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Civil Aviation
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Organisation
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Международная
организация
гражданской
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT- N1-15-12 — **E.OSG – NACC111290**

25 March 2024

To: States and Territories

Subject: **Invitation – CAR/SAM Planning and Implementation Regional Group (GREPECAS) Twenty Fourth Scrutiny Working Group Meeting (GTE/24)**
Mexico City, Mexico, 5 to 9 August 2024

Action

- Required:
- 1) Transmittal of additional items to the Provisional Agenda by **21 June 2024**;
 - 2) Submission of documentation by the deadlines provided in this letter;
 - 3) Register participation by **26 July 2024**.

Dear 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 CAR/SAM Planning and Implementation Regional Group (GREPECAS) Twenty Fourth Scrutiny Working Group Meeting (GTE/24) to be held at the ICAO NACC Regional Office, Mexico City, Mexico, from 5 to 9 August 2024.

The main objective of this meeting will be the analysis of the Large Height Deviations (LHDs) risk of year 2023 and determine the safety level in the Reduced Vertical Separation Minimum (RVSM) airspace in the CAR/SAM Regions.

This event is addressed to CAR/SAM States Points of Contact (PoCs) responsible for providing LHD reports to the Caribbean and South American Monitoring Agency (CARSAMMA), as well as Air Traffic Service (ATS) inspectors, pilots, Air Traffic Control (ATC) supervisors, and ATS safety specialist 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 event is at **Appendix A**. States wishing to submit proposals for the addition of items should do so by **21 June 2024**.

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We would appreciate confirmation of your participation by **26 July 2024** by registering here: <https://forms.office.com/r/eFlitNAQkq>.

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 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.

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 **5 July 2024**, 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 **19 July 2024**. 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).

Should you require any further information regarding the event, please contact Mr. Eddian Méndez, Regional Officer, Air Traffic Management and Search and Rescue or his Assistant Mrs. Yolanda Terrazas, to the following e-mail: nacc-atm@icao.int.

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

A digital signature of Christopher Barks, featuring a stylized cursive script of his name. The signature is overlaid with a circular watermark containing the ICAO logo and the text "ICAO - OACI - ICAO". The words "Digital Signature" are written in a blue, semi-transparent font across the signature.

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

Enclosure:

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



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**CAR/SAM Planning and Implementation Regional Group (GREPECAS) Twenty Fourth Scrutiny
Working Group Meeting (GTE/24)**
Mexico City, Mexico, 5 to 9 August 2024

**APPENDIX A
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Work Schedule**
- Agenda Item 2: Review of the Previous CARSAMMA and Scrutiny Group Meetings Conclusions and Recommendations**
- 2.1 Review of previous conclusions
 - 2.2 Review of previous recommendations
- Agenda Item 3: Review of the Results of Large Height Deviation (LHD) and the Collision Risk Model (CRM) Analysis**
- 3.1 Indicator data on points of greatest occurrence of LHD events.
 - 3.2 Actions taken for the enhancement of LHD event data capture and for the improvement of Reduced Vertical Separation Minimum (RVSM) status capture by Registration States or Operator
 - 3.3 Results of the assessment project for safety in RVSM airspace for the CAR and SAM Regions
 - 3.4 Identification of trends
 - 3.5 Lessons learned by CAR/SAM States to reduce the number of LHDs.
 - 3.6 Report on the progress made by States on LHD management.
 - 3.7 Report on the Flight plan audit
 - 3.8 Presentation of the CRM 2023 and an analysis of the contributing causes of this risk in Flight Information Regions (FIRs) that presented a value above the Target Level of Safety (TLS) Collision Risk Assessment (CRA).
- Agenda Item 4: Activities and Tasks to be Reported to GREPECAS**
- 4.1 Update of the GTE Terms of Reference (ToRs)
 - 4.2 Review of tasks to be reported to GREPECAS
 - 4.3 GTE/Pan America Regional Aviation Safety Team (PA-RAST) cooperation.
 - 4.4 CARSAMMA/GTE and the North American Approvals Registry and Monitoring Organization (NAARMO) cooperation

Agenda Item 5: Other Business

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

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

Under this agenda item, the Meeting will review the agenda and schedule and adopt them. The objectives and overall expectations of the meeting will be presented.

Agenda Item 2: Review of the Previous CARSAMMA and Scrutiny Group Meetings Conclusions and Recommendations

Under this agenda item, the Meeting will review CARSAMMA and GTE/WG previous meetings conclusions and recommendations.

Agenda Item 3: Review of the Results of Large Height Deviation (LHD) and the Collision Risk Model (CRM) Analysis

Under this agenda item, the Meeting will review the results of the LHD information, the presentation of the results of Collision Risk Model (CRM) and the Collision Risk Assessment (CRA) analysis.

Agenda Item 4: Activities and Tasks to be Reported to GREPECAS

Under this agenda item, the Meeting will review the activities and tasks to be reported to the GREPECAS.

Agenda Item 5: Other Business

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



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WORKING PAPER

GTE/24 — WP/**

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CAR/SAM Planning and Implementation Regional Group (GREPECAS)

Twenty Fourth Scrutiny Working Group Meeting (GTE/24)

Mexico City, Mexico, 5 to 9 August 2024

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• Air Navigation Capacity and Efficiency• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• ***

1. Introduction

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or

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INFORMATION PAPER

GTE/24 — IP/**

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CAR/SAM Planning and Implementation Regional Group (GREPECAS)

Twenty Fourth Scrutiny Working Group Meeting (GTE/24)

Mexico City, Mexico, 5 to 9 August 2024

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• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• ***

1. Introduction

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or

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APPENDIX *
TITLE

or

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