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When replying please quote:

Ref.: NT-N1-15.12 — **EMX0758**

5 September 2014

To: States, Territories and International Organizations

Subject: **Invitation – Fourteenth Scrutiny Working Group Meeting (GTE/14)  
Mexico City, Mexico, 1 – 5 December 2014**

Action

- Required:
- 1) Transmittal by States of additional items to the Provisional Agenda by **14 November 2014**
  - 2) Submission of documentation by the deadlines provided in this letter
  - 3) Register participation by **1 November 2014**

Sir/Madam:

In accordance with ICAO provisions in ICAO Doc 9574 - *Manual on a 300 m (1 000 ft) Vertical Separation Minimum Between FL 290 and FL 410, Inclusive*, and GREPECAS Conclusions, I wish to invite your Administration/Organization to participate in the Fourteenth Scrutiny Working Group Meeting (GTE/14) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 1 to 5 December 2014.

The main objective of this meeting will be to perform Large Height Deviations (LHDs) risk analysis and determine their impact on the Target Level of Safety (TLS) in Reduced Vertical Separation Minimum (RVSM) airspace in order to issue the relevant risk mitigation recommendations

This event is aimed at Air Traffic Service (ATS) inspectors, air traffic controllers, pilots, supervisors and aircraft operation specialists of States and Territories from the ICAO CAR and SAM Regions and representatives of invited international organizations. The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

The Provisional Agenda of the meeting is at **Attachment A**. States wishing to submit proposals for additional items should do so by **14 November 2014**.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **1 November 2014**.

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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](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/Organization may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable 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.

**Only** working papers **received** by this office by **7 November 2014**, 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. 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 **14 November 2014**. 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 meeting, please contact Mr. Victor Hernández, Regional Officer, Air Traffic Management and Search and Rescue ([vhernandez@icao.int](mailto:vhernandez@icao.int)) or Ms. Ana Valencia, Assistant, ([avalencia@icao.int](mailto:avalencia@icao.int)).

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

A digital signature in blue ink, overlaid on a circular ICAO logo. The logo contains the text 'Firma Digital' on the left and 'Digital Signature' on the right. The signature itself is a stylized cursive script.

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

**Enclosure:**

*A – Provisional Agenda*  
*B – Registration Form*  
*(Templates for Papers)*

**ATTACHMENT A  
DRAFT AGENDA**

**Agenda Item 1: Review of Previous CARSAMMA and Scrutiny Group Meeting Conclusions and Recommendations**

- a) Reduced Vertical Separation Minimum (RVSM) airspace safety assessment results
- b) Large Height Deviation (LHD) notification data
- c) LHD safety assessment methodology

**Agenda Item 2: Review of RVSM Airspace Safety Assessment Project for the CAR and SAM Regions**

- a) Composition
- b) Objectives
- c) Activities and tasks to report to GREPECAS

**Agenda Item 3: Large Height Deviation (LHD) Analysis**

- a) Application of GREPECAS approved methodology for safety assessment of reported LHD events
- b) Identify trends
- c) GTE recommendations

**Agenda Item 4: Lessons Learned by CAR/SAM States to Reduce LHDs**

**Agenda Item 5: Obtaining Other LHD Reporting Sources**

**Agenda Item 6: Creation of an additional Monitoring Agency in the CAR/SAM Regions**

**Agenda Item 7: Other Business**

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