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国际民用
航空组织

Eastern and Southern African Regional Office/Bureau régional Afrique orientale et australe

Ref: ES AN 1/6 - 0118

20 March 2025

Subject: Meeting to Establish the Safety Management and Oversight Sub-Group (SMO/SG) of the Africa-Indian Ocean Aviation System Planning and Implementation Group (AASPG) - Nairobi, Kenya

Action Required: Confirm your participation and register online by 04 April 2025

Sir/Madam,

I wish to refer the Extraordinary Meeting of APIRG and RASG-AFI held on 19 July 2024 in Libreville, Gabon, during which the results presented by the Secretariat were reviewed, and the organizational structure of the newly merged entity, the Africa-Indian Ocean Aviation System Planning and Implementation Group (AASPG), was endorsed.

It is recalled that the APIRG/27 and RASG-AFI/10 meeting, held in East London, South Africa, from 4 to 8 November 2024, endorsed the first edition of the AASPG Procedural Handbook to facilitate the effective and efficient operation of the AASPG, replacing APIRG and RASG-AFI, as outlined in APIRG/27 & RASG-AFI/10 Decision 6/02. The meeting also approved the Future Work Programme of the AASPG and its Contributory Bodies, enabling them to effectively discharge their mandates, as reflected in APIRG/27 & RASG-AFI/10 Decision 6/11.

In view of the above, I have the honour to hereby extend an invitation to your Administration/Organisation to attend the meeting to establish the Safety Management and Oversight Sub-Group (SMO/SG) of the Africa-Indian Ocean Aviation System Planning and Implementation Group (AASPG) to be held in Nairobi, Kenya from **24 to 25 April 2025**.

The provisional agenda and the terms of reference for the said Sub-Group are attached as Appendices A and B, respectively, to this letter. The Explanatory Notes to the agenda and the Information Bulletin will be available on the following websites as soon as they are finalised:

- ICAO ESAF (<https://www.icao.int/esaf/Pages/default.aspx>), and
- ICAO WACAF (<https://www.icao.int/wacaf/Pages/default.aspx>).

The meeting will be conducted in both the English and French languages with simultaneous interpretation services, and all documents will be made available in both languages.

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Administrations/Organizations wishing to submit working papers are kindly requested to send them to the Secretariat by 4 April 2025. Whenever possible, working papers should be submitted in both English and French. Papers received after this deadline will be distributed in the language in which they were submitted.

The objectives of the meeting to establish the Safety Management and Oversight Sub-group (SMO/SG) are to:

- a) Review the Terms of Reference, Composition, Working Methods and Work Programme of the Safety Management and Oversight Subgroup (SMO/SG).
- b) Nominations of members of the SMO/SG; and Elections of Chairperson and Vice-Chairperson of the Sub-Group.
- c) Establishment and Operationalization of the SMO Sub-Group.
- d) Review of recent developments with the ICAO Global Aviation Safety Plan (GASP), AFI Regional Aviation Safety Plan (AFI-RASP), and Significant Safety Concerns in the Region.
- e) Activities to be coordinated with the IIM and AAO Sub-groups.

Kindly indicate your Administration/Organization's intention to participate in this meeting as soon as possible, but no later than **04 April 2025**. I shall be grateful if you could ensure that your delegation consists of experts who have the required qualifications and experience in safety management and oversight. Participants are invited to register online using this link: <https://www.icao.int/ESAF/Pages/AASPG-2025.aspx>. As no paper copies will be provided, participants are encouraged to bring their laptops to the meeting.

Yours sincerely,



Lucy Mbugua
Regional Director

Meeting on the establishment of the Safety Management and Oversight Sub-Group (SMO/SG) of the Africa–Indian Ocean Aviation System Planning and Implementation Group (AASPG) – Nairobi, Kenya.

APPENDIX A - DRAFT AGENDA

Agenda Item 1: Review and adoption of the agenda,

Agenda item 2: Review of the Terms of Reference, Composition, Working Methods and Work Programme of the Safety Management and Oversight Subgroup (SMO/SG).

Agenda item 3: Nominations of members of the SMO/SG; and Elections of Chairperson and Vice-Chairperson of the Sub-Group.

Agenda item 4: Establishment and Operationalization of the SMO Sub-Group.

Agenda item 5: Review of recent developments with the ICAO Global Aviation Safety Plan (GASP), AFI Regional Aviation Safety Plan (AFI-RASP), and Significant Safety Concerns in the Region.

5.1 Review of recent developments with the GASP and the
AFI-RASP

5.2 Significant Safety Concerns in the Region

5.3 Other safety initiatives

Agenda item 6: Activities to be coordinated with the IIM and AAO Sub-groups

Agenda item 7: Any Other Business

Agenda item 8: Draft Conclusions/Decisions of the First Meeting of the SMO/SG

APPENDIX B

TERMS OF REFERENCE OF THE SAFETY MANAGEMENT AND OVERSIGHT SUB-GROUP (SMO/SG)

Mandate

The SMO/SG is established and mandated by AASPG to support the implementation of ICAO Standards and Recommended Practices (SARPs) and carry out specific activities aimed to enable AASPG to discharge its functions and responsibilities in Safety management and Safety oversight.

Key Functions

To carry out its functions, the Sub-Group shall, as guided by AASPG:

- a) Foster the implementation by States of the Global Aviation Safety Plan (GASP, Doc 10004), taking into account aspects of Global Aviation Security Plan (GASeP) by ensuring effective coordination and cooperation between all States and stakeholders;
- b) Carry out implementation projects related to the areas of Safety management and Safety oversight, on the basis of the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR) and as guided by the Regional performance objectives, to support States in the implementation of SARPs and regional requirements;
- c) Take necessary action to enable coherent building of States aviation systems in the AFI Region, to support the objective of achieving seamlessness in the air navigation system, interoperability and harmonization within the Region and with other Regions;
- d) Conduct follow-up to GASP/GASR AFI-RASP related activities as required;
- e) Collect and analyse, safety data and information on in the region; propose initiatives to enhance safety; report on progress and challenges beyond the capacity of the sub-group.

Tasks

- a) Coordinate and conduct meetings of the SMO Sub-Group;
- b) Oversee performance of Projects Teams under the SMO Sub-Group and provide guidance;
- c) Coordinate the development and implementation of safety risk mitigation action plans by States, taking into consideration States' level of effective implementation of the critical elements of safety oversight systems and progress being made to improve the level;
- d) Analyse safety information and hazards to civil aviation at the regional level and review the action plans developed within the region to address identified hazards;
- e) Monitor and report, using a data driven approach, the region's main aviation safety risks, and determine regional priorities and associated work programme based on the GASP;
- f) Monitor, report on the AFI-RASP implementation and propose actions for its improvement based on the region identified priorities
- g) Analyse safety information and hazards to civil aviation at the regional level and review the action plans developed within the region to address identified hazards;
- h) Identify and report on regional and emerging safety challenges experienced that affect implementation of ICAO global provisions by States and measures undertaken or recommended to effectively address them;

- i) Facilitate the development and implementation of regional and national aviation safety plans (NASPs) by States;
- j) Support States, Regional Organisations on the implementation of Safety enhancement initiatives to address the identified safety challenges;
- k) Coordinate with the IIM/SG and AAO/SG on safety aspects of the air navigation system in the region; and
- l) Carry out comprehensive reviews and updates of all Conclusions and Decisions within the framework of AASPG that are applicable to the SMO Sub-Group in order to ensure continued relevance of the Conclusions and Decisions.

Working Methods

- a) The Sub-Group shall convene at least once a year taking into consideration the schedule of other AASPG activities. It shall make use of available means of electronic communication including teleconferencing to prepare and progress its work in between meetings and keep its members up to date on issues of concern, as well as to discuss specific issues.
- b) Taking into consideration that the SG will be representing the interests of the Region, and that not all AASPG member States will necessarily be represented in an SG, the participating State officials shall be expected to work more as experts in their respective fields, as opposed to delegates attending only in the interests of their States. The SG shall, while exercising due professional care and without prejudice to States sovereignty and integrity, work with minimum formality to facilitate effective delivery.

Composition

The SMO -SG shall be composed of officials possessing the qualifications and experience in at least one of the aviation technical areas in the Sub-Group concerned. In order to facilitate focus, continuity and appropriate expertise, States and international organizations identified by AASPG will nominate specific officials to the Sub-Groups, providing information on nominee's qualifications and experience (i.e., CV), to enable the respective Sub-Groups to optimally take advantage of the expertise availed to them.

Work programme template of the SMO sub-group meetings

The Work Programme of the SMO/SG is developed based on the Following generic agenda

Item #	Item
Agenda Item 1:	Adoption of the Agenda and the Work Programme
Agenda Item 2:	Status of implementation of Conclusions and Decisions of the SMO/SG Meeting and AASPG Meeting applicable to the Sub-group
Agenda Item 3:	Achievements in Safety management and Safety Oversight
Agenda Item 4:	Significant Safety Concerns
Agenda Item 5:	Activities to be coordinated with the IIM and AAO Sub-groups
Agenda Item 6:	Implementation Challenges of the Sub-group
Agenda Item 7:	Proposed Recommendations/actions to be taken by ICAO HQ
Agenda Item 8:	Review of the Terms of Reference (TOR), Composition and Future Work Programme of the SMO/SG
Agenda Item 9:	Any other business
Agenda Item 10:	Draft Conclusions/Decisions of the Meeting of the SMO/SG