



**RASG-PA ESC/11**

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

**ELEVENTH RASG-PA EXECUTIVE STEERING  
COMMITTEE MEETING  
(RASG-PA ESC/11)**

**FINAL REPORT**

**Miami, United States**

**18 October 2011**

Presented by the Secretariat

November 2011

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## History of the Meeting

### ii.1 **Place and Duration of the Meeting**

The Eleventh RASG-PA Executive Steering Committee Meeting (RASG-PA ESC/11) was held at Westin Colonnade Hotel, Miami, Florida, United States, on 18 October 2011.

### ii.2 **Organization, Officers and Secretariat**

Mr. Alex de Gunten, Executive Director, ALTA (Industry), and Mr. Carlos Pellegrino, First Vice-Chairperson (States/Territories) acting for Mr. Oscar Derby, RASG-PA Co-Chairperson, served as RASG-PA Co-Chairs and led the discussions conducted under the agenda items. Mrs. Loretta Martin, Regional Director of the ICAO NACC Regional Office, served as RASG-PA Secretary and was assisted by Messrs. Franklin Hoyer, Regional Director, ICAO SAM Regional Office; Oscar Quesada, Deputy Regional Director, ICAO SAM Regional Office; Mr. Adolfo Zavala, ATM/2 Officer, ICAO NACC Office; Mr. Eduardo Chacin, Flight Safety Officer, ICAO NACC Office; Mr. Marcelo Ureña, Flight Safety Officer, ICAO SAM Office; and Mr. Miguel Marin, Technical Officer, ICAO Headquarters.

### ii.3 **Working Languages**

The working languages of the meeting were 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/11 Draft Meeting Agenda and Schedule**

**Agenda Item 2: Review and approve RASG-PA ESC/10 Meeting Report including follow-up of RASG-PA Decisions and Conclusions**

- 2.1 Approve RASG-PA ESC/10 Meeting Report
- 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 (RAST-PA)
  - Status/Update
  - Pilot Monitoring Training RSR request – ESC/10
  - Review RAST-PA WP for RASG-PA/4

- 3.2 Annual Safety Report Team (ASRT)
  - Status/Update
  - Review ASRT WP for RASG-PA/4
- 3.3 Aviation Safety Training Team – Pan America (ASTT)
  - Status/update
  - Review ASTT WP for RASG-PA/4
- 3.4 Project GSI/3.A – Protection of Safety Information
  - Status/update
  - Stakeholders review of GSI/3.A Legal Framework Document
  - Review GSI/3 WP for RASG-PA/4
- 3.5 Project GSI/12 – Sharing of Information Safety Data
  - Status/update
  - Review GSI/12 WP for RASG-PA/4
- 3.6 Project GSI/4 – Accident/Incident Regional Board
  - Status/update
  - Review GSI/4 WP for RASG-PA/4
- 3.7 ASIAs
  - Status/updates

**Agenda Item 4: Business case for technology to mitigate runway excursions**

- Carry over from ESC/10 Meeting – CAST method for evaluating technology

**Agenda Item 5: Implementation strategy for adhering to the proper use of ICAO Spanish Standard Phraseology in accordance with PANS-ATM (Doc. 4444), Chapter 12**

- Carry over from ESC/10 Meeting – Review working paper 10 for RASG-PA/04

**Agenda Item 6: Future RASG-PA meetings**

- 6.1 Final discussion RASG-PA/04 Meeting Logistics
- 6.2 Review proposed RASG-PA meetings dates 2012

**Agenda Item 7: Other matters**

- 7.1 First Vice-Chairperson (SAM Region) election/re-election/Co-Chairperson for States election/re-election

ii.5 **Schedule and Working Methods**

The Meeting held its session from 08:30 to 16:30 hours.

ii.6 **Attendance**

The Meeting was attended by 25 members and staff of the RASG-PA Executive Steering Committee (ESC) including Brazil, Chile, United States, ACI-LAC, Airbus, ALTA, Boeing, CASSOS, IATA and IFALPA.

ii.7 **Conclusions and Decisions**

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

ii.8 **List of Conclusions and Decisions**

The RASG-PA ESC/11 Meeting formulated 4 decisions.

ii.9 **List of Decisions**

<b>No. RASG-PA ESC</b>	<b>Title</b>	<b>Page</b>
<b>RASG-PA ESC/11/01</b>	Detailed Implementation Plan (DIP) for guidance in maintaining runways in accordance with ICAO Annex 14	3-1
<b>RASG-PA ESC/11/02</b>	Rename RASG-PA Safety Recommendations (RSR) to RASG-PA Safety Advisory (RSA)	3-1
<b>RASG-PA ESC/11/03</b>	New name for the Regional the Regional Aviation Safety Team – Pan America	3-2
<b>RASG-PA ESC/11/04</b>	Proper Use of Spanish Standard Phraseology	5-2



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**Chile**

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**ICAO Secretariat/Secretaría OACI**

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Jaime Calderón  
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**Agenda Item 1:        Review and approve the RASG-PA ESC/11 Draft Meeting Agenda and Schedule**

1.1            Mr. Alex de Gunten, RASG-PA Co-Chairperson for Industry, presented WP/01 and invited the Executive Steering Committee (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 RASG-PA ESC/10 Meeting Report including follow-up of RASG-PA Decisions and Conclusions**

**2.1                   Review and approve RASG-PA ESC/10 Meeting Report**

2.1.1               The ESC reviewed and approved the draft RASG-PA ESC/10 Meeting report.

**2.2                   Review list of RASG-PA Decisions and Conclusions**

2.2.1               The ESC reviewed the list of RASG-PA Decisions and Conclusions from the RASG-PA/03 Meeting and RASG-PA ESC/07, ESC/08, ESC/09 and ESC/10 Meetings for presentation to the RASG-PA/04 Meeting. Of the 8 RASG-PA Conclusions, only 1 remains valid; of the 37 RASG-PA Decisions, only 11 remain valid. Other items were updated with information received as appropriate.

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**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 Mr. Miguel Marin, ICAO HQ ANB Representative and RAST-PA Rapporteur, presented Detailed Implementation Plan (DIP) RAST-PA/RE/08 for ESC approval. The DIP focuses on reducing runway condition/maintenance related accidents and incidents at airports by developing a runway maintenance guide in accordance with ICAO Annex 14. The DIP will be championed by ACI-LAC. The ESC approved the DIP and made the following decision:

**DECISION**

**RASG-PA ESC/11/1**

**DETAILED IMPLEMENTATION PLAN (DIP) FOR  
GUIDANCE IN MAINTAINING RUNWAYS IN  
ACCORDANCE WITH ICAO ANNEX 14**

To mitigate runway condition/maintenance-related accidents and incidents, ACI-LAC will champion the compilation and development of runway maintenance guidance material for airports in the Pan American region.

3.1.2 The ESC also discussed the need for RAST-PA to continue its work programme for the next year and agreed that RAST-PA would continue to hold its meetings in combination with the ESC meetings scheduled for 2012.

3.1.3 The RAST-PA briefed the ESC on the status of RAST-PA/RE/11 and advised that the DIP would be translated into Spanish.

3.1.4 Mr. Carlos Pellegrino requested that the ESC consider changing the name of the “RASG-PA Safety Recommendation” or RSR document to something that would translate as less a mandate from RASG-PA and more in line with an advisory. The ESC agreed to change the name from “RASG-PA Safety Recommendation” to “RASG-PA Safety Advisory” and formulated the following decision:

**DECISION**

**RASG-PA ESC/11/2**

**RENAME RASG-PA SAFETY RECOMMENDATIONS  
(RSR) TO RASG-PA SAFETY ADVISORY (RSA)**

RASG-PA Safety Recommendations are renamed RASG-PA Safety Advisories to more accurately reflect the intent to provide an advisory to States in regard to RASG-PA safety initiatives in the Pan American region.

3.1.5 The RAST-PA provided the ESC with a briefing on the Pilot Monitoring Toolkit developed by IFALPA as an initiative for the RAST-PA/LOC-I/9 DIP. The RAST-PA had previously requested approval from the ESC to have the toolkit sent to States via an RSA. After much discussion, the ESC felt that the toolkit was more beneficial if it were part of the RASG-PA safety workshops where it could be presented and discussed in a forum with an instructor who could explain the toolkit in a more comprehensive manner. The ESC agreed that it would not be sent as an RSA but that it would be disseminated as part of the RASG-PA series of workshops that were scheduled for 2012.

3.1.6 The RAST-PA rapporteur requested that the ESC consider amending the name of the workgroup to Pan America – Regional Aviation Safety Team (PA-RAST) for the purpose of harmonization among the different RAST teams being created in the different RASGs around the world, and to provide better support from ICAO HQ. The ESC agreed to the recommendation to rename the RAST-PA to PA-RAST and thus formulated the following decision:

**DECISION**

**RASG-PA ESC/11/3**

**NEW NAME FOR THE REGIONAL AVIATION SAFETY  
TEAM PAN AMERICA (RAST-PA)**

RASG-PA ESC approves renaming the Regional Aviation Safety Team – Pan America to the Pan American - Regional Aviation Safety Team (PA-RAST).

**3.2 Annual Safety Report Team (ASRT)**

3.2.1 The ESC was presented with the draft RASG-PA Annual Safety Report by the Annual Safety Report Team (ASRT), which requested ESC approval to present the report to the plenary during the RASG-PA/04 Meeting.

3.2.2 The ESC requested clarification on the title of the report, as it was dated 2011 but contained data from 2010. The ESC observed that this could be misleading but also wanted to ensure that the reader understood it was a new document with the latest data available at the time of publication. The ESC agreed that it was best to leave the title generic, “The Annual RASG-PA Safety Report,” but include on the cover the date of the information, the edition and when it was issued.

3.2.3 The ASRT also explained that in order to expedite future editions of the document, the format should stay static for at least two years and only the data and executive summary would change. The ESC agreed that this process would accelerate the publication of the report so that a new edition could be prepared as soon as yearly data from the contributing organizations became available.

3.2.4 The ESC agreed that the draft report could be presented to the RASG-PA/04 Meeting with minor editorial changes as provided by the ESC.

### **3.3 Aviation Safety Training Team – Pan America (ASTT)**

3.3.1 The ASTT presented the ESC with the status of 2011 ASTT meetings and the schedule for RASG-PA Aviation Safety Workshops for the remainder of 2011 and 2012. There are three tentative ASTT meetings scheduled for 2012, and five Aviation Safety Workshops being planned for 2012 in the CAR/SAM Regions as part of its objective to increase its presence in said Regions. The ESC concurred with the tentative schedule for ASTT activities for 2012.

3.3.2 The ASTT also discussed the importance of having the updated ALAR Toolkit, version II, from Flight Safety Foundation (FSF) available on the RASG-PA website for free downloading by the aviation community. The ESC was advised that a request from the Secretary had previously been forwarded to FSF but that an official response to the request had not yet been received. IATA supported making it available for downloading; however, they noted that the Toolkit is the property of FSF and that they would need to make the final decision whether to make it available or not. The Airbus representative advised the ESC that Airbus held a seat on the FSF Executive Committee and that he would make a follow-up request at the next FSF meeting.

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

3.4.1 The ESC was briefed on the current status of the GSI/3.A Project to protect safety information. The RASG-PA liaison to the project, Ms. Sagrario Padilla (COCESNA), was invited to attend a meeting by the Safety Information Protection – Task Force (SIP-TF) that had been recently established by ICAO Headquarters as a result of a recommendation from the High Level Safety Conference in 2010.

3.4.2 Ms. Padilla presented the Task Force with a synopsis of RASG-PA activities related to the protection of safety information. The RASG-PA activities regarding the protection of safety information were well received by the Task Force, and they requested that Ms. Padilla remain a member of the SIP-TF in order to share information gathered through RASG-PA activities. The ESC agreed that it would be beneficial for RASG-PA to continue to participate as a member of the SIP-TF in order to harmonize and share its activities with SIP-TF goals and objectives.

3.4.3 The ESC was also briefed on the status of review of the draft document “Proposal for amendment to the aeronautical legislation in order to protect safety information sources,” which is part of the GSI/3.A Project. The review and draft of the document has been delayed due to a personnel change of Boeing’s attorney who was initially going to provide comments to the document. The ESC requested that a timetable be developed indicating when the final review could be completed and requested that a final draft of the document be provided to the ESC no later than March 2012. Boeing agreed to prepare a timetable indicating when they could meet, which they would provide to the ESC during the next scheduled RASG-PA ESC teleconference.

### **3.5 Project GSI/12 – Sharing of Information Safety Data**

3.5.1 Mr. Alex de Gunten briefed the ESC on current activities for this RASG-PA project. He noted that the effort to add another operator to the GSI-12 Project has been ongoing and that recently an airline operator had formally requested to be part of this GSI-12 Project. A meeting was held the 18 August 2011, to coordinate the details of this additional project participant. In addition to this effort, another airline operator was invited to join and has already participated in several meetings that were held on 21 September in Guatemala and 6 October in Costa Rica. This operator previously participated as an observer in the last two meetings on 21 July and 19 August in Costa Rica.

3.5.2 The ESC was also briefed that COCESNA/ACSA recently held a coordination meeting with the DGAC of Guatemala with the objective that they would join the GSI-12 Project. COCESNA/ACSA reconfirmed ACSA's efforts to work with Guatemala on the GSI-12 Project.

### **3.6 Project GSI/4 – Accident/Incident Regional Board**

3.6.1 The GSI/4 Project champion was not present at the ESC meeting; however, the ESC took note of the information in the working paper regarding this project that was to be presented during the RASG-PA/4 Meeting.

### **3.7 ASIAS**

3.7.1 Mr. Glenn Michael, United States, briefed the ESC on the current status of the request to obtain ASIAS data. He advised the ESC that the ASIAS Executive Board had approved the request during the 6 October meeting. He also noted that an MOU was being drafted between ASIAS and RASG-PA that would define the parameters and requirements for using and safeguarding the data. The MOU was currently being prepared and would be sent for signature to the RASG-PA Secretary and Co-Chairpersons as soon as it was available.

**Agenda Item 4: Business case for technology to mitigate runway excursions**

4.1 The ESC was reminded that this agenda item was carried over from the ESC/10 Meeting. The ESC had requested additional information regarding suitable methods available to prepare a business case for RASG-PA to assess the cost and/or benefit(s) of retrofitting an aircraft fleet with new technology to mitigate runway excursions.

4.2 Mr. Glenn Michael, United States, explained the process that was used by CAST to assess/evaluate new technologies.

4.3 The ESC agreed that it would be beneficial to develop a business case for on-board technology that could mitigate runway excursions. The ESC appointed Mr. Oscar Quesada (ICAO) who volunteered as the project champion. Mr. Quesada expects to have the business case completed by mid 2012.

4.4 It was also noted that the significance of this project is not only the business case itself that will be developed, but also the development of a process or structure to build future "business cases," which will greatly benefit both RASG-PA and the region when developing proposals for other initiatives or projects.

**Agenda Item 5: Implementation strategy for adhering to the proper use of ICAO Spanish Standard Phraseology in accordance with PANS-ATM (Doc 4444), Chapter 12**

5.1 The ESC noted a proposal to develop and implement a plan that promotes adherence by air traffic controllers and pilots to ICAO Spanish standard phraseology when using Spanish for radio telephony (R/T). This is in accordance with the PANS-ATM (Doc 4444, Chapter 12).

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

5.3 The ESC noted that a working paper to be presented during the RASG-PA/4 Meeting proposed an implementation plan that included the following:

- a) a model Spanish phraseology handbook for States based on ICAO Doc 4444;
- b) quick reference cards for air traffic controllers and pilots containing the most common terms for each phase of flight/position;
- c) seminars/forums to disseminate the initiative; and
- d) training for air traffic controllers and pilots on the importance of using standard phraseology as a means to mitigate aviation safety risks.

5.4 In regard to this proposed initiative, the ESC was also briefed that the Mexico DGAC had developed a mandatory circular on Spanish ATC phraseology based on Doc 4444, which could be used as a guide or template for other States in developing their own guidance. Mexico would be delivering an information paper detailing the circular during the RASG-PA/4 Meeting.

5.5 The ESC agreed that States should adhere to the standard phraseology in accordance with the PANS/ATM Doc 4444; however, it was recognized that even though there was anecdotal evidence, RASG-PA currently did not have hard data on the extent of the problem.

5.6 The ESC agreed that a way forward would be to implement the project by conducting a survey through RASG-PA ESC industry members reference the level of air traffic incidents that occurred as a result of the non-standard use of Spanish ATC phraseology. ALTA, IFALPA and IATA volunteered to champion the survey through their respective organizations in order to gather more data.

5.7 Chile also volunteered to review the Mexico circular prior to RASG-PA recommending its use to ensure that it was in accordance with the PANS/ATM Doc 4444.

5.8 Therefore, the ESC formulated the following decision:

**DECISION**

**RASG-PA ESC/11/4**

**PROPER USE OF SPANISH STANDARD  
PHRASEOLOGY**

The RASG-PA ESC create a project and develop an implementation strategy to promote the use of standard ATC Spanish phraseology in accordance with the ICAO PANS-ATM (Doc 4444).

**Agenda Item 6: Future RASG-PA meetings**

6.1 Mr. Andreas Kohn, Airbus representative, gave the ESC a final briefing on the RASG-PA/4 logistics and planned events. The ESC extended its appreciation for the significant resource commitment by Airbus to ensure a successful conference.

6.2 The ESC reviewed the proposed dates for the 2012 RASG-PA Meeting schedule. The ESC tentatively set the following dates for 2012 RASG-PA ESC meetings:

- a) PA-RAST/8 and RASG-PA ESC/12 Meetings - 12/13/14 March (Jamaica)
- b) PA-RAST/9 and RASG-PA ESC/13 Meeting – 18/19/20/21 June (Bogotá, Colombia)
- c) PA-RAST/10 and RASG-PA ESC/14 Meeting – 6/7/8/9 August (Seattle, United States)
- d) PA-RAST/11 and RASG-PA ESC/15 Meeting – TBD (Santiago, Chile)

**Agenda Item 7: Other matters**

7.1 The ESC recalled that the terms for RASG-PA Vice-Chairpersons and the Co-Chairpersons were set at three years each and the process for electing and/or re-electing is included in the RASG-PA Procedural Handbook.

7.2 The Handbook further clarifies that in order to avoid all RASG-PA Vice-Chairpersons being scheduled for election or re-election in the same year, only one Vice-Chairperson will be elected or re-elected per year. The order that they are elected or re-elected is based on the order they were elected during the first RASG-PA meeting. This year the States/Territories Co-Chairperson and first Vice-Chairperson positions currently held by Mr. Oscar Derby, Jamaica, and Mr. Carlos Pellegrino, Brazil, respectively, are up for election or re-election by the RASG-PA membership.

7.3 The RASG-PA Secretary informed the ESC that Mr. Oscar Derby and Mr. Carlos Pellegrino both requested consideration for re-election during the RASG-PA/4 Meeting.