



Nineteenth Meeting of the Regional Aviation Safety Group – Pan America (RASG-PA) Executive Steering Committee (RASG-PA ESC/19)
Lima, Peru, 8 to 9 April 2014

Agenda Item 3: RASG-PA Working Group Reports
3.1 Pan America — Regional Aviation Safety Team (PA-RAST): PA-RAST/15 and PA-RAST/16 Action Items

PA-RAST/15 AND PA-RAST/16 MEETINGS SUMMARY OF DISCUSSIONS

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
This working paper presents PA-RAST/15 and PA-RAST/16 Meetings Summary for consideration by the Executive Steering Committee (ESC).	
Action:	Suggested action is presented in Section 3.
<i>Strategic Objective:</i>	<ul style="list-style-type: none"> • Safety
<i>References:</i>	<ul style="list-style-type: none"> • PA-RAST/15 Meeting Summary of Discussions • PA-RAST/16 Meeting Summary of Discussions

1. Introduction

1.1 The RASG-PA/IAT/05 and the PA-RAST/15 Meetings were held at the Embraer facilities, Ft. Lauderdale, United States, from 21 to 23 January 2014, and the RASG-PA/IAT/06 and the PA-RAST/16 Meetings were held in the Panama City, Panama, from 27 to 29 March 2014.

2. Suggested Action

2.1 The ESC is invited to review the Summaries of Discussions of the PA-RAST/15 and PA-RAST/16 Meetings presented as **Appendices A and B** respectively to this working paper for discussion.



INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)

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

**FIFTEENTH PAN AMERICA –
REGIONAL AVIATION SAFETY TEAM MEETING**

PA-RAST/15

SUMMARY OF DISCUSSIONS

FT. LAUDERDALE, UNITED STATES, 23 TO 24 JANUARY 2014

PA-RAST/15 Meeting

Summary of Discussions

Date	23 – 24 January 2014
Location	EMBRAER Ft. Lauderdale, United States
Objective	PA-RAST/15 Meeting
Meeting Opening	<p>The Meeting was attended by 22 participants from Bahamas, Brazil, Dominican Republic, ECCAA, United States, ACI-LAC, Airbus, ALTA, Boeing, CASSOS, Embraer, FSF, IATA, IFALPA and ICAO. See Appendix A.</p> <p>Mrs. Loretta Martin, Regional Director of the ICAO North American, Central American and Caribbean (NACC) Regional Office and RASG-PA Secretary, welcomed participants and acknowledged EMBRAER for hosting the meeting.</p> <p>Mrs. Martin introduced Mr. Carlos Gonzalez, Regional Officer, ATM/2, ICAO NACC Regional Office, who is a secondment from United States FAA.</p> <p>Messrs. Adriano Monteiro de Oliveira and Jorge Henrique Coutinho de Castro, Brazil, and Mr. Gabriel Acosta, IATA, acted as PA-RAST Co-Chairpersons representing States/Territories and International Organizations/Industry, respectively.</p> <p>Mr. Eduardo Chacin, Regional Officer, Flight Safety, ICAO NACC Regional Office, served as Secretary of the meeting. Mr. Carlos Gonzalez, Regional Officer, ATM/2, ICAO NACC Regional Office, and Ms. Veronica Chavez, Regional Officer, Technical Assistance, ICAO SAM Regional Office, also attended the meeting.</p>
Discussion Items	<p>Agenda Item 1: Review and Approval of the Preliminary Meeting Agenda and Schedule</p> <p>1.1 The Co-Chairman International Organizations/Industry presented WP/01 inviting the Meeting to approve the preliminary agenda and schedule. The Meeting approved the agenda and the schedule as presented with additional agenda items included under Agenda Item 15: Other Business.</p> <p>Agenda Item 2: Elections – PA-RAST Vice Co-chairperson representing States/Territories</p> <p>2.1 Considering that Mexico did not attend the meeting, the election for the Vice Co-chairperson representing States/Territories was deferred to the PA-RAST/16 Meeting. The Secretariat will include it in the Agenda of the upcoming meeting.</p>

Agenda Item 3: Review of Recommended Actions of the PA-RAST/14 Meeting

3.1 The Secretariat briefed the Meeting on the progress of the recommended actions presented in the PA-RAST/14 Summary of Discussions and reviewed by the RASG-PA Executive Steering Committee (ESC/18). They are shown in **Appendix B**.

Agenda Item 4: Information Analysis Team (IAT/05) Meeting Report

4.1 The IAT/05 met the day before the PA-RAST/15 at the same location and

4.2 The RASG-PA Secretariat verified that all the appropriate non-disclosure agreements for Aviation Safety Information Analysis and Sharing (ASIAS) data have been properly signed by RASG-PA members attending the meeting for the first time.

4.3 The Boeing representative, as Rapporteur of the IAT, presented the outcome of IAT/5 Meeting as follows:

- Action items from the IAT/4 Meeting were reviewed
- The Rapporteur presented ASIAS system data
- The accident set data range was reviewed to determine if the accident set was expanded to include new incidents/accidents; there was not any variation from the previous IAT Meeting
- The data presented covered ALAR, TCAW, TCAS and airport rankings in the CAR and SAM Regions
- IATA presented the Global Aviation Data Management (Flight Data Exchange - FDX) data and mentioned they may share specific trends with Civil Aviation Authorities in coordination with the local member airline

4.4 The Meeting noted the risk areas and locations of concern in the CAR and SAM Regions as presented by the Rapporteur and discussed appropriate courses of action considering the non-disclosure agreement between CAST and RASG-PA for handling ASIAS safety data.

Agenda Item 5: Procedural Guide (methodology and process) for the Safety Enhancement Team (SET)

5.1 Boeing requested to defer this agenda item to the PA-RAST/16 Meeting. The Secretariat will include it in the agenda of the upcoming meeting.

Agenda Item 6: Runway Excursion (RE) Detailed Implementation Plans (DIPs) Reports

6.1 RE/08 - Guidance for Maintaining Runways in Accordance with ICAO Annex 14

6.1.1 ACI-LAC informed that the master version of the *Guidance for Maintaining Runways in Accordance with ICAO Annex 14 Manual* is in English language; however, in order to promote its use in the CAR and SAM Regions, it will be translated into Spanish by ACI-LAC and Brazil (INFRAERO) will process the translation into Portuguese.

6.1.2 The Secretariat will include the ACI-LAC website link on the RASG-PA website in order to download the manual. ACI-LAC will advise the RASG-PA Secretariat as soon it is published.

6.1.3 The Meeting considered that DIP/RE/08 was completed; therefore, the Secretariat, following the established procedure, will issue a RASG-PA Safety Advisory (RSA) to inform on the completion of this DIP, provide the link to the ACI-LAC website, and encourage the distribution and use of the manual as soon it is available.

6.2 RE/09 - Specific Training for Pilots and Air Traffic Controllers to Avoid Unstabilized Approaches

6.2.1 ALTA presented the Meeting with the training video associated with this DIP for feedback and added that the video is in the final stage.

6.2.2 The Meeting acknowledged the effort of the organizations and individuals in charge of developing the video and its value as a training tool for delivering workshops and training sessions for pilots and air traffic controllers together with the Line Operations Safety Audit (LOSA), Crew Resource Management (CRM), etc.

6.2.3 The Meeting agreed to provide ALTA comments on the training video, which will be released by the second quarter of 2014.

6.2.4 Brazil mentioned that ANAC would assist with Portuguese subtitles.

6.2.5 The Secretariat informed that the video will be included in RASG-PA Aviation Safety Seminars/Workshops in the 2014 programme as agreed by the RASG-PA Aviation Safety Training Team (ASTT) and will be posted on the RASG-PA website.

6.3 Other Runway Safety Related Issues

6.3.1 ICAO SAM informed the Meeting that Argentina, Brazil, Chile, Colombia, EMBRAER, IATA and the Regional Safety Oversight System (SRVSOP) will participate in the four Safety Enhancement Teams (SETs) for developing SEIs. PA-RAST will coordinate the activities between the leaders of the activities in order to avoid duplicating efforts.

6.3.2 The Secretariat informed the Meeting that under the umbrella of the ICAO Global Runway Safety Programme, and following the RASG-PA initiative of deploying Runway Safety Team (RST) Go-Teams to assist those airports identified by RASG-PA and ICAO Regional Offices, a mission, which will be the ICAO World Pilot Programme for the RST Go-Team initiative, is planned for MHTG Airport in Tegucigalpa, Honduras, in the first quarter of 2014. The programme for the mission will be developed by the ICAO NACC Regional Office (AGA, ATM, FS and TA Regional Officers) in coordination with ICAO Headquarters and ICAO Runway Safety Programme partners. FSF, one of the partner of the programme, announced its participation in the mission. The mission will serve to showcase the newly developed ICAO iKit for Runway Safety, the ICAO RST Manual, and to establish best practices for RST implementation. The Secretariat encouraged RASG-PA members to participate.

6.3.3 Boeing recommended that the Meeting delay development of any Runway Safety Enhancement Initiatives until CAST presents its new developments in May 2014.

Agenda Item 7: Safety Enhancement Team (SET) 1: Development of a Loss of Control-Inflight (LOC-I) Detailed Implementation Plan (DIP)

7.1 SET 1, in charge of LOC-I DIP development and composed of the United States, Boeing and IFALPA, informed that they will review the SEIs developed by CAST that are publicly available and inform PA-RAST/16 of those applicable for the CAR and SAM Regions after being adapted to a different aviation environment.

Agenda Item 8: RASG-PA Strategic Plan for Communication 2014-2016

8.1 FSF presented a working paper (WP) on the RASG-PA Strategic Plan for Communication. The WP was elaborated in partnership with Brazil.

8.2 The Meeting thoroughly discussed it and decided that a more comprehensive WP must be presented at the PA-RAST/15 for discussion before being elevated to the ESC.

Agenda Item 9: Safety Enhancement Team (SET) 2: Development of Controlled Flight Into Terrain (CFIT) Detailed Implementation Plan (DIP)

9.1 SET 2, in charge of CFIT DIP development and composed of Airbus and IATA, delivered a presentation outlining their plans to develop the associated DIP. The SET process used was also presented, which could be adopted as a standard procedure by the SETs.

9.2 IATA informed that the safety data analyzed from 2002-2012 showed that most CFIT accidents occurred during the approach phase.

9.3 IATA will circulate the last slide of the presentation to the group in order to receive feedback.

9.4 IATA will present an updated version of the proposed DIP at PA-RAST/16.

Agenda Item 10: Detailed Implementation Plan (DIP) Implementation for Non-IATA/ALTA Members

10.1 IATA informed the Meeting that in order to reach air operators that are non-IATA and/or ALTA members, it would be necessary to identify the target audience. Some of the small regional air operators are not in the IOSA registry and probably do not participate in any industry safety activity. Therefore, after their identification by the PA-RAST, it will be necessary to contact them to inform about RASG-PA and the benefits of participating in associated safety activities, adopting related safety products and promote the IATA Standard Safety Assessment (ISSA) for small air operators.

10.2 FSF highlighted the importance of having a RASG-PA communication plan in place that can reach civil aviation sectors in the CAR and SAM Regions, which due to various factors do not have access to up-to-date safety information, programmes and products developed by RASG-PA.

Agenda Item 11: Summary of DIPs Under Development by Other ICAO RASGs

11.1 The Secretariat delivered a presentation on the progress of other ICAO RASGs. The Secretariat highlighted that due to differences among ICAO Regions, such as the level of development of the civil aviation systems, size and complexity of the aviation system, existence of Significant Safety Concerns (SSCs), ICAO Universal Safety Audit Oversight Programme (USOAP) results, cultural issues, political stability, role of COSCAPS and PIRGS, level of maturity and structure of RASGs, resources, etc., it would be difficult to compare progress of the level of implementation of DIPs and associated risk reduction.

11.2 However, the Meeting agreed that it would be beneficial for the entire aviation system to share experiences among RASGs, considering that the main areas of aviation risk are basically the same: runway safety, CFIT and LOC-I.

11.3 The Secretariat informed that ICAO Headquarters coordinates global activities of RASGs and PIRGs, and promotes the interchange of information among the ICAO Regional Officers, Flight Safety and HQs.

11.4 The Secretariat informed that the leadership of the RASGs will be invited to the 5th Pan American Aviation Safety Summit.

Agenda Item 12: Memorandum of Understanding (MoU) between IATA and RASG-PA

12.1 The Secretariat will send a letter to IATA requesting to share its Global Aviation Data Management (Flight Data Exchange - FDX) data with RASG-PA similarly to the United States Commercial Aviation Safety Team (CAST) sharing of ASIAs data.

12.2 The Meeting acknowledged that the additional data from IATA will enhance the outcome of the work done by the IAT due to the addition of safety data from regional air operators that fly into FIRs and airports, which are not operated by American carriers.

Agenda Item 13: PA-RAST/15 Actions Items

13.1 The ESC is invited to note the actions to be accomplished by the PA-RAST members as presented in **Appendix C**.

Agenda Item 14: PA-RAST/16 Meeting

14.1 The Meeting was informed that the IAT/6 and PA-RAST/16 will be held on 27-29 March 2014, simultaneous with the IFALPA 69th Annual Conference, in Panama City, Panama.

14.2 The Meeting acknowledged the continuous support of IFALPA with RASG-PA activities.

Agenda Item 15: Other Business

15.1 Large Height Deviation (LHD)

15.1.1 IATA delivered a presentation on Large Height Deviation (LHD) issues in the CAR and SAM Regions. The information presented was obtained from the CAR/SAM Regional Planning and Implementation Group (GREPECAS) Scrutiny Working Group (GTE).

15.1.2 IATA expressed concern about the number of LHD events in the CAR and SAM Regions.

15.1.3 The Meeting acknowledged the work of the Caribbean and South America Monitoring Agency (CARSAMMA) and the GTE.

15.1.4 The Meeting also acknowledged that the Mexico LHD information is not included in the scope of CARSAMMA activities and statistics.

15.1.5 Considering the relevance of LHDs from a safety perspective, the Meeting took note of the information provided and considered that the LHD issue must be included in the work of SET 4 that will deal with MACs, in order to analyze the issue in detail and propose mitigation actions to reduce LHD occurrences in the CAR and SAM Regions.

15.2 IATA Standard Safety Assessment (ISSA)

15.2.1 IATA informed the Meeting that they are developing the IATA Standard Safety Assessment (ISSA) Programme for small air operators, which will enhance safety by incorporating this sector of the civil aviation industry into adoption of global standards, adapted to the size and complexity of their operations.

15.2.2 ALTA showed interest in the ISSA and requested more information about the programme from IATA.

15.3 Hypoxia

15.3.1 CASSOS introduced Dr. Paul Buzzo who delivered a presentation on hypoxia and its consequences during high altitude flight.

15.3.2 The Meeting agreed that RASG-PA does not have the resources to create a project about this issue; however, it considered that a presentation may be considered in the 5th Pan American Aviation Safety Summit programme.

15.4 Future RASG-PA Meetings

15.4.1 EMBRAER graciously offered the use their facilities in Ft. Lauderdale and Melbourne, Florida, United States, for conducting any RASG-PA event.

15.4.2 EMBRAER also mentioned that the coordination with Nova Southeastern University (NSU) and the Secretariat is on-going for delivering a RASG-PA Aviation Safety Seminar at the NSU facilities in Ft. Lauderdale, United States, in May 2014.

15.4.2 The Secretariat took note of the initiatives on behalf of RASG-PA.

APPENDIX A
LIST OF PARTICIPANTS

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APPENDIX B

PA-RAST/15 ACTION ITEMS

Action Item	Description	Action Owner	Disposition	Closure Date/ Status
PA-RAST/14/A1	PA-RAST/15 Agenda shall include the election – PA-RAST Co-chairperson: representing States/Territories. PA-RAST/14, Agenda Item 2	Eduardo Chacin/ ICAO NACC	Vice Co-chairperson representing States / Territories: pending	Valid
PA-RAST/14/A2	The Terms of Reference for IAT, PA-RAST and ASTT shall be compiled in the RASG-PA Procedural Handbook. PA-RAST/14, Agenda Item 2	Eduardo Chacin/ ICAO NACC		Completed
PA-RAST/14/A3	Provide IAT/4 Action Items to action item owners and ICAO for distribution. PA-RAST/14, Agenda Item 4	Rebecca Good/ Boeing	IAT/4 Action Items distributed by email 25 Sept. 2013	Completed
PA-RAST/14/A4	Contact ACI-LAC regarding that the Secretariat will contact ACI-LAC in order to obtain an update about the pending outcomes of this DIP. PA-RAST/14, Agenda Item 5.1	Eduardo Chacin/ICAO NACC		Completed
PA-RAST/14/A5	Provide ALTA comments on the training video. ALTA shall send a link to the video available via YouTube by 2 October 2013. Comments shall be sent directly to Santiago Saltos by 9 October 2013. PA-RAST/14, Agenda Item 5.1	PA-RAST		Valid

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Action Item	Description	Action Owner	Disposition	Closure Date/ Status
PA-RAST/14/A6	<p>PA-RAST/15 and subsequent PA-RAST Meeting agendas shall include the following recurring agenda item: Summary of DIPs under development by other ICAO RASGs.</p> <p>PA-RAST/14, Agenda Item 7</p>	Eduardo Chacin/ICAO NACC		Completed
PA-RAST/14/A7	<p>Create an appendix to the RASG-PA Procedural Handbook that documents methodology and process for Safety Enhancement Teams (SETs).</p> <p>PA-RAST/14, Agenda Item 7</p>	Gerardo Hueto/Boeing		Valid
PA-RAST/15/A8	<p>Notify States of Safety Enhancement Teams (SETs) and request State participation.</p> <p>PA-RAST/14, Agenda Item 7</p>	Julio Garriga/ICAO NACC		Completed
PA-RAST/15/A9	<p>Provide SET 1 (LOC-I) a copy of the draft IATA Toolkit.</p> <p>PA-RAST/14, Agenda Item 7</p>	Gabriel Acosta/IATA		Completed
PA-RAST/14/A10	<p>PA-RAST/15 Agenda shall include the following agenda item: DIP Implementation for Non-IATA/ALTA Members.</p> <p>PA-RAST/14, Agenda Item 7</p>	Eduardo Chacin/ICAO NACC		Completed
PA-RAST/14/A11	<p>IAT/5 and subsequent IAT Meeting agendas shall include the following recurring agenda item: Review of accident set data range to determine if the accident set should be expanded to include new incidents/accidents.</p> <p>PA-RAST/14, Agenda Item 9</p>	Eduardo Chacin/ICAO NACC		Completed

Action Item	Description	Action Owner	Disposition	Closure Date/ Status
PA-RAST/14/A12	<p>Compile accident set and suggest risk reduction targets for 14 South American States by 30 September 2013. The accident set and suggested risk reduction targets will be reviewed prior to presentation to the Directors at the Bogotá Declaration.</p> <p>PA-RAST/14, Agenda Item 9</p>	Robert Noges/Boeing Oscar Quesada/ ICAO SAM		Completed
PA-RAST/14/A13	<p>IFALPA will advise RASG-PA Secretariat about the possibility of sponsoring the IAT/06 and PA-RAST/16 Meetings concurrently with their 69th Annual Conference to be held in Panama City, Panama.</p> <p>PA-RAST/14, Agenda Item 10</p>	German Diaz Barriga/IFALPA		Completed
PA-RAST/14/A14	<p>Arrange telecon to review and provide comments on the draft RASG-PA Strategic Communication Plan. Brazil to distribute draft Strategic Communication Plan to PA-RAST prior to telecon.</p> <p>PA-RAST/14, Agenda Item 11</p>	Oscar Quesada/ ICAO SAM and Carlos Pellegrino/Brazil	Working paper to be presented by Brazil and FSF in PA-RAST/14	Superseded
PA-RAST/14/A15	<p>Set a link for the “United Kingdom Upset Recovery Toolkit” on the RASG-PA website.</p> <p>PA-RAST/14, Agenda Item 13</p>	Eduardo Chacin/ ICAO NACC		Completed

APPENDIX C

PA-RAST/15 ACTIONS ITEMS

Action Item #	Description	Action Owner	Disposition	Closure / Status
PA-RAST/15/A1	Include Elections PA-RAST Vice Co-chairperson representing States/Territories in the Agenda of PA-RAST/16 PA-RAST/15, Agenda Item 2	Secretariat		Completed
PA-RAST/15/A2	Check/inform member airlines: <ul style="list-style-type: none"> • trend of unstable approaches in identified airports in the CAR and SAM Regions • TCAS RA in identified FIRs in the CAR and SAM Regions Report to PA-RAST PA-RAST/15, Agenda Item 4 & 15	ALTA & IATA		Valid
PA-RAST/15/A3	Include Procedural guide (methodology and process) for the Safety Enhancement Team (SET) in the Agenda of PA-RAST/16 PA-RAST/14, Agenda Item 4	Secretariat		Completed
PA-RAST/15/A4	Publish the <i>Guidance for Maintaining Runway in Accordance with ICAO Annex 14</i> in English and Spanish PA-RAST/15, Agenda Item 6	ACI		Valid
PA-RAST/15/A5	Issue a RASG-PA Safety Advisory (RSA) to inform the completion of DIP/RE/08 PA-RAST/14, Agenda Item 6	Secretariat	ACI to provide the web link to the document to be included in the RSA and RASG-PA website	Valid
PA-RAST/15/A6	Provide ALTA with comments on the training video PA-RAST/14, Agenda Item 6	PA-RAST		Valid

Action Item #	Description	Action Owner	Disposition	Closure / Status
PA-RAST/15/A7	Coordinate activities between leaders of SETs to include NAM/CAR and SAM Regions representatives PA-RAST/14, Agenda Item 6	PA-RAST Co-chairpersons		Valid
PA-RAST/15/A8	Review CAST LOC-I SEIs and inform PA-RAST/16 PA-RAST/14, Agenda Item 7	SET 1		Valid
PA-RAST/15/A9	Present Working Paper of updated RASG-PA Strategic Plan for Communication PA-RAST/14, Agenda Item 8	FSF		Valid
PA-RAST/15/A10	Present an updated version of CFIT DIP in the PA-RAST/16 PA-RAST/14, Agenda Item 7	SET 2		Valid
PA-RAST/15/A11	Identify regional operators non-IATA/ALTA members PA-RAST/14, Agenda Item 10	ALTA & IATA		Valid
PA-RAST/15/A12	Invite the leadership of the RASGs to the 5th Pan American Aviation Summit PA-RAST/14, Agenda Item 11	Secretariat		Valid
PA-RAST/15/A13	Send letter to IATA requesting to share its data from the Global Aviation Data Management (Flight Data Exchange - FDX) PA-RAST/14, Agenda Item 12	Secretariat		Completed
PA-RAST/15/A14	Include LHDs in the work of SET 4 that will deal with MAC PA-RAST/14, Agenda Item 15	SET 4		Valid



INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)

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

**SIXTEENTH PAN AMERICA –
REGIONAL AVIATION SAFETY TEAM MEETING**

PA-RAST/16

SUMMARY OF DISCUSSIONS

PANAMA CITY, PANAMA, 28 TO 29 MARCH 2014

Sixteenth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/16)

Summary of Discussions

Date	28 – 29 March 2014
Location	Panama City, Panama
Objective	PA-RAST/16 Meeting
Meeting Opening	<p>The Meeting was attended by 21 participants from Brazil, Guatemala, Mexico, United Kingdom, United States, ACI-LAC, ALTA, Boeing, Embraer, FSF, IATA, IFALPA and ICAO. See Appendix A.</p> <p>Mr. Eduardo Chacin, Regional Officer, Flight Safety, ICAO North American, Central American and Caribbean (NACC) Regional Office, representing RASG-PA Secretariat, welcomed participants and acknowledged IFALPA for hosting the meeting in the framework of the IFALPA 69th Annual Conference.</p> <p>The Meeting acknowledged the continuous support of IFALPA to RASG-PA activities.</p> <p>Messrs. Adriano Monteiro de Oliveira, Brazil, and Gabriel Acosta, IATA, acted as PA-RAST Co-Chairpersons, representing States/Territories and International Organizations/Industry, respectively.</p> <p>Mr. Eduardo Chacin served as Secretary of the meeting. Mr. Roberto Arca, Regional Officer, ATM, ICAO SAM Regional Office, and Mr. Andreas Meyer, Safety Management Officer, ICAO Headquarters, also attended the meeting.</p>
Discussion Items	<p>Agenda Item 1: Review and Approval of the Provisional Meeting Agenda and Schedule</p> <p>1.1 The Co-Chairperson States/Territories presented WP/01 inviting the Meeting to approve the provisional agenda and schedule. The Meeting approved the agenda and the schedule as presented with additional agenda items included under Agenda Item 13: Other Business.</p> <p>Agenda Item 2: Elections – PA-RAST Vice Co-Chairperson representing States/Territories</p> <p>2.1 The Meeting approved Mexico as the Vice Co-Chairperson representing States/Territories in the PA-RAST.</p> <p>Agenda Item 3: Review of Recommended Actions of PA-RAST/14 and PA-RAST/15 Meetings</p> <p>3.1 The Secretariat briefed the Meeting on the progress of the recommended actions presented in the PA-RAST/14 and PA-RAST/15 Meetings Summaries of Discussions. They are presented in Appendix B and C respectively.</p>

Agenda Item 4: Information Analysis Team (IAT/06) Meeting Report

4.1 The IAT/06 Meeting was held the day before the PA-RAST/16 at the same location.

4.2 The RASG-PA Secretariat verified that all appropriate non-disclosure agreements for Aviation Safety Information Analysis and Sharing (ASIAS) data were properly signed by RASG-PA members attending the meeting for the first time.

4.3 Boeing, as Rapporteur of the IAT, presented the outcome of IAT/6 Meeting as follows:

- Action items from the IAT/5 Meeting were reviewed
- The Rapporteur presented ASIAS data
- The accident set data range was reviewed to determine if the accident set was expanded to include new incidents/accidents. It was noted that there was no variation in the trends from the previous IAT Meetings
- The data reviewed covered Approach and Landing Accident Reduction (ALAR), Terrain Awareness and Warning System (TAWS), Traffic Collision and Avoidance System (TCAS) and airport rankings in the CAR/SAM Regions
- IATA presented the Global Aviation Data Management (Flight Data Exchange - FDX) data
- The ASIAS data (North American airlines) was compared with the IATA data (Latin American airlines) in various locations and they coincided
- The IAT was concerned about the go-around policies and the reasons for not executing a go-around during untabilized approaches
- The IAT agreed to report once a year to PA-RAST, considering that the trend would not vary in a shorter timeframe. Only in an exceptional case a report will be issued as required
- The IAT considered two versions of the report, one public and another restricted that presents critical safety information for the specialists (Safety Enhancement Teams (SETs), Runway Safety Teams (RSTs), etc.)
- On behalf of the IAT, Boeing and IATA will present a Working Paper (WP) to the ESC/19 with the list of the top ten areas of interest identified by merging ASIAS and FDX safety data, and divided as follows: 6 referred to airports and 4 enroute; regarding to Runway Excursion (RE) Approach and landing accident reduction (ALAR), AIRPROX/TCAS alert/loss of separation/near miss collisions/mid-air collisions (MAC) Traffic Collision and Avoidance System-Resolution Advisory (TCAS-RA), and Controlled flight into terrai (CFIT) Enhanced Ground Proximity Warning System (EGPWS)

4.4 The Meeting noted the risk areas and locations of concern in the CAR and SAM Regions, as presented by the Rapporteur, and discussed appropriate action considering the non-disclosure agreement between the United States Commercial Aviation Safety Team (CAST) and RASG-PA for handling ASIAs safety data.

4.5 EMBRAER presented landing overrun graphs.

4.6 The Secretariat suggested that during the Fifth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/5) to be held in Port-of-Spain, Trinidad and Tobago, 28 to 30 April 2014, it would be appropriate to deliver a high-level presentation on ASIAs and IATA FDX in a side meeting with the Directors of Civil Aviation, considering that this event takes place every three years.

4.7 Brazil mentioned that DECEA will be invited to participate in SET 4 (MAC).

Agenda Item 5: Safety Enhancement Team (SET) Procedural Guide (Methodology and Process)

5.1 The Meeting reviewed and recommended the adoption of the methodology and process presented by IATA and used by the Safety Enhancement Team 2 (SET 2 - Airbus and IATA) to develop the CFIT Detailed Implementation Plan (DIP). The Secretariat will include it in the RASG-PA Procedural Handbook as follows:

1. Review and analysis of accident risk (pareto, etc.)
2. Review of applicable safety enhancements
3. Start preparing DIPs
4. Review DIPs with PA-RAST
5. Present DIPs to ESC for information
6. Coordinate DIP implementation at PA-RAST
7. Monitor progress

Agenda Item 6: Safety Enhancement Team (SET) 1: Development of a Loss of Control-Inflight (LOC-I) Detailed Implementation Plan (DIP)

6.1 SET 1, composed by United States, Boeing and IFALPA, informed that they are in the process of reviewing the SEIs developed by CAST. They showed the followed methodology, which was basically the same used by SET 2.

6.2 The Team expressed their difficulties to analyze LOC-I accidents in the CAR/SAM Regions due to the poor quality of the reports.

6.3 The Secretariat informed that in order to improve the accident reports quality and quantity, an ECCAIRS Course was conducted at the ICAO NACC Regional Office from, 17 to 21 March 2014.

6.4 The Meeting asked the Secretariat to include web links of the aviation accident/incident investigation organizations in the RASG-PA website.

6.5 SET 1 encouraged RASG-PA Members to join the Team.

Agenda Item 7: RASG-PA Strategic Plan for Communication 2014-2016

7.1 FSF presented an updated version of the WP on the RASG-PA Communication Strategic Plan, elaborated in partnership with Brazil.

7.2 The Meeting discussed it thoroughly and decided that the WP is ready to be presented at the Nineteenth Meeting of the RASG-PA Executive Steering Committee Meeting (RASG-PA ESC/19) for a high-level discussion.

7.3 As part of the communication plan, the Meeting asked the Secretariat to improve the RASG-PA website, and to consider to contact Skybrary to post selected RASG-PA information in their popular website as CAST does.

Agenda Item 8: Safety Enhancement Team (SET) 2: Development of Controlled Flight Into Terrain (CFIT) Detailed Implementation Plan (DIP)

8.1 SET 2, composed of Airbus and IATA, delivered a presentation on the CFIT DIP. The process used was also presented, which was adopted as a standard procedure for the development of DIPs by the PA-RAST.

8.2 IATA suggested that a champion for any DIP must be part of the SET since the beginning of the DIP development to consider any constrain that may arise during the DIP initial planning phase.

8.3 SET 2 informed the Meeting that they divided the assigned task into three well-defined DIPs as follows:

- For States
- For airlines
- For RASG-PA

8.4 IATA will circulate the presentation they delivered to the group to receive feedback and adjust it as required.

8.5 IATA will present the proposed DIPs at the ESC/19 meeting.

8.6 IATA encouraged candidates to lead each of the DIPs.

Agenda Item 9: Summary of DIPs Under Development by Other ICAO RASGs

9.1 The Secretariat informed that there has not been any new developments since the PA-RAST/15 meeting.

9.2 Boeing delivered a CAST presentation on the progress of other ICAO RASGs and complained about the lack of participation of ICAO in the development of DIPs at a global level, the lack of consultation by ICAO HQs on the development of Global Aviation Safety Plan (GASP), and the feedback for the 2015 High Level Safety Conference (HLSC). Boeing, in its role as International Organizations/Industry Co-Chairperson, mentioned that those issues will be presented to the ESC/19 meeting.

9.3 The Secretariat informed the Meeting that ICAO created an office at HQs level to coordinate Regional Aviation Safety Groups (RASGs) and Planning And Implementation Regional Group (PIRGs), Global Programmes such as the Runway Safety, and that the information is shared with ICAO Regional Offices and stakeholders, that ICAO NACC will participate in SET 4 regarding MAC, and ICAO SAM is participating in various SETs as mentioned under Agenda Item 13.

9.4 United States informed the Meeting that the work to provide information to the 2015 HLSC is in process, as requested by ICAO HQs on the following topics:

1. State Safety Programme (SSP)
2. Safety information protection
3. Safety information sharing
4. Planning for global aviation safety improvement
5. Regional collaboration
6. Combining resources

9.5 United Kingdom informed the Meeting that the ICAO State Letter requesting feedback for the 2015 HLSC was sent on 29 January 2014 and they are working on it.

Agenda Item 10: Memorandum of Understanding (MoU) between IATA and RASG-PA

10.1 IATA informed the Meeting that the letter from the RASG-PA Secretariat requesting to share its Global Aviation Data Management (Flight Data Exchange - FDX) data was received and is under review by its legal department.

Agenda Item 11: PA-RAST/16 Actions Items

11.1 The actions to be accomplished by the PA-RAST members are presented in **Appendix D**.

Agenda Item 12: PA-RAST/17 Meeting

12.1 The Meeting was informed that the IAT/7 and PA-RAST/17 meetings will be held from 10 to 12 June 2014, at the ICAO SAM Regional Office, Lima, Peru.

Agenda Item 13: Other Business**13.1 Bogota and Port-of-Spain Declaration**

13.1.1 The Secretariat briefed the Meeting and demonstrated the Beta version of the ICAO Regional Performance Dashboard on safety and air navigation targets, which is available at: <http://www.icao.int/safety/pages/regional-targets.aspx?region=Africa>

13.1.2 ICAO SAM informed the Meeting on the Bogota Declaration, which includes the safety and air navigation targets set for the SAM Region, available at: http://www.icao.int/SAM/Documents/RAAC13/RAAC13_FINALREPORT.pdf.

13.1.3 The Secretariat presented the Port-of-Spain Declaration draft as agreed by the First CAR Region Safety and Air Navigation Directors Meeting (CAR/DCA/OPSAN/1) held at the ICAO NACC Regional Office, Mexico City, Mexico, from 18 to 19 February 2014. The draft is available at: <http://www.icao.int/NACC/Pages/meetings-2014-cardcaopsan.aspx>. The abovementioned Declaration will be presented to the NACC/DCA/5 Meeting for approval.

13.1.4 The Meeting discussed on the safety targets set by the CAR/DCA/OPSAN/1 and expressed their concern about some of them, such as the different wording between the declaration and what RASG-PA is using as target fatal accidents (count) vs. accidents risk (rate), which should significantly impact how the work inside SETs is being conducted.

13.1.5 The Secretariat reminded the Meeting that the Port-of-Spain Declaration is a draft document that will be presented in a Working Paper to the NACC/DCA/5 and invited the participants to provide comments.

13.2 ICAO SAM participation in SETs

13.2.1 ICAO SAM presented the on-going works regarding the DIPs and their coordination and contribution to the SETs supported by the ICAO SAM Regional Officers.

13.3 RE/08 — Guidance for Maintaining Runways in Accordance with ICAO Annex 14 - Update

13.3.1 ACI-LAC informed that the *Guidance for Maintaining Runways in Accordance with ICAO Annex 14 Manual* was published in the following links:

- English version:
<http://www.aci-lac.aero/Documentation/ACI-LAC-Publications>
- Spanish version:
<http://www.aci-lac.aero/es/Documentos/Publicaciones-de-ACI-LAC>

13.3.2 ACI-LAC will include a link for the Portuguese version that is under development by Brazil (INFRAERO).

13.3.3 The Secretariat will issue a RASG-PA Safety Advisory (RSA) to inform the completion of this DIP, provide the links to the ACI-LAC website, and encourage the distribution and use of this guide.

13.3.4 ACI-LAC volunteered to work in SET 3 (Runway Excursion - RE).

13.4 RE/09 — Specific Training for Pilots and Air Traffic Controllers to Avoid Unstabilized Approaches — Update

13.4.1 ALTA presented the Meeting the second training video regarding LOC-I and requested feedback.

13.4.2 The Meeting agreed to provide ALTA comments on the training video.

13.4.3 ALTA informed the Meeting on the outline of the third video to be developed regarding CFIT.

13.5 Other Runway Safety Related Issues

13.5.1 The Secretariat informed the Meeting that, under the umbrella of the ICAO Global Runway Safety Programme, and following the RASG-PA initiative of deploying Runway Safety Go-Teams to assist those airports identified by RASG-PA and ICAO Regional Offices, a mission was conducted to implement a Runway Safety Team (RST) in MHTG Airport in Tegucigalpa, Honduras, from 10 to 14 March 2014.

13.5.2 The first Runway Safety Go-Team was formed by ALTA/IATA, COCESNA/ACSA, FSF and ICAO (HQs Officer and ICAO NACC Regional Officers: AGA, ATM/SAR and FS). The material of the mission is available at: <http://www.icao.int/NACC/Pages/meetings-2014-rrstgo.aspx>

13.5.3 ICAO NACC Regional Office is monitoring the implementation of the RST at MHTG and reporting to ICAO HQs.

13.5.4 FSF distributed material on safe landings procedures.

13.5.5 The Secretariat distributed electronically the new ICAO Runway Safety Implementation Kit (iKit) developed in collaboration with United States, ACI, CANSO, EASA, EUROCONTROL, FSF, IAOPA, IATA, IBAC, ICCAIA, IFALPA and IFATCA among the participants of the Meeting. It is available at: <http://www.icao.int/safety/RunwaySafety/Pages/default.aspx>

APPENDIX A

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APPENDIX B

PA-RAST/14 ACTION ITEMS

Action Item	Description	Action Owner	Disposition	Status
PA-RAST/14/A1	PA-RAST/15 Agenda shall include the election – PA-RAST Co-chairperson: representing States/Territories. PA-RAST/14, Agenda Item 2	Eduardo Chacin/ ICAO NACC	Vice Co-chairperson representing States / Territories: pending	Completed
PA-RAST/14/A2	The Terms of Reference for IAT, PA-RAST and ASTT shall be compiled in the RASG-PA Procedural Handbook. PA-RAST/14, Agenda Item 2	Eduardo Chacin/ ICAO NACC		Completed
PA-RAST/14/A3	Provide IAT/4 Action Items to action item owners and ICAO for distribution. PA-RAST/14, Agenda Item 4	Rebecca Good/ Boeing	IAT/4 Action Items distributed by email 25 Sept. 2013	Completed
PA-RAST/14/A4	Contact ACI-LAC regarding that the Secretariat will contact ACI-LAC in order to obtain an update about the pending outcomes of this DIP. PA-RAST/14, Agenda Item 5.1	Eduardo Chacin/ICAO NACC		Completed
PA-RAST/14/A5	Provide ALTA comments on the training video. ALTA shall send a link to the video available via YouTube by 2 October 2013. Comments shall be sent directly to Santiago Saltos by 9 October 2013. PA-RAST/14, Agenda Item 5.1	PA-RAST		Valid

Action Item	Description	Action Owner	Disposition	Status
PA-RAST/14/A6	PA-RAST/15 and subsequent PA-RAST Meeting agendas shall include the following recurring agenda item: Summary of DIPs under development by other ICAO RASGs. PA-RAST/14, Agenda Item 7	Eduardo Chacin/ICAO NACC		Completed
PA-RAST/14/A7	Create an appendix to the RASG-PA Procedural Handbook that documents methodology and process for Safety Enhancement Teams (SETs). PA-RAST/14, Agenda Item 7	Gerardo Hueto/Boeing	PA-RAST/16 adopted the methodology presented by SET 1 and 2	Completed
PA-RAST/15/A8	Notify States of Safety Enhancement Teams (SETs) and request State participation. PA-RAST/14, Agenda Item 7	Julio Garriga/ICAO NACC		Completed
PA-RAST/15/A9	Provide SET 1 (LOC-I) a copy of the draft IATA Toolkit. PA-RAST/14, Agenda Item 7	Gabriel Acosta/IATA		Completed
PA-RAST/14/A10	PA-RAST/15 Agenda shall include the following agenda item: DIP Implementation for Non-IATA/ALTA Members. PA-RAST/14, Agenda Item 7	Eduardo Chacin/ICAO NACC		Completed
PA-RAST/14/A11	IAT/5 and subsequent IAT Meeting agendas shall include the following recurring agenda item: Review of accident set data range to determine if the accident set should be expanded to include new incidents/accidents. PA-RAST/14, Agenda Item 9	Eduardo Chacin/ICAO NACC		Completed

Action Item	Description	Action Owner	Disposition	Status
PA-RAST/14/A12	<p>Compile accident set and suggest risk reduction targets for 14 South American States by 30 September 2013. The accident set and suggested risk reduction targets will be reviewed prior to presentation to the Directors at the Bogotá Declaration.</p> <p>PA-RAST/14, Agenda Item 9</p>	Robert Noges/Boeing Oscar Quesada/ ICAO SAM		Completed
PA-RAST/14/A13	<p>IFALPA will advise RASG-PA Secretariat about the possibility of sponsoring the IAT/06 and PA-RAST/16 Meetings concurrently with their 69th Annual Conference to be held in Panama City, Panama.</p> <p>PA-RAST/14, Agenda Item 10</p>	German Diaz Barriga/IFALPA		Completed
PA-RAST/14/A14	<p>Arrange telecon to review and provide comments on the draft RASG-PA Strategic Communication Plan. Brazil to distribute draft Strategic Communication Plan to PA-RAST prior to telecon.</p> <p>PA-RAST/14, Agenda Item 11</p>	Oscar Quesada/ ICAO SAM and Carlos Pellegrino/Brazil	Working paper (WP) to be presented by Brazil and FSF in PA-RAST/14 WP presented by FSF in PA-RAST/16 and the Meeting decided that the WP be presented to the ESC/19	Superseded
PA-RAST/14/A15	<p>Set a link for the “United Kingdom Upset Recovery Toolkit” on the RASG-PA website.</p> <p>PA-RAST/14, Agenda Item 13</p>	Eduardo Chacin/ ICAO NACC		Completed

APPENDIX C

PA-RAST/15 ACTIONS ITEMS

Action Item #	Description	Action Owner	Disposition	Status
PA-RAST/15/A1	<p>Include Elections PA-RAST Vice Co-chairperson representing States/Territories in the Agenda of PA-RAST/16</p> <p>Agenda Item 2</p>	Secretariat		Completed
PA-RAST/15/A2	<p>Check/inform member airlines:</p> <ul style="list-style-type: none"> • trend of unstable approaches in identified airports in the CAR and SAM Regions • TCAS RA in identified FIRs in the CAR and SAM Regions <p>Report to PA-RAST</p> <p>Agenda Item 4 and 15</p>	ALTA & IATA	ALTA & IATA presented the trends to the Member airlines in their regular safety meetings	Completed
PA-RAST/15/A3	<p>Include Procedural guide (methodology and process) for the Safety Enhancement Team (SET) in the Agenda of PA-RAST/16</p> <p>Agenda Item 4</p>	Secretariat		Completed
PA-RAST/15/A4	<p>Publish the <i>Guidance for Maintaining Runway in Accordance with ICAO Annex 14</i> in English and Spanish</p> <p>Agenda Item 6</p>	ACI	<p>Available at the ACI-LAC website: English version: http://www.aci-lac.aero/Documentation/ACI-LAC-Publications</p> <p>Spanish</p>	Completed

Action Item #	Description	Action Owner	Disposition	Status
			version: http://www.aci-lac.aero/es/Documentos/Publicaciones-de-ACI-LAC	
PA-RAST/15/A5	Issue a RASG-PA Safety Advisory (RSA) to inform the completion of DIP/RE/08 Agenda Item 6	Secretariat	ACI to provide the web link to the document to be included in the RSA and RASG-PA website. See PA-RAST/15/A4	Completed
PA-RAST/15/A6	Provide ALTA with comments on the training video Agenda Item 6	PA-RAST		Valid
PA-RAST/15/A7	Coordinate activities between leaders of SETs to include NAM/CAR and SAM Regions representatives Agenda Item 6	PA-RAST Co-chairpersons		Valid
PA-RAST/15/A8	Review CAST LOC-I SEIs and inform PA-RAST/16 Agenda Item 7	SET 1		Completed
PA-RAST/15/A9	Present Working Paper of updated RASG-PA Strategic Plan for Communication Agenda Item 8	FSF	WP was presented at PA-RAST/16, the Meeting decided that the WP must be presented to the ESC/19	Completed
PA-RAST/15/A10	Present an updated version of CFIT DIP in the PA-RAST/16 Agenda Item 7	SET 2		Completed
PA-RAST/15/A11	Identify regional operators non-IATA/ALTA	ALTA & IATA	FSF to provide this information to PA-RAST/17	Superseded

Action Item #	Description	Action Owner	Disposition	Status
	members Agenda Item 10			
PA-RAST/15/A12	Invite the leadership of the RASGs to the 5th Pan American Aviation Summit Agenda Item 11	Secretariat		Valid
PA-RAST/15/A13	Send letter to IATA requesting to share its data from the Global Aviation Data Management (Flight Data Exchange - FDX) Agenda Item 12	Secretariat	Under review by IATA legal department	Completed
PA-RAST/15/A14	Include LHDs in the work of SET 4 that will deal with MAC Agenda Item 15	SET 4	SET 4 will be formed after SET 1 and SET 2 develop their respective DIPs	Valid

PA-RAST/16 Action Items

Item #	Description	Action Owner	Disposition	Status
PA-RAST/16/A1	Provide ALTA comments on the training video for RE by 7 April 2014 Agenda Item 13.4	RASG-PA Members	ALTA to provide the link.	Valid
PA-RAST/16/A2	Include Portuguese language tab in the ACI-LAC website Agenda Item 13.3	ACI-LAC		Valid
PA-RAST/16/A3	Publish RASG-PA Safety Advisory (RSA) that includes the web links of ACI-LAC for the <i>Guidance for Maintaining Runways in Accordance with ICAO Annex 14 Manual</i> Agenda Item 13.3	Secretariat		Valid
PA-RAST/16/A4	Define the information needed for the strategic comm. Plan about Non-IATA/ALTA Member airlines in CAR and SAM Regions PA-RAST/15, Agenda Item 10*	FSF	*Refer to: PA-RAST/15/A11	Superseded
PA-RAST/16/A5	Create slides about RASG-PA so RASG-PA Members can promote the Group activities Agenda Item 7	Secretariat		Valid
PA-RAST/16/A6	Share the list of 10 areas of interest as determined by the IAT/6 with the ESC/19 Agenda Item 4	Boeing and IATA		Valid
PA-RAST/16/A7	Include the SET methodology in the RASG-PA Procedural Handbook Agenda Item 5	Secretariat		Valid

Item #	Description	Action Owner	Disposition	Status
PA-RAST/16/A8	Include Aviation Accident/Incident Investigation organizations website links in the RASG-PA website Agenda Item 6	Secretariat		Valid
PA-RAST/16/A9	Distribute presentations and video link for RE and LOC-I initiatives Agenda Item 13.3	ALTA		Valid
PA-RAST/16/A10	Improve RASG-PA website: <ul style="list-style-type: none"> • Broken links • Migrate site to ICAO server • Organize the site Agenda Item 7	Secretariat		Valid
PA-RAST/16/A11	Present the RASG-PA Communication Plan to the ESC/19 Agenda Item 7	FSF/Brazil		Valid
PA-RAST/16/A12	Send e-mail to RASG-PA State's representatives requesting participation as champions for CFIT DIPs development Agenda Item 8	SET 2 / PA-RAST Co-Chairpersons		Valid
PA-RAST/16/A13	Start developing DIPs for SET 2 Agenda Item 8	SET 2		Valid
PA-RAST/16/A14	Reply RASG-PA request for the MoU for safety information sharing Agenda Item 10	IATA		Valid

Item #	Description	Action Owner	Disposition	Status
PA-RAST/16/A15	Consolidate Safety Enhancement list presented by SET 3 and present to PA-RAST/17 Agenda Item 7	SET 3		Valid
PA-RAST/16/A17	Provide link to the ICAO Regional Performance Dashboard Agenda Item 13.1	Secretariat		Valid
PA-RAST/16/A18	Include RASG-PA website link in the RASG-PA members websites Agenda Item 7	RASG-PA Members		Valid

— END —