



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**REPORT OF THE SECOND MEETING  
OF THE SECFAL PLAN DEVELOPMENT GROUP**

**SECFAL PDG/2**

*(Abu Dhabi, UAE, 3 – 4 May 2017)*

The views expressed in this Report should be taken as those of the Aviation Security and Facilitation Plan Development Group and not of the Organization.

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 Second meeting of the Aviation Security and Facilitation Plan Development Group (SECFAL PDG/2) was hosted by the UAE General Civil Aviation Authority (GCAA) at the Hilton Capital Grand Hotel, Abu Dhabi, UAE, from 3 to 4 May 2017.

### **2. OPENING**

2.1 The meeting was opened by Mr. Mohamed Khalifa Rahma, Regional Director, ICAO Middle East Office, who expressed ICAO's sincere gratitude to UAE for hosting the Second meeting of the Aviation Security and Facilitation Plan Development Group (SECFAL PDG/2) and for the excellent hospitality and cooperation. Mr. Rahma welcomed the participants to Abu Dhabi and wished them a successful and fruitful meeting. He underlined the need to expedite the implementation of the Riyadh Declaration and the importance of cooperation between all stakeholders. Mr. Rahma also highlighted the outcomes of SECFAL PDG/1 meeting and urged the participating States and stakeholders to fulfill the expected objectives of the SECFAL PDG/2 meeting.

2.2 Finally, Mr. Rahma thanked all participants for their presence wishing them successful and productive meeting.

### **3. ATTENDANCE**

3.1 The meeting was attended by a total of thirty eight (38) participants from eleven (11) States (Australia, Egypt, Jordan, Kuwait, Morocco, Oman, Qatar, Saudi Arabia, Sudan, UAE, and USA/TSA) and three (3) Organizations/Industries (AACO, ACI and IATA) in addition to ICAO CASP-MID Programme Coordinator. The list of participants is at **Attachment A**.

### **4. OFFICERS AND SECRETARIAT**

4.1 The meeting was chaired by Eng. Fahad Alanzi, Head of Aerodrome Certification and Security, Directorate General of Civil Aviation (DGCA), Kuwait.

4.2 Mr. Luay Ishaqat, Regional Officer, Aviation Security and Facilitation (RO/ASF) was the Secretary of the meeting, supported by Mr. Mohamed Khalifa Rahma, Regional Director (RD).

### **5. LANGUAGE**

5.1 Discussions were conducted in English and documentation was issued in English. Simultaneous translation into Arabic was provided by host State (UAE).

### **6. AGENDA**

6.1 The following Agenda was adopted:

Agenda Item 1: Adoption of the Provisional Agenda

Agenda Item 2: Draft ACAC/MID SECFAL Plan

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Agenda Item 3: Draft MID-RASFG Procedural Handbook

Agenda Item 4: Future Work Programme

Agenda Item 5: Any other Business

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**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.

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**REPORT ON AGENDA ITEM 2: DRAFT ACAC/MID SECFAL PLAN**

2.1 The meeting recalled the “One Pager Scoping Documents” and the SECFAL Questionnaire sent to States. The secretariat presented the results of the Questionnaire answers. The meeting agreed to highlight the top five topics that the participating States and Organizations consider as high priority for drafting the Short-Term SECFAL Plan.

2.2 The meeting reviewed the Riyadh Declaration on Aviation Security and Facilitation Undertakings and identified the followings as high priority topics, which should be included in the short-term Plan:

- Cyber Security;
- Risk & Threat Assessments (Land & Airspace);
- Cargo & Mail Security; and
- Passenger Data (API/PNR).

2.3 In connection with the above, the meeting underlined that the new Global Aviation Security Plan (GASeP) as well as the other Undertakings of the Riyadh Declaration would be considered in the medium and long-term priorities in the future.

2.4 The meeting established four Groups to draft a short-term plan for each of the four topics/priorities identified above:

2.4.1 Cyber Security Group Members:

- Rapporteur: Mr. Rashad Karky from AACO;
- Mr. Ali Talib Alathbi from Qatar;
- Mr. Mohammad J. Mahmoud from Saudi Arabia;
- Mr. Hassan Elhag from Sudan;
- Ms. Ljiljana Arandjelovic and Mr. Saif Al-Mehairi from UAE; and
- Mr. SL Wong from ACI.

2.4.2 Risk & Threat Assessments (Land & Airspace) Members:

- Rapporteur: Mr. Mohamed Roshdy ElFarkh from Egypt;
- Mr. Mohammed A. AlThuwaini from Kuwait;
- Mr. Adil Bouloutar from Morocco;
- Mr. Nasser Al-Jassasi from Oman; and
- Mr. Jason Schwabel from TSA.

2.4.3 Cargo & Mail Security Members:

- Rapporteur: Mr. Khalil Dhmeni from AACO;
- Ms. Shona Rosengren from Australia.
- Mr. Mahmoud El-Kurdi from Jordan;
- Mr. Ahmed Almajid from Qatar;
- Mr. Khalid Al-Blooshi and Mr. Tareq Musabbeh from UAE; and
- Mr. Ahmed Salah from IATA.

2.4.4 Passenger Data (API/PNR) Members:

- Rapportuer: Mr. Shamel Alshishani from IATA;
- Mr. Abdullah AlRaddadi from Saudi Arabia;
- Mr. Mahmoud M. Elmagadam from Sudan; and
- Mr. Abdulla Alhmoudi and Ahmed Alkaabi from UAE.

2.5 The Rapporteurs of the Groups are required to submit the outcomes of their Group to the ICAO MID Office by **11 May 2017**. The ICAO MID Office would consolidate the inputs using a unified template and sent it back to States for review by 25 May 2017.

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**REPORT ON AGENDA ITEM 3: DRAFT MID-RASFG PROCEDURAL HANDBOOK**

3.1 The subject was addressed in WP/3 presented by MID-RASFG Procedural Handbook Action Group Rapporteur, Mr. Khalil Dhameni.

3.2 The meeting agreed on the proposed structure of the MID-RAFSG with two sub-groups, as follow.

- 1) Aviation Security Sub-Group; and
- 2) Facilitation Sub-Group.

3.3 The meeting reviewed and updated the Draft MID-RASFG Procedural Handbook as at **Appendix 3A**.

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**REPORT ON AGENDA ITEM 4: FUTURE WORK PROGRAMME**

4.1 The meeting developed the Action Plan/Timelines as at **Appendix 4A**.

4.2 The meeting agreed that the work of the SECFAL PDG Action Groups and the communication between the participants should continue till the establishment of MID-RASFG.

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**REPORT ON AGENDA ITEM 5: ANY OTHER BUSINESS**

5.1 Nothing has been discussed under this Agenda Item.

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# ***APPENDICES***

APPENDIX 3A

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**INTERNATIONAL CIVIL AVIATION ORGANIZATION**



**MIDDLE EAST REGIONAL AVIATION SECURITY AND FACILITATION GROUP  
(MID-RASFG)**

**PROCEDURAL HANDBOOK**

SECOND EDITION – MAY 2017





## FOREWORD

1.1 The Middle East Regional Aviation Security and Facilitation Group (MID RASFG) Procedural Handbook is a publication prepared by the ICAO Secretariat and adopted by the DGCA-MID/4. Its purpose is to provide, for easy reference of interested parties, a consolidation of material, particularly of a procedural nature, about the work of the MID-RASFG and its contributory bodies. It contains the Terms of Reference of the MID RASFG. It also contains the working arrangements and internal instructions developed by the Group for the practical application of its Terms of Reference.

1.2 The Handbook is organised in Part and Section headings. The document describes: Terms of Reference; Composition; Position in ICAO; Working Arrangements; Rules of Procedure and Practices governing the Conduct of Business.

1.3 The framework of Part and Section headings in addition to the page numbering has been devised to provide flexibility and the facilitation of the revision of additional or new material. Each Part includes an Introduction giving its purpose and status. A Table of Contents is provided which serves also as a subject index and as a checklist for the current pages.

1.4 Replacement pages will be issued as necessary. Additional material will be incorporated in the existing Sections or will be the subject of new Sections, as required.

1.5 The MID-RASFG Handbook will be distributed to Members and Observers of the Group, the ICAO Secretariat, and to other States and International Organizations participating in meetings, contributing to, or having interest in the work of the Group and/or its Contributory Bodies.

1.6 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 MID SECFAL.



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## 1. BACKGROUND

1.1 The Middle East Regional Aviation Security and Facilitation Group (MID-RASFG) was established by the DGCA-MID/4 meeting on 19 October 2017, through DGCA-MID/4 Conclusion xxxx. The objectives and terms of reference for the Group were drafted by the MID SECFAL Development Group and approved at this meeting.

1.2 The objective of the MID-RASFG is to create a regional structure for cooperation and coordination in aviation security and facilitation matters to implement the Decisions of the Riyadh Declaration signed on 31 August 2016 and affirmed by the 39th ICAO Assembly.

## 2. TERMS OF REFERENCE

### 2.1 MEMBERSHIP

2.1.1 All ICAO MID States should be included in the membership of the MID-RASFG. International organizations recognized by the Council may be invited as necessary to attend the MID-RASFG meetings as observers.

2.1.2 The Group is composed of the members from the following States: Bahrain, Egypt, Iran , Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Qatar, Saudi Arabia, Sudan, Syria, United Arab Emirates and Yemen.

2.1.3 States should ensure that their designated Representatives on the Group have experience in the provision of the full range of Aviation Security and Facilitation matters and serve for a sufficiently lengthy period of time in order to maintain continuity in the activities of the Group. The designated Representative can be assisted, when required, by Technical Advisers during meetings of the Group.

#### *Participation in the Group's activities by other States*

2.1.4 The Group may invite States from outside the ICAO MID Region to participate in its meetings whenever it feels that such States will be affected by specific aspects of the work of the Group or when this will be of assistance in the general conduct of its work.

#### *Participation by International Organizations*

2.1.5 The Group shall normally invite representatives of International Organizations and Regional Bodies recognized by the ICAO Council as representing important civil aviation interests to participate in its work in a consultative capacity. These include, but not limited to; AACO, ACAC, ACI, CANSO, IATA, IFALPA, UPU, WCO. Other International Organizations and/or Middle East Regional Bodies may also participate when specifically invited by the Group.

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

- a) to support the implementation of the Global Aviation Security Plan (GASeP) in the MID Region by ensuring effective coordination and cooperation between all States and their stakeholders and monitoring progress in the implementation of the GASeP and the regional objectives and priorities outlined in the aviation security strategy of the ICAO MID Region;

- b) to support the establishment and operation of technical groups under the direction of the MID-RASFG;
- c) to ensure achievement of the ICAO MID Targets by implementing the MID-RASFG Regional Strategy, which outlines a working plan for States and stakeholders as partners in the ICAO MID Region to enhance Aviation Security and Facilitation; and
- d) to utilize the available Aviation Security and Facilitation experts to unify the implementation level of Standards in Annex 17 (*Security*) to the Convention on International Civil Aviation (Chicago Convention) and the security - related Standards in Annex 9 (*Facilitation*) and the Risk Management Context.

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

- a) analysis of ICAO Universal Security Audit Programme-Continuous Monitoring Approach (USAP-CMA) findings and results, both at the global and regional levels;
- b) assist ICAO MID States which request technical assistance in developing its legislation and regulations;
- c) ensure that all members and observers are informed, in a timely manner, of the decisions, initiatives, projects, etc., that take place in the ICAO MID Region;
- d) conduct needed training to qualify Aviation Security staff at the National Level;
- e) coordinate the oversight of all training, initiatives and projects of other International and Regional Organizations and States from outside the ICAO MID Region to ensure no redundancy occurs;
- f) provide feedback to ICAO MID Office in order to continually improve and ensure proper support from ICAO Secretariat; and
- g) encourage States not current members of CASP-MID to join the programme.

## **3. WORKING ARRANGEMENTS**

### **3.1 Relations with States**

3.1.1 States in the MID Region shall be kept fully informed of activities of the MID-RASFG. 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
- 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 ICAO MID States on specific inquiries and offer them advice in the form of specific proposals for action.

3.1.4 The Group should encourage the States to identify its needs and communicate it accordingly to plan and provide adequate technical assistance.

### **3.2 Relations with other Bodies and Organizations**

3.2.1 The Group shall keep itself informed of the activities of other bodies and organizations to the extent that such activities are likely to have an impact on the MID-RASFG.

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 are outside the competence of ICAO and/or the terms of reference of the MID-RASFG.

### **3.3 Administration of the Group**

3.3.1 The Group shall be administered as follows:

- a) by a Chairperson elected from the Representatives designated by Member States of the Group. A First and Second Vice-Chairperson shall also be elected from the said Representatives; and
- b) by a Secretary designated by the Secretary General of ICAO. In the execution of his duties the Secretary will be supported by the MID Regional Office.

*Note: ICAO MID Regional Director, Cairo has been designated as Secretary of MID-RASFG.*

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 or its contributory bodies, some subjects may be dealt with through correspondence among appointed Representatives of its Member States through the Secretary of the MID-RASFG or of the contributory bodies concerned. However, if States are to be consulted, this should be made through the ICAO MID Regional Director.

### **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 Group meetings.

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.

3.4.3 Members may be accompanied by technical Advisers. Total attendance should, however, be kept to a minimum consistent with the topics to be discussed in order to maintain the desired informality of proceedings.

3.4.4 The ICAO MID Regional Office shall normally provide the Secretariat services to the Group.

### **3.5 MID-RASFG Steering Committee (MID-RASFG SC)**

3.5.1 The MID-RASFG Steering Committee (MID-RASFG SC) is established to execute a pivotal function as a coordinating and steering arm with highest possible efficiency in accordance with the goals set by MID-RASFG.

3.5.2 The MID-RASFG SC would address regional arrangements, including the identification of aviation security and facilitation regional priorities and performance indicators and targets.

3.5.3 The MID-RASFG SC shall at all times work within a minimum of formality and paperwork. In the interval between meetings of the Group, the representatives shall maintain continuity in the work of the Group. Advantage should be taken of electronic communications, particularly e-mails, to keep the Members and the Secretary in permanent contact with each other.

#### **3.5.4 Terms of Reference of the MID-RASFG SC**

3.5.4.1 The Terms of Reference of the MID-RASFG Steering Committee (MID-RASFG SC) will be established by the Committee at its initial meeting.

#### **3.5.5 Composition**

The MID-RASFG SC is composed of:

- a) the Chairperson and in his/her absence the First Vice-Chairperson of MID-RASFG;
- b) ICAO MID Member States;
- c) concerned International and Regional Organizations as observers;
- d) other representatives from provider States and Industry may be invited on ad-hoc basis, as observers, when required; and
- e) the ICAO MID Regional Officer for Aviation Security and Facilitation. In the execution of his duties, the Secretary will be supported by the MID Regional Office.

### **3.6 Establishment of Subsidiary Bodies**

3.6.1 To assist in its work, the Group may create Subsidiary Bodies for preparatory work on specific subjects requiring expert advice for their resolution.

3.6.2 Participation in Subsidiary Bodies should be by technical experts in the subjects under consideration. Such experts should be provided by Member States, International Organizations and/or Regional Bodies and Organizations having relevant experience in the field concerned.

3.6.3 Secretaries of Subsidiary Bodies established by the Group will be determined by the members of the Group.

3.6.4 The duration of the activities of the Subsidiary Bodies will be established by the MID-RASFGG SC.

### **3.7 Reporting lines**

3.6.4 The reports of all MID-RASFG meetings will be forwarded to the Air Transport Bureau and to the ICAO Council as deemed necessary.

## **4. PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE MID-RASFG**

### **4.1 General**

4.1.1 The MID-RASFG 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.

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 and conclusions 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, the Group may determine the need for any additional meetings, as deemed necessary.*

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 the preparation for the meeting.

### **4.3 Establishment of the Agenda**

4.3.1 The Secretary, in consultation with the Chairperson of the MID-RASFG 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 MID-RASFG and its subsidiary bodies shall be English.

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

#### **4.5 Officers and Secretariat of the MID-RASFG**

4.5.1 To ensure the necessary continuity in the work of the Group, 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 decided.

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 which is the ICAO MID Regional Director will also serve as Secretary of the meetings. He will be assisted by experts from the ICAO Regional Office and/or ICAO HQ, as required.

## 4.6 Roles and Responsibilities

### *Chairperson(s)*

4.6.1 The Chairperson will:

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

### *Secretariat*

4.6.2 The ICAO MID Regional Director as the Secretariat will support the Chairperson by providing administrative, coordination and technical support to the MID-RASFG. 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 MID SECFAL 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 MID-RASFG activities with the MID-RASFG SC and the regional objectives and priorities outlined in the MID Region Security Strategy;
7. maintain communication with the Co-Chairs, and MID-RASFG members;
8. identify required administrative support; and
9. manage the MID-RASFG 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 meetings of the Group and provide technical expertise and collaboration in MID-RASFG initiatives.

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

4.6.5 MID-RASFG members/partners will:

- a) attend the MID-RASFG 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 MID-RASFG; and
- c) share all information concerning initiatives', projects', and results with MID-RASFG members.

***Non-Member Participant and Guest Observers:***

4.6.6 Non-Member Participants should be invited at the discretion of the MID-RASFG Secretary, in collaboration with the Chairperson, to participate in MID-RASFG activities and meetings, without voting authority, to enhance the quality and effectiveness of MID-RASFG.

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

**4.7 Supporting documentation**

4.7.1 Documentation for meetings of the MID-RASFG 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):

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

4.8.3 **Conclusions** 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 **Decisions** 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 MID-RASFG 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.

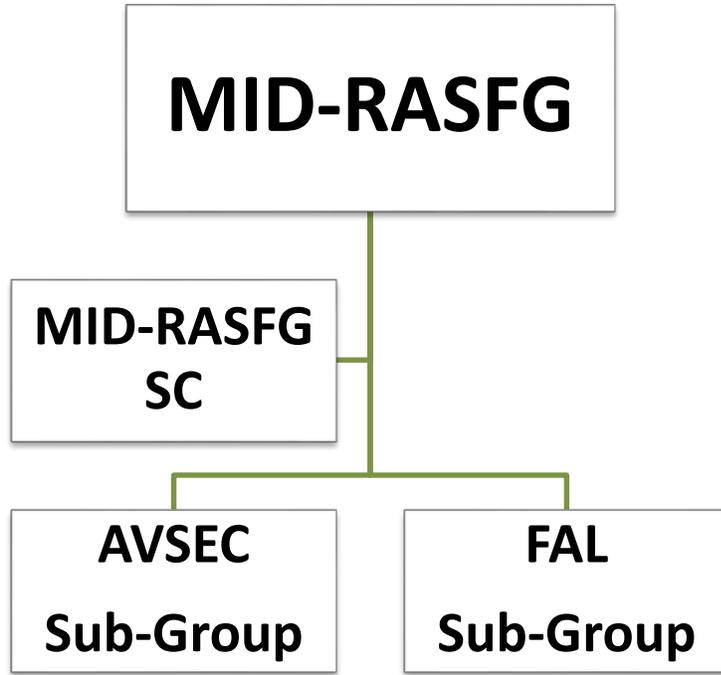
4.10.3 The report shall be posted on the ICAO MID website and also be circulated, to all Member States, to Permanent Observers and concerned stakeholders.

## **5. COORDINATION BETWEEN MID-RASFG WITH RASG-MID AND MIDANPIRG**

5.1 The Secretariat will ensure that the security issues raised by the MID-RASFG, MIDANPIRRG and RASG-MID are fully coordinated. In addition, the following coordination mechanism should be implemented:

- the Chairperson(s) of MID-RASFG should attend the RASG-MID and MIDANPIRG meetings, as required;
- the Chairperson(s) of RASG-MID and MIDANPIRG meetings should attend the MID-RASFG meetings, as required;
- the ICAO MID Regional Office to organize on a yearly basis a MIDANPIRG/RASG-MID/ MID-RASFG Coordination meeting to be attended by the Chairpersons of three Groups and their subsidiary bodies, in order to follow-up on the activities being coordinated between the three Groups, agree on the level of involvement of the relevant subsidiary bodies, address any roadblocks and identify additional subjects, which need to be addressed by/coordinated between the three Groups.

6. MID-RASFG ORGANIZATIONAL STRUCTURE



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**APPENDIX 4A**

**SECFAL PLAN DEVELOPMENT GROUP**

**ACTION PLAN/TIMELINES**

	<b>Action</b>	<b>Deliverable</b>	<b>Responsible</b>	<b>Timeline</b>	<b>Remarks</b>
1	Group Rapporteurs send the outcomes of the groups discussions to ICAO MID Office	- Outcomes of the discussion	Group Rapporteur	11 May 2017	
2	ICAO MID Office put the drafted targets in a unified templet and send to States for review	- Unified Templet	ICAO	25 May 2017	
3	States reply with comments	- States' Comments	States	15 June 2017	
4	States reply with any comments on MID-RASFG Procedural Handbook	- States' Comments	ICAO	15 June 2017	
5	Present the outcomes of SECFAL PDG/2 meeting to DGCA-MID/4 meeting	- MID-RAFSG Procedural Handbook - High Level Priorities & Short Term Plan	ICAO	17-19 October 2017	

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# **ATTACHMENT A**

**LIST OF PARTICIPANTS**

NAME	TITLE
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