



ICAO EUR/NAT AVSEC Group
(ENAVSECG)

PROCEDURAL HANDBOOK
DOCUMENT

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ICAO EUR/NAT AVSEC Group

ESTABLISHMENT:

The ICAO EUR/NAT AVSEC Group (ENAVSECG) was established based on the requirement of States and in line with the joint Statement of the Regional Conference on Aviation Security in Europe (Moscow, Russian Federation 22.11.2011), QUOTE:

We commended the leadership role of ICAO in strengthening aviation security at the global and regional levels, and urged ICAO to continue to reinforce cooperation amongst all aviation security stakeholders.... QUOTE END

TERMS OF REFERENCE:

1. MEMBERSHIP

1.1 **MEMBERS -** Contracting States whose territories or dependencies are located partially or wholly within the area of accreditation of the European and North Atlantic (EUR/NAT) Office of ICAO.

1.1.1 Members are entitled to participate in the following:

- a) Election of the ICAO EUR/NAT AVSEC Group Chairperson and Vice-Chairperson;
- b) Decisions regarding the ICAO EUR/NAT AVSEC Group work programme; and
- c) Adoption of any decision, conclusion or statement of the ICAO EUR/NAT AVSEC Group

1.2 **OBSERVERS -** ICAO endorsed aviation security training centres (ASTCs), regional organizations within the area of accreditation of the EUR/NAT office of ICAO, other international organisations and aviation industry representatives who have an important role in the field of aviation security.

1.2.1 Observers are invited to participate in and contribute to the work of the ICAO EUR/NAT AVSEC Group.

1.2.2 The joint commitment of ICAO EUR/NAT AVSEC Group members and observers is fundamental for ensuring the highest benefit of activities carried out and contributing to the improvement of aviation security.

2. OBJECTIVES OF THE ICAO EUR/NAT AVSEC GROUP

- a) to support the implementation of relevant ICAO assembly resolutions and declarations on Aviation Security as well as commitments and guidelines given at Regional Conferences;
- b) to build on the work already performed by States and Regional Organizations, promoting its continuation and development.

3. WORKING ARRANGEMENTS

3.1 Relations with Members and Observers

3.1.1 ICAO EUR/NAT AVSEC Group Members and Observers shall be kept fully informed of activities in the Region. To achieve this objective, they should receive, on a regular basis:

- a) the proposed agenda for meetings of the ICAO EUR/NAT AVSEC Group ;
- b) the reports on meetings of the ICAO EUR/NAT AVSEC Group; and

3.1.2 ICAO EUR/NAT AVSEC Group Members and Observers should ensure necessary co-ordination, follow-up and monitoring of any implementation activity within their organisations; and

3.1.3 ICAO EUR/NAT AVSEC Group Members and Observers should ensure communication and coordination amongst each other to the extent possible and avoid duplication while ensuring consistency of any activities conducted in the joint endeavour to strengthen Aviation Security in the EUR/NAT regions.

3.2 Administration of the ICAO EUR/NAT AVSEC Group

3.2.1 The ICAO EUR/NAT AVSEC Group shall be administered by:

- a) a Chairperson and a first and second Vice-Chairperson elected from the ICAO EUR/NAT AVSEC Group Members; and
- b) the ICAO EUR/NAT Regional Officer for Aviation Security, who serves as Secretary of the ICAO EUR/NAT AVSEC Group and is assisted in this task by appropriate staff from the ICAO EUR/NAT Regional Office and Headquarters as required.

3.2.2 The Regional Officer, Aviation Security, of the ICAO EUR/NAT Regional Office is the designated officer (Focal Point) to conduct and coordinate the day to day affairs of the ICAO EUR/NAT AVSEC Group.

3.2.3 The Secretary of the ICAO EUR/NAT AVSEC Group should coordinate dates of the meetings, agenda, working papers and presentations with the Regional Director and Deputy Regional Director of the EUR/NAT Office and the AVSEC Branch at ICAO HQ.

3.2.4 The Chair people, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the ICAO EUR/NAT AVSEC Group.

3.2.5 Between meetings of the ICAO EUR/NAT AVSEC Group, some subjects may be dealt with by correspondence and teleconferencing among appointed Members, Observers and the ICAO EUR/NAT Regional Office.

3.2.6 In order to ensure the necessary continuity in the work of the ICAO EUR/NAT AVSEC Group and unless otherwise determined by special circumstances, the Chairperson and Vice-Chair people of the ICAO

EUR/NAT AVSEC Group should assume their functions at the end of the meeting at which they are elected and until further notice.

3.2.7 ICAO EUR/NAT AVSEC Group Members may at any time request that the election of the Chairperson and/or Vice-Chair people be included on the agenda, however a regular review shall be done every five years which may lead to the election of new Chair people or the re-election of the actual Chairperson and Vice-Chair people.

3.2.8 Candidates for the Chair person or Vice-Chair people shall have experience with ENAVSECG and have participated and contributed to the Group for a minimum of 2 meetings. They shall have a clear understanding of and adhere to the terms of reference of the Group and have a sound knowledge of the ENAVSECG working and reporting structure.

3.3 Work Programme

3.3.1 The ICAO EUR/NAT AVSEC Group aims at supporting in the implementation of relevant ICAO assembly resolutions, declarations and statements on Aviation Security.

3.3.2 The ICAO EUR/NAT AVSEC Group will serve as a forum to exchange knowledge and best practices, bridge gaps and enhance Aviation security over the wide EUR/NAT Regions with the target to decrease differences and promote high AVSEC standards. Coordination will be aimed for with existing regional and global programmes such as but not limited to training and assistant programmes, oversight activities and policy development.

4. PROCEDURES FOR THE CONDUCT OF MEETINGS OF THE ICAO EUR/NAT AVSEC GROUP

4.1 General

4.1.1 The ICAO EUR/NAT AVSEC Group should work with a minimum of formality and paperwork (paperless meetings) and the rules of procedure for the conduct of meetings should be as flexible and simple as possible. The ICAO EUR/NAT AVSEC Group expected to conduct its business by consensus of all interested parties. The following provisions do not include therefore any procedures for handling motions or voting.

4.1.2 Reports on meetings should not include statements by specific members or participants. However, specific divergent views expressed in relation to decisions taken or conclusions reached shall be recorded as an integral part of the report.

4.2 Convening of the ICAO EUR/NAT AVSEC Group meetings

4.2.1 The ICAO EUR/NAT AVSEC Group shall meet once per year, but may meet more frequently if deemed necessary. At each meeting, the ICAO EUR/NAT AVSEC Group should agree on the date, duration and venue of its next meeting.

4.2.2 A convening letter for an ICAO EUR/NAT AVSEC Group meeting shall be issued by the ICAO secretariat, normally 90 days prior to the meeting. The convening letter should be accompanied by a provisional agenda, together with explanatory notes prepared by the Secretary of the ICAO EUR/NAT AVSEC Group in order to assist participants in preparing for the meeting.

4.3 Establishment of the provisional agenda of the ICAO EUR/NAT AVSEC Group

4.3.1 The Secretary of the ICAO EUR/NAT AVSEC Group, in consultation with the Chair people of the ICAO EUR/NAT AVSEC Group, shall establish a provisional agenda on the basis of a short needs assessment done via consultation of Members and Observers of the ICAO EUR/NAT AVSEC Group and documentation available.

4.3.2 At the opening of the meeting any ICAO EUR/NAT AVSEC Group Member or Observer may propose the inclusion of additional items on the agenda, and this shall be accepted if the majority of the ICAO EUR/NAT AVSEC Group Members and Observers attending the meeting so agree.

4.4 Roles and Responsibilities

Chair people of the ICAO EUR/NAT AVSEC Group

4.4.1 The Chair people will:

- a) chair the meetings;
- b) keep focus on high priority items;
- c) ensure agendas meet objectives to improve security;
- d) provide leadership for on-going projects and accomplishments;
- e) promote consensus among the members and observers;
- f) coordinate activities closely with the Secretariat and follow-up meeting outcomes and actions.

Secretariat of the ICAO EUR/NAT AVSEC Group

4.4.2 The Secretariat will support the Chair people by providing administrative, coordination and technical support to the ICAO EUR/NAT AVSEC Group. In particular, The Secretariat will:

- a) coordinate meeting logistics;
- b) develop meeting agendas;
- c) ensure meeting agendas, documentation and summaries are provided to ICAO EUR/NAT AVSEC Group Members and Observers;
- d) ensure meeting summaries, notices, and related documents are posted in a timely manner on the ENAVSECG secure website of the ICAO portal ;
- e) track, monitor and facilitate action items and report status to the ICAO EUR/NAT AVSEC Group;
- f) maintain communication with Members and Observers;
- g) identify required administrative support; and
- h) ensure the work is directed towards the identified objectives of the ICAO EUR/NAT AVSEC Group.

ICAO EUR/NAT AVSEC Group Members and Observers:

4.4.3 ICAO EUR/NAT AVSEC Group Members and Observers will:

- a) be prepared to provide active support by deliberating and identifying issues;
- b) support goals and objectives by maintaining timely and active communication with the ICAO EUR/NAT AVSEC Group and
- c) when relevant, share security improvements with ICAO EUR/NAT AVSEC Group Members and Observers.

4.5 Supporting documentation

4.5.1 The following documentation, including proposed action as required, may be presented to the ICAO EUR/NAT AVSEC Group meetings by States, Regional and International Organizations, ASTCs, Industry representatives or the Secretariat:

- a) Working Papers: they normally contain material with a draft decision, conclusion, or inviting action by the meeting;
- b) Information papers: they are submitted in order to provide the meeting with information on which no action is required and will normally not be discussed at the meeting;
- c) Flimsies: they are documents (such as papers or PowerPoint presentations) which are prepared on an ad-hoc basis shortly before or in the course of a meeting with the purpose to assist the meeting in the discussion on a specific matter or in the drafting of a text for a Conclusion or Decision.

4.5.2 All meeting papers (including Flimsies and Power Point Presentations) shall be presented in a standardized format. Each paper should be limited to one agenda item or sub-item and contain, as appropriate, introduction of the matter, brief discussion and – in the case of a working paper - conclusions with specific proposals for action.

4.6 Conclusions and Decisions of the Meetings

4.6.1 Action taken by the ICAO EUR/NAT AVSEC Group shall be recorded in the form of:

- a) Conclusions, which deal with matters which, in accordance with the terms of reference of the ICAO EUR/NAT AVSEC Group merit directly the attention of States or on which further action will be initiated by ICAO in accordance with established procedures;
- b) Decisions, which deal with matters of concern only to the ICAO EUR/NAT AVSEC Group; and
- c) Statements, which deal with a position reached by consensus regarding a subject without a requirement for specific follow-up activities.

4.7 Conduct of business for ICAO EUR/NAT AVSEC Group meetings

4.7.1 The meetings of the ICAO EUR/NAT AVSEC Group shall be conducted by the Chair people as agreed between the team of chairs

4.7.2 At the first sitting of each meeting, following the opening by the Chairperson, the Secretary shall inform participants of the arrangements made for the conduct of the meeting, its organisation and of the documentation available for consideration of the different items on the agenda.

4.7.3 The ICAO EUR/NAT AVSEC Group shall at each of its meetings review its previous meeting outstanding Conclusions/Decisions and Action Plan in order to keep them current.

4.8 Reports

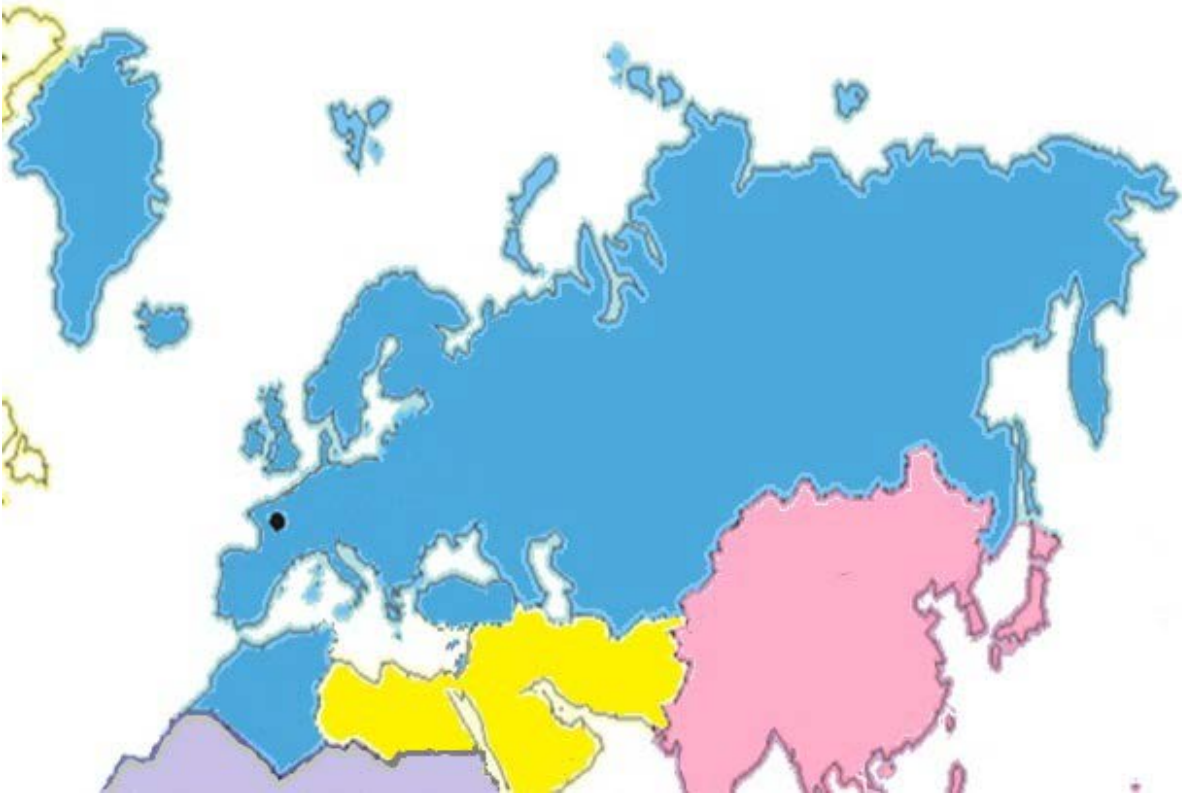
4.8.1 Reports on meetings shall be of a simple layout and as concise as possible and shall include:

- a) a brief history of the meeting (duration, attendance and agenda);
- b) the list of Conclusions and Decisions of the meeting; and
- c) the work programme and future action by the ICAO EUR/NAT AVSEC Group

4.8.2 A summary of discussions (conclusions, decisions and statements) will be provided at the end of each meeting. The full report will be circulated to all ICAO EUR/NAT AVSEC Group Members and Observers after the meeting and shall be posted on the ENAVSECG secure website of the ICAO portal

– END –

APPENDIX A – ICAO EUR/NAT OFFICE – ACCREDITATION AREA



1. Contracting States entitled to participate as members in the ENAVSECG:

Albania	Germany	Poland
Algeria	Greece	Portugal
Andorra	Hungary	Republic of Moldova
Armenia	Iceland	Romania
Austria	Ireland	Russian Federation
Azerbaijan	Israel	San Marino
Belarus	Italy	Serbia
Belgium	Kazakhstan	Slovakia
Bosnia and Herzegovina	Kyrgyzstan	Slovenia
Bulgaria	Latvia	Spain
Croatia	Lithuania	Sweden
Cyprus	Luxembourg	Switzerland
Czech Republic	Malta	Tajikistan
Denmark	Monaco	Tunisia
Estonia	Montenegro	Turkey
Finland	Morocco	Turkmenistan
France	Netherlands	Ukraine
Georgia	North Macedonia	United Kingdom
	Norway	Uzbekistan

2. Regional organizations entitled to participate as members in the ENAVSECG:

- European Aviation Safety Agency (EASA)
- European Civil Aviation Conference (ECAC)
- European Commission (EC)
- EUROCONTROL
- Interstate Aviation Committee (IAC)

3. Partners entitled to participate in the ENAVSECG:

- A. Non-Contracting States within the EUR/NAT accreditation area:
 - Liechtenstein
- B. International Organizations:
 - Airports Council International (ACI)
 - Civil Air Navigation Services Organization (CANSO)
 - International Air Transport Association (IATA)
 - International Federation of Air Line Pilots' Associations (IFALPA)
- C. Contracting States outside the EUR/NAT accreditation area:
 - United States
- D. Other stakeholders: Regional Organizations.
 - Association of European Airlines (AEA)
 - European Express Association (EEA), etc.
- E. Aviation Security Training Centers (ASTCs) within the EUR/NAT accreditation area:
 - ASTC Almaty (Kazakhstan)
 - ASTC Brussels (Belgium)
 - ASTC Casablanca (Morocco)
 - ASTC Doncaster (UK)
 - ASTC Dublin (Ireland)
 - ASTC Kyiv Boryspil (Ukraine)
 - ASTC Kyiv National Aviation University (Ukraine)
 - ASTC Minsk (Belarus)
 - ASTC Moscow (Russian Federation)
 - ASTC Toulouse (France)
 - ASTC Tunis (Tunisia)