



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 4 - Establishment and Operationalization of the SMO Sub-Group

4.1 Membership of the SMO-SG Project Teams

(Presented by the Secretariat)

SUMMARY
<p>This Paper presents the procedures and responsibilities regarding the composition and roles of the Safety Management and Oversight Sub-Group (SMO -SG) Project Teams, ensuring effective coordination and execution of projects across the region as defined in AASPG Procedural Handbook.</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 Meeting 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. The Africa-Indian Ocean Aviation System Planning and Implementation Group (AASPG) Procedural Handbook provides a framework for the formation and operation of the Safety Management and Oversight Sub-Group (SMO -SG) Project Teams. These Teams are crucial for the successful execution of projects and need to be composed of subject matter experts with the necessary qualifications and experience relevant to the specific projects they are selected for.
- 1.2. The selection of these experts is a collaborative process involving States and organizations, ensuring that the Project Teams are equipped with the expertise required to achieve the goals outlined in the respective projects.
- 1.3. This working paper discusses the procedures and responsibilities regarding the composition and roles of the Project Teams, ensuring effective coordination and execution of projects across the region.

2. DISCUSSIONS

- 2.1. The AASPG Procedural Handbook outlines that Project Teams shall be composed of subject matter experts possessing the qualifications and experience required in the specific projects to which they are selected and familiar with the areas under consideration.
- 2.2. States and Organizations identified by AASPG will propose subject matter experts to the Project Teams, providing information on their qualifications and experience (i.e. CVs). The ICAO Secretariat shall assess the proposals and select suitable experts to enable the Teams to optimally take advantage of the expertise. The number and the suitability of experts in a Project Team will be determined by the requirements of the project.
- 2.3. A Project Team may agree on a particular role to be fulfilled by an Organization based on the exceptional expertise, tools and other capabilities it brings to the Team.
- 2.4. Cognizant that not all AFI States will be members or participants in the activities of Project Teams, members of the Teams will be expected to participate in their capacity as subject matter experts as opposed to representatives of their individual States or Organizations.
- 2.5. Project Teams shall automatically be dissolved at the end of the given period or delivery of a project's final results, unless AASPG directly or through the Programme Review and Coordination Committee (PRCC) expressly decides otherwise.
- 2.6. Project Teams will be supported by Facilitators designated by the Secretary of AASPG from among members of the ICAO Secretariat. In addition, the Secretary of AASPG may assign other members of the Secretariat to support the Project Teams as necessary.
- 2.7. The TORs of Project Teams need to be detailed as part of each project definition.
- 2.8. Members of the Project Teams may be assisted, when required, by advisors provided by a State or Organization as the case may be. However, for logistical purposes, States and Organizations wishing to send advisors to an event shall inform the Secretariat well in advance, and such State or Organization shall be responsible for any costs associated with the participation of the advisor(s).
- 2.9. To promote geographical diversity in participation, officials of the Project Teams shall be elected from the different sub-regions within the AFI Region, for fair and balanced representation.

3. ACTIONS BY THE MEETING

- 3.1 The meeting is invited to:
 - a) Take note of the information provided in this paper;
 - b) Encourage States and Organizations to nominate qualified subject matter experts for the Project Teams, ensuring they meet the specific requirements of the project.
 - c) Encourage States and Organizations to continue to provide support for the participation of their nominated Project Team Members and Advisors (when nominated) in the activities of the SMO/SG Project Teams.

----- END -----