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منظمة الطيران
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国际民用
航空组织

When replying please quote:

Ref.: NT-N1-17.2 — **E.OSG - NACC59844**

18 March 2016

To: States, Territories and International Organizations

Subject: **Invitation –Twenty-Fourth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/24) of the Regional Aviation Safety Group — Pan America (RASG-PA) Miami, United States, from 10 to 12 May 2016**

Action

- Required:
- 1) Submission of documentation by the deadlines provided in this letter
 - 2) Register participation by **15 April 2016**

Sir/Madam,

As part of the Regional Aviation Safety Group — Pan America (RASG-PA) regular activities programme for 2016, I wish to invite your Administration/Organization to participate in the Twenty Fourth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/24), to be held in Miami, United States (venue to be confirmed), from 10 to 12 May 2016. The working language of the meeting will be English, and no simultaneous interpretation will be provided.

The Provisional Agenda of the meeting is at **Attachment A**. You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **15 April 2016**.

Please note that the general information is presented at **Attachment C**.

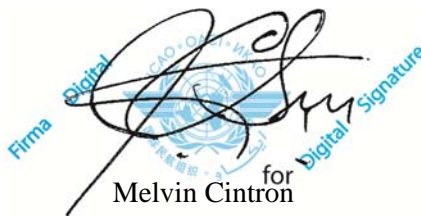
The working/information papers that your Administration/Organization may wish to submit for the meeting should be forwarded to this office by e-mail in Microsoft Word (using the attached templates) by **12 April 2016**.

The documentation for the meeting will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/meetings.aspx?year=2016&cM=01&cY=2016> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the events.

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Should you require further information regarding the meeting, please contact Mr. Eduardo Chacin, Regional Officer, Flight Safety (echacin@icao.int), or Ms. Lizette Morales, Assistant, (lmorales@icao.int).

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

A digital signature in blue ink, overlaid on a circular blue seal of the International Civil Aviation Organization (ICAO). The seal features the ICAO logo and text in multiple languages. The signature is written in a cursive style and is surrounded by the words "Firma Digital" and "Digital Signature" in blue.

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

Enclosure:

- A – Provisional Agenda*
- B – Registration Form*
- C – General Information*
- D – E – Templates for Working Paper*
- F – Template for Information Paper*

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ATTACHMENT A

**TWENTY-FOURTH PAN AMERICA — REGIONAL AVIATION SAFETY TEAM MEETING
(PA-RAST/24) OF THE REGIONAL AVIATION SAFETY GROUP — PAN AMERICA
(RASG-PA)**

PROVISIONAL AGENDA

- Agenda Item 1: Approval of the Provisional Agenda**
- Agenda Item 2: PA-RAST Action Items**
- Agenda Item 3: Analysis of ASIAS Database and IATA FDX Database**
- Agenda Item 4: Review of PA-RAST Terms of Reference (ToRs)**
- Agenda Item 5: Safety Enhancement Teams (SETs) 1, 2 and 3 Report**
- Agenda Item 6: Safety Enhancement Team (SET) 4 — MID Air Collision (MAC)**
- Agenda Item 7: PA-RAST/24 Meeting Action Items**
- Agenda Item 8: PA-RAST/25 Meeting**
- Agenda Item 9: Other Business**

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

Twenty-Fourth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/24) of the Regional Aviation Safety Group — Pan America (RASG-PA)

Vigésima Cuarta Reunión del Equipo Regional de Seguridad Operacional de la Aviación — Panamérica (PA-RAST/24) del Grupo Regional de Seguridad Operacional de la Aviación - Panamérica (RASG-PA)
(PA-RAST/24)

Miami, United States, from 10 to 12 May 2016 / Miami, Estados Unidos, 10 al 12 de mayo de 2016

ATTACHMENT / ADJUNTO B
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			
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				

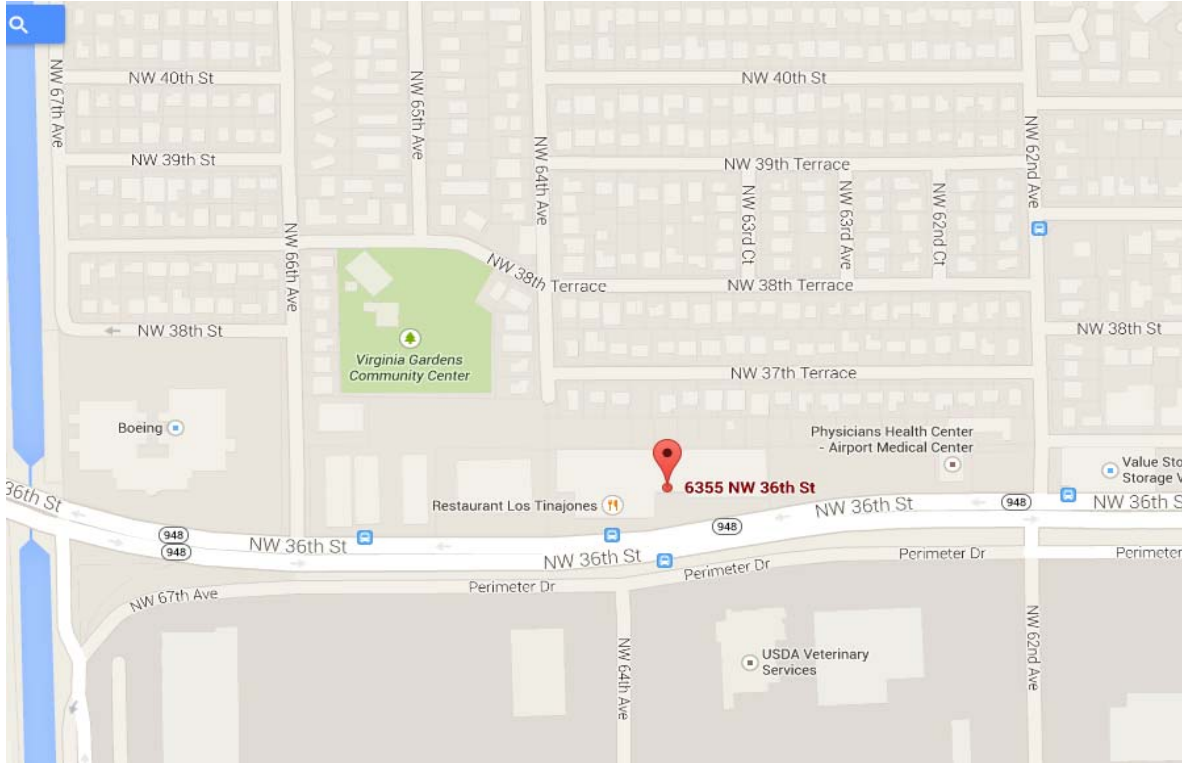
Please send this form to: / Por favor envíe este formulario a:

E-mail: icaonacc@icao.int

**ATTACHMENT
GENERAL INFORMATION
Revised**

1. Venue, Date, and Language

The Twenty Fourth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/24) will be held at the ALTA Office, located at: 6355 NW 36 St., Miami, Florida 33166, United States, from 10 to 12 May 2016. The Meeting working language will be English.



2. Registration

The PA-RAST/24 Meeting participant registration will be on 10 May 2016, from 09:00 to 09:30 hours. The working time of the meetings will be from 9:00 to 16:00 hours.

3. Accommodation

The suggested hotels are the following:

Hotel	Contact Information	Rate
Pullman Miami Airport (Accor)	IATA's contact: Melissa Quiros (Melissa.Quiros@accor.com) 5800 Blue Lagoon Drive Miami, FL 33126 Tel: +1 (305) 264 4888	(request the IATA corporate rate)

Hotel	Contact Information	Rate
Hilton Miami Airport	IATA's contact: Paola Oriol Paola.Oriol@Hilton.com 5101 Blue Lagoon Dr, Miami, FL 33126, United States Tel: + 305-265 3829 Link: http://www.hilton.com/en/hi/reservations/index.jhtml?hotel=MIAAHHH&corporateCode=2621977	(request the IATA corporate rate) Standard Room Including Wi-Fi, Breakfast and Transfers to Office and Airport: May-Sept. \$110.00
Cambria Suites	6750 NW 7th Street Miami, FL 33126 Tel: +1 (305) 261-9899	
Spring Hill Suites	6700 NW 7th Street Miami, FL 33126 Tel: +1 (305) 265-0144	
EB Hotel	4299 NW 36th Street Miami, FL 33166 Tel: +1(305) 324-6835	