



INTERNATIONAL CIVIL AVIATION ORGANIZATION

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

SECFAL PDG/3

(Kuwait, 8 – 10 May 2018)

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Approved by the Meeting
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PART I - HISTORY OF THE MEETING

1. PLACE AND DURATION

1.1 The Third meeting of the Aviation Security and Facilitation Plan Development Group (SECFAL PDG/3) was gratefully hosted by the Directorate General of Civil Aviation (DGCA) - Kuwait at the Radisson Blu Hotel, Kuwait, from 8 to 10 May 2018.

2. OPENING

2.1 The meeting was opened by H.E. Eng. Yousef Sulaiman Al Fouzan, Director General of Civil Aviation – Kuwait, who welcomed all the participants to Kuwait and thanked ICAO for organizing the SECFAL PDG/3 meeting in Kuwait. Eng. Al Fouzan highlighted that this meeting provides an excellent opportunity to share Aviation Security and Facilitation best practices with each other and consider these ideas in the regional SECFAL Plan. In closing, Eng. Al Fouzan, underlined the importance of cooperation between States and stakeholders for the improvement of aviation safety, security and efficiency.

2.2 Mr. Mohamed Smaoui, Deputy Regional Director, ICAO Middle East Office welcomed the participants to Kuwait. He expressed ICAO's sincere gratitude to the State of Kuwait and in particular to H.E. Sheikh Salman Hamoud Al Sabah, President of Civil Aviation, for hosting the Third meeting of the Aviation Security and Facilitation Plan Development Group (SECFAL PDG/3). Mr. Smaoui extended his thanks to all DGCA-Kuwait colleagues for their warm welcome, outstanding hospitality, and excellent arrangements. He recalled that the SECFAL PDG was established to provide a forum for all stakeholders to communicate and exchange views about the necessary actions for the implementation of the Riyadh Declaration and the provision of the required deliverables, through the development of:

- a Draft MID SECFAL Plan, including the establishment of regional MID SEC/FAL targets; and
- a Draft Procedural Handbook for the Middle East Regional Aviation Security and Facilitation Group (MID-RASFG), which includes Draft Terms of Reference for the Group MID-RASFG and a proposed Organizational Structure.

2.3 Mr. Smaoui highlighted that the outcome and main deliverables of the SECFAL PDG/3 meeting (MID SECFAL Plan and Procedural Handbook) will be presented to the MID-RASFG/1 meeting (Kuwait, 24-26 September 2018), for endorsement.

2.4 In closing, Mr. Smaoui thanked all participants for their presence wishing them a successful meeting and a pleasant stay in Kuwait.

2.5 Eng. Fahad S. Alanzi, Chairman of the SECFAL Plan Development Group, addressed also the meeting. He emphasized that the MID-RASFG provides a forum for discussion, coordination and cooperation of AVSEC and FAL issues amongst States, partners and stakeholders; and promotion of security initiatives, in line with the ICAO Global Aviation Security Plan (GASeP).

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: AVSEC/FAL GLOBAL AND REGIONAL DEVELOPMENTS

- 2.1 The subject was addressed in WP/2 presented by the Secretariat.
- 2.2 The meeting was appraised of the latest global and regional developments related to Aviation Security and Facilitation, in particular:
- a) Amendment 15 to Annex 17 and amendment 26 to Annex 9.
 - b) The Riyadh Declaration on Aviation Security and Facilitation in the ACAC and ICAO MID Regions endorsed by the Global Ministerial Aviation Summit, held in Riyadh, Kingdom of Saudi Arabia, 29 - 31 August 2016.
 - c) The Dubai Declaration on Cyber Security in Civil Aviation endorsed by the Summit on Cybersecurity in Civil Aviation held in Dubai, UAE, 4 -6 April 2017.
 - d) The Africa and Middle East Aviation Security Roadmap endorsed by the Ministerial Conference on Aviation Security (Sharm El Sheikh, Egypt, 22-24 August 2017).
 - e) The Fourth meeting of the Directors General of Civil Aviation (DGCA-MID/4) held in Muscat, Oman, 17-19 October 2017.
 - f) The Global Aviation Security Plan (GASeP) approved at the seventh meeting of ICAO Council in its 212th Session on 10 November 2017.
 - g) The USAP CMA results for the MID States.
- 2.3 The meeting agreed that the MID SECFAL Plan as well as the MID-RASFG work programme should be in line with the GASeP framework and key priorities, taking into consideration the provisions of the Riyadh Declaration, Dubai Declaration and the Africa and Middle East Aviation Security Roadmap.

REPORT ON AGENDA ITEM 3: DRAFT MID SECFAL PLAN***Human Resources Factors***

3.1 The subject was addressed in WP/3 presented by the Secretariat. The meeting agreed and emphasized on the importance of an attractive AVSEC/FAL human resources policy to focus on career path development and succession planning, in order for States to attract, retain and motivate a competent, mobile and diverse workforce in Aviation Security, whilst promoting ethics and integrity, efficiency, effectiveness, transparency and consistency throughout the various entities.

3.2 The meeting agreed that, similar to the GASeP, “Develop Human Capability in Aviation Security” should be one of the priorities in the MID SECFAL Plan.

Aviation Security Resilience

3.3 The subject was addressed in WP/4 presented by the Secretariat. The meeting recognized the importance of establishing a resilient Aviation Security system to withstand and adapt to the challenges of unlawful interference in Civil Aviation.

3.4 The meeting highlighted the need to differentiate between:

- Crisis Management;
- Contingency Planning;
- Business Continuity;
- Emergency Preparedness; and
- Aviation Security Resilience.

3.5 The meeting agreed that in order to establish a resilient system, States should:

- maintain an effective security risk assessment methodology;
- establish a strong and robust security culture and develop human capitals, skills and competency;
- establish a Crisis Management/Contingency Plan in order to enhance State’s response to accidents/incidents; and
- strengthen cooperation and sharing of information with other States and Stakeholders.

Quick-wins Recommendation for MID State-Industry Collaboration and Coordination

3.6 The subject was addressed in WP/8 presented by IATA, which highlighted the importance:

- a) of collaboration and coordination between the relevant stakeholders across the SECFAL supply-chain;
- b) to work on quick-wins, such as procedure related to the validity and renewal of airport passes/permits; and
- c) to ensure that the regulatory framework is up-to-date, allowing the use of risk-based approach and taking advantage of existing technological advancement and innovative solutions.

Draft MID SECFAL Plan

3.7 The subject was addressed in WP/5 presented by the Secretariat. The meeting agreed that the MID SECFAL Plan be developed for the ICAO Middle East (MID) Region under the framework of the Middle East Regional Aviation Security and Facilitation Group (MID-RASFG), encouraged the Arab Civil Aviation Commission (ACAC) to utilize the plan, and adapt it to the needs of its member States, especially those that do not belong to the MID Region accreditation area, as deemed necessary.

3.8 The meeting agreed that the MID SECFAL Plan's aim is to enhance the aviation security and facilitation in the MID Region in a sustainable manner; and foster collaboration among States and concerned stakeholders in a streamlined and coordinated manner to work on the identified priorities with clear objectives, expected outcomes, actions/activities, deliverables, timelines and KPIs/Targets.

3.9 The meeting agreed that the MID SECFAL Plan should be in line with the GASeP, which includes the following key priorities:

1. Enhance risk awareness and response.
2. Develop security culture and human capability.
3. Improve technological resources and foster innovation.
4. Improve oversight and quality assurance.
5. Increase cooperation and support.

3.10 The meeting agreed that the MID-SECFAL Plan should be a high-level Document, reviewed on a triennium basis by the MID-RASFG, which will be the governing body. The meeting agreed that MID SECFAL Plan should contain the regional priorities, associated objectives and expected outcomes (i.e. what are the identified priorities and what is to be achieved). This Plan should be supported by a MID-SECFAL Roadmap (Detailed Action Plan) with specific tasks, deliverables, outputs and KPIs to support the achievement of the agreed outcomes and targets. The Roadmap shall be periodically reviewed and adjusted, as necessary, taking into account new and emerging aviation security threats.

3.11 Based on the above, the meeting agreed to the following regional SECFAL priorities:

1. Enhance risk awareness and response.
2. Develop security culture
3. Develop Human Capability in Aviation Security.
4. Implement the AVSEC related FAL provision in an effective manner.
5. Improve the use of technological resources.
6. Improve oversight and quality control.
7. Increase cooperation and support.

3.12 The meeting reviewed and updated the MID SECFAL priorities and objectives as at **Appendix 3A**; and agreed that the SECFAL Plan Action Group continue working on the draft MID SECFAL Plan at **Appendix 3B** in order to present an improved version incorporating States and Stakeholders feedback to the MID-RASFG/1 meeting, for endorsement.

REPORT ON AGENDA ITEM 4: DRAFT MID-RASFG PROCEDURAL HANDBOOK

4.1 The subject was addressed in WP/6 and WP/7 presented by the Secretariat. The meeting noted that the MID-RASFG will not address all Facilitation issues, but only those related to aviation security.

4.2 Taking into consideration the RASG-MID experience as well as other ICAO Regions' experiences related to the establishment of regional aviation security groups, the meeting agreed to propose a simple Organizational Structure for the MID-RASFG composed of the following subsidiary bodies:

- a) MID-RASFG Steering Group (MID RSG) to act as an advisory body and execute a pivotal function as a coordinating and steering organ to the MID-RASFG, guide its work and ensure that the SECFAL initiatives are accomplished in a timely, effective and efficient manner. The MID RSG should also direct and coordinate the work of the MID-RASFG subsidiary bodies in the best manner, commensurate with the overall MID-RASFG work programme, with clearly defined tasks, deliverables and target dates; and
- b) Regional AVSEC FAL Implementation Team (RAFIT), responsible for the data collection, identification of threats, risk assessment, prioritization, review and update of the MID SECFAL Plan; as well as AVSEC/FAL implementation, including, development, implementation and monitoring of mitigation measures (Security Implementation Plans).

4.3 The meeting agreed that the RAFIT shall work with a minimum of formality and take advantage of electronic means of communications (i.e. e-mails and teleconferences).

4.4 The meeting reviewed and updated the MID-RASFG Terms of Reference (TORs) as at **Appendix 4A**.

4.5 The meeting reviewed and updated the Procedural Handbook as at **Appendix 4B**; and agreed to its presentation to the MID-RASFG/1 meeting for endorsement.

REPORT ON AGENDA ITEM 5: FUTURE WORK PROGRAMME

5.1 The subject was presented in WP/9 presented by the Secretariat.

5.2 The meeting recalled that, in accordance with its Terms of Reference (TORs), the SECFAL PDG was established to provide a forum for all stakeholders to communicate and exchange views about the necessary actions for the implementation of the Riyadh Declaration and the provision of the required deliverables, through the development of a:

- Draft MID SECFAL Plan, including the establishment of regional MID SEC/FAL targets; and
- Draft Procedural Handbook for the Middle East Regional Aviation Security and Facilitation Group (MID-RASFG), which includes Draft Terms of Reference for the Group and a proposed Organizational Structure.

5.3 The meeting agreed that the SECFAL PDG has completed the majority of the tasks assigned to it. Accordingly, the meeting agreed that the third meeting of the group should be the last meeting and the SECFAL PDG should be dissolved.

5.4 The meeting noted that the first meeting of the Middle East Regional Aviation Security and Facilitation Group (MID-RASFG/1) is scheduled to be held in Kuwait, 24-26 September 2018.

5.5 Based on the above, the meeting agreed to the following Draft Decision:

DRAFT DECISION 3/1: DISSOLUTION OF THE AVIATION SECURITY AND FACILITATION PLAN DEVELOPMENT GROUP

That,

- a) the Aviation Security and Facilitation Plan Development Group (SECFAL PDG) is dissolved; and*
- b) States and stakeholders provide necessary support to the MID-RASFG.*

REPORT ON AGENDA ITEM 6: ANY OTHER BUSINESS

6.1 Nothing has been discussed under this Agenda Item.

APPENDICES

MID SECFAL REGIONAL PRIORITIES AND OBJECTIVES

<i>Regional Priority</i>	<i>Objectives</i>	<i>Expected Outcome</i>
<p>Enhance Risk assessment and response (Linked to GAsEP priority #1)</p>	<p>Enhance the understanding and awareness about Risk assessment /management.</p> <p>Identify deficiencies, threats and vulnerabilities in the MID region.</p> <p>Ensure availability of necessary resources to identify and mitigate the risks.</p>	<p>Effective security risk assessment methodology established and implemented by States/airports and relevant Stakeholders.</p> <p>Effective information sharing related to Risk management.</p> <p>Emerging threats addressed proactively (Cyber, MANPADS, RPAS, Cargo...etc).</p>
<p>Develop Security Culture (Linked to GAsEP priority #2)</p>	<p>Ensure the NCASP and NATFP include a positive security culture.</p> <p>Effective implementation of a positive security culture by States and stakeholders.</p> <p>Ensure the effective coordination between stakeholders involved in AVSEC/FAL activities at the national level.</p>	<p>Effective training on security culture Availability of motivated AVSEC/FAL personnel Effective reporting system Effective communication</p> <p>Coordination mechanism established and operational (National and Airport Level).</p> <p>Policies incorporated in NCASP, ASP...etc</p>
<p>Implement the Security related provisions of Annex 9-Facilitation in an efficient manner</p>	<p>Efficient implementation of Security related FAL provisions including the establishment of a National Air Transport Facilitation Programme (NATFP).</p>	<p>Effective implementation of:</p> <ul style="list-style-type: none"> • ICAO TRIP Strategy (MRTD, ePassport/PKD, API/PNR, SLTD). • Secure automated of cargo process (E-Cargo). • Enhanced Pax flow (throughput).
<p>Encourage the use of Technological Resources (Linked to GAsEP priority #3)</p>	<p>Enhance Security through the effective use of advanced/appropriate technological solutions.</p> <p>Ensure that the concerned personnel are aware and trained on the new systems.</p> <p>Ensure Systems are configured & maintained as per requirements.</p>	<p>Increased detection of threat items, and effective implementation of security procedures.</p> <p>Enhanced level of use of technologies.</p> <p>Enhanced Throughput.</p>

<i>Regional Priority</i>	<i>Objectives</i>	<i>Expected Outcome</i>
<p>Improve Oversight and Quality Control</p> <p>(Linked to GAsEP priority #4)</p>	<p>Analyze the USAP-CMA results and identify common challenges and deficiencies.</p> <p>Work cooperatively under the MID-RASFG framework to address the identified challenges and deficiencies in order to improve State oversight capability.</p> <p>Enable rectification of gaps identified under USAP-CMA and implement immediate response measures.</p> <p>The development and implementation of corrective action plans.</p> <p>Effective implementation of the National Civil Aviation Security Quality Control Program (NCASQCP) including building capability at the State level (Staff, systems, procedures) to effectively undertake QC activities.</p> <p>Establishment of National AVSEC certification system to meet Annex 17 certification requirements.</p>	<p>Improve the regional average EI of CEs by States.</p> <p>Improve the regional average EI implementation of Annex 17 SARPs.</p> <p>Improved security oversight capabilities of States.</p> <p>Improved compliance with Annex 17 SARPs.</p> <p>SSECs are resolved, once identified, within an acceptable timeframe.</p>

<i>Regional Priority</i>	<i>Objectives</i>	<i>Expected Outcome</i>
<p>Increase Cooperation and Support (Linked to GAsEP priority #5)</p>	<p>Increase assistance and support for capacity building initiatives.</p> <p>Use the RASFG as a framework for sharing information, experience and best practices among States and stakeholders.</p> <p>Encourage bilateral/multilateral agreement between States on sharing AVSEC/FAL specific information.</p> <p>Increase cooperation and reduce duplication of effort between stakeholders under the MID RASFG framework.</p>	<p>Efficient cooperation through specific ICAO SECFAL Plan initiatives.</p> <p>Efficient cooperation between all stakeholders under the framework of the MID RASFG.</p> <p>Enhanced Joint training and assistance programmes.</p>



**MID REGION AVIATION SECURITY AND FACILITATION
PLAN
(MID SECFAL PLAN)**

Foreword

Under ICAO's leadership, the MID SECFAL Plan calls for collaboration between States' authorities and the industry in the implementation of coordinated initiatives aiming at improving AVSEC & FAL oversight capabilities, including the structured State Improvement Plans (SIP) that uses a multi-phase methodology and assistance tools tailored to State's specific needs and particularly in the development of National programmes and the improvement of airport security operations and quality control.

The MID SECFAL Plan was developed in line with the principles of the Riyadh Declaration and the specific objectives of the Africa and Middle East Aviation Security Roadmap incorporating the provisions of the Global Aviation Security Plan (GASeP) relating to Aviation Security and Facilitation. The aim of this plan is to enhance the aviation security and facilitation in the MID Region in a sustainable manner.

The MID SECFAL Plan's aim is to foster collaboration among States and concerned stakeholders in a streamlined and coordinated manner to work on the identified priorities with clear objectives, actions/activities, deliverables, timelines and KPIs/Targets.

The cooperative arrangements between ICAO Middle East (MID) Regions and the Arab Civil Aviation Commission (ACAC) through the Riyadh Declaration on Aviation Security and Facilitation reaffirms the States' need to enhance regional development and integration initiatives for aviation security while seeking new efficiencies for collaborative information sharing and security and facilitation training.

This plan is developed for the ICAO Middle East (MID) Region under the framework of the Middle East Regional Aviation Security and Facilitation Group (MID-RASFG), in line with the ICAO Global Aviation Security Plan (GASeP). The Arab Civil Aviation Commission (ACAC) is encouraged to utilize this plan as a model to tailor their strategic objectives according to their specific identified priorities.

The MID SECFAL plan has been developed based on the GASeP key priorities. It calls for strengthening regional and inter-regional collaboration in aviation security through joint coordinated efforts to work on the Africa and Middle East Aviation Security Roadmap, which identified the following six (6) key priorities:

- Enhance risk awareness and assessment;
- Develop security culture;
- Develop human capability in Aviation Security;
- Improve technological resources and encourage innovation;
- Improve oversight and quality control; and
- Increase regional cooperation and support

The implementation of the Plan will draw on expertise available in MID States, ICAO Headquarters (ISD-SEC & ASF), ICAO Regional Offices, and donor States and International Organizations (IOs). The ICAO MID Office continues its work on the implementation of aviation security and facilitation assistance and capacity-building activities, in partnership with States, international and regional organizations, and the industry. States with a high level of deficiencies in their system and a demonstrated commitment to improve will be given priority.

Central to the Plan, the MID-RASFG shall work on developing a triennial MID-SECFAL Roadmap with specific tasks and outputs to support the achievement of the agreed outcomes/targets. This roadmap shall be periodically reviewed and adjusted as necessary, taking into account new and emerging aviation security threats.

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Appendix A – Management and implementation (objectives, outputs and activities)

Appendix B – Key Role players - Partners

1. BACKGROUND

1.1 Overview

1.1.1 In recent years, the global aviation market has shown strong growth. Tourism forecasts for regions like Africa and the Middle East are predicting increases of more than 125% for 2030 which means that the responsibility of the States concerned is even more vital for obvious economic and reputation reasons.

1.1.2 As mentioned in the United Nations Security Council Resolution (UNSCR) 2309 adopted on 22 September 2016, the Council of ICAO updates high priority risk areas for aviation in its Global Risk Statement and all States have the responsibility to protect the security of citizens and nationals of all nations against terrorist attacks on air services operating with their territory, in a manner consistent with existing obligations under international laws, Conventions, and international standards in particular those contained in the Annex 17 to the Chicago Convention.

1.1.3 Numerous activities aimed at enhancing aviation security and facilitation in MID region have been sponsored and implemented by various stakeholders, including States, sub- regional, regional and international organizations. These activities have largely been characterized as independent initiatives that focus on specific components of aviation security and facilitation. Today, a growing number of donor States and lending institutions are calling for a coordinated assistance effort, allowing policy makers and the donor community to work within a common strategic framework of identified priorities and goals under the ICAO umbrella. Although substantial results have been obtained in the past, enabling an increase in aviation activities, their sustainability has frequently been questioned.

1.1.4 Analysis of ICAO Universal Security Audit Programme (USAP) findings, as well as other sources of information, highlight that aviation security and facilitation in MID is generally characterized by persistent and systemic deficiencies in the regulatory, oversight, and operational areas that result in unsatisfactory implementation 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 risk mitigation. Challenges include weak national legislation (primary law and operating regulations), governance arrangements, inadequate or inefficient infrastructure and services, insufficient funds, and lack of qualified personnel.

1.1.5 Civil aviation in the MID Region is also confronted by facilitation issues, which adversely affect the efficiency and quality of air services. Furthermore, few States in the Region have developed National Air Transport Facilitation Programmes and established National Air Transport Facilitation Committees.

1.1.6 The magnitude of the problem is compounded by the tenuous security environment, conflict zones and the growing presence of terrorist, insurgent and transnational criminal group activities in a continent where many States face significant challenges relating to compliance with ICAO Standards.

1.1.7 As the global aviation system transcends national borders, the situation in the Region has potential implications that can adversely impact regional and global economies.

1.1.8 Over the years, various initiatives and Declarations have been made/developed, in order to enhance aviation security and facilitation. These include, inter alia:

- ICAO Assembly Resolution A35-9, Appendix C, which called upon Contracting States

to substantially enhance cooperation and coordination between them and to intensify their efforts for the implementation of existing SARPs and Procedures relating to aviation security.

- The High-level, Ministerial Conference of February 2002 which concluded inter alia that regional and sub-regional approaches can make a significant contribution to ICAO's aviation security activities.
- The CASP-MID programme established in January 2013 in Manama Bahrain States for assistance in addressing shortcomings in aviation security identified through mandatory audits carried out under the ICAO USAP programme and other related audit programmes.
- United Nations (UN) Security Council Resolution 2309 (2016) – Threats to international peace and security caused by terrorist acts: Aviation security adopted in September 2016 (UNSCR 2309), which calls upon ICAO, States and stakeholders to comply with their treaty obligations and international responsibilities as they relate to aviation security, and by ICAO Assembly Resolution A39-18 (Consolidated statement of continuing ICAO policies related to aviation security), in accordance with international law.
- The 39th Session of the International Civil Aviation Organization (ICAO) Assembly in September 2016 agreement for the development of a Global Aviation Security Plan (GASeP) as a future aviation security policy and programming framework. The GASeP, which replaces the ICAO Comprehensive Aviation Security Strategy (ICASS), addressed the needs of States and industry in guiding all aviation security enhancement efforts through a set of internationally agreed priority actions, tasks and targets.
- The Riyadh Declaration on Aviation Security and Facilitation in the ACAC and ICAO. MID Regions, signed on 31 August 2016 as the outcome of the Global Ministerial Aviation Summit held in Riyadh, Kingdom of Saudi Arabia from 29-31 August 2016.
- The Dubai Declaration on Cyber Security in Civil Aviation as outcome of the summit on cybersecurity in civil aviation convened by the International Civil Aviation Organization (ICAO) in Dubai, United Arab Emirates from 4 to 6 April 2017.
- The Africa and Middle East Aviation Security Roadmap, endorsed by the Ministerial Conference on Aviation Security (Sharm El Sheikh, Egypt, 22-24 August 2017) which forms the basis for the work to be carried out by the relevant regional AVSEC/FAL Groups, in line with the Global Aviation Security Plan (GASeP).

1.2 Challenges in Aviation Security (AVSEC) and Facilitation (FAL) in the MID Region

1.2.1 There are several obstacles and impediments in establishing aviation security and facilitation systems and infrastructures in the MID Region, which differ from State to State. Therefore, careful consideration of these would help to improve the implementation of aviation security and facilitation Standards and Recommended Practices (SARPs). However, the following common obstacles have been identified as priority/focus areas:

- recent aviation security terrorist attacks as well as the threat and risk outlook facing international civil aviation;
- challenges in safeguarding international civil aviation in a demanding aviation security environment;
- the need to adequately empower the designated Appropriate Authority for aviation security oversight at the national level;
- the continuous need to improve States' capacity and capability to address the tenuous security environment, conflict zones, and new and emerging threats;
- the need to enhance States' Level of Effective Implementation of the critical elements of an aviation security oversight system, compliance with the ICAO aviation security - and facilitation-related Standards and Recommended Practices (SARPs) in Annexes 17 and 9 to the Chicago Convention, and implementation of States' Corrective Action Plans;
- the need to foster development of effective National Programmes: National Civil Aviation Security Programme (NCASP), National Civil Aviation Security Training Programme (NCASTP), and National Civil Aviation Security Quality Control Programme (NCASQCP) and National Air Transport Facilitation Programme (NATFP);
- insufficient functioning of the National Aviation Security and Air Transport Facilitation Committees, and the challenges faced in establishing a national coordination mechanism for facilitation and aviation security;
- the negative consequences of a weak aviation security and facilitation culture;
- the need to enhance guidance and training for aviation security and facilitation personnel in order to increase the number of competent/skilled professionals;
- challenges in harmonization and intensification of assistance and capacity-building efforts;
- lack of effective implementation of the ICAO TRIP Strategy;
- low level of States' participation in the ICAO Public Key Directory (PKD);
- insufficient systems and tools for the efficient and secure reading and verification of Machine Readable Travel Documents (MRTDs) at borders, including the use of the ICAO PKD and the INTERPOL Stolen and Lost Travel Documents (SLTD) database;
- slow pace of the implementation of aviation security and facilitation requirements of Security Council Resolution 2178 (2014), including the use of Advance Passenger Information (API); and
- slow pace of the implementation of aviation security and facilitation requirements of Security Council Resolution 2309 (2016), including Enhanced screening, security checks and facility security, and strengthened cooperation and information-sharing among States.

2. REGIONAL PRIORITIES AND OBJECTIVES

2.1 The MID-SECFAL plan's objectives are in line with the Riyadh Declaration and the Africa and Middle East Aviation Security Roadmap incorporating the provisions of the Global Aviation Security Plan (GASeP) relating to Aviation Security and Facilitation. They have been defined with the ultimate goal of preventing acts of unlawful interference against civil aviation while facilitating the efficient movement of passengers and goods.

2.2 The primary objective of the MID SECFAL Plan is to identify the regional priorities and enhance aviation security and facilitation within the MID Region in a sustainable and coordinated manner.

2.3 The MID SECFAL Plan aims to coordinate and align all capacity-building efforts in the field of AVSEC and FAL by ICAO, MID States, regional and international organizations, and governmental and non-governmental organizations with ICAO policies, in order to contribute to the overall objective.

2.4 To achieve the goals and objectives of this Plan, it is essential that the MID Region demonstrates strong political and technical commitment to building capacity, particularly in compliance with the provision of SARPs in Annexes 9 and 17, and to share resources, experience and information amongst themselves.

2.5 The GASeP identified five key priority outcomes where ICAO, States and stakeholders should focus their attention, resources and efforts. These priorities are derived from the main challenges that may face member States which are:

- Enhance risk awareness and response. Understanding risk is essential for policies and measures that are effective, proportionate and sustainable. Undertaking risk assessments will help to identify gaps and vulnerabilities, which can then be urgently addressed in the most practical way possible, and with optimal use of resources.
- Develop security culture and human capability. The promotion of effective security culture is critical to achieve good security outcomes. A strong security culture must be developed from the top management across and within every organization. The existence of a well-trained, motivated and professional work force is a critical prerequisite for effective aviation security.
- Improve technological resources and foster innovation. Promoting and applying better technological solutions and innovative techniques can provide the tools for enhancing security effectiveness while ensuring operational efficiency.
- Improve oversight and quality assurance. Effective quality control and oversight processes globally, nationally, and locally are critical in delivering sustained effective aviation security.
- Increase cooperation and support. Increasing collaboration between and within States will enable the key security objectives to be achieved more quickly and efficiently.

2.6 The regional AVSECFAL priorities have been determined based on the GASeP key priorities, as well as the priorities identified in the Africa and Middle East Aviation Security Roadmap. The Table at Appendix A outlines the regional priorities, objectives and expected outcomes.

2.7 The MID SECFAL plan's progress with respect to the satisfactory development of all activities will be continuously monitored. Capacity-building assistance and other AVSEC and FAL resources will be prioritized to meet the specific needs of MID States based on the resources that are available.

2.8 The criteria for determining priorities should include an assessment of the level of risk, threat and resource constraints. These activities are having a positive impact on the recipient States' abilities to meet their aviation security-related commitments.

2.9 For each regional priority a list of tasks/actions with specific outputs/deliverables, timelines, champion and KPIs needs to be developed. The consolidated list covering all the regional priorities and objectives forms the regional SECFAL Detailed Action Plan/Roadmap, which is a companion Document to the MID SECFAL Plan.

Identification of Stakeholders

2.10 The ICAO partners will work to achieve the objectives of the Plan and will be involved at each stage of its development accordingly. A non-exhaustive list of regional and international stakeholders can be found in Appendix B.

Coordination with Other Relevant Programmes and Plans

2.11 There are a number of other assistance programmes and plans (TCB projects, CASP-MID, etc.) being implemented in the MID Region related to aviation security and facilitation. To avoid duplication of effort and assure conformity with ICAO's policy, all aviation security and facilitation activities in the Region will be coordinated and reported to the MID-RASFG.

2.12 The Cooperative Aviation Security Programme – Middle East (CASP-MID) was established to enable participating States to improve their aviation security provisions and arrangements, and to develop a standing structure for cooperation and coordination in aviation security matters in the Middle East Region. CASP-MID provides a regional approach to aviation security assistance and training designed to meet the specific needs of participating States.

3. GOVERNANCE

3.1 The MID-RASFG will be the governing body responsible for the review and update of the MID SECFAL Plan.

3.2 Progress on the implementation of the MID SECFAL Objectives and the achievement of the agreed Targets will be reported through the MID-RASFG reports.

4. MONITORING AND REPORTING – MID REGION SECFAL INDICATORS AND TARGETS

4.1 The monitoring of the aviation security and facilitation performance in the MID Region is achieved through the adoption and attainment of specific SECFAL Targets.

4.2 The MID Region SECFAL Indicators and Targets are detailed in the Table at **Appendix C** (TBD).

A MID-SECFAL Detailed Action Plan/Roadmap with specific tasks, outputs and KPIs needs to be developed under the MID-RASFG framework to support the achievement of the agreed outcomes and targets.

APPENDIX A – MID-SECFAL REGIONAL PRIORITIES AND OBJECTIVES

<i>Regional Priority</i>	<i>Objectives</i>	<i>Expected Outcome</i>
<p>Enhance Risk assessment and response (Linked to GAsEP priority #1)</p>	<p>Enhance the understanding and awareness about Risk assessment /management.</p> <p>Identify deficiencies, threats and vulnerabilities in the MID region.</p> <p>Ensure availability of necessary resources to identify and mitigate the risks.</p>	<p>Effective security risk assessment methodology established and implemented by States/airports and relevant Stakeholders.</p> <p>Effective information sharing related to Risk management.</p> <p>Emerging threats addressed proactively (Cyber, MANPADS, RPAS, Cargo...etc).</p>
<p>Develop Security Culture (Linked to GAsEP priority #2)</p>	<p>Ensure the NCASP and NATFP include a positive security culture.</p> <p>Effective implementation of a positive security culture by States and stakeholders.</p> <p>Ensure the effective coordination between stakeholders involved in AVSEC/FAL activities at the national level.</p>	<p>Effective training on security culture Availability of motivated AVSEC/FAL personnel Effective reporting system Effective communication</p> <p>Coordination mechanism established and operational (National and Airport Level).</p> <p>Policies incorporated in NCASP, ASP...etc</p>
<p>Implement the Security related provisions of Annex 9-Facilitation in an efficient manner</p>	<p>Efficient implementation of Security related FAL provisions including the establishment of a National Air Transport Facilitation Programme (NATFP).</p>	<p>Effective implementation of:</p> <ul style="list-style-type: none"> • ICAO TRIP Strategy (MRTD, ePassport/PKD, API/PNR, SLTD). • Secure automated of cargo process (E-Cargo). • Enhanced Pax flow (throughput).
<p>Encourage the use of Technological Resources (Linked to GAsEP priority #3)</p>	<p>Enhance Security through the effective use of advanced/appropriate technological solutions.</p> <p>Ensure that the concerned personnel are aware and trained on the new systems.</p> <p>Ensure Systems are configured & maintained as per requirements.</p>	<p>Increased detection of threat items, and effective implementation of security procedures.</p> <p>Enhanced level of use of technologies.</p> <p>Enhanced Throughput.</p>

<i>Regional Priority</i>	<i>Objectives</i>	<i>Expected Outcome</i>
<p>Improve Oversight and Quality Control</p> <p>(Linked to GAsEP priority #4)</p>	<p>Analyze the USAP-CMA results and identify common challenges and deficiencies.</p> <p>Work cooperatively under the MID-RASFG framework to address the identified challenges and deficiencies in order to improve State oversight capability.</p> <p>Enable rectification of gaps identified under USAP-CMA and implement immediate response measures.</p> <p>The development and implementation of corrective action plans.</p> <p>Effective implementation of the National Civil Aviation Security Quality Control Program (NCASQCP) including building capability at the State level (Staff, systems, procedures) to effectively undertake QC activities.</p> <p>Establishment of National AVSEC certification system to meet Annex 17 certification requirements.</p>	<p>Improve the regional average EI of CEs by States.</p> <p>Improve the regional average EI implementation of Annex 17 SARPs.</p> <p>Improved security oversight capabilities of States.</p> <p>Improved compliance with Annex 17 SARPs.</p> <p>SSECs are resolved, once identified, within an acceptable timeframe.</p>

<i>Regional Priority</i>	<i>Objectives</i>	<i>Expected Outcome</i>
<p>Increase Cooperation and Support (Linked to GAsEP priority #5)</p>	<p>Increase assistance and support for capacity building initiatives.</p> <p>Use the RASFG as a framework for sharing information, experience and best practices among States and stakeholders.</p> <p>Encourage bilateral/multilateral agreement between States on sharing AVSEC/FAL specific information.</p> <p>Increase cooperation and reduce duplication of effort between stakeholders under the MID RASFG framework.</p>	<p>Efficient cooperation through specific ICAO SECFAL Plan initiatives.</p> <p>Efficient cooperation between all stakeholders under the framework of the MID RASFG.</p> <p>Enhanced Joint training and assistance programmes.</p>

APPENDIX B – KEY ROLE PLAYERS - PARTNERS

The following potential role players, have been identified:

International Partners / State Authorities / Organizations

Aviation authorities / aviation security authorities/other relevant technical cooperation department
(partner States such as US, UK, France, Germany, China, Japan, Canada, Spain, Portugal, etc.)

AACO (Arab Air Carrier Organization)
ACAO (Arab Civil Aviation Organization)
CASP-MID (Cooperative Aviation Security Programme – Middle East)
ACI (Airport Council International)
CANSO (Civil Air Navigational Service Organization)
IATA (International Air Transport Association)
IFALPA (International Federation of Airline Pilot Association)
UPU (Universal Post Union)
WCO (World Customs Organization)
CTC (Counter Terrorism Committee)
INTERPOL

Aviation Security Training Centres:

- Beirut
- Amman
- Dubai
- Manama
- Jeddah

1. TERMS OF REFERENCE

1.1 The Terms of Reference of the Group are to:

- a) enhance security and facilitation of air transport operations, aircraft, civil aviation facilities, personnel and the travelling public, and discourage and diminish the potential for unlawful interference and acts against civil aviation;
- b) promote regional coordination and cooperation amongst States and stakeholders in the area of Aviation Security and facilitation;
- c) foster information exchange, sharing of experiences and best practices in aviation security and facilitation among States and stakeholders;
- d) coordinate AVSEC/FAL assistance activities and capacity building initiatives/projects with concerned States and stakeholders;
- e) promote and support the implementation of the Global Aviation Security Plan (GASeP) in the MID Region;
- f) monitor progress in the implementation of the GASeP and the regional objectives and priorities identified in the MID-SECFAL Plan; and
- g) ensure the implementation of the MID-SECFAL plan to enhance Aviation Security and Facilitation

In order to meet the Terms of Reference, the Group shall:

- a) provide a forum for discussion, coordination and cooperation of AVSEC and FAL issues amongst States, partners and stakeholders; and exchange of relevant information including threat and risk assessment;
- b) review analyses of regional AVSEC and FAL deficiency trends and develop harmonized regional action plans for resolution;
- c) analyse the ICAO Universal Security Audit Programme-Continuous Monitoring Approach (USAP-CMA) findings and results, both at the global and regional levels;
- d) share best practices amongst States and utilize the capacity available in some States' Administrations to assist others;
- e) identify available options for providing assistance to and cooperation between and among States through the following:
 - Direct bilateral and multilateral agreements among States.
 - ICAO Regional Offices with the support of and in coordination with the Implementation Support and Development – Security Section and the Technical Cooperation Bureau.
 - Other international organizations and development agencies.
- f) foster the harmonization of AVSEC/ FAL training programmes;
- g) coordinate needed AVSEC /FAL training courses, seminars and workshops at Regional level; and
- h) provide feedback to ICAO ISD-SEC to continually improve and ensure proper support from ICAO.

2. MEMBERSHIP

2.1 Contracting States entitled to participate as members in the MID-RASFG 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.

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

2.3 States should ensure that their designated Representatives to the Group have the decision-making authority and 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

2.4 The Group may invite States from outside the ICAO MID Region to participate in its meetings whenever it is expected 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

2.5 The Group shall normally invite representatives of ICAO endorsed Aviation Security Training Centres (ASTCs), 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 and aviation industry representatives who have an important role in the field of aviation security and facilitation. These include, but not limited to:

AACO	(Arab Air Carriers' Organization)
ACAO	(Arab Civil Aviation Organization)
ACI	(Airports Council International)
CANSO	(Civil Air Navigational Service Organization)
IATA	(International Air Transport Association)
IFALPA	(International Federation of Airline Pilot Association)
UPU	(Universal Post Union)
WCO	(World Customs Organization)

Other International Organizations and/or Middle East Regional Bodies may also participate when specifically invited by the Group.

INTERNATIONAL CIVIL AVIATION ORGANIZATION



MIDDLE EAST REGIONAL AVIATION SECURITY AND FACILITATION GROUP

(MID-RASFG)

PROCEDURAL HANDBOOK

FIRST EDITION (VERSION 3) – MAY 2018

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 MID-RASFG. 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. The Handbook will serve States and international organizations when planning and managing resources for their participation in the Group.

1.2 The Handbook is organised in Part and 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 The Handbook should be updated periodically to accommodate relevant changes and developments.

1.4 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.

1.5 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 MID-RASFG

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1. BACKGROUND

1.1 The Riyadh Declaration on Aviation Security and Facilitation in the ACAC and MID Regions was endorsed by the Global Ministerial Aviation Summit held in Riyadh, Saudi Arabia, from 29 to 31 August 2016. The Declaration called for the establishment of a Regional Aviation Security and Facilitation Group

1.2 The Regional Ministerial Conference on Aviation Security in Africa and the Middle East was held in Sharm El Sheikh, Egypt, 22 - 24 August 2017. The Conference resulted in the endorsement of the “Africa and Middle East Aviation Security Roadmap”. Some Actions/Tasks included in the Roadmap were assigned to the Regional AVSEC/FAL Groups, in particular, the development of detailed Action Plans to ensure the effective implementation of the Roadmap.

1.3 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 4/8. The terms of reference for the Group were initially drafted by the MID SECFAL Plan Development Group.

2. OBJECTIVES

2.1 The main objectives of the MID-RASFG are to:

- provide a regional structure for cooperation and coordination and implement a work programme that supports a regional performance framework for Aviation Security and Facilitation. This approach is designed to reduce the risks related to Aviation Security in the MID Region and promote States and Industry security initiatives in line with the ICAO Global Aviation Security Plan (GASeP); ICAO Assembly Resolutions and Regional Declarations on Aviation Security and Facilitation;
- develop and keep upto date the MID Region SECFAL Plan, and foster the achievement of the regional SECFAL Targets;
- identify and prioritize States’ needs pertaining to AVSEC/FAL, including capacity building projects and coordinate necessary assistance activities with concerned States and stakeholders; and
- identify opportunities for resource mobilization and encourage States and Stakeholders to provide voluntary financial and in-kind contributions to support the AVSEC/FAL assistance activities/projects in the Region.

3. TERMS OF REFERENCE

3.1 The Terms of Reference of the Group are to:

- a) enhance security and facilitation of air transport operations, aircraft, civil aviation facilities, personnel and the travelling public, and discourage and diminish the potential for unlawful interference and acts against civil aviation;
- b) promote regional coordination and cooperation amongst States and stakeholders in the area of Aviation Security and facilitation;
- c) foster information exchange, sharing of experiences and best practices in aviation security and facilitation among States and stakeholders;
- d) coordinate AVSEC/FAL assistance activities and capacity building initiatives/projects with concerned States and stakeholders;
- e) promote and support the implementation of the Global Aviation Security Plan (GASeP) in the MID Region;
- f) monitor progress in the implementation of the GASeP and the regional objectives and priorities identified in the MID-SECFAL Plan; and
- g) ensure the implementation of the MID-SECFAL plan to enhance Aviation Security and Facilitation

In order to meet the Terms of Reference, the Group shall:

- a) provide a forum for discussion, coordination and cooperation of AVSEC and FAL issues amongst States, partners and stakeholders; and exchange of relevant information including threat and risk assessment;
- b) review analyses of regional AVSEC and FAL deficiency trends and develop harmonized regional action plans for resolution;
- c) analyse the ICAO Universal Security Audit Programme-Continuous Monitoring Approach (USAP-CMA) findings and results, both at the global and regional levels;
- d) share best practices amongst States and utilize the capacity available in some States' Administrations to assist others;
- e) identify available options for providing assistance to and cooperation between and among States through the following:
 - Direct bilateral and multilateral agreements among States
 - ICAO Regional Offices with the support of and in coordination with the Implementation Support and Development – Security Section and the Technical Cooperation Bureau
 - Other international organizations and development agencies
- f) foster the harmonization of AVSEC/ FAL training programmes;
- g) coordinate needed AVSEC /FAL training courses, seminars and workshops at Regional level; and
- h) provide feedback to ICAO ISD-SEC to continually improve and ensure proper support from ICAO.

4. MEMBERSHIP

4.1 Contracting States entitled to participate as members in the MID-RASFG 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.

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

4.3 States should ensure that their designated Representatives to the Group have the decision-making authority and 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

4.4 The Group may invite States from outside the ICAO MID Region to participate in its meetings whenever it is expected 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

4.5 The Group shall normally invite representatives of ICAO endorsed Aviation Security Training Centres (ASTCs), 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 and aviation industry representatives who have an important role in the field of aviation security and facilitation. These include, but not limited to:

AACO	(Arab Air Carriers' Organization)
ACAO	(Arab Civil Aviation Organization)
ACI	(Airports Council International)
CANSO	(Civil Air Navigational Service Organization)
IATA	(International Air Transport Association)
IFALPA	(International Federation of Airline Pilot Association)
UPU	(Universal Post Union)
WCO	(World Customs Organization)

Other International Organizations and/or Middle East Regional Bodies may also participate when specifically invited by the Group.

5. WORKING ARRANGEMENTS

5.1 Relations with States

5.1.1 States located geographically in the MID Region and States outside the area having aircraft on their registers, which operate 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; and
- c) the summaries or reports on meetings of its contributory bodies.

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

5.1.3 The Group may obtain information from ICAO MID States on specific inquiries and offer them advice in the form of specific proposals for action.

5.2 Relations with Other Bodies and Organizations

5.2.1 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.

5.2.2 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.

5.3 Administration of the Group

5.3.1 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 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.

5.3.2 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).

5.3.3 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.

5.4 Meetings of the Group

5.4.1 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.

5.4.2 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.

5.5 MID-RASFG Steering Group (MID-RSG)

5.5.1 The MID-RASFG Steering Group (MID-RSG) is established to execute a pivotal function as a coordinating arm with highest possible efficiency to ensure that security initiatives are accomplished in a timely, effective and efficient manner in accordance with the MID-RASFG goals by:

- a) assessing work that has already been done under existing regional Aviation Security and Facilitation initiatives;
- b) identifying short, medium and long term regional AVSEC/FAL priorities and initiatives;
- c) coordinating the activities of the MID-RASFG and AVSEC/FAL related initiatives and activities in the MID Region within the MID-RASFG Work Programme to ensure implementation of the GAsEP and the regional objectives and priorities outlined in the MID SECFAL Plan;
- d) undertaking any action required to ensure that the MID-RASFG achieves its objective to reduce aviation security risks and minimize or avoid duplication of efforts in the MID Region; and
- e) proposing the MID-RASFG work programme.

5.5.2 The MID-RSG 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.

5.5.3 Terms of Reference of the MID-RASFG Steering Group (MID-RSG)

5.5.3.1 TBD

5.5.4 Composition

5.5.4.1 The MID-RSG is composed of:

TBD

5.6 Establishment of Subsidiary Bodies

5.6.1 To assist in its work and support the development, implementation and prioritization of MID-RASFG security initiatives, the Group may create subsidiary bodies (Technical Working

Groups/Teams) charged with preparatory work on specific subjects requiring expert advice for their resolution.

5.6.2 The Working Groups/Teams will operate in coordination with and under the guidance of the MID-RCG. They should accomplish their tasks by developing mitigation strategies based on gathering and processing security data and information. These mitigation strategies shall be focused on the Global Aviation Security (GASep) and the MID SECFAL Plan.

5.6.3 Participation in Working Groups/Teams 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.

5.6.4 Secretaries of Working Groups/Teams established by the Group will be determined by the members of the Group.

5.6.5 The Working Groups/Teams shall at all times work within a minimum of formality and paperwork. Advantage should be taken of electronic communications, particularly e-mails, to keep the Members and the Secretary in permanent contact with each other.

5.7 Reporting Lines

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

6. PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE MID-RASFG

6.1 General

6.1.1 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.

6.1.2 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.

6.2 Convening of Meetings

6.2.1 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 18 months would generally suffice. However, the Group may determine the need for any additional meetings, as deemed necessary.

6.2.2 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.

6.3 Establishment of the Agenda

6.3.1 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.

6.3.2 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.

6.4 Languages

6.4.1 The language of the meetings of the MID-RASFG shall be primarily English. When the MID-RASFG is hosted by a State that is willing to provide translation and interpretation services, the MID-RASFG might be run in both English and Arabic Languages (in such case the hosting State is fully responsible of the translation and interpretation services, i.e. cost, quality, timeliness, etc).

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

6.5 Officers and Secretariat of the MID-RASFG

6.5.1 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.

6.5.2 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.

6.5.3 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.

6.6 Roles and Responsibilities

Chairperson(s)

6.6.1 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

6.6.2 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-RASFG 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 GASeP and the regional objectives and priorities outlined in the MID SECFAL Plan;
7. maintain communication with the Chairpersons, and MID-RASFG members;
8. identify required administrative support; and
9. manage the MID-RASFG work programme.

Members:

6.6.3 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.

6.6.4 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: 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.

6.6.5 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:

6.6.6 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.

6.6.7 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.

6.7 Supporting documentation

6.7.1 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.

6.7.2 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).

6.7.3 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.

6.8 Conclusions and Decisions of the Meetings

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

- a) Conclusions; and
- b) Decisions.

6.8.2 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

6.8.3 **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.

6.8.4 **Decisions** relate to the internal working arrangements of the Group and its subsidiary bodies.

6.9 Conduct of Business

6.9.1 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.

6.9.2 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.

6.9.3 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.

6.10 Reports

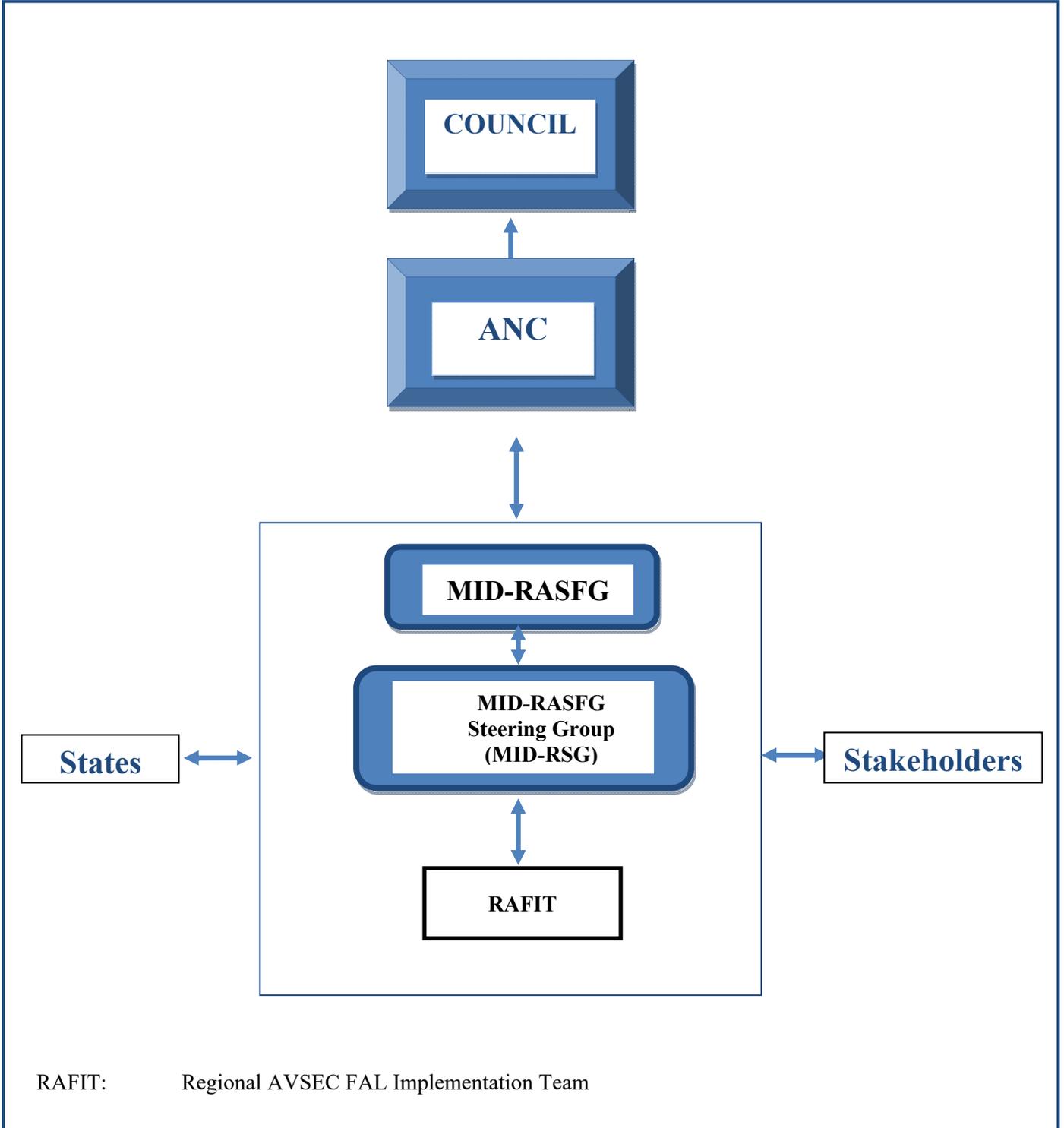
6.10.1 Reports on meetings shall be of a simple layout and as concise as possible and shall include:

- 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.

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

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

7. MID-RASFG ORGANIZATIONAL STRUCTURE



ATTACHMENT A

LIST OF PARTICIPANTS

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