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国际民用
航空组织

When replying please quote:

Ref.: NT-NT - 8 — **EMX0453**

4 May 2015

To: States, Territories and International Organizations

Subject: **Invitation – ICAO Accident/Incident Investigation Workshop (ACCINV)**
Mexico City, Mexico, 20-24 July 2015

Action
Required: Register participation by **10 July 2015**

Sir/Madam:

I wish to invite your Administration/Organization to participate in the ICAO Accident/Incident Investigation Workshop (ACCINV) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 20 to 24 July 2015, organized in conjunction with the Accident Investigation Section (AIG) from ICAO Headquarters and with the support from Aeromexico.

The objective of the workshop is to provide an opportunity for accident/incident investigators and manufacturer's representatives to share their expertise and experience with each other and explore intra-regional cooperation. The following aspects of investigations are envisaged to be covered (the provisional programme is enclosed at **Attachment A**):

- ICAO Annex 13 provisions
- Aspects of investigation of aircraft occurrences, including manufacturers presentations
- The management of a major investigation involving an accident of a large aircraft
- Capturing the results of an investigation in an accident/incident report
- The gathering and analysis of data for accident/incident prevention purposes

Organizations of States and Territories of the ICAO NAM/CAR Regions and representatives of invited international organizations are expected to attend. The working languages of the workshop will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

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During the workshop, accident investigation cases will be presented, and the programme includes presentations on topics of significant interest related to accident/incident investigation and prevention; therefore, opportunity for group discussion will be created.

Annex 13 was amended in 2013 and is proposed to be amended in 2016. Several guidance material documents were also either produced or reviewed as a consequence of the 2008 Accident Investigation and Prevention (AIG) Divisional meeting and other meetings. The regional AIG workshop will provide an excellent opportunity to also exchange views on the amended Annex 13 and arrive at an agreed approach on how best to address issues at the regional level.

A minimum of two places is being reserved at the workshop for each State/Territory and international organisations; however, in case additional space is available, States/Territories and international organisations may nominate more participants. You are kindly requested to limit your selection of participants to persons who are involved with aircraft accident investigation and flight safety matters. Therefore, you are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **10 July 2015**.

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 hotel(s) in a timely manner.

All event presentations 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 presentations in electronic format, no hard copies will be distributed during the event.

Presentations that your Administration/Organization may wish to submit/present at the event should be forwarded to this office by e-mail as soon as practicable in PowerPoint format.

If you require any further information regarding the event, please contact Mr. Eduardo Chacin, Regional Officer, Flight Safety (echacin@icao.int) or Mrs. Leslie Gandara, Assistant, (lgandara@icao.int).

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

A digital signature in black ink, slanted upwards from left to right, is placed over a circular blue logo. The logo contains the text 'ICAO - OACI - ICAO' and 'for Digital Signature' in blue. The words 'Firma Digital' are written in blue on the left side of the signature, and 'for Digital Signature' is written in blue on the right side.

for
Melvin Cintron
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

A – Provisional Programme

B – Registration Form



ATTACHMENT / ADJUNTO A

PROVISIONAL PROGRAMME / PROGRAMA PROVISIONAL

Time/Hora	Monday20 / Lunes 20	Tuesday 21/ Martes 21	Wednesday 22/ Miércoles 22	Thursday 23/ Jueves 23	Friday 24/ Viernes 24
08:30 – 09:00	Registration/Registro				
09:00 – 10:50	Opening and introduction / Apertura e introducción	Managing a large scale accident/incident investigation / Gestión de una investigación de accidentes/ incidentes de gran escala	Investigative aspects presented in cooperation with investigative bodies and manufacturers / Aspectos de Investiga- ción presentados en cooperación de organismos de investigación y fabricantes	Investigative aspects presented in cooperation with investigative bodies and manufacturers / Aspectos de Investiga- ción presentados en cooperación de organismos de investigación y fabricantes	Presentation by local airline safety / Presentación de la seguridad operacional de aerolínea local
10:50 – 11:10	<i>Coffee break / Receso para el café</i>				
11:10 – 13:00	The ICAO-session: <ul style="list-style-type: none"> • Annex 13 • Guidance material • Regional co-operation • Discussion / La Sesión de la OACI: <ul style="list-style-type: none"> • Anexo 13 • Material guía • Cooperación regional • Discusión 	Dealing with human factors and investigating organizational aspects / Tratando con factores humanos y aspectos organizacionales de investigación	Investigative aspects presented in cooperation with investigative bodies and manufacturers / Aspectos de Investiga- ción presentados en cooperación de organismos de investigación y fabricantes	Investigative aspects presented in cooperation with investigative bodies and manufacturers / Aspectos de Investiga- ción presentados en cooperación de organismos de investigación y fabricantes	Presentation by regional airline / Presentación de aerolínea regional Writing Final Reports Safety presentations / Redacción de informes finales Presentaciones de seguridad operacional
13:00 – 14:00	<i>Lunch / Almuerzo</i>				

14:00 – 15:20	<p>On-site investigation:</p> <ul style="list-style-type: none"> • Documenting • Interviewing • Hazards at site / <p>Investigación en sitio:</p> <ul style="list-style-type: none"> • Documentación • Entrevista • Peligros en el sitio 	<p>Family assistance and dealing with the media / Asistencia familiar y trato con la prensa</p>	<p>Investigative aspects presented in cooperation with investigative bodies and manufacturers / Aspectos de Investigación presentados en cooperación de organismos de investigación y fabricantes</p>	<p>Investigative aspects presented in cooperation with investigative bodies and manufacturers / Aspectos de Investigación presentados en cooperación de organismos de investigación y fabricantes</p>	<p>Introduction to ADREP/ ECCAIRS / Introducción al ADREP/ ECCAIRS</p> <p>Discussion, evaluation and comments / Discusión, evaluación y comentarios,</p>
15:20 – 15:40	<i>Coffee break / Receso para el café</i>				
15:40 – 17:00	<p>Records investigation:</p> <ul style="list-style-type: none"> • Personnel • Aircraft • Operational • Other services / <p>Registros de la investigación:</p> <ul style="list-style-type: none"> • Personal • Aeronave • Operacional • Otros servicios 	<p>Dealing with flight recorders and other recording devices / Tratando con grabadoras de vuelo y otros aparatos de grabación</p>	<p>Investigative aspects presented in cooperation with investigative bodies and manufacturers / Aspectos de investigación presentados en cooperación de organismos de investigación y fabricantes</p>	<p>Investigative aspects presented in cooperation with investigative bodies and manufacturers / Aspectos de investigación presentados en cooperación de organismos de investigación y fabricantes</p>	

NB: Case studies will be introduced in the different sessions as appropriate / Aspectos de investigación presentados en cooperación de organismos de investigación y fabricantes



ICAO
OACI

International Civil Aviation Organization
Organización de Aviación Civil Internacional

North American, Central American and Caribbean Office
Oficina para Norteamérica, Centroamérica y Caribe

ICAO Accident/Incident Investigation Workshop
Taller sobre Investigación de Accidentes/Incidentes de la OACI
(ACCINV)

Mexico City, Mexico, 20 to 24 July 2015 / Ciudad de México, México, 20 al 24 de julio de 2015

REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	Position in your Delegation: <i>(Please select one option)</i>	Chief Delegate / Jefe de la Delegación		Delegate / Delegado	
	Posición dentro de su Delegación: <i>(Por favor seleccione una opción)</i>	Adviser / Asesor		Observer / Observador	
		Speaker / Conferencista		Moderator / Moderador	
2.	Country / Organization País / Organización				
3.	Salutation / Encabezamiento	Mr. / Sr.		Mrs. / Sra.	Miss / Srta.
4.	Name / Nombre				
5.	Official Position or Title / Cargo o Título Oficial				
6.	Official Telephone / Teléfono oficial				
7.	Mobile (to contact you in case of an emergency) Celular (para contactarle en caso de emergencia)				
8.	Official E-mail / Correo-e oficial				
9.	Hotel and address where you will be staying during the event / Hotel y dirección donde se estará hospedando durante el evento				
10.	Please indicate if accompanied by your family Por favor indique si lo acompaña su familia	Yes / Sí		#	
11.	Dates of total stay in the venue Country Fechas de estancia total en el País del evento				
12.	Please indicate if you have any medical condition or allergies / Por favor indique si usted tiene alguna condición médica o alergias				
13.	Emergency contact information in your country of origin / Información de contacto para emergencias en su país de origen	Name Nombre			
		Relationship Relación			
		Telephone Teléfono			

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

E-mail: icaonacc@icao.int