



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

When replying please quote:

Ref.: NT-N 1-17 — **EMX0063**

13 February 2014

To: States, Territories and International Organizations

Subject: **Sixth Information Analysis Team Meeting (IAT/6), and Sixteenth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/16)**
Panama City, Panama, 27 to 29 March 2014

Action

Required: 1) Submission of documentation by **10 March 2014**
2) Register participation by **10 March 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 Sixth Information Analysis Team Meeting (IAT/6) and Sixteenth Pan America - Regional Aviation Safety Team Meeting (PA-RAST/16) of the Regional Aviation Safety Group – Pan America (RASG-PA), which will be hosted by IFALPA and held from 28 to 31 March 2014, during the IFALPA 69th Annual Conference in Panama City, Panama. 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/6 – Provisional Agenda – **Attachment A**
- PA-RAST/16 – Provisional Agenda – **Attachment B**
- Registration Form – **Attachment C** (for completion and submission to this office by **10 March 2014**)
- General Information – **Attachment D**

The hotel information is in **Attachment D**.

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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), 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 with a blue circular stamp. The stamp 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

Enclosure:

- A – IAT/6 Provisional Agenda*
- B – PA-RAST/16 Provisional Agenda*
- C – Registration Form*
- D – General Information*
- (Templates for Papers)*

ATTACHMENT A

IAT/6



International Civil Aviation Organization
Regional Aviation Safety Group – Pan America (RASG-PA)
Sixth Information Analysis Team Meeting (IAT/6)
Panama City, Panama, 27 March 2014



PROVISIONAL AGENDA

- Agenda Item 1: Approval of the Provisional Agenda**
- Agenda Item 2: Analysis of ASIAS Database**
- Agenda Item 3: IAT/6 Report for PA-RAST/16 Meeting**
- Agenda Item 4: Other Business**

Schedule	27 March 2014
08:30 – 09:00	Registration
09:00 – 09:30	Agenda Item 1
09:30 – 10:30	Agenda Item 2
10:30 – 11:00	Break
11:00 – 12:30	Agenda Item 2 (cont.)
12:30 – 13:30	Lunch Break
13:30 – 14:30	Agenda Item 3
14:30 – 15:30	Agenda Item 4

ATTACHMENT B

PA-RAST/16



International Civil Aviation Organization
Regional Aviation Safety Group – Pan America (RASG-PA)
Sixteenth Pan America — Regional Aviation Safety Team Meeting
(PA-RAST/16)



Panama City, Panama, 28 – 29 March 2014

PROVISIONAL AGENDA

- Agenda Item 1: Review and Approval of the Provisional Agenda and Schedule**
 - Agenda Item 2: Election – PA-RAST Vice Co-chairperson representing States/Territories**
 - Agenda Item 3: Review Actions of the PA-RAST/15 Meeting**
 - Agenda Item 4: Information Analysis Team (IAT/06) Report**
 - Agenda Item 5: Procedural Guide (methodology and process) for the Safety Enhancement Team (SET)**
 - Agenda Item 6: Safety Enhancement Team (SET) 1: Development of a Loss Of Control-Inflight (LOC-I) Detailed Implementation Plan (DIP)**
 - Agenda Item 7: RASG-PA Strategic Communication Plan**
 - Agenda Item 8: Safety Enhancement Team (SET) 2: Development of Controlled Flight Into Terrain (CFIT) Detailed Implementation Plan (DIP)**
 - Agenda Item 9: Summary of DIPs under development by other ICAO Regional Aviation Safety Groups (RASGs)**
 - Agenda Item 10: Memorandum of Understanding (MoU) between IATA and RASG-PA**
 - Agenda Item 11: PA-RAST/16 Meeting Actions Items**
 - Agenda Item 12: PA-RAST/17 Meeting**
 - Agenda Item 13: Other Business**
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Schedule	Day 1	Schedule	Day 2
08:30 – 09:00	Registration		
09:00 – 09:30	Agenda Item 1	09:00 – 10:00	Agenda Item 8
09:30 – 10:00	Agenda Item 2	10:00 – 10:30	Agenda Item 9
10:00 – 10:30	Agenda Item 3		
10:30 – 11:00	Break	10:30 – 11:00	Break
11:00 – 12:00	Agenda Item 4	11:00 – 12:00	Agenda Item 10
12:00 – 13:30	Lunch	12:00 – 13:30	Lunch
13:30 – 14:00	Agenda Item 5	13:30 – 14:00	Agenda Item 11
14:00 – 14:30	Agenda Item 6	14:00 – 14:30	Agenda Item 12
14:30 – 15:30	Agenda Item 7	14:30 – 15:30	Agenda Item 13

ATTACHMENT D

IAT/6 — PA-RAST/16



International Civil Aviation Organization
Regional Aviation Safety Group – Pan America (RASG-PA)
Sixth Information Analysis Team Meeting (IAT/6)
Sixteenth Pan America — Regional Aviation Safety Team Meeting
(PA-RAST/16)



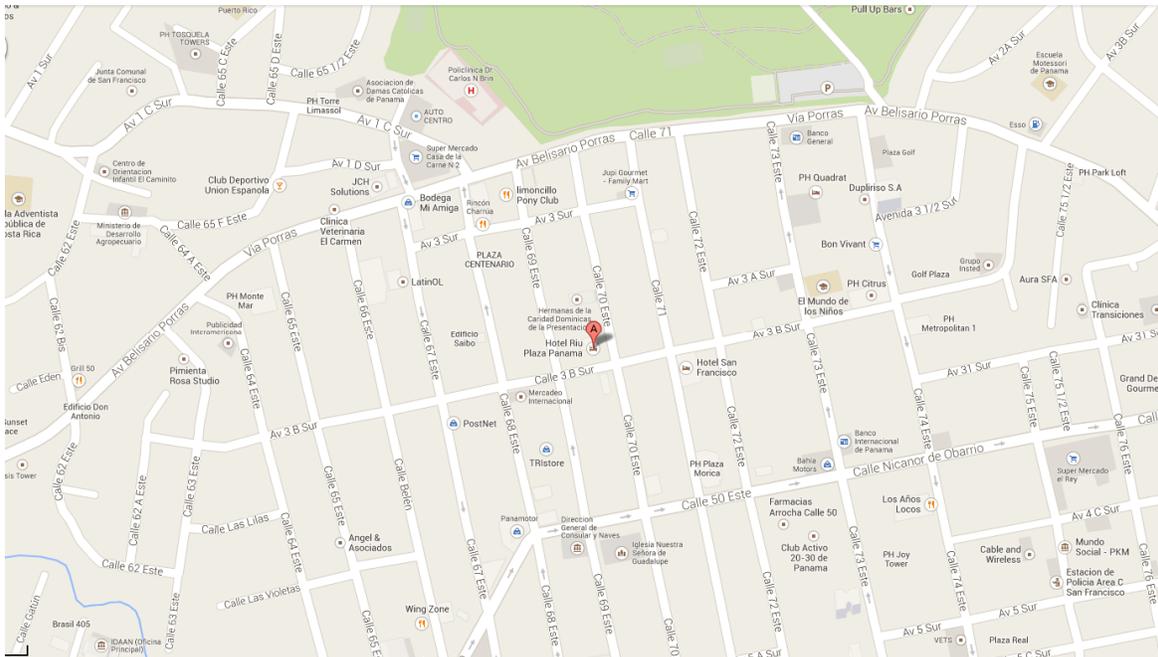
Panama City, Panama, 27 to 29 March 2014

GENERAL INFORMATION

(Presented by the Secretariat)

1. Event Venue and Dates

The Meetings will be held during the IFALPA 69th Annual Conference, at the Hotel Riu Plaza Panama, located at Calle 50 con 53 este Urbanizacion Marbella, Panama City, building/room number to be determined, from 27 to 29 March 2014.



2. Name of the Meeting 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

3. Participants Registration

Delegate registration will take place on 27 March 2014, from 08:30 to 09:00 hours.

4. Accommodation

The recommended hotel is the Hotel Riu Plaza Panama

Hotel Contact Information	Rates*
Hotel Riu Plaza Panama Calle 50 con 53 este Urbanizacion Marbella, Panama City, Panama <i>Telephone:(507) 378 9000</i>	<i>Deluxe Double Room</i> Includes 2 beds - USD\$135 <i>Deluxe King Room</i> Includes 1 king-size bed - USD\$135 * Room rates are per night, per room. * Room rates are in single and double occupancy. * Maximum occupancy per room: 2 adults and 2 children under 12 years old.

All rates include daily international breakfast buffet in the Arts restaurant, wireless Internet connection, initial mini-bar content (extra charge for refills), use of the pool, fitness center, and spa (treatments not included).

Hotel Booking Procedure:

In order to take advantage of these rates you must contact the hotel directly specifying that you will be attending the IFALPA 69th Annual Conference.

5. 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 "Sixth Meeting of the Information Analysis Team (IAT/6)" or "Sixteenth Meeting of the Pan America - Regional Aviation Safety Team (PA-RAST/16).