



International
Civil Aviation
Organization

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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-N1-17.1 — **E.OSG - NACC69581**

2 October 2017



To: RASG-PA Executive Steering Committee Members

Subject: **Invitation— Twenty - Ninth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/29)**
ICAO NACC Regional Office, Mexico City, Mexico, 29 - 30 November 2017

Action

Required: 1) Take note of the new dates
2) Submission of documentation by the deadlines provided in this letter
3) Register participation by **13 November 2017**

Sir/Madam,

I am pleased to invite you to participate in the Twenty - Ninth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/29), originally scheduled for 17-18 October 2017, will now be held at the ICAO NACC Regional Office in Mexico City, Mexico from 29 to 30 November 2017. Please note this important scheduling change. The working language of the Meeting will be English and no simultaneous interpretation will be provided.

After the meeting, on 1 December 2017, the ICAO NACC Regional Office will be culminating its year-long 60th Anniversary activities, with the closing ceremony celebrations. Please make plans to stay for this important event. You will receive further information on these activities separately.

Attached to this letter you will find the following:

- Provisional Agenda — **Attachment A**
- Provisional Schedule — **Attachment B**
- Registration Form — **Attachment C**
- Templates — **Attachments D to F**

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You are kindly requested to complete and return the Registration Form at Attachment B by e-mail for each participant by **13 November 2017**.

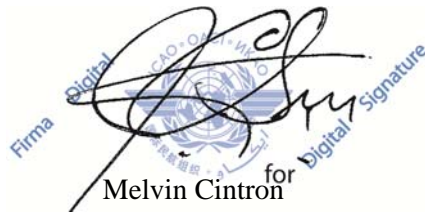
The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” Section of the ICAO NACC Regional Office website (http://www.icao.int/NACC/Pages/visitors_info.aspx). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

The documentation 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 **20 October 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), or Ms. Lizette Morales, Assistant, (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:
As indicated

**ATTACHMENT A
PROVISIONAL AGENDA**

Agenda Item 1: Approval of the Provisional Agenda

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 RASG-PA Valid Conclusions and Decisions

The meeting will conduct a review of the current RASG-PA Conclusions and Decisions.

Agenda Item 3: Items/Briefings of Interest to the RASG-PA ESC

The meeting will discuss the latest updates on global and regional safety issues to include:

- SAM and NACC Safety progress reports on SSP/SMS
- Report on Safety Initiatives
 - RST - Aruba
 - SSP strategy based on SSP Foundation APP
- GREPECAS/GTE results
- Safety improvements from ANS implementation
 - AIDC

Agenda Item 4: RASG-PA Project Reports

The meeting will hear reports from project coordinators.

Agenda Item 5: RASG-PA Team Reports

The meeting will hear reports from the Co-chairs of the RASG-PA teams and discuss pertinent issues.

Agenda Item 6: RASG-PA Strategic Plan

The meeting will hear a report from the Rapporteur of the Strategic Plan Team (CANSO).

Agenda Item 7: RASG-PA Communication Plan

The meeting will discuss communications strategy to increase States and Industry participation and RASG-PA meetings and events.

Agenda Item 8: RASG-PA Work Programme

The meeting will discuss the RASG-PA work programme for 2018 to include project management activities.

Agenda Item 9: Other Business

The meeting will discuss other business to include planning for the next meeting and other items as the meeting may suggest.

ATTACHMENT B
PROVISIONAL SCHEDULE

Hour	29 November 2017	Hour	30 November 2017
08:45 – 09:00	Registration		
09:00 – 09:30	Opening Agenda Item 1	09:00 – 09:45	Agenda Item 5
09:30 – 10:00	Agenda Item 2		
10:00 – 10:30	Agenda Item 3	09:45 – 10:30	Agenda Item 6
10:30 – 11:00	<i>Coffee Break</i>	10:30 – 11:00	<i>Coffee Break</i>
11:00 – 12:00	Agenda Item 3 (Cont.)	11:00 – 12:00	Agenda Item 6 (Cont.)
12:00 – 13:30	<i>Lunch</i>	12:00 – 13:30	<i>Lunch</i>
13:30 – 14:00	Agenda Item 3 (Cont.)	13:30 – 14:30	Agenda Item 7
14:00 – 14:30	Agenda Item 4	14:30 – 15:00	Agenda Item 8
14:30 – 15:00		15:00 - 15:15	Agenda Item 9
15:00 – 15:30		15:15 - 15:30	Presentation of relevant conclusions and closing



ICAO

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

**Twenty - Ninth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting
 (RASG-PA ESC/29)**

ICAO NACC Regional Office, Mexico City, Mexico, 29 - 30 November 2017

**ATTACHMENT C
 REGISTRATION FORM**

1.	Position in your Delegation: <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