

**Global Aviation Safety Roadmap Workshop
Master Schedule**

Global Aviation Safety Roadmap Workshop

(The Roadmap was developed jointly by ACI, Airbus, Boeing, CANSO, FSF, IATA and IFALPA for ICAO)

**19 to 23 May, 2008
Bogotá, Colombia**

Host: Colombia Civil Aviation Administration

Purpose:

Familiarize participants with the GASR and clearly identify the roles of States/Territories/International Organizations and each sector of the industry in relation to the GASR, and determine the initial steps to develop a regional implementation plan incorporating GASR and the Global Aviation Safety Plan (GASP).

Outcome:

Participants completely familiarized with the GASR, including their roles, and determination of the initial steps (including resolution of the issues above) to develop a course of action that will incorporate the GASR in the regional action plan.

Attendees:

Approximately 200, distributed amongst key regional organizations, subject matter experts, and academic observers.

Government Authorities, Air Lines, Pilot Organizations, Air Line Organizations, Manufacturers, Universities.

Steering Committee:

Civil Aviation Administration, ICAO, Boeing, Airbus, IATA, IFALPA, FSF, ACI, CANSO.

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Workshop Details

Five days of work structured to produce results but with enough flexibility to adapt to participants' needs and workshop goals.

On the first afternoon several speakers will describe the Global Aviation Safety Roadmap, its implementation process, and the structure of the workshop. Participants will be notified of the key issues beforehand so they can come prepared to work in the breakout groups.

During the following three days multidisciplinary workgroups will be formed, focused on the key areas. Each group will have facilitators which will steer discussion to keep the group focused. At the end of each day a progress report will be produced by each group.

On the fifth morning a general report will be presented, as well as a regional proposal for roadmap implementation.

Workshop Participation Guidelines

Representation is not considered important; participants are encouraged to exercise their individual freedom to explore alternatives.

Any interaction with the media concerning this workshop will be conducted and coordinated by members of the Executive Committee.

In order to promote an informative and open forum participants agree that they will not quote statements or opinions of others outside of the workshop.

Cell phones should be turned off or set to vibrate mode during workshop sessions. Computers will not be required during sessions.

Plenary Session Presentation Guidelines

The opening plenary session is intended to provide participants with a broad, but fairly complete, overview of the roadmap.

The plenary session is not intended to provide a platform for stating positions or recommendations.

PowerPoint slides should be transmitted by email to [the organizers no later than April 30](#) so they can be reproduced as handouts for participants.

The presentations may also be used by the Steering Committee to help develop questions and targets for the subgroups.

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Group Discussion Guidelines

Participants are expected to contribute their knowledge to the discussion and to raise questions that will further the group's understanding of the issues.

Mutual respect for other's ideas will be maintained.

The facilitators will seek to involve everyone in the discussion; any participant may submit a point anonymously to the group in written format

Participants can change their minds at any time.

The facilitator will select a participant to keep notes of the ideas, facts, consensus, and questions raised during the discussion.

Facilitators will be mindful of potential language barriers and will attempt to ensure that communication is successful.

Facilitators and members of the group are expected to remind others of these guidelines during breakout sessions.

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Time	Monday, May 19 2008
Format	Auditorium Seating
08:00 – 9:00	Registration
09:00 -10:30	Opening Ceremony: Colombia Minister of Transportation (Mr. Andrés Uriel Gallego Henao) Colombia Director General of Civil Aviation (Dr. Fernando Augusto Sanclemente Alzate) ICAO (Mr. José Miguel Ceppi)
10:30 – 11:00	Coffee and Appetizers
Purpose: High level Introduction to the Concept and Implementation of the Global Aviation Safety Roadmap	
11:00 – 11:45	The Global Aviation Safety Roadmap and the Global Aviation Safety Plan: ICAO (Paul Lamy)
11:45 – 12:30	Overview of the Global Aviation Safety Roadmap: ISSG And ICAO
12:30 – 13:30	Coffee and Appetizers
Purpose: Overview of the Workshop Purpose, Structure, Goals, and Objectives.	
13:30 – 14:30	Overview of the Workshop and the Global Aviation Safety Roadmap: ISSG (Boeing) <ul style="list-style-type: none"> ▪ Roadmap Implementation – Discuss Part II of the Roadmap ▪ Overview of each of the roads in the roadmap
14:30 – 15:00	Overview of workshop structure, goals, objectives: (ISSG-ICAO-Aerocivil) <ul style="list-style-type: none"> ▪ Workshop structure and logistics. ▪ Workgroup division and structure (pre-assigned numbers that correspond with tables) ▪ Documentation to complete each day and designation of a scribe for each table. ▪ The Roadmap process: Workshop goals and objectives. <p>Facilitators: José Miguel Ceppi, Loretta Martin, Paul Lamy, Mauricio Morán, Gerardo Hueto, Oscar Quesada, Alfonso Escobar, Bonnie Ahumada, Joe Romanosky, Sergio París Mendoza.</p>
15:00 – 15:15	Administrative announcements
18:00	Welcome Reception (Boeing)

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Time	Tuesday, May 20 2008
Format	Work Groups (Large Conference Room – 15 people per table)
07:30 – 08:00	Facilitator and Speaker Breakfast /Discussion
08:00 - 08:50	<p>Area: States Road: Impediments to the reporting of errors and incidents.</p> <p>Facilitator: Remind work groups of the process and goals for Day 2. Introduce the speaker.</p> <p>Speaker: Explains Annex 13, Chapter 8, Part E: the manner in which ICAO creates laws to Protect information and reporting systems of errors and incidents (ICAO – Loretta Martin)</p>
9:00 - 10:00	<p>Work groups begin the process:</p> <p>Facilitator: Requests a list from each table that identifies: (1) Key people/organizations (2) Strengths and enablers.</p>
10:00 - 10:30	Coffee and Appetizers
10:30 - 11:30	<p>Facilitator (10’): Reminds work groups of the process for (3) Identifying existing and emerging risks and (4) Performing gap analysis. Offer a break at 11:30.</p> <p>Work groups: (3) Identify existing and emerging risks</p>
11:45 -12:45	<p>Work Groups: (4) Start gap analysis.</p>
12:45 – 13:15	Coffee and Appetizers
13:15 - 13:30	Facilitator (15’): Reminds work groups of the process for step (5)
13:30 - 14:15	<p>Work Groups: (5) Finish gap analysis</p>
14:15 - 15:00	<p>Work Groups: (6) Develop and prioritize recommended actions.</p>
15:00	Work Groups: Turn in their summaries of (1)-(6) to the assistant facilitator for their table.

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Time	Wednesday, May 21 2008
Format	Work Groups (Large Conference Room – 15 people per table)
07:30 – 08:00	Facilitator and Speaker Breakfast /Discussion
08:00 - 09:00	<p>Area: Industry Road: Gaps in the use of technology to enhance safety.</p> <p>Facilitator: Remind work groups of the process and goals for Day 3. Introduce the speaker.</p> <p>Speaker: Use of technology to enhance safety (IATA, P. Cerda)</p> <p>Facilitator: Prior day's summary</p>
9:00 - 10:00	<p>Work groups begin the process:</p> <p>Facilitator: Request a list from each table that identifies:</p> <ul style="list-style-type: none"> (1) Key people/organizations (2) Strengths and enablers (3) Identify existing and emerging risks
10:00 - 10:30	Coffee and Appetizers
10:30 – 12:45	<p>Facilitator (10'): Reminds work groups of the process for (4) Performing gap analysis.</p> <p>Work Groups:</p> <ul style="list-style-type: none"> (4) Start gap analysis.
12:45 – 13:15	Coffee and Appetizers
13:15 - 13:30	Facilitator (15'): Reminds work groups of the process for (5) Developing and prioritizing recommended actions
13:30 - 14:15	<p>Work Groups:</p> <ul style="list-style-type: none"> (4) Complete gap analysis and (5) Develop recommendations.
13:15 - 15:00	<p>Work Groups:</p> <ul style="list-style-type: none"> (6). Prioritize recommended actions
15:00	Work Groups: Turn in their summaries of (1)-(6) to the assistant facilitator for their table.

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Time	Thursday, May 22 2008
Format	Work Groups (Large Conference Room – 15 people per table)
07:30 – 08:00	Facilitator and Speaker Breakfast /Discussion
08:00 – 09:30	<p>Area: Region Road: Inconsistent coordination of regional programmes. Facilitator: Remind work groups of the process and goals for Day 4. Introduce the speakers. “Design and build on existing regional mechanisms” Speaker 1: CAST – working together in safety enhancements (FAA-Boeing) Speaker 2: Presentation by ALTA (Asociación Latinoamericana de Transporte Aéreo) Speaker 3: Existing regional efforts and the possible integration of the roadmap into those efforts (ICAO – José Miguel Ceppi).</p>
9:30 - 10:00	<p>Work groups begin the process: Facilitator: Requests a list from each table that identifies: (1) Key people/organizations (2) Strengths and enablers.</p>
10:00 - 10:30	Coffee and Appetizers
10:30 - 11:30	<p>Facilitator (10’): Reminds work groups of the process for (3) Identifying existing and emerging risks and (4) Performing gap analysis. Offer a break at 11:30.</p> <p>Work groups: (3) Identify existing and emerging risks</p>
11:45 -12:45	<p>Work Groups: (4) Start gap analysis.</p>
12:45 – 13:15	Coffee and Appetizers
13:15 - 13:30	Facilitator (15’): Reminds work groups of the process for developing and prioritizing recommended actions
13:30 - 14:15	<p>Work Groups: (4) Complete gap analysis and (5) Develop recommendations</p>
13:15 - 15:00	<p>Work Groups: (6) Prioritize recommended actions.</p>
15:00	Work Groups: Turn in their summaries of (1)-(6) to the assistant facilitator for their table.

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Time	Friday, May 23 2008
Format	Auditorium Seating
07:30 – 08:00	Facilitator and Speaker Breakfast /Discussion
08:00-09:30	Facilitators: <ul style="list-style-type: none"> ▪ Explanation of discussion and results of previous days ▪ Revisits the process and the value of the process in establishing common goals and objectives between organizations. ▪ Overview of the path forward ▪ ISSG Representatives: ▪ Overview of the importance of a dialogue guided by the Roadmap Questions and answers
9:30-10:10	Presentation by the Civil Aviation Administration (UAEAC) of Colombia
10:10 -10:40	Closing Ceremonies: Speakers close the workshop and invite the participants to sign the roadmap poster (signature page). Participants sign the Roadmap Poster to show their participation in the Workshop.
10:40-11:30	Coffee and Appetizers