



International  
Civil Aviation  
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Международная  
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авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: LT 2/11.5.3-SA179

Lima, 2 April 2013

To: Mr Jean-Michel Boivin, Regional Director of Civil Aviation, West Indies and French Guiana  
Mr Zulficar Mohamed, Director General, Civil Aviation Authority, Guyana  
Mr Falisie Jozef Pinas, Minister of Transport, Communication and Tourism, Suriname

Subject: **Sixth Regional Aviation Safety Group – Pan America Annual Plenary Meeting (RASG-PA/06)**  
(San Jose, Costa Rica, 27 to 28 June 2013)

Action

Required: 1) Submission of documentation by the deadlines provided in this letter  
2) Register participation by **24 May 2013**

Sir,

I am pleased to make reference to my letter Ref.: SA060 dated 4 February 2013, on the above mentioned meeting. In this regard, it is my honour to invite you to the Sixth Annual Plenary Meeting of the Regional Aviation Safety Group – Pan America (RASG-PA/6), to be held in San José, Costa Rica, from 27 to 28 June 2013, hosted by the DGAC of Costa Rica.

RASG-PA States are strongly encouraged to send the appropriate representatives to this year's RASG-PA Annual Plenary Meeting, which will immediately follow the Fourth Pan American Aviation Safety Summit being held at the same venue, the Marriott Hotel in San Jose, Costa Rica.

RASG-PA seeks to harmonize all activities undertaken to address aviation safety issues in the Pan American Region. RASG-PA focuses on the top safety risk areas in the region through collaboration, cooperation and sharing best-practices and available training. The activities of the Regional Aviation Safety Groups (RASGs) are aligned with the Global Aviation Safety Plan (GASP) objectives and are designed to provide practical assistance to States in their particular region. RASG-PA continues to set the standard in the Pan American region to harmonize safety initiatives.

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The agenda for this year's meeting will include the current status of RASG-PA safety initiatives, which are focused on runway excursions, controlled flight into terrain and loss of control in-flight. Members will also receive updated information on numerous RASG-PA projects, which includes the model legislation for the protection of safety information; implementation of an accident and incident prevention investigation commission in Central America; promoting the consistent use of Spanish air traffic control (ATC) phraseology in accordance with ICAO Doc 4444, and Bird Strike Reduction Programme. In addition, the revised third edition of the RASG-PA Annual Safety Report for the Pan-American region will be presented during the meeting.

Enclosed you will find the Registration Form (**Attachment A**), which should be sent to this Regional Office not later than **24 May 2013**, and the Draft Agenda (**Attachment B**). Simultaneous English/Spanish translation services will be provided.

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 24 May 2013**, in order to complete translation. Working papers submitted after this date must be prepared in **both languages and received by 10 June 2013**. Information papers do not require translation and must be submitted **by 10 June 2013**. All documentation submitted for translation and distribution must be received in electronic format. Templates for preparation of working and information papers are enclosed as **Attachment C** 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 this Regional Office website under the meeting programme for 2013 at <http://www.lima.icao.int/MeetProg/MeetingProgramme.asp>.

The event will be held at the Marriott Hotel in San Jose, Costa Rica. You will find information regarding hotel reservations at the following web link: <http://www.alt.aero/safety/2013/home.php>

For more information or assistance regarding this meeting, please contact Mr. Marcelo Ureña, Regional Officer Flight Safety ([murena@icao.int](mailto:murena@icao.int)) or his Assistant, Ms. Deborah Coriat, ([dcoriat@icao.int](mailto:dcoriat@icao.int)).

Accept, Sir, the assurances of my highest consideration.



Franklin Hoyer  
Regional Director  
ICAO South American Office  
Lima

**Enclosures:**

*A – Registration Form*

*B – Draft Agenda*

*C – Templates for Papers*

cc: Mr Olivier Jouans, Regional Director of ATM services, West Indies and French Guiana  
Mrs Thelma Douglas Pinas, Permanent Secretary, Ministry of Transport, Communication and Tourism, Suriname  
Mr Robby Venlo, acting Director of Civil Aviation, Suriname  
Mr Brian de Souza, acting Director, CASAS, Suriname  
***RASG-PA SAM ESC Members***  
Mr Carlos Pellegrino, ANAC Brazil  
Mr Lorenzo Selpúlveda, DGAC Chile  
ICAORD Mexico  
C/OPS, ICAO Headquarters

## **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 previous RASG-PA and ESC Meetings**
- Agenda Item 3**            **RASG-PA Working Group(s) Reports**
- 3.1     Pan America - Regional Aviation Safety Team (PA-RAST)
  - 3.2     Annual Safety Report Team (ASRT)
  - 3.3     Aviation Safety Training Team (ASTT)
- Agenda Item 4**            **RASG-PA Projects**
- 4.1     Model Legislation for the Protection of Safety Information and Follow-up Activities Report
  - 4.2     Central American Accident and Incident Prevention Investigation Commission Report
  - 4.3     Flight Operations Quality Assurance (FOQA) Data Sharing Report
  - 4.4     Consistent use of ATC Standard Spanish Phraseology in accordance with the ICAO PANS-ATM (Doc 4444) Report
  - 4.5     Bird Strike Reduction Programme Report
- Agenda Item 5**            **Other RASG-PA Activities Reports**
- 5.1     Cost Benefit Analysis of On-Board Technology to Mitigate Runway Excursions (REs)
  - 5.2     Runway Safety Teams (RSTs) Report
  - 5.3     RASG-PA Safety Targets
  - 5.4     Planning and Implementation Regional Groups (PIRGs) and Regional Aviation Safety Groups (RASGs) Global Coordination Meeting Report
- Agenda Item 6**            **RASG-PA Plan of Activities for the Second Semester of 2013**
- Agenda Item 7**            **Other Business**
- 7.1     Review of the proposed Global Aviation Safety Plan (GASP)
  - 7.2     RASG-PA ESC Elections
  - 7.3     Host and Dates for the RASG-PA/07 Annual Plenary Meeting
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