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航空组织

When replying please quote:

Ref.: NT-N1-17.2 — **E.OSG - NACC58909**

22 January 2016

To: States, Territories and International Organizations

Subject: **Invitation –Twenty-Third Pan America — Regional Aviation Safety Team Meeting (PA-RAST/23) of the Regional Aviation Safety Group — Pan America (RASG-PA) Sao Jose Dos Campos, Brazil, from 1 to 3 March 2016**

Action

- Required:
- 1) Submission of documentation by the deadlines provided in this letter
 - 2) Register participation by **19 February 2016**

Sir/Madam:

As part of the Regional Aviation Safety Group — Pan America (RASG-PA) regular activities programme for 2016, I wish to invite your Administration/Organization to participate in the Twenty Third Pan America — Regional Aviation Safety Team Meeting (PA-RAST/23), to be held from 1 to 3 March 2016, which will be hosted by Embraer and held at Embraer S.A. facilities located at: *Avenida Brigadeiro Faria Lima 2170, São José dos Campos, Brazil*. The working language of the meeting will be English, and no simultaneous interpretation will be provided.

The Provisional Agenda of the meeting is at **Attachment A**. You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **19 February 2016**.

Please note that the general information is presented at **Attachment C**.

The working/information papers that your Administration/Organization may wish to submit for the meeting should be forwarded to this office by e-mail in Microsoft Word (using the attached templates) by **17 February 2016**.

The documentation for the meeting will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/meetings.aspx?year=2016&cM=01&cY=2016> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the events.

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Should you require further information regarding the meeting, please contact Mr. Eduardo Chacin, Regional Officer, Flight Safety (echacin@icao.int), or Ms. Lizette Morales, Assistant, (lmorales@icao.int).

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

A digital signature in blue ink, overlaid on a circular blue stamp. The stamp contains the text 'OACI - MEXICO' at the top and 'REGIONAL OFFICE' at the bottom. The signature is written in a cursive style.

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

Enclosure:

- A – Provisional Agenda*
- B – Registration Form*
- C – General Information*
- D – E – Templates for Working Paper*
- F – Template for Information Paper*

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ATTACHMENT A

**TWENTY-THIRD PAN AMERICA — REGIONAL AVIATION SAFETY TEAM MEETING
(PA-RAST/23) OF THE REGIONAL AVIATION SAFETY GROUP — PAN AMERICA
(RASG-PA)**

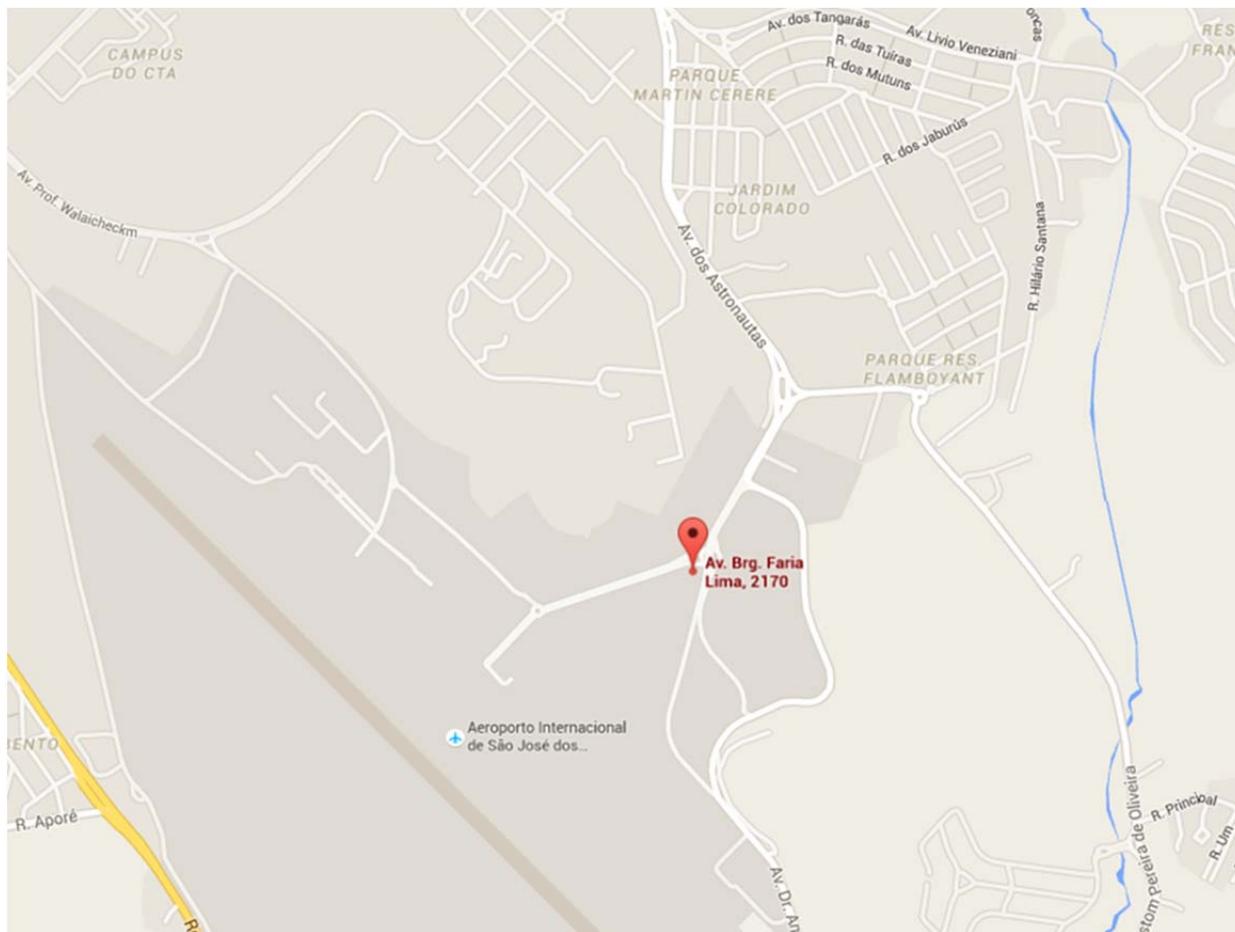
PROVISIONAL AGENDA

- Agenda Item 1: Approval of the Provisional Agenda**
- Agenda Item 2: PA-RAST Action Items**
- Agenda Item 3: Review of PA-RAST Terms of Reference (ToRs)**
- Agenda Item 4: Analysis of ASIAs Database and IATA FDX Database**
- Agenda Item 5: Safety Enhancement Teams (SETs) 1, 2 and 3 Report**
- Agenda Item 6: Safety Enhancement Team (SET) 4 — MID Air Collision (MAC)**
- Agenda Item 7: PA-RAST/23 Meeting Action Items**
- Agenda Item 8: PA-RAST/24 Meeting**
- Agenda Item 9: Other Business**

ATTACHMENT C

General Information**1. Venue, Date and Languages**

The Twenty-Third Pan America — Regional Aviation Safety Team Meeting (PA-RAST/23) of the Regional Aviation Safety Group — Pan America (RASG-PA) will be held from 1 to 3 March 2016, at Embraer S.A. facilities, located at: *Avenida Brigadeiro Faria Lima 2170, São José dos Campos – Estado de São Paulo, Brazil*. The working language will be English.

**2. Registration**

For the PA-RAST/23 Meeting, the participant registration will take place on 1 March 2016 from 08:30 to 09:00 hours.

3. Accommodation

The recommended hotels are the following:

Hotel Contact Information	Rates
<p><u>Novotel Sao Jose dos Campos</u> Tel: + (55) 12 4009-7800 Address: Avenida Dr Nelson D'Ávila, 2200 - Vila das Acácias, São Jose dos Campos, São Paulo, Brazil, Zip Code 12245-031 Email: reservas.novotelsjc@accor.com.br Website: http://www.novotel.com/pt-br/hotel-0472-novotel-sao-jose-dos-campos/index.shtml</p>	<p>Rate: R\$149 + 5% of taxes per room per night</p>
<p>Confort Inn Hotel Sao Jose dos Campos (3 stars) Tel: + (55) 12 3947-7660 Address: Rua Presidente Bernardes, 73, Jardim Paulista, São Jose dos Campos, São Paulo, Brazil, Zip Code 12216-130 Website: https://www.choicehotels.com/#/brazil/sao-jose-dos-campos/comfort-inn-hotels/br088</p>	<p>Rate: R\$177 + 5% of taxes per room per night</p>
<p>Ibis Collinas Tel: + (55) 12 3904-2400 Address: Avenida Dr Jorge Zarur, 81 - torre I - Jardim Apolo, São Jose dos Campos, São Paulo, Brazil, Zip Code 12243-081 Email: H6035-RE@accor.com.br Website: http://www.ibis.com/pt-br/hotel-6035-ibis-sao-jose-dos-campos-collinas/index.shtml</p>	<p>Rate: R\$159 + 5% of taxes per room per night</p>
<p>Golden Tulip Collinas Tel: + (55) 12 3131-4100 Address: Avenida São João, 2200, São Jose dos Campos, São Paulo, Brazil, Zip Code 12242-000 Email: gtdco.reservas@goldentulip.com.br Website: http://www.goldentulipcolinas.com/pt-br/</p>	<p>Rate: R\$231 + 5% of taxes per room per night</p>
<p>Mercure Tel: + (55) 12 3904-2300 Address: Avenida Dr Jorge Zarur, 81 - torre II - Jardim Apolo, São Jose dos Campos, São Paulo, Brazil, Zip Code 12243-081 Email: 168-re@accor.com.br Website: http://www.mercure.com/pt-br/hotel-5168-mercure-sao-jose-dos-campos-hotel/index.shtml</p>	<p>Rate: R\$169 + 5% of taxes per room per night</p>

Please note that there is no special rate for Embraer, and consider that the exchange rate today is R\$4,00 per US Dollar.

4. Transportation (Directions from the São Paulo International Airport (Guarulhos - Governador Franco Montoro):

There are three ways to get to Sao Jose dos Campos coming from the Guarulhos Airport:

- Take a bus at the ground floor Terminal 2 (R\$ 24,00) which takes about 1:20 h according to the time-table shown in the following link:

<http://www.buscaonibus.com.br/en/timetable/aeroporto-de-guarulhos/sao-jose-dos-campos>

- Take a taxi also at the ground floor, (R\$ 220,00) and ask for the selected hotel address or Embraer SA address.
- Rent a car - use Internet as reference. There are rentals at the ground floor of the Terminal too. Take Highways Presidente Dutra or Carvalho Pinto heading to Rio de Janeiro.

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