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航空组织

*When replying please quote:*

Ref.: NT-N1 17 — **EMX0744**

11 August 2014

To: RASG-PA Executive Steering Committee Members

Subject: **Twenty-First Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/21)**  
Willemstad, Curaçao, 8 September 2014

Action

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

Sir/Madam:

I am pleased to invite you to participate in the Twenty First Meeting of the Regional Aviation Safety Group – Pan America Executive Steering Committee (RASG-PA ESC/21), being held at the Curaçao Marriot Beach Resort, Willemstad, Curaçao, on 8 September 2014.

Attached to this letter you will find the following:

- Provisional Agenda — **Attachment A**
- Provisional Schedule — **Attachment B**
- Registration Form — **Attachment C**
- General Information — **Attachment D**

I invite you to submit working and information papers to this office by e-mail. RASG-PA ESC/21 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 only **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.

... / 2

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/esc.aspx>.

Please submit the attached registration form to this Regional Office as soon as possible and, in any case, no later than **29 August 2014**.

For more information or assistance regarding this meeting, please contact Mr. Eduardo Chacin, Regional Officer, Flight Safety ([echacin@icao.int](mailto:echacin@icao.int)) or Ms. Leslie Gandara, Assistant ([lgandara@icao.int](mailto:lgandara@icao.int)).

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

A digital signature in black ink, overlaid with a blue circular seal. The seal contains the text 'Firma Digital' on the left and 'Digital Signature' on the right. The seal also features the ICAO logo and the text 'ICAO - OACI'.

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

**Enclosure:**

- A — Provisional Agenda*
- B — Provisional Schedule*
- C — Registration Form*
- D — General Information  
(Templates)*

**ATTACHMENT A**

**PROVISIONAL AGENDA**

- Agenda Item 1: Approval of the Provisional Agenda**
  - Agenda Item 2: Review of RASG-PA ESC/21 Documentation**
  - Agenda Item 3: 5<sup>th</sup> Pan American Aviation Safety Summit: Update**
  - Agenda Item 4: Review of the RASG-PA/7 Annual Plenary Meeting Agenda and Documentation**
  - Agenda Item 5: RASG-PA/ESC/22 Meeting**
  - Agenda Item 6: Other Business**
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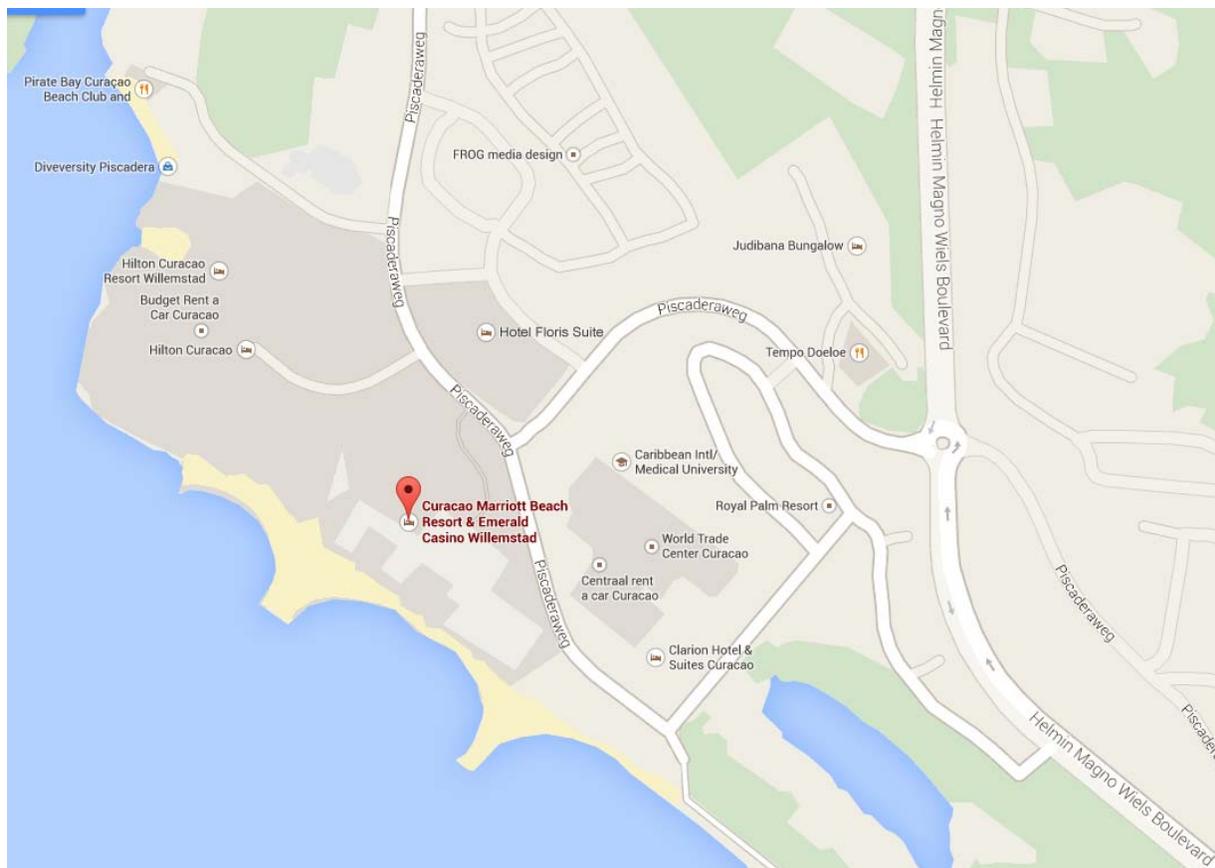
**ATTACHMENT B**  
**PROVISIONAL SCHEDULE**

<b>Hour</b>	<b>8 September 2014</b>
<b>08:30 – 09:00</b>	Registration
<b>09:00 – 09:20</b>	Agenda Item 1
<b>09:20 – 10:30</b>	Agenda Item 2
<b>10:30 – 11:00</b>	<i>Break</i>
<b>11:00 – 12:00</b>	Agenda Item 3
<b>12:00 – 13:30</b>	<i>Lunch</i>
<b>13:30 – 14:30</b>	Agenda Item 4
<b>14:30 – 15:00</b>	Agenda Item 5
<b>15:00 – 15:30</b>	Agenda Item 6

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**ATTACHMENT D****GENERAL INFORMATION****1. Venue, Date and Languages**

The Twenty-First Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/21) will be held at Curaçao Marriott Beach Resort, Willemstad, Curaçao, on 8 September 2014. The working language will be English.

**2. Registration**

Participant registration will take place on 8 September 2014, from 08:30 to 09:00 hours.

**3. Accommodation**

You may book your hotel through the following link:  
<http://www.alta.aero/safety/2014/hotel.php>

— END —