



International Civil Aviation Organization  
**Fourth Meeting of the Regional Aviation Safety Group**  
 – Pan America (RASG-PA/04)  
 Miami, United States, 19 - 21 October 2011



**Agenda Item 2: Review of Conclusions and Decisions from RASG-PA/03 Meeting and RASG-PA ESC/07, ESC/08, ESC/09 and ESC/10 Meetings**

**REVIEW OF CONCLUSIONS AND DECISIONS FROM RASG-PA/03 MEETING AND RASG-PA ESC/7, ESC/08, ESC/9 AND ESC/10 MEETINGS**

(Presented by the Secretariat)

<b>SUMMARY</b>	
The Regional Aviation Safety Group–Pan America and its Executive Steering Committee (ESC) record their activities as Conclusions and Decisions.	
This working paper presents the current status of those RASG-PA and ESC conclusions and decisions which were valid at the end of the RASG-PA/03 Meeting and all subsequent ESC conclusions and decisions.	
<b>References:</b>	
<ul style="list-style-type: none"> <li>• RASG-PA/03 Meeting Report</li> <li>• RASG-PA ESC/07, 08, 09 and 10 Meeting Reports</li> </ul>	
<b>Strategic Objective</b>	<i>This working paper is related to Strategic Objective A – Safety</i>

**1. Introduction**

1.1 The Regional Aviation Safety Group–Pan America (RASG-PA) records its activities as conclusions and decisions.

1.2 Conclusions are RASG-PA actions requiring communication to and action by ICAO, States, Territories, and/or International Organizations. Decisions are internal agreements of the RASG-PA.

**2. RASG-PA Conclusions and Decisions**

2.1 **Appendix A** presents the conclusions and decisions and their current status, which were valid at the end of the RASG-PA/03 Meeting held in Punta Cana, Dominican Republic, from 27 to 29 October 2010.

3. **RASG-PA ESC Conclusions and Decisions**

3.1 The RASG-PA ESC has held four meetings since RASG-PA/03, and holds monthly teleconference to accomplish its agenda. The ESC also records its activities as conclusions and decisions. **Appendix B** presents the list of conclusions and decisions from previous meetings that were valid at the end of RASG/PA/03 and adopted since that meeting. The status has been recorded and updated by the ESC and the Secretariat.

4. **Suggested Action**

4.1 The Meeting is invited to take note of the status of valid conclusions of the RASG-PA and ESC and provide updated information and input for future RASG-PA activities.

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## APPENDIX A

**STATUS OF OUTSTANDING CONCLUSIONS (C) AND DECISIONS (D)  
AT THE END OF THE RASG-PA/03 MEETING, 29 OCTOBER 2010**

C/D No.	Area	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed, Superseded)
D	3/1	<b>REGIONAL AVIATION SAFETY TEAM PAN AMERICA (RAST-PA) DETAILED IMPLEMENTATION PLANS (DIPs)</b>	RASG-PA approved the Detailed Implementation Plans and time lines contained in Appendices B and C to WP/03Rev., which are posted on the RASG-PA website.	<p>RAST will continue to implement and provide follow-up activities for approved DIPs</p> <p>During June 2011 ESC meeting, it was agreed that this item was completed and RAST-PA will continue to follow up on DIP progress.</p>	RAS-PA	Implementation Plans (DIPs)	On-going	Completed
C	3/2	<b>REGIONAL AVIATION SAFETY GROUP – PAN AMERICA FLIGHT SAFETY TRAINING TEAM (FSTT) ACTIVITIES</b>	That States/Territories/International Organizations/Industry support the Flight Safety Training Team (FSTT) by assigning appropriate representatives to participate in meetings and contribute with flight safety training courses, material and toolkits as well as host events.	During the FSTT meeting in February, the working group proposed changing its name to Aviation Safety Training Team (ASTT).	States/Territories/ International Organizations/ Industry	Broader base of information for flight training initiatives	Varies	Completed.
D	3/3	<b>RASG-PA ANNUAL SAFETY REPORT</b>	<p>That:</p> <p>a) the RASG-PA 2009 Annual Safety Report was approved as amended;</p> <p>b) the Secretariat publish the final version, incorporating the amendments proposed by Brazil and post the Annual Safety Report on the RASG-PA website; and</p> <p>c) the ASRT further evolve and improve future safety data analysis and resulting annual safety reports based on comments received.</p>	<p>Safety Report Team is currently getting estimates on publishing 12/2011.</p> <p>RASG-PA Annual Safety Report 2009 was sent to the publisher 03/2011.</p> <p>Final review was received by RASG-PA Secretary on 02-05-2011.</p> <p>Annual Safety Report was published and presented to all annual safety summit participants.</p>	<p>b) Secretariat</p> <p>c) ASRT</p>	Annual Safety Report	Publish prior to annual safety summit	Completed
C	3/4	<b>RASG-PA POINTS-OF-CONTACT</b>	That States/Territories/International Organization and Industry inform/update ICAO of their RASG-PA Point-of-Contact details no later than 30 November 2010, in order to complete the table attached in Appendix A to this part of the report.	<p>Limited replies as of 06/12/2010.</p> <p>Received a few additional replies during DGAC/CAP/95 in February 2011.</p>	States/ Territories/ International Organizations/ Industry	Updated list for distribution of information	30 November 2010	Completed

C/D No.	Area	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed, Superseded)
C	3/5	<b>PROGRESS REPORT ON THE IMPLEMENTATION OF LEGISLATIVE FRAMEWORK TO PROTECT SAFETY HAZARD INFORMATION</b>	That States that have not yet done so inform their respective ICAO Regional Office on their progress with implementation of a legislative framework to protect safety hazard information no later than 31 December 2010, in order to complete the table attached in Appendix B to this part of the report.	No replies received as of 06/12/2010  Received reply from Costa Rica on 15 December 2010.  United States informed RASG-PA on 30 March 2011, that legislation to protect safety information in the U.S. had already been passed.	States	Progress on GSI/3	31/12/2010	Completed

C/D No.	Area	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed, Superseded)
C	3/6	<b>PROTECTION OF SAFETY INFORMATION REPORT</b>	<p>That,</p> <p>a) RASG-PA accept the “Proposal for amendment to the aeronautical legislation in order to protect safety information sources” document prepared under the GSI-3 Project and presented in the Appendix to WP/12;</p> <p>b) Airbus, ALTA, Boeing and IATA provide comments on the document to the RASG-PA Secretary by 14 January 2011;</p> <p>c) the RASG-PA GSI-3 Project team review the comments received, revise and submit the final document to the RASG-PA Secretary by 31 January 2011; and</p> <p>d) the RASG-PA Secretary send the final document to States and International Organizations by 14 February 2011, and recommend that States use the guidance material in their efforts to create legal protection for sources of safety hazard information.</p>	<p>Follow-up action to be monitored by RASG-PA ESC.</p> <p>During January ESC teleconference, ESC agreed to extend comment period until 28 February 2011.</p> <p>During RASG-PA ESC Meeting in March 2011, ESC agreed to extend comment period until several stakeholders could meet and review the document in a face to face meeting.</p> <p>07/2011: The Boeing representative briefed the ESC that one of the Boeing attorney’s that was working on this project has recently left on extended sick leave. This will further delay the coordination meeting between stakeholders in the project as new Boeing attorneys are brought into the project and brought up to speed.</p> <p>08/2011: During ESC/10 Meeting it was agreed that Boeing will coordinate a presentation by one of their attorney’s to present their concerns reference GSI/3 document at the ESC/11 Meeting in Miami.</p>	<p>a) RASG-PA b) Airbus, ALTA, Boeing, IATA c) RASG-PA GSI-3 Project Team d) RASG-PA Secretary</p>	<p>Final guidance material</p>	<p>b) 14/01/11 c) 31/01/11 d) 14/02/11</p> <p>Agreed to extend until all stakeholders could comment. No date set.</p>	<p>Valid</p>

C/D No.	Area	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed, Superseded)
D	3/7	<b>RASG-PA PROCEDURAL HANDBOOK</b>	That, a) RASG-PA approved the RASG-PA Procedural Handbook; b) the Secretariat publish the final version, incorporating the amendment to retain regional Vice-Chairpersons, and post the handbook on the RASG-PA web site; and c) the ESC periodically review and revise the handbook based on proposed changes submitted to the Secretariat for approval by the RASG-PA.	ESC accepted amendment to handbook as approved by RASG-PA membership during January ESC teleconference.  03/2011: Updated RASG-PA Procedural Handbook, English and Spanish version is completed.	a) RASG-PA b) Secretariat c) ESC	RASG-PA Procedural Handbook	Publish as soon as amendments are made.	Completed
C	3/8	<b>SECOND PAN AMERICAN AVIATION SAFETY SUMMIT IN 2011</b>	That, a) ICAO, ALTA and ACI organize the Second Pan American Aviation Safety Summit in 2011; and b) RASG-PA members provide financial and in-kind support for and participate in the Second Pan American Aviation Safety Summit 2011.	ALTA is leading efforts in organizing and logistics.  03/2011: ALTA in coordination with ICAO NACC is leading efforts in organizing and logistics for the event in Mexico City, Mexico. ALTA and ICAO are holding bi-weekly teleconferences to review logistics for event.	a) ICAO, ALTA & ACI b) RASG-PA members	2 <sup>nd</sup> Pan American Summit	June 2011	Completed

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**APPENDIX B**  
**STATUS OF OUTSTANDING DECISIONS (D) OF THE**  
**EXECUTIVE STEERING COMMITTEE OF THE REGIONAL AVIATION SAFETY GROUP – PAN AMERICA**

C/D	Mtg & No	Title of Conclusion/ Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsi- bility	Deliverable	Target Completion Date	Status (Valid, Completed Superseded)
D	ESC 4/2	<b>ISSG FUNDING REQUEST FOR RASG-PA PROJECTS</b>	It was decided that once the outcomes of RASG-PA/02 are clearly defined by the ESC and activities more clearly defined, then the ISSG could be informed about the needs for funds to implement RASG-PA projects.	Funding account is established. HQs will forward information to ISSG.  Now that funding account is established, ESC can move forward with this decision. ICAO HQs will forward to ISSG.  RASG-PA ESC/09 Meeting clarified this decision and it will be championed by Mr. Hueto (Boeing) during next ISSG Meeting.	ESC	Request of funds for RASG-PA initiatives	On-going	Valid
D	ESC 6/1	<b>DEVELOPMENT OF TERMS OF REFERENCE (TORS)</b>	ICAO will present a working paper at the next ESC on how terms of reference are developed by the ICAO Council.	During the RASG-PA ESC/07 Meeting, ICAO HQ ANB representative, Mr. Marin verbally briefed the RASG-PA ESC on how TORS are developed by ICAO Council	RASG-PA Secretariat	Working Paper	ESC/07	Completed
D	ESC 6/3	<b>THE SECOND PAN AMERICAN AVIATION SAFETY SUMMIT MUST INCLUDE MORE AIRPORT SAFETY ISSUES, ESPECIALLY IN THE AREA OF RUNWAY EXCURSIONS</b>	The ESC discussed the possibility of supporting a separate airports summit in addition to the Pan American Safety Summit. The general consensus was to promote the inclusion of more airport safety issues in the RASG-PA annual meeting and the aviation safety summit rather than support a separate RASG-PA sponsored airports summit in order to minimize resource expenditures.	ACI will coordinate with American Association of Airports Executives (AAAE) to develop agenda items.	RASG-PA Secretariat /ACI	Airports safety issues are to be included in RASG-PA work programme	On-going	Completed
D	ESC 6/4	<b>INVITE THE AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES (AAAE) TO RASG-PA/03</b>	The ESC agreed to support the participation of AAAE.	It was agreed that ACI would play the key role as a member of the ESC with participation by AAAE to coordinate the inclusion of those safety issues in the summit.	ACI	AAAE participation	On-going	Completed

C/D	Mtg & No	Title of Conclusion/ Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed Superseded)
D	ESC 6/5	<b>THAT THE RASG-PA AGENDA INCLUDE MORE FOCUS ON AIRPORT SAFETY ISSUES</b>	Promote more airports safety issues be included in RASG-PA/03.	ACI asked the ESC to include more airport focus areas on the RASG-PA agenda.	RASG-PA Secretariat	Airport safety in Agendas	RASG-PA/03	Completed
D	ESC 6/8	<b>INVESTIGATE MIAMI, UNITED STATES AS THE POSSIBLE LOCATION FOR THE 2011 RASG-PA/04 ANNUAL MEETING</b>	The ESC discussed possible locations for RASG-PA/04.	Initial discussions to validate possible locations are on-going.  Airbus agreed to hosting/sponsoring the RASG-PA/04 Meeting in Miami.	RASG-PA Secretariat	RASG-PA/04 in Miami	2011	Completed
D	ESC 7/1	<b>TRANSLATION OF DETAILED IMPLEMENTATION PLANS (DIPS) INTO SPANISH</b>	ICAO NACC and SAM offices will translate the seven approved DIPS into Spanish.	The ESC discussed the need to increase participation of States in the Regional Aviation Safety Team – Pan America (RAST-PA) and to have the seven approved Detailed Implementation Plans (DIPs) translated into Spanish. Several industry ESC members agreed that more participation was needed from SAM States and that having the DIPs translated into Spanish would provide an incentive for participation. The ESC supported translating the DIPs into Spanish.	RASG-PA Secretariat	Translate approved DIPs  Increased regional participation and harmonization	TBD	Superseded by RASG-PA Decision 3/1

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D	ESC 7/2	<b>RASG-PA PROJECT TO SUPPORT PROPOSED COCESNA/ACSA REGIONAL ACCIDENT AND INCIDENT INVESTIGATION BOARD</b>	COCESNA/ACSA will provide a detailed implementation plan to the RASG-PA ESC outlining next steps and support requested from RASG-PA to assist in creating a regional accident/incident investigation board.	<p>COCESNA/ACSA briefed ESC during 09/12/2010 Teleconference. Will provide additional details on January teleconference</p> <p>During 13 January 2011 ESC teleconference, COCESNA/ACSA agreed to provide more specific information regarding training needs to support regional go-team.</p> <p>During RASG-PA ESC/08 Meeting in Lima, Mr. Ramirez provided the ESC with an update of the current activities with regards to this project.</p> <p>In June 2011, COCESNA/ACSA provided the RASG-PA Secretary with draft MOU to create regional accident/incident investigation board. Document was reviewed by ICAO regional and headquarters personnel.</p>	COCESNA / ACSA	Regional accident/ incident investiga- tion board	TBD	Completed
D	ESC 7/3	<b>RASG-PA WILL PUBLISH ANNUAL SAFETY REPORT IN HARD COPY PRIOR TO THE 2011 SECOND PAN AMERICAN AVIATION SAFETY SUMMIT</b>	RASG-PA will publish the RASG-PA Annual Safety Report in hard copy with support from Boeing and distribute to stakeholders prior to the Second Pan-American Aviation Safety Summit 2011.	<p>RASG-PA Secretariat will coordinate support from Boeing to publish Annual Safety report.</p> <p>RASG-PA Secretary received final draft for comment on 02 May 2011. Completed document should be available within the next two weeks.</p> <p>2009 Report was published and distributed during 2011 Annual Safety Summit. Additional hard copies were sent to all DGAC's in the NAM/CAR/SAM regions.</p>	RASG-PA Secretariat	RASG-PA Annual Safety Report in hard copy.	Prior to the Second Pan-American Aviation Safety Summit 2011.	Completed

C/D	Mtg & No	Title of Conclusion/ Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed Superseded)
D	ESC 8/1	<b>FSF LETTER TO REQUEST ALAR TOOLKIT</b>	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.	Letter drafted and sent on 18 April 2011.	RASG-PA Secretariat	ALAR Toolkit on the RASG-PA website.		Completed
D	ESC 8/2	<b>FSTT TRAINING PLAN FOR 2011</b>	That a FSTT TRAINING plan for 2011 be provided to the ESC at the next meeting in Mexico City, 17 June 2011.	<p>Working group is preparing plan to deliver during June ESC meeting.</p> <p>During RASG-PA ESC/09 Meeting plans for two RASG-PA Safety Workshops in SAM States was presented and approved by the ESC.</p> <p>SAM Office to begin initial coordination to confirm meeting locations and dates in collaboration with ASTT Lead.</p>	RASG-PA Secretariat	2011 FSTT TRAINING plan.	17 June 2011	Completed
D	ESC 8/3	<b>NEW NAME FOR FSTT</b>	That the FSTT be renamed as the Aviation Safety Training Team (ASTT).	ESC concurred with recommendation during ESC/8 in Lima, Peru.	RASG-PA Secretariat	New name to more accurately reflect work being accomplished by group.	RASG-PA ESC/08 Meeting	Completed

C/D	Mtg & No	Title of Conclusion/ Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsi- bility	Deliverable	Target Completion Date	Status (Valid, Completed Superseded)
D	ESC 8/4	<b>GSI/3.A PROJECT STAKEHOLDER MEETING</b>	<p>That:</p> <p>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</p> <p>b) Boeing, Airbus and IATA to provide specific comments/concerns and proposals for amendments to the legal framework guidance document by 13 May 2011.</p>	<p>RASG-PA Secretary has drafted and sent letter to Boeing ESC representative requesting initial coordination meeting be arranged.</p> <p>During RASG-PA ESC/09 Meeting, the RASG-PA Secretary urged that all stakeholders move forward as soon as possible to complete this action. Boeing representative committed to working towards a resolution to complete task.</p> <p>During July 2011 ESC teleconference, Mr. Hueto, Boeing representative, briefed the ESC that the Boeing attorney that was responsible for working on the project has taken an extended period of sick leave which will delay the planned meeting to review document. Mr. Hueto had no timeframe for when the meeting would be rescheduled.</p> <p>During RASG-PA ESC/11 Meeting, the Boeing representative agreed to arrange a briefing by a Boeing attorney to explain the concerns that they have with RASG-PA GSI/3 document.</p>	RASG-PA Secretary	All interested parties meet to complete work on Legal Framework document.	TBD	Valid
D	ESC 8/5	<b>RAST-PA METHODOLOGY TO PROMOTE SAFETY RECOMMENDATIONS</b>	That RAST-PA use the RASG-PA Safety Recommendation (RSR) as the means for distributing safety recommendations to States.	<p>RAST-PA proposed methodology to promote safety recommendations to States during ESC/8 meeting.</p> <p>ESC concurred with recommendation and accepted the use of RASG-PA Safety Recommendation (RSR).</p>	RAST-PA Secretariat	Consolidated method to promote RAST-PA safety recommendations	RASG-PA ESC/08 Meeting	Completed

C/D	Mtg & No	Title of Conclusion/ Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsi- bility	Deliverable	Target Completion Date	Status (Valid, Completed Superseded)
D	ESC 8/6	<b>RASG-PA DATABASE GUIDE</b>	That RASG-PA develop a guide for members to access the DIP database.	<p>RASG-PA will develop guide to access and use RASG database.</p> <p>During ESC August teleconference it was clarified that a user guide to register as a user would be developed in lieu of a user guide for the application.</p>	RASG-PA	Easier accessibility for stake-holders to DIP database	TBD	Valid
D	ESC 8/7	<b>RASG-PA ESC ALTERNATES</b>	That RASG-PA ESC members designate an alternate who is authorized to act as a proxy for their respective organization.	All RASG-PA ESC members have been notified to provide information for respective organization alternate.	RASG-PA Secretary	Increases opportunity to have quorum during ESC meetings		Completed
D	ESC 8/8	<b>CO-CHAIR RATIFICATION</b>	That the RASG-PA Secretary attain ratification of the Industry Co-Chair through a State Letter.	<p>RASG-PA Secretary has drafted letter and forwarded to RASG-PA members.</p> <p>There were no State objections to the ratification of Mr. de Gunten as the Industry Co-Chair.</p>	RASG-PA Secretary	Ratification of Industry Co-Chair	1 June 2011	Completed
D	ESC 8/9	<b>AMENDMENT TO RASG-PA PROCEDURAL HANDBOOK</b>	That the RASG-PA Secretary amend the RASG-PA Procedural Handbook to clarify the election process for RASG-PA Co-Chairs.	<p>RASG-PA Secretary has drafted proposed amendment to procedural handbook and will forward for review and approval by ESC.</p> <p>RASG-PA ESC approved recommended wording submitted by Secretariat during May ESC teleconference.</p>	RASG-PA Secretary	Clarification of election and ratification of Co-Chairs		Completed
D	ESC 8/10	<b>RASG-PA ESC OBSERVER POLICY</b>	That the RASG-PA Secretary draft a recommendation to clarify the ESC observer policy for approval at the 17 June 2011, ESC/9 Meeting.	<p>RASG-PA Secretary has drafted proposed amendment to procedural handbook and will forward for review and approval by ESC.</p> <p>During May teleconference the ESC requested further clarification of the recommended policy.</p> <p>During RASG-PA ESC/09 Meeting proposed language to clarify the observer policy was presented to ESC which approved the amendment to the RASG-PA Handbook.</p>	RASG-PA Secretariat	Clarify observer policy	17 June 2011	Superseded by Decision ESC/09/07

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D	ESC 9/1	<b>RASG-PA ESC SUPPORTS THE EFFORTS OF COCESNA/ACSA TO ESTABLISH THE REGIONAL ACCIDENT AND INCIDENT INVESTIGATION ORGANIZATION (CIPA)</b>	RASG-PA ESC will support the establishment of the COCESNA/ACSA Regional Accident and Incident Investigation Organization (CIPA) in accordance with “GASP (GSI-4) EFFECTIVE INCIDENT AND ACCIDENT INVESTIGATION,” through support among RASG-PA States to implement the principles and the introduction of or access to an adequately funded, professionally trained, independent and impartial investigative body for Central American States.	Support from RASG-PA for this project was approved during RASG-PA ESC/09 meeting.	RASG-PA	Establishment of accident/ investigation board in Central America	Immediately	Completed
D	ESC 9/2	<b>RASG-PA TO REQUEST SUPPORT FROM THE LATIN AMERICA REGIONAL COOPERATION SYSTEM FOR SAFETY OVERSIGHT (SRVSOP) TO DISTRIBUTE RASG-PA SAFETY RECOMMENDATIONS (RSRS)</b>	RASG-PA will draft a working paper requesting support from the SRVSOP to assist in disseminating RASG-PA Safety Recommendations (RSRs).	Secretariat to prepare a working paper to deliver to SRVSOP.  Paper was prepared and delivered. SRVSOP supported activity and provided a liaison to work with RASG-PA.	RASG-PA Secretariat	Coordination of efforts between SRVSOP and RASG-PA	June 2011	Completed
D	ESC 9/3	<b>SEND 2009 RASG-PA ANNUAL SAFETY REPORT TO ALL CAAS/DGCAS IN THE PAN AMERICAN REGION AND TO RESPECTIVE ICAO COUNCIL MEMBERS</b>	The RASG-PA Secretary will prepare and send the 2009 RASG-PA Annual Safety Report to all CAAs/DGCAs in the Pan American region. In addition, hard copies will be forwarded to the ICAO President, Secretary General, respective ICAO Council Members and Bureau Directors.	Copies were sent in June 2011	RASG-PA Secretariat	Distribution of 2009 RASG-PA Annual Safety Report	June 2011	Completed

C/D	Mtg & No	Title of Conclusion/ Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed Superseded)
D	ESC 9/4	<b>ANNUAL SAFETY REPORT TEAM (ASRT) TO PREPARE BUSINESS PLAN TO PRODUCE THE 2010 RASG-PA ANNUAL SAFETY REPORT</b>	The ASRT will prepare a business plan, which will include schedule, resources and other support required to produce the 2010 RASG-PA Annual Safety Report. The business plan will be presented to the ESC/10 during the next scheduled meeting in Bolivia in August 2011.	Business plan to be delivered to RASG-PA ESC during ESC/10 Meeting in Santa Cruz, Bolivia.  Plan was presented to ESC during ESC/10 meeting in Bolivia.  ESC agreed that report should be prepared and ready for presentation during RASG-PA/04 Meeting.	Annual Safety Report Team	Business Plan of activity for 2010 Annual Safety Report	August 2011	Completed
D	ESC 9/5	<b>ICAO TO COORDINATE RASG-PA SAFETY WORKSHOPS IN SAM STATES</b>	ICAO SAM Office will coordinate and confirm two RASG-PA Safety Workshops to be held in SAM States.	ICAO SAM office to coordinate RASG-PA Safety Workshop.  Only one workshop could be confirmed in SAM Region.	RASG-PA Secretariat	RASG-PA Safety Workshop in 2011	August 2011	Completed
D	ESC 9/6	<b>RASG-PA ESC/9 ADOPTS 2011 SECOND PAN AMERICAN AVIATION SAFETY SUMMIT DECLARATION</b>	The RASG-PA Secretary will forward the 2011 Second Pan American Aviation Safety Summit Declaration as approved by the ESC to ALTA for publication and distribution.	The 2011 Second Pan American Aviation Safety Summit Declaration was approved during ESC/09 Meeting.  It was forwarded to ALTA for dissemination.	RASG-PA Secretariat	RASG-PA ESC approved declaration	June 2011	Completed
D	ESC 9/7	<b>ADOPT PROPOSED AMENDMENT TO THE RASG-PA PROCEDURAL HANDBOOK TO CLARIFY THE DIFFERENCE BETWEEN RASG-PA PARTICIPANT AND OBSERVER</b>	The RASG-PA Secretary will amend the RASG-PA Procedural Handbook to reflect adoption of the proposed amendment approved by the ESC.	Proposed amendments were submitted prior to RASG-PA ESC/09 Meeting. Amendments were approved by RASG-PA ESC.	RASG-PA Secretariat	RASG-PA ESC consensus with RASG-PA Handbook	June 2011	Completed
D	ESC 9/8	<b>ADOPT PROPOSED AMENDMENT TO RASG-PA PROCEDURAL HANDBOOK TO CLARIFY WHEN RASG-PA VICE-CHAIRPERSON POSITIONS ARE UP FOR ELECTION/RE-ELECTION</b>	The RASG-PA Secretary will amend the RASG-PA Procedural Handbook to reflect adoption of the proposed amendment approved by the ESC to clarify the rotation and year that Vice-Chairperson positions are up for election/re-election.	Proposed amendments were submitted prior to RASG-PA ESC/09 Meeting. Amendments were approved by RASG-PA ESC.	RASG-PA Secretariat	RASG-PA ESC consensus with RASG-PA Handbook	June 2011	Completed

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D	ESC 10/1	<b>DETAILED IMPLEMENTATION PLAN FOR RUNWAY EXCURSIONS, RAST-PA/RE/11</b>	To reduce runway related accidents and incidents at airports by identifying airport specific hazards and developing mitigations.	RASG-PA ESC approved the presented DIP.  Mexico DGAC is champion organization.	Mexico DGAC	Develop guidance material and training programs to create action plans for runway safety teams.	February 2013	Completed
D	ESC 10/2	<b>DISTRIBUTE PILOT MONITORING TRAINING DEVELOPED FOR RAST-PA/LOC-I/9</b>	RASG-PA ESC to approve the dissemination of the Pilot Monitoring Training developed for RAST-PA/LOC-I/9 DIP to States through the use of the RASG-PA Safety Recommendation (RSR) document.	The RAST-PA requested that the RASG-PA ESC approve the distribution of the Pilot Monitoring Training through an RSR.  The ESC requested further clarification of the training prior to approval of the initiative.	RAST-PA	Mitigation initiative for LOC-I	TBD	Valid
D	ESC 10/3	<b>ATC SPANISH PHRASEOLOGY IN THE PAN AMERICAN REGION</b>	Proposal to implement Spanish version of ICAO Doc. 4444 for the purpose of ensuring phraseology consistency in the ATC environment in Spanish speaking states.	ICAO ANB representative to RASG-PA briefed the ESC on the need to implement Spanish ATC phraseology in accordance with ICAO Doc. 4444. There had been a previous initiative to bring consistency to Spanish ATC phraseology which culminated in an amendment to ICAO Doc. 4444  The request is for RASG-PA to develop a strategy to promote the use of standard ATC Spanish phraseology among Spanish speaking states.  ESC asked that a working paper be prepared for presentation at the RASG-PA/04 Meeting.	RASG-PA Secretariat	Consistency and uniformity in Spanish ATC phraseology	TBD	Valid
D	ESC 10/4	<b>2010 RASG-PA ANNUAL SAFETY REPORT</b>	That the RASG-PA 2010 Annual Safety Report be prepared and ready to present to RASG-PA membership during RASG-PA/04 Meeting.	ESC agreed that the report should be available to present to RASG-PA membership during RASG-PA/04 Meeting.	RASG-PA Secretariat	Annual Safety Report	19 October 2011	Valid

C/D	Mtg & No	Title of Conclusion/ Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed Superseded)
D	ESC 10/5	<b>RESCHEDULING OF PROPOSED RASG-PA SAFETY WORKSHOP</b>	Reschedule the second of the two RASG-PA Safety Workshops in the Caribbean region between October 2011 and January 2012.	<p>The RASG-PA ASTT had previously received approval from the ESC to hold two safety workshops in the SAM Region in coordination with the ICAO SAM office.</p> <p>The second workshop was not able to be scheduled at this time in the SAM region and therefore it was proposed that it be rescheduled for the Caribbean region in the proposed timeframe.</p> <p>The ESC agreed to this proposal.</p>	RASG-PA Secretariat	RASG-PA Safety Workshop in the Caribbean region.	October 2011 – January 2012	Valid
D	ESC 10/6	<b>AVIATION SAFETY INFORMATION ANALYSIS AND SHARING (ASIAS) SYSTEM MOU</b>	The RASG-PA ESC will coordinate with ASIAS Executive Board to sign MOU for sharing ASIAS Safety Data.	The ESC was presented with a draft MOU outlining the agreement to share data with ASIAS. The ESC agreed to the MOU and will coordinate the signatures with ASIAS executive board representatives.	RASG-PA Secretariat	Agreement to share ASIAS safety data with RASG-PA for the purpose of validating RASG-PA mitigation measures developed through the RAST-PA DIP.	TBD	Valid

C/D	Mtg & No	Title of Conclusion/ Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsi- bility	Deliverable	Target Completion Date	Status (Valid, Completed Superseded)
D	ESC 10/7	<b>DEVELOP A BUSINESS CASE FOR TECHNOLOGY TO MITIGATE RUNWAY EXCURSIONS</b>	That the RASG-PA ESC investigate the process to build a business case for RASG-PA to assess the cost and/or benefit of retrofitting a fleet of aircraft with a new technology to mitigate Runway Excursions.	<p>During the RASG-PA ESC/10 meeting the ESC discussed the benefits and resources required to develop a business case for technology to mitigate runway excursions. The consensus was to investigate the resources required for a business case and whether there were other alternatives to developing an official business case. Some ESC members felt that to develop a full business case would be cost and resource intensive.</p> <p>An alternative was offered by the CAST alternative and will be presented to ESC during the RASG-PA ESC/11 meeting in Miami.</p>	RASG-PA Secretariat	Determine whether or not a business case is feasible to assess new technology to mitigate runway excursions	RASG-PA ESC/11 Meeting 18 October 2011	Valid
D	ESC 10/8	<b>2012 RASG-PA ESC MEETINGS</b>	The RASG-PA ESC agreed to schedule the RASG-PA ESC meeting dates for 2012 during the months of March, June, August and October of 2012.	<p>The ESC agreed to a tentative meeting schedule for 2012.</p> <p>RASG-PA Secretary will set tentative dates and location of events to be reviewed during RASG-PA ESC/11 meeting in Miami.</p>	RASG-PA Secretariat	RASG-PA ESC Meeting Schedule	RASG-PA ESC/11 Meeting 18 October 2011	Valid
D	ESC 10/9	<b>USE OF WORKING PAPERS DURING RASG-PA ESC MEETINGS</b>	The RASG-PA ESC will use working papers as the standard method for providing information, initiatives, projects and or recommendations.	The ESC agreed that in order to accurately report initiatives, actions and decisions during ESC meetings, it was necessary to use working papers as the standard method for presenting information.	RASG-PA Secretariat	Accurate reporting of RASG-PA ESC activities	Immediately	Closed

C/D	Mtg & No	Title of Conclusion/ Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsi- bility	Deliverable	Target Completion Date	Status (Valid, Completed Superseded)
D	ESC 10/10	<b>USE OF ICAO SAFE FUND FOR RASG-PA SAFETY RELATED ACTIVITIES</b>	The RASG-PA ESC agreed to submit a SAFE funding request for RASG-PA Safety Workshops scheduled for 2012.	The RASG-PA Secretary will make a funding request on behalf of RASG-PA to fund safety related initiatives for 2012.	RASG-PA Secretariat	Funding for RASG-PA activities that fall within the scope of the SAFE fund in order to improve aviation safety in the NAM/CAR/SAM Regions	December 2012	Valid