



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-N1 17.1 — **EMX0334**

8 May 2014

To: States, Territories and International Organizations

Subject: **Twentieth Meeting of the Regional Aviation Safety Group – Pan America Executive Steering Committee (RASG-PA ESC/20)**
(Washington, D.C., United States, 15 to 16 July 2014)

Action

Required: 1) Submission of documentation by the deadlines identified in this letter
2) Register participation by **16 June 2014**

Sir/Madam:

I am pleased to invite you to participate in the Twentieth Meeting of the Regional Aviation Safety Group – Pan America Executive Steering Committee (RASG-PA ESC/20) being held at the Federal Aviation Administration in Washington, D.C., United States, from 15 to 16 July 2014.

Attached to this letter you will find the following:

- RASG-PA ESC/20 – Provisional Agenda – **Appendix A**
- RASG-PA ESC/20 – Provisional Schedule – **Appendix B**
- Registration Form – **Appendix C**

I invite you to submit working and information papers to this office by e-mail. RASG-PA ESC/20 working papers prepared in **only one language (English or Spanish) must be received by 13 June 2014**, in order to complete translation. Working papers submitted after this date must be prepared in **both languages and received by 1 July 2014**. Information papers do not require translation and may be submitted in **only one language by 1 July 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.

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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: www.rasg-pa.org.

Please submit the attached registration form to this Regional Office as soon as possible and in any case no later than **16 June 2014**.

For more information or assistance regarding this meeting, please contact Mr. Eduardo Chacin, Regional Officer, Flight Safety (echacin@icao.int) or Ms. Leslie Gandara, Assistant (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 – Provisional Agenda*
- B – Provisional Schedule*
- C – Registration Form
Templates*

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ATTACHMENT A
PROVISIONAL AGENDA

- Agenda Item 1** **Review and Approval of the Provisional Agenda**
- Agenda Item 2** **Review of RASG-PA and ESC valid Conclusions and Decisions**
- Agenda Item 3** **RASG-PA Working Group Reports**
- 3.1 Pan America — Regional Aviation Safety Team (PA-RAST): PA-RAST/16 and PA-RAST/17 Meeting Action Items
 - 3.2 Annual Safety Report Team (ASRT): Status of Annual Safety Report – 5th Edition
 - 3.3 Aviation Safety Training Team update
- Agenda Item 4** **RASG-PA Project Reports**
- 4.1 Flight Operations Quality Assurance (FOQA) Data Sharing (PASO) Update
 - 4.2 Central American Accident and Incident Investigation Commission Update
 - 4.3 Standardization of Spanish and English Air Traffic Control (ATC) Phraseology in Accordance with the ICAO PANS-ATM (Doc 4444): IATA Toolkit Status
 - 4.4 Bird Strike Reduction Programme: Final Report
- Agenda Item 5** **5th Pan American Aviation Safety Summit: Provisional Agenda and Logistics**
- Agenda Item 6** **Development of Metrics to Measure the Institutional Strengths of the Civil Aviation Authorities Update**
- Agenda Item 7** **RASG-PA Strategic Communications Plan Update**
- Agenda Item 8** **RASG-PA Strategic Plan Update**
- Agenda Item 9** **ICAO Regional Safety Initiatives**
- 9.1 Port-of-Spain Declaration
 - 9.2 Regional Project RLA/09/801- Go-Team Concept
- Agenda Item 10** **RASPA/ESC/21 Meeting logistics**
- Agenda Item 11** **Other Business**
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ATTACHMENT B
PROVISIONAL SCHEDULE

Hour	15 July 2014	Hour	16 July 2014
08:30 – 09:00	Registration	09:00 – 09:30	Agenda Item 5
09:00 – 09:20	Agenda Item 1		
09:20 – 10:00	Agenda Item 2	09:30 – 10:30	Agenda Item 6
10:00 – 10:30	Agenda Item 3.1		
10:30 – 11:00	<i>Break</i>	10:30 – 11:00	<i>Break</i>
11:00 – 12:00	Agenda Item 3.2	11:00 – 11:30	Agenda Item 7
12:00 – 13:30	<i>Lunch</i>	11:30 – 12:30	Agenda Item 8
13:30 – 14:30	Agenda Item 3.3	12:30 – 13:30	<i>Lunch</i>
14:30 – 15:00	Agenda Item 4.1	13:30 – 14:00	Agenda Item 9.1
15:00 – 15:30	Agenda Item 4.2	14:00 – 14:30	Agenda Item 9.2
15:30 – 15:45	<i>Break</i>	14:30 – 15:00	Agenda Item 10
15:45 – 16:15	Agenda Item 4.3	15:00 – 15:30	Agenda Item 11
16:15 – 16:45	Agenda Item 4.4		

ATTACHMENT C

RASG-PA ESC/20



International Civil Aviation Organization
North American, Central American and Caribbean Office (NACC)
Twentieth Meeting of the Regional Aviation Safety Group – Pan America
Executive Steering Committee
(RASG-PA ESC/20)
Washington, D.C., United States, 15 to 16 July 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

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