International Civil Aviation Organization
**Sixteenth Meeting of the Regional Aviation Safety Group
– Pan America (RASG-PA) Executive Steering Committee
RASG-PA ESC/16**
Lima, Peru, 12 to 13 March, 2013

Agenda Item 1   **Review and approve the RASG-PA ESC/16 Meeting Provisional Agenda and Schedule**

PROVISIONAL AGENDA AND SCHEDULE OF THE SIXTEENTH MEETING OF THE REGIONAL AVIATION SAFETY GROUP – PAN AMERICA (RASG-PA) EXECUTIVE STEERING COMMITTEE

(Presented by the Secretariat)

SUMMARY

The Provisional Agenda and Schedule for the Sixteenth Meeting of the Regional Aviation Safety Group – Pan America (RASG-PA) Executive Steering Committee RASG-PA ESC/16 are presented in **Appendices A** and **B**, respectively.

The items of the Provisional Agenda have been presented in a format that aligns with the strategic objectives and programmes of the Organization.

The meeting will meet in plenary with the option for the Co-Chairpersons to propose ad-hoc groups to deal with specific matters, if necessary.

Action: Members are invited to approve the Provisional Agenda and Schedule for the RASG-PA ESC/16 Meeting as presented in Appendices A and B, respectively.

Strategic Objective	*This working paper is related to Strategic Objective A – Safety*

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APPENDIX A

PROVISIONAL AGENDA OF THE RASG-PA ESC/16 MEETING

Agenda Item 1   **Review and approve the RASG-PA ESC/16 Meeting Provisional Agenda and Schedule**

Agenda Item 2   **Review the February 2013 ESC Teleconference Summary of Discussion, including follow-up on RASG-PA Decisions and Conclusions**

2.1   February ESC Teleconference Summary of Discussion **(Attachment 1)**
2.2   List of RASG-PA and RASG-PA-ESC Decisions and Conclusions that have been updated **(Attachment 2)**

Agenda Item 3   **Status/update of RASG-PA Working Groups and Projects**

3.1   Pan America - Regional Aviation Safety Team (PA-RAST)
  - PA-RAST/12 Meeting: Recommended actions for the ESC/16
  - IAT Meetings 1 & 2: Outcomes

3.2   Annual Safety Report Team (ASRT)
  - Clarification of ASR content
  - Next meeting

3.3   Aviation Safety Training Team (ASTT)
  - ASTT/4 Meeting: Recommended actions for the ESC/16

3.4   RASG-PA Project – Model Legislation for the Protection of Safety Information

3.5   RASG-PA Project – FOQA Data Sharing

3.6   RASG-PA Project – Central America Accident and Incident Prevention Investigation Commission

3.7   RASG-PA Project – Consistent use of ATC Standard Spanish Phraseology in accordance with the ICAO PANS-ATM (Doc 4444)

3.8   RASG-PA Project – Bird Strike Reduction Programme

Agenda Item 4   **Fourth Pan American Aviation Safety Summit and RASG-PA/6 Annual Plenary Meeting Logistics**

Agenda Item 5   **Other matters**

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ATTACHMENT 1

REGIONAL AVIATION SAFETY GROUP – PAN AMERICA
(RASG-PA)

EXECUTIVE STEERING COMMITTEE (ESC) TELECONFERENCE

(14 February 2013, 1600 UTC)

February 2013 Summary of Discussion

ESC Members Present:

Mrs. Loretta Martin, RASG-PA Secretariat; Mr. Oscar Derby, Jamaica (RASG-PA Co-Chair); Mr. Alex de Gunten, ALTA (RASG-PA Co-Chair); Mr. Carlos Pellegrino, Vice Chairperson, Brazil; Mr. Alvaro Vargas, Vice Chairperson, Costa Rica; Mr. Christopher Barks, Vice Chairperson, FAA; Mr. Bill Bozin, Airbus; Mr. Gerardo Hueto, Boeing; Mr. Victor Zamora, COCESNA/ACSA; Mr. Gabriel Acosta, IATA; Mr. Oscar Quesada, ICAO SAM Office Deputy Director.

Others Present:

Ms. Sagrario Padilla, COCESNA/ACSA; Mr. Rodrigo Brenes, COCESNA/ACSA; Mr. Roberto Sosa, COCESNA/ACSA; Mr. Miguel Pacheco, COCESNA/ACSA; Ms. Michelle Westover, FAA; Mr. Brit Etzold, Boeing; Mr. Santiago Saltos, ALTA; Mr. Adolfo Zavala, ICAO NACC Regional Officer; Mr. Marcelo Ureña, ICAO SAM Regional Officer, and Mr. Eduardo Chacin, ICAO NACC Regional Officer.

Agenda Item 1: **Review and approve the February RASG-PA ESC draft teleconference meeting agenda**

1.1   The ESC reviewed the draft agenda, which was approved with the additional two items listed under other business. The ESC was reminded that the teleconferences for 2013 would be bi-monthly.

Agenda Item 2: **Review December 2012 summary of discussion**

2.1   A correction was made to the December 2012 summary of discussion under agenda item 3.8.2 that corrected the name of the country identified to Ecuador. No other comments were received and the report was approved as final.

Agenda Item 3: **Work Group/Projects updates and status**

3.1   Information Analysis Team (IAT)

3.1.1   The ESC discussed the upcoming IAT/02 Meeting in the ICAO NACC Office, Mexico City, Mexico.

3.1.2   Gerardo Hueto advised the ESC that Rob Noges from Boeing will be attending the IAT and PA-RAST meetings to present the CAST formula for risk analysis.

3.2 **Pan America – Regional Aviation Safety Team (PA-RAST)**

3.2.1 Loretta Martin briefed the ESC that Bruce D'Ancey will be representing the United Kingdom as a PA-RAST member.

3.2.2 The ESC agreed that it would be beneficial to have a side bar with the Mexico DGAC, SENEAM and AICM when the PA-RAST meets in Mexico City in February. The RASG-PA Secretariat will make the contacts to set up the meeting.

3.2.3 Mr. Gerardo Hueto reminded the ESC that in order for PA-RAST to accomplish its work programme it is vital that all PA-RAST members and points-of-contact attend PA-RAST meetings.

3.2.4 The RASG-PA Secretariat will circulate the Detailed Implementation Plans (DIPs) table to be updated by the champions.

3.3 **Annual Safety Report Team (ASRT)**

3.3.1 The RASG-PA Secretariat is making final revisions to the document. The printing process will take approximately two weeks.

3.4 **Aviation Safety Training Team (ASTT)**

3.4.1 A RASG-PA Aviation Safety Seminar is scheduled for 24 May in Miami, FL, United States, hosted by IATA, immediately following the PA-RAST meeting.

3.4.2 Mr. Eduardo Chacin briefed the ESC that the ASTT will conduct a RASG-PA Aviation Safety Seminar on the morning of 25 June prior to the start of the Fourth Pan American Aviation Safety Summit in San Jose, Costa Rica.

3.5 **RASG-PA Project: GSI/3 - Protection of Safety Information**

3.5.1 The RASG-PA Secretariat is finalizing review of the "Proposal for Amendment to Aeronautical Legislation to Protect Safety Information Sources" document in English and Spanish.

3.5.2 The first of two seminars to brief RASG-PA States and organizations on the contents of the document is scheduled for the week of 22 April in the ICAO SAM Regional Office. A second seminar will be scheduled in the ICAO NACC Region during the second semester.

3.5.3 The ESC discussed the importance of developing a strategy to provide the widest dissemination of the document in the Pan American Region.

3.5.4 A strategic plan will be presented to the ESC during the next meeting in Lima, 12-13 March.

3.5.5   The RASG-PA Secretariat will present an information paper outlining the objectives and main points of the document.

3.6   RASG-PA Project: GSI/4 - COCESNA/ACSA Accident/Incident Investigation Board

3.6.1   Mr. Miguel Pacheco briefed that Belize would soon be a signatory to the MOU establishing the Regional Investigation Board.

3.7   RASG-PA Project: GSI-12 (Flight Data Analysis)

3.7.1   Mr. Victor Zamora briefed that the Juan Santamaría International Airport (MROC) in San Jose, Costa Rica, was testing the automated weather equipment that was installed as a result of the PASO Group, resolving an issue regarding wrong wind information being given at the airport.

3.7.2   Mr. Zamora also briefed that through a similar process, the airport's PAPI lights were also being fixed.

3.7.3   A PASO meeting will be held in the near future, which may include a new member joining the group.

3.8   RASG-PA Project: GSI-1 ICAO Spanish Standard Phraseology

3.8.1   Mr. Santiago Saltos and Mr. Gabriel Acosta informed that the project is progressing and that a representative from Miami Air Traffic Control Center is being considered to assist them with training.

3.9   RASG-PA Project: GSI-5 Bird Strike Risk Reduction Programme

3.9.1   Mr. Santiago Saltos and Mr. Gabriel Acosta informed that the programme is on-going and that a visit to Panama and Guayaquil airports is scheduled, which will include a biologist from the U.S.

Agenda Item 4:   2013 Work Programme review

4.1   The ESC reviewed the 2013 RASG-PA events calendar. There were no comments.

Agenda Item 5:   2013 Pan American Aviation Safety Summit

5.1   The ESC reviewed the schedule for the week of 24 June, which will include the ESC/17 Meeting, RASG-PA Aviation Safety Seminar, Fourth Pan American Aviation Safety Summit, and the RASG-PA/06 Annual Plenary Meeting. All events will be held in San Jose, Costa Rica.

5.2   The draft agenda of the Summit is under review by ALTA and the RASG-PA Secretariat.

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Agenda Item 6:   2013 ESC Elections

6.1   The ESC discussed the need to hold elections for the Industry/International Organizations Co-Chair position and the second Vice-Chairperson during the RASG-PA/06 Meeting.

6.2   The secretariat will provide possible options regarding term of office to avoid over-lapping elections and loss of continuity amongst the Vice-Chairperson positions.

Agenda Item 7:   Other matters

7.1   Mr. Alex de Gunten advised the ESC that he had been invited to the PIRG and RASG Global Coordination Meeting (ICAO Headquarters, 19 March 2013) as the Industry/International Organizations Co-Chair for RASG-PA. He recommended that the ESC industry members convene a teleconference in order to coordinate possible topics for discussion during this meeting being held at ICAO HQ.

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Meeting	C/D	No.	Area	Title of Conclusion / Decision	Text of Conclusion / Decision	Follow-up and Remarks	Responsiblility	Target Completion Date	Deliverable	Status (Valid, Completed, Superseded)
RASG-PA3	C	6	FS	PROTECTION OF SAFETY INFORMATION REPORT	That: a) RASG-PA accept the "Proposal for amendment to the aeronautical legislation in order to protect safety information sources" document prepared under the GSI-3 Project and presented in the Appendix to WP/12; b) Airbus, ALTA, Boeing and IATA provide comments on the document to the RASG-PA Secretary by 14 January 2011; c) the RASG-PA GSI-3 Project team review the comments received, revise and submit the final document to the RASG-PA Secretary by 31 January 2011; and d) the RASG-PA Secretary send the final document to States and International Organizations by 14 February 2011, and recommend that States use the guidance material in their efforts to create legal protection for sources of safety hazard information.	Follow-up action to be monitored by RASG-PA ESC. During January ESC teleconference, ESC agreed to extend comment period until 28 February 2011. During RASG-PA ESC Meeting in March 2011, ESC agreed to extend comment period until several stakeholders could meet and review the document in a face to face meeting. 07/2011: The Boeing representative briefed the ESC that one of the Boeing attorney's that was working on this project has recently left on extended sick leave. This will further delay the coordination meeting between stakeholders in the project as new Boeing attorneys are brought into the project and brought up to speed. 08/2011: During ESC/10 Meeting it was agreed that Boeing will coordinate a presentation by one of their attorney's to present their concerns reference GSI/3 document at the ESC/11 Meeting in Miami. 12/2011: Boeing attorneys are reviewing document. 02/2012: Airbus, Boeing and RASG-PA Legal representatives met in ICAO NACC office to review comments provided by Airbus and Boeing. 03/2012: Ms. Sagrario Padilla mission to Mexico City to incorporate Airbus and Boeign comments. 04/2012: COCESNA/ACSA will provide translation service for document. 05/2012: Legal Framework document translated and is	RASG-PA Secretary		Final guidance material	Completed

Meeting	C/D	No.	Area	Title of Conclusion / Decision	Text of Conclusion / Decision	Follow-up and Remarks	Responsiblility	Target Completion Date	Deliverable	Status (Valid, Completed, Superseded)
	C	6	FS			being reviewed by Airbus and Boeing legal representatives. 05/2012: ESC agreed to final review of document by ESC during August ESC meeting in Seattle. 08-2012: Airbus and Boeing are finalizing comments on the last version of the document. 10-2012: All comments from Stakeholders were received and the final draft was approved during the RASG-PA/05 Meeting in Santiago, Chile. A tentative seminar schedule was proposed and approved by the Meeting to disseminate the document in the CAR/SAM regions.				

Meeting	C/D	No.	Area	Title of Conclusion / Decision	Text of Conclusion / Decision	Follow-up and Remarks	Responsiblility	Target Completion Date	Deliverable	Status (Valid, Completed, Superseded)
RASG-PA ESC10	D	7	FS	DEVELOP A BUSINESS CASE FOR TECHNOLOGY TO MITIGATE RUNWAY EXCURSIONS	That the RASG-PA ESC investigate the process to build a business case for RASG-PA to assess the cost and/or benefit of retrofitting a fleet of aircraft with a new technology to mitigate Runway Excursions.	During the RASG-PA ESC/10 Meeting the ESC discussed the benefits and resources required to develop a business case for technology to mitigate runway excursions. The consensus was to investigate the resources required for a business case and whether there were other alternatives to developing an official business case. Some ESC members felt that to develop a full business case would be cost and resource intensive. An alternative was offered by the CAST and will be presented to ESC during the RASG-PA ESC/11 Meeting in Miami. During ESC/11 Meeting it was agreed that ICAO SAM Office Deputy Director would provide the ESC with a business case for Technology to Mitigate Runway Excursions. During January 2012 ESC teleconference it was identified that a CAST/JMDAT team would be working this year to identify SEs for runway excursions by the end of the year. The resources available for the JMDAT would be substantial and therefore the ESC agreed to review the possibility of suspending RASG-PA project covering the same item. During February 2012 ESC teleconference ESC decided to continue with this Decision. 06-2012: Target date for completion extended to October 2012.	RASG-PA ESC	21/10/2012	Business Case to mitigate runway excursions using new technology	Valid

Meeting	C/D	No.	Area	Title of Conclusion / Decision	Text of Conclusion / Decision	Follow-up and Remarks	Responsibility	Target Completion Date	Deliverable	Status (Valid, Completed, Superseded)
	D	7	FS			10-2012: During RASG-PA/05 Meeting it was agreed that industry should undertake its own studies to consider equipping their aircraft with on-board technologies that help mitigate REs and inform RASG-PA of the result at the RASG-PA/06 meeting.				

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Meeting	C/D	No.	Area	Title of Conclusion / Decision	Text of Conclusion / Decision	Follow-up and Remarks	Responsiblility	Target Completion Date	Deliverable	Status (Valid, Completed, Superseded)
RASG-PA ESC13	D	3	FS	Update PA-RAST Terms of References (TORs)	PA-RAST will update the group's TORs and present them to the RASG-PA ESC during the RASG-PA ESC/14 Meeting in Seattle.	08-2012: PA-RAST reviewing draft TORs. Will be part of the agenda at PA-RAST/10 Meeting in Seattle 08-2012: PA-RAST received comments for PA-RAST TORS that could not be included in the draft TORs prior to the PA-RAST/10 Meeting. Secretariat will incorporate these comments into draft TORs and resubmit to PA-RAST Co-Chairs for discussion at next PA-RAST meeting. 10-2012: PA-RAST TORs were approved during the PA-RAST/11 Meeting in Santiago Chile	FS Officer			Completed
RASG-PA ESC13	D	5	FS	PA-RAST, in coordination with project champions, will develop next steps and/or recommendations regarding the proper use of Spanish phraseology, to be completed based on project outcomes	RASG-PA ESC approves development of RASG-PA Project GSI/1 recommendations based on available data and coordinated through PA-RAST oversight mechanism.	08-2012: ALTA provided a draft implementation plan to be reviewed by PA-RAST during the next PA-RAST Meeting. PA-RAST will then forward the reviewed plan to the ESC for approval and follow-up. 10-2012: ESC approved updated implementation plan which will be reported through normal ESC agenda.				Completed

APPENDIX B

PROVISIONAL SCHEDULE

Time	Tuesday 12	Wednesday 13
08:30 – 09:00	Registration	
09:00 – 09:30	Agenda Item 1	Agenda Item 3.4
09:30 – 10:00	Agenda Item 2	Agenda Item 3.5
10:00 – 10:30	Agenda Item 3.1	Agenda Item 3.6
10:30 – 11:00	*Coffee Break*	*Coffee Break*
11:00 – 12:00	Agenda Item 3.1 (cont'd)	Agenda Item 3.7
12:00 – 12:30		Agenda Item 3.8
12:30 – 14:00	*Lunch Break*	*Lunch Break*
14:00 – 14:30	Agenda Item 3.2	Agenda Item 3.8 (cont'd.)
14:30 – 15:00		Agenda Item 4
15:00 – 15:30	*Coffee Break*	*Coffee Break*
15:30 – 16:00	Agenda Item 3.2 (cont'd.)	Agenda Item 4 (cont'd.)
16:00 – 17:00	Agenda Item 3.3	Agenda Item 5

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