International Civil Aviation Organization

RASG-MID Steering Committee

Seventh Meeting (RSC/7)
(Cairo, Egypt, 3 – 5 March 2020)

Agenda Item 5:   **Working Arrangements and Future Work Programme**

RASG-MID PROCEDURAL HANDBOOK AND WORKING ARRANGEMENTS

(Presented by the Secretariat)

SUMMARY
This paper presents proposed amendments to the RASG-MID working arrangements and Organizational Structure as well as changes to the RASG-MID Procedural Handbook.
Action by the meeting is at paragraph 3.

REFERENCES
- MRC/4 Report
- RASG-MID Procedural Handbook
- RSC/6 Report
- MIDANPIRG/17 & RASG-MID/7 Report

1.   INTRODUCTION

1.1   The RASG-MID Procedural Handbook provides a consolidation of material, particularly of a procedural nature, about the work of the RASG-MID. It contains the Terms of Reference (TOR) of the Group, the working arrangements and other internal procedures and practices governing the conduct of business.

2.   DISCUSSION

RASG-MID Procedural Handbook

2.1   In accordance with the outcomes of the the RASG-MID/7 (Decision 7/10), the RASG-MID/7 established the following Groups:

        -   Annual Safety Report Group (ASRG)
        -   Aerodromes Safety, Planning and Implementation (ASPIG)
        -   Safety Enhancement Implementation Group (SEIG)
        -   Accident and Incident Investigation (AIIG)

2.2   It was agreed that ToRs for each Group should be developed at their first meeting.

2.3   As a follow up to Decision 7/10, the Secretariat consolidated the Draft Fourth Edition of the RASG-MID Procedural Handbook at **Appendix A**, for presentation to the RSC/7 meeting before the formal endorsement by the RASG-MID/8 meeting, reflecting:

- the new Organizational Structure of the RASG-MID, which was endorsed by the RASG-MID/7 meeting;
- the new Terms of Reference (TOR) of the RASG-MID complying with the generic TORs of RASGs, which were endorsed by the ICAO Council; and
- the TORs of the ASRG and ASPIG, which was developed by the first meeting of each Group (for review and endorsement).

2.4   Taking into consideration the establishment of the new Groups, revised Organizational Structure and the new RASGs TOR, the RASG-MID/7 meeting agreed that there is no need to change the current working arrangement of the RASG-MID, including the fast track/approval by passing procedure. The meeting was of the view that sufficient lead-time should be provided for the evaluation of the efficiency of the new Organizational Structure and working arrangements, before considering any change.

3.   ACTION BY THE MEETING

3.1   The meeting is invited to

a) review and endorse the TORs of the newly established Groups by the RASG-MID/7 meeting and endorse the following RSC/7 Draft Decision:

WHY	To endorse the TORs of the newly established RASG-MID's Groups (ASRG and ASPIG)
What	Terms of Reference (ToRs) of ASRG and ASPIG
Who	RSC/7
When	March 2020

DRAFT RSC DECISION 7/XX: TERMS OF REFERENCE (TORS) OF THE RASG-MID'S GROUPS

*That, the Terms of Reference (ToRs) of the Annual Safety Report Group (ASRG) and the Airport Safety Planning and Implementation Group (ASPIGare endorsed as at **Appendices B** and **C**, respectively.*

b) review and amend, as deemed necessary, the Draft Fourth Edition of the RASG-MID Procedural Handbook **at Appendix A**, for presentation to the RASG-MID/8 meeting for formal endorsement and endorse the following RASG-MID/8 Draft Decision:

WHY	To review the Draft Fourth Edition of the RASG-MID Procedural Handbook for formal endorsement by the RASG-MID/8 meeting.
What	Fourth Edition of the RASG-MID Procedural Handbook
Who	RASG-MID/8
When	2021

DRAFT RASG-MID DECISION 8/XX: FOURTH EDITION OF THE RASG-MID PROCEDURAL HANDBOOK

That, The Fourth Edition of the RASG-MID Procedural Handbook is endorsed

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APPENDIX A

INTERNATIONAL CIVIL AVIATION ORGANIZATION

REGIONAL AVIATION SAFETY GROUP – MIDDLE EAST

(RASG-MID)

PROCEDURAL HANDBOOK

FOURTH EDITION – XX 2021

RECORD OF AMENDMENTS

Edition Date	Description	Pages Affected
July 2017	Amendments approved by the RASG-MID/5 meeting related to the RSC TORs and RASG-MID Frequency of meetings.	5 & 7
	Revised Organizational Structure based on dissolution of the AIA WG	13
April 2019	Amendments approved by the RSC/6 meeting related to the RASG-MID Teams Terms of Reference (MID-ASRT, MID-RAST, and MID-SST), as well as the fast track/approval procedures.	12-15
XX 2021	Amendments approved by the RASG-MID/7 meeting, reflecting the revised Organizational Structure and Terms of Reference (TORs) of the RASG-MID and RSC in line with new TORs of the RASGs and PIRGs endorsed by ICAO Council. As well as, inclusion of TORs for newly established Groups.	….

RASG-MID PROCEDURAL HANDBOOK

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RASG-MID PROCEDURAL HANDBOOK - GENERAL

INTRODUCTION

FOREWORD

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

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

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

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

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

REGIONAL AVIAITON SAFETY GROUPS-MIDDLE EAST (RASG-MID)

PROCEDURAL HANDBOOK

PART I

TERMS OF REFERENCE, COMPOSITION OF THE RASG-MID

1.   BACKGROUND

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

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

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

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

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

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

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

2.   RASG-MID TERMS OF REFERENCE

2.1   Membership

2.1.1   All ICAO Contracting States, and Territories recognized by ICAO, within the area of accreditation of the ICAO MID Regional Office (Bahrain, Egypt, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Qatar, Saudi Arabia, Sudan, Syria, UAE and Yemen) are members of the RASG-MID.

2.2   Participation

2.2.1   In addition to States, the importance of a collaborative and proactive role by airspace users, international and regional organizations, and industry should be recognized due to their involvement in the rapid pace of technological development, expertise and other opportunities for sharing of resources.

2.2.2   The RASG-MID meetings are open to all members. Each member State should be represented by a senior-level delegate nominated by the State, preferably from the civil aviation authority (CAA) in order to support related policy-making within the State. A delegate may be supported by an alternate delegate and/or advisors with the requisite technical knowledge in the subject matters under consideration.

2.2.3   The CAAs should be supported by representatives from service providers and industry.

2.2.4   States located outside the area of accreditation of the ICAO MID Regional Office can be invited on a case-by-case basis to attend as observers.

2.2.5   International organizations recognized by the ICAO Council to participate in ICAO meetings should participate, as observers, in the RASG-MID meetings, and be encouraged to do so. Other stakeholders may be invited as observers, when required, to contribute to the work of the RASG-MID.

2.2.6   The participation of industry stakeholders should take into account relevant capabilities such as an involvement in the rapid pace of technological development, specific knowledge and expertise, and other opportunities including sharing of resources.

2.2.7   Civil aviation commissions/conferences in particular the Arab Civil Aviation Organization (ACAO), may be invited to participate in the work of the RASG-MID.

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

2.2.9   RASG-MID meetings should be live-streamed, to the extent possible, to enable additional State participants to follow the proceedings.

2.3   Working Arrangements

2.3.1   Structure

2.3.1.1   RASG-MID have the obligation to apply the most effective and efficient organizational structure and meeting modalities that best suit the characteristics of the MID Region's implementation work programme while maintaining to the extent possible, alignment with these Terms of Reference, the regional work programme, Global Aviation Safety Plan (GASP), MID Region Safety Strategy and MID Region NCLB Strategy.

2.3.1.2   The ICAO MID Regional Director will serve as the Secretary of the RASG-MID.

2.3.1.3   The organization of the RASG-MID should address global and region-specific safety-related matters, and meetings should be closely coordinated between the RASG-MID and MIDANPIRG chairpersons and the Secretariat. The RASG-MID and MIDANPIRG meetings should be held back-to-back or combined to facilitate coordination and to ensure the efficient use of resources.

2.3.1.4   The RASG-MID shall be administered by a chairperson and one or two vice-chairpersons elected from the State-nominated delegates present. The RASG-MID will establish the cycle of elections. Exceptionally, at the discretion of each RASG-MID, vice-chairpersons or a co-chairperson may be elected from the international and regional organizations, and/or industry present.

2.3.1.5   The RASG-MID will build on the work already done by States, ICAO Regional Offices and existing regional and sub-regional organizations (such as the cooperative development of operational safety and continuing airworthiness programmes, regional safety oversight organizations (RSOOs), regional accident and incident investigation organizations (RAIOs) and industry) to support the establishment and operation of safety management processes for the MID Region.

2.3.1.6   RASG-MID contributory bodies may be created by the RASG-MID to discharge the RASG-MID work programme by working on defined subjects requiring detailed technical expertise. A contributory body shall only be formed when it has been clearly established that it is able to make a substantial contribution to the required work. A contributory body will be dissolved by the RASG-MID when it has completed its assigned tasks or if the tasks cannot be usefully continued.

2.3.1.7   Invitations to RASG-MID meetings must be issued at least three months in advance of the meeting to assist States to plan participation.

2.3.1.8   The Secretariat will review and update the RASG-MID Procedural Handbook periodically, and as required, to ensure a result-oriented approach.

2.3.1.9   States, international organizations and industry are invited to submit working papers, research works, etc. in order to enhance the work of the RASG-MID and its contributory bodies. To ensure proper time for consideration and good decision-making, the Secretary should ensure that all working papers are available at least fourteen days prior to the start of the meeting for consideration.

2.3.2   **State Role**

2.3.2.1   State CAAs, supported by service providers as necessary, should participate in the work of the RASG-MID and its contributory bodies to:

    a) ensure the continuous and coherent development and implementation of regional safety plans and report back on the key performance indicators (KPIs);

    b) support the regional work programme with participation from the decision-making authority with the technical expertise necessary for the planning and implementation mechanism, thus supporting policy decisions at the State level;

    c) support the implementation of effective safety management and collaborative decision-making processes to mitigate aviation safety risks, thus supporting policy decisions at the State level;

    d) contribute information on safety risk, including State safety programme (SSP) safety performance indicators (SPIs, in accordance with the GASP and MID Region Safety Strategy as part of their safety risk management activities;

    e) ensure coordination, at the national level, between the CAA, service providers and all other concerned stakeholders, and harmonization of the national plans with the regional and global plans;

f) facilitate the development and establishment of Letters of Agreement and bilateral or multilateral agreements;

g) ensure the implementation of the GASP goals and targets; and

h) embrace a performance-based approach for implementation as highlighted in the Global Plans.

2.3.3 International Organization and Industry Role

2.3.3.1   Industry stakeholders/partners should participate in the work of the RASG-MID and its contributory bodies in order to support the implementation of safety oversight activities, safety management and collaborative decision-making processes, as well as to identify regional requirements, mitigate aviation safety risks, provide technical expertise, as required, and ensure adequate resources.

2.3.3.2   Their focus should be on identifying regional requirements and ensuring that their available resources are adequately allocated.

2.3.4 Reporting

2.3.4.1   The RASG-MID reports outcomes to the ICAO Council through the Air Navigation Commission (ANC) as facilitated by the ICAO Secretariat.

2.3.4.2   RASG-MID meeting reports should reflect the structure of the GASP (organizational challenges, operational safety risks, infrastructure and safety performance measurement) and RASG-MID deliverables should map the expected GASP goals and targets in line with the MID Region Safety Strategy

2.3.4.3   RASG-MID meeting reports should be provided in a standardized format to the governing bodies of ICAO to identify regional and emerging challenges, and shall include as a minimum:

a) a brief history of the meeting (duration and agenda);

b) a list of meeting participants, affiliation and number of attendees;

c) a list of conclusions and decisions with a description of their rationale (what, when, why and how);

d) a list of safety enhancement initiatives (SEIs) linked to the associated GASP targets and indicators;

e) common implementation challenges identified amongst RASG-MID members and possible solutions, assistance required and estimated timelines to resolve, if applicable, by sub-region;

f) identification of and recommendations on particular actions or enhancements that would require consideration by the ANC and Council to address particular challenges;

g) a list of issues cross-referenced to actions to be taken by ICAO Headquarters and/or Regional Offices;

h) based on the GASP, and associated SPIs and tools, report to the extent possible on the status of implementation of safety goals, targets and indicators, including the priorities set in the MID Region Safety Strategy, exploring the use of regional dashboards to facilitate monitoring regional progress being made;

i) a list of items for coordination with the MIDANPIRG and a concise summary of the outcome of related discussions;

j) feedback on implementation issues and actionable recommendations to the ICAO Council to continually improve future editions of the GASP that identify regional safety objectives and priorities to ensure proper focus on emerging safety concerns; and

k) the work programme and future actions to be taken by the RASG-MID.

2.3.4.4   A technical officer from Headquarters (Air Navigation Bureau) will participate and provide support to the meeting and subsequently arrange for the presentation of reports, in coordination with the MID Regional Office and chairpersons of the RASG-MID, to the ANC and Council for review and harmonization.

2.3.4.5   The final RASG-MID report will be approved at the end of the meeting.

2.3.4.6   Headquarters will provide feedback to the RASG-MID highlighting the actions taken by the ANC and Council related to their previous meeting outcomes.

2.3.4.7   When RASG-MID does not meet during the annual reporting cycle of the consolidated report on MIDANPIRG and RASG-MID to the Council, the Secretary of the Group must, nevertheless, report implementation progress, as well as difficulties experienced, for inclusion in the report, considering the outcome of the latest RASG-MID Steering Committee meeting.

2.4   Global Plans

2.4.1   In regard to Global Plans, the RASG-MID shall:

a) support implementation by States of the *Global Aviation Safety Plan* (GASP, Doc 10004) taking into account aspects of the *Global Air Navigation Plan* (GANP, Doc 9750) and Global Aviation Security Plan (GASeP) by ensuring effective coordination and cooperation between all States and stakeholders;

b) monitor and report the progress on the implementation by States of the GASP and the regional objectives and priorities;

c) provide feedback on the GASP implementation and propose amendments to the Global Plans as necessary to keep pace with the latest developments and ensure harmonization with regional and national plans;

d) in line with the GASP and regional priorities, identify specific aviation safety risks and propose mitigating actions using the mechanisms defined by Annex 19 — *Safety Management* and the *Safety Management Manual* (Doc 9859), with timelines to resolve deficiencies; and

e) verify the provision of services in accordance with global and regional requirements.

2.5   Regional Activities

2.5.1   In regard to regional activities, the RASG-MID shall:

a) serve as a regional cooperative forum that determines regional priorities, develops and maintains the regional aviation safety plan and associated work programme based on the GASP and relevant ICAO Provisions, integrating global, regional, sub-regional, national and industry efforts in continuing to enhance aviation safety worldwide;

b) facilitate the development and implementation of safety risk mitigation action plans by States, taking into consideration States' level of effective implementation of the critical elements of safety oversight systems and progress being made to improve the level;

c) monitor and report, using a data driven approach, the region's main aviation safety risks, and determine regional priorities and associated work programme based on the GASP;

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

e) identify and report on regional and emerging safety challenges experienced that affect implementation of ICAO global provisions by States and measures undertaken or recommended to effectively address them; and

f) facilitate the development and implementation of regional and national aviation safety plans by States.

2.6   RASG-MID Coordination

2.6.1   In regard to coordination, the RASG-MID shall:

a) coordinate safety issues with the MIDANPIRG;

b) foster cooperation, information exchange, sharing of experiences and best practices among States and stakeholders;

c) provide a platform for regional coordination and cooperation amongst States and stakeholders for the continuous improvement of safety in the region with due consideration to harmonization of developments and deployments, and intra- and interregional coordination;

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

e) identify security, environmental and economic issues that may affect aviation safety, and inform ICAO Secretariat accordingly for action;

f) identify practical examples and tools to support effective safety management implementation; and

g) through the RASG-MID Secretary, inform the Directors General of Civil Aviation and related civil aviation commission/conferences of RASG-MID meeting results.

2.7   Interregional Coordination

2.7.1   The RASG-MID shall:

a) ensure interregional coordination through formal and informal mechanisms, including the participation in meetings established for the purpose of coordinating RASG-MID and MIDANPIRG activities, the GASP and regional aviation safety plans; and

b) identify stakeholders that could be impacted by RASG-MID SEIs within and outside the MID Region, and develop an effective communication and coordination strategy with stakeholders.

2.7.2   ICAO Headquarters shall arrange a global coordination meeting between all RASG and PIRG chairpersons and secretaries on a biennial basis.

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3.   RASG-MID STEERING COMMITTEE (RSC) TERMS OF REFERENCE

3.1   The RASG-MID Steering Committee (RSC) is established to act on behalf of the RASG-MID, execute a pivotal function as a coordinating and steering organ with highest possible efficiency, lead and monitor the technical work, in particular:

a)   follow-up on the RASG-MID/7 Conclusions and Decisions and take necessary actions;

b)   review and endorse the outcomes of subsidiary bodies, including:

-   Safety Enhancement Initiatives (SEIs)

-   MID Annual Safety Reports;

-   RASG-MID Safety Advisories;

-   Conclusions/Decisions emanating from the subsidiary bodies;

-   Roadmaps to foster implementation of RASG-MID Programme and achieveminet of regional objectives and targets; and

-   Terms of Reference (TOR) of subsidiary bodies.

c)   ensure that Safety Enhancement Initiatives (SEIs) are accomplished in a timely, effective and efficient manner.

d)   establish contributory bodies in coordination with the RASG-MID Chairperson and Secretary, as needed to discharge the RASG-MID work programme by working on defined subjects requiring detailed technical expertise;

e)   monitor the progress of the technical work and provide guidance to the established contributory bodies;

f)   monitor the the achievement progress of the MID Region Safety Strategy, including priorities, targets and associated action plans; and

g)   address special issues of strategic and/or financial nature for which no agreement has been reached by the appropriate RASG-MID subsidiary body, with a view to facilitate their presentation to the RASG-MID.

3.2   RASG-MID Steering Committee (RSC) Membership

3.2.1   The RASG-MID Steering Committee (RSC) is composed of representatives from:

a)   MIS Member States (Bahrain, Egypt, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Qatar, Saudi Arabia, Sudan, Syria, UAE and Yemen);

b)   international/regional organizations and industry (as observer);

c)   the RSC Co-Chairpersons;

d) RASG-MID Chairperson and Vice-Chairpersons; and

e) Secretariat (ICAO).

3.3   **Chairmanship of the RASG-MID Steering Committee (RSC)**

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

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

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

3.4   **RSC Meetings**

3.4.1   The RSC meetings should be convened on biennial basis during the even years (2020, 2022, 2024, 2026, etc)..

3.4.2   RSC meetings will be convened in the MID Regional Office, to the extent possible, to facilitate proper access by States. Approval to host RSC meetings outside of the Regional Office must be obtained from the Chairperson of the RASG-MID and Regional Director of MID Office.

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

4.1   General

4.1.1   The RASG-MID shall at all times work with a minimum of formality and paper work (paperless meetings). To achieve this aim, the rules of procedure for the conduct of meetings should be as flexible and simple as possible. The Group is expected to conduct its business by consensus of all interested parties. The following provisions do not include therefore any procedures for handling motions or voting.

4.1.2   Reports on meetings should not include formal Statements by members or other participants. However, specific divergent views expressed in relation to decisions taken or conclusions reached shall be recorded as an integral part of the report.

4.2   Convening of meetings

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

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

4.3   Establishment of the Agenda

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

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

4.4   Languages

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

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

4.5   Officers and Secretariat of the RASG-MID

4.5.1   In order to ensure the necessary continuity in the work of the Group, the Chairperson, the First Vice-Chairperson and Second Vice-Chairperson of the Group should assume their functions at the end of the meeting at which they are elected and serve for three cycles, unless otherwise decided.

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

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

4.6   Roles and Responsibilities

Chairperson(s)

4.6.1   The Chairperson will:

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

Secretariat

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

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

Members:

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

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

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

4.6.5   RASG-MID members/partners will:

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

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

   c) share safety improvements with RASG-MID members.

Non-Member Participant and Guest Observers:

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

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

4.7   Supporting documentation

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

4.7.2   Supporting documentation shall be presented in the form of:

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

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

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

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

4.7.3   Working Papers shall be presented in a standardized format. Each paper should be limited to one agenda item or sub-item and contain, as appropriate, introduction of the matter, brief discussion and conclusions with specific proposals for action.

4.8   Conclusions and Decisions of the Meetings

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

     a) Conclusions; and

     b) Decisions.

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

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

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

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

4.9   Conduct of business

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

4.9.2   At the first sitting of each meeting, following the opening by the Chairperson, the Secretary shall inform participants of the arrangements made for the conduct of the meeting, its organization and of the documentation available for consideration of the different items on the agenda.

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

4.10   Reports

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

     a) a brief history of the meeting (duration, attendance, agenda and list of Conclusions and Decisions);

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

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

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

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

5.   COORDINATION BETWEEN RASG-MID AND MIDANPIRG

5.1   The Secretariat will ensure that the safety issues raised by the PIRGs and RASGs are fully coordinated. In addition, the following RASG-MID/MIDANPIRG coordination mechanism should be implemented:

- the Chairperson(s) of RASG-MID should attend the MIDANPIRG meetings;
- the Chairperson(s) of MIDANPIRG should attend the RASG-MID meetings;
- the ICAO MID Regional Office to organize on a yearly basis a MIDANPIRG/RASG-MID Coordination meeting to be attended by the Chairpersons of both Groups and their subsidiary bodies, in order to follow-up on the activities being coordinated between the two Groups, agree on the level of involvement of the relevant subsidiary bodies, address any roadblocks and identify additional subjects, which need to be addressed by/coordinated between both Groups; and
- the coordination between MIDANPIRG and RASG-MID be based on the following Table listing the subjects in which both MIDANPIRG and RASG-MID have interest with an assignment of the leading Group:

Subjects of interest for MIDANPIRG and RASG-MID	Responsible/Leading Group	
	RASG-MID	MIDANPIRG
Aerodrome Operational Planning (AOP)		X
Runway and Ground Safety	X	
AIM, CNS and MET safety issues		X
CFIT	X	
SSP Implementation	X	
SMS implementation for ANS and Aerodromes	X	
Accidents and Incidents Analysis and Investigation	X	
English Language Proficiency	X	
RVSM safety monitoring		X
SAR and Flight Tracking		X
PBN		X
Civil/Military Coordination		X
Airspace management		X
Call Sign Similarity and Confusion		X
Conflict Zones		X
Contingency Planning		X
USOAP-CMA	X	
COSCAP, RSOO and RAIO	X	
Air Navigation Deficiencies		X
Subjects of interest for MIDANPIRG and RASG-MID	Responsible/Leading Group	
	RASG-MID	MIDANPIRG
Training for ANS personnel		X
Training other civil aviation personnel	X	
Laser attack	X	
Fatigue Risk Management	X	
RPAS		X

REGIONAL AVIAITON SAFETY GROUPS-MIDDLE EAST (RASG-MID)

PROCEDURAL HANDBOOK

PART II

GROUPS OF RASG-MID
TERMS OF REFERENCE/WORK PROGRAMME/COMPOSITION/
ORGANIZATIONAL STRUCTURE

MID ANNUAL SAFETY REPORT GROUP (MID-ASRG)

1.   Purpose of the MID-ASRG:

The MID-ASRG is established to:

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

2. develop the MID Region Safety Report on annual basis, for review and endorsement by the RASG-MID; ensuring the confidentiality/de-identification of data.

In order to meet its Terms of Reference, the MID-ASRG shall:

1. gather information from different available sources on the accidents and serious incidents that:
    a)   occurred in the MID Region (State of Occurrence);
    b)   involved aircraft registered in the MID Region (State of Registry); or
    c)   involved aircraft owned and/or operated by an Air Operator from the MID Region (State of the Operator).
2. review and analyse the accidents and serious incidents;
3. coordinate with MID States' focal points to get additional information on the accidents and serious incidents, as appropriate;
4. identify the risk category focus areas and emerging risks;
5. analyse the preliminary and final investigations reports of accidents and serious incidents conducted by States, including relevant safety recommendations; and safety analyses of incidents, and share the outcomes with the MID-ASRG;
6. identify root causes and contributing factors, in order to support the MID-SEIG in the development of mitigation measures;
7. develop an agreed and harmonized MID Regional dataset of accidents and incidents and provide feedback to the ICAO Safety Indicators Study Group (SISG); and
8. share the outcome of its meetings with the concerned MIDANPIRG subsidiary bodies, as appropriate.

2.   Composition:

The MID-ASRG is composed of Members designated by the following RASG MID Member States and Partners:

States: All MID States

Partners: AACO, AIRBUS, Boeing, IATA, IFALPA and IFATCA

3.   Roles and Responsibilities:

-   MID-RASG Chairperson – Coordinate MID-ASRG activities and provide overall guidance and leadership;

-   ICAO – Support; and

-   Partners – Provide technical expertise and collaborate in the development of material as requested by the MID-ASRG Chairperson.

<mark>**AERODROME SAFETY, PLANNING AND IMPLEMENTATION GROUP (ASPIG)**</mark>

1.   PURPOSE OF THE ASPIG:

a)   As a Subsidiary body of the Regional Aviation Safety Group-Middle East (RASG-MID), the ASPIG is established to develop and implement Safety, Capacity and Efficiency Enhancement Initiatives related mainly to AGA issues including:

- Aerodrome Planning and Design;
- Heliports;
- Aerodrome System Capacity Enhancement;
- Aerodrome Certification;
- Aerodrome Safety Management System;
- Runway Safety;
- Aerodrome Visual Aids for Navigation;
- Aerodrome Operations and Services;
- Ground Handling Operations
- Aerodrome Emergency Response Planning;
- Coordination between AGA and ANS: ATM/AIM/CNS;
- AN Deficiencies in the field of Aerodrome Operations; and
- MID Region priorities and implementation of Safety and Air Navigation objectives set on the MID Region Safety and Air Navigation Strategies, in line with the Global Aviation Safety Plan (GASP) and Global Air Navigation Plan (GANP).

b)   In addition, the ASPIG should coordinate with other entities managing an extended scope including:
- Air traffic management;
- Aircraft operations; and
- Aeronautical information management.

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

a)   Monitor developments and continuously update the MID Region Implementation Plans in the field of Aerodrome Planning and Operations, including the implementation of ICAO provisions.

b)   Follow-up and analyse achievements and progress in the implementation of certification of all aerodromes open for international aircraft operations, according to the Table AOP I-1 included in the Middle East Regional Air Navigation Plan (MID ANP), and promote safety management of aerodrome operations in the Region.

c) Ensure that the planning and implementation of Aerodrome design and operational requirements in the MID Region is consistent with ICAO SARPs and Global Air Navigation Plan and reflecting global requirements for adequate aerodromes and safety of aircraft operations with particular attention payed to the anticipated increase of traffic alleviating aerodrome congestion.

d) Ensure the continuous and coherent development of the Aerodrome Design and Operations parts of the MID ANP in a manner that is consistent with ICAO SARPs, the Global Air Navigation Plan (GANP) and the Global Aviation Safety Plan (GASP).

e) Facilitate the implementation of Aerodrome Design and Operations Services identified in the MID ANP Basic Building Block (BBB) and the Aviation System Block Upgrade (ASBU) Frameworks.

f) Monitor the MID Region operational safety and efficiency of Aerodromes Operations and identify the associated Air Navigation Deficiencies that impede the implementation or provision of efficient Aerodrome Design and Operation services, analyse, review and monitor steps and corrective action plans made by concerned States for resolution of such deficiencies.

ASPIG Deliverables:

a) Aerodrome Operations (AOP) parts of the MID ANP reviewed and, as necessary, amendment proposals prepared to update the MID ANP to reflect changes in the operational and global requirements.

b) Level of implementation of Aerodrome Design and Operations services monitored and, as necessary, facilitated to support the effective implementation of the BBB and ASBU priority modules

c) Air navigation deficiencies in the field of AOP (as listed in the MANDD database) reviewed and, as necessary, updated to reflect the current situation.

d) Draft Conclusions and Decisions formulated relating to matters in the field of Aerodrome design and Operations that come within the scope of the RASG/MIDANPIRG work programmes.

e) Progress report submitted to RASG and MIDANPIRG addressing the ASPIG deliverables respectively in coordination with the RSC and MSG.

2. **COMPOSITION:**

The ASPIG is composed of:

Permanent Members
The AGA focal points of the MID States (i.e.: Bahrain, Egypt, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Qatar, Saudi Arabia, Sudan, Syria, UAE and Yemen), officially assigned and communicated to the ICAO Middle East Regional Office by MID States, are the permanent members of the ASPIG.

Observers

The following Partners are the permanent Observers to the ASPIG:

- AACO   Arab Air Carrier Organization
- ACAO   Arab Civil Aviation Organization
- ACI   Airports Council International
- AIRBUS   Airbus Aircraft Manufacturer
- BOEING   Boeing Commercial Airplane Company
- CANSO   Civil Air Navigation Services Organization
- EUROCONTROL   European Organisation for the Safety of Air Navigation
- COSCAP-GS   Cooperative Development of Operational Safety and Continuing Airworthiness Programme-Gulf States
- EASA   European Aviation Safety Agency
- Embraer   Embraer Aviation International
- FAA   United States Federal Aviation Administration
- FSF   Flight Safety Foundation
- IACA   International Air Carrier Association
- IATA   International Air Transport Association
- IBAC/MEBAA   International Business Aviation Council/ Middle East Business Aviation Association
- IAOPA   International Council of Aircraft Owner and Pilot Associations
- ICCAIA   International Coordinating Council of Aerospace Industries Associations
- IFALPA   International Federation of Airline Pilots Association
- IFATCA   International Federation of Air Traffic Controllers Association
- MEASR-TLST   Middle East Aviation Safety Roadmap - Top Level Safety
-       Team
- WFP (UN)   World Food Programme (United Nations)

International Organizations, Airport Operators, Aircraft Operators, Maintenance and Repair Organizations, Regional Organizations, Training organizations, Aircraft manufactures, and Air Navigation Service Providers and any other allied organizations/representatives can be invited by ICAO/States to attend the ASPIG meetings in the capacity of observers.

3. **WORKING ARRANGEMENTS:**

Roles and Responsibilities:

- **Member State**s: provide technical expertise and collaborate in the development and implementation of the ASPIG deliverables.

- **Partners**: provide technical expertise and collaborate in the development and implementation of the ASPIG deliverables.

- **ICAO:** acts as Secretariat and provides necessary support to the ASPIG.

Chairmanship:

The Chairperson will:

    a) call for ASPIG meetings;
    b) chair the ASPIG meetings;
    c) keep focus on high priority items;
    d) ensure agendas meet objectives to improve safety;
    e) provide leadership for ongoing projects and accomplishments;
    f) promote consensus among the group members;
    g) coordinate ASPIG activities closely with the Secretariat; and
    h) promote ASPIG and lobby for contributors.

In order to ensure the necessary continuity in the work of the ASPIG the Chairperson, the Vice-Chairperson are held by each Member State (i.e.: Bahrain, Egypt, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Qatar, Saudi Arabia, Sudan, Syria, UAE and Yemen) for a period of three (03) years. The Chairperson chairs the ASPIG meeting in collaboration with the Secretariat.

Convening of meetings:

The ASPIG Meeting will be convened every 12 to 18 months. At each of its meetings the Group should endeavour to agree on the dates and venue of its next meeting.

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.

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

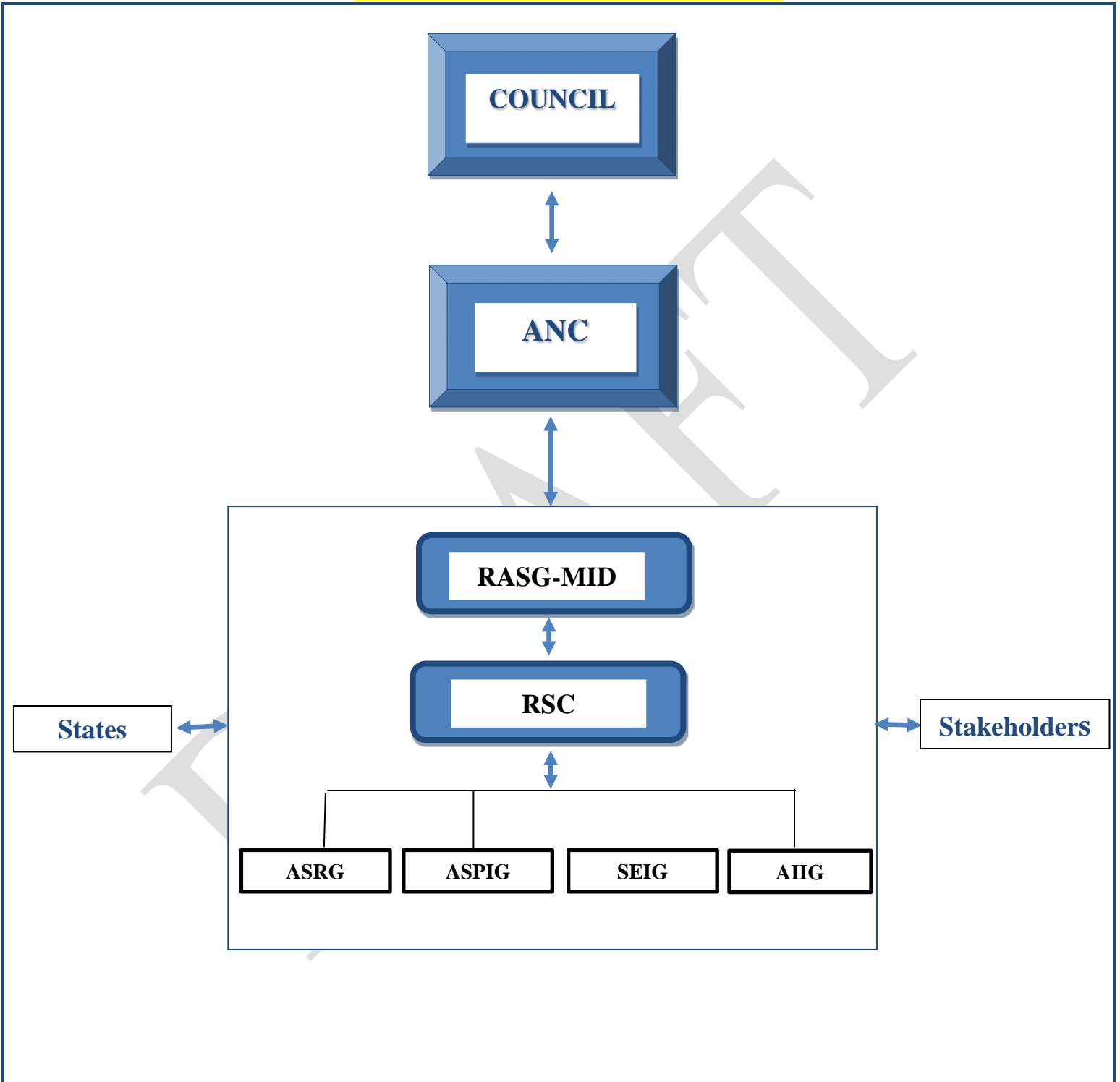**MID SAFETY ENHANCEMENT INTIATIVE GROUP (MID-SEIG)**

TBD

ACCIDENT AND INCIDENT INVESTIGATION GROUP (AIIG)

TBD

ACCIDENT AND INCIDENT INVESTIGATION GROUP (AIIG)

RASG-MID ORGANIZATIONAL STRUCTURE

COUNCIL

ANC

RASG-MID

RSC

States

Stakeholders

| ASRG | ASPIG | SEIG | AIIG |

- END -

APPENDIX B

MID ANNUAL **S**AFETY **R**EPORT **G**ROUP **(MID-ASRG)**

TERMS OF **R**EFERENCE

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C)   **Roles and Responsibilities:**

-    MID-RASG Chairperson – Coordinate MID-ASRG activities and provide overall guidance and leadership;

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APPENDIX C

A ERODROME S AFETY , P LANNING AND I MPLEMENTATION G ROUP (ASPIG)

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- Embraer — Embraer Aviation International
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C-4

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-END-