



ICAO

SMO/SG WP02

INTERNATIONAL CIVIL AVIATION ORGANIZATION

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

From 24 to 25 April 2025

Agenda Item 2 -Review of the Terms of Reference, Composition, Working Methods and Work Programme of the Safety Management and Oversight Sub-Group (SMO/SG).

(Presented by the Secretariat)

SUMMARY
<p>This paper presents the Terms of Reference, Composition, Working Methods and Work Programme of the SMO Sub-Group as 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.</p> <p>Action by the meeting is at paragraph 3 of this Paper.</p>
<p>REFERENCE(S):</p> <ul style="list-style-type: none">• Extraordinary Meetings of the APIRG and RASG-AFI• APIRG/27 and RASG-AFI/10 Report• AASPG Procedural Handbook
<p>Related ICAO Strategic Objective(s):</p> <ul style="list-style-type: none">• A – <i>Safety</i>

1. INTRODUCTION

- 1.1. Based on the ICAO Council's recommendations on the reporting structure and terms of reference, functions and participation of the planning and implementation regional groups (PIRGs) and the regional aviation safety groups (RASGs); and the revised Terms of reference as published by the Secretary General under Electronic Bulletin EB 2019/43, and as further amended following its Review of Assembly Resolutions and Decisions (C-DEC 219/7), the APIRG and RASG-AFI have been merged into a single regional group.
- 1.2. The Safety Management and Oversight Sub-Group (SMO/SG) is established and mandated by Africa – Indian Ocean Aviation System Planning and implementation Group (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.

2. DISCUSSIONS

- 2.1 The AFI Aviation System Planning and implementation Group (AASPG) Procedural Handbook defines the overarching responsibilities and key functions of its various sub-groups, including the Safety Management and Oversight Sub-Group (SMO/SG). These responsibilities are articulated in the Terms of Reference (TOR), which guide the sub-group's role in supporting regional aviation safety objectives.
- 2.2 The TOR of the SMO/SG provides a detailed framework outlining the group's specific tasks, working arrangements, composition, and a structured work programme template. This ensures that the sub-group operates effectively and efficiently within the broader objectives of AASPG.
- 2.3 In line with established practice, the meeting may wish to review and update the TOR of the SMO/SG to ensure its continued relevance and effectiveness. The TOR is presented as Appendix -A to this working paper for the meeting's consideration.

3. ACTIONS BY THE MEETING

- 3.1 The meeting is invited to:
 - a) Take note of the information provided in this paper; and
 - b) Review, update and if necessary, adjust the key functions, tasks, working methods, composition, work programme of the terms of reference of the SMO Sub-Group in order to provide more consistency, flexibility and effectiveness in the issues of coordination of planning, implementing and monitoring safety management and oversight in the Region.

----- END -----

Appendix-A

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
- 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