



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

Al responder haga referencia a:

Ref.: NT-N1-17.2 — **E.OSG - NACC72505**

26 de marzo de 2018

Para: Estados y Organizaciones Internacionales

**Asunto:** Invitación a la Trigésima Segunda Reunión del Equipo Regional de Seguridad Operacional de la Aviación — Panamérica (PA-RAST/32) del Grupo Regional de Seguridad Operacional de la Aviación - Panamérica (RASG-PA)  
Ottawa, Canadá, 8 al 10 de mayo de 2018

#### Tramitación

**Requerida:** 1) Entrega de documentación en las fechas límites mencionadas en esta carta  
2) Registrar participantes a más tardar el **27 de abril de 2018**

Señor:

Como parte de las actividades del programa regular de 2018 del Grupo Regional de Seguridad Operacional de la Aviación — Panamérica (RASG-PA), deseo invitar a su Administración/Organización a participar en la Trigésima Segunda Reunión del Equipo Regional de Seguridad Operacional de la Aviación — Panamérica (PA-RAST/32), auspiciada por *Transport Canada*, y a ser celebrada en Ottawa, Canadá, del 8 al 10 de mayo de 2018. La reunión se llevará a cabo en el Hotel Courtyard by Marriot, Ottawa Downtown. Estamos agradecidos por esta oportunidad de poder compartir el mensaje de seguridad operacional con las autoridades y partes interesadas de la Aviación en Canadá. Por lo tanto, le pido considere su participación en tan importante evento.

**El idioma de trabajo de la reunión será inglés** y no se proporcionará interpretación simultánea. El orden del día provisional de la reunión se presenta en el **Apéndice A**. Le agradeceré completar y enviar por correo electrónico el formulario de registro en el **Apéndice B** para cada participante a más tardar el **27 de abril de 2018**. La información general de la reunión se presenta en el **Apéndice C**.

La documentación que su Administración/Organización desee entregar para la reunión deberá ser enviada en **idioma inglés** por correo electrónico a esta Oficina en formato Microsoft Word (utilizando las plantillas que se anexan) a más tardar el **27 de abril de 2018**.

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La documentación de la reunión estará disponible en la sección de reuniones de la siguiente página web: <http://www.icao.int/NACC/Pages/default.aspx> en cuanto esté lista. Dado que esta documentación estará en formato electrónico, no se distribuirá ninguna copia impresa durante el evento.

Si requiere mayor información sobre esta reunión, por favor comuníquese con el Sr. Julio Siu, Director Regional Adjunto ([juiu@icao.int](mailto:juiu@icao.int)) o con su Asistente, la Srita. Lizette Morales ([lmorales@icao.int](mailto:lmorales@icao.int)).

Le ruego acepte el testimonio de mi mayor consideración y aprecio.



for  
Melvin Cintron  
Director Regional  
Oficina Regional para Norteamérica,  
Centroamérica y Caribe (NACC)

**Adjunto:**

*A – Orden del Día*

*B – Forma de Registro*

*C – Información General*

*(Plantillas para notas)*

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**APPENDIX A  
PROVISIONAL AGENDA**

**8 May 2018**

**Agenda Item 1: Approval of the Provisional Agenda**

The Meeting is expected to review and approve the provisional agenda for the meeting.

**Agenda Item 2: Review of PA-RAST Action Items and RASG-PA Valid Conclusions/Decisions**

The Meeting will review the last PA-RAST meeting action items and conclusions, as well as the latest activities of RASG-PA meetings, associated supporting groups, and RASG-PA/ESC meetings.

**Agenda Item 3: Updates in Aviation Safety Matters**

The Meeting shall be updated on recent matters on safety-related to the PA-RAST activities.

**Agenda Item 4: Update from Detailed implementation Plans (DIPs) Champions**

The Meeting shall be updated by the DIPs execution and deliverables.

**9 May 2018**

**Agenda Item 5: Breakout Sessions: Controlled Flight Into Terrain (CFIT), Loss of Control-Inflight (LOC-I), Runway Excursion (RE), and Mid-Air Collision (MAC)**

The Meeting will be divided in to the different DIPs to conduct their specific discussions and work activities following their respective work programmes.

**Agenda Item 6: Final Update from DIPs Champions**

Each DIP will provide the Meeting with its outcomes of the deliberations and discussions held previously.

**Agenda Item 7: Review and Identification of Safety Improvement Areas/Actions**

From the analysis of the DIPs and the PA-RAST Work Programme, the Meeting shall identify the areas for safety improvements and the recommendations for mitigating or resolving issues.

**Agenda Item 8: Other Business**

Other business can be introduced for the Meeting's discussion.

**10 May 2018**

**Agenda Item 9:                      Exercise on development of Civil Aviation Safety Team with Canadian Aviation Stakeholders**

The PA-RAST together with the Canadian team will work on the discussion and development of National Civil Aviation Safety Teams.

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APPENDIX B



ICAO

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

Thirty Second Pan America — Regional Aviation Safety Team Meeting  
(PA-RAST/32)

Ottawa, Canada, 8 to 10 May 2018

REGISTRATION FORM

1.	Position in your Delegation: (Please select one option)	Chief Delegate		Delegate	
		Adviser		Observer	
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)



## GENERAL INFORMATION

PA-RAST/32

**Thirty Second Pan America — Regional Aviation Safety Team Meeting (PA-RAST/32) of the Regional Aviation Safety Group — Pan America (RASG-PA)**  
Ottawa, Canada, 8 to 10 May 2018

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### APPENDIX C GENERAL INFORMATION

#### 1. Event Venue and Dates

The Thirty Second Pan America — Regional Aviation Safety Team Meeting (PA-RAST/32) of the Regional Aviation Safety Group — Pan America (RASG-PA) will take place at the Courtyard by Marriott, Ottawa Downtown, located at: 350 Dalhousie Street, Ottawa, ON, K1N 7E9, Canada, from 8 to 10 May 2018.

#### 2. Name of the Meeting's Coordinator and Assistant, Address and Contact Numbers

*Mr. Julio Siu, Regional Officer, Deputy Regional Director*  
*Miss Lizette Morales, Assistant*  
*ICAO NACC Regional Office*  
*Telephone: + 52 55 5250 3211*  
*E-mail: icaonacc@icao.int*

*Ms. Shannon Wright*  
*Senior Advisor, International Aviation*  
*Transport Canada*  
*Telephone: + 613 949 1459*  
*E-mail: Shannon.Wright@tc.gc.ca*

#### 3. Participants Registration

Delegates registration will take place on 8 May 2018, from 08:30 to 09:00 hours.

#### 4. Inaugural Session

The Meeting begins on Tuesday 8 May 2018.  
Registration of participants 08:30 am – 09:00 am  
Meeting Opening 09:00 am

## 5. Accommodation

The List of Hotels close to the meeting venue is shown below. You are free to choose whatever accommodation suits your situation. However, please note that transportation to and from the meeting location will not be provided. Participants must arrange hotel accommodation well in advance.

Hotel	Website / Information
Meeting's Location:  Courtyard by Marriott Ottawa, Downtown	<b>Michael Kelly, Reservation Coordinator</b> Tel: +1 613-244-9812 <a href="#">Book your group rate for Pan American Regional Aviation Safety Team</a>  Group Rate: \$229 Canadian per night
The Westin Ottawa	<a href="https://www.reservations.com/hotel/the-westin-ottawa-ottawa-on?msclkid=2e18ad6b79b3182a9672f7fdbefc251b">https://www.reservations.com/hotel/the-westin-ottawa-ottawa-on?msclkid=2e18ad6b79b3182a9672f7fdbefc251b</a>
Novotel Ottawa Hotel	<a href="http://www.novotelottawa.com/index.shtm">http://www.novotelottawa.com/index.shtm</a>
Days Inn Ottawa	<a href="https://www.wyndhamhotels.com/en-ca/days-inn/ottawa-ontario/days-inn-ottawa-on/overview">https://www.wyndhamhotels.com/en-ca/days-inn/ottawa-ontario/days-inn-ottawa-on/overview</a>

## 6. Dress and Weather

The weather in Ottawa during the month of May can vary quite drastically from day to night. During the day, a high between 14 to 19 degree Celsius can be expected, with lows in the evening of 2-4 degrees Celsius. Please dress appropriately and bring sweaters/jackets should you visit the surroundings. Business casual attire is expected.

## 7. Currency

The currency in Ottawa is Canadian CDN.

## 8. Documentation Link

The documentation for the Meeting is being posted on the ICAO NACC Office Website; participants should check our website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

<https://www.icao.int/NACC/Pages/meetings.aspx?year=2018&cM=03&cY=2018>

Click on "Thirty Second Pan America — Regional Aviation Safety Team Meeting (PA-RAST/32)"



**WORKING PAPER**

PA-RAST/32 — WP/\*\*  
\*\*/\*\*/18

**Thirty Second Pan America — Regional Aviation Safety Team Meeting  
(PA-RAST/32)  
Ottawa, Canada, 8 to 10 May 2018**

**Agenda Item \*:**

**TITLE OF WORKING PAPER**

(Presented by \*\*\*)

<b>EXECUTIVE SUMMARY</b>	
Insert brief summary of the working paper.	
<b>Action:</b>	Insert action required.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"> <li>• Safety</li> </ul>
<i>References:</i>	<ul style="list-style-type: none"> <li>• ***</li> </ul>

**1. Introduction**

1.1 Ff

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or

— END —





**INFORMATION PAPER**

PA-RAST/32 — IP/\*\*  
\*\*/\*\*/18

**Thirty Second Pan America — Regional Aviation Safety Team Meeting  
(PA-RAST/32)  
Ottawa, Canada, 8 to 10 May 2018**

**Agenda Item \*:**

**TITLE OF INFORMATION PAPER**

(Presented by \*\*\*)

<b>EXECUTIVE SUMMARY</b>	
Insert brief summary of the information paper.	
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"> <li>• Safety</li> <li>• Air Navigation Capacity and Efficiency</li> <li>• Economic Development of Air Transport</li> <li>• Environmental Protection</li> </ul>
<i>References:</i>	<ul style="list-style-type: none"> <li>• ***</li> </ul>

**1. Introduction**

**1.1 Ff**

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or

— END —

**APPENDIX \***  
**TITLE**

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or

— END —