



Agenda Item 2: Air navigation activities at global, intra- and inter-regional level

2.4 Follow-up to the implementation of inter- and intra-regional activities

RASG-PA ACTIVITIES

(Presented by the Secretariat)

SUMMARY	
This working paper has the objective to inform about RASG-PA activities during 2016, as well as about the implementation of procedures for the coordination between RASG-PA and GREPECAS.	
References:	
<ul style="list-style-type: none"> • Report of the Third Meeting of the Programmes and Projects Review Committee (PPRC/3) , Mexico City, Mexico, 21 - 23 July 2015 • Report of the Twenty-Fifth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/25), Long Beach, United States, 10 – 11 December 2015 • Twenty-Sixth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/26), Lima Peru, 24 – 25 May 2016 	
Strategic Objective(s)	<i>This working paper is related to Strategic Objective(s) Flight Safety</i>

1. Introduction

1.1 The Second Global Coordination Meeting (GCM) of Regional Planning and Implementation Groups (PIRGs) and Regional Aviation Safety Groups (RASGs), held in Montreal, Canada, on 5 February 2015, presented as a suggested action to be taken the effective coordination among PIRGS and RASGS, for which each Region should determine a PIRG-RASG coordination mechanism and include this in the PIRG-RASG procedures manuals, as well as other suggested actions listed in **Appendix A**.

1.2 In this regard, the Third Meeting of the Programmes and Projects Review Committee (PPRC/3) adopted **CONCLUSION 3/1 - FOLLOW-UP ON THE PIRGS AND RASGS GLOBAL COORDINATION ACTIONS**, which establishes that, with the purpose of complying with the implementation of the actions suggested in the Second PIRGs-RASGs Global Coordination Meeting, CAR/SAM Regions States/Territories and International Organizations and ICAO NACC and SAM

Regional Offices implement the corresponding suggested actions and follow-up on the actions to be implemented by ICAO, according to the table presented in **Appendix A** to this part of the report.

1.3 Likewise, during the CRPP/3 Meeting it was highlighted that:

- PIRG and RASG should coordinate and provide reciprocal support intended to achieve objectives agreed on the established regional priorities and implementation plans endorsed by the respective group; and
- Constant coordination between PIRG and RASG Secretariats to avoid duplications and gaps as well as to ensure line-up and harmonization of priorities, plans and actions.

1.4 The Secretariat will present a report on the group regional coordination activities in each regional plenary meeting and, correspondingly, those of the main subgroups.

2. Discussion

2.1 Considering paragraph 1.1 above regarding the need to implement a **coordination procedure** between RASG-PA and GREPECAS, the RASG-PA reviewed its Procedures Manual to include the coordination mechanism with GREPECAS. This manual was discussed by the Twenty-Fifth Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting (RASG-PA ESC/25) held in Long Beach, United States, on 10-11 December 2015. The manual, which is still a draft and needs to be approved, is being presented as **Appendix B**.

2.2 The procedure indicates that GREPECAS will inform RASG-PA through a working paper on statistical information of flight safety information processes and projects. Likewise, it determines that RASG-PA and GREPECAS Secretariats will be in charge of coordination between both groups to avoid duplication of efforts.

2.3 Regarding RASG-PA activities, it is known that RASG-PA mission is to reduce mortality risk in commercial aviation, guaranteeing the establishment of priorities, coordination and implementation of flight safety betterment initiatives based in the Pan-American Regional data, through the active participation of all parts involved in civil aviation.

2.4 RASG-PA board of directors, denominated Executive Steering Committee (ESC) is conformed by two Co-Chairpersons that represent States/Territories (Curacao) and International Organizations/Industry (Boeing), respectively, and four Co-Chairpersons representing the States (Brazil, Chile, Costa Rica and United States). ICAO is represented by the Secretariat of the Regional Offices for North America, Central America and the Caribbean (NACC) and for South America (SAM). RASG-PA plenary meets every 3 years, the last meeting was held in Panama, from 20 to 23 June 2016.

2.5 In order to implement activities, RASG-PA has determined the following working groups:

- a) Team in charge of the Annual Safety Report (ASRT), which issues a report once every year; the last one can be downloaded from the following website link: <http://www.icao.int/RASGPA/Pages/asrt.aspx>
- b) Regional Aviation Safety Team - Pan America (PA-RAST), which principal functions are:

- ✓ Analyse available data sources (reactive, proactive and predictive) addressed to data-based safety.
- ✓ Recommend objectives, priorities and indicators, and establish measurable goals to solve deficiencies related to safety in CAR and SAM Regions, guaranteeing actions coherence and efforts coordination.
- ✓ Recommend to the RASG-PA Steering Executive Committee the establishment of reachable projects, based on prioritized mitigation measures, having well defined deliverable results (including metrics for the evaluation of the effectivity of the proposed mitigation actions) and determining a clear timetable for subsequent actions.

2.6 The fifth edition of the RASG-PA Annual Safety Report (ASR) reveals that the top three risk areas in the Pan American Region continue to be Runway Excursion (RE), Controlled Flight Into Terrain (CFIT), and Loss of Control In-Flight (LOC-I). Recently, Mid-Air Collision (MAC) was added to the list as the fourth risk area in the Region

2.7 Safety enhancement teams (SET) have been formed for each one of these areas. These are working groups conformed by specialists from the Industry and the States, who develop the Detailed Implementation Plans (DIP), which are actions oriented to mitigate risks and contribute to safety enhancement.

2.8 Presently two DIPs have been developed for the area of CFI, three DIPs for LOC I and four DIPs for RE. The list of DIPs is being presented in **Appendix C**.

2.9 Regarding SEI for MAC, during the ESC/26 Meeting the activities for this area were approved and the SET MAC conformed. States and Industry are participating in this working group.

2.10 The RASG-PA 2016 activities plan is available at: <http://www.icao.int/RASGPA/Documents/RASG-PA/RASGPAActivitiesPlan2016.pdf> and the RASG-PA general information at: <http://www.icao.int/RASGPA/Documents/RASG-PA/2016-FS-RASGPAIntroduction.pdf>

3. Action by GREPECAS

3.1 The Meeting is invited to:

- a) Take note of the information presented in this working paper; and
- b) Comment on information presented and propose pertinent actions.

APPENDIX A

ACTIONS BY PIRG-RASG AND ICAO ON THE RESULTS OF THE SECOND PLANNING AND IMPLEMENTATION REGIONAL GROUP (PIRG) - REGIONAL AVIATION SAFETY GROUP (RASG) GLOBAL COORDINATION MEETING

(Montreal, Canada, February 5, 2015)

REQUIREMENTS	RESPONSABLES	ACTION	IMPLEMENTATION DATE
Ensure effective implementation of ICAO SARPS as a matter of priority	<ul style="list-style-type: none"> Regional Offices States 	<ul style="list-style-type: none"> Consider the regional implementation as priority Inclusion of Regional Dashboards Inclusion of performance based regional plans Inclusion in GREPECAS and RASG PA programmes and projects Inclusion in national plans. Launching global campaigns highlighting priorities and goals. 	December 2015
Effective coordination PIRG RASG	<ul style="list-style-type: none"> Regional Offices States 	<ul style="list-style-type: none"> Analyse ASIA/PAC, APANPIRG-RASG APAC format (see Annex of Appendix B) Each Region establishes a PIRG-RASG coordination mechanism and its inclusion in PIRG-RASG procedures handbook, RASG-PIRG coordination mechanisms 	December 2015
Global Aviation Development Implementation Symposium	<ul style="list-style-type: none"> ICAO Montreal Regional Offices States 	Draft a WP for the Global Aviation Forum on behalf of Regional States	October 2015
Development of iKITs (implementation)	<ul style="list-style-type: none"> ICAO Montreal D/ANB 	<ul style="list-style-type: none"> Distribution among regional States Regional training Verify regional impact PBIP 	2016
Completion of metrics in Regional Dashboards and handover to regional offices	<ul style="list-style-type: none"> ICAO Montreal D/ANB Regional Offices 	Regional Dashboards Updating	Late 2015 or early 2016

Proposals for main KPIs to measure global implementation of air navigation and safety areas KPI capacity performance KPI focus on client: programmed Punctuality/delay KPI flight efficiency KPI delays (If any ATFM)	<ul style="list-style-type: none"> • ICAO Montreal • D/ANB 	Verify regional impact Selection of 5 to 10 KPIs	2015-2016
Implementation of regional projects	PIRG and RASG	Establishment of regional project	Implemented
Inclusion in GANP SAR and Tracking Global aspects	ICAO Montreal	Regional activities impact, GREPECAS, Regional and National plans	2015-2016
Standardized formats for PIRG- RASG reports	ICAO Montreal	GREPECAS and RASG-PA report adjustment	Late 2015
Project monitoring template	ICAO Montreal	GREPECAS and RASG-PA report adjustment	Late 2015
New template to report regional activities to the Council	ICAO Montreal	Use of new format	Late 2015
Next PIRG-RASG Global Coordination Meeting	ICAO Montreal		ICAO 39th Session Assembly Last quarter 2016
RO/RASG/RSOO/COSCAP alignment of priorities and targets	<ul style="list-style-type: none"> • Regional Offices • SRVSOP 	Alignment with regional priorities and goals	December 2015
Focus on implementation of fewer meetings and more effective	Regional Offices		Being carried out since GREPECAS/16
Support the States in the implementation	Regional Offices	Missions of support to the implementation	Continuous activity

ANNEX OF APPENDIX A

1. Coordination Mechanism Principles

- PIRG and RASG shall coordinate and support each other to achieve the agreed targets for the established regional priorities and implementation plans endorsed by the respective group;
- Continuous coordination by Secretariat for both PIRG and RASG to avoid duplication and gaps and to ensure alignment and harmonization of priorities, plans and actions;
- Secretariat will present a paper reporting on regional group coordination activities at each regional group plenary meeting and their key subsidiary bodies as appropriate;
- Chairs of APANPIRG and RASG will attend a coordination meeting at the ICAO Regional Office once a year and hold periodic coordination web meetings in between the face-to-face meetings if deemed necessary;
- Chairs will agree which regional group shall lead on each coordination topic and ensure coordination, information sharing and cross-reporting to the other group Chair, and if there is any change in lead regional group responsible, plan and ensure a smooth transition. Each group leading a coordination topic should identify any implications on the activities of the other group and highlight them to the other group and the Secretariat;
- Safety management, safety oversight system and flight operations safety aspects will usually fall under the RASG;
- Air navigation facilities and services implementation aspects will usually fall under the PIRG;
- Areas of coordination between PIRG and RASG is primarily in AGA and ANS safety areas;
- OPS (Annex 6) deficiencies listed under ATM air navigation deficiencies will be shared with RASG for further monitoring and resolution if deemed necessary;
- Cooperation to ensure that the priority ASBUs are implemented in the most efficient and safe manner; and
- ICAO will update the Procedural Handbooks of the regional groups to incorporate the coordination mechanism; and

Note: Examples of possible future coordination actions between RASG-APAC and APANPIRG include, but are not limited to, the following:

- Involvement of RASG-APAC APRAST and APANPIRG RASMAG in each other's activities;
- Establishment of an analysis body (similar to the RMA/EMA models that report to RASMAG for vertical and horizontal safety analysis) that manages ATS safety incidents/concerns/occurrences for onward reporting to RASG-APAC APRAST for further action.

2. Lead Regional Group Responsibilities

2.1 Aerodromes related topics

Coordination Item	PIRG	RASG
Aerodrome Infrastructure and Adjacent Land Use	X	
Runway Safety Programmes		X
Runway Safety Teams		X
Bird/Wildlife Management Programmes/Strike Incidents		X
Ground Operations, FOD, Ramp Procedures		X

2.2 ANS related topics

Coordination Item	PIRG	RASG
RVSM/LHDs (RASMAG)	X	
Other ATS Incidents	X	
ATS Phraseology	X	
Civil/Military Coordination	X	
SAR	X	

2.3 Other topics

Coordination Item	PIRG	RASG
Sistemas de Gestión de la Seguridad Operacional (SMS)		X
Language Proficiency Requirements (LPR)		X
Sistema de alerta de tráfico y evasión de colisión II (ACAS II)		X
Pressure Altitude Responding Transponder		X



International Civil Aviation Organization
Regional Aviation Safety Group - Pan America (RASG-PA)

INTERNATIONAL CIVIL AVIATION ORGANIZATION REGIONAL AVIATION SAFETY GROUP – PAN AMERICA

(RASG-PA)

PROCEDURAL HANDBOOK DRAFT VERSION

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1. Background

1.1 The Regional Aviation Safety Group – Pan America (RASG-PA) was established in November 2008 to use the framework provided by the ICAO Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR) to support the establishment and operation of a performance-based aviation safety system in the Pan American Region.

1.2 RASG-PA supports implementation of the ICAO GASP and complies with ICAO Council approval of Regional Aviation Safety Groups (RASGs) with the objective to address global aviation safety matters from a regional perspective. Further, the RASG-PA supports NAM/CAR and SAM Regions in establishing objectives, priorities, indicators and the setting of measurable targets to address safety-related deficiencies in each region while ensuring consistency of action and coordination of efforts.

1.3 The RASG-PA Procedural Handbook contains information on the role, organization and operation of RASG-PA. It is approved by RASG-PA and is subject to periodical review.

2. Vision

2.1 The RASG-PA vision is to remain ahead of any risks to commercial aviation, seeking to achieve the highest level of safety in the Pan American Region.

3. Mission

3.1 The RASG-PA vision is to reduce fatality risk in commercial aviation by ensuring prioritization, coordination and implementation of data-driven safety enhancement initiatives in the Pan American Region through the active involvement of all civil aviation stakeholders.

4. RASG-PA Membership and organization

4.1. The RASG-PA Membership includes:

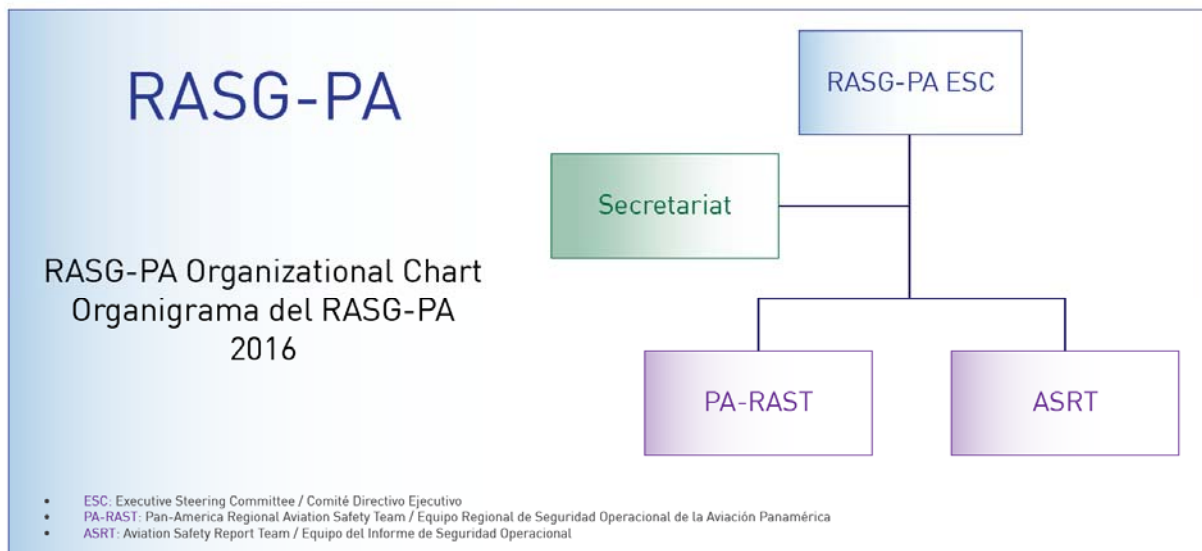
1. All the States and Territories in the NAM/CAR and SAM Regions, and States:
 - a) which have notified ICAO that aircraft on their register or aircraft operated by an operator whose principal place of business or permanent residence is located in such States, operate or expect to operate into the area; or
 - b) which provide facilities and services affecting the area.

2. Contracting States of ICAO not meeting the above criteria and non-contracting States of ICAO are entitled to participate in RASG-PA meetings as observers.
3. Airline operators, international organizations, maintenance and repair organizations, regional aviation organizations, aircraft manufactures, airport and air navigation service providers, and any other allied organizations/representatives.

4.2 The RASG-PA members and observers serve as partners of RASG-PA, and their joint commitment is fundamental for success in improving aviation safety.

4.3 In order to accomplish its mandate, RASG-PA established the following teams:

1. Annual Safety Report Team (ASRT) See **Appendix A**;
2. Executive Steering Committee (ESC) See paragraph 7; and
3. Pan America — Regional Aviation Safety Team (PA-RAST) See **Appendix B**.



4.4 The ESC may establish working groups/committees, as required, to support research, development implementation, and prioritization of RASG-PA activities. They will report to the ESC and the duration of their activity shall be established by the ESC.

5. RASG-PA Secretariat

5.1 The Secretary is provided by ICAO (NACC or SAM Regional Director). The ICAO Regional Director serving as Secretary of RASG-PA will not concurrently serve as Secretary of the CAR/SAM Regional Planning and Implementation Group (GREPECAS).

5.2 The RASG-PA Secretariat supports the RASG-PA Co-Chairpersons by providing administrative, coordination and technical support to the RASG-PA, ASRT, ESC, PA-RAST, and working groups and committees as required.

5.3 The RASG-PA Secretariat functions are the following:

1. Coordinate meeting logistics with meeting host(s);
2. Develop meeting agendas proposals in coordination with the RASG-PA Co-Chairpersons;
3. Ensure meeting agendas, documentation and summaries are provided to members;
4. Ensure meeting 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. Monitor action items and report status to the ESC;
7. Maintain communication with the RASG-PA Co-Chairpersons, ESC members, PA-RAST members, and RASG-PA members by the proper official channels;
8. Identify required administrative support;
9. Manage the RASG-PA work programme; and
10. Administer and reports on budget execution/allocation for ESC approval.

6. RASG-PA Chairmanship

6.1 RASG-PA Chairmanship is composed of two Co-Chairpersons:

1. One from ESC member States/Territories; and
2. One from ESC member International Organizations/Industry.

6.2 The ESC members representing States/Territories and International Organizations/Industry shall propose their respective representative as Co-Chairperson for ratification by the RASG-PA membership.

6.3 In order to preserve institutional memory, the election of the two Co-Chairpersons shall not occur in the same calendar year.

6.4 Co-Chairpersons will serve for a period of three years and may be re-elected, but may not serve for more than two consecutive terms.

6.5 If either Co-Chairperson is unable to attend a meeting, their associated ESC members shall elect a substitute to serve during that meeting only.

6.6 The Co-Chairperson functions are the following:

1. call meetings;
2. chair the RASG-PA Plenary and ESC meetings;
3. keep focus on high priority safety items;
4. ensure agendas meet objectives to enhance safety;
5. provide leadership for ongoing projects and accomplishments;
6. promote consensus among the RASG-PA members;
7. coordinate RASG-PA activities closely with the RASG-PA Secretariat; and
8. promote RASG-PA and lobby for contributors.

7. RASG-PA Executive Steering Committee (ESC)

7.1 The RASG-PA ESC membership is based on the following principles:

1. Geographical balanced representation within and between the NAM/CAR and SAM Regions;
2. Balanced representation between States and international organizations/industry;
3. Balanced diversity of interests and areas of expertise in civil aviation; and
4. A manageable number of members to function effectively as an executive body.

7.2 The membership of the ESC is composed of:

1. Representatives from four different States from the CAR/NAM Regions;
2. Representatives from four different States from the SAM Region; and
3. Representatives from eight different international organizations and Industry.

7.3 Any RASG-PA Member may attend meetings of the ESC.

7.4 ESC member States shall be elected for a renewable three year term in accordance with the procedures of the respective ICAO Regional Office (NACC and SAM).

7.5 If any member of the ESC is unable to complete her/his term, a substitute should be elected in accordance with the principles of ESC membership.

- 7.6 The responsibilities of the ESC are the following:
1. develop and approve the RASG-PA work plan including objectives, priorities, indicators and setting of measurable targets to address safety-related issues in the NAM/CAR and SAM Regions;
 2. oversee the activities of working groups and committees;
 3. approve the RASG-PA budget; and
 4. manage the budget.

- 7.7 The functions of the ESC Members are the following:
1. assist Co-Chairpersons;
 2. maintain focus on high priority items;
 3. ensure agendas meet criteria to enhance safety;
 4. provide leadership for ongoing projects and accomplishments;
 5. promote consensus among the RASG-PA members;
 6. maintain communication and linkage with the RASG-PA Secretariat regarding RASG-PA activities;
 7. identify an alternate for representation on ESC;
 8. complete assigned tasks and activities;
 9. participate in ESC meetings and teleconferences; and
 10. ensure alignment of RASG-PA activities with the ICAO Global Aviation Safety Plan (GASP) and the ICAO Global Aviation Safety Roadmap (GASR).

8. RASG-PA Meetings

- 8.1 RASG-PA will ordinarily hold meetings with different scope and schedule, as follows:
1. plenary meetings shall meet once every three years, before the ICAO Assembly; an extraordinary plenary meeting may be held at any time upon the call of the ESC;
 2. ESC meetings will be held twice a year;
 3. Pan America – Regional Aviation Safety Team (PA-RAST) meetings will be held quarterly; and
 4. Aviation Safety Report Team (ASRT) meeting will be held once a year.

8.2 The Secretariat shall notify all members of the time and place of any meeting with at least 60 days prior notice of such meeting.

8.3 Special meetings shall be called by the Secretariat when deemed in the best interest of the group, either in person or by teleconference.

8.4 RASG-PA Plenary meetings shall be bi-lingual (Spanish and English) with simultaneous interpretation services and documentation provided as needed, in both languages. See **Appendix C**.

8.5 ESC meetings will be bi-lingual (Spanish and English) with simultaneous interpretation services and documentation provided as needed, in both languages, whenever possible.

8.6 RASG-PA and ESC record their activities as Conclusions and Decisions:

1. Conclusions are RASG-PA actions requiring communication and action by ICAO, States/Territories, and/or international organizations/industry;
2. Decisions are RASG-PA internal agreements
3. The classification status of the conclusions and decisions are:
 - a. Valid,
 - b. Completed; and
 - c. Superseded.

8.7 The fast-track procedure enables greater efficiency for the work of RASG-PA, by allowing that draft conclusions and decisions be approved through correspondence. Unless the Secretariat considers it otherwise, the usual procedure where no response is received indicates acceptance of the draft conclusion or decision.

9. Coordination with GREPECAS

9.1 GREPECAS will provide RASG-PA with a working paper containing statistical information on the process and/or projects generating valuable information on the safety of air navigation systems. RASG-PA will inform GREPECAS accordingly.

9.2 The GREPECAS and RASG-PA Secretaries will ensure efficient coordination is maintained between the two groups as necessary to avoid duplication of effort and achieve the highest level of effectiveness. As a rule and when required, the fast track approval procedure will be used.

APPENDIX A

AVIATION SAFETY REPORT TEAM (ASRT)

To be added.

APPENDIX B

PAN AMERICA — REGIONAL AVIATION SAFETY TEAM (PA-RAST) TERMS OF REFERENCE (TORs)

1. Purpose of the Regional Aviation Safety Team:

1.1 Roles and Responsibilities:

- Analyze available data sources (reactive, proactive and predictive) to pursue data driven safety management
- Recommend objectives, priorities and indicators and setting measurable targets to address safety-related deficiencies in the CAR and SAM Regions, ensuring consistency of action and coordination of efforts
- Identify safety issues for action or follow up and to inform ESC for executive decisions making
- Outputs will be in a de-identified format
- Analyze data driven safety risk areas identified by RASG-PA using the Global Aviation Safety Roadmap (GASR) process
- Recognize possible mitigation measures and provide recommended actions to ESC categorized by:
 1. Risk areas approved by ESC (i.e. RASTPA/CFIT/1); Safety Impact (High, Medium or Low); Changeability (Difficult, Moderate and Easy) taking into consideration political will, commitment / consensus, resource requirements, availability for implementation, potential blockers – what conditions exist that could prevent implementation; Impact-Changeability (IC) Indicator (P1, P2, P3, etc.); Priority; Champion; Notes.
- Recommend establishment of achievable projects based on prioritized mitigation measures with well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions) and clear time-frames established to the RASG-PA Executive Steering Committee for further action
- Support Industry safety information sharing forums

B-2

1.2 Data Protection:

1. All safety data utilized or safety analysis and information developed will be protected from public disclosure.
2. All data contributors will execute and be bound by the provisions of the Memorandum of Understanding between that data contributor and RASG-PA.

2. Safety Enhancement Teams (SETs)

2.1 Purpose of the SETs:

2.1.1 The purpose of the SET is to prepare and develop Detailed Implementation Plans (DIPs) for the four focus areas as determined by RASG-PA.

2.2 Membership:

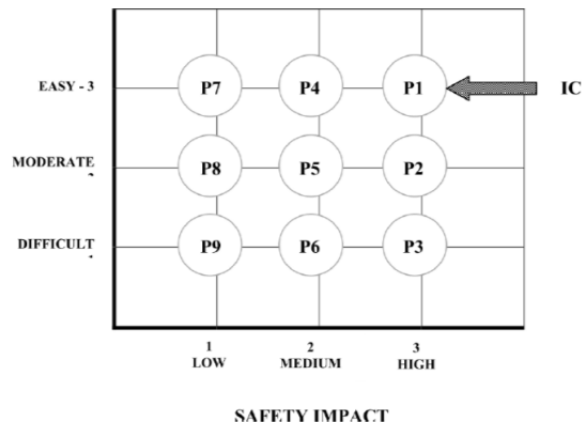
2.2.1 Each SET will include States/Territories and International Organizations/Industry. The team leader will be responsible to coordinate the team meetings and will report to the PA-RAST meetings.

2.3 Safety Enhancement Team Methodology:

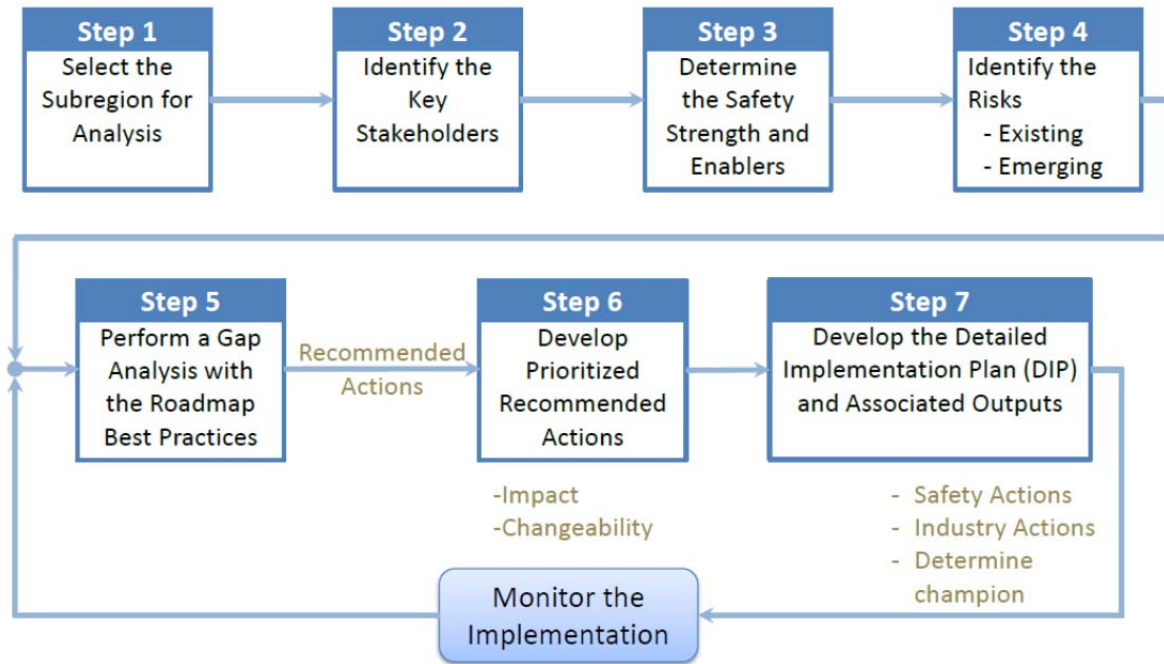
1. Review and analysis of accident risk (pareto, etc.)
2. Review of applicable safety enhancements
3. Start preparing DIPs
4. Review DIPs with PA-RAST
5. Present DIPs to ESC for information
6. Coordinate DIP implementation at PA-RAST
7. Monitor progress

2.4 RASG-PA Safety Enhancement Initiative Methodology

2.4.1 Impact-changeability (IC) Level Chart



2.4.2 Development of a Safety Enhancement Initiative (SEI) by RASG-PA



APPENDIX C

GUIDANCE ON FORMAT AND CONTENT FOR RASG-PA MEETING REPORTS

1. Report Cover Sheet

1.1 In order to support the analysis by the ICAO Air Navigation Commission (ANC) of the report, the RASG-PA Secretariat is requested to prepare a brief summary of the main conclusions of the RASG-PA meeting report. This summary is normally informal and not a part of the report. The cover sheet should contain the following:

- a) A summary of the main conclusions of the meeting, including current progress and specific concerns and challenges of the regions in the context of the discussions of the meeting; and
- b) Why are these of specific concern and what actions are being taken?
- c) Any other points that the ICAO Regional Office/Air Navigation Bureau (ANB) specifically wishes to draw to the attention of the ANC, such as inter-regional and intra-regional RASG-PA/GREPECAS coordination issues, Standards and Recommended Practices (SARPs) implementation issues and the implementation of best practices or issues that could be of a global nature.

2. Drafting of Conclusions and Decisions

- a) Conclusions should be clear and understood stand-alone. They should be developed applying the principles of specifying Who, What and When of the action in the Conclusion text. They should be preceded by a paragraph that includes a brief rationale for the conclusion – the Why.
- b) The text of Conclusions and Decisions should be summarised separately in a table which includes the Who, What and by When. Conclusions considered by the meeting to require action from ICAO HQ should thus be clearly identifiable. Examples of such conclusions are those considered to require action on SARPs or have relevance for other regions.
- c) Draft Conclusions and Decisions proposed by contributory bodies which are subsequently accepted by the RASG-PA plenary meeting should be included in the RASG-PA meeting report and the table summarising the Conclusions and Decisions.

3. Publication of report

- a) The final report should be published within the first 45 days of the meeting in the languages used at the meeting and should be made available on the ICAO web site without password protection.
- b) In cases where the RASG-PA plenary does not meet on an annual basis, the ANC should receive from the Secretariat an annual update on RASG-PA.

APPENDIX C

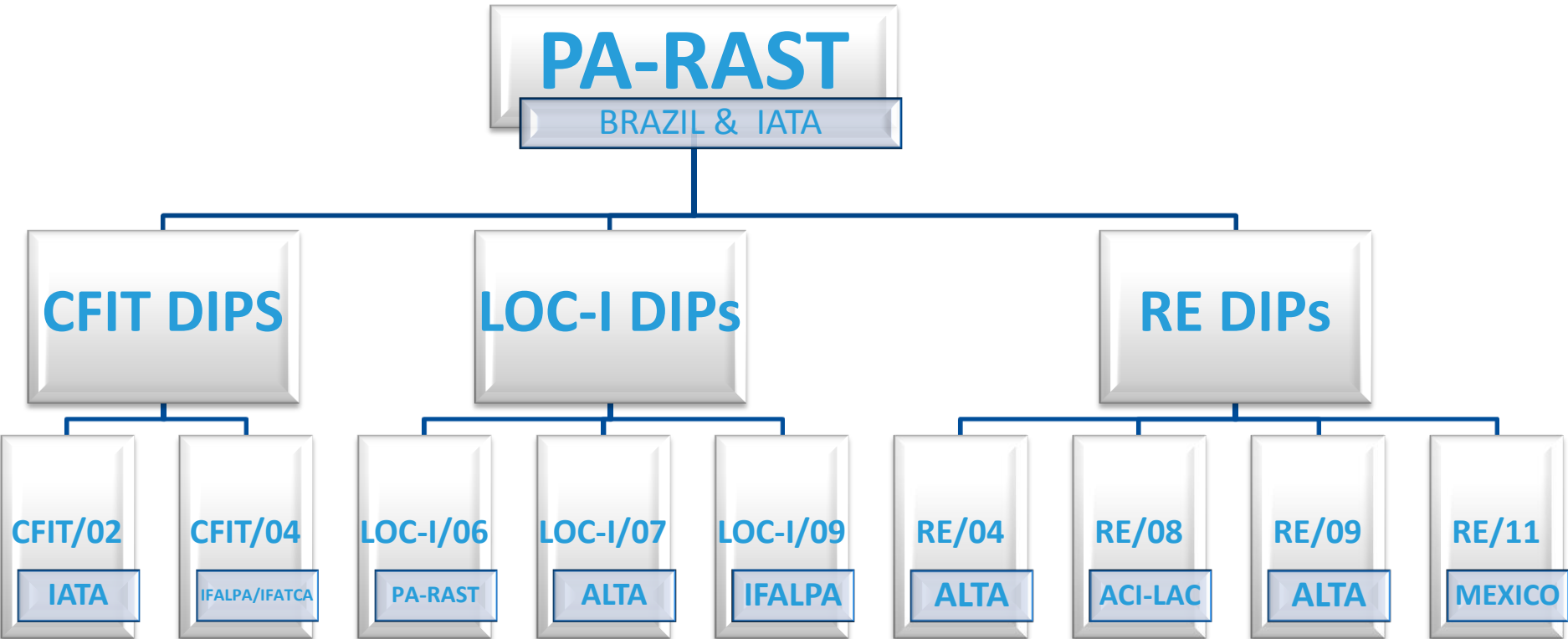
PAN AMERICA – REGIONAL AVIATION SAFETY TEAM

RASG-PA

DETAILED IMPLEMENTATION PLANS

(DIPs)

Pan America - Regional Aviation Safety Team



RE DIPs & Outputs (RASG-PA/9)

DIP	Description	Champion	Output	Deadline	Status	Comments
RE/04	Promote pilot adherence to Standard Operating Procedures (SOPs) for approach procedures including go-around decision making process	ALTA	1) Distribution of SOPs	18/01/11	Completed	
			2) Training about SOPs		Completed	
RE/09	Specific Training for pilots and air traffic controllers to avoid unstabilized approaches	ALTA	1) ALTA will conduct a survey within its operators regarding the actions taken to mitigate unstable approaches.	20/02/11	Completed	
			2) Develop a strategy to deliver safety seminars for pilots and controllers in Pan America that targets recognition and avoidance of unstable approaches.	31/12/12	Completed	<ul style="list-style-type: none"> Produced RASG-PA Runway Excursion Prevention Video (RREPv) Pilots/ATC seminars will be conducted
RE/08	Guidance in maintaining runway in accordance with Annex 14	ACI-LAC	1) Create a guide that collects best practices for runway maintenance	18/04/12	Completed	<ul style="list-style-type: none"> The document (English, Spanish and Portuguese) was renamed as: High level guide in maintaining runways in accordance with ICAO Annex 14. ACI-LAC presented the update d doc. at PA-RAST/13 Available at ACI-LAC website
			2) Promote and encourage the use of the guide		Completed	
			3) Airports implement their maintenance plans according to the runway maintenance guide.		Completed	
RE/11	Develop guidance material and training programs to create action plans for runway safety teams	DGAC Mexico	1) Gather and publish in the RASG-PA website available material that may be used in to mitigate hazards related to runway safety.		Completed	ICAO published the Runway Safety Team Handbook Second Edition (unedited version) — June 2015
			2) Electronic checklist development.		Completed	
			3) Develop a roll out plan.	25/08/12	Completed	ICAO HQ in coordination with ICAO NACC and SAM Regional Offices and the sponsorship and support of ACI-LAC, IFALPA, IFATCA, ECCAA, FAA, and other organizations delivered Regional Runway Safety Seminars in Miami, United States; Quito, Ecuador; and St. John's, Antigua. Two original Outputs were merged, resulting in # three.

LOC-I DIPs & Outputs (RASG-PA/9)

DIP	Description	Champion	Output	Deadline	Status	Comments
LOC-I/06	LOC Training – Human factors and automation	PA-RAST	1) Review and evaluate the advisory circular created by the ICAO COSCAP’s in Asia	20/02/11	Completed	
			2) ICAO will distribute a copy of the developed generic advisory circular to each State in the region.	20/03/11	Completed	Issue RASG-PA Safety Advisory RSA-001
			3) Each State in the region will use the generic advisory circular as a template to prepare a State Advisory Circular on mode awareness and energy state management aspects of flight deck automation.	20/09/11	Completed	
			4) Mode awareness and energy state management aspects of flight deck automation guidance is provided by operators to all their pilots.	20/09/12	Completed	
LOC-I/07	LOC Training – Advanced maneuvers	ALTA	1) Listing of training materials available from regulators, industry, operators, academia and other resources.	18/01/11	Completed	
			2) Advanced Maneuvers Training provided to all operators.	18/04/11	Completed	
			3) Advanced Maneuvers Training provided by all operators. The expectation is that this training will be accomplish during initial training and as part of the recurrent training program via ground and simulator instruction within the certified flight envelope, with emphasis on recognition, prevention and recovery technique.	18/08/13	Superseded	
LOC-I/09	Loc Training - Pilot monitoring policies and procedure for the operator and training program for crews	IFALPA	1) Listing of training materials available from industry, operators and other resources.	20/02/11	Completed	
			2) Raise awareness of availability and need of Pilot Monitoring Training.	20/03/11	Completed	
			3) Pilot Monitoring Training material provided to all operators.	20/03/11	Completed	
			4) Pilot Monitoring Training provided by operators to all their pilots.	20/09/12	Completed	Posted on the RASG-PA website

CFIT DIPs & Outputs (RASG-PA/9)

DIP	Description	Champion	Output	Deadline	Status	Comments
CFIT/02	Specific ALAR/CFIT Training for Pilots	IATA	1)CAA conducts a review of all operators to ascertain which operators have CFIT prevention training and procedures in their approval training manual.	20/02/11	Completed	
			2) If an operator does not have a CFIT training, it will be encourage to incorporate CFIT training into the airline training program.	20/12/11	Completed	
CFIT/04	CRM/Situational Awareness for pilots and air traffic controllers	IFALPA & IFATCA	1)Incorporate and/or update CRM/situational awareness training programs for all flight crew members of air transport operators emphasizing aircraft position with relation to terrain and reviewing past occurrences.	20/02/12	Completed	
			2) Incorporate CRM/situational awareness training programs for all air traffic controllers and air navigation service providers (ANSP) emphasizing aircraft position with relation to minimum allowable altitude.	20/08/12	Completed	