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Organization

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de l'aviation civile
internationale

Organización
de Aviación Civil
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NE24-10 — **E.OSG - NACC73891**

29 June 2018

To: States, Territories and International Organizations

Subject: Invitation — XVI ICAO/ASPA Regional Seminar “Towards Regional Integration of Working Teams in Safety Systems”
Mexico City, Mexico, 11 to 12 September 2018

Action

Required: Register participation by **30 August 2018**

Sir/Madam,

ICAO, in coordination with the “*Asociacion Sindical de Pilotos Aviadores de Mexico*” (ASPA), invites you to the XVI ICAO/ASPA Regional Seminar “Towards Regional Integration of Working Teams in Safety Systems”, which will be held at the ASPA auditorium in Mexico City, Mexico, from 11 to 12 September 2018.

The purpose of this seminar is to obtain improvements for the industry in respect to the integration of working teams in safety systems, as well as in the NAM/CAR Regions.

During the seminar, the need of having a framework based on a proactive identification of current and future risks; the development of mitigation actions as needed and monitoring the effectiveness of the implemented actions by using strategies based on developed data in conjunction with the key stakeholders of aviation; and acting cooperatively to take the regional aeronautical community to the highest levels of commercial aviation safety improving the State Safety Programme (SSP) and the Safety Regional Teams, will be discussed

The working languages of the seminar will be Spanish and English with simultaneous interpretation provided. Participation is free of charge. The audience will include representatives from civil aviation authorities, air and naval force, airlines, service providers and international speakers. The event programme will be sent as soon as it becomes available.

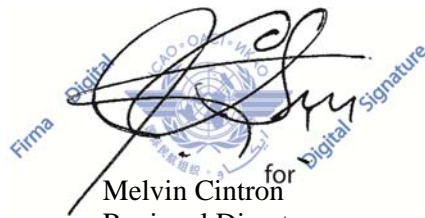
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You are kindly requested to complete and return the registration form at **Attachment A** by e-mail for each participant directly to ASPA, as indicated on the form by **30 August 2018**. The seminar General Information is provided at **Attachment B**, along with the hotel Reservation Form, to be sent for each participant by **30 August 2018**. For additional information visit: <http://aspaasuntostecnicos.org/seminario2018/>

I would like to emphasize that ASPA auditorium has a maximum capacity for 200 participants. Since registration for the seminar will be on a “first-come, first served” basis, I invite you to register at your earliest convenience.

Should you require further information regarding the event, please contact Ms. Mayda Avila, Regional Officer, Communication Navigation and Surveillance (mavila@icao.int) or Mrs. 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

ICAO



OACI

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

XVI ICAO/ASPA Regional Seminar "Towards Regional Integration of Working Teams in Safety Systems"
XVI Seminario Regional OACI/ASPA "Hacia la integración regional de los Equipos de trabajo en sistemas de Seguridad Operacional"

Mexico City, Mexico, 11 to 12 September 2018 / Ciudad de México, México, 11 y 12 de septiembre del 2018

ATTACHMENT / ADJUNTO A
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:

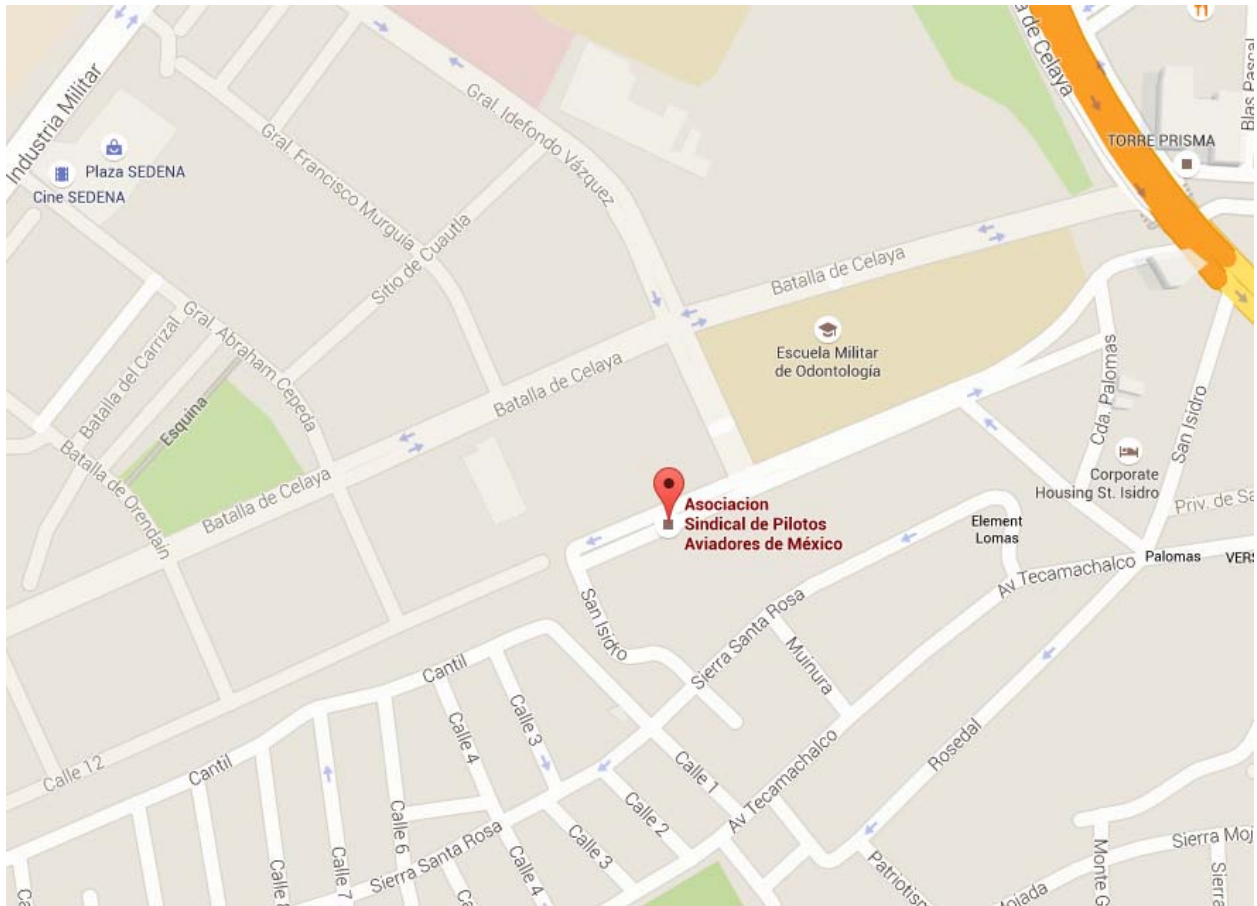
E-mail: circe.gomez@aspa.org.mx

ATTACHMENT B

GENERAL INFORMATION

1. Venue, Date and Languages

The XVI ICAO/ASPA Regional Seminar “Towards Regional Integration of Working Teams in Safety Systems” will be held at the ASPA Headquarters Auditorium in Mexico City located at *Calle Palomas 110, Col. Reforma Social, 11650, Mexico City, Mexico*, from 11 to 12 September 2018. There is no registration fee to participate in the Seminar. The working languages will be Spanish and English and simultaneous interpretation will be provided.



2. Registration

Participant registration will take place on 11 September 2018, from 09:00 to 09:30 hours.

3. Opening Session

The opening session will be held on 11 September 2018 at 09:30 am, with opening remarks from representatives of ICAO, Mexico DGAC, ASPA, IFALPA and CPAM.

4. Accommodation and Transportation

The Galeria Plaza/Brisas Hotel & Resort has been selected as the main hotel for the seminar. The hotel is located in Mexico City (Pink Zone). The address is:

Hamburgo No. 195, Col. Juárez
Mexico City, Mexico, 06600
Teléfono: + 52 55 5230-1717
Fax: +52 55 5208-0334
Website: www.brisas.com.mx
Contacto en el hotel: Stephany.hernandez@brisas.com.mx

ASPAs has arranged the following special rates with the hotel:

| Room Type (with buffet breakfast) | Rate |
|---------------------------------------|--------------|
| Deluxe Single Room | \$115.00 USD |
| Deluxe Double Room | \$125.00 USD |
| Single/Double Room in executive floor | \$145.00 USD |

* Rates do not include taxes

To obtain these rates you may book the hotel through ASPA by sending the enclosed Reservation Form included as the **Appendix** to this General Information or if booking directly with the hotel you must mention the **ICAO/ASPAs Regional Seminar**. Daily transportation will be provided between the Hotel Galeria Plaza and ASPAs Headquarters. Transportation will depart from the hotel on 11 and 12 September 2018 at 07:15 hours, an ASPAs representative will be in the lobby of the hotel to provide assistance.

5. Additional Information

For additional information visit:

<http://aspaasuntostecnicos.org/seminario2018>

APPENDIX / APÉNDICE

**XVI ICAO/ASPA Regional Seminar “Towards Regional Integration of Working Teams in Safety Systems”
XVI Seminario Regional OACI/ASPA “Hacia la integración regional de los Equipos de trabajo en sistemas de Seguridad Operacional”
Mexico City, Mexico, 11 to 12 September 2018 / Ciudad de México, México, 11 y 12 de septiembre del 2018**

HOTEL GALERÍA PLAZA/BRISAS
HAMBURGO 195, COL. JUÁREZ (ZONA ROSA) MÉXICO, D.F. 06600
Hotel Reservation Form / Formulario de Reservación de Hotel

| | | |
|---|--|---|
| Name/Nombre: | | |
| Company or Association/ Compañía o Asociación: | | |
| Country/País: | | |
| Telephone/Teléfono: | | |
| Fax: | | |
| E-Mail: | | |
| TYPE OF ROOM/TIPO DE HABITACION | <u><i>SINGLE/SENCILLA</i></u> Smoking/Fumar Non Smoking/No Fumar | <u><i>DOUBLE/DOBLE</i></u> Smoking/Fumar Non Smoking/No Fumar |
| Arrival Date/Fecha de Llegada: | | |
| Departure Date/Fecha de Salida: | | |
| Credit Card/Tarjeta de Crédito: | | |
| Credit Card number/Número de Tarjeta de Crédito: | | |
| Holder's Credit/Titular de la Tarjeta : | | |
| Expire Date/Fecha de Vencimiento: | | |

Please send this registration form to/Por favor envíe esta forma de registro a:

E mail: circe.gomez@aspa.org.mx or michel.anaya@aspa.org.mx

You may also make reservations directly to the hotel / También puede hacer su reservación directamente al hotel.

| | |
|---|--|
| Confirmation number/No. de Confirmación: | |
|---|--|

I guarantee this room reservation with my credit card. I agree that in the case of non-arrival, one night's room rate + 17% tax will be charged against my credit card as No-show, unless the reservation has been cancelled and the cancellation confirmed by fax two days before the arrival date.

Garantizo esta reservación de habitación con mi tarjeta de crédito. Estoy de acuerdo en que, en caso de que no me presente, se cargue a mi tarjeta el equivalente a la tarifa de una noche de estancia + 17% de impuesto por concepto de No-show, a menos que la reservación haya sido cancelada y la cancelación confirmada por fax dos días antes de la fecha de llegada.