



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

**THIRTY-EIGHT RASG-PA EXECUTIVE STEERING COMMITTEE MEETING
(RASG-PA ESC/38)**

Lima, Peru

24 & 25 May, 2023

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History of the meeting

i. Place and duration

The Thirty-eight RASG-PA Executive Steering Committee Meeting (RASG-PA/ESC/38) was held on 24 and 24 May 2023, at the ICAO SAM Regional Office in Lima, Peru.

ii. Organization, Officers, and Secretariat

Mr. Andrew Larsen, RASG-PA Co-Chairperson representing the States led the discussions conducted under the agenda items. Mr. Fabio Rabbani, Regional Director of the ICAO SAM Regional Office, served as RASG-PA Secretary and was assisted by Julio Siu, acting Regional Director of the ICAO NACC Regional Office, Mr. Oscar Quesada, Deputy Regional Director, ICAO SAM Regional Office, Mr. Javier Puente, Regional Officer, Safety Implementation of the ICAO SAM Regional Office; and Mrs. Sereya Schotborgh, Regional Officer, Safety Implementation, ICAO NACC Regional Office.

iii. Working languages and Documentation

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

All documentation is available for download at: <https://www.icao.int/RASGPA/Pages/RASG-PA-Meetings.aspx>

iv. Agenda

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

Agenda Item 1: Items related to RASG-PA's internal operations

- 1.1 RASG-PA Financial status
- 1.2 PA-RAST Report (PA-RAST)
- 1.3 Annual Safety Report (SMRT)
- 1.4 Translation services for the PA-RAST meetings (Canada)
- 1.5 Standard RASG-PA fund request form (Secretariat)
- 1.6 EASA request to join RASG-PA (EASA)

Agenda Item 2: Safety management process within RASG-PA

- 2.1 CAR & SAM Runway Safety Team Implementation project (Secretariat)
- 2.2 Report on GRF implementation in NACC/SAM Regions (Secretariat)
- 2.3 ATS Language proficiency project status (Secretariat)
- 2.4 NACC SSP Project status (Secretariat)
- 2.5 NACC PBN Project status (Secretariat)
- 2.6 NACC AIG turnkey project (Secretariat)
- 2.7 South Atlantic Safety Oversight Group (SAT-SOG) Meeting (Secretariat)

Agenda Item 3: RASG-PA – GREPECAS Coordination

- 3.1 RASG-PA/GREPECAS Coordination (Secretariat)
- 3.2 RASG-PA Plenary meeting format (Secretariat)

Agenda Item 4: Other business

- 4.1 Request of funds received from Boeing to the ALTA Pan American Aviation Safety & Ops Summit

v. Attendance

A total of 31 participants attended the meeting. 8 representatives from ICAO, 15 representatives from the 8 States, and 7 representatives from Industry and International Organizations. Please refer to **Appendix A** for the complete list of participants.

vi. Conclusions and Decisions

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

List of Conclusions:

No.	Title	Page
ESC/38/C01	Approval of the CST Guidance material	6
ESC/38/C02	EASA incorporation to RASG-PA	8
ESC/38/C03	Follow-up on the GREPECAS/20-16/17 Conclusions	11
ESC/38/C04	RASG-PA/13 Meeting format & RASG-PA Safety Day	12
ESC/38/C05	Funds for ALTA Safety Summit	13

List of Decisions:

No.	Title	Page
ESC/38/D01	Standard Project Status Report Form	5
ESC/38/D02	Approval to use LinkedIn to promote RASG-PA products	6
ESC/38/D03	Translation services for PA-RAST Meetings	7
ESC/38/D04	RASG-PA Funds Request Form	7
ESC/38/D05	Approval of funds for Language Proficiency Project	9

Review of the ESC/38 Meeting Draft Agenda

- 1.1 Mr. Andrew Larsen, RASG-PA Co-Chairperson for States, presented the proposed Agenda and invited the ESC to approve it.
- 1.2 A motion was passed to move the presentation of the RASG-PA Financial Statements to the meeting Agenda Item 1, beginning at this meeting, so that members have a better understanding of the financial situation and available resources, before beginning each ESC meeting.
- 1.3 It was also recalled that during RASG-PA plenary meetings and ESC meetings, only the Working Papers are discussed, while the Information Papers are available for reading on the website of each meeting, except in those cases where the authors of Information Papers require that they be submitted. When this happens, the Information papers will be presented, after the Working Papers if time allows.

Agenda Item 1: Items related to RASG-PA's internal operations

1.1 RASG-PA Financial status

1.1.1 Information Paper IP/05 was presented by the Secretariat, to inform the meeting about the balance of RASG-PA funds as of May 2023. It was reported that the RASG-PA has CAN\$569,472.51 of which C\$25,000 is committed with active projects.

1.1.2 It was also noted that there are several projects under development that will require resources in the short term. The meeting ratified the importance of ensuring that projects are aimed at mitigating safety risks identified through data analysis.

1.1.3 It was recognized that the participation of States, industry and International Organizations is steadily increasing in the PA-RAST and ESC meetings, and that it is necessary to take advantage of this situation to stimulate new projects.

1.1.4 The PA-RAST also reported that the team is working on new projects for all high-risk category areas (HRCs), and that the use of RASG-PA resources is expected for their execution.

1.1.5 Finally, the ESC entrusted the Secretariat with the preparation of a unique and simple format, which allows reporting the progress status of each project, including the execution of financial resources:

DECISION		DEVELOPMENT OF A STANDARD PROJECT STATUS REPORT FORMAT	
RASG-PA ESC/38/D01			
What:		Expected impact:	
<ul style="list-style-type: none"> That the Secretariat develop a single format for the periodic report on the progress of the projects, which includes the progress of the execution of financial resources, when appropriate. 		<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 facilitate the interpretation of the progress of the projects.			
When:	By RASG-PA/13	Status:	Valid
Who:	<input checked="" type="checkbox"/> Secretariat		

1.2 PA-RAST Report (PA-RAST)

1.2.1 The Working Paper WP/02 was presented by PA-RAST. The report shows that all the work that the PA-RAST has been carrying out in relation to the mitigation activities of the HRCs, of the emerging risks, and with the activities of support to the Collaborative Safety Teams.

1.2.2 The Secretariat thanked the support and work of the PA-RAST Cochairs and the champions of each project for the important progress that the team has made in the last year. Next, each project champion offered a summary on the progress status.

1.2.3 A summary of the activities related to the support and promotion for the establishment of the CSTs in the region was also offered, highlighting the work that has been carried out in Peru, where the CST is expected to be established before the end of 2023. It was reported that Chile, Colombia, Costa Rica, and the Dominican Republic are working to create their CSTs in 2024.

1.2.4 As part of this initiative, the PA-RAST presented the RASG-PA "CSTs Implementation Guide" to the ESC for its consideration and approval, which received the support and approval of the meeting:

CONCLUSION RASG-PA ESC/38/C01		APPROVAL OF THE COLLABORATIVE SAFETY TEAMS (CST) GUIDANCE MATERIAL	
What: <ul style="list-style-type: none"> The ESC approves the RASG-PA CST Guidance Material proposed by PA-RAST, attached to WP02. <hr/> How much: <ul style="list-style-type: none"> No resources needed from RASG-PA 		Expected impact: <ul style="list-style-type: none"> <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 guidance material for States in their effort to establish and sustain a CST.			
When: Immediate		Status: Valid	
Who: <input checked="" type="checkbox"/> PA-RAST <input checked="" type="checkbox"/> Secretariat			

1.2.5 Next, the Secretariat presented a proposal to modify the RASG-PA communication strategy that includes the use of the LinkedIn social network, for the promotion of PA-RAST and RASG-PA products and activities in general.

1.2.6 It was explained that this social network allows direct interaction with representatives of the States, Industry and international Organizations that is not possible through a static website. It was also indicated that social networks have advanced metrics systems, which allow the interaction with their publications to be measured.

1.2.7 The meeting supported the initiative, and approved the use of the LinkedIn network for the promotion of RASG-PA:

DECISION RASG-PA ESC/38/D02		APPROVAL TO USE LINKEDIN TO PROMOTE RASG-PA PRODUCTS	
What: <ul style="list-style-type: none"> The ESC authorizes the PA-RAST, in coordination with the Secretariat to use the LinkedIn network as a means of communication, to improve the reach of the RASG-PA products. <hr/> How much: <ul style="list-style-type: none"> No resources needed from RASG-PA 		Expected impact: <ul style="list-style-type: none"> <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 improve the reach of the RASG-PA products, to have metrics and to have means of feedback.			
When: Immediate		Status: Valid	
Who: <input checked="" type="checkbox"/> PA-RAST <input checked="" type="checkbox"/> Secretariat			

1.2.8 Finally, the Secretary clarified that the success of this new communication strategy depends on the active participation of all RASG-PA members, and that if they do not participate, the desired effect will not be achieved.

1.3 Annual Safety Report (SMRT)

1.3.1 The Secretariat presented on behalf of the SMRT, a proposal for a new structure of the RASG-PA Annual Safety Report (ASR). The proposal was justified by indicating that the same format has been maintained for more than 10 years and that it is necessary to adjust its content to more efficiently reflect the results of data analysis, trends, and group activities.

1.3.2 After reviewing the proposal, the ESC authorized the SMRT to use a new format and structure for the ASR.

1.4 Translation services for the PA-RAST meetings (Canada)

1.4.1 Canada presented WP/04 requesting financial resources from RASG-PA for the contracting of simultaneous interpretation at PA-RAST meetings, where it may be necessary.

1.4.2 It was mentioned that language limitations restrict interaction and can affect the effectiveness of communication during meetings. The PA-RAST clarified that simultaneous interpretation will be used only in those meetings where it is necessary by virtue of the topics to be discussed and the distribution of the participants.

1.4.3 After some exchanges on the expected costs and benefits, the meeting agreed to approve a maximum total budget of USD 56,000 for the periods 2023, 2024 and 2025:

DECISION RASG-PA ESC/38/D03		TRANSLATION SERVICES FOR PA-RAST MEETINGS	
What: <ul style="list-style-type: none"> The ESC approves the provision of simultaneous interpretation services for the PA-RAST meetings, on a “as-needed” basis. <hr/> How much: <ul style="list-style-type: none"> Up to 56,000 USD for the 2022 to 2024 period. 		Expected impact: <ul style="list-style-type: none"> <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: In order to ensure effective engagement during PA-RAST meetings			
When: Immediate		Status: Valid	
Who: <input checked="" type="checkbox"/> PA-RAST <input checked="" type="checkbox"/> Secretariat			

1.5 Standard RASG-PA fund request form (Secretariat)

1.5.1 The Secretariat presented for consideration of the meeting, an electronic form for the request of RASG-PA funds for the different activities of the group. This task was agreed during the ESC/27 meeting held in Mexico in 2022.

1.5.2 After a brief demonstration, and a request of minor changes, the meeting agreed to approve the form:

DECISION RASG-PA ESC/38/D04		APPROVAL OF THE RASG-PA FUNDS REQUEST FORM	
What: <ul style="list-style-type: none"> The ESC approves the RASGPA Funding Request Form presented in WP <hr/> How much: <ul style="list-style-type: none"> No resources needed from RASG-PA 		Expected impact: <ul style="list-style-type: none"> <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 standard guidance for the consideration of resource requests by the ESC.			
When: Immediate		Status: Valid	
Who: <input checked="" type="checkbox"/> Secretariat			

1.6 EASA request to join RASG-PA (EASA)

1.6.1 The secretariat introduced Working Paper 06 referring to a request note submitted by EASA to join RASG-PA.

1.6.2 After some exchanges in the meeting and via email highlighting potential benefits, and review of the scope of provisions in the RASG-PA procedures manual, EASA was approved for membership in RASG-PA:

CONCLUSION		EASA INCORPORACION TO RASG-PA	
RASG-PA ESC/38/C02			
What:		Expected impact:	
<ul style="list-style-type: none"> • The ESC approves the incorporation of EASA as a member of the RASG-PA 		<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: Based on EASA request and under current RASG-PA procedures.			
When:	Immediate	Status:	Valid
Who:	<input checked="" type="checkbox"/> Secretariat		

Agenda Item 2: Safety management process within RASG-PA

2.1 CAR & SAM Runway Safety Team Implementation project (Secretariat)

- 2.1.1 Through Working paper WP/07, the Secretariat presented a report on the progress of the Runway Safety Teams (RST) implementation project in the CAR/SAM regions.
- 2.2.2 The meeting was informed that most of the resources assigned to this project will be used for training activities and go-team missions. It was also reported that an agreement had been reached with the Region Safety Oversight Cooperation System (SRVSOP) for the development of training activities. Finally, the prioritization criteria for the selection of aerodromes for the first phase of the project were clarified.

2.2 Report on GRF implementation in NACC/SAM Regions (Secretariat)

- 2.2 Through Working paper WP/08, the Secretariat presented a detailed report on the status of implementation of the enhanced global reporting format for assessing and reporting runway surface conditions (GRF) in the CAR/SAM Regions.

2.3 ATS Language proficiency project status (Secretariat)

- 2.3.1 Through the Working paper WP/09, the Secretariat reported on the progress of the Project on Language Proficiency that was initially presented during the ESC/37 and that was reformulated to comply with the recommendations of the ESC and the PA-RAST.
- 2.3.2 In this regard, the meeting was informed that the revised objective of the project is to carry out a pilot program to train a total of 20 controllers in the CAR/SAM region.
- 2.3.3 It was explained that RASG-PA would cover 50% of the costs and the States would cover the other 50%.
- 2.3.4 Through this project it is intended to demonstrate that it is possible, for States and Air Traffic Service providers, to improve the level of language proficiency of their controllers at an affordable price, using internationally recognized training providers, in the way in which they was done in Brazil with Embry Riddle.
- 2.3.5 The project received the support of the RASG-PA members and they approved the allocation of the required budget of USD 35,000 through the following conclusion:

DECISION		APPROVAL OF FUNDS FOR THE LANGUAGE PROFICIENCY PROJECT	
RASG-PA ESC/38/D05			
What:		Expected impact:	
<ul style="list-style-type: none"> • The ESC approves the pilot project on language proficiency described in the WP09. 		<input type="checkbox"/> Political/Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Tech.	
How much:			
35,000 USD			
Why:			
To implement a strategy to enhance language proficiency, effective in terms of costs, taking advantage of the economy of scale and in the outcomes to be developed by a specialized institution.			
When:	Immediate	Status:	Valid
Who:	<input checked="" type="checkbox"/> Secretariat		

2.4 NACC SSP Project status (Secretariat)

2.4.1 The Secretariat presented the Working Paper WP/10 on the progress status of the SSP Implementation project in the CAR region, which includes the details of the completed activities, and the activities that remain to be executed.

2.4.2 The meeting took note of the information presented, and stressed the importance of having a standard format for reporting the progress of projects approved by RASG-PA (See 1.1.5 on this report).

2.5 NACC PBN Project status (Secretariat)

2.5.1 Information Paper IP/03 was not presented during the meeting, but is available at the meeting website: <https://www.icao.int/RASGPA/Pages/RASG-PA-Meetings.aspx>

2.6 NACC AIG turnkey project (Secretariat)

2.6.1 Information Paper IP/03 was not presented during the meeting, but is available at the meeting website: <https://www.icao.int/RASGPA/Pages/RASG-PA-Meetings.aspx>

2.7 South Atlantic Safety Oversight Group (SAT-SOG) Meeting (Secretariat)

2.7.1 Information Paper IP/04 was not presented during the meeting, but is available at the meeting website: <https://www.icao.int/RASGPA/Pages/RASG-PA-Meetings.aspx>

Agenda Item 3: RASG-PA – GREPECAS Coordination

3.1 RASG-PA/GREPECAS Coordination (Secretariat)

3.1.1 Through Working Paper WP/11, the Secretariat, on behalf of RASG-PA and GREPECAS, submitted to the ESC the collaboration agreement reached between two groups to exchange the information necessary to feed their respective indicators.

3.1.2 In this sense, it was recalled that the Global Aviation Safety Plan (GASP) incorporates elements of capacity and efficiency in its framework of indicators, and that in the same way the Global Air Navigation Plan has incorporated 3 KPIs on safety.

1.2.3 In order to avoid duplication of efforts, and taking advantage of the excellent coordination and communication between both groups, it was agreed that each one exchange information with the other group, in such a way as to feed their indicators without the need to perform new measurements.

1.2.4 This agreement would also fulfill the GREPECAS/20-16 and GREPECAS 2-17 Conclusions. In this regard, the meeting approved the following Conclusion:

CONCLUSION		FOLLOW-UP TO THE GREPECAS/20-16 AND GREPECAS/20-17 CONCLUSIONS	
RASG-PA ESC/38/C03			
What:	<p>That, considering that the Conclusions of GREPECAS/20, mentioned in literals a) and b) of paragraph 2.6 make references to the KPIs introduced by the Seventh Edition of the GANP for the Safety area, the Meeting urges:</p> <p>a) the inclusion of the three KPIs of the Safety KPA, in Vol. III of the e-ANP CAR/SAM be supported by the work carried out by the RASG-PA Regional Group;</p> <p>b) Establish as baselines, of these KPIs, in Vol. III of the CAR/SAM e-ANP, the indicators that RASG-PA currently has.</p> <p>c) Urge the GREPECAS Secretariat to circulate this proposed Conclusion for its approval via FAST-TRACK; d) Consider the Conclusions GREPECAS/20-16 and GREPECAS/20-17 concluded or finalized</p>		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:	Because the RASG-PA has a work of evaluation and follow-up of these KPIs proposed by the Seventh edition of the GANP, and relying on this work will avoid duplication of efforts.		
When:	RASG-PA/GREPECAS back to back meeting (November 2023)	Status:	Valid
Who:	<input checked="" type="checkbox"/> Secretariat		

3.2 RASG-PA Plenary meeting format (Secretariat)

3.1.1 The Secretariat presented Working Paper 12, on the proposal to modify the format of the RASG-PA/13 plenary meeting.

3.1.2 The proposed asynchronous format, taken from the meeting of RAAC Civil Aviation Authorities of the SAM Region held in Chile in April 2023, allows the discussion of the Working and Information papers by virtual means, prior to the face-to-face meeting, so that the limited time available for face-to-face exchanges, be used for relevant strategic discussions.

3.1.3 In this way, it was approved to carry out the discussion of the Working papers, Information Papers and the Report of the meeting in advance by virtual means, and to use the first day of the plenary meeting to carry out the RASG-PA Safety Day:

CONCLUSION RASG-PA ESC/38/C04		RASG-PA/13 FORMAT & RASG-PA SAFETY DAY	
<p>What:</p> <ul style="list-style-type: none"> Authorize the Secretariat, organize the discussion of the Working Papers/Information Papers of the RASGPA XIII Meeting in an asynchronous manner prior to the face-to-face meeting, and organize, in coordination with the PARAST, the realization of the RASG-PA Safety Day during the first day of the face-to-face meeting, as described in WP/12. <hr/> <p>How much:</p> <ul style="list-style-type: none"> TBD 		<p>Expected impact:</p> <p><input type="checkbox"/> Political/Global</p> <p><input type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Operational/Tech.</p>	
<p>Why: To strengthen the risk management process in the Region, through the sharing of lessons learned and best practices related to the main risk areas, and to promote collaboration and ensure that information is accessible to all relevant parties.</p>			
When:	Immediate	Status:	Valid
Who:	<input checked="" type="checkbox"/> Secretariat		

Agenda Item 4: Other business

4.1 Request of funds received from Boeing to the ALTA Pan American Aviation Safety & Ops Summit

4.1.1 Since its first version, RASG-PA has supported the realization of the ALTA Safety Summit. Boeing, one of the two RASG-PA donors, also financially supports the ALTA event through its annual contribution to RASG-PA.

4.1.2 However, due to the administrative procedure applied in the management of RASG-PA resources, the separation of Boeing's contributions for RASG-PA and ALTA implies a certain level of complexity.

4.1.3 In this sense, the ESC approved the transfer of funds in favor of the ALTA Safety Summit, understanding that there is a need to explore alternative mechanisms to channel contributions for future versions of the Summit:

CONCLUSION		FUNDS FOR ALTA SAFETY SUMMIT	
RASG-PA ESC/38/03			
What:	Authorize RASG-PA Secretariat to transfer USD 15,000 from RASG-PA budget to support the ALTA Safety Summit	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.
	How much: 15,000 USD		
Why:	To comply with Boeing's distribution of its financial contribution to RASG-PA.		
When:	Immediate	Status:	Valid
Who:	<input checked="" type="checkbox"/> Secretariat		

Appendix A
List of Participants

Aruba

1. Bryan Franca

Canada

1. Andrew Larsen
2. Michel Roy

Chile

3. Eduardo Peña

Colombia

4. Rodrigo Zapata

Costa Rica

5. Fernando Naranjo

Panama

6. Ivette Prado
7. Icenith Arosemena

Uruguay

8. Alejandro Trujillo
9. Triana Carreira

USA

10. Nick Reyes
11. Warren Randolph
12. Gerardo Hueto
13. Angel Luna

Airbus

14. Rodolfo Quevedo

ATR

15. Géraud de RIVALS-MAZERES

Boeing

16. Mike Snover
17. Fabio Catani

CANSO

18. Bill Middleswart

EASA

19. Alfonso Arroyo

EMBRAER

20. Paulo Razaboni

IATA

21. Jose Ruiz

IFALPA

22. Diana Martinez

ICAO

23. Fabio Rabbani
24. Julio Siu
25. Oscar Quesada
26. Jorge Armoa
27. Fabio Salvatierra
28. Javier Puente
29. Roberto Sosa
30. Sereya Schotborgh