



International  
Civil Aviation  
Organization

Organisation  
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internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

*When replying please quote:*

Ref.: N 1/17.2 — **EMX0991**

13 December 2013

To: States, Territories and International Organizations

Subject: **Fifth Information Analysis Team Meeting (IAT/5), and Fifteenth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/15)**  
Ft. Lauderdale, Florida, United States, 22 to 24 January 2014

Action

Required: 1) Submission of documentation by **10 January 2014**  
2) Register participation by **10 January 2014**

Sir/Madam:

As part of the Regional Aviation Safety Group – Pan America (RASG-PA) regular activities programme, I have the honour to invite your Administration/Organization to participate in the Fifth Information Analysis Team Meeting (IAT/5) and Fifteenth Pan America - Regional Aviation Safety Team Meeting (PA-RAST/15) of the Regional Aviation Safety Group – Pan America (RASG-PA), which will be hosted by EMBRAER and held from 22 to 24 January 2014, at the EMBRAER premises in Ft. Lauderdale, Florida, United States. The working language of the meetings will be English, no simultaneous interpretation will be provided.

Attached to this letter you will find the following:

- IAT/5 – Provisional Agenda – **Attachment A**
- PA-RAST/15 – Provisional Agenda – **Attachment B**
- Registration Form – **Attachment C** (for completion and submission to this office by **10 January 2014**)
- General Information – **Attachment D**

A list of hotels near the EMBRAER premises will be sent separately.

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All meeting documentation will be placed in the Meetings section of the following web page: <http://www.icao.int/NACC/Pages/meetings-by-year.aspx?year=2014> 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 for the meetings should be forwarded to this office by e-mail as soon as practicable in Microsoft Word (using the attached templates). 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](mailto:echacin@icao.int)), or his Assistant, Mrs. Leslie Gandara ([lgandara@icao.int](mailto:lgandara@icao.int)).

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

A digital signature in black ink, appearing as a stylized cursive script, is centered on the page. The signature is overlaid on a circular blue stamp that contains the text "Firma Digital" on the left and "Digital Signature" on the right. In the background of the stamp, the ICAO logo and the text "ICAO - OACI - ICAO" are visible.

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

**Enclosure:**

- A – IAT/5 Provisional Agenda*
- B – PA-RAST/15 Provisional Agenda*
- C – Registration Form*
- D – General Information*  
*(Templates for Papers)*

*M:\RASG-PA\PA-RAST\PA-RAST15\Correspondence\EMX0991FS-States-IAT5andPARAST15Invitation.doc*

**ATTACHMENT A**

IAT/5



*International Civil Aviation Organization*  
**Fifth Information Analysis Team Meeting (IAT/5)**  
Ft. Lauderdale, Florida, United States, 22 January 2014



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**PROVISIONAL AGENDA**

- Agenda Item 1:           Approval of the Provisional Agenda**
  
  - Agenda Item 2:           Analysis of ASIAS Database**
  
  - Agenda Item 3:           Undesired Aircraft States (UAS)**
  
  - Agenda Item 4:           IAT/5 Report for PA-RAST/15**
  
  - Agenda Item 6:           Other Business**
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**ATTACHMENT B**

PA-RAST/15



*International Civil Aviation Organization*  
**Fifteenth Pan America — Regional Aviation Safety Team Meeting  
(PA-RAST/15)**

Ft. Lauderdale, Florida, United States, 23 – 24 January 2014



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**PROVISIONAL AGENDA**

- Agenda Item 1: Review and Approval of the Provisional Meeting Agenda and Schedule**
  - Agenda Item 2: Election – PA-RAST Co-chairperson representing States/Territories**
  - Agenda Item 3: Review actions of the PA-RAST/14 Meeting**
  - Agenda Item 4: Information Analysis Team (IAT/05) Report**
  - Agenda Item 5: Procedural guide (methodology and process) for the Safety Enhancement Team (SET)**
  - Agenda Item 6: Runway Excursion (RE) Detailed Implementation Plans (DIPs) Reports**
  - Agenda Item 7: Safety Enhancement Team (SET) 1: Development of a Loss Of Control-Inflight (LOC-I) Detailed Implementation Plan (DIP)**
  - Agenda Item 8: Safety Enhancement Team (SET) 2: Development of Controlled Flight Into Terrain (CFIT) Detailed Implementation Plan (DIP)**
  - Agenda Item 9: Detailed Implementation Plan (DIP) implementation for non-IATA/ALTA members**
  - Agenda Item 10: Summary of DIPs under development by other ICAO RASGs**
  - Agenda Item 11: Memorandum of Understanding (MoU) between IATA and RASG-PA**
  - Agenda Item 12: PA-RAST/15 Actions Items**
  - Agenda Item 13: PA-RAST/16 Meeting**
  - Agenda Item 14: Other Business**
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<b>Schedule</b>	<b>Day 1</b>	<b>Schedule</b>	<b>Day 2</b>
<b>08:30 – 09:00</b>	Registration		
<b>09:00 – 09:30</b>	Agenda Item 1	<b>09:00 – 10:00</b>	Agenda Item 8
<b>09:30 – 10:00</b>	Agenda Item 2	<b>10:00 – 10:30</b>	Agenda Item 9
<b>10:00 – 10:30</b>	Agenda Item 3		
<b>10:30 – 11:00</b>	<b>Break</b>	<b>10:30 – 11:00</b>	<b>Break</b>
<b>11:00 – 12:00</b>	Agenda Item 4	<b>11:00 – 12:00</b>	Agenda Item 10
<b>12:00 – 13:30</b>	<b>Lunch</b>	<b>12:00 – 13:30</b>	<b>Lunch</b>
<b>13:30 – 14:30</b>	Agenda Item 5	<b>13:30 – 14:00</b>	Agenda Item 11
		<b>14:00 – 14:30</b>	Agenda Item 12
<b>14:30 – 15:00</b>	Agenda Item 6	<b>14:30 – 15:00</b>	Agenda Item 13
<b>15:00 – 15:15</b>	<b>Break</b>	<b>15:00 – 15:15</b>	<b>Break</b>
<b>15:15 – 16:00</b>	Agenda Item 7	<b>15:15 – 16:00</b>	Agenda Item 14

# ATTACHMENT D

IAT/5 — PA-RAST/15



*International Civil Aviation Organization*



## Fifth Information Analysis Team Meeting (IAT/5) Fifteenth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/15)

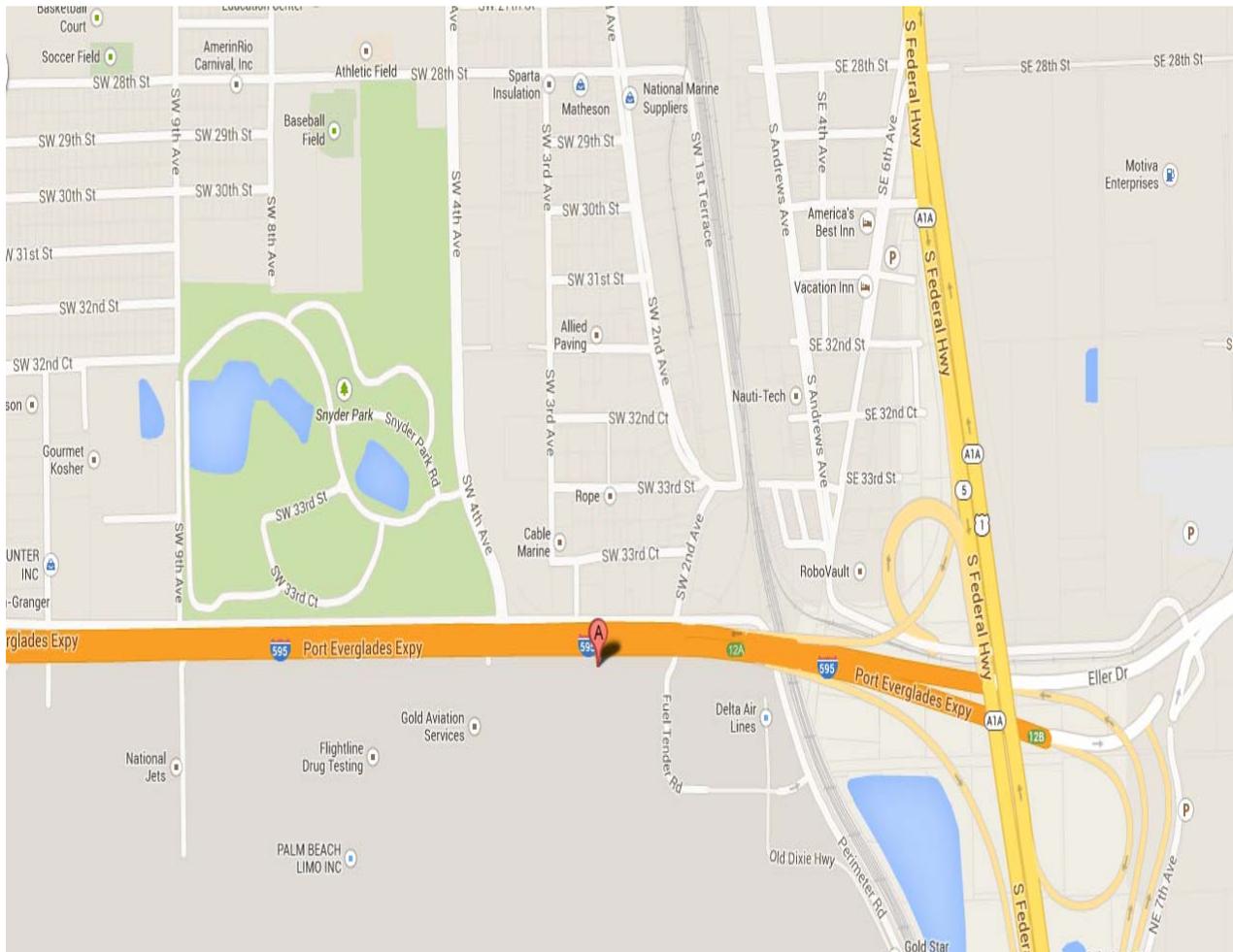
Ft. Lauderdale, Florida, United States, 22 to 24 January 2014

### GENERAL INFORMATION

(Presented by the Secretariat)

#### 1. Event Venue and Dates

The Meetings will take place at the EMBRAER office, located at 276 SW 34th Street Fort Lauderdale, FL 33315, building/room number to be determined, from 22 to 24 January 2014.



**2. Name of the Meeting’s Coordinator and Assistant, Address and Contact Numbers**

*Mr. Eduardo Chacin, Regional Officer, Flight Safety*  
*Ms. Leslie Gandara, Assistant*  
*ICAO NACC Regional Office*  
*Presidente Masaryk 29, Third Floor, Polanco, Mexico City, Mexico*  
*Telephone: + 52 55 5250 3211*  
*Fax: + 52 55 5203 2757*  
*E-mail: icaonacc@icao.int*  
*echacin@icao.int*  
*lgandara@icao.int*

*Mr. Paulo Marcelo Ribeiro, Manager, Embraer Air Safety, North America*  
*276 SW 34th Street Fort Lauderdale, FL 33315*  
*Telephone: + 1 954 359 3874*  
*Mobile: + 1 954 205 5385*  
*E-mail: pmribeiro@embraer.com*

**3. Participants Registration**

Delegate registration will take place on 22 January 2014, from 08:30 to 09:00 hours.

**6. Accommodation**

A list of hotels nearby the EMBRAER premises will be will be sent separately.

**6. Documentation Link**

The documentation for the Meeting is being posted on the ICAO NACC Office Website; participants should check ICAO’s website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

<http://www.icao.int/NACC/Pages/meetings-by-year.aspx?year=2014>

*Click on “Fifth Meeting of the Information Analysis Team (IAT/5)” or “Fifteenth Meeting of the Pan America - Regional Aviation Safety Team (PA-RAST/15).*