



ICAO

SMO/SG WP04C

## 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 Project formulation standardization (Presented by the Secretariat)

SUMMARY
<p>This working paper presents the Project definition template to be used for the definition of Projects to be submitted to PRCC for consideration.</p> <p>Action by the meeting in <b>paragraph 3</b></p>
<p><b>REFERENCE(S):</b></p> <ul style="list-style-type: none"><li>• Extraordinary Meeting of the APIRG and RASG-AFI Report</li><li>• APIRG/27 and RASG-AFI/10 Report</li><li>• AASPG Procedural Handbook</li></ul>
<p><b>Related ICAO Strategic Objective(s):</b></p> <ul style="list-style-type: none"><li>• A – <i>Safety</i></li></ul>

#### 1. INTRODUCTION

- 1.1. The Safety Management and Oversight Sub-Group (SMO/ SG) is mandated to 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 regional performance objectives, to support States in the implementation of SARPs and regional requirements.
- 1.2. The Africa–Indian Ocean Aviation System Planning and Implementation Group (AASPG) Procedural Handbook provides a framework for the establishment and operationalization of SMO/SG project teams and emphasizes the importance of utilizing the standard project definition template.
- 1.3. This working paper presents the Project definition template to be used for the definition of Projects for discussion.

## 2. DISCUSSIONS

- 2.1. AASPG, its contributory bodies, ICAO Secretariat, States or the civil aviation industry through its representative bodies, may propose a project or activity to be carried out as a project within the framework of AASPG.
- 2.2. The AASPG Procedural Handbook stipulates that all project proposals must be approved by AASPG. However, in certain cases where activities are time-sensitive and critical, the Programme Review and Coordination Committee (PRCC), with the guidance of the ICAO Secretariat, may endorse a project on behalf of AASPG to prevent unnecessary delays.
- 2.3. The AASPG Procedural Handbook requires project proposals submitted to AASPG for approval to be formulated on a Project Definition Template provided at **Appendix A** to this working paper.

## 3. ACTIONS BY THE MEETING

- 3.1 The meeting is invited to:
  - a) Take note of the information provided in this paper; and
  - b) Urge the use of the project. definition template for the development of future projects

----- END -----

**APPENDIX A**  
**IDENTIFICATION AND DEVELOPMENT OF PROJECTS**

**1. Project Identification**

<b>AFI Region</b>	<b>PROJECT DESCRIPTION (DP)</b>	<b>DP N° XX</b>	
<b>Programme</b>	<b>Title of the Project</b>	<b>Start</b>	<b>End</b>
<b>AREA Programme Facilitator: ROs</b>	<b>Number and Title of the Project Project coordinator: Name of the Project Coordinator</b>		
<b>Rationale</b>	Description of the rationale of the Project		
<b>Objective</b>	Description of the Project Objectives		
<b>Scope</b>	Description of the Project Scope		
<b>Metrics</b>	Metrics for monitoring the Project performance		
<b>Strategy</b>	Description of the Project Implementation Strategy		
<b>Related projects</b>	Link with other Projects		
<b>Relationship with the regional plans</b>	Description of the relationship of the Project with the Regional Plans		

**2. Project Deliverables**

<b>Project Deliverables</b>					
<b>Reference</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Delivery date</b>	<b>Status of Implementation</b>	<b>Comments</b>

### 3. Resources

Required Resources	Description of the required resources
--------------------	---------------------------------------

### 4. Project Costing

Activities	Expenditures				
	Total	Year	Year 2	.....	Year n
<b>Deliverable 1</b>					
Activity #1.1					
Activity #1.2					
Activity #1.3					
<b>Deliverable 2</b>					
Activity #2.1					
Activity #2.2					
Activity #2.3					
.....					
Activity #2. n					
<b>Deliverable x</b>					
Activity #x.1					
Activity #x.2					
Activity #x.3					
.....					
Activity #x. n					
<b>Total</b>					