



International
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Organization

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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-N1-17.1 — **EMX0776**

19 October 2015

To: RASG-PA Executive Steering Committee Members

Subject: **Invitation — Twenty-Fifth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/25)**
Long Beach, United States, 10 – 11 December 2015

Action

Required: 1) Submission of documentation by the deadlines provided in this letter
2) Register participation by **2 December 2015**

Sir/Madam:

I am pleased to invite you to participate in the Twenty-Fifth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/25) which will be hosted by Boeing and will be held at Boeing facilities located at: Douglas Center, 800 building, Conference Room E, 4000 N. Lakewood Blvd., Long Beach, California, 90808, United States, from 10 to 11 December 2015. The working language of the Meeting will be English and no simultaneous interpretation will be provided

Attached to this letter you will find the following:

- Provisional Agenda — **Attachment A**
- Provisional Schedule — **Attachment B**
- Registration Form — **Attachment C**
- Templates — **Attachments D to F**

Please take note that the general information will be sent promptly.

Only working papers **received** by this office by **23 November 2015**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date will have to be submitted in both languages. Information papers will only be issued in the language submitted. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **27 November 2015**. The deadlines for submission of documentation for translation will be strictly enforced. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish).

... / 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>.

The general information will be sent as soon as it becomes available. Please submit the attached registration form, enclosed at **Attachment D**, to this Regional Office as soon as possible and, in any case, no later than **2 December 2015**.

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

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

A digital signature in black ink is written over a blue circular stamp. The stamp contains the ICAO logo and the text "Firma Digital" on the left and "Digital Signature" on the right. The signature is a stylized, cursive script.

for
Melvin Cintron
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

- A – Provisional Agenda*
- B – Provisional Schedule*
- C – Registration Form*
- D to F – Templates*

ATTACHMENT A

PROVISIONAL AGENDA

- | | |
|-----------------------|--|
| Agenda Item 1: | Approval of the Provisional Agenda |
| Agenda Item 2: | RASG-PA and ESC valid Conclusions and Decisions |
| Agenda Item 3: | RASG-PA Team Reports

3.1 Pan America — Regional Aviation Safety Team (PA-RAST)
3.2 Annual Safety Report Team (ASRT)
3.3 Aviation Safety Training Team (ASTT) |
| Agenda Item 4: | RASG-PA Project Reports

4.1 Flight Operations Quality Assurance (FOQA) Data Sharing (PASO)
4.2 " <i>Grupo Regional de Investigación de Accidentes Aéreos</i> " (GRIAA) of Central American States
4.3 CAR and SAM Regions Safety Information Project |
| Agenda Item 5: | RASG-PA Strategic Plan |
| Agenda Item 6: | RASG-PA Communication Plan |
| Agenda Item 7: | RASG-PA 2016 Activities Plan |
| Agenda Item 8: | RASG-PA/ESC/26 Meeting |
| Agenda Item 9: | Other Business |

ATTACHMENT B

PROVISIONAL SCHEDULE

Hour	10 December 2015	Hour	11 December 2015
08:45 – 09:00	Registration		
09:00 – 09:30	Agenda Item 1	09:00 – 09:30	Agenda Item 4.3
09:30 – 10:00	Agenda Item 2	09:30 – 09:45	Agenda Item 5
10:00 – 10:30	Agenda Item 3.1	09:45 – 10:30	Agenda Item 6
10:30 – 11:00	<i>Break</i>	10:30 – 11:00	<i>Break</i>
11:00 – 12:00	Agenda Item 3.1 (Cont.)	11:00 – 12:00	Agenda Item 6
12:00 – 13:30	<i>Lunch</i>	12:00 – 13:30	<i>Lunch</i>
13:30 – 14:00	Agenda Item 3.2	13:30 – 14:30	Agenda Item 7
14:00 – 14:30	Agenda Item 3.3	14:30 – 15:00	Agenda Item 8
14:30 – 15:00	Agenda Item 4.1	15:00 - 15:15	Agenda Item 9
15:00 – 15:30	Agenda Item 4.2		

ATTACHMENT/ADJUNTO C



North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

Twenty-Fifth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting / Vigésima Quinta Reunión del Comité Directivo Ejecutivo del Grupo Regional de Seguridad Operacional de la Aviación — Panamérica (RASG-PA ESC/25)

Long Beach, United States, 10 to 11 December 2015 / Long Beach, Estados Unidos, 10 al 11 de diciembre de 2015

REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	Position in your Delegation: (Please select one option)	Chief Delegate / Jefe de la Delegación			Delegate / Delegado	
	Posición dentro de su Delegación: (Por favor seleccione una opción)	Adviser / Asesor			Observer / Observador	
2.	Country / Organization País / Organización					
3.	Salutation / Encabezamiento	Mr. / Sr.		Mrs. / Sra.		Miss / Srta.
4.	Name / Nombre					
5.	Official Position or Title / Cargo o Título Oficial					
6.	Official Telephone / Teléfono oficial					
7.	Mobile (to contact you in case of an emergency) Celular (para contactarle en caso de emergencia)					
8.	Official E-mail / Correo-e oficial					
9.	Hotel and address where you will be staying during the event / Hotel y dirección donde se estará hospedando durante el evento					
10.	Please indicate if accompanied by your family Por favor indique si lo acompaña su familia	Yes / Sí		#		
11.	Dates of total stay in the venue Country Fechas de estancia total en el País del evento					
12.	Please indicate if you have any medical condition or allergies / Por favor indique si usted tiene alguna condición médica o alergias					
13.	Emergency contact information in your country of origin / Información de contacto para emergencias en su país de origen	Name Nombre				
		Relationship Relación				
		Telephone Teléfono				

Please send this form to: / Por favor envíe este formulario a:

E-mail: icaonacc@icao.int