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منظمة الطيران  
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国际民用  
航空组织

*When replying please quote:*

Ref.: NT-N1-17.1 — **E.OSG-NACC92694**

31 March 2022



To: States, Territories and International Organizations

Subject: **Invitation – Thirty Seventh Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/37)**  
Mexico City, Mexico, 25 to 26 May 2022

Action

- Required:
- 1) Review and provide your comments by **11 May 2022**
  - 2) Register participation by **11 May 2022**.

Dear Sir/Madam,

I wish to invite you to participate in the Thirty Seventh Regional Aviation Safety Group — Pan America Executive Steering Committee (RASG-PA ESC/37) Meeting to be held at the ICAO NACC Regional Office in Mexico City, Mexico, from 25 to 26 May 2022.

I would appreciate if you complete and send by email the registration form presented at **Appendix A** for each participant, no later than **11 May 2022**. In **Appendix B**, you will find the mnemonic note for the event. The Agenda, the general information and the meeting logistics will be published as soon as it becomes available at: <https://www.icao.int/RASGPA/Pages/MeetingsDocumentation.aspx?m=2022-ESC37>. The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided

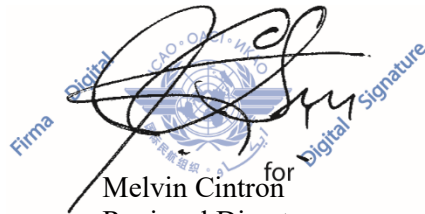
Working and Information Papers from members should be presented to the Secretariat before **11 May 2022**, in English and Spanish. Papers presented after that date will only be accepted as Information Papers.

For your consideration, please note that before this meeting, the Fifty-Fifth Meeting of the Regional Aviation Safety Team – Pan America (PA-RAST/55) will be held from 23 to 24 May 2022, at the ICAO NACC Regional Office, in Mexico City, Mexico.

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If you require any further information regarding the event, please contact Mrs. Sereya Schotborgh, Regional Officer, Safety Implementation or her Assistant Mrs. Leslie Gándara, to the following e-mail address [nacc-fs@icao.int](mailto:nacc-fs@icao.int).

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



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

**Enclosure:**

*A – Registration Form*

*B – Mnemonic Note*

ICAO



OACI

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

**Thirty Seventh Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting**  
**Trigésimo Séptima Reunión del Comité Directivo Ejecutivo del Grupo Regional de Seguridad Operacional de la Aviación —**  
**Panamérica**  
**(ESC/37)**

Mexico City, Mexico, 25 to 26 May 2022, Ciudad de México, México, 25 al 26 de mayo de 2022

**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 during the event / Hotel y dirección donde se estará 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>	Yes / Sí		No	
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 or allergies / Por favor indique si usted tiene alguna condición médica o alergias</b>				
13.	<b>Emergency contact information in your country of origin /</b> <b>Información de contacto para emergencias 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: [icaosam@icao.int](mailto:icaosam@icao.int)

## APPENDIX B



### ICAO NACC REGIONAL OFFICE

#### MNEMONIC NOTE PAPER – SI/02

<b>Ordinary Meetings for the Executive Management Committee (ESC) from the Regional Aviation Safety Group – Pan American (RASG-PA)</b>	
<b>Ordinary Meetings of the Executive Steering Committee (ESC) from the Regional Aviation Safety Group Pan-American (RASG-PA)</b>	<p>The RASG-PA acts as a regional forum that integrates the regional and sub-regional efforts, as well as the ones related to the industry, to achieve a continuous safety improvement.</p> <p>The RASG-PA, through its Members, develops and takes actions and initiatives to support the fulfillment and implementation of the ICAO Global Aviation Safety Plan (GASP), and the Regional Safety Plan approved by the RAAC/16, through the establishment and operation of a safety system based in the Pan American region performance.</p> <p>The RASG-PA activities adopt a collaborative methodology among States, International Organizations and Industry, through data collection and exchange, for an adequate hazard identification, and risk management for the determination of mitigation actions.</p> <p>The ESC responsibilities are the following:</p> <ul style="list-style-type: none"> <li>• To develop and approve the RASG-PA work plan including objectives, priorities, indicators and the establishment of measurable targets to address safety-related issues in the NAM/CAR and SAM Regions;</li> <li>• To approve projects presented to the ESC;</li> <li>• Coordinate the projects approved by the ESC;</li> <li>• To approve the SPIs, SPT, SEI and DIPs;</li> <li>• Oversee the activities of the PA-RAST, SMRT, working groups and committees;</li> <li>• To review and approve the RASG-PA Annual Safety Report;</li> <li>• Approve the RASG-PA budget; and</li> <li>• Budget management.</li> </ul>
<b>Objective of the event</b>	<p>The objective of the meeting is to supervise and follow-up the RASG-PA activities and its working groups and, when necessary, to approve the proposed projects by the working teams, and approve and manage the budget.</p>
<b>Activities performed</b>	<p>This will be the first face-to-face ESC meeting since September 2019.</p> <p>During the COVID-19 pandemic, the ESC/34, ESC/35 and ESC/36 meetings were held virtually.</p>

<b>Project nature</b>	<p>The following activities are carried out during the ESC meetings:</p> <ul style="list-style-type: none"><li>• Detailed revision of RASG-PA activities status, including the progress of the projects and the approved activities;</li><li>• Reports presentation from working groups and committees;</li><li>• Reports presentation by the Secretariat on the matters under its responsibility; and</li><li>• Consideration of projects for approval; and</li><li>• Information on the budget.</li></ul>
<b>Participants' profile</b>	<p>States Representatives and International Organizations that are part of the RASG-PA Executive Steering Committee (ESC) from RASG-PA.</p> <p>Due to the nature of the ESC meetings, the States and Industry Representatives should be count with corresponding attributions to pronounce in the name of their Administration/Organizations, and approve resolutions, conclusions and decisions in the name of the aforementioned.</p>
<b>Contact person in the ICAO NACC Office</b>	<p>Mrs. Sereya Schotborgh Regional Officer, Safety Implementation ICAO NACC Regional Office <a href="mailto:sschotborgh@icao.int">sschotborgh@icao.int</a></p>