



Procedure for the participation of States and Organizations in the asynchronous phase of the RAAC/17

(Presented by the Secretariat)

1. Introduction

The Seventeenth Meeting of Civil Aviation Authorities of the SAM Region will be held at the National Aeronautical and Space Museum in the city of Santiago, Chile, from 10 to 14 April, 2023.

The event will be accompanied by a Seminar on Sustainable Aviation Fuels (SAF) and the SRVSOP General Board Meeting.

In order to provide more space for bilateral or multilateral meetings among the various participants, while allowing the Directors of Civil Aviation to conduct a strategic exercise and assess the course of regional aviation after the pandemic, aligned with the IWAF/4 Declaration and looking to the future (2035), the Meeting has been divided in two phases

- one virtual phase prior **ASYNCHRONOUS**
- in person phase.

The asynchronous session is a phase of the Meeting in which States and Organizations will be able to review and comment on the different working papers proposed prior to the face-to-face Meeting. This will take place in a collaborative environment that allows for remote, transparent and flexible feedback.

The Regional Office has prepared a virtual platform that allows the exchange and dialogue on the papers, so that after the asynchronous phase, a summary of these exchanges will be presented to the in person phase of the RAAC17 in order to reach agreements.

2. How to participate?

To participate in the asynchronous phase, the States and Organizations should carry out a series of steps, which are listed below:

- Step 1: Send working papers to the Secretariat by e-mail.
 - The working papers that the State/Organization would like to present, should sent to the address icaosam@icao.int
 - The working papers will be reviewed and published in the event's website (<https://www.icao.int/SAM/Pages/MeetingsDocumentation.aspx?m=2023-RAAC17&t=1>), then reference will be made in the section of working papers of the asynchronous session.
- Step 2: Prepare a video for each working paper (optional)
 - In the same way a working paper is presented in a face-to-face meeting, the platform offers the possibility of publishing an explanatory short video.
 - The video should be sent to the e-mail icaosam@icao.int in .mp4 format, with a duration of no more than 10 minutes (3 minutes is recommended).

- Step 3: Assign a focal point and register in the Platform
 - The State/Organization should assign a focal point per CAA (in the case of the States) or per Organization (in the case of entities not representing States) to participate in the asynchronous session. Only one focal point is recommended per State/Organization to preserve order in the virtual discussions on the platform.
 - This focal point will be responsible for reviewing the contents of the platform and comment, on behalf of the State/Organization, about the items and the working papers presented.
 - The focal point should enter the link <https://esam.icao.int/login/> to register in the platform.

- Step 4: Notify ICAO of the registration
 - In order to access the RAAC/17 Meeting, after registration, there is an internal process that must be completed. Therefore, please notify icaosam@icao.int as soon as possible to complete this step.

- Step 5: Interact on each working paper presented
 - The State/Organization must review the working papers, and comment on them. Even if the State/Organization has no comments on the working paper, the text "no comments" should be included.

3. Guide for Registration

To register in the platform, follow the next steps:

- a. Enter the address <https://esam.icao.int/login/> and create a new account clicking “crear nueva cuenta”

The screenshot shows the login page for the RAAC/17 Meeting. At the top, there are logos for ICAO and OACI. The main content area contains a login form with the following elements:

- Input fields for email (containing 'fsalvatierra@icao.int') and password (masked with '*****').
- A checkbox labeled 'Recordar nombre de usuario'.
- A blue 'Acceder' button.
- Links for '¿Olvidó su nombre de usuario o contraseña?' and 'Las 'Cookies' deben estar habilitadas en su navegador'.
- A link for 'Algunos cursos permiten el acceso de invitados' and a button for 'Entrar como invitado'.

Below the login form, there is a section titled 'Registrarse como usuario' with the text 'Para acceder a esta página debe crear una cuenta primero.' and a button labeled 'Crear nueva cuenta'. A red arrow points from the text 'Here to create new account' to this button.

- b. Complete the form and click “crear cuenta”



Nueva cuenta

Colapsar todo

Crear un nuevo usuario y contraseña para acceder al sistema

Nombre de usuario



Include a generic username RAAC17XXX (where XXX is the country code). For more than one authority, use a number after the State

La contraseña debería tener al menos 8 caracter(es), al menos 1 dígito(s), al menos 1 minúscula(s), al menos 1 mayúscula(s), al menos 1 caracter(es) no alfanuméricos como *, -, o #

Contraseña

Por favor, escriba algunos datos sobre usted

Dirección de correo



Preferably use institutional email

Correo (de nuevo)

Nombre

Apellido(s)

Ciudad

País

Otros Datos

Cual es tu organización/institución?



Include organization name

¿Cual es tu cargo oficial en tu organización/institución?



Representative of XXX (State)

¿Quién soy en el SRVSOP?



This is an optional field

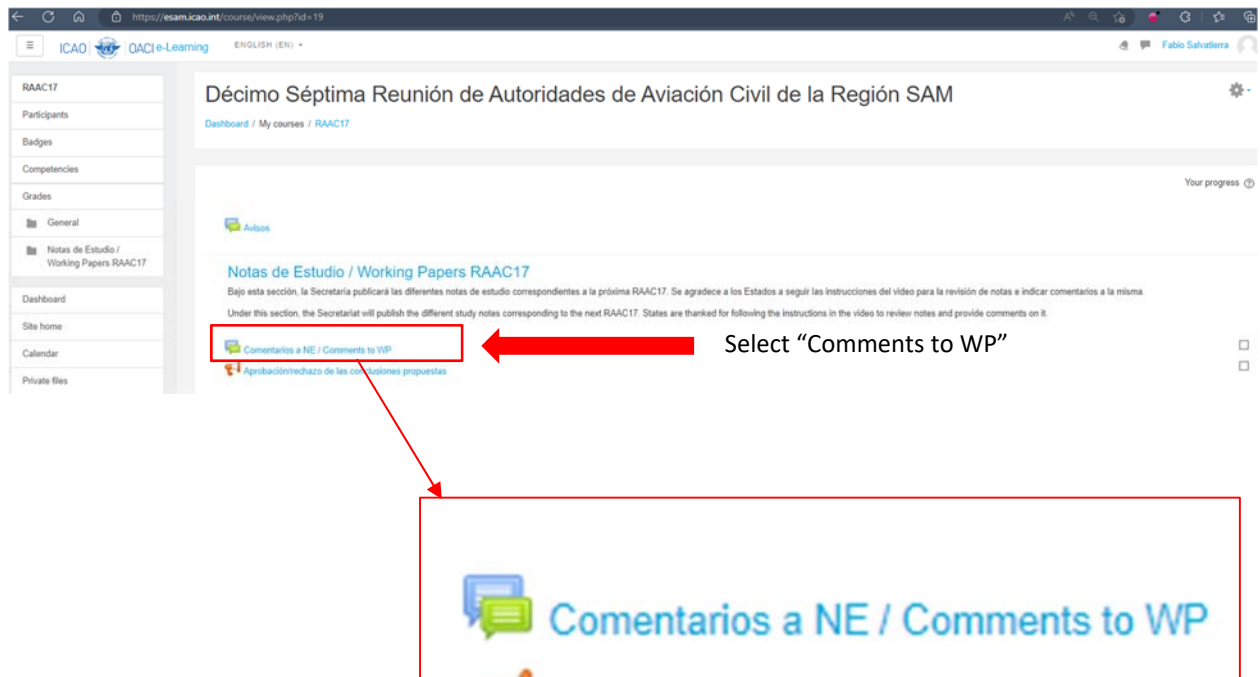
En este formulario hay campos obligatorios *

- c. Enter the platform with your user and password in the site: <https://esam.icao.int/login/>
- d. Enter the link of the RAAC17



Select RAAC17 link

e. Select “Comments to WP”



The screenshot shows the ICAO QAC e-Learning interface. The main content area is titled "Décimo Séptima Reunión de Autoridades de Aviación Civil de la Región SAM". Below this, there is a section for "Notas de Estudio / Working Papers RAAC17". A red box highlights the link "Comentarios a NE / Comments to WP", with a red arrow pointing to it from the text "Select 'Comments to WP'".

f. Select the working or information paper to be analyzed and commented.



The screenshot shows the "Comentarios a NE / Comments to WP" forum page. The main content area is titled "Comentarios a NE / Comments to WP". Below this, there is a section for "Separate groups: All participants" with a button "Add a new discussion topic". A table of discussions is shown, with a red arrow pointing to the first row, "NE02 / WP02".

Discussion	Started by	Group	Replies	Last post
NE02 / WP02	Fabio Salvatierra		0	Fabio Salvatierra Wed, 0 Feb 2023, 3:05 PM

Select the WP to be analyzed. This section will be populated with the notes sent by the States.

- g. Inside the working paper you will find an environment where you can click the paper to read it, watch an informative video, and the option to comment the working paper, pressing “Responder” or “Reply”. Ensure to follow the instructions indicated in each page of the working papers.

Comentarios a NE / Comments to WP
NE02 / WP02

4. Target dates

The dates for the asynchronous phase are as follows.

Activity	Dates
Reception of Working Papers (via email to icaosam@icao.int)	Until 17/mar/2023*
Asynchronous period for review of the working papers by States/Organizations	Until 24/mar/2023
Asynchronous phase draft conclusions preparation (Secretariat)	Until 31/mar/2023
Discussion of asynchronous session (RAAC/17 Item 1B)	11/abr/2023

**Note: it is recommended that States and Organizations present their working papers as soon as possible, since the comments period will only be extended until 24 March 2023.*

5. Questions

- If you have any questions regarding registration or the use of the platform, we can assist you directly. Contact us at icaosam@icao.int copied to fsalvierra@icao.int y mpaez@icao.int.