



International Civil Aviation Organization

SECFAL Plan Development Group

Third Meeting (SECFAL PDG/3)
(Kuwait, 8 - 10 May 2018)

Agenda Item 4: Draft MID-RASFG Procedural Handbook

MID-RASFG PROCEDURAL HANDBOOK

(Presented by the Secretariat)

SUMMARY

This paper presents a revised version of the Draft MID-RASFG Procedural Handbook for review and update, as deemed necessary, in order to be presented to the MID-RASFG/1 meeting for endorsement.

Action by the meeting is at paragraph 2.

1. INTRODUCTION

1.1 The Draft MID-RASFG Procedural Handbook has been prepared by the MID-RASFG Procedural Handbook Action Group and further reviewed and improved by the Secretariat. The revised version of the Draft Procedural Handbook is at **Appendix A**.

2. ACTION BY THE MEETING

2.1 The meeting is invited to:

- a) review and amendment, as necessary, the revised version of the Draft MID-RASFG Procedural Handbook (version 3); and
- b) agree to present the MID-RASFG Procedural Handbook to the MID-RASFG/1 meeting for endorsement.

APPENDIX A

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:

- create 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 ICAO Global Aviation Security Plan (GASeP);
- 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;
- develop a regional aviation security and air transport facilitation structure based on regional cooperation and coordinated assistance for States in these areas;
- foster cooperation, information exchange, sharing of experiences and best practices in aviation security and facilitation among States and stakeholders;
- foster the harmonization of AVSEC/ FAL training programmes; 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. MEMBERSHIP

3.1 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.

3.2 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.

3.3 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

3.4 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

3.5 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 Carrier Organization)
ACAC	(Arab Civil Aviation Commission)
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)

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

4. TERMS OF REFERENCE

THE TERMS OF REFERENCE OF THE GROUP ARE TO

- a) support the implementation of the Global Aviation Security Plan (GASeP) in the MID Region

- by ensuring effective coordination and cooperation between all States and stakeholders; and monitoring progress in the implementation of the GAsEP and the regional objectives and priorities identified in the MID-SECFAL Plan;
- b) ensure achievement of the ICAO MID Targets by implementing the MID-RASFG Regional plan for States and stakeholders as partners in the ICAO MID Region to enhance Aviation Security and Facilitation by building on the work already done by States and regional organizations; and
 - c) 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 taking in consideration the ICAO Risk Management Context Statement to the ultimate goal of the implementation of the GAsEP.

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, exchange 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) promote and provide a mechanism for regional coordination and cooperation amongst State AVSEC and FAL authorities, international organizations, regional oversight bodies and industry;
- 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) analyse the ICAO Universal Security Audit Programme-Continuous Monitoring Approach (USAP-CMA) findings and results, both at the global and regional levels;
- g) 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;
- h) coordinate needed training activities and seminars to qualify Aviation Security staff at the National Level; and
- i) provide feedback to ICAO ISD-SEC to continually improve and ensure proper support from ICAO.

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 COORDINATION GROUP (MID-RCG)

5.5.1 The MID-RASFG Coordination Group (MID-RCG) 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-RCG 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 Coordination Group (MID-RCG)

5.5.3.1 TBD

5.5.4 Composition

5.5.4.1 The MID-RCG 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 on 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

