



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, NT-N1-17, LT 2/8 — **E.OSG-NACC98248-SA435**

6 September 2023

To: States, Territories and International Organizations

Subject: **Invitation – Thirteenth Regional Aviation Safety Group — Pan America Meeting (RASG-PA/13) Third GREPECAS–RASG-PA Joint Meeting (RASG-PA/GREPECAS/3)**

**Twenty-first Meeting of the Caribbean and South American Regions Planning and Implementation Group (GREPECAS/21)**

Santo Domingo, Dominican Republic, 13 to 17 November 2023

Action

- Required:
- 1) Transmittal of additional items to the Provisional Agenda by **22 September 2023**
  - 2) Submission of documentation by the deadlines provided in this letter;
  - 3) Register participation by **27 October 2023**.

Dear Sir/Madam:

We wish to invite your Administration/Organization to participate in the aforementioned events, which will be kindly hosted by Dominican Republic from 13 to 17 November 2023 in Santo Domingo, Dominican Republic, thanks to the kind invitation of the *Instituto Dominicano de Aviación Civil (IDAC)*.

The Meetings of the Regional Groups (RASG-PA and GREPECAS) are oriented to assess the regional and interregional course, in order to review emerging challenges related to civil aviation safety for the Pan-American Region and the planning of aviation air navigation in the Caribbean and South American Regions (CAR/SAM), considering the reactivation of the post-pandemic air sector, emerging technologies, new actors in aviation, as well as the environment and cybersecurity components.

With the purpose of offering a greater space for debate, bilateral or multilateral meetings among the diverse participants, we have scheduled pauses between working sessions, for coffee breaks and bilateral meetings. To accommodate these spaces, the meetings of the Regional Groups will be developed in a mixed format, with an initial phase of a asynchronous meeting prior to the in-person meeting, where the corresponding working papers (WP) will be presented with a space for comments, which will allow their analysis and comments by Civil Aviation Authorities, air navigation service providers, aerodrome operators and industry before the in-person session.

... / 2

The in-person meeting will focus on the decision-making and conclusions as well as favour the exchange and dialogue between States, Industry and International Organizations that have been invited to guarantee the Meeting objectives, including several specific work sessions on interest items related to safety and air navigation.

The participation of the Directors/Heads of Air Navigation and Safety is expected, as well as of the Authorities of the States and Territories of the ICAO CAR/SAM Regions and representatives of invited international organizations are expected to attend. 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 previous communications previously prepared for RASG-PA/13 detailing the agenda and asynchronous and in-person sessions are attached for your ease of reference (**Appendix A**).

For the GREPECAS/21 meeting, the Provisional Agenda of the event is at **Appendix B**. States wishing to submit proposals for the addition of items should do so by 22 September 2023. The Provisional Schedule for the RASG-PA/13 and GREPECAS/21 meetings is included in **Appendix C** to this invitation. Regarding the asynchronous phase of the GREPECAS/21 meeting, the instructions to participate are contained in **Appendix D**.

I would appreciate confirmation of your in-person participation by **27 October 2023** by registering here: <https://forms.office.com/r/WbA4WEu0PB>

A list of hotels recommended for meeting participants will be sent shortly. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner. If you need local assistance please contact the meeting coordinator from Dominican Republic, Mrs. Yira Yanguela ([yira.yanguela@idac.gov.do](mailto:yira.yanguela@idac.gov.do) telephone +1809-481-3007) who can provide local information or assistance with making hotel reservations, if required, once the information is available.

All meeting documentation/presentations will be placed in the Meetings Section of the following web page: [Meetings \(icao.int\)](https://meetings.icao.int) as it becomes available. Taking into consideration the availability of documentation 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.

For the in-person session of the GREPECAS/21 meeting, **only** working papers **received** by this office by **13 October 2023**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in the Regional Offices **after** that date will have to be submitted in both languages. Otherwise, they will become Information Papers. The deadlines for submission of documentation for translation will be strictly enforced. 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 **3 November 2023**. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish).

All stakeholders who wish to take this opportunity for showcasing their products and services from around the world are invited to contact Ms. Virginia Tavella at [vtavella@icao.int](mailto:vtavella@icao.int) and get full list of sponsorship and exhibition opportunities.

If you require any further information regarding these events, please contact Mr. Raúl Martínez, Regional Officer, Aeronautical Information Management of the North American, Central American and Caribbean Regional Office (NACC) at [nacc-grepecas@icao.int](mailto:nacc-grepecas@icao.int) or Mr. Javier Puente, Regional Officer, Safety Implementation of the South American Office (SAM) at [jpuente@icao.int](mailto:jpuente@icao.int).

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



Fabio Rabbani  
Regional Director  
South American Regional Office (SAM)  
Secretary of RASG-PA



Christopher Barks  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office  
Secretary of GREPECAS

**Enclosure:** *A – Provisional Agenda; B – Working Paper template;  
C – Information Paper template; D – Appendix template*

## APPENDIX A

**From:** Puente, Javier <[jpuente@icao.int](mailto:jpuente@icao.int)>  
**Sent:** Thursday, August 17, 2023 2:34 PM  
**Subject:** RASG-PA/13 Platform Access/Accesso a la Plataforma  
**Importance:** High

Estimados miembros del RASG-PA,

Buenas tardes. Como se informó anteriormente, la discusión de las Notas de Estudio y las Notas Informativas de la Reunión RASG-PA/13, se desarrollará de forma asincrónica.

Por favor tengan en cuenta que el plazo para remitir Notas de Estudio y Notas Informativas ya está abierto, y vence el 1 de septiembre de 2023.

El periodo para comentar las Notas será del 1 al 19 de septiembre de 2023.

Para ello, es fundamental que todos los miembros del RASG-PA puedan acceder a la plataforma virtual que utilizaremos para el intercambio de opiniones y discusiones. La dirección de la plataforma es: <https://esam.icao.int>

Encontrarán adjunto a este mensaje, las instrucciones detalladas para obtener una cuenta y para acceder a la plataforma.

Si tiene cualquier duda o inconveniente, por favor enviarme un mensaje.

Saludos cordiales,

*Dear RASG-PA Members,*

*Good afternoon. As previously reported, the discussion of the RASG-PA/13 Meeting Working Papers and Information Notes will take place asynchronously.*

*Please note that the deadline for submitting Study Notes and Information Notes is now open, and expires on September 1, 2023.*

*The period to comment on the Notes will be from September 1 to 19, 2023.*

*For this, it is essential that all RASG-PA members can access the virtual platform that we will use for the exchange of opinions and discussions. The address of the platform is: <https://esam.icao.int>*

*You will find attached to this message, detailed instructions to obtain an account and to access the platform.*

*If you have any questions or inconvenience, please send me a message.*

*Kind regards,*

### **Javier Puente**

Regional Officer, Safety Implementation  
[South American Regional Office](#)  
International Civil Aviation Organization  
511-6118686 Ext. 141 | [www.icao.int](http://www.icao.int)



# Instructions to access the virtual platform for consultation and discussion of the documentation of the RASG-PA/13 Meeting

## How to create a user to access the platform?

**Important:** If you participated in the SAM RAAC/17 Meeting Asynchronous discussion, you already have access to the platform and you do not need to create a new user. Please send an email to [jpuente@icao.int](mailto:jpuente@icao.int) indicating with which email you are registered on the platform and with this information I can enroll you in the RASG-PA discussion automatically.

If you did not participate in the RAAC/17 asynchronous discussion, please follow the steps below:

1. Enter the address <https://esam.icao.int>
2. Upon entering that page, you will be able to see a list of available courses. At the bottom of the list, you will find the RASG-PA/13 Plenary Meeting:



3. Click on the name of the meeting, and click on the option "Create new account":



4. Complete all fields, including country information. You can create any username. Please note the special requirements for password creation. Click on the "Create account" option:

- Once the fields are completed without errors, and by clicking on "Create account" you should receive the following message:

Hemos enviado un correo electrónico a Pataclaun@gmail.com  
En él encontrará instrucciones sencillas para concluir el proceso.  
Si tuviera alguna dificultad, contacte con el Administrador del Sistema.

Continuar

Please note that it **is very likely that you will not receive the automatic confirmation email**. Don't worry, it's not necessary, once this step is completed, we can automatically enroll you on the RASG-PA site without any additional action on your part.

I will send periodic messages notifying the list of people who have been registered to the site.

## How do you enter the platform?

- Once you have created a new account, or if you already had an account from the RAAC/17 Meeting, you can now enter the RASG-PA/13 Meeting platform to consult and leave your comments on the Working Papers, Information papers and other documents.
- Enter the address <https://esam.icao.int>
- Upon entering that page, you will be able to see a list of available courses. At the bottom of the list, you will find the RASG-PA/13 Plenary Meeting:



- Click on the name of the meeting, fill in your username and password, and click on the "Access" button:

- Once inside the meeting site, you will find access to the Working papers and Information Papers, and the corresponding links to consult these documents and leave your comments. You can click on the option "Comments to the WPs" or "Comments to the IPs" to consult and comment on the Study Notes and the Information Notes respectively.
- Please note that the deadline for the submission of the WP/IP is September 1, 2023, therefore until that date all the notes may not be available on the site:

[Información General / General Information](#)  Editar ▾

+ Esta sección incluye información general para el manejo de la plataforma y otros recursos.  
*This section includes general information for managing the platform and other resources.*

+  [Avisos](#)  Editar ▾ 

+ Agregue una actividad o recurso

---

[Notas de Estudio / Working Papers](#)  Editar ▾

+ Bajo esta sección, la Secretaría publicará las diferentes notas de estudio correspondientes a la próxima RASG-PA/13. Se agradece a los miembros a seguir las instrucciones enviadas por correo electrónico para realizar sus comentarios.  
*Under this section, the Secretariat will publish the different working papers corresponding to the next RASG-PA/13. Members are encouraged to follow the emailed instructions for providing feedback.*

+  [Comentarios a las NEs / Comments to the WPs](#)   Editar ▾  

+ Agregue una actividad o recurso

---

[Notas Informativas / Information Papers](#)  Editar ▾

+ Bajo esta sección, la Secretaría publicará las diferentes Notas Informativas correspondientes a la próxima RASG-PA/13. Se agradece a los miembros a seguir las instrucciones enviadas por correo electrónico para realizar sus comentarios.  
*Under this section, the Secretariat will publish the different Information Papers corresponding to the next RASG-PA/13. Members are encouraged to follow the emailed instructions for providing feedback.*

+  [Comentarios a las Nis / Comments to the NIs](#)   Editar ▾  

+ Agregue una actividad o recurso

7. The last day to post comments is **September 29, 2023**.
8. If you have any questions, comments, or inconveniences, please send a message to [jpuente@icao.int](mailto:jpuente@icao.int)

-----

**APPENDIX B  
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule (asynchronous)**
- Agenda Item 2: Third GREPECAS-RASG-PA Joint Meeting (asynchronous)**
- 2.1 Follow-up on the Valid GREPECAS and RASG-PA Conclusions and Decisions**
  - 2.2 Progress report of joint GREPECAS-RASG-PA Activities**
  - 2.3 Air Navigation Subjects of Interest to RASG-PA and Safety Subjects of Interest to GREPECAS**
  - 2.4 Working Session for the analysis of air navigation indicators included in the GASP and the safety indicators in the GANP**
- Agenda Item 3: Global and Regional Developments**
- 3.1 Review of Actions Taken by the ICAO Air Navigation Commission (ANC) on the Last Report of GREPECAS**
  - 3.2 Work report on the CAR/SAM Regional Air Navigation Plan Vol. III and Regional Progress**
  - 3.3 CAR/SAM Air Navigation Services (ANS) Implementation Level**
  - 3.4 Preparation for the ICAO Fourteenth Air Navigation Conference (AN-Conf/14)**
- Agenda Item 4: GREPECAS Work Programme**
- Agenda Item 5: Review of the GREPECAS Management**
- Agenda Item 6: Other Business**
-

**PROVISIONAL AGENDA  
EXPLANATORY NOTES**

**Agenda Item 1: Adoption of the Provisional Agenda and Schedule**

Under this agenda item, the Meeting will review the agenda and schedule, and will adopt them. The objectives and overall expectations of the meeting will be presented. The results of the preliminary discussion of topics emanating from the asynchronous session will be presented as well as the relevant implementation items to be addressed during the meeting.

**Agenda Item 2: Third GREPECAS-RASG-PA Joint Meeting**

Under this agenda item, a follow-up on the valid GREPECAS and RASG-PA conclusions and decisions will be presented, and the new goals to achieve jointly between both groups for the next activity period will be discussed.

A discussion Workshop will be developed with the participation of important guests of the meeting on the support development to the implementation of safety and ANS, specifically those related to the analysis of air navigation indicators in the GASP and the safety indicators included in the GANP. Finally, the dates and venues for GREPECAS/22 and RASG-PA/14, and the joint meeting will be proposed.

**Agenda Item 3: Global and Regional Developments**

Under this agenda item, the needs of the contributory bodies that work jointly with GREPECAS will be followed-up in order to jointly align goals and foster safety and air navigation implementation efficiency.

The global and inter-regional aspects directly affecting GREPECAS Projects, such as the ICAO Air Navigation Commission requirements, and the objectives between the technical fields on emerging aeronautical industry subjects will be also discussed.

This agenda item will also include the ICAO Headquarters initiatives on new Standards and Recommended Practices (SARPs) and relevant safety and ANS updates aspects on the priorities related to safety.

Additionally, actions to prepare the Caribbean and South American Regions for the ICAO Fourteenth Air Navigation Conference (AN-Conf/14) and Air Navigation Plans that will be convened in 2024.

Moreover, a discussion Panel will be developed with the participation of important guests of the meeting on the relevance of Regional and National Air Navigation Plans and the importance of air navigation planning.

**Agenda Item 4: GREPECAS Work Programme**

Under this agenda item the progress of GREPECAS Projects in the fields of Aerodromes and Ground Aids (AGA)/Aerodrome Operator (AOP), Air traffic management (ATM)/Air Traffic Flow Management (AFTM), Aeronautical Information Management (AIM), Communications, Navigation and Surveillance (CNS), Aeronautical Meteorology (MET)/Environment (ENV) and Search and Rescue (SAR). Moreover, the Project updates will be discussed, and new goals will be addressed in accordance with the regional air navigation needs.

The Programmes and Projects of the NACC and SAM Regional Offices will be also followed-up. Finally, two discussion work sessions will be developed on two of the most relevant ANS items to define the necessary actions and agreements for its effective implementation and sustainability as part of the ANS improvements in the CAR/SAM ANP. These items will emanate from the asynchronous session.

**Agenda Item 5: Review of the GREPECAS Management**

Under this agenda item, the necessary mechanisms to address the requirements on the structure of the Planning and Implementation Regional Groups (PIRGs), the reporting mechanisms and meeting planning.

Moreover, the joint work between the States, International Organizations and the industry Will be integrated through a proposed plan to be implemented annually.

**Agenda Item 6: Other Business**

Under this agenda item, the Meeting will analyse any other matter than cannot be addressed under the previous agenda items.

— — — — —

**PROVISIONAL SCHEDULE / HORARIO PROVISIONAL**

Time / Hora	Monday / Lunes 13 Nov.	Tuesday / Martes 14 Nov.	Wednesday / Miércoles 15 Nov.	Thursday / Jueves 16 Nov.	Friday / Viernes 17 Nov.
08:30–09:00	<b>RASG-PA/ GREPECAS Registration</b>		Agenda Item 3.2 / Cuestión 3.2 del Orden del Día <i>Working Session for the effective implementation of the CAR/SAM ANP Vol. III</i> <i>Mesa de trabajo para la implementación efectiva del ANP CAR/SAM Vol. III</i>	<i>Working Session for the roadmap design for the operational and effective use of ADS-B in the CAR/SAM Regions</i> <i>Mesa de trabajo para el diseño de la hoja de ruta para el uso operacional y efectivo del ADS-B en las Regiones CAR/SAM</i>	Agenda Item 5 Cuestión 5 del Orden del Día
09:00–10:15	<b>Opening Ceremony Inauguración RASG-PA</b>	RASG-PA Meeting Agenda Items			
10:15–10:45	<b>Coffee break / Pausa para el Café</b>				
10:45–11:30			<i>CAR/SAM ANP Vol. III Working Session (continued)</i> <i>Mesa de trabajo ANP CAR/SAM Vol. III (continuación)</i>	<i>ADS-B Working Session (continued)</i> <i>Mesa de trabajo ADS-B (continuación)</i>	Agenda Item 6 / Cuestión del Orden del Día 6
11:30–12:00	RASG-PA Safety Day	RASG-PA Meeting Agenda Items			Reading of the Draft Conclusions and Decisions/ Lectura de los Proyectos de Conclusión y Decisión
12:00–12:30					<b>Closing / Clausura</b>
12:30–13:30	<b>Lunch / Almuerzo</b>				
13:30–14:45	RASG-PA Safety Day (cont)	<b>RASG-PA/GREPECAS Opening Ceremony Ceremonia Inaugural RASG-PA/GREPECAS</b> Photo / Foto <i>Working Session for the analysis of air navigation indicators included in the GASP and the safety indicators included in the GANP</i> Mesa de trabajo para el análisis de los Indicadores de Navegación Aérea incluidos en el GASP, y los Indicadores de Seguridad Operacional incluidos en el GANP	Agenda Item 3.3 / Cuestión 3.3 del Orden del Día Agenda Item 3.3 / Cuestión 3.4 del Orden del Día	Agenda Item 4 / Cuestión 4 del Orden del Día	
14:45–15:15	<b>Coffee break / Pausa</b>				
15:15–15:40		<i>GASP/GANP Working Session (continued)</i> <i>Mesa de trabajo GASP/GANP (continuación)</i>	Agenda Item 4 / Cuestión 4 del Orden del Día	Agenda Item 4/ Cuestión 4 del Orden del Día	
15:40–16:00	RASG-PA Safety Day (cont)				

## APPENDIX D

### Instructions to access the virtual platform for consultation and discussion of the documentation of the GREPECAS/21 Meeting (Agenda Items 1 and 2)

#### How to create a user to access the platform?

1. Enter the address <https://esam.icao.int>
2. Upon entering that page, you will be able to see a list of available courses. At the bottom of the list, you will find the GREPECAS/21 Meeting:

Cursos disponibles

[Vigésima Primera Reunión del Grupo Regional de Planificación y Ejecución del Caribe y Sudamérica \(GREPECAS/21\)](#)

**Vigésima Primera Reunión del Grupo Regional de Planificación y Ejecución del Caribe y Sudamérica (GREPECAS/21)**  
**Santo Domingo, República Dominicana, 15 al 17 de noviembre de 2023**

3. Click on the name of the meeting, and click on the option "Create new account":

ICAO | OACI

Nombre de usuario / correo electrónico  
Contraseña  
 Recordar nombre de usuario  
Acceder

¿Olvidó su nombre de usuario o contraseña?  
Las 'Cookies' deben estar habilitadas en su navegador.  
Algunos cursos permiten el acceso de invitados  
Entrar como invitado

Registrarse como usuario  
Para acceder a esta página debe crear una cuenta primero.  
Crear nueva cuenta

4. Complete all fields, including country information. You can create any username. Please note the special requirements for password creation. Click on the "Create account" option:

ICAO | OACI

Nueva cuenta

Crear un nuevo usuario y contraseña para acceder al sistema

Nombre de usuario  
La contraseña debería tener al menos 8 carácter(es), al menos 1 dígito(s), al menos 1 minúscula(s), al menos 1 mayúscula(s), al menos 1 carácter(es) no alfanuméricos como "-", ":", o "@"

Contraseña  
Haz click para insertar texto

Por favor, escriba algunos datos sobre usted

Dirección de correo  
Correo (de nuevo)  
Nombre  
Apellido(s)  
Ciudad  
País  
Seleccione su país

Otros Datos

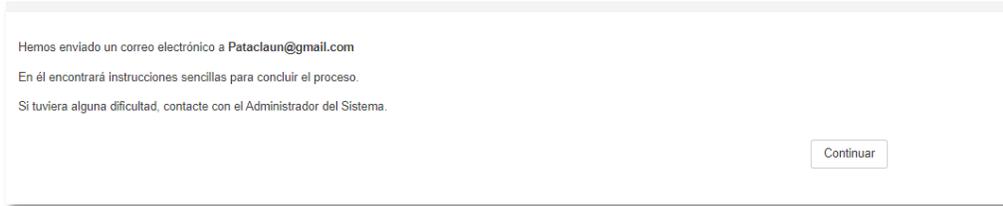
¿Cuál es tu organización/institución?  
¿Cuál es tu cargo oficial en tu organización/institución?  
¿Quién soy en el SRVSOP?  
no tengo rol en el SRVSOP

Crear cuenta Cancelar

En este formulario hay campos obligatorios

## APPENDIX D

5. Once the fields are completed without errors, and by clicking on "Create account" you should receive the following message:



Please note that it is **very likely that you will not receive the automatic confirmation email**. Don't worry, it's not necessary, once this step is completed, we can automatically enroll you on the GREPECAS/21 Meeting without any additional action on your part.

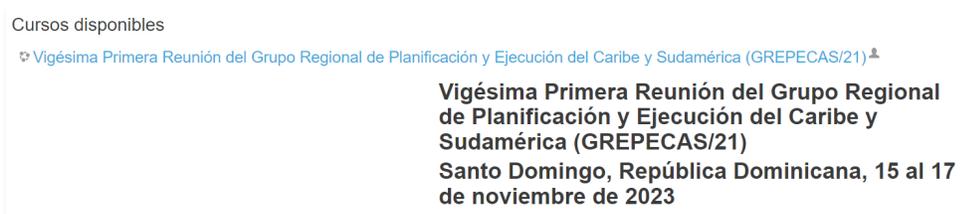
We will send periodic messages notifying the list of people who have been registered to the site.

### How do you enter the platform?

1. Once you have created a new account, or if you already had an account from the RAAC/17 Meeting, you can now enter the GREPECAS/21 Meeting platform to consult and leave your comments on the Working Papers, Information papers and other documents.

2. Enter the address <https://esam.icao.int>

3. Upon entering that page, you will be able to see a list of available courses. At the bottom of the list, you will find the GREPECAS/21 Meeting:



4. Click on the name of the meeting, fill in your username and password, and click on the "Access" button:



5. Once inside the meeting site, you will find access to the Working papers and Information Papers, and the corresponding links to consult these documents and leave your comments. You can click on the option "Comments to the WPs" or "Comments to the IPs" to consult and comment on the Study Notes and the Information Notes respectively.

## APPENDIX D

6. Please note that the deadline for the submission of the WP/IP is **29 September 2023**, therefore until that date all the notes may not be available on the site:

The screenshot displays a website interface with three main sections. Each section includes a title, a description, and a link to 'Comentarios' (Comments). Red arrows point to the 'Comentarios a las NEs / Comments to the WPs' and 'Comentarios a las NIs / Comments to the NIs' links.

- Información General / General Information**: Esta sección incluye información general para el manejo de la plataforma y otros recursos. This section includes general information for managing the platform and other resources.
- Notas de Estudio / Working Papers**: Bajo esta sección, la Secretaría publicará las diferentes notas de estudio correspondientes a la próxima RASG-PA/13. Se agradece a los miembros a seguir las instrucciones enviadas por correo electrónico para realizar sus comentarios. Under this section, the Secretariat will publish the different working papers corresponding to the next RASG-PA/13. Members are encouraged to follow the emailed instructions for providing feedback.
- Notas Informativas / Information Papers**: Bajo esta sección, la Secretaría publicará las diferentes Notas Informativas correspondientes a la próxima RASG-PA/13. Se agradece a los miembros a seguir las instrucciones enviadas por correo electrónico para realizar sus comentarios. Under this section, the Secretariat will publish the different Information Papers corresponding to the next RASG-PA/13. Members are encouraged to follow the emailed instructions for providing feedback.

7. The last day to post comments is **20 October 2023**.

8. If you have any questions, comments, or inconveniences, please send a message to [nacc-grepecas@icao.int](mailto:nacc-grepecas@icao.int)

### Asynchronous phase of GREPECAS/21 Meeting (agenda items 1 and 2):

- Sending Working Papers and Information Papers to the platform: **until 29 September 2023**.
- Discussion phase and comments by States and others: **2 to 20 October 2023**
- Preparation phase of the draft of the Partial Report: **23 October to 3 November 2023**
- Contribution phase to draft Partial Report by States and others: **6 to 17 November 2023**.

— END —