



**RASG-PA ESC/15**

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

**FIFTEENTH RASG-PA EXECUTIVE STEERING  
COMMITTEE MEETING  
(RASG-PA ESC/15)**

**FINAL REPORT**

**Santiago, Chile**

**21 October 2012**

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.

---

	<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
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
	Conclusions and Decisions.....	ii-2
	List of Decisions.....	ii-3
iii	List of Participants .....	iii-1
<b>Agenda Item 1</b>	Review and approve the RASG-PA ESC/15 Meeting Draft Agenda and Schedule .....	1-1
<b>Agenda Item 2:</b>	Review the RASG-PA-ESC/14 Meeting report, including follow-up on RASG-PA Decisions and Conclusions.....	2-1
<b>Agenda Item 3:</b>	Status/update of RASG-PA Working Groups and Projects .....	3-1
<b>Agenda Item 4:</b>	Other RASG-PA Activities .....	4-1
<b>Agenda Item 5:</b>	RASG-PA Plan of Activities for 2013 .....	5-1
<b>Agenda Item 6:</b>	Other matters .....	6-1



---

## **History of the Meeting**

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

The Fifteenth RASG-PA Executive Steering Committee Meeting (RASG-PA ESC/15) was held on 21 October 2012, at the Sheraton Hotel in Santiago, Chile.

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

Mr. Oscar Derby, RASG-PA Co-Chairperson (States/Territories) and Mr. Alex de Gunten, RASG-PA Co-Chairperson (Industry), 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 of the ICAO SAM Regional Office; Oscar Quesada, Deputy Regional Director, ICAO SAM Regional Office; Eduardo Chacin, Flight Safety Officer, ICAO NACC Regional Office; and Adolfo Zavala, ATM/2 Officer, ICAO NACC Regional Office.

### **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/15 Meeting Draft Agenda and Schedule**

**Agenda Item 2            Review the RASG-PA-ESC/14 Meeting Report, including follow-up of RASG-PA Decisions and Conclusions**

- 2.1    Review the RASG-PA ESC/14 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    Pan America - Regional Aviation Safety Team (PA-RAST)
- 3.2    Annual Safety Report Team (ASRT)
- 3.3    Aviation Safety Training Team – Pan America (ASTT)
- 3.4    RASG-PA Project – Protection of Safety Information

- 3.5 RASG-PA Project – FOQA Information Sharing Programme
- 3.6 RASG-PA Project – Central America Accident and Incident Prevention Investigation Commission - Accident/Incident Regional Board
- 3.7 RASG-PA Project – ICAO Spanish Standard Phraseology Project
- 3.8 RASG-PA Project – Bird Strike Reduction Programme

**Agenda Item 4 Other RASG-PA Activities**

- 4.1 Cost Benefit Analysis for On-Board Technology to Mitigate Runway Excursions (REs)
- 4.2 Runway Safety Teams (RSTs)

**Agenda Item 5 RASG-PA Plan of Activities for 2013**

- 5.1 2013 Pan American Aviation Safety Summit
- 5.2 Work Programme for 2013

**Agenda Item 6 Other Business**

- 6.1 Host and Dates for the Next Meeting

**ii.5 Schedule and Working Methods**

The meeting session was held from 08:30 to 16:30.

**ii.6 Attendance**

The meeting was attended by 27 members and staff of the RASG-PA Executive Steering Committee (ESC), and 2 observers.

**ii.7 Conclusions and Decisions**

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

ii.8 **List of Decisions**

The RASG-PA ESC/15 Meeting formulated 3 Decisions.

<b>No.</b>	<b>Title</b>	<b>Page</b>
<b>RASG-PA ESC/15/01</b>	<b>Spanish Standard Phraseology Implementation Plan</b>	<b>3-3</b>
<b>RASG-PA ESC/15/02</b>	<b>RASG-PA Support for 2013 Fourth Annual Pan American Aviation Safety Summit</b>	<b>5-1</b>
<b>RASG-PA ESC/15/03</b>	<b>RASG-PA 2013 Work Programme</b>	<b>5-2</b>



---

**LIST OF PARTICIPANTS**

**Brazil/Brasil**

Carlos Eduardo Magalhaes da Silveira Pellegrino

**Chile**

Lorenzo Sepúlveda Biget  
Félix Martínez Baeza  
Winston San Martín

**Guatemala**

Tomás Aldecoa

**Jamaica**

Oscar Derby

**United States / Estados Unidos**

Dawn Veatch  
Vivek Sood  
Daniel Castro  
Michael W. Brown

**AIRBUS**

William Bozin  
Michael J. Preis

**ALTA**

Alex de Gunten  
Daniel Chereau  
Santiago Saltos

**BOEING**

Gerardo Hueto  
Lauren Millhollin

**CANSO**

Javier Vanegas

**COCESNA/ACSA**

Víctor Zamora Vargas  
Sagrario Padilla

**Flight Safety Foundation**

Rodolfo Quevedo

**IATA**

Gabriel Acosta

**IFALPA**

Germán Díaz-Barriga

**IFATCA**

Daniela Aguerre

**ICAO Secretariat / Secretaría de la OACI**

Loretta Martin  
Franklin Hoyer  
Oscar Quesada  
Eduardo Chacín  
Adolfo Zavala

<b>Name / Position</b> <b>Nombre / Puesto</b>	<b>Administration / Organization</b> <b>Administración / Organización</b>	<b>Telephone / E-mail</b> <b>Teléfono / Correo-e</b>
<b>BRAZIL/BRASIL</b>		
<b>Carlos Eduardo Magalhaes da Silveira Pellegrino</b> Director	National Civil Aviation Agency	Tel. + 55 21 350 15124 E-mail <a href="mailto:carlos.pellegrino@anac.gov.br">carlos.pellegrino@anac.gov.br</a>
<b>CHILE</b>		
<b>Lorenzo Sepúlveda Biget</b> Director de Seguridad Operacional	Dirección General de Aeronáutica Civil	Tel. + 562 4392 498 E-mail <a href="mailto:lsepulveda@dgac.cl">lsepulveda@dgac.cl</a>
<b>Félix Martínez Baeza</b> Jefe del Subdepartamento Transporte Público	Dirección General de Aeronáutica Civil	Tel. + 562 4363 172 E-mail <a href="mailto:fmartinezb@dgac.cl">fmartinezb@dgac.cl</a>
<b>Winston San Martín</b> Investigador Accidentes Aviación	Dirección General de Aeronáutica Civil	Tel. + 569 8250 3160 E-mail <a href="mailto:wsanmartin@dgac.cl">wsanmartin@dgac.cl</a>
<b>GUATEMALA</b>		
<b>Tomás Aldecoa C.</b> Coordinador OACI/DGAC	Dirección General de Aeronáutica Civil	Tel.: +502 8997-5454 Email <a href="mailto:aldecoa@dgac.gob.gt">aldecoa@dgac.gob.gt</a>
<b>JAMAICA</b>		
<b>Oscar Derby</b> Director General	Jamaica Civil Aviation Authority	Tel. + 876 909 5338 E-mail <a href="mailto:dg@jcaa.gov.jm">dg@jcaa.gov.jm</a>
<b>UNITED STATES / ESTADOS UNIDOS</b>		
<b>Dawn Veatch</b> Director, Western Hemisphere Office	Office of International Affairs (API) Federal Aviation Administration	Tel. + 202 385 8900 E-mail <a href="mailto:dawn.veatch@faa.gov">dawn.veatch@faa.gov</a>
<b>Vivek Sood</b> Manager, Aviation Safety Analytica Services	Federal Aviation Administration	Tel. + 202 385 8900 E-mail <a href="mailto:vivek.sood@faa.gov">vivek.sood@faa.gov</a>
<b>Daniel Castro</b> Senior Representative	Federal Aviation Administration	Tel. + 202 385 8900 E-mail <a href="mailto:daniel.castro@faa.gov">daniel.castro@faa.gov</a>
<b>Michael W. Brown</b> Senior Representative	Federal Aviation Administration	Tel. + 55 11 5186 7398 E-mail <a href="mailto:michael.brown@faa.gov">michael.brown@faa.gov</a>
<b>AIRBUS</b>		
<b>William Bozin</b> VP Safety and Technical Affairs	Airbus Americas	Tel. + 202 331 2239 E-mail <a href="mailto:bill.bozin@airbus.com">bill.bozin@airbus.com</a>
<b>Michael J. Preis</b> Safety Manager	Airbus	Tel. + 202 331 2239 E-mail <a href="mailto:Michael.preis@airbus.com">Michael.preis@airbus.com</a>

Name / Position Nombre / Puesto	Administration / Organization Administración / Organización	Telephone / E-mail Teléfono / Correo-e
<b>ALTA</b>		
<b>Alex de Gunten</b> Director Ejecutivo	ALTA – Asociación Latinoamericana y del Caribe de Transporte Aéreo	Tel. + 1786 388 0222 E-mail <a href="mailto:adegunten@alta.aero">adegunten@alta.aero</a>
<b>Daniel Chereau</b> Director Asuntos Industria	ALTA – Asociación Latinoamericana y del Caribe de Transporte Aéreo	Tel. + 1786 388 0222 E-mail <a href="mailto:dchereau@alta.aero">dchereau@alta.aero</a>
<b>Santiago Saltos</b> Industry Affairs Manager	ALTA – Asociación Latinoamericana y del Caribe de Transporte Aéreo	Tel. + 1786 388 0222 E-mail <a href="mailto:ssaltos@alta.aero">ssaltos@alta.aero</a>
<b>BOEING</b>		
<b>Gerardo Hueto</b> Deputy Chief-Aviation System Safety	Boeing	Tel. + 425 237 3129 E-mail <a href="mailto:gerardo.m.hueto@boeing.com">gerardo.m.hueto@boeing.com</a>
<b>Lauren Millhollin</b> Engineering Business Operations Manager	Boeing	Tel. + 425 299 2011 E-mail <a href="mailto:Lauren.a.milhollin@boeing.com">Lauren.a.milhollin@boeing.com</a>
<b>CANSO</b>		
<b>Javier A. Vanegas</b> Director, Latin America, Caribbean Affairs	CANSO	Tel. + 5255 5786 5512 E-mail <a href="mailto:lamcar@canso.org">lamcar@canso.org</a>
<b>COCESNA/ACSA</b>		
<b>Víctor Zamora Vargas</b> Coordinador Operaciones	COCESNA/ACSA	Tel. + 506 2435 7680 E-mail <a href="mailto:vzamora70@gmail.com">vzamora70@gmail.com</a>
<b>Sagrario Padilla</b> Abogada	COCESNA/ACSA	Tel. + 506 88266193 E-mail <a href="mailto:padillas@racsa.co.cr">padillas@racsa.co.cr</a>
<b>Flight Safety Foundation</b>		
<b>Rodolfo Quevedo</b> Deputy Director	Technical Programs	Tel. +1 703-739-6700 x 111 Mobile +1 201-921-3983 E-mail <a href="mailto:quevedo@flightsafety.org">quevedo@flightsafety.org</a>
<b>IATA</b>		
<b>Gabriel Acosta</b> SO & I Manager for LATAM	IATA	Tel. + 305 607 3180 E-mail <a href="mailto:acostag@iata.org">acostag@iata.org</a>
<b>IFALPA</b>		
<b>Germán Díaz Barriga</b> Executive Vice President CAR/SAM Region	IFALPA	Tel. + 5255 5091 5954 E-mail <a href="mailto:atecnicos@aspa.org.mx">atecnicos@aspa.org.mx</a>

<b>Name / Position</b> <b>Nombre / Puesto</b>	<b>Administration / Organization</b> <b>Administración / Organización</b>	<b>Telephone / E-mail</b> <b>Teléfono / Correo-e</b>
<b>IFATCA</b>		
<b>Daniela Aguerre</b> Americas Representative	IFATCA	Tel. + E-mail dannynatca@aol.com
<b>ICAO/OACI</b>		
<b>Loretta Martin</b> Regional Director Directora Regional	North American, Central American and Caribbean Office / Oficina para Norteamérica, Centroamérica y Caribe (NACC)	Tel.: + 52 55 5250 3211 E-mail icaonacc@icao.int Web: <a href="http://www.mexico.icao.int">www.mexico.icao.int</a>
<b>Franklin Hoyer</b> Regional Director Director Regional	South American Office (SAM) / Oficina para Sudamérica	Tel.: + 51 1 611-8686 E-mail: fhoyer@icao.int Web: <a href="http://www.lima.icao.int">www.lima.icao.int</a>
<b>Oscar Quesada</b> Deputy Regional Director Director Regional Adjunto	South American Office (SAM) / Oficina para Sudamérica	Tel.: + 51 1 611-8686 E-mail: oquesada@icao.int Web: <a href="http://www.lima.icao.int">www.lima.icao.int</a>
<b>Eduardo Chacín</b> Regional Officer, Flight Safety Especialista Regional en Seguridad Operacional de Vuelo	North American, Central American and Caribbean Office / Oficina para Norteamérica, Centroamérica y Caribe (NACC)	Tel. + 52 55 5250 3211 E-mail echacin@icao.int Web <a href="http://www.mexico.icao.int">www.mexico.icao.int</a>
<b>Adolfo Zavala</b> Regional Officer, Air Traffic Management Especialista Regional en Gestión del Tránsito Aéreo	North American, Central American and Caribbean Office / Oficina para Norteamérica, Centroamérica y Caribe (NACC)	Tel.: + 52 55 5250 3211 E-mail: azavala@icao.int Web: <a href="http://www.mexico.icao.int">www.mexico.icao.int</a>

**Agenda Item 1            Review and approve the RASG-PA ESC/15 Meeting Draft Agenda and Schedule**

1.1            Mr. Oscar Derby, RASG-PA Co-Chairperson for States, presented WP/01 and invited the ESC to approve the draft agenda.

1.2            The agenda was modified, approved and is included in the historical section of this report.

1.3            The Secretariat reminded the ESC that the meeting would be focused on reviewing the documentation that would be presented to the Plenary during the RASG-PA/05 Meeting. Only one working paper was presented for ESC consideration which was WP/02 presented under Agenda Item 3.2 and was titled “Development of Metrics to Measure the Institutional Strengths of the Civil Aviation Authorities”.

**Agenda Item 2            Review the RASG-PA-ESC/14 Meeting Report, including follow-up  
of RASG-PA Decisions and Conclusions**

**2.1            Review the RASG-PA ESC/14 Meeting Report**

2.1.1            The Secretariat presented the Meeting with the ESC/14 final report. The Meeting accepted the final version of the report.

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

2.2.1            The Secretariat presented the Meeting with the current list of completed and valid RASG-PA Decisions and Conclusions from the RASG-PA/04, RASG-PA ESC/11, ESC/12, ESC/13 and ESC/14 meetings. The list has been updated to reflect all recent activity.

---

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

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

3.1.1 Mr. Gerardo Hueto, PA-RAST Co-Chairperson, presented the PA-RAST/10 Meeting Executive Summary Report to the ESC, which included the current status of all Detailed Implementation Plans (DIPs) and PA-RAST deliverables. The DIP status update and PA-RAST Executive Summary will be included in the final report of the PA-RAST/11 Meeting.

3.1.2 The ESC reviewed WP/03, which will be presented to the RASG-PA/05 Meeting and includes a current status of PA-RAST activities and the PA-RAST summary of discussions from the PA-RAST/10 Meeting.

3.1.3 The PA-RAST recommended that the first meeting of the Issue Analysis Team (IAT) be scheduled for December 2012. Airbus offered to host the meeting at their training facility in Miami, United States.

3.1.4 The ESC concurred with the schedule for the first IAT meeting.

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

3.2.1 The ESC reviewed WP/04, which provides the current status of the Third Edition of the RASG-PA Annual Safety Report.

3.2.2 A lengthy discussion ensued among the participants regarding the report and the need to clarify and separate data in certain figures. The ESC agreed that some of the data could be misinterpreted if not clearly portrayed, identifying the source material and separating different types of aircraft data.

3.2.3 The ESC agreed to specific changes in the report, which will be made and forwarded to ESC for approval through the fast track approval process. The working paper will be presented to the plenary during RASG-PA/05 Meeting with an explanation of the planned changes to the report.

3.2.4 Under this agenda item, the Secretariat also presented the ESC with a working paper on a potential future RASG-PA project titled "*Development of Metrics to Measure the Institutional Strengths of the Civil Aviation Authorities.*"

3.2.5 This working paper proposes the creation of a RASG-PA project for the development of a metric for measuring the institutional strength of Civil Aviation Authorities (CAAs), which could be included in the proactive information section of the RASG-PA Annual Safety Report (ASR). This additional information could be a catalyst to raise State awareness on the importance of creating mechanisms to ensure the strength of their civil aviation authorities.

3.2.6 Due to the limited time to fully discuss the project, the ESC requested more information on the proposed project at the next ESC meeting.

3.2.7 Brazil briefed the ESC on WP/17, “*Further Developments of the ‘Decolagem Certa’ DCERTA system and its Use on Assessing the Level of Compliance of Flight Operations,*” which will be presented to the Plenary.

3.2.8 The working paper provides updates on the development of the DCERTA system and details some actions made possible by the availability of the system’s data. Examples included publications, assessment of the effectiveness of regulations and the generation of performance indicators to support ANAC’s efforts to improve compliance and the level of general aviation safety.

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

3.3.1 RASG-PA/05 WPs 05 and 17 were reviewed by the ESC under this agenda item.

3.3.2 The ASTT advised the ESC that Airbus had agreed to host an ASTT meeting in combination with the first IAT meeting in December. The Meeting agreed it would benefit from the location and participants attending both meetings.

3.3.3 The ESC was reminded that during the ASTT meeting, the methodology for determining locations for delivering the RASG-PA Safety Workshops would be determined. The ASTT was also asked to review the benefits of adding PBN operations as part of workshop programme. The ASTT will add these two items to the agenda for the December meeting.

### **3.4 RASG-PA Project – Protection of Safety Information**

3.4.1 The ESC reviewed WP/06, which updated the status of the project to protect safety information. The legal framework document has been approved by Airbus and Boeing. Next steps will be to develop a seminar to disseminate information to States.

### **3.5 RASG-PA Project – FOQA Information Sharing Programme**

3.5.1 The ESC was advised that COCESNA/ACSA has submitted IP/03 on the current status of the GSI/12 Project.

### **3.6 RASG-PA Project – Central America Accident and Incident Prevention Investigation Commission - Accident/Incident Regional Board**

3.6.1 The ESC was advised that COCESNA/ACSA has submitted IP/02 on the current status of the Project.

---

**3.7 RASG-PA Project – ICAO Spanish Standard Phraseology Project**

3.7.1 ALTA presented WP/08, which provides the status of the RASG-PA Spanish Standard Phraseology project.

3.7.2 During the ESC/14 Meeting in Seattle, ALTA was asked to clarify the objectives of the programme and resubmit to PA-RAST for review prior to forwarding to the ESC for approval.

3.7.3 The project initiative was presented to the PA-RAST/11 Meeting, which approved it for ESC reconsideration. The draft implementation plan is included in the appendix of WP/08.

3.7.4 The project includes an initiative to prepare and deliver a “train the trainer” course on standardized Spanish phraseology based on ICAO Doc 4444.

3.7.5 The ESC approved the draft implantation plan presented for this project. The WP will be presented to the RASG-PA/05 Plenary with the additional information from the ESC/15 Meeting.

**DECISION**

**RASG-PA/ESC/15/1**

**SPANISH STANDARD  
IMPLEMENTATION PLAN**

**PHRASEOLOGY**

The RASG-PA ESC approves supporting the Spanish standard phraseology implementation plan in the Pan American Region as presented by ALTA.

**3.8 RASG-PA Project – Bird Strike Reduction Programme**

3.8.1 IATA presented WP/09 and a presentation that provided the current status and next steps for the programme, which will be presented to the Plenary.

3.8.2 The ESC was briefed that the project sub-committee decided to name the programme WIN-CAP: Wildlife Incident Neutralization Cooperative Action Plan. The idea is that the same collaborative model will be used in the future for different initiatives using the acronyms “CAP,” and this particular bird strike initiative is called “WIN” for “Wildlife Incident Neutralization.”

**Agenda Item 4            Other RASG-PA Activities**

**4.1        Cost Benefit Analysis for On-Board Technology to Mitigate  
Runway Excursions (REs)**

4.1.1            The ESC reviewed WP/10, which discussed the results of a Cost/Benefit study for the implementation of aircraft on-board technology to mitigate runway excursions. The study results show a positive cost/benefit relationship.

4.1.2            There was some discussion on the next steps, and the ESC determined that it would be best to discuss the working paper in more detail during the RASG-PA/05 Meeting.

**4.2        Runway Safety Teams (RSTs)**

4.2.1            The ESC reviewed WP/11 on the implementation of local RSTs throughout the CAR/SAM Regions. There were no comments.

**Agenda Item 5                    RASG-PA Plan of Activities for 2013**

**5.1            2013 Pan American Aviation Safety Summit**

5.1.1            ALTA presented WP/12 on the results of the 2012 Third Pan American Aviation Safety Summit and the logistics for the Fourth Pan American Aviation Safety Summit, which will be held in 2013.

5.1.2            As a result of the success of the 2012 Third Safety Summit, which was held in Bogota, Colombia, the ESC unanimously supported the continued relationship between RASG-PA and ALTA to host the Fourth Pan American Aviation Safety Summit in 2013. The Summit is tentatively scheduled to be held in conjunction with the sixth annual RASG-PA Plenary Meeting and the RASG-PA/ESC/17 Meeting in June 2013, in San Jose, Costa Rica.

**DECISION**

**RASG-PA/ESC/15/2**

**RASG-PA SUPPORT FOR 2013 FOURTH ANNUAL PAN AMERICAN AVIATION SAFETY SUMMIT**

The RASG-PA ESC unanimously supports the Fourth Annual Pan American Aviation Safety Summit to be held jointly with the 2013 Sixth RASG-PA Annual Plenary Meeting.

**5.2            Work Programme for 2013**

5.2.1            The ESC reviewed WP/13, which presented the RASG-PA work programme for 2013.

5.2.2            During the PA-RAST/11 Meeting, the work programme was reviewed, revised based on projected RASG-PA activities, and presented to the ESC. The ESC adopted and approved the work programme, which is available in the RASG-PA/05 Meeting report.

5.2.3            The ESC agreed to schedule the 2013 Sixth RASG-PA Annual Plenary Meeting jointly with the Fourth Annual Pan American Aviation Safety Summit, tentatively to be held the week of 24 June 2013, in San Jose, Costa Rica.

**DECISION**

**RASG-PA/ESC/15/3**

**RASG-PA 2013 WORK PROGRAMME**

The RASG-PA ESC approved the RASG-PA work programme for 2013. The work programme was modified to hold the Fourth Annual Pan American Aviation Summit and the Sixth RASG-PA Annual Plenary Meeting during the same week.

5.2.4 Under this agenda item, the ESC also reviewed WP/16, which will be presented to the Plenary as an amendment to the RASG-PA Procedural Handbook, in order to change the date for holding RASG-PA annual plenary meetings.

**Agenda Item 6: Other Matters**

**6.1 Host and Dates for the 2013 Meeting**

6.1.1 The Meeting reviewed WP/14, which briefed the participants that the DGAC of Costa Rica had agreed to host the 2013 RASG-PA/06 Meeting in San Jose, Costa Rica, during the week of 24 June 2013.

6.1.2 The event will be held during the same week as the Fourth Annual Pan American Aviation Safety Summit in order to reduce resource expenditure and combine participation for these two important events.

6.1.3 The RASG-PA Secretariat has begun to coordinate the logistics with ALTA, who will take the lead in coordinating directly with Costa Rica.

6.1.4 The ESC discussed renaming the RASG-PA annual meeting to clarify the purpose and increase member participation.

**6.2 ALAR Toolkit Translation to Portuguese**

6.2.1 The RASG-PA representative from Brazil advised the ESC that Brazil continues to make progress with translating the ALAR Toolkit into Portuguese. It will take approximately nine months to complete the translation.

**6.3 RASG-PA Draft Report Review Process**

6.3.1 In order to provide more efficiency and flexibility during RASG-PA Annual Plenary Meetings, the ESC agreed to delay the delivery of the draft reports from immediately following the meeting, to a window of three business days after the meeting has adjourned.

6.3.2 It was noted that the delay of three days should not be detrimental to the RASG-PA mission, and it would provide an expanded window to provide feedback and comments.

6.3.3 The ESC agreed to forward the new process to the Plenary for approval.

**6.4 RASG-PA Brochure**

6.4.1 The RASG-PA Secretariat provided the ESC with the new RASG-PA brochures. The brochures were developed to provide a quick reference and overview of RASG-PA activities and deliverables.