



International
Civil Aviation
Organization

Organisation
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Organización
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

LT 11/43.4.7-SA427

29 August 2014

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: **Invitation – Fourteenth Scrutiny Working Group Meeting (GTE/14)**
(Mexico City, Mexico, 1 to 5 December 2014)

Action
required:

- 1) Transmittal by States of additional items to the Provisional Agenda by **14 November 2014**
- 2) Submission of documentation by the deadlines provided in this letter
- 3) Register participation by **4 November 2014**

Sir/Madame,

I have the honour to address you this letter in line with ICAO provisions in ICAO Doc 9574 - *Manual on a 300 m (1 000 ft) Vertical Separation Minimum between FL 290 and FL 410, inclusive*, and GREPECAS Conclusions, to invite your Administration/Organization to participate in the Fourteenth Scrutiny Working Group Meeting (GTE/14) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 1 to 5 December 2014.

The main objective of this meeting will be to perform risk analysis of Large Height Deviations (LHDs) and their impact on the Target Level of Safety (TLS) in Reduced Vertical Separation Minimum (RVSM) airspace in order to issue the relevant risk mitigation recommendations.

This event is aimed at Air Traffic Service (ATS) inspectors, air traffic controllers, pilots, supervisors and aircraft operations specialists of States and Territories of the ICAO CAR/SAM Regions and representatives of invited international organizations are expected to attend. The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

The Provisional Agenda of the meeting is at **Attachment A**. States wishing to submit proposals for the addition of items should do so by **14 November 2014**.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail to this Regional Office (icaosam@icao.int) for each participant by **4 November 2014**.

The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” section of the ICAO NACC Regional Office website (http://www.icao.int/NACC/Pages/visitors_info.aspx). Participants are encouraged to make reservations directly with the selected hotel(s) in a timely manner.

All meeting documentation 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.

Documentation that your Administration/Organization may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word format. **Only** working papers **received** by this office by **7 November 2014**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date will have to be submitted in both languages. Information papers will only be issued in the language submitted. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **14 November 2014**. The deadlines for submission of documentation for translation will be strictly enforced. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish).

If you require any further information regarding the meeting, please contact Messrs. Julio de Souza Pereira (jpereira@icao.int), SAM Regional Officer ATM/SAR and/or Roberto Arca, SAM Regional Officer ATM/SAR/AIM, or their assistant, Mrs. Ursula Danuser (udanuser@icao.it). Search and Rescue (vhernandez@icao.int) or Ms. Ana Valencia, Assistant, (avalencia@icao.int).

Accept, Sir, the assurances of my highest consideration.



Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Enclosure

A – Provisional Agenda

B – Registration Form

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 Department, Suriname
Mr. Brian De Souza, acting Director, CASAS, Suriname

ATTACHMENT A

DRAFT AGENDA

Agenda Item 1: Review of the previous CARSAMMA and Scrutiny Groups Meetings Conclusions and Recommendations

- a) Results on safety assessment in Reduced Vertical Separation Minimum (RVSM) airspace
- b) Large Height Deviation (LHD) notification data
- c) LHD safety assessment methodology

Agenda Item 2: Review of the Safety Assessment Project on RVSM Airspace for the CAR/SAM Regions

- a) Composition
- b) Objectives
- c) Activities and tasks to report to GREPECAS

Agenda Item 3: Large Height Deviation (LHD) Analysis

- a) Application of approved methodology by GREPECAS for safety assessment to reported LHD events
- b) Identifying trends
- c) GTE recommendations

Agenda Item 4: Lessons learned by CAR/SAM States to Reduce LHDs

Agenda Item 5: Obtaining other LHD Sources

Agenda Item 6: New Monitoring Agency Implementation in the CAR/SAM Regions

Agenda Item 7: Other Business



International Civil Aviation Organization
Organización de Aviación Civil Internacional
Fourteenth Scrutiny Working Group Meeting
Décimo Cuarta Reunión del Grupo de Trabajo de Escrutinio
(GTE/14)

Mexico City, Mexico, 1 – 5 December 2014 / Ciudad de México, México, 1 – 5 de diciembre de 2014

REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	NAME NOMBRE	
2.	POSITION CARGO	
3.	ORGANIZATION ORGANIZACIÓN	
4.	COUNTRY PAÍS	
5.	TELEPHONE TELÉFONO	
6.	E-MAIL CORREO-E	

Please send this form to: / Por favor envíe este formulario a:

E-mail: icaosam@icao.int