**REPORT OF THE FIRST MEETING OF THE
MIDDLE EAST REGIONAL AVIATION SAFETY GROUP**

(RASG-MID/1)

(Cairo, Egypt, 18 – 19 September 2011)

Approved by the Meeting
and published by authority of the Secretary General

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PART I – HISTORY OF THE MEETING

1. PLACE AND DURATION

1.1   The First Meeting of the Middle East Regional Aviation Safety Group (RASG-MID/1) was hosted by the Ministry of Civil Aviation of Egypt at the *Le Passage Hotel Heliopolis* in Cairo, Egypt, from 18 to 19 September 2011.

2. OPENING

2.1   The Meeting was opened by Capt. Sameh Ahmed El Hefny, President of the Egyptian Civil Aviation Authority (ECAA) who extended a warm welcome to all participants to the RASG-MID/1 meeting and wished them a pleasant stay in Cairo. He thanked ICAO for its efforts to improve the aviation safety worldwide and for organising this important meeting in Cairo. He restated Egypt's commitment to support the ICAO MID Regional Office and emphasized on the need to support the ICAO Strategic Objectives and Safety initiatives, in accordance with the Global Aviation Safety Plan (GASP) and associated Global Aviation Safety Roadmap (GASR). Capt. El Hefny highlighted that the key to success is the commitment of States and all stakeholders, the cooperation and sharing of experience in order to avoid duplication of efforts and contribute to the establishment of a regional performance-based framework for the management of safety.

2.2   Mr. Mohamed Khonji, ICAO Regional Director, Middle East Office welcomed all the participants to Cairo. He expressed ICAO's sincere gratitude and appreciation to Egypt for hosting this important meeting in Cairo and for the generous hospitality extended to all the participants. He thanked especially H.E. Pilot Lotfi Mostafa Kamal, the Minister of Civil Aviation of Egypt and Capt. Sameh Ahmed El Hefny, President of the Egyptian Civil Aviation Authority for their continuous support to the ICAO MID Regional Office.

2.3   In his opening Remarks, Mr. Khonji recalled that the Regional Aviation Safety Group – Middle East (RASG-MID) has been established following the ICAO Council directive and the Middle East Directors General of Civil Aviation meeting agreement (DGCA-MID/1, United Arab Emirates, 22 - 24 March 2011). He highlighted that the establishment of RASG in the MID Region marks the beginning of a new era in safety risk management that involves the close collaboration of all stakeholders.

2.4   Mr. Khonji underlined that the RASG-MID/1 meeting will be a kick-off meeting which will prepare the terrain for the future activity of the Group in order to implement a work programme that supports a regional performance framework for the management of safety, in an efficient manner. He highlighted that the meeting is expected, in particular, to review and approve the Terms of Reference of RASG-MID and its Procedural Handbook, which includes inter-alia, the Working Arrangements, and Organizational Structure.

2.5   Finally, Mr. Khonji thanked all Participants for their presence wishing them successful deliberations, productive meeting and a pleasant stay in Cairo.

3. ATTENDANCE

3.1   The meeting was attended by a total of thirty seven (37) participants from nine (9) States (Bahrain, Egypt, Iran, Jordan, Oman, Qatar, Saudi Arabia, United Arab Emirates and United States) and seven (7) Organizations/Industries (AACO, Boeing, CANSO, COSCAP-GS, IATA, IFALPA and IFATCA). The list of participants is at **Attachment A** to the Report.

4. OFFICERS AND SECRETARIAT

4.1   The meeting was chaired by Capt. Sameh Ahmed El Hefny, President of the Egyptian Civil Aviation Authority. Mr. Mohamed R. M. Khonji, ICAO Middle East Regional Director, acted as the Secretary of the Meeting, assisted by Mr. Mohamed Smaoui, Regional Officer, Air Navigation Services/Aeronautical Information Management (ANS/AIM) from the ICAO MID Regional Office and Capt. Miguel Marin, Technical Officer, Flight Operations Section, Air Navigation Bureau, from ICAO Headquarters, Montreal; and supported by Mr. Jehad Faqir, Deputy Regional Director (DEPRD).

5. LANGUAGE

5.1   The discussions were conducted in the English language and documentation was issued in English.

6. AGENDA

6.1   The following Agenda was adopted:

          Agenda Item 1:   Adoption of the Provisional Agenda

          Agenda Item 2:   Election of Chairperson and Vice-Chairpersons

          Agenda Item 3:   Establishment of RASGs

          Agenda Item 4:   Global/Regional Performance Framework for Safety

          Agenda Item 5:   RASG-MID Terms of Reference and Working Arrangements

          Agenda Item 6:   Coordination between RASG-MID and MIDANPIRG

          Agenda Item 7:   Future Work Programme

          Agenda Item 8:   Any other Business

7. CONCLUSIONS AND DECISIONS – DEFINITION

7.1   The RASG-MID records its actions in the form of Conclusions and Decisions with the following significance:

a)   **Conclusions** deal with matters that, according to the Group's terms of reference, merit directly the attention of States and its stakeholders/partners, or on which further action will be initiated by the Secretary in accordance with established procedures; and

b)   **Decisions** relate solely to matters dealing with the internal working arrangements of the Group and its subsidiary bodies.

8. LIST OF CONCLUSIONS AND DECISIONS

DECISION 1/1:   *RASG-MID TERMS OF REFERENCE*

DECISION 1/2:   *ESTABLISHMENT OF RASG-MID STEERING COMMITTEE (RSC)*

DECISION 1/3:   *ESTABLISHMENT OF THE ANNUAL SAFETY REPORT TEAM (ASRT)*

DECISION 1/4:   *RASG-MID PROCEDURAL HANDBOOK*

PART II: REPORT ON AGENDA ITEMS

REPORT ON AGENDA ITEM 1:   ADOPTION OF THE PROVISIONAL AGENDA

1.1   The meeting reviewed and adopted the Provisional Agenda as at paragraph 6 of the History of the Meeting.

REPORT ON AGENDA ITEM 2:   ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSONS

2.1   The meeting proceeded to the election of its Chairperson. Based on recommendation by Jordan, supported by UAE, Bahrain and Qatar, the meeting unanimously elected **Capt. Sameh Ahmed El Hefny**, President of Egyptian Civil Aviation Authority (ECAA) as the Chairperson of RASG-MID.

2.2   The meeting also proceeded to the election of its First and Second Vice Chairpersons. Accordingly, **Eng. Abdullah O. Rajab Al Ojaili**, Assistant Director General for Safety, Civil Aviation Affairs, Oman and **Capt. Richard Hill**, Chief Operations Officer, Etihad Airways from IATA were elected unanimously as the First and Second Vice-Chairpersons of RASG-MID, respectively.

REPORT ON AGENDA ITEM 3:   ESTABLISHMENT OF RASGS

3.1   The meeting recalled that on 6 October 2009, the ICAO Air Navigation Commission reviewed a proposal for the establishment of Regional Aviation Safety Groups (RASGs) and decided that the concept of RASGs be transmitted to States and appropriate international organizations for comments before a recommendation was made to the Council. It was highlighted during the discussions that the proposal for RASGs would not fundamentally change the efforts that are presently underway in several ICAO regions. A State letter dated 16 December 2009 sought comments from States and selected international organizations on the need for uniform establishment of RASGs in all regions, and provided suggested terms of reference and work programme of the RASGs. The comments by States were very supportive of the establishment of RASGs. Consequently, at the Fourth meeting of its 190th Session held on 25 May 2010, the ICAO Council having reviewed the Council Working Paper no. 13558 (C-WP/13558) presented by the Air Navigation Commission (ANC) on the establishment of the Regional Aviation Safety Groups (RASGs):

a) approved the establishment of the following RASGs: RASG-PA for the Caribbean, South American, and North American regions (including Central America); RASG-EUR for the European region; RASG-APAC for the Asia Pacific regions; RASG-AFI for the African region and RASG-MID for the Middle East region, with the aim of supporting a regional performance framework for the management of safety;

b) agreed to draft TOR for the RASGs, as at **Appendix 3A** to the Report on Agenda Item 3; and

c) agreed that the reports of RASG meetings, similar to reports of Planning and Implementation Regional Groups (PIRGs), would be reviewed by the ANC on a regular basis and by the Council as deemed necessary.

3.2   The meeting was apprised of the experience of different ICAO regions in the establishment of RASG. For each of the RASGs the meeting was informed of the following:

3.2.1   RASG-PA:

3.2.1.1   The Regional Aviation Group – Pan America was established for the South American, Central America, North American and the Caribbean regions in 2008. It was formalized into an ICAO body in 2010. RASG-PA normally holds one annual meeting and coordinates its activities through an Executive Steering Committee (ESC) which holds four annual meetings and monthly teleconferences.

3.2.1.2   Currently RASG-PA is working on Model legislation for the protection of safety information (GSI-3), flight data analysis reporting (GSI-12), a regional accident/incident investigation agency for Central America (GSI-4), flight safety training, safety enhancement initiatives for data driven risk areas (Runway Excursions – RE, Controlled Flight into Terrain – CFIT and Loss of Control Inflight – LOC-I) and the annual safety report. It accomplishes this work with three Regional Aviation Safety Teams (Annual Safety Report Team – ASRT, Flight Safety Training Team – FSTT and the Regional Aviation Safety Team – RAST).

3.2.1.3   The meeting was informed that RASG-PA disseminates information to the aviation community through the RASG-PA meeting report, the annual safety report, an annual safety summit, a dedicated webpage, a quarterly news letter and safety recommendations. The next meeting of the RASG-PA (RASG-PA/4) will take place in Miami Florida, USA, 17-21 October 2011.

3.2.2   *RASG-EUR:*

3.2.2.1   The high level meeting of European Directors General of Civil Aviation held 15-17 February 2011 agreed to the establishment of the European Regional Aviation Safety Group (RASG-EUR) for the entire European Region. Subsequently, a meeting for the establishment of the RASG-EUR was convened in Paris on 16 May 2011, where participants expressed unanimously full support for the establishment of the RASG-EUR.

3.2.2.2   Technical coordination is under way with the European Commercial Aviation Safety Team (ECAST) and other safety-related regional groups and organizations for the First meeting of the RASG-EUR which is scheduled for 23-24 January 2012 at the ICAO EUR/NAT Regional Office in Paris.

3.2.3   *RASG-ASIA/PAC:*

3.2.3.1   *RASG-ASIA/PAC;* The Forty Seventh meeting of Directors General of Civil Aviation APAC (DGCA/47) meeting held 25-29 October 2010 in Macao, China agreed to the establishment of the RASG-ASIA/PAC. The First meeting of the RASG-ASIA/PAC is scheduled 10-11 October 2011 in Noumea, New Caledonia.

3.2.4   *RASG-AFI:*

3.2.4.1   The Fourth meeting of Directors General of Civil Aviation of ESAF and WACAF States (DGCA/4) held in Matsapha, Swaziland on 8-9 November 2010 agreed on the establishment of the RASG for Africa. An organizational structure is being developed to reflect membership and the relationship with the COSCAPs and RSOOs. The First meeting of RASG-AFI is scheduled to take place from 19 to 24 March 2012.

**SUGGESTED TERMS OF REFERENCE FOR
REGIONAL AVIATION SAFETY GROUPS (RASGs)**

1.   ESTABLISHMENT

1.1   Consistent with the Planning and Implementation Regional Group (PIRG) mechanism, the Regional Aviation Safety Groups (RASGs) may be established in the following regions by the Council of ICAO. The meetings of the RASGs will be convened as required.

Regional Aviation Safety Group – Pan American (RASG-PA) for Caribbean, South American and North American Regions; (based on the existing arrangements put in place by States.)

Regional Aviation Safety Group – Europe (RASG-EUR) for the European Region;

Regional Aviation Safety Group – Asia Pacific (RASG-APAC) for APAC Regions;

Regional Aviation Safety Group – Africa (RASG-AFI) for the African Region; and

Regional Aviation Safety Group – Middle East (RASG-MID) for the Middle East Region.

2.   MEMBERSHIP

2.1   Contracting States entitled to participate as members in a RASG meeting are:

a) those whose territories or dependencies are located partially or wholly within the geographical area to be considered by the meeting;

b) those located outside the area:

1) which have notified ICAO that aircraft on their register or aircraft operated by an operator whose principal place of business or permanent residence is located in such States, operate or expect to operate into the area; or

2) which provide facilities and services affecting the area.

2.2   Contracting States not meeting the above criteria and non-Contracting States are entitled to participate in RASG meetings as observers. The aircraft operators, international organizations, maintenance and repair organizations, regional organizations, training organizations, aircraft manufactures, airport and air navigation service providers and any other allied organizations/representatives will be invited to attend RASG meetings in the capacity of observers. The members and observers will serve as partners of RASG and their joint commitment is fundamental for success in improving aviation safety worldwide. The Regional Director will serve as the Secretary of the

RASG. Wherever two Regional Directors are involved, they would alternate serving as Secretary of the RASG and PIRG to balance the Secretariat responsibilities between these two regional groups.

3. RESOURCES

3.1 An officer from Headquarters (ANB) will participate and provide support to the RASG meetings. The ANB officer will serve as the interface between the RASG and the Air Navigation Commission and present the reports of RASG meetings to the Commission/Council for review and harmonization.

4. WORK PROGRAMME

4.1 The RASG will develop and implement a work programme that supports a regional performance framework for the management of safety on the basis of the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR). The reports of RASG meetings will be reviewed by the Commission on a regular basis and by the Council as deemed necessary.

4.2 Using the GASP and GASR, the RASG will build on the work already done by States, existing subregional organizations such as the Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs) and Regional Safety Oversight Organizations (RSOOs) and support the establishment and operation of a performance-based safety system for the region by:

a) analyzing safety information and hazards to civil aviation at the regional level and reviewing the action plans developed within the region to address identified hazards;

b) facilitating the sharing of safety information and experiences among all stakeholders;

c) ensuring that all safety activities at the regional and subregional level are properly coordinated to avoid duplication of efforts;

d) reducing duplication of efforts by encouraging collaboration, cooperation and resource sharing;

e) conducting follow-up to GASP/GASR activities as required;

f) coordinating with respective PIRG on safety issues; and

g) providing feedback to ICAO to continually improve and ensure an up-to-date global safety framework.

REPORT ON AGENDA ITEM 4:   GLOBAL/REGIONAL PERFORMANCE FRAMEWORK FOR SAFETY

4.1   The meeting recalled that the Global Aviation Safety Plan (GASP), was originally intended, and initially served, as a high-level policy document in guiding the efforts of the States, industry and international organizations.   In view of the latest developments related to implementation of the State Safety Programme (SSP) and Safety Management Systems (SMS), as well as the associated Standards and Recommended Practices (SARPs), it has become necessary to update the GASP to better reflect the introduction and use of safety management principles. The 37th Session of the Assembly (Resolution A37-4 refers) noted the intent to continue to apply the GASP as a tool for safety enhancement by focusing action where it is most needed and directed the Council to keep the GASP current in order to support the relevant ICAO objectives. The new edition of the GASP is on schedule to be finalized by December 2011. It is envisage that the GASR will be amended soon thereafter.

4.2   The meeting noted that the GASP and GASR are built on the principle of partnership and, as such, involve all relevant stakeholders in the development and implementation of any activities aimed at improving safety by using Global Safety Initiatives (GSIs) and Focus Areas (FAs) respectively. Together with ICAO, the stakeholders in the civil aviation sector are States, regional organizations, international organizations, air operators, aircraft design organizations and manufacturers, air navigation service providers, aerodrome operators, aircraft maintenance organizations, aviation training organizations and other industry representatives.

4.3   The meeting noted that it is expected that the global safety targets will be addressed through the implementation of global safety initiatives (GSIs). In this iteration of GASP, the GSIs will be restructured to include strategic and comprehensive GSI implementation strategies that will ensure continued enhancement of global safety. The GASP will also include performance-based measurements to monitor the effectiveness of the GSIs and their contributions toward meeting the global safety targets. The meeting was informed of the new GSIs and noted that compatibility with the old ones remain by grouping related GSIs as follows:

> **GSI 1 -** Implementation of International Standards and Recommended Practices
> **GSI 2 -** Establishment and Management of a Regulatory Oversight System
> **GSI 3 -** Maintaining Sufficient Number of Qualified Personnel
> **GSI 4 -** Establishment and Management of Accident and Incident Investigation
>   Capabilities
> **GSI 5 -** Establishment and Management of a Safety Reporting System
> **GSI 6 -** Alignment and Coordination of Regional Programmes
> **GSI 7 -** Implementation of State Safety Programme (SSP)
> **GSI 8 -** Use of Technology to Enhance Safety
> **GSI 9 -** Continuous Monitoring and Improvement of State's Aviation Safety System

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4.4   The meeting noted that the Air Navigation Commission, at the Eighth meeting of its 186th Session held on 15 March 2011, agreed to the establishment of the Safety Management Panel (SMP). This action stems from the High-level Safety Conference 2010 Recommendation 2/5 which calls for the development of a new Annex (Annex 19) dedicated to safety management responsibilities and processes that would address the safety management responsibilities of States framed under the State Safety Programme (SSP).

4.5   The meeting recalled that Resolution A37-5, adopted by the 37th Session of the Assembly of ICAO (2010) directed the Secretary General to evolve the Universal Safety Oversight Audit Programme (USOAP) to a Continuous Monitoring Approach (CMA) and urged all Contracting States to submit to ICAO in a timely manner and keep up to date all the information and documentation requested by ICAO for the purpose of ensuring the effective implementation of the CMA.

4.6   It was highlighted that a generic Memorandum of Understanding (MOU) governing the relationship between ICAO and Member States with respect to the CMA was approved by the Council of ICAO in March 2011 and forwarded to States for signature through the Secretary General State Letter Ref.: AN 19/42-11/47 of 30 June 2011. The meeting urged those States that have not yet done so to sign 2 originals of the CMA MOU and send them to ICAO HQ prior to 30 September 2011.

4.7   The meeting noted also that a web-based application to assist States in the preparation of a personalized MOU is available under the USOAP CMA online framework (http://www.icao.int/usoap).

4.8   The meeting was apprised of the outcome of the DGCA-MID/1 meeting related to safety with an aim to ensure that the RASG-MID Work Programme is to include necessary follow-up actions. The meeting agreed that the RASG-MID Work Programme should include necessary follow-up actions on the following DGCA-MID/1 Conclusions:

> *DGCA-MID/1 CONCLUSION 1/7 -   SUPPORTING THE TOP LEVEL SAFETY TEAM
> (TLST)*
>
> *That, recognizing the important role of TLST, in implementing the recommendations of the Global Aviation Safety Roadmap (GASR), MID States are encouraged to commit resources to the work of the TLST.*
>
> *DGCA-MID/1 CONCLUSION 1/8 -   REGIONAL STRATEGY FOR COLLECTION OF
> SAFETY DATA*
>
> *That, recognizing the importance of safety data for SMS and SSP programmes, MID States to implement ECCAIRS for collecting safety data; and attend ECCAIRS training courses organized by the ICAO MID Regional Office.*

*DGCA-MID/1 CONCLUSION 1/9 -   ESTABLISHMENT OF RSOOS AND RAIOS IN THE MID
REGION*

That, in order to strengthen their safety oversight capabilities and solve common safety-related deficiencies, in an effective, cooperative and sustainable manner, MID States:

a) cooperate towards the establishment of Regional Safety Oversight Organizations (RSOOs) and Regional Accident and Incident Investigation Organizations (RAIOs); and

b) further address the subject within the framework of RASG-MID.

*DGCA-MID/1 CONCLUSION 1/10 - WORKSHOP ON REGIONAL SAFETY
OVERSIGHT PROGRAMMES*

That, as part of the Regional preparations for the establishment of Regional Safety Oversight Organizations (RSOOs) and Regional Accident and Incident Investigation Organizations (RAIOs), the ICAO MID Regional Office organize a Workshop on Regional Safety Oversight Programmes, in order to address the technical, institutional and financial aspects related to these regional/sub-regional projects.

4.9   The meeting emphasized that the aim of a performance-based approach is to reduce risk and achieve continuous improvement in safety performance through the establishment and monitoring of specific performance criteria based on data driven processes. The meeting recognized that the advantage of a performance-based approach is that it is result oriented, transparent and promotes accountability.   It shifts from prescribing solutions to specifying desired performance outcomes, employs quantitative and qualitative methods, avoids a technology driven approach, helps decision makers to set priorities, makes the most appropriate trade-offs and allows optimum resource allocation.

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REPORT ON AGENDA ITEM 5: RASG-MID TERMS OF REFERENCE AND WORKING ARRANGEMENTS

5. 1   The meeting recalled that the main purpose of the RASG-MID would be to develop an integrated, data-driven strategy and implement a work programme that supports a regional performance framework for the management of safety. This approach is designed to reduce the aviation fatality risk in the MID Region and promote States and industry safety initiatives in harmony with the Global Aviation Safety Plan (GASP). The RASG-MID would support the implementation of the GASP and the associated Global Aviation Safety Roadmap (GASR) in the MID Region and monitor progress in their implementation by ensuring effective coordination and cooperation between all stakeholders.

5. 2   The meeting was apprised of the progress made and the activities of the Middle East Aviation Safety Roadmap (MEASR) Top Level Safety Team (TLST) following the declaration of the Middle East Safety Summit, which was held in Abu Dhabi, 21-22 January 2008. The meeting noted that the TLST has produced a MID Regional Roadmap Assessment Plan with Recommended/Prioritized Actions as at **Appendix 5A** to the Report on Agenda Item 5, and has identified Safety Risk mitigation factors in the following areas:

- Runway excursions;
- Controlled Flight Into Terrain (CFIT); and
- Loss of control in-flight.

5. 3   The meeting was apprised of the activities of the Cooperative Development of Operational Safety and Continuing Airworthiness Projects-Gulf States (COSCAP-GS) and its work programme for the period 2012-2015.

5. 4   The meeting recognized that the RASG-PA (Pan-America) has been a success in improving safety processes in the Pan-American region, and a model to be considered when extending the concept to other ICAO regions. This obviously needs to take into consideration specific regional requirements.

5. 5   In view of the regional efforts already being undertaken, the meeting agreed that the RASG-MID should review the existing regional safety bodies and establish a coordination process and structure that would enhance efficiency and eliminate duplicated activities. In this respect, the meeting agreed to the establishment of a RASG-MID Steering Committee (RSC) with the following tasks:

a)   assess work that has already been done under existing regional initiatives;

b)   identify short and medium term regional safety priorities and initiatives; and

c)   coordinate establishment of the Regional Aviation Safety Teams (RASTs) that need to be established to address these initiatives, provided that:

i.   the RSC completes an analysis of the identified key risk areas against work that has already been done in the region to ensure harmonization and avoid duplication;

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ii.   the RSC assumes the role of maintaining accountability for the established Teams ensuring that they meet their deliverables; and

iii. all aviation stakeholders, including Industry and International Organizations, have an active participation in the established Teams.

5. 6   The meeting agreed that the RSC should have monthly teleconferences and at least one meeting between RASG-MID meetings to monitor the progress of the work and provide guidance to the established RASTs.

5. 7   Based on the above, the meeting agreed to the following Decisions:

DECISION 1/1:   *RASG-MID TERMS OF REFERENCE*

*That, the RASG-MID Terms of Reference are approved as at **Appendix 5B** to the Report on Agenda Item 5.*

DECISION 1/2:   *ESTABLISHMENT OF RASG-MID STEERING COMMITTEE (RSC)*

*That, the RASG-MID Steering Committee (RSC) is established with Terms of Reference as at **Appendix 5C** to the Report on Agenda Item 5.*

5. 8   The meeting agreed that the RSC is to be composed of:

a) The RSC Co-Chairpersons.

b) RASG-MID Chairperson and Vice-Chairpersons.

c) RASG-MID Secretary (supported by appropriate Experts from the ICAO MID Regional Office and ICAO HQ, as required).

d) RASG-MID Members/Alternates from the following States:

    − Bahrain;
    − Iran;
    − Qatar; and
    − Saudi Arabia.

e) RASG-MID Representatives/Alternates from the following Partners:

    − AACO   Arab Air Carrier Organization;
    − ACAC   Arab Civil Aviation Commission;
    − ACI   Airports Council International;
    − AIRBUS   Airbus Aircraft Manufacturer;
    − BOEING   Boeing Commercial Airplane Company;
    − CANSO   Civil Air Navigation Services Organization;
    − COSCAP-GS   Cooperative Development of Operational Safety and
                      Continuing Airworthiness Programme-Gulf States;
    − EASA   European Aviation Safety Agency;
    − FAA-USA   Federal Aviation Authority – United States of America;

–	FSF	Flight Safety Foundation;
–	IATA	International Air Transport Association;
–	IFALPA	International Federation of Airline Pilots Association;
–	MEASR-TLST	Middle East Aviation Safety Roadmap - Top Level Safety Team; and
–	WFP (UN)	World Food Programme (United Nations).

5. 9   The meeting agreed that the composition of the RSC might be updated over time to include only Member States and Partners that could participate actively in the RSC and contribute to its work.

5. 10   In connection with the above, the meeting elected unanimously **Mr. Ismaeil Mohammed Al Balooshi**, Executive Director of Civil Aviation Safety Affairs Sector, General Civil Aviation Authority (GCAA), UAE and **Mr. Chamsou D. Andjorin**, Director Aviation Safety Middle East and Africa, Boeing, as Co-Chairs of the RSC.

5. 11   **Eng. Saleh Al. Amoush**, Director of Airports Safety and Standards, Civil Aviation Regulatory Commission (CARC), Jordan and **Capt. Souhaiel Dallel**, Executive Vice President - AFI/MID Regions, IFALPA, were elected unanimously as Alternates to the two Co-Chairs.

5. 12   In this respect, the meeting agreed to the establishment of an Annual Safety Report Team (ASRT) with Terms of Reference as at **Appendix 5D** to the Report on Agenda Item 5 and agreed accordingly to the following Decision:

> ***DECISION 1/3:   ESTABLISHMENT OF THE ANNUAL SAFETY REPORT TEAM (ASRT)***
>
> *That, the Annual Safety Report Team (ASRT) is established with Terms of Reference as at **Appendix 5D** to the Report on Agenda Item 5.*

5. 13   The meeting reviewed and endorsed the RASG-MID Procedural Handbook as at **Appendix 5E** to the Report on Agenda Item 5 and agreed accordingly to the following Decision:

> ***DECISION 1/4:   RASG-MID PROCEDURAL HANDBOOK***
>
> *That, the RASG-MID Procedural Handbook is approved as at **Appendix 5E** to the Report on Agenda Item 5.*

MEASRM

MID Regional Roadmap Assessment Plan

1. Regional Scope

The MID Region includes the following States: Bahrain, Egypt, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Qatar, Saudi Arabia, Sudan, Syria, UAE and Yemen.

1.1 Regional Safety Goal
Reduce the number of accidents and fatalities in MID States or air carriers where these remain high irrespective of air traffic volumes.

1.2 Purpose
This document captures and summarizes many of the underlying influences of the overall safety of this region's aviation industry. Since influential factors are not limited to the aviation system proper (e.g., operators, ATM/ATC, airport, etc.), but also includes political, socio-economic, and cultural variables, these are captured here as well. If appropriate, the influences and recommended actions can be broken down by State.

This document is intended to assist the Regional Top Level Safety Team (TLST) as they seek out and work to identify and implement changes intended to improve the region's overall safety environment.

Initial Focus Rating
There are issues that must be addressed, and actions are required to reach and maintain industry standards.

2. Key Stakeholders
The following authorities, organizations and initiatives constitute the key stakeholders for the enhancement of aviation safety in the MID region.

2.1. – State Authorities & International Organizations
- ICAO
- Aviation authorities / safety agencies (EASA, US FAA, French DGAC, etc.)
- World Food Programme
- European Union
- ACAC

2.2 – Regional State Authorities / Organizations
- Regional Authorities (all the CAAs)

2.3 – Regional Safety Organizations
- Gulf Flight Safety Committee (GFSC)

2.4 – Industry Organizations
- IATA – International Air Transport Association
- IFALPA – International Federation of Airline Pilots Associations
- Aircraft manufacturers: Airbus, Boeing, etc.
- AACO – Arab Air Carriers Organization

3. Safety Strengths / Enablers

The following programs and initiative should be considered as enablers for the deployment of future regional efforts.

3.1 – International Enablers
- ICAO— COSCAP-Gulf States (GS)
- EASA Technical Cooperation
- Manufacturer (Airbus, Boeing) and EASA support for:
  — Harmonization of civil aviation codes and regulations.
  — Training of civil aviation personnel.

3.2—Regional Enablers
- Financial strength of the region
- Willingness of States to participate

3.3 – Industry Enablers
- EASA – participation in regulation development
- Manufacturers' support to their respective operators and COSCAP

3.4 – Regional Strengths
- A few strong legacy carriers ("pockets of strength")
- Region motivated to improve aviation
- Considerable English-speaking capability
- Continued increase in the number of glass cockpit airplanes
- Rapidly expanding aviation industry

4. Issues / Challenges / Weaknesses

4.1 – States

4.1.1 – Regulatory Environment—Governments, Aviation Laws and Regulations

4.1.1.1 – Existing Risks
- Large number of old Russian era aircraft operated by foreign crews with little or no oversight by their authorities
- Heavy air traffic
- Language barriers at some airports in the region
- ATC organization and oversight by GCC Regulators
- Lack of collaboration between ANSP's and regulators
- Lack of independent aircraft accident board
- Rapid regional aviation growth increased capacity
- GCC regulators challenged to keep pace
- Insufficient regulatory oversight due to inability to keep pace with growth in the region
- Insufficient regulatory resolve
- In sufficient trained and experienced manpower in regulatory bodies
- Regulators not 'in tune' with industry needs
- Bureaucracy very evident in some Regulators – impedes progress and safety

4.1.1.2 – Emerging Risks
- Aviation growth in the region
- New Technology
- Regulators with insufficient trained staff
- Accident rate could increase which would focus world attention on MENA/GCC countries

4.1.2 – Regulatory Oversight

4.1.2.1 – Existing Risks
- Low level of regulatory control/oversight of foreign carriers
- Shortage of qualified CAA personnel for safety oversight
- Insufficient regulatory oversight in validation of foreign operators
- Lack of sufficient regulation for foreign operators meeting ICAO Annex 6 requirements
- Ineffective/incomplete primary aviation law

4.1.2.2 – Emerging Risks
- Increasing industry and shortage of qualified and experienced staff at the authority for oversight responsibilities
- The regulator will need to grow in size in line with the significant growth of the industry in the region

4.1.3 – Unique States Considerations

4.1.3.1 – Existing Risks
- Impact of culture on decision-making
- Lack of a viable Safety Culture that awards openness and self-disclosure.

4.1.3.2 – Emerging Risks
- Co-operation between the States needs to improve in order to find a solution to issues such as the airspace design, capacity and air traffic control of the region

4.2 – Region

4.2.1—Unique Regional Considerations
The MID States present unique considerations in terms of:
- Political diversity (national wealth, operating environment, infrastructure, growth, etc.)
- Multitude of existing safety-enhancement programs and initiatives, but lack of coordination
- Coping with regional weather in the regional context (e.g. sandstorms, fog)
- Regional "at-risk" behavior / cultural relation to risk
- Language proficiency (English) at some airports and with some operators

4.2.1.1 – Existing Risks
- Controlled Flight into Terrain (as identified by the CAST)
- Loss of Control In-flight (as identified by the CAST)
- Lack of cooperation and failure to utilize safety synergies in the GCC
- Lack of a viable safety culture which looks for the source of accidents and does not penalize the individual.

4.2.2.1.1 – Operating Environment
- Environment (sandstorms, etc.)

4.2.2.1.2 – Most Frequent Types of Events:
- Approach-and-landing accidents
- Runway incursions/excursions
- ATC related

4.2.2.2—Emerging Risks
- Unaccommodated traffic growth
- Absence of foreign operator approval programmes
- Shortage of quality and quantity in pilots
- Shortage of mechanics and certifying staff
- Shortage of qualified Air Traffic Controllers
- Shortage of civil aviation personnel, in general
- Shortage of operators' initial and continued competence with AOC (i.e. small cargo operators)
- Continued growth, despite increasing competition in the region, forces airlines to cut costs unrealistically
- Lack of GCC regulators to keep pace with the growth of aviation in the region
- Inability of the Organizational Culture to be flexible enough to move with the changing times and

address organizational changes appropriately

4.3—Industry

4.3.1 – Operators' Organization / Business Practices

4.3.1.1 – Existing Risks
- Fleet Obsolescence (small cargo operators)
- Operators not overseen adequately by Regulator

4.3.1.2 – Emerging Risks
- Lack of operators' initial and continued competence with AOC (new small operators)
- Unaccommodated traffic growth
- Operators not overseen adequately by Regulator

4.3.2 – Operators' Fleets / Equipment

4.3.2.1 – Existing Risks
- Obsolescence of fleet (eastern-built + first generation jets) – small operators

4.3.2.2 – Emerging Risks
- New Technology
- Regulator unable to deal in a timely manner with new technology
- Lack of proactive regulator
- Fleet expansion plans not safely implemented
- Disconnect between new technologies and aviation sectors e.g. ATC/aircraft equipment

4.3.3 – Flight Operations / Crew Training

4.3.3.1 – Existing Risks
- Immature voluntary reporting systems/"just culture"
- Fatigue vs. increasing workloads
- Disparate safety data collection by operators
- Inability of Regulator to aggregate operators safety data

4.3.3.2 - Emerging Risks
- Decreasing experience base
- Inability of Regulator to aggregate operators safety data
- Crew training not adequately overseen by Regulator
- AQP not implemented correctly
- Single pilot VLJs mixing with large airplanes in complex, busy airspace

4.3.4—Maintenance / Training

4.3.4.1 – Existing Risks
- Lack of cohesion between operations and maintenance within airlines
- Fatigue
- Error management not adequate
- Just culture non-existent

4.3.4.2 – Emerging Risks
- Lack of skilled maintainers
- SMS incorrectly implemented

4.3.5 – Infrastructures—Airports, Navaids, ATC

4.3.5.1 – Existing Risks
- Airspace design not coordinated within or outside of the State
- Poor relationship between some ANSPs and Regulator
- Poor relationship between ANSPs/Regulator and Military

4.3.5.1.1—Airport Infrastructures
- Expansion plans too ambitious for constraints of airport leading to safety concerns
- Airport ramp safety
- Airport security

4.3.5.1.2 – Navaids / ATM / ATC Infrastructures
- Multiple, small FIRs
- Uncoordinated ATC activities

4.3.5.2 – Emerging Risks
- Increasing traffic density
- Lack of National Aviation Plan and Airspace Plan

4.3.6 – Unique Industry Considerations

4.3.6.1 – Existing Risks
- SMS not adequately implemented
- Breakdown in relationship between operators and Regulator

4.3.6.2 – Emerging Risks
- Environmental concerns not adequately addressed

5.   **Identification of Gaps between Best Practices and Current State**

- Gaps between objectives and current state should be assessed using the observations resulting from the following assessment / audit programs:
    - ICAO USOAP programme
    - IATA IOSA programme
    - Regional assessment by Regulators and air carriers
    - CAST programme
- Aircraft manufacturers need to be involved more with industry and regulators
- IFALPA
- Other organizations as appropriate

6.   **Recommended / Prioritized Actions**

To be developed by regional implementation team based upon gap analysis and an assessment of the impact and potential changeability of each proposed action – Some examples of items to consider for MID States may include:

- Implementation and Harmonization of EASA based regulations between MID States
- Establishment of Regional Aviation Safety Team to work under the TLST, and to be the focal point for gathering safety data, analyzing it, using CAST data and established guidance material, circulars etc. to customize as required and distribute to the States for implementation.
- Establishment by ICAO of a Regional Aviation Safety Group for the Middle East Region (RASG-MID) to which the TLST will communicate its findings and outcomes
- Sharing of best practice by regulators in setting up SSPs
- Lobbying for regional ATC design/operations

7.   **Regional Action Plan Definition**

7.1 Current Regional Activities
- ICAO—COSCAP-GS
- MEASRM / TLST
- RASG-MID (1st meeting to be convened in 2011)

**TERMS OF REFERENCE FOR THE
MIDDLE EAST REGIONAL AVIATION SAFETY GROUP (RASG-MID)**

1.   MEMBERSHIP

1.1   Contracting States entitled to participate as members in the RASG-MID meetings are those whose territories or dependencies are located partially or wholly within the area of accreditation of the ICAO Middle East Regional Office; i.e.: Bahrain, Egypt, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Qatar, Saudi Arabia, Sudan, Syria, UAE and Yemen.

1.2   Other Contracting States and non-Contracting States are entitled to participate in RASG-MID meetings as observers. The aircraft operators, international organizations, maintenance and repair organizations, regional and sub-regional organizations, training organizations, aircraft manufactures, airport and air navigation service providers and any other allied organizations/representatives will be invited to attend the RASG-MID meetings in the capacity of observers.

1.3   The following stakeholders are the Permanent Observers to RASG-MID:

AACO	Arab Air Carrier Organization
ACAC	Arab Civil Aviation Commission
ACI	Airports Council International
AIRBUS	Airbus Aircraft Manufacturer
BOEING	Boeing Commercial Airplane Company
CANSO	Civil Air Navigation Services Organization
COSCAP-GS	Cooperative Development of Operational Safety and Continuing Airworthiness Programme-Gulf States
EASA	European Aviation Safety Agency
Embraer	Embraer Aviation International
FAA-USA	Federal Aviation Authority – United States of America
FSF	Flight Safety Foundation
IACA	International Air Carrier Association
IATA	International Air Transport Association
IBAC/MEBAA	International Business Aviation Council/Middle East Business Aviation Association
IFALPA	International Federation of Airline Pilots Association
IFATCA	International Federation of Air Traffic Controllers Association
MEASR-TLST	Middle East Aviation Safety Roadmap - Top Level Safety Team
WFP (UN)	World Food Programme (United Nations)

1.4   The members and observers will serve as partners of RASG-MID and their joint commitment is fundamental for success in improving aviation safety worldwide.

2.   **THE TERMS OF REFERENCE OF THE GROUP ARE:**

   a) to support the implementation of the Global Aviation Safety Plan (GASP) and the associated Global Aviation Safety Roadmap (GASR) in the MID Region by ensuring effective coordination and cooperation between all stakeholders and monitoring progress in the implementation of the GASP and GASR; and

   b) to support the establishment and operation of a performance-based safety system for the Region, using the GASP and GASR, and building on the work already done by States and regional organizations.

3.   **IN ORDER TO MEET THE TERMS OF REFERENCE, THE GROUP SHALL:**

   a) analyze safety information and hazards to civil aviation at the regional level and review the action plans developed within the region to address identified hazards;

   b) facilitate the sharing of safety information and experiences among all stakeholders;

   c) ensure that all safety activities at the regional and sub-regional level are properly coordinated to avoid duplication of efforts;

   d) reduce duplication of efforts by encouraging collaboration, cooperation and resource sharing;

   e) conduct follow-up to GASP/GASR activities as required;

   f) coordinate with MIDANPIRG on safety issues; and

   g) provide feedback to ICAO to continually improve and ensure an up-to-date global safety framework.

RASG-MID STEERING COMMITTEE (RSC)

TERMS OF REFERENCE

A) **Purpose of the RSC:**

The RSC is established to act as an advisory body to the RASG-MID, guide its work and ensure that safety initiatives are accomplished in a timely, effective and efficient manner.

In order to meet its Terms of Reference, the RSC shall:

1) assess work that has already been done under existing regional safety initiatives;

2) identify short and medium term regional safety priorities and initiatives;

3) coordinate the activities of the RASG-MID and all GASP/GASR safety related initiatives and adjust strategy as necessary;

4) undertake any action required to ensure that the RASG-MID achieves its objective to reduce aviation risks and minimize or avoid duplication of efforts in the MID Region;

5) provide regular safety environment assessments to the RASG-MID;

6) coordinate establishment of the Regional Aviation Safety Teams (RASTs) that need to be established to address these initiatives, provided that:

   i. the RSC completes an analysis of the identified key risk areas against work that has already been done in the region to ensure harmonization and avoid duplication;

   ii. the RSC assumes the role of maintaining accountability for the established Teams ensuring that they meet their deliverables; and

   iii. all aviation stakeholders, including Industry and International Organizations, have an active participation in the established Teams.

7) monitor the progress of work and provide guidance to the established RASTs; and

8) propose the RASG-MID work programme.

B) **Composition:**

The RSC is to be composed of:

   a) The RSC Co-Chairpersons.

   b) RASG-MID Chairperson and Vice-Chairpersons.

   c) RASG-MID Secretary (supported by appropriate Experts from the ICAO MID Regional Office and ICAO HQ, as required).

   d) RASG-MID Members/Alternates from the following States:

   − Bahrain;
   − Iran;
   − Qatar; and
   − Saudi Arabia.

e) RASG-MID Representatives/Alternates from the following Partners:

−	AACO	Arab Air Carrier Organization;
−	ACAC	Arab Civil Aviation Commission;
−	ACI	Airports Council International;
−	AIRBUS	Airbus Aircraft Manufacturer;
−	BOEING	Boeing Commercial Airplane Company;
−	CANSO	Civil Air Navigation Services Organization;
−	COSCAP-GS	Cooperative Development of Operational Safety and Continuing Airworthiness Programme-Gulf States;
−	EASA	European Aviation Safety Agency;
−	FAA-USA	Federal Aviation Authority – United States of America;
−	FSF	Flight Safety Foundation;
−	IATA	International Air Transport Association;
−	IFALPA	International Federation of Airline Pilots Association;
−	MEASR-TLST	Middle East Aviation Safety Roadmap - Top Level Safety Team; and
−	WFP (UN)	World Food Programme (United Nations).

Note: The composition of the RSC might be updated over time to include only Member States and Partners that could participate actively in the RSC and contribute to its work.

C) **Frequency of meetings:**

- at least one meeting per year (between RASG-MID meetings); and
- monthly teleconferences.

D) **Roles and Responsibilities:**

- ICAO MID Regional Office – Secretariat;
- ICAO HQ – Support; and
- Partners – Commit resources, provide technical expertise and collaborate in RASG-MID initiatives.

ANNUAL SAFETY REPORT TEAM (ASRT)

TERMS OF REFERENCE

A) **Purpose of the RSC:**

The RSC is established to:

1) gather safety information from different available sources to determine the main aviation safety risks in the Middle East Region;

2) organize the Annual Safety Report in three main Sections, one for each safety information category:

   a) Reactive Information;

   b) Proactive Information; and

   c) Predictive Information.

3) based on the risk areas identified in the annual report, make recommendations to the RASG-MID for safety enhancement initiatives; and

4) prepare a draft progress report to the ANC based on the Annual Safety Report, the safety enhancement initiatives and detailed implementation plans.

B) **Composition:**

   - RASG-MID Partners.

C) **Roles and Responsibilities:**

   - ICAO HQ – Support;
   - ICAO MID Regional Officers – Support; and
   - Partners – Provide technical expertise and collaborate in the development of material as requested by ASRT.

INTERNATIONAL CIVIL AVIATION ORGANIZATION

REGIONAL AVIATION SAFETY GROUP – MIDDLE EAST

(RASG-MID)

PROCEDURAL HANDBOOK

FIRST EDITION – SEPTEMBER 2011

RASG-MID PROCEDURAL HANDBOOK - GENERAL

INTRODUCTION

FOREWORD

1.1   The Regional Aviation Safety Group-Middle East (RASG-MID) Procedural Handbook is a publication prepared by the ICAO Secretariat and adopted by the RASG-MID. Its purpose is to provide, for easy reference, a consolidation of material, particularly of a procedural nature, about the work of the RASG-MID. It contains the Terms of Reference (TOR) of the Group, the working arrangements and other internal procedures and practices governing the conduct of business.

1.2   The Handbook has a series of loose-leaf pages, organised in Section headings. A Table of Contents is provided which serves also as a subject index and as a checklist for the current pages.

1.3   Replacement pages and/or updated editions will be issued as necessary. Additional material will be incorporated in the existing Sections or will be the subject of new Sections, as required.

1.4   The Procedural Handbook will be distributed to Members and Observers of the Group, the ICAO Secretariat, and to other States, international organizations and stakeholders participating in meetings, contributing to, or having interest in the work of the Group and/or its Contributory Bodies.

1.5   An electronic copy of the Procedural Handbook will also be available in PDF format, on the ICAO Middle East Regional Office website: http://www.icao.int/mid under RASG-MID.

RASG-MID PROCEDURAL HANDBOOK

Page

INTRODUCTION

1.   BACKGROUND

1.1.   On 6 October 2009, the ICAO Air Navigation Commission reviewed a proposal for the establishment of Regional Aviation Safety Groups (RASGs) and decided that the concept of RASGs be transmitted to States and appropriate international organizations for comments before a recommendation was made to the Council. It was highlighted during the discussions that the proposal for RASGs would not fundamentally change the efforts that are presently underway in several ICAO regions. A State letter dated 16 December 2009 sought comments from States and selected international organizations on the need for uniform establishment of RASGs in all regions, and provided suggested terms of reference and work programme of the RASGs. The comments by States were very supportive of the establishment of RASGs. Consequently, the ICAO Council at the fourth meeting of its 190th Session held on 25 May 2010:

   a) approved the establishment of the following RASGs: RASG-MID for the Caribbean, South American, and North American regions (including Central America); RASG-EUR for the European region; RASG-APAC for the Asia Pacific regions; RASG-AFI for the African region and RASG-MID for the Middle East region, with the aim of supporting a regional performance framework for the management of safety;

   b) agreed to the terms of reference of the RASGs as detailed in the Appendix to the paper;

   c) agreed that the report of RASG meetings, similar to reports of planning and implementation regional groups (PIRGs), would be reviewed by the ANC on a regular basis and by the Council as deemed necessary;

   d) approved the inclusion of the sentence "coordinate with respective RASG on safety issues" in the terms of reference of all PIRGs, viz APANPIRG, APIRG, EANPG, GREPECAS, MIDANPIRG and NAT SPG; and

   e) requested the ANC to report to the Council any duplication in the activities of the PIRGs and the RASGs.

1.2.   The main purpose of the Regional Aviation Safety Group–Middle East (RASG-MID) would be to develop an integrated, data-driven strategy and implement a work programme that supports a regional performance framework for the management of safety. This approach is designed to reduce the commercial aviation fatality risk in the MID region and promote States and industry safety initiatives in harmony with the ICAO Global Aviation Safety Plan (GASP) and Global Aviation safety Roadmap (GASR).

1.3.   Further, the 37 Session of the ICAO General Assembly, Montreal 28 September to 8 October 2010 agreed to Assembly Resolution A37-4.

Quote from Assembly Resolution **A37-4: ICAO global planning for safety**:

> ***Recognized*** *that safety is a shared responsibility involving ICAO, Contracting States and all other stakeholders;*
>
> ***Recognized*** *that regional aviation safety groups should be implemented by ICAO, taking into account the needs of the various regions and building on the already existing structures and forms of cooperation;*

Stressed the need for continuous improvement of aviation safety through a reduction in the number of accidents and related fatalities in air transport operations in all parts of the world, particularly in States where safety records are significantly worse than the worldwide average;

Urged Contracting States, regional safety oversight organizations and international organizations concerned to work with all stakeholders to implement the GASP objectives and GASR methodology objectives and to implement these methodologies to reduce the number and rate of aircraft accidents.

2. TERMS OF REFERENCE

2.1 MEMBERSHIP

2.1.1   Contracting States entitled to participate as members in the RASG-MID meetings are those whose territories or dependencies are located partially or wholly within the area of accreditation of the ICAO Middle East Regional Office; i.e.: Bahrain, Egypt, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Qatar, Saudi Arabia, Sudan, Syria, UAE and Yemen.

2.1.2   Other Contracting States and non-Contracting States are entitled to participate in RASG-MID meetings as observers. The aircraft operators, international organizations, maintenance and repair organizations, regional and sub-regional organizations, training organizations, aircraft manufactures, airport and air navigation service providers and any other allied organizations/representatives will be invited to attend the RASG-MID meetings in the capacity of observers.

2.1.3   The following stakeholders are the permanent Observers to RASG-MID:

AACO	Arab Air Carrier Organization
ACAC	Arab Civil Aviation Commission
ACI	Airports Council International
AIRBUS	Airbus Aircraft Manufacturer
BOEING	Boeing Commercial Airplane Company
CANSO	Civil Air Navigation Services Organization
COSCAP-GS	Cooperative Development of Operational Safety and Continuing Airworthiness Programme-Gulf States
EASA	European Aviation Safety Agency
Embraer	Embraer Aviation International
FAA-USA	Federal Aviation Authority – United States of America
FSF	Flight Safety Foundation
IACA	International Air Carrier Association
IATA	International Air Transport Association
IBAC/MEBAA	International Business Aviation Council/ Middle East Business Aviation Association
IFALPA	International Federation of Airline Pilots Association
IFATCA	International Federation of Air Traffic Controllers Association
MEASR-TLST	Middle East Aviation Safety Roadmap - Top Level Safety Team
WFP (UN)	World Food Programme (United Nations)

2.1.4   The members and observers will serve as partners of RASG-MID and their joint commitment is fundamental for success in improving aviation safety worldwide.

2.2   **THE TERMS OF REFERENCE OF THE GROUP ARE:**

a)   to support the implementation of the Global Aviation Safety Plan (GASP) and the associated Global Aviation Safety Roadmap (GASR) in the MID Region by ensuring effective coordination and cooperation between all stakeholders and monitoring progress in the implementation of the GASP and GASR; and

b)   to support the establishment and operation of a performance-based safety system for the Region, using the GASP and GASR, and building on the work already done by States and regional organizations.

2.3   **IN ORDER TO MEET THE TERMS OF REFERENCE, THE GROUP SHALL:**

a)   analyze safety information and hazards to civil aviation at the regional level and review the action plans developed within the region to address identified hazards;

b)   facilitate the sharing of safety information and experiences among all stakeholders;

c)   ensure that all safety activities at the regional and sub-regional level are properly coordinated to avoid duplication of efforts;

d)   reduce duplication of efforts by encouraging collaboration, cooperation and resource sharing;

e)   conduct follow-up to GASP/GASR activities as required;

f)   coordinate with MIDANPIRG on safety issues; and

g)   provide feedback to ICAO to continually improve and ensure an up-to-date global safety framework.

3.   WORKING ARRANGEMENTS

3.1.   **Relations with States**

3.1.1   States located geographically in the MID Region and States having aircraft on their register, which operate in the MID Region, shall be kept fully informed of activities of the RASG-MID. To achieve this objective, States should receive, on a regular basis:

a)   the proposed agenda for meetings of the Group;

b)   the reports on meetings of the Group; and, as appropriate; and

c)   the summaries or reports on meetings of its contributory bodies.

3.1.2   States should ensure necessary co-ordination and follow-up of the Group's activities within their Administrations.

3.1.3   The Group may obtain information from MID provider States on specific questions and offer them advice in the form of specific proposals for action.

3.2 **Relations with other Bodies and Organizations**

3.2.1   The Group shall keep itself informed of the activities of other aviation bodies and organizations to the extent that such activities are likely to be of interest to the Group.

3.2.2   When necessary, the Group shall provide information and advice to such bodies and organizations, if this is required, in order to:

   a)   avoid duplication of studies and/or effort; and

   b)   engage their assistance in matters which, while having a bearing on aviation safety, are outside the competence of ICAO and/or the terms of reference of the RASG-MID.

3.3 **Administration of the Group**

3.3.1   The RASG-MID shall be administered as follows:

   a)   by a Chairperson elected from the Representatives designated by **Member States** of the Group. A First Vice-Chairperson shall also be elected from the said Representatives; and a Second Vice-Chairperson shall be elected from the **partners**.

   b)   by the ICAO Regional Director, Cairo who serves as Secretary. In the execution of his duties the Secretary will be supported by appropriate Experts from the ICAO MID Regional Office and ICAO HQ, as required.

3.3.2   The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Group. The Group shall at all times work with a minimum of formality and paper work (paperless meetings).

3.3.3   Between meetings of the Group, some subjects may be dealt with by correspondence and/or teleconferencing among appointed Representatives through the ICAO MID Regional Office.

3.4 **Meetings of the Group**

3.4.1   Based on the advice of the Members of the Group and of the Secretary, the Chairperson shall decide on the date and duration of meetings of the Group.

3.4.2   Meetings shall normally be convened at the location of the ICAO Regional Office in Cairo, Egypt. If a State offers to host a meeting, it shall coordinate with the Secretary of the Group as early as possible, but in any case at least six (06) months in advance and, shall be responsible for providing a venue, services and all costs of travel, accommodation and subsistence allowance for Secretariat attendees.

3.5   RASG-MID Steering Committee (RSC)

3.5.1   A RASG-MID Steering Committee (RSC) composed of representatives from States, international/regional organizations and industry is established to act as an advisory body to the RASG-MID, guide its work and ensure that safety initiatives are accomplished in a timely, effective and efficient manner. To this end, the RSC shall:

a) assess work that has already been done under existing regional safety initiatives;

b) identify short and medium term regional safety priorities and initiatives;

c) coordinate the activities of the RASG-MID and all GASP/GASR safety related initiatives and adjust strategy as necessary;

d) undertake any action required to ensure that the RASG-MID achieves its objective to reduce aviation risks and minimize or avoid duplication of efforts in the MID Region;

e) provide regular safety environment assessments to the RASG-MID;

f) coordinate establishment of the Regional Aviation Safety Teams (RASTs) that need to be established to address these initiatives, provided that:

   i. the RSC completes an analysis of the identified key risk areas against work that has already been done in the region to ensure harmonization and avoid duplication;

   ii. the RSC assumes the role of maintaining accountability for the established Teams ensuring that they meet their deliverables; and

   iii. all aviation stakeholders, including Industry and International Organizations, have an active participation in the established Teams.

g) monitor the progress of work and provide guidance to the established RASTs; and

h) propose the RASG-MID work programme.

3.5.2   Regular meetings of the RSC shall be held monthly via teleconference on a day and time agreed to by the RSC. Special meetings of the RSC may be called by the Secretariat when deemed in the best interest of the Group.

RASG-MID Steering Committee (RSC) Membership

3.5.3   The RASG-MID Steering Committee (RSC) is composed of:

a) The RSC Co-Chairpersons;
b) RASG-MID Chairperson and Vice-Chairpersons;
c) RASG-MID Secretary (supported by appropriate Experts from the ICAO MID Regional Office and ICAO HQ, as required);
d) RASG-MID Representatives or Alternates from the following stakeholders:

   – AACO   Arab Air Carrier Organization
   – ACAC   Arab Civil Aviation Commission
   – ACI   Airports Council International
   – AIRBUS   Airbus Aircraft Manufacturer
   – BOEING   Boeing Commercial Airplane Company
   – CANSO   Civil Air Navigation Services Organization

−	COSCAP-GS	Cooperative Development of Operational Safety and Continuing Airworthiness Programme-Gulf States
−	EASA	European Aviation Safety Agency
−	FAA-USA	Federal Aviation Authority – United States of America;
−	FSF	Flight Safety Foundation
−	IATA	International Air Transport Association
−	IFALPA	International Federation of Airline Pilots Association
−	MEASR-TLST	Middle East Aviation Safety Roadmap - Top Level Safety Team
−	WFP (UN)	World Food Programme (United Nations)

e)   Other participants might be invited on ad-hoc basis, as required.

3.5.4   The RASG-MID Steering Committee (RSC) Co-Chairpersons will be elected as follows:

−   One Co-Chairperson from member States; and
−   One Co-Chairperson from an RSC International Organization/Industry (Partners).

Note: An Alternate should be elected from the member States and another Alternate from the Partners, in order to replace the Co-Chaiperson(s), in case of absence.

3.6   Establishment of subsidiary bodies

3.6.1   To assist in its work and support the development, implementation and prioritization of RASG-MID safety initiatives, the Group may create subsidiary bodies (Safety Teams) charged with preparatory work on specific subjects requiring expert advice for their resolution.

3.6.2   The Safety Teams will operate in coordination with and under the guidance of the RSC. They should accomplish their tasks by developing mitigation strategies based on gathering and processing safety data and information. These mitigation strategies shall be focused on the Global Aviation Safety Plan (GASP), corresponding Global Safety Initiatives (GSIs) and associated Global Aviation Safety Roadmap (GASR).

3.6.3   Participation in Safety Teams should be by specialists in the subjects under consideration. Such specialists should have relevant experience in the field concerned.

3.6.4   Secretaries of Safety Teams established by the Group will be appointed by the Secretary of the Group.

3.6.5   The duration of Safety Teams activities will be established by the RSC.

3.7   Reporting lines

3.7.1   The reports of the RASG-MID meetings, similar to reports of planning and implementation regional groups (PIRGs), would be reviewed by the ANC on a regular basis and by the Council as deemed necessary.

4. PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE RASG-MID

4.1. General

4.1.1   The RASG-MID shall at all times work with a minimum of formality and paper work (paperless meetings). To achieve this aim, the rules of procedure for the conduct of meetings should be as flexible and simple as possible. The Group is 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 formal Statements by members or other 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 meetings

4.2.1   At each of its meetings the Group should endeavour to agree on the date, duration and venue of its next meeting.

Note: The convening of at least one meeting every 12 months would generally suffice. However, for the interest of safety in order to safeguard the development and implementation of coherent and orderly safety initiatives/actions, in the interest of States and airspace users in the MID Region, the Group may determine the need for any additional meeting that may arise.

4.2.2   A convening letter for a meeting shall be issued by the Secretary of the Group, normally 90 days prior to the meeting. The convening letter should include the agenda, together with explanatory notes prepared by the Secretary in order to assist participants in preparing for the meeting.

4.3 Establishment of the Agenda

4.3.1   The Secretary, in consultation with the Chairperson of the RASG-MID shall establish a draft agenda on the basis of the work programme adopted and the documentation available.

4.3.2   At the opening of the meeting any State, international/regional organization or a stakeholder may propose the inclusion of additional items on the agenda, and this shall be accepted if the majority of States attending the meeting so agree.

4.4 Languages

4.4.1   The language of the meetings of the RASG-MID and its subsidiary bodies (Safety Teams) shall be English.

4.4.2   The reports on meetings and supporting documentation for meetings of the Group and its subsidiary bodies (Safety Teams) will be prepared in English.

4.5 Officers and Secretariat of the RASG-MID

4.5.1   In order to ensure the necessary continuity in the work of the Group and unless otherwise determined by special circumstances, the Chairperson, the First Vice-Chairperson and Second Vice-Chairperson of the Group should assume their functions at the end of the meeting at which they are elected and serve for three cycles unless otherwise re-elected, in that case the term would be limited to one additional cycle only.

4.5.2   States designated as Members of the Group may at any time request that the election of the Chairperson and/or Vice-Chairpersons be included on the agenda.

4.5.3   The Secretary of the Group who is the ICAO Regional Director, Cairo will also serve as Secretary of the meetings. He will be assisted by Experts from the ICAO Regional Office and ICAO HQ, as required.

4.6   Roles and Responsibilities

Chairperson(s)

4.6.1   The Chairperson will:

1. call for RASG-MID meetings;
2. chair the RASG-MID meetings;
3. keep focus on high priority items;
4. ensure agendas meet objectives to improve safety;
5. provide leadership for ongoing projects and accomplishments;
6. promote consensus among the group members;
7. coordinate RASG-MID activities closely with the Secretariat and follow-up meeting outcomes and actions; and
8. promote RASG-MID and lobby for contributors.

Secretariat

4.6.2   The Secretariat will support the Chairperson by providing administrative, coordination and technical support to the RASG-MID. In particular, The Secretariat will:

1. coordinate meeting logistics with meeting host(s);
2. develop meeting agendas;
3. ensure meeting agendas, documentation and summaries are provided to members;
4. ensure meeting summaries, notices, and related documents are posted in a timely manner on the RASG-MID section of the ICAO MID Regional Office website;
5. track, monitor and facilitate action items and report status to the Group;
6. ensure alignment of RASG-MID activities with the GASP/GASR;
7. maintain communication with the Co-Chairs, and RASG-MID members;
8. identify required administrative support; and
9. manage the RASG-MID work programme.

Members:

4.6.3   Representatives of States designated as Members of the Group shall assume the duties and responsibilities of ensuring the normal conduct of business of the Group. Members should attend regularly all the meetings of the Group and maintain the continuity of the Group's work in the interval between meetings. This may take the form of assignment of specific tasks to selected individual Members.

4.6.4   Representatives of international/regional organizations and industry (partners) should participate actively in the meetings of the Group activity, provide technical expertise and collaborate in RASG-MID initiatives.

Note: *a) Each RASG-MID member State should designate a Member, an Alternate and Adviser(s); and each Partner should designate a Representative and an Alternate, able to support RASG-MID goals and objectives. If designated representation changes, any proposed replacement must be submitted to the RASG-MID Secretary.*

4.6.5   RASG-MID members/partners will:

a)   come to the RASG-MID meetings prepared, and provide active support by deliberating and identifying issues;

b)   support goals and objectives by maintaining timely and active communication between administration/organization represented and RASG-MID; and

c)   share safety improvements with RASG-MID members.

Non-Member Participant and Guest Observers:

4.6.6   Non-Member Participant: Individual(s) who would be invited at the discretion of the RASG-MID Secretary, in collaboration with the Chairperson, to participate in RASG-MID activities and meetings, without voting authority, to enhance the quality and effectiveness of RASG-MID.

4.6.7   Guest Observer: An individual or group who is invited at the discretion of the RASG-MID Secretary, in collaboration with the Chairperson, to strictly observe a RASG-MID meeting or activity.

4.7   **Supporting documentation**

4.7.1   Documentation for meetings of the RASG-MID should be prepared by the Secretariat, States designated as Members of the Group and the Permanent Observers of the Group.

4.7.2   Supporting documentation shall be presented in the form of:

a)   Discussion Papers: are papers prepared on an ad hoc basis in the course of a meeting with the purpose of assisting participants in their discussions on a specific matter or in the development of conclusions for the draft report of the meeting.

b)   Information Papers: are papers prepared on an ad hoc basis in the course of a meeting with the purpose of assisting participants in their discussions on a specific matter or in the development of conclusions for the draft report of the meeting.

c)   Working Papers: constitute the main basis of the discussions on the various items on the agenda.

d)   PowerPoint Presentations: may be delivered to support the above in a, b and c; also to add additional information and knowledge of certain important issue(s).

4.7.3   Working Papers 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 conclusions with specific proposals for action.

4.8   **Conclusions and Decisions of the Meetings**

4.8.1   Action taken by the Group shall be recorded in the form of:

a)   Conclusions; and

b)   Decisions.

4.8.2   Each Conclusion and Decision formulated by the Group should respond clearly to the following four questions (4-Ws):

Why	Why this Conclusion or Decision is needed (subject)
What	What action is required (State Letter, survey, proposal for amendment, seminar, etc)
Who	Who is the responsible of the required action (ICAO, States, etc)
When	Target date

4.8.3   <u>Conclusions</u> deal with matters which, in accordance with the Group's terms of reference, merit directly the attention of States, or on which further action is required to be initiated by the Secretary in accordance with established procedures.

4.8.4   <u>Decisions</u> relate to the internal working arrangements of the Group and its subsidiary bodies.

4.9   **Conduct of business**

4.9.1   The meetings of the RASG-MID shall be conducted by the Chairperson or, in his absence, by the First or Second Vice-Chairperson of the Group, in that order.

4.9.2   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 organization and of the documentation available for consideration of the different items on the agenda.

4.9.3   The Group shall at each of its meetings review its previous meeting outstanding Conclusions/Decisions and Action Plan in order to keep them current and their number at a minimum consistent with the progress achieved in implementation.

4.10   **Reports**

4.10.1   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, agenda and list of Conclusions and Decisions);

b)   a summary of the discussions by the Group on the different items of the agenda including, for each of them, the relevant Conclusions and/or Decisions; and

c)   the work programme and future action by the Group.

4.10.2   A draft report in English will be prepared by the Secretariat for approval by the Group before the closing of each meeting.

4.10.3   The report shall be posted on the ICAO MID website and also be circulated, to all Member States, to Permanent Observers and concerned stakeholders.

5.   RASG-MID ORGANIZATIONAL STRUCTURE

RASG-MID

ORGANIZATIONAL STRUCTURE

COUNCIL

ANC

RASG-MID

Contributors	States		RASG-MID
	COSCAP-GS		RSC
	TLST		RASTs
	Stakeholders		

ASRT
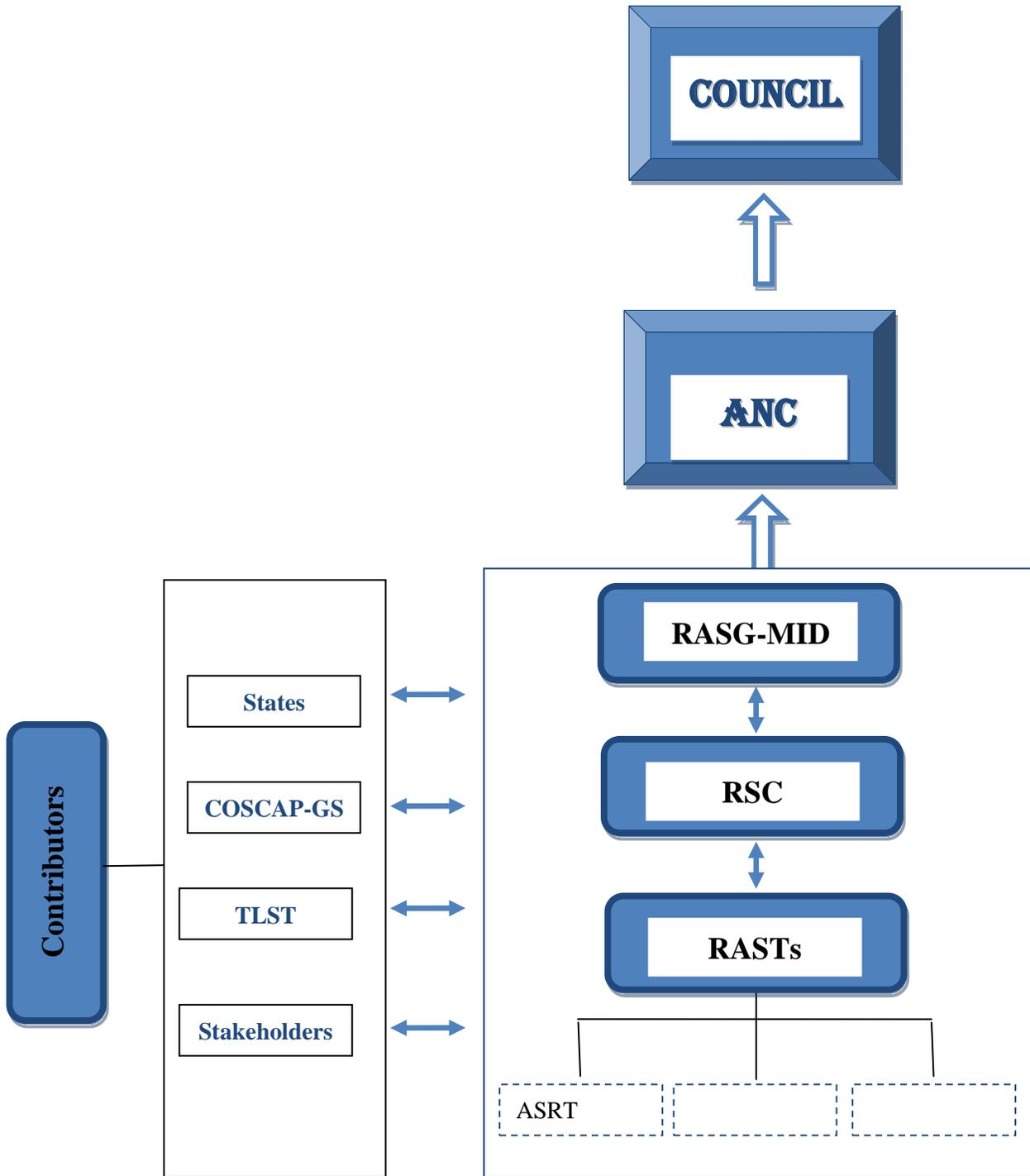
REPORT ON AGENDA ITEM 6:   COORDINATION BETWEEN RASG-MID AND MIDANPIRG

6. 1   The meeting recalled that flight safety issues were addressed through different mechanisms established by States and industry partners.

6. 2   It was highlighted that the creation of RASGs by the ICAO Council has raised concern related to the parallels that were being drawn between the PIRG framework in which regional, and national implementation plans are being developed and implemented and the RASG framework that would monitor progress, coordinate actions among States to facilitate implementation of Global Aviation Safety Plan (GASP) and the associated Roadmap (GASR).

6. 3   The meeting noted that although, the PIRGs had been established to deal mainly with air navigation plans at a regional and global level, they did touch on some safety issues related to ATM. In this respect, it was noted that MIDANPIRG is addressing, in particular, the following safety issues:

-   English Language Proficiency (ELP);
-   ATS Accidents and Incidents Analysis;
-   State Safety Programme (SSP) and Safety Management System (SMS);
-   Runway Safety; and
-   RVSM safety monitoring.

6. 4   The meeting agreed that RASG-MID will initially deal with safety issues directly related to flight operations. However, planning should be initiated in future as RASG-MID matures to adopt a systems approach so that RASG-MID addresses safety issues from an integrated perspective that includes flight operations and ATM safety work presently covered by MIDANPIRG.

6. 5   Based on the above, the meeting agreed that:

-   English Language Proficiency (ELP); and Accidents and Incidents Analysis be addressed within the framework of RASG-MID;
-   SSP and SMS implementation as well as Runway Safety issues be included in the Work Programmes of both RASG-MID and MIDANPIRG, for some period; and
-   RVSM safety monitoring continue to be part of MIDANPIRG Work Programme.

6. 6   The meeting highlighted the need for a mechanism to ensure that the safety issues addressed by both MIDANPIRG and RASG-MID are fully coordinated and agreed that the ICAO Regional Director, Middle East Office being the Secretary of both Groups would ensure that the main outcome of the RASG-MID meetings pertaining to the MIDANPIRG Work Programme will be presented to MIDANPIRG and vice-versa.

RASG-MID/1
Report on Agenda Item 7

REPORT ON AGENDA ITEM 7:   **FUTURE WORK PROGRAMME**

7.1   In accordance with the RASG-MID Procedural Handbook, the meeting agreed that the RASG-MID/2 meeting be tentatively scheduled to be held during the last quarter of 2012. The venue would be the ICAO MID Regional Office in Cairo, unless a State will be willing to host the meeting.

7.2   Coordination between the Secretary of the Group and its Chairperson will be carried out, in a timely manner, to agree on the agenda and duration of the meeting.

REPORT ON AGENDA ITEM 8:   **ANY OTHER BUSINESS**

8.1   In accordance with the RASG-MID Procedural Handbook, the meeting recalled that each RASG-MID member State should designate a Member, an Alternate and Adviser(s) able to support RASG-MID goals and objectives. It was also agreed that Stakeholders who would be Partners should designate their Representatives and Alternates to the RASG-MID.

8.2   The meeting agreed that the list of Members, Alternates and Advisers of the Group should be updated on a regular basis.

8.3   The meeting invited those States that have not yet provided the contact details of their RASG-MID Members/Alternates and Advisers, to do so, prior to 30 September 2011.

8.4   All Stakeholders (partners) were also requested to provide the ICAO MID Regional Office with the contact details of their RASG-MID Representatives/Alternates, prior to 30 September 2011.

8.5   Accordingly, the meeting reviewed and updated the list of RASG-MID, Members, Alternates, Advisers; and Partners' Representatives and Alternates as at **Appendix 8A** to the Report on Agenda Item 8.

RASG-MID/1
Appendix 8A to the Report on Agenda Item 8

**FIRST MEETING OF THE MIDDLE EAST REGIONAL AVIATION SAFETY GROUP
(RASG-MID/1)**

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03 October 2011

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