



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-N1-17.2 — **E.OSG - NACC72505**

26 March 2017

To: States, Territories and International Organizations

Subject: Invitation – Thirty Second Pan America — Regional Aviation Safety Team Meeting (PA-RAST/32) of the Regional Aviation Safety Group — Pan America (RASG-PA) Ottawa, Canada, 8 to 10 May 2018

Action

Required: 1) Submission of documentation by the deadlines provided in this letter
2) Register participation by **27 April 2018**

Sir/Madam,

As part of the Regional Aviation Safety Group — Pan America (RASG-PA) regular programme activities for 2018, I wish to invite your Administration/Organization to participate in the Thirty Second Pan America — Regional Aviation Safety Team Meeting (PA-RAST/32), hosted by Transport Canada, and to be held in Ottawa, Canada, from 8 to 10 May 2018. The meeting will take place at the Courtyard by Marriott Hotel, Ottawa Downtown. We are grateful for this opportunity to share the safety message with the authorities and aviation stakeholders in Canada. Therefore, we ask you to consider attending this important event.

The working language of the meeting will be English, and no simultaneous interpretation will be provided. The Provisional Agenda of the meeting is at **Appendix A**. You are kindly requested to complete and return the Registration Form at **Appendix B** by e-mail for each participant by **27 April 2018**. General information regarding the meeting is presented at **Appendix C**.

The working/information papers that your Administration/Organization may wish to submit for the meeting shall be forwarded to this office by e-mail in Microsoft Word (using the attached templates) by **27 April 2018**.

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The documentation for the meeting 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 in electronic format, no hard copies will be distributed during the event.

Should you require further information regarding the meeting, please contact Mr. Julio Siu, Deputy Regional Director (jsiu@icao.int), or Ms. Lizette Morales, Assistant, (lmorales@icao.int).

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



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

Enclosure:

A – Provisional Agenda

B – Registration Form

C – General Information

(Templates for Papers)

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**APPENDIX A
PROVISIONAL AGENDA**

8 May 2018

Agenda Item 1: Approval of the Provisional Agenda

The Meeting is expected to review and approve the provisional agenda for the meeting.

Agenda Item 2: Review of PA-RAST Action Items and RASG-PA Valid Conclusions/Decisions

The Meeting will review the last PA-RAST meeting action items and conclusions, as well as the latest activities of RASG-PA meetings, associated supporting groups, and RASG-PA/ESC meetings.

Agenda Item 3: Updates in Aviation Safety Matters

The Meeting shall be updated on recent matters on safety-related to the PA-RAST activities.

Agenda Item 4: Update from Detailed implementation Plans (DIPs) Champions

The Meeting shall be updated by the DIPs execution and deliverables.

9 May 2018

Agenda Item 5: Breakout Sessions: Controlled Flight Into Terrain (CFIT), Loss of Control-Inflight (LOC-I), Runway Excursion (RE), and Mid-Air Collision (MAC)

The Meeting will be divided in to the different DIPs to conduct their specific discussions and work activities following their respective work programmes.

Agenda Item 6: Final Update from DIPs Champions

Each DIP will provide the Meeting with its outcomes of the deliberations and discussions held previously.

Agenda Item 7: Review and Identification of Safety Improvement Areas/Actions

From the analysis of the DIPs and the PA-RAST Work Programme, the Meeting shall identify the areas for safety improvements and the recommendations for mitigating or resolving issues.

Agenda Item 8: Other Business

Other business can be introduced for the Meeting's discussion.

10 May 2018

Agenda Item 9: Exercise on development of Civil Aviation Safety Team with Canadian Aviation Stakeholders

The PA-RAST together with the Canadian team will work on the discussion and development of National Civil Aviation Safety Teams.

APPENDIX B



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

Thirty Second Pan America — Regional Aviation Safety Team Meeting
(PA-RAST/32)

Ottawa, Canada, 8 to 10 May 2018

REGISTRATION FORM

1.	Position in your Delegation: (Please select one option)	Chief Delegate		Delegate		
		Adviser		Observer		
2.	Country / Organization					
3.	Salutation	Mr.		Mrs.		Miss
4.	Name					
5.	Official Position or Title					
6.	Official Telephone					
7.	Mobile (to contact you in case of an emergency)					
8.	Official E-mail					
9.	Hotel and address where you will be staying during the event					
10.	Please indicate if accompanied by your family	Yes		#		
11.	Dates of total stay in the venue Country					
12.	Please indicate if you have any medical condition or allergies					
13.	Emergency contact information in your country of origin	Name				
		Relationship				
		Telephone				

Please send this form to:
E-mail: icaonacc@icao.int



GENERAL INFORMATION

PA-RAST/32

Thirty Second Pan America — Regional Aviation Safety Team Meeting (PA-RAST/32) of the Regional Aviation Safety Group — Pan America (RASG-PA)
Ottawa, Canada, 8 to 10 May 2018

APPENDIX C GENERAL INFORMATION

1. Event Venue and Dates

The Thirty Second Pan America — Regional Aviation Safety Team Meeting (PA-RAST/32) of the Regional Aviation Safety Group — Pan America (RASG-PA) will take place at the Courtyard by Marriott, Ottawa Downtown, located at: 350 Dalhousie Street, Ottawa, ON, K1N 7E9, Canada, from 8 to 10 May 2018.

2. Name of the Meeting's Coordinator and Assistant, Address and Contact Numbers

Mr. Julio Siu, Regional Officer, Deputy Regional Director
Miss Lizette Morales, Assistant
ICAO NACC Regional Office
Telephone: + 52 55 5250 3211
E-mail: icaonacc@icao.int

Ms. Shannon Wright
Senior Advisor, International Aviation
Transport Canada
Telephone: + 613 949 1459
E-mail: Shannon.Wright@tc.gc.ca

3. Participants Registration

Delegates registration will take place on 8 May 2018, from 08:30 to 09:00 hours.

4. Inaugural Session

The Meeting begins on Tuesday 8 May 2018.
Registration of participants 08:30 am – 09:00 am
Meeting Opening 09:00 am

5. Accommodation

The List of Hotels close to the meeting venue is shown below. You are free to choose whatever accommodation suits your situation. However, please note that transportation to and from the meeting location will not be provided. Participants must arrange hotel accommodation well in advance.

Hotel	Website / Information
Meeting's Location: Courtyard by Marriott Ottawa, Downtown	Michael Kelly, Reservation Coordinator Tel: +1 613-244-9812 Book your group rate for Pan American Regional Aviation Safety Team Group Rate: \$229 Canadian per night
The Westin Ottawa	https://www.reservations.com/hotel/the-westin-ottawa-ottawa-on?msclkid=2e18ad6b79b3182a9672f7fdbefc251b
Novotel Ottawa Hotel	http://www.novotelottawa.com/index.shtm
Days Inn Ottawa	https://www.wyndhamhotels.com/en-ca/days-inn/ottawa-ontario/days-inn-ottawa-on/overview

6. Dress and Weather

The weather in Ottawa during the month of May can vary quite drastically from day to night. During the day, a high between 14 to 19 degree Celsius can be expected, with lows in the evening of 2-4 degrees Celsius. Please dress appropriately and bring sweaters/jackets should you visit the surroundings. Business casual attire is expected.

7. Currency

The currency in Ottawa is Canadian CDN.

8. Documentation Link

The documentation for the Meeting is being posted on the ICAO NACC Office Website; participants should check our website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

<https://www.icao.int/NACC/Pages/meetings.aspx?year=2018&cM=03&cY=2018>

Click on "Thirty Second Pan America — Regional Aviation Safety Team Meeting (PA-RAST/32)"



WORKING PAPER

PA-RAST/32 — WP/**
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**Thirty Second Pan America — Regional Aviation Safety Team Meeting
(PA-RAST/32)
Ottawa, Canada, 8 to 10 May 2018**

Agenda Item *:

TITLE OF WORKING PAPER

(Presented by ***)

EXECUTIVE SUMMARY	
Insert brief summary of the working paper.	
Action:	Insert action required.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"> • Safety
<i>References:</i>	<ul style="list-style-type: none"> • ***

1. Introduction

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or

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INFORMATION PAPER

PA-RAST/32 — IP/**
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**Thirty Second Pan America — Regional Aviation Safety Team Meeting
(PA-RAST/32)**

Ottawa, Canada, 8 to 10 May 2018

Agenda Item *:

TITLE OF INFORMATION PAPER

(Presented by ***)

EXECUTIVE SUMMARY	
Insert brief summary of the information paper.	
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"> • Safety • Air Navigation Capacity and Efficiency • Economic Development of Air Transport • Environmental Protection
<i>References:</i>	<ul style="list-style-type: none"> • ***

1. Introduction

1.1 Ff

or

— END —

APPENDIX *
TITLE

or

— END —