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*When replying please quote:*

Ref.: NT-N1-8.2.19 — **E.OSG - NACC74846**

27 August 2018

To: States and Territories

**Subject:** Invitation – State Safety Programme (SSP) Meeting for the NAM/CAR Regions (NAM/CAR/SSP/1)  
ICAO NACC Regional Office, Mexico City, Mexico, 20 to 22 November 2018

**Action**

**Required:**

- 1) Transmittal by States of any additional items to the Provisional Agenda by **1 October 2018**;
- 2) Submission of documentation by the deadlines provided in this letter
- 3) Submission of fellowship nomination form by **22 October 2018**
- 4) Register participation by **13 November 2018**

Sir/Madam,

Further to the approval by the Eighth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/08) held in Ottawa, Canada from 31 July to 2 August 2018, through Conclusion NACC/DCA/8/6 (**Appendix A**), I wish to invite your Administration to participate in the State Safety Programme (SSP) Meeting for the NAM/CAR Regions (NAM/CAR/SSP/1) to be convened at the ICAO NACC Regional Office, Mexico City, Mexico from 20 to 22 November 2018. This meeting represents the kick-off meeting for the regional implementation of the SSP Strategy planned for the NAM/CAR Regions; and it will be led with the practical and good practices of Transport Canada. The SSP Implementation Strategy is attached for reference (**Appendix B**).

All States with their designated SSP Coordinators for the NAM/CAR Regions are expected to attend, especially the Group/Tier 1 States<sup>1</sup> as defined in the SSP Foundation Effective Implementation Index. The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

The Provisional Agenda of the event is at **Appendix C**. For any additional items to be submitted for the Meeting Agenda please inform this Regional Office by **1 October 2018**. The desirable outcome of this meeting is to agree on each Group/Tier 1 State Work Programme for implementing their SSP.

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<sup>1</sup> *Canada, Cuba, Dominican Republic, El Salvador, Nicaragua and United States*

You are kindly requested to complete and return the Registration Form at **Appendix D** by e-mail for each participant by **13 November 2018**.

The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “Visiting Our Office?” Section of the ICAO NACC Regional Office website ([http://www.icao.int/NACC/Pages/visitors\\_info.aspx](http://www.icao.int/NACC/Pages/visitors_info.aspx)). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All meeting documentation will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/default.aspx> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

Documentation that your Administration may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

States are invited to submit/present their current SSP Implementation Status as well as any additional implementation information. **Only** working papers **received** by this office by **5 October 2018**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date will have to be submitted in both languages. Otherwise, they will become Information Papers. Information papers will only be issued in the language submitted. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers in both languages is **5 November 2018**. The deadlines for submission of documentation for translation will be strictly enforced. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish).

Furthermore, I am pleased to inform that each Project RLA/09/801 Member<sup>2</sup> may apply for a fellowship under Project RLA/09/801 within the fellowship offer for the current year. In order to know how many fellowships are available for your Administration for this year, please contact Ms. Claudia López, Technical Cooperation Associate ([clopez@icao.int](mailto:clopez@icao.int)). The fellowship includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to/from insert Mexico City, Mexico, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office by **22 October 2018**. The steps to apply for a fellowship, the nomination form and other useful information are published on the Project RLA/09/801 website at: <http://www.icao.int/NACC/Pages/edocs-tc.aspx>

Regarding the fellowship offered to the Eastern Caribbean States through ECCAA, please note that the candidate appointment decision should be made between your Administration and ECCAA. Once coordination has been completed, the nomination form of the candidate representing the Eastern Caribbean States **should be sent to this Regional Office by ECCAA**.

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<sup>2</sup> *RLA/09/801 Project Member States are: Bahamas, Barbados, Canada, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua).*

If you require any further information regarding the meeting, please contact Mr. Julio Siu, Deputy Regional Director or Miss Lizette Morales, Assistant ([nacc-fs@icao.int](mailto:nacc-fs@icao.int)).

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

A digital signature in black ink, appearing to read 'Melvin Cintron', is overlaid on a blue circular digital signature stamp. The stamp contains the text 'Digital Signature' and 'OACI - WFP'.

Melvin Cintron  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**

*A – Conclusion NACC/DCA/8/6; B – SSP Regional implementation Strategy; C – Provisional Agenda;  
D – Registration Form; E – Working Paper Template; F – Information Paper Template;  
G – Appendix Template*

**APPENDIX A**

**Eighth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/08)**

Ottawa, Canada, 31 July to 2 August 2018.

<b>CONCLUSION NACC/DCA/8/6 REGIONAL NAM/CAR SSP IMPLEMENTATION STRATEGY</b>	
<p><b>What:</b></p> <p>That, in order to facilitate and ensure a systematic implementation of the SSP in the NAM and CAR Regions, the NACC States:</p> <p>a) approve the Regional SSP Implementation Strategy presented by ICAO NACC Office;</p> <p>b) encourage the participation of Champion States; and</p> <p>c) participate in the kick off Implementation workshop/meeting.</p>	<p><b>Expected impact:</b></p> <p><input type="checkbox"/> Political / Global</p> <p><input type="checkbox"/> Inter-regional</p> <p><input checked="" type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Operational/Technical</p>
<p><b>Why:</b></p> <p>Ensure a systematic and effective implementation of SSP among States.</p>	
<p><b>When:</b> As soon as possible</p>	<p><b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p><b>Who:</b> <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input type="checkbox"/> Other:</p>	

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## APPENDIX B

### ICAO NAM/CAR REGIONS STATE SAFETY PROGRAMME (SSP) IMPLEMENTATION STRATEGY FOR 2018-2023

#### **Objective:**

Assist member States to comply with the requirements for the implementation of State Safety Programmes (SSPs) by States and Safety Management Systems (SMS) by service providers as established in the GASP.

1. Short Term Objective: 50% NAM/CAR member States to achieve SSP implementation by 2020.
2. Mid Term Objective: All CAR member States to achieve SSP implementation by 2023.

#### **Activities:**

The activities comprise direct actions to assist NAM/CAR member States to complete the implementation of each element required for SSP implementation, including meeting with State's high level decision makers to establish and empower the SSP implementation team, support to complete the SSP gap analysis, agree and approve an SSP implementation plan, technical assistance missions and collaboration with champion States to tailor specific SSP elements as required by the States, and periodic follow-up implementation teleconferences. Additional activities may include courses, workshops, seminars, personnel training, and/or technical cooperation as required.

#### **Benefits:**

The main benefits are:

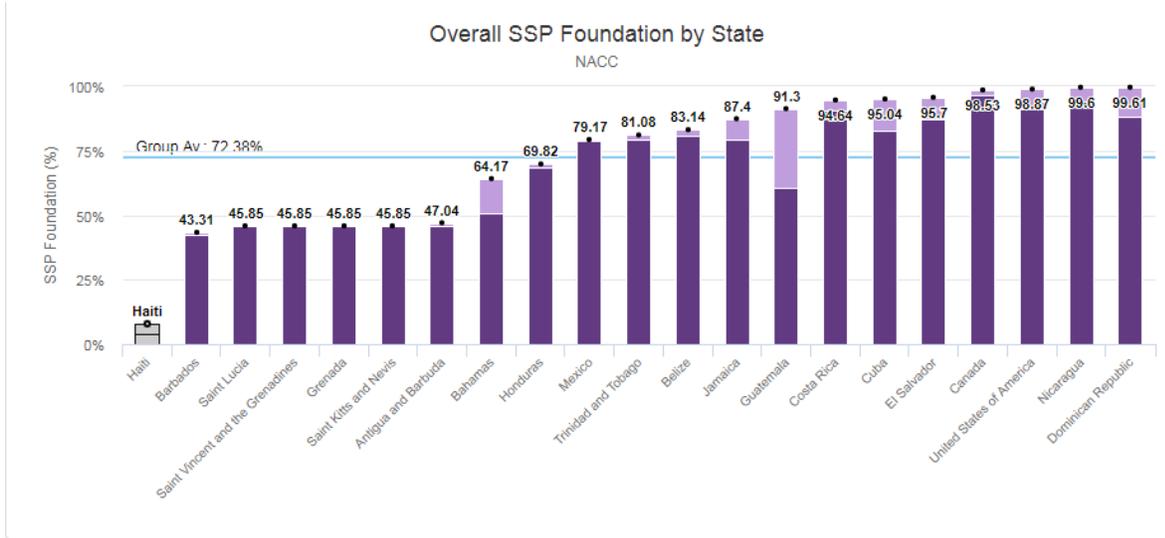
1. Enhance the effectiveness of safety oversight by member States;
2. Increase NAM/CAR Region level of implementation on the Annex 19 SARPs;
3. Prepare States for the USOAP CMA SSP assessments;
4. Increase level of implementation of State Safety Programme (SSP) and Safety Management Systems (SMS) in member States;
5. Reduce fatality risk in the CAR Region.

#### **Beneficiaries:**

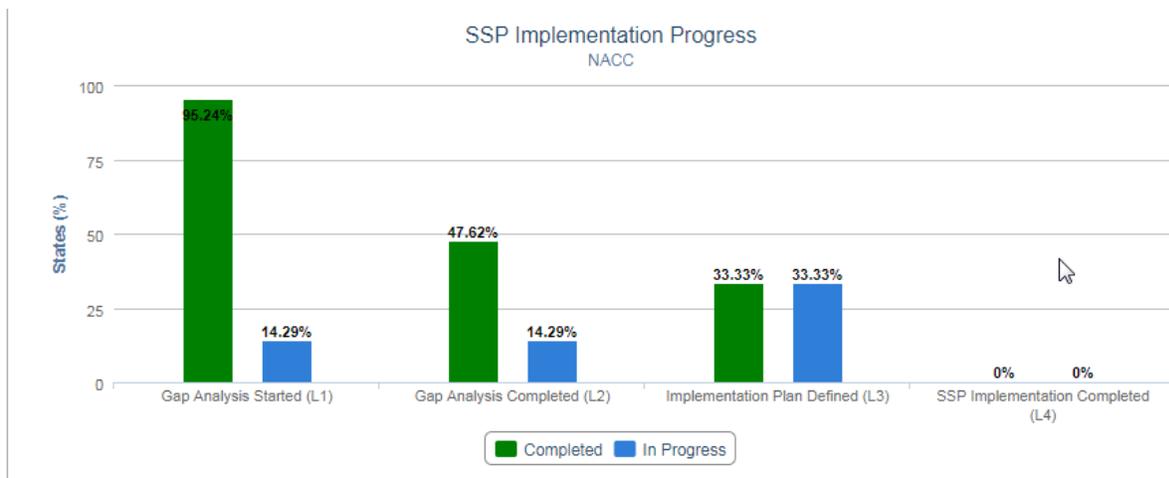
The main beneficiaries are member States and their associated civil aviation systems.

## NAM/CAR Regional Status

### SSP Foundation



### SSP Implementation Progress (Gap Analysis)



Code	State Name	Progress	Level (Up %)	Search: <input type="text"/>
CAN	Canada	Implementation Plan Defined	L3 / 80% L4	●●●●
CUB	Cuba	Implementation Plan Defined	L3 / 50.9% L4	●●●●
DOM	Dominican Republic	Implementation Plan Defined	L3 / 76.4% L4	●●●●
GTM	Guatemala	Implementation Plan Defined	L3 / 65.5% L4	●●●●
HND	Honduras	Implementation Plan Defined	L3 / 61.8% L4	●●●●
NIC	Nicaragua	Implementation Plan Defined	L3 / 34.5% L4	●●●●
USA	United States of America	Implementation Plan Defined	L3 / 98.2% L4	●●●●
ATG	Antigua and Barbuda	Gap Analysis Started	L1 / 54.5% L2	●●○○
BHS	Bahamas	Gap Analysis Started	L1 / 94.5% L2	●●○○
CRI	Costa Rica	Gap Analysis Started	L1 / 63.6% L2	●●○○
SLV	El Salvador	Gap Analysis Started	L1 / 32.7% L2	●○○○
GRD	Grenada	Gap Analysis Started	L1 / 54.5% L2	●○○○
JAM	Jamaica	Gap Analysis Started	L1 / 16.4% L2	●○○○
MEX	Mexico	Gap Analysis Started	L1	●○○○
KNA	Saint Kitts and Nevis	Gap Analysis Started	L1 / 54.5% L2	●○○○
LCA	Saint Lucia	Gap Analysis Started	L1 / 54.5% L2	●○○○
VCT	Saint Vincent and the Grenadines	Gap Analysis Started	L1 / 56.4% L2	●○○○
BRB	Barbados	Gap Analysis Completed	L2 / 98.2% L3	●●●○
BLZ	Belize	Gap Analysis Completed	L2 / 96.4% L3	●●●○
TTO	Trinidad and Tobago	Gap Analysis Completed	L2 / 20% L3	●●○○
HTI	Haiti	-		○○○○

Showing 1 to 21 of 21 entries

The NAM/CAR Regions Status according to overall SSP Foundation Protocol Questions (PQs) results by State (iSTARS March 2018) showed the following:

- Group 1** Above 95% (6 States): Canada, Cuba, Dominican Republic, El Salvador, Nicaragua and United States;
- Group 2** Between 85-94.9% (3 States): Costa Rica, Guatemala and Jamaica;
- Group 3** Between 75-84.9% (3 States): Belize, Mexico and Trinidad and Tobago; and
- Group 4** Below 75% (9 States): Antigua and Barbuda, Bahamas, Barbados, Grenada, Haiti, Honduras, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and Grenadines.

The ICAO NACC Regional Office proposes the following grouping scheme of States for the SSP implementation:

- Tier 1:** States that currently have a SSP Foundation Index above 95%, agree with the ICAO NACC Regional Office a SSP Implementation Plan, and receive technical assistance as required to implement SSP by 2020;
- Tier 2:** States that have a SSP Foundation Index above 85%, agree with the ICAO NACC Regional Office a SSP Implementation Plan, and receive technical assistance as required to implement SSP by 2021;
- Tier 3:** States that have a SSP Foundation Index above 75%, agree with the ICAO NACC Regional Office a SSP Implementation Plan, and receive technical assistance as required to implement SSP by 2022;

**Tier 4:** States that have a SSP Foundation Index above 60%, agree with the ICAO NACC Regional Office a SSP Implementation Plan, and receive technical assistance as required to implement SSP by 2023;

NAM/CAR States that complete any phase of the SSP implementation can be considered as Champion States to support other States with the implementation of the phases that they have already implemented.

*Note: we expect that no State has an EI below 60% by 2022.*

The ICAO NACC Regional Office will monitor the progress of the CAR Region SSP Implementation Programme 2018-2023 as follows:

1. Indicator: progress in SSP implementation
2. Metrics:
  - a. Percentage of completed Protocol Questions (PQs) from the SSP Foundation PQs from iSTARS
  - b. Number of implementation SSP Phases accomplished SSP based on ICAO Safety Management Manual (SMM) (Doc 9859)

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## APPENDIX C

### STATE SAFETY PROGRAMME (SSP) MEETING FOR THE NAM CAR REGIONS (NAM/CAR/SSP/1)

ICAO NACC Regional Office, Mexico City, 20 to 22 November 2018

#### PROVISIONAL AGENDA

- Agenda Item 1** Update on ICAO Expectations and timelines / ICAO Global Aviation Safety Plan (GASP) and Safety Management-Related Goals
- Agenda Item 2** NAM/CAR Regional State Safety Programme (SSP) Implementation Strategy
- Agenda Item 3** Work with the Regional Implementation Groups (GREPECAS, RASG-PA, ANI/WG, etc.) in analysing key areas of the State Safety Programme (SSP) and Safety Management System (SMS) within the NAM/CAR Regions
- Agenda Item 4** Canada's State Safety Programme (SSP)
- 4.1 Process of Implementation
  - 4.2 Lessons Learned
  - 4.3 Best Practices
  - 4.4 Continuous Evaluation and Monitoring
- Agenda Item 5** Experiences from other NAM/CAR Region States – Group/Tier 1 States
- Agenda Item 6** Development of Implementation Strategies for Specific States
- Agenda Item 7** Creation of Continuous Support from Canada for Phase 1 and Other Implementation Aspects for SSP
- Agenda Item 8** Other Business
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