

## **APPENDIX: REGIONAL AVIATION SAFETY GROUP FOR AFRICA – INDIAN OCEAN (RASG-AFI) REGION – CONTRIBUTORY BODIES (SAFETY SUPPORT TEAMS, SSTs).**

### **1. Introduction.**

- 1.1 To assist in its work and support the development, implementation and prioritization of the Regional Aviation Safety Group for Africa – Indian Ocean Region (RASG-AFI) safety initiatives, the Group may create contributory bodies (Safety Support Teams) to discharge the RASG-AFI work programme by working on defined subjects requiring detailed technical expertise. A contributory body shall only be formed when it has been clearly established that it is able to make a substantial contribution to the required work. A contributory body will be dissolved by the RASG-AFI when it has completed its assigned tasks or if the tasks cannot be usefully continued.
- 1.2 The Safety Support Teams (SSTs) will operate in coordination with and under the guidance of the RASG-AFI Steering Committee (RASC). The SSTs should accomplish their tasks by developing mitigation strategies by means of a Regional Aviation Safety Plan (AFI – RASP), based on gathering and processing safety data and information. These mitigation strategies shall be focused on the Global Aviation Safety Plan (GASP), corresponding Safety Enhancement Initiatives (SEIs) and the associated Global Aviation Safety Roadmap (GASR), which serves as an action plan to assist the aviation community in achieving the GASP goals through a structured, common frame of reference for all stakeholders.
- 1.3 Participation in Safety Support Teams should be by specialists or experts in the subjects under consideration. Such specialists should have relevant experience in the field concerned. Secretaries of Safety Support Teams established by the Group will be appointed by the Secretary of the RASG-AFI.
- 1.4 The RASG-AFI Contributory Bodies (Safety Support Teams, SSTs) are hereby restructured for efficiency and better alignment with the current GASP Goals and Targets as follows: State Safety Oversight System Support Team (SSO-SST); Operational Safety Issues Support Team (OSI-SST); State Safety Programme Support Team (SSP – SST); Air Navigation Services Safety Support Team (ANS – SST).

### **2. Purpose of the SSTs:**

- 2.1 Support the RASG-AFI in the development/update of the RASG-AFI Regional Aviation Safety Plan (AFI-RASP) and the monitoring of the implementation of Safety Enhancement Initiatives (SEIs) related to identified safety issues.
- 2.2 Assist in the development, implementation and review of SEIs to reduce aviation safety risks. These SEIs could be established based on the analysis of regional data, based on ICAO initiatives or the initiatives of other relevant organizations or based on the risks and issues identified through the USOAP CMA Activities.
- 2.3 Recommend safety mitigations to the RASG-AFI, related to identified safety issues which would reduce aviation risks.
- 2.4 In order to meet its Terms of Reference, the SSTs shall:

- a) follow-up the updates of the Global Aviation Safety Plan (GASP) and support the development, update and implementation of the RASG-AFI Regional Aviation Safety Plan (AFI-RASP) at the regional level and provide feedback to the RASG-AFI;
- b) identify and develop the SEIs, which are aligned with the regional priorities and targets, for implementation within the RASG-AFI Region. The focus of these SEIs is to effectively and economically mitigate the safety risks identified by the Annual Safety Report Team (ASRT);
- c) identify difficulties, challenges and deficiencies related to the implementation of each SEI and propose mitigation measures;
- d) identify assistance Programmes such as, but not limited to, workshops, seminars and capacity building activities to improve the level of implementation of the approved SEIs by the RASG-AFI;
- e) share expertise and experience and provide recommended actions for each SEI, in a prioritized manner based on best practices;
- f) monitor the status of achieving related safety objectives and targets included in the RASG-AFI Region Safety Strategy;
- g) identify areas of concern to aviation safety that may be unique to the region, and develop data and mitigations to address those concerns;
- h) work closely with States and stakeholders to ensure that SEIs and mitigation measures are implemented through coordinated efforts;
- i) propose input to the development of the RASG-AFI Annual Work Programme through the RASG-AFI Steering Committee (RASC); and
- j) Coordinate with the RASG-AFI through the RASC; and the APIRG contributory bodies on issues of common interest.

### 3. Composition

The SST is composed of Members designated by the RASG-AFI States and Partners. Chairpersons of the SSTs shall be elected by the Members.

### 4. Roles and Responsibilities

- **SSTs Chairpersons:** – Coordinate SST activities and provide overall guidance and leadership;
- **ICAO:** Provision of Secretariat and Technical Support; and
- **Partners:** collaborate in the development of materials as requested by the SST, and provide technical expertise and support, as required.

## 5. Meetings Arrangements

- The Chairperson, in close cooperation with the Secretary, shall make all necessary arrangements for the most efficient working of the SSTs. The SSTs shall at all times conduct their activities in the most efficient manner possible with a minimum of formality and paper work (paperless meetings). Permanent contact shall be maintained between the Chairperson, Secretary and Members of the SSTs to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (Virtual Meetings) and e-mails.
- Face-to-face meetings will be conducted when considered necessary.

## 6. TERMS OF REFERENCE (ToRs) OF THE SAFETY SUPPORT TEAMS.

### 6.1 State Safety Oversight System Support Team (SSO-SST).

#### 6.1.1 Purpose of the SSO Support Team:

The purpose of the Team is to assist States improve their effective implementation (EI) of the critical elements of a State's safety oversight system, including safety indexes in the Operations, Air Navigation and Supporting functional categories; prevent SSCs and resolve existing ones within the set deadline. Priority will be given to States with existing Significant Safety Concerns (SSCs) and those with low EI score to achieve the relevant RASG-AFI safety target in line with the current Edition of the Global Aviation Safety Plan (GASP):

- Goal 2** - Strengthen States' safety oversight capabilities;
- Goal 4** - Increase collaboration at the regional level and
- Goal 5** - Expand the use of industry programmes.

In this respect, the team is to:

- a) Analyze data-driven safety risk areas identified by RASG-AFI using the Safety Performance Areas and Best Practices for ICAO, States and Industry as contained in the Regional Aviation Safety Plan (AFI-RASP) and the current Global Aviation Safety Plan (GASP);
- b) Identify possible mitigation measures and recommend implementation actions;
- c) Recommend establishment of, and develop proposals for, achievable projects based on prioritized mitigation measures with well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions) and clear timeframes established and proposed to RASG-AFI for further action. Additional consideration should be given to Organizational and Operational Issues, as well as Safety Performance Measurement as necessary.

### **6.1.2 Membership:**

- ICAO Member States of the RASG-AFI Region
- AAMAC
- AFCAC
- ASSA-AC
- BAGAIIA
- BAGASOO
- CASSOA
- ISASO
- URSAC
- Funding Partners
- Other representative organizations, or entities directly involved with aviation safety may be invited to join the working group either as a full member or observer as may be decided by the RASG-AFI Secretariat.

### **6.1.3 Roles and Responsibilities:**

- a) ICAO Regional Offices to serve as Secretariat
- b) SSO Support Team members – provide technical expertise in analyzing and identifying achievable mitigation measures for identified safety risk areas in the RASG-AFI region, especially to avoid emergence of Significant Safety Concerns (SSCs).

### **6.1.4 Working methods/arrangements:**

The SSO-SST discharges the RASG-AFI work programme by working on defined subjects as per the RASG-AFI Procedural Handbook.

## **6.2 Operational Safety Issues Support Team (OSI-SST).**

### **6.2.1 Purpose of the OSI-SST:**

The purpose of the Team is to assist States to progressively reduce the rate of accidents and serious incidents in Africa-Indian Ocean Region by first addressing the Regional High Risk Categories of occurrences (R-HRCs) and mitigate the risk of fatalities through Runway Excursion (RE), Runway Incursion (RI), Controlled Flight Into Terrain (CFIT), Loss of Control In-flight (LOC-I), and Mid-Air Collision (MAC). The Team will also assist States to establish and maintain a regulatory framework and technical guidance materials for operations and integration of Remotely Piloted Aircraft Systems (RPAS), including Unmanned Aerial Systems (UAS), in the conventional Air Traffic Management system at both national and regional levels. The ultimate purpose is to achieve the relevant RASG-AFI safety targets and the Global Aviation Safety Plan (GASP) goals and targets:

- Goal 1** - Achieve a continuous reduction of operational safety risks; and
- Goal 5** - Expand the use of industry programmes.

In this respect, the team is required to:

- a) Analyze data-driven safety risk areas identified by RASG-AFI using the Safety Performance Areas and Best Practices for ICAO, States and Industry as contained in the Regional Aviation Safety Plan (AFI-RASP) and the current Global Aviation Safety Plan (GASP)

- b) Share reports on operation of RPAS/UAS among RASG-AFI Aviation stakeholders;
- c) Establish a RASG-AFI Dashboard, periodically collect Safety data and utilize Safety Performance Indicators (SPIs) to maintain the Dashboard, which should be available to the member States.
- d) Monitor the SPIs and share data with other SSTs. If deviation from expected relevant performance is noted on the SPIs, other SSTs will be notified for further analysis.
- e) Contribute key regional safety information from the previous year to the RASG-AFI Annual Safety Report.
- f) Periodically propose updates to the RASG-AFI Regional Aviation Safety Plan for alignment with the current GASP.
- g) Adopt and use relevant guidance materials relating to the prevailing safety issues.
- h) Identify possible mitigation measures and recommend implementation actions.
- i) Recommend establishment of achievable projects based on prioritized mitigation measures with well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions) and clear timeframes established and proposed to RASG-AFI for further action. Consideration should also be given to Organizational and Operational Issues, as well as Safety Performance Measurement, especially as they relate to the R-HRCs (RE; RI; CFIT; LOC-I; and MAC).

#### **6.2.2 Membership:**

- ICAO Member States of the AFI Region
- ACI
- AFRAA
- ASECNA
- CANSO
- EASA
- FSF
- IATA
- IFALPA
- IFATCA
- US FAA
- Aircraft Manufacturers (AIRBUS, BOEING, etc.)
- Other representative organizations, or entities directly involved with aviation safety may be invited to join the working group either as a full member or as an observer as decided by RASG-AFI Secretariat

#### **6.2.3 Roles and Responsibilities:**

- a) ICAO Regional Offices as Secretariat
- b) HRC Support Team members – provide technical expertise in analyzing and identifying achievable mitigation measures for identified safety risk areas in the AFI region.

#### **6.2.4 Working methods/arrangements:**

The OSI-SST discharges the RASG-AFI work programme by working on defined subjects as per the RASG-AFI Procedural Handbook.

## 6.3 State Safety Programme Support Team (SSP – SST)

### 6.3.1 Purpose of the SSP Support Team:

The purpose of the Team is to assist States establish and implement an effective State Safety Programme (SSP) to achieve the relevant RASG-AFI safety targets (AFI-RASP) and the Global Aviation Safety Plan (GASP) goals and targets:

- Goal 3** - Implement effective State safety programmes (SSPs);
- Goal 4** - Increase collaboration at the regional level ; and
- Goal 5** - Expand the use of industry programmes.

In this respect, the team is required to:

- a) Analyze data-driven safety risk areas identified by RASG-AFI using the Safety Performance Areas and Best Practices for ICAO, States and Industry as contained in the AFI-RASP and the current GASP.
- b) Identify possible mitigation measures and recommend implementation actions.
- c) Recommend establishment of achievable projects based on prioritized mitigation measures with well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions) and clear implementation timeframes established and proposed to RASG-AFI for further action. In this regard, consideration should be given to Organizational and Operational Issues, as well as Safety Performance Measurement.

### 6.3.2 Membership:

- ICAO Member States of the RASG-AFI Region
- AAMAC
- AFCAC
- ASSA-AC
- BAGAIA
- BAGASOO
- CASSOA
- EASA
- ISASO
- URSAC
- Other representative organizations, or entities directly involved with aviation safety may be invited to join the working group either as a full member or observer as may be decided by the RASG-AFI Secretariat.

### 6.3.3 Roles and Responsibilities:

- a) ICAO Regional Offices to serve as the Secretariat
- b) SSP Support Team members – provide technical expertise in analyzing and identifying achievable mitigation measures for identified safety risk areas in the AFI region.

### 6.3.4 Working methods/arrangements:

The SSP-SST discharges the RASG-AFI work programme by working on defined subjects as per the RASG-AFI Procedural Handbook.

## 6.4 Air Navigation Services Safety Support Team (ANS – SST)

### 6.4.1 Purpose of the ANS Safety Support Team:

The purpose of the Team is to assist States to establish and maintain appropriate air navigation infrastructure to support safe aviation operations, this will include an effective and efficient Aeronautical Information Management system at both national and regional levels to achieve reliable aeronautical information from trusted sources; and the relevant AFI-RASP and current GASP targets and in particular:

**Goal 4** - Increase collaboration at the regional level

**Goal 6** - Ensure the appropriate infrastructure is available to support safe operations.

In this respect, the team is required to deal with issues related to:

- a) Safety improvements in the areas of air navigation services (ANS) in the fields of Air Traffic Management (ATM), Procedures for Air Navigation Services — Aircraft Operations (PANS-OPS), Aeronautical Information Services (AIS), Aeronautical Charts (Chart), Communications, Navigation and Surveillance (CNS), Aeronautical Meteorology (MET), and Search and Rescue (SAR).
- b) Data-driven analyses on safety risk areas identified by RASG-AFI using the Safety Performance Areas and Best Practices for ICAO, States and Industry and:
  - i. Share reports on missing flight plans among RASG-AFI Aviation stakeholders;
  - ii. Review current best practices in improving ANS safety and oversight and other relevant guidance materials;
  - iii. Review existing Safety Enhancement Initiatives (SEIs) related to ANS safety and oversight and, when available, detailed Implementation Plans, including outputs, developed by other regional aviation safety groups (including other RASGs, PIRGs);
  - iv. Develop and propose SEIs pertaining to ANS safety and oversight in the RASG-AFI;
  - v. Ensure coordination of activities with APIRG and its contributory bodies in the areas of safety implementation, where required;
  - vi. Analyse the List of Air Navigation Deficiencies.
  - vii. Implement facilities and procedures that enable the timely supply of required MET information to flight information Centres, Area Control Centres, Approach Control Units, Aerodrome Control towers, and Communication stations.
  - viii. Maintain close coordination with stakeholders, including aeronautical meteorological information users, World Meteorological Organization (MWO) and other Partners dealing with MET.
- c) Identify possible mitigation measures and recommend implementation actions;
- d) Recommend establishment of achievable projects based on prioritized mitigation measures with well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions) and clear timeframes established and proposed to RASG-AFI for further

action. Consideration should also be given to Organizational and Operational Issues, as well as Safety Performance Measurement.

#### **6.4.2 Membership:**

- ICAO Member States of the RASG-AFI Region
- ACI
- AFCAC
- ASECNA
- ATNS
- CANSO
- IATA
- RSOOs
- WMO
- Other representative organizations, or entities directly involved with aviation safety may be invited to join the working group either as a full member or as an observer as decided by RASG-AFI Secretariat.

#### **6.4.3 Roles and Responsibilities:**

- a) ICAO Regional Offices as Secretariat
- b) ANS Support Team members – provide technical expertise in analyzing and identifying achievable mitigation measures for identified safety risk areas in the RASG-AFI region.

#### **6.4.4 Working methods/arrangements:**

The ANS-SST discharges the RASG-AFI work programme by working on defined subjects as per the RASG-AFI Procedural Handbook.

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