



*International Civil Aviation Organization*

**MIDANPIRG/18 and RASG-MID/8 Virtual Meetings**

*(15 – 22 February 2021)*

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**Agenda Item 4.3.2: RASG-MID Terms of Reference and Procedural Handbook**

**RASG-MID TERMS OF REFERENCE AND PROCEDURAL HANDBOOK**

*(Presented by the Secretariat)*

**SUMMARY**

This paper presents the RASG-MID ToR and proposed amendment to the RASG-MID Procedural Handbook.

Action by the meeting is at paragraph 3.

**REFERENCES**

- MIDANPIRG/17-RASG-MID/7 Report
- RSC/7 Report
- RASG-MID Procedural Handbook

**1. INTRODUCTION**

1.1 The RASG-MID/7 Meeting, through RASG-MID Decision 7/10 endorsed the revised RASG-MID Organizational and establishment of the Groups ASRG, SPIG, SEIG and AIIG; and requested the Secretariat consolidate a new Edition of the RASG-MID Procedural Handbook reflecting the revised Organizational Structure and Terms of Reference (TOR) of the different Groups for presentation to the RSC/7 meeting before the formal endorsement by the RASG-MID/8 meeting.

**2. DISCUSSION**

***ToR of the RASG-MID***

2.1 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.

2.2 The revised RASG-MID TOR was customized by Secretariat aligned with the Generic PIRGs TORs approved by the President of the Council on 7 August 2020 are at **Appendix A**.

***ToR of the new Groups***

2.3 As a follow-up to RASG-MID Decision 7/10, the RSC/7 meeting through RSC Decision 7/15 and 7/16 endorsed the ToRs for ASRG and SPIG.

2.4 The SEIG's ToR to be endorsed by the RASG-MID/8 meeting.

2.5 For the AIIG, the ToR should be developed during its first meeting to be presented to the RSC/8 meeting for review and endorsement.

### ***RASG-MID Procedural Handbook***

2.6 As a follow-up to the RASG-MID Decision 7/10, the Secretariat consolidated the Draft Fourth Edition of the RASG-MID Procedural Handbook for presentation to the RSC/7 meeting before the formal endorsement by the RASG-MID/8 meeting.

2.7 Taking into consideration the latest developments including the new Terms of Reference (ToR) of the RASG-MID and its Groups and the outcome of the RASG-MID/8 meeting related to the RASG-MID/8 meeting working arrangements, the RASG-MID Procedural Handbook would need to be updated with the following proposals:

- RASG-MID Terms of Reference
- RASG-MID Sub-Groups Terms of Reference
- RASG-MID Frequency of meeting
- RASG-MID ORG Structure (Dissolving the RSC)
- Delegation of authority to the Sub-Groups
- Conduct of Virtual (online) meeting

### **3. ACTION BY THE MEETING**

3.1 The meeting is invited to:

- a) review the revised RASG-MID TOR at **Appendix A** and endorse the following Draft Decision:

<b>WHY</b>	To update the new Terms of Reference (ToR) of the RASG-MID and align them with the generic ToRs endorsed by the ICAO Council
<b>What</b>	Revised Terms of Reference (ToRs) of the RASG-MID
<b>Who</b>	RASG-MID/8
<b>When</b>	2021

#### ***DRAFT RASG-MID DECISION 8/XX: TERMS OF REFERENCE (TOR) OF THE RASG-MID***

*That, the Terms of Reference (ToR) of the RASG-MID be amended as at **Appendix A**, in line with the Generic TOR of RASGs approved by the President of the Council on 7 August 2020.*

- b) note the need to further update the RASG-MID Procedural Handbook in line with the latest developments outlined in this paper and endorse the following Draft Decision:

<b>WHY</b>	To update RASG-MID Procedural Handbook to reflect latest developments including the new Terms of Reference (ToR) of the RASG-MID and its Groups and the outcome of the RASG-MID/8 meeting related to the RASG-MID/8 meeting working arrangements.
<b>What</b>	RASG-MID Procedural Handbook (Fourth Edition)
<b>Who</b>	RASG-MID/9
<b>When</b>	2022

***DRAFT RASG-MID DECISION 8/XX: FOURTH EDITION OF RASG-MID PROCEDURAL HANDBOOK***

*That, the ICAO MID Office consolidate the Fourth Edition of the RASG-MID Procedural Handbook for presentation to and endorsement by the RASG-MID/9 meeting.*

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## TERMS OF REFERENCE OF RASG-MID

### 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 RASG-MID.

### 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 RASG-MID 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 representatives from service providers and industry.

2.4 States located outside the area of accreditation of the 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 RASG-MID meetings, and be encouraged to do so. Other stakeholders may be invited as observers, when required, to contribute to the work of the RASG-MID.

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 RASG-MID.

2.8 The members and observers will serve as partners in RASG-MID, and their joint commitment is fundamental for success in improving safety worldwide.

2.9 RASG-MID 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 RASG-MID 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 MID regional work programme and the Global Aviation Safety Plan (GASP).

3.1.2 The ICAO MID Regional Director will serve as the Secretary of the RASG-MID.

3.1.3 The organization of the RASG-MID should address global and region-specific safety-related matters, and meetings should be closely coordinated between the RASG-MID and MIDANPIRG chairpersons and the Secretariat. RASG-MID and MIDANPIRG meetings should be held back-to-back or combined to facilitate coordination and to ensure the efficient use of resources.

3.1.4 The RASG-MID shall be administered by a chairperson and first vice-chairperson elected from the State-nominated delegates present and second vice-chairperson be elected from the international and regional organizations, and/or industry present. The RASG-MID will establish the cycle of elections.

3.1.5 The RASG-MID will build on the work already done by States, ICAO MID Regional Office and existing regional and sub-regional organizations (such as the cooperative development of operational safety and continuing airworthiness programmes, regional safety oversight organizations (RSOO), regional accident and incident investigation organizations (RAIOs) and industry) to support the establishment and operation of safety management processes for the MID Region.

3.1.6 RASG-MID contributory bodies may be created by the RASG-MID to discharge the RASG-MID 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 RASG-MID when it has completed its assigned tasks or if the tasks cannot be usefully continued.

3.1.7 Invitations to RASG-MID 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 RASG-MID Procedural 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 Procedural 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 RASG-MID meetings will be on an annual basis.

## 3.2 Venue

3.2.1 RASG-MID meetings will be convened in the MID Regional Office, to the extent possible, to facilitate proper access by States. Approval to host RASG-MID 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 RASG-MID meetings.

3.2.3 RASG-MID contributory bodies may be convened at a different location, if required, to be determined by the Secretary and Chairperson of the RASG-MID, 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 RASG-MID and its contributory bodies to:

- a) ensure the continuous and coherent development and implementation of regional safety plans (MID-RASP) 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) support the implementation of effective safety management and collaborative decision-making processes to mitigate aviation safety risks, thus supporting policy decisions at the State level;
- d) contribute information on safety risk, including State safety programme (SSP) safety performance indicators (SPIs, in accordance with the GASP as part of their safety risk management activities);
- e) ensure coordination, at the national level, between the CAA, service providers and all other concerned stakeholders, and harmonization of the national plans with the regional and global plans;
- f) facilitate the development and establishment of Letters of Agreement and bilateral or multilateral agreements;
- g) ensure the implementation of the GASP goals and targets; and
- h) embrace a performance-based approach for implementation as highlighted in the Global Plans.

### 3.4 International organization and industry role

3.4.1 Industry stakeholders/partners should participate in the work of the RASG-MID and its contributory bodies in order to support the implementation of safety oversight activities, safety management and collaborative decision-making processes, as well as to identify regional requirements, mitigate aviation safety risks, provide technical expertise, as required, and ensure adequate resources.

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 RASG-MID reports outcomes to the ICAO Council through the Air Navigation Commission (ANC) as facilitated by the ICAO Secretariat.

3.5.2 RASG-MID meeting reports should reflect the structure of the GASP (organizational challenges, operational safety risks, infrastructure and safety performance measurement) and RASG-MID deliverables should map the expected GASP goals and targets.

3.5.3 RASG-MID 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) a list of safety enhancement initiatives (SEIs) linked to the associated GASP targets and indicators, and the appropriate mechanism used to measure their effectiveness;
- e) common implementation challenges identified amongst RASG-MID members and possible solutions, assistance required and estimated timelines to resolve, if applicable, by sub-region;
- f) identification of and recommendations on particular actions or enhancements that would require consideration by the ANC and Council to address particular challenges;
- g) a list of issues cross-referenced to actions to be taken by ICAO Headquarters and/or Regional Offices;
- h) based on the GASP, and associated SPIs and tools, report to the extent possible on the status of implementation of safety goals, targets and indicators, including the priorities set by the region in the MID regional safety plan (MID-RASP) exploring the use of regional dashboards to facilitate monitoring regional progress being made;
- i) a list of items for coordination with the MIDANPIRG and a concise summary of the outcome of related discussions;

j) feedback on implementation issues and actionable recommendations to the ICAO Council to continually improve future editions of the GASP that identify regional safety objectives and priorities to ensure proper focus on emerging safety concerns; and

k) the work programme and future actions to be taken by the RASG-MID.

3.5.4 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 RASG-MID, to the ANC and Council for review and harmonization.

3.5.5 The Draft RASG-MID report will be approved at the end of the meeting.

3.5.6 Headquarters will provide feedback to the RASG-MID highlighting the actions taken by the ANC and Council related to their previous meeting outcomes.

3.5.7 The RASG-MID 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 RASG-MID shall:

- a) support implementation by States of the *Global Aviation Safety Plan* (GASP, Doc 10004) taking into account aspects of the *Global Air Navigation Plan* (GANP, Doc 9750) 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 GASP and the regional objectives and priorities;
- c) provide feedback on the GASP 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;
- d) in line with the GASP and regional priorities, identify specific aviation safety risks and propose mitigating actions using the mechanisms defined by Annex 19 — *Safety Management* and the *Safety Management Manual* (Doc 9859), with timelines to resolve deficiencies; and
- e) verify the provision of services in accordance with global and regional requirements.

## **5. REGIONAL ACTIVITIES**

5.1 In regard to regional activities, the RASG-MID shall:

- a) serve as a regional cooperative forum that determines regional priorities, develops and maintains the regional aviation safety plan and associated work programme based on the GASP and relevant ICAO Provisions, integrating global, regional, sub-regional, national and industry efforts in continuing to enhance aviation safety worldwide;
- b) facilitate the development and implementation of safety risk mitigation action plans by States, taking into consideration States' level of effective implementation of the critical elements of safety oversight systems and progress being made to improve the level;
- c) monitor and report, using a data driven approach, the region's main aviation safety risks, and determine regional priorities and associated work programme based on the GASP;
- d) analyze safety information and hazards to civil aviation at the regional level and review the action plans developed within the region to address identified hazards;
- e) identify and report on regional and emerging safety challenges experienced that affect implementation of ICAO global provisions by States and measures undertaken or recommended to effectively address them; and
- f) facilitate the development and implementation of regional and national aviation safety plans by States.

## **6. RASG-MID COORDINATION**

6.1 In regard to coordination, the RASG-MID shall:

- a) coordinate safety issues with MIDANPIRG;
- 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 safety in the region with due consideration to harmonization of developments and deployments, and intra- and interregional coordination;
- d) ensure that all safety 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 aviation safety, and inform ICAO MID Secretariat accordingly for action;
- f) identify practical examples and tools to support effective safety management implementation; and

- g) through the RASG-MID Secretary, inform the Directors General of Civil Aviation and related civil aviation commission/conferences of RASG-MID meeting results.

## 7. INTERREGIONAL COORDINATION

7.1 The RASG-MID shall:

- a) ensure interregional coordination through formal and informal mechanisms, including the participation in meetings established for the purpose of coordinating RASG-MID and MIDANPIRG activities, the GASP and MID regional aviation safety plans (MID-RASP); and
- b) identify stakeholders that could be impacted by RASG-MID SEIs within and outside the region, and develop an effective communication and coordination strategy with stakeholders.

7.2 ICAO Headquarters shall arrange a global coordination meeting between all RASG and PIRG 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 RASG operations and may be further expanded by the RASG-MID, as required, to maintain the flexibility and efficiency of its work. Additional terms of reference adopted by the RAS-MID must be approved by the President of the Council and be included in the RASG-MID Procedural Handbook.

— END —