



Agenda Item 7: Other Business
7.1 Host and Dates for the Next Meeting

**AMENDMENT TO THE RASG-PA PROCEDURAL HANDBOOK TO CHANGE THE DATE
FOR HOLDING ANNUAL RASG-PA MEETINGS**

(Presented by the Secretariat)

SUMMARY	
The RASG-PA Procedural Handbook provides information on the structure and organizational processes for accomplishing the goals and objectives of RASG-PA.	
If the information and processes contained in the Handbook are not effective in enabling the organization to accomplish its goals and objectives, then it is the responsibility of the Secretariat to change them.	
References:	
• RASG-PA Procedural Handbook	
<i>Strategic Objectives</i>	<i>This working paper is related to Strategic Objective A – Safety</i>

1. Introduction

1.1 The RASG-PA Procedural Handbook is currently in its second edition. It was last updated in June of 2011.

2. Discussion

2.1 The Handbook defines what month the Secretariat shall call the RASG-PA annual meetings as follows:

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.

2.2 In order to fully realize the goals and objectives of the organization, the RASG-PA Secretariat has determined that the annual meeting should not be bound to any specific month, but rather be based on the needs of organization to harmonize and coordinate safety efforts within the Pan American region.

2.3 This harmonization and coordination may require moving the timeframe for the annual RASG-PA meeting so that the organization can take advantage of the resources and attendance of other safety related meetings in the region.

2.4 Next year's RASG-PA annual meeting has been proposed to be scheduled during the same week as the Pan American Aviation Safety Summit, which will be held during the week of 24 June 2013, in San Jose, Costa Rica.

2.5 In order to change the date for the 2013 RASG-PA meeting, the RASG-PA Procedural Handbook will need to be amended.

2.6 The proposed amendment is as follows:

V. MEETINGS

The annual RASG-PA meeting shall be held ~~in either October or November~~ of each and every year **at a location and dates** 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.

3. Action by the RASG-PA Meeting

3.1 The Meeting is invited to:

- a) take note of the information in this working paper; and
- b) approve the proposed amendment to the RASG-PA Procedural Handbook.