INTERNATIONAL CIVIL AVIATION ORGANIZATION

REGIONAL AVIATION SAFETY GROUP – PAN AMERICA (RASG-PA)

SIXTEENTH RASG-PA EXECUTIVE STEERING COMMITTEE MEETING (RASG-PA ESC/16)

FINAL REPORT

Lima, Peru

12-13 March 2013

Presented by the Secretariat   March 2013

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History of the Meeting

ii.1   **Place and Duration of the Meeting**

The Sixteenth RASG-PA Executive Steering Committee Meeting (RASG-PA/ESC/16) was held on 12 and 13 March 2013, at the ICAO SAM Regional Office in Lima, Peru.

ii.2   **Organization, Officers and Secretariat**

Mrs. Loretta Martin, ICAO NACC Regional Director, Mr. Alex de Gunten, RASG-PA Co-Chairperson (Industry) and Mr. Carlos Pellegrino, RASG-PA Vice Chairman, led the discussions conducted under the agenda items. Mr. Pellegrino acted as Co-Chairperson (States) in the absence of Lt. Col. Oscar Derby, RASG-PA Co-Chairperson. Mrs. Loretta Martin, Regional Director of the ICAO NACC Regional Office, served as RASG-PA Secretary and was assisted by Messrs. Franklin Hoyer, Regional Director of the ICAO SAM Regional Office; Oscar Quesada, Deputy Regional Director, ICAO SAM Regional Office; and Adolfo Zavala, ATM/2 Regional Officer, ICAO NACC Regional Office.

ii.3   **Working Languages**

The working language of the meeting was English. Meeting documentation and the report of the meeting were issued in English and Spanish.

ii.4   **Agenda**

The ESC reviewed the agenda, which was adopted as follows:

Agenda Item 1   **Review and approve the RASG-PA ESC/16 Meeting Provisional Agenda and Schedule**

Agenda Item 2   **Review the February 2013 ESC Teleconference Summary of Discussions, including follow-up on RASG-PA Decisions and Conclusions**

   2.1   February ESC Teleconference Summary of Discussions
   2.2   List of RASG-PA and RASG-PA-ESC Decisions and Conclusions that have been updated

Agenda Item 3   **Status/update of RASG-PA Working Groups and Projects**

   3.1   Pan America - Regional Aviation Safety Team (PA-RAST)
        • PA-RAST/12 Meeting: Recommended actions for the ESC/16
        • IAT Meetings 1 & 2: Outcomes

   3.2   Annual Safety Report Team (ASRT)
        • Clarification of ASR content
        • Next meeting

   3.3   Aviation Safety Training Team (ASTT)
        • ASTT/4 Meeting: Recommended actions for the ESC/16

ii.5   **Schedule and Working Methods**

The meeting sessions were held from 08:30 to 16:30.

ii.6   **Attendance**

The meeting was attended by 16 members and staff of the RASG-PA Executive Steering Committee (ESC).

ii.7   **Conclusions and Decisions**

The Regional Aviation Safety Group – Pan America (RASG-PA ESC) records its activities as Conclusions and Decisions.

ii.8   **List of Decisions**

The RASG-PA ESC/16 Meeting formulated 3 Decisions.

No.	Title	Page
RASG-PA ESC/16/01	**RASG-PA Annual Safety Report High Level Principles**	**3-1**
RASG-PA ESC/16/02	**ESC Working Papers**	**5-1**
RASG-PA ESC/16/03	**RASG-PA Strategic Plan for Communication**	**5-1**

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Agenda Item 1   **Review and approve the RASG-PA ESC/16 Meeting Provisional Agenda and Schedule**

1.1   The meeting agenda was reviewed and approved with additional agenda items as reflected in the historical part of the report.

Agenda Item 2   **Review the February 2013 ESC Teleconference Summary of Discussions, including follow-up on RASG-PA Decisions and Conclusions**

2.1   February ESC Teleconference Summary of Discussions

2.1.1   The Meeting reviewed and approved the February 2013 ESC Teleconference Summary of Discussions as final.

2.2   List of RASG-PA and RASG-PA-ESC Decisions and Conclusions that have been updated

2.2.1   The Meeting reviewed the RASG-PA and RASG-PA ESC Decisions and Conclusions. There were no comments.

Agenda Item 3   **Status/update of RASG-PA Working Groups and Projects**

           3.1   **Pan America - Regional Aviation Safety Team (PA-RAST)**

3.1.1   The ESC reviewed the PA-RAST/12 Meeting draft report. The Meeting was held in Mexico City, Mexico, on 21 and 22 of February 2013.

3.1.2   Agenda items 7 and 10 of the draft report were amended as follows to clarify the outcomes of the PA-RAST/12 Meeting:

- Removed para. 7.6
  "~~The Secretary suggested to use the same approach that RASG-PA and GREPECAS are using with the runway safety issues, the operational side is handled by RASG-PA while the infrastructure side is done by GREPECAS.~~"
- Changed 10.1 c) to state "utilize" instead of "adopt"
- 10.1 e) RASG-PA to provide US$ 3,200 for training video
- 10.1 k) Changed to reflect LHD issue belongs to GREPECAS

           3.2   **Annual Safety Report Team (ASRT)**

3.2.1   The ASR will be sent to States within the next few days for "Fast Track" approval of final changes to ASR.

3.2.2   The ESC agreed to develop high-level principles that would guide improvements to future versions of the report.

DECISION
RASG-PA/ESC/16/1   **RASG-PA ANNUAL SAFETY REPORT HIGH-LEVEL PRINCIPLES**

        The RASG-PA ESC will develop high-level principles to assist with production of the Annual Safety Report to maintain consistency with stated objectives to provide data to support safety initiatives in the Pan American Region.

           3.3   **Aviation Safety Training Team (ASTT)**

3.3.1   The ESC was reminded that the ASTT/4 Meeting summary of discussions was disseminated to the ESC and States on 8 March.

3.3.2   The report included recommended actions for the ESC; no comments were received.

3.4 **RASG-PA Project – Model Legislation for the Protection of Safety Information**

3.4.1   The ESC agreed that phase one of the model legislation project is complete. The next step is to provide seminars for the States in order to disseminate the document and legal principles behind the initiative.

3.4.2   The first seminar is scheduled for Lima, 22 to 25 April 2013.

3.5 **RASG-PA Project – FOQA Data Sharing**

3.5.1   There was no representative from the project in attendance to provide an update.

3.6 **RASG-PA Project – Central America Accident and Incident Prevention Investigation Commission**

3.6.1   There was no representative from the project in attendance to provide an update.

3.7 **RASG-PA Project – Standardization of Spanish and English ATC Phraseology in accordance with the ICAO PANS-ATM (Doc 4444)**

3.7.1   Mr. Gabriel Acosta, IATA, provided the ESC with a detailed description of the phraseology course that is being developed by IATA. The intent is to develop a train-the-trainer course that would provide participants with the knowledge to provide standardized phraseology courses in accordance with ICAO standards.

3.7.2   The ESC asked for a breakdown of course development costs to be presented to the ESC for approval of funding.

3.8 **RASG-PA Project – Bird Strike Reduction Programme**

3.8.1   Mr. Santiago Saltos, ALTA, presented an update on the WIN-CAP Program (Wildlife Incident Neutralization Collaborative Action Plan). Mr. Saltos briefed the ESC that the USDA biologist noted improvements to both locations (Panama City and Guayaquil) as a result of previous recommendations. The biologists are planning to do a third visit, which consists of performing local training for airports, airlines and CAA personnel.

Agenda Item 4   **Fourth Pan American Aviation Safety Summit and RASG-PA/6 Annual Plenary Meeting Logistics**

4.1   The ESC reviewed the schedule of activities for the week of 24 June 2013.

4.2   The Safety Summit tentative programme was reviewed, and the ESC made minor modifications to panel participants and moderators.

Agenda Item 5   Other matters

5.1   Review RASG/PIRG Presentation

5.1.1   Mrs. Martin presented the ESC with the presentation that will be delivered at the PIRG/RASG Meeting being held at ICAO HQs in March 2013 by Mr. Alex de Gunten and Mr. Oscar Derby, RASG-PA Co-Chairs. The ESC provided comments and the presentation was modified to reflect input from the Meeting.

5.2   Review working paper process

5.2.1   The Secretariat advised the ESC that the process for submitting working papers at RASG-PA meetings was not being observed and/or that working papers were not being delivered in a timely manner for translation or inclusion in the meeting programme.

5.2.2   The ESC agreed that timelines for submitting working papers were adequate and should be adhered to at all times.

5.2.3   It was agreed that working papers not submitted by the timelines established may only be presented in one language depending on workload by the Secretariat staff.

**DECISION
RASG-PA/ESC/16/2   ESC WORKING PAPERS**

> RASG-PA working papers not submitted by the established deadlines for translation will be translated based on Secretariat workload.

5.3   Pan American Region – State Involvement in RASG-PA

5.3.1   Mr. Carlos Pellegrino, Brazil, discussed the lack of involvement from other Pan American States. He recommended that RASG-PA develop a strategic plan of action to disseminate RASG-PA information.

5.3.2   Mr. Pellegrino agreed to draft a "RASG-PA Strategic Plan for Communication."

**DECISION
RASG-PA/ESC/16/3   RASG-PA STRATEGIC PLAN FOR COMMUNICATION**

> The RASG-PA will develop a plan for disseminating information to States to ensure consistent and direct communications with the objective of involving all States in RASG-PA activities.