



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-N1-17.2 — **E.OSG - NACC68810**

29 September 2017



To: States, Territories and International Organizations

**Subject:** Invitation – Thirtieth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/30) of the Regional Aviation Safety Group — Pan America (RASG-PA) Port-of-Spain, Trinidad and Tobago, from 14 to 16 November 2017

**Action**

**Required:**

- 1) Submission of documentation by the deadlines provided in this letter
- 2) Register participation by **1 November 2017**

Sir/Madam,

As part of the Regional Aviation Safety Group — Pan America (RASG-PA) regular programme activities for 2017, I wish to invite your Administration/Organization to participate in the Thirtieth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/30), hosted by Trinidad and Tobago, and to be held at the premises of the Trinidad and Tobago Civil Aviation Authority (TTCAA), Port-of-Spain, Trinidad and Tobago, from 14 to 16 November 2017. We are grateful to our hosts and appreciate this opportunity to share the safety message with the Authorities and aviation stakeholders in the Caribbean Region. We ask that you consider attending this important event.

The working language of the meeting will be English, and no simultaneous interpretation will be provided. The Provisional Agenda of the meeting is at **Appendix A**. You are kindly requested to complete and return the Registration Form at **Appendix B** by e-mail for each participant by **1 November 2017**. General information regarding the meeting will be sent shortly.

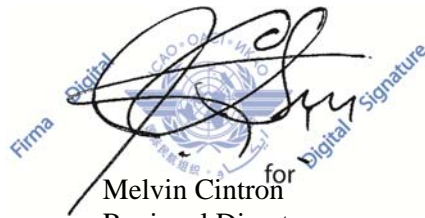
... / 2

The working/information papers that your Administration/Organization may wish to submit for the meeting shall be forwarded to this office by e-mail in Microsoft Word (using the attached templates) by **1 November 2017**.

The documentation for the meeting 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.

Should you require further information regarding the meeting, please contact Mr. Romulo Gallegos, Regional Officer, Technical Assistance/RASG-PA Programme Management ([rgallegos@icao.int](mailto:rgallegos@icao.int)), or Ms. Lizette Morales, Assistant, ([lmorales@icao.int](mailto:lmorales@icao.int)).

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



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

**Enclosure:**

*A – Provisional Agenda*  
*B – Registration Form*  
*(Templates)*

**APPENDIX A  
PROVISIONAL AGENDA**

**14 November 2017**

- Agenda Item 1: Approval of the Provisional Agenda**
- Agenda Item 2: Review of PA-RAST Action Items**
- Agenda Item 3: Information from other Regional Aviation Safety Groups (RASGs) Meetings of Interest to the PA-RAST**
- Agenda Item 4: Review of Caribbean Aviation Safety Information - Analysis/Review and Discussion**
- Agenda Item 5: Participant Presentations (Topics of Interest to the Meeting)**

**15 November 2017**

- Agenda Item 6: Update from Detailed implementation Plans (DIPs) Champions**
- Agenda Item 7: Breakout Sessions: Controlled Flight Into Terrain (CFIT), Loss of Control-Inflight (LOC-I), Runway Excursion (RE), and Mid-Air Collision (MAC)**
- Agenda Item 8: Final Update from DIPs Champions**

**16 November 2017**

- Agenda Item 9: Open meeting with Trinidad and Tobago/Caribbean Aviation Stakeholders**
- Agenda Item 10: Topics for the Good of the PA-RAST**
- Agenda Item 11: Other Business**

-----



# ICAO

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

**Thirtieth Pan America — Regional Aviation Safety Team Meeting  
 (PA-RAST/30)**

Port-of-Spain, Trinidad and Tobago, from 14 to 16 November 2017

**APPENDIX B  
 REGISTRATION FORM**

|     |   |                |  |          |  |      |
|-----|---|----------------|--|----------|--|------|
| 1.  | Position in your Delegation:<br><i>(Please select one option)</i> | Chief Delegate |  | Delegate |  |      |
|     |   | Adviser        |  | Observer |  |      |
| 2.  | Country / Organization  |                |  |          |  |      |
| 3.  | Salutation  | Mr.            |  | Mrs.     |  | Miss |
| 4.  | Name  |                |  |          |  |      |
| 5.  | Official Position or Title  |                |  |          |  |      |
| 6.  | Official Telephone  |                |  |          |  |      |
| 7.  | Mobile (to contact you in case of an emergency)                   |                |  |          |  |      |
| 8.  | Official E-mail   |                |  |          |  |      |
| 9.  | Hotel and address where you will be staying during the event      |                |  |          |  |      |
| 10. | Please indicate if accompanied by your family                     | Yes            |  | #        |  |      |
| 11. | Dates of total stay in the venue Country                          |                |  |          |  |      |
| 12. | Please indicate if you have any medical condition or allergies    |                |  |          |  |      |
| 13. | Emergency contact information in your country of origin           | Name           |  |          |  |      |
|     |   | Relationship   |  |          |  |      |
|     |   | Telephone      |  |          |  |      |

Please send this form to:  
 E-mail: [icaonacc@icao.int](mailto:icaonacc@icao.int)