



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-N1-17.1 — **E.OSG - NACC62549**

31 October 2016

To: States, Territories and International Organizations

Subject: **Invitation — Twenty-Seventh Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/27)**
ICAO NACC Regional Office, Mexico City, Mexico, 13 to 14 December 2016

Action

Required: 1) Submission of documentation by the deadlines provided in this letter
2) Register participation by **25 November 2016**

Sir/Madam,

I am pleased to invite you to participate in the Twenty- Seventh Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/27) which will be held at the ICAO NACC Regional Office in Mexico City, Mexico, from 13 to 14 December 2016. The working language of the Meeting will be English and no simultaneous interpretation will be provided:

Attached to this letter you will find the following:

- Provisional Agenda — **Attachment A**
- Provisional Schedule — **Attachment B**
- Registration Form — **Attachment C**
- Templates — **Attachments D to F**

Only working papers **received** by this office by **11 November 2016**, 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 **25 November 2016**. The deadlines for submission of documentation for translation will be strictly enforced.

... / 2

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/PowerPoint format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

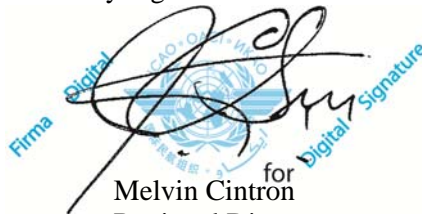
The documentation will be posted on the ICAO NACC Regional Office website as it becomes available at the following address <http://www.icao.int/RASGPA/Pages/esc.aspx>. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

Please submit registration form enclosed at **Attachment C**, to this Regional Office by **25 November 2016**.

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

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 is a stylized cursive script.

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

Enclosure:

- A – Provisional Agenda*
- B – Provisional Schedule*
- C – Registration Form*
(Templates for Papers)

ATTACHMENT A
PROVISIONAL AGENDA

- Agenda Item 1: Approval of the Provisional Agenda**
- Agenda Item 2: RASG-PA and ESC Valid Conclusions and Decisions**
- Agenda Item 3: RASG-PA Team Reports**
- 3.1 Pan America — Regional Aviation Safety Team (PA-RAST)
 - 3.2 Annual Safety Report Team (ASRT)
- Agenda Item 4: RASG-PA Project Reports**
- 4.1 Flight Operations Quality Assurance (FOQA) Data Sharing (PASO)
 - 4.2 Regional Aviation Accident Investigation Group (GRIAA) of Central American States
 - 4.3 CAR and SAM Regions Safety Information Project
- Agenda Item 5: RASG-PA Strategic Plan**
- Agenda Item 6: RASG-PA Communication Plan**
- Agenda Item 7: Other Business**
- 7.1 Change of RASG-PA Secretariat
 - 7.2 Election of new RASG-PA Co-chairs
- Agenda Item 8: RASG-PA/ESC/28 Meeting**
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ATTACHMENT B
PROVISIONAL SCHEDULE

Hour	13 December 2016	Hour	14 December 2016
08:45 – 09:00	Registration		
09:00 – 09:30	Agenda Item 1	09:00 – 09:45	Agenda Item 5
09:30 – 10:00	Agenda Item 2		
10:00 – 10:30	Agenda Item 3.1	09:45 – 10:30	Agenda Item 6
10:30 – 11:00	<i>Break</i>	10:30 – 11:00	<i>Break</i>
11:00 – 12:00	Agenda Item 3.1 (Cont.)	11:00 – 12:00	Agenda Item 6 (Cont.)
12:00 – 13:30	<i>Lunch</i>	12:00 – 13:30	<i>Lunch</i>
13:30 – 14:00	Agenda Item 3.2	13:30 – 14:30	Agenda Item 7.1
14:00 – 14:30	Agenda Item 4.1	14:30 – 15:00	Agenda Item 7.2
14:30 – 15:00	Agenda Item 4.2	15:00 - 15:15	Agenda Item 8
15:00 – 15:30	Agenda Item 4.3	15:15 - 15:30	Presentation of relevant conclusions and closing

ICAO



OACI

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

ATTACHMENT / ADJUNTO C

Twenty-Seventh Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting
Vigésima Séptima Reunión del Comité Directivo Ejecutivo del Grupo Regional de Seguridad Operacional de la Aviación —
Panamérica
(RASG-PA ESC/27)

Mexico City, Mexico, 13 to 14 December 2016 / Ciudad de México, México, 13 al 14 de diciembre de 2016

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