

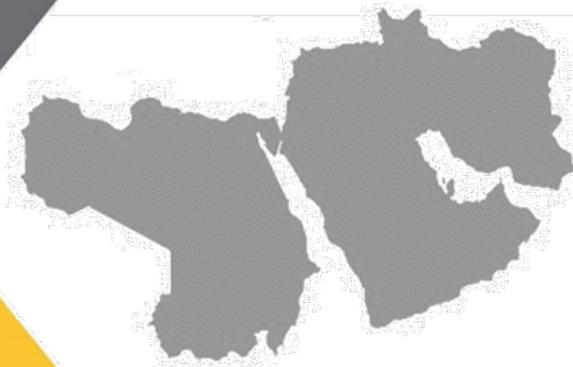


MIDANPIRG/18



RASG-MID/8

VIRTUAL MEETINGS



15-22 February 2021

MIDANPIRG Working Arrangements and Future Work Programme

MIDANPIRG Terms of Reference and Procedural Handbook



ICAOMID

MIDANPIRG Procedural Handbook (MID Doc 001)

- The meeting may wish to recall that, MSG/7 meeting agreed, through Decision 7/14, that the MIDANPIRG Procedural handbook should be updated and the authority given to the SGs should be reconsidered.

MSG DECISION 7/14: NEW EDITION OF THE MIDANPIRG PROCEDURAL HANDBOOK

That,

- a) the Secretariat, in coordination with the Chairpersons of the Group and its Sub-Groups, develop a new Edition of the MIDANPIRG Procedural Handbook, to be presented to MIDANPIRG/18 for endorsement; and*
- b) the authority given to the MIDANPIRG Sub-Groups be reconsidered, especially with regard to the technical issues, which do not raise any concern/controversy.*

MIDANPIRG Procedural Handbook (MID Doc 001)

Part I	TERMS OF REFERENCE, COMPOSITION, AND POSITION IN ICAO OF THE MIDANPIRG
Part II	WORKING ARRANGEMENTS
Part III	RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE MIDANPIRG
Part IV	RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE CONTRIBUTORY BODIES OF MIDANPIRG
Part V	MID Provider & User States
Part VI	OTHER REGIONAL BODIES & INTERNATIONAL ORGANIZATIONS DEALING WITH CIVIL AVIATION MATTERS IN THE MID REGION
Part VII	SUB-GROUPS OF MIDANPIRG TERMS OF REFERENCE, WORK PROGRAMME AND COMPOSITION

MIDANPIRG Procedural Handbook (MID Doc 001) *Proposed Amendment*

- MIDANPIRG Terms of Reference
- MIDANPIRG Sub-Groups Terms of Reference
- Conduct of Virtual (online) meeting
- MIDANPIRG Frequency of meeting
- MIDANPIRG ORG Structure (Dissolving the MSG)
- Fast Track Procedure / Approval by Passing
- Delegation of authority to the Sub-Groups

MIDANPIRG Terms of Reference

- The meeting may wish to recall that the Council approved new generic Terms of reference for the PIRGs and RASGs, in order to clarify the roles of stakeholders and promote partnership among them, harmonize the methods of work and improve regional reporting through more frequent meetings.
- Revised MIDANPIRG TORs aligned with the Generic PIRGs TORs approved by the President of the Council are at **Appendix A**

The meeting is invited to endorse the following Draft Decision:

DRAFT MIDANPIRG DECISION 18/XX: TERMS OF REFERENCE OF THE MIDANPIRG

*That, the Terms of Reference (ToR) of the MIDANPIRG be amended as at **Appendix A**, in line with the PIRGs Generic TOR approved by the President of the Council on 7 Aug.2020.*

MIDANPIRG Terms of Reference

Why	To revise the Terms of Reference of the MIDANPIRG to improve group performance
What	Update MIDANPIRG Terms of Reference
Who	MIDANPIRG/18
When	February 2020

MIDANPIRG Sub-Groups Terms of Reference

- The meeting may wish to recall that MSG/7 agreed, through Conclusion 7/6, that all MIDANPIRG Sub-Groups should conduct virtual meetings in the 4th quarter of 2020 to review the GANP 6th edition.
- All MIDANPIRG Sub-Groups (AIM SG/7, ATM SG/6, CNS SG/10, MET SG/9 and PBN SG/5) reviewed and updated the Terms of Reference to keep pace with the latest development, and to amend the working arrangement to allow conduct of virtual Sub-Group meeting. The following 5 Decisions are proposed by the MIDANPIRG SGs to update their Terms of Reference.

MIDANPIRG Sub-Groups Terms of Reference

- ***DRAFT MIDANPIRG DECISION 18/XX: TERMS OF REFERENCE OF THE AIM SG***
*That, the Terms of Reference of the AIM SG be updated as at **Appendix B**.*

Why	To revise the Terms of Reference of the AIM SG to to keep pace with developments and to amend the working arrangement
What	Update AIM SG Terms of Reference
Who	MIDANPIRG/18
When	February 2020

MIDANPIRG Sub-Groups Terms of Reference

- ***DRAFT MIDANPIRG DECISION 18/XX: TERMS OF REFERENCE OF THE ATM SG***
*That, the Terms of Reference of the ATM SG be updated as at **Appendix C**.*

Why	To revise the Terms of Reference of the ATM SG to to keep pace with developments and to amend the working arrangement
What	Update ATM SG Terms of Reference
Who	MIDANPIRG/18
When	February 2020

MIDANPIRG Sub-Groups Terms of Reference

- ***DRAFT MIDANPIRG DECISION 18/XX: TERMS OF REFERENCE OF THE CNS SG***
*That, the Terms of Reference of the CNS SG be updated as at **Appendix D**.*

Why	To revise the Terms of Reference of the CNS SG to to keep pace with developments and to amend the working arrangement
What	Update CNS SG Terms of Reference
Who	MIDANPIRG/18
When	February 2020

MIDANPIRG Sub-Groups Terms of Reference

- ***DRAFT MIDANPIRG DECISION 18/XX: TERMS OF REFERENCE OF THE MET SG***
*That, the Terms of Reference of the MET SG be updated as at **Appendix E**.*

Why	To revise the Terms of Reference of the MET SG to to keep pace with developments and to amend the working arrangement
What	Update MET SG Terms of Reference
Who	MIDANPIRG/18
When	February 2020

MIDANPIRG Sub-Groups Terms of Reference

- ***DRAFT MIDANPIRG DECISION 18/XX: TERMS OF REFERENCE OF THE PBN SG***
*That, the Terms of Reference of the PBN SG be updated as at **Appendix F**.*

Why	To revise the Terms of Reference of the PBN SG to to keep pace with developments and to amend the working arrangement
What	Update PBN SG Terms of Reference
Who	MIDANPIRG/18
When	February 2020

Conduct of Virtual (Online) meetings

Guidelines on the Effective conduct of virtual Meetings

- Businesses are now turning towards organising virtual conference and online events following the norms of social distancing. The Conduct of virtual meetings (Online) requires developing rules and procedure to ensure maintaining the meeting conduct effectiveness.
- A Guideline on the conduct of Virtual meeting has been conduct as at **Appendix G** .
- MIDANPIRG Procedural Handbook should be updated to include a guideline on the effective conduct of virtual meetings.

Conduct of Virtual (Online) meetings

Advantages

- lower expenses, everyone can be involved;
- more environmental friendly;
- shorter sessions;
- more frequent meetings; and
- the chance to record meetings, collaborate in real time.

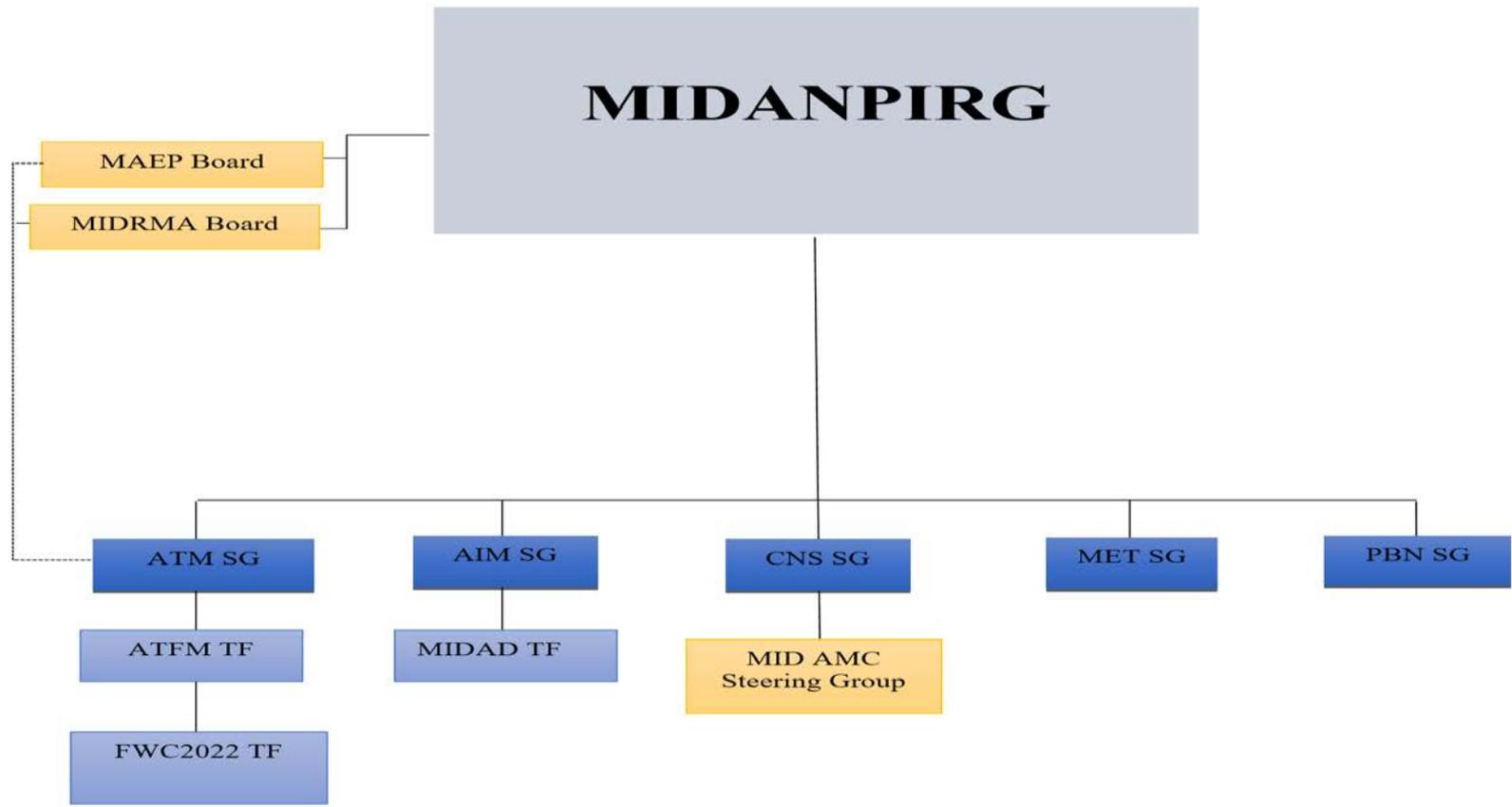


Disadvantages

- interactions between participants are more challenging, visual and audio only;
- no human interaction;
- less dynamic;
- heavily dependent on technology mainly internet connectivity; and
- team members may be in different time zones

Frequency of MIDANPIRG Meetings and MSG Dissolution MIDANPIRG Organizational Structure

- The meeting may wish to recall that MSG/7 meeting agreed, through Draft Decision 7/2, that MIDANPIRG would meet on an annual basis (one year face-to-face and one year virtually) pending final approval by MIDANPIRG.
- It was agreed also that, since MIDANPIRG would meet on an annual basis and considering that the membership/composition of MSG is identical to that of MIDANPIRG, MSG should be dissolved.
- The MIDANPIRG Organizational structure would be updated to dissolve MSG.



Should the MAEP Board be dissolved?

Fast Track/Approval by Passing

- The meeting may recall that “Fast Track/Approval by Passing Procedure” was not supported by all States during MIDANPIRG/17 meeting. Some States supported the idea providing that it is implemented based on clear criteria and procedures for selecting the matters that requires approval by passing.
- The MIDANPIRG/17 meeting agreed, through Conclusion 17/43, that States be invited to provide their feedback to the ICAO MID Office on the Fast Track/Approval by Passing Procedure for presentation to the MSG/7 meeting, for appropriate action.
- Four (4) States (Bahrain, Qatar, Saudi Arabia, UAE) replied to ICAO State letter (ME 3 – 19/273 dated 11 Sept. 2019) regarding “FAST TRACK/APPROVAL BY PASSING PROCEDURE”.

Delegation of Authority to Sub-Groups

- The meeting may wish to recall, that MSG/7 meeting agreed, through Decision 7/14, that the authority given to the MIDANPIRG Sub-Groups should be reconsidered (there might be a need to give authority to the Sub-Groups to endorse their own Conclusions and Decisions related to technical issues, which do not raise any concern/controversy).

Action by the Meeting

The meeting is invited to:

- a. endorse all Draft Decisions; and*
- b. discuss and decide on the proposed amendment to the MIDANPIRG Procedural Handbook (as listed in slide 5);*



APPENDIX A**Terms of Reference of MIDANPIRG:****1. MEMBERSHIP**

- 1.1 All ICAO Contracting States, recognized by ICAO, within the area of accreditation of the ICAO MID Regional Office shall be members of the Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG).

2. PARTICIPATION

- 2.1 In addition to States, the importance of a collaborative and proactive role by airspace users, international and regional organizations, and industry should be recognized due to their involvement in the rapid pace of technological development, expertise and other opportunities for sharing of resources.
- 2.2 MIDANPIRG meetings are open to all members. Each State member should be represented by a senior-level delegate nominated by the State, preferably from the civil aviation authority (CAA) in order to support related policy-making within the State. A delegate may be supported by an alternate delegate and/or advisers with the requisite technical knowledge in the subject matters under consideration.
- 2.3 The CAAs should be supported by service providers (such as air navigation services providers, airport, operators, meteorological service providers, etc.) as advisers.
- 2.4 States located outside the area of accreditation of ICAO MID Regional Office can be invited on a case-by-case basis and in accordance with the *Regional Office Manual* to attend as observers.
- 2.5 International organizations recognized by the ICAO Council to participate in ICAO meetings should participate, as observers, in the MIDANPIRG meetings, and be encouraged to do so. Other stakeholders may be invited as observers, when required, to contribute to the work of the MIDANPIRG.
- 2.6 The participation of industry stakeholders should take into account relevant capabilities such as an involvement in the rapid pace of technological development, specific knowledge and expertise, and other opportunities including sharing of resources.
- 2.7 Civil aviation commissions/conferences in particular the Arab Civil Aviation Organization (ACAO), may be invited to participate in the work of the MIDANPIRG.
- 2.8 The members and observers will serve as partners in MIDANPIRG, and their joint commitment is fundamental for success in improving implementation and safety worldwide.
- 2.9 MIDANPIRG meetings should be live-streamed, to the extent possible, to enable additional State participants to follow the proceedings.

3. WORKING ARRANGEMENTS

3.1 Structure

- 3.1.1 MIDANPIRG has the obligation to apply the most effective and efficient organizational structure and meeting modalities that best suit the characteristics of the region's implementation work programme while maintaining to the extent possible, alignment with these Terms of Reference, the regional work programme and the Global Air Navigation Plan (GANP).
- 3.1.2 The ICAO MID Regional Director will serve as the Secretary of the MIDANPIRG.
- 3.1.3 The organization of the MIDANPIRG should address global and region-specific air navigation-related matters, and meetings should be closely coordinated between the MIDANPIRG and MID-RASG chairpersons and the Secretariat. MIDANPIRG and RASG-MID meetings should be held back-to-back or combined to facilitate coordination and to ensure the efficient use of resources.
- 3.1.4 The MIDANPIRG shall be administered by a chairperson and one or two vice-chairpersons elected from the State-nominated delegates present. The MIDANPIRG will establish the cycle of elections.
- 3.1.5 The MIDANPIRG will build on the work already done by States, ICAO Regional Offices and existing regional and sub-regional organizations to support the development, maintenance and implementation of an air navigation plan for the MID region.
- 3.1.6 MIDANPIRG contributory bodies may be created by the MIDANPIRG to discharge the MIDANPIRG work programme by working on defined subjects requiring detailed technical expertise. A contributory body shall only be formed when it has been clearly established that it is able to make a substantial contribution to the required work. A contributory body will be dissolved by the MIDANPIRG when it has completed its assigned tasks or if the tasks cannot be usefully continued.
- 3.1.7 Invitations to MIDANPIRG meetings must be issued at least three months in advance of the meeting to assist States to plan participation.
- 3.1.8 The Secretariat will review and update the MIDANPIRG Handbook periodically, and as required, to ensure a result-oriented approach.
- 3.1.9 Where the meeting is held in more than one ICAO working language, interpretation services shall be made available to facilitate participation in the deliberations and adoption of the report by all participants.
- 3.1.10 States, international organizations and industry are invited to submit working papers, research works, etc. in order to enhance the work of the MIDANPIRG

and its contributory bodies. To ensure proper time for consideration and good decision-making, the Secretary should ensure that all working papers are available at least fourteen days prior to the start of the meeting for consideration.

3.1.11 The frequency of the MIDANPIRG meetings will be on an annual basis.

3.2 Venue

3.2.1 MIDANPIRG meetings will be convened in the MID Regional Office, to the extent possible, to facilitate proper access by States. Approval to host MIDANPIRG meetings outside of the MID Regional Office must be obtained from the President of the Council.

3.2.2 The Secretary General will ensure the allocation of the necessary financial resources to host MIDANPIRG meetings.

3.2.3 MIDANPIRG contributory bodies may be convened at a different location, if required, to be determined by the Secretary and Chairperson of the MIDANPIRG, and contributory body. Venues shall be chosen with the primary aim of facilitating maximum State attendance.

3.3 State role

3.3.1 State CAAs, supported by service providers as necessary, should participate in the work of the MIDANPIRG and its contributory bodies to:

- a) ensure the continuous and coherent development and implementation of regional air navigation plans (RANP) and report back on the key performance indicators (KPIs);
- b) support the regional work programme with participation from the decision-making authority with the technical expertise necessary for the planning and implementation mechanism, thus supporting policy decisions at the State level;
- c) enable coordination, at the national level, between the CAA, service providers and all other concerned stakeholders, and harmonization of the national air navigation plans (NANP) in line with the regional and global plans;
- d) facilitate the implementation of GANP goals and targets;
- e) report on the status of implementation, within the State, on a regular basis;
- f) plan for basic services to be provided for international civil aviation in accordance with ICAO Standards within State national plans;
- g) facilitate the development and establishment of Letters of Agreement and

bilateral or multilateral agreements;

- h) mitigate deficiencies identified under the uniform methodology for the identification, assessment and reporting of air navigation deficiencies in a timely manner;
- i) embrace a performance-based approach for implementation as highlighted in the Global Plans; and
- j) ensure the inclusion of the regional priorities in the States' national implementation plans to the extent possible.

3.4 International organization and industry role

- 3.4.1 Industry, in particular airspace users, professional associations and organizations (such as Airports Council International (ACI), Civil Air Navigation Services Organisation (CANSO), International Federation of Air Line Pilots (IFALPA)' Associations, International Federation of Air Traffic Controllers' Associations (IFATCA), International Air Transport Association (IATA), etc.) should participate in the work of the MIDANPIRG and its contributory bodies, in order to support air navigation implementation and collaborative decision-making processes, taking into consideration the safety aspects of air navigation services.
- 3.4.2 Their focus should be on identifying regional requirements and ensuring that their available resources are adequately allocated.

3.5 Reporting

- 3.5.1 The MIDANPIRG reports outcomes to the ICAO Council through the Air Navigation Commission (ANC) as facilitated by the ICAO Secretariat.
- 3.5.2 MIDANPIRG meeting reports should be provided in a standardized format to the governing bodies of ICAO to identify regional and emerging challenges, and shall include as a minimum:
 - a) a brief history of the meeting (duration and agenda);
 - b) a list of meeting participants, affiliation and number of attendees;
 - c) a list of conclusions and decisions with a description of their rationale (what, when, why and how);
 - d) common implementation challenges identified amongst MIDANPIRG members and possible solutions, assistance required and estimated timelines to resolve, if applicable, by sub-region;
 - e) identification of and recommendations on particular actions or enhancements that would require consideration by the ANC and Council

to address particular challenges, including the need for amendment proposals to global provisions and guidance materials submitted by States;

- f) a list of issues cross-referenced to actions to be taken by ICAO Headquarters and/or MID Regional Office;
- g) based on the GANP, and associated KPIs and tools, report to the extent possible on the status of implementation of air navigation goals, targets and indicators, including the priorities set by the region in their regional air navigation plans exploring the use of regional dashboards to facilitate monitoring regional progress being made;
- h) a list of items for coordination with the RASG-MID and a concise summary of the outcome of related discussions;
- i) air navigation deficiencies identified and timelines for mitigation thereof; and
- j) the work programme and future actions to be taken by the MIDANPIRG.

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

3.5.4 The Draft MIDANPIRG report will be approved at the end of the meeting.

3.5.5 Headquarters will provide feedback to the MIDANPIRG highlighting the actions taken by the ANC and Council related to their previous meeting outcomes.

3.5.6 The MIDANPIRG will report to Council on an annual basis through the consolidated report on PIRGs and RASGs.

4. GLOBAL PLANS

4.1 In regard to Global Plans, the MIDANPIRG shall:

- a) support implementation by States of the *Global Air Navigation Plan* (GANP, Doc 9750) taking into account aspects of the *Global Aviation Safety Plan* (GASP, Doc 10004) and *Global Aviation Security Plan* (GASeP) by ensuring effective coordination and cooperation between all States and stakeholders;
- b) monitor and report the progress on the implementation by States of the GANP, and the regional objectives and priorities;
- c) ensure continuous and coherent development of the regional air navigation plan,

Regional Supplementary Procedures (Doc 7030) and other relevant regional documentation, and propose amendments to reflect the changes in operational requirements in a manner that is harmonized with adjacent regions, consistent with ICAO Standards and Recommended Practises (SARPs), Procedures for Air Navigation Services (PANS) and the GANP;

- d) provide feedback on the GANP implementation and propose amendments to the Global Plans as necessary to keep pace with the latest developments and ensure harmonization with regional and national plans;
- e) in line with the GANP and regional priorities, identify specific deficiencies in the air navigation field, and propose mitigating actions and timelines to resolve deficiencies; and
- f) verify the provision of air navigation facilities and services in accordance with global and regional requirements.

5. REGIONAL ACTIVITIES

5.1 In regard to regional activities, the MIDANPIRG shall:

- a) serve as a regional cooperative forum that determines regional priorities, develops and maintains the regional air navigation plan and associated work programme based on the GANP and relevant ICAO Provisions;
- b) facilitate the development and implementation by States of air navigation systems and services as identified in the regional air navigation plan and Doc 7030;
- c) monitor and report on the status of implementation by States of the required air navigation facilities, services and procedures in the region, and identify the associated difficulties and deficiencies to be brought to the attention of the Council;
- d) facilitate the development and implementation of Corrective Action Plans (CAPs) by States to resolve identified deficiencies, where necessary;
- e) identify and report on regional and emerging air navigation challenges experienced that affect implementation of ICAO global provisions by States and measures undertaken or recommended to effectively address them;
- f) facilitate the development and implementation of regional and national air navigation plans by States; and
- g) assist Member States with guidance to implement complex aviation systems.

6. MIDANPIRG COORDINATION

6.1 In regard to coordination, the MIDANPIRG shall:

A-7

- a) coordinate safety issues with the RASG-MID;
- b) foster cooperation, information exchange, sharing of experiences and best practices among States and stakeholders;
- c) provide a platform for regional coordination and cooperation amongst States and stakeholders for the continuous improvement of air navigation systems in the region with due consideration to harmonization of developments and deployments, intra- and interregional coordination, and interoperability;
- d) ensure that all air navigation activities at the regional and sub-regional level are properly coordinated amongst role players to avoid duplication of efforts;
- e) identify security, environmental and economic issues that may affect the operation of the air navigation system, and inform ICAO Secretariat accordingly for action; and
- f) through the MIDANPIRG Secretary, inform the Directors General of Civil Aviation and related civil aviation commission/conferences of MIDANPIRG meeting results.

7. INTERREGIONAL COORDINATION

7.1 The MIDANPIRG shall:

- a) ensure interregional coordination through formal and informal mechanisms, including the participation in meetings established for the purpose of coordinating PIRG and RASG activities, the GANP, regional air navigation plans and regional supplementary procedures (SUPPs); and
- b) ensure coordination with informal groups, such as the South Atlantic Group (SAG), Informal South Pacific ATS Coordination Group (ISPACG) and Informal Pacific ATS Coordination Group (IPACG), to assure harmonized planning and smooth transition through regional interface areas.
 - a. ICAO Headquarters shall arrange a global coordination meeting between all PIRG and RASG chairpersons and secretaries on a biennial basis.

8. EXPANSION OF TERMS OF REFERENCE

- 8.1 The Terms of Reference above serve as a global basis for PIRG operations and may be further expanded by the MIDANPIRG, as required, to maintain the flexibility and efficiency of its work. Additional terms of reference adopted by the MIDANPIRG must be approved by the President of the Council and be included in the MIDANPIRG Procedural Handbook.

APPENDIX B

AERONAUTICAL INFORMATION MANAGEMENT SUB-GROUP (AIM SG)

1. TERMS OF REFERENCE

1.1 The Terms of Reference of the AIM Sub-Group are:

- a) ensure that the implementation of AIM in the MID Region is coherent and compatible with developments in adjacent regions, and is in line with the Global Air Navigation Plan (GANP), the Aviation System Block Upgrades (ASBU) **framework** and the MID Region Air Navigation Strategy;
- b) monitor the status of implementation of the MID Region AIM-related ASBU **Threads /elements** included in the MID Region Air Navigation Strategy as well as other required AIM facilities and services; identify the associated difficulties and deficiencies and provide progress reports, as required;
- c) keep under review the MID Region AIM performance objectives/priorities, develop action plans to achieve the agreed performance targets and propose changes to the MID Region AIM plans/priorities;
- d) seek to achieve common understanding and support from all stakeholders involved in or affected by the AIM developments/activities in the MID Region;
- e) provide a platform for harmonization of developments and deployments in the AIM domain;
- f) monitor and review the latest developments in the area of AIM and procedure design issues associated to AIM, provide expert inputs for AIM-related issues; and propose solutions for meeting ATM operational requirements;
- g) provide regular progress reports to the MIDANPIRG concerning its work programme; and
- h) review periodically its Terms of Reference and propose amendments, as necessary.

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

- a) monitor the status of implementation of the required AIM facilities, **products** and services in the MID Region;
- b) **assist States in the development of National AIM Plans/Roadmaps through the development and continuous update of the Regional AIM Roadmap identifying the priorities and timelines for implementation, in particular for the implementation of Digital Datasets;**
- c) assess and provide progress reports on the transition from AIS to AIM in the MID Region;
- d) provide necessary assistance and guidance to States to ensure harmonization and interoperability in line with the GANP, the MID ANP and ASBU **framework**;

- e) provide necessary inputs to the MID **Region** Air Navigation Strategy through the monitoring of the agreed Key Performance Indicators related to AIM;
- f) identify and review those specific deficiencies and problems that constitute major obstacles to the provision of efficient AIM services, and recommend necessary remedial actions;
- g) keep under review the adequacy of ICAO SARPs requirements in the area of AIM, taking into account, inter alia, changes in user requirements, the evolution of operational requirements and technological developments;
- h) develop proposals for the updating of relevant ICAO documentation related to AIM, including the amendment of relevant parts of the MID ANP, as deemed necessary;
- i) monitor and review technical and operating developments in the area of AIM and foster their implementation in the MID Region in a harmonized manner;
- j) foster the integrated improvement of AIM services through proper training and qualification of the AIM personnel; and
- k) **Coordinate with relevant MIDANPIRG and RASG-MID Subsidiary bodies issues with common interests.**

2. COMPOSITION

2.1 The Sub-Group will compose 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.

3. WORKING ARRANGEMENTS

3.1. **The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Subgroup. The Subgroup shall at all times conduct its activities in the most efficient manner possible with a minimum of formality and paper work (paperless meetings). Permanent contact shall be maintained between the Chairperson, Secretary and Members of the Subgroup to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (Virtual Meetings) and e-mails.**

3.2. **Face-to-face meetings will be conducted when it is necessary to do so.**

APPENDIX C

AIR TRAFFIC MANAGEMENT SUB-GROUP (ATM SG)

1. TERMS OF REFERENCE

1.1 The Terms of Reference of the ATM Sub-Group are:

- a) ensure that the planning and implementation of ATM in the MID Region is coherent and compatible with developments in adjacent regions, and is in line with the Global Air Navigation Plan (GANP), the Aviation System Block Upgrades (ASBU) framework and the MID Region Air Navigation Strategy;
- b) monitor the status of implementation of the MID Region ATM-related ASBU threads/elements included in the MID Region Air Navigation Strategy as well as other required ATM facilities and services; identify the associated difficulties and deficiencies and provide progress reports, as required;
- c) keep under review the MID Region ATM performance objectives/priorities, develop action plans to achieve the agreed performance targets and propose changes to the MID Region ATM plans/priorities;
- d) seek to achieve common understanding and support from all stakeholders involved in or affected by the ATM developments/activities in the MID Region;
- e) provide a platform for harmonization of developments and deployments in the ATM domain;
- f) based on the airspace user needs and in coordination with stakeholders (States, International Organizations, user representative organizations and other ICAO Regions), identify requirements and improvements for achieving and maintaining an efficient route network in the MID Region;
- g) foster and initiate actions aimed at improving civil/military cooperation and Flexible Use of Airspace (FUA) implementation;
- h) keep under review the adequacy of requirements in Search and Rescue field, taking into account, *inter alia*, changes to aircraft operations and new operational requirements or technological developments;
- i) ensure the effectiveness of the SSR code allocation system in the MID Region;
- j) identify, State by State, those specific deficiencies that constitute major obstacles to the provision of efficient air traffic management and recommend specific measures to eliminate them;
- k) develop the MID Region ATM Contingency Plan and ensure that its maintained up to date;
- l) monitor the implementation of the MID Region ASBU Modules included in the MID Region Air Navigation Strategy related to the ATM, provide expert inputs for ATM related issues; and propose solutions for meeting ATM operational requirements;

- m) monitor and review the latest developments in the area of ATM;
- n) Coordinate with relevant MIDANPIRG and RASG-MID Subsidiary bodies issues with common interests;
- o) provide regular progress reports to the MIDANPIRG concerning its work programme; and
- p) review periodically its Terms of Reference and propose amendments as necessary.

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

- a) provide necessary assistance and guidance to States to ensure harmonization and interoperability in line with the GANP, the MID ANP and ASBU framework;
- b) provide necessary inputs to the MID Region Air Navigation Strategy through the monitoring of the agreed Key Performance Indicators related to ATM;
- c) review the MID ATS Routes Network in order to assess its capacity and constraints;
- d) identify requirements and improvements for achieving and maintaining an efficient ATS route network in the MID Region;
- e) propose a strategy and prioritized plan for development of improvements to the route network, highlighting:
 - areas that require immediate attention
 - interface issues with adjacent ICAO Regions
- f) develop a working depository for route proposals that will be used as a dynamic reference document for ongoing discussions on routes under development/ modification. In this respect, the Task Force should explore the utility that can be realized from the route catalogue concept/ATS routes database;
- g) engage the necessary parties regarding routes under consideration, especially the Military Authorities;
- h) promote civil/military cooperation and the implementation of the concepts of Flexible Use of Airspace (FUA), free flight, flexible tracks;
- i) facilitate effective civil/military cooperation and joint use of airspace in the MID Region;
- j) in coordination with the MIDRMA, carry out safety assessment of the proposed changes to the ATS Routes Network;
- k) submit completed route proposals for amendment of the Basic ANP Table ATS-1, to the ICAO MID Regional Office for processing;

- l) monitor the RVSM operations and support the continued safe use of RVSM in the MID Region;
- m) review and maintain the MID Region SSR Code Allocation Plan and monitor the implementation of the SSR codes allocation procedures in the Region;
- n) assist States in the development and co-ordination of contingency plans and ensure that the Regional contingency plan is maintained up-to-date;
- o) assess the effectiveness of the agreed Contingency measures/procedures and propose mitigation measures, as appropriate;
- p) address ATM and SAR interface issues with other regions and make specific recommendations to achieve seamlessness and harmonization;
- q) review the requirements and monitor the status of implementation of ATM and SAR services;
- r) analyse, review and monitor deficiencies in the ATM and SAR fields;
- s) develop proposals for the updating of relevant ICAO documentation, including the amendment of relevant parts of the MID ANP, as deemed necessary;
- t) establish and monitor ATM performance objectives for the MID Region; and
- u) taking into account human factors studies and available guidance material, make operational recommendations related to ATM personnel in the changing technological environment.

2. COMPOSITION

2.1 The Sub-Group is composed of:

- a) MIDANPIRG Member States;
- b) experts nominated by Middle East Provider States from both Civil Aviation Authority and Military Authority;
- c) concerned International and Regional Organizations as observers; and
- d) other representatives from provider States and Industry may be invited on ad hoc basis, as observers, when required.

3. Working Arrangements

3.1 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Sub-Group. The Sub-Group shall at all times conduct its activities in the most efficient manner possible with a minimum of formality and paperwork (paperless meetings). Permanent contact shall be maintained between the Chairperson, Secretary and Members of the Sub-Group to advance the work. Best advantage should be taken of modern communications

facilities, particularly video-conferencing (Virtual Meetings) and e-mails.

3.2 Face-to-face meetings will be conducted when it is necessary to do so.

APPENDIX D**COMMUNICATION, NAVIGATION AND SURVEILLANCE SUB-GROUP (CNS SG)****1. TERMS OF REFERENCE****1.1 The Terms of Reference of the CNS Sub-Group are:**

- a) ensure that the implementation of CNS in the MID Region is coherent and compatible with developments in adjacent Regions, and is in line with the Global Air Navigation Plan (GANP), the Aviation System Block Upgrades (ASBU) **framework and** the MID Region Air Navigation Strategy;
- b) monitor the status of implementation of the MID **Region** CNS-related ASBU Modules included in the MID Region Air Navigation Strategy as well as other required CNS supporting infrastructure, identify the associated difficulties and deficiencies and provide progress reports, as required;
- c) keep under review the MID Region CNS performance objectives/priorities, develop action plans to achieve the agreed performance targets and propose changes to the MID Region CNS plans/priorities, modernization programmes through the **MIDANPIRG**, as appropriate;
- d) seek to achieve common understanding and support from all stakeholders and involved in or affected by the CNS developments/activities in the MID Region;
- e) provide a platform for harmonization of developments and deployments of CNS facilities and procedures within Region and inter regional;
- f) monitor and review the latest developments in the area of CNS, provide expert inputs for CNS-related issues; and propose solutions for meeting ATM operational requirements;
- g) follow-up the developments of ICAO position for future ITU World Radio Communication (WRC) Conferences and provide expert advises to States;
- h) follow-up the operation of the MID ATS Message Management Center (MIDAMC);
- i) provide regular progress reports to the MSG and MIDANPIRG concerning its work programme; and
- j) review periodically its Terms of Reference and propose amendments, as necessary.

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

- a) provide necessary assistance and guidance to States to ensure harmonization and interoperability in line with the GANP, the MID ANP and ASBU **framework**;
- b) provide necessary inputs to the MID **Region** Air Navigation Strategy through the monitoring of the agreed Key Performance Indicators related to CNS facilities and procedures;

- c) identify and review those specific deficiencies and problems that constitute major obstacles to the provision of efficient CNS implementation, and recommend necessary remedial actions;
- d) lead the work programme of the MID-AMC including the conduct of trainings and upgrades;
- e) assist, coordinate, harmonize and support in the implementation of CNS facilities and procedures;
- f) seek States support to ICAO Position at WRCs, and encourage States for the proper utilization of the Frequency Spectrum and Interrogation Code Allocations;
- g) follow-up surveillance technologies implementation to be in line with the MID Region surveillance plan and the operational improvements in coordination with other Sub-Groups;
- h) review, identify and address major issues in technical, operational, safety and regulatory aspects to facilitate the implementation or provision of efficient Surveillance services in the MID Region;
- i) follow-up Global GNSS evolution, and provide assistance/guidance to states on available GNSS services;
- j) address Datalink communication services and support implementation where operationally required;
- k) review and identify inter-regional and intra-regional co-ordination issues in the field of CNS, harmonize and recommend actions to address those issues; and
- l) Coordinate with relevant MIDANPIRG and RASG-MID Subsidiary bodies issues with common interests.

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.

3. WORKING ARRANGEMENTS

3.1 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Subgroup. The Subgroup shall at all times conduct its activities in the

most efficient manner possible with a minimum of formality and paper work (paperless meetings). Permanent contact shall be maintained between the Chairperson, Secretary and Members of the Subgroup to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (Virtual Meetings) and e-mails.

3.2. Face-to-face meetings will be conducted when it is necessary to do so.

APPENDIX E**METEOROLOGY SUB-GROUP (MET SG)****1. Terms of Reference****1.1 The terms of reference of the MET Sub-Group are:**

- a) ensure that the implementation of MET in the MID Region is coherent and compatible with developments in adjacent regions, and is in line with the Global Air Navigation Plan (GANP), the Aviation System Block Upgrades (ASBU) **framework** and the MID Region Air Navigation Strategy;
- b) **monitor the status of implementation of the MID Region MET-related ASBU threads/elements** included in the MID Region Air Navigation Strategy as well as other required MET facilities and services, identify the associated difficulties and deficiencies and provide progress reports, as required;
- c) keep under review the MID Region MET performance objectives/priorities, develop action plans to achieve the agreed performance targets and propose changes to the MID Region MET plans/priorities, **as appropriate**;
- d) seek to achieve common understanding and support from all stakeholders involved in or affected by the MET developments/activities in the MID Region;
- e) provide a platform for harmonization of developments and deployments in the MET domain;
- f) monitor and review the latest MET developments that support Air Navigation and provide expert inputs for the implementation of the Air Navigation Systems related to MET based on ATM operational requirements;
- g) provide regular progress reports to MIDANPIRG concerning its work programme; and
- h) review periodically its Terms of Reference and propose amendments, as necessary.

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

- a) monitor the status of implementation of the required MET facilities and services in the MID Region;
- b) provide necessary assistance and guidance to States to ensure harmonization and interoperability in line with the GANP, the MID ANP and ASBU **framework**;
- c) provide necessary inputs to the MID **Region** Air Navigation Strategy through the monitoring of the agreed Key Performance Indicators related to MET;
- d) identify and review those specific deficiencies and problems that constitute major obstacles to the provision of efficient MET services, and recommend necessary remedial actions;
- e) keep under review the adequacy of ICAO SARPs requirements in the area of MET, taking

into account, inter alia, changes in user requirements, the evolution of operational requirements and technological developments;

- f) develop proposals for the updating of relevant ICAO documentation related to MET, including the amendment of relevant parts of the MID ANP, as deemed necessary;
- g) monitor and review technical and operating developments in the area of MET and foster their implementation in the MID Region in a harmonized manner;
- h) foster the integrated improvement of MET services through proper training and qualification of the MET personnel;
- i) coordinate with relevant MIDANPIRG and RASG-MID Subsidiary bodies for issues with common interests; and
- j) liaise with other States providing services and/or serve as inter-regional exchange of meteorological information for international civil aviation (e.g. SADIS (U.K.), VAAC Toulouse (France), TCAC New Delhi (India), Regional OPMET Centre Vienna (Austria)).

2. COMPOSITION

2.1 The Sub-Group is composed of:

- a) MIDANPIRG Member States;
- b) World Meteorological Organization (WMO) and other 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.

3. Working Arrangements

3.1 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Subgroup. The Subgroup shall at all times conduct its activities in the most efficient manner possible with a minimum of formality and paper work (paperless meetings). Permanent contact shall be maintained between the Chairperson, Secretary and Members of the Subgroup to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (Virtual Meetings) and e-mails.

3.2 Face-to-face meetings will be conducted when it is necessary to do so.

APPENDIX F**PERFORMANCE BASED NAVIGATION SUB-GROUP (PBN SG)****1. Terms of Reference****1.1 The terms of reference of the PBN Sub-Group are:**

- a) ensure that the implementation of PBN in the MID Region is coherent and compatible with developments in adjacent regions, and is in line with the Global Air Navigation Plan (GANP), the Aviation System Block Upgrades (ASBU) **framework** and the MID Region Air Navigation Strategy;
- b) monitor the status of implementation of the MID Region PBN-related ASBU **threads/elements** included in the MID Region Air Navigation Strategy as well as other required PBN supporting infrastructure, identify the associated difficulties and deficiencies and provide progress reports, as required;
- c) keep under review the MID Region PBN performance objectives/priorities, develop action plans to achieve the agreed performance targets and propose changes to the MID Region PBN plans/priorities, as appropriate;
- d) seek to achieve common understanding and support from all stakeholders involved in or affected by the PBN and GNSS developments/activities in the MID Region;
- e) provide a platform for harmonization of developments and deployments of PBN concentrating on PBN for approach and terminal areas;
- f) monitor and review the latest developments in the area of PBN and procedure design, provide expert inputs for PBN-related issues; and propose solutions for meeting ATM operational requirements;
- g) monitor and review the latest GNSS developments and activities;
- h) provide regular progress reports to MIDANPIRG concerning its work programme; and
- i) review periodically its Terms of Reference and propose amendments, as necessary.

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

- a) provide necessary assistance and guidance to States to ensure harmonization and interoperability in line with the GANP, the MID ANP and ASBU **framework**;
- b) provide necessary inputs to the MID **Region** Air Navigation Strategy through the monitoring of the agreed Key Performance Indicators related to PBN;
- c) identify and review those specific deficiencies and problems that constitute major obstacles to the provision of efficient PBN implementations, and recommend necessary remedial actions;

- d) review and support the MID Flight Procedure Programme activities, as required, including coordination of capacity building activities related to training and qualification of the procedure design personnel and all other personnel involved in PBN implementation;
- e) monitor the progress of studies, projects, trials and demonstrations by the MID Region States, and other ICAO Regions in PBN and GNSS; and
- f) Coordinate with relevant MIDANPIRG and RASG-MID Subsidiary bodies issues with common interests.

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.

3. WORKING ARRANGEMENTS

3.1 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Subgroup. The Subgroup shall at all times conduct its activities in the most efficient manner possible with a minimum of formality and paper work (paperless meetings). Permanent contact shall be maintained between the Chairperson, Secretary and Members of the Subgroup to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (Virtual Meetings) and e-mails.

3.2 Face-to-face meetings will be conducted when it is necessary to do so.



ICAO MID



ICAO MID REGIONAL OFFICE VIRTUAL MEETINGS HANDBOOK

Version 1.0
February, 2021

SECTION 1: ICAO MID REGIONAL OFFICE- VIRTUAL MEETING

1.1. OVERVIEW

The COVID-19 pandemic has presented a new global context leading to an unprecedented call for social distancing among people. Within this new norm, the digital interconnectivity and communication have emerged to become the major mean which brings people back together and ICT tools including virtual and conferencing tools became critical to human's life more than ever before. Before COVID-19, humanity has never faced such digital dependence to access vital information, products and services to survive.

Such rapid changes have affected the whole world and changed drastically the way we work, with many organizations including ICAO shifting to remote working arrangements in order to contain the transmission of the virus. ICAO MID Office had to adapt quickly to the new norm and put adequate resources to resume operations in an efficient way, by equipping staff with necessary equipment and tools to remotely access and share important information and provide support to its accredited States, Organizations, Industry Partners and other Aviation Stakeholders.

1.2. THE HANDBOOK

The ICAO MID Regional Office Virtual Meetings Handbook was developed to support and enhance the conduct of virtual meetings and remote communications arrangements during the COVID-19 Pandemic and after that. The Handbook provides information on the current systems available to host virtual meetings, including the various platforms, features, system settings, security measures and limitations.

MID Regional Office plays the lead role in organizing, facilitating and providing a wide range of support to virtual meetings within its geographical area of coverage. The technical considerations applied are consistent with the recommendations of ICAO HQ and industry norms on virtual meetings.

The Handbook is a living document that will be updated on regular basis to accommodate any changes happening due to the COVID-19 pandemic and other unforeseen events, and adjust remote work procedures and virtual meetings guidelines and instructions accordingly.

The virtual meetings became the new norm under the COVID-19 pandemic and might continue to be used as one of the main medium to conduct meetings in the future.

- **Advantages:** lower expenses, everyone can be involved, more environmental friendly, shorter sessions, more frequent meetings, the chance to record meetings, collaborate in real time.
- **Disadvantages:** interactions between participants are more challenging, visual and audio only, no human interaction, less dynamic, heavily dependent on technology mainly internet connectivity, and team members may be in different time zones.

1.3. COMMUNICATION

Communication with MID States, Organizations, Industry Partners and other Aviation Stakeholders is currently done via two main mediums: Virtual Meetings and Webinars.

MS Teams and Zoom have been used extensively since the start of the pandemic as the essential tools for communication. [Zoom Support](#) [MS Teams Support](#)

SECTION 2: GUIDELINES ON THE EFFECTIVE CONDUCT OF VIRTUAL MEETINGS

2.1. BEFORE THE MEETING

Convening

- The procedure for the issuance of invitation letters and preparation of Documentation is the same for all type whether face-to-face, virtual or hybrid.

Registration

- Registration to virtual meetings is done via several options, including:
 - The ICAO Events Portal Registration site.
 - The built-in functions in virtual tools such as Zoom.
 - Microsoft Registration form template.
- The link for online registration shall be made available on the meeting page for easy access by states or delegates. Once online registration closes, the participants list is extracted from the system and meeting invitations are sent to approved participants.
- For meetings where online registration is not applicable, after verification and review of Participants lists and requests received, the meeting invitation link and instructions on how to join the meeting are sent to the confirmed attendees.

Technical Preparation

- The ability to conduct a successful virtual meeting where participants are located in different location is entirely dependent on technology. Effective planning and coordination is essential to ensure meetings success.
- It is important to know what virtual tool the meeting will require, review the agenda to determine which functions will best suit the meeting e.g. Polls, Q&A, breakout rooms, brainstorming, etc., certain virtual platforms like Zoom have inbuilt functionalities to support this. For platforms that don't have these functions, third party tools like pigeon hall can be used.
- Pre-event testing is very important to ensure successful preparation, and ensure settings and internet are working effectively. Involving staff or participants in the meeting test is very useful to ensure they are familiar with the virtual tool and functionality and that their settings are properly configured.
- Have a backup plan, virtual meetings depend on technology which may not always function as planned. In case of disruption to the meeting, or dropout due to internet connectivity challenges or technical glitches, laptop issues, the cohost can proceed to steer the meeting until the issue is resolved. Consider having a second device that you may switch as a backup option.

2.2. DURING THE MEETING

Netiquette: When Hosting a meeting take into consideration the following.

- Ensure that you join the virtual meeting ahead of time, at least fifteen minutes earlier than set time always join from a location or office with minimum background noise possible.
- In case of a hybrid meeting where the host and some participants are physically seated in the same Conference Centre, due consideration should be given on the number of expected seats to ensure social distancing is maintained with consideration of seating capacity of the conference room.
- Introduce participants to different functionalities in the virtual platform at the beginning and throughout the meeting, ensure participants are well informed of meeting etiquette, when to use their cameras and mics, how attendees to ask a question or comment. Assign a focal point to monitor the chat window and alert attendees when a question is raised or someone wants to talk.
- Participants who will be presenting or have responsibility for agenda items should be contacted ahead of time to effectively plan for the meeting and fine tune agenda and schedule.

Recording

- Prior to recording the meeting, the organizer will usually notify all attendees that the meeting will be recorded in case where the virtual platform being used does not have a notification disclaimer that displays on the attendees meeting window when the meeting recording starts.

Features: The following features can be used by participants during the virtual meetings:

- Chat: Chatting is available to everyone. Participants who wish to speak during the meeting should send a Chat message using the virtual meeting interface. Whereas zoom has a private chat option, Microsoft Teams, currently doesn't support this function, therefore take caution when sending the message because it will be seen by everyone.
- Questions: If you have a question but do not wish to speak, use either the Chat function, or the virtual meeting question function (if supported) the Pigeonhole application [Pigeonhole Live](#) in case it is used. Pigeonhole is a third party application for Live Q&As, Polls, Quizzes, and Surveys, it is a useful audience interaction tool for virtual and in-person events and meetings.
- Raise your hand: Participants wishing to make an intervention or comment during the virtual meeting can use the "Raise your hand" feature to request the floor during discussions, after the intervention is made the participant should not forget to "Lower his hand".
- Mute/ Unmute: Unmute your microphone only when invited to speak, kindly remember to mute your microphone after the intervention is completed.
- Waiting Room/Lobby: Virtual meetings participants are admitted into the meeting from the lobby. However, the Host for the given meeting may modify the meeting settings to bypass this feature and automatically allow participants into the meeting. Participants who login to the meeting with unclear or ambiguous names may be denied entry into the meeting using the lobby feature.
It is important to ensure the appropriate settings in the virtual meeting platform are done in order to restrict participants from recording the session, screen sharing, muting others etc. unless approved by the meeting organizer

2.3. MEETING LOGISTICS

Internet

- As virtual meetings solely rely on internet, it is essential to test internet facilities prior and on the day of the event. It is also necessary to have an alternate internet backup option when hosting virtual meetings to cater for abrupt or unplanned service interruption.
- Participants intending to make presentations during the meeting are encouraged to use PDF instead of PowerPoint, in the event of unstable or slow internet connection because it is lighter.
- All relevant Documents and meeting materials should be shared with the Meeting team or the focal point, in case of internet connection failure or any technical difficulties that may be experiencing by speakers while trying to run their presentation in meetings.

Breaks

- The meeting organizer is in charge to arrange breaks depending on the meeting schedule and duration. Breaks allow for resetting of speakers and panel groups, and offer a good opportunity for networking.

Interpretation

- Language interpretation is required for some meetings. Currently Zoom supports both English/Arabic interpretation. Virtual meeting participants can access the interpretation through preset audio channels.

- It is advisable to have a dry run before the event to test the interpretation facilities and also consider prepping interpreters with information about the event, speaker, and technical issues to ensure better preparation.

Q& A and Polls

- Q&A and Live polls provide instant understanding of knowledge levels, and the general feeling within the meeting, it could be used as an excellent mean to get attendees engaged and as an ice breaker.
- Q&A and Polls can be used via Zoom or a 3rd party application like pigeonhole. Participants have to scan the QR code to login and cast their vote or answer the questions. It can also be conducted anonymously. Q&A and Polling reports are generated and distributed as needed.

ATTACHMENTS

- [MS Teams Virtual Meeting- Guide](#)
- [Zoom Virtual Meeting- Guide](#)
- [Virtual Meeting Interpretation- Guide](#)
- [Virtual Meeting Etiquette- Guide](#)

- END -