



ICAO

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

WORKING PAPER

SSP/3 — WP/04
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**Third State Safety Programme (SSP) Meeting for the NAM/CAR Regions
(NAM/CAR/SSP/3)**

Mexico City, Mexico, 17 – 18 November 2022

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

SSP WORKING GROUP (SSP/WG) WORK PROGRAMME AND RELATIONSHIP TO THE SSP IMPLEMENTATION PROJECT

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
This working paper presents the tentative work plan of the SSP/WG that will support the states, escalating common issues of safety management in the region, coordinating and providing systematic solutions with the support from the ICAO NACC Regional Office.	
Action:	Under Section 2.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Strategic Objective 1 – Safety
<i>references</i>	<ul style="list-style-type: none">• Second NAM/CAR/SSP meeting report

1. Introduction

1.1 During the SSP teleconference held in February 2020, it was agreed among the participants on the need to establish Working Groups (WGs) made up of the personnel responsible for the implementation of each State SSP. Additionally, it was also agreed that the WGs would be one for English-speaking States countries and one for Spanish-speaking States, both coordinated by the Secretariat.

1.2 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.

2. Objective

2.1 The principal 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.

3. Responsibilities

3.1 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
- k) Identifying training needs related to SSP, to coordinate with the NACC office and/or the respective authorities to support the delivery of such training
- l) 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
- m) 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
- n) Informing within the WG and to the Secretariat those situations that may jeopardize the implementation of the SSP.

4. TENTATIVE WORK PROGRAMME OF THE SSP WG (2023)

4.1 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 a task force 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)

- Evaluations 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 (RASG-PA) SSP implementation project in preparation for 2024 work programme

5. Suggested Actions

5.1 The Meeting is invited to:

- a) note of the proposed work programme; and
- b) evaluate and provide comments on the work programme as applicable for its improvement and approval by the assistants.