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Ref.: NT-N1-8.7.4 — **E.OSG-NACC110182**

12 January 2024

To: States, Territories and International Organizations

Subject: **Invitation – ICAO Safety Intelligence and Safety Performance Management Workshop**
San José, Costa Rica, 18 – 22 March 2024

Action
Required: Register participation by **18 February 2024**

Dear Sir/Madam,

I wish to invite your Administration/Organization to participate in the ICAO Safety Intelligence and Safety Performance Management Workshop to be held in San José, Costa Rica from 18 to 22 March 2024. This workshop will be facilitated by specialists from ICAO Headquarters, kindly hosted by the *Dirección General de Aeronáutica Civil* (DGAC) of Costa Rica. The General Information of the event will be communicated shortly.

Target audience for the workshop is administrators, experts and practitioners involved in planning, developing and implementing a State Safety Programme (SSP), Safety Management Systems (SMS) and safety intelligence processes of States and Territories of the ICAO NAM/CAR Regions and representatives of invited international organizations. The working language of the workshop will be English.

The workshop covers an overview of proposed amendments to Annex 19 (related to safety intelligence and safety performance management), data governance and management, sharing and exchange of safety data and safety information, development of indicators, safety performance monitoring and management, Safety Data Collection and Processing System (SDCPS), data visualization, reporting and communication of analysis results, developing a safety intelligence strategy, and implementation strategies and ideas.

The Provisional Programme of the event is at the **Appendix**.

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Considering the need to make the corresponding administrative arrangements for this workshop, we would appreciate confirmation of your participation by **18 February 2024** by registering here: <https://forms.office.com/r/1T90E7VP8e> Kindly note that participation is limited to two (2) persons per State/Administration, on a first-come, first-served basis.

Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event. Participants need to bring their own laptops to use during the workshop.

If you require any further information regarding the event, please contact Mr. Marcelo Orellana, Regional Officer Safety Implementation (morellana@icao.int) and Ms. Ruviana Zimmerman, Associate Analysis Officer at: rzimrnerman@icao.int.

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



Christopher Barks
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

A – Provisional Programme

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Appendix

Safety Intelligence and Safety Performance Management Workshop Workshop Programme

Rationale: The proposed amendments to Annex 19 and the results of the ICAO Safety Management Implementation Challenges Survey of 2022 call for ICAO to provide support and guidance to States and various other stakeholders. As such, the ICAO Safety Management Section has updated and enhanced its suite of workshop related to safety intelligence and safety performance management.

Workshop Objectives: The workshop provides participants with knowledge and practical skills related to:

- understanding the importance and use of data for managing safety and making decisions;
- developing a safety intelligence strategy; and
- monitoring and managing safety performance.

Approach: The workshop consists of presentations, discussions, hands-on exercises, and case studies.

Target Audience: This workshop would be beneficial for administrators, experts and practitioners involved in planning, developing, and implementing:

- the State Safety Programme (SSP), including regulators and administrators of State regulatory bodies/Civil Aviation Authorities (CAAs), safety managers, safety specialists, etc.;
- Safety Management Systems (SMS), including safety managers and safety management practitioners of service providers;
- any aspect of safety intelligence or safety performance management.

Workshop Contents:

1. Overview of proposed amendments to Annex 19 (related to safety intelligence and safety performance management)
2. Data governance and management
3. Sharing and exchange of safety data and safety information
4. Development of indicators
5. Safety performance monitoring and management
6. Safety Data Collection and Processing System (SDCPS)
7. Data visualization, reporting and communication of analysis results
8. Developing safety intelligence strategy
9. Implementation strategies and ideas

Requirements:

- Participants need to bring their own laptop.
- Participants are encouraged to bring a sample of their organization's work related to safety intelligence or safety performance management for discussion in the workshop.