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When replying please quote:

Ref.: NT- N1-17.1 — **E.OSG-NACC111093**

26 April 2024

To: ESC Members, States, Territories and International Organizations

Subject: **URGENT-Invitation – Thirty Ninth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/39) Mexico City, Mexico, 29 and 30 May 2024**

Action

Required: **Register participation and submit documentation by 14 May 2024**

Dear Sir/Madam,

I wish to invite you to participate in the Thirty Ninth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/39), to be held at the premises of ICAO Regional Office in Mexico City, Mexico, from 29 May to 30 May 2024.

Participation in the Meeting is extremely important, as it ensures representative decision-making, facilitates the implementation of actions to enhance aviation safety, promotes coordination and collaboration among countries, strengthens accountability, and ensures inclusivity of diverse perspectives in addressing regional safety challenges. The review of the projects and initiatives to support the enhancement of safety is one of the core discussions and activities of the meeting.

Please complete your registry at: <https://forms.office.com/r/nvvdNXiPJ5>

The General information and list of suggested hotels of the ICAO NACC Regional Office are available on (<https://www.icao.int/SAM/About-SAM/Pages/default.aspx>). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.


The meeting Agenda is presented in **Appendix A**. In **Appendix B** you will find the Mnemonic Note for your review. Information about the meeting, templates, documentation and Provisional Agenda will be published as soon as they become available at: <https://www.icao.int/RASGPA/Pages/MeetingsDocumentation.aspx?m=2024-ESC39>. The working languages of the meeting will be English and Spanish. and simultaneous interpretation will be provided.

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Working and Information Papers from members should be submitted to the Secretariat by **14 May 2024**, in both English and Spanish. Papers presented after that date will **only** be accepted as Information Papers.

If you require any further information regarding the meeting, please contact Mr. Fernando Camargo, Regional Officer, Technical Assistance, at the following e-mail: nacc-rasgpa@icao.int.

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


Christopher Barks
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

The signature is a handwritten cursive script. Behind the signature is a circular digital stamp with the text 'Digital Signature' and 'ICAO - OACI - ICAO' around the perimeter.

Enclosure: *As indicated*

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**APPENDIX A
PROVISIONAL AGENDA**

Agenda Item 1: Issues related to the RASG-PA Internal Operation

IP/01: Financial Statements
WP/02: PA-RAST Report
WP/03: Annual Safety Report
WP/04: Update of the RASG-PA Procedural Handbook

Agenda Item 2: RASG-PA Safety Management Process

WP/05: Report on the RASG-PA Projects Status
IP/02: Progress in the execution of the SSP implementation project in the CAR Region
WP/06: RASG-PA Safety Day 2024
WP/09: Report on the status of the CAR/SAM RST Implementation Support Project
WP/10: Regional Status of GASP indicators

Agenda Item 3: RASG-PA – GREPECAS Coordination

WP/07: Coordination Activities between RASG-PA and GREPECAS
WP/08: Proposed Agenda and structure of the RASG-PA/14 and GREPECAS/22 Meetings
WP/11: Safety performance measurement for air navigation services in the CAR/SAM regions

Agenda Item 4: Other Business

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Issues related to the RASG-PA Internal Operation

Under this agenda item, information will be presented about the internal functioning of the RASG-PA, such as the financial balance, the progress of the PA-RAST, the annual operational safety report and updates to the RASG-PA Procedural Handbook.

Agenda Item 2: RASG-PA Safety Management Process

Under this agenda item, information will be presented on the progress of the various projects developed within the RASG-PA and the status of the GASP indicators.

Agenda Item 3: RASG-PA – GREPECAS Coordination

Under this agenda item, information will be presented about the coordination actions between RASG-PA and GREPECAS to avoid duplication of efforts and seek synergy.

Agenda Item 4: Other Business

Under this agenda item, information will be presented on various safety promotion events in 2024. Additionally, any other matter that could not be addressed within the preceding items will be analysed.

— END —

APPENDIX B



MNEMONIC NOTE

Ordinary Meetings for the Executive Management Committee (ESC) from the Regional Aviation Safety Group – Pan American (RASG-PA)	
Ordinary Meetings of Executive Management Committee (ESC) from the Regional Aviation Safety Group Pan-American (RASG-PA)	<p>The RASG-PA acts as a regional forum that integrates the regional efforts and sub regionals, thus the ones related for the industry, to achieve a continuous improvement in regional safety.</p> <p>The RASG-PA, through its members, develops and take 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 activities for the RASG-PA adopts a collaborative methodology between States, International Organizations, and Industry, through the collection and exchange of data, for an adequate hazards identification, and risks management for the determination of mitigation actions.</p> <p>The Executive Steering Committee (ESC) is responsible for:</p> <ul style="list-style-type: none"> • the development and approval of the RASG-PA work plan including objectives, priorities, indicators and setting of measurable targets to address safety-related issues in the NAM/CAR and SAM Regions; • approving projects presented to the ESC; • coordinating the projects approved by the ESC; • approving the Safety Performance Indicators (SPIs), Safety Enhancement Initiative (SEIs), Detailed implementation plan (DIPs) and Safety Performance Target (SPTs); • overseeing the activities of the PA-RAST, SMRT, working groups and committees; • reviewing and approving the RASG-PA Annual Safety Report; • approving the RASG-PA budget; and • managing the budget.
Objective of the event	<p>The objective of the meeting is to supervise and follow up the RASG-PA activities and their working teams and, when it corresponds, to approve the proposal projects for the team working, approve and budget management.</p>
Activities performed	<p>During the COVID-19 pandemic, ESC/34, ESC35 and ESC36 were held virtually. From ESC/37 meeting, face-to-face meetings were resumed.</p>

Ordinary Meetings for the Executive Management Committee (ESC) from the Regional Aviation Safety Group – Pan American (RASG-PA)	
Project nature	<p>The following activities will be held during the ESC meetings:</p> <ul style="list-style-type: none">• detailed revision of RASG-PA activities status, including the progress of the projects and the approved activities;• reports presentation from working groups and committees;• reports presentation by the Secretariat on the matters under its responsibility;• consideration of projects for approval; and• report on the budget.
Participants' profile	<p>State Representatives and International Organizations that are part of the RASG-PA Executive Management 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 decision in the name of the aforementioned.</p>
Contact person in the ICAO NACC Office	<p>Mr. Fernando Camargo Regional Officer, Technical Assistance ICAO North American, Central American and Caribbean Regional Office fcamargo@icao.int</p>