



International  
Civil Aviation  
Organization

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internationale

Organización  
de Aviación Civil  
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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
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国际民用  
航空组织

*When replying please quote:*

Ref.: NT-N1-17.1 — **E.OSG-NACC96553**

10 March 2023

To: RASG-PA Executive Steering Committee (ESC) Members

Subject: **Save the Date - Invitation – Thirty Eighth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/38)**  
Lima, Peru, 24 to 25 May 2023

Action

- Required:
- 1) Submission of documentation by the deadlines provided in this letter; and
  - 2) register participation by **12 May 2023**.

Dear Sir/Madam,

I wish to invite you to participate in the Thirty Eighth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/38), to be held at the ICAO South American Regional Office in Lima, Peru, from 24 to 25 May 2023.

Please complete and send the registration form presented in **Appendix A** for each participant by **12 May 2023**. In **Appendix B** you will find the mnemonic note for the event. Information, templates and documentation about the meeting will be published as soon as it is available at: <https://www.icao.int/RASGPA/Pages/MeetingsDocumentation.aspx?m=2023-ESC38>, the provisional Agenda shall be sent later. The working languages of the meeting will be English and Spanish.

Working and Information Papers from members should be presented in both **English and Spanish** to the Secretariat before by **12 May 2023**. Papers presented after that date will **only** be accepted as Information Papers.

If you require any further information regarding the meeting, please contact Mrs. Sereya Schotborgh, Regional Officer, Safety Implementation ([sschotborgh@icao.int](mailto:sschotborgh@icao.int)), Mr. Oliver López, Accident and Incident Investigation Implementation Supporting Officer, ([olopez@icao.int](mailto:olopez@icao.int)), or Mrs. Yolanda Terrazas, Assistant [yterrazas@icao.int](mailto:yterrazas@icao.int).

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

Julio César Siu  
Acting Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**

*A – Registration Form ; B – Mnemonic Note*

*M:\RASG-PA\Executive Steering Committee (ESC)\ESC38-2023\NACC96553-SAF2-States-ESC38-invite.docx / YTR*



**Thirty Eighth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting**  
**Trigésimo Octava Reunión del Comité Directivo Ejecutivo del Grupo Regional de Seguridad Operacional de la Aviación -**  
**Panamérica**  
**(RASG-PA ESC/38)**  
**Lima, Perú, 24 to 25 May 2023/Lima, Perú, 24 al 25 de mayo de 2023**

**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		No	
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:  
 E-mail: [icaosam@icao.int](mailto:icaosam@icao.int);  
[icaonacc@icao.int](mailto:icaonacc@icao.int)

## APPENDIX B



### MNEMONIC NOTE PAPER – SI/02

<b>Ordinary Meetings for the Executive Management Committee (ESC) from the Regional Aviation Safety Group – Pan American (RASG-PA)</b>	
<b>Ordinary Meetings of Executive Management Committee (ESC) from the Regional Aviation Safety Group Pan-American (RASG-PA)</b>	<p>The RASG-PA acts as a forum that integrates the regional and sub regional efforts , of the States/International Organizations as well as the ones related to the industry, to achieve a continuous improvement of safety.</p> <p>The RASG-PA, through its members, develops and take actions and initiatives to support the fulfillment and implementation of the ICAO Global Aviation Safety Plan (GASP), through the establishment and operation of an aviation safety system based in the Pan American region performance.</p> <p>RASG-PA’s activities adopt a collaborative methodology between States, International Organizations, and the industry, through the collection and exchange of data, for an adequate hazards identification, and risks management for the determination of mitigation actions.</p> <p>The ESC is responsible of:</p> <ul style="list-style-type: none"> <li>• developing and approving the RASG-PA work plan including objectives, priorities, indicators and setting of measurable targets to address safety-related issues in the NAM/CAR and SAM Regions;</li> <li>• approving projects presented to the ESC;</li> <li>• coordinating the projects approved by the ESC;</li> <li>• approving the Safety performance indicators (SPIs), Safety Enhancement Initiatives (SEIs), Detailed implementation plans (DIPs) and Safety Performance Targets (SPTs);</li> <li>• overseeing the activities of the Pan America Regional Aviation Safety Team (PA-RAST), Safety monitoring and report team (SMRT), working groups and committees;</li> <li>• reviewing and approve the RASG-PA Annual Safety Report;</li> <li>• approving the RASG-PA budget; and</li> <li>• managing the budget.</li> </ul>
<b>Objective of the event</b>	<p>The objective of the meeting is to supervise and follow up on the RASG-PA activities and its working teams and, if applicable, to approve the proposal projects for the working teams, and approve and manage the budget.</p>
<b>Activities performed</b>	<p>During the COVID-19 pandemic, the ESC/34, ESC35 and ESC36 meetings were held virtually. SAF/2 no tiene comentarios</p>

<b>Project nature</b>	The following activities will be held during the ESC meetings: <ul style="list-style-type: none"><li>• detailed revision of RASG-PA activities status, including the progress of the projects and the approved activities;</li><li>• reports presentation from working groups and committees;</li><li>• reports presentation by the Secretariat on the matters under its responsibility;</li><li>• consideration of projects for approval; and</li><li>• report on the budget.</li></ul>
<b>Participants' profile</b>	State International Organizations and the Industry Representatives that are part of the RASG-PA ESC .  Due to the nature of the ESC meetings, the States and industry representatives should count with corresponding attributions to pronounce in the name of their Administration/Organizations, and approve resolutions, conclusions and decision in the name of the aforementioned.
<b>Contact persons in the ICAO NACC Office</b>	Mrs. Sereya Schotborgh Regional Officer, Safety Implementation ICAO NACC Regional Office <a href="mailto:sschotborgh@icao.int">sschotborgh@icao.int</a>  Mr. Oliver López AIG Implementation Supporting Officer ICAO NACC Regional Office <a href="mailto:olopez@icao.int">olopez@icao.int</a>