



Agenda Item 10: Review and adoption of proposed RASG-PA Procedural Handbook

REVIEW AND ADOPTION OF PROPOSED RASG-PA PROCEDURAL HANDBOOK

(Presented by the Secretariat)

SUMMARY	
This working paper presents the Regional Aviation Safety Group Pan-America (RASG-PA) Procedural Handbook for approval.	
References:	
<ul style="list-style-type: none"> • RASG-PA/01 Meeting Report (Puntarenas, Costa Rica, from 12 to 14 November 2008) • 5th Executive Steering Committee Meeting Minutes (RASG-PA ESC/05) • 6th Executive Steering Committee Meeting Minutes (RASG-PA ESC/06) 	
<i>Strategic Objectives</i>	<i>This working paper is related to Strategic Objective A.</i>

1. Introduction

1.1 The First Regional Aviation Safety Group – Pan America Meeting (RASG-PA/01) was held in Puntarenas, Costa Rica, from 12 to 14 November 2008.

1.2 During the meeting, the RASG-PA draft Terms of Reference (TORs) and organizational structure were presented and approved by the RASG-PA membership. The TORs were designed to define common goals for Western Hemisphere aviation safety in conformity with the Global Aviation Safety Plan (GASP), Global Aviation Safety Roadmap (GASR) and ICAO Strategic Objectives.

1.3 In April 2010, the fifth meeting of the RASG-PA Executive Steering Committee (ESC/5) discussed the expansion of RASG-PA activities that had occurred since the RASG-PA/01 Meeting. To ensure continuity and availability of resources, the ESC discussed the need to review the original TORs, and organizational structure, and include them in one document.

1.4 In May 2010, upon a recommendation by the ICAO Air Navigation Commission, the ICAO Council agreed to the establishment of Regional Aviation Safety Groups (RASGs). The Council also agreed that RASGs would provide interregional harmonization related to flight safety issues and a means to monitor implementation of the GASP and its associated GASR. Along with the recommendation, the Council also provided suggested TORs for the establishment of RASGs.

2. Discussion

2.1 As a result of the recommendation by the ICAO Council, and since RASG-PA had already been established in the NAM/CAR/SAM regions prior, the RASG-PA Secretariat decided to proceed with drafting a RASG-PA Procedural Handbook.

2.2 The handbook would define the organization's goals and objectives, along with membership, officer responsibilities and terms of office, Secretariat support and programme responsibilities.

3. Conclusion

3.1 The draft of the RASG-PA Procedural Handbook was presented to the ESC/06 Meeting for comments, which were incorporated by the RASG-PA Secretariat into the final draft.

3.2 The final draft is presented in the **Appendix** to this working paper for approval of the RASG-PA membership during the RASG-PA/03 Meeting.

4. Action by the Meeting

4.1 The Meeting is invited to consider adopting the following draft decision:

DRAFT

DECISION RASG-PA/3/xx

RASG-PA PROCEDURAL HANDBOOK

RASG-PA approves the RASG-PA Procedural Handbook included in the Appendix to this part of the report.

APPENDIX



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

PROCEDURAL HANDBOOK
(1ST EDITION)

Approved by RASG-PA

October 2010

PROCEDURAL HANDBOOK

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I. BACKGROUND

Quote from Assembly Resolution A36-7 - *Global Planning for Safety and Efficiency*

[The Assembly] Resolved that these global plans [Global Aviation Safety Plan and Global Air Navigation Plan] shall provide the framework in which regional, subregional and national implementation plans will be developed and implemented thus ensuring harmonization and coordination of efforts aimed at improving international civil aviation safety and efficiency;

Recognized the importance of regional and national plans and initiatives based on the global framework for effective implementation;

Recognized that further progress in improving global safety and efficiency of civil aviation is best achieved through a cooperative, collaborative and coordinated approach in partnership with all stakeholders under the leadership of ICAO;

Urged Contracting States and the industry to apply the Global Aviation Safety Plan and Global Aviation Safety Roadmap principles and objectives and to implement its methodologies.

II. TERMS OF REFERENCE

The RASG-PA is established to be the focal point to ensure harmonization and coordination of safety efforts aimed at reducing aviation safety risks in the North American, Central American, Caribbean (NAM/CAR), and South American (SAM) Regions and to promote the implementation of resulting safety initiatives by all stakeholders.

This will be achieved through the involvement of all stakeholders including ICAO, States, International Organizations and the industry.

Short term

Develop and implement a work programme to continue implementation of the Global Aviation Safety Plan (GASP) and Global Aviation Safety Roadmap (GASR) in the Regions to ensure implementation of resulting action plans.

Longer term

- 1) Using the framework provided by the GASP and GASR, support the establishment and operation of a performance-based safety system for the Pan American region by:
 - a) ensuring that all safety activities at the regional and sub-regional level are properly coordinated to avoid duplication of efforts;
 - b) facilitating the sharing of safety information and experiences among all stakeholders from the Region;
 - c) conducting follow-up activities as required; and
 - d) in parts of the Region where such a performance-based safety system does not exist, analyzing the risks to civil aviation at the regional level, developing action plans necessary to mitigate the risks, and coordinating and supporting their implementation.

- 2) Provide feedback to ICAO and the ISSG (Industry Strategy Safety Group) to continually improve and ensure an up-to-date global safety framework (GASP and GASR).

III. ORGANIZATION

RASG-PA Membership

Representatives and alternates may be nominated from the following:

States and Territories of the NAM/CAR/SAM Regions

<i>ACI</i>	<i>Airports Council International</i>
<i>AIRBUS</i>	<i>Airbus Aircraft Manufacturer</i>
<i>ALTA</i>	<i>Asociación Latinoamericana y del Caribe de Transporte Aéreo</i>
<i>BOEING</i>	<i>Boeing Commercial Airplane Company</i>
<i>CANSO</i>	<i>Civil Air Navigation Services Organization</i>
<i>CASSOS</i>	<i>Caribbean Aviation Safety and Security Oversight System</i>
<i>COCESNA</i>	<i>Corporación Centroamericana de Servicios de Navegación Aérea</i>
<i>ECCAA</i>	<i>Eastern Caribbean Civil Aviation Authority</i>
<i>FSF</i>	<i>Flight Safety Foundation</i>
<i>IATA</i>	<i>International Air Transport Association</i>
<i>ICCAIA</i>	<i>International Coordinating Council of Aerospace Industries Associations</i>
<i>IFALPA</i>	<i>International Federation of Airline Pilots Association</i>
<i>IFATCA</i>	<i>International Federation of Air Traffic Controllers Association</i>
<i>LACAC</i>	<i>Latin American Civil Aviation Commission</i>

RASG-PA Participants

Participation may be invited from the following:

States and Territories from other Regions
Other International, Regional, National and Safety Organizations, Bodies and Agencies
Other Aircraft Manufacturers
Aircraft Operators
Air Navigation Service Providers
Airport Operators
Aviation Training Centers
AMOs (Approved maintenance organizations)

RASG-PA Executive Steering Committee (ESC) Membership

RASG-PA Co-Chairperson (State/Territory)
 RASG-PA Co-Chairperson (International Organization/Industry)
 ICAO NACC/SAM Regional Directors (1 to serve as Secretary, alternating with GREPECAS Secretariat)
 ICAO HQ ANB Representative

RASG-PA Representatives and/or alternates of the following Groups/Organizations:

NAM Region (1 representative)
 CAR Region -English speaking States (CAR-E) (1 representative)
 CAR Region -Spanish speaking States (CAR-S) (1 representative)
 SAM Region (2 representative)
 ACI
 Airbus
 ALTA
 Boeing
 CASSOS
 COCESNA/ACSA
 IATA
 IFALPA
 IFATCA

Election of Co-Chairpersons and State/Territory Representation on Executive Steering Committee

The Executive Steering Committee Co-Chairpersons will be elected as follows:

- One Co-Chairperson from member States/Territories
- One Co-Chairperson from an ESC International Organization/Industry

In total, there will be five regional/sub-regional State ESC representatives including the Co-Chairperson.

- The Co-Chairperson for States/Territories will be elected from one of the five regional/sub-regional representatives.
- The Co-Chairperson for International Organizations/Industry will be elected by the ESC.
- Co-Chairpersons will serve for a period of 3 years and can be re-elected, but may not serve for more than two consecutive terms.
- If any member of the ESC is unable to complete his/her term, a written notification of the circumstances shall be forwarded to the RASG-PA Secretary.
- If any member of the ESC is unable to complete his/her term, an election to fill the vacant position will be held at the next RASG-PA meeting or as decided by the ESC.
- The election cycle of State/Territories Co-Chairperson will begin in 2008, and then every 3 years, 2011, 2014, etc.
- The election cycle for the International Organization/Industry Co-Chairperson will begin in 2010 and then every 3 years, 2013, 2016, etc.

RASG-PA Working Groups

RASG-PA working groups will be established as required to support the development, implementation and prioritization of RASG-PA safety initiatives. Working groups will operate in coordination with and under the guidance of the ESC. Working groups will accomplish their tasks by developing mitigation strategies based on gathering and processing safety data and information. These mitigation strategies shall be focused on the Global Aviation Safety Plan and corresponding Global Safety Initiatives.

The duration of working group activities will be established by the ESC.

RASG-PA Committees

RASG-PA committees may be established as required to support the development, implementation and furtherance of RASG-PA goals and objectives.

IV. ROLES AND RESPONSIBILITIES***Co-Chairpersons will:***

1. Call meetings
2. Chair the RASG-PA meetings
3. Keep focus on high priority items
4. Ensure agendas meet objectives to improve safety
5. Provide leadership for ongoing projects and accomplishments
6. Promote consensus among the group members
7. Coordinate RASG-PA activities closely with the Secretariat
8. Promote RASG-PA and lobby for contributors.

ESC Members will:

1. Assist Co-Chairpersons
2. Keep focus on high priority items
3. Ensure agendas meet criteria to improve safety
4. Provide leadership for ongoing projects and accomplishments
5. Promote consensus among the group members
6. Maintain communication and linkage with the Secretariat regarding RASG-PA activities
7. Identify an alternate for representation on ESC
8. Complete assigned tasks.

Participation of Co-Chairpersons and other ESC Members in meetings:

Attendance of the Co-Chairpersons and other ESC members or their designated alternate is essential to the success of the RASG-PA. Participation in ESC meetings and teleconferences is required. Should ESC members or their designated alternates not be present at three consecutive meetings, excluding teleconferences, the RASG-PA Executive Steering Committee may consider removal and election of a replacement.

Secretariat:

The Secretariat will support the Co-Chairpersons by providing administrative, coordination and technical support to the RASG-PA and ESC. The Secretary will be provided by ICAO (NACC or SAM Regional Director alternating with GREPECAS Secretary).

The Secretariat will:

1. Coordinate meeting logistics with meeting host(s)
2. Develop meeting agendas
3. Ensure meeting agendas, documentation, reports and summaries are provided to members
4. Ensure meeting reports, summaries, notices, and related documents are posted in a timely manner on the RASG-PA website
5. Control and administer the RASG-PA website
6. Track, monitor and facilitate action items and report status to the Co-Chairpersons
7. Ensure alignment of RASG-PA activities with the GASP/GASR
8. Maintain communication with the Co-Chairs, ESC members and RASG-PA members
9. Identify required administrative support
10. Manage subject and work plan.

Members:

Each RASG-PA member State/Territory and International Organization will designate a representative and an alternate representative able to support RASG-PA goals and objectives. If designated representation changes, any proposed replacement must be submitted to the RASG-PA Secretary.

Other individuals may be invited to attend meetings as part of providing direct administrative support to the RASG-PA member(s) and activities.

RASG-PA members will:

1. Come to the meeting prepared, and provide active support by deliberating and identifying issues.
2. Support goals and objectives by maintaining timely and active communication between organization represented and RASG-PA.
3. Share safety improvements with RASG-PA members.

Executive Steering Committee

An Executive Steering Committee (ESC) composed of representatives from States/Territories, international organizations and industry will be established to guide the work of the RASG-PA and ensure that safety initiatives are accomplished in a timely, effective and efficient manner. To that end, the ESC will:

1. Propose the RASG-PA work programme
2. Coordinate the activities of the RASG-PA and all GASP/GASR safety related initiatives and adjust strategy as necessary
3. Act as an advisory body to the RASG-PA
4. Provide regular safety environment assessments to the RASG-PA
5. Undertake any action required to ensure that the RASG-PA achieves its objective to reduce aviation risks and minimize or avoid duplication of efforts in the NAM, CAR and SAM Regions

Other Participants:

Other participants may be invited to participate in RASG-PA activities. RASG-PA non-member participants may provide broad and varying perspectives to enhance the quality and effectiveness of the RASG-PA actions and activities.

Non-Member Participants may:

1. Participate in the RASG-PA discussions and deliberations
2. Participate on the RASG-PA working groups as appropriate
3. Share respective organization's inputs with the RASG-PA.

V. MEETINGS

The annual meeting of the RASG-PA shall be held in either October or November of each and every year as decided by the ESC. The Secretariat shall notify all members of the time and place with at least 60 days prior notice of such annual meeting. The meeting venues shall alternate between the NAM, CAR and SAM Regions. Special meetings of this group may be called by the Secretariat when deemed in the best interest of the group.

Annual meetings shall be bi-lingual (Spanish and English) with simultaneous interpretation services provided by the meeting host and documentation provided in both languages. ESC meetings will be conducted in English only, unless the host or a donor provides simultaneous interpretation without cost to RASG-PA.

Regular meetings of the ESC shall be held monthly via teleconference on a day and time agreed to by the ESC. Special meetings of the ESC may be called by the Secretariat when deemed in the best interest of the group.

For the purposes of conducting business during ESC meetings, the presence of not less than 50 percent plus 1, of the ESC members shall constitute a quorum and shall be necessary to conduct the business of this organization.