



**Thirty Second Regional Aviation Safety Group — Pan America Executive Steering Committee  
Meeting  
(RASG-PA ESC/32)**

Mexico, March 19 and 20, 2019.

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**Agenda Item 2: Items related to RASG-PA's internal operation**

**RASG-PA Processes opportunities of improvement**

(Presented by Secretariat)

<b>EXECUTIVE SUMMARY</b>	
<b>Action:</b>	The Meeting is invited to: <ul style="list-style-type: none"><li>• Take note on the contents of this Working Paper and provide comments.</li></ul>
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"><li>• Safety</li></ul>
<i>References:</i>	RASG-PA Decision ESC/31/D1

**1. Introduction**

During ESC/31 Meeting held in Buenos Aires on November 8 and 9, 2018, Decision ESC/31/D1 regarding the Approval for the implementation of project management approach, was adopted, where the Program Manager role for the RASG-PA's portfolio shall be a function of the ESC, supported by the Secretariat. It was also noted that the PA-RAST should provide periodic reporting of project status to the ESC.

**2. Discussion**

2.1 In 2019, there are eight scheduled RASG-PA Meetings: one Plenary Meeting, two ESC Meetings, four PA-RAST Meetings and one ASRT Meeting. Such a large amount of in person meetings, as necessary as they are, place a big administrative burden on the Secretariat as related to invitations, development of agendas, working papers, reports, follow-up, coordination, correspondence, and other related tasks.

2.2 ICAO is committed in providing a high quality and reliable Secretariat support to the RASG-PA, in the line with the Communications Plan and with the group expectations. In the last months, we have received constant feedback regarding further opportunities for improvement, especially in relation with the compliance of the Communications Plan.

2.3 For that reason, there's a need to look for new solutions to long lasting limitations. Some of these opportunities for improvement were presented by the Secretariat during ESC32 Meeting, which approved the adoption of a Project Based approach to the group's activities, and the implementation of a Communications Plan.

2.4 Further implementation of Project Based approach will allow RASG-PA members and Secretariat to better manage, execute and monitor the working program, as well as the progress and evolution of the approved activities. It will also enhance the efficiency of coordination and reporting activities.

2.5 Under this proposed working structure, Secretariat would monitor and support the progress of each individual project, and report to the ESC during each ESC Meeting or as needed. Project teams will have greater flexibility to meet in person or virtually, as required by the specific project. Project teams may use the PA-RAST scheduled meetings for their in-person reunions if convenient, and provide the Secretariat with a briefing of proceedings for project status update and recordkeeping, using predefined formats provided by the Secretariat. In support to these meetings, Secretariat will keep providing invitation letters as required.

### **3. Suggested actions**

3.1 The Meeting is invited to:

- a) Take note on the contents of this Working Paper and provide comments.