



**Regional Aviation Safety Group — Pan America Executive Steering Committee Teleconference 01/19
(RASG-PA ESC/TC01-19)
3 May 2019**

Agenda Item 3: Review of ESC/32 Conclusions and Decisions

WP03: RASG-PA operations framework
(Presented by Secretariat)

EXECUTIVE SUMMARY	
This working paper presents the basic framework for the PMO and a list identifying core RASG-PA processes.	
Action:	The Meeting is invited to: <ul style="list-style-type: none"> • Take note on the contents of this Working Paper and make comments.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"> • Safety
<i>References:</i>	ESC/32 Meeting and Report

1. Introduction

1.1 During ESC/32 Meeting held in Mexico City on 19 and 20 March 2019, the Secretariat presented a proposal that would allow a leaner operations of the RASG-PA and unload some administrative tasks from the Secretariat. It was agreed that some aspects related to the face-to-face meetings of the group needed to be approached on a more effective way, and that Project Based Approach (PBA) can help reduce bureaucracy and administrative load significantly.

2.2 The scope of the propose includes the following aspects:

- PA-RAST meetings to use scheduled meetings to work on its projects and activities
- The Secretariat will provide all required support and coordination such as invitations, creation of shared folders within the RASG-PA in the ICAO secure portal, publication of summaries and reports, etc.
- The Secretariat will not necessarily participate in PA-RAST meetings, but will provide technical, and administrative support as needed.
- Templates will be provided so that the PA-RAST can prepare a summary of discussions, and send them to the Secretariat for follow-up and record keeping.

2.3 The Secretariat acting as Project Management Office (PMO) for all RASG-PA projects will monitor project status and progress, provide support as needed, and periodically report to the ESC through virtual and face-to-face meetings.

2.4 The Meeting supported the initiative but agreed on the fact that PBA may not be applicable to all of the group's activities. In this regard, there is a need to differentiate projects from core processes. The Secretariat offered to prepare a basic framework for the PMO and a list identifying core RASG-PA processes.

2. Discussion

2.1 RASG-PA Secretariat, as PMO for the RASG-PA Projects, will adopt PRINCE-2 methodology for project management.

2.2 **Appendix A** to this Working Paper contains the basic framework for the PMO and a list identifying core RASG-PA processes

3. Conclusion

3.1 The Meeting is invited to note the information provided above and make comments.