



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

When replying please quote:

Ref.: NT-N1-17.2 — **E.OSG - NACC61604**

20 July 2016

To: States, Territories and International Organizations

Subject: **Invitation –Twenty-Fifth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/25) of the Regional Aviation Safety Group — Pan America (RASG-PA) Bogota, Colombia, from 6 to 8 September 2016**

Action

- Required:
- 1) Submission of documentation by the deadlines provided in this letter
 - 2) Register participation by **5 August 2016**

Sir/Madam,

As part of the Regional Aviation Safety Group — Pan America (RASG-PA) regular programme activities for 2016, I wish to invite your Administration/Organization to participate in the Twenty-Fifth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/25), hosted by the International Federation of Air Line Pilots' Associations (IFALPA) in coordination with the Special Administrative Unit to the Civil Aeronautics of Colombia (UAEAC), to be held in Bogota, Colombia, from 6 to 8 September 2016, at the Casa Dann Carlton Hotel. The working language of the meeting will be English, and no simultaneous interpretation will be provided.

The Provisional Agenda of the meeting is at **Attachment A**. You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **5 August 2016**. General information regarding the meeting is presented at **Attachment C**.

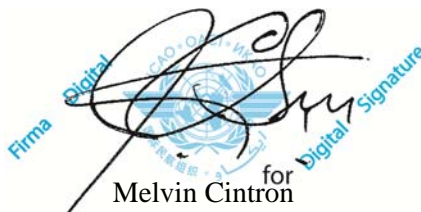
The working/information papers that your Administration/Organization may wish to submit for the meeting should be forwarded to this office by e-mail in Microsoft Word (using the attached templates) by **19 August 2016**.

The documentation for the meeting will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/meetings.aspx?year=2016&cM=01&cY=2016> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

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Should you require further information regarding the meeting, please contact Mr. Romulo Gallegos, Regional Officer, Technical Assistance/RASG-PA Programme Management (rgallegos@icao.int), or Ms. Lizette Morales, Assistant, (lmorales@icao.int).

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

A digital signature in blue ink, overlaid on a circular blue stamp. The stamp contains the ICAO logo and the text "Firma Digital" on the left and "Digital Signature" on the right. The signature itself is a stylized cursive script.

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

Enclosure:

A – Provisional Agenda

B – Registration Form

C – General Information

D – E – Templates for Working Paper

F – Template for Information Paper

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ATTACHMENT A

**TWENTY-FIFTH PAN AMERICA — REGIONAL AVIATION SAFETY TEAM MEETING
(PA-RAST/25) OF THE REGIONAL AVIATION SAFETY GROUP — PAN AMERICA
(RASG-PA)**

PROVISIONAL AGENDA

- Agenda Item 1: Approval of the Provisional Agenda**
- Agenda Item 2: PA-RAST Action Items**
- Agenda Item 3: Action Items from other Regional Aviation Safety Groups (RASG) Meetings of interest to the PA-RAST**
- Agenda Item 4: FDX Review**
- Agenda Item 5: Update from Detailed implementation Plans (DIPs) Champions**
- Agenda Item 6: Participant Presentations (Topics of Interest to the Meeting)**
- Agenda Item 7: Topics for the Good of the PA-RAST**
- Agenda Item 8: Other Business**

ICAO



OACI

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

Twenty-Fifth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/25) of the Regional Aviation Safety Group — Pan America (RASG-PA)

Vigésima Quinta Reunión del Equipo Regional de Seguridad Operacional de la Aviación — Panamérica (PA-RAST/25) del Grupo Regional de Seguridad Operacional de la Aviación - Panamérica (RASG-PA)
(PA-RAST/25)

Bogota, Colombia, from 6 to 8 September 2016 / Bogotá, Colombia, del 6 al 8 de septiembre de 2016

ATTACHMENT / ADJUNTO B
REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	Position in your Delegation: (Please select one option)	Chief Delegate / Jefe de la Delegación	Delegate / Delegado			
	Posición dentro de su Delegación: (Por favor seleccione una opción)	Adviser / Asesor	Observer / Observador			
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

ATTACHMENT C



Bogotá D.C. 29 de Junio de 2.016

CASA DANN CARLTON HOTEL & SPA is pleased to greet you and thank you for your preference towards us in being the hotel for your executives and invited personnel. We are very pleased to offer you the best service, so that your experience is completely unforgettable.

We are glad to inform you that our renovation process in all the areas of the hotel has come to a complete culmination, as a final result we now have a hotel with modern decoration while maintaining its elegance and Carlton touch, which is why we endorse our certification in ISO 9001:2008 Quality/NTSH 006, our 5 star rating classification, and THE CODE AND CODE OF CONDUNT certification.

In addition our facilities count with a hotel tower with 236 rooms, from 40 square meters and on, room types Superior, Suite Carlton, and Imperial Suite as well as an Executive Floor, where preferential guests will be serviced by a classic butler. On that floor, they will enjoy a private breakfast restaurant, meeting spaces, reading lounge, snacks, and courtesy drinks. As a complimenting factor we also have another hotel tower with 91 units divided between apartments and rooms ideal for long stay guests, families, or people who desire to have an entire temporary additional home in Bogotá.

For those who want a harmonious and peaceful environment, on the seventh floor where they will find Elixia Spa, with a relaxation lounge, exercise space guided by a specialized instructor as well as a water circuit with a temperature-controlled pool and contrast showers designed for resting. Beside the spa, we have our Bar Top 94 with an illuminated exterior terrace, where you can taste the most exquisite varieties of sushi and cocktails.

Plus the convention center with the largest capacity in the north of Bogotá, will allow for you to organize all types of events between corporate events and social ones, as well as small meeting rooms to events for up to 1,000 people in our hotel hall: Britannia.

After a brief description of our services, we detail below our corporate rates executives and invited corporates on behalf of ASOCIACION COLOMBIANA DE AVIADORES CIVILES



Special Corporate Rates 2.016

Superior Single Room			
Number of persons per room	1	Rooms	1
Number of nights	3	Hotel Insurance	\$ 8.500
Nightly rate		\$	81
Taxes		\$	13
Hotel Insurance (Voluntary)		\$	2
Total per night per room		\$	96

It's important to highlight the fact that the rates listed don't have IVA 16% (TAXES) and hotel insurance (\$8.500) daily per person.

COURTESY SERVICES WITH ROOM RATES

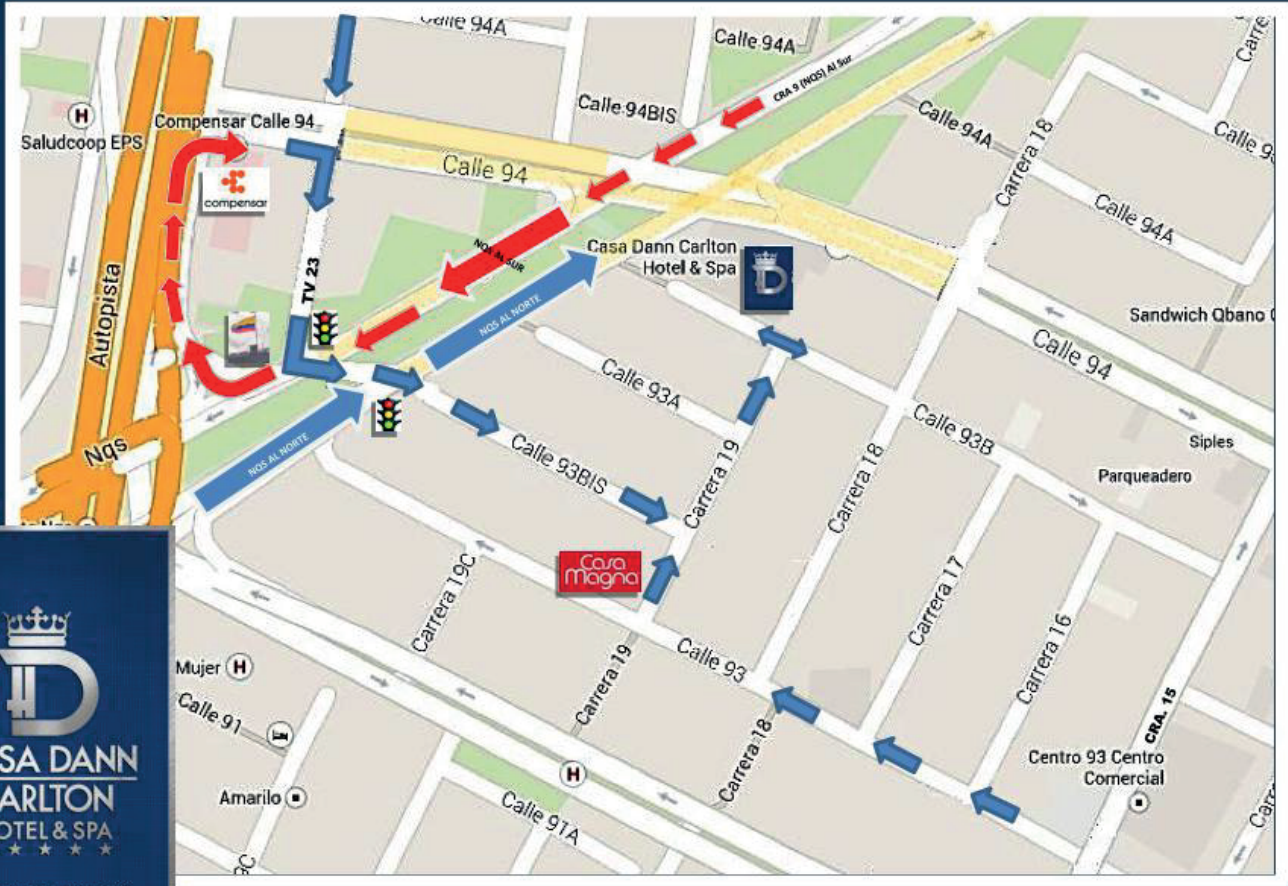
- Buffet breakfast in La Trattoria restaurant
- Unlimited Internet Access in all the hotel areas
- Digital Television – Operator (DIRECTV)
- Business Center
- Temperature Controlled Pool
- Gymnasium
- Sauna y Steam Room
- Newspaper with guest request
- Parking
- Welcome drink at Check-In

CHECK-IN AND OUT TIMES

The check-in time starts at 3:00 p.m., and the check-out time is at 1:00p.m. Should you need an early or late check-in/out, please speak to the reception for that service dependent on availability.

We thank you for your attention, and stay attentive to provide any additional information. With the best facilities and above all the most warm-hearted and amiable service in the city, we always keep the commitment of making you all feel at home.

NUESTRA RUTA DE INGRESO HA CAMBIADO



**CASA DANN
CARLTON
HOTEL & SPA**
★ ★ ★ ★ ★
LA VIDA ES UN LUJO
BOGOTÁ

Calle 93B No. 19 -44 - Bogotá - Pbx: 633 8777 www.hotelesdann.com