



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

INTERNATIONAL CIVIL AVIATION ORGANIZATION REGIONAL AVIATION SAFETY GROUP – PAN AMERICA

(RASG-PA)

PROCEDURAL HANDBOOK FOURTH EDITION

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1. Background

1.1 The Regional Aviation Safety Group – Pan America (RASG-PA) was established in November 2008 to use the framework provided by the ICAO Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR) to support the establishment and operation of a performance-based aviation safety system in the Pan American Region.

1.2 RASG-PA supports implementation of the ICAO GASP and complies with ICAO Council approval of Regional Aviation Safety Groups (RASGs) with the objective to address global aviation safety matters from a regional perspective. Further, the RASG-PA supports NAM/CAR and SAM Regions in establishing objectives, priorities, indicators and the setting of measurable targets to address safety-related deficiencies in each region while ensuring consistency of action and coordination of efforts.

1.3 The RASG-PA Procedural Handbook contains information on the role, organization and operation of RASG-PA. It is approved by RASG-PA and is subject to periodical review.

2. Vision

2.1 The RASG-PA vision is to remain ahead of any risks to commercial aviation, seeking to achieve the highest level of safety in the Pan American Region.

3. Mission

3.1 The RASG-PA vision is to reduce fatality risk in commercial aviation by ensuring prioritization, coordination and implementation of data-driven safety enhancement initiatives in the Pan American Region through the active involvement of all civil aviation stakeholders.

4. RASG-PA Membership and organization

4.1. The RASG-PA Membership includes:

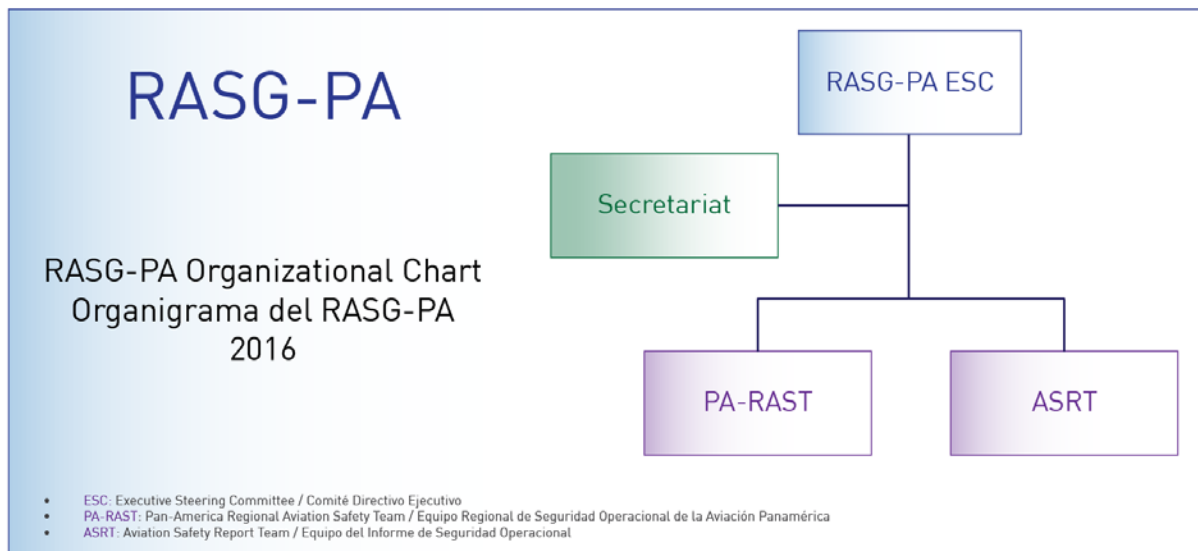
1. All the States and Territories in the NAM/CAR and SAM Regions, and States:
 - a) which have notified ICAO that aircraft on their register or aircraft operated by an operator whose principal place of business or permanent residence is located in such States, operate or expect to operate into the area; or
 - b) which provide facilities and services affecting the area.

2. Contracting States of ICAO not meeting the above criteria and non-contracting States of ICAO are entitled to participate in RASG-PA meetings as observers.
3. Airline operators, international organizations, maintenance and repair organizations, regional aviation organizations, aircraft manufactures, airport and air navigation service providers, and any other allied organizations/representatives.

4.2 The RASG-PA members and observers serve as partners of RASG-PA, and their joint commitment is fundamental for success in improving aviation safety.

4.3 In order to accomplish its mandate, RASG-PA established the following teams:

1. Annual Safety Report Team (ASRT) See **Appendix A**;
2. Executive Steering Committee (ESC) See paragraph 7; and
3. Pan America — Regional Aviation Safety Team (PA-RAST) See **Appendix B**.



4.4 The ESC may establish working groups/committees, as required, to support research, development implementation, and prioritization of RASG-PA activities. They will report to the ESC and the duration of their activity shall be established by the ESC.

5. RASG-PA Secretariat

5.1 The Secretary is provided by ICAO (NACC or SAM Regional Director). The ICAO Regional Director serving as Secretary of RASG-PA will not concurrently serve as Secretary of the CAR/SAM Regional Planning and Implementation Group (GREPECAS).

5.2 The RASG-PA Secretariat supports the RASG-PA Co-Chairpersons by providing administrative, coordination and technical support to the RASG-PA, ASRT, ESC, PA-RAST, and working groups and committees as required.

5.3 The RASG-PA Secretariat functions are the following:

1. Coordinate meeting logistics with meeting host(s);
2. develop meeting agendas proposals in coordination with the RASG-PA Co-Chairpersons;
3. ensure meeting agendas, documentation and summaries are provided to members;
4. ensure meeting summaries, notices, and related documents are posted in a timely manner on the RASG-PA website;
5. control and administer the RASG-PA website;
6. monitor action items and report status to the ESC;
7. maintain communication with the RASG-PA Co-Chairpersons, ESC members, PA-RAST members, and RASG-PA members by the proper official channels;
8. IDENTIFY required administrative support;
9. manage the RASG-PA work programme; and
10. administer and reports on budget execution/allocation for ESC approval.

6. RASG-PA Chairmanship

6.1 RASG-PA Chairmanship is composed of two Co-Chairpersons:

1. One from ESC member States/Territories; and
2. One from ESC member International Organizations/Industry.

6.2 The ESC members representing States/Territories and International Organizations/Industry shall propose their respective representative as Co-Chairperson for ratification to the RASG-PA membership.

6.3 The ESC members shall also propose a representative from States/Territories and a representative from International Organizations/Industry to serve as "Vice-Co-Chairpersons." These members shall:

1. Serve a similar term as the Co-Chairpersons;
2. perform the duties of the Co-Chairpersons in their absence;

3. in the case of the State/Territories, the Co-Chairperson and the Vice Co-Chairperson should not be from the same ICAO Region; and
4. similarly, the International Organizations/Industry reserves the right to select a Vice Co-Chairperson. The Co-Chairperson and Vice Co-Chairperson should not be from the same organization/industry.

6.4 When possible, and in order to preserve institutional memory, the election of the two Co-Chairpersons should not occur in the same calendar year.

6.5 Co-Chairpersons will serve for a period of three years and may be re-elected, but may not serve for more than two consecutive terms.

6.6 If either Co-Chairperson or Vice-Co-Chairperson is unable to attend a meeting, their associated ESC members shall elect a substitute to serve during that meeting only.

6.7 The Co-Chairperson functions are the following:

1. Call meetings;
2. chair the RASG-PA Plenary and ESC meetings;
3. keep focus on high priority safety items;
4. ensure agendas meet objectives to enhance safety;
5. provide leadership for ongoing projects and accomplishments;
6. promote consensus among the RASG-PA members;
7. coordinate RASG-PA activities closely with the RASG-PA Secretariat; and
8. promote RASG-PA and lobby for contributors.

7. RASG-PA Executive Steering Committee (ESC)

7.1 The RASG-PA ESC membership is based on the following principles:

1. Geographical balanced representation within and between the NAM/CAR and SAM Regions;
2. balanced representation between States and international organizations/industry;
3. balanced diversity of interests and areas of expertise in civil aviation; and
4. a manageable number of members to function effectively as an executive body.

7.2 The membership of the ESC is composed of:

1. Representatives from four different States from the CAR/NAM Regions;
2. representatives from four different States from the SAM Region; and
3. representatives from eight different international organizations and Industry.

- 7.3 Any RASG-PA Member may attend meetings of the ESC.
- 7.4 ESC member States shall be elected for a renewable three year term in accordance with the procedures of the respective ICAO Regional Office (NACC and SAM).
- 7.5 If any member of the ESC is unable to complete her/his term, a substitute should be elected in accordance with the principles of ESC membership.
- 7.6 The responsibilities of the ESC are the following:
1. develop and approve the RASG-PA work plan including objectives, priorities, indicators and setting of measurable targets to address safety-related issues in the NAM/CAR and SAM Regions;
 2. oversee the activities of working groups and committees;
 3. approve the RASG-PA budget; and
 4. manage the budget.
- 7.7 The functions of the ESC Members are the following:
1. Assist Co-Chairpersons;
 2. maintain focus on high priority items;
 3. ensure agendas meet criteria to enhance safety;
 4. provide leadership for ongoing projects and accomplishments;
 5. promote consensus among the RASG-PA members;
 6. maintain communication and linkage with the RASG-PA Secretariat regarding RASG-PA activities;
 7. identify an alternate for representation on ESC;
 8. complete assigned tasks and activities;
 9. participate in ESC meetings and teleconferences; and
 10. ensure alignment of RASG-PA activities with the ICAO Global Aviation Safety Plan (GASP) and the ICAO Global Aviation Safety Roadmap (GASR).

8. RASG-PA Meetings

- 8.1 RASG-PA will ordinarily hold meetings with different scope and schedule, as follows:
1. Plenary meetings shall meet once every three years, before the ICAO Assembly; an extraordinary plenary meeting may be held at any time upon the call of the ESC;
 2. ESC meetings will be held twice a year;
 3. Pan America – Regional Aviation Safety Team (PA-RAST) meetings will be held quarterly; and
 4. Aviation Safety Report Team (ASRT) meeting will be held once a year.
- 8.2 The Secretariat shall notify all members of the time and place of any meeting with at least 60 days prior notice of such meeting.

8.3 Special meetings shall be called by the Secretariat when deemed in the best interest of the group, either in person or by teleconference.

8.4 RASG-PA Plenary meetings shall be bi-lingual (Spanish and English) with simultaneous interpretation services and documentation provided as needed, in both languages. See **Appendix C**.

8.5 ESC meetings will be bi-lingual (Spanish and English) with simultaneous interpretation services and documentation provided as needed, in both languages, whenever possible.

8.6 RASG-PA and ESC record their activities as Conclusions and Decisions:

1. Conclusions are RASG-PA actions requiring communication and action by ICAO, States/Territories, and/or international organizations/industry;
2. Decisions are RASG-PA internal agreements
3. The classification status of the conclusions and decisions are:
 - a. Valid,
 - b. Completed; and
 - c. Superseded.

8.7 The fast-track procedure enables greater efficiency for the work of RASG-PA, by allowing that draft conclusions and decisions be approved through correspondence. Unless the Secretariat considers it otherwise, the usual procedure where no response is received indicates acceptance of the draft conclusion or decision.

9. Coordination with GREPECAS

9.1 GREPECAS will provide RASG-PA with a working paper containing statistical information on the process and/or projects generating valuable information on the safety of air navigation systems. RASG-PA will inform GREPECAS accordingly.

9.2 The GREPECAS and RASG-PA Secretaries will ensure efficient coordination is maintained between the two groups as necessary to avoid duplication of effort and achieve the highest level of effectiveness. As a rule and when required, the fast track approval procedure will be used.

APPENDIX A

AVIATION SAFETY REPORT TEAM (ASRT)

To be added.

APPENDIX B

**PAN AMERICA — REGIONAL AVIATION SAFETY TEAM (PA-RAST)
TERMS OF REFERENCE (TORs)**

To be added.

APPENDIX C

GUIDANCE ON FORMAT AND CONTENT FOR RASG-PA MEETING REPORTS

1. Report Cover Sheet

1.1 In order to support the analysis by the ICAO Air Navigation Commission (ANC) of the report, the RASG-PA Secretariat is requested to prepare a brief summary of the main conclusions of the RASG-PA meeting report. This summary is normally informal and not a part of the report. The cover sheet should contain the following:

- a) A summary of the main conclusions of the meeting, including current progress and specific concerns and challenges of the regions in the context of the discussions of the meeting; and
- b) Why are these of specific concern and what actions are being taken?
- c) Any other points that the ICAO Regional Office/Air Navigation Bureau (ANB) specifically wishes to draw to the attention of the ANC, such as inter-regional and intra-regional RASG-PA/GREPECAS coordination issues, Standards and Recommended Practices (SARPs) implementation issues and the implementation of best practices or issues that could be of a global nature.

2. Drafting of Conclusions and Decisions

- a) Conclusions should be clear and understood stand-alone. They should be developed applying the principles of specifying Who, What and When of the action in the Conclusion text. They should be preceded by a paragraph that includes a brief rationale for the conclusion – the Why.
- b) The text of Conclusions and Decisions should be summarised separately in a table which includes the Who, What and by When. Conclusions considered by the meeting to require action from ICAO HQ should thus be clearly identifiable. Examples of such conclusions are those considered to require action on SARPs or have relevance for other regions.
- c) Draft Conclusions and Decisions proposed by contributory bodies which are subsequently accepted by the RASG-PA plenary meeting should be included in the RASG-PA meeting report and the table summarising the Conclusions and Decisions.

3. Publication of report

- a) The final report should be published within the first 45 days of the meeting in the languages used at the meeting and should be made available on the ICAO web site without password protection.
- b) In cases where the RASG-PA plenary does not meet on an annual basis, the ANC should receive from the Secretariat an annual update on RASG-PA.