



RASG-PA ESC/9

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
REGIONAL AVIATION SAFETY GROUP – PAN AMERICA
(RASG-PA)**

**NINTH RASG-PA EXECUTIVE STEERING
COMMITTEE MEETING
(RASG-PA/9)**

FINAL REPORT

Mexico City, Mexico

17 June 2011

Presented by the Secretariat

June 2011

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History of the Meeting

ii.1 Place and Duration of the Meeting

The Ninth RASG-PA Executive Steering Committee Meeting (RASG-PA ESC/9) was held at the ICAO NACC Regional Office, Mexico City, Mexico, 17 June 2011.

ii.2 Organization, Officers and Secretariat

Mr. Oscar Derby, Director, Jamaica CAA, and Mr. Alex de Gunten, Executive Director, ALTA, served as RASG-PA Co-Chairs and led the discussions conducted under the agenda items. Mr. Derby and Mr. de Gunten were assisted in the meeting by Mrs. Loretta Martin, RASG-PA Secretary and Regional Director of the ICAO NACC Office; Mr. Michiel Vreedenburgh, Regional Deputy Director, ICAO NACC Office; Mr. Oscar Quesada, Regional Deputy Director, ICAO SAM Office; Mr. Miguel Marin, Technical Officer, ICAO Headquarters; Mr. Eduardo Chacin, Flight Safety Officer, NACC Office; Mr. Adolfo Zavala, ATM/2 Officer, NACC Office; and Mr. Marcelo Ureña, Flight Safety Officer, ICAO SAM Office.

ii.3 Working Languages

The working language of the meeting was English. Meeting documentation and the report of the meeting were issued in English and Spanish.

ii.4 Agenda

The Meeting reviewed the agenda, which was adopted as follows:

- Agenda Item 1:** Review and approve the RASG-PA ESC/9 Draft Meeting Agenda and Schedule
- Agenda Item 2:** Review and approve previous teleconference Summary of Discussions including follow-up of RASG-PA Decisions and Conclusions
- Agenda Item 3:** Status/update of RASG-PA Working Groups and Projects
- 3.1 Regional Aviation Safety Team – Pan America
 - DIPs status/update
 - RSRs status/update
 - DIP Database
 - 3.2 Annual Safety Report Team
 - 2009 Annual Safety Report lessons learned
 - Status 2010 Annual Safety Report and process for publication
 - 3.3 Aviation Safety Training Team – Pan America
 - ALAR Toolkit request to FSF
 - 2011 Training Plan proposal
 - 3.4 Project GSI/3.A – Protection of Safety Information
 - Status of Coordination Meeting with stakeholders

- 3.5 Project GSI/12 – Sharing of Information Safety Data
 - Status/update
- 3.6 Project GSI/4 – Accident/Incident Regional Board
 - Status/update
- 3.7 ASIAs status

Agenda Item 4: Second Pan American Aviation Safety Summit

- 4.1 Review outcome of 2011 Aviation Safety Summit
- 4.2 2011 Safety Summit Declaration
- 4.3 Safety Summit 2012

Agenda Item 5: RASG-PA use of ICAO Safety Fund (SAFE)

Agenda Item 6: RASG-PA Procedural Handbook amendments

- 6.1 Review RASG-PA Procedural Handbook draft amendment for guest observer vs. participant
- 6.2 Review RASG-PA Procedural Handbook proposed amendment that would ensure continuity of RASG-PA Vice Chairpersons

Agenda Item 7: Future RASG-PA meetings

- 7.1 August meeting logistics
- 7.2 Discussion of RASG-PA/04 Meeting logistics
- 7.3 Preliminary discussion of future RASG-PA meetings schedule 2012

Agenda Item 8: Other matters

- 8.1 ESC members to provide the name of their alternate member
- 8.2 Discuss duplication of resources and activities

ii.5 Schedule and Working Methods

The meeting held its session from 08:30 to 15:30.

ii.6 Attendance

The meeting was attended by 23 members and staff of the RASG-PA Executive Steering Committee (ESC) from Brazil, Costa Rica, Chile, Jamaica, United States, ACI, Airbus, ALTA, Boeing, CASSOS, COCESNA/ACSA, IATA, IFALPA as well as ICAO officers. There were two participants from the Mexico DGAC and United States (FAA), respectively.

ii.7 Conclusions and Decisions

The Regional Aviation Safety Group – Pan America (RASG-PA) records its activities as Conclusions and Decisions.

ii.8 List of Conclusions and Decisions

The RASG-PA ESC/9 Meeting formulated eight decisions.

ii.9 **List of Decisions**

No. RASG-PA ESC	Title	Page
RASG-PA ESC/9/01	RASG-PA ESC supports the efforts of COCESNA/ACSA to establish the Regional Accident and Incident Investigation Organization (CIPA)	2-1
RASG-PA ESC/9/02	RASG-PA to request for support from the Regional Safety Oversight (SRVSOP) System to distribute RASG-PA Safety Recommendations (RSRs) to distribute the recommendations of RASG-PA Safety Oversight.	3-1
RASG-PA ESC/9/03	Send 2009 RASG-PA Annual Safety Report to all CAA's in the Pan American region and respective ICAO Council Members	3-2
RASG-PA ESC/9/04	Annual Safety Report Team (ASRT) to prepare a business plan to produce the 2010 RASG-PA Annual Safety Report	3-2
RASG-PA ESC/9/05	ICAO to coordinate RASG-PA safety workshops in SAM States	3-2
RASG-PA ESC/9/06	RASG-PA ESC/9 adoption of the Second Pan American Aviation Safety Summit Declaration, 2011	4-1
RASG-PA ESC/9/07	Adopt proposed amendment to the RASG-PA Procedural Handbook to clarify the difference between RASG-PA Participant and Observer	6-1
RASG-PA ESC/9/08	Adopt proposed amendment to the RASG-PA Procedural Handbook to clarify when RASG-PA Vice-Chairperson positions are up for election/Re-election	6-1

LIST OF PARTICIPANTS

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RASG-PA ESC/9
iii – List of Participants

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Agenda Item 2: Review and approve previous teleconference Summary of Discussions including follow-up of RASG-PA Decisions and Conclusions

2.1 Approve previous teleconference summary of discussion (May)

2.1.1 The ESC reviewed and approved the May RASG-PA ESC teleconference summary of discussions.

2.2 Review list of RASG-PA Decisions and Conclusions

2.2.1 The ESC reviewed the list of RASG-PA Decisions and Conclusions. Those items that were not part of the RASG-PA ESC agenda were updated.

2.3 Formal approval of RASG-PA GSI/4 Project

2.3.1 The ESC discussed the progress of COCESNA/ACSA efforts to establish the Regional Accident and Incident Investigation Organization (Comisión de Investigación y Prevención de Accidentes – CIPA). The ESC agreed to support these efforts and assist the formation of this regional body.

DECISION RASG-PA ESC/9/01 RASG-PA ESC supports the efforts of COCESNA/ACSA to establish the Regional Accident and Incident Investigation Organization (CIPA).

RASG-PA ESC will support the establishment of the COCESNA/ACSA Regional Accident and Incident Investigation Organization (CIPA) in accordance with "GASP (GSI-4) EFFECTIVE INCIDENT AND ACCIDENT INVESTIGATION," through support among RASG-PA States to implement the principles and the introduction of or access to an adequately funded, professionally trained, independent and impartial investigative body for Central American States.

Agenda Item 3: Status/Update of RASG-PA Working Groups and Projects

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

3.1.1 The ESC was briefed on the current status of the Detailed Implementation Plans (DIPs) by Mr. Miguel Marin. It was identified that ACI and IFATCA had not participated in RAST-PA meetings for a notable period of time and that RAST-PA was unaware of the progress of the DIP's for which ACI and IFALPA served as Champions. Mr. Dave Gamper, ACI representative present at the ESC, informed the Meeting that ACI was reorganizing its resources due to unexpected events and would report back to the RAST-PA and ESC shortly. IFATCA was not present at the ESC. The RASG-PA Secretary committed to contact IFATCA leadership to discuss their lack of RASG-PA participation.

3.1.2 The ESC was presented with a suggestion for a new Safety Enhancement Initiative (SEI) from RAST-PA to develop guidance material and training programs to create action plans for safety teams in line with the ICAO HQ Regional Runway Safety Symposium initiative. The ESC approved the RAST-PA/RE/011 SEI and agreed to have the RAST-PA begin development of the DIP for the SEI.

3.1.3 The status of the RASG-PA Safety Recommendation (RSR) regarding RAST-PA/LOC-I/06 was discussed. The ESC was asked to consider a coordination arrangement between RASG-PA and the Latin America Regional Cooperation System for Safety Oversight (SRVSOP) to distribute RSRs. The SRVSOP would adapt, translate and forward RSRs to member States. Mr. Oscar Quesada commented that the first step to initiate such an agreement would be to draft a working paper outlining the proposal and present it to the SRVSOP General Board during an upcoming meeting. The ESC agreed with this proposal.

DECISION RASG-PA ESC/9/02 RASG-PA to request support from the Latin America Regional Cooperation System for Safety Oversight (SRVSOP) to distribute RASG-PA Safety Recommendations (RSRs)

RAST-PA will draft a working paper requesting support from the SRVSOP to assist in disseminating RASG-PA Safety Recommendations (RSRs).

3.1.4 Mr. Miguel Marin provided the ESC with a demonstration on how to access the ICAO Portal and enter the RAST-PA Database.

3.2 Annual Safety Report Team (ASRT)

3.2.1 The ESC was briefed on the final status of the 2009 Annual Safety Report, which was published and disseminated (hard copies and CR-ROMs) during the Second Pan American Aviation Safety Summit. The ESC agreed that in order to get the widest dissemination of the report it would be sent to all Pan American CAAs/DGCAs and to respective ICAO Council members with a personalized letter signed by the Co-chairpersons and RASG-PA Secretary. The ESC was also informed that the bilingual (English and Spanish) RASG-PA 2009 Annual Safety Report is available for downloading by the public on the RASG-PA website: www.mexico.icao.int/RASGPA.html

3.2.2 The ESC was informed that the Bahamas CAA will provide a specialist to participate in the ASRT that will develop the 2010 report.

DECISION RASG-PA ESC/9/03 Send 2009 RASG-PA Annual Safety Report to all CAAs/DGCAs in the Pan American region and to respective ICAO Council Members

The RASG-PA Secretary will prepare and send the 2009 RASG-PA Annual Safety Report to all CAAs/DGCAs in the Pan American region. In addition, hard copies will be forwarded to the ICAO President, Secretary General, respective ICAO Council Members and Bureau Directors

3.2.3 The ESC discussed the publication of the 2010 Safety Report and made several recommendations. The recommendations included preparing the report for earlier distribution and expanding the report to include a section on RASG-PA goals, objectives and initiatives in the region. The ESC agreed that the report should be a centerpiece of RASG-PA activities. The ESC also agreed to fast-track the report in order to disseminate it during the RASG-PA/4 Meeting in October 2011.

3.2.4 Mr. Oscar Quesada agreed to develop a business plan, which will outline the production of the RASG-PA 2010 Annual Safety Report. The business plan will be presented to the ESC during the ESC/10 Meeting in Bolivia for approval.

DECISION RASG-PA ESC/9/04 Annual Safety Report Team (ASRT) to prepare business plan to produce the 2010 RASG-PA Annual Safety Report

The ASRT will prepare a business plan, which will include schedule, resources and other support required to produce the 2010 RASG-PA Annual Safety Report. The business plan will be presented to the ESC/10 during the next scheduled meeting in Bolivia in August 2011.

3.3 Aviation Safety Training Team – (ASTT)

3.3.1 The ESC discussed the request that had been sent to Flight Safety Foundation (FSF) to authorize RASG-PA to provide the latest version of the ALAR Toolkit through the RASG-PA website at no cost to the aviation community. Mr. Miguel Marin advised the ESC that he had received verbal agreement from Mr. William Voss, President and CEO, FSF, authorizing RASG-PA to upload the ALAR Toolkit for dissemination. The only stipulation that the FSF made was that there should be an acknowledgement when accessing the toolkit that it was made available through FSF, and that RASG-PA consider updating the Spanish version of the Toolkit.

3.3.2 The ESC was briefed that the 2011 Training Plan developed by the ASTT provided for two workshops in the South American (SAM) Region. The ESC was reminded that they had previously approved workshops to be held in SAM States. The workshops were pending coordination through the ICAO SAM office.

DECISION RASG-PA ESC/9/05 ICAO to coordinate RASG-PA Safety Workshops in SAM States

ICAO SAM Office will coordinate and confirm two RASG-PA Safety Workshops to be held in SAM States.

3.4 RASG-PA Project GSI/3.A – Protection of Safety Information

3.4.1 The ESC discussed the progress of the project to protect safety information. The project timetable to finalize the document and forward to States had been delayed in order to allow a more thorough review of the draft document. Both Airbus and Boeing reminded the ESC that it was necessary to carefully review the document and incorporate needed revisions prior to finalizing document. All parties agreed that the document is necessary and needed, but that it needs a thorough and careful review in order to gain support from all the stakeholders. The representative from Boeing advised the ESC that he would move forward with setting the timeframe for the initial meeting between interested stakeholders.

3.4.2 The Secretary of RASG-PA reminded the ESC of the urgency and the importance to finish the project and urged Airbus and Boeing to set a date for the delayed meeting in the ICAO NACC Regional Office with COCESNA/ACSA and IFALPA representatives. She also suggested having a teleconference among the interested parties before the projected meeting to discuss the agenda and highlight issues of concern prior to the meeting.

3.5 RASG-PA Project GSI/12 – Sharing of Information Safety Data

3.5.1 The representative from COCESNA/ACSA briefed the ESC that the GSI/12 project had been delayed recently due to movement of key personnel. Both the air operator and the DGAC of Costa Rica had personnel who were working on project GSI/12 leave or move to other parts of their respective organizations, which caused the project to be delayed.

3.5.2 The DGAC of Costa Rica and the participating air operator have subsequently named replacements for the personnel that left or moved. A meeting is scheduled for 22 June 2011, to continue previous scheduled activities for the project, which includes a circling maneuver to runway 25 at San Jose International Airport (MROC).

3.6 RASG-PA Project GSI/4 – Regional Accident and Incident Investigation Organization (Comisión de Investigación y Prevención de Accidentes – CIPA)

3.6.1 COCESNA/ACSA is currently reviewing the Memorandum of Understanding (MOU) for participant States that will create the Regional Accident and Incident Investigation Organization (Comisión de Investigación y Prevención de Accidentes – CIPA). The MOU was forwarded to the ICAO NACC Office and ICAO Headquarters for review and comment. ICAO Headquarters had no comment and was pleased that this regional effort was being initiated.

3.6.2 Mexico DGAC and CASSOS both expressed an interest in participating in the establishment of this regional organization to assist as members or observers.

3.6.3 The FAA advised the ESC that they are supporting the GSI/4 project through the U.S. Department of State, approximately 10 aviation officials from Central America, Panama, Colombia, and the Dominican Republic will take part in the Volunteer Visitor Program (VolVis) the week of July 16-23, 2011. The visit will include stops at the FAA and NTSB facilities in Washington, D. C. and Oklahoma City, OK.

3.7 Aviation Safety Information Analysis and Sharing (ASIAS) Status

3.7.1 As of the date of the RASG-PA ESC/9 Meeting, the ASIAS Executive Board had not met to discuss the request from RASG-PA to share ASIAS data and no update was available. The ASRT would use the requested ASIAS data in the RASG-PA 2010 Annual Safety Report to assess the effectiveness of safety enhancements beginning with runway excursions,¹ which the group seeks to reduce and, in addition, move forward from a reactive to a predictive safety environment. Since unstabilized approaches are a major contributing factor in the cause of runway excursions, the group has decided to collect data in order to examine unstabilized approaches at the following airports:

- Juan Santamaria International Airport, San Jose, Costa Rica (MROC)
- Rio de Janeiro-Galeao International Airport, Rio de Janeiro, Brazil (JBGL)
- Benito Juarez International Airport, Mexico City, Mexico (MMMX)

¹ RAST-PA/RE/04: Promote pilot adherence to Standard Operating Procedures (SOPs) for approach procedures including go-around decision making process.

**Proclamation announced for
2nd Pan American Aviation Safety Summit a Success
Aviation Safety - Top Priority in the Pan American Region**

Mexico City, Mexico, (June 17, 2011) - The ICAO Regional Aviation Safety Group - Pan America (RASG-PA), in partnership with ALTA (Latin America and Caribbean Air Transport Association), hosted the Second Annual Pan American Aviation Safety Summit from 15 to 16 June 2011, which has become the most complete aviation safety event focusing specifically on the Pan American region. The Summit featured workshops, a safety conference and top speakers from the region's airlines, government and industry.

More than 250 attendees participated in the 2nd Pan American Aviation Safety Summit, in Mexico City, Mexico, including civil aviation authorities from 32 countries, as well as executives from more than 25 airlines.

The Summit is part of RASG-PA's program to work with States and other stakeholders in the region to continue improving aviation safety through a coordinated, focused and data-driven approach. According to Mr. Oscar Derby, Jamaica DGCA and Co-Chair for RASG-PA, "The significance of the ALTA Aviation Safety Summit cannot be sufficiently underscored. I am pleased at the significant part that RASG-PA has played in identifying and developing safety solutions for the industry in its three years of existence. I urge States to increase their engagement in the process and look forward to your increased participation at the 3rd Summit."

This commitment has been endorsed unanimously by the following key aviation industry organizations in order to mitigate the risk of the top three identified areas in the Pan American region: runway excursions (RE), loss of control in flight (LOC-I) and controlled flight into terrain (CFIT).

- RASG-PA
- ACI (Airports Council International)
- ANAC (Agência Nacional de Aviação Civil Brasil)
- Airbus
- ALTA (Latin America & Caribbean Air Transport Association)
- Boeing
- CASSOS (Caribbean Aviation Safety and Security Oversight System)
- CAST/FAA (Commercial Aviation Safety Team/Federal Aviation Administration)
- COCESNA/ACSA (Corporación Centroamericana de Servicios de Navegación Aérea/Agencia Centroamericana de Seguridad Aeronautica)
- IATA (International Air Transport Association)
- IFALPA (International Federation of Airline Pilots' Associations)
- IFATCA (International Federation of Air Traffic Controllers' Associations)

"To have brought together so many experts and industry stakeholders to discuss the most critical safety concerns and the Safety Enhancement Initiatives to address these concerns is indeed remarkable, the Summit has become one of if not the largest safety event in the hemisphere that informs and enlightens the industry in the areas of operational safety," said Mrs. Loretta Martin, ICAO NACC Regional Director and RASG-PA Secretary.

As part of the Summit activities, which included panel discussions and seminars focused on mitigation strategies for the top three data-driven risk areas in the region, RASG-PA also hosted a Safety

Workshop, 13-14 June 2011, immediately preceding the summit which included relevant safety topics presented by States, airlines, ALTA, IATA, IFALPA and ICAO. ACI World also held a safety and technical committee meeting in conjunction with the 2011 Pan American Aviation Safety Summit which attracted airport staff from around the world. These initiatives align with ICAO's strategic objectives for the next triennium (2011-2013) to enhance global civil aviation safety.

About ICAO/RASG-PA:

The Regional Aviation Safety Group - Pan America (RASG-PA) was established in November 2008 to be the focal point to ensure harmonization and coordination of safety efforts aimed at reducing aviation risks in the North American, Central American, Caribbean, and South American regions, and to promote the implementation of resulting safety initiatives by all stakeholders. This will be achieved through the involvement of all stakeholders including ICAO, States, international organizations and the industry. For additional information about RASG-PA activities and safety related material, visit www.mexico.icao.int/RASGPA.html.

About ICAO:

The International Civil Aviation Organization - ICAO, created in 1944 to promote the safe and orderly development of civil aviation worldwide, is a specialized agency of the United Nations. Headquartered in Montreal, Canada, ICAO develops international air transport standards and regulations and serves as the medium for cooperation in all fields of civil aviation among its 190 Contacting States.

About ALTA:

ALTA (Latin American and Caribbean Air Transport Association) is a private, non-profit organization, whose member airlines represent more than 90 percent of the region's commercial air traffic. ALTA coordinates the collaborative efforts of its members in order to facilitate the development of safer, more efficient and environmentally friendly air transport in the Latin America and Caribbean region for the mutual benefit of the association's members, their customers and the industry. www.alta.aero

Agenda Item 5: RASG-PA use of ICAO Safety Fund (SAFE)

5.1 Mrs. Loretta Martin, RASG-PA Secretary, explained the purpose and process to donate to the SAFE Fund, which was approved by the ICAO Council. The SAFE Fund will apply a performance-based approach to the provision of assistance. All member States and stakeholders are urged to make contributions.

5.2 The Boeing representative advised the ESC that they would continue to support RASG-PA activities and projects as in previous years.

Agenda Item 6: RASG-PA Procedural Handbook Amendments

6.1 The ESC reviewed the proposed amendment by the Secretary to define and clarify the status of RASG-PA Participant vs. Observer in the Handbook. The ESC was in agreement to adopt the proposal as presented, which is included in the **Appendix** to this part of the report.

Decision RASG-PA ESC/09/07 Adopt proposed amendment to the RASG-PA Procedural Handbook to clarify the difference between RASG-PA Participant and Observer

The RASG-PA Secretary will amend the RASG-PA Procedural Handbook to reflect adoption of the proposed amendment approved by the ESC.

6.2 The ESC reviewed and discussed the proposed amendment to the RASG-PA Procedural Handbook to ensure continuity when electing RASG-PA Vice-Chairpersons. In the current version of the Handbook, the timeframe for election/re-election of RASG-PA Vice-Chairpersons is unclear and could lead to several Vice-Chairpersons being up for election/re-election simultaneously. The proposed amendment clarifies that only one Vice-Chairperson will be eligible for election/re-election during the yearly RASG-PA meeting to preserve continuity of the ESC; the order in which they will be elected was also clarified. (Refer to Appendix).

DECISION RASG-PA ESC/09/08 Adopt proposed amendment to RASG-PA Procedural Handbook to clarify when RASG-PA Vice-Chairperson positions are up for election/re-election.

The RASG-PA Secretary will amend the RASG-PA Procedural Handbook to reflect adoption of the proposed amendment approved by the ESC to clarify the rotation and year that Vice-Chairperson positions are up for election/re-election.



APPENDIX

INTERNATIONAL CIVIL AVIATION ORGANIZATION REGIONAL AVIATION SAFETY GROUP – PAN AMERICA (RASG-PA)

PROCEDURAL HANDBOOK (2ND EDITION)

Approved by RASG-PA

June 2011

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I. BACKGROUND

Quote from Assembly Resolution A36-7 – Global Planning for Safety and Efficiency:

***Resolved** that these global plans [Global Aviation Safety Plan and Global Air Navigation Plan] shall provide the framework in which regional, sub-regional and national implementation plans will be developed and implemented thus ensuring harmonization and coordination of efforts aimed at improving international civil aviation safety and efficiency;*

***Recognized** the importance of regional and national plans and initiatives based on the global framework for effective implementation;*

***Recognized** that further progress in improving global safety and efficiency of civil aviation is best achieved through a cooperative, collaborative and coordinated approach in partnership with all stakeholders under the leadership of ICAO;*

***Urged** Contracting States and the industry to apply the Global Aviation Safety Plan and Global Aviation Safety Roadmap principles and objectives and to implement its methodologies*

II. TERMS OF REFERENCE

The RASG-PA is established to be the focal point to ensure harmonization and coordination of safety efforts aimed at reducing aviation safety risks in the North American, Central American, Caribbean (NAM/CAR), and South American (SAM) Regions and to promote the implementation of resulting safety initiatives by all stakeholders.

This will be achieved through the involvement of all stakeholders including ICAO, States, International Organizations and the industry.

Short term

Develop and implement a work programme to continue implementation of the ICAO Global Aviation Safety Plan (GASP) and Global Aviation Safety Roadmap (GASR) in the region to ensure implementation of resulting action plans.

Longer term

- 1) Using the framework provided by the GASP and GASR, support the establishment and operation of a performance-based safety system for the Pan American region by:
 - a) Ensuring that all safety activities at the regional and sub-regional level are properly coordinated to avoid duplication of efforts;
 - b) Facilitating the sharing of safety information and experiences among all stakeholders from the region;
 - c) Conducting follow-up activities as required; and

- d) In parts of the region where such a performance-based safety system does not exist, analyzing the risks to civil aviation at the regional level, developing action plans necessary to mitigate the risks, and coordinating and supporting their implementation.
- 2) Provide feedback to ICAO and the ISSG to continually improve and ensure an up-to-date global safety framework (GASP and GASR).

III. ORGANIZATION

RASG-PA Membership

Representatives and alternates may be nominated from the following:

States and Territories of the NAM/CAR/SAM Regions

<i>ACI</i>	<i>Airports Council International</i>
<i>AIRBUS</i>	<i>Airbus Aircraft Manufacturer</i>
<i>ALTA</i>	<i>Asociación Latinoamericana y del Caribe de Transporte Aéreo</i>
<i>BOEING</i>	<i>Boeing Commercial Airplane Company</i>
<i>CANSO</i>	<i>Civil Air Navigation Services Organization</i>
<i>CASSOS</i>	<i>Caribbean Aviation Safety and Security Oversight System</i>
<i>COCESNA</i>	<i>Corporación Centroamericana de Servicios de Navegación Aéreo</i>
<i>ECCAA</i>	<i>Eastern Caribbean Civil Aviation Authority</i>
<i>FSF</i>	<i>Flight Safety Foundation</i>
<i>IATA</i>	<i>International Air Transport Association</i>
<i>ICCAIA</i>	<i>International Coordinating Council of Aerospace Industries Associations</i>
<i>IFALPA</i>	<i>International Federation of Airline Pilots Association</i>
<i>IFATCA</i>	<i>International Federation of Air Traffic Controllers Association</i>
<i>LACAC</i>	<i>Latin American Civil Aviation Commission</i>

RASG-PA Participants

Participation may be invited from the following:

States and Territories from other Regions

Other International, Regional, National and Safety Organizations, Bodies and Agencies

Other Aircraft Manufacturers

Aircraft Operators

Air Navigation Service Providers

Airport Operators

Aviation Training Centers

MROs

RASG-PA Executive Steering Committee (ESC) Membership

RASG-PA Co-Chairperson (State/Territory)

RASG-PA Co-Chairperson (International Organization/Industry)

RASG-PA Vice-Chairpersons (four from States/Territories as listed below)
 ICAO NACC/SAM Regional Directors (one to serve as Secretary, alternating with GREPECAS)
 ICAO HQ ANB Representative

RASG-PA Representatives and/or alternates of the following Groups/Organizations:

NAM Region (1)
 CAR Region - English speaking States (CAR-E) (1)
 CAR Region - Spanish speaking States (CAR-S) (1)
 SAM Region (2)
 ACI
 Airbus
 ALTA
 Boeing
 CASSOS
 CAST
 COCESNA
 IATA
 IFALPA
 IFATCA

Election of Co-Chairpersons and State/Territory Representation on Executive Steering Committee

The Executive Steering Committee Co-Chairpersons will be elected as follows:

- One Co-Chairperson from member States/Territories
- One Co-Chairperson from an ESC International Organization/Industry

In total, there will be five regional/sub-regional State ESC representatives from member States/Territories, including the Co-Chairperson.

- The Co-Chairperson for States/Territories will be elected from one of the five regional/sub-regional representatives. The Vice-Chairpersons will be elected from the four remaining regions/sub-region(s). Elections will be convened during a regular meeting of RASG-PA members. The Co-Chairperson for International Organizations/Industry will also be elected during a regular meeting of RASG-PA members.
 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. The election cycle of State/Territories Co-Chairperson will begin in 2008, and then every three years, 2011, 2014, etc. The election cycle for the International Organizations/Industry Co-Chairperson will begin in 2010 and then every three years, 2013, 2016, etc.
- Chairpersons will be elected on a rotational basis, serve for a period of three years and may be re-elected. Therefore, in order to avoid loss of continuity of member expertise, one Vice-Chairperson will be elected/re-elected at the annual RASG-PA Meeting. The order of re-election shall be: First Vice-Chairperson, Second Vice-Chairperson, Third Vice-Chairperson, and Fourth Vice-Chairperson.
- If any member of the ESC is unable to complete their term, a written notification of the circumstances shall be forwarded to the RASG-PA Secretary.

- If any member of the ESC is unable to complete their term, an election to fill the vacant position will be held at the next RASG-PA meeting or as decided by the ESC.

RASG-PA Working Groups

RASG-PA working groups will be established as required to support the development, implementation and prioritize of RASG-PA safety initiatives. Working groups will operate in coordination with and under the guidance of the ESC. Working groups will accomplish their tasks by developing mitigation strategies based on gathering and processing safety data and information. These mitigation strategies shall be focused on the Global Aviation Safety Plan and corresponding Global Safety Initiatives.

The duration of working group activities will be established by the ESC.

RASG-PA Committees

RASG-PA committees may be established as required to support the development, implementation and furtherance of RASG-PA goals and objectives.

IV. ROLES AND RESPONSIBILITIES

Co-Chairpersons will:

1. Call meetings
2. Chair the RASG-PA meetings
3. Keep focus on high priority items
4. Ensure agendas meet objectives to improve safety
5. Provide leadership for ongoing projects and accomplishments
6. Promote consensus among the group members
7. Coordinate RASG-PA activities closely with the Secretariat
8. Promote RASG-PA and lobby for contributors

ESC Members will:

1. Assist Co-Chairpersons
2. Keep focus on high priority items
3. Ensure agendas meet criteria to improve safety
4. Provide leadership for ongoing projects and accomplishments
5. Promote consensus among the group members
6. Maintain communication and linkage with the Secretariat regarding RASG-PA activities
7. Identify an alternate for representation on ESC
8. Complete assigned tasks

Participation of Co-Chairpersons and other ESC Members in meetings:

Attendance of the Co-Chairpersons and other ESC members or their designated alternate is essential to the success of the RASG-PA. Participation in ESC meetings and teleconferences is required, taking into account unforeseen circumstances. Should ESC members or their designated alternates not be present at three or more consecutive meetings, excluding teleconferences, the RASG-PA Executive Steering Committee may consider removal and election of a replacement.

Secretariat:

The Secretariat will support the Co-Chairpersons by providing administrative, coordination and technical support to the RASG-PA and ESC. The Secretary will be provided by ICAO (NACC or SAM Regional Director alternating with GREPECAS Secretary).

The Secretariat will:

1. Coordinate meeting logistics with meeting host(s)
2. Develop meeting agendas
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. Track, monitor and facilitate action items and report status to the Co-Chairpersons
7. Ensure alignment of RASG-PA activities with the GASP/GASR
8. Maintain communication with the Co-Chairs, ESC members and RASG-PA members
9. Identify required administrative support
10. Manage the work programme

Members:

Each RASG-PA member State/Territory and International Organization will designate a representative and an alternate representative able to support RASG-PA goals and objectives. If designated representation changes, any proposed replacement must be submitted to the RASG-PA Secretary.

Other individuals may be invited to attend meetings as a non-member participant to provide direct administrative support to the RASG-PA member(s) and activities or as guest observers.

RASG-PA members will:

1. Come to the meeting prepared, and provide active support by deliberating and identifying issues.
2. Support goals and objectives by maintaining timely and active communication between organization represented and RASG-PA.
3. Share safety improvements with RASG-PA members

Executive Steering Committee

An Executive Steering Committee (ESC) composed of representatives from States/Territories, international organizations and industry will be established to guide the work of the RASG-PA and ensure that safety initiatives are accomplished in a timely, effective and efficient manner. To that end, the ESC will:

1. Propose the RASG-PA work programme
2. Coordinate the activities of the RASG-PA and all GASP/GASR safety related initiatives and adjust strategy as necessary
3. Act as an advisory body to the RASG-PA
4. Provide regular safety environment assessments to the RASG-PA
5. Undertake any action required to ensure that the RASG-PA achieves its objective to reduce aviation risks and minimize or avoid duplication of efforts in the NAM, CAR and SAM Regions

Non-Member Participant and Guest Observers:

Non-Member Participant: Individual who is invited at the discretion of the RASG-PA Secretary, in consultation with the Co-Chairs, to participate in RASG-PA activities and meetings, without voting authority, to enhance the quality and effectiveness of RASG-PA.

Guest Observer: An individual or group who is invited at the discretion of the RASG-PA Secretary, in consultation with the Co-Chairs, to strictly observe a RASG-PA meeting or activity.

V. MEETINGS

The annual meeting of the RASG-PA shall be held in either October or November of each and every year as decided by the ESC. The Secretariat shall notify all members of the time and place with at least 60 days prior notice of such annual meeting. The meeting venues shall alternate between the NAM, CAR and SAM Regions. Special meetings of this group may be called by the Secretariat when deemed in the best interest of the group.

Annual meetings shall be bi-lingual (Spanish and English) with simultaneous interpretation services provided by the meeting host and documentation provided in both languages. ESC meetings will be bi-lingual (Spanish and English) with simultaneous interpretation whenever possible.

Regular meetings of the ESC shall be held monthly via teleconference on a day and time agreed to by the ESC. Special meetings of the ESC may be called by the Secretariat when deemed in the best interest of the group.

For the purposes of conducting business during ESC meetings, the presence of not less than 50 percent plus 1, of the ESC members shall constitute a quorum and shall be necessary to conduct the business of this organization. Only members or their designated alternates shall have authorization to vote during ESC meetings/teleconferences.

Agenda Item 7: Future RASG-PA Meetings

7.1 August 2011 Meeting Logistics

7.1.1 The ESC discussed the upcoming RASG-PA ESC/10 Meeting in Santa Cruz, Bolivia. The Bolivian DGAC had recently sent a letter confirming their support to host the event. The ESC accepted the support and extended their appreciation to the Bolivian authorities through the ICAO SAM Office Representatives.

7.1.2 A few ESC members said that they may not be able to make the meeting due to budget restrictions within their organizations. The ESC discussed several alternatives to ensure that both the RAST-PA/06 and ESC/10 Meetings could be held with minimal impact on RASG-PA projects and activities. In order to accommodate both meetings being held in the same week but in different locations, the ESC agreed to hold the RAST-PA/06 Meeting earlier in the week in Miami, United States. The ESC also agreed to extend the ESC/10 Meeting to one and a half days, which was subsequently changed to two days

7.2 Discussion of RASG-PA/04 Meeting Logistics

7.2.1 Mr. Andreas Kohn, member from Airbus, advised the ESC that the planning for the October RASG-PA/04 Meeting was on schedule. He asked for clarification of simultaneous interpretation requirements for the week, which was provided by the Secretariat.

7.2.2 RAST-PA advised the ESC that it would not be feasible to hold a two-day meeting prior to the RASG-PA/04 Meeting due to the amount of activities for the week and the responsibilities of RAST-PA members to also assist with the RASG-PA/04 Meeting as well. They recommended a one-day meeting to be held on Monday, 17 October 2011. The ESC concurred with this recommendation.

7.2.3 As a result of the new schedule for RAST-PA prior to the RASG-PA/04 Meeting, it was recommended that the ESC move their meeting to Tuesday, 18 October, rather than Friday 21 October 2011. This would provide the ESC an entire day to meet rather than a half day following the RASG-PA/04 Meeting. The ESC agreed to the schedule and the Airbus representative noted the change of meeting schedule and necessary translation requirements.

7.3 Preliminary discussion of RASG-PA Meeting schedule for 2012

7.3.1 The ESC discussed possible locations to hold the 2012 first through fourth quarter RASG-PA meetings. The Secretary reminded the ESC that all RASG-PA meetings should be coordinated with other organization's schedules so that we do not overlap activities. The Secretariat will be in charge of providing tentative dates to the ESC.

7.3.2 The ESC proposed the following tentative schedule for 2012, which is subject to coordination among participants and official confirmation from the host State/organization:

- First Quarter: (March tentative) Chile or ICAO SAM Regional Office in Lima, Peru
- Second Quarter: Bogota, Colombia; coinciding with the Third Pan American Aviation Safety Summit

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- Third Quarter: Miami or Seattle (United States), or Kingston/Montego Bay, Jamaica
- Fourth Quarter: (RASG-PA/05, no location yet identified)

Agenda Item 8: Other Matters

8.1 The Secretary reminded the ESC that it was necessary for those who had not provided the name of their ESC alternate to do so as soon as possible. There were several instances when the ESC did not have sufficient numbers for quorum. Airbus advised the Secretary that their alternate was Mr. Bill Bozin.

8.2 Several additional items were raised; however, due to time constraints it was agreed to carry them over to the ESC/10 Meeting. The following items will be included in the agenda for ESC/10 in Santa Cruz, Bolivia:

- Business Case for technology to mitigate runway excursions, such as Airbus's "Break to Vacate" technology, which is in line with GASP GSI-12 initiatives.
- Develop a procedure method to present RASG-PA initiatives and or recommendations as working papers in order to expedite discussion and conclusions during RASG-PA ESC Meetings.
- Should RASG-PA sponsor an initiative to promote the review of ICAO Doc 4444 for the purpose of gaining consistency with ATC Spanish phraseology in the Pan American region?