

INTERNATIONAL CIVIL AVIATION ORGANIZATION



**MIDDLE EAST AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP
(MIDANPIRG)**

PROCEDURAL HANDBOOK

Sixth Edition – April 2012

MIDANPIRG PROCEDURAL HANDBOOK - GENERAL

FOREWORD

1. Introduction

1.1 The Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG) Procedural Handbook is a publication prepared by the ICAO Secretariat and adopted by the MIDANPIRG. 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 MIDANPIRG and its contributory bodies. It contains the Terms of Reference of the MIDANPIRG and certain other provisions approved by the Council of ICAO. It also contains the working arrangements and internal instructions developed by the Group for the practical application of its Terms of Reference.

1.2 The Handbook has a series of loose-leaf pages, organised in Part and Section headings. The document describes: Terms of Reference; Composition; Position in ICAO; Working Arrangements; Rules of Procedure and Practices governing the Conduct of Business.

1.3 The framework of Part and Section headings in addition to the page numbering has been devised to provide flexibility and the facilitation of the revision of additional or new material. Each Part includes an Introduction giving its purpose and status. A Table of Contents is provided which serves also as a subject index and as a checklist for the current pages.

1.4 Replacement pages will be issued as necessary. Additional material will be incorporated in the existing Sections or will be the subject of new Sections, as required.

1.5 The Procedural 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.

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**MIDDLE EAST AIR NAVIGATION PLANNING AND
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PART I

**TERMS OF REFERENCE, COMPOSITION AND POSITION
IN ICAO OF THE MIDANPIRG**

1. Background

1.1 The Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG) was established by the Council of ICAO on 19 November 1993, through CNP/9819 during the 7th meeting of 140th session (C140/7) with the objectives and terms of reference approved then.

1.2 The Council subsequently on 29 June 1994 approved the membership of the Group as follows: Bahrain, Egypt, Iran (Islamic Republic of), Jordan, Lebanon, Oman, Saudi Arabia and United Arab Emirates (UAE).

1.3 The Council on 27 June 2008 considered a revision to membership of Planning and Implementation Regional Groups (PIRGs) and agreed that all ICAO Member States, to which a Regional Office was accredited who are service providers in an air navigation region and part of that region's Air Navigation Plan (ANP), should be included in the membership of that Region's PIRG. Furthermore, user States are entitled to participate in any other PIRG meetings as a non-member. International organizations recognized by the Council may be invited as necessary to attend PIRG meetings as observers.

2. Terms of Reference of the MIDANPIRG

2.1 The Terms of Reference of the Group are to:

- a) ensure continuous and coherent development of the Middle East Regional Air Navigation Plan and other relevant regional documentation in a manner that is harmonized with adjacent regions, consistent with ICAO SARPs and Global Air Navigation Plan for CNS/ATM systems (Doc 9750) and reflecting global requirements;
- b) facilitate the implementation of air navigation systems and services as identified in the Middle East Regional Air Navigation Plan with due observance to the primacy of air safety, regularity and efficiency; and
- c) identify and address specific deficiencies in the air navigation field.

2.2 In order to meet the Terms of Reference the Group shall:

- a) review, and propose when necessary, the target dates for implementation of facilities, services and procedures to ensure the coordinated development of the Air Navigation System in the Middle East Region;
- b) assist the ICAO Middle East Regional Office in fostering the implementation of the Middle East Regional Air Navigation Plan;
- c) in line with the Global Aviation Safety Plan (GASP), ensure the conduct of any necessary system performance monitoring, identify specific deficiencies in the Air Navigation field, especially in the context of safety, and propose corrective action;
- d) facilitate the development and implementation of an action plan by States to resolve identified deficiencies, where necessary;
- e) develop amendment proposals for the update of the Middle East Regional Air Navigation Plan MID BASIC and FASID Doc 9708 and Regional supplementary procedures (SUPPs) Doc 7030 to reflect changes in the operational requirements;

- f) monitor implementation of air navigation facilities and services and where necessary, ensure interregional harmonization, taking due account of organizational aspects, economic issues (including financial aspects cost/benefit analysis, business case studies) and environmental matters;
- g) examine human resources planning and training issues and propose where necessary human resources development capabilities in the region that are compatible with the Middle East Regional Air Navigation Plan;
- h) review the Statement of Basic Operational Requirements and Planning Criteria and recommend to the Air Navigation Commission such changes to them as may be required in the light of developments;
- i) request financial institutions on a consultative basis as appropriate to provide advice in the planning process;
- j) maintain close cooperation with relevant organizations and State grouping to optimize the use of available expertise and resources;
- k) conduct the above activities in the most efficient manner possible with a minimum of formality and documentation and call meetings of the MIDANPIRG, when it is necessary to do so;
- l) invite senior officials of the State, as required, to seek the endorsement of regional air navigation plans, expeditious implementation of air navigation systems elements and the resolution of air navigation deficiencies; and
- m) coordinate safety issues with the respective Regional Aviation Safety Group for the Middle East (RASG-MID).

3. Membership

3.1 All ICAO Member States, who are service providers in an air navigation region and part of that region's ANP, should be included in the membership of that region's PIRG. Furthermore, user States are entitled to participate in any other PIRG meetings as a non-member. International organizations recognized by the Council may be invited as necessary to attend PIRG meetings as observers.

3.2 The Group is composed of the members from the following States: Bahrain, Egypt, Iran (Islamic Republic of), Iraq, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, United Arab Emirates (UAE) and Yemen.

3.4 States should ensure that their designated Representatives on the Group have experience in the provision of the full range of international air navigation systems 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.

4. Participation in the Group's activities by other States

4.1 The Group may invite States from outside the MID Region to participate in its meetings whenever it feels 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.

4.2 Any State, other than those mentioned in paragraph 3.2 above, having aircraft on its register or an operator whose principal place of business or permanent residence is located in such State, which operates into the MID Region, shall have the right to participate in the meetings of the Group subject to the applicable provisions in paragraphs 3.1 above.

4.3 States not covered by the provisions in paragraphs 4.1 and 4.2 above may participate as observers in meetings of the Group, subject to the applicable provisions in those paragraphs.

5. Participation by International Organizations

5.1 The Group shall normally invite representatives of 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. These include AACO, ACAC, ACI, EUROCONTROL, EUROMED, IACA, IATA, IFALPA, IFATCA and WMO. Other International Organizations and/or Middle East Regional Bodies may also participate when specifically invited by the Group.

6. Creation and dissolution of contributory bodies

6.1 In order to assist in its work, the Group may create contributory bodies (Boards, Committees, Sub-Groups, Task Forces & Working Groups, etc), charged with preparatory work on specifically defined subjects. Representation in such contributory bodies should be by specialists in the subjects concerned and familiar with the area under consideration. The establishment and work of contributory bodies shall be governed by the following considerations:

- a) shall only be formed when it has been clearly established that it is likely to be able to make a substantial contribution to the subject in question;
- b) shall be given clear and concise terms of reference describing not only its task but also an expected target date for its completion;
- c) composition shall be such that, while being kept as small as possible, all States and organizations likely to be able to make valid contributions are given the opportunity to participate in it;
- d) their work progress shall be subject to review by the Group, especially in order to avoid duplication of efforts in fields already covered by other activities; and
- e) shall be dissolved as soon as it has either completed its assigned task or it has become apparent that work on the subject in question cannot be usefully continued.

7. Position in ICAO

7.1 The Group shall be the guiding and co-ordinating body for all activities conducted within ICAO concerning the Air Navigation System for the MID Region but shall not assume authority vested in other ICAO bodies except where such bodies have specifically delegated their authority to the Group. The activities of the Group shall be subject to review by the Council.

7.2 The work of other bodies established and meetings (excluding limited, special or full-scale RAN meetings) held within the framework of ICAO, concerned with the MID Air Navigation System shall be co-ordinated as appropriate with the MIDANPIRG in order to ensure coherence of all regional activities regarding the development and operation of that system.

8. MIDANPIRG Steering Group (MSG)

8.1 Taking into consideration, the new regional planning methodologies precipitated by the ICAO Global Plan and business planning requirements and with a view to increase the efficiency of MIDANPIRG, the MIDANPIRG Steering Group (MSG) was established to execute a pivotal function as a coordinating and steering organ with highest possible efficiency in accordance with the goals set by MIDANPIRG.

8.2 The MSG would address regional planning arrangements, including the establishment of regional performance objectives and associated project based work packages as proposed by the different MIDANPIRG subsidiary bodies before submission to MIDANPIRG for endorsement.

8.3 The MSG shall at all times work within a minimum of formality and paperwork. In interval between meetings of the Group, the representatives shall maintain continuity in the work of the Group. Best advantage should be taken of modern communications facilities, particularly e-mails, to keep the Members and the Secretary in permanent contact with each others.

8.4 Term of Reference of the MSG

8.4.1 The Terms of Reference of the MIDANPIRG Steering Group (MSG) are:

- a) execute its pivotal function as a coordinating and steering organ with highest possible efficiency in accordance with the goals set by MIDANPIRG; and
- b) approve, on behalf of MIDANPIRG, those Draft Conclusions/Decisions emanating from MIDANPIRG subsidiary bodies, which necessitate urgent follow-up action(s).

8.4.2 In order to meet the Terms of Reference, the MSG shall:

- a) address regional planning and implementation issues, including the establishment of regional performance objectives and associated projects based work packages as proposed by the different MIDANPIRG subsidiary bodies before submission to MIDANPIRG for endorsement;
- b) ensure that the work programme of the different MIDANPIRG subsidiary bodies and the tasks assigned to them cover all air navigation planning and implementation aspects of the MID Region;
- c) monitor the MID Region air navigation systems performance *Metrics*;
- d) follow-up the on-going work undertaken within the MIDANPIRG framework; and
- e) address special issues of strategic and/or financial nature for which no agreement has been reached by the appropriate MIDANPIRG subsidiary body, with a view to facilitate their presentation to MIDANPIRG.

8.4.3 Composition

The MSG is composed of:

- a) the MIDANPIRG Chairperson and in his/her absence the First Vice-Chairperson;

- b) MIDANPIRG Members/Alternates from the following States: Bahrain, Egypt, Iran (Islamic Republic of), Jordan, Lebanon, Oman, Saudi Arabia and UAE; and
- c) additional representatives from MIDANPIRG Member States and International/Regional Organizations may be invited on ad-hoc basis, as observers, when required.

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PART II

WORKING ARRANGEMENTS

1. **Relations with States**

1.1 States located geographically in the MID Region and States having aircraft on their register, which operate in the MID Region, shall be kept fully informed of activities of the MIDANPIRG. 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
- c) The summaries or reports on meetings of its contributory bodies

1.2 States should ensure necessary co-ordination and follow-up of the Group's activities within their Administrations.

1.3 The Group may obtain information from MID provider States on specific questions and offer them advice in the form of specific proposals for action.

1.4 The Group should encourage the integration of the overall facilities and services required for international civil aviation operations with the national civil aviation plans of States, so that duplication may be avoided.

1.4.1 Additionally, the Group should concentrate on a clear identification of existing deficiencies in the MID Air Navigation System, on the establishment of priorities in overcoming them, on the development of methods of achieving implementation and on practical solutions to specific problems, particularly, issues seriously affecting the safety of international civil aviation operations in the MID Region.

2. **Relations with other Bodies and Organizations**

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 planning and operation of the Middle East Air Navigation System.

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, while having a bearing on the air navigation system, are outside the competence of ICAO and/or the terms of reference of the MIDANPIRG.

3. **Administration of the Group**

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 a Secretary designated by the Secretary General of ICAO. In the execution of his duties the Secretary will be supported by the MID Regional Office.

Note: ICAO MID Regional Director, Cairo has been designated as Secretary of MIDANPIRG.

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).

3.3 Between meetings of the Group or its contributory bodies, some subjects may be dealt with by correspondence among appointed Representatives of its Member States through the Secretary of the MIDANPIRG or of the contributory bodies concerned. However, if States are to be consulted this should be made through the ICAO Regional Director of the Office of accreditation.

4. Meetings of the Group

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 meetings of the Group.

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.

4.3 Members may be accompanied by Advisers. Total attendance should, however, be kept to a minimum consistent with the topics to be discussed in order to maintain the desired informality of proceedings.

4.4 The ICAO MID Regional Office shall normally provide the Secretariat services to the Group.

5. Establishment of Sub-Groups

5.1 To assist in its work, the Group may create Sub-Groups charged with preparatory work on specific subjects requiring expert advice for their resolution.

5.2 Participation in Sub-Groups should be by specialists in the subjects under consideration. Such specialists should be provided by Member States, International Organizations and/or Regional Bodies and Organizations having relevant experience in the field concerned.

5.3 Secretaries of Sub-Groups established by the Group will be appointed by the Secretary of the Group.

6. Task Forces

6.1 The MIDANPIRG or its Sub-Groups may appoint Task Forces composed of specialists either from within and/or outside the Group or the Sub-Group as the case may be to perform studies or prepare supporting documentation on defined subjects for consideration by the Group or Sub-Groups as a whole. International and Regional Organizations may also be invited to provide specialists in these Task Forces, as required.

7. Role of Designated Members

7.1 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 and/or participation in Task Forces referred to in paragraph 6.1 above.

8. Status of Observers

8.1 Representatives of International Organizations and States which are neither located nor have aircraft on their register operating in the MID Region will have the status of Observers at MIDANPIRG meetings.

9. Co-ordination and reporting lines

9.1 The Group reports to the ICAO Council through its Secretary and the ICAO Secretariat as follows:

- a) proposals for amendment of the MID Air Navigation Plan (facilities, services and Basic Operational Requirements and Planning Criteria-FASID/BORPC) and proposals for amendment of the Regional Supplementary Procedures (SUPPs) originated by the MIDANPIRG will be processed in accordance with the approved amendment procedures;
- b) suggestions by the MIDANPIRG calling for amendment or modification of the provisions in the ICAO world-wide provisions (Annexes, PANS, Manuals, etc..) that may arise, will be submitted to the Air Navigation Commission (ANC) for consideration and action as appropriate;
- c) items concerning serious deficiencies in implementation of the MID Regional Plan are to be brought to the attention of the States concerned and, after all possible efforts for implementation have been exhausted, to the attention of the ANC;
- d) specific policy issues emanating from the work of the MIDANPIRG and matters of impact on other regions will be submitted to the Council;
- e) matters concerning its terms of reference, its composition, working arrangements and position in ICAO; and
- f) other matters as deemed necessary.

9.2 Sub-Groups report to the Group. Co-ordination among Sub-Groups will primarily be ensured by the Group when establishing their terms of reference and work programme or taking action on their reports. In addition, the work of the Sub-Groups should also be co-ordinated through their respective Chairperson and Secretaries, assisted, as required, by the ICAO Secretariat.

9.3 Routine relations between the Group or its Sub-Groups and other ICAO groups and meetings concerning the MID Region shall be conducted through the MIDANPIRG Secretary and/or the ICAO Regional Director of the Office of accreditation as required.

9.4 Relations with representatives of States designated as Members of the Group and representatives of International Organizations attending regularly the meetings of the Group shall be conducted through the Secretary of the Group. Other ICAO Regional Offices shall be kept informed of such correspondence whenever it may have an impact on the work of these Offices, as part of interregional coordination.

9.5 Relations with specialists provided by States as members of MIDANPIRG Sub-Groups shall be conducted by the Secretary of the Sub-Group.

9.6 Relations with States and International Organizations whether or not represented in the Group, as well as relations with Regional Organizations, will normally be conducted through the ICAO Regional Director.

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PART III

RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE MIDANPIRG

1. General

1.1 The MIDANPIRG 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.

1.2 There shall be no minutes for the meetings of the Group. 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.

2. Participation

Note: The following rules of procedure are based on the provisions contained in paragraphs 3, 4 and 5 of Part I and in paragraphs 2, 7 and 8 of Part II.

2.1 Representatives of Member States of ICAO designated as Members of the MIDANPIRG should strive to ensure continuity and regularity of their participation in all meetings of the Group.

2.1.1 Subject to the applicable provisions in paragraph 4 of Part I, any other Member State of ICAO is entitled to participate in meetings of the MIDANPIRG, if it so wishes. To this effect, the State concerned should notify the Secretary of the MIDANPIRG of its intention of being represented, not later than 30 days prior to the meeting in which it has decided to participate. Such notification should include an indication of the subjects in which that State is interested and the name and title of its Representative(s).

Note: The notification referred to above is not required in the case of States having decided to attend regularly the meetings of the Group.

2.2 The Group shall normally invite International Organizations recognized by the Council as representing important civil aviation interests to participate in the work of the MIDANPIRG in a consultative capacity. Among the Organizations, ACAC, CANSO, IATA, IFALPA and IFATCA should be invited on a continuous basis. Other International Organizations and/or Regional Organizations may also participate when specifically supported by the Group and approved by the ICAO Council.

Note: The Secretary of the MIDANPIRG, in consultation with the Chairperson shall undertake to keep the total number of participants to a level consistent with the required efficiency and informality of the proceedings.

3. Convening of meetings

Note: In addition to the working arrangements set forth in paragraph 4 of Part I, the rules of procedure below should be followed in convening meetings of the Group.

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

3.2 In accordance with its objectives the Group shall:

- a) ensure the continuous and coherent development of the MID Region Air Navigation Plan as a whole and in relation to that of adjacent Regions; and

- b) identify specific problems in the air navigation field concerning the MID Region and propose, in appropriate form, resolving action addressed to parties concerned.

Note: To achieve these objectives the convening of at least one meeting every 18 months would generally suffice. However, in order to safeguard coherent and orderly air navigation planning in the interest of States and airspace users in the MID Region, the Group may determine the need for any additional meeting that may arise.

3.3 A convening letter for a meeting shall be addressed by the Secretary of the Group, normally 90 days prior to the meeting, to Representatives of:

- a) States designated as Members;
- b) States, not designated as Members, but which have decided to attend regularly the meetings of the MIDANPIRG; and
- c) International/Regional Organizations invited to participate on a continuous basis in the activities of the Group.

3.4 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, and a summary report on its activities and those of its Sub-Groups since the last meeting (Part II, para 1.1 c) refers).

3.5 The ICAO MID Regional Director shall ensure that States and International/Regional Organizations concerned, located within the MID Region area of accreditation, are informed by means of a State Letter of the convening of meetings and the subjects planned for discussion.

4. Establishment of the Agenda

4.1 The Secretary, in consultation with the Chairperson of the MIDANPIRG shall establish a draft agenda on the basis of the work programme adopted and the documentation available.

4.2 The draft agenda with explanatory notes shall be circulated with the convening letter, as specified in sub-paragraph 3.4 above, for comments by expected participants in that meeting.

4.3 Comments in relation to the draft agenda or the work of the group received up to 10 working days prior to the meeting will be submitted to the meeting in the form of a Working Paper.

4.4 At the opening of the meeting any State or International/Regional Organization 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.

5. Languages

5.1 The language of the meetings of the MIDANPIRG shall be English.

5.2 The reports on meetings and supporting documentation for meetings of the Group will be prepared in English.

6. Officers and Secretariat of the MIDANPIRG

Note: The following rules of procedure are supplementary to the working arrangements for the administration of the MIDANPIRG contained in paragraph 3 of Part II.

6.1 In order to ensure the necessary continuity in the work of the Group and unless otherwise determined by special circumstances, 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 re-elected, in that case the term would be limited to one additional cycle only.

6.2 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.

6.3 The Secretary of the Group will serve as Secretary of the meetings. S/he will be assisted by ICAO Regional Officers, as required.

6.4 Presentation of reports of contributory body shall be made by the secretariat on behalf of concerned Chairperson. Presentation of reports of other ICAO regional planning groups or meetings should normally be made by the Secretary.

7. Supporting documentation

7.1 Documentation for meetings of the MIDANPIRG will be prepared by the Secretariat, States designated as Members of the Group and International/Regional Organizations participating on a continuous basis in the activities of the Group.

7.2 Any State, International/Regional Organization, whether or not attending, may submit material for consideration by a meeting. In cases where the material submitted is in the form of supporting documentation on a specific subject, the originator is expected to attend the meeting to which it is presented, at least during the discussions on the subject concerned.

7.3 To the extent possible States, International/Regional Organizations refrain from presenting Working Papers of technical nature directly to MIDANPIRG.

7.4 Subjects which are mature enough and which have been reviewed by the appropriate MIDANPIRG subsidiary bodies will be presented to MIDANPIRG.

7.5 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.

7.6 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.

7.7 All meetings of MIDANPIRG and its subsidiary bodies are conducted in paperless format; all documentations including Working Papers, Information Papers and Discussion Papers should be made available through the MID Regional Office website www.icao.int/mid to all interested parties as early as practicable (15 days, if possible), before the meeting at which they are intended to be considered as follows:

- a) Representatives of States designated as members of the Group;
- b) States having notified the Secretary of their intention of being represented at the relevant meeting;
- c) International and/or Regional Organizations attending MIDANPIRG activities on a continuous basis;
- d) Provider States whose facilities and/or services are the subject of the paper.

7.8 Other States or International/Regional Organizations originating a Working Paper shall also be provided with a copy of that particular Working Paper regardless of whether or not they attend the meeting of the Group to which it is submitted.

7.9 In view of their nature, the distribution of Discussion and Information Papers shall be limited to participants at the meeting to which they relate.

8. Conclusions and Decisions of the Meetings

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

- a) Conclusions; and
- b) Decisions.

8.2 Each Conclusion and Decision formulated by the Group and its Sub-Groups 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

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.

8.3.1 Conclusions are aimed mainly at the furtherance of studies and programmes being undertaken by the Group, its contributory bodies and other ICAO Groups or meetings. For the implementation of such conclusions, the Secretary shall:

- a) initiate the required action;

- b) through the relevant ICAO Regional Office, invite States and International Organizations or other bodies as appropriate to undertake the tasks called for by the Conclusion concerned; or
- c) refer them to ICAO ANC for appropriate action and through the ANC to ICAO Council, if required.

8.3.2 The Secretary will ensure that conclusions are transmitted to the States concerned through the relevant ICAO Regional Offices and will take whatever action may be required to monitor their implementation.

8.3.3 Decisions relate to the internal working arrangements of the Group and its contributory bodies.

9. Conduct of business

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

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.

9.3 Each meeting of the MIDANPIRG will consider, as required:

- a) reports by its Sub-Groups;
- b) reports by regional bodies;
- c) specific implementation issues;
- d) review and up-date of deficiencies; and
- e) consider the Work Programme.

9.4 At each of its meetings, the Group shall also establish a tentative meeting programme (including meetings of subsidiary bodies) for at least the following calendar year (cf. sub-paragraph 3.2, Part IV).

9.5 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.

10. Reports

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;

- c) the work programme and future action by the Group; and
- d) the tentative programme of future meetings of the Group and of its sub groups.

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

10.3 The approved Meeting Report shall be circulated by the Secretary to:

- a) Members of the Group; and
- b) Other States and International/Regional Organizations having attended the relevant meeting.

10.4 The report shall be posted on MID Regional office website and also be circulated, to all Member States in the MID Region as well as to International/Regional Organizations concerned.

**MIDDLE EAST AIR NAVIGATION PLANNING AND
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PROCEDURAL HANDBOOK

PART IV

**RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS
OF THE CONTRIBUTORY BODIES OF MIDANPIRG**

1. General

1.1 Contributory bodies (Sub-Groups, etc.) of the MIDANPIRG shall work with a minimum of formality and paperwork (paperless meetings).

2. Participation

Note: The following rules of procedure are based on the provisions contained in paragraph 5 of Part II.

2.1 Each Sub-Group of the MIDANPIRG shall be composed of specialists to be provided by Member States, International/Regional Organizations and/or bodies and organizations having experience in the relevant field.

2.2 When deciding on the creation and establishing the mandate and terms of reference of any of its Sub-Groups, the Group shall indicate the States, International/Regional Organizations and/or bodies and Organizations which are to be invited to provide experts for that body. The composition of Sub-Groups shall be kept as small as possible in order to ensure efficiency of their work and the informality of proceedings.

2.3 States other than those specified by the MIDANPIRG but which are in a position to make valid contributions to the work of a Sub-Group are entitled to provide specialists for that body if they so wish. To this effect, they should notify the ICAO MID Regional Director of their intention to participate and of the name and title of the specialist(s) designated.

2.4 States and International/Regional Organizations and/or bodies and Organizations should ensure that the specialists nominated for membership in Sub-Groups of the MIDANPIRG have the required qualifications and experience to fully contribute to the work of the body concerned.

3. Convening of meetings

3.1 The date and duration of meetings of a Sub-Group of the MIDANPIRG shall be decided by the Chairperson of the Sub-Group, in consultation with Members and the Secretary of that Sub-Group.

3.2 As a rule, Sub-Groups should agree at each meeting on the date and duration of the next meeting and on a tentative schedule of future meetings in order to assist the Group in establishing its meetings programme (cf. sub-paragraph 9.4 of Part III).

3.3 For each meeting of a Sub-Group of the MIDANPIRG, a convening letter shall be addressed by the Secretary to the Members of that Sub-Group. This convening letter should include the agenda together with explanatory notes, as required, to assist participants in preparing for the meeting.

4. Establishment of the Agenda

4.1 The Secretary of a Sub-Group, after consultation with the Chairperson and coordination with the ICAO MID Regional Office, shall establish a draft agenda on the basis of the work programme adopted and the documentation available.

4.2 The draft agenda shall be circulated with the convening letter and submitted to the meeting to which it refers, for approval.

5. Languages and supporting documentation

5.1 The language of, and supporting documentation for, meetings of contributory bodies of the MIDANPIRG (Sub-Groups, etc.) shall be English.

5.2 The reports of meetings of these bodies shall be in English.

5.3 Documentation for meetings of the contributory bodies will be prepared by the Secretariat, States designated as Members of the Group and International/Regional Organizations participating on a continuous basis in the activities of the Group.

5.4 States, International/Regional Organizations, whether or not attending, may submit material for consideration by a meeting. In cases where the material submitted is in the form of supporting documentation on a specific subject, the originator is expected to attend the meeting to which it is presented, at least during the discussions on the subject concerned.

Note: Documentation prepared by States and International/Regional Organizations should be forwarded to the Secretary of the Sub-Group, etc., if possible, at least 30 days in advance of the meeting for which it is intended, to permit timely processing.

5.5 Supporting documentation shall be presented in the form of:

- a) Discussion Papers;
- b) Information Papers;
- c) Working Papers; and
- d) Power Point Presentations

5.6 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.

5.7 Working Papers, Information Papers, Discussion Papers and Power Point Presentations should be made available through the MID Regional Office website www.icao.int/mid to all interested parties as early as practicable (15 days, if possible), before the meeting at which they are intended to be considered.

5.8 In view of their nature, the distribution of Discussion and Information Papers shall be limited to participants at the meeting to which they relate.

6. Officers and Secretariat of Sub-Groups of the MIDANPIRG

6.1 Each Sub-Group shall at its first meeting elect, from the representatives of States Members of that Sub-Group, a Chairperson and a Vice-Chairperson.

6.2 In order to ensure the necessary continuity in the work and unless otherwise determined by special circumstances, the Chairperson and Vice-Chairperson of a Sub-Group assume their functions at the end of the meeting at which they are elected and serve for three cycles unless otherwise re-elected, in that case the term would be limited to one additional cycle only.

6.3 Members of a Sub-Group may at any time request the election of the Chairperson and/or Vice-Chairperson to be included in the agenda of a meeting of that body.

7. Conduct of business

7.1 Meetings of a Sub-Group shall be conducted by its Chairperson or, in his absence, by the Vice-Chairperson.

7.3 Action by a Sub-Group that requires the prior agreement of the MIDANPIRG before it can be implemented or otherwise, shall be recorded in the form of Draft Conclusion or Draft Decision. All such proposed actions shall be considered by the MIDANPIRG or by MSG for those Conclusions and Decision which do not raise any concern and which necessitate urgent follow-up action.

8. Reports of meeting

8.1 Proceedings of meetings of Sub-Groups should be recorded in the form of a report.

8.3 A Sub-Group report for each Sub-Group is required.

Note: Issues (Draft Conclusions/Decisions) necessitating the agreement of all MID States should always be presented to MIDANPIRG for final endorsement.

8.3 A meeting of a Sub-Group will submit a Report, whenever it has:

- a) finalized action on any part of its work programme; or
- b) found that it needs further directives or guidance from the MIDANPIRG to proceed in its work.

8.4 For all other meetings, the Secretary of the Sub-Group will prepare a summary on the business conducted by the meeting in order to keep the MIDANPIRG and States informed of developments in its activities.

8.5 Reports on meetings of Sub-Groups shall be of a simple layout and as concise as practicable. To the extent feasible the reports should be presented in a summary format setting aside reporting on non-essential proceedings and on matters solely of internal interest to the Sub-Groups themselves. They should normally cover:

- a) short introduction (brief history of the meeting, agenda, tasks at hand);
- b) in the sequence of the agenda, summary of findings on different tasks or specific elements thereof including, as appropriate, draft conclusions and/or decisions; and
- c) the work programme and future meetings.

8.6 Sub-Groups meeting reports shall be distributed by the Secretary to Members of the Sub-Group concerned, as soon as possible after the meeting to which the report or summary refers. Those reports or summaries shall at the same time be circulated by the ICAO MID Regional Office to all member States of the MID Region, International/Regional Organizations concerned. The reports shall be made available to user States on request.

8.7 Sub-Groups meeting reports shall be submitted to the MSG and/or MIDANPIRG (as appropriate) for review and action.

**MIDDLE EAST AIR NAVIGATION PLANNING AND
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PROCEDURAL HANDBOOK

PART V

MIDDLE EAST PROVIDER AND USER STATES

1. Purpose and Status

1.1 According to the MIDANPIRG working arrangements, all States concerned with the work of the Group shall be kept fully informed of its activities. To this effect, the ICAO MID Regional Director shall:

- a) keep States informed of the convening of MIDANPIRG meetings and the subjects planned to be discussed; and
- b) send them reports on meetings of the Group, and, as appropriate, summaries or reports on meetings of its subsidiary bodies.

1.2 All Middle East provider and user States, either Contracting or non-Contracting States of the Convention on International Civil Aviation, shall be regarded as concerned with the work of the Group and therefore arrangements should be made to inform them of the activities of the Group.

1.3 In addition, according to the provisions governing the participation in the Group's activities by States other than those designated as members of the MIDANPIRG, Middle East provider and user States, if Contracting States of the Convention on International Civil Aviation, shall be entitled to be represented at meetings of the Group with full rights, if they so wish.

1.4 This section of the MIDANPIRG Procedural Handbook is intended to define States that, for the above purposes, shall be considered Middle East Provider or user States.

PROVIDER STATES

Bahrain	Oman
Egypt	Qatar
Iran, Islamic Republic of	Saudi Arabia
Iraq	Sudan
Jordan	Syria
Kuwait	United Arab Emirates
Lebanon	Yemen
Libyan Arab Jamahiriya	

USER STATES

Afghanistan	Morocco
Algeria	Netherlands, Kingdom of the
Armenia	Nigeria
Austria	Norway
Azerbaijan	Pakistan
Bangladesh	Philippines
Bulgaria	Republic of Korea
China	Russian Federation
Cyprus	Senegal
Czech Republic	Singapore
Denmark	Somalia
Eritrea	South Africa
Ethiopia	Spain
France	Sri Lanka
Georgia	Sudan
Germany	Sweden
Greece	Switzerland
Hungary	Tajikistan
India	Thailand
Indonesia	Tunisia
Israel	Turkey
Italy	Turkmenistan
Japan	United Kingdom
Kazakhstan	United Republic of Tanzania
Kenya	United States
Kyrgyzstan	Uzbekistan
Libyan Arab Jamahiriya	Zambia
Malaysia	Zimbabwe
Mali	
Mauritania	

**MIDDLE EAST AIR NAVIGATION PLANNING AND
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PROCEDURAL HANDBOOK

PART VI

**OTHER REGIONAL BODIES AND INTERNATIONAL ORGANIZATIONS
DEALING WITH CIVIL AVIATION MATTERS IN MID REGION**

Regional Organizations

Arab Air Carrier Organization (AACO)
Arab Civil Aviation Commission (ACAC)

International Organizations

Airports Council International (ACI)
European Organization for the Safety of Air navigation (EUROCONTROL)
International Air Transport Association (IATA)
International Federation of Air Line Pilots' Associations (IFALPA)
International Federation of Air Traffic Controllers' Associations (IFATCA)
International Air Carrier Association (IACA)
World Meteorological Organization (WMO)

**MIDDLE EAST AIR NAVIGATION PLANNING AND
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PROCEDURAL HANDBOOK

PART VII

**SUB-GROUPS OF MIDANPIRG
TERMS OF REFERENCE/WORK PROGRAMME/COMPOSITION/ORGANIZATIONAL
STRUCTURE**

AERODROME OPERATIONS SUB-GROUP (AOP SG)

1. Terms of Reference

1.1 The terms of reference of the AOP Sub-Group are:

- a) Monitor developments in the field of Aerodrome Operations in the MID Region, including the implementation of ICAO world-wide and regional provisions, changes to aircraft operations, new operational requirements and/or technological development, and make proposals to meet the operational requirements of the MID Region related to these developments.
- b) Develop and continuously update, the MID Region Implementation Plan in the light of new developments, taking into consideration the region priorities and MID States national plans.
- c) Identify current and anticipated capacity and implementation deficiencies at international aerodromes in the MID Region and their causes through the continuous review of “Basic requirements for facilities and services at international aerodromes”, Tables AOP-1 of Basic ANP and FASID, and Table CNS 3 of FASID of the MID Region.
- d) Identify deficiencies and constraints that would impede implementation of the ICAO SARPS and Regional Air Navigation Plans, and propose solutions that would facilitate the rectification of such problems.
- e) Monitor operational safety and efficiency of the aerodromes in the Region, identify the associated deficiencies and suggest steps for their resolution, in particular critical areas with priority to:
 - Aerodrome navigational facilities
 - Obstacles at /around aerodromes
 - Pavement Surface Conditions
 - Aerodrome maintenance
 - Safety of aircraft operations on the movement area
 - Runway incursion
 - Bird Hazard Reduction and Control
 - Secondary Power Supply
 - Rescue and Fire Fighting Services
 - Alternate Aerodromes
 - Removal of disabled aircraft

1.2 In order to meet the Terms of Reference, the AOP Sub Group shall:

- a) Conduct of regular Regional Consultations for the basic requirements for facilities and services at international aerodromes (Tables AOP 1 of MID Basic ANP and FASID and Table CNS 3 of FASID). In this regard, carry out a regular review of the BORPC and suggest any modifications required. Review the MID Basic ANP and FASID on a regular basis and update the Tables as required.
- b) Identify deficiencies relevant to required facilities and services at international aerodromes in accordance with uniform methodology for identification, assessment and reporting of air navigation deficiencies and the single definition of a “Deficiency”, approved by ICAO Council on 30 November 2001.

- c) Analyse the implementation of ICAO provisions relevant to the Aerodrome Emergency Plan in the MID region, and propose local and/or regional remedial action.
- d) Identify from 1 to 3 above those items related to Aerodrome Operational Safety issues which merit further consideration within the MID Region and propose an action plan including target dates in particular critical areas to:
 - Aerodrome navigational facilities
 - Obstacles at / around aerodromes
 - Pavement Surface Conditions
 - Aerodrome maintenance
 - Bird Hazard Reduction and Control
 - Safety of aircraft operations on the movement area
 - Secondary Power Supply
 - Rescue and Fire Fighting Services
 - Alternate Aerodromes, in particular for En-Route
 - Removal of disabled aircraft
- e) Follow up suggested appropriate steps to be taken by States to keep up with latest developments requirements related to:
 - The introduction of New Large type Aircraft.
 - Advanced Surface Movement Guidance and Control Systems (ASMGCS)
 - CNS/ATM systems and their impact on aerodrome facilities and services.
 - Other technological developments related to aerodromes.

2. Composition:

2.1 The Sub-Group is composed of:

- a) MIDANPIRG Member States; and
- b) concerned International and Regional Organizations as observers.

**AIR TRAFFIC MANAGEMENT/AERONAUTICAL INFORMATION MANAGEMENT/
SEARCH AND RESCUE SUB-GROUP (ATM/AIM/SAR SG)****1. TERMS OF REFERENCE****1.1 The terms of reference of the ATM/AIM/SAR Sub-Group are:**

- a) Support a performance based transition to the ATM system envisaged in the Global ATM Operational concept, in consideration of the regional performance objectives, supported by the Global Air Navigation Plan.
- b) Ensure that the planning and implementation of ATM, AIM and SAR in the region, is coherent and facilitates the objective of achieving seamlessness through interoperability and harmonization with other Regions.
- c) Identify, State by State, those specific deficiencies that constitute major obstacles to the provision of efficient air traffic management, aeronautical information services and search and rescue services and recommend specific measures to eliminate them.

1.2 In order to meet the Terms of Reference, the ATM/AIM/SAR Sub Group shall:

- a) Develop ATM and AIM performance objectives in the MID Region and identify achievable Milestones.
- b) Provide a platform for harmonization of developments and deployments in the ATM and AIM fields.
- c) Monitor and review technical and operational developments in the ATM and AIM fields and foster their implementation in the MID Region in a harmonized manner with a view to ensuring their smooth integration in the operational environment.
- d) Identify requirements and improvements for achieving and maintaining an efficient ATS route network in the MID Region.
- e) Monitor the RVSM operations and support the continued safe use of RVSM in the MID Region.
- f) Ensure the effectiveness of the SSR code allocation system in the MID Region.
- g) Assist States in the development and co-ordination of contingency plans and ensure that the Regional contingency plan is maintained up-to-date.
- h) Facilitate effective civil/military cooperation and joint use of airspace in the MID Region.
- i) Address ATM interface issues with other regions and make specific recommendations to achieve seamlessness and harmonization.
- j) Review the requirements and monitor the status of implementation of ATM, AIM and Search and Rescue (SAR) services.
- k) Analyse, review and monitor deficiencies in the ATM, SAR and AIM fields.

- l) Taking into account human factors studies and available guidance material, make operational recommendations related to ATM and AIM personnel in the changing technological environment.

2. COMPOSITION

2.1 The Sub-Group is composed of:

- a) MIDANPIRG Member States;
- b) concerned International and Regional Organizations as observers; and
- c) other representatives from provider States and Industry may be invited on ad hoc basis, as observers, when required.

**COMMUNICATIONS/NAVIGATION/SURVEILLANCE AND AIR TRAFFIC
MANAGEMENT IMPLEMENTATION CO-ORDINATION SUB-GROUP (CNS/ATM/IC SG)**

1. Terms of Reference

1.1 The terms of reference of the CNS/ATM/IC Sub-Group are:

- a) Ensure that the planning and implementation of air navigation systems in the region, is coherent and compatible with systems in adjacent regions, and that it is carried out within the framework of the ATM Operational Concept (Doc 9854), the Global Air Navigation Plan (Doc 9750) and the associated Global Plan Initiatives (GPIs).
- b) Develop and continuously update, the MID Region performance objectives in the light of new developments, taking into consideration the region priorities and MID States national plans.
- c) Monitor the MID Region Performance metrics and associated performance targets.
- d) Identify deficiencies and constraints that would impede implementation of the MID regional performance objectives, and propose solutions that would facilitate the rectification of such deficiencies.
- e) Monitor PBN implementation in the MID Region.
- f) Monitor and harmonize GNSS activities in the MID Region.
- g) Monitor the progress of updated studies, projects, trials and demonstrations carried out by MID States, and information available from other Regions.
- h) Provide a forum for active exchange of information between States related to latest developments in the Air Navigation Systems.

1.2 In order to meet the Terms of Reference, the CNS/ATM/IC Sub Group shall:

- a) Develop and continuously update the Regional Performance Framework Forms which reflects the MID Region Performance Objectives.
- b) Agree on the necessary data to be for monitoring the agreed MID Performance Metrics.
- c) Utilize or draw on business cases for the implementation of a global ATM system in the development of the MID Regional plan, as appropriate.
- d) Provide assistance to MID States in the implementation of performance Objective , especially those related to the implementation of ATM and supporting CNS systems, that take into account the initiatives across regions, to align work programmes and to develop regional performance plans that facilitate achieving a Global ATM system and assist in development of National performance based Plans.
- e) Suggest ways and means for rectifying the problems as they arise related to the implementation of performance Objectives.

- f) Ensure that the link between planned activities, organizational cost and performance assessment is well established.
- g) Identify the MID Region PBN implementation goals and recommend actions to expedite a harmonized PBN implementation in the MID Region, in accordance with the MID Region PBN implementation Strategy and Plan.
- h) Identify and co-ordinate GNSS implementation Strategy and priorities in the MID Region.
- i) Monitor studies, demonstrations, trials and test beds carried out by MID States, related to procedures and technologies such as PBN, GNSS, ADS, CPDLC; in coordination with users identify sub-regional areas, where there is a positive cost/benefit for implementation of ADS-B and other technologies; and support the cost-effective implementation of packages of ground and airborne ADS-B applications.
- j) Review and identify intra and inter regional co-ordination issues and where appropriate recommend actions to address those issues.
- k) Identify the environmental effect and use the guidance provided by the Committee on Aviation Environmental Protection (CAEP) in the analysis of environmental benefits of implementing Air Navigation Systems.

2. Composition

2.1 The Sub-Group is composed of:

- a) MIDANPIRG Member States;
- b) ACAC, IACA, IATA, IFALPA, IFATCA, and SITA as observers; and
- c) other representatives from industry and user Organizations could participate as observers whenever required.

COMMUNICATION, NAVIGATION AND SURVEILLANCE SUB-GROUP (CNS SG) OF THE MID REGION

1. Terms of Reference

1.1 The terms of reference of the CNS Sub-Group are:

- a) Ensure the continuing and coherent development of the MID Regional Air Navigation Plan in the fields of aeronautical communications, navigation and surveillance (CNS), including the development of CNS elements of the MID CNS/ATM Implementation Plan in the light of new developments, in harmony with the ICAO Global Air Navigation Plan (Doc 9750) and the plans for adjacent regions.
- b) Review and identify any deficiencies that impede the implementation or provision of efficient CNS services in the MID Region and recommend correction actions.
- c) Provide specific recommendations aimed at improving CNS services through the use of existing procedures and facilities or, through modernization programmes and evolutionary introduction of new procedures or technologies based on operational requirements.
- d) Review and identify inter regional or any co-ordination issues in the fields of CNS and recommend actions to address those issues.
- e) Monitor and encourage CNS systems research and development, trial and demonstrations in the fields of CNS and facilitate the transfer of this information and expertise between MID States, including studies on institutional arrangement for the implementation of the CNS system in MID Region.

1.2 In order to meet the Terms of Reference, the CNS SG shall:

- a) Survey and update of CNS deficiencies in the MID Region on a regular basis and focus on surveys and information from users such as IATA and IFALPA.
- b) Follow-up the developments of ICAO position regarding future ITU World Radio Communication (WRC) Conferences and their preparatory meetings, and urge States to support ICAO Position at WRC, and encourage States for the proper utilization of the frequency spectrum.
- c) Develop ATN Plan for MID region and assist in its Implementation;
- d) Develop Surveillance Plan and Strategy for the MID region in coordination with other Sub-Groups to support MID Region Performance Objectives.
- e) Review and update ATN/IPS WG TOR and task list and encourage harmonized and coordinated implementation plans, also develop the necessary legal framework for the use of the MID-AMC.
- f) Introduction of data link usage to support the ATC at flight level 290 by 2010.
- g) Develop MID CNS Regional Performance Framework Forms supported by detailed action plans and assist in measurement of agreed MID Metric.

- h) Provide the necessary expertise to other MIDANPIRG Sub-Groups task forces on issues related to CNS and infrastructure and coordinate requirements with these groups.
- i) Assist and encourage States groups to foster implementation of the CNS infrastructure and procedures.

2. Composition

2.1 The Sub-Group is composed of:

- a) MIDANPIRG States;
- b) concerned International/Regional Organizations as observers; and
- c) additional representatives from Industry may be invited on ad hoc basis, as observers, when required.

METEOROLOGY SUB-GROUP (MET SG)

1. Terms of Reference

1.1 The terms of reference of the MET Sub-Group are:

- a) Ensure the continuous and coherent development of the MET Part of the MID Air Navigation Plan (Basic ANP and FASID, Doc 9708) taking into account the evolving operational requirements in the MID Region and the need for harmonization with the adjacent regions in compliance with the Global Air Navigation Plan.
- b) Monitor and coordinate implementation of the relevant ICAO SARPs and regional procedures, facilities and services on aeronautical meteorology by the MID States and pursue harmonization.
- c) Identify any deficiencies in the provision of meteorological service for air navigation in the MID Region and ensure the development and implementation of relevant action plans by the States to resolve them.
- d) Foster implementation by facilitating the exchange of know-how and transfer of knowledge and experience between the MID States.
- e) Provide input to the work of appropriate ICAO bodies in the field of aeronautical meteorology, according to the established procedures.

1.2 In order to meet the Terms of Reference, the MET SG shall:

- a) Monitor implementation of WAFS and SADIS by the MID States and provide guidance for timely implementation of changes to the systems that affect end users
- b) Foster implementation of IAVW:
 - Liaise with VAAC Toulouse
 - Organise VA SIGMET tests
 - Work towards enhancing the awareness of all IAVW stakeholders
 - Support regional volcanic ash contingency plan activities (e.g. adapting plan, volcanic ash exercises, workshops)
- c) Foster implementation of TC advisories and warnings:
 - Liaise with TCAC New Delhi
 - Organize TC SIGMET Tests
- d) Enhance the availability and quality of SIGMET:
 - Organize WS SIGMET Tests
- e) Monitor the OPMET exchange and improve the availability and reliability of OPMET information from the MID Region:
 - Ensure establishment of proper Regional OPMET Data Bank
 - Conduct regular monitoring of OPMET data
 - Provide feed-back to States on observed deficiencies
 - Conduct feasibility study on the establishment of Regional OPMET Centres

- f) Maintain the MET part of the MID ANP:
 - Ensure that FASID Tables are up-to-date
- g) Develop regional guidance on the provision of SIGWX forecasts for Low-level flights
- h) Facilitate the implementation of QMS for MET in the MID States:
 - Organize a QMS Seminar/Workshop

2. Composition

2.1 The Sub-Group is composed of:

- a) MIDANPIRG Member States;
- b) concerned International/Regional Organizations as observers. (IATA, IFALPA, WMO); and
- c) Provider States of specific MET services to the MID Region, WAFC London, VAAC Toulouse, TCAC New Delhi, Vienna OPMET Databank, should be invited to attend meetings on a regular basis.

THE TRAFFIC FORECASTING SUB-GROUP (TF SG)

1. Terms of Reference

1.1 The terms of reference of the TF Sub-Group are:

- a) Develop traffic forecasts for major traffic flows within the Middle East region to support the air navigation systems planning and implementation, including CNS/ATM systems.
- b) Develop cost/benefit analysis and business case studies for the implementation of CNS/ATM systems in the Middle East region as required.
- c) Ensure close cooperation with relevant organizations and States or group of States to identify data requirements and resources for the development of forecasts.

1.2 In order to meet the Terms of Reference, the TF SG shall:

- a) Develop medium and long-term passenger, freight and total aircraft movement forecasts on the following route groups:
 - Between Middle East – Europe
 - Between Middle East – Africa
 - Between Middle East – Asia/Pacific
 - Between Middle East – North America
 - Intra-Middle East
 - Between Asia/Pacific – Europe/North America (and vice versa) over flying the Middle East.

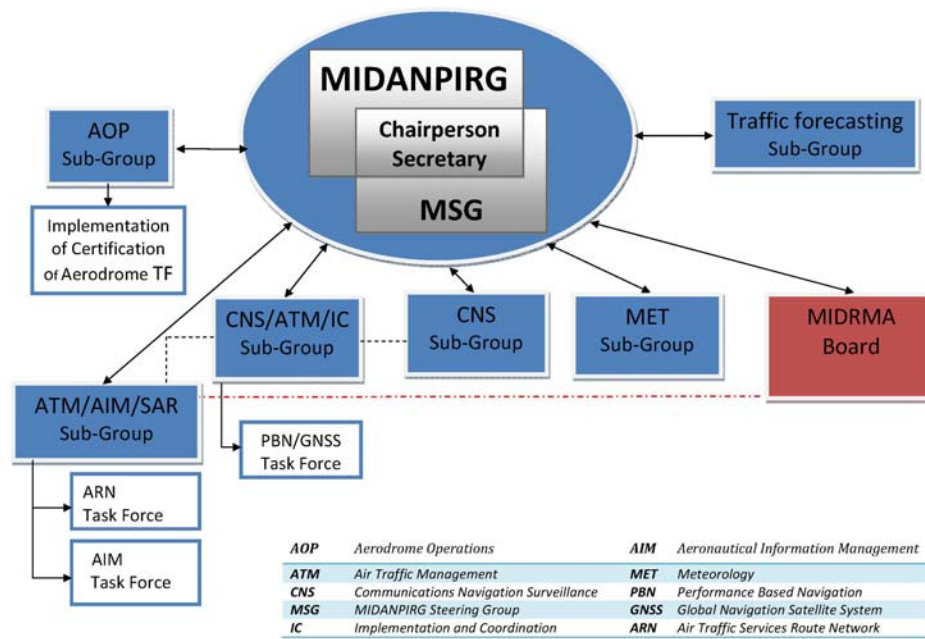
Note: Traffic forecasts should also include peak periods of Hajj and other seasonal traffic as determined by the Sub-Group.

- b) Analyze data from selected flight information regions (FIRs) to establish peak-period and other parameters required for planning and implementation purposes.

2. Composition

2.1 The Sub-Group is composed of:

- a) MIDANPIRG Member States; and
- b) concerned International/Regional Organizations as observers.



- END -