



RASG-PA ESC/10

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

**TENTH RASG-PA EXECUTIVE STEERING
COMMITTEE MEETING
(RASG-PA ESC/10)**

FINAL REPORT

Santa Cruz, Bolivia

24 and 25 August 2011

Presented by the Secretariat

August 2011

The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

	TABLE OF CONTENTS	PAGE
i	Table of Contents	i-1
ii	History of the Meeting	ii-1
	Place and Duration of the Meeting	ii-1
	Organization, Officers and Secretariat	ii-1
	Working Languages	ii-1
	Agenda	ii-1
	Schedule and Working Methods	ii-2
	Attendance.....	ii-2
	List of Decisions.....	ii-3
iii	List of Participants	iii-1
iv	List of Documentation.....	iv-1
Agenda Item 1:	Review and approve the RASG-PA ESC/10 Draft Meeting Agenda and Schedule	1-1
Agenda Item 2:	Review and approve previous teleconference Summary of Discussions (Attachment 1 to Appendix A) including follow-up of RASG-PA Decisions and Conclusions (Attachment 2 to Appendix A)	2.1
Agenda Item 3:	Status/update of RASG-PA Working Groups and Projects	3-1
Agenda Item 4:	Third Pan American Aviation Safety Summit.	4-1
Agenda Item 5:	Business case for technology to mitigate runway excursions	5-1
Agenda Item 6:	RASG-PA Procedural Handbook editorial change.	6-1
Agenda Item 7:	Future RASG-PA meetings	7-1
Agenda Item 8:	Develop procedure to present RASG-PA ESC initiatives and or recommendations as working papers	8-1
Agenda Item 9:	Safe Fund	9-1
Agenda Item 10:	Other matters	10-1

History of the Meeting

ii.1 Place and Duration of the Meeting

The Tenth RASG-PA Executive Steering Committee Meeting (RASG-PA ESC/10) was held at the Los Tajibos Hotel, Santa Cruz, Bolivia, 24 to 25 August 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. Mrs. Loretta Martin, Regional Director of the ICAO NACC Office, served as RASG-PA Secretary and was assisted by Mr. Oscar Quesada, Deputy Regional Director, ICAO SAM Office and Mr. Adolfo Zavala, ATM/2 Officer, ICAO NACC Office.

ii.3 Working Languages

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

ii.4 Agenda

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

Agenda Item 1: Review and approve the RASG-PA ESC/10 Draft Meeting Agenda and Schedule

Agenda Item 2: Review and approve previous teleconference Summary of Discussions (Attachment 1 to Appendix A) including follow-up of RASG-PA Decisions and Conclusions (Attachment 2 to Appendix A)

- 2.1 Approve previous teleconference summary of discussion (August)
- 2.2 Review list 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
 - Status 2010 Annual Safety Report and process for publication
- 3.3 Aviation Safety Training Team – Pan America
 - Status/update
 - Proposed Safety Workshop in the Caribbean Region

- 3.4 Project GSI/3.A – Protection of Safety Information
 - Status/update
- 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/update
 - ESC guidance for the use of ASIAs data

Agenda Item 4: Third Pan American Aviation Safety Summit

- 4.1 Safety Summit 2012 – Logistics/draft agenda

Agenda Item 5: Business case for technology to mitigate runway excursions

Agenda Item 6: RASG-PA Procedural Handbook editorial change

Agenda Item 7: Future RASG-PA meetings

- 7.1 Discussion of RASG-PA/04 Meeting logistics/events/draft agenda
- 7.2 Preliminary discussion of future RASG-PA meetings schedule 2012
- 7.3 Regional Runway Safety Seminar (RRSS), Miami, United States, 11-13 October 2011

Agenda Item 8: Develop procedure to present RASG-PA ESC initiatives and or recommendations as working papers

- 8.1 Draft Template for RASG-PA working paper

Agenda Item 9: Safe Fund

- 9.1 Request funding for RASG-PA 2012 Aviation Safety Workshops through the SAFE Fund

Agenda Item 10: Other matters

- 10.1 ESC members to provide the name of their alternate member
- 10.2 LABACE 2011 – Secretary Report

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 13 members and staff of the RASG-PA Executive Steering Committee (ESC) including Costa Rica, Chile, Jamaica, United States, Airbus, ALTA, Boeing, COCESNA/ACSA, IATA, as well as ICAO officers. There were 4 participants from the Bolivian 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/10 Meeting formulated ten decisions.

ii.9 **List of Decisions**

No. RASG-PA ESC	Title	Page
RASG-PA ESC/10/01	Detailed Implementation Plan for Runway Excursions, RAST-PA/RE/11	3-1
RASG-PA ESC/10/02	Distribute Pilot Monitoring Training Developed for RAST-PA/LOC-I/9	3-1
RASG-PA ESC/10/03	ATC Spanish Phraseology in the Pan American Region	3-2
RASG-PA ESC/10/04	2010 RASG-PA Annual Safety Report	3-2
RASG-PA ESC/10/05	Rescheduling of Proposed RASG-PA Safety Workshop	3-3
RASG-PA ESC/10/06	Aviation Safety Information Analysis and Sharing (ASIAS) System MoU	3-4
RASG-PA ESC/10/07	Develop a Business Case for Technology to Mitigate Runway Excursions	6-1
RASG-PA ESC/10/08	2012 RASG-PA ESC Meetings	6-1
RASG-PA ESC/10/09	Use of Working Papers during RASG-PA ESC Meetings	8-1
RASG-PA ESC10/10	Use of ICAO Safe Fund for RASG-PA Safety Related Activities	9-1

LIST OF PARTICIPANTS

BOLIVIA

Javier Puente C.
Oscar Arauco
Marco Castrillo

COSTA RICA

Ricardo Jiménez Paniagua

CHILE

Lorenzo Sepúlveda

JAMAICA

Oscar Derby

UNITED STATES

Dawn Veatch
Robyn Laporte

AIRBUS

Andreas Kohn

ALTA

Alex de Gunten
Carlos Barrero

BOEING

Gerardo Hueto

COCESNA/ACSA

Victor Zamora

IATA

Gabriel Acosta

ICAO/OACI

Loretta Martin
Oscar Quesada
Adolfo Zavala

RASG-PA ESC/10
iii – List of Participants

iii-2

Name / Position Nombre / Puesto	Administration / Organization Administración / Organización	Telephone / E-mail Teléfono / Correo-e
BOLIVIA		
Javier Puente C. Jefe Regional - Santa Cruz	Dirección General de Aeronáutica Civil	Tel.: (591) 3-3546060 E-mail: jpuente@dgac.gob.bo
Oscar Arauco Jefe de la Misión OACI en Bolivia,	Dirección General de Aeronáutica Civil	Tel.: E-mail:
Marco Castrillo Jefe de la Unidad de Estándares de Vuelo de la DGAC de Bolivia	Dirección General de Aeronáutica Civil	Tel.: E-mail:
CHILE		
Lorenzo Sepúlveda Biget Director Departamento Dirección Seguridad Operacional	Dirección General de Aeronáutica Civil	Tel.: + 562-4342443 E-mail: lsepulveda@dgac.cl
COSTA RICA		
Ricardo Jiménez Paniagua Inspector Estándares de Vuelo	Dirección General de Aeronáutica Civil	Tel.: +(506) 8997-5454 Email: ricardocori@hotmail.com
JAMAICA		
Oscar Derby Director General	Civil Aviation Authority	Tel.: + 876 920 5626 E-mail: jcivav@jcaa.gov.jm
UNITED STATES		
Dawn Veatch Director, Western Hemisphere Office	Federal Aviation Administration – FAA	Tel.: + 202-385-8900 E-mail: Dawn.Veatch@faa.gov
Robyn Laporte Office of Accident Investigation and Prevention	Commercial Aviation Safety Team – CAST	Tel.: E-mail: robyn.laporte@faa.gov
AIRBUS		
Andreas Kohn Director International Airworthiness Cooperation	France	Tel.: + 33 (0) 561 93 43 34 / 33 (0) 609 E-mail: andreas.kohn@airbus.com

ALTA		
Alex de Gunten Executive Director	ALTA	Tel.: + 786 388 0222 Email: adegunten@alta.aero
Carlos Barrero Asesor Comité Técnico	ALTA	Tel.: +591-4 428-1564 Email: jcbarrero@alta.aero
BOEING		
Gerardo Hueto Chief Engineer Aviation System Safety	The Boeing Company	Tel.: + 425 237 3129 Email: gerardo.m.hueto@boeing.com
COCESNA/ACSA		
Victor Zamora Coordinador Operaciones COCESNA/ACSA	COCESNA/ACSA	Tel.: E-mail: vzamora70@gmail.com
IATA		
Gabriel Acosta Manager, Safety, Operations & Infrastructure, Latin America & Caribbean	IATA	Tel.: + 1 305 266 7552 E-mail: acostag@iata.org
ICAO		
Loretta Martin Regional Director	ICAO NACC Regional Office Mexico	Tel.: + 52 55 5250 3211 E-mail: lmartin@mexico.icao.int Web: www.mexico.icao.int
Oscar Quesada Deputy Director	ICAO SAM Regional Office Peru	Tel.: + 51 1 611-8686 E-mail: oquesada@lima.icao.int Web: www.lima.icao.int
Adolfo Zavala Regional Officer	ICAO NACC Regional Office Mexico	Tel.: + 52 55 5250 3211 E-mail: azavala@mexico.icao.int Web: www.mexico.icao.int

**Agenda Item 1: Review and approve the RASG-PA ESC/10 Draft Meeting Agenda
and Schedule**

1.1 Mr Oscar Derby, RASG-PA Co-Chairperson, presented WP/01 and invited the ESC to approve the draft agenda. The agenda was approved as presented and is included in the historical section of this report.

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 discussions (August)

2.1.1 The ESC reviewed and approved the August RASG-PA ESC teleconference summary of discussions, ESC/10, WP/01, Appendix A, Attachment 1.

2.2 Review list of RASG-PA Decisions and Conclusions

2.2.1 The ESC reviewed the list of RASG-PA Decisions and Conclusions. ESC decisions 9/1, 9/2, 9/3, 9/4, 9/5, 9/6, 9/7 and 9/8 were closed. Other items were updated with information received, ESC/10, WP/01, Appendix A, Attachment 2.

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

3.1 Regional Aviation Safety Team – Pan America

3.1.1 Mr. Miguel Marin, ICAO HQ ANB Representative and RAST-PA Rapporteur, presented Detailed Implementation Plan (DIP), RAST-PA/RE/11, for ESC approval and implementation. The DIP focuses on mitigating runway related accidents and incidents at airports by identifying airport specific hazards and developing mitigations. The deliverable would be to develop guidance material and training programs to create action plans for runway safety teams. The ESC approved the establishment of the additional DIP, which will be championed by Mexico DGAC and made the following decision:

DECISION RASG-PA ESC/10/1: DETAILED IMPLEMENTATION PLAN FOR RUNWAY EXCURSIONS, RAST-PA/RE/11

To reduce runway related accidents and incidents at airports by identifying airport specific hazards and developing mitigations.

3.1.2 The RAST-PA requested ESC approval to distribute the Pilot Monitoring Training that was developed by IFALPA for RAST-PA/LOC-I/9. The training would be disseminated to States using the RASG-PA Safety Recommendation (RSR) distribution process. Before approving this initiative, the ESC requested additional information regarding the initiative and objectives of the plan.

DECISION RASG-PA ESC/10/2: DISTRIBUTE PILOT MONITORING TRAINING DEVELOPED FOR RAST-PA/LOC-I/9

RASG-PA ESC to approve the dissemination of the Pilot Monitoring Training developed for RAST-PA/LOC-I/9 DIP to States through the use of the RASG-PA Safety Recommendation (RSR) document.

3.1.3 Mr. Miguel Marin briefed the ESC on a GREPECAS initiative to streamline ICAO ATC phraseology, which culminated with an amendment to Chapter 12, Phraseologies (Spanish only), of the PANS/ATM (Doc 4444) applicable since 2009. However, the amendments to the phraseology have not been widely adopted by the Spanish speaking community.

3.1.4 The GREPECAS initiative focused on researching terms used in the Spanish phraseology, which had ambiguity between Spanish speaking States and amending them with terms that could be understood by all. This effort, which lasted more than 10 years, culminated with an amendment proposal that contained the “most accepted” terms to ensure a common understanding.

3.1.5 ALTA had previously advanced this initiative to realize the safety benefits of the amendment through the development of an implementation strategy that reaches out to air traffic controllers and pilots to adhere to the Spanish phraseology changes.

3.1.6 The ESC supported the initiative but requested a working paper to clarify the project or plan, which would be presented to the ESC and during RASG-PA/04 Meeting prior to implementation of a project.

Decision RASG-PA ESC/10/3: ATC SPANISH PHRASEOLOGY IN THE PAN AMERICAN REGION

Proposal to implement Spanish version of ICAO Doc. 4444 for the purpose of ensuring phraseology consistency in the ATC environment in Spanish speaking states.

3.2 Annual Safety Report Team

3.2.1 Mr. Oscar Quesada, ICAO SAM Office Deputy Director, presented a business plan and a summary of the activities carried out by the Annual Safety Report Team (ASRT) for the development of the RASG-PA Annual Safety Report for 2010.

3.2.2 The ASRT met in Lima, Peru, on 7 and 8 July 2011, to prepare a work programme to define the requirements and guidelines for the preparation of the report. The team recommended adopting a policy of freezing the structure and numbering of charts for no less than two years in order to speed up the annual drafting of the report and for easy reference of stakeholders when referring to trends.

3.2.3 The ASRT also wanted the ESC to decide the level of State or operator identification for the information to be provided in the Annual Report. For example, when referring to the Lack of Effective Implementation (LEI) from the ICAO Universal Safety Oversight Audit Program or when identifying information regarding airports with high rates of unstabilized approaches, etc. The ESC decided that there was no issue if the information was already public but in other cases it would need to be decided on a case by case basis.

3.2.4 The publication of the 2010 Annual Safety Report was discussed, and the ESC decided that it should be fast-tracked in order to be distributed during the RASG-PA/4 Meeting in October 2011.

Decision RASG-PA ESC/10/4: 2010 RASG-PA ANNUAL SAFETY REPORT

That the RASG-PA 2010 Annual Safety Report be prepared and ready to present to the RASG-PA membership during RASG-PA/04 Meeting.

3.3 Aviation Safety Training Team – Pan America

3.3.1 The RASG-PA Aviation Safety Training Team (ASTT) received approval from the RASG-PA ESC to hold two safety training workshops in the SAM Region as part of the RASG-PA Training Programme and the Regional Aviation Safety Team – Pan America (RAST-PA) programme for 2011. The ICAO Lima Office agreed to begin the coordination process with Venezuela and Argentina as tentative locations for the safety workshops.

3.3.2 After initial coordination, the Lima office advised the RASG-PA Secretary that, unfortunately, Argentina would be unable to host a RASG-PA safety workshop at this time.

3.3.3 Other organizations had expressed interest in hosting a RASG-PA safety workshop in 2011. CASSOS notified the RASG-PA Secretary that they had received a request to conduct a safety seminar in the Eastern Caribbean. Based on this request, CASSOS has proposed Barbados as a tentative location for the event. CASSOS will investigate the logistics and request support from the Barbados CAA.

3.3.4 CASSOS has suggested September, October or January 2012 as tentative dates to hold the event and mentioned that hurricane season should be taken into account.

3.3.5 The ESC approved the rescheduling of the second RASG-PA workshop in the Caribbean. The workshop will be scheduled between October 2011 and January 2012.

Decision RASG-PA ESC/10/5: RESCHEDULING OF PROPOSED RASG-PA SAFETY WORKSHOP

Reschedule the second of the two RASG-PA Safety Workshops in the Caribbean region between October 2011 and January 2012.

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

3.4.1 The ESC discussed the status of the GSI/3.A Project. The representative from Boeing advised the ESC that due to unforeseen circumstances they would need more time to conduct a full review of the GSI/3 document by their legal department.

3.4.2 The ESC discussed the need to set a deadline for the review of the draft GSI/3 document due to the extensive length of time since the last activity to move forward with this initiative.

3.4.3 Both Boeing and Airbus representatives advised the ESC that they recognized that there had been a long delay in reviewing the GSI/3.A document, but that they felt that it was very important that their legal departments had the opportunity to review prior to final approval of the document. The preliminary review from their respective legal departments indicated that the document needed additional legal evaluation prior to approval and distribution to States.

3.4.4 The ESC indicated that they would like to establish a time frame on the review of the document. The Boeing representative committed to presenting some of the concerns regarding the draft document at the next ESC meeting in Miami.

3.5 Project GSI/12 – Sharing of Safety Information Data

3.5.1 The ESC representative for COCESNA/ACSA briefed the ESC that the Project members are close to finalizing a specific mitigation effort for RWY 25 at San Jose International Airport (MROC) as a result of GSI-12 Project activities. A meeting was held in Costa Rica on 21 July and August 19 with the participants to finalize the mitigation efforts. The operators flight checked the CYRUS draft approach procedure to RWY 25 (MROC) in the simulator and in-flight and found some errors, which were forwarded to ATC personnel from the DGAC of Costa Rica

who will correct the procedure. Once amended, the procedure will be delivered to the operator to perform another flight check. If all goes well, the CYRUS approach procedure will be ready to publish in accordance with the AIRAC cycle.

3.5.2 The DGAC of Guatemala and safety officers from two regional operators held a meeting on 14 July with the assistance of COCESNA/ACSA to discuss the operational risks at the La Aurora International Airport (MGGT), under the umbrella of the GSI/12 Project. As a result of this meeting, the DGAC of Guatemala requested assistance from COCESNA/ACSA to implement mitigation measures to reduce risks such as resolution alerts, bird strikes and reduced braking on runways due to rubber accumulation and ATC vectors. Some of the mitigation actions discussed included training ATC personnel in the areas of CFIT, ALAR, TCAS, Runway Excursions and Loss of Control-Inflight. Additionally, mitigation actions discussed included restructuring the airspace of MGGT by creating VFR corridors like those that were implemented at MROC.

3.5.3 The effort to add another operator to the GSI/12 Project is ongoing, and an operator had been invited to a meeting on 21 September in Guatemala and 6 October in Costa Rica (the new operator participated as an observer at the last two meetings on 21 July and 19 August in Costa Rica).

3.5.4 The GSI/12 projects were 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 that had left or moved to other parts of their respective organizations, which caused the project to be delayed. The DGAC of Costa Rica and the participating air operator have subsequently named replacements for the personnel that left or moved, which has resolved the issue.

3.5.5 COCESNA/ACSA recently had a coordination meeting with the DGAC of Guatemala with the objective that they join the GSI/12 Project. In addition, another airline operator has formally requested to be part of this GSI/12 Project. A meeting was held the 18 August to continue coordinating this effort to mitigate safety risks. Mr. Mario Chacon, Deputy Director COCESNA/ACSA, acknowledged the efforts of working with Guatemala in the GSI/12 Project and mentioned other Central American State who could possibly join the efforts in the future.

3.6 Project GSI/4 – Accident/Incident Regional Board

3.6.1 The ESC representative for COCESNA/ACSA briefed the ESC that the legal department for COCESNA has advised that due to legal differences in each country an MOU is not the appropriate instrument to gain approval from COCESNA contracted States. Consequently, it was discovered that approval of this initiative by the COCESNA Board of Directors already exists. Therefore, implementation of the Accident/Incident Regional Board will proceed. Some adjustments may be necessary that may create some delay but the plan is to continue working regionally and strengthening the Accident/Incident Regional Board accordingly.

3.6.2 The ESC was briefed that future plans for this regional board include establishing a laboratory, which will not only be used for investigating accidents and incidents, but will support States in their accident/incident prevention programs as well. This laboratory will be a step closer to creating a regional entity based on voluntary reporting that will assist Member States similar to the ICAO regional offices. Additionally, it is envisioned that a regional "Go-Team," will be created to support states with accident and incident investigations.

3.6.3 The representative for COCESNA/ACSA said that the project will need considerable support and requested the assistance of ICAO RASG-PA member States to consider provision of the items necessary to carry out the project.

3.7 ASIAS

3.7.1 The CAST representative presented the ESC with a draft data sharing agreement that outlined the responsibilities and specific use of ASIAS data by RASG-PA.

3.7.2 The ESC accepted the agreement and will coordinate the signing of the ASIAS Memorandum of Understanding with the ASIAS Executive Board.

Decision RASG-PA ESC/10/6: AVIATION SAFETY INFORMATION ANALYSIS AND SHARING (ASIAS) SYSTEM MOU

The RASG-PA ESC will coordinate with ASIAS Executive Board to sign MOU for sharing ASIAS Safety Data.

Agenda Item 4: Third Pan American Aviation Safety Summit

4.1 Safety Summit 2012 – Logistics/draft agenda

4.1.1 Due to the success of the previous two Pan American Aviation Safety Summits, the ESC approved supporting a Third Pan American Aviation Safety Summit at the ESC/09 Meeting, which is tentatively scheduled to be held in Bogota, Colombia, in June 2012.

4.1.2 In order to maximize attendance and to mitigate over-lapping with other aviation events that may also be scheduled in June 2012, the ESC was asked to select one of two dates in June 2012 that would be less likely to impact participation and conflict other aviation events.

4.1.3 The majority of the ESC members chose 19 to 21 June 2012, as the date for the Third Pan American Aviation Safety Summit.

4.1.4 The ESC was also asked to start considering the agenda for the event and forward possible agenda items and or presentations to the RASG-PA Secretary.

Agenda Item 5: Business case for technology to mitigate runway excursions

5.1 Mr. Oscar Quesada, Regional Deputy Director, ICAO Sam Office, reminded the ESC that during the RASG-PA ESC/9 Meeting held in Mexico City on 17 June 2011, there was initial discussion reference whether RASG-PA should develop a business case for technology developed by an aircraft manufacturer to mitigate runway excursions.

5.2 It was decided that this item should be carried over to ESC/10 in order to prepare a working paper to clarify the initiative and identify required resources.

5.3 Mr. Quesada presented a working paper to the ESC, which analyzed the Global Aviation Safety Roadmap (GASR) the Global Safety Initiative #12 (GSI/12) "**USE OF TECHNOLOGY TO ENHANCE SAFETY.**" .. The GSI/12 initiative specifically focuses on implementation of "*Technology advances which contribute significantly to improvements in safety.*"

5.4 Based on the GSI/12 focus area and implementation strategy, Mr. Quesada advised the ESC that RASG-PA may want to consider the relevance of developing a safety business case to identify the economic benefit(s) of retrofitting the regional fleet with this technology. The results of this study could determine if further actions and/or recommendations from RASG-PA might be appropriate.

5.5 The ESC discussed whether RASG-PA had the resources to prepare a business case for this initiative. It was decided that other methods for evaluating this initiative may be available and require less resources to conduct. Mr. Quesada reminded the ESC that during the August teleconference, the CAST representative discussed the process that CAST uses, which may fit the needs of evaluating this technology and may be less resource intensive.

5.6 The ESC agreed to examine other methods of conducting a business case for this technology. The CAST representative will brief the ESC on the CAST method during the ESC/11 Meeting.

DECISION RASG-PA ESC/10/7: DEVELOP A BUSINESS CASE FOR TECHNOLOGY TO MITIGATE RUNWAY EXCURSIONS

That the RASG-PA ESC investigate the process to build a business case for RASG-PA to assess the cost and/or benefit of retrofitting a fleet of aircraft with a new technology to mitigate Runway Excursions.

Agenda Item 6: RASG-PA Procedural Handbook editorial change

6.1 The ESC recalled that during the ESC/9 Meeting in Mexico City, the ESC approved an amendment to the RASG-PA Procedural Handbook to clarify the status of RASG-PA Participant vs. Observer in the Handbook.

6.2 During the discussion of the amendment, several ESC members questioned the meaning of the word “collaboration” as it pertained to the new sections of the Handbook.

6.3 The ESC agreed to the Handbook amendment but asked that the wording “in consultation” be considered instead of “in collaboration.” The ESC agreed to allow the Secretariat and Co-Chairpersons clarify the phrase and report the final wording to the ESC during the next meeting.

6.4 The wording agreed to by Secretariat and Co-Chairpersons was “in consultation” as indicated below:

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.

Agenda Item 7: Future RASG-PA meetings

7.1 Discussion of RASG-PA/04 Meeting logistics/events/draft agenda

7.1.1 The Airbus representative, Mr. Andreas Kohn, briefed the ESC on the current status of preparations for the RASG-PA/4 Meeting in Miami, United States. The RASG-PA Secretariat and Airbus staff are holding bi-weekly teleconferences to coordinate logistics. The RASG-PA Secretary requested that all ESC members promote the event within their respective organization.

7.1.2 The ESC was advised that all RASG-PA/4 documentation would be uploaded on RASG-PA website as it became available. The ESC was also reminded of deadlines for submitting working papers in order for documents to be translated, properly formatted and translated if necessary.

7.2 Preliminary discussion of future RASG-PA meetings schedule 2012

7.2.1 The ESC discussed tentative dates and locations for the 2012 RASG-PA/5, ESC and RAST meetings. The ESC tentatively agreed to schedule meetings during the months of March, June, August and October. Tentative dates and locations were discussed and will be presented by the Secretary during the RASG-PA ESC/11 Meeting in Miami.

DECISION RASG-PA ESC/10/8: 2012 RASG-PA ESC MEETINGS

The RASG-PA ESC agreed to schedule the RASG-PA ESC meeting dates for 2012 during the months of March, June, August and October of 2012.

7.3 Regional Runway Safety Seminar (RRSS), Miami, United States, 11-13 October 2011

7.3.1 The Secretary reminded the ESC that the High-level Safety Conference (2010) recommended that States support convening of Regional Runway Safety Seminars (RRSS). One of the outcomes of the ICAO Global Runway Safety Symposium (2011) was to initiate Regional Runway Safety Seminars and to support the creation of local Runway Safety Teams (RSTs) to address prevention and mitigation of runway excursions, runway incursions and other occurrences related to runway safety (as part of the ICAO Runway Safety Programme). The role of RASG-PA will be key for the implementation of RSTs throughout the region.

7.3.2 The Secretary asked ESC members to participate in and promote the first Regional Runway Safety Seminar (RRSS) that will be held in the NACC Region, 11 to 13 October 2011, Miami, USA, sponsored by ICAO, FAA, IFATCA and ACI. The Secretary also asked the ESC to encourage the creation of RSTs and provide support for those already in place.

Agenda Item 8: Develop procedure to present RASG-PA ESC initiatives and or recommendations as working papers

8.1 The Secretary briefed the ESC that the number of RASG-PA sponsored initiatives and projects continues to grow in the NAM/CAR/SAM regions. To accurately document the progress of a project and/or initiative, it is recommended that the RASG-PA ESC consider the use of working papers in order to present information in a more consistent, efficient manner as well as provide a written record for future reference.

8.2 The ESC agreed with the proposal and made the following decision:

DECISION RASG-PA ESC/10/9: USE OF WORKING PAPERS DURING RASG-PA ESC MEETINGS

The RASG-PA ESC will use working papers as the standard method for providing information, initiatives, projects and or recommendations.

Agenda Item 9: SAFE Fund

9.1 The Secretary reminded the ESC that a possible funding source for RASG-PA safety initiatives was through the ICAO SAFE Fund.

9.2 The intention of the SAFE fund is to improve the safety of civil aviation through the use of a performance-based approach. Voluntary contributions to the SAFE Fund will be accepted from ICAO Member States, international organizations, and public and private parties associated with international civil aviation and may be either general or specific. General contributions will be used for safety-related projects that would generally improve safety without a specific earmark, while specified contributions will be earmarked for a specific project or result. All contributions to the SAFE Fund will be subject to an administrative agreement between the donor and ICAO, which will resolve, amongst other things, the amount to be donated, the duration of the donation and any accountability requirements.

9.3 The ESC agreed that several RASG-PA initiatives may be suitable candidates for requesting funds from the ICAO Safe Fund. The ESC agreed that it would be advantageous to submit a funding request for the planned RASG-PA Safety Workshops that will be scheduled for 2012. The ESC made the following decision:

DECISION RASG-PA ESC/10/10: USE OF ICAO SAFE FND FOR RASG-PA SAFETY RELATED ACTIVITIES

The RASG-PA ESC agreed to submit a SAFE funding request for RASG-PA Safety Workshops scheduled for 2012.

9.4 The Secretary also asked that ESC members make additional requests for funding through their network of contacts in order to continue expanding and supporting RASG-PA safety initiatives.

Agenda Item 10: Other matters

10.1 ESC members to provide the name and contact data for their organization's alternate member.

10.1.1 This item was completed shortly before the ESC meeting.

10.2 LABACE 2011 – Secretary Report

10.2.1 The Secretary briefed the ESC on her meeting and presentation to members of the **International Business Aviation Council (IBAC)** during the 8th Annual Latin American Business Aviation Conference and Exhibition (LABACE) in Sao Paulo, Brazil, during August 2011.

10.2.2 The Secretary asked if it would be beneficial to include IBAC aviation safety data in the annual RASG-PA Safety Report. Additionally, she asked the ESC to consider IBAC as a future member of the RASG-PA ESC, which could benefit from the inclusion of the regional business aviation stakeholder.

10.2.1 The Boeing representative advised the ESC that it might be difficult to combine the business aviation data along with commercial aviation data in the Annual Safety Report.

10.2.2 The ESC agreed that it would be best if IBAC attended a future meeting of the ESC and provided a presentation on their respective organization and safety initiatives.