



International  
Civil Aviation  
Organization

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Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

*When replying please quote:*

Ref.: NT-NT-N1-17.1 — **EMX0458**

4 May 2015

To: RASG-PA Executive Steering Committee Members

Subject: **Invitation — Twenty-Fourth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/24)**  
Medellin, Colombia, 22 June 2015

Action

Required: 1) Submission of documentation by the deadlines identified in this letter  
2) Register participation by **5 June 2015**

Sir/Madam:

I am pleased to invite you to participate in the Twenty-Fourth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/24) to be held in Medellin, Colombia, on 22 June 2015.

Attached to this letter you will find the following:

- Provisional Agenda — **Attachment A**
- Provisional Schedule — **Attachment B**
- Registration Form — **Attachment C**
- General Information — **Attachment D**

I invite you to submit working and information papers to this office by e-mail. RASG-PA ESC/24 working papers prepared in **only one language (English or Spanish) must be received by 29 May 2015**, in order to complete translation. Working papers submitted after this date must be prepared in **both languages and received by 8 June 2015**. Information papers do not require translation and may be submitted in **only one language by 8 June 2015**. All documentation submitted for translation and distribution must be received in electronic format. Templates for preparation of working and information papers are attached for your convenience.

... / 2

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. The documentation and general information will be posted on the ICAO NACC Regional Office website as it becomes available at the following address <http://www.icao.int/RASGPA/Pages/esc.aspx>.

Please submit the attached registration form to this Regional Office as soon as possible and, in any case, no later than **5 June 2015**.

For more information or assistance regarding this meeting, please contact Mr. Eduardo Chacin, Regional Officer, Flight Safety ([echacin@icao.int](mailto:echacin@icao.int)) or Ms. Leslie Gandara, Assistant ([lgandara@icao.int](mailto:lgandara@icao.int)).

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

A digital signature in black ink, slanted upwards from left to right. The signature is overlaid on a circular blue stamp. The stamp contains the ICAO logo and the text 'ICAO - OACI - ICAO' at the top and 'for' at the bottom. The words 'Firma Digital' are written in blue on the left side of the stamp, and '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:**  
*As indicated*

**ATTACHMENT A**  
**PROVISIONAL AGENDA**

- Agenda Item 1: Approval of the Provisional Agenda**
- Agenda Item 2: RASG-PA Strategic Plan**
- Agenda Item 3: 6<sup>th</sup> Pan American Aviation Safety Summit**
- Agenda Item 4: RASG-PA Activities Plan 2015-2016**
- Agenda Item 5: Other Business**

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**ATTACHMENT B**  
**PROVISIONAL SCHEDULE**

<b>Hour</b>	<b>22 June 2015</b>
<b>09:00 – 09:15</b>	Registration
<b>09:15 – 09:30</b>	Agenda Item 1
<b>09:30 – 10:00</b>	Agenda Item 2
<b>10:00– 10:30</b>	<i>Break</i>
<b>10:30 – 11:30</b>	Agenda Item 2 (Cont.)
<b>11:30 – 12:00</b>	Agenda Item 3
<b>12:00 – 12:30</b>	Agenda Item 4
<b>12:30 – 13:00</b>	Agenda Item 5

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ICAO  
OACI

International Civil Aviation Organization  
Organización de Aviación Civil Internacional

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

**Twenty-Fourth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting**  
**Vigésima Cuarta Reunión del Comité Directivo Ejecutivo del Grupo Regional de**  
**Seguridad Operacional de la Aviación — Panamérica**  
**(RASG-PA ESC/24)**

Medellin, Colombia, 22 June 2015 / Medellín, Colombia, 22 de junio de 2015

**REGISTRATION FORM / FORMULARIO DE REGISTRO**

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

*Please send this form to: / Por favor envíe este formulario a:*  
E-mail: [icaonacc@icao.int](mailto:icaonacc@icao.int)