



International Civil
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Organisation de
l'Aviation Civile
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

File Ref.: ME 4/1.8 – 25/026

10 February 2025

Subject: Seventh Meeting of the Aerodrome Safety, Planning, and Implementation Group (ASPIG/7) (Riyadh, Saudi Arabia, 6-10 April 2025)

Action required: Reply not later than 20 March 2025

Sir,

I have the honour to inform you that the Seventh Meeting of the Aerodrome Safety, Planning and Implementation Group (ASPIG/7) will be gratefully hosted by Saudi Arabia General Authority of Civil Aviation (GACA) in **Riyadh, Saudi Arabia**, from **6 to 10 April 2025**. Your Administration/Organization is kindly invited to participate in this meeting.

The Terms of Reference (TORs) of ASPIG and the Provisional Agenda for the meeting are respectively at **Attachments A and B**.

This letter, including all its relevant attachments and Working/Information Papers (as they become available), will be posted in PDF format on the ICAO MID website at: [ASPIG/7](#). Other useful information for participants and administrative/Visa arrangements for the meeting will be reflected on a Bulletin that will be provided in due course.

Your Administration/Organization is encouraged to participate actively in the work of the meeting by submitting presentations and/or working papers related to the subjects contained in the Provisional Agenda. In addition, I shall be grateful if you ensure that your delegation consists of experts, from both the Regulator and Aerodrome Operators/Stakeholders, having the required qualifications, technical knowledge and experience in the subject matters reflected on the agenda.

I would appreciate if you could, as soon as possible, preferably not later than **20 March 2025**, confirm the participation of your Administration/Organization by giving the names and contact details of your delegate(s), as per the Nomination Form at **Attachment C** to be submitted to ICAO MID Office email address: icaomid@icao.int with a copy to: Mhamdi@icao.int. I would be grateful to receive your presentations/papers, prior to the same deadline, in order to allow time for processing and posting them on the ICAO MID website.

Accept, Sir, the assurances of my highest consideration.



for/

Mohamed Abubaker Farea
Regional Director
ICAO Middle East Office

Attachments

**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 paid 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.

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

(ASPIG/7)

(Riyadh, Saudi Arabia, 6-10 April 2025)

AGENDA

Agenda Item 1: Adoption of the Provisional Agenda

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

- Follow-up on the endorsed Conclusions related to Aerodrome Safety
- Follow-up on Regional Implementation Plans/Dashboards related to:
 - Aerodrome Certification,
 - Local Runway Safety Team and
 - Global reporting Format.
- Pavement Management: ACR-PCR
- Follow-up of the Aerodromes Safety Enhancement Initiatives (SEIs) included in the MID Regional Aviation Safety Plan (MID RASP) 2023-2025 Edition.

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

- Follow-up on the endorsed Conclusions related to Aerodrome Capacity and Efficiency
- MID Air Navigation Plan Volume I: Proposal for Amendment of the List of International Airport included in the AOP Table I-1.
- Aerodromes Capacity and Efficiency Dashboards' Updates
- Review the Air Navigation (AN) Deficiencies – AOP Area

Agenda Item 4: Future Work Programme

Agenda Item 5: Any other business

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
MID REGIONAL OFFICE**

**SEVENTH MEETING OF THE AERODROME SAFETY,
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(ASPIG/7)

(Riyadh, Saudi Arabia, 6-10 April 2025)

NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

Name in full:

Mr. / Mrs. / Ms.

_____ (as should appear in the official listing)

Title/Official Position:

State/Organization:

Telephone Number:

Mobile:

E-mail:

Date: _ _ _ _ _

Signature: _ _ _ _ _

After completing, please send to ICAO MID Office at the following e-mail address: icaomid@icao.int with copy to MHamdi@icao.int .

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