

**Thirty First Regional Aviation Safety Team – Pan America
Executive Steering Committee Meeting (RASG-PA ESC/31)**

Summary of Discussions

Date	8 to 9 November 2018
Location	Carrion NH Hotel, Buenos Aires, Argentina
Meeting Opening	<p>The Meeting was attended by 27 participants from 5 States and 7 International Organizations and industry. (Appendix A refers).</p> <p>Mr. Fabio Rabbani, Regional Director of the SAM Regional Office welcomed the participants and thanked ANAC Argentina for hosting the meeting. Mr. Rabbani congratulated the RASG-PA for its achievements regarding safety risk mitigation in the Region. A reference was made to the transfer of the RASG-PA Secretariat to the SAM RO, and the transfer of the GREPECAS Secretariat to the NACC RO. A brief overview of the agenda and working papers to be covered during the meeting was provided. Mr. Gabriel Acosta, in behalf of Mr. Carlos Cirilo, RASG-PA ESC Co-chair representative from IATA, also expressed thanks to ICAO and ANAC Argentina for organizing and hosting the meeting, and explained the importance of the RASG-PA activities, and the need to reinforce the support and continuity of the group's efforts.</p> <p>Messrs. Federico Giannini and Mr. Gabriel Acosta, on behalf of RASG-PA/ESC Co-Chairpersons representing States/Territories and international organizations/industry, respectively, chaired the meeting.</p> <p>Mr. Fabio Rabbani served as Secretary of the Meeting and was assisted by Messrs. Oscar Quesada and Julio Siu, Deputy Regional Directors of the SAM and NACC ICAO Regional Offices respectively, and Mr. Javier Puente, Safety Implementation Regional Officer of the SAM Regional Office.</p>
Discussion Items	<p>Approval of the Provisional Agenda</p> <p>Under WP/01 the Meeting approved the agenda and tentative work programme for the ESC Meeting.</p>
Agenda Item 1:	<p>Review of PA-RAST Action Items and RASG-PA Valid Conclusions/Decisions</p> <p>1.1 Under WP/02, the Meeting reviewed the valid Conclusions and Decisions from previous RASG-PA ESC Meetings, and concluded as follows:</p> <p>Completed:</p> <ul style="list-style-type: none">• RASG-PA ESC/28/D/4 – RASG-PA Communication Plan approved by RASG-PA ESC/31 Meeting as reflected in Conclusion RASG-PA ESC/31/01• RASG-PA ESC/29/C/4 – Deliverables are to be visible more effectively using improved public RASG-PA Website and following the approved improvements for RASG-PA processes – see Agenda Item 2: RASG-PA's processes opportunities for improvement• RASG-PA ESC/30/1 updates were provided for the NACC and SAM Regions• RASG-PA ESC/30/2 and RASG-PA ESC/30/3 PA-RAST coordinated this support to ANS implementation Groups

- RASG-PA ESC/30/4 approved Project Management methodology implementation for RASG-PA activities
- RASG-PA ESC/30/5 Superseded with joint action for survey: RASG-PA/ESC/29/5

Still valid:

- RASG-PA ESC/23/D/1 – PARAST ToR for Tactical GoTeam- to be drafted by Dec 2018 for approval for Fast Track and inclusion to RASG-PA as applicable.
- RASG-PA ESC/28/D/3 – The ESC/31 Meeting provided comments to update the plan with GASP targets and eliminated non-valid Safety targets including actions on the coordination of RASG-PA and GREPECAS. To be drafted by CANSO by Dec 2018 and to be approved by Fast Track by RASG-PA Members
- RASG-PA ESC/29/C/3 – FSF was not present. To report for RASG-PA ESC/32 Meeting
- RASG-PA ESC/29/C/5 – ESC/31 Meeting approved the improvements suggested and agreed for a survey to be conducted in coordination with GREPECAS survey
- RASG-PA ESC/30/6 - No progress provided
- RASG-PA ESC/30/7 PA-RAST FOLLOW-UP AND COORDINATING TELECONFERENCES – not yet implemented.

1.2 **Appendix B** to this report shows the details of these conclusions/ decisions.

Agenda Item 2:

Items related to RASG-PA internal operation

Opportunities for improvement of the RASG-PA processes

2.1 Under WP/03 the Meeting was presented the following opportunities for improvement regarding the RASG-PA Processes.

1. Improved availability of documents, processes and deliverables through the new webpage and ICAO Secure Portal Group;
2. RASG-PA Webpage upgrade
3. Timely delivery of meetings invitations
4. Advanced availability of WPs and IPs
5. Reports quality and availability
6. Membership update
7. Defined projects, timelines, stakeholders, accountabilities, deliverables, report, etc.
8. Implementation of RASG-PA (PA-RAST/ASRT) Internal KPIs
9. Number of face-to-face meetings and virtual meetings based on project needs.

2.2 Several positive comments were made regarding the proposal. It was noted that the Project Based Approach should apply to every RASG-PA activity and not only to those of the PA-RAST as noted on the working paper.

2.3 Comments were also made regarding the importance of ESC members to be either present or represented in the ESC meetings. A consideration was made regarding the possibility to amend the ESC's TORs to include details on the action to designate alternate in case of absence of an ESC Member to a Meeting. A text on this action will be coordinated by Secretariat by the next ESC Meeting.

2.4 The meeting supported the implementation of Project Based Approach to the RASG-PA activities, but it stressed out that Safety Risk Reduction must be kept at the center of RASG-PA interests over governance matters.

2.5 Comments were also made regarding the role of the Secretariat in the implementation of the Project Based Approach, where the Program Manager role for the RASG-PA’s portfolio shall be a function of the ESC, supported by the Secretariat. It was also noted that the PA-RAST should provide periodic reporting of project status to the ESC.

2.6 Regarding the number of meetings, most ESC members expressed the importance of keeping current practices for several reasons like budgeting, planning, coordination, and also because it has proven to be results-effective.

2.7 Based on the above, the meeting approved the implementation of improvement initiatives 1 through 8 by Decision RASG-PA ESC/31/D1 and Conclusion RASG-PA ESC/31/C1, and decided to keep the current practices for meetings planning.

DECISION RASG-PA ESC/31/D1		APPROVAL FOR THE IMPLEMENTATION OF PROJECT MANAGEMENT APPROACH	
What: Secretariat of the RASG-PA will ensure implementation of Project Based Approach methodology for RASG-PA activities. All the projects will be submitted to ESC for approval using the standard form.		Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.	
Why: To provide greater efficiency on the use of the resources.			
When: November 18 th 2018		Status: Approved by the ESC	
Who: <input type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input type="checkbox"/> Other ICAO SAM Office (Secretariat)		Javier Puente	

RASG-PA Communications Plan

2.8 Under WP/04 the Secretariat presented the RASG-PA Communications Plan. Overall support was expressed by the meeting, it was noted that as per the RASG-PA’s Handbook, ESC meetings should be bi-lingual (Spanish and English) with simultaneous interpretation services and documentation provided as needed, in both languages, whenever possible. It was mentioned that an unwritten agreement was made in the past in order to alternate the ESC Meetings venue between the NACC and SAM ICAO Regional Offices, to take advantage of translation services availability, and that if the meetings were to be held on a different venue, the host should provide these services.

2.9 The Meeting recalled the importance to consider social media to help spread the word about RASG-PA’s work, achievements and deliverables. It was suggested that RASG-PA members should also use their own social media accounts to share RASG-PA content and to help drive traffic into the site. It was noted that social media is part of the Communications Plan, however, it also stated that a defined and structured strategy is needed. Transport Canada mentioned that they have a specialized office that handles safety communications, and kindly offered these resources to assist with the implementation of the RASG-PA’s Communications Plan.

2.10 A concern was expressed over the limited reach of RASG-PA deliverables, and the fact that only those States directly involved in RASG-PA activities or that actively participate in RASG-PA meetings become aware of new deliverables availability. In response, ICAO offered to prepare and distribute a State Letter from NACC and SAM Offices each time a deliverable is approved by the ESC, in order to increase the awareness of its availability. It was noted that a similar situation occurs with small service providers or those that are not associated to IATA, ALTA or other large organization, and that specific strategies are needed to spread the word and make RASG-PA products available to a larger audience.

CONCLUSION	
RASG-PA ESC/31/C1	RASG-PA COMMUNICATIONS PLAN APPROVAL
<p>What:</p> <p>That the RASG-PA implements its Communications Plan v1.0. Assistance to be provided by Transport Canada.</p>	<p>Expected impact:</p> <p><input checked="" type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.</p>
<p>Why: To provide:</p> <ul style="list-style-type: none"> a) Improvement in participation of the States of the NAM/CAR and SAM Regions; b) improvement in the impact on safety of RASG-PA products and activities; c) improved communication with stakeholders for preparation and meeting development; d) improvement in the DIPs follow-up progress; e) establishment of a process to measure stakeholder satisfaction and to receive feedback; and f) Strengthening the image of the RASG-PA in the Pan-American Region 	
<p>When: From November 18th 2018</p>	<p>Status: Approved by the ESC</p>
<p>Who: ICAO</p>	<p>Javier Puente(ICAO SAM Office)/Julio Siu (ICAO NACC Office)</p>
<p>Who: Transport Canada (Support)</p>	<p>Shannon Wright</p>

RASG-PA website improvements

2.11 The Secretariat presented the structure of the improved RASG-PA website, which includes all requirements made by the ESC and the PA-RAST in the past. It also provides easy access to documents and deliverables. The Secretariat mentioned that, if approved, will have all the new site fully functional by the end of December 2018.

2.12 It was also mentioned by ICAO that a group was created for RASG-PA inside ICAO’s Secure Portal, to allow the protected publication of supporting documents, safety data and other type of files that are not public. The meeting expressed their satisfaction with the improvements and approved the new version of the website. The Meeting agreed on the need to define a strategy for granting access to the protected group.

DECISION	
RASG-PA ESC/31/D2	RASG-PA NEW WEBSITE APPROVAL
<p>What:</p> <p>That, as part of its approved Communications Plan, the RASG-PA implements its new website.</p>	<p>Expected impact:</p> <p><input checked="" type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.</p>
<p>Why: To provide improved access and visibility to RASG-PA products and deliverables.</p>	
<p>When: December 30th 2018</p>	<p>Status: Approved by the ESC</p>
<p>Who: ICAO SAM Office (Secretariat)</p>	<p>Javier Puente</p>

RASG-PA Strategic Plan

2.13 Under WP/05 CANSO presented a revised version of the RASG-PA Strategic Plan that incorporated previous comments, for consideration of the Meeting. The Meeting supported the proposal to the document, however some important aspects were mentioned. It was noted that clear reference needs to be made in the Strategic Plan regarding RASG-PA and GREPECAS communication and coordination. An agreement was made regarding the need to replace PA-RAST targets in the document, for those included in the GASP. It was suggested that a reference to GASP would suffice instead of duplicating the information. CANSO in coordination with the Secretariat will incorporate these suggestions and present an updated version of the plan by the end of December 2018.

Support and financial status of the RASG-PA

2.14 Under WP/06 the Secretariat presented a detailed report on RASG-PA support and financial status. The Meeting acknowledge the importance of providing this type of information during ESC Meetings. The Secretariat recalled that the ESC is responsible for determining how the resources are used, and mentioned that the UPRT workshop and the FDAP Study were both covered with RASG-PA resources. It also noted that under the newly approved Project Based Approach, availability and sources for financial support for each project should be determined and identified in the project document to be send to the ESC. Project Based Approach will allow for a more efficient use of the resources.

2.15 More detailed information on the use of the contribution is now required due to an increased scrutiny from internal and external entities. It was mentioned that only two member organizations provide financial resources to the RASG-PA and that it would be beneficial to look for additional funding sources, given the fact the RASG-PA membership is large. It was also noted that States and other organizations also contribute to the RASG-PA with in-kind support such as hosting meetings, providing instructors, drafting documents, and others, and that it would be a good practice to reflect in-kind contributions in the future support and financial status reports.

2.16 The Secretariat mentioned that implementation of Project Based Approach will be very beneficial to the RASG-PA and will make the funding justification and accountability processes a lot easier.

2.17 RASG-PA Secretariat was asked to look at other RASGs to identify additional sources of financial support and other good practices that can be incorporated to the RASG-PA.

Approval of the RASG-PA Handbook

2.18 Under WP/17 the Secretariat mentioned that the RASG-PA Procedural Handbook, 4th Edition, was approved by the RASG-PA membership via the fast-track method on 28 April 2017, but did not however, issued a new decision to register the approval of the handbook and to supersede previous decisions on the matter.

2.19 The meeting consequently agreed on the following Decision:

DECISION	
RASG-PA ESC/31/D3	RASG-PA HANDBOOK 4 th EDITON APPROVAL
<p>What:</p> <p>That, through the fast-track mechanism, the RASG-PA membership approved the RASG-PA Handbook 4th Edition. The Handbook is available at: https://www.icao.int/RASGPA/Pages/Library.aspx</p>	<p>Expected impact:</p> <p><input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.</p>
<p>Why: To provide adequate reference and record of the RASG-PA Handbook 4th Edition Approval by RASG-PA.</p>	
<p>When: April 28th 2017</p>	<p>Status: Approved by the RASG-PA</p>
<p>Who: ICAO SAM Office (Secretariat)</p>	<p>Javier Puento</p>

Update on PIRG/RASG Focus Group Discussions

2.20 The Secretariat provided a short brief to the Meeting regarding the status of the PIRG-RASG merging initiative that was under consideration by the PIRG/RASG focus group in ICAO. The meeting was informed that the ICAOs 13th Air Navigation Conference recognized the need of better coordination and integration between the planning and implementation regional groups (PIRGs) and regional aviation safety groups (RASGs), but ensured that the working arrangements at the regional level must reflect the needs and priorities of each region.

2.21 In that regard both regional groups, GREPECAS and RASG-PA, will remain independent. The Meeting recognized that opportunities for better integration need to be identified and implemented. The FAA mentioned that its representative is part of the GTE and will also take part of the RASG-PA meetings, so it can provide guidance on the task.

Agenda Item 3:

Safety management process within RASG-PA

PA-RAST Report

3.1 PA-RAST Chairmans briefed the Meeting the evolution of accident rate and fatality risk index over the last years. A summary of the PA-RAST's 2018 meetings proceedings was also provided, as well as planning and working structure for the upcoming years. It was mentioned that the past two meetings were focused on planning rather than safety data analysis.

3.2 It was noted that the proposed working structure was challenging, and that the PA-RAST and the Secretariat should take into consideration the amount of resources needed. PA-RAST Chairman referred to the collaborative work through RSOOs and Collaborative Safety Teams in the region, and how this collaboration is a very important mean for deliverable’s awareness and implementation.

3.3 The Secretariat was asked if the PA-RAST has identified the stakeholders that are not aware of RASG-PA products. It was noted that closer cooperation with RSOOs would be beneficial. A previous PA-RAST/SRV SOP cooperation activity was mentioned as an example of effective joint effort to implement safety initiatives.

3.4 It was also noted that is very important for the PA-RAST to also bring its problems and challenges into the ESC Meeting in order to find proper solutions. Obstacles faced by the PA-RAST during the collection and analysis of information, could, in some occasions, be solved with the timely intervention of the ESC members.

3.5 The PA-RAST showed some examples of completed DIPs and its deliverables. After some comments, the Meeting agreed that DIP’s deliverables must be approved by the ESC before its public availability.

3.6 It was mentioned that most ESC member States and Organizations have representatives at the PA-RAST and that is very important that those representative keep their States/Organizations aware of what is being discussed and done within the PA-RAST.

ASRT Report

3.7 WP/08 the Secretariat presented, on behalf of the Annual Safety Report Team, the 8th Edition of the RASG-PA Annual Safety Report, which is ready to be circulated to the RASG-PA membership for approval. The Meeting expressed its agreement with the contents of the document and approved its circulations to the RASG-PA Membership for approval.

DECISION RASG-PA ESC/31/D4		AUTHORIZATION TO CIRCULATE RAST-PA ASR 8 th EDITION FOR APPROVAL	
What: That, the Secretariat circulate the 8 th Edition of the RASG-PA Annual Safety Report for its approval by the RASG-PA membership.		Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.	
Why: To comply with RASG-PA Handbook procedures regarding ASR approval.			
When:	Before December 30th	Status:	Valid
Who:	ICAO SAM Office (Secretariat)	Javier Puente	

RASG-PA Upset prevention and recovery training (UPRT) workshop

3.8 Under WP/09 the Secretariat briefed the Meeting regarding the RASG-PA Upset Prevention and Recovery Training (UPRT) workshop that took place in Sao Paulo, Brazil, from 05 to 06 June 2018, to qualify operations inspectors of CAR/SAM Region States, so that they can start UPRT implementation in their respective States.

3.9 The FAA mentioned that provided the flight instructors for the workshop as requested by the ICAO SAM Office, and that the same type of workshop was also supported by the FAA in other regions of the world. The Secretariat noted that 11 safety inspectors from NACC and SAM Regions participated in the workshop and that new UPRT workshops should be considered within Pan America.

Runway Safety Go-Team Panama

3.10 Under WP/10 the Secretariat briefed the meeting regarding a Runway Safety Go-Team conducted in Panamá, 8 to 12 October 2018 and that resulted in the creation of Tocumen's Runway Safety Team.

3.11 ICAO NACC Office recalled that a similar activity was conducted in that region in the past with the RST in Aruba, and recognized the importance of this type of activities, but noted, however, that follow-up is needed to confirm the continuity of the efforts.

3.12 The FAA mentioned that they supported both runway safety go-teams (Aruba and Panama), and that will continue to support similar initiatives in the Region, and asked to take into consideration that a 2 month notice is needed for coordination efforts.

3.13 It was noted that better collaboration with GREPECAS is needed, especially in AGA and ANS related activities when some overlapping may occur. It was also mentioned that back-to-back or simultaneous meetings between GREPECAS and RASG-PA are not the solution, but there is a need for improved coordination mechanisms.

3.14 DECEA and CANSO expressed that they are always keen to support go-teams deployment.

3.15 Finally, it was mentioned that the PA-RAST can support this type of activities, by helping determining the need for go-team by identifying hotspots through data analysis.

Advancing SSP and SMS in accordance with Annex 19

3.16 Under WP11 Transport Canada made reference to necessity of collaboration among Pan-American State Authority and Industry stakeholders in order to significantly boost and strengthen State Safety Programmes (SSP) and Safety Management Systems (SMS) in accordance with ICAO Annex 19. Transport Canada offered support to foster SSP/SMS implementation in the Region.

3.17 This Working paper was complemented by WP21 and WP22 from SAM and NACC Regional Offices (See 3.18 to 3.26 below).

ICAO SAM – SSP Pilot implementation Program

3.18 ICAO SAM Regional Office offered an overview of the status of the Pilot Implementation Project. It mentioned that even though 11 out of 13 member SAM States are part of these effort, the objective is to support all 13 SAM member States to reach the following SSP implementation targets of the SAM Safety Plan (SAMSP):

- a) Implement a sustainable SSP by 2022; and
- b) Implement an effective SSP by 2025.

3.19 ICAO SAM Office noted that, so far, the largest obstacle for SSP implementation is not having a defined concept regarding Safety Data Collection and Processing System (SDCPS). It was mentioned that the SSP Pilot Implementation Project has proven to be very useful for the States, however, implementation is lagging behind schedule because there is no clear guidance regarding SDCPS development and implementation. Some States have tried to develop their own informatic solution, others are struggling to get approval to buy expensive commercial solutions, and others, specially smaller ones, don't have enough resources to develop their one system, or don't really need a large and expensive commercial solution.

3.20 Since there are no terms of reference or standards defined for SDCPS implementation, States have been trying to solve this issue individually, with little to no success. Without a standard reference, they fear that data sharing and exchange in the future can be endangered.

3.21 A reference was made to the SRVSOP Focal Point Meeting held in Lima from August, 23 to 24, 2018 where a conclusion was made to ask ICAO to explore the possibility to develop an on-line solution like those available on iStars, to be used as SDCPS by the States, or, if comprehensive TORs are made available, States may be able to come up with a collaborative solution.

3.22 It was also noted that any type of online solution would be effective, only as long as the States are disciplined enough to keep their data updated. Having the system in place will not solve the problem by itself.

3.23 It was suggested that alternatively, ICAO can be part of the developing process of a regional solution, in order to ensure compatibility. As it pertains to SDCPS, Transport Canada has many different databases; they have made some efforts to integrate data but also recognized that they have too many databases, which causes some data quality challenges; for this reason they are working toward consolidation into a smaller number (TC noted that this is only one approach). Other States commented on the challenges of gathering data together from different databases is sometimes difficult.

3.24 This discussion is a reflection that the region is moving forward. Obstacles are a natural part of this process, but are also a signal that we are not paralyzed. There is no worldwide SDCPS solution available at this point, and ICAO SAM Office is planning a SDCPS Workshop during the first quarter of 2019 to address this issue.

3.25 The meeting also noted that States are focusing on a prompt solution by finding a suitable electronic system, whereas the true value of an SDCPS is in its use, not in the specific technology. In other words, it is not a simple case to buy software or contract a company to deploy an IT solution. The real challenge is to gather useful safety information from whatever process is implemented in a State.

Regional NAM/CAR SSP Implementation Strategy

3.25 Under WP/22, the Meeting took note of the follow-up on the approval and execution of the Regional NAM/CAR SSP Implementation Strategy since the last update given on this implementation in the RASG-PA ESC/30 Meeting. The approval of this Strategy was done in the NACC/DCA/8 Meeting (*ref. Conclusion NACC/DCA/8/6 Regional NAM/CAR SSP Implementation Strategy*), noting that the SSP implementation is a goal to be accomplished firstly by those States identified as States of the fifth Phase of the NACC NCLB Assistance Programme/ Systemic Assistance Programme. The NACC/DCA/8 Meeting encouraged the NACC Champion States to provide support for the NAM/CAR Regional SSP implementation, committing to comply with the SSP implementation programme as agreed in the proper timeframe.

3.26 The ICAO NACC Regional Office will coordinate and monitor the strategy, and provide technical assistance on this matter. ICAO NACC Office thanked Canada for being a Champion State for this Strategy, agreeing to start the activities with a kick-off State Safety Programme (SSP) Meeting for the NAM/CAR Regions (NAM/CAR/SSP/1) to be held in the ICAO NACC Regional Office, Mexico City, Mexico, from 20 to 22 November 2018. Some of the projected outcomes of the NAM/CAR/SSP/1 Meeting are:

- a) Update on ICAO Expectations and timelines/ GASP and SM related goals
- b) Share/ networking for State SSP experiences (minimum Group 1 States presenting) like Canada’s SSP (including process of implementation, lessons learned, best practices) and their continuous evaluation and monitoring of its SSP
- c) Development of implementation strategies for specific States
- d) Creation of continuous support from Canada for Phase 1 and other implementation aspects for SSP

Air Traffic Controllers language proficiency requirements

3.27 Under WP/12, the Secretariat presented an analysis of the compliance level of the language proficiency requirements in the South American States, and a proposal of a cooperation process between ICAO and IFATCA to improve the level of English proficiency in air traffic controllers. It was mentioned by ICAO that since the GREPECAS have a similar initiative, the Secretariats of both groups should coordinate to make sure there are no duplication of efforts.

DECISION RASG-PA ESC/31/D5	RASG-PA/GREPECAS COORDINATION OVER ATC LANGUAGE PROFICIENCY REQUIREMENTS	
What: That, the RASG-PA Secretariat coordinate with GREPECAS Secretariat (ICAO NACC Office) regarding both groups initiatives on ATC language proficiency requirements and present a report to ECS/32	Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.	
Why: To avoid duplication of efforts		
When: Before ESC/32	Status: Valid	
Who: RASG-PA and GREPECAS Secretariat	Javier Puente (ICAO SAM Office) and Raul Martinez (ICAO NACC Office) respectively	

3.28 The FAA offered a Train-the-trainer activity regarding ATC language proficiency in Miami, subject to timely coordination.

Collaborative Safety Teams

3.29 Under WP/16 ICAO SAM Office and IATA made reference to the implementation of Collaborative Safety Teams (CST) in the SAM Region. The implementation of CSTs is part of the ICAO SAM SSP Pilot Implementation Project; while IATA have been supporting some States in the Region with the implementation of similar teams, through PA-RAST meetings. The paper explained that since the objective of both initiatives are exactly the same, and that CST can grow stronger with FDX and SIMS data simultaneously, the next logical step would be to merge all the efforts. The Meeting also comments on the other CSTs conducted previously, within the NAM, CAR and SAM regions like in Canada, Trinidad and Tobago, Ecuador, etc.

3.29 The Meeting agreed with the CST be considered as part of the SSP implementation and mentioned that since ICAO SAM and IATA efforts are somehow the same, the implementation of CSTs should be considered a RASG-PA effort and that should involve all Pan America Region. At the same time, this will allow for more efficient use of resources at the State level.

3.30 It was also mentioned that the PA-RAST should continue to help identify, based on their data, where CST implementation should be prioritized.

CONCLUSION RASG-PA ESC/31/C2		IMPLEMENTATION OF COLLABORATIVE SAFETY TEAMS AS PART OF THE STATE SAFETY PROGRAMME (SSP)	
What: Collaborative Safety Teams (CSTs) implementation to be considered as RASG-PA initiatives, supported by ICAO NACC and SAM Regional Offices, and IATA.		Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.	
Why: To focus State's efforts into one single initiative			
When: Before December 30th	Status: Valid		
Who: ICAO SAM Office (Secretariat)	Javier Puente		
Who: ICAO NACC Office	Julio Siu		
Who: IATA	Gabriel Acosta		

DECISION RASG-PA ESC/31/D6		COLLABORATIVE SAFETY TEAMS (CST) IMPLEMENTATION, FOLLOW-UP AND SUPPORT GUIDANCE MATERIAL	
What: PA-RAST to elaborate PA-RAST Collaborate Safety Team (CST) implementation, follow-up and support guidance.		Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.	
Why: To have a unique framework for CST implementation, follow up and support			

When: Before ESC/32	Status: Valid
Who: PA-RAST	PA-RAST Chairpersons: Daniel Soares and Gabriel Acosta

Proposal for supporting RASG-PA activities regarding runway safety initiatives

3.31 Under WP/19 the Secretariat presented, on behalf of the Latin American and Caribbean Airports Pavement Association (ALACPA), a proposal to maintain the currency of RASGPA’s Guidance for Maintaining Runways according to ICAO’s Annex 14, in order to support the relevance of this document thru time. The proposal was presented as a project for consideration of the ESC.

3.32 The RASG-PA’s “*Guidance for Maintaining Runways in Accordance with ICAO Annex 14*” in English and Spanish developed by ACI-LAC was published in 2014, and since then the document has not been updated due to lack of resources, and there is no formal mechanism in place to keep the document updated. This affects the applicability and adoption of the document, as it is not up to date with current advances and updates of the referred documentation. The new ALACPA Directive Council has agreed to offer both ACI-LAC and RASG-PA their support, free of charge, to keep the RASG-PA’s Guidance for maintaining runways dully updated, according to ICAO’s Annex 14 in the three available languages (English, Spanish and Portuguese). It has been identified that although the document is a very useful tool for both States and Operators, it is imperative to keep it updated, as it makes several references to constantly changing websites, links, documents, etc.

3.33 The Meeting noted that runway related initiatives are also opportunities for collaboration between RASG-PA and GREPECAS, and that both groups should be aware of the other’s activities. A question was raised regarding the use of runway friction data for risk mitigation purposes within the RASG, to which it was recognized that no such data is being processed by the RASG-PA but needs to be taken into account. Airbus mentioned that they offer a free-of-charge system for Airbus aircraft, which allows to use the aircraft as a sensor, and send runway friction and deceleration data to the airport in real time.

3.34 It was agreed that a comprehensive approach to runway safety between RASG-PA and GREPECAS is needed, and that this project could be a great opportunity to bring both groups closer.

3.35 Finally, the ESC approved the project presented by ALACPA, and asked the secretariat to add it to the RASG-PA portfolio.

CONCLUSION RASG-PA ESC/31/C3	RASGPA GUIDANCE IN MAINTAINING RUNWAYS IN ACCORDANCE TO ICAO ANNEX 14 VOL. I
What: ALACPA to keep the Guidance for maintaining runways of RASG-PA updated, according to ICAO’s Annex 14 in the three available languages (English, Spanish and Portuguese).	Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.
Why: To have an updated guidance available at all times.	

When: Before RASG-PA Plenary (As per the project document)	Status: Valid (Approved by the ESC)
Who: ALACPA	TBD

COCESNA Report on PASOC

3.36 Under WP24, the Central American States updated the Meeting on the initiative of the Central American States in conjoint with Central American Corporation for Air Navigation Services (COCESNA), through the Central American Aviation Safety Agency (ACSA), in relation to the implementation of the Central American Safety Events Analysis Program (PASOC safety acronym in Spanish), and it’s reach in safety and data record and further analysis. Such update was provided to the 13th Air Navigation Conference as WP/280 under Item 7: Operational safety risks / 7.1 Facilitation of data-driven decision-making in support of safety intelligence information to support safety risk management. Finally, with the implementation of PASOC, the Meeting took note the objectives to be achieved by the Central American States.

ALTA-IATA ISSA Promotion Program

3.37 ALTA made a presentation on its joint program with IATA to help in promoting the IATA Standard Safety Assessment (ISSA) across the Latin American region. This collaboration will enable sharing best practices and raising awareness on the importance of adopting safety standards such as ISSA by operators of smaller aircraft (maximum take-off weight below 5,700 kg) that are not eligible for the IOSA program.

Turning VFR approaches into PBN

3.38 ATR talked about PBN and its benefits for safety and efficiency. It made reference to ICAO’s mandate to implement PBN into all international IFR runway ends, however, they see more benefit on PBN implementation on current VFR runway ends. Turning VFR approaches into IFR is a lot cheaper nowadays with PBN availability, when compared with conventional IFR. A proposal was made by ATR to work along RASG-PA Secretariat and present a safety case at the ESC/32 to prove the benefits of turning VFR into IFR using PBN. If the case is solid enough, a proposal can be made to ICAO to expand the scope of PBN implementation.

3.39 It was noted, again, that a lot of crossing roads between RASG-PA and GREPECAS would need greater coordination efforts. It was mentioned that ATR proposal is on the Safety side, however, efficiency aspects will also arise, and GREPECAS will, for sure, be identified as a stakeholder of the project. The meeting agreed to wait until the project is presented, to define which of the regional groups would lead its development and implementation.

DECISION		TURNING VFR APPROACHES INTO IFR USING PBN	
RASG-PA ESC/31/D7			
What:	ATR in coordination with RASG-PA Secretariat and the GREPECAS, to develop a Safety Case regarding turning VFR approaches into IFR using PBN.		Expected impact:
			<input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.
Why: To identify safety benefits and risk mitigation for the region.			

When: Before RASG-PA ESC/32	Status: Valid
Who: ATR	Geraud de Rivals-Mazeres
Who: RASG-PA and GREPECAS Secretariat	Javier Puente (ICAO SAM Office) and Raul Martinez (ICAO NACC Office) respectively

RASG-PA working program and plenary preparation

4.1 The Secretariat asked the Meeting that based on the amount of work, to consider a three-day meeting for the ESC/31 instead of two, as originally planned. The Meeting agreed and asked the Secretariat to arrange telecons to see if a day is added either before or after the original dates.

4.2 A proposal by the Secretariat for the RASG-PA Plenary agenda was presented, and the meeting suggested that details should be discussed using telecons in order to have it approved by ESC/32. Given the extension of the agenda, the Meeting asked the Secretariat to coordinate with ALTA to analyze the viability of extending the Plenary Meeting one additional day.

Agenda Item 4:

DECISION	
RASG-PA ESC/31/D8	RASG-PA PLENARY AGENDA
What: RASG-PA Secretariat to make all necessary arrangements to have an ESC agreed RASG-PA Plenary Meeting agenda for the ESC/32 for its approval.	Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.
Why: RASG-PA Plenary Meeting agenda needs to be approved by ESC/32.	
When: Before RASG-PA ESC/32	Status: Valid
Who: ICAO SAM Office (Secretariat)	Javier Puente

DECISION	
RASG-PA ESC/31/D9	RASG-PA PLENARY MEETING DURATION EXTENSION
What: RASG-PA Secretariat to coordinate with ALTA to explore the possibility to extend the duration of RASG-PA's Plenary Meeting from 1 day to 2 days.	Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.
Why: To accommodate the full extent of the Meeting's agenda.	
When: Before February 28 th	Status: Valid
Who: ICAO SAM Office (Secretariat)	Javier Puente

Other business

NACC and SAM report on GASP implementation

Agenda Item 5:

5.1 NACC and SAM Regional Offices presented the Status of the GASP implementation on their respective regions by providing an overview of effective implementation in relation to GASP's short-term objective; and SSP implementation strategies in relation with GASP's mid-term objectives.

5.2 The Secretariat presented one brief overview of the next edition of GASP and the evolution of the objectives, its targets and indicators, as compared with the current edition. It also announced that the Secretariat is working along with ICAO HQs in the building of a dashboard that will allow RASG's performance monitoring with regard of GASP implementation.

NACC Region RAIO development strategy and AIG implementation

5.3 Under WP/23, the Meeting was informed on an update and follow-up to the CAR AIG improvement activities and the deployment of the CAR RAIOS (GRIAA and RAIO-C), since the last reporting to the RASG-PA ESC/30 Meeting. It was highlighted the initiative for regional collaboration during the NACC/DCA/8 Meeting where an AIG/RAIO Meeting between Central American States and Caribbean States and Transport Safety Board of Canada (TSB-Canada) was conducted, and the need for agreements for:

- a) carrying out training within the region or in TSB premises, and share documents for AIG development (manual, procedures, etc.);
- b) assistance as possible to guide the States to develop their RAIO (Caribbean and Central America);
- c) provision of Subject Matter Expert (SME) for the AIG work, including USOAP review on AIG; and
- d) the participation of CAR States investigators in practical experiences (accidents).

5.4 Following the aforementioned meeting, two Memoranda of Understanding (MoU) were signed on 12 October 2018 at the ICAO Headquarters in the office of the Secretary General. One between TSB-Canada and Central American States representing GRIAA and another MoU between TSB-Canada with the Caribbean States representing the CASSOS Members States and Bahamas and Aruba.

5.5 Similarly following this initial Meeting, the ESC noted that a Meeting for RAIOS Implementation in the CAR Region (CAR/RAIO/01) will be held in the ICAO NACC Regional Office from 12 to 14 November 2018. The main objectives of this meeting is to group and align the individual AIG State plans, the existing RAIO plans and the regional supports and activities for developing and implementing the RAIOS in Caribbean and Central American, agreeing in a regional action Plan - work plans, to continue creating synergies with the different AIG stakeholders/ industry.

ANC/13 results to be considered by ESC

5.7 Under WP/25 Secretariat briefed the Meeting on the recent recommendations resulted from the 13th Air Navigation Conference for ESC consideration. The Meeting agreed on requesting the PA-RAST to discuss the ANC/13 Recommendation, and recommend ESC actions by ESC/32.

DECISION RASG-PA ESC/31/D10		ANC/13 RECOMMENDATION REVIEW BY PA-RAST	
What: PA-RAST to review ANC/13 Recommendations and report on suggested ESC action by ESC/32.		Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.	
Why: To comply with and support ANC/13 Recommendations.			
When: By ESC/32		Status: Valid	
Who: PA-RAST		PA-RAST Chairperson: Daniel Soares and Gabriel Acosta	

Request for safety data and/or information

5.8 The Secretariat commented that PA-RAST data analysis activities are currently using IATA’s FDY, FAA’s ASIAs, ICAO SIMS and CARSAMMA as regular sources of data, and asked the Meeting’s authorization to distribute a Letter on behalf of the RASG-PA, asking States, Industry and Organizations of the Region to provide hazards and safety information to the PA-RAST for improved risk mitigation. Similarly the Meeting recalled request for ACI-LAC and CANSO to support their safety information and expand RASG-PA’s data sharing process- Ref. Conclusion RASG-PA ESC/30/6 IMPROVEMENT AND EXPANSION OF RASG-PA’S DATA SHARING PROCESS. The Secretariat presented the suggested content of the letter.

5.9 The Meeting approved the initiative, however, it was agreed that the proposed text needed clarification. The FAA volunteered to support the Secretariat in the preparation of a new text for the letter, which will be send to the ESC for its approval using the fast track method.

5.10 Collected data will be analyzed by te PA-RAST to determine the which Safety Enhancement Initiatives (SEI) are needed. SEI and its corresponding detailed implementation plans, will be presented as projects to the ESC for its approval.

DECISION RASG-PA ESC/31/D11		REQUEST FOR SAFETY DATA	
What: RASG-PA Secretariat in coordination with the ICAO NACC and SAM Offices to send a letter to States, Industry and International Organizations in the Region, to request their hazards and safety information to the PA-RAST for improved risk mitigation.		Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.	
Why: To expand the number of safety information sources.			
When: Before December 31 st		Status: Valid	
Who: ICAO SAM Office (Secretariat)		Javier Puente	
Who: ICAO NACC Office		Julio Siu	

CONCLUSION	
RASG-PA ESC/31/C4	REQUEST FOR SAFETY DATA LETTER CONTENT
What: FAA, based on CAST experience, to support RASG-PA Secretariat in the development of the <i>Request for Safety Data Letter</i> contents.	Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.
Why: To comply with RASG-PA ESC/31/D11	
When: Before December 14 st	Status: Valid
Who: ICAO SAM Office (Secretariat)	Javier Puente
Who: FAA	Warren Randolph

Flight Incidents due to severe weather conditions on South American

5.10 Under WP/26 the Secretariat presented information on three incidents experimented by air commercial flight due to severe weather conditions in a short term and ask to the meeting, explore mitigation measures that could be applied to avoid accidents due to weather condition in route. It was mentioned that increased exposure, due to fleet growth in the Region, and inadequate infrastructure are probably contributing factors.

5.11 The meeting agreed that a data driven approach was needed to determine the level of risk and see what type of action, if any, are needed.

DECISION	
RASG-PA ESC/31/D12	DATA ANALYSIS OF SEVERE WEATHER INCIDENTS IN SAM
What: PA-RAST to develop a project proposal aimed to: a) Collect data related to severe weather incidents in the SAM region; b) Analyze the data to determine the level of risk; and c) If needed, determine risks mitigation actions.	Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.
Why: To determine weather related level of risk in the region and the need for mitigation actions	
When: By ESC/32	Status: Valid
Who: PA-RAST	PA-RAST Chairpersons: Daniel Soares and Gabriel Acosta

ARCM general information and participation in the PA-RAST

5.12 Under WPs 13 and 14, the AIG Regional Cooperation Mechanism (ARCM) offered an overview of its background, structure and activities. It referred to its safety data collection and processing system (SDCPS) that works as a source of reactive and proactive information, that can be processed and analyzed to obtain data intelligence, and how it can benefit the PA-RAST activities.

5.13 It also expressed their interest in being part of the RASG-PA, to which the Chairman replied that regional organizations are already part of the membership, and that any useful information that helps mitigate risk in the region is always welcome.

5.14 Finally the Meeting recognized the importance of collaboration among States and the value of RSOOs and RAIOS for the overall safety process and to foster GASP implementation.

-- END --

APPENDIX A

RASG-PA ESC/31 Meeting – List of Participants

Name/Position	Administration/Organization	Phone/Email
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APPENDIX B

List of Conclusions and Decisions

Completed Conclusions/Decisions				
Conclusion/Decision	Deliverable	Responsible	Follow-up	Status
RASG-PA ESC/28/D/4 – RASG-PA Communication Plan approved by RASG-PA ESC/31 Meeting as reflected in Conclusion RASG-PA ESC/31/01	Approved RASG-PA Communication Plan	Secretariat	Approved at ESC/31	Completed
RASG-PA ESC/29/C/4 – Deliverables are to be visible more effectively using improved public RASG-PA Website and following the approved improvements for RASG-PA processes – see Agenda Item 2: RASG-PA's processes opportunities for improvement	Approved new RASG-PA webpage structure and contents	Secretariat	Approved at ESC/31	Completed
RASG-PA ESC/30/2 and RASG-PA ESC/30/3 PA-RAST coordinated this support to ANS implementation Groups		Secretariat	coordinated this support to ANS implementation Groups	Completed
RASG-PA ESC/30/4 approved Project Management methodology implementation for RASG-PA activities	Project management methodology for RASG-PA processes approved by ESC/31	Secretariat	Approved at ESC/31	Completed
Valid Conclusions/Decisions				
RASG-PA ESC/23/D/1 – PARAST ToR for Tactical GoTeam- to be drafted by Dec 2018 for approval for Fast Track and inclusion to RASG-PA as applicable.	PARAST ToR for Tactical GoTeam	Secretariat	To be presented at ESC/32	Valid
RASG-PA ESC/28/D/3 – The ESC/31 Meeting provided comments to update the plan with GASP targets and eliminated non-valid Safety targets including actions on the coordination of RASG-PA and GREPECAS. To be drafted by CANSO by Dec 2018 and to be approved by Fast Track by RASG-PA Members	RASG-PA strategic plan	Secretariat/CANSO	To be circulated via Fast-track	Valid
RASG-PA ESC/29/C/3 – FSF was not present. To report for RASG-PA ESC/32 Meeting	Survey results	FSF	To be presented at ESC/32	Valid
RASG-PA ESC/30/1 Flight Data Analysis Programme implementation in the NACC and SMA regions	NACC and SAM report on FDAP implementation	Secretariat/NAC and SAM ROs	To be presented at ESC/32	Valid
RASG-PA ESC/30/6 - No progress provided	ACI-LAC and CANSO to share data with RASG-PA	ACI-LAC, CANSO, Secretariat	To be presented at ESC/32	Valid

RASG-PA ESC/30/7 PA-RAST FOLLOW-UP AND COORDINATING TELECONFERENCES – not yet implemented.	To be implemented in 2019	Secretariat	To be implemented in 2019	Valid
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