



ICAO

International Civil Aviation Organization  
North American, Central American and Caribbean Office

# **Third State Safety Programme (SSP) Meeting for the NAM/CAR Regions**

## **(NAM/CAR/SSP/3)**

### **Final Report**

Mexico City, Mexico, 17 – 18 November 2022

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## **HISTORICAL**

### **ii.1 Place and Date of the Meeting**

The Third State Safety Programme (SSP) Meeting for the NAM/CAR Regions (SSP/3) was held at the ICAO NACC Regional Office in Mexico City, Mexico, from 17 to 18 November 2022.

### **ii.2 Opening Ceremony**

Mr. Marcelo Orellana, Regional Officer, Safety Implementation of the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO) provided opening remarks, thanked the participants of the meeting for their assistance, and officially opened the meeting.

### **ii.3 Officers of the Meeting**

The Meeting was chaired by Mr. Mario Ardanza, Cuba. Mr. Marcelo Orellana served as Secretary of the Meeting

### **ii.4 Working Languages**

The working languages of the Meeting were English and Spanish. The working papers, information papers and draft report of the meeting were available to participants in both languages.

### **ii.5 Schedule and Working Arrangements**

It was agreed that the working hours for the sessions of the meeting would be from 09:00 to 15:00 hours daily with adequate breaks.

## ii.6 Agenda

- Agenda Item 1:** Adoption of the Provisional Agenda and Schedule
- Agenda Item 2:** Follow-up on SSP Meetings Valid Conclusions/Decisions/Action Items
- Agenda Item 3:** Updates on Safety Management Matters
- Agenda Item 4:** Regional Aviation Safety Group–Pan America (RASG-PA) SSP Implementation Project and Timelines Updates
- Agenda Item 5:** SSP Working Group (WG) Work Programme and Liaison with the SSP Implementation Project
- Agenda Item 6:** SSP Implementation Assessments (SSPIAs) - Canada Experience
- Agenda Item 7:** Central American SSP Working Group Activities, Lessons Learned, and Projections
- Agenda Item 8:** European Aviation Safety Agency (EASA) Projects Supporting SSP Implementation (COCESNA)
- Agenda Item 9:** Conclusions/Agreements and Other Business

## ii.7 Attendance

The Meeting was attended by 10 States/Territories from the CAR Region and one International Organization, totalling 11 delegates as indicated in the list of participants.

## ii.8 Decisions

The Meeting recorded its activities as Draft Conclusions and Decisions as follows:

**DECISIONS:** Internal activities of the SSP Working Group (SSP/WG).

## ii.8 List of Decisions

Number	Title	Page
3/1	<i>REVIEW OF SSP OUTCOMES AND UPDATES RESULTING FROM THE ICAO 41TH SESSION OF THE ASSEMBLY</i>	3-3
3/2	<i>IMPLEMENTATION OF REGIONAL AVIATION SAFETY GROUP–PAN AMERICA (RASG-PA) SSP IMPLEMENTATION PROJECT</i>	4-2
3/3	<i>2023 SSP WORKING GROUP (SSP/WG) WORK PROGRAMME</i>	5-1

**ii.9 List of Working and Information Papers and Presentations**

***Refer to the Meeting web page:***

<https://www.icao.int/NACC/Pages/meetings-2022-ssp3.aspx>

**WORKING PAPERS**

<b>Number</b>	<b>Agenda Item</b>	<b>Title</b>	<b>Date</b>	<b>Prepared and Presented by</b>
WP/01	1	Provisional Agenda and Schedule	01/11/22	Secretariat
WP/02	2	Follow-up on SSP Meetings Valid Conclusions/Decisions/Action Items	16/11/22	Secretariat
WP/03	4	Regional Aviation Safety Group–Pan America (RASG-PA) SSP Implementation Project and Timelines Updates	16/11/22	Secretariat
WP/04	5	SSP Working Group (SSP/WG) Work Programme and Relationship to the SSP Implementation Project	16/11/22	Secretariat
WP/05	6	SSP Implementation Assessments (SSPIAs) - Canada Experience	17/11/22	Secretariat

INFORMATION PAPERS				
Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	List of Working, Information Papers and Presentations	16/11/22	Secretariat

PRESENTATIONS			
Number	Agenda Item	Title	Presented by
1	4	Regional Aviation Safety Group-Pan America (RASG-PA) SSP Implementation Project	Secretariat
2	7	Grupo colaborativo centroamericano de la gestión estatal de la seguridad operacional GCCA – GESO ( <i>available in Spanish only</i> )	Central America States
3	6	SSPIA Beta Test Experience - Transport Canada	Canada
4	8	Proyectos entre la Agencia Europea para la Seguridad Aérea (EASA) en conjunto con la Agencia Centroamericana para la Seguridad Aeronáutica (ACSA) de COCESNA que apoyan la implementación de los SSP2021 ( <i>available in Spanish only</i> )	ACSA

**LIST OF PARTICIPANTS**

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**Agenda Item 1:           Adoption of the Provisional Agenda and Schedule**

1.1           The Secretariat presented WP/01 and invited the Meeting to approve the Provisional Agenda and Schedule. The Meeting approved the Agenda and the Schedule as presented.

**Agenda Item 2: Follow-up on SSP Meetings Valid Conclusions/Decisions/Action Items**

2.1 Under WP/02, the Meeting reviewed the valid conclusions from the previous SSP virtual meetings and the challenges encountered to accomplish some of them due to the COVID-19 pandemics. ICAO has taken the necessary steps to comply with the decisions made during the virtual meetings and continue fostering the implementation of the SSP working groups.

2.2 From this review, all previous conclusions and decisions were considered completed or superseded, except for conclusions 2/1 and 2/2:

- a) Conclusion 2/1 item b) remains valid until 6 March 2023, in order to solve the nomination of the rapporteur of the English-speaking Working Group (WG) and organize the meetings in accordance with the working plan.
- b) Conclusion 2/2: The date 3 March 2023 remains valid for the coordination and rescheduling of the evaluations of the Gap Analysis documentation of the States.

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**Agenda Item 3: Updates on Safety Management Matters**

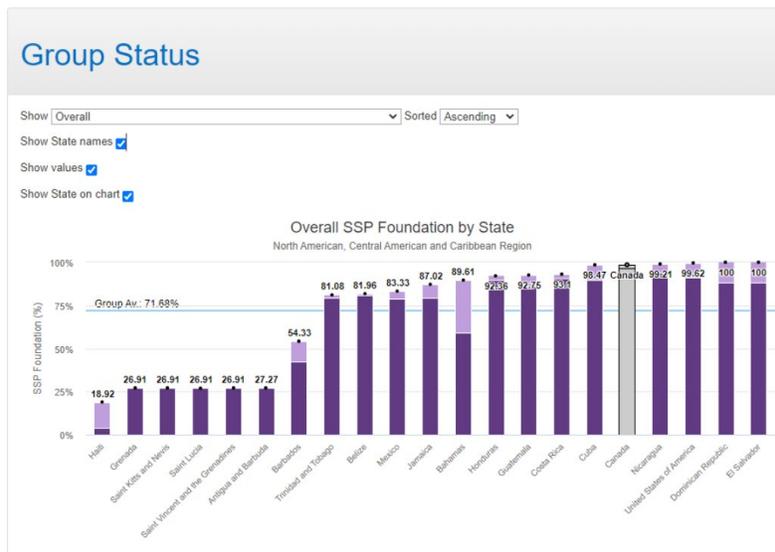
3.1 Under this Agenda Item, the Secretariat reported that the valid NAM/CAR regional SSP strategy remains to be the one reviewed by the Directors during their NACC/DCA/10 meeting and detailed as a Project (**Appendix A** to this report). The NACC SSP implementation Project includes SSP Points of Contact, Working Groups and NASP implementation project.

3.2 The ICAO NACC Regional Office has established an additional set of action items to promote the implementation of the SSP in the NAM/CAR Regions, with the support of Canada, as a Systemic Assistance Programme (SAP) “Champion State”, and the Regional Aviation Safety Group–Pan America (RASG-PA), as follows:

- Phase 1. The NACC Regional Office (RO) will coordinate the evaluation of the progress in the implementation of the SSP in the CAR States by tiers (in accordance with the SSP foundation in the Integrated Safety Trend (Analysis) and Reporting System (iStars). Subject Matter Experts (SMEs) from Canada and ICAO Headquarters (HQ) will conduct an assessment to each State, to have an updated status of the progress achieved and identify the remaining gaps in the implementation of the SSP (virtual and with an estimated time of 4 days) starting with States on tier one and so on.
- Phase 2. Based on the evaluations of the SMEs, the NACC RO will coordinate on-site support missions for the States on tier 1 (Cuba, Dominican Republic, El Salvador, and Nicaragua) to provide guidance and an action plan for the completion of the SSP implementation (3 days each mission per State).
- Phase 3. For tiers 2 and 3, the SMEs will prepare and deliver Ad hoc workshops covering the needs and gaps found during the assessments. The workshops will be conducted by the NACC RO, tailored for each tier (one for tier 2 and one for tier 3). These actions will take advantage of the SSP Working Groups (WGs) to support those States below 60% in accordance with the SSP foundation of Integrated Safety Trend (Analysis) and Reporting System (iStars).
- Recognizing the need to prepare the NASP in the CAR States and taking into account that the NASP is a fundamental component for the support of the Regional Aviation Safety Plan (RASP) of the NAM/CAR Regions and the SSP of their State, the NACC RO is also conducting the National Aviation Safety Plan (NASP) Implementation Project. This project will be supported by the SAP “Champion States” United States CAP project and the ICAO Project RLA/09/801 – Multi-Regional Civil Aviation Assistance Programme (MCAAP). The planned activities are:
  - Provide CAR States with the “ICAO National Aviation Safety Plan” (which is a self-paced virtual training course developed by the ICAO Global Aviation Training (GAT) with an estimated duration of 6 hours) to 2 Points of Contact (PoCs) per State;

- A two-day workshop aimed at assisting the States with a technical review of the NASP preparation guide and the necessary methodologies for its development. Said workshop will be held at the NACC RO in Mexico City, Mexico, by the end of August 2023, with the support of two SMEs;
- On-site technical assistance mission, one per State, to be carried out by one of the SMEs;
- Virtual assistance and follow-up sessions as required, to be carried out by the SMEs subject to their availability.

3.3 The current SSP Foundation and Gap analysis status in the region is the one presented in WP/02 as follows:



State Safety Programme Implementation (GAP ANALYSIS)				
State	level 1	level 2	level 3	level 4
Canada			81%	
Cuba			50%	
Dominican Republic			90.50%	
El Salvador	95.20%			
Nicaragua			61.90%	
United States			97.60%	
Bahamas	92.90%			
Costa Rica		95.20%		
Guatemala			81%	
Honduras		97.60%		
Jamaica		97.60%		
Belize		95.20%		
Mexico				
Trinidad and Tobago			7.10%	
Antigua and Barbuda	47.60%			
Barbados		97.60%		
Dominica				
Haiti				
St. Kitts and Nevis	47.60%			
St. Lucia	47.60%			
St. Vincent and Granadines	50%			

3.4 The Meeting was briefed that RASG-PA, in its Thirty Seventh Executive Steering Committee (ESC/37) Meeting, approved funding for an SSP project to support the increase of SSP implementation in the CAR Region as follows:

“State Safety Programme (SSP) Implementation Project to foster the implementation of the SSP with an initial phase to start in the second semester of 2022 and is expected to be completed by May 2023. The main project deliverables will be:

- i. Develop an SSP Policy document for at least 10% of CAR States;
- ii. Implement SSP working groups for Spanish and English-speaking countries;
- iii. Increase SSP implementation – GAP analysis of the CAR States;
- iv. Conduct workshops and virtual and on-site assistance”.

3.5 Regarding the outcomes of ICAO A41 Assembly, and considering that the final edition of the ICAO A41 Recommendations is not yet available, the Meeting decided to review it later by each SSP WG Spanish and English through the SSP Project, through the following decision:

<b>DECISION</b>	
<b>SSP/3/01</b>	<b>REVIEW OF SSP OUTCOMES AND UPDATES RESULTING FROM THE ICAO 41<sup>TH</sup> SESSION OF THE ASSEMBLY</b>
<p><b>What:</b></p> <p>That, following the SSP related outcomes and updates from the ICAO A41, the SSP Working Groups:</p> <p>a) review the SSP Work Plan and propose updates accordingly by 30 May 2023; and</p> <p>b) coordinate and take the necessary actions for the timely inclusion of any new topic to the SSP implementation in the CAR Region.</p>	<p><b>Expected impact:</b></p> <p><input type="checkbox"/> Political / Global</p> <p><input type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Operational/Technical</p>
<p><b>Why:</b></p> <p>To update the SSP work plan activities</p>	
<p><b>When:</b> 30 May 2023</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>	<p>SSP Spanish/English Working Groups</p>

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**Agenda Item 4: Regional Aviation Safety Group–Pan America (RASG-PA) SSP Implementation Project and Timelines Updates**

4.1 Under WP/3 and P/01, the Meeting took note of the Regional Aviation Safety Group–Pan America (RASG-PA) SSP Implementation Project and Timelines. The updates included rescheduling of the documental evaluations and adjustments to coordinate supporting activities from the SSP WG highlighting:

*Project objectives*

- a) Support obtaining the capabilities and tools to develop the SSP document and its implementation by the States of the CAR Region.
- b) Provide courses required for the development/implementation of the SSP
- c) Develop a workshop for the implementation of the SSP.
- d) Coordinate the synergies between COCESNA’s Central American Aviation Safety Agency (ACSA) and the SP Working Groups for the development/implementation of the SSP.
- e) Provide the States with technical support and accompaniment by Subject Matter Experts (SMEs) from the SAP “Champion States”, COCESNA and ICAO Headquarters, as required

*Project scope*

4.2 The proposal of ICAO is to provide training to the States and carry out workshops to advise them and subsequently provide technical support with the help of experts from SAP “Champion States”, Regional Safety Oversight Organizations (RSOOs) and COCESNA. Support and follow-up missions will focus on those States that show progress and meet applicability criteria. Said support may be on-site or via video conferences (virtual). The duration of the project is 2 years, prioritized according to the score of the States in the SSP Foundation.



**Agenda Item 5: SSP Working Group (WG) Work Programme and Liaison with the SSP Implementation Project**

5.1 Under WP/4, the Meeting reviewed the SSP Working Group (WG) Work Programme and Liaison with the SSP Implementation Project as presented in **Appendix B** to this report. The Secretariat recalled that:

- The main objective of the NAM/CAR/SSP/WG is to support States in the development and implementation of their corresponding SSP by identifying the common problems and providing guidance for their solutions, sharing the experiences of most experienced States with the collaboration and support of the SAP “Champion States” on SSP implementation.
- The establishment of the NAM/CAR/SSP/WG and its Terms of Reference (ToRs) have, as the foundation, the Declaration of Intent (DoI) of the ICAO NACC Regional Office No Country Left Behind (NCLB) Strategy, agreed upon during the Sixth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/6), held in Nassau, Bahamas from 10 to 12 May 2016.

5.2 Following the discussion, the Meeting agreed on approving the 2023 work programme adopting the following decision:

<b>DECISION</b>	
<b>SSP/3/3</b>	<b>2023 SSP WORKING GROUP (SSP/WG) WORK PROGRAMME</b>
That, based on the approved Terms of reference of the SSP WGs and their responsibilities, after the presentation of the work programme and its inter-relation with the SSP implementation project, the 2023 SSP WG work programme (Appendix B to this report) is approved and all SSP WG Members are urged to actively participate in the work programme.	<b>Expected impact:</b> <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
<b>Why:</b> To implement the SSP in the CAR States	
<b>When:</b> Immediately	<b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input checked="" type="checkbox"/> Completed
<b>Who:</b> <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input type="checkbox"/> Other:	

**Agenda Item 6: SSP Implementation Assessments (SSPIAs) - Canada Experience**

6.1 Under WP/06 and P/03, Canada shared its experience during the beta test performed in 2021, including its SSP Journey, SSP Implementation Assessments (SSPIA) lessons learned by ICAO, and recommendations for SSPIA success. The SSPIA is a performance-based activity under the USOAP Continuous Monitoring Approach (CMA) framework, where ICAO assesses the level of maturity of a SSP by conducting a systematic and objective review of the State's implementation and maintenance of its SSP. The SSPIAs are conducted by using a set of SSP Protocol Questions (PQs) and the associated maturity level matrix.

6.2 Developed based on relevant ICAO provisions, the SSP PQs are organized by assessment area and each PQ is associated with one of four SSP components to enable a performance-based assessment of the level of maturity attained for each PQ.

6.3 The Meeting took note of the information presented and the work done toward achieving a successful evaluation of the SSP implementation. It thanked Canada for this important experience exchange and welcomed other States to share their good lessons on this implementation.

6.4 The Meeting was invited to actively participate in the SSP WG, and to apply this information as part of the preparation of the States towards future SSPIA.

**Agenda Item 7: Central American SSP Working Group Activities, Lessons Learned, and Projections**

7.1 Under P/02, COCESNA, representing the Central American Collaborative Group for State Safety Management (GCCA-GESO), presented the joint acceptance of the Safety Management System (SMS) Centre for Air Traffic Control (CENAMER), the various risk analysis at the Central American level, joint development of documents related to flexibility measures during the pandemic, and the joint participation in the European Union Aviation Safety Agency (EASA) workshops related to the SSP implementation.

7.2 The Meeting was also informed about future activities of the GCCA-GESO, as mutual support among the participating States, the exchange of safety information, standardized training and documentation. The Meeting recognized the good example of teamwork conducted by the Central American States to foster subregional implementation of the SSP.

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**Agenda Item 8: European Aviation Safety Agency (EASA) Projects Supporting SSP Implementation (COCESNA)**

8.1 Under P/04, COCESNA provided a presentation about the technical support provided by the EASA project for South America and Central America. The project's main objective is to improve cooperation in political and economic safety between the European Union and Latin America Civil Aviation Authorities.

8.2 The project's work plan includes:

- a) Regulatory development and training for CAA and the RSOO personnel
- b) Support for standardization, training in EASA regulations and support for ACSA.
- c) Provide technical cooperation related to the eight Critical Elements of the safety oversight system
- d) Support in the harmonization of local ramp inspections with those of the European Union (EU) ramp inspection programme
- e) Workshops on new technologies used in aircraft and its impact in all areas (Airworthiness (AIR), Aircraft Operations (OPS), etc.)
- f) Support for SSPs

8.3 The presentation also included important deliverables on the implementation of the SSP in Central America, such as SSP initial evaluation of states, evaluation of SSPIA PQs, Safety Management System (SMS) maturity, European Coordination Centre for Accident and Incident Reporting Systems (ECCAIR) workshops, risk base surveillance workshops, among others.

**Agenda Item 9: Conclusions/Agreements and Other Business**

9.1 No other business were discussed under this Agenda Item.

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**APPENDIX A**  
**IMPLEMENTATION STRATEGY OF THE STATE SAFETY PROGRAMME (SSP)**

**1. Introduction**

1.1 During the Eighth Meeting of Directors of Civil Aviation of North America, Central America and the Caribbean (NACC/DCA/8), the Secretariat presented the ICAO NAM/CAR States Regional Safety Report, and also the Implementation Strategy of the State Operational Security Program (SSP) for 2018-2023, following Conclusion NACC/DCA/07/6 NACC SSP IMPLEMENTATION STRATEGY.

1.2 As part of this project, between 2019 and 2020 a verification process was initiated for the documentation corresponding to the Protocol Questions (PQ) included in the gap analysis of the Dominican Republic and Nicaragua, which were volunteer States in this stage of the project. As a result of said verification, the work programme for each State was prepared and the corresponding follow-up and advice was provided for its fulfillment, however, due to the pandemic and the change in the priorities of the States, it was not possible to continue the activities' subsequent verifications to the other States and both the technical support and the efforts of the States were reduced or placed at a lower level of priority.

1.3 According to the conclusion NACC/DCA/7/6 IMPLEMENTATION OF THE NACC SSP STRATEGY developed to assist States, the ICAO NACC Regional Office continues to provide support to CAR Region States in performing the SSP gap analysis and in the implementation of said program in compliance with the provisions of annex 19 of the ICAO. With the advancement of the standardization process in air operations, the ICAO NACC Regional Office is resuming the follow-up of those States that, according to their score, according to the "SSP Foundation", are positioned at a compliance percentage of 95% compliance or above, with the help of the SAP "Champion States" and COCESNA.

*Identified Problem:*

1.3.1 Difficulty of the States of the CAR Region on the implementation of the SSP due to the lack of qualified personnel or technical support, the pandemic and the change of internal priorities of the States.

*Project objectives:*

1.3.2 The objective of the project is to promote the development of the SSP document and its implementation in the region, helping Member States to comply with the requirements for the implementation of State Safety Programmes (SSPs) as established in the Global Aviation Safety Plan (GASP) through:

1. Support in obtaining the capacities and tools to develop the SSP document and its implementation by the States of the CAR Region.

2. Develop a workshop for the development of the SSP and synergies for mutual collaboration among States.
3. Provide the States that so require with technical support and accompaniment by the SMEs of SAP “Champion States”, COCESNA and the ICAO Headquarters.

*The goals of the project are:*

- Short term: 50% of NAM/CAR Member States to achieve SSP implementation by 2022.
- Medium term: All CAR Member States will achieve SSP implementation by 2024.

*Scope.*

1.3.3 ICAO’s proposal is to carry out workshops to advise the States and subsequently provide technical support with the help of the SAP “Champion States”, COCESNA and ICAO Headquarters. Support and follow-up missions will focused on those States that show progress and meet the applicability criteria.

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

- Group 1: States that currently have an SSP Foundation Index greater than 95%,
- Group 2: States that have an SSP Foundation Index above 85%,
- Group 3: States that have an SSP Foundation Index above 75%,
- Group 4: States that have an SSP Foundation Index above 60%.

1.5 The duration of the project is 2 years, initially covering 4 States in group 1 (not including Canada and United States), 5 States in group 2, 3 States in group 3, and 7 that are still below 60%.

State Safety Programme Implementation (GAP ANALYSIS)					SSP FOUNDATION SCORE				
state	level 1	level 2	level 3	level 4	tier 1 Above 95%	tier 2 Above 85%	tier 3 Above 75%	tier 4 Above 60%	other
Canada			81%		98.53				
Cuba			50%		100				
Republica Dominicana			90.50%		100				
El Salvador	95.20%				100				
Nicaragua			61.90%		99.21				
United States			97.60%		99.62				
Bahamas	92.90%					88.26			
Costa Rica		95.20%				93.1			
Guatemala			81%			92.75			
Honduras		97.60%				92.36			
Jamaica		97.60%				87.02			
Belize		95.20%					81.96		
Mexico							83.33		
Trinidad and Tobago			7.10%				81.01		
Antigua y Barbuda	47.60%								47.04
Barbados		97.60%							48.43
Dominica									0
Haiti									18.92
St. Kitts and Nevis	47.60%								26.91
St. Lucia	47.60%								26.91
St. Vincent and Granadines	50%								25.91

1.6 Said support may be on site and follow-up via video-conferences (virtually); the estimated time for on-site support is 3 weeks in a period of three consecutive months, with virtual follow-up and possible verification by the NACC Regional Office.

*SME of the SAP “Champion States”*

1.7 SMEs from SAP “Champion States” such as Costa Rica and Dominican Republic will be used with support and coordination from the NACC Regional Office and ICAO Headquarters.

*Workshop*

1.8 The workshops will consist of a technical review of the gap analysis questions, risk detection, risk analysis tools, data collection and analysis system, and establishment of a work plan, among others. States will be invited to submit the progress made in their corresponding SSP to be used during the workshop.

*On-site technical support*

1.9 On-site technical support will be coordinated through ICAO and will be based on the establishment of the current state of development of the SSP of the eligible States, advice and the preparation of Ad hoc work plans for each State. This evaluation and advice must be carried out within a period of 3 weeks spread over a period of 3 months.

*Virtual support*

1.10 The SMEs will be able to follow up on the agreed work plans via virtual sessions according to availability and in coordination with the ICAO NACC Regional Office.

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**APPENDIX B**  
**2023 NAM/CAR SSP WG WORK PROGRAMME**

1. The main objective of the NAM/CAR/SSP/WG is to support States in the development and implementation of their corresponding SSP by identifying the common problems and providing guidance for their solutions, sharing the experiences of the most advanced states with the collaboration and support the Systemic Assistance Programme (SAP) “Champion States” for SSP implementation.

2. The NAM/CAR/SSP/WG is responsible for:

- a) Establishing a mechanism to identify common challenges, and to propose adequate solutions according to the State’s individual needs, complexities and resources
- b) Prioritizing the completion of SSP GAP analysis among the States of the region
- c) Promoting the collaboration among SSPs in the NAM/CAR Regions
- d) Support and assist in the development of work Programmes towards the establishment of the SSP and National Aviation Safety Plan (NASP).
- e) Establishment and Managing its work programme
- f) Evaluate the possible regional safety risks facing its inclusion on the Regional Aviation Safety Programme (RASP)
- g) Keeping active participation on the RASP
- h) Promoting the sharing of safety information among the State of the region.
- i) Promoting participation of the State on the RASG-PA j) Identifying opportunities for the improvement of the SSP implementation
- j) Identifying training needs related to SSP, to coordinate with the NACC office and/or the respective authorities to support the delivery of such training
- k) meeting with the members of the WG periodically as stipulated in the work Programme and keep constant communication among the States and the NACC Regional Office
- l) overseeing and monitoring the revisions of the annexes and guidance material in order to discuss the trends and possible actions to be taken to face the revisions
- m) Informing within the WG and to the Secretariat those situations that may jeopardize the implementation of the SSP.

*2023 WORK PROGRAMME OF THE SSP WG (2023)*

3. The Rapporteurs will coordinate at least three meetings during the year, which will be held quarterly (may be modified as needed). The meetings will be virtual and coordinated with the Secretariat.

### **First meeting (April 2023)**

- Establish a methodology for collecting information on common problems
- Identification of problems in the updating of the SSP gap analysis of the States
- Identification of internal problems for the development of the NASP and follow up on the results of the NASP implementation project of the ICAO NACC Regional Office
- identify lines of action on the issues found
- Preparation of the meeting report and coordination with the Secretariat.

### **Second meeting (July 2023)**

- Classification of issues by priority
- Creation of task forces by technical area
- Coordination with the Secretariat and report problems found on updating of the GAP analysis to the Civil Aviation Authorities Directors
- Follow up on the actions taken during the last meeting
- Preparation of the meeting report and coordination with the Secretariat.

### **Third meeting (October 2023)**

- Assessment of the progress achieved by the States regarding SSP GAP analysis, the tasks designated in the Task Forces group and goals achieved
- Follow up on the results of the training and workshop provided as part of the Regional Aviation Safety Group–Pan America (RASG-PA) SSP implementation project
- Presentation of the WG performance during the annual SSP meeting
- Review of processes and identification of possible opportunities for improvement
- Description of lessons learned
- Preparation of the meeting report and coordination with the Secretariat
- Accountability report to the Civil Aviation Authorities Directors
- Coordination with the RASG-PA SSP implementation project in preparation for 2024 work programme