



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

Regional Aviation Safety Group – Pan America
(RASG-PA)

**Executive Steering Committee Meeting Minutes
RASG-PA ESC/05**

Sao Paulo, Brazil, 23 April 2010

REGIONAL AVIATION SAFETY GROUP – PAN AMERICA
RASG-PA
EXECUTIVE STEERING COMMITTEE MEETING ESC/5
Meeting Minutes / 23 April 2010
0900 hours /Sao Paulo, Brazil

ESC Members Present:

Lt. Col. Oscar Derby, RASG-PA Chairperson; Loretta Martin, RASG-PA Secretariat; Glenn Michael, RASG-PA Vice-Chairperson; Carlos Pellegrino, RASG-PA Vice-Chairperson; Oscar Quesada, ICAO SAM Office; Mitch Fox, ICAO HQ Representative; Gerardo Hueto, Boeing Representative; Andreas Kohn, Airbus Representative; Peter Cerda, IATA Representative, Alex de Gunten, ALTA Representative; German Diaz-Barriga, IFALPA Representative; Georgina Graham, ACI Representative.

Others Present:

Kyle Olsen, FAA/CAST; Sagrario Padilla, COCESNA/ACSA; Miguel Camacho, DGAC Lt. Colombia; Hugo Esquivel, DGAC Costa Rica; Edgar Vindas V., DGAC Costa Rica; Saul Morales, DGAC Guatemala; Silvio Tablas, DGAC Guatemala; Eduardo Chacin, Regional Officer, NACC ICAO; Adolfo Zavala, Regional Officer, ICAO NACC

Proceedings:

Meeting called to order at 0900, by RASG-PA Chairman, Lt. Col. Oscar Derby

Agenda Item 1: Approval of Draft Agenda

- Draft ESC agenda was amended and approved

Agenda Item 2: Review and Approval of RASG-PA ESC/04 Meeting Minutes.

- The ESC reviewed and approved the ESC/04 Meeting minutes, decisions, and recommendations. A brief discussion was held regarding the following item: An issue was raised regarding the agreement during ESC/04 to have all meetings in English. The question was asked if we could have simultaneous interpretation during ESC Meetings. The Meeting agreed in principle to having simultaneous interpretation during ESC Meetings, however the issue of cost was raised as a limiting factor as there is no budget to cover the expense. The meeting was in agreement that there needs to be a resolution to the issue.

Decision - ESC/5/1: The Meeting agreed that it would be desirable to provide simultaneous interpretation services if possible.

Agenda Item 3: Review of RASG-PA/02, ESC/03 and ESC/04 Conclusions and Decisions.

- The Secretariat presented the status of RASG-PA/02 conclusions and decisions.

- Mitch Fox briefed the Meeting that he has appointed Miguel Marín, ICAO, to be Secretary of the RAST working group referenced in decision ESC 3/4, in his place due to workload.

- Mitch Fox also gave a brief explanation and update reference decision ESC 4/4, which directed RASG-PA to prepare a working paper for the ICAO 37th assembly requesting formal recognition. He explained the difference between presenting an Information Paper or a Working Paper to the ICAO Assembly or Council. Mitch also noted that at this time, neither the Assembly nor the Council could assign further resources to RASG-PA due to ICAO budgeting limitations. The Meeting agreed to present an information paper to the Assembly regarding the formal recognition of RASGs. This will be updated in RASG-PA conclusions and decisions document.

- Reference Decision RASG-PA 2/1, Oscar Quesada briefed the Meeting on the response from the follow-up letter sent to states. Only one state (Panama) had responded that they were implementing a model legislation to protect safety hazard information.

- Mitch Fox briefed the Meeting on HLSC conclusions regarding the protection of safety information and made a request that someone from RASG-PA join a working group addressing the same issue.

- A member of the ESC requested clarification on the difference between dealing with protection of safety **data** and safety **information**. He further suggested that from his viewpoint, safety **data** needs to be protected, but safety **information** must be public. The ESC agreed that work needs to be done in clarifying this issue and to incorporate into the guidance material already develop by RASG-PA.

- Carlos Pellegrino also briefed the Meeting on the work being done in Brazil to amend current legislation to include protection provisions for safety data/information.

- With the creation of the three working groups, RAST, FSTT and the Annual Safety Report, Decision RASG-PA ESC 3/4, was reported as completed

Decision - ESC/5/2: The ESC agreed that the document “Legislative Framework to Protect Safety Hazard Information” must be evaluated and updated to clarify what data needs to be protected.

Agenda Item 4: Overview of Pan-American Aviation Summit

- ALTA briefed ESC on the outcomes of the Summit highlighting the good level of participation from airlines, industry and associations. A survey will be sent out to participants for receiving feedback. ALTA also briefed the Meeting that they had hoped to make the summit self-supporting through sponsor participation. However low sponsorship lead to the event being in the red by approximately \$35K, which was being covered by ALTA. Overall, ALTA informed the Meeting that they were very satisfied with the results of the summit and they expressed interest in holding a second event next year making improvements through lessons learned. The Meeting was encouraged by the participation of several States, however it was also noted that we must find ways to encourage higher participation from States at RASG-PA events. There were several suggestions made for a future event including reducing the number of days for the event to two or three days to help offset costs. The ACI representative commented on the importance of incorporating Airports Safety Officers. The IFALPA representative commented that RASG-PA must find a way to assist the Caribbean States - operators and airports with events like this. He further recommended the issuing of a certificate/diploma/letter to the presenters to acknowledge their participation. The ESC agreed that the investment made by industry at this year’s summit would provide good documentation to include in the information paper that ICAO will be

presenting to Council for the formal recognition of RASGs. The Boeing representative also pointed out the opportunity that this type of venue represents in which industry and States safety officers receive the same message and participate at the same level of decision making. The AIRBUS representative also supported this view. There was also a suggestion to incorporate other state/industry/RASG-PA safety group meetings during the next summit but the Meeting agreed that this could be overload and affect the performance of the next summit.

Decision - ESC/5/3: ESC supports the efforts to hold a second annual Safety Summit in 2011.

Agenda Item 5: RASG-PA Budget Review

- Reference RASG-PA Conclusion - 2/2, RASG-PA Secretary briefed ESC on her efforts to implement a RASG-PA Aviation Safety Fund for receiving contributions from industry, States, etc. The fund would be set up to specifically support RASG work program and projects. This effort is ongoing and she will inform RASG-PA membership on the outcome.

- The Meeting had a brief discussion about the different mechanisms ICAO has for funding safety related projects. These options include: IFFAS, Technical Cooperation Projects and the above mentioned aviation safety fund. Mitch Fox briefed the Meeting that the IFFAS fund was to be closed in the near future. The AIRBUS representative mentioned that they have contributed to various safety initiatives from ICAO through various COSCAPs. Airbus will provide clarification on past donation to IFFAS. He further mentioned the need to have financial transparency on projects and deliverables for his company to be able to fund RASG-PA activities. It was further clarified that the donations to the RASG-PA Safety Fund is not expected to be subject to TCB AOSC (**Clarify**).

- During the detailed review of the 2010 RASG-PA budget and specific line items, the ESC deliberated on locations, how many, and how to fund GSI3 (Protection of Safety Information) seminars. One option mentioned was taking advantage of ALTA's forum of legal experts to deliver the message on the need for legislative protection of safety data/information.

- ESC noted the need for additional budget to accomplish the entire scope of RASG-PA activities for 2010. It was also noted that the budget did not include in-kind contributions from many organizations. A question was raised reference the need for ICAO to contribute to the RASG-PA budget. The RASG-PA Secretary explained the current budget limitations that ICAO has for covering its own programs. And even more limited resources for mission travel costs.

Decision - ESC/5/4: The ESC approved the RASG-PA 2010 budget.

Agenda Item 6: Report on Status of RASG-PA Working Groups.

- The Meeting noted the progress made by the Regional Aviation Safety Team (RAST). Gerardo Hueto gave the Meeting a briefing on how the team identified the safety enhancement initiatives to address the top three RASG-PA aviation risk areas, and then how the team organized itself to develop the detailed implementation plans (DIPs). These DIPs were presented to the ESC for approval to continue implementation.

- A participant raised the subject if the ESC is the body responsible for approving the implementation of safety enhancements or if it was RASG-PA Meeting? Mitch Fox suggested to define the RASG-PA as more of a decision making body and RAST as a technical working group. The Secretary explained that RASG-PA Meetings are for informing the regions on the advances that RASG-PA has accomplished and approving the RASG-PA work plan for next year. It was further pointed out that ESC should be at the strategic level. Different views were expressed on the process to be followed for moving ahead with the detailed implementation plans. It was suggested that the RAST should prepare a working paper with a recommendation to the ESC for moving forward with DIPs.

Decision - ESC/5/5: The ESC supported the work so far developed by RAST and endorsed continuing work on the DIPs.

- ESC was informed on the progress made during the first meeting of the Available Flight Safety Training Team (FSTT). Training material gathered during the first meeting was analyzed and evaluated for inclusion in training database. The team noted the lack of free training material addressing the three top risk areas in the regions and specifically the lack of training material for runway excursions. The IATA representative agreed to provide runway excursion toolkit to RASG-PA free of charge. These CD's have already been delivered to airlines by IATA and will be forwarded to states to use in providing training for preventing runway excursions. Additionally, IATA representative announced that they would conduct two runway excursion training events by end of year 2010 in coordination with RASG-PA. IATA representative also noted that there will be a new version of runway excursion toolkit produced in collaboration with ICAO. Mitch Fox commented on the need to link RAST decisions on training with FSTT. This comment raised the suggestion that RASG-PA working groups should combine meetings in order to take advantage of expertise and consistency of mitigation measures developed. RASG-PA Chairman noted that this could be an efficient way of conducting business, however it would need more investigation to see if it were feasible. Mitch also explained the need to focus decisions for training on safety database.

- Oscar Quesada updated the meeting on progress for providing a draft annual safety report to the ESC. He is awaiting data from ICAO, IATA and Boeing, which is not generally available until after March. He will provide a draft report during the ESC/6 meeting scheduled for Seattle, WA, 17-19 August 2010. IATA and Boeing committed to support the Annual Safety Report by providing statistical safety data from their respective organizations.

Agenda Item 7: Updates on the protection of Safety Information and GSI/12 (Flight Data Analysis) RASG-PA Projects

- ALTA briefed the meeting on the progress made on the GSI/12 pilot project to share flight data analysis information between Central American Airline operator (TACA/LACSA) and its authority (Costa Rica). The need for an MOU to protect both sides is currently in review by attorneys. At this stage there is no exchange of data only trend information. There are several barriers to implementation such as increased costs to share data and what will the data be used for? ALTA may be able to assist with these costs to ensure that the project reaches its objectives. He highlighted that this is a trust building exercise. The DGAC of Costa Rica mentioned their interest in the project and how it can benefit aviation safety efforts in Costa Rica.

- Under RASG-PA project GSI/3, Oscar Quesada briefed the Meeting on the status of the State letter that was sent out requesting implementation plans for incorporating legislative changes to protect safety hazard information. So far there have been no replies. Lt. Col Derby advised that

Jamaica would be submitting its reply very soon. Oscar mentioned that one state from the region (Panama) verbally informed of their intent to make amendments to their current legislation to protect safety data and they would be using RASG-PA report as guidance material. Oscar also discussed the need to deliver GSI/3 seminars and the possibility of joining efforts with a Regional Project.

Agenda Item 8: 2010 RASG-PA Activities and Deliverables

- There was a brief discussion about whether there was a need to have three working groups or could RASG-PA accomplish all activities with one group meeting for a longer period of time. The Meeting agreed that in order to be effective that all meetings need to have a minimum of 30 days lead-time in order to facilitate participation. Glenn Michaels discussed the need for ALAR training sessions in the regions. Additionally, Airbus mentioned they are intending to conduct two SMS training events in the Pan American region. Other members discussed other training that is already scheduled or is planning to be scheduled. The meeting agreed on the need for consolidation of these events.

Decision - ESC/5/6: A calendar of training events to be created and placed on RASG-PA website to coordinate training events and information. This information to be updated during the monthly telcons.

Agenda Item 9: High Level Safety Conference Outcomes Aligned with Regional Aviation Safety Groups

- Mitch Fox briefed the group on the outcomes and expected activities from the HLSC. He mentioned that there is great interest in the accomplishments of the RASG-PA to date. He also mentioned the advantageous that are inherent to RASGs versus COSCAPs. The RASG approach brings all stakeholders together to participate equally in the decision making process.

Agenda Item 10: RASG-PA Membership and Executive Steering Committee Members

- The Secretariat discussed the need for all ESC members to participate in RASG-PA activities as much as possible. She also briefed the ESC on the development of a RASG-PA procedural handbook that will clarify roles and responsibilities.

Decision - ESC/5/7: Prepare draft RASG-PA procedural handbook for review at ESC/6 Meeting in Seattle.

Agenda Item 11: Other Business

- Carlos Pellegrino expressed the desire that States have in participating in RASG-PA activities however noted there are also administrative and budget considerations that make it very difficult to have a representative attend every RASG-PA workgroup meeting. He asked the ESC to consider merging the working groups and holding bi-annual meetings at either the ICAO SAM office or the ICAO NACC office. The Meeting noted this concern which was also expressed and discussed under agenda item 6. The issue was also addressed during the April ESC teleconference with a decision **ESC/T/140410/1**, to evaluate the working groups to determine if meetings could be combined.

- Oscar Quesada mentioned the concern of the ICAO SAM Regional Office on the proposal regarding the incorporation of only two of the three RSOOs that exists in the region.

Declaration on Safety (Appendix B):

The ESC agreed to endorse a joint ALTA and RASG-PA news release supporting the success of the Safety Summit in Sao Paulo. This release would be in the form of a resolution identifying the importance and success of the summit. There was a lot of discussion about the wording in the resolution and what the ESC could approve in the name of RASG-PA. To ensure the integrity of RASG-PA it was agreed that the release would be a declaration.