



International  
Civil Aviation  
Organization

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de l'aviation civile  
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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-N1 17 — **EMX0745**

13 August 2014

To: States, Territories and International Organizations

Subject: **Fifth Pan American Aviation Safety Summit and Seventh Regional Aviation Safety Group — Pan America Annual Plenary Meeting (RASG-PA/7)**  
Willemstad, Curaçao, 9 – 12 September 2014

Action

- Required:
- 1) Submit documentation by the deadlines identified in this letter
  - 2) Register participation by **29 August 2014**

Sir/Madam:

I make reference to State letter, Ref. EMX0455, dated 17 June 2014, on the subject meetings.

I would like to remind you that the ICAO Regional Aviation Safety Group — Pan America (RASG-PA) and Curaçao Civil Aviation Authority (CCAA), in partnership with the Latin America and Caribbean Air Transport Association (ALTA), will hold the Fifth Aviation Safety Summit and the Seventh Regional Aviation Safety Group — Pan America Annual Plenary Meeting (RASG-PA/7), focused entirely on the Pan American Region. The collaborative actions stemming from these events have contributed significantly to the improvement of aviation safety in the Pan American Region.

The Safety Summit will be held from 9 to 11 September (until 12:40 hrs.) and will be followed by the Seventh Regional Aviation Safety Group — Pan America Annual Plenary Meeting starting at 14:30 hrs., 11 to 12 September. These events will take place at the Curaçao Marriot Beach Resort, Willemstad, Curaçao. International and regional safety leaders representing major aviation stakeholders will be in attendance.

The Safety Summit will showcase senior level experts and executives from States, international organizations and industry. The Summit will not only provide an overview of regional safety statistics and other current RASG-PA initiatives to enhance flight safety, but will also facilitate agreement on specific strategies to mitigate the top aviation safety risk areas in the region. Additional Safety Summit activities include:

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- Training, panel discussions and seminars focused on mitigation strategies for the top data-driven risk areas in the region
- Opportunities to network and exchange views with leaders and experts from the aviation industry in these key strategic areas

Working together, States, international organizations, and industry have made significant progress towards improving aviation safety in the Pan American Region. In order to continue this positive trend of mutual collaboration to address safety initiatives, participation is open to all aviation stakeholders, including operators (commercial, cargo, and corporate), pilot groups, regulators, airport personnel, ATC representatives and any other companies or individuals whose goal is a safer aviation industry.

The Fifth Pan America Safety Summit Provisional Programme is available at the following link: <http://www.alt.aero/safety/2014/agenda.php>; the RASG-PA/7 Annual Plenary Meeting Provisional Agenda is enclosed at **Attachment A**, and the Provisional Schedule at **Attachment B**.

For the Fifth Pan American Aviation Safety Summit, two (2) complementary registrations per State are available. In order to receive complimentary registration, a State nomination letter must be received by the ICAO NACC Office ([icaonacc@icao.int](mailto:icaonacc@icao.int) and/or [RASG-PA@icao.int](mailto:RASG-PA@icao.int)), who will in turn forward the information to ALTA. Additional participant registration can be completed at the following link: <http://www.alt.aero/safety/2014/registration.php>. For further details on the Safety Summit, please visit: <http://www.alt.aero/safety/2014/home.php>.

Submit the attached RASG-PA/7 Annual Plenary Meeting registration form (**Attachment C**) to this Regional Office as soon as possible and, in any case, no later than **29 August 2014**.

For the RASG-PA/7 Annual Plenary, I invite you to submit working and information papers to this office by e-mail. The working papers prepared in only **one language (English or Spanish) must be received by 25 August 2014**, in order to complete translation. Working papers submitted after this date must be prepared in **both languages and received by 1 September 2014**. Information papers do not require translation and may be submitted in **one language by 1 September 2014**. All documentation submitted for translation and distribution must be received in electronic format. Templates for preparation of working and information papers are attached for your convenience.

Please note that working papers are limited to four pages of text (including appendices) if translation is required. Where a working paper includes appendices and exceeds four pages only the paper will be translated, provided it is within the four-page limit. The documentation and general information will be posted on the ICAO NACC Regional Office website as it becomes available at the following address <http://www.icao.int/RASGPA/Pages/default.aspx>.

If you require any further information regarding the events, please contact Mr. Eduardo Chacin, Regional Officer, Flight Safety ([echacin@icao.int](mailto:echacin@icao.int)); his Assistant, Mrs. Leslie Gandara ([lgandara@icao.int](mailto:lgandara@icao.int)); or visit <http://www.icao.int/RASGPA/Pages/default.aspx> and/or <http://www.alt.aero/safety/2014/home.php>.

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



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

**Enclosure:**

*As indicated*

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**ATTACHMENT A**

**PROVISIONAL AGENDA**

**Agenda Item 1: Approval of the Provisional Agenda**

**Agenda Item 2: RASG-PA Activities**

- 2.1 RASG-PA Report
- 2.2 RASG-PA and Executive Steering Committee (ESC) Conclusions and Decisions

**Agenda Item 3: RASG-PA ESC and Team Reports**

- 3.1 ESC Reports
- 3.2 Pan America — Regional Aviation Safety Team (PA-RAST)
- 3.3 Annual Safety Report Team (ASRT)
- 3.4 Aviation Safety Training Team (ASTT)

**Agenda Item 4: RASG-PA Projects Reports**

- 4.1 Flight Operations Quality Assurance (FOQA) Data Sharing (PASO)
- 4.2 Central American Accident and Incident Investigation Commission project status
- 4.3 Standardization of Spanish and English Air Traffic Control (ATC) Phraseology in Accordance with the ICAO PANS-ATM (Doc 4444)
- 4.4 Bird Strike Reduction Programme
- 4.5 Development of Metrics to Measure the Institutional Strengths of Civil Aviation Authorities

**Agenda Item 5: Safety Initiatives**

- 5.1 Bogota Declaration
- 5.2 Port-of-Spain Declaration
- 5.3 ICAO High-level Safety Conference (HLSC2015)
- 5.4 ICAO Regional Aviation Safety Groups (RASGs)

**Agenda Item 6: RASG-PA Activities Plan 2015**

**Agenda Item 7: Other Business**

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## ATTACHMENT B

## PROVISIONAL SCHEDULE

Time	Thursday 11	Time	Friday 12
14:30 – 15:00	Registration	09:00 – 09:20	Agenda Item 3.3
15:00 – 15:15	<b>Opening Ceremony</b>	09:20 – 10:00	Agenda Item 3.4
15:15 – 15:25	Agenda Item 1	10:00 – 10:20	<i>Coffee Break</i>
15:25 – 15:45	Agenda Item 2	10:20 – 10:40	Agenda Item 4.1
15:45 – 16:05	Agenda Item 3.1	10:40 – 11:00	Agenda Item 4.2
16:05 – 16:20	<b>Photograph</b>	11:00 – 11:20	Agenda Item 4.3
16:20 – 16:40	<i>Coffee break</i>	11:20 – 11:40	Agenda Item 4.4
16:40 – 17:20	Agenda Item 3.2	11:40 – 12:00	Agenda Item 4.5
		12:00 – 13:30	<i>Lunch</i>
		13:30 – 13:50	Agenda Item 5.1
		13:50 – 14:10	Agenda Item 5.2
		14:10 – 14:30	Agenda Item 5.3
		14:30 – 14:50	Agenda Item 5.4
		14:50 – 15:10	<i>Coffee break</i>
		15:10 – 15:30	Agenda Item 6
		15:30 – 16:00	Agenda Item 7

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## ATTACHMENT C

RASG-PA/7



*International Civil Aviation Organization*  
North American, Central American and Caribbean Office (NACC)  
**Seventh Regional Aviation Safety Group — Pan America Annual Plenary**  
**(RASG-PA/7)**  
Willemstad, Curaçao, 11 – 12 September 2014

### REGISTRATION FORM

1.	NAME	
2.	POSITION	
3.	ORGANIZATION	
4.	COUNTRY	
5.	TELEPHONE	
6.	E-MAIL	

*Please send this form to:*

*E-mail:*            icaonacc@icao.int

*Note:*

*For the Fifth Pan American Aviation Safety Summit, two (2) complementary registrations per State are available. The registration for the Summit is at the following link:*  
<http://www.alt.aero/safety/2014/registration.php>.