



RASG-PA ESC/25

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

**TWENTY-FIFTH RASG-PA EXECUTIVE STEERING
COMMITTEE MEETING
(RASG-PA ESC/25)**

FINAL

SUMMARY OF DISCUSSIONS

Long Beach, United States

10 to 11 December 2015

The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

**ESC/25 Meeting
Summary of Discussions**

Date	10 – 11 December 2015
Location	Long Beach, United States
Opening Ceremony	<p>The Meeting was attended by 24 participants from 7 States/Territories, and 7 international organizations and industry. The list of participants is attached at Appendix A.</p> <p>Mr. Gerardo Hueto, Chief Aviation System Safety, Boeing and RASG-PA Co-Chairperson, welcomed participants to the Meeting.</p> <p>Mr. Melvin Cintron, Regional Director, ICAO Regional North American, Central American and Caribbean (NACC) Office and RASG-PA Secretary, welcomed the participants and extended appreciation to Boeing on behalf of the Executive Steering Committee (ESC) for hosting the meeting.</p> <p>Messrs. Oscar Derby, Curaçao, and Gerardo Hueto, Boeing, as RASG-PA/ESC Co-Chairpersons representing States/Territories and International Organizations/Industry, respectively, chaired the Meeting.</p> <p>Mr. Cintron served as Secretary of the Meeting and was assisted by Messrs. Franklin Hoyer, Regional Director; Oscar Quesada, Deputy Regional Director, both from the ICAO South American (SAM) Regional Office; and Eduardo Chacin, Acting Deputy Regional Director, ICAO NACC Regional Office. Mr. Andreas Meyer, Safety Management Officer, ICAO Headquarters, attended the meeting.</p>
Discussion Items	
Agenda Item 1:	<p>Approval of the Provisional Agenda</p> <p>1.1 The Co-Chairperson, International Organizations and Industry, presented WP/01 inviting the participants to approve the provisional agenda and schedule. The Meeting approved the agenda and changed the schedule to allow more time for debating the RASG-PA Strategic Plan during the first day of the meeting. The WP/08 “Strategic vision for the next Global Aviation Safety Plan” presented by the ICAO SAM Regional Office was included in Other Business.</p>

Agenda Item 2:**RASG-PA and Executive Steering Committee (ESC) Conclusions and Decisions**

2.1 The Secretariat presented WP/02 on the status of RASG-PA and RASG-PA/ESC Conclusions (C) and Decisions (D), which were reviewed and updated by the Meeting.

2.2 United States referred to RASG-PA/8/C/8 conclusion, considering that RASG-PA Aviation Safety Training Team (ASTT) was assigned to take this role and according to the restructure of RASG-PA, it will cease to exist:

CONCLUSION***RASG-PA/8/8******ASSISTANCE TO STATES IN EFFECTIVE
AND SUSTAINED COMPLIANCE TO
SAFETY OVERSIGHT OBLIGATIONS***

That RASG-PA Aviation Safety Training Team (ASTT) take on this role in providing guidance to RASG-PA Member States seeking assistance on effective and sustained compliance to safety oversight obligations.

2.3 The Meeting agreed to review this issue after the discussion about the RASG-PA Strategic Plan. Refer to 3.3.2 and 5.6 of this document.

2.4 The list of RASG-PA and ESC valid conclusions and decisions are presented in **Appendices B** and **C** respectively.

Agenda Item 3:**RASG-PA Team Reports****3.1 Pan America — Regional Aviation Safety Team (PA-RAST)**

3.1.1 The Secretariat presented WP/05 to inform the Meeting on the Summary of Discussions of the PA-RAST/20 and 21 meetings held in San José, Costa Rica, from 15 to 16 July 2015, and Miami, United States, from 15 to 16 October 2015, respectively.

3.1.2 The Meeting was informed by Brazil and IATA (Co-Chairpersons of PA-RAST) that the Information Analysis Team (IAT) reviewed the Aviation Safety Information Analysis and Sharing (ASIAS) and the IATA Flight Data eXchange (FDX) databases to monitor the identified “hot spots” regarding airports (6) and airspace (4) safety related issues and no additional emerging regional trend was identified on this occasion, as part of the permanent regional safety monitoring carried out by RASG-PA.

3.1.3 The Meeting was also informed about the on-going work by the Safety Enhancement Teams (SETs) regarding the development of the RASG-PA Detailed Implementation Plans (DIPs) related to Loss of Control — In Flight (LOC-I), Controlled Flight Into Terrain (CFIT), and the finished Detailed Implementation Plans (DIPs) regarding Runway Excursion (RE).

3.1.4 The Meeting approved the Detailed Implementation Plans (DIPs) regarding Runway Excursion (RE) as presented below:

DECISION

**RASG-PA/ESC/25/D/1 RASG-PA RUNWAY EXCURSION (RE)
DETAILED IMPLEMENTATION PLANS
(DIPs) APPROVAL**

The RASG-PA/ESC/25 Meeting approved the RASG-PA Runway Excursion Detailed Implementation Plans (DIPs) as presented to the Meeting by the PA-RAST.

3.1.5 After a robust discussion, the Meeting endorsed both Summary of Discussions presented in WP/05, and encouraged State, international organizations and industry stakeholders to provide additional resources by assigning experts to assist the PA-RAST, and encourage all stakeholders to implement RASG-PA Safety Enhancement Initiatives (SEIs) as applicable.

3.1.6 The Meeting approved the PA-RAST/20 and 21 Meetings Summaries of Discussions as presented in WP/05.

DECISION

**RASG-PA/ESC/25/D/2 PA-RAST/20 AND 21 MEETINGS
SUMMARY OF DISCUSSIONS
APPROVAL**

The RASG-PA/ESC/25 Meeting approved the PA-RAST/20 and 21 Meetings Summary of Discussions as presented to the Meeting.

3.2 Annual Safety Report Team (ASRT)

3.2.1 ICAO SAM Regional Office, on behalf of the Aviation Safety Report Team (ASRT), presented WP/06 to inform that the *RASG-PA Annual Safety Report (ASR) – 6th Edition* was ready to be published.

3.2.2 The Meeting was informed that the ASR 6th Edition indicated that:

- a) main risk areas continue to be LOC-I, RE, and CFIT, and Mid Air Collision (MAC) was added;
- b) proactive and predictive information precursors were highlighted for category, such as Unstable approaches (RE precursor) or events related to Enhanced Ground Proximity Warning System (EGPWS) (CFIT precursor) or Traffic Collision and Avoidance System - Resolution Advisory (TCAS-RA) (MAC precursor);
- c) reactive section maintains valuable information on accidents statistics of the last ten years; and
- d) proactive section contains the results of ICAO Universal Safety Oversight Audit Programme (USOAP) and IATA Operational Safety Audit (IOSA).

3.3 Aviation Safety Training Team (ASTT)

3.3.1 The Secretariat informed the Meeting about the ongoing coordination with EMBRAER and *Nova Southeastern University* (NSU) for delivering the RASG-PA Aviation Seminar on 29 and 30 March 2016 in Fort Lauderdale, United States; and encouraged the ESC to support, promote, and participate in this activity, which is recognized by the WINGS – Pilot Proficiency Program of the United States (Federal Aviation Administration - FAA). Visit: https://www.faa.gov/WINGS/pub/learn_more.aspx

3.3.2 The Meeting noted that due to the changes in RASG-PA structure the ASTT activities will be included in the TORs of PA-RAST. Refer to paragraph 2.3 and 5.6 of this document.

Agenda Item 4:

RASG-PA Project Reports

4.1 Flight Operations Quality Assurance (FOQA) Data Sharing (PASO)

4.1.1 Costa Rica updated the Meeting about the latest activities of PASO at MROC airport, San Jose, Costa Rica.

4.1.2 Costa Rica asked for support from RASG-PA in order to strength PASO by involving more airlines in the programme. It was suggested to conduct video conferences of RASG-PA with PASO members and other airlines operating in MROC to highlight the safety and operational benefits of this initiative supported by RASG-PA that must be extended to other States in the region.

4.2 "Grupo Regional de Investigación de Accidentes Aéreos" (GRIAA) of Central American States

4.2.1 The Secretariat provided a briefing on behalf of COCESNA/ACSA, informing that the Memorandum of Understanding (MoU) is at the COCESNA Technical Board for its approval. It was also mentioned that Costa Rica is pending on the decision of *Consejo Técnico de Aviación Civil* (CETAC) to sign the MoU. The Meeting acknowledged that GRIAA participated in two general aviation accidents (non-fatal) investigations that occurred in Central America.

4.2.2 The Meeting also discussed the need to improve the regional Effective Implementation (EI) in the Aircraft Accident and Incident Investigation (AIG) audit area according to the USOAP.

4.2.3 The Meeting was briefed by the Secretariat and ICAO SAM Regional Office about the regional initiatives in the CAR and SAM Regions according to the ICAO Regional Accident Investigation Organization (RAIO) principles to improve the effective implementation of Annex 13 to the *Convention on International Civil Aviation*.

4.3 CAR and SAM Regions Safety Information Project

4.3.1 Flight Safety Foundation (FSF) presented IP/08 and Presentation P/01 to update the Meeting in regard to the CAR and SAM Regions safety information project.

4.3.2 The Meeting was informed that the assessment phase of the project has been completed through a series of focus groups in Sao Paulo, Brazil; Kingston, Jamaica; Mexico City, Mexico; Panama City, Panama; and Lima, Peru.

4.3.3 FSF informed the Meeting that “Voluntary Safety Reporting Toolkits” and “Workshops” will be delivered and conducted in 2016 as follows: Sao Paulo, Brazil, 20 to 21 April; Santiago, Chile, 29 to 30 March; Mexico City, Mexico, 13 to 14 July; Panama City, Panama, 18 to 19 May; and Lima, Peru, 8 to 9 June.

4.3.4 The Meeting agreed to support FSF by encouraging stakeholders to participate in the 2016 workshops as planned.

Agenda Item 5:

RASG-PA Strategic Plan

5.1 In this Agenda Item, the Secretariat referred to the following RASG-PA/ESC decision:

DECISION

RASG-PA/ESC/23/D/2

RASG-PA STRATEGIC PLAN

That RASG-PA review the draft RASG-PA Strategic Plan presented by Brazil to develop a consolidated RASG-PA Strategic Plan document, which will be carried out by the created RASG-PA Strategic Planning Task Force (RSP-TF).

5.2 Brazil, as Rapporteur of the RASG-PA RSP-TF, composed by Chile, Costa Rica, Curaçao, Honduras, United States, ALTA, Boeing, CANSO, and IATA, presented the WP/07 to inform the results of the first meeting of RSP-TF/1 held from 25 to 26 August 2015 at the ICAO SAM Regional Office, Lima, Peru.

5.3 The Meeting was informed that the mission, vision and objectives of RASG-PA, as well as the amendment of the *RASG-PA Procedural Handbook* was initiated. The Summary of Discussion of the RSP-TF/1 Meeting was circulated on 13 October 2015 to the RSP-TF members for comments. The amended *RASG-PA Procedural Handbook* draft version is available as **Appendix D**.

5.4 The Meeting was also informed that an additional meeting could be necessary to accomplish the assigned task as follows:

- Finish the draft of the *RASG-PA Procedural Handbook, Fourth edition* that must include:
 - Amendment of PA-RAST Terms of Reference (TORs) including:
 - Information Analysis Team (IAT) TORs
 - Aviation Safety Training Team (ASTT) TORs
 - TORs of the Aviation Safety Report Team (ASRT)
- Create the RASG-PA Strategic Plan consolidated with the RASG-PA Communication Plan.

5.5 The Meeting agreed that the amendment of the PA-RAST TORs will be done by the PA-RAST and submitted for the consideration of the ESC.

5.6 After some discussion, the Meeting recognized the activity of the RSP-TF and adopted the following decision on one of the deliverables of the RSP-TF:

DECISION**RASG-PA/ESC/25/D/3****RASG-PA PROCEDURAL HANDBOOK
AMENDMENT UNDER THE RASG-PA
STRATEGIC PLAN**

The RASG-PA/ESC approved the design principles of the *RASG-PA Procedural Handbook* draft version presented by the RASG-PA Strategic Planning Task Force (RSP-TF) that includes:

- a) new RASG-PA Mission, Vision and Objectives;
- b) new structure of RASG-PA;
- c) amended PA-RAST Terms of Reference (TORs) that includes TORs of the Information Analysis Team (IAT) and the Aviation Safety Training Team (ASTT); and
- d) new TORs of the Aviation Safety Report Team (ASRT).

Agenda Item 6:**RASG-PA Communication Plan**

6.1 FSF and ALTA provided a briefing to the Meeting regarding the progress of the RASG-PA Communication Plan, in which they identified that the lack of financial resources is a barrier to continue with the implementation of the plan.

6.2 After a discussion the Meeting adopted the following decision:

DECISION**RASG-PA/ESC/25/D/4****FUNDING FOR RASG-PA
COMMUNICATION PLAN
IMPLEMENTATION IN THE YEAR
2016**

The RASG-PA/ESC approved to support the implementation of the RASG-PA Communication Plan with USD\$ 5,000 in the year 2016, as presented by ALTA and Flight Safety Foundation.

Agenda Item 7:**RASG-PA Budget**

7.1 The Secretariat presented WP/03 to inform the Meeting about the RASG-PA budget for the years 2014 and 2015 and the projection for 2016, which reflects the reduction of the number of RASG-PA teams and activities, as mentioned in section 8.2 of this document.

7.2 The Secretariat acknowledged and thanked the permanent contribution of Boeing and the in-kind contribution of other stakeholders for supporting RASG-PA activities.

7.3 After a discussion the Meeting adopted the following decision:

DECISION**RASG-PA/ESC/25/D/5 RASG-PA BUDGET**

The RASG-PA/ESC approved the RASG-PA 2014 and 2015 financial statements and the budget projection for 2016 as presented.

Agenda Item 8:**RASG-PA 2016 Activities Plan**

8.1 The Secretariat presented WP/04 on the proposed RASG-PA activities for 2016.

8.2 The Meeting was aware that the RSP-TF worked, as commissioned, in the improvement of the operational processes of RASG-PA; in that sense, the outcome was a reduction of the number of RASG-PA teams and consequently the associated activities.

8.3 Costa Rica, ALTA and IATA kindly offered to host a RASG-PA activity in 2016.

8.4 ALTA updated the Meeting on the progress of the coordination of the 7th Pan American Aviation Safety Summit and the 9th RASG-PA Plenary Meeting (RASG-PA/9) to be held from 21 to 23 June 2016, in Panama City, Panama, together with the Panamanian Authorities and other stakeholders in Panama.

8.5 After a comprehensive discussion in regard to RASG-PA activities for 2016, the Meeting agreed with the plan presented in **Appendix E**.

Agenda Item 9:**RASG-PA/ESC/26 Meeting**

9.1 After an exhaustive discussion, the Meeting did not reach an agreement on the date to hold the ESC/26 Meeting. However, the location will be the ICAO SAM Regional Office, Lima, Peru, as shown in **Appendix E**

9.2 It was agreed that the Secretariat will coordinate the date for the ESC/26 Meeting with the ESC membership, considering that the Meeting set the following condition: to meet after two PA-RAST Meetings, but before the 9th RASG-PA Plenary Meeting (RASG-PA/9) to be held in Panama City, Panama, on 23 June 2016.

Agenda Item 10:**Other Business**

10.1 ICAO SAM Regional Office presented the Meeting WP/08 on the “Strategic vision for the next Global Aviation Safety Plan (GASP)” to raise the awareness about the opportunities for improvement of the GASP for the triennium 2020-2022.

10.2 The Meeting took note and agreed that the Secretariat will set a teleconference at the beginning of 2016 to discuss the course of action of this issue at the State level.

10.3 The Secretariat presented IP/02 that included an update on the activities of the following RASGs: RASG-AFI: African Region; RASG-APAC: Asia and Pacific Regions; RASG-EUR: European Region; and RASG-MID: Middle East Region. The Meeting did not comment on this issue.

10.4 Mr. Franklin Hoyer, Regional Director, ICAO SAM Regional Office, informed the Meeting about his retirement from ICAO. The ESC acknowledged his contribution to the success of RASG-PA activities.

— — — — —

APPENDIX / APÉNDICE A

LIST OF PARTICIPANTS / LISTA DE PARTICIPANTES

Name / Position Nombre / Puesto	Administration / Organization	Telephone / E-mail Teléfono / Correo-e
Brazil / Brasil		
Bruno Silva Dalcolmo Head of International Relations Department	Agência Nacional de Aviação Civil (ANAC)	Tel. +55 61 3324 4531 E-mail mailbruno.dalcolmo@anac.gob.br
Daniel Vieira Soares Especialista em Regulação de Aviação Civil Gerência Técnica de Coordenação com Organismos Internacionais Superintendência de Relações Internacionais	Agência Nacional de Aviação Civil (ANAC)	Tel. +55-61-3314-4621 E-mail daniel.soares@anac.gov.br
Adriano Monteiro de Oliveira Civil Aviation Regulation Specialist – Flight Ops Inspector	Agência Nacional de Aviação Civil (ANAC)	Tel. +55 11 3314 4854 E-mail Adriano.Monteiro@anac.gov.br
Chile		
Lorenzo Sepúlveda Director, Departamento Seguridad Operacional	Dirección General de Aeronáutica Civil	Tel. + 562 439 2498 E-mail lsepulveda@dgac.cl
Costa Rica		
Gianella Baltodano Andujo Subdirectora General	Dirección General de Aviación Civil	Tel. 506- 22-900090 E-mail gbaltodano@dgac.go.cr
Frazier Rodríguez Muñoz Coordinador de Seguridad Operacional SSP/SMS	Dirección General de Aviación Civil	Tel. +506 2242 8000 X 230 E-mail frodriguez@dgac.go.cr
Curaçao / Curazao		
Oscar Derby Director General	Curaçao Civil Aviation Authority	Tel. + 5999 839 3319 E-mail oscar.derby@gobiernu.cw ; oderby.ccaa@gmail.com
Peru / Perú		
Verónica Pajuelo Lawyer	Dirección General de Aviación Civil	Tel. +615 7800 Ext. 7730 E-mail vpajuelo@mintc.gob.pe
United Kingdom / Reino Unido		
Bruce D'Ancey Policy Specialist – Flight Operations	Air Safety Support International (ASSI)	Tel. + 1 44 (0)1293 897034 E-mail mailbruce.d'ancey@airsafety.aero

Name / Position Nombre / Puesto	Administration / Organization	Telephone / E-mail Teléfono / Correo-e
United States / Estados Unidos		
Christopher Barks Director Western Hemisphere	Federal Aviation Administration	Tel. +507-317-5860 E-mail christopher.barks@faa.gov
United States / Estados Unidos		
Warren Randolph Manager - Integrated Safety Team and Program Management. Aviation Safety (AVS)	Federal Aviation Administration	Tel. +1 202 267 9207 E-mail warren.randolph@faa.gov
ALTA		
Eduardo Iglesias Executive Director	ALTA	Tel. +786 388 0222 E-mail eiglesias@alta.aero
Santiago Saltos Industry Affairs Director	ALTA	Tel. +1 305 790 0507 E-mail ssaltos@alta.aero
Boeing		
Gerardo Hueto Chief Aviation System Safety	Boeing	Tel. +1 425 237 3129 Email gerardo.m.hueto@boeing.com
Kristopher Pittrof Business Operations Specialist	Boeing	Tel. +425 418 9647 Email kristopher.j.pittrof@boeing.com
EMBRAER		
Umberto Irgang Aviation Safety Advisor	Embraer	Tel. + (55) 12 3927 1735 E-mail uirgang@embraer.com.br
Flight Safety Foundation		
Mark Millam Vice President - Technical	Flight Safety Foundation	Tel. +1 703 739 6700 Ext.117 E-mail millam@flightsafety.org
IATA		
Gabriel Acosta Safety & Flight Operation Assistant Director	IATA	Tel. +1 305 607 3180 E-mail acostag@iata.org
IFALPA		
Diana Martínez RVP CAR/SAM/North	IFALPA	Tel. + 514 419 1191 E-mail ifalpa@ifalpa.org

Name / Position Nombre / Puesto	Administration / Organization	Telephone / E-mail Teléfono / Correo-e
ICAO / OACI		
Melvin Cintron Regional Director NACC Regional Office	North American, Central American and Caribbean Office / Oficina para Norteamérica, Centroamérica y Caribe (NACC)	Tel. +5255 5250 3211 E-mail icaonacc@icao.int
ICAO / OACI		
Franklin Hoyer Regional Director SAM Regional Office	South American Office / Oficina Regional para Sudamérica (SAM)	Tel. +1 511 611 8686 E-mail fhoyer@icao.int
Oscar Quesada Deputy Regional Director SAM Regional Office	South American Office / Oficina Regional para Sudamérica (SAM)	Tel. +1 511 611 8686 E-mail oquesada@icao.int
Eduardo Chacin A/Deputy Regional Director NACC Regional Office	North American, Central American and Caribbean Office / Oficina para Norteamérica, Centroamérica y Caribe (NACC)	Tel. + 52 55 5250 3211 E-mail echacin@icao.int
Andreas Meyer Safety Management Officer	ICAO Headquarters / Sede de la OACI	Tel. +514 954-8219 Ext.8121 E-mail ameyer@icao.int

STATUS AND FOLLOW-UP OF CONCLUSIONS (C) AND DECISIONS (D) OF THE RASG-PA

ESC/25
APPENDIX B

Meeting	C/D	No.	Area	Title of Conclusion / Decision	Text of Conclusion / Decision	Follow-up and Remarks	Responsibility	Target Completion Date	Deliverable	Status (Valid, Completed, Superseded)
RASG-PA/8	C	2	FS	RASG-PA MEMBERS TO REPORT TO RASG-PA SECRETARIAT THE ADOPTION OF RASG-PA SAFETY ADVISORIES (RSAs) AS APPLICABLE AND THEIR RESULTS	That RASG-PA Members implement the applicable required actions, which are developed and published by RASG-PA in the RSAs, and report to RASG-PA the level of adoption of the required actions published in the RSAs and their results.	A State Letter to be sent to RASG-PA Members to request the status of the RSAs adoption	RASG-PA Secretariat	30/06/16	Report on the adoption status	Valid
RASG-PA/8	C	8	FS	ASSISTANCE TO STATES IN EFFECTIVE AND SUSTAINED COMPLIANCE TO SAFETY OVERSIGHT OBLIGATIONS	That RASG-PA Aviation Safety Training Team (ASTT) take on this role in providing guidance to RASG-PA Member States seeking assistance on effective and sustained compliance to safety oversight obligations.		Aviation Safety Training Team	30/06/16	Seminars and Workshops	Valid

STATUS AND FOLLOW-UP ON RASG-PA ESC DECISIONS (D)

ESC/25
APPENDIX C

Meeting	C/D	No.	Area	Title of Conclusion / Decision	Text of Conclusion / Decision	Follow-up and Remarks	Responsibility	Target Completion Date	Deliverable	Status (Valid, Completed, Superseded)
RASG-PA ESC22	D	1	FS	CAR AND SAM REGIONS SAFETY INFORMATION PROJECT	The ESC approved to support the Flight Safety Foundation Global Safety Information Project and to be included as a RASG-PA Project for the CAR and SAM Regions.	Update to be presented at the ESC/25 Meeting. FSF conducted a focus group meeting in Mexico and is planning to carry out others in Brazil, Jamaica, and Panama.	Flight Safety Foundation	11/12/15	Report	Valid
RASG-PA ESC23	D	1	FS	IMPLEMENTATION OF A "RASG-PA TACTICAL GO-TEAM" CONCEPT	That RASG-PA implement a "RASG-PA Tactical Go-Team" concept to work at the identified "hot spots" as an effective way of targeting, managing and monitoring safety enhancements at the particular locations.	See RASG-PA/8/D/3.	PA-RAST	11/12/15	Include RASG-PA Tactical Go-Team procedure in the RASG-PA Procedural Handbook	Valid
RASG-PA ESC23	D	2	FS	RASG-PA STRATEGIC PLAN	That RASG-PA review the draft RASG-PA Strategic Plan presented by Brazil to develop a consolidated RASG-PA Strategic Plan document, which will be carried out by the created RASG-PA Strategic Planning Task Force (RSP-TF).	To be presented at the ESC/25 Meeting. Remarks: RASG-PA Strategic Planning Task Force (RSP-TF) is composed by Brazil (Rapporteur), Chile, Costa Rica, Curacao, Honduras, United States, ALTA, Boeing, CANSO, and IATA. Brasil, United States, ALTA, IATA, ICAO NACC (RASG-PA Secretariat) and ICAO SAM met at the ICAO SAM RO, from 25 to 26 August 2015 to review the RASG-PA Procedural Handbook.	Brazil	11/12/15	RASG-PA Strategic Plan Document and Revised RASG-PA Procedural Handbook	Valid

STATUS AND FOLLOW-UP ON RASG-PA ESC DECISIONS (D)

ESC/25
APPENDIX C

Meeting	C/D	No.	Area	Title of Conclusion / Decision	Text of Conclusion / Decision	Follow-up and Remarks	Responsibility	Target Completion Date	Deliverable	Status (Valid, Completed, Superseded)
RASG-PA ESC23	D	3	FS	RASG-PA COMMUNICATION PLAN	That RASG-PA develop a Communication Plan integrated with the RASG-PA Strategic Plan to disseminate information to the States and stakeholders to ensure consistent and direct communications with the objective of enhancing communication regarding RASG-PA outputs or requests to States and industry.	<p>An update was presented at the RASG-PA/8 Meeting.</p> <p>Deliverables:</p> <ol style="list-style-type: none"> 1. Update the RASG-PA web page on the ICAO website. 2. Post RASG-PA safety enhancement initiatives, the annual safety reports, etc., in SKYbrary. 3. Work with web experts from ICAO on search engine optimization in order to drive traffic to the RASG-PA web page. 4. Work with the editors of FSF's AeroSafety World to place articles on RASG-PA initiatives and accomplishments in the magazine. 5. Develop and distribute a semi-annual electronic RASG-PA newsletter. 6. Use social media for the information distribution on RASG-PA activities and publish the accomplishments and to engage stakeholders on pertinent safety issues by creating curated RASG-PA Twitter, LinkedIn and Facebook accounts. 	ALTA and Flight Safety Foundation	11/12/15	See remarks.	Valid



International Civil Aviation Organization
Regional Aviation Safety Group - Pan America (RASG-PA)

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

PROCEDURAL HANDBOOK DRAFT VERSION

List of Contents

Contents	Page
Index	i
Amendment Procedure	ii
1 Background	1
2 Vision	1
3 Mission	1
4 RASG-PA Membership and Organization	1
5 RASG-PA Secretariat	2
6 RASG-PA Chairmanship	3
7 RASG-PA Executive Steering Committee (ESC)	3
8 RASG-PA Meetings	5
9 Coordination with GREPECAS	6
Appendices	
A Aviation Safety Report Team (ASRT)	A-1
B Pan America – Regional Aviation Safety Team (PA-RAST)	B-1
C Guidance on format and content for RASG-PA Meeting reports	C-1

Amendment Procedure

The RASG-PA Procedural Handbook is issued and maintained under the authority of RASG-PA.

New or revised instructions will be incorporated in the Handbook as an amendment, with brief details included in the Record of Amendments.

All changes to the RASG-PA Procedural Handbook are to be coordinated with the RASG-PA Secretariat. Users are requested to submit to the RASG-PA Secretariat any suggestions for changes action as appropriate.

The RASG-PA Procedural Handbook is to be made available and used as an electronic document, so any amendments will involve the provision of a replacement file for the amended Part or Appendix.

Record of Amendments

[illegible]

1. Background

1.1 The Regional Aviation Safety Group – Pan America (RASG-PA) was established in November 2008 to use the framework provided by the ICAO Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR) to support the establishment and operation of a performance-based aviation safety system in the Pan American Region.

1.2 RASG-PA supports implementation of the ICAO GASP and complies with ICAO Council approval of Regional Aviation Safety Groups (RASGs) with the objective to address global aviation safety matters from a regional perspective. Further, the RASG-PA supports NAM/CAR and SAM Regions in establishing objectives, priorities, indicators and the setting of measurable targets to address safety-related deficiencies in each region while ensuring consistency of action and coordination of efforts.

1.3 The RASG-PA Procedural Handbook contains information on the role, organization and operation of RASG-PA. It is approved by RASG-PA and is subject to periodical review.

2. Vision

2.1 The RASG-PA vision is to remain ahead of any risks to commercial aviation, seeking to achieve the highest level of safety in the Pan American Region.

3. Mission

3.1 The RASG-PA vision is to reduce fatality risk in commercial aviation by ensuring prioritization, coordination and implementation of data-driven safety enhancement initiatives in the Pan American Region through the active involvement of all civil aviation stakeholders.

4. RASG-PA Membership and organization

4.1. The RASG-PA Membership includes:

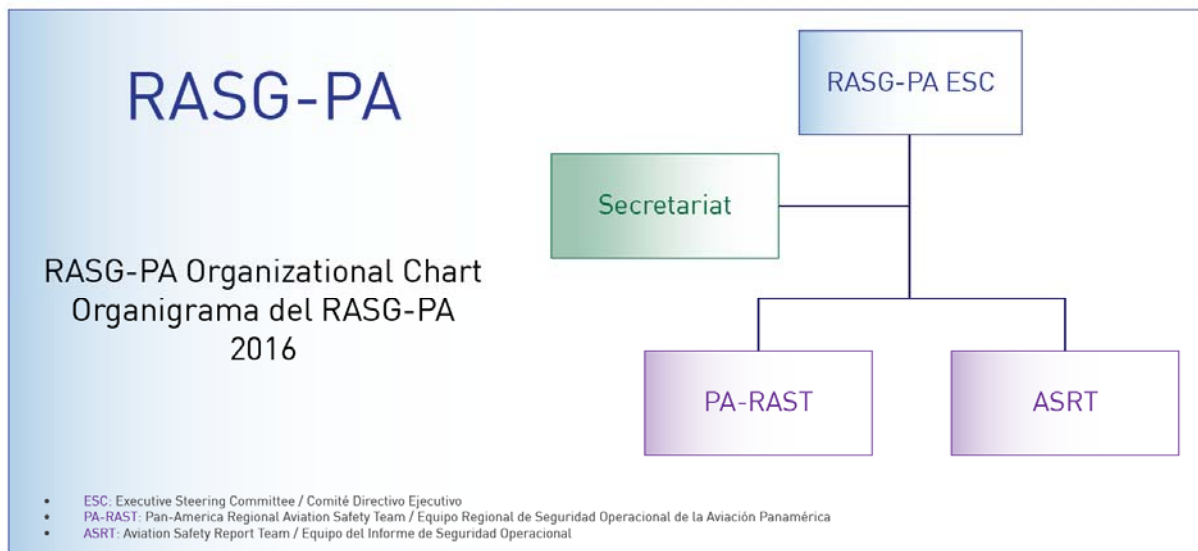
1. All the States and Territories in the NAM/CAR and SAM Regions, and States:
 - a) which have notified ICAO that aircraft on their register or aircraft operated by an operator whose principal place of business or permanent residence is located in such States, operate or expect to operate into the area; or
 - b) which provide facilities and services affecting the area.

2. Contracting States of ICAO not meeting the above criteria and non-contracting States of ICAO are entitled to participate in RASG-PA meetings as observers.
3. Airline operators, international organizations, maintenance and repair organizations, regional aviation organizations, aircraft manufactures, airport and air navigation service providers, and any other allied organizations/representatives.

4.2 The RASG-PA members and observers serve as partners of RASG-PA, and their joint commitment is fundamental for success in improving aviation safety.

4.3 In order to accomplish its mandate, RASG-PA established the following teams:

1. Annual Safety Report Team (ASRT) See **Appendix A**;
2. Executive Steering Committee (ESC) See paragraph 7; and
3. Pan America — Regional Aviation Safety Team (PA-RAST) See **Appendix B**.



4.4 The ESC may establish working groups/committees, as required, to support research, development implementation, and prioritization of RASG-PA activities. They will report to the ESC and the duration of their activity shall be established by the ESC.

5. RASG-PA Secretariat

5.1 The Secretary is provided by ICAO (NACC or SAM Regional Director). The ICAO Regional Director serving as Secretary of RASG-PA will not concurrently serve as Secretary of the CAR/SAM Regional Planning and Implementation Group (GREPECAS).

5.2 The RASG-PA Secretariat supports the RASG-PA Co-Chairpersons by providing administrative, coordination and technical support to the RASG-PA, ASRT, ESC, PA-RAST, and working groups and committees as required.

5.3 The RASG-PA Secretariat functions are the following:

1. Coordinate meeting logistics with meeting host(s);
2. Develop meeting agendas proposals in coordination with the RASG-PA Co-Chairpersons;
3. Ensure meeting agendas, documentation and summaries are provided to members;
4. Ensure meeting summaries, notices, and related documents are posted in a timely manner on the RASG-PA website;
5. Control and administer the RASG-PA website;
6. Monitor action items and report status to the ESC;
7. Maintain communication with the RASG-PA Co-Chairpersons, ESC members, PA-RAST members, and RASG-PA members by the proper official channels;
8. Identify required administrative support;
9. Manage the RASG-PA work programme; and
10. Administer and reports on budget execution/allocation for ESC approval.

6. RASG-PA Chairmanship

6.1 RASG-PA Chairmanship is composed of two Co-Chairpersons:

1. One from ESC member States/Territories; and
2. One from ESC member International Organizations/Industry.

6.2 The ESC members representing States/Territories and International Organizations/Industry shall propose their respective representative as Co-Chairperson for ratification by the RASG-PA membership.

6.3 In order to preserve institutional memory, the election of the two Co-Chairpersons shall not occur in the same calendar year.

6.4 Co-Chairpersons will serve for a period of three years and may be re-elected, but may not serve for more than two consecutive terms.

6.5 If either Co-Chairperson is unable to attend a meeting, their associated ESC members shall elect a substitute to serve during that meeting only.

6.6 The Co-Chairperson functions are the following:

1. call meetings;
2. chair the RASG-PA Plenary and ESC meetings;
3. keep focus on high priority safety items;
4. ensure agendas meet objectives to enhance safety;
5. provide leadership for ongoing projects and accomplishments;
6. promote consensus among the RASG-PA members;
7. coordinate RASG-PA activities closely with the RASG-PA Secretariat; and
8. promote RASG-PA and lobby for contributors.

7. RASG-PA Executive Steering Committee (ESC)

7.1 The RASG-PA ESC membership is based on the following principles:

1. Geographical balanced representation within and between the NAM/CAR and SAM Regions;
2. Balanced representation between States and international organizations/industry;
3. Balanced diversity of interests and areas of expertise in civil aviation; and
4. A manageable number of members to function effectively as an executive body.

7.2 The membership of the ESC is composed of:

1. Representatives from four different States from the CAR/NAM Regions;
2. Representatives from four different States from the SAM Region; and
3. Representatives from eight different international organizations and Industry.

7.3 Any RASG-PA Member may attend meetings of the ESC.

7.4 ESC member States shall be elected for a renewable three year term in accordance with the procedures of the respective ICAO Regional Office (NACC and SAM).

7.5 If any member of the ESC is unable to complete her/his term, a substitute should be elected in accordance with the principles of ESC membership.

7.6 The responsibilities of the ESC are the following:

1. develop and approve 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;
2. oversee the activities of working groups and committees;
3. approve the RASG-PA budget; and
4. manage the budget.

7.7 The functions of the ESC Members are the following:

1. assist Co-Chairpersons;
2. maintain focus on high priority items;
3. ensure agendas meet criteria to enhance safety;
4. provide leadership for ongoing projects and accomplishments;
5. promote consensus among the RASG-PA members;
6. maintain communication and linkage with the RASG-PA Secretariat regarding RASG-PA activities;
7. identify an alternate for representation on ESC;
8. complete assigned tasks and activities;
9. participate in ESC meetings and teleconferences; and
10. ensure alignment of RASG-PA activities with the ICAO Global Aviation Safety Plan (GASP) and the ICAO Global Aviation Safety Roadmap (GASR).

8. RASG-PA Meetings

8.1 RASG-PA will ordinarily hold meetings with different scope and schedule, as follows:

1. plenary meetings shall meet once every three years, before the ICAO Assembly; an extraordinary plenary meeting may be held at any time upon the call of the ESC;
2. ESC meetings will be held twice a year;
3. Pan America – Regional Aviation Safety Team (PA-RAST) meetings will be held quarterly; and
4. Aviation Safety Report Team (ASRT) meeting will be held once a year.

8.2 The Secretariat shall notify all members of the time and place of any meeting with at least 60 days prior notice of such meeting.

8.3 Special meetings shall be called by the Secretariat when deemed in the best interest of the group, either in person or by teleconference.

8.4 RASG-PA Plenary meetings shall be bi-lingual (Spanish and English) with simultaneous interpretation services and documentation provided as needed, in both languages. See **Appendix C**.

8.5 ESC meetings will be bi-lingual (Spanish and English) with simultaneous interpretation services and documentation provided as needed, in both languages, whenever possible.

8.6 RASG-PA and ESC record their activities as Conclusions and Decisions:

1. Conclusions are RASG-PA actions requiring communication and action by ICAO, States/Territories, and/or international organizations/industry;
2. Decisions are RASG-PA internal agreements
3. The classification status of the conclusions and decisions are:
 - a. Valid,
 - b. Completed; and
 - c. Superseded.

8.7 The fast-track procedure enables greater efficiency for the work of RASG-PA, by allowing that draft conclusions and decisions be approved through correspondence. Unless the Secretariat considers it otherwise, the usual procedure where no response is received indicates acceptance of the draft conclusion or decision.

9. Coordination with GREPECAS

9.1 GREPECAS will provide RASG-PA with a working paper containing statistical information on the process and/or projects generating valuable information on the safety of air navigation systems. RASG-PA will inform GREPECAS accordingly.

9.2 The GREPECAS and RASG-PA Secretaries will ensure efficient coordination is maintained between the two groups as necessary to avoid duplication of effort and achieve the highest level of effectiveness. As a rule and when required, the fast track approval procedure will be used.

— — — — —

APPENDIX A

AVIATION SAFETY REPORT TEAM (ASRT)

To be added.

APPENDIX B

PAN AMERICA — REGIONAL AVIATION SAFETY TEAM (PA-RAST) TERMS OF REFERENCE (TORs)

1. Purpose of the Regional Aviation Safety Team:

1.1 Roles and Responsibilities:

- Analyze available data sources (reactive, proactive and predictive) to pursue data driven safety management
- Recommend objectives, priorities and indicators and setting measurable targets to address safety-related deficiencies in the CAR and SAM Regions, ensuring consistency of action and coordination of efforts
- Identify safety issues for action or follow up and to inform ESC for executive decisions making
- Outputs will be in a de-identified format
- Analyze data driven safety risk areas identified by RASG-PA using the Global Aviation Safety Roadmap (GASR) process
- Recognize possible mitigation measures and provide recommended actions to ESC categorized by:
 1. Risk areas approved by ESC (i.e. RASTPA/CFIT/1); Safety Impact (High, Medium or Low); Changeability (Difficult, Moderate and Easy) taking into consideration political will, commitment / consensus, resource requirements, availability for implementation, potential blockers – what conditions exist that could prevent implementation; Impact-Changeability (IC) Indicator (P1, P2, P3, etc.); Priority; Champion; Notes.
- Recommend establishment of achievable projects based on prioritized mitigation measures with well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions) and clear time-frames established to the RASG-PA Executive Steering Committee for further action
- Support Industry safety information sharing forums

B-2

1.2 Data Protection:

1. All safety data utilized or safety analysis and information developed will be protected from public disclosure.
2. All data contributors will execute and be bound by the provisions of the Memorandum of Understanding between that data contributor and RASG-PA.

2. Safety Enhancement Teams (SETs)

2.1 Purpose of the SETs:

2.1.1 The purpose of the SET is to prepare and develop Detailed Implementation Plans (DIPs) for the four focus areas as determined by RASG-PA.

2.2 Membership:

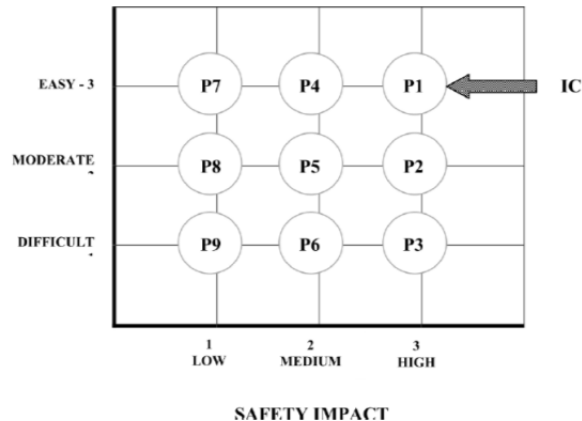
2.2.1 Each SET will include States/Territories and International Organizations/Industry. The team leader will be responsible to coordinate the team meetings and will report to the PA-RAST meetings.

2.3 Safety Enhancement Team Methodology:

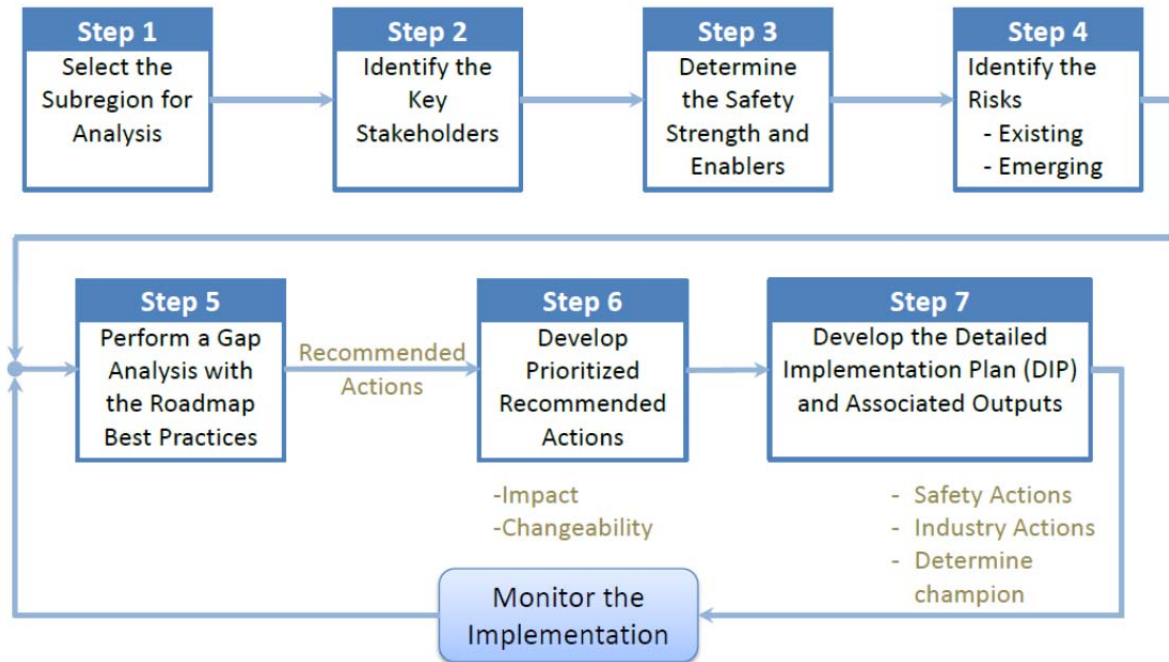
1. Review and analysis of accident risk (pareto, etc.)
2. Review of applicable safety enhancements
3. Start preparing DIPs
4. Review DIPs with PA-RAST
5. Present DIPs to ESC for information
6. Coordinate DIP implementation at PA-RAST
7. Monitor progress

2.4 RASG-PA Safety Enhancement Initiative Methodology

2.4.1 Impact-changeability (IC) Level Chart



2.4.2 Development of a Safety Enhancement Initiative (SEI) by RASG-PA



APPENDIX C

GUIDANCE ON FORMAT AND CONTENT FOR RASG-PA MEETING REPORTS

1. Report Cover Sheet

1.1 In order to support the analysis by the ICAO Air Navigation Commission (ANC) of the report, the RASG-PA Secretariat is requested to prepare a brief summary of the main conclusions of the RASG-PA meeting report. This summary is normally informal and not a part of the report. The cover sheet should contain the following:

- a) A summary of the main conclusions of the meeting, including current progress and specific concerns and challenges of the regions in the context of the discussions of the meeting; and
- b) Why are these of specific concern and what actions are being taken?
- c) Any other points that the ICAO Regional Office/Air Navigation Bureau (ANB) specifically wishes to draw to the attention of the ANC, such as inter-regional and intra-regional RASG-PA/GREPECAS coordination issues, Standards and Recommended Practices (SARPs) implementation issues and the implementation of best practices or issues that could be of a global nature.

2. Drafting of Conclusions and Decisions

- a) Conclusions should be clear and understood stand-alone. They should be developed applying the principles of specifying Who, What and When of the action in the Conclusion text. They should be preceded by a paragraph that includes a brief rationale for the conclusion – the Why.
- b) The text of Conclusions and Decisions should be summarised separately in a table which includes the Who, What and by When. Conclusions considered by the meeting to require action from ICAO HQ should thus be clearly identifiable. Examples of such conclusions are those considered to require action on SARPs or have relevance for other regions.
- c) Draft Conclusions and Decisions proposed by contributory bodies which are subsequently accepted by the RASG-PA plenary meeting should be included in the RASG-PA meeting report and the table summarising the Conclusions and Decisions.

3. Publication of report

- a) The final report should be published within the first 45 days of the meeting in the languages used at the meeting and should be made available on the ICAO web site without password protection.
- b) In cases where the RASG-PA plenary does not meet on an annual basis, the ANC should receive from the Secretariat an annual update on RASG-PA.

RASG-PA ACTIVITIES PLAN FOR 2016
PLAN DE ACTIVIDADES DE RASG-PA PARA EL 2016

No.	Activity/Actividad	From/ Del	To/Al	Host/Anfitrión	Location/Lugar
01	PA-RAST/23 Meeting ¹ / Reunion	01-03-16	03-03-16	EMBRAER	San Jose Dos Campos, Sao Paulo, Brazil, San José Dos Campos, Sao Paulo, Brasil,
02	RASG-PA/SEM/01/2016 ²	29-03-16	30-03-16	EMBRAER / Nova South Eastern University	Fort Lauderdale, United States / Estados Unidos
03	PA-RAST/24 Meeting / Reunion	10-05-16	12-05-16	IATA	Miami, United States
04	ASRT/7 Meeting ³ / Reunión	07-06-16	09-06-16	ICAO SAM Regional Office / Oficina Regional SAM de la OACI	Lima, Peru
05	7th Pan American Aviation Safety Summit / 7ta Cumbre de Seguridad Operacional de la Aviación Panamericana	21-06-16	22-06-16	ALTA	Panama City, Panama / Ciudad de Panamá, Panamá
06	9th RASG-PA Plenary Meeting	23-06-16	23-06-16	ALTA	Panama City, Panama / Ciudad de Panamá, Panamá
07	PA-RAST/25 Meeting / Reunion	06-09-16	08-09-16	ICAO NACC Regional Office / Oficina Regional NACC de la OACI	ICAO NACC Regional Office / Oficina Regional NACC de la OACI
08	PA-RAST/26 Meeting / Reunion	29-11-16	01-12-16	TBD	TBD

¹ Pan America — Regional Aviation Safety Team Meetings (PA-RAST) / Equipo Regional de Seguridad Operacional de la Aviación — Panamérica (PA-RAST)

² RASG-PA Aviation Safety Seminar (RASG-PA/SEM/2015) / Seminario de Seguridad Operacional de la Aviación de RASG-PA (RASG-PA/SEM/0/2015)

³ Annual Safety Report Team (ASRT) Meeting (ASRT/Meeting) / Reunión del Equipo del Informe Anual de Seguridad Operacional (ASRT/Meeting)

No.	Activity/Actividad	From/ Del	To/Al	Host/Anfitrión	Location/Lugar
09	ESC/26 Meeting ⁴ / Reunión	TBD	TBD	ICAO SAM Regional Office/Oficina Regional SAM de la OACI	Lima, Peru/Lima, Perú
10	ESC/27 Meeting / Reunión	TBD	TBD	TBD	TBD

— END —

⁴ RASG-PA Executive Steering Committee Meeting (ESC) / Reunión del Comité Directivo Ejecutivo de RASG-PA (ESC)