



International  
Civil Aviation  
Organization

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de l'aviation civile  
internationale

Organizacion  
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Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: ME 4/1.8-21/159

2 September 2021

**Subject: Third Meeting of the Aerodrome Safety, Planning and Implementation Group (ASPIG/3) Virtual Meeting (25-27 October 2021 from 08:00 to 11:00 UTC)**

**Action required: Reply not later than 10 October 2021**

Sir,

I have the honour to inform you that the Third meeting of the Aerodrome Safety, Planning and Implementation Group (ASPIG/3) meeting will be held on **25-27 October 2021 from 08:00 to 11:00 UTC**. Your Administration/Organization is kindly invited to participate in this virtual meeting. It is recommended that you extend the invitation to the Airports Operators to attend the meeting as observers.

The Provisional Agenda for the meeting and the Terms of Reference (TORs) of ASPIG are at **Attachments A and B**, respectively. Your comments on the attached Provisional Agenda, including any amendment you may wish to suggest, would be appreciated.

This letter, all its relevant attachments and Working/Information Papers (as they become available), will be posted in PDF format on the ICAO MID website at: [www.icao.int/mid](http://www.icao.int/mid).

Your Administration/Organization is encouraged to participate actively in the work of the meetings by submitting presentations and/or working papers related to the subjects contained in the Provisional Agenda. I would be grateful to receive your presentations/papers, prior to **10 October 2021**, in order to allow time for processing and posting on the ICAO MID website.

I would appreciate if you could, as soon as possible, preferably not later than **10 October 2021**; confirm the participation of your participants by submitting the Nomination Form at **Attachment C** to the following e-mail address [icaomid@icao.int](mailto:icaomid@icao.int) with a copy to [MHamdi@icao.int](mailto:MHamdi@icao.int) and [HGabriel@icao.int](mailto:HGabriel@icao.int). A Zoom or MS Team invitation will be sent to your nominated delegates in due course.

Accept, Sir, the assurances of my highest consideration.



Mohamed Smaoui  
Acting Regional Director  
Middle East Office

## Attachments

**THIRD MEETING OF THE AERODROME SAFETY,  
PLANNING AND IMPLEMENTATION GROUP**

**(ASPIG/3)**

*(Virtual Meeting, 25-27 October 2021)*

**AGENDA**

**Agenda Item 1:** Adoption of the Provisional Agenda

**Agenda Item 2:** Regional Performance Framework for Aerodrome Safety

- Follow-up on the RSC/7, MIDANPIRG/18 & RASG-MID/8 Aerodromes Safety Conclusions related to: Aerodrome Certification, Runway Safety Team and Global Reporting Format Implementation Plans
- Aerodromes Safety Dashboard
- Follow-up of the Aerodromes SEIs included in the MID Regional Aviation Safety Plan (MID RASP) 2020-2022 Edition.

**Agenda Item 3:** Regional Performance Framework for Aerodrome Capacity and Efficiency

- Follow-up on the MIDANPIRG/18 AOP Conclusions
- Aerodromes Capacity and Efficiency Dashboard
  - GANP BBBs (States' Needs)
  - ASBU Operational Threads: Airport Collaborative Decision Making (ACDM)
- Review the Air Navigation (AN) Deficiencies – AOP Area.

**Agenda Item 4:** Future Work Programme

**Agenda Item 5:** Any other business

- END -

**AERODROME SAFETY, PLANNING AND IMPLEMENTATION GROUP  
(ASPIG)**

**TERMS OF REFERENCE**

**A) PURPOSE OF THE ASPIG:**

- 1) 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).
- 2) 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:

- 1) Monitor developments and continuously update the MID Region Implementation Plans in the field of Aerodrome Planning and Operations, including the implementation of ICAO provisions.
- 2) 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.
- 3) 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.

- 4) 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).
- 5) 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.
- 6) 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:

- 1) 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.
- 2) 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
- 3) Air navigation deficiencies in the field of AOP (as listed in the MANDD database) reviewed and, as necessary, updated to reflect the current situation.
- 4) 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.
- 5) Progress report submitted to RASG and MIDANPIRG addressing the ASPIG deliverables respectively in coordination with the RSC and MSG.

**B) 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.

### **C) WORKING ARRANGEMENTS:**

#### **Roles and Responsibilities:**

- **Member States:** 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:

- 1) call for ASPIG meetings;
- 2) chair the ASPIG 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 ASPIG activities closely with the Secretariat; and
- 8) 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.

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