



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- N1-15.12 — **E.OSG - NACC61060**

7 June 2016

To: States, Territories and International Organizations

Subject: **Invitation – Sixteenth Scrutiny Working Group Meeting (GTE/16)
Mexico City, Mexico, 5- 9 September 2016**

Action

Required: 1) Transmittal by States of any additional items to the Provisional Agenda by **15 August 2016**;
2) Submission of documentation by the deadlines provided in this letter; and
3) Register participation by **19 August 2016**.

Sir/Madam,

In accordance with the 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 Sixteenth Scrutiny Working Group Meeting (GTE/16) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 5 to 9 September 2016.

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 additional items should do so by **15 August 2016**.

... / 2

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **19 August 2016**.

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.

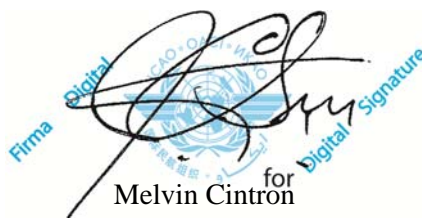
All event documentation will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/default.aspx> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

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 August 2016**, 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. 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 August 2016**. 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. Victor Hernández, Regional Officer, Air Traffic Management and Search and Rescue (ATM/SAR) (vhernandez@icao.int) or Mrs. Ana Valencia, Assistant, (avalencia@icao.int).

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

A digital signature in blue ink, overlaid on a circular blue stamp. The stamp contains the ICAO logo and the text 'Firma Digital' on the left and 'Digital Signature' on the right.

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
DRAFT AGENDA**

Agenda Item 1: Review of Previous CARSAMMA and Scrutiny Group Meeting Conclusions and Recommendations

- a) 2015 Reduced Vertical Separation Minimum (RVSM) airspace safety assessment results
- b) Large Height Deviation (LHD) data notification
- c) LHD safety assessment methodology

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) Activities and tasks to report to GREPECAS

Agenda Item 3: Large Height Deviation (LHD) Analysis

- a) Application of GREPECAS approved methodology for safety assessment of reported LHD events
- b) Identifying trends
- c) GTE recommendations

Agenda Item 4: Lessons Learned by CAR/SAM States to Reduce the number of LHDs

Agenda Item 5: Creation of an additional Monitoring Agency in the CAR Region

Agenda Item 6: Other Business



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

Sixteenth Scrutiny Working Group Meeting
Décimo Sexta Reunión del Grupo de Trabajo de Escrutinio
(GTE/16)

Mexico City, Mexico, 5- 9 September 2016/ Ciudad de México, México, 5 – 9 de septiembre de 2016

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



ICAO

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

WORKING PAPER

GTE/16 — WP/**
//16

Sixteenth Scrutiny Working Group Meeting (GTE/16)
Mexico City, Mexico, 5- 9 September 2016

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

1.1 Ff

or

— END —



ICAO

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

INFORMATION PAPER

GTE/16 — IP/**
//16

Sixteenth Scrutiny Working Group Meeting (GTE/16)
Mexico City, Mexico, 5- 9 September 2016

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

1.1 Ff

or

— END —