



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

*When replying please quote:*

Ref.: NT-NE-31-3 — **E.OSG - NACC64308**

23 December 2016

To: Mr. Nari Williams-Singh  
Chairman, CASSOS Board of Directors  
nari.williams-singh@jcaa.gov.jm;

Mr. Jorge Antonio Vargas Araya  
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Mr. Christopher Hart  
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cc: Ms. Victoria M. Williams, FAA, United States  
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Ms. Cleonie Samuels, Office Manager,  
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Mr. Manuel Caceres, COCESNA  
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Mr. Andre de Kock, ICAO Headquarters  
Adekock@icao.int; icaoahq@icao.int

Subject: **Invitation – First Meeting for the Establishment of CASSOS Regional AIG  
Organization (CARAIO)**  
Mexico City, Mexico, ICAO NACC Regional Office, 21 to 22 February 2017

Action  
Required: 1) Submission of documentation/presentation by the deadlines provided in this letter  
2) Register participation by **20 January 2017**

Sir,

Further to my State Letter NACC62742 dated 9 September 2016, and the previous teleconferences held, I wish to invite your Administration/Organization to participate in the First Meeting for the establishment of CASSOS Regional Accident Investigation and Prevention (AIG) Organization (CARAIO) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 21 to 22 February 2016. This Meeting represents the kick-off of the CARAIO Project, where your Administration has been considered as a key element for this initiative.

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Phase I of the CARAIO Project is possible thanks to an ICAO Safe Fund assigned for this purpose. The CARAIO represents CASSOS attempt to comply with the mandate outlined in Annex 13 - *Aircraft Accident and Incident Investigation*, to the Convention on International Civil Aviation, which states “*that aircraft accident and incident investigation requires the State of occurrence to institute an investigation of the circumstances of the accident and be responsible to conduct the investigation, or may delegate the whole or any part of the investigation to another State or a Regional accident and incident investigation organization by mutual arrangement and consent; and for the State to maintain the independence of the accident and incident investigation organization from other State’s aviation organizations*”.

All participants are expected to share their expertise and supporting contributions for the establishment of the CARAIO, including reviewing the status of the AIG implementation and mechanism within CASSOS Members States; as well as to define the guidelines for contracting a RAIO Implementation expert; and to establish the timeline and work programme of the Project.

The Provisional Agenda of the meeting is at **Attachment A** and the Provisional Schedule is at **Attachment B**. The working language of the meeting will be English, and no simultaneous interpretation will be provided

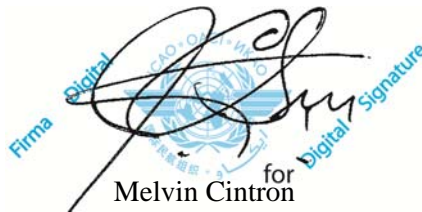
You are kindly requested to complete and return the Registration Form at **Attachment C** by e-mail for each participant by **20 January 2017**.

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](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 meeting documentation/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 documentation/presentations in electronic format, no hard copies will be distributed during the event. If your Administration/Organization may wish to present documentation and/or presentations at the meeting, the files should be forwarded to this office by e-mail in Microsoft Word and/or PowerPoint format, as applicable by **10 February 2017**.

If you require any further information regarding the meeting, please contact Mr. Gilbert Ordoñez, Regional Officer, Flight Safety/2 (Mr. Gilbert Ordoñez) or Ms. Lizette Morales, Assistant, (lmorales@icao.int).

Accept, Sir, the assurances of my highest consideration.

A digital signature in blue ink, appearing as a stylized cursive 'M' and 'C', is placed over a circular blue stamp. The stamp contains the ICAO logo and the text 'Firma Digital' on the left and 'Digital Signature' on the right.

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

**Enclosure:**

*A – Provisional Agenda*

*B – Registration Form*

*N:\NE - External Relations\NE 31-3 - Relations with CARAIO\NACC64308FS-COCESNA-NTSB-ICAO-CARAIOInvLetter.docx*

**ATTACHMENT A  
FIRST MEETING FOR THE ESTABLISHMENT OF CASSOS REGIONAL AIG ORGANIZATION (CARAIO)**

**PROVISIONAL AGENDA**

- Agenda Item 1: Approval of the Provisional Agenda and Work Schedule**
- Agenda Item 2: Overview of Accident Investigation and Prevention (AIG) Status in CASSOS Members States**
- Agenda Item 3: Project Description - Phase I / Project Composition**
- Agenda Item 4: Proposed CARAIO Project Schedule**
- Agenda Item 5: Training Support and In-kind Contributions**
- Agenda Item 6: Draft Terms of Reference (ToRs) for AIG – RAIO Expert**
- Agenda Item 7: Other Business**

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**ATTACHMENT B  
FIRST MEETING FOR THE ESTABLISHMENT OF CASSOS REGIONAL AIG ORGANIZATION (CARAIO)**

**PROVISIONAL SCHEDULE**

<b>Hour</b>	<b>21 February 2017</b>	<b>22 February 2017</b>
08:30 – 09:00	<b>Registration</b>	
09:00 – 09:30	<b>Opening Ceremony &amp; Photo</b>	Agenda Item 4 (Cont.) Agenda Item 5 Agenda Item 6
09:30 – 10:00	Agenda Item 1 Agenda Item 2	
10:00 – 10:30	Agenda Item 2 (Cont.)	
10:30 – 11:00	<i>Coffee Break</i>	
11:00 – 11:30	Agenda Item 3	Agenda Item 6 (Cont.) Agenda Item 7 Draft conclusions
11:30 – 12:00		
12:00 – 13:00	<i>Lunch</i>	<b>Closing</b>
13:00 – 14:00	Agenda Item 3 (Cont.)	
14:00 – 14:30	<i>Coffee Break</i>	
14:30 – 15:30	Agenda Item 4	

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# ICAO

International Civil Aviation Organization  
North American, Central American and Caribbean Office

**First Meeting for the Establishment of CASSOS Regional AIG Organization (CARAIO)  
(CARAIO)**

Mexico City, Mexico, ICAO NACC Regional Office, 21 to 22 February 2017

**ATTACHMENT C  
REGISTRATION FORM**

1.	Position in your Delegation: <i>(Please select one option)</i>	Chief Delegate		Delegate	
		Adviser		Observer	
		Speaker		Moderator	
2.	Country / Organization				
3.	Salutation	Mr.		Mrs.	Miss
4.	Name				
5.	Official Position or Title				
6.	Official Telephone				
7.	Mobile (to contact you in case of an emergency)				
8.	Official E-mail				
9.	Hotel and address where you will be staying during the event				
10.	Please indicate if accompanied by your family	Yes		#	
11.	Dates of total stay in the venue Country				
12.	Please indicate if you have any medical condition or allergies				
13.	Emergency contact information in your country of origin	Name			
		Relationship			
		Telephone			

Please send this form to:  
E-mail: [icaonacc@icao.int](mailto:icaonacc@icao.int)