



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

LT 2/8.11.10-SA093  
LT 2/8.16.8

8 February 2010

To: Oscar Derby, Vice Chairman GREPECAS and Chairman AVSEC Committee  
Jacques Boursiquot, Second Vice-Chairman, GREPECAS  
George Legarreta, Chairman AGA/AOP/SG  
Steven R. Albersheim, Vice-Chairman, AERMET/SG  
Mr. Adalberto Febeliano – IBAC

cc.: ICAORD Mexico  
C/RCC

From: Secretary of GREPECAS

Subject: **Tenth GREPECAS Aviation Safety Board Meeting (ASB/10)**  
(Mexico City, Mexico, 25 – 26 May 2010)

**Eighth GREPECAS Administration Coordination Group Meeting (ACG/8)**  
(Mexico City, Mexico, 27 – 28 May 2010)

**Action  
required: Confirm participation**

Sir/Madam,

I have the honour of addressing this letter, with reference to GREPECAS Decision 9/20 that restructured the GREPECAS Mechanism and established the Administration Coordination Group (ACG) and Aviation Safety Board (ASB) as GREPECAS contributory bodies. The Administration Coordination Group is composed of the Chairperson and Secretary of GREPECAS, ICAO NACC and SAM Regional Office Directors, a representative from the Regional Affairs Office at ICAO Headquarters, the Secretaries of the Subgroups and the Chairpersons and/or Vice-Chairpersons of the contributory bodies. The Aviation Safety Board is composed by all of the above, plus the following observer organizations: ACI, IATA, IBAC, IFALPA and IFATCA.

In this regard, in light of the importance of these meetings for the GREPECAS work programme, your participation in them would be of great importance and, therefore, I am pleased to invite you to participate in the Tenth Aviation Safety Board Meeting (ASB/10) and Eighth Meeting of the Administration Coordination Group Meeting (ACG/8) which will be held in the ICAO NACC Regional Office in Mexico City, Mexico, from 25 to 26 May and 27 to 28 May 2010, respectively.

The Provisional Agenda for ASB/10 and ACG/8 meetings are attached for your comments, which I would request as soon as possible, as well as the registration form for both meetings. Opportunely, I will be forwarding IP/01 containing general information for the Meeting. I would very much appreciate your confirmation to participate at the above-mentioned meetings, as soon as possible. The Meetings will be conducted in English only. For your information, a letter of invitation was sent to the Civil Aviation Director of your State.

Thanking you in advance for your kind attention.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Franklin Hoyer', with a long horizontal flourish extending to the right.

Franklin Hoyer  
Secretary of GREPECAS

**Enclosures**

*Agenda*

*Registration Form*



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## PROVISIONAL AGENDA

- Agenda Item 1: Review of the results of the work of GREPECAS contributory bodies and their respective terms of reference:**
- a) ACG
  - b) ASB
  - c) AERMET/SG
  - d) AGA/AOP/SG
  - e) AIM/SG
  - f) CNS/ATM/SG
- Agenda Item 2: Review of the GREPECAS Terms of Reference**
- Agenda Item 3: Organization and working method of GREPECAS**
- Agenda Item 4: Review of the GREPECAS Procedural Handbook**
- Agenda Item 5: Review of the 2010-2011 schedule of meetings and State contributions to its implementation**
- Agenda Item 6: Agenda of the GREPECAS/16 meeting**
- Agenda Item 7: Other matters**

## EXPLANATORY NOTES

**Agenda Item 1: Review of the results of the work of GREPECAS contributory bodies and their respective Terms of Reference:**

- a) ACG
- b) ASB
- c) AERMET/SG
- d) AGA/AOP/SG
- e) AIM/SG
- f) CNS/ATM/SG

Based on the report submitted by each of the Chairpersons of the GREPECAS contributory bodies in the new format approved by GREPECAS/15 through Decision 15/53, item b), the meeting shall review in detail the level of development of the tasks assigned to each of them and propose the action it deems appropriate to improve the activities of GREPECAS and of its contributory bodies.

**Agenda Item 2: Review of the GREPECAS Terms of Reference**

Based on the discussions of the previous agenda item, the meeting will make a thorough review of the terms of reference of GREPECAS and its contributory bodies.

**Agenda Item 3: Organization and working method of GREPECAS**

Under this agenda item, the meeting will make a detailed analysis of the work developed by GREPECAS, keeping in mind the efficiency and effectiveness.

**Agenda Item 4: Review of the GREPECAS Procedural Handbook**

The Group will review the Procedural Handbook and make the changes resulting from the GREPECAS/15 meeting and from the discussion of agenda items 1 and 2, in an attempt to improve the document.

**Agenda Item 5: Review of the 2010-2013 schedule of meetings and State contributions to its implementation**

Based on the 2009 schedule of meetings approved by GREPECAS/15, the meeting will amend it as it may deem appropriate and complete it for the period 2010-2013. It will also be important to reassert the need for States to contribute to the implementation of the schedule of meetings approved under this agenda item.

**Agenda Item 6: Agenda of the GREPECAS/16 meeting**

Under this agenda item, the meeting will be presented with a proposed agenda for the GREPECAS/16 meeting to be held in October 2010. The meeting shall review and approve this proposal as a provisional agenda.

**Agenda Item 7: Other matters**



**ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL  
INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**Décima Reunión de la Junta de Seguridad de la Aviación de GREPECAS (ASB/10) /  
Tenth GREPECAS Aviation Safety Board Meeting (ASB/10)**  
(Ciudad de México, México, 25-26 Mayo 2010) / (Mexico City, Mexico, 25-26 May 2010)

**Octava Reunión del Grupo Coordinador de Administración (ACG/8) /  
Eighth GREPECAS Administration Coordination Group Meeting (ACG/8)**  
(Ciudad de México, México, 27 – 28 de mayo de 2010) / Mexico City, Mexico, 27 – 28 May 2010)

**FORMULARIO DE REGISTRO / REGISTRATION FORM**

1. Estado/*State:*  
Organismo/*Organization:* \_\_\_\_\_

2. Nombre/  
*Name* \_\_\_\_\_  
\_\_\_\_\_

3. Título/*Title:* \_\_\_\_\_

4. Participa en/*Attending:* \_\_\_\_\_

5. Participa como/ *Participates as:*  
 Miembro/  
*Member*       Alterno/  
*Deputy*       Delegado/  
*Delegate*       Observador/  
*Observer*

6. Dirección oficial /  
*Business address:* \_\_\_\_\_  
\_\_\_\_\_

7. Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

8. Hotel o dirección en la  
ciudad /  
*Hotel or local address:* \_\_\_\_\_

Firma/  
*Signature:* \_\_\_\_\_ Fecha/  
*Date:* \_\_\_\_\_