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

Second State Safety Programme (SSP) Meeting for the NAM/CAR Regions

(NAM/CAR/SSP/02)

Draft Report

On line, 4 November 2021

Prepared by the Secretariat   March 2022

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HISTORICAL

ii.1   Place and Date of the Meeting

The Second State Safety Programme (SSP) Meeting for the NAM/CAR Regions (NAM/CAR/SSP/02) was held on line on 4 November 2021.

ii.2   Opening Ceremony

Opening remarks and a warm welcome were provided by the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO) and officially opened the meeting. ICAO NACC Safety Implementation Regional Officer, Mr. Marcelo Orellana provided Meeting remarks and welcomed the participants.

ii.3   Officers of the Meeting

Mr. Marcelo Orellana served as Secretary of the Meeting, assisted by Mrs Nicole Mikel-Brumfield, Quality Management and Audit Development Programme, and Mr. Ariel Weiss, Standard and Procedures Officer from ICAO Headquarters.

ii.4   Working Languages

The working languages of the Meeting were English and Spanish. The working papers, information papers and report of the meeting were available to participants in both languages.

ii.5   Schedule and Working Arrangements

It was agreed that the working hours for the sessions of the meeting would be from 10:00 to 13:30 hours daily with adequate breaks.

ii.6   Agenda

Agenda Item 1:   **Adoption of the Provisional Agenda and Schedule**

Agenda Item 2:   **Protocol Questions on the State Safety Programme Implementation Assessment (SSPIA)**

Agenda Item 3:   **Follow-up on Valid Conclusions and Decisions /Valid actions from SSP Meetings**

Agenda Item 4:   **Update to the SSPs Terms of Reference (ToRs)**

Agenda Item 5:   **Planning the evaluation of the gap analysis in the States of the CAR Region according to their progress and Effective Implementation (EI)**

Agenda Item 6:   **Central American SSP Working Group**

Agenda Item 7:   **Progress of the European Aviation Safety Agency (EASA) project for the implementation of the SSP in Central America**

Agenda Item 8:   **Other Business**

ii.7   **Attendance**

The Meeting was attended by 20 States/Territories from the NAM/CAR Regions, totalling 35 delegates as indicated in the list of participants.

ii.8   **Draft Conclusions and Decisions**

The Meeting recorded its activities as Draft Conclusions and Decisions as follows:

DRAFT CONCLUSIONS: Activities requiring endorsement by the Directors of Civil Aviation of North America, Central America and Caribbean (NACC/DCA).

DECISIONS: Internal activities of SSPs

List of Draft Conclusions and Decisions

List of Draft Conclusions

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3	*APPROVAL OF THE REVISION OF THE TERMS OF REFERENCE OF THE REGIONAL SSP WORKING GROUPS*	4-1

Decision

Number	Title	Page
1	*ESTABLISHMENT OF STATE SAFETY PROGRAMME (SSP) WORKING GROUPS AND THEIR RAPPORTEURS*	3-1

An executive summary of these draft conclusions/decisions is presented in **Appendix A** to this report.

ii.9 **List of Working and Information Papers and Presentations**

		WORKING PAPERS		
Number	**Agenda Item**	**Title**	**Date**	**Prepared and Presented by**
WP/01	1	Provisional Agenda and Schedule	15/10/21	Secretariat

		INFORMATION PAPERS		
Number	**Agenda Item**	**Title**	**Date**	**Prepared and Presented by**
IP/01	---	List of Working, Information Papers and Presentations	15/10/21	Secretariat

		PRESENTATIONS	
Number	**Agenda Item**	**Title**	**Presented by**
1	2	SSPIA updates	Secretariat
2	6	Central American Regional Collaborative Group	COCESNA

LIST OF PARTICIPANTS

ARUBA

1. Anthony Kirchner

BARBADOS

2. Tracia Smith

BELIZE / BELICE

3. Carlos Sanchez Rico

BERMUDA / BERMUDAS

4. Deirdre Dottin-Adams
5. Karolyn Darrell-Burgess

CANADA / CANADÁ

6. Sarah Matresky
7. Shannon Saunders
8. Xavier Bourdouleix

COSTA RICA

9. Marco Lopez

CUBA

10. Mario Ardanza
11. Pedro Ortega

CURAÇAO / CURAZAO

12. Walter Stuijt

DOMINICAN REPUBLIC / REPÚBLICA DOMINICANA

13. Alicia Ventura
14. Elda Almonte
15. Ninoska Rodriguez

EL SALVADOR

16. Javier Aníbal Ascencio Vela

GUATEMALA

17. Sergio Andrée Oliva Mecías

HAITI / HAITÍ

18. Philippe Riche
19. Gina Laborde
20. Gilles Hudicourt
21. Reginald Guignard

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22. Ernesto España

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24. Leonardo Martinez Bautista

NICARAGUA

25. Ismarck Delgado
26. Uwe Cano

SAINT KITTS AND NEVIS / SAINT KITTS Y NEVIS

27. Kenrick Duncan

SAINT VINCENT AND THE GRENADINES / SAN VICENTE Y LAS GRANADINAS

28. Dillett Davis

TRINIDAD AND TOBAGO / TRINIDAD Y TABAGO

29. Nigel Gomez
30. Andre O'Brien

UNITED KINGDOM / REINO UNIDO

31. Mark Baker

UNITED STATES / ESTADOS UNIDOS

32. Kimberly Fowler

ICAO / OACI

33. Marcelo Orellana
34. Ariel Weiss
35. Nicole Mikel-Brumfield

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Agenda Item 1:   **Adoption of the Provisional Agenda and Schedule**

1.1   The Secretariat presented WP/01 and invited the Meeting to approve the Provisional Agenda and Schedule. The Meeting approved the Agenda and Schedule as presented.

Agenda Item 2:   **Protocol Questions on the State Safety Programme Implementation Assessment (SSPIA)**

2.1   During the meeting SSPIA updates were provided as follows:

1.   SSPIA Second Phase:
   - The SSPIA second phase initiated in 2022
   - It is no longer voluntary, as the first phase and the results will not be confidential any more, because they will be published in the Online Framework (OLF)
   - Three missions are scheduled for 2022: Italy, Singapore, and United Kingdom; the Protocol Questions (PQs) will be chosen to carry out a focused evaluation.

2.   What has been made in support to phase 2?
   - In order to build the complete SSPIA evaluation tool, maturity levels were developed
   - The SSPIA workshop has been developed and is ready to be provided upon States request
   - The SSPIA questions and answers have been developed and published in the OLF library (in the Continuous Monitoring Approach (CMA)
   - In the OLF, the module has been developed and the State Safety Programme (SSP) self-assessment has been included. An example of the module was presented, explaining the four maturity levels.

3.   Other significant developments
   - Criteria for selecting and prioritizing the States that will be part of a SSPIA
   - Addition of the State Aviation Activity Questionnaire (SAAQ) of SSP questions and the Safety Management System (SMS)
   - Inclusion of the SSPIA in the *Universal Safety Oversight Audit Programme Continuous Monitoring Manual* (Doc 9735) (in progress)
   - "SSPIA assessors required competencies" document
   - SSPIA assessors training programme is being developed:
     - Computer-Based Training (CBT) phases 1 and 2
   - SSPIA assessors preparation course
     - On-site On the Job Training (OJT) requirements

2.2   The following questions were made by States and in turn responded to them:

1.   Is it possible to have access to SSPIA workshops?
R/ The Secretariat confirmed that the first to receive said workshop would be those Regional Offices whose States will be assessed, and then they will be available in the other States, by request thorough the Regional Office.

2.   Does the self-assessment questions module has a deadline to be finalized?
R/ The Secretariat informed that no deadline has been yet established to complete the self-assessment, because it has extensive information and it cannot be immediately assimilated. The Secretariat will soon send a notification.

3.   Would completion of the self-assessment be considered as a criterion to prioritize States to undergo an SSPIA?
R/ The Secretariat confirmed that it will indeed be considered, although it will not be the sole criterion.

Agenda Item 3:   **Follow-up on Valid Conclusions and Decisions /Valid Actions from SSP Meetings**

3.1   The Secretariat made a recap of all the pending issues addressed in 2020, which due to the COVID-19 pandemic were not executed. The discussed valid actions were the following:

1. The establishment of the two State Safety Programme (SSP) working groups (English and Spanish) during the first 2022 quarter.
2. The selection process of the working groups rapporteurs during the first 2022 quarter.
3. Approval/acceptance of the SSPs working groups Terms of Reference (ToRs)
4. Rescheduling of the GAP analysis of the documentation, which were postponed to December 2022 due to the pandemic.

3.2

DECISION NAM/CAR/SSP/02/01	ESTABLISHMENT OF STATE SAFETY PROGRAMME (SSP) WORKING GROUPS AND THEIR RAPPORTEURS	
What: That, considering the challenges in communication and the different needs of the region regarding the implementation of the SSP and the exchange of information among the States, the SSP Group: a) establish two SSP working groups (English-Spanish) in the 2022 first quarter; and b) select the working groups rapporteurs during the 2022 first quarter.	**Expected impact:** ☐ Political / Global ☐ Inter-regional ☐ Economic ☐ Environmental ☒ Operational/Technical	
Why: To encourage the interrelation among States that are part of the working groups, the best and most orderly performance of the SSPs working groups tasks in coordination with the Secretariat		
When: 30 June 2022	**Status:** ☒ Valid / ☐ Superseded / ☐ Completed	
Who: ☒ States ☒ ICAO ☐ Other:	SSP	

DRAFT CONCLUSION	
NAM/CAR/SSP/02/02	**SSP GAP ANALYSIS ASSESSMENTS OF THE STATES**

What:	**Expected impact:**
That, considering the needs of the region regarding the implementation of the SSP and the required technical support, the NAM/CAR/SSP/WG reschedule the evaluations of the documentation of the Gap Analysis in accordance with the results obtained by the States in the SSP Foundation iStars application.	☐ Political / Global ☐ Inter-regional ☐ Economic ☐ Environmental ☒ Operational/Technical

Why:
To encourage the interrelation among the States that are part of the working group, the best and more organized execution of the tasks of the SSPs working groups in coordination with the Secretariat.

When:	31 May 2022	**Status:**	☒ Valid / ☐ Superseded / ☐ Completed
Who:	☒ States ☒ ICAO ☐ Other:	SSP	

Agenda Item 4:   **Update to the SSPs Terms of Reference (ToRs)**

4.1   The Secretariat presented the proposal to modify the Terms of Reference (ToRs) for the selection of rapporteurs and the working programme of the points of contact for the State Safety Programme (SSP). The Meeting discussed the modifications to the Terms of Reference (ToRs) as follows:

a)   The State Safety National Plan (NASP) was added, in item d) the responsibilities of the working groups. Also the following was included: Inform to the working groups and Secretariat, those situations that may jeopardize the implementation of the State Safety Programme, as item n)

b)   In Section 4, on the working methodology, the selection criteria of the rapporteurs was added in item b), and in bullets c) and i) e iii), some explanatory changes were made

c)   In Section 5 were included the provisions related to the observers that may want to participate in the working groups and the grade of participation of the Regional Safety Oversight Organization (RSOOs) in the working groups.

d)   In Section 6, related to the working plan, was included the provision for the presentation of the work programme in the first quarter of each period of three years.

4.2   The updated version of the ToRs is shown in **Appendix B**. Therefore, the meeting agreed on the formulation of the following Draft Conclusion:

DRAFT CONCLUSION		
NAM/CAR/SSP/02/03	**APPROVAL OF THE REVISION OF THE TERMS OF REFERENCE OF THE REGIONAL SSP WORKING GROUPS**	
What:		**Expected impact:**
That, considering the needs of the region with respect to the implementation of the SSP and the exchange of information between the States, the Terms of reference of Appendix B to this report are considered approved.		☐ Political / Global ☐ Inter-regional ☐ Economic ☐ Environmental ☒ Operational/Technical
Why:		
For a better coordination and organization of the SSP working groups.		
When: Immediately	**Status:** ☒ Valid / ☐ Superseded / ☐ Completed	
Who: ☒ States ☒ ICAO ☒ Other:	SSP	

Agenda Item 5:   **Planning the Evaluation of the Gap Analysis in the States of the CAR Region according to their Progress and Effective Implementation (EI)**

5.1   The Secretariat made a comparison of the progress observed in 2022 and 2021, in which changes were produced due to a better understanding of the Gap Analysis (GAP) questions. However, the expected progress has not been obtained due, among others things, to the pandemic.

5.2   It is intended to benefit from the experience of the States like The Netherlands and United Kingdom through their representations in the Caribbean Territories.

5.3   Communication will be resumed with the States that meet the assessment and implementation criteria of this initiative in order to carry out the corresponding assessments and then coordinate with the NACC Sistemic Assistance Programme (SAP) "Champion States" the necessary advice concerning the practical part of the SSP implementation.

Agenda Item 6:   Central American SSP Working Group

6.1   The presentation was made by Costa Rica with the intention to promote this type of working groups in the region and to create synergies, as well as to take advantage of the available resources in the Central American area, to carry out risk analysis at a regional level, and to count with the participation of all Central America States.

6.2   The person in charge of the SSP of Costa Rica, the Central American Collaborative Group, has been created with the purpose of promoting a common understanding of the principles and requirements of safety management and facilitate their application, as well as to collaborate in the SSP implementation in the Central American subregion.

6.3   During the meeting the following topics were discussed: The collaborative group regulation, the working group board, its ToRs and objectives, as well as examples of joint work carried out.

Agenda Item 7: **Progress of the European Aviation Safety Agency (EASA) project for the implementation of the SSP in Central America**

7.1   No documentation was received for this Agenda Item.

Agenda Item 8   **Other Business**

8.1   No documentation was presented under this Agenda item.

APPENDIX A
EXECUTIVE LIST OF CONCLUSIONS/DECISIONS

Number	Conclusion/Decision	Responsible for action	Deadline
1.	**ESTABLISHMENT OF STATE SAFETY PROGRAMME (SSP) WORKING GROUPS AND THEIR RAPPORTEURS**		
	That, considering the challenges in communication and the different needs of the region regarding the implementation of the SSP and the exchange of information among the States, the SSP Group:		
	a) establish two SSP working groups (English-Spanish) in the 2022 first quarter; and b) select the working groups rapporteurs during the 2022 first quarter.	States, SSP and ICAO	30 June 2022
2.	**SSP GAP ANALYSIS ASSESSMENTS OF THE STATES**		
	That, considering the needs of the region regarding the implementation of the SSP and the required technical support, the NAM/CAR/SSP/WG reschedule the evaluations of the documentation of the Gap Analysis in accordance with the results obtained by the States in the SSP Foundation iStars application.	States, SSP and ICAO	31 May 2022
3.	**APPROVAL OF THE REVISION OF THE TERMS OF REFERENCE OF THE REGIONAL SSP WORKING GROUPS**		
	That, considering the needs of the region with respect to the implementation of the SSP and the exchange of information between the States, the Terms of reference of Appendix B to this report are considered approved.	States, SSP and ICAO	Immediately

TERMS OF REFERENCE

NAM/CAR STATE SAFETY PROGRAMME WORKING GROUPS (NAM/CAR/SSP/WG)

1.   Background

1.1   During the Eight Meeting of Directors of Civil Aviation of North America, Central America and the Caribbean (NACC/DCA/8), the Directors General of Civil Aviation approved the NAM/CAR Regional State Safety Programme (SSP) Implementation Strategy for 2018-2023, reference Conclusion NACC/DCA/07/6 *NACC SSP Implementation Strategy*.

1.2   The establishment of the NAM/CAR/SSP/WG and its Terms of Reference (ToR), have, as foundation, the Declaration of Intent (DoI) for the ICAO NACC Regional Office No Country Left Behind (NCLB) Strategy, agreed 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.

1.3   To support the regional SSP strategy implementation, during the State Safety Programme (SSP) teleconference held in February 2020, it was agreed the need to establish working groups made up of the personnel responsible for the implementation of each State SSP, additionally it was also agreed that the Working Groups (WG), would be one for English-speaking countries and one for Spanish-speaking countries, both coordinated by the ICAO NACC Regional Office through the Regional Officer, Flight Safety Implementation.

2.   Objective

2.1   The principal objective of the NAM/CAR/SSP/WG is to support States on the development and implementation of their corresponding SSP by identifying the common problems and providing guidance for its solutions, sharing the experience of the most advanced States with the collaboration and support of Canada as the champion State for SSP regional strategy.

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) To meet 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) To oversee and monitor 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) Inform within the WG and to the Secretariat those situations that may jeopardize the implementation of the SSP.

4. Working Methods

a) The NAM/CAR/SSP/WG will be led by a Rapporteur who will be elected for a three-year term. The duties of the NAM/CAR/SSP/WG Rapporteur are the following:

I. Chair the NAM/CAR/SSP/WG meetings
II. Coordinate tasks and the fulfilment of the work programme
III. Maintain close coordination with the Secretariat (NACC safety implementation officer) for the development of meeting agendas and planning
IV. Inform NACC Directors of Civil Aviation meetings on NAM/CAR/SSP/WG meetings results in coordination with the the Secretariat
V. To notify the Secretariat of any difficulties found to fulfil his/her duties

b) Criteria for the election of the Rapporteur

Due to the fact that the WG Rapporteur will coordinate the assigned tasks, the nomination of said position will be coordinated by the NACC Regional Office, based on:

i. The progress made by the applicant State in the Implementation of the SSP.
ii. Have at least 3 years of experience as a Point of Contact (PoC) of the SSP.
iii. Must have the support and authorization of the Director General of his authority to collaborate as rapporteur.
iv. Must have the will to collaborate with ICAO as Rapporteur and freely accept the nomination.
v. It must be voted and accepted by the States that make up the WG.

c) The NAM/CAR/SSP/WG will:

  i. Present to the Secretariat its work programme activities in terms of objectives, responsibilities, deliverables and timelines.

  ii. Avoid duplication of work with the regional implementation groups, and maintain close coordination among the existing entities to optimize the use of available resources and experience

  iii. Use the "draft conclusions" to record recommendations and actions in meeting reports to facilitate monitoring by the Secretariat;

  iv. Designate, as necessary, Ad hoc groups to work on specific topics and activities, and clearly organize defined tasks and activities

  v. Coordinate its work to maximize efficiency and reduce costs via electronic, written correspondence, telephone and teleconference calls, and hold meetings when necessary

  vi. Coordinate and report the progress of the work programme and assigned tasks to NACC Directors of Civil Aviation meetings, and

  vii) Implement a communication platform where SSP PoCs can communicate freely, express experiences, share concerns and suggest solutions

d) The ICAO NACC Regional Office will act as Secretariat and will oversee the progress of the working groups.

5. Membership

5.1 SSP/WG must include all designated PoCs for the implementation of SSP on the NAM/CAR Regions, Regional Safety Oversight Organizations (RSOOs) and International Organizations accredited to the ICAO NACC Regional Office as applicable.

5.2 In the event of a request by organizations or individuals who wish to participate as observers, said request will be consulted with the States and the Secretariat, in order to be processed. The participation of any observer will be accepted only after the agreement of all States.

5.3 SSP PoCs may propose observers from their own authorities with prior authorization of their Directors General. Said proposals must be processed according to the previous paragraph and will be limited to a maximum of 3 observers.

6. Work Programme

6.1 The NAM/CAR/SSP/WG Work Programme shall be agreed upon in the first semester of each three-year period, in accordance with the election of the Rapporteurs.