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Ref.: NT-NT4-4.57 — **E.OSG - NACC79362**

30 July 2019

To: States, Territories and International Organizations

Subject: **Invitation – Workshop on Safety Assessment for Aerodromes and Runway Safety Team (RST) Implementation Workshop**  
San José, Costa Rica, 21 to 25 October 2019

Action

Required: Register participants by **11 October 2019**

Sir/Madam,

I am pleased to inform you that this ICAO NACC Regional Office has scheduled a Workshop on Safety Assessments and Implementation of Runway Safety Team (RST) Workshop. The events will be hosted by COCESNA in San Jose, Costa Rica from 21 to 25 October 2019.

The Workshop comprises two parts due to the subjects to be addressed. The first two days (21-22 October) the workshop will be focused on Safety Assessments. A safety assessment is a process to address the impact of a safety concern, including a change or deviation, on the safety of operations at the aerodrome and takes into consideration the aerodrome's capacity and the efficiency of operations, as necessary.

The Implementation of Runways Safety Teams (23-25 October) will deal with issues that have been addressed jointly in recent years with international organizations such as Airports Council International (ACI) through the edition of the guidance material on best practices and through the ICAO runway safety programme and a series of related events. The topics to be covered are: Runway Incursions (RIs), Runway Excursions (REs), and confusion in general, damage caused by Foreign Objects Damage (FOD), and wildlife management that have gained great importance for the runway safety operational aspects.

For RST implementation, it is very important to break down the barriers between the various operational organizations at the airport. Every time that these organizations come together as partners involved in the operational safety of the airport, it is easier to create situational awareness of the safety issues identified at the airport and to propose solutions by mutual agreement.

The workshop on Safety Assessments and Implementation of RST will be conducted by ICAO/FAA and ACI. Practical exercises will be delivered to participants, technical guidance will be provided and the terms of reference for establishing RST will be assessed.

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The draft programme of the workshops is in **Attachment 1** to this letter and the registration form in **Attachment 2**. Please fill out the form and send it to this ICAO NACC Regional Office no later than **11 October 2019**.

The general information including a list of hotels will be sent once it becomes available. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

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

If you require any further information regarding the events, please contact Mr. Jaime Calderon, Regional Officer, Aerodromes and Ground Aids, (jcalderon@icao.int) or Mrs. Leslie Gandara, Assistant, (lgandara@icao.int).

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

A digital signature in black ink is overlaid on a blue circular seal. The seal features the ICAO logo and the text 'Firma Digital' on the left and 'Digital Signature' on the right. The signature is written in a cursive style.

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

**Enclosure:**

*1 – Provisional Programme; 2 – Registration Form.*

*N:\NT - Air Navigation (Worldwide)\NT 4-4.57 Workshop on Safety Assessment for Aerodromes\NACC79362AGA-States-WorkshopSafetyAssessmentRST.docx / LAG*

**Attachment 1: DRAFT PROGRAMME**

Schedule	Monday, 21 October 2019	Tuesday, 22 October 2019	Wednesday, 23 October 2019	Thursday, 24 October 2019	Friday, 25 October 2019
08:30 – 09:00	<b>Registration</b>				
09:00 – 10:30	Opening ceremony and Introductions Group Photo	Safety Management Systems and Safety Culture (Handout)	<u>Safety Assurance</u> : Data Collection and Analysis	<u>Safety Risk Management</u> : Wildlife Assessments/Hazard Management Plans, SMS Process	Mock Runway Safety Team Meeting and Action Plan Development
<b>10:30 – 11:00</b>	<b>Coffee Break</b>				
11:00 – 13:00	Issues and challenges facing States with regard to the implementation of aerodrome certification – USOAP CMA results in certification of aerodromes, safety assessment and aerodrome compatibility.	Compatibility study/ Estudio de compatibilidad. ICAO NACC	ICAO Runway Safety Policy, Initiatives and Role in Aerodrome Certification. FAA	<u>Safety Risk Management</u> : Airfield, Runway Maintenance, Training. FAA	Mock Runway Safety Team Meeting and Action Plan Development
<b>13:00 – 14:00</b>	<b>Lunch Break</b>				
14:00 – 15:00	Recent amendment to Annex 14, Volume I and an update on PANS-Aerodromes / Enmiendas recientes al Anexo 14, Volumen I y actualización del PANS-Aeródromos. ICAO NACC	Inspection procedures for the on-site verification phase of the certification process / Procedimientos de inspección para la fase de verificación en situ del proceso de certificación.	<u>Safety Risk Management</u> : FAA Aerodrome Certification, FAA Part 139: Certificate Application and Certification Manual	<u>Safety Risk Management</u> : AIS/AIM and <u>Safety Promotion</u> : FAA Safety Promotion	RST Action Plan Presentations Lessons Learned
<b>15:00 – 15:30</b>	<b>Coffee Break</b>				Closure
15:30 – 16:30	PANS–Aerodromes – Methodologies and procedures to be followed when undertaking a safety assessment	Case Study on Modification of Standards, FAA / Caso de estudio sobre modificaciones a las normas. FAA.	<u>Safety Risk Management</u> : FAA Aerodrome Inspection Process/Construction Best Practices and Participant Presentation on Experiences with Aerodrome Certification. FAA	<u>Safety Promotion</u> : FAA Safety Promotion and Essential Safety Oversight Responsibilities	Closing