



International  
Civil Aviation  
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de l'aviation civile  
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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: LT 2/11.2.3 – SA516

18 August 2011

To: Mr. Pierre Dubois, French Antilles and Guyana  
Mr. Zulficar Mohamed, Civil Aviation Director, Guyana (ai)  
Mr. Stantley Betterson, Acting Director of Civil Aviation, Suriname  
Mr. E. L. Fernandes Acting Director, Civil Aviation Safety Authority Suriname (CASAS)

Subject: **Fourth Meeting of the Regional Aviation Safety Group – Pan America (RASG-PA/04)**  
(Miami, Florida, United States, 19-21 October 2011)

Action  
required: **Please reply by 1 October 2011**

Sir,

I am pleased to refer to my letter SA312 dated 19 May 2011, on the subject meeting. In this regard, it is my honour to invite you to the Fourth Meeting of the Regional Aviation Safety Group – Pan America (RASG-PA/04), which is being hosted through the generous support of Airbus Industrie.

The objective for this year's meeting will be to inform the RASG-PA membership on the current status of RASG-PA safety initiatives focused on reducing fatal accidents that are associated with the top three identified risk areas: runway excursions, controlled flight into terrain and loss of control in-flight, and the projects related to the ICAO Global Aviation Safety Plan (GASP) Global Safety Initiatives (GSIs). Members will also review and approve the RASG-PA work programme for 2012. In addition, the proposed Second Annual RASG-PA Safety Report for the Pan-American region will be presented during the meeting. Enclosed you will find Registration Form (**Attachment A**) and the Draft Agenda (**Attachment B**). Simultaneous English/Spanish translation services will be provided.

Last year's meeting was hosted by the Dominican Republic and was attended by delegates from States/Territories of the NAM/CAR/SAM Regions, International Organizations, Regional Safety Oversight Organizations (RSOOs), and aircraft manufacturers.

I invite States/Territories, International Organizations, industry representatives and flight safety aviation groups to submit working and information papers to this office by e-mail. Working papers prepared in **only one language (English or Spanish) must be received by 15 September 2011**, in order to complete translation. Working papers submitted after this date must be prepared in **both languages and received by 30 September 2011**. Information papers do not require translation and may be submitted in only **one language by 30 September 2011**. All documentation submitted for translation and distribution must be received in electronic format. Templates for preparation of working and information papers are attached for your convenience.

Please note that working papers are limited to four pages of text (including appendices) if translation is required. Where a working paper includes appendices and exceeds four pages only the paper will be translated, provided it is within the four-page limit. All meeting documentation will be posted on the ICAO SAM Regional Office website as it becomes available at the following website address: [www.lima.icao.int](http://www.lima.icao.int), under RASGPA, Regional Groups.

The event will be held at The Westin Colonnade Hotel Coral Gables, Florida, United States. You may reserve your room at the following website: [www.starwoodmeeting.com/Book/rasgpa4thannualconference](http://www.starwoodmeeting.com/Book/rasgpa4thannualconference). The preferential rate per room, which includes continental breakfast and taxes is \$202.27 USD. Please book early as this group rate will only be available until **28 September 2011**. For other hotel options in the Coral Gables area, please contact the Coral Gables Chamber of Commerce: <http://www.coralgableschamber.org/>

For more information or assistance regarding this meeting, contact the coordinators, Mr. Marcelo Ureña, Regional Officer Flight Safety ([murena@lima.icao.int](mailto:murena@lima.icao.int)), or Mrs. Marisa Páez, Assistant ([mpaez@lima.icao.int](mailto:mpaez@lima.icao.int)).

I strongly encourage all RASG-PA States and representatives to attend this important aviation safety event.

Please submit the attached registration form to this Regional Office as soon as possible, and in any case no later than **1 October 2011**.

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



Franklin Hoyer  
Regional Director  
ICAO South American Office  
Lima

**Encs:**

*A – Registration Form*  
*B – Draft Agenda*  
*Templates for Papers.*

cc:

Mr. Daniel Madiot, Chef du Service de la Navigation Aérienne (ai) Antilles, Guyane  
ICAORD, Mexico

## **ATTACHMENT B**

### **DRAFT AGENDA**

- Agenda Item 1**            **Review and Approval of the Draft Meeting Agenda and Schedule**
- Agenda Item 2**            **Review of Conclusions and Decisions from RASG-PA/03 Meeting and RASG-PA ESC/07, ESC/08, ESC/09 and ESC/10 Meetings**
- Agenda Item 3**            **RASG-PA Regional Aviation Safety Team - Pan America (RAST-PA) Report**
- Agenda Item 4**            **RASG-PA Aviation Safety Training Team (ASTT) Report**
- Aviation Safety Workshops 2012 Schedule
- Agenda Item 5**            **RASG-PA Annual Safety Report Team (ASRT) Report - 2010**
- Agenda Item 6**            **RASG-PA GSI-3 Project: Protection of Safety Information Report**
- Agenda Item 7**            **RASG-PA GSI-12 Project: Flight Data Analysis Report**
- Agenda Item 8**            **RASG-PA GSI-4 Project: COCESNA/ACSA Regional Accident and Incident Investigation Organization (CIPA)**
- Agenda Item 9**            **The Aviation Safety Information Analysis And Sharing (ASIAS) System**
- Agenda Item 10**           **RASG-PA Plan of Activities for 2012**
- Third Pan American Aviation Safety Summit 2012
  - RASG-PA Work Programme for 2012
- Agenda Item 11**           **Airbus Presentation**
- Agenda Item 12**           **Other Business:**
- ESC elections
  - Host and Dates for the Next Meeting

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