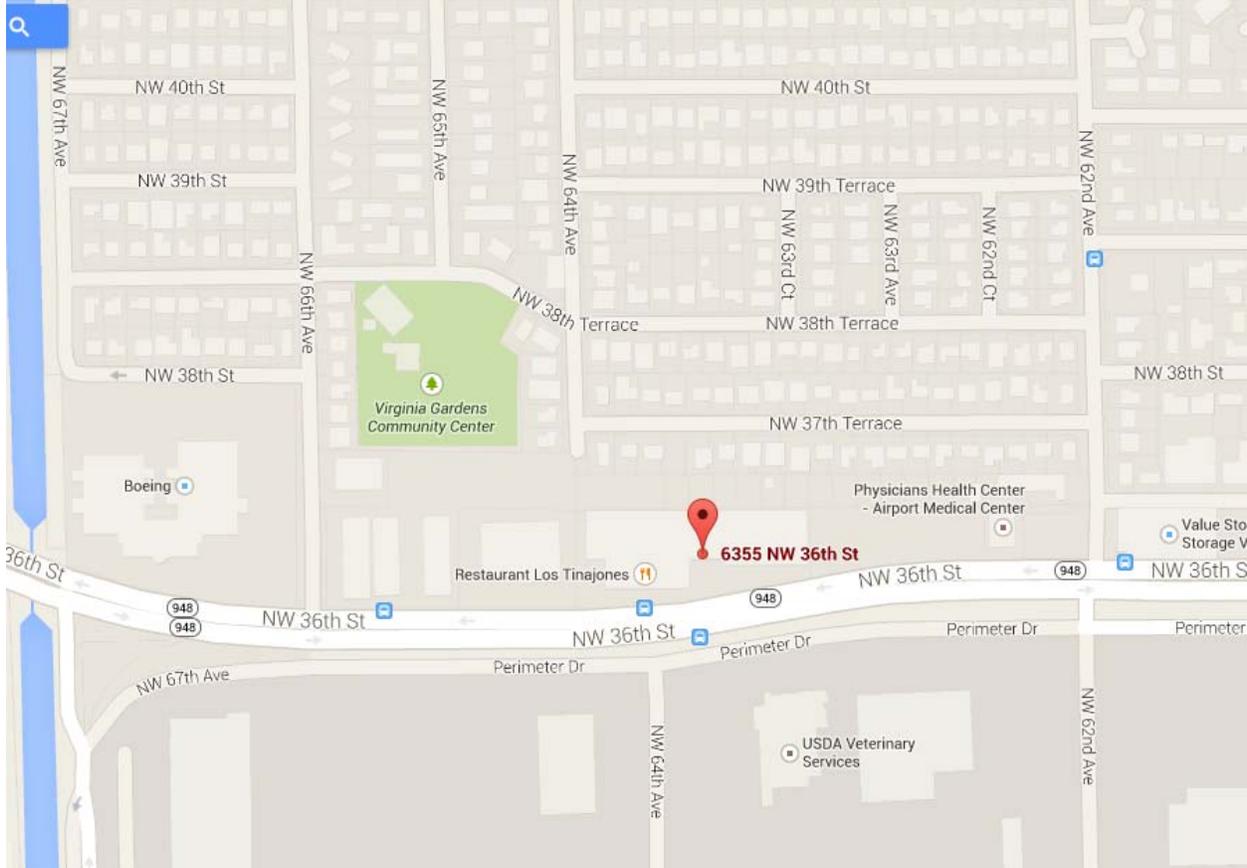
Please send this form to: / Por favor envíe este formulario a:

E-mail: icaonacc@icao.int

ATTACHMENT D

ALTA ADDRESS AND HOTELS LIST

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



Miami Airport Area

Hotel	Address	Phone Number
Sheraton Miami Airport Hotel	3900 NW 21 Street Miami, FL 33142	Tel. + 1 (305) 871-3800 Fax + 1 (305) 871-0447
Comfort Inn & Suites	5301 NW 36th Street Miami Springs, FL 33166	Tel. + 1 (305) 871-6000 Fax + 1 (305) 871-4971
Homestead Studio Suites	Miami International Airport 101 Fairway Drive Miami, FL 33166	Tel. + 1 (305) 870-0448 Fax + 1 (305) 871-5044
Sleep Inn	Miami International Airport 105 Fairway Drive Miami, FL 33166	Tel. + 1 (305) 871-7553 Fax + 1 (305) 871-4971

Hotel	Address	Phone Number
Embassy Suites	3974 NW South River Drive Miami, FL 33142	Tel. + 1 (305) 634-5000 Fax + 1 (305) 634-0138
Hyatt House Miami Airport	5710 Blue Lagoon Drive Miami, FL 33126	Tel. + 1 (305) 269-1922 Fax + 1 (305) 269-6811
Holiday Inn Express	5125 NW 36th Street Miami Springs, FL 33166	Tel. + 1 (305) 887-2153 Fax + 1 (305) 887-3559

Miami Lakes

Hotel	Address	Phone Number
Shula's Hotel & Golf Club	6842 Main Street Miami Lakes, FL 33014	Tel. + 1 (305) 821-1150 Fax + 1 (305) 820-8087
Hotel Indigo	7601 Miami Lakes Drive Miami lakes, FL 33014	Tel. + 1 (305) 556-0100 Fax + 1 (305) 556-0008

Miami Beach

Hotel	Address	Phone Number
Sherry Frontenac	6565 Collins Avenue Miami Beach, FL 33141	Tel. + 1 (305) 866-2122 Fax + 1 (305) 866-1638