Ref.: N 1/17.2 — **EMX1008** 13 November 2012

To: IAT Members

Subject: **First Issue Analysis Team (IAT/01) Meeting of the Regional Aviation Safety Group - Pan America (RASG-PA)**
Miami, United States, 19 to 20 December 2012

Action Required: Register participation by **26 November 2012**

Sir:

As a designated member of the Issue Analysis Team (IAT), it is my pleasure to invite you to participate in the first Issue Analysis Team (IAT/01) Meeting to be convened at the Airbus Training Center located in Miami Springs, Florida, United States, from 19 to 20 December 2012, which will be hosted by Airbus. The working language of the meeting will be English only; no simultaneous interpretation will be provided.

The Provisional Agenda and Schedule of the meeting are presented in **Attachment A** hereto. If you wish to submit proposals for additional items, you should do so by **3 December 2012.**

You are kindly requested to complete and e-mail the Registration Form as provided by **Attachment B** not later than **26 November 2012**. Airbus requires a list of attendees (full name and passport number) for security clearance and meal planning purposes. They also advise that all participants should bring their administration/organization's ID or proof of identification with them to the meeting.

All meeting documentation will be placed on the following web page: http://www.mexico.icao.int/Meetings/Meetings.html as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

A list of recommended hotels for meeting participants is at **Attachment C**. The Embassy Suites and the Holiday Inn Express are closest to the facility. Transportation to and from the hotel to the Airbus Training Center is the responsibility of the participant.

Note: Embassy Suites and the Holiday Inn Express may be able to provide transportation to the Airbus Training Centre with prior coordination.

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E-mail: **icaonacc@icao.int**
Website: **www.mexico.icao.int**

If you require any further information regarding the meeting, please contact ICAO Coordinator, Mr. Eduardo Chacin, Regional Officer, Flight Safety, (echacin@icao.int), or Ms. Claudia Lopez, Assistant (clopez@icao.int).

Accept, Sir, the assurances of my highest consideration.

Firma Digital Digital Signature

Loretta Martin
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:
A – IAT/01 Provisional Agenda/Programme
B– Registration Form
C- List of Hotels

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ATTACHMENT A

IAT/01 — WP/01
30/10/12

International Civil Aviation Organization
First Issue Analysis Team (IAT/01) Meeting
of the Regional Aviation Safety Group - Pan America (RASG-PA)
IAT/01
Miami, United States, 19 to 20 December 2012

Agenda Item 1: **Opening of the Meeting**
1.3 Agenda Approval

PROVISIONAL AGENDA AND SCHEDULE OF THE FIRST ISSUE ANALYSIS TEAM MEETING

(Presented by the Secretariat)

SUMMARY

The Provisional Agenda and Schedule for the First Issue Analysis Team (IAT/01) of the Regional Aviation Safety Group – Pan America (RASG-PA) are presented in **Appendices A and B** respectively.

The items in the Provisional Agenda have been presented in a format which aligns to the Strategic Objectives and Programmes of the Organization.

The Meeting will meet in plenary with the option to propose ad-hoc groups to deal with specific matters, if necessary.

The Meeting will be held at the premises of Airbus located at following address:

Airbus Training Center
4355 NW 36th Street
Miami Springs, FL 33166
USA
Telephone: +1 305 876 6797

Action: The Meeting is invited to approve the Provisional Agenda and Schedule for the IAT/01 Meeting as presented in Appendices A and B.

Strategic Objective	*This working paper is related to Strategic Objective A – Safety*

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APPENDIX A

PROVISIONAL AGENDA

Agenda Item 1: Opening of the Meeting

1.1 Introductions
1.2 Administrative Notes
1.3 Agenda Approval
1.4 Conditions of the MoU between CAST and RASG-PA

Agenda Item 2: Review of the Issue Analysis Team (IAT) Terms of Reference (TORs)

Agenda Item 3: IAT Process

Agenda Item 4: Review of ASIAS Database

Agenda Item 5: Determine Case Studies

Agenda Item 6: IAT Work Programme for the year 2013

Agenda Item 7: IAT/02 Meeting

7.1 Logistics
7.2 Agenda

Agenda Item 8: IAT Recommended Actions for the Pan America – Regional Aviation Safety Team (PA-RAST)

Agenda Item 9: Other business

APPENDIX B

PROVISIONAL SCHEDULE

Schedule	Wednesday 19 December 2012	Thursday 20 December 2012
09:00 – 09:30	Agenda Item 1	Agenda Item 5
09:30 – 10:30	Agenda Item 2	Agenda Item 6
10:30 – 11:00	***Coffee Break***	
11:00 – 12:00	Agenda Item 3	Agenda Item 7
12:00 – 13:30	***Lunch***	
13:30 – 14:00	Agenda Item 4	Agenda Item 8
14:00 – 15:00	Agenda Item 4 (cont'd)	Agenda Item 9

ATTACHMENT C

AIRBUS TRAINING CENTER- MIAMI- HOTEL LIST 2012

CITY	HOTEL	ADDRESS	PHONE	CONTACT	RATE
Miami Airport Area	**Sheraton Miami Airport Hotel**	3900 NW 21 Street Miami, FL 33142	(305) 871-3800 (305) 871-0447 Fax	Director of Sales: Lisa Kent Sales Manager: Oscar Simmonds	01/01-12/31 1-6 nights $109.00
	Comfort Inn & Suites	5301 NW 36th Street Miami Springs, FL 33166	(305) 871-6000 (305) 871-4971 Fax	Director of Sales: Olga Perez General Manager: Betty Steel	01/01-04/30 $77.00 05/01-12/31 $57.00
	Homestead Studio Suites	Miami International Airport 101 Fairway Drive Miami, FL 33166	(305) 870-0448 (305) 871-5044 Fax	General Manager: Paola Pinillos Assist.General Mgr: Melissa Piedrahita	01/01-04/15 $89.00 04/16-12/31 $59.00
	Sleep Inn	Miami International Airport 105 Fairway Drive Miami, FL 33166	(305) 871-7553 (305) 871-4971 Fax	Director of Sales: Olga Perez General Manager Debora Stovall	01/01-04/30 $77.00 05/01-12/31 $57.00
	Embassy Suites	3974 NW South River Drive Miami, FL 33142	(305) 634-5000 (305) 634-0138 Fax	Director of Sales: Barbara Raza Sales Manager: Kristine Ortega	10/01-12/31 1-6 nights $119.00 7-14 nights $99.00 15+nights $89.00

AIRBUS TRAINING CENTER- MIAMI- HOTEL LIST 2012

CITY	HOTEL	ADDRESS	PHONE	CONTACT	RATE
Miami Airport Area	**Hyatt Summerfield Suites**	5710 Blue Lagoon Drive Miami, FL 33126	(305) 269-1922 (305) 269-6811 Fax	Director of Sales: Sig Brunnacker Sales Manager: Sonya Lima	04/01-12/31 1-5 nights $89.00 6-29 nights $72.00 30 + nights $67.00
	Holiday Inn Express	5125 NW 36th Street Miami Springs,Fl.33166	(305)887-2153 (305)887-3559 Fax	Director of Sales: Olga Perez General Manager: Trisha Molina	01/01-04/30 $79.00 05/01/-12/31 $59.00
Miami Lakes	**Shula's Hotel & Golf Club**	6842 Main Street Miami Lakes, FL 33014	(305) 821-1150 (305) 820-8087 Fax	Director of Sales: Lisa Gory Sales Manager: Maria Pellitero	01/01-12/31 $99.00
	Hotel Indigo	7601 Miami Lakes Drive Miami lakes,Fl.33014	(305)556-0100 (305)556-0008 Fax	Director of Sales: Lisa Gory Sales Manager: Beatrice Lopez	01/01-12/31 $99.00
Miami Beach	**Sherry Frontenac**	6565 Collins Avenue Miami Beach,FL.33141	(305) 866-2122 (305) 866-1638 Fax	General Manager: Paul Royall Reserv.Manager Denise Alicea	12/15-04/15 $95.00 04/16-12/14 $85.00