



*International Civil Aviation Organization*

**Middle East Regional Monitoring Agency Board**

**Nineteenth Meeting (MIDRMA Board/19)**  
*(Manama, Bahrain, 10 – 11 October 2023)*

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**Agenda Item 6: Future Work Programme**

**REVISION OF TERMS OF REFERENCE**

*(Presented by the Secretariat)*

**SUMMARY**

This paper aims to review the terms of reference of the MIDRMA Board.

Action by the meeting is at paragraph 3.

**REFERENCES**

- MIDRMA Handbook
- MIDANPIRG/20 & RASG-MID/10 (Muscat, Oman, 14 – 17 May 2023) Report

**1. INTRODUCTION**

1.1 The meeting may wish to note MIDANPIRG Decision 20/6:

*MIDANPIRG DECISION 20/6: MIDRMA SUSTAINABILITY ACTION GROUP*

*That:*

- a) *the MIDRMA Sustainability Action Group is established to develop a Strategic Plan for the MIDRMA to ensure business continuity and sustainability; and*
- b) *the Action Group is composed of members designated by:*
  - i. *Bahrain;*
  - ii. *Jordan;*
  - iii. *Oman;*
  - iv. *UAE (Rapporteur);*
  - v. *MIDRMA; and*
  - vi. *ICAO MID.*

1.2 The meeting agreed that the Action Group presents a progress report including the MIDRMA Strategic Plan and new proposed ToRs to the MIDRMA Board/19 meeting (WP/5 refers).

**2. DISCUSSION**

2.1 The meeting may wish to review and amend, as deemed necessary, the MIDRMA Borad ToR, at **Appendix A**.

**3. ACTION BY THE MEETING**

3.1 The meeting is invited to review and update, as deemed necessary, the ToRs of the MIDRMA Board at **Appendix A**.

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## MIDDLE EAST REGIONAL MONITORING AGENCY (MIDRMA) BOARD

### TERMS OF REFERENCE

#### *I. Board responsibilities*

1. The Board is responsible for the overall supervision, direction, and management of the MIDRMA project, **to ensure an efficient functioning of the MIDRMA and its sustainability.**
2. The Board shall elect a Chairperson.
3. The Board shall review and update the MIDRMA work plan on a yearly basis and/or whenever required.
4. The Board shall meet at least once a year or when deemed necessary to review/update, consider, and approve:
  - i. the MIDRMA safety reports;
  - ii. matters related to the **financial management of the MIDRMA project** (funding mechanism, **annual contributions, incomes, expenditures**, etc.); and
  - iii. the duties, responsibilities, and scope of the MIDRMA.
5. The Board meetings should be hosted by the member States on rotation basis.
6. **The outcomes of the Board meeting related to technical subjects should be reported to MIDANPIRG for final review and endorsement; whereas, the financial and managerial subject related to the MIDRMA are handled by the Board and do not necessitate MIDANPIRG endorsement.**
7. **The Board shall promote effective communication channels between the MIDRMA and the Member States.**
8. **The Board shall promote collaboration and cooperation among member states, encouraging the sharing of best practices, experiences, and lessons learned in RVSM operations and monitoring.**
9. **The Board shall facilitate capacity building initiatives, including training programs and workshops, to enhance the technical expertise of member States related to RVSM operations, risk analysis and monitoring.**
10. **The Board shall promote compliance with applicable international standards, recommended practices, and procedures related to RVSM, taking into account the evolving regulatory framework and technological advancements.**

#### *II. Composition*

The Board is composed of:

- a) Board Members/**Alternates designated by Member States;**
- b) **MIDRMA**

- c) ICAO MID Secretariat
- d) Other Representatives from non-member States, agencies, organizations and industry with an interest in the MIDRMA activities may be invited on ad hoc basis, as observers, when required.

### **III. Chairperson responsibilities**

The elected Chairperson should:

1. Act as the contact point/coordinator on behalf of the MIDRMA Board members to manage the MIDRMA operational and financial activities.
2. Call, organize and Chair Board meetings.
3. Ensure that the Agenda of the Board meetings meets the objectives to improve MIDRMA activities and keep focus on high priority items.
4. Ensure meeting Agendas, documentation and meeting Reports/Summaries are provided to Member States.
5. Promote consensus among the member States.
6. Coordinate MIDRMA activities closely with the Secretariat and follow-up meeting outcomes and Action items.
7. Present annual financial statement to the board meetings.
8. Coordinate relevant subjects with ICAO, Host State (Bahrain) and Board members, as deemed necessary.

### **IV. Member States responsibilities**

Each MIDRMA member State should:

1. Designate a MIDRMA Board Member/ Alternate, an ATC and Airworthiness/Flight OPS Focal Points. The designated representatives should be familiar with the MIDRMA Objectives and able to support its activities.
2. Provide update to the MIDRMA and the ICAO MID Office regarding any changes in the appointed focal points for ATC and Airworthiness; and ensure that the newly appointed focal point(s) are provided with a comprehensive briefing by their predecessors, explaining the assigned tasks and responsibilities.
3. Regularly attend the MIDRMA events.
4. Ensure the payment of the financial annual contributions to the MIDRMA in a timely manner, and avoid pending arrears.
5. Provide the required data to the MIDRMA on regular basis and in a timely manner; the data include, but is not limited to:
  - a) approval of operators and aircraft for RVSM operations (on monthly basis or whenever there's a change);
  - b) Large Height Deviations (LHD) (on monthly basis);

- c) traffic data (as requested by the MIDRMA Board);
  - d) radar data as, when and where required; and
  - e) airway route structure (above FL 290) and list of waypoints.
6. Investigate and respond to relevant LHD reports filed related to its FIR, through the MIDRMA online reporting tool.
  7. Withdraw the RVSM approvals for their airline operators who are not compliant with RVSM height monitoring, and notify the MIDRMA; accordingly.
  8. Monitor the relevant Minimum Monitoring Requirements (MMR) through the MIDRMA online system available on the MIDRMA website.

**V. MID Office Secretariat Responsibilities**

The Secretariat will support the Chairperson by providing administrative, coordination and technical support to the MIDRMA Board. In particular, the Secretariat will:

1. Coordinate meeting logistics with the host.
2. Develop meeting Agendas.
3. Ensure meeting Reports/Summaries and related documents are posted in a timely manner on the ICAO MID Regional Office website.
4. Monitor and follow-up on the implementation of the Board Conclusions and Decisions and provide status reports to the Board meetings.
5. In coordination with the MIDRMA, report the outcomes of the Board meetings to MIDANPIRG and/or its subsidiary bodies, as appropriate.
6. Maintain communication with the Chairperson, MIDRMA and Member States.
7. Coordinate with ICAO HQ/CDI for the issuance of payment requests and follow up on the arrears.