

INTERNATIONAL CIVIL AVIATION ORGANIZATION



**FINAL REPORT OF THE FIRST MEETING OF THE AFRICA-INDIAN OCEAN
REGIONAL AVIATION SAFETY GROUP (RASG-AFI/1)**

(Kampala, Uganda, 26-27 March 2012)

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PART I - HISTORY OF THE MEETING

1. VENUE AND DATE

1.1 The First meeting of the Africa and Indian Ocean Regional Aviation Safety Group (RASG-AFI/1) was held at the Imperial Royal Hotel in Kampala, Uganda, from 26 to 27 March 2012, at the kind invitation of the Government of Uganda.

2. LANGUAGE AND DOCUMENTATION

2.1 The discussions were conducted in English and French and the meeting documentation was issued in both languages, with translation and simultaneous interpretation services.

3. OFFICERS AND SECRETARIAT

3.1 The meeting was chaired, in the interim, by Mr. Zephaniah Baliddawa, Chairman Uganda CAA Board of Directors, prior to the election of the Group Chairperson.

3.2 Under the guidance of Ms. Nancy Graham, Director of Air Navigation Bureau (D/ANB, ICAO HQ, Montreal), Mr. Mam Sait Jallow, Regional Director (ICAO Office, Dakar), served as the Secretary to the meeting. He was assisted by Mr. Meshesha Belayneh, Regional Director, (ICAO Office Nairobi) and the following Officers from the Dakar and Nairobi Regional Offices:

Mr. B. M. Sekwati	D/RD, ESAF, Nairobi;
Mr. E. Gnang	Acting D/RD, WACAF, Dakar;
Mr. E. Voudri	RO/FLS, WACAF, Dakar;
Mr. O. Manjang	RO/AIR, WACAF, Dakar;
Mr. A. B. Okossi	RO/MET, WACAF, Dakar;
Mr. G. Y. Baldeh	RO/AIM, WACAF, Dakar;
Mr. S. Machobane	RO/ATM, ESAF, Nairobi;
Mr. P. Zo'o Minto	RO/ CNS, ESAF, Nairobi;
Mr. L. Ndiwaita	RO/AGA, ESAF, Nairobi; and
Mr. M. Tumusiine	RO/FLS, ESAF, Nairobi.

4. ATTENDANCE

4.1 The meeting was attended by one hundred and seventy seven (177) participants from thirty-three (33) States and twelve (12) regional / international organizations, institutions and associations : namely; ACI, AFCAC, AFRAA, ASECNA, AVIASSIST, BAGASOO, BOEING, COSCAP-UEMOA, EAC-CASSOA, IATA, IFALPA, IFATCA.

4.2 The list of participants is provided in **Appendix 8A**, attached to this report.

5. OPENING OF THE MEETING

5.1 The Meeting was jointly opened with the 18th Meeting of the AFI Planning and Implementation Regional Group (APIRG/18) by the Deputy Prime Minister, General Moses Ali representing the Prime Minister of Uganda, Rt Honourable Amama Mbabazi. He welcomed participants and emphasized the importance of air transport in the socio-economic development of Uganda. He recalled that Uganda is one of the oldest African Members of ICAO and has since been an active player in the global air transport arena. He also underscored the benefits to Uganda of ICAO policy guidance especially with respect to the establishment of an autonomous civil aviation authority.

5.2 He further expressed Uganda's delight in hosting the two meetings stating that safety heavily influences Government policies in the field of civil aviation and therefore, Uganda could not miss the opportunity of hosting the two events.

5.3 He also used the opportunity to invite investment in the air transport industry in Uganda noting that Uganda is reviewing its National Aviation Policy to realise the full implementation of the Yamoussoukro Decision on Air Transport Liberalization.

5.4 He indicated that the Government of Uganda will eagerly await the outcomes of the meetings, especially, those that require its attention for implementation. He concluded by re-affirming his Government's commitment towards fulfilling Uganda's obligations as a member of ICAO.

5.5 Mr. Raymond Benjamin, Secretary General of ICAO, in his address thanked the Government of Uganda for having accepted to host the RASG-AFI/1 and *APIRG/18* meetings and for the excellent facilities provided. He thanked participants for the high level of attendance and for the work done in the region for the safety of air navigation services. He pointed out that the objective of the two Groups should be to reach consensus on Aviation Safety in Africa where too many lives are lost, recalling that systemic deficiencies identified under the ICAO Universal Safety Oversight Audit Programme (USOAP) since 1999 are still present. He particularly expressed a strong view that aviation safety should never be taken for granted, stressing that there should be no room for complacency as far as safety is concerned.

5.6 He stressed that safety is the shared concern of all and aviation accidents in Africa are a reminder that many States still need to strengthen their safety oversight capabilities. The strategy to be developed at these meetings must therefore aim at strengthening the entire aviation system, recognizing that a weakness in one stakeholder is a weakness for all and the thread that must run through such a strategy is transparency. Being transparent and freely sharing information with each other and the public, recapturing the ability to act as one, the Secretary General emphasized, will mutually reinforce State's action, and strengthens public confidence. This cooperative approach, he concluded, will certainly help strengthen the process of the recognition of foreign air operators and surveillance of aircraft in the region.

5.7 In his remarks, the Hon. Eng. James Abraham Byandala, Minister of Works and Transport also welcomed participants to Kampala. He called for serious discussions to find ways of minimizing the occurrence of accidents within the AFI Region. According to him, the implementation of the Yamoussoukro Decision should help free air transport without compromising safety. He concluded by wishing the meeting fruitful deliberations and an enjoyable stay in Uganda.

5.8 On his part Dr. W. Rama Makuza, Managing Director of Uganda CAA in his address thanked ICAO for support received by Uganda through the Technical Cooperation Bureau (TCB). In addition, he expressed appreciation on behalf of CASSOA, to the Safe Skies for Africa Program for their support.

6. AGENDA OF THE MEETING

- Agenda Item 1:** Adoption of the Draft Agenda
- Agenda Item 2:** RASG-AFI Terms of Reference and Organizational Structure
- Status of aviation Safety in the AFI Region-including safety indicators
 - Review and adoption of RASG-AFI Terms of Reference, Organizational Structure and Election of Chairperson and Vice-Chairpersons
 - Review of current sub-regional mechanisms and means to integrate activities within the RASG-AFI
 - RASG-AFI Procedural Handbook
- Agenda Item 3:** Global Aviation Safety Plan
- Future updates of the GASP
 - The Safety Fund (SAFE), Project prioritizations and funding
 - Identification of RASG-AFI GASP/GASR projects and resources
- Agenda Item 4:** Status of implementation of SP AFI-RAN Meeting Recommendations and Follow-up
- Recommendation 3/2- ACIP Programme implementation, Recommendation 4/4-ADREP/ECCAIRS implementation, Recommendation 4/5-Establishment of Regional Accident Investigation Organizations
 - Identification and Resolution of Significant Safety Concerns
- Agenda Item 5:** ICAO Regional Safety Initiatives
- Establishment of Regional Aviation Safety Teams
 - SP AFI-RAN Meeting Recommendation 5/8- Training strategies for aviation safety in Africa
 - COSCAP Programmes in the AFI Region
- Agenda Item 6:** Other Safety initiatives and Regional organizations in the AFI Region
- Agenda Item 7:** Coordination between RASG-AFI and APIRG
- Agenda Item 8:** Any Other Business

7. CONCLUSIONS AND DECISIONS

7.1 DEFINITIONS

The RASG-AFI records its actions in the form of conclusions and decisions as follows:

- a) 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.

- b) Decisions relate to the internal working arrangements of the Group and its subsidiary bodies.

LIST OF DECISIONS AND CONCLUSIONS

DECISION 1/1: ADOPTION OF RASG-AFI TERMS OF REFERENCE

DECISION 1/2: ESTABLISHMENT OF RASG-AFI STEERING COMMITTEE (RASC)

DECISION 1/3: ESTABLISHMENT OF THE ANNUAL SAFETY REPORT TEAM (ASRT)

DECISION 1/4: ADOPTION OF RASG-AFI PROCEDURAL HANDBOOK

DECISION 1/5: ADOPTION OF RASG-AFI FUTURE WORK PROGRAMME (ACTION PLAN)

***CONCLUSION 1/1: STATUS OF IMPLEMENTATION OF SP AFI-RAN MEETING
RECOMMENDATIONS AND FOLLOW-UP***

CONCLUSION 1/2: ESTABLISHMENT OF THE REGIONAL AVIATION SAFETY TEAMS (RASTS)

PART II: REPORT ON AGENDA ITEMS

AGENDA ITEM 1: ADOPTION OF THE DRAFT AGENDA

1.1 The meeting reviewed and adopted the draft Agenda as indicated in paragraph 6 on the History of the Meeting.

AGENDA ITEM 2: RASG-AFI TERMS OF REFERENCE AND ORGANIZATIONAL STRUCTURE

2.1 Status of Aviation Safety in the AFI Region

2.1.1 The Secretariat provided background information on the status of aviation safety in Africa and the process of establishment of RASGs. In this regard, there was a presentation by D/ANB on the safety records and the identification of potential major risks derived from ICAO USOAP audit reports including resolution of SSCs, lack of basic safety oversight structures as well as operational issues such as runway safety, loss of control and CFIT. The presentation reported on development of State specific ICAO Plans of Action in States within the AFI Region.

2.1.2 The meeting was also apprised of various existing and future tools in the area of aviation safety management as well as on the different RASG Structures worldwide.

2.1.3 The meeting noted that the 4th AFI DGCA meeting held in Matsapha, Kingdom of Swaziland endorsed the formation of the Regional Aviation Safety Group for the AFI Region.

2.1.4 In a briefing from IATA, on the status of aviation safety in the AFI Region, it was highlighted that despite some improvement witnessed in the region, data from the last two years indicate that most accidents fall into the two main categories of Runway Excursions and Loss of Control. The principal contributing factors being weak regulatory oversight, improper certification of air operators, limited SMS implementation and non adherence to Standard Operating Procedures.

2.1.5 The meeting noted the information and urged States to take necessary actions and where necessary, to request needed expertise from Sub-regional Groups /Agencies.

2.2 RASG-AFI relationship with AIAG and TAG

2.2.1 IATA drew the attention of participants to the potential areas of overlap between the mandates of the AFI incident analysis of Air Traffic Services Group (AIAG) and Tactical Action Group (TAG) with those of the RASG-AFI. In order to avoid duplication and to ensure effectiveness, IATA suggested that the mandate of RASG-AFI be merged with the activities of the AIAG and TAG.

2.2.2 The meeting took note of the recommendation and agreed that the Group includes the activities of AIAG and TAG in its work programme.

2.3 Review and Adoption of RASG-AFI Terms of Reference and Organizational Structure

2.3.1 The Meeting reviewed and amended the detailed Terms of Reference of RASG-AFI before subsequent approval. The Organizational structure proposed by the Secretariat was also reviewed, amended and approved as in **Appendix 2C**. Following discussions on the overall RASG-AFI structure, the meeting agreed to have, at the higher level, a RASG-AFI Chairperson, two (2) RASG-AFI Vice-Chairpersons from States and one (1) RASG-AFI Vice-Chairperson from Industry.

2.3.2 It was agreed, on the other hand, that the membership of the RASG-AFI Steering Committee (RASC) be expanded to include the AFI Plan Steering Committee Chairperson, the Coordinator for the AFI Group at ICAO Council, and the various Project Champions. Finally, Safety Support Teams were established headed by Champions who are members of the RASC, for the following priority projects namely: Significant Safety Concerns (SSCs), Fundamentals of Safety Oversight (FSO), Accident Investigation (AI) and Emerging Safety Issues (ESI).

2.3.3 The meeting agreed that the term for the Chairperson, Vice-Chairpersons and Champions will be 2 years.

2.4 Election of the Chairperson and Vice-Chairpersons

- a) The meeting unanimously elected Dr. Harold Demuren, Nigeria, as the Chairperson of RASG-AFI based on the proposal of Burkina Faso seconded by Uganda, Malawi, Guinea, Cameroon and Senegal.
- b) The meeting further proceeded with the election of South Africa and Mr. Aboubekrine Seddigh of Mauritania as the First and Second Vice Chairpersons respectively and a third Vice Chairperson from Industry (IATA).

Similarly, the following were elected as Co-Chairpersons for the RASC: South Africa; Mauritania and Industry (ICCAIA). Accordingly, the meeting also proceeded to designate the following Safety Champions: SSC – Ghana and AFCAC; FSO - Senegal and Uganda; AI –Ethiopia and IFALPA; and ESI – Kenya, ASECNA and ACI.

The meeting agreed, in addition, that all other States wishing to contribute or benefit from the work of the Safety Teams can participate in the relevant team.

2.5 IPSOA-Use of FDA to Develop Safety Culture in the AFI Region

2.5.1 Under this agenda item, the meeting reviewed the paper presented by IATA which highlighted the benefits of using the Flight Data Analysis (FDA) programme to improve safety culture. It was recalled that this programme was a pledge by IATA as its contribution in kind towards the ICAO AFI Comprehensive Implementation Plan (ACIP). Unfortunately, due to the ongoing global financial crisis, the project is being scaled down to sponsor FDA implementation on eighty (80) airplanes operated by nine (9) African airlines.

2.5.2 It was pointed out, however, that the programme through a series of workshops, site visits and online coaching was used to address a number of Unstable Approaches at two of the five busiest airports in the AFI Region.

2.5.3 The meeting took note of the information provided and urged States to ensure that air operators that have not implemented FDA programmes join the programme as it is an effective tool for developing a safety culture.

2.6 RASG-AFI Procedural Handbook

2.6.1 The meeting reviewed and endorsed the RASG-AFI Procedural Handbook (**Appendix 2F**) containing the guidance and instructions on proceedings of the activities of RASG-AFI. The purpose of the Handbook is to provide (for ease of reference) consolidated material of a procedural nature related to activities of RASG-AFI. It contains the Terms of Reference (TOR) of the Group, its working arrangements, other internal procedures and practices governing the conduct of business and the RASG-AFI Organizational Structure.

AGENDA ITEM 3: GLOBAL AVIATION SAFETY PLAN

3.1 Identification of RASG-AFI GASP/GASR Projects and Resources

3.1.1 Under this Agenda Item, the Secretariat introduced three Global Safety Initiatives (GSIs) from the Global Aviation Safety Plan (GASP), namely GSI-3 on Impediments to reporting errors and incidents; GSI-7 on the Consistent use of Safety Management Systems (SMS) and GSI-12 on Use of Technology to enhance Safety based on the results of the ICAO ACIP (AFI Plan) gap analysis. These GSIs are introduced for the purpose of identifying priority actions and projects to be adopted by RASG-AFI. The meeting was informed of the available resources for the implementation of identified projects.

3.1.2 In line with the recommendations made with respect to the three GSIs, the meeting urged States to develop and implement appropriate legislation and standards, reporting tools, training activities and increased regional cooperation.

3.1.3 Similarly, the meeting agreed to support efforts aimed at easing access to information and sharing of experiences on the use of available technology for the improvement of safety

3.1.4 The meeting noted the proposed revisions to the GASP including the following GSIs:

- GSI 1 – Improving standardization and harmonization
- GSI 2 – Establishment and management of State safety oversight systems
- GSI 3 – Access to sufficient numbers of qualified personnel for States and industry
- GSI 4 – Establishment and management of accident and incident investigation systems
- GSI 5 – Alignment and coordination of safety initiatives
- GSI 6 – Continuous monitoring and enhancement of aviation safety performance
- GSI 7 – Implementation of safety management practices
- GSI 8 – Proactive use and sharing of safety intelligence
- GSI 9 – Use of technology to enhance safety

3.1.5 The meeting was presented with an overview of the Safety Fund (SAFE), including the process followed for its establishment, classification of contributions and project prioritization.

AGENDA ITEM 4: STATUS OF IMPLEMENTATION OF SP AFI-RAN RECOMMENDATIONS AND FOLLOW-UP ACTIONS

4.1 Recommendation 3/2- ACIP Programme implementation Recommendation 4/4-ADREP/ECCAIRS implementation Recommendation 4/5-Establishment of Regional Accident Investigation Organizations

4.1.1 The Secretariat presented a report on the integration of ACIP activities into the ICAO Regional Offices as of January 2011. The meeting was informed of the actions taken by the AFI Plan with respect to the implementation of Recommendations 3/2, 4/4 and 4/5 of the Special AFI RAN meeting (Durban, South Africa, 24 to 29 November 2008), the support provided to States in implementing ADREP/ECCAIRS systems and the establishment of Regional Accident Investigation Organizations.

4.2 ADREP/ECCAIRS Implementation

4.2.1 The Group was informed that between 2009 and 2011, ICAO conducted courses in English and French leading to the training of 90 Information Technology specialists and 120 end users from 30 States in the AFI Region, on the installation and use of the ECCAIRS system. In its presentation the Secretariat also informed the meeting that there is a survey currently underway to assess the impact of the trainings conducted on the installation and use of ECCAIRS throughout the region. States expressed difficulties they are encountering in the implementation of ECCAIRS arising from training and follow up OJT needs.

4.3 Establishment of Regional Accident Investigation Organizations

4.3.1 Under this Agenda Item, the Secretariat reported on workshops conducted between 2009 and 2011 on the establishment of Regional Accident Investigation Organizations, resulting in the training of 80 national officers from 20 States on accident investigation requirements and techniques. The meeting also noted that the AFI Plan continues to work closely with African States in the development and implementation of agreement frameworks for the establishment of Regional Accident Investigation Organizations.

4.4 Regional Safety Cooperation

4.4.1 With regards to Regional safety cooperation, the meeting noted the information contained in a paper presented by South Africa, highlighting the need for regional safety cooperation projects within the region. The meeting further noted steps taken towards the establishment of SASO.

4.5 Identification and Resolution of Significant Safety Concerns

4.5.1 The African Civil Aviation Commission (AFCAC), in a presentation on the resolution of SSCs briefed the Group on the progress made in the establishment and management of an AFI Cooperative Inspectorate Scheme (AFI-CIS). The objective of the AFI-CIS project is to create a pool of qualified and experienced national aviation safety inspectors within the AFI Region to provide assistance to African States in addressing their safety oversight deficiencies with emphasis and priority to States with Significant Safety Concerns (SSCs) and those on the Monitoring and Assistance Review Board (MARB). Assistance will also be provided to States for resolving safety oversight deficiencies in general and to reduce lack of effective implementations (LEIs). The Meeting agreed that States that have not yet done so, expeditiously proceed to sign the AFI CIS MOU with AFCAC.

AGENDA ITEM 5: ICAO REGIONAL SAFETY INITIATIVES

5.1 Establishment of Regional Aviation Safety Teams (RASTs)

5.1.1 The Secretariat, in taking stock of the ongoing experience in other regions, presented a paper addressing the establishment of Regional Aviation Safety Teams (RASTs) as required by Recommendation 5/4 of Special AFI RAN for the purpose of enabling AFI States and industry safety experts to discuss safety issues, adopt safety enhancement initiatives that are relevant to their operations, and develop implementation plans based on the Global Aviation Safety Roadmap (GASR).

5.1.2 In addition, the Secretariat's paper recalled that the SP AFI RAN meeting had also recommended the establishment of Regional Office Safety Teams (ROSTs) in the ICAO Regional Offices to ensure the continuity of the AFI Comprehensive Implementation Plan (AFI Plan) and to follow-up and continuously monitor the effectiveness and sustainability of implementation projects. These ROSTs have been established and are operational in the Dakar and Nairobi Regional Offices. Likewise, the SP AFI RAN recommended the establishment of complementary safety teams by States, COSCAPs and Regional Aviation Safety Oversight Organizations in the AFI Region to complement and work closely with the ICAO Regional Offices. The meeting noted the information provided.

5.2 SP AFI-RAN Meeting Recommendation 5/8- Training strategies for aviation safety in Africa

5.2.1 Under this Agenda Item information was provided on actions undertaken by the ICAO AFI Comprehensive Implementation Plan for aviation safety in Africa (AFI Plan) with respect to the implementation of recommendation 5/8 of the Special AFI RAN meeting (Durban, South Africa) related to training strategies for safety in Africa.

5.2.2 The meeting was appraised on the activities of the Training Experts Working Group (TEWG) and the outcomes of the Third Pan-African Aviation Training Coordination Conference held from 27 to 29 July 2011 in Cape Town, South Africa whose main objective was to assess the implementation of the AFI Plan.

5.2.3 The Cape Town Conference adopted a framework for a coordinated approach of aviation training in Africa in line with recommendation 5/8 of SP AFI RAN (2008). It envisaged the creation of an “**African Aviation Training Association**”; establishment of an “**African Aviation Training Accreditation Board (TAB)**”; harmonization of competency requirements and approval processes of training organizations; and establishment of criteria for mutual recognition of credits, certificates, diplomas, and degrees. The Constitutive Assembly of the Association of African Aviation Organizations (AAO) is scheduled to take place in Nairobi, Kenya, 2 to 4 April 2012.

5.2.4 The meeting noted the information provided and invited AFI States, training institutions, and aviation services providers in the AFI region to participate to the activities of the envisaged structure.

5.3 COSCAP Programmes in the AFI Region

5.3.1 Under this Agenda Item, the Secretariat reported on the activities of the ICAO Technical Co-operation Bureau (TCB) in the implementation of cooperative type projects in the area of aviation safety in Africa. Cooperative development of **Operational Safety and Continuing Airworthiness Projects**, (COSCAP) have been implemented in four locations in the AFI region since 2004. The projects aim at addressing the deficiencies in safety oversight capacity of participating States and supplementing their individual capabilities, to the extent required. These projects are intended as the fore-runner of a permanent Regional Safety Oversight Organization (RSOO). ICAO encourages States to work together in addressing common problems by pooling and sharing resources. States were urged to make greater use of ICAO Technical Cooperation Programme projects developed for providing assistance in aviation safety and to support the projects developed for providing such assistance.

5.3.2 The meeting was also provided information on challenges in the implementation of the COSCAP programme which include funding difficulties and lack of commitment by some participating States in virtually all of the COSCAP projects. It was pointed out, however, that the conviction of other participating States and key stakeholders, including the associated Regional Economic Communities, of the value of shared resources has sustained the programme and enabled its continuation to date.

AGENDA ITEM 6: OTHER SAFETY INITIATIVES AND REGIONAL ORGANIZATIONS IN THE AFI REGION

6.1 The State of South Africa and the Regional Organizations BAGASOO, COSCAP-UEMOA and EAC-CASSOA provided Information Papers respectively on progress made in the Implementation of SMS; Institutionalization and transition to RSOOs and the accruing benefits. The meeting took note of the information and encouraged the States and organizations.

AGENDA ITEM 7: COORDINATION BETWEEN RASG-AFI AND APIRG

7.1 Under this Agenda Item, the Secretariat presented a paper highlighting the need for a process of coordinating activities between RASG-AFI and APIRG in order to ensure harmonization and to avoid duplication of efforts. This need has been reflected, accordingly, in the Terms of Reference (TOR) of the two groups.

7.2 In this respect, it was pointed out that APIRG currently addresses the following safety issues:

1. English Language Proficiency (ELP);
2. ATS Accidents and Incidents Analysis;
3. RVSM safety monitoring;
4. Monitoring safety assessment related to CNS/ATM implementation;
5. Unsatisfactory Condition Reports (UCR) through the AFI Technical Action Group (TAG);
6. State Safety Programme (SSP) and Safety Management System (SMS);
7. Runway Safety;
8. Airspace contingencies;
9. Civil/Military coordination;
10. SAR; and
11. QMS in MET, AIM

7.3 In response to the call to rationalize the distribution of responsibilities in respect of the above activities, the meeting agreed that RASG-AFI will initially deal with safety issues directly related to flight operations including the English Language Proficiency (ELP) and Accidents and Incidents Analysis. However, planning should be initiated in the future as RASG-AFI matures enough.

7.4 In addition it is expected that the ICAO Air Navigation Commission will regularly review the reports of the two Groups, as well as the ICAO Council as deemed necessary, thus providing inter-regional harmonization related to flight safety issues and a means to monitor implementation of GASP and associated GASR.

7.5 The meeting noted the information provided and agreed to propose to the APIRG/18 meeting, for consideration, the following assignment of responsibilities in order to ensure that the safety issues addressed by both APIRG and RASG-AFI are fully coordinated.

That:

- a) *English Language Proficiency (ELP), Accidents and Incidents Analysis, and SSP be addressed within the framework of RASG-AFI;*
- b) *RVSM safety monitoring, QMS, Civil military coordination and SAR continue to be part of APIRG Work Programme ;and*
- c) *SMS implementation, Runway Safety, Unsatisfactory Condition Reports (UCRs) and Airspace contingencies issues be included in the Work Programmes of the two Groups for some period.*

AGENDA ITEM 8: ANY OTHER BUSINESS

8.1 RASG-AFI Members, Alternates and Advisers

8.1.1 The meeting was informed of the status of membership provided by States in response to a request from the Secretariat to nominate nationals to participate as Members, Alternates and Advisers for the RASG-AFI.

8.1.2 The meeting noted the information and urged States that have not already done so to provide the necessary information as soon as possible.

8.2 Future RASG-AFI Work programme

8.2.1 It was proposed and the meeting agreed that the Second Meeting of the AFI Regional Aviation Safety Group (RASG-AFI/2) be held in the Western and Central African Region, back to back with the Fifth Meeting of Directors General of Civil Aviation (DGCA/5).

8.2.2 The precise dates and venue of these meetings will be determined after coordination between the Secretariat and the RASG-AFI Chairperson.

8.2.3 The future RASG-AFI work programme, it was decided, should take into account the various agreed safety targets both those specific to the region and globally adopted as may be applicable and that these be further developed and adopted by the Group.

8.2.4 The Group was informed of the Meeting of African Ministers of Transport to be held in Abuja, in July 2012. It was decided that the safety targets to be identified be submitted to the ministerial Meeting through the DGCAs. The Safety Team Champions are to propose to the ICAO Regional offices by electronic courier, the timelines for preparation of the action plan within 30 days of the meeting.

DECISIONS AND CONCLUSIONS

DECISION 1/1: RASG-AFI TERMS OF REFERENCE

THAT, THE RASG-AFI TERMS OF REFERENCE ARE APPROVED AS AT **APPENDIX 2B** TO THE REPORT OF THE RASG-AFI/1 MEETING.

DECISION 1/2: ESTABLISHMENT OF RASG-AFI STEERING COMMITTEE

THAT, THE RASG-AFI STEERING COMMITTEE (RASC) IS ESTABLISHED WITH TERMS OF REFERENCE AS AT **APPENDIX 2D** TO THE REPORT OF THE RASG-AFI/1 MEETING.

DECISION 1/3: ESTABLISHMENT OF THE ANNUAL SAFETY REPORT TEAM (ASRT)

THAT, THE RASG-AFI CONSIDERS THE ESTABLISHMENT, AT ITS SECOND MEETING, OF AN ANNUAL SAFETY REPORT TEAM (ASRT), TAKING INTO ACCOUNT THE DRAFT TERMS OF REFERENCE AS AT **APPENDIX 2E** TO THE REPORT OF THE RASG-AFI/1 MEETING.

DECISION 1/4: RASG-AFI PROCEDURAL HANDBOOK

THAT, THE RASG-AFI PROCEDURAL HANDBOOK IS APPROVED AS AT **APPENDIX 2F** TO THE REPORT OF THE RASG-AFI/1 MEETING.

DECISION 1/5: RASG-AFI WORK PROGRAMME (ACTION PLAN)

THAT, THE RASG-AFI STEERING COMMITTEE (RASC) DEVELOPS AN ACTION PLAN IN ACCORDANCE WITH ITS MANDATE FOR CONSIDERATION BY THE RASG AT ITS SECOND MEETING.

CONCLUSIONS

CONCLUSION 1/1: STATUS OF IMPLEMENTATION OF SP AFI-RAN MEETING RECOMMENDATIONS AND FOLLOW-UP

THAT, RECOGNIZING THE IMPORTANCE OF COOPERATION AMONG STATES IN THE ESTABLISHMENT OF REGIONAL ACCIDENT INVESTIGATION AGENCIES (RAIAs), AFI STATES CONTINUE TO COOPERATE TOWARDS THE ESTABLISHMENT OF RAIAs IN ORDER TO MEET THEIR INTERNATIONAL OBLIGATIONS IN THE FIELD OF AIRCRAFT ACCIDENT/INCIDENT INVESTIGATIONS AND TO IMPLEMENT THE ECCAIRS SYSTEM.

CONCLUSION 1/2: ESTABLISHMENT OF THE REGIONAL AVIATION SAFETY TEAMS (RASTs)

THAT:

- a) THE RASG-AFI STEERING COMMITTEE (RASC) SHOULD DEVELOP, AS PART OF ITS WORK PROGRAMME, DRAFT TERMS OF REFERENCE FOR THE REQUIRED REGIONAL AVIATION SAFETY TEAMS (RASTs); AND
- b) THE ICAO REGIONAL OFFICES FACILITATE THE ESTABLISHMENT OF RASTs WITHIN THE AFI REGION.

APPENDIX 2A

SUGGESTED TERMS OF REFERENCE FOR REGIONAL AVIATION SAFETY GROUPS (RASGs)

1. ESTABLISHMENT

1.1 Consistent with the Planning and Implementation Regional Group (PIRG) mechanism, the Regional Aviation Safety Groups (RASGs) may be established in the following regions by the Council of ICAO. The meetings of the RASGs will be convened as required.

Regional Aviation Safety Group-Pan American (RASG-PA) for Caribbean, South American and North American Regions; (based on the existing arrangements put in place by States.)

Regional Aviation Safety Group-Europe (RASG-EUR) for the European Region;

Regional Aviation Safety Group-Asia Pacific (RASG-APAC) for APAC Regions;

Regional Aviation Safety Group-Africa (RASG-AFI) for the African Region; and

Regional Aviation Safety Group-Middle East (RASG-MID) for the Middle East Region.

2. MEMBERSHIP

2.1 Contracting States entitled to participate as members in a RASG meeting are:

a) those whose territories or dependencies are located partially or wholly within the geographical area to be considered by the meeting;

b) those located outside the area:

1) which have notified ICAO that aircraft on their register or aircraft operated by an operator whose principal place of business or permanent residence is located in such States, operate or expect to operate into the area; or

2) which provide facilities and services affecting the area.

2.2 Contracting States not meeting the above criteria and non-Contracting States are entitled to participate in RASG meetings as observers. The aircraft operators, international organizations, maintenance and repair organizations, regional organizations, training organizations, aircraft manufactures, airport and air navigation service providers and any other allied organizations/representatives will be invited to attend RASG meetings in the capacity of observers. The members and observers will serve as partners of RASG and their joint commitment is fundamental for success in improving aviation safety worldwide. The Regional Director will serve as the Secretary of the RASG. Wherever two Regional Directors are involved, they would alternate serving as Secretary of the RASG and PIRG to balance the Secretariat responsibilities between these two regional groups

3. RESOURCES

3.1 An officer from Headquarters (ANB) will participate and provide support to the RASG meetings. The ANB officer will serve as the interface between the RASG and the Air Navigation Commission and present the reports of RASG meetings to the Commission/Council for review and harmonization.

4. WORK PROGRAMME

4.1 The RASG will develop and implement a work programme that supports a regional performance framework for the management of safety on the basis of the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR). The reports of RASG meetings will be reviewed by the Commission on a regular basis and by the Council as deemed necessary.

4.2 Using the GASP and GASR, the RASG will build on the work already done by States, existing subregional organizations such as the Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs) and Regional Safety Oversight Organizations (RSOOs) and support the establishment and operation of a performance-based safety system for the region by:

- a) analyzing safety information and hazards to civil aviation at the regional level and reviewing the action plans developed within the region to address identified hazards;
- b) facilitating the sharing of safety information and experiences among all stakeholders;
- c) ensuring that all safety activities at the regional and subregional level are properly coordinated to avoid duplication of efforts;
- d) reducing duplication of efforts by encouraging collaboration, cooperation and resource sharing;
- e) conducting follow-up to GASP/GASR activities as required;
- f) coordinating with respective PIRG on safety issues; and
- g) providing feedback to ICAO to continually improve and ensure an up-to-date global safety framework.

APPENDIX 2B

TERMS OF REFERENCE FOR THE AFRICA-INDIAN OCEAN REGIONAL AVIATION SAFETY GROUP (RASG-AFI)

1. ESTABLISHMENT

1.1 Consistent with the Planning and Implementation Regional Group (PIRG) mechanism, the Africa-Indian Ocean Regional Aviation Safety Group (RASG-AFI) is established and will be convened as required. RASG-AFI will be responsible for coordinating and monitoring the successful implementation of all safety initiatives in the AFI Region.

2. MEMBERSHIP

2.1 Contracting States entitled to participate as members in the RASG-AFI meetings are:

- a) those whose territories or dependencies are located partially or wholly within the AFI Region ; i.e.: Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Côte d'Ivoire, Democratic Republic of Congo, Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Libyan Arab Jamahiriya, Madagascar, Malawi, Mali, Mauritania, Mauritius, Morocco, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Swaziland, Togo, Tunisia, United Republic of Tanzania, Uganda, Zambia, Zimbabwe, and
- b) those located outside the area which have notified ICAO that aircraft on their register or aircraft operated by an operator whose principal place of business or permanent residence is located in such States, operate or expect to operate into the area; or which provide facilities and services affecting the area.

2.2 Contracting States not meeting the above criteria and non-Contracting States are entitled to participate in RASG-AFI meetings as observers. The aircraft operators, international organizations, maintenance and repair organizations, regional and sub-regional organizations, training organizations, aircraft manufactures, airport and air navigation service providers and any other allied organizations/representatives will be invited to attend the RASG-AFI meetings in the capacity of Partners.

2.3 The following stakeholders are the Permanent Partners to RASG-AFI:

ACI	Airports Council International
AFCAC	African Civil Aviation Commission
AFRAA	African Airlines Association
AIRBUS	Airbus Aircraft Manufacturer
ASECNA	Agence pour la Sécurité de la Navigation Aérienne en Afrique et à Madagascar
BOEING	Boeing Commercial Airplane Company
CANSO	Civil Air Navigation Services Organization
COSCAPs	Cooperative Development of Operational Safety and

	Continuing Airworthiness Programmes (CEMAC, SADC, UEMOA, etc.)
EASA	European Aviation Safety Agency
FAA-USA	Federal Aviation Administration – United States of America
FSF	Flight Safety Foundation
IATA	International Air Transport Association
IFALPA	International Federation of Airline Pilots Association
IFATCA	International Federation of Air Traffic Controllers Association
RSOOs	Regional Safety Oversight Organizations (BAGASOO, CASSOA, etc).
WFP (UN)	World Food Programme (United Nations)

2.4 The members and observers will serve as partners of RASG-AFI and their joint commitment is fundamental for success in improving aviation safety worldwide.

2.5 The two AFI Regional Directors will alternate serving as Secretary of the RASG-AFI and APIRG to balance the Secretariat responsibilities between these two regional groups.

3. THE TERMS OF REFERENCE OF THE GROUP ARE:

- a) to develop and implement a work programme that supports a regional performance framework for the management of safety on the basis of the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR), and
- b) Using the GASP and GASR, to build on the work already done by States, existing sub-regional organizations such as the Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs) and Regional Safety Oversight Organizations (RSOOs) and support the establishment and operation of a performance-based safety system for the region.

4. IN ORDER TO MEET THE TERMS OF REFERENCE, THE GROUP SHALL:

- c) 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;
- d) facilitate the sharing of safety information and experiences among all stakeholders;
- e) ensure that all safety activities at the regional and sub-regional level are properly coordinated to avoid duplication of efforts;
- f) reduce duplication of efforts by encouraging collaboration, cooperation and resource sharing;
- g) conduct follow-up to GASP/GASR activities as required;
- h) coordinate with APIRG on safety issues; and
- i) provide feedback to ICAO to continually improve and ensure an up-to-date global safety framework.

--- END ---

APPENDIX 2C

Organizational Structure

1. RASG-AFI Membership

- The RASG-AFI members would include all Civil Aviation Administrations in the AFI Region, States located outside the area which activities are extended in the area, as defined in RASG-AFI Terms of Reference, States that provide facilities and services affecting the area and other stakeholders as determined by RASG-AFI.

- Contracting States, non-Contracting States and Organizations that could provide support to enhance safety in the AFI region will be invited to attend the RASG-AFI in the capacity of partners.

RASG-AFI Administration

- The RASG-AFI shall be administered by a Chairperson elected from the Representatives designated by Member States of the Group. After election of the Chairperson, a First and Second Vice-chairpersons shall also be elected from the said Representatives and a third Vice-Chairperson shall be elected from the Industry.

- The ICAO WACAF and ESAF Regional Directors will alternate serving as Secretary of the RASG-AFI and APIRG. In the execution of his/her duties, the Secretary will be supported by appropriate Experts from the two Regional Offices and ICAO HQ, as required.

2. RASG-AFI Steering Committee (RASC)

A RASG-AFI-Steering Committee (RASC) composed of representatives from States and international/regional organizations and industry is established to guide the work of the Group.

The RASC will:

- a) Propose the RASG-AFI work programme;
- b) Coordinate the activities of the RASG-AFI and all GASP/GASR safety related initiatives and adjust strategy as necessary;
- c) Act as an advisory body to the RASG-AFI membership;
- d) Provide regular safety environment assessments to the RASG-AFI; and
- e) Undertake any action required to ensure that the RASG-AFI achieves its objective to reduce aviation risks in the AFI Region.

Composition of the RASC

- a) Three RASC Co-Chairpersons (i.e the RASG-AFI First and Second Vice-Chairpersons and a Third Co-Chairperson from a RASG-AFI International Organization /Industry);
- b) AFI Plan Steering Committee Chairperson;
- c) Coordinator for the AFI Group at ICAO Council;
- d) Project Champions;
- e) ICAO ESAF and WACAF Directors (1 to serve as Secretary, supported by the other and appropriate Experts from the two Regional Offices and ICAO HQ, as required);
- f) RASG-AFI Representatives/Alternates from observers/partners; and

- g) Participants that can be invited on ad-hoc basis, as required.

The composition of the RASC might be updated over time to include only Member States and observers/partners that could participate actively in the RASC and contribute to its work.

RASC Administration

The RASC will be administered as follows:

- a) Two Co-Chairpersons from Member States who will be the First and Second Vice-Chairpersons of the RASG-AFI; and
- b) A Third Co-Chairperson from a RASG-AFI International Organization/Industry.

3. Annual Safety Report Team (ASRT)

RASG-AFI may also establish an Annual Safety Report Team for the purpose of:

- a) gathering safety information from different available sources to determine the main safety risks in the AFI Region;
- b) organizing the Annual Safety Report
- c) making recommendations to the RASG-AFI for safety enhancement initiatives; and
- d) preparing a draft progress report to the ANC

Composition of the ASRT

Such ASRT may comprise RASG-AFI Partners.

APPENDIX 2D

RASG-AFI Steering Committee (RASC)

TERMS OF REFERENCE

A) Purpose of the RASC:

The RASC is established to act as an advisory body to the RASG-AFI, guide its work and ensure that safety initiatives are accomplished in a timely, effective and efficient manner.

In order to meet its terms of Reference, the RASC shall:

- 1) assess work that has already been done under existing regional safety initiatives;
- 2) identify short and medium term regional safety priorities and initiatives;
- 3) coordinate the activities of the RASG-AFI and all GASP/GASR safety related initiatives and adjust strategy as necessary;
- 4) undertake any action required to ensure that the RASG-AFI achieves its objective to reduce aviation risks and minimize or avoid duplication of efforts in the AFI region;
- 5) provide regular safety environment assessments to the RASG-AFI;
- 6) coordinate establishment of the regional aviation safety teams (RASTs) that need to be established to address these initiatives, provide that:
 - i. the RASC completes an analysis of the identified key risk areas against work that has already been done in the region to ensure harmonization and avoid duplication;
 - ii. the RASC assumes the role of maintaining accountability for the established teams ensuring that they meet their deliverables; and
 - iii. all aviation stakeholders, including industry and international organizations, have an active participation in the established teams.
- 7) monitor the progress of work and provide guidance to the established RASTs; and
- 8) propose the RASG-AFI work programme.

B) Composition:

The RASC is to be composed of:

- a) Three Co-Chairpersons: The First and Second Vice-Chairpersons of the RASG-AFI and a Third Co-Chairperson from an RASG-AFI International Organization/Industry.
- b) AFI Plan Steering Committee Chairperson
- c) Coordinator for the AFI Group at ICAO Council
- d) Projects Champions
- e) RASG-AFI Secretary (supported by appropriate Experts from the ICAO WACAF and ESAF Regional Offices and ICAO HQ, as required).
- f) RASG-AFI Representatives/Alternates from the following Partners:

ACI	Airports Council International
AFCAC	African Civil Aviation Commission
AFRAA	African Airlines Association
AIRBUS	Airbus Aircraft Manufacturer
ASECNA	Agence pour la Sécurité de la Navigation Aérienne en Afrique et à Madagascar
BAGASOO	Banjul Accord Group Aviation Safety Oversight Organization
BOEING	Boeing Commercial Airplane Company
CANSO	Civil Air Navigation Services Organization
CASSOA	Civil Aviation Safety and Security Oversight Agency
COSCAPs	Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (CEMAC, SADC, UEMOA)
EASA	European Aviation Safety Agency
FAA-USA	Federal Aviation Administration – United States of America
FSF	Flight Safety Foundation
IATA	International Air Transport Association
IFALPA	International Federation of Airline Pilots Association
IFATCA	International Federation of Air Traffic Controllers Association
RSOOs	Regional Safety Oversight Organizations (BAGASOO, CASSOA, etc)
WFP (UN)	World Food Programme (United Nations)

Note: The Composition of the RASG might be updated over time to include only Member States and partners that could participate actively in the RASG and contribute to its work.

C) Frequency of meetings:

- at least one meeting per year (between RASG-AFI meetings); and
- monthly teleconferences

D) Roles and Responsibilities:

- ICAO WACAF or ESAF Regional Office – Secretariat;
- ICAO HQ – Support; and
- Partners – Commit resources, provide technical expertise and collaborate in RASG-AFI initiatives.

APPENDIX 2E

Annual Safety Report Team (ASRT)

DRAFT TERMS OF REFERENCE

A) Purpose of the ASRT:

The ASRT is established to:

- 1) gather safety information from different available sources to determine the main aviation safety risks in the AFI region;
- 2) organize the annual safety report in the three main sections, one for each safety information category:
 - a) Reactive Information;
 - b) Proactive Information; and
 - c) Predictive Information.
- 3) based on the risk areas identified in the annual report, make recommendations to the RASG-AFI for safety enhancement initiatives; and
- 4) prepare a draft progress report to the ANC based on the annual safety report, the safety enhancement initiatives and detailed implementation plans.

B) Composition:

- RASG-AFI Partners

C) Roles and Responsibilities:

- ICAO HQ – Support;
- ICAO ESAF and WACAF Regional Officers – Support; and
- Partners – Provide technical expertise and collaborate in the development of the material as requested by ASRT.

APPENDIX 2F

INTERNATIONAL CIVIL AVIATION ORGANIZATION

REGIONAL AVIATION SAFETY GROUP-AFRICA-INDIAN OCEAN

(RASG-AFI)

PROCEDURAL HANDBOOK

First Edition-March 2012

RASG-AFI PROCEDURAL HANDBOOK - GENERAL

INTRODUCTION

FOREWORD

1.1 The Regional Aviation Safety Group-Africa-Indian Ocean (RASG-AFI) Procedural Handbook is a publication prepared by the ICAO Secretariat and adopted by the RASG-AFI. Its purpose is to provide, for easy reference, a consolidation of material, particularly of a procedural nature, about the work of the RASG-AFI. It contains the Terms of Reference (TOR) of the Group, the working arrangements and other internal procedures and practices governing the conduct of business.

1.2 The Handbook has a series of loose-leaf pages, organized in Section headings. A Table of Contents is provided which serves also as a subject index and as a checklist for the current pages.

1.3 Replacement pages and/or updated editions will be issued as necessary. Additional material will be incorporated in the existing Sections or will be the subject of new Sections, as required.

1.4 The Procedural Handbook will be distributed to Members and Observers of the Group, the ICAO Secretariat, and to other States, international organizations and stakeholders participating in meetings, contributing to, or having interest in the work of the Group and/or its Contributory Bodies.

1.5 An electronic copy of the Procedural Handbook will also be available in PDF format, on the ICAO Western and Central African Regional Office website: <http://legacy.icao.int/wacaf/> and on the ICAO Eastern and Southern African Office website : <http://legacy.icao.int/esaf/>.

RASG-AFI PROCEDURAL HANDBOOK

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1. BACKGROUND

1.1. On 6 October 2009, the ICAO Air Navigation Commission reviewed a proposal for the establishment of Regional Aviation Safety Groups (RASGs) and decided that the concept of RASGs be transmitted to States and appropriate international organizations for comments before a recommendation was made to the Council. It was highlighted during the discussions that the proposal for RASGs would not fundamentally change the efforts that are presently underway in several ICAO regions. A State letter dated 16 December 2009 sought comments from States and selected international organizations on the need for uniform establishment of RASGs in all regions, and provided suggested terms of reference and work programme of the RASGs. The comments by States were very supportive of the establishment of RASGs. Consequently, the ICAO Council at the fourth meeting of its 190th Session held on 25 May 2010:

- a) approved the establishment of the following RASGs: RASG-PA for the Caribbean, South American, and North American regions (including Central America); RASG-EUR for the European region; RASG-APAC for the Asia Pacific regions; RASG-MID for the Middle East region and RASG-AFI for the African and Indian Ocean region, with the aim of supporting a regional performance framework for the management of safety;
- b) agreed to the terms of reference of the RASGs as detailed in the Appendix to the paper;
- c) agreed that the report of RASG meetings, similar to reports of planning and implementation regional groups (PIRGs), would be reviewed by the ANC on a regular basis and by the Council as deemed necessary;
- d) approved the inclusion of the sentence “coordinate with respective RASG on safety issues” in the terms of reference of all PIRGs, viz APANPIRG, APIRG, EANPG, GREPECAS, MIDANPIRG and NAT SPG; and
- e) requested the ANC to report to the Council any duplication in the activities of the PIRGs and the RASGs.

1.2 The main purpose of the Regional Aviation Safety Group-Africa-Indian Ocean (RASG-AFI) would be to develop an integrated, data-driven strategy and implement a work programme that supports a regional performance framework for the management of safety. This approach is designed to reduce the commercial aviation fatality risk in the AFI region and promote States and industry safety initiatives in harmony with the ICAO Global Aviation Safety Plan (GASP) and Global Aviation safety Roadmap (GASR).

1.3 Further, the 37 Session of the ICAO General Assembly, Montreal 28 September to 8 October 2010 agreed to Assembly Resolution A37-4.

Quote from Assembly Resolution **A37-4: ICAO global planning for safety:**

Recognized that safety is a shared responsibility involving ICAO, Contracting States and all other stakeholders;

Recognized that regional aviation safety groups should be implemented by ICAO, taking into account the needs of the various regions and building on the already

existing structures and forms of cooperation;

***Stressed** the need for continuous improvement of aviation safety through a reduction in the number of accidents and related fatalities in air transport operations in all parts of the world, particularly in States where safety records are significantly worse than the worldwide average;*

***Urged** Contracting States, regional safety oversight organizations and international organizations concerned to work with all stakeholders to implement the GASP objectives and GASR methodology objectives and to implement these methodologies to reduce the number and rate of aircraft accidents.*

2. TERMS OF REFERENCE

2.1 MEMBERSHIP

2.1.1 Contracting States entitled to participate as members in the RASG-AFI meetings are:

- a) those whose territories or dependencies are located partially or wholly within the AFI Region ; i.e.: *Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Côte d'Ivoire, Democratic Republic of Congo, Djibouti, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Libyan Arab Jamahiriya, Madagascar, Malawi, Mali, Mauritania, Mauritius, Morocco, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Swaziland, Togo, Tunisia, United Republic of Tanzania, Uganda, Zambia, Zimbabwe, and*
- b) those located outside the area which have notified ICAO that aircraft on their register or aircraft operated by an operator whose principal place of business or permanent residence is located in such States, operate or expect to operate into the area; or which provide facilities and services affecting the area.

2.1.2 Contracting States not meeting the above criteria and non-Contracting States are entitled to participate in RASG-AFI meetings as observers. The aircraft operators, international organizations, maintenance and repair organizations, regional and sub-regional organizations, training organizations, aircraft manufactures, airport and air navigation service providers and any other allied organizations/representatives will be invited to attend the RASG-AFI meetings in the capacity of Partners.

2.1.3 The following stakeholders are the permanent Partners to RASG-AFI:

ACI	Airports Council International
AFCAC	African Civil Aviation Commission
AFRAA	African Airlines Association
AIRBUS	Airbus Aircraft Manufacturer
ASECNA	Agence pour la Sécurité de la Navigation aérienne pour l’Afrique et à Madagascar
BOEING	Boeing Commercial Airplane Company

CANSO	Civil Air Navigation Services Organization
COSCAPs	Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (CEMAC, SADC, UEMOA, etc.)
EASA	European Aviation Safety Agency
FAA-USA	Federal Aviation Administration – United States of America
FSF	Flight Safety Foundation
IATA	International Air Transport Association
IFALPA	International Federation of Airline Pilots Association
IFATCA	International Federation of Air Traffic Controllers Association
RSOOs	Regional Safety Oversight Organizations (BAGASOO, CASSOA, etc.)
WFP (UN)	World Food Programme (United Nations)

2.1.4 The members and observers will serve as partners of RASG-AFI and their joint commitment is fundamental for success in improving aviation safety worldwide

2.2 THE TERMS OF REFERENCE OF THE GROUP ARE:

- a) to develop and implement a work programme that supports a regional performance framework for the management of safety on the basis of the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR); and
- b) using the GASP and GASR, to build on the work already done by States, existing sub-regional organizations such as the Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs) and Regional Safety Oversight Organizations (RSOOs) and support the establishment and operation of a performance-based safety system for the region.

2.3 IN ORDER TO FULFILL THE TERMS OF REFERENCE, THE GROUP SHALL:

- a) 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;
- b) facilitate the sharing of safety information and experiences among all stakeholders;
- c) ensure that all safety activities at the regional and sub-regional level are properly coordinated to avoid duplication of efforts;
- d) reduce duplication of efforts by encouraging collaboration, cooperation and resource sharing;
- e) conduct follow-up to GASP/GASR activities as required;
- f) coordinate with APIRG on safety issues; and
- g) provide feedback to ICAO to continually improve and ensure an up-to-date global safety framework.

3. WORKING ARRANGEMENTS

3.1. Relations with States

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

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

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

3.2 Relations with other Bodies and Organizations

3.2.1 The Group shall keep itself informed of the activities of other aviation bodies and organizations to the extent that such activities are likely to be of interest to the Group.

3.2.2 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 aviation safety, are outside the competence of ICAO and/or the terms of reference of the RASG-AFI.

3.3 Administration of the Group

3.3.1 The RASG-AFI 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-Chairpersons also elected from the said Representatives and a third Vice-Chairperson designated from the Industry; and
- b) by the ICAO WACAF and ESAF Regional Directors who will alternate serving as Secretary of the RASG-AFI and APIRG to balance the Secretariat responsibilities between these two regional groups. In the execution of his/her duties the Secretary will be supported by appropriate Experts from the two Regional Offices and ICAO HQ, as required.

3.3.2 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 time work with a minimum of formality and paper work.

3.3.3 Between meetings of the Group, some subjects may be dealt with by correspondence and teleconferencing among appointed Representatives of its Member States and the ICAO Regional Offices. However, if States are to be consulted this should be made through the relevant ICAO Regional Director.

3.4 Meetings of the Group

3.4.1 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.

3.4.2 Meetings shall normally be convened at the location of the ICAO Regional Offices in Dakar, or Nairobi. 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.

3.5 RASG-AFI Steering Committee (RASC)

3.5.1 A RASG-AFI Steering Committee (RASC) composed of representatives from States, international/regional organizations and industry is established to guide the work of the RASG-AFI and ensure that safety initiatives are accomplished in a timely, effective and efficient manner. To this end, the RASC will:

- a) propose the RASG-AFI work programme;
- b) coordinate the activities of the RASG-AFI and all GASP/GASR safety related initiatives and adjust strategy as necessary;
- c) act as an advisory body to the RASG-AFI;
- d) provide regular safety environment assessments to the RASG-AFI; and
- e) undertake any action required to ensure that the RASG-AFI achieves its objective to reduce aviation risks and minimize or avoid duplication of efforts in the AFI Region.

3.5.2 Regular meetings of the RASC shall be held monthly via teleconference on a day and time agreed to by the RASC. Special meetings of the RASC may be called by the Secretariat when deemed in the best interest of the Group.

RASG-AFI Steering Committee (RASC) Membership

3.5.3 The RASG-AFI Steering Committee (RASC) is composed of:

- a) Three RASC Co-Chairpersons: i.e First and Second Vice-Chairpersons of the RASG-AFI and a Third Co-Chairperson from a RASG-AFI International Organization/Industry;
- b) AFI Plan Steering Committee Chairperson;
- c) Coordinator for the AFI Group at ICAO Council;
- d) Projects Champions;

- e) RASG-AFI Secretary (supported by the other Regional Director, and appropriate Experts from the ICAO WACAF and ESAF Regional Offices and ICAO HQ, as required);
- f) RASG-AFI Representatives or Alternates from the following stakeholders:

ACI	Airports Council International
AFCAC	African Civil Aviation Commission
AFRAA	African Airlines Association
AIRBUS	Airbus Aircraft Manufacturer
ASECNA	Agence pour la Sécurité de la Navigation Aérienne pour l’Afrique et à Madagascar
BOEING	Boeing Commercial Airplane Company
CANSO	Civil Air Navigation Services Organization
COSCAPs	Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (CEMAC, SADC, UEMOA, etc.)
EASA	European Aviation Safety Agency
FAA-USA	Federal Aviation Authority – United States of America
FSF	Flight Safety Foundation
IATA	International Air Transport Association
IFALPA	International Federation of Airline Pilots Association
IFATCA	International Federation of Air Traffic Controllers Association
RSOOs	Regional Safety Oversight Organizations (BAGASOO, CASSOA, etc.)
WFP (UN)	World Food Programme (United Nations)

- e) Other participants might be invited on ad-hoc basis, as required.

3.5.4 The RASG-AFI Steering Committee (RASC) Co-Chairpersons will be designated as follows:

- Two Co-Chairpersons from member States (The First and Second Vice-Chairpersons of the RASG-AFI); and
- One Co-Chairperson from an RASG-AFI International Organization/Industry.

3.6 Establishment of subsidiary bodies

3.6.1 To assist in its work and support the development, implementation and prioritization of RASG-AFI safety initiatives, the Group may create subsidiary bodies (Safety Support Teams) charged with preparatory work on specific subjects requiring expert advice for their resolution.

3.6.2 The Safety Support Teams will operate in coordination with and under the guidance of the RASC. They should accomplish their tasks by developing mitigation strategies based on gathering and processing safety data and information. These mitigation strategies shall be focused on the Global Aviation Safety Plan (GASP), corresponding Global Safety Initiatives (GSIs) and associated Global Aviation Safety Roadmap (GASR).

3.6.3 Participation in Safety Support Teams should be by specialists in the subjects under consideration. Such specialists should have relevant experience in the field concerned.

3.6.4 Secretaries of Safety Support Teams established by the Group will be appointed by the Secretary of the RASG-AFI.

- 3.6.5 Four Safety Support Teams are presently created, namely SSCs (Significant Safety Concerns), FSO (Fundamentals of Safety Oversight), AI (Accident Investigation) and E.S.I (Emerging Safety Issues).
- 3.6.6 The duration of Safety Support Teams activities will be established by the RASC.

3.7 Reporting lines

- 3.7.1 The reports of the RASG-AFI meetings, similar to reports of planning and implementation regional groups (PIRGs), would be reviewed by the ANC on a regular basis and by the Council as deemed necessary.

4. PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE RASG-AFI

4.1. General

4.1.1 The RASG-AFI shall at all time work with a minimum of formality and paper work. 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.

4.1.2 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.

4.2 Convening of meetings

4.2.1 At each of its meetings the Group should endeavor to agree on the date, duration and venue of its next meeting.

Note: The convening of at least one meeting every 12 months would generally suffice. However, for the interest of safety in order to safeguard the development and implementation of coherent and orderly safety initiatives/actions, in the interest of States and airspace users in the AFI Region, the Group may determine the need for any additional meeting that may arise.

4.2.2 A convening letter for a meeting shall be issued by the Secretary of the Group, normally 90 days prior to the meeting. The convening letter should include the agenda, together with explanatory notes prepared by the Secretary in order to assist participants in preparing for the meeting.

4.3 Establishment of the Agenda

4.3.1 The Secretary, in consultation with the Chairperson of the RASG-AFI shall establish a draft agenda on the basis of the work programme adopted and the documentation available.

4.3.2 At the opening of the meeting any State, international/regional organization or a stakeholder 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.

4.4 Languages

4.4.1 The languages of the meetings of the RASG-AFI and its subsidiary bodies (Safety Teams) shall be English and French.

4.4.2 The reports on meetings and supporting documentation for meetings of the Group and its subsidiary bodies (Safety Teams) will be prepared in English and French.

4.5 Officers and Secretariat of the RASG-AFI

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

4.5.2 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.

4.5.3 The Secretary of the Group (WACAF or ESAF ICAO Regional Office Director), will also serve as Secretary of the meetings. He will be assisted by Experts from the two ICAO Regional Offices and ICAO HQ, as required.

4.6 Roles and Responsibilities

Chairperson(s)

4.6.1 The Chairperson will:

1. call for RASG-AFI meetings;
2. chair the RASG-AFI meetings;
3. keep focus on high priority items;
4. ensure agendas meet objectives to improve safety;
5. provide leadership for ongoing projects and accomplishments;
6. promote consensus among the group members;
7. coordinate RASG-AFI activities closely with the Secretariat and follow-up meeting outcomes and actions; and
8. promote RASG-AFI and lobby for contributors.

Secretariat

4.6.2 The Secretariat will support the Chairperson by providing administrative, coordination and technical support to the RASG-AFI. In particular, The Secretariat will:

1. coordinate meeting logistics with meeting host(s);
2. develop meeting agendas;
3. ensure meeting agendas, documentation and summaries are provided to members;
4. ensure meeting summaries, notices, and related documents are posted in a timely manner on the RASG-AFI section of the Regional Offices websites;
5. track, monitor and facilitate action items and report status to the Group;
6. ensure alignment of RASG-AFI activities with the GASP/GASR;

7. maintain communication with the Co-Chairs, and RASG-AFI members;
8. identify required administrative support; and
9. manage the RASG-AFI work programme.

Members:

4.6.3 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,

Note: Each Member State of RASG-AFI will designate a Member, an Alternate and Adviser(s) able to support RASG-AFI goals and objectives. If designated representation changes, any proposed replacement must be submitted to the RASG-AFI Secretary.

4.6.4 RASG-AFI members will:

- a) come to the RASG-AFI meetings prepared, and provide active support by deliberating and identifying issues;
- b) support goals and objectives by maintaining timely and active communication between administration/organization represented and RASG-AFI; and
- c) share safety improvements with RASG-AFI members,

Non-Member Participant and Guest Observers:

4.6.5 Non-Member Participant: Individual(s) who would be invited at the discretion of the RASG-AFI Secretary, in collaboration with the Chairperson, to participate in RASG-AFI activities and meetings, without voting authority, to enhance the quality and effectiveness of RASG-AFI.

4.6.6 Guest Observer: An individual or group who is invited at the discretion of the RASG-AFI Secretary, in collaboration with the Chairperson, to strictly observe a RASG-AFI meeting or activity.

4.7 Supporting documentation

4.7.1 Documentation for meetings of the RASG-AFI should be prepared by the Secretariat, States designated as Members of the Group and the Permanent Observers of the Group.

4.7.2 Supporting documentation shall be presented in the form of:

- a) Working Papers: constitute the main basis of the discussions on the various items on the agenda
- b) 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.

- c) Information Papers: are intended solely to provide participants at a meeting with factual information on developments of technical or administrative matters of interest to the Group.
- d) PowerPoint Presentations: may be delivered to support the above in a, b and c; also to add additional information and knowledge of certain important issue(s).

4.7.3 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.

4.8 Conclusions and Decisions of the Meetings

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

- a) Conclusions; and
- b) Decisions.

4.8.2 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.

4.8.3 Decisions relate to the internal working arrangements of the Group and its subsidiary bodies.

4.9 Conduct of business

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

4.9.2 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.

4.9.3 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.

4.10 Reports

4.10.1 Reports on meetings shall be of a simple layout and as concise as possible and shall include:

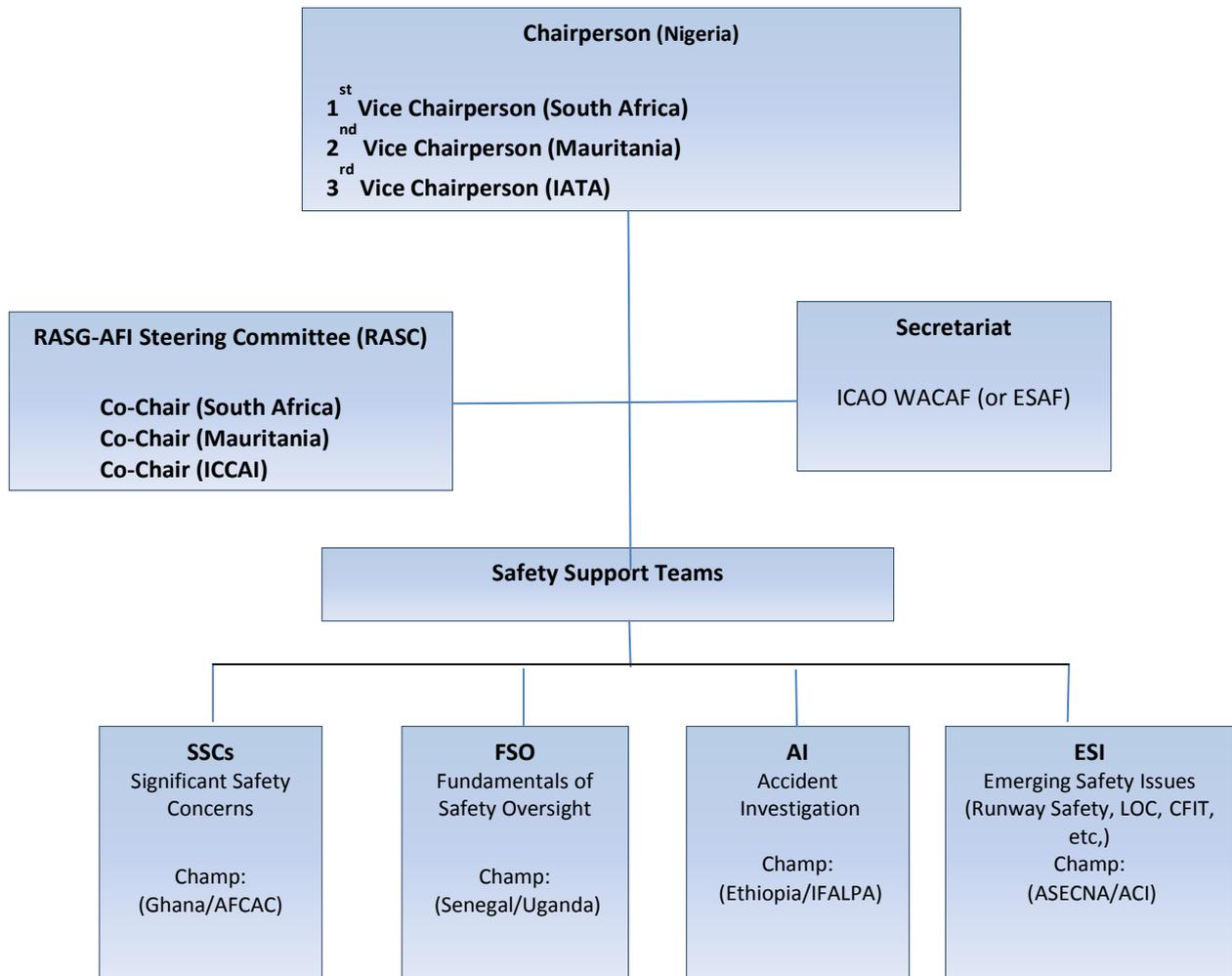
- a) a brief history of the meeting (duration, attendance, agenda and list of Conclusions and Decisions;
- b) a summary of the discussions by the Group on the different items of the agenda including, for each of them, the relevant Conclusions and/or Decisions; and

c) the work programme and future action by the Group.

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

4.10.3 The report shall be posted on the ICAO WACAF website and also be circulated, to all Member States, to Permanent Observers and concerned stakeholders.

STRUCTURE OF RASG - AFI



Report of the First Meeting of the Africa-Indian Ocean Regional Aviation Safety Group

Appendix 8A



First Meeting of the Africa-Indian Ocean Regional Aviation Safety Group (RASG-AFI/1)
Première réunion du Groupe Régional de Sécurité Aérienne pour l'aviation de la Région AFI (RASG-AFI/1)
 (Kampala, Uganda, 26-27 March 2012)

List of participants/Liste des participants

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