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Международная  
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منظمة الطيران  
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国际民用  
航空组织

Ref.: T 6/11.22 – AP123/13 (AGA)

15 August 2013

**Subject:** Regional Runway Safety Seminar (Asia Pacific)  
Kuala Lumpur, Malaysia, 18 to 20 November 2013

**Action required:** a) Plan for attendance; and  
b) Register online at ICAO website by 31 October 2013

Sir/Madam,

1. I have the honour to invite your State/Administration/Organization to the Regional Runway Safety Seminar (RRSS) scheduled to be held in Kuala Lumpur, Malaysia, from 18 to 20 November 2013. This event is organized by the International Civil Aviation Organization (ICAO) in partnership with the Flight Safety Foundation (FSF) and the Association of Asia Pacific Airlines (AAPA) in follow-up to the RRSS held in Bali, Indonesia, in May 2012, and is hosted by the Department of Civil Aviation, Malaysia.
2. ICAO Assembly Resolution A 37-6 on Runway Safety urged States to take measures to enhance runway safety including the establishment of Runway Safety Programmes using a multidisciplinary approach that includes at least Civil Aviation Authorities (CAAs)/Regulators, Aircraft Operators, Air Navigation Service Providers (ANSPs), and Aerodrome Operators to prevent and mitigate the effects of runway excursions, runway incursions and other occurrences related to runway safety.
3. ICAO has been called upon by the international civil aviation community to exercise leadership in the effort to reduce the number of runway related accidents and incidents worldwide. As a result of the Global Runway Safety Symposium (GRSS), ICAO and its runway safety programme partners are working together on a series of concrete measures to minimize the risks of runway incursions, runway excursions and other hazards linked to runway safety by “Establishing, promoting, and enhancing multi-disciplinary Runway Safety Teams (RSTs) at individual airports”.
4. The RRSS, which will include a workshop, will be a three day event with the objective to promote the establishment and enhancement of airport-specific, multidisciplinary, RSTs in an effort to improve runway safety. It aims to raise awareness and share information as a means to generate effective solutions. It will bring together runway safety experts from aircraft and aerodrome operators, ANSPs and CAAs sharing a wide spectrum of lessons learnt facing a vast variety of aviation environment and operational challenges.

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5. The Seminar/Workshop will specifically address:
- The benefits of establishing Runway Safety Teams (RSTs) and how they work;
  - The identification of runway safety hazards and different mitigation strategies available for excursions and incursions;
  - Available Technologies;
  - Regional runway safety issues and how they have been or could be addressed; and
  - Regional support for RSTs.

6. I encourage your Administration/Organization to participate in this Seminar/Workshop aimed at exchanging safety information and best practices on Runway Safety. Regional Aviation Safety Group (RASG-APAC) members, RSTs, airports, airlines, air navigation service providers and aviation industry groups are also invited to participate in both the seminar and workshop.

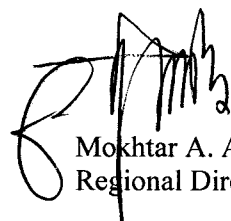
7. Participation in the event is free and registration can be completed on-line at the RRSS webpage at <http://www.icao.int/Meetings/MalaysiaRRSS/Pages/default.aspx>. Due to space limitations, registration will be on a first come, first serve basis. Presentations will only be offered in English and the preliminary programme is attached to this letter. Please note that all participants are required to bring their own laptop computers with Windows operating system for the workshop. Additional information regarding this seminar including venue and hotels will be posted on the RRSS web page.

8. Air travel, hotel accommodation, health insurance to cover sickness and medical emergency and other participant costs will be borne by the respective Administration/Organization or the participants themselves.

9. In view of the scope and importance of this event, I will greatly appreciate that your Administration/Organization disseminates this invitation to:

- a) Aerodrome operators;
- b) Airlines;
- c) Aerospace manufacturers; and
- d) ANSPs and other providers of related aeronautical services.

Accept, Sir/Madam, my assurances of highest considerations.



Mokhtar A. Awan  
Regional Director

**Enclosure:**  
Preliminary Programme

Regional Runway Safety Seminar - Asia Pacific  
 Kuala Lumpur, Malaysia  
 18-20 November 2013

### Preliminary Programme

Day 1

Start	End	Item
		<b>Session 1</b> <b>Introduction and Welcome</b>
09:00	09:10	Introduction - MC + Housekeeping and Rules
09:10	09:20	Welcome and Opening Statement
09:20	09:30	Welcome and Opening Statement
09:30	09:45	Welcome and Opening Statement
09:45	10:10	S1P1 The Big Picture
10:10	10:30	S1P2 Mitigating the Risks - The need for a collaborative approach
10:30	11:00	Break
		<b>Session 2</b> <b>Hazards and Mitigation Strategies for Excursions</b>
11:00	13:00	S2P1 30 mins Pilot/Air Operator Perspective of Excursion Hazards and Proposed Mitigation Strategies
		S2P2 30 mins Airport Operator perspective of Excursion Hazards and Proposed Mitigation Strategies
		S2P3 30 mins Air Traffic Controller/ATC perspective of Excursion Hazards and Proposed Mitigation Strategies
		30 min Moderated Panel
13:00	14:30	Lunch
		<b>Session 3</b> <b>Hazards and Mitigation Strategies for Incursions</b>
14:30	16:00	S3P1 15 mins Pilot/Air Operator Perspective of Incursions Hazards and Proposed Mitigation Strategies
		S3P2 15 mins Airport Operator perspective of Incursion Hazards and Proposed Mitigation Strategies
		S3P3 30 mins Air Traffic Controller/ATC perspective of Incursion Hazards and Proposed Mitigation Strategies
		30 min Moderated Panel
16:00	16:30	Break
		<b>Session 4</b> <b>Available Technologies</b>
16:30	17:30	S4P1 40 mins ICCAIA
		20 min Moderated Panel

Day 2

		<b>Session 5</b> <b>The Runway Safety Team</b>
09:00	10:30	S5P1 20 mins RST Description and Process
		S5P2 20 mins RST Tools and Resources
		S5P3 20 mins Role of the Regulator
		30 min Moderated Panel
10:45	11:00	Break
		<b>Session 6</b> <b>RST examples and Regional Runway Safety issues</b>
11:00	12:30	S6P1 30 mins Present a Regional Example
		S6P2 30 mins RST experiences
		S6P3 30 mins GA and Business Jet Perspective
12:30	14:00	Lunch
		<b>Session 7</b> <b>Collaborative Approach (Interactive Session - Good interactive moderator to be identified)</b>
14:00	15:00	S7P1 Presentation of a Hazard and multiple considerations (using a Regional example)
15:00	15:30	Break
		<b>Session 8</b>
15:30	17:00	The way forward: Identify plans for the development of RSTs - Challenges, Recommendations, RASG follow-up

Day 3

Start	End	Item
09:00	13:00	<b>Workshop</b>
		Exercise # 1
		Exercise # 2
13:00	14:30	Lunch
14:30	18:00	<b>Airport Visit</b>