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When replying please quote:

Ref.: NT-N1-17.1 — **E.OSG - NACC70959**

22 December 2017



To: States, Territories and International Organizations

**Subject:** Invitation – Thirtieth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/30)  
Washington, D.C., United States, 22 to 23 March 2018

**Action**

**Required:** 1) Submission of documentation by the deadlines provided in this letter  
2) Register participation by **9 March 2018**

Sir/Madam,

Further to my State Letter *Ref. NACC70804*, dated 20 December 2017, please be informed that the venue and date of the Thirtieth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/30) has changed. The RASG-PA ESC/30 Meeting will now be held in Washington, D.C., United States, from 22 to 23 March 2018 and will be hosted by United States. The meeting venue will be informed as soon it becomes available. The working language of the Meeting will be English and no simultaneous interpretation will be provided.

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**

You are kindly requested to complete and return the Registration Form at Attachment B by e-mail for each participant by **9 March 2018**. The meeting general information will be sent as soon as it becomes available.

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 **2 March 2018**.

... / 2

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. Julio Siu, Deputy Regional Director ([jsiu@icao.int](mailto:juiu@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 for Papers)*

*M:\RASG-PA\Executive Steering Committee (ESC)\ESC30-2017\Correspondence\NACC70804FS-States-ESC30MeetingInv.docx / LAG*

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Craig Hoskins, Airbus  
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**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:

- NACC and SAM Safety progress reports on SSP/SMS
- Report on Safety Initiatives
- GREPECAS Preparation
- Safety improvements from Air Navigation Services implementation

**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 in RASG-PA meetings and events.

**Agenda Item 8: RASG-PA Work Programme**

**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.

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**ATTACHMENT B  
PROVISIONAL SCHEDULE**

Hour	22 March 2018	Hour	23 March 2018
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

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# ICAO

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

**Thirtieth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting  
 (RASG-PA ESC/30)**

Washington, D.C., United States, 22 to 23 March 2018

**ATTACHMENT C  
 REGISTRATION FORM**

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

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