



International
Civil Aviation
Organization

Organisation
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-N1-15.2 — **E.OSG - NACC74188**

27 July 2018

To: States, Territories and International Organizations

Subject: Invitation – CAR/SAM Planning and Implementation Regional Group (GREPECAS)
Eighteenth Scrutiny Working Group Meeting (GTE/18)
ICAO NACC Regional Office, Mexico City, Mexico, 22 – 26 October 2018

Action

Required:

- 1) Transmittal by States of any additional items to the Provisional Agenda by **7 September 2018**
- 2) Submission of documentation/presentation by the deadlines provided in this letter
- 3) Register participation by **30 September 2018**

Sir/Madam,

In accordance with ICAO Doc 9574 - *Manual on a 300 m (1 000 ft) Vertical Separation Minimum Between FL 290 and FL 410, Inclusive* provisions, and GREPECAS Conclusion 17/10 - *MANUAL/GUIDE ON THE ASSESSMENT OF LARGE HEIGHT DEVIATIONS (LHDs) WITH SMS METHODOLOGY FOR THE ANALYSIS AND ASSESSMENT OF LHD REPORTS*, I wish to invite your Administration/Organization to participate in the Eighteenth Scrutiny Working Group Meeting (GTE/18) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 22 to 26 October 2018.

The main objective of this meeting will be to perform Large Height Deviations (LHDs) risk analysis and determine their impact on the Target Level of Safety (TLS) in Reduced Vertical Separation Minimum (RVSM) airspace in order to issue the relevant risk mitigation recommendations.

This event is aimed at CAR/SAM States focal points responsible for providing LHD reports before the Caribbean and South American Monitoring Agency (CARSAMMA), Air Traffic Service (ATS) inspectors, pilots, Air Traffic Control (ATC) supervisors, aircraft operation specialists of States and Territories from the ICAO CAR and SAM Regions and representatives of invited international organizations. The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

The Provisional Agenda of the meeting is at **Attachment A**. States wishing to submit proposals for the addition of items should do so by **7 September 2018**.

... / 2

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **30 September 2018**.

The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” Section of the ICAO NACC Regional Office website (http://www.icao.int/NACC/Pages/visitors_info.aspx). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All meeting documentation/presentations will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/default.aspx> as it becomes available. Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event.

Documentation that your Administration/Organization may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

Only working papers **received** by this office by **14 September 2018**, 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. Otherwise, they will become Information Papers. 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 **5 October 2018**. 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).

If you require any further information regarding the meeting, please contact Mr. Eddian Méndez, Regional Officer, Air Traffic Management and Search and Rescue (ATM/SAR) (emendez@icao.int) or Mrs. Sybil Gómez, Assistant, (sgomez@icao.int).

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



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

Enclosure:

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

ATTACHMENT A

CAR/SAM PLANNING AND IMPLEMENTATION REGIONAL GROUP (GREPECAS) EIGHTEENTH SCRUTINY WORKING GROUP MEETING (GTE/18)

DRAFT AGENDA

Agenda Item 1: Review of the previous CARSAMMA and Scrutiny Group meetings Conclusions and Recommendations

- a) Results on 2016 safety assessment (CRM) in Reduced Vertical Separation Minimum (RVSM) airspace
- b) Statistics on LHD events in CAR/SAM Regions
- c) Identification of point with highest occurrences of LHD events in CAR/SAM Regions

Agenda Item 2: Review of Reduced Vertical Separation Minimum (RVSM) airspace safety assessment Project for the CAR and SAM Regions

- a) Composition
- b) Objectives
- c) Deliverables
- d) Statistics

Agenda Item 3: Large Height Deviation (LHD) analysis

- a) Application of GREPECAS approved methodology for safety assessment of reported LHD events
- b) Identify trends
- c) Lessons learned by CAR/SAM States to reduce the number of LHDs
- d) Creation of safety indicators to measure points with highest number of LHD events
- e) GTE recommendations

Agenda Item 4: Activities and tasks to be reported to GREPECAS

- a) Indicators on points with highest occurrences of LHD events
- b) Actions taken to improve the capture of LHD events data and to improve the capture of RVSM status by States of registry or Operator
- c) CARSAMMA Manual Version 2.0
- d) Training programme to States' Authorities and Air Navigation Services providers POCs concerning LHD events
- e) Results of the Reduced Vertical Separation Minimum (RVSM) airspace safety assessment Project for the CAR and SAM Regions

Agenda Item 5: Other business

— — — — —

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

CAR/SAM Planning and Implementation Regional Group (GREPECAS) Eighteenth Scrutiny Working Group Meeting
Décimo octava Reunión del Grupo de Trabajo de Escrutinio del Grupo Regional de Planificación y Ejecución CAR/SAM
(GREPECAS)
(GTE/18)

Mexico City, Mexico, 22 to 26 October 2018 / Ciudad de México, México, 22 al 26 de octubre de 2018

REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	Position in your Delegation: <i>(Please select one option)</i>	Chief Delegate / Jefe de la Delegación	Delegate / Delegado			
	Posición dentro de su Delegación: <i>(Por favor seleccione una opción)</i>	Adviser / Asesor	Observer / Observador			
		Speaker / Conferencista	Moderator / Moderador			
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