



ICAO

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

NAM/CAR/SSP/WG/5 — WP/01
16/04/25

**Fifth State Safety Programme (SSP) Working Group Meeting for the NAM/CAR Regions
(NAM/CAR/SSP/WG/5)**

Mexico City, Mexico, 27 – 29 May 2025

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

PROVISIONAL AGENDA AND SCHEDULE

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
This working paper presents to the Meeting the Provisional Agenda and Schedule shown in Appendices A and B respectively.	
Action:	Actions are described in Section 2.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Strategic Objective 1 – Safety• Strategic Objective 2 – Air Navigation Capacity and Efficiency

1. Introduction

1.1 The Provisional Agenda and the Schedule proposed for consideration and approval by the Meeting, are presented in Appendix A and Appendix B respectively.

2. Suggested actions

2.1 The Meeting is invited to consider and approve the revised Provisional Agenda presented in Appendix A, and the schedule proposed in Appendix B



ICAO

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

**Fifth State Safety Programme (SSP) Working Group Meeting for the NAM/CAR Regions
(NAM/CAR/SSP/WG/5)**

Mexico City, Mexico, 27 – 29 May 2025

**APPENDIX A
PROVISIONAL AGENDA**

- | | |
|-----------------------|--|
| Agenda Item 1: | Adoption of the Provisional Agenda and Schedule |
| Agenda Item 2: | ICAO NACC Safety Management Projects Progress – State Safety Programme (SSP) Status Presentation with current Integrated Safety Trend (Analysis) and Reporting System (iSTARS) data |
| Agenda Item 3: | Presentation of Personnel Needs Assessment Tool for SSP |
| Agenda Item 4: | Presentation of the Development Tool for the Safety Data Collection and Processing Systems (SDCPS) |
| Agenda Item 5: | Presentation of the Tool for Measuring Safety Culture |
| Agenda Item 6: | Presentation for Directors |
| Agenda Item 7: | Presentation and Discussion on SSP Progress Measurement Methodology |

- Agenda Item 8: Coordination of 2025 Work Plan**
- 8.1 Elaboration of the Working Paper to formalize the Work Programme**
 - 8.2 Amendments to the SSP Working Group (WG) Work Programme**
 - 8.3 Coordination of Working Groups to Implement the Proposed Tools**
 - 8.4 Implementation of the Personnel Needs Detection Tool**
 - 8.5 Coordination of the Working Groups for SDCPS Development in the States**
 - 8.6 Coordination of Virtual Presentations to Directors**
 - 8.7 Follow-up and Implementation of Safety Culture Measurement**
- Agenda Item 9: Conclusions/Agreements and Other Business**

— — — — —

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

Under this Agenda Item, the Meeting will review the Provisional Agenda and Schedule and adopt them. The objectives and overall expectations of the meeting will be presented.

Agenda Item 2: ICAO NACC Safety Management Projects Progress – State Safety Programme (SSP) Status Presentation with current Integrated Safety Trend (Analysis) and Reporting System (iSTARS) data

Under this Agenda Item, the Secretariat will inform the Meeting about the progress achieved in the safety management projects conducted by the NACC Regional Office, including future activities.

Agenda Item 3: Presentation of Personnel Needs Assessment Tool for SSP

Under this Agenda Item, the Secretariat will present the proposed tool for the detection of personnel needs for SSP, and the implementation process in the States will be discussed.

Agenda Item 4: Presentation of the Development Tool for the Safety Data Collection and Processing Systems (SDCPS)

Under this Agenda Item, the Secretariat will present a simple methodology for the development of an SDCPS system for those states that do not have one yet and need alternatives for its development and implementation.

Agenda Item 5: Presentation of the Tool for Measuring Safety Culture

Under this Agenda Item, the Secretariat will present a methodology for measuring safety culture and some practical application exercises will be carried out.

Agenda Item 6: Presentation for Directors

Under this Agenda Item, the Secretariat will present the proposed draft presentation on the SSP to be delivered virtually to the Directors of the Civil Aviation Authorities in the NAM/CAR Regions to make them aware of the importance of implementing the SSP. Possible improvements will be discussed prior to delivery.

Agenda Item 7: Presentation and Discussion on SSP Progress Measurement Methodology

Under this agenda item, the Secretariat will present a methodology for measuring the SSP progress that can be used more effectively in place of the SSP gap analysis metrics that will be removed soon. Agreements will be sought with the states for more effective measurement.

Agenda Item 8: Coordination of 2025 Work Plan

Under this Agenda Item, the Secretariat will present a Working Paper with the description of the proposed work programme for the next period, as well as the preliminary integration of the working groups for its implementation.

Agenda Item 9: Conclusions/Agreements and Other Business

— — — — —

APPENDIX B
ORDER OF BUSSINES

Time	Tuesday 27 May	Wednesday 28 May	Thursday 29 May
08:30–09:00	Registration		
09:00–09:30	Opening and group photo	Agenda Item 5	Agenda Item 8
09:30–10:00	Agenda Item 1		Agenda Item 9
10:00–10:30	Agenda Item 2		
10:30–10:45	Coffee break		
10:45–12:00	Agenda Item 2	Agenda Item 6	
12:00–13:00	Lunch time		
13:00–14:00	Agenda Item 3	Agenda Item 7	
14:00–15:00	Agenda Item 4		