



RASG-PA ESC/8

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

EIGHTH RASG-PA EXECUTIVE STEERING
COMMITTEE MEETING

(RASG-PA ESC/8)

SUMMARY OF CONCLUSIONS AND DECISIONS

LIMA, PERU

17 MARCH 2011

INTERNATIONAL CIVIL AVIATION ORGANIZATION

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SUMMARY OF CONCLUSIONS AND DECISIONS

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History of the Meeting

ii.1 Place and Duration of the Meeting

The Eighth RASG-PA Executive Steering Committee Meeting (RASG-PA ESC/8) was held at the ICAO SAM Regional Office, Lima Peru, 17 March 2011.

ii.2 Organization, Officers and Secretariat

Mr. Alex de Gunten, Executive Director, ALTA, RASG-PA Co-Chair, led the discussions conducted under the agenda items. Mr. de Gunten was assisted in the meeting by Mrs. Loretta Martin, RASG-PA Secretary and Regional Director of the ICAO NACC Office and Mr. Franklin Hoyer, Regional Director of the ICAO SAM Office; Mr. Oscar Quesada, Regional Deputy Director, ICAO SAM Office; Mr. Marcelo Ureña, Flight Safety Officer, ICAO SAM Office; Mr. Eduardo Chacin, Flight Safety Officer, NACC Office; and Mr. Adolfo Zavala, ATM/2 Officer, NACC Office; and Mr. Miguel Marin, Technical Officer, ICAO Headquarters.

ii.3 Working Languages

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

ii.4 Agenda

The Meeting reviewed the agenda, modified and adopted as follows:

Agenda Item 1: Review and Approval of the RASG-PA ESC/8 Draft Meeting Agenda and Schedule

Agenda Item 2: Review and approve previous teleconference summary of discussions, including follow-up of RASG-PA Decisions and Conclusions

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

- Annual Safety Report Team
- Flight Safety Training Team
- Project GSI/3.A – Protection of Safety Information
- Project GSI/12 – Sharing of Information Safety Data
- Project GSI/4 – Accident/Incident Regional Go-Team
- Regional Aviation Safety Team – Pan America
- ASIAS Status

Agenda Item 4: Second Pan American Aviation Safety Summit

- ALTA Update
- Safety Summit Agenda
- Contact List – Potential participants/Sponsors

Agenda Item 5: Feedback from the ICAO Air Navigation Commission

Agenda Item 6: RASG-PA ESC Procedural Issues

- Quorum
- ESC member vs. alternate
- Ratification of Industry Co-Chair
- ESC Observers

Agenda Item 7: RASG-PA 2011 Activity Schedule

- RASG-PA Activity Schedule
- Review of Regional Events – Discussion on Combining Events

Agenda Item 8: Executive Steering Committee Member Update

Agenda Item 9: Other matters

ii.5 **Schedule and Working Methods**

The meeting held its session from 0900 to 1630.

ii.6 **Attendance**

The meeting was attended by 22 members of the RASG-PA Executive Steering Committee (ESC) from Costa Rica, Chile, Jamaica, United States, ACI, Airbus, ALTA, BOEING, COCESNA/ACSA, CASSOS, IATA, as well as ICAO members.

ii.7 **Conclusions and Decisions**

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

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

The RASG-PA ESC/8 Meeting formulated three Decisions.

ii.9 **List of Decisions**

No. RASG-PA ESC	Title	Page
RASG-PA ESC/8/01	Send a letter to Flight Safety Foundation requesting permission to upload and share current version of ALAR toolkit.	3-1
RASG-PA ESC/8/02	A FSTT training plan for 2011 be provided to ESC during next meeting in Mexico City	3-1
RASG-PA ESC/8/03	The FSTT will be renamed to the Aviation Safety Training Team (ASTT)	3-1
RASG-PA ESC/8/04	a) RASG-PA Secretary to coordinate a meeting between Boeing, Airbus and IATA representatives and project GSI/3.A legal experts to redraft legal framework guidance document for States. b) Boeing, Airbus and IATA to provide their specific comments and proposals for amendments to the Proposal of amendment to the aeronautical legislation in order to protect safety information sources by 13 May 2011.	3-2
RASG-PA ESC/8/05	RAST-PA will use RASG-PA Safety Recommendation (RSR) as the method for making safety recommendations to States.	3-3
RASG-PA ESC/8/06	RAST-PA to develop an access guide for members to enter DIP database.	3-3
RASG-PA ESC/8/07	RASG-PA ESC members will designate alternate who is authorized to act as a proxy for their respective organization.	6-1
RASG-PA ESC/8/08	RASG-PA Secretary will confirm ratification of Industry Co-Chair through state letter.	6-1
RASG-PA ESC/8/09	RASG-PA Secretary will amend RASG-PA procedural handbook in order to clarify the ratification process for RASG-PA Co-Chairs.	6-1
RASG-PA ESC/8/10	RASG-PA Secretary will draft a recommendation to clarify ESC observer policy.	6-1
RASG-PA ESC/8/11		

LIST OF PARTICIPANTS

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Agenda Item 1: Approval of Draft Agenda

1.1 Mr. Alex de Gunten, RASG-PA Co-Chairman, presented WP/01 and invited the ESC to approve the draft agenda. The agenda was approved with modifications as included in the historical section of this report.

Agenda Item 2: Review and approve previous teleconference summary of discussions, including follow-up on RASG-PA Decisions and Conclusions

2.1 The ESC reviewed the summary of discussions from the February 2011 RASG-PA- ESC teleconference. The Meeting approved the summary of discussions as presented.

Agenda Item 3: Update and status of RASG-PA Working Groups and Projects

3.1 The Meeting was briefed on the current status of publishing the Annual Safety Report. The printer has provided the first draft of the document, which is currently being reviewed by ICAO NACC and SAM staff. The report should be completed and published by the end of April 2011.

3.2 Mr. Eduardo Chacin presented the report from the FSTT Meeting held in Mexico City, Mexico, on 22 February 2011.

3.3 The FSTT reported that in order to implement some of the training requirements included in the DIPs it would be necessary to request permission from Flight Safety Foundation (FSF) to upload and share the most current version of the ALAR Toolkit. The Meeting agreed to support this initiative and prepare a letter to FSF requesting permission to do so.

DECISION RASG-PA ESC/8/01 FSF LETTER TO REQUEST ALAR TOOLKIT

That ICAO send a letter to Flight Safety Foundation requesting permission to upload and share the current version of ALAR Toolkit on the RASG-PA website.

3.4 The ESC agreed to support a recommendation by the FSTT to recommend that a Runway Excursion Training Programme be developed and become mandatory by regulators as recurrent training for renewal of pilot licenses, similar to other safety programmes such as CRM, ALAR, etc.

3.5 The ESC also discussed what would be the best method for reaching pilots that are not part of the airline pilot population with regard to RASG-PA safety initiatives and training programmes. It was decided to contact International Business Aviation Council (IBAC) and coordinate the distribution of RASG-PA recommendations.

3.6 The FSTT requested support from the ESC to consider that RASG-PA, as part of its activities and in order to increase its presence in the CAR/SAM Regions, deliver two regional workshops/seminars in 2011. The FSTT proposed Argentina and Venezuela as sites to deliver this training for 2011. The duration of the workshops/seminars would be two days and would be defined according to DIP initiatives. The ESC asked for more detailed information on any training to be delivered as part of the RASG-PA work programme.

DECISION RASG-PA ESC/8/02 FSTT TRAINING PLAN FOR 2011

That A FSTT TRAINING plan for 2011 be provided to the ESC at the next meeting in Mexico City, 17 June 2011.

3.7 The FSTT proposed that the ESC consider a name to change of the FSTT to more accurately reflect the scope of its activity, which is to provide aviation safety training to the aviation community rather than training focused on just one area of aviation. As such, it was considered more appropriate to be designated as the Aviation Safety Training Team (ASTT). The ESC approved this proposal.

DECISION RASG-PA ESC/8/03 NEW NAME FOR FSTT

That the FSTT be renamed as the Aviation Safety Training Team (ASTT).

3.8 The ESC approved a third meeting of ASTT to be held at the end of 2011 in order to prepare the work programme for 2012 based on the outcome of the Annual Safety Report 2010 and any other initiatives as mandated by RASG-PA/4.

3.9 The ESC discussed the current status of Project GSI/3.A, which invited the final review of the RASG-PA document *Proposal for Amendment to Aeronautical Legislation in order to Protect Safety Information Sources*. The Secretary provided background information on how the initiative began and the meetings that had already taken place among aviation legal experts to draft the current document. This project is related to Global Safety Initiative (GSI-3) – *Effective Errors and Incidents Reporting* from the ICAO Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR). The resulting document contains guidance that can be used by States to amend current civil aeronautical law regarding protection of safety information sources.

3.10 The representatives from Boeing, Airbus and IATA briefed the ESC that their respective legal departments had reviewed the document and could not support it in its current form. They supported the concept of the initiative, but in order to move forward they proposed an additional meeting with their legal department representatives and the drafters of the original document in order to create a draft that they could support.

3.11 The ESC supported this proposal, and the Secretary agreed to coordinate the meeting between Boeing, Airbus, IATA representatives and the original drafters of the document to review and modify the report as necessary. It was agreed that a clear agenda, expectations and timeline be established by all parties concerned prior to the meeting.

3.12 To this end, Boeing, Airbus and IATA should provide specific comments/concerns and their amendment proposals in order for the Secretariat to be able to prepare the draft agenda.

DECISION RASG-PA ESC/8/04 GSI/3.A PROJECT STAKEHOLDER MEETING

That:

- a) RASG-PA Secretary to coordinate a meeting between Boeing, Airbus and IATA representatives and project GSI/3.A legal experts to redraft the legal framework guidance document for States; and
- b) Boeing, Airbus and IATA to provide specific comments/concerns and proposals for amendments to the legal framework guidance document by 13 May 2011.

3.13 Mr Rolando Ramirez, COCESNA/ACSA, briefed the ESC on the current status of the GSI/12 Project to share flight data analysis information. As a result of the collaboration among the State, air operator and COCESNA/ACSA, mitigation measures have shown success through reduction of unstabilized approaches. Mr. Ramirez briefed the ESC that they are actively trying to get other operators to join the project.

3.14 Mr. Carlos Pellegrino, RASG-PA Vice-Chair, briefed the ESC that Brazil is also collaborating with several air operators and sharing flight data analysis information.

3.15 Mr. Rolando Ramirez briefed on the status of the RASG-PA GSI/4 project to create an accident/incident regional go-team. He said the tentative name for the group is **CIPA** (*Comisión de Investigación y Prevención de Accidentes*).

3.16 Current activities for CIPA include development of a regional regulation based on Annex 13 and SMS. They are also developing a regional training program for accident/incident investigators; development and implementation of databases in regard to the prevention and investigation of accidents and incidents; and development of regional manuals, procedures and checklist for the go-team.

3.17 Mr. Pellegrino said that CENIPA, Brazil's Aeronautical Accidents Investigations and Prevention Center, may be able to support CIPA's initiative. Mr. Pellegrino will coordinate support activities with COCESNA/ACSA.

3.18 The Secretary informed the ESC that ICAO had just published and distributed the *Manual on Regional Accident and Incident Investigation Organization*, ICAO Doc 9946. Any comments related to the new manual should be forwarded to the appropriate regional ICAO office; the manual can be accessed through ICAONET.

3.19 Mr. Miguel Marin briefed the ESC on the progress of the Regional Aviation Safety Team-Pan America (RAST-PA). The RAST-PA met on 15 and 16 March, immediately prior to the ESC/8 Meeting. During the RAST-PA Meeting, the champions updated the status of the DIP milestones and ongoing initiatives related to their specific DIPs. RAST-PA also developed a standard progress reporting form to update future DIP outputs.

3.20 As one of the DIP activities, the RAST-PA reviewed the COSCAP advisory circular on Mode Awareness and Energy State Management for use by the Pan American region. After reviewing the circular, RAST-PA members agreed with the content and to forward it as a RASG-PA recommendation to States. The circular will be modified specifically to the Pan American region by RAST-PA members prior to distribution. RAST-PA then developed a standard document to use in recommending RASG-PA initiatives to States. This document is identified as a RASG-PA Safety Recommendation (RSR). The ESC was asked to approve this document as the standard means to distribute RASG-PA safety recommendations to States. This proposal was approved by the ESC.

DECISION RASG-PA ESC/8/05 RAST-PA METHODOLOGY TO PROMOTE SAFETY RECOMMENDATIONS

That RAST-PA use the RASG-PA Safety Recommendation (RSR) as the means for distributing safety recommendations to States.

3.21 ACI briefed the ESC that it would be championing additional SEI's that were previously identified by RAST-PA. ACI will develop DIPs for RE/06/08/10, which are related to improving runway conditions in accordance with Annex 14, providing guidance on maintaining runways in accordance with Annex 14, and promoting specific training for aerodrome personnel regarding maintenance and operations of runways, respectively.

3.22 Mr. Miguel Marin demonstrated how RASG-PA members could access the DIPs database. The Secretariat requested that a detailed guide be developed for members to access the database.

DECISION RASG-PA ESC/8/06 RAST-PA DATABASE GUIDE

That RAST-PA develop a guide for members to access the DIP database.

3.23 The Secretariat briefed the ESC on the status of the work that has been accomplished by the ASIAs Feasibility Group. The Group had held two teleconferences during the month of January to develop a strategy to request ASIAs data from the FAA. The Group decided on the parameters of the information that would be requested and decided to request data from three airports in the Pan American Region. The airports are: Juan Santamaria International Airport, San Jose, Costa Rica (SJO); Rio de Janeiro-Galeao International Airport, Rio de Janeiro, Brazil (GIG); and Benito Juarez International Airport, Mexico City, Mexico (MEX). The ESC approved the letter that was drafted by the Group, which will be forwarded to the FAA representing the formal request to share ASIAs data with RASG-PA for the above-mentioned airports.

Agenda Item 6: RASG-PA ESC Procedural Issues

6.1 The ESC discussed the need to clarify the required quorum for ESC meetings. The quorum, as stated in the RASG-PA Procedural Handbook, is fifty percent plus one. However, the ESC took note that it is not always clear if the ESC representative attending the meeting is the designated alternate or just an ESC observer attending the meeting in lieu of a primary ESC member participating solely to relay information and decisions reached during any meeting.

6.2 The ESC decided it necessary for the primary ESC member to designate an alternate and forward that information to the RASG-PA Secretary. This would clarify ESC membership during any meeting and mitigate any confusion as to whether the meeting had the required quorum to advance RASG-PA initiatives.

DECISION RASG-PA ESC/8/07 RASG-PA ESC ALTERNATES

That RASG-PA ESC members designate an alternate who is authorized to act as a proxy for their respective organization.

6.3 RASG-PA Secretary will send a letter to ESC members requesting written confirmation of ESC alternates. ESC members will keep the RASG-PA Secretary informed of any change of information that affects the Primary or Alternate ESC members.

6.4 Under this agenda item, ESC ratification by RASG-PA members of the Industry Co-Chair was also discussed. The ESC decided that since the election by the ESC of the Industry Co-Chair had been accomplished after the RASG-PA/3 Meeting in Punta Cana, it was necessary to have full RASG-PA ratification. The ESC agreed that a letter be sent to RASG-PA members to ratify the election of the industry RASG-PA Co-Chair.

Decision RASG-PA ESC/8/08 CO-CHAIR RATIFICATION

That the RASG-PA Secretary attain ratification of the Industry Co-Chair through a State Letter.

6.5 The ESC also agreed that it would be necessary to amend the RASG-PA Procedural Handbook to define the process for Co-Chair election.

DECISION RASG-PA ESC/8/09 AMENDMENT TO RASG-PA PROCEDURAL HANDBOOK

That the RASG-PA Secretary amend the RASG-PA Procedural Handbook to clarify the election process for RASG-PA Co-Chairs.

6.6 The ESC also discussed the need to clarify the ESC observer policy. The ESC agreed that it would be best to draft a recommendation and present it at the next ESC meeting.

DECISION RASG-PA ESC/8/10 RASG-PA ESC OBSERVER POLICY

That the RASG-PA Secretary draft a recommendation to clarify the ESC observer policy for approval at the 17 June 2011, ESC/9 Meeting.

Agenda Item 7: RASG-PA 2011 Activity Schedule

7.1 The Secretary provided the current calendar of RASG-PA activities for 2011. The next scheduled ESC and RAST-PA meeting would be held in conjunction with the Second Pan American Safety Summit in Mexico City, Mexico, 13-17 June 2011.

7.2 Under this agenda item, the Secretary also provided a list of ICAO regional activities with an emphasis on combining other similar safety activities currently being contemplated in the region by other States/Organizations in order to reduce duplication of efforts. The ESC agreed to review the activities and identify possible events that could be combined to use resources more efficiently and increase effectiveness with implementation of safety initiatives in the region.

Agenda Item 8: Executive Steering Committee Member Update

8.1 Under this agenda item, the Airbus representative briefed the ESC on their current plans to sponsor an SMS course in Bogota, Colombia, 4 to 7 April 2011.

8.2 Airbus also advised the ESC that the hotel had been selected for the RASG-PA/4 Meeting to be held in Miami, Florida, 17 to 21 October 2011. The venue is the Hotel Westin Colonnade Coral Gables. The negotiated hotel rate will be \$179/night, which includes breakfast. They have also contracted the translation services.

8.3 IATA presented the ESC with a demonstration of their GSIC FDX database; the purpose is to house de-identified data of unstabilized approaches and other events from participating airlines. It is expected to be fully operational next year and could be a useful tool for runway excursion DIP effectiveness tracking.

Agenda Item 9:

Other Matters

9.1 Mr. Gerardo Hueto briefed the ESC on ISSG activities related to RASG-PA. He will make a presentation at the ICAO Runway Safety Symposium on behalf of the ISSG. The presentation will be on Runway Excursion Risk Mitigation Interventions that were developed as part of RASG-PA DIPs.