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

FIFTH EDITION

REV 1

Acronyms

ESC	Executive Steering Committee
GASP	Global Aviation Safety Plan
GASR	Global Aviation Safety Roadmap
GREPECAS	CAR/SAM Regional Planning and Implementation Group
ICAO	International Civil Aviation Organization
IOSA	IATA Operational Safety Audit
ISSA	IATA Standard Safety Assessment
NACC	North America, Central America and Caribbean
PA-RAST	Pan American Regional Aviation Safety Team
PMO	Project Management Office
RASG-PA	Regional Aviation Safety Group of Pan America
SAM	South America
SPI	Safety Performance Indicators
SPs	Service Providers
SPT	Safety Performance Targets

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Amendment procedures

This RASG-PA Procedural Handbook is issued and maintained under the authority of RASG-PA.

All proposals to amend the RASG-PA Procedural Handbook are to be coordinated with the RASG-PA Secretariat. Users are requested to submit to the RASG-PA Secretariat any suggestions for changes action as appropriate.

The Secretariat, in coordination with the RASG-PA members, will review and propose updates to the RASG-PA Handbook periodically, and as required, to ensure a result-oriented approach and the optimal performances of the Regional Group, the Amendments will be submitted to the Executive Steering Committee (ESC) for approval.

Any changes, new or revised instructions will be incorporated in the Handbook as an amendment, with brief details included in the Record of Amendments.

The RASG-PA Procedural Handbook is to be made available and used as an electronic document, so any amendments will involve the provision of a replacement file for the amended Part or Appendix.

Record of Amendments and Corrigenda

AMENDMENT			
No.	Date applicable	Date of annotation	Registered by
1	03-06-2024	03-06-2024	Secretariat

CORRIGENDUMS			
No.	Date applicable	Date of annotation	Registered by

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 Under resolution of the 37th Session of the ICAO General Assembly, Montreal 28 September to 8 October 2010 Assembly Resolution A37-4 was accepted, on which the RASG-PA is based for its implementation, as indicated below:

"Assembly Resolution A37-4: ICAO Global Planning for safety

Recognized that safety is a shared responsibility involving ICAO, Contracting States and all other stakeholders;

Recognized that regional aviation safety groups should be implemented by ICAO, taking into account the needs of the various regions and building on the already existing structures and forms of cooperation;

Stressed the need for continuous improvement of aviation safety through a reduction in the number of accidents and related fatalities in air transport operations in all parts of the world, particularly in States where safety records are significantly worse than the worldwide average;

Urged Contracting States, regional safety oversight organizations and international organizations concerned to work with all stakeholders to implement the GASP objectives and GASR methodology objectives and to implement these methodologies to reduce the number and rate of aircraft accidents."

1.3 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 the NACC 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.

1.4 RASG-PA serves as regional cooperative for integrating global, regional, national, and industry efforts in continuing to enhance aviation safety in the Region. RASG-PA eliminates duplication of effort through the establishment of cooperative regional safety initiatives and activities. This coordinated approach significantly reduces both financial and human resource burdens on States and allows for the delivery of measurable safety improvements.

2. RASG-PA Vision and Mission

Vision

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

Mission

2.2 The RASG-PA mission 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.

3. RASG-PA Objectives

3.1 The RASG-PA hast two objectives:

a) to develop an integrated, data-driven strategy and implement a work programme that supports a regional performance framework for the management of safety risk, to reduce the commercial aviation fatality risk in the Pan American Region and promote States and industry safety initiatives; and

Note: Regional data may point to different areas of focus than the GASP/GASR.

b) to support, monitor and report implementation by States of the Global Aviation Safety Plan (GASP, Doc 10004) considering the Regional Aviation Safety Plans, and by fostering cooperation between all States and stakeholders;

3.2 In order to meet the objectives of 3.1, the group shall:

a) in line with the GASP and regional priorities, identify specific aviation safety risks and propose mitigating actions with timelines to resolve deficiencies;

b) monitor and report, using a data driven approach, the region's main aviation safety risks;

c) analyze safety information and hazards to civil aviation at the regional level and review the action plans developed within the region to address identified hazards;

Note: Safety information shared and or used in RASG-PA activities shall not be used for enforcement of punitive actions. RASG-PA may require confidentially agreements to enforce this policy.

d) monitor and report the progress of implementation by States of the GASP and the regional objectives and priorities;

e) provide feedback on the GASP implementation and propose amendments to the Global Plans as necessary to keep pace with the latest developments and promote harmonization at the regional level;

f) serve as a regional cooperative forum that determines regional priorities, based on the conclusions of the data-driven process, in line with the GASP and relevant ICAO Provisions, integrating global, regional, sub-regional and industry efforts in continuing to enhance aviation safety worldwide;

g) identify and report on regional and emerging safety challenges experiences that affect implementation of the GASP by States and measures undertaken or recommended to effectively address them; and

h) facilitate the development and implementation of regional aviation safety plans and promote its guidance among States, for their own national safety plans development.

4. RASG-PA membership

4.1 The following are considered as RASG-PA members:

a) All ICAO Contracting States, and Territories recognized by ICAO, within the area of accreditation of the ICAO NACC and SAM Region;

b) International and regional aviation organizations, airline operators, maintenance and repair organizations, aircraft manufactures, airport and air navigation service providers, international organizations/representatives for pilots and aviation professionals present in the region; and

c) Regional organizations, including Regional Safety Oversight Organizations (RSOOs), Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs), and Regional Accident and Incident Investigation Organization (RAIO) within the area of accreditation of

the NACC/SAM Regional Offices of ICAO, which have mechanisms in place for the management of aviation safety.

4.2 States accredited to other regions and non-Contracting States, as well as industry or international organizations not meeting the criteria of 4.1 are entitled to participate in RASG-PA meetings as observers.

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

4.4 RASG-PA Members are entitled to participate in the RASG-PA Plenary, with the following:

a) election of the RASG-PA ESC members;

b) revision of the RASG-PA objectives and conclusions of the RASG-PA work programme; and

c) adoption of any decision, conclusion or statement of the RASG-PA.

4.5 Refer to **Appendix A** for a list of RASG-PA members.

5. Structure

5.1 Organization

5.1.1 In order to accomplish its mandate, RASG-PA established the following organization:

a) Executive Steering Committee (ESC); and

b) Pan America — Regional Aviation Safety Team (PA-RAST).

5.1.2 Using a project management-based approach, 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.

5.1.3 The ICAO NACC or SAM Regional Director will serve as the Secretary of the RASG-PA. 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).

Figure 1 – RASG-PA Organizational Chart

5.2 RASG-PA Chairmanship

5.2.1 The RASG-PA presidency is composed of two co-presidents and two co-vice presidents. A co-president and a co-vice president representing the member States and Territories that make up the Executive Steering Committee

(ESC); and a Co-President and a Co-Vice President representing International Organizations and Industry, members of the ESC.

5.2.2. The members of the ESC representing the States/Territories, and the Organizations/Industry, will elect their respective Co-President. They will also elect a Vice-Chair, who will assume the role of Co-Chair when the incumbent is unable to attend a meeting.

5.2.3 The conditions and procedure for the election of the Co-Chairs and Co-Vice Chairs of the RASG-PA are detailed in Appendix C.

5.3 RASG-PA Executive Steering Committee

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

a) geographical balanced representation within and between the NAM/CAR and SAM Regions;

b) balanced representation between States and international organizations/industry;

c) balanced diversity of interests and areas of expertise in civil aviation; and

d) a manageable number of members to function effectively as an executive body.

5.3.2 The membership of the ESC is composed of:

a) Representatives from five different States from the CAR/NAM Regions;

b) Representatives from five different States from the SAM Region; and

c) Representatives from eight different international organizations and Industry.

5.3.3 Any RASG-PA Member may attend meetings of the ESC as observers, subject to previous coordination in order to provide adequate logistical and venue support.

5.3.4. The conditions and procedure for the election of the Co-Chairs and Co-Vice Chairs of the RASG-PA are detailed in **Appendix C**.

5.4 Pan America – Regional Aviation Safety Team (PA-RAST)

5.4.1 PA-RAST will focus on safety data analysis, development of Safety Enhancement Initiatives/Detailed Implementation Plans (SEI/DIP) designed to reduce fatality risk, and the and in the preparation and publication of the RASG-PA Annual Operational Safety Report.

5.4.2. RASG-PA will ensure that the RAST-PA remains focused on safety data analysis and the development of SEI/DIP. At ESC discretion, a tasking review process could be developed. PA-RAST will also monitor SEI/DIP implementation.

Note.- Refer to Table 1 in Paragraph 6.2.1 for the distribution of responsibilities regarding the targets of the GASP.

5.4.3 **Appendix B** contains the terms of reference of the PA-RAST, which includes the procedure for the election of its representatives and their general functions.

6. Roles and responsibilities

6.1 The Role of Secretariat

6.1.1 The RASG-PA Secretariat functions are the following:

a) coordinate meeting logistics with meeting host(s);

b) develop meeting agendas proposals in coordination with the RASG-PA Co-Chairpersons;

c) ensure meeting agendas, documentation and summaries are provided to members in advance of meetings on the RASG-PA website;

d) ensure meeting summaries, notices, and related documents are posted in a timely manner after the meetings on the RASG-PA website;

e) control and administer the RASG-PA website;

f) monitor action items and report status to the ESC;

g) maintain communication with RASG-PA members, the RASG-PA Co-Chairpersons, ESC members, PA-RAST by the proper official channels;

h) identify required administrative support;

i) manage the RASG-PA work programme;

j) administer and report on budget execution/allocation for ESC approval; ~~and~~

k) prepare reports and working papers to the ICAO Council and/or Air Navigation Commission (ANC) on regional safety implementation challenges after review and approval by the ESC, and

l) Control and update the Dashboard of RASG-PA indicators.

6.2 The Role of ICAO Regional Offices

6.2.1 The functions of the NACC and SAM Regional Offices in relation to the RASG-PA are the following:

a) Gather and keep up-to date safety data and information from their accredited member States;

b) Provide accurate safety data and information to the PA-RAST on their respective SPIs;

c) Develop and support the implementation of the Regional Safety Plans;

d) Monitor and determine either compliance, support request, or implementation difficulty that needs to be forwarded to ICAO on the respective goals and targets of the Global and Regional Plans according to Table 1 below.

e) Develop reports on the Status of GASP and RASP development/implementation and related agenda topics for ESC and RASG-PA plenary meetings.

6.2.2 Support the implementation of the SEI, DIPs and projects approved by the ESC;

6.2.3 As applicable, coordinate with RSOOs, COSCAPs, and RAIOs under its jurisdiction, all activities undertaken to address regional safety issues ensuring harmonization to the extent practicable.

GASP Target	Responsible
1.1 Maintain a decreasing trend of accident rate	PA-RAST
2.1 All States to improve Effective Implementation	NACC and SAM ROs
2.2 States to reach a positive Safety Margin	NACC and SAM ROs
3.1 States to implement SSP foundation	NACC and SAM ROs
3.2 States to implement effective SSP	NACC and SAM ROs
4.1 States to look for support on their safety oversight index	NACC and SAM ROs
4.2 States to provide safety information to RASG-PA	NACC and SAM ROs
4.3 States with effective SSP to actively participate in RASG-PA	NACC and SAM ROs
5.1 Service providers to use globally harmonized SPIs	NACC and SAM ROs

5.2 Increase the number of SPs participating in industry programs	NACC and SAM ROs
6.1 States to implement basic air navigation and airport infrastructure	NACC and SAM ROs

Table 1 – Responsibilities for the monitoring and reporting of the GASP Targets

6.3 The Role of States

6.3.1 Civil Aviation Authorities (CAAs), supported by service providers as necessary, should participate in the work of the RASG-PA and its contributory bodies to:

a) ensure the continuous and coherent development and implementation of regional and national safety plans and report back on the key performance indicators (KPIs);

b) support the RASG-PA work programme with participation from the decision-making authority with the technical expertise necessary for the planning and implementation mechanism, thus supporting policy decisions at the State level;

c) support the implementation of effective safety management and collaborative decision-making processes to mitigate aviation safety risks, thus supporting policy decisions at the State level;

d) contribute information on safety risk, including State safety programme (SSP) safety performance indicators (SPIs, in accordance with the GASP as part of their safety risk management activities;

e) ensure coordination, at the national level, between the CAA, service providers and all other concerned stakeholders, and harmonization of the national plans with the regional and global plans;

f) facilitate the development and establishment of Letters of Agreement and bilateral or multilateral agreements;

g) promote the implementation of the GASP and corresponding Regional Safety Plans goals and targets to serve States in their national safety plans;

h) take note on the information provided on the SPI Dashboard and Annual Safety Report for data driven safety decision making; and

i) embrace a performance-based approach for implementation as highlighted in the Global and Regional Plans.

6.4 The Role of Industry and International Organizations

6.4.1 Industry and International Organizations stakeholders/partners should participate in the work of the RASG-PA and its contributory bodies in order to support the implementation of safety management and collaborative decision-making processes, as well as to identify regional requirements, mitigate aviation safety risks, provide technical expertise, as required, and ensure adequate resources.

6.4.2 In addition to the provisions of 6.4.1, Industry and International Organizations are encouraged to:

a) contribute information on safety risk, including Safety Management System (SMS) safety performance indicators (SPIs), in accordance with the GASP as part of their safety risk management activities;

b) support the implementation of the GASP and corresponding Regional Safety Plans goals and targets; and

c) take note on the information provided on the SPI Dashboard and Annual Executive Safety Report for data driven safety decision making;

6.5 The Role of the Co-chairpersons

6.5.1 The Co-Chairperson functions are the following:

a) call meetings in coordination with the Secretariat;

b) chair the RASG-PA Plenary and ESC meetings;

c) keep focus on high priority safety items;

d) ensure agendas meet objectives to enhance safety;

e) provide leadership for ongoing projects and accomplishments;

f) promote consensus among the RASG-PA members;

g) coordinate RASG-PA activities closely with the RASG-PA Secretariat; and

h) promote RASG-PA and lobby for contributors.

6.6 The Role of the Executive Steering Committee

6.6.1 The responsibilities of the ESC are the following:

a) 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;

b) approve projects presented to the ESC;

c) Champion ESC approved projects;

d) approve the SPIs, SEIs, DIPs and SPTs;

e) oversee the activities of the PA-RAST, working groups and committees;

f) review and approve the RASG-PA Annual Safety Report

g) approve the RASG-PA budget; and

h) manage the budget.

6.6.2 The functions of the ESC Members are the following:

a) assist Co-Chairpersons;

b) maintain focus on high priority items;

c) ensure agendas meet criteria to enhance safety;

d) provide leadership for ongoing projects and accomplishments;

e) promote consensus among the RASG-PA members;

f) maintain communication and linkage with the RASG-PA Secretariat regarding RASG-PA activities;

g) identify an alternate for representation on ESC;

h) complete assigned tasks and activities;

i) participate in ESC meetings and teleconferences; and

j) ensure alignment of RASG-PA activities with the ICAO Global Aviation Safety Plan (GASP) and the Regional Safety Plans.

7. RASG-PA work program and working arrangements

7.1 Meetings and venue

7.1.1 RASG-PA will ordinarily hold meetings with different scope and schedule, as follows:

a) Plenary meetings shall meet once every year consecutively with GREPECAS, or as defined by the Plenary;

b) The format for plenary meetings will be defined by the plenary.

c) ESC will meet according to the ESC approved work programme, at the NACC or SAM Regional Offices, unless a specific invitation by a State exists;

d) Pan America – Regional Aviation Safety Team (PA-RAST) meetings will be held according to the ESC approved work programme.

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

7.1.3 The Secretariat shall notify all members of the time and place of any meeting with at least 60 days prior notice for in-person meetings, and 15 days prior notice for teleconferences.

7.1.4 RASG-PA Plenary and ESC meetings shall be bi-lingual (Spanish and English) with simultaneous interpretation services and documentation provided as needed, in both languages.

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

Conclusions are RASG-PA actions requiring communication and action by ICAO, States/Territories, and/or international organizations/industry;

Decisions are RASG-PA internal agreements

The classification status of the conclusions and decisions are:

a) Valid,

b) Completed; and

c) Superseded.

7.1.6 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.

7.2 Work-program

7.2.1 The RASG-PA work programme shall be data driven from the PA-RAST input to the ESC. Work program should be implemented through project management methodology. The Executive Steering Committee shall be the authority to provide account of and to review the progress of each of the projects. PA-RAST risk monitoring activity (core process) is a continuous process and does not constitute a project.

7.2.2 Project proposals following the data driven process, will be presented to the ESC for consideration when specific problem(s), stakeholders, activities, resources, and timelines can be clearly identified, in order to support the ESC decision-making process.

7.2.3 In order to conserve the limited resources of the RASG-PA, project proposals should be supported through the analysis of data. Projects which cannot be supported or prioritized using data may be considered outside the scope of the RASG-PA.

7.2.4 PA-RAST and other RASG-PA projects that involve the States as stakeholders must ensure that the interactions on behalf of RASG-PA involve directly the corresponding ICAO Regional Office. ICAO will coordinate adequate States participation based on ESC-approved projects nature.

7.2.5 Every ESC approved project (PA-RAST or other) will have an ESC member as project champion.

7.2.6 ICAO Regional Office should lead and track the GASP's requirements that are more related to compliance rather than safety data-driven analysis. See Table 1 in Paragraph 6.2.1.

8. Safety performance measurement

8.1 Regional Safety Performance as well as compliance with the Global and Regional Plans will be measured by the use of a series of SPIs and Safety Performance Targets (SPTs).

8.2 SPIs and SPTs will be approved by the ESC and monitored using a SPI dashboard developed and maintained by the Secretariat.

8.3 The ESC will periodically review the SPIs and SPTs to ensure that they fulfil their function properly.

8.4 Refer to **Appendix D** for a list of approved SPIs and SPTs.

9. RASG-PA Coordination and Communication

9.1 In regard to coordination, the RASG-PA will:

a) coordinate safety issues with the GREPECAS;

b) foster cooperation, information exchange, sharing of experiences and best practices among States and stakeholders;

c) provide a platform for regional coordination and cooperation amongst States and stakeholders for the continuous improvement of safety in the region with due consideration to harmonization of developments and deployments, and intra- and interregional coordination;

d) ensure that all safety activities at the regional and sub-regional level are properly coordinated - .amongst role players to avoid duplication of efforts;

e) if external factors such as security, environmental and economic issues affect aviation safety are identified during RASG-PA processes, inform ICAO Secretariat accordingly for action;

f) identify practical examples and tools to support effective safety management implementation; and

g) through the RASG Secretary, inform the Directors General of Civil Aviation and CLAC of RASG-PA meeting results.

9.2 Additionally, RASG-PA will:

a) ensure interregional coordination and communication through formal and informal mechanisms, including the participation in meetings established for the purpose of coordinating RASG and PIRG activities, the GASP and regional aviation safety plans; and

b) identify stakeholders that could be impacted by RASG-PA SEIs within and outside the region, and develop an effective communication and coordination strategy with stakeholders.

9.3 Refer to Appendix E for the RASG-PA Communications Plan.

10. Reporting

10.1 The RASG-PA reports outcomes to the ICAO Council through the ANC as facilitated by the ICAO Secretariat, which will be coordinated previously with the ESC Co-Chairpersons.

10.2 RASG meeting reports should reflect the structure of the GASP (organizational challenges, operational safety risks, infrastructure and safety performance measurement) and RASG deliverables should map the expected GASP goals and targets through the RASP.

10.3 RASG-PA meeting reports should be provided in a standardized format to the governing bodies of ICAO to identify regional and emerging challenges, and shall include as a minimum:

a) a brief history of the meeting (duration and agenda);

b) a list of meeting participants, affiliation and number of attendees;

c) a list of conclusions and decisions with a description of their rationale (what, when, why and how);

d) a list of safety enhancement initiatives (SEIs) linked to the associated GASP targets and indicators, and the appropriate mechanism used to measure their effectiveness;

e) common implementation challenges identified amongst RASG members and possible solutions, assistance required and estimated timelines to resolve, if applicable, by sub-region;

f) identification of recommendations on particular actions or enhancements that would require consideration by the ANC and Council to address particular challenges;

g) a list of issues cross-referenced to actions to be taken by ICAO Headquarters and/or Regional Offices;

h) based on the GASP, and associated SPIs and tools, report to the extent possible on the status of implementation of safety goals, targets and indicators, including the priorities set by the region in their regional safety plans;

i) a list of items for coordination with the PIRG and a concise summary of the outcome of related discussions;

j) feedback on implementation issues and actionable recommendations to the ICAO Council to continually improve future editions of the GASP that identify regional safety objectives and priorities to ensure proper focus on emerging safety concerns;

k) the work programme and future actions to be taken by the RASG.

Appendix A

RASG-PA Membership

Secretary:

Mr. Christopher Barks – Regional Director, NACC Regional Office

Co-Chairpersons:

Michel Roy - Canada / Javier Vanegas – CANSO

Vice-Cochairpersons:

Vacant

Executive Steering Committee:

States	Industry/International organizations
Aruba	Airbus
Brazil	ALTA
Canada	ATR
Chile	Boeing
Colombia	CANSO
Costa Rica	Embraer
Dominican Republic	IATA
Panama	IFALPA
United States	
Uruguay	

NACC States (22) and territories (19):

Antigua and Barbuda, Bahamas, Barbados, Belize, Canada, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United States

French Antilles (Guadeloupe, Martinique, Saint Barthélemy, Saint Martin, Saint Pierre et Miquelon), Aruba, Curaçao, Sint Maarten, Bonaire, Saba, Sint Eustatius, Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Montserrat, Turks and Caicos Islands, United States, Puerto Rico, Virgin Islands

SAM States (13):

Argentina, Brazil, Bolivia, Chile, Colombia, Ecuador, Guyana, Panamá, Paraguay, Perú, Surinam, Uruguay, Venezuela

Industry/Organizations:

ACI-LAC, Airbus, ALTA, ATR, ARCM, Boeing, CANSO, COSESNA, Embraer, Flight Safety Foundation, IATA, IFALPA, SRVSOP

APPENDIX B

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

1. Purpose of the Regional Aviation Safety Team:

1.1 Mandate:

- Analyze available data sources (reactive and proactive) to pursue data driven safety management.
- Recommend objectives, priorities and indicators and setting measurable targets to address safety-related deficiencies in the Pan-American Region, ensuring consistency of action and coordination of efforts
- Identify safety issues for action or follow up and to inform ESC for executive decisions making.
- Outputs will be in a de-identified format.
- Analyze data driven safety risk areas identified by RASG-PA using the Global Aviation Safety Roadmap (GASR) process.
- Recommend possible mitigation strategies and provide recommended actions to ESC categorized by:
    1. Risk areas approved by ESC (i.e.PA-RAST/CFIT/1); Safety Impact (High, Medium or Low); Changeability (Difficult, Moderate and Easy) taking into consideration political will, commitment / consensus, resource requirements, availability for implementation, potential blockers – what conditions exist that could prevent implementation; Impact-Changeability (IC) Indicator (P1, P2, P3, etc.); Priority; Champion; Notes.
- Recommend establishment of achievable projects based on prioritized mitigation measures with well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions) and clear time-frames established for the RASG-PA Executive Steering Committee further action.
- Set a timeframe for reporting to RASG on activities.
- Support Industry safety information sharing forums.
- Support States and industry with the implementation of Collaborative Safety Teams and in coordination of CST actions and activities.

1.2 Data Protection:

1.2.1. All safety data utilized or safety analysis and information developed will be protected from public disclosure.

1.2.2. All data contributors will execute and be bound by the provisions of the Memorandum of Understanding between that data contributor and RASG-PA.

1.3 *Roles* and Responsibilities

1.3.1 PA-RAST Chairpersons

The PA-RAST Chairpersons consist of two Co-Chairs and two Vice-Chairs. One Co-Chair and one Vice-Chair representing the ICAO Member States and Territories in the Pan America Region; and one Co-Chair and one Vice-Chair representing International Organizations and Industry, with activities in the ICAO Pan America Region.

The PA-RAST Chairpersons are accountable to:

- Provide direction to PA-RAST to support achievement of the group's objectives;
- Report outcomes of the PA-RAST to the RASG-PA Executive Steering Committee;
- Set the PA-RAST agenda and convene meetings;
- Chair and facilitate PA-RAST meetings;
- Engage with PA-RAST HRC/SET working group leads, and provide relevant guidance and strategic direction;
- Approve meeting reports and share relevant information with PA-RAST members;
- Engage with PA-RAST HRC Project/SET working group leads; and
- Ensure PA-RAST deliverables and recommendations are developed, discussed and communicated with participation of appropriate stakeholder groups (States, industry members) within the ICAO Pan America Region.
- Engage with aviation stakeholders in the Pan-America Region to build support for and strengthen participation in PA-RAST
- Coordinate closely with ICAO Secretariat to perform these actions

The Co-Chairs and Vice-Chairs share accountability for Chairpersons responsibilities, Co-Chairs are the primary leads. The position of Vice-Chair was created to ensure continuity and smooth transition in management of PA-RAST.

In addition, vice-chairs are accountable to:

- Support co-chairs in the leadership of PA-RAST activities
- Assume the role of Co-Chair when the incumbent is unable to attend a meeting.

1.3.2 PA-RAST Members

PA-RAST members are representatives from ICAO Member States and Territories in the Pan America Region; and from International Organizations and Industry that have activities in the ICAO Pan America Region.

Members are responsible to:

- Attend/participate in scheduled meetings;
- Ensure PA-RAST activities and discussions are driven by and remain focused on safety;
- Participate in discussions/sharing their expertise and awareness of safety concerns to assist PA-RAST in reaching its safety objectives;

- Consult on safety concerns within their organizations to help inform PA-RAST discussions;
- Actively support the work of the PA-RAST and its working groups; and
- Abide by the PA-RAST ToRs, treat information discussed or shared in the PA-RAST according to the Non-Disclosure Agreement.

Active members: members that attend 2 of the last 4 meetings are considered active members of PA-RAST.

Inactive members: members that do not attend 3 consecutive meetings are considered inactive members of PA-RAST.

- Only Active members vote in an election and/or can be appointed to or hold Chairpersons positions or Project champion roles.

1.3.3 PA-RAST Secretariat

The role and function of the PA-RAST Secretariat is championed by an ICAO Regional Office in the Pan America Region. The Secretariat receives guidance and direction from the PA-RAST Chairpersons.

The PA-RAST Secretariat is responsible for:

- Administrative and logistical duties; which includes the planning, coordination and facilitation of PA-RAST meetings;
- Providing operational/administrative support to the PA-RAST;
- Dissemination of meeting reports, as appropriate;
- Ensuring liaison of PA-RAST with other ICAO groups; and
- Encouraging horizontal communication, engagement and cooperation.

1.3.4 Collaborative Safety Team Representatives

Local/regional Collaborative Safety Teams (CST) can appoint representatives to attend PA-RAST meetings. CSTs are considered active partners of the PA-RAST and their participation is highly encouraged.

CST representatives are responsible to:

- Contribute available safety intelligence to PA-RAST;
- Communicate safety issues identified by CSTs to facilitate identification of systemic issues across CSTs in the Region;
- Liaise with PA-RAST to engage with appropriate stakeholders when CSTs have identified safety issues that relate to risks that would benefit from broader outreach within the region.
- Advertise PA-RAST Safety Enhancements and Safety Advisories within the CST and its stakeholders in order to facilitate its local implementation, as applicable.

1.3.5 Observers and Ad-hoc Participants

Observers and ad-hoc participants may attend PA-RAST meetings or participate in support of other PA-RAST activities when required (e.g. working groups). These may include other international partners, associations, operators who can share safety information to be considered by the PA-RAST, for awareness of safety activities being undertaken and to provide feedback on mitigation options

and actions.

SMEs from PA-RAST member organizations may attend on an ad-hoc basis to provide expertise on specific topics. Other participants to be considered, as applicable.

Prior to any meeting, a list of Ad-Hoc participants and Observers should be presented to the co-chairs for review and approval.

1.4 Election of PA-RAST Chairpersons

1.4.1 Election Process

Per 1.3.1, the PA-RAST Chairpersons consists of one Co-Chair and one Vice-Chair representing States and Territories; and one Co-Chair and one Vice-Chair representing the International Organizations and Industry.

Active members from PA-RAST member States/Territories and Organizations/Industry that are present at a PA-RAST meeting elect their respective PA-RAST Co-Chair and Vice-Chair by nominating a person and organization, another member of the respective group seconds the nomination. If there are no objections, the election is concluded.

Given the nature of PA-RAST Chairpersons responsibilities, particularly with regards to effective engagement with the PA-RAST community, the election of co-chairs and vice-chairs is based on both the member organization and the trust and confidence of PA-RAST members in the individual assuming the role. As such, the election is not automatically transferable to a replacement individual from the same organization (See exception in 1.4.2)

If the election is not performed during an in-person meeting, the nomination of PA-RAST Co-Chairs and Vice-chairs is confirmed by PA-RAST members during the next quarterly PA-RAST meeting. The election is formalized through communication of a WP to RASG-PA ESC.

1.4.2 Election Term

Being a Chairperson can represent a total commitment of 4 years, as follows:

From the time of the formal approval, the Co-Chairs and Vice-Chairs exercise their functions for a 2-year term. To allow for renewal in leadership, at the end of year 2, Co-Chairs step down and Vice-Chairs become Co-Chairs. PA-RAST members then elect a new vice-chair.

1.4.3 Chairperson changes within the 2-year term

If a Co-Chair leaves PA-RAST or is unable to complete their 2-year term, the Vice-Chair will assume the Co-Chair function for the remaining period of the original Co-Chair's term, then also continue as Co-Chair for the subsequent 2 years following the original term, as would have been the case per the normal transition of responsibility.

When a Co-Chair leaves PA-RAST before the end of their 2-year term and the Vice-Chair assumes the Co-Chair responsibilities, the organization of the departing Co-Chair may be provided the opportunity to backfill the Vice-Chair position for the remainder of the original 2-year term, when that organization's candidate meets all of the following criteria:

a) The candidate is an active member of the PA-RAST,

b) The candidate has attended 3 of the last 4 quarterly meetings; and,

c) The candidate is a member of an HRC team.

This is intended to facilitate continuity in representation and in organization commitments. In this circumstance, at the end of the original 2-year term, an election is required to elect the Vice-Chair (or confirm the current incumbent).

If the organization of the departing Co-Chair is unable to fill the vice-chair position with a candidate that meets the criteria above, the Vice-Chair position is considered open. In this case, PA-RAST active member States/Territories and Organizations/Industry will elect their respective Vice-Chair at the next quarterly meeting to assume the remainder of the original 2-year term, as well as the following 2-year term as Vice-Chair.

2. High Risk Category Projects / Safety Enhancement Teams (SETs)

2.1 Purpose of the SETs:

2.1.1 The purpose of the SET is to prepare and develop Detailed Implementation Plans (DIPs) for the four focus areas as determined by RASG-PA.

2.2 Membership, roles and responsibilities:

2.2.1 Membership

- Each HRC Project/SET will include States/Territories and International Organizations/Industry. The project champion/team leader will be responsible to coordinate the team meetings and will report progress at PA-RAST meetings. **HRC project/SET should have balanced expertise and representation from states and industry.**
- Ensure regular attendance and participation in HRC project meetings. If a project member misses 3 consecutive meetings organized by the project champion/SET Team lead, the member will no longer be considered/identified to be part of the HRC project/SET and will be removed from the project member list.

2.2.2 HRC Project Champions / SET Team leads

HRC Project champions lead and coordinate the project team in order to complete analysis and develop safety enhancement initiatives and products.

Project champions are volunteers from the list of PA-RAST members.

Like the approach adopted for the PA-RAST Chairpersons, to allow for renewal in leadership and generation of new ideas, positions of HRC project champions/SET Team Leads are revalidated every 2 years by offering the opportunity to other members to take on the responsibility.

2.2.3 Project member responsibilities

HRC Project/SET members are responsible to:

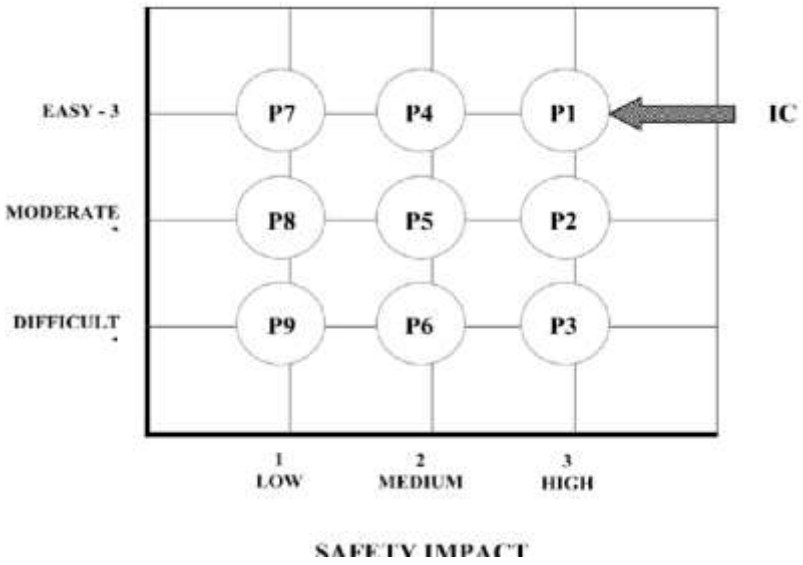
- Attend/participate in meetings;
- Participate in discussions/sharing their expertise and awareness of project topic to assist PA-RAST HRC Project in reaching its safety objectives;
- Consult on safety concerns within their organizations to help inform HRC Project discussions;
- Actively support the work of the project champion; and
- Assist in the development of mitigation strategies in support of the HRC Project/SET objectives

2.3 Safety Enhancement Team Methodology:

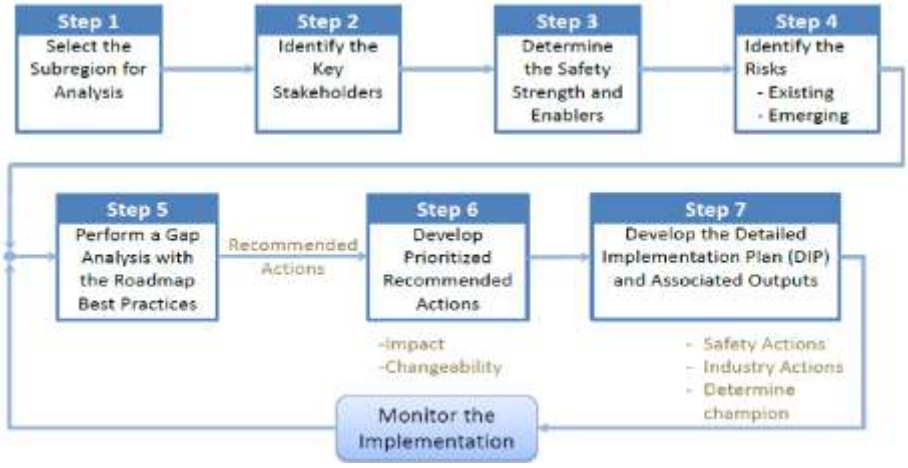
1. Review and analysis of accident risk data (pareto, etc.)
2. Review of applicable safety enhancements
3. Initiate preparation of Detailed Implementation Plan (DIP)
4. Review DIPs with PA-RAST members
5. Present DIPs to ESC for feedback
6. Coordinate DIP implementation at PA-RAST meetings
7. Monitor progress

2.4 RASG-PA Safety Enhancement Initiative Methodology

2.4.1 Impact-changeability (IC) Level Chart



2.4.2 Development of a Safety Enhancement Initiative (SEI) by RASG-PA



3 Administration

3.1 Meeting frequency

PA-RAST holds meetings in person on a quarterly basis throughout the calendar year.

PA-RAST projects and working groups created to complete specific projects may convene more frequently to complete assessment activities and report back to the PA-RAST with their results.

3.2 PA-RAST Meeting Structure

PA-RAST quarterly meetings are 3 days in duration, the order of topics varies, but a typical agenda is structured as follows:

- 1 Day – dedicated to operational safety presentations on various safety topics of interest
- 1 Day – reserved for HRC project teams to perform hands-on work
- 0.5 Day – Safety data review, analysis and HRC Project Updates

3.3 PA-RAST Quarterly Meeting Locations

- -Spring and Fall meetings alternating in location between ICAO NACC (Mexico) and SAM (Lima) Offices.
- -Winter and Summer meetings at various locations in the Americas (hosted by States or industry members)

3.4 Ad-hoc Meetings are held as needed for:

- Facilitation of State Collaborative Safety Team (CST) development
- High-risk Category (HRC) project work.

APPENDIX C

Procedure for the election of the Co-Chairs of the RASG-PA and the members of the Executive Steering Committee (ESC) of the RASG-PA

Election of RASG-PA Co-Chairs

1. The RASG-PA chairmanship is composed of two cochairs and two vice-cochairs. A cochair and a vice cochair representing the member States and Territories that make up the Executive Steering Committee (ESC); and a Cochair and a Vice Cochair representing International Organizations and Industry, members of the ESC.

2. The members of the ESC representing the States/Territories, and the Organizations/Industry, will elect their respective Cochair. They will also elect a Vice-Cochair, who will assume the role of Co-Chair when the incumbent is unable to attend a meeting.

3. The co-chairs and vice co-chairs proposed by their representatives in the ESC will be approved by the members of the RASG-PA during the plenary meeting of the year corresponding to the election. Approval will be formalized by a Plenary Decision.

4. Upon approval, the co-chairs and vice-cochairs will serve for a period of 3 years. Co-chairs and vice co-chairs may not serve for more than two consecutive terms.

5. If a Co-chair is unable to serve his or her 3-year term, the Vice-chair will assume the duties of Co-chair for the remainder of the original term.

6. To maintain continuity and transition functions, the State or organization from which the outgoing co-chair comes will appoint a replacement from its organization who will assume the position of vice-cochair for the remaining period of the original term.

Election of members of the Executive Steering Committee (ESC)

7. The Regional Offices, in coordination with their RASG-PA Member States, will propose five States from the CAR/NAM regions, and five States from the SAM Region, to represent them in the ESC.

8. Members of industry and International Organizations, members of the RASG-PA, will nominate eight of their members to represent them on the ESC.

9. Regional Organizations, including Regional Safety Oversight Organizations (RSOO), Cooperative Development of Safety and Continued Airworthiness Programs (COSCAP), and Regional Accident and Incident Investigation Organizations (RAIO), from other regions , who are members of the RASG-PA by virtue of their presence within the accreditation area of the ICAO NACC/SAM Offices, may not be elected members of the ESC.

10. For the selection of ESC members, the professional profile and experience of the representatives, their communication and leadership skills, and their familiarity with the procedures and operation of the RASG-PA should be taken into account. Particular attention should be paid to the ability of proposed members to attend all ESC meetings and other RASG-PA meetings, in-person and virtual, for the duration of their participation in the ESC.

11. A desirable criterion for ESC members is to have knowledge and experience in safety management, and in the 8 critical elements of safety oversight.

12. States should consider aspects such as geographic diversity, industry complexity, availability of resources, among others, to ensure that ESC members equitably and adequately represent the diversity of the region.

13. Candidates for members of the ESC will be proposed by its members, and must be approved by the RASG-PA during the plenary meeting of the year corresponding to the election. Approval will be formalized through a Plenary Conclusion.

14. Upon approval, the members of the ESC will serve for a period of 3 years, and may be re-elected only once for a similar period, and may not serve more than two consecutive terms. Final considerations

15. If an ESC member is unable to continue serving on the ESC, he will be replaced by someone from his State/Organization, who meets the relevant selection criteria, for the original term of office of his predecessor.

16. If a State or Organization cannot continue to be part of the ESC, it will be replaced by another State or Organization, respectively, taking into account the selection and approval criteria for members of the ESC.

17. The replacement of Co-Presidents, members, States and/or Organizations referred to in points (5), (6), (15) and (16) will be approved by the RASG-PA through the express approval mechanism, for the remaining term of office that corresponds to the original member.

18. If an ESC member does not attend two consecutive ESC meetings, he or she will be removed from the Committee.

- END -

APPENDIX D

RASG-PA SAFETY INDICATORS LOG

Goal	GASP Target	RASG-PA Target 20XX	Indicator	2020 Baseline
Achieve a continuous reduction of operational safety risks	Maintain a decreasing trend of global accident rate	XX% yearly reduction of 5 year moving average	5 year average of the number of accidents per million departures (accident rate)	
			Regional Accident rate	
			Number of fatalities per passengers carried (fatality rate)	
Strengthen States' safety oversight capabilities	All States to improve their score for the effective implementation (EI) of the critical elements (CEs) of the State's safety oversight system	Overall Regional EI score at or above XX%	Overall Regional EI score	
		XX percentage effective implementation of CE-6	Percentage effective implementation of CE-6 in SAM	
	By 2022, all States to reach a positive safety oversight margin, in all categories	All States maintaining a positive safety oversight margin in all categories	Percentage of States maintaining a positive safety oversight margin in all categories	
Implement effective State safety programmes (SSPs)	By 2022, all States to implement the foundation of an SSP	All States to establish their SSP	SSP foundation regional implementation average	
			SSP establishment regional average	
			Number of States that have stablished a SSP	
Increase collaboration at the regional level	By 2022, all States to contribute information on safety risks, including SSP safety performance indicators (SPIs), to their respective regional aviation safety group (RASGs)	All States will provide safety risk information, including the SPIs of their SSP to RASG-PA	Number of States contributing information on safety risks to RASGs and RO	
			Number of States that are sharing their SSP SPIs with RASGs	
Expand the use of industry programmes	By 2022, increase the number of service providers participating in the corresponding ICAO-recognized industry assessment programmes	Increase the number of service providers participating in the corresponding ICAO-recognized industry assessment programmes	Number of airlines with IOSA/ISSA registry	
			SEANS-Safety (CANSO)	
			APEX (ACI)	
Ensure the appropriate infrastructure is available to support safe operations	By 2022, all States to implement the air navigation and airport core infrastructure	XX% AGA Regional Effective implementation	AGA Regional Effective implementation	
		XX ANS Regional Effective implementation	ANS Regional Effective implementation	
		XX% of certified aerodromes	% of certified aerodromes	