International Civil Aviation Organization
Regional Aviation Safety Group - Pan America (RASG-PA)

INFORMATION PAPER

PA-RAST/32 — IP/05
07/05/18

Thirty Second Pan America — Regional Aviation Safety Team Meeting
(PA-RAST/32)
Ottawa, Canada, 8 to 10 May 2018

Agenda Item 8: Other Business

TRANSFER OF THE ADMNISTRATION OF THE RASGPA WEBSITE

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This information Paper presents to the meeting, the stages and dates for the transfer of the administration of the RASGPA website to the South American Regional Office. It is important to mention that the RASG-PA website is one of the most important communication channels identified in the RASG-PA communication plan, so the optimization of this is one, is one of the priorities of ICAO to improve the communication with the stakeholders.

Strategic Objectives:	• Safety
References:	• Communication Plan

1. Introduction

1.1 To this date, the RASGPA website is managed by the NACC Office, which has made an excellent effort to prepare the contents of this website.

2. Current Situation

2.1 Currently the RASG-PA website consists of 19 web pages, 235 links, and approximately 425 documents.

2.2 In the period from October 2017 to March 2018, the RASG-PA website has had 16K visits, an average of 3.2 pages visited at a time and an average consultation duration per page of 2.5 minutes

2.3 Besides, the RASGPA website is ranked 23rd among the most visited websites of the icao.int domain in the period mentioned above.

3. Stages of the process

3.1 The stages of the process for the transfer of web administration of the RASGPA site to the South American Regional Office are:

- Webmasters meeting between the NACC and SAM Offices to expose/explain the current structure of the website.
- Meeting of webmasters between the NACC and SAM Offices to set the date of the change of web administration.
- Delivery of web administration to the SAM Office.
- Review of web content.
- Proposal for a new structure if necessary.
- Design/development of the new structure if necessary.
- Provision of texts, contents, documents.
- Training and navigation.
- Content entry.
- Review of structure and contents.
- Contents and structure approval.
- Publication of the new site

A GANTT chart of the stages and dates is shown in the **Appendix** of this IP

4. Expected Result

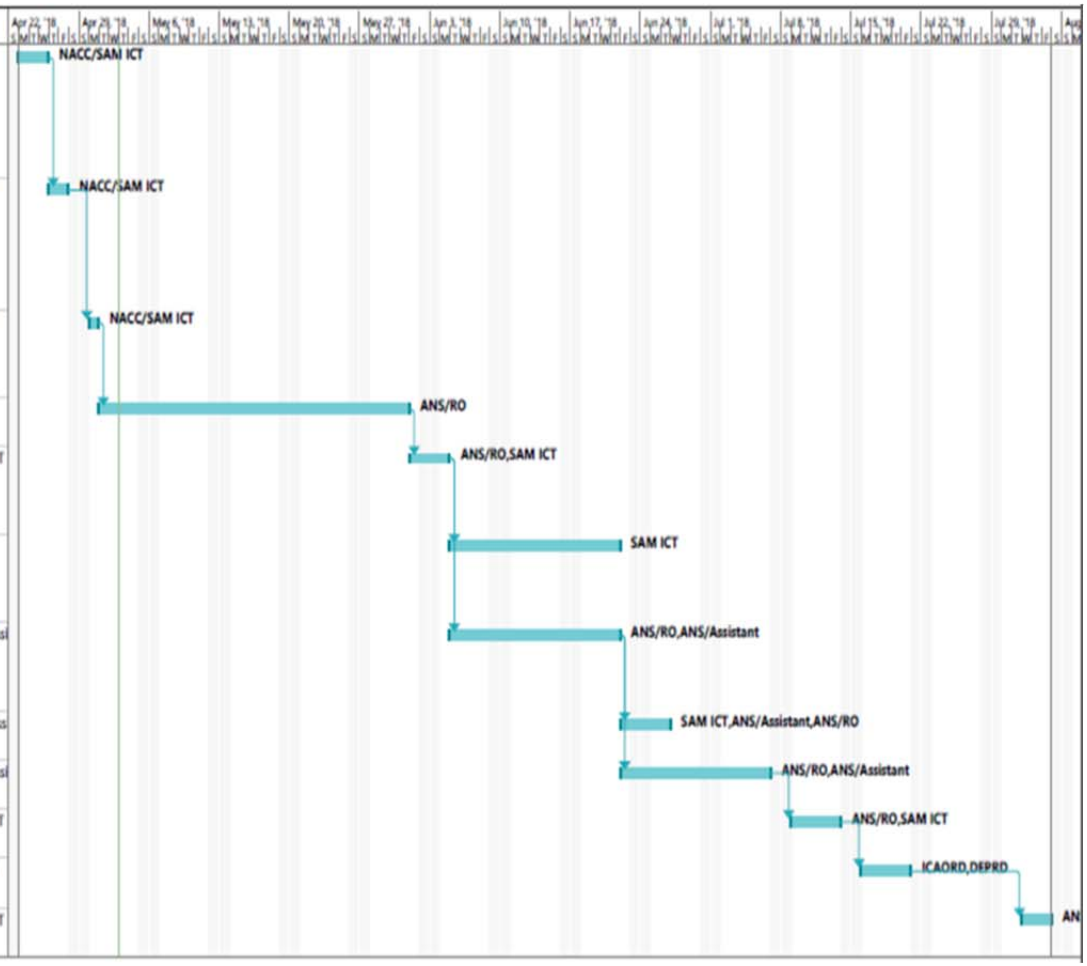
4.1 The expected result area:

a) Provide a portal to centralize all the documentation and contents of the RASGPA activities;
b) present in a friendly way the navigation in the web contents;
c) keep web content permanently updated;
d) to maintain the interest of the aeronautical community in the activities of the RASGPA; and
e) the web contents of the RASGPA will be part of the knowledge base of ICAO and will be shared with all interested parties to ensure the continuity of its activities.

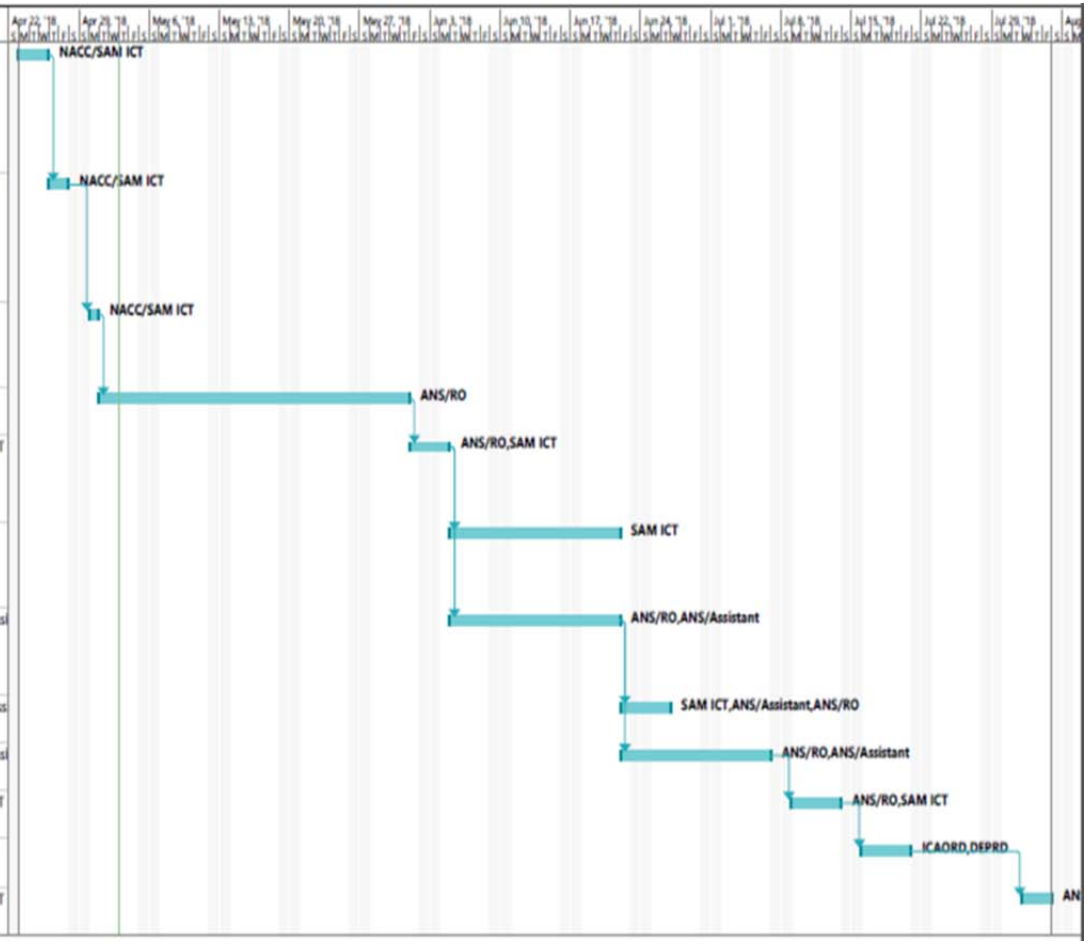
— — — — — — — — — — —

APPENDIX

Task Name	Duration	Start	Finish	Predecessors	Resource Names
Reunión de web masters entre las Oficinas NACC y SAM para exponer la estructura actual del sitio web.	3 days	Mon 4/23/18	Wed 4/25/18		NACC/SAM ICT
Reunión de web masters entre la Oficinas NACC y SAM para fijar fecha del cambio de administración web.	2 days	Thu 4/26/18	Fri 4/27/18	1	NACC/SAM ICT
Entrega de la administración web a la Oficina SAM	1 day	Mon 4/30/18	Mon 4/30/18	2	NACC/SAM ICT
Revisión de contenidos web.	23 days	Tue 5/1/18	Thu 5/31/18	3	ANS/RO
Propuesta de nueva estructura si fuera necesario.	2 days	Fri 6/1/18	Mon 6/4/18	4	ANS/RO,SAM ICT
Diseño de la nueva estructura si fuera necesario.	13 days	Tue 6/5/18	Thu 6/21/18	5	SAM ICT
Provisión de textos, contenidos, documentos.	13 days	Tue 6/5/18	Thu 6/21/18	5	ANS/RO,ANS/Assi
Capacitación y navegación	3 days	Fri 6/22/18	Tue 6/26/18	7	SAM ICT,ANS/Ass
Ingreso de contenidos.	11 days	Fri 6/22/18	Fri 7/6/18	7	ANS/RO,ANS/Assi
Revisión de estructura y contenidos.	5 days	Mon 7/9/18	Fri 7/13/18	9	ANS/RO,SAM ICT
Aprobación de estructura y contenidos.	5 days	Mon 7/16/18	Fri 7/20/18	10	ICAORD,DEPRD
Publicación del nuevo sitio.	3 days	Wed 8/1/18	Fri 8/3/18	11	ANS/RO,SAM ICT

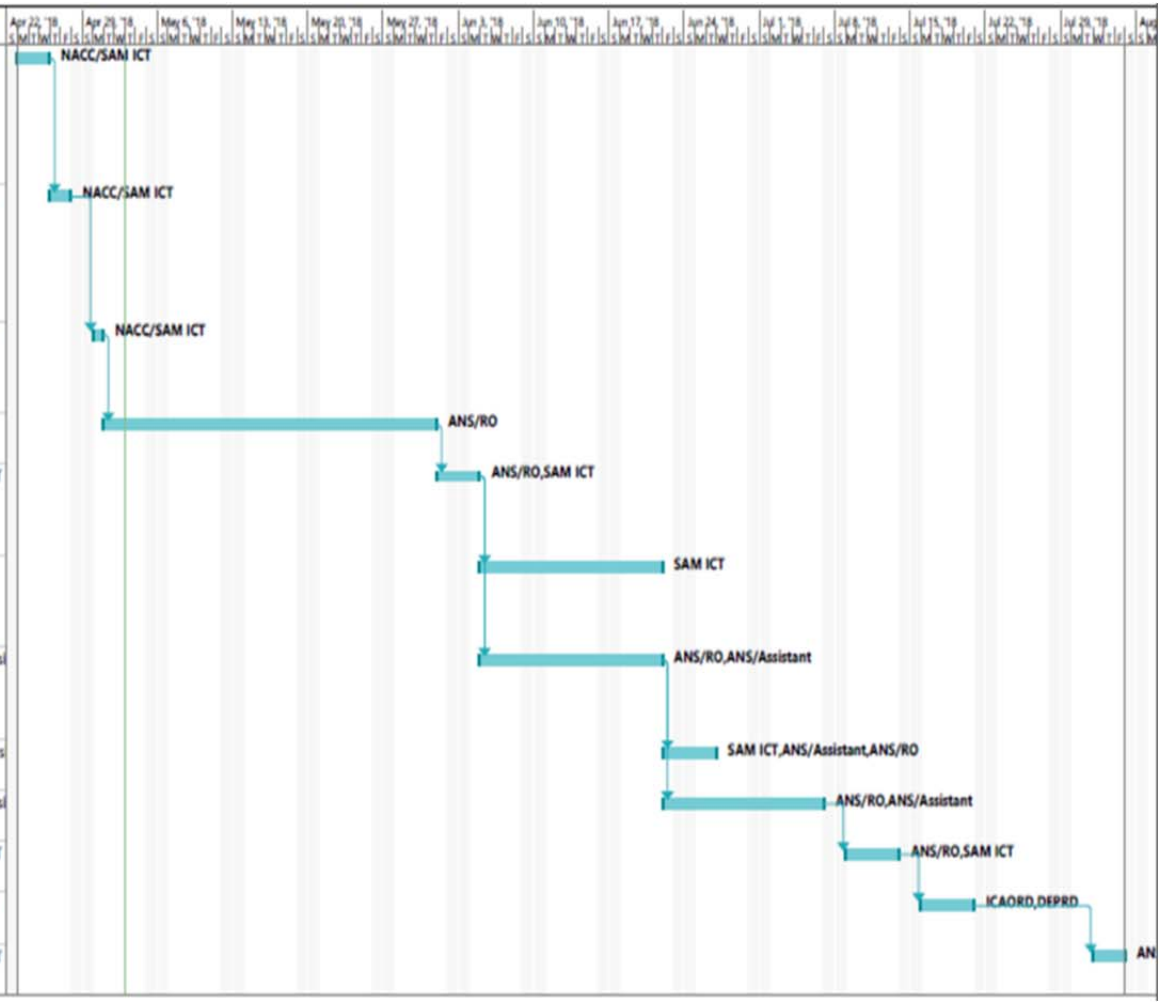


Task Name	Duration	Start	Finish	Predecessors	Resource Names
Reunión de web masters entre las Oficinas NACC y SAM para exponer la estructura actual del sitio web.	3 days	Mon 4/23/18	Wed 4/25/18		NACC/SAM ICT
Reunión de web masters entre la Oficinas NACC y SAM para fijar fecha del cambio de administración web.	2 days	Thu 4/26/18	Fri 4/27/18	1	NACC/SAM ICT
Entrega de la administración web a la Oficina SAM	1 day	Mon 4/30/18	Mon 4/30/18	2	NACC/SAM ICT
Revisión de contenidos web.	23 days	Tue 5/1/18	Thu 5/31/18	3	ANS/RO
Propuesta de nueva estructura si fuera necesario.	2 days	Fri 6/1/18	Mon 6/4/18	4	ANS/RO,SAM ICT
Diseño de la nueva estructura si fuera necesario.	13 days	Tue 6/5/18	Thu 6/21/18	5	SAM ICT
Provisión de textos, contenidos, documentos.	13 days	Tue 6/5/18	Thu 6/21/18	5	ANS/RO,ANS/Assi
Capacitación y navegación	3 days	Fri 6/22/18	Tue 6/26/18	7	SAM ICT,ANS/Ass
Ingreso de contenidos.	11 days	Fri 6/22/18	Fri 7/6/18	7	ANS/RO,ANS/Assi
Revisión de estructura y contenidos.	5 days	Mon 7/9/18	Fri 7/13/18	9	ANS/RO,SAM ICT
Aprobación de estructura y contenidos.	5 days	Mon 7/16/18	Fri 7/20/18	10	ICAORD,DEPRD
Publicación del nuevo sitio.	3 days	Wed 8/1/18	Fri 8/3/18	11	ANS/RO,SAM ICT



— A3 —

Task Name	Duration	Start	Finish	Predecessors	Resource Names
Reunión de web masters entre las Oficinas NACC y SAM para exponer la estructura actual del sitio web.	3 days	Mon 4/23/18	Wed 4/25/18		NACC/SAM ICT
Reunión de web masters entre la Oficinas NACC y SAM para fijar fecha del cambio de administración web.	2 days	Thu 4/26/18	Fri 4/27/18	1	NACC/SAM ICT
Entrega de la administración web a la Oficina SAM	1 day	Mon 4/30/18	Mon 4/30/18	2	NACC/SAM ICT
Revisión de contenidos web.	23 days	Tue 5/1/18	Thu 5/31/18	3	ANS/RO
Propuesta de nueva estructura si fuera necesario.	2 days	Fri 6/1/18	Mon 6/4/18	4	ANS/RO,SAM ICT
Diseño de la nueva estructura si fuera necesario.	13 days	Tue 6/5/18	Thu 6/21/18	5	SAM ICT
Provisión de textos, contenidos, documentos.	13 days	Tue 6/5/18	Thu 6/21/18	5	ANS/RO,ANS/Assi
Capacitación y navegación	3 days	Fri 6/22/18	Tue 6/26/18	7	SAM ICT,ANS/Ass
Ingreso de contenidos.	11 days	Fri 6/22/18	Fri 7/6/18	7	ANS/RO,ANS/Assi
Revisión de estructura y contenidos.	5 days	Mon 7/9/18	Fri 7/13/18	9	ANS/RO,SAM ICT
Aprobación de estructura y contenidos.	5 days	Mon 7/16/18	Fri 7/20/18	10	ICAORD,DEPRD
Publicación del nuevo sitio.	3 days	Wed 8/1/18	Fri 8/3/18	11	ANS/RO,SAM ICT



— END —