



*International Civil Aviation Organization*

**MID Safety Support Team**

**Second Meeting (MID-SST/2)**  
*(Cairo, Egypt, 27-29 October 2015)*

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**Agenda Item 2: MID-SST Work Programme**

**UPDATE ON THE CURRENT SAFETY ENHANCEMENT INITIATIVES (SEIs) AND  
DETAILED IMPLEMENTATION PLAN (DIPs)**

*(Presented by the Secretariat)*

**SUMMARY**

This paper provides updates on the current Safety Enhancement Initiatives (SEIs) and Detailed Implementation Plan (DIPs)

Action by the meeting is at paragraph 3.

**REFERENCES**

- RASG-MID/4 Report

**1. INTRODUCTION**

1.1 The MID-SST was established to support the Regional Steering Committee (RSC) in the development; implementation and monitoring of SEIs related to identified safety issues not directly linked to the agreed FAs such as SSP/SMS implementation, Accident and Incident Investigation and English Language Proficiency.

1.2 The RASG-MID/3 meeting (Kuwait, 27-29 January 2014) endorsed the top priority SEIs related to MID-SST as follows:

- 1- improve status of implementation of State Safety Programs (SSPs) in the MID Region;
- 2- strengthening of States' safety oversight capabilities through the establishment of Regional/Sub-regional Safety Oversight Organization(s); and
- 3- improve regional cooperation for the provision of Accident & Incident Investigation.

1.3 The First meeting of the MID Safety Support Team (MID-SST/1), which was held in Cairo, Egypt, 18-20 March 2014 developed draft DIPs to support the SSP implementation in the MID Region, including the establishment of an RSOO to support States in the implementation of SSP.

## 2. DISCUSSION

### *DIP1 (MID-SST/01)*

2.1 The RASG-MID/4 meeting (Jeddah, Saudi Arabia, 30 March - 1 April 2015) endorsed the first DIP (MID-SST/01) related to the establishment of an RSOO-SSP, at **Appendix A**, which includes the following actions:

- 1) Promote the establishment of an RSOO during the Second MID Safety Summit (Oman, 27-29 April 2014), particularly through the high-level briefing/meeting (DGs and CEOs).
- 2) Send out a Questionnaire to the MID States in order to get the States' interest and commitment to the establishment of an RSOO-SSP to support States in the implementation of SSP.
- 3) Analyze the States' replies and develop a Summary Report.
- 4) Coordinate with ICAO MID Regional Office and ACAC in order to consider the proposal of establishment of an RSOO-SSP in the Study on the establishment of RSOO(s) for ACAC and MID Region States.

2.2 With respect to the SSP Questionnaire for the establishment of an RSOO-SSP to support States in the implementation of SSP, 11 States replied to the SSP Questionnaire and 8 out of the 11 States showed interest in joining a Regional Safety Oversight Organization for SSP.

2.3 The first 3 actions of MID-SST/01 had been completed; however the action number 4 was pending until the completion of the Study on the establishment of RSOO(s) for ACAC and MID Region States.

2.4 It is to highlight that the Study conducted based on the analysis of information from different resources. The study also took into consideration the results of the SSP Questionnaire.

2.5 In this regard, the meeting may wish to note that Study was completed and a list of Proposals related to the establishment of RSOO-MENA and associated Future Activities and Work Plan was supported by the RASG-MID/4 meeting, as at **Appendices B** and **C**, respectively. It is to be highlighted that the Final Report of the Study was circulated by ACAC on 21 April 2015 to the 13 States that participated in the Study (Iraq, Jordan, Kuwait, Morocco, Oman, Qatar, Saudi Arabia, Sudan, Tunisia, UAE and Yemen).

2.6 Based on the results of the Study, the DGCA-MID/3 meeting supported the establishment of an RSOO for the Middle East and North African Group of States (MENA RSOO), with a primary objective of the RSOO should be to assist member States to develop and implement SSP (core service). The RSOO should also assist States to resolve safety oversight deficiencies, and thereby achieve compliance with international requirements.

2.7 Nine States (Bahrain, Egypt, Jordan, Kuwait, Morocco, Oman, Qatar, Saudi Arabia and Sudan) signed the Letter of Intent. Accordingly, in accordance with the Future Activities and Work Plan proposed by the Study, the next step would be the establishment of the Steering Committee, which will be composed of the Directors General of the States that signed the Letter of Intent.

2.8 It is to be underlined that the signed Letter of Intent was handed to the Director General of ACAC for presentation to the ACAC Executive Council, Rabat, Morocco, 5-7 May 2015 and necessary follow-up action with concerned States and ICAO.

***DIP2 (MID-SST/02) and DIP3 (MID-SST/03)***

2.9 Two additional DIPs with COSCAP-GS as a Champion related to SMS guidance material (MID-SST/02) and SSP/SMS Workshops (MID-SST/03) were endorsed by the RASG-MID/4 meeting as at **Appendices D** and **E**, respectively.

2.10 With respect to the Second DIP MID-SST/02, COSCAP-GS developed “SMS CAA Surveillance Procedures”, which is available on the COSCAP-GS’s website at (<http://www.coscaps.org/SMS-Related-CAA-Procedures.php>).

2.11 The Third DIP MID-SST/03 for the SSP/SMS Workshops includes:

- 1) a joint ICAO MID Regional Office/COSCAP-GS Safety Management Workshop which is scheduled to be held in Kuwait, 25-27 May 2015; and
- 2) 2 days Workshop on Annex 19 and SMM to be conducted on request by the MID States.

2.12 The Safety Management Workshop was held in Kuwait (25-27, May 2015). The Workshop’s outcomes will be presented in a separate paper.

2.13 Based on the above, the MID-SST/02 and MID-SST/03 are considered completed.

**3. ACTION BY THE MEETING**

3.1 The meeting is invited to:

- a) note the information regarding the completed DIPs; and
- b) agree on the next course of actions related to MID-SST/01 to support the establishment of MENA RSOO.

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## APPENDIX A

## Detailed Implementation Plan

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority	Time Frame
MID-SST/01	Improve status of implementation of State Safety Programs (SSPs) in the MID Region	Refer to the SEI	Refer to the SEI	High	Difficult	P3	1	Mid Term
<b>Safety Enhancement Action (expanded)</b>		ICAO safety management provisions require States to establish a State Safety Programme (SSP) in order to achieve an Acceptable Level of Safety (ALoS) in Civil Aviation.						
<b>Statement of Work</b>		Establishment of an RSOO to support States in the implementation of SSP in an expeditious manner.						
<b>Champion Organization</b>		ICAO						
<b>Human Resources</b>		<ol style="list-style-type: none"> <li>1. SST</li> <li>2. ICAO</li> <li>3. States</li> <li>4. Industry</li> <li>5. ACAC</li> </ol>						
<b>Financial Resources</b>		Options will be explored by SST as required (funds from States or other safety partners).						
<b>Relation with Current Aviation Community Initiative</b>								

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority	Time Frame
<b>Performance Goal</b>		1. Achieve acceptable level of safety in Civil Aviation. 2. Achieve MID- Region safety strategy targets.						
<b>Indicators</b>		In accordance with the MID Region Safety Strategy.						
<b>Key Milestones (Deliverables)</b>		1- Promote the establishment of an RSOO-SSP during the Second MID Safety Summit (Oman, 27-29 April 2014, particularly through the high-level briefing/meeting (DGs and CEOs)).  2- Send out a questionnaire to the MID States in order to get the States' interest and commitment to the establishment of an RSOO-SSP to support States in the implementation of SSP.  3- Analyze the States' replies and develop a summary report.  4- Coordinate with ICAO MID Regional Office and ACAC in order to consider the proposal of establishment of an RSOO-SSP in the Study on the establishment of RSOO(s) for ACAC and MID Region States						
<b>Potential Blockers</b>		1. Lack of necessary expertise Subject to the course of action that will be take: 1. Regional Cooperation 2. Institutional issues 3. Financial constraints						
<b>Responsible</b>		Core Team: ICAO, IATA, Region states, operators, Boeing, Airbus & COSCAP-GS.						
<b>DIP Notes</b>								

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## APPENDIX B

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### PROPOSALS FOR THE ESTABLISHMENT OF AN RSOO FOR THE MENA STATES

- Proposal 1:** An RSOO for the MENA Group of States should be established.
- Proposal 2:** A minimum of five State signatories to the Letter of Intent for establishing the MENA RSOO is required to start the process of establishment.
- Proposal 3:** The primary objective of the RSOO should be to assist member States to develop and implement SSP (core service). The RSOO should also assist States to resolve safety oversight deficiencies, and thereby achieve compliance with international requirements.
- Proposal 4:** The RSOO should have an advisory/consultative mandate, under which member States would hold it accountable for the performance of certain tasks and functions, whilst retaining their sovereign responsibilities.
- Proposal 5:** The RSOO should carry out a range of activities to support the implementation of SSP, in particular safety risk management, safety assurance and the establishment of an acceptable level of safety performance.
- Proposal 6:** With respect to safety oversight, the RSOO should carry out tasks and functions in the area of PEL, OPS, AIR, AGA and ANS.
- Proposal 7:** Safety oversight activities of the RSOO should include harmonization of regulations, development of guidance materials, the conduct of audits and inspections, training and consultancies.
- Proposal 8:** The RSOO should perform its duties and functions within the framework of the GASP and should be fully aligned with the RASGs' priorities and objectives.
- Proposal 9:** The RSOO should make regular reports on the status of its activities to the ACAC Safety Committee and the RASGs.
- Proposal 10:** The MENA RSOO should be first established on the basis of an MOU.
- Proposal 11:** The establishment of the MENA RSOO on the basis of an MOU should not preclude its later transitioning to a formal inter-governmental agreement/treaty, if so decided by the RSOO's Board.
- Proposal 12:** The MOU should provide the RSOO with legal personality, thus enabling it to act independently.
- Proposal 13:** The MOU should be binding on the signatories to the agreement.
- Proposal 14:** The primary source of funding for the common core functions of the RSOO should be contributions made in equal amounts by member States.

**Proposal 15:** Funding for services provided on demand to individual States should be on the basis of fees to be charged to the beneficiary States (cost recovery basis).

**Proposal 16:** Both business and financial plans should be developed to support the RSOO.

**Proposal 17:** In order to reduce cost, and when appropriate, the RSOO should use technical personnel seconded by States, the recruitment of short-term consultants and the implementation of an inspector-sharing scheme.

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**APPENDIX C**

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**FUTURE ACTIVITIES AND WORK PLAN FOR ESTABLISHING THE MENA RSOO**

<b>Activity</b>	<b>Responsible Entity</b>	<b>Completion Date</b>
Signing of the Letter of Intent for establishing RSOO	MENA States committed to the establishment of the RSOO	June 2015
Establishment of the Steering Committee	MENA States committed to the establishment of the RSOO	June 2015
Obtaining funding	Participating States, ACAC, ICAO, funding agencies and industry	October 2015
Recruitment of consultant	Steering Committee members	January 2016
Review of deliverables, including the financial and business plans	HLTF	May 2016
Approval of deliverables, signing of the RSOO MOU and other related documents and agreement on the RSOO location	Steering Committee members	June 2016
Launch of the MENA RSOO (including recruitment of RSOO staff and establishment of the RSOO location)	Steering Committee members	January 2017

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**APPENDIX D**

**Detailed Implementation Plan Template**

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority	Time Frame
MID-SST/02	Guidance for SMS	Refer to the SEI	Refer to the SEI	High	Moderate	P2	1	Mid Term
<b>Safety Enhancement Action (expanded)</b>		States to provide guidance materials for its personnel (Procedures and check-lists) related to SMS.						
<b>Statement of Work</b>		Procedures/Check-list for the use of the CAAs inspectors have been developed by COSCAP-GS Project and are already uploaded on the website ( <a href="http://www.coscap-gs.org/SMS-Related-CAA-Procedures.php">http://www.coscap-gs.org/SMS-Related-CAA-Procedures.php</a> )						
<b>Champion Organization</b>		COSCAP-GS						
<b>Human Resources</b>		COSCAP-GS						
<b>Financial Resources</b>		No special finance needed, since the material is already developed.						
<b>Relation with Current Aviation Community Initiative</b>								

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority	Time Frame
<b>Performance Goal</b>		Support the achievement of MID- Region safety strategy targets related to SSP.						
<b>Indicators</b>		In accordance with the MID region safety strategy.						
<b>Key Milestones (Deliverables)</b>		<p>Thirteen (13) Procedures and Check-lists for the use of the CAAs inspectors.  The documents are also available on WORD version for an easy use by the States:</p> <ul style="list-style-type: none"> <li>0- Assessment document-Review Guide.</li> <li>1- Assessment 1.1 _ Management commitment.</li> <li>2- Assessment 1.2_Safety accountabilities.</li> <li>3- Assessment 1.3_Key safety personnel.</li> <li>4- Assessment 1.4_Coordination of emergency_Rescue.</li> <li>5- Assessment 1.5_SMS Documentation.</li> <li>6- Assessment 2.1_Hazard Identification.</li> <li>7- Assessment 2.2_Risk Assessment.</li> <li>8- Assessment 3.1_Safety Performance Management.</li> <li>9- Assessment 3.2_Management of change.</li> <li>10-Assessment 3.3_Continuous Improvement.</li> <li>11-Assessment 4.1_Training and Education.</li> <li>12-Assessment 4.2_Safety Communication.</li> </ul>						
<b>Potential Blockers</b>		No special finance needed.						
<b>Responsible</b>		Core Team: COSCAP-GS						
<b>DIP Notes</b>								

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## APPENDIX E

## Detailed Implementation Plan

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority
MID-SST/03	Establish and Implement an SSP action plan in the MID - Region States	Refer to the SEI	Refer to the SEI	High	Moderate	P2	1
<b>Safety Enhancement Action (expanded)</b>		SSP and SMS Workshops for managers/decision makers and technical staff.					
<b>Statement of Work</b>		Provide SSP/SMS Workshops					
<b>Champion Organization</b>		COSCAP-GS with the support of ICAO.					
<b>Human Resources</b>		<ol style="list-style-type: none"> <li>1. ICAO/ COSCAP-GS</li> <li>2. Short term experts/trainers to be hired by the COSCAP-GS for the purpose of the training missions.</li> </ol>					
<b>Financial Resources</b>		Under the approval of member States, COSCAP-GS budget will be used. Sponsoring will also be needed.					
<b>Relation with Current Aviation Community Initiative</b>							

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority
	<b>Performance Goal</b>	1. Awareness raising of CAAs' managers, decision makers and technical personnel. 3. Achieve the MID Region Safety Strategy Targets.					
	<b>Indicators</b>	Support the achievement of MID Region Safety Strategy Targets related to SSP.					
	<b>Key Milestones (Deliverables)</b>	A joint ICAO MID Regional Office/COSCAP-GS Safety Management Workshop (Kuwait, 26-28 May 2015); and 2 day Workshop on Annex 19 and SMM to be conducted on request by the MID States (2 Workshops are already planned in Kuwait and Bahrain, beginning of 2015)					
	<b>Potential Blockers</b>	1. Shortage in Human resources (inspectors) to be trained. 2. Security and political issues in some States that could jeopardise the travel missions.					
	<b>Responsible</b>	Core Team: ICAO, COSCAP-GS, Safety Partners and MID Region States.					
	<b>DIP Notes</b>						

- END -