



ICAO

International Civil Aviation Organization  
North American, Central American and Caribbean Office

# Fourth State Safety Programme (SSP) Meeting for the NAM/CAR Regions

## (NAM/CAR/SSP/4)

### Draft Report

Mexico City, Mexico, 20 May 2024

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## **HISTORICAL**

### **ii.1 Place and Date of the Meeting**

The Fourth State Safety Programme (SSP) Meeting for the NAM/CAR Regions (SSP/4) was held at the ICAO NACC Regional Office in Mexico City, Mexico, on 20 May 2024. This Meeting was immediately followed by the State Safety Programme (SSP) Implementation Project Workshop from 21 to 23 May 2024 held in the ICAO NACC Regional Office.

### **ii.2 Opening Ceremony**

On behalf of the ICAO North American, Central American and Caribbean (NACC) Regional Director, Mr. Christopher Barks, Mr. Marcelo Orellana, Regional Officer, Safety Implementation of the ICAO NACC Regional Office provided opening remarks, thanked the meeting participants for their assistance, and officially opened the meeting.

### **ii.3 Officers of the Meeting**

The Meeting was chaired by Mrs. Imelda Bautista from Belize and Mr. Marcelo Orellana served as secretary of the meeting.

### **ii.4 Working Languages**

The working languages of the Meeting were English and Spanish. The working papers and information papers of the meeting were available to participants in both languages.

### **ii.5 Schedule and Working Arrangements**

It was agreed that the working hours for the meeting session would be from 09:00 to 15:30 hours with adequate breaks.

**ii.6            Agenda**

- Agenda Item 1:            Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2:            ICAO NACC Safety Management Projects Progress**
- Agenda Item 3:            Discussion of the Data Collected through the Safety Management Survey**
- Agenda Item 4:            Amendment of the SSP/Working Group (WG) Work Programme 2024**
- Agenda Item 5:            Other Business**

**ii.7            Attendance**

The Meeting was attended by 13 States/Territories from the CAR/SAM Regions totalling 19 delegates (14 in person and 5 virtual) as indicated in the list of participants.

**ii.8            Draft Conclusions and Decisions**

The Meeting recorded its activities as Draft Conclusions and Decisions as follows:

**DRAFT**

**CONCLUSIONS:**            Activities requiring endorsement by the Directors of Civil Aviation of North America, Central America and Caribbean (NACC/DCA).

**DECISIONS:**                Internal activities of the SSP/WG.

**ii.8 List of Decisions and Draft Conclusions**

<b>Number</b>	<b>Title</b>	<b>Page</b>
4/1	<i>CONTINUITY OF SAFETY IMPLEMENTATION SUPPORT FOR SSP AND NASP IN THE NAM/CAR REGIONS</i>	2-4
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**ii.9 List of Working and Information Papers and Presentations**

**WORKING PAPERS**

<b>Number</b>	<b>Agenda Item</b>	<b>Title</b>	<b>Date</b>	<b>Prepared and Presented by</b>
WP/01	1	Provisional Agenda and Schedule	13/05/24	Secretariat
WP/02	5.3	Safety Performance Measurement for Air Traffic Services (ATS) in the CAR Region	09/05/24	Secretariat

**INFORMATION PAPERS**

<b>Number</b>	<b>Agenda Item</b>	<b>Title</b>	<b>Date</b>	<b>Prepared and Presented by</b>
IP/01	--	List of Working, Information Papers and Presentations	20/05/24	Secretariat

**PRESENTATIONS**

<b>Number</b>	<b>Agenda Item</b>	<b>Title</b>	<b>Presented by</b>
1	2	Safety Management Implementation in the NAM/CAR Regions	Secretariat



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**LIST OF PARTICIPANTS**

**ARUBA**

1. Bryan Franca

**BAHAMAS**

2. Atalya Hanna
3. Michael Fountain

**BARBADOS**

4. Tracia Smith

**BELIZE/BELICE**

5. Imelda Carolina Bautista-Guerra

**BOLIVIA**

6. Silvia Daniela López

**COSTA RICA**

7. Víctor Zamora Vargas

**CUBA**

8. Mario Ardanza González
9. Rigoberto Ochoa Almaguer

**CURAÇAO/CURAZAO**

10. Ludgardo Job (v)

**DOMINICAN REPUBLIC/REPÚBLICA DOMINICANA**

11. Alicia Paola Ventura
12. Ninoska Elizabeth Rodriguez Reynoso
13. Elda Almonte (v)

**EL SALVADOR**

14. José Ricardo González Miranda

**GUATEMALA**

15. Sergio Rodolfo Andrée Oliva Mecías

**MEXICO/MÉXICO**

16. Erick Rodríguez Arratia
17. Diego Rivera (v)
18. Abraham Becerra Chavez (v)

**SAINT KITTS AND NEVIS/SAINT KITTS Y NEVIS**

19. Kenrick Duncan (v)

**ICAO/OACI**

20. Marcelo Orellana

(v) Virtual participation

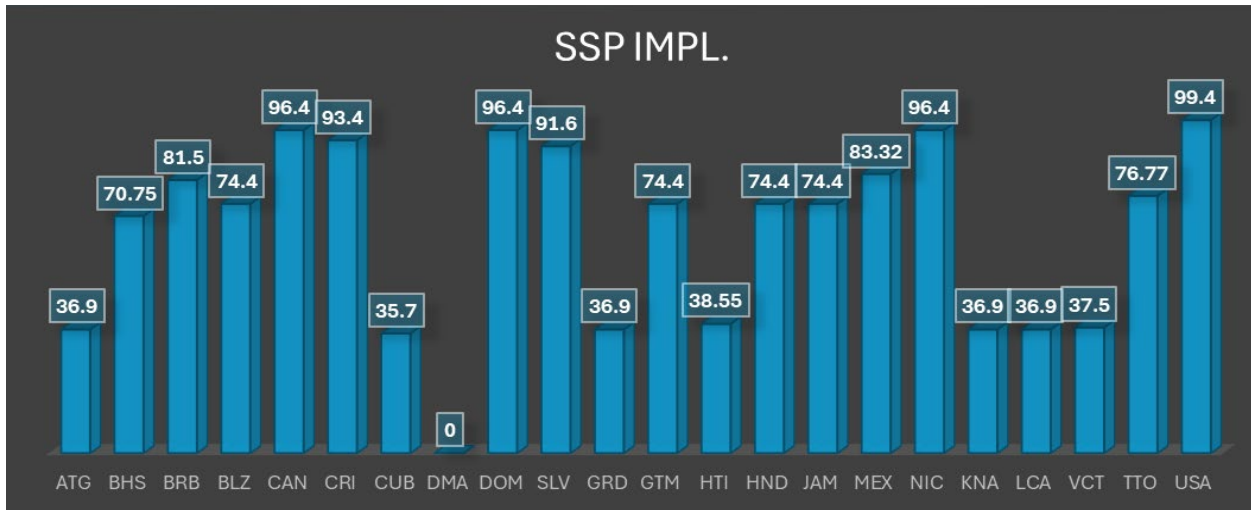
**Agenda Item 1:           Adoption of the Provisional Agenda and Schedule**

1.1           The Secretariat introduced WP/01 and invited the Meeting to approve the Provisional Agenda and Schedule. The Meeting approved the Provisional Agenda and Schedule as presented.

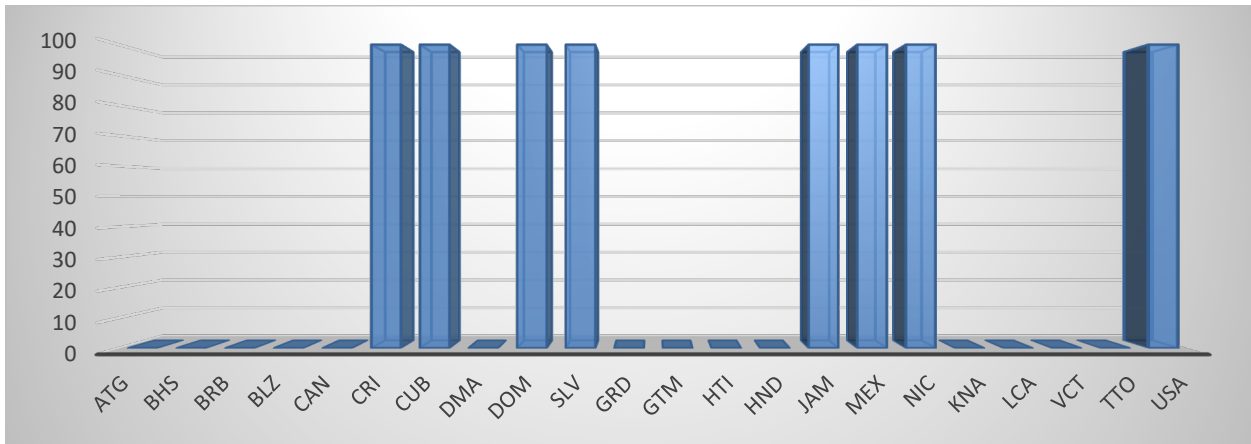
**Agenda Item 2: ICAO NACC Safety Management Projects Progress**

2.1 Under this Agenda Item, the Secretariat presented the current implementation status of the SSP implementation in the NAM/CAR Regions and all the accomplished activities as part of the ICAO NACC Regional Office safety projects, including the associated project as follows:

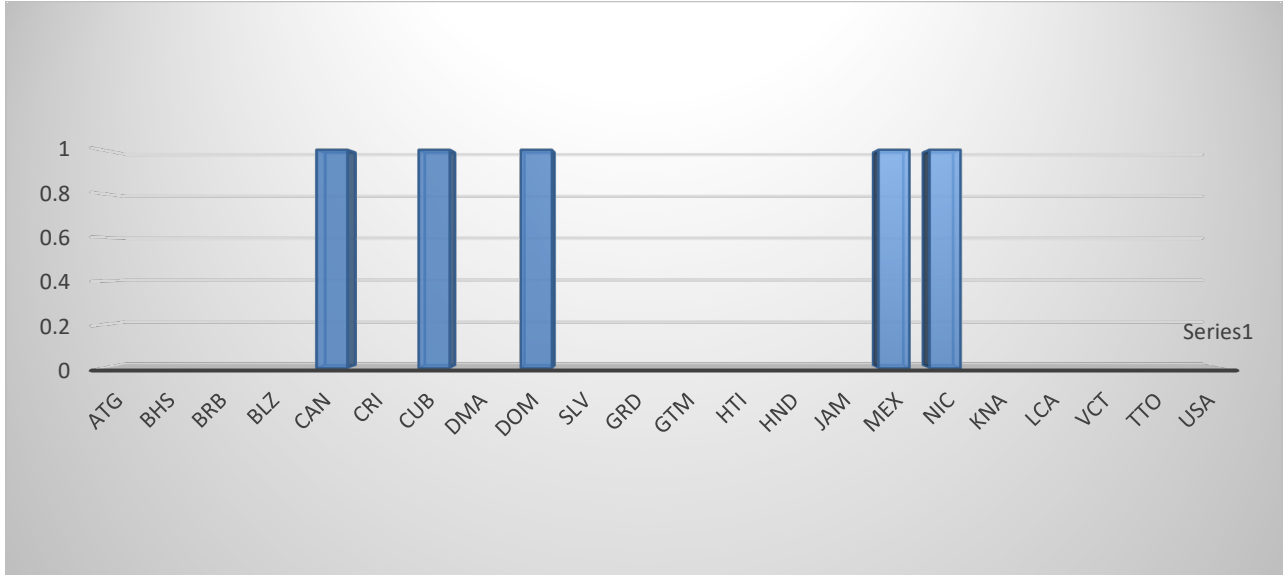
**SSP GAP ANALYSIS**



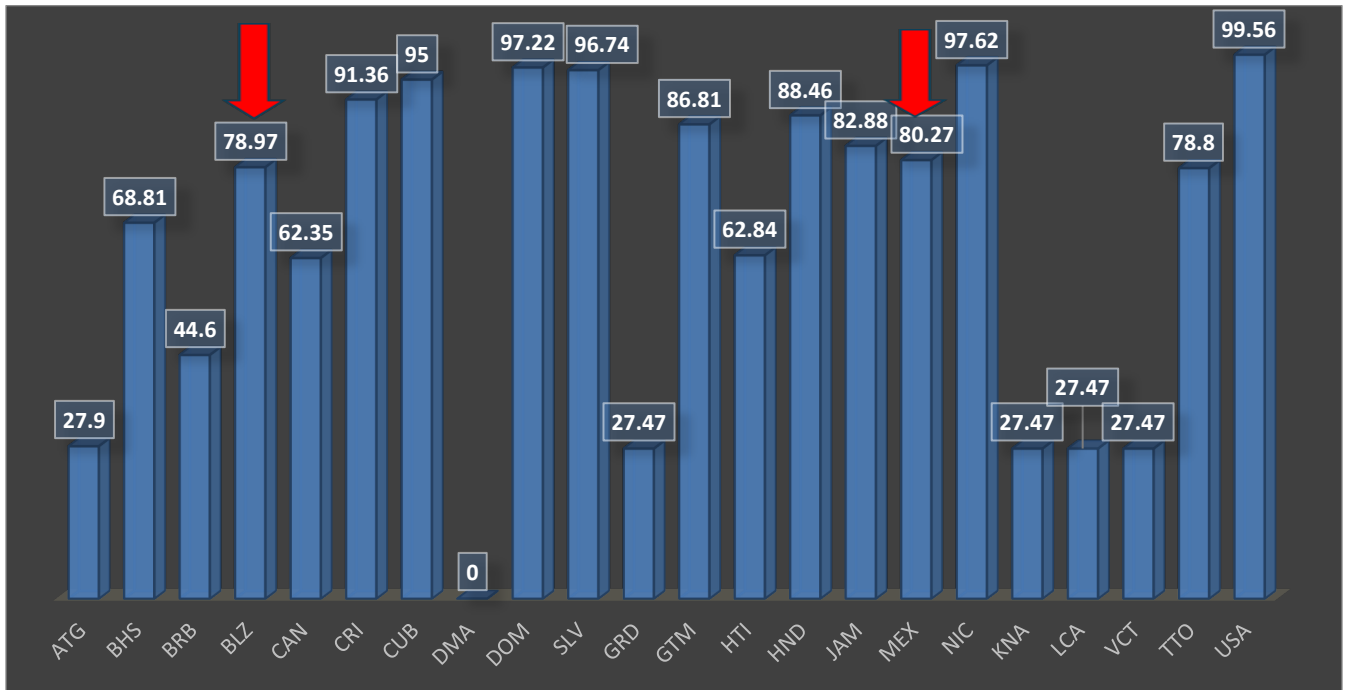
**NATIONAL AVIATION SAFETY PLAN SUBMITTED TO ICAO**



**STATES WITH A SAFETY DATA COLLECTION AND PROCESSING SYSTEM (SDCPS)  
(PRESENT)**



**SSP FOUNDATION SCORE**



Note: Red arrows show scores that were not updated due to a very recent USOAP audit.

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## **SSP IMPLEMENTATION PROJECT - REGIONAL AVIATION SAFETY GROUP–PAN AMERICA (RASG-PA)**

### **OBJECTIVES:**

- Improve the capacity of the States and provide the tools to enhance the SSP document and its implementation in the States of the CAR Region.
- Foster among the States the provision of courses required for the development/implementation of the SSP.
- Development of Ad-hoc workshops to assist States in the implementation of the SSP.
- Take advantage of synergies between COCESNA's Central American Aviation Safety Agency (ACSA) and the NACC SSP Working Groups for the development/implementation of the SSP.
- Provide technical support to the States of the CAR Region, with the collaboration of experts from the Systemic Assistance Programme (SAP) "Champion" States and ACSA.

### **Evaluation Phase**

- This phase of the project prioritized States taking into consideration the States' qualifications according to the "SSP Foundation" of the ICAO Integrated Safety Trend Analysis and Reporting System (iStars).
- The evaluations were carried out virtually, through meetings, in ten business days, over a period of six weeks.

### **Data Collection Phase**

- Taking into consideration the number of States in the CAR Region, an assessment of four States constitutes a 20% sampling that can serve to find common problems in the region. Once the virtual evaluations are conducted, the Subject Matter Experts (SMEs) will collect weaknesses that may have a significant impact on the SSP establishment in the region.
- Once the SMEs identify the needs of the States, they will develop an Ad-hoc workshop to help the States solve the common problems

### **Workshop Deployment Phase**

- An Ad-hoc workshop was deployed in May 2024

### **Project's SMEs**

- The project has the support of four SMEs provided by Member States and a Regional Safety Oversight Organization (RSOO) (Dominican Republic, Nicaragua and COCESNA/ACSA)

### **State Safety Program (SSP) Assessment Tool**

- This tool is used to evaluate and analyze the implementation and effectiveness of an SSP. This tool is designed to provide a systematic approach to conducting an objective analysis of the safety management programme. The final objective is to identify areas for improvement and strengthening of the SSP to guarantee an optimal level of safety in the State.
- It was developed in October 2020 by the Safety Management International Collaboration Group (SM ICG).

**Future Activities**

- The NACC Regional Office will continue conducting virtual evaluations in the CAR Region States complying with the criteria, in order to provide technical support as needed.

2.2 Similarly, the Secretariat presented the current implementation status of the National Aviation Safety Plan (NASP) implementation Project in the NAM/CAR Regions, as follows:

**NATIONAL AVIATION SAFETY PLAN (NASP) IMPLEMENTATION PROJECT**

**OBJECTIVES:**

- The Project objective is to ensure, by the provision of the appropriate training and guidance, that CAR States have the required tools and knowledge to develop their NASPs and have them approved by the end of 2024.

To achieve the objective, the Project carried out the following activities:

- Provision of “The ICAO National Aviation Safety Plan” virtual training to personnel of 13 CAR Region States
- Development and deployment of a “NASP implementation workshop” for 25 participants from 12 States. The workshop aimed at assisting the States with a technical review of the NASP preparation guide and the necessary methodologies for its development.
- In 2023 the first four States had on-site technical assistance missions, carried out by SMEs, and the ICAO Safety Implementation Regional Officer. Three more missions are planned for 2024 (Belize, Guatemala and Honduras).
- Virtual assistance and follow-up sessions will be conducted as required, carried out by the SMEs. We are in the process of receiving the action plans by the evaluated States.

2.3 Further to the discussion above, the Meeting adopted the following Draft Conclusion:

<b>DRAFT CONCLUSION</b>	
<b>SSP/4/1</b>	<b>CONTINUITY OF SAFETY IMPLEMENTATION SUPPORT FOR SSP AND NASP IN THE NAM/CAR REGIONS</b>
<p><b>What:</b></p> <p>That, considering the needs of the NAM/CAR Regions regarding the implementation of the SSP and the establishment of the NASP, the ICAO NACC Regional Office continue supporting the NAM/CAR States through the execution of the SSP and the NASP Implementation Projects focusing on the Caribbean States by 2025.</p>	<p><b>Expected impact:</b></p> <p><input type="checkbox"/> Political / Global</p> <p><input type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Operational/Technical</p>
<p><b>Why:</b></p> <p>To enhance the safety management system in the CAR Region.</p>	
<p><b>When:</b> 2025</p>	<p><b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p><b>Who:</b> <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input type="checkbox"/> Other:</p>	

**Agenda Item 3:            Discussion of the Data Collected through the Safety Management Survey**

3.1            The Secretariat presented the results of the SSP implementation needs survey. In general terms the results provided the following information:

- Support to the SSP implementation by the management within the States
- Lack of training for the personnel involved in the SSP implementation
- Support to the technical areas affected by low Effective Implementation (Aerodromes and Ground Aids (AGA), Communications, Navigation and Surveillance (CNS), Accident and Incident Investigation (AIG), among others)
- Support to the States in the implementation of the SSP
- Support to the States in the establishment of an SDCPS
- Establishment of a safety culture

3.2            After the presentation of the information and the subsequent discussion the rapporteurs of the English and Spanish-speaking working groups conducted an evaluation to prioritize the task to be included in the work programme for the present period.

**Agenda Item 4: Amendment of the SSP/Working Group (WG) Work Programme 2024**

4.1 After the presentation of the survey results and the subsequent discussion the rapporteurs of the English and Spanish-speaking working groups conducted an evaluation to prioritize the tasks to be included in the work program for the present period, agreeing the following Decision

<b>DECISION</b>	
<b>SSP/4/2</b>	<b>SSP WORK PROGRAMME</b>
<p><b>What:</b></p> <p>That, after identifying the needs of the States in the region and its respective discussion, the SSP Working Groups</p> <ul style="list-style-type: none"> <li>a) develop a tool to measure the safety culture of a State (Note: rely on the SM ICG tool);</li> <li>b) develop a document for establishing a SDCPS that contains the minimum elements of an effective system. (Note: based on the Cuban methodology);</li> <li>c) develop a calculation tool to detect the need of personnel to implement the SSP. (Note: rely on the ACSA methodology); and</li> <li>d) develop a workshop for responsible executives and other senior management stakeholders. (Note: the content of the workshop would be what is mentioned in the 3 previous points.) by 2025.</li> </ul>	<p><b>Expected impact:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Political / Global</li> <li><input type="checkbox"/> Inter-regional</li> <li><input type="checkbox"/> Economic</li> <li><input type="checkbox"/> Environmental</li> <li><input checked="" type="checkbox"/> Operational/Technical</li> </ul>
<p><b>Why:</b></p> <p>Support States in the implementation of the SSP</p>	
<p><b>When:</b> SSP/5 Meeting</p>	<p><b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p><b>Who:</b> <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input type="checkbox"/> Other:</p>	



**Agenda Item 5: Other Business**

5.1 Under Agenda Item 5, the Secretariat presented WP/02, Safety Performance Measurement for Air Traffic Services (ATS) in the CAR Region, to suggest the State Safety Programme (SSP) Working Group for the NAM/CAR Regions to encourage States to include safety performance indicators to reflect air traffic services safety performance into their SSP safety performance framework.

5.2 ICAO is requesting the support of the RASG-PA to ensure the Air Navigation Services (ANS) Safety Performance measurement in the CAR/SAM Regions and complete the required data for the implementation of the Regional Air Navigation Plan (RANP) Volume III. The support of the RASG-PA to CAR/SAM Planning and Implementation Regional Group (GREPECAS) on safety performance measurement will have a positive impact in the provision of ANS in the CAR/SAM Regions.

5.3 The more viable way to ensure ANS safety-related data is collected at State level is to promote the integration of the Global Air Navigation Plan (GANP) Safety Key Performance Indicators (KPIs) into the SSPs safety performance framework, to be translated into the ATS Providers Safety Management Systems (SMS) acceptable level of safety performance requirements. Particular attention should be given to the GANP KPI 23, Variant 3 (loss of separation) considering this variant was more oriented to measure Air Traffic Management (ATM) safety performance.

5.4 Based on the considerations of this Working Paper, the Meeting agreed the following Draft Conclusion:

<b>DRAFT CONCLUSION</b>	
<b>SSP/4/3</b>	<b>SAFETY PERFORMANCE MEASUREMENT FOR ATS IN THE CAR REGION</b>
<b>What:</b>  a) That, to ensure data collection for ANS safety performance measurement in the CAR Region, the NAM/CAR SSP Working Groups through the ICAO NACC Regional Office encourage the CAR Region States to include, into their SSP safety performance framework the GANP KPI 23 Variant 3: loss of separation.	<b>Expected impact:</b>  <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
<b>Why:</b>  To support safety performance measurement for ANS in the CAR Region	
<b>When:</b> NAM/CAR/SSP/5	<b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
<b>Who:</b> <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input type="checkbox"/> Other:	