INTERNATIONAL CIVIL AVIATION ORGANIZATION

REGIONAL AVIATION SAFETY GROUP FOR AFRICA - INDIAN OCEAN

(RASG-AFI)

Third Edition, 1st January 2021

RECORD OF AMENDMENTS

Date: October, 2020

Amendment	Date	Title	Paragraph and Page Nº	Entered by
01	December, 2015	• RASC • Convening of Meetings • Roles and Responsibilities • Reports • RASG-AFI Organizational Structure	• Paragraph 4.5.2; Pg 8 • Paragraph 5.2.1; Pg 10 • Paragraph 5.6.2; Pg 11 • Paragraph 5.10.2; Pg 13 • Paragraph 6; Pg 14 & 15	K.L. Jammeh
02	October, 2020	RASG-AFI Procedural Handbook - Third Edition.	New Edition	K.L. Jammeh

Third Edition – 1st January, 2021

RASG-AFI PROCEDURAL HANDBOOK

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RASG-AFI PROCEDURAL HANDBOOK – GENERAL

1. INTRODUCTION

1.1 FOREWORD

1.1.1   The Regional Aviation Safety Group for 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.

1.1.2   The Secretariat will review and update the RASG-AFI Handbook periodically, and as required, to ensure a result-oriented approach.

1.1.3   The Handbook is organized in Section headings. A table of contents is provided which serves as a subject index and also as a checklist for the current pages.

1.1.4   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.

1.1.5   The Procedural Handbook will be distributed to Members and Observers of the Group, the ICAO Secretariat, AFI Plan 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.

1.1.6   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://www.icao.int/wacaf/Pages/default.aspx and on the ICAO Eastern and Southern African Regional Office website: http://www.icao.int/esaf/Pages/default.aspx.

1.1.7   This Edition of the RASG-AFI Procedural Handbook reflects the ICAO Council's review of the reporting structure and terms of reference, functions and participation of the Planning and Implementation Regional Groups (PIRGs) and the Regional Aviation Safety Groups (RASGs) and the adoption of revised terms of reference as published by the Secretary General under Electronic Bulletin EB 2019/43, as further amended following its Review of Assembly Resolutions and Decisions (C-DEC 219/7).

2. BACKGROUND

2.1 On 6 October 2009, the ICAO Air Navigation Commission (ANC) 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 supportive of the establishment of RASGs. Consequently, the ICAO Council at the fourth meeting of its 190th Session held on 25 May 2010 (C-DEC 190/4):

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 Africa-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;

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.

2.2 The main purpose of the Regional Aviation Safety Group for 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 aviation fatality risk in the RASG-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). The RASG will build on the work already done by States, ICAO Regional Offices and existing regional and sub-regional organizations (such as the cooperative development of operational safety and continuing airworthiness programmes (COSCAPs), regional safety oversight organizations (RSOOs), regional accident and incident investigation organizations (RAIOs) and industry) to support the establishment and operation of safety management processes for the region.

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

"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.*

2.4 In 2019, the Council updated the terms of reference (ToR) for the Planning and Implementation Regional Groups (PIRGs) and the Regional Aviation Safety Groups (RASGs) aimed at improving efficiency and working methodologies, as well as the involvement of States, international organizations and industry in the work, meetings and related activities of the regional groups. The generic ToR serve as a global basis for PIRG and RASG operations and may be further expanded by each PIRG/RASG as required, to maintain the flexibility and efficiency of its work.

2.5 The revised ToR not only outlines the changes introduced but also highlights the important coordination and decision-making roles played by PIRGs and RASGs, in particular, how RASGs have served as a bridge between Member States, the exchange of experiences and by facilitating best practices, which ultimately contributed to the improvement of safety performance.

2.6 The APIRG/22 and RASG-AFI/5 meetings held in July/August 2019, noted with interest the outcome of the Council's review of the terms of reference of the PIRGs and RASGs and welcomed the structure provided by the approved generic ToR sought by the Council to improve the performance and expected results. Accordingly, the ICAO Secretariat was tasked to update the PIRG and RASG handbooks (APIRG/22 & RASG-AFI/5 Decision 1/03).

2.7 Thereafter, during the 40th Session of the ICAO Assembly, it was decided to align the meeting schedule of the Planning and Implementation Regional Groups (PIRGs) and Regional Aviation Safety Groups (RASGs) with the annual reporting requirement to the Council. The Council, (C-DEC 219/7), during the Review of Assembly Resolutions and Decisions working paper (C-WP/14983, Rev. 2), implemented the Assembly decision and on 7 August 2020, the President of the ICAO Council approved the amendment of the Terms of Reference of the PIRGs and RASGs to include annual meetings.

3. TERMS OF REFERENCE

3.1 MEMBERSHIP AND PARTICIPATION

3.1.1 Membership

3.1.1.1 All ICAO Contracting States and Territories recognized by ICAO within the area of accreditation of the ICAO Eastern and Southern African and Western and Central African Regional Offices, are entitled to participate as members in the RASG-AFI. A list of RASG-AFI Member States is provided at **Appendix A** to this handbook.

3.1.2 Participation

3.1.2.1 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.

3.1.2.2 RASG-AFI meetings are open to all members. Each State/Territory member should be represented by a senior-level delegate nominated by the State/Territory, 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.

3.1.2.3 The CAAs should be supported by representatives from service providers and industry.

3.1.2.4 States located outside the area of accreditation of the ICAO ESAF and WACAF Regional Offices can be invited on a case-by-case basis and in accordance with the Regional Office Manual to attend as observers.

3.1.2.5 International organizations recognized by the ICAO Council to participate in ICAO meetings should participate, as observers, in the RASG-AFI meetings, and be encouraged to do so. Other stakeholders may be invited as observers, when required, to contribute to the work of the RASG-AFI. A list of other regional bodies dealing with aviation matters in the AFI Region is provided at **Appendix B** to this handbook.

3.1.2.6 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. The list of the stakeholders that are the permanent Partners to RASG-AFI is provided in Appendix C to this handbook.

3.1.2.7 Civil aviation commissions/conferences in particular the Arab Civil Aviation Organization, European Civil Aviation Conference and Latin American Civil Aviation Commission, may be invited to participate in the work of the RASG-AFI.

3.1.2.8 The members and observers will serve as partners in RASGs, and their joint commitment is fundamental for success in improving safety worldwide.

3.1.2.9 RASG meetings should be live-streamed, to the extent possible, to enable additional State participants to follow the proceedings.

3.1.2.10The aircraft operators, international organizations, maintenance and repair organizations, regional and sub-regional organizations, training organizations, aircraft manufacturers, airport and air navigation service providers and any other allied organizations/representatives will be invited to attend the RASG-AFI activities in the capacity of Partners.

3.2 MANDATE OF THE GROUP

3.2.1   The mandate of the RASG-AFI is:

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 and programmes such as Regional Safety Oversight Organizations (RSOOs), Regional Accident and Incident Investigation Organizations (RAIOs) the Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs) and industry, and to support the establishment and operation of a performance-based safety system for the region.

3.3 RESPONSIBILITIES OF THE GROUP

3.3.1   In order to fulfill its assigned mandate, 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 related activities as required;

f) coordinate with APIRG on safety issues;

g) develop and implement specific projects aimed at addressing identified safety deficiencies in the region; and

h) provide feedback to ICAO to continually improve and ensure an up-to-date global safety framework.

4. WORKING ARRANGEMENTS

4.1 RELATIONS WITH STATES

4.1.1 States located geographically in the AFI Region and States outside the area having aircraft on their registers, 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 and activities of the Group; and

    c)   the summaries or reports on meetings and activities of its contributory bodies.

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

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

4.1.4 State role

4.1.4.1 State CAAs, supported by service providers as necessary, should participate in the work of the RASG-AFI and its contributory bodies to:

    a)   ensure the continuous and coherent development and implementation of regional safety plans 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.

4.2 RELATIONS WITH OTHER AVIATION BODIES AND ORGANIZATIONS

4.2.1   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.

4.2.2   When necessary, the Group shall provide information and advice to such aviation bodies and organizations, if this is required, in order to:

a) avoid duplication of studies and/or efforts; 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.

4.2.3 Industry stakeholders/partners should participate in the work of the RASG-AFI 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. Their focus should be on identifying regional requirements and ensuring that their available resources are adequately allocated.

4.3 ADMINISTRATION OF THE GROUP

4.3.1   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 a 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 biennially in serving as Secretary of the RASG-AFI and APIRG to balance the Secretariat responsibilities between these two regional groups. The Secretary of the RASG-AFI, and Secretary of the APIRG, in coordination with the ICAO Secretary General, will establish the date, methodology and the procedure to be applied for the rotation. In the execution of his/her duties the Secretary will be supported by appropriate Experts from the two Regional Offices and ICAO Headquarters, as required.

4.3.2   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 to the extent possible, at all times work with a minimum of formality and paper work.

4.3.3   Between meetings of the Group, some subjects may be dealt with by correspondence and tele/video conferencing 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.

4.4 MEETINGS OF THE GROUP

4.4.1   Based on the advice of the Members of the Group and of the Secretary, the Chairperson shall decide on the date and duration of meetings of the Group.

4.4.2   Meetings shall normally be convened annually at the location of the ICAO Regional Offices in Dakar, or Nairobi, to the extent possible, to facilitate proper access by States. The Secretary General will ensure the allocation of the necessary financial resources to host RASG-AFI meetings. Approval to host RASG-AFI meetings outside of the Regional Office must be obtained from the President of the ICAO Council.

4.4.3   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 ICAO Secretariat attendees.

4.4.4   Invitations to RASG-AFI meetings must be issued at least three (03) months in advance of the meeting to assist States to plan participation. The letter should include the agenda, together with explanatory notes prepared by the Secretary in order to assist participants in preparing for the meeting.

4.5 RASG-AFI STEERING COMMITTEE (RASC)

4.5.1   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 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.

4.5.2   Regular meetings of the RASC shall be held quarterly via tele/video conference and bi-annually face-to-face as practicable, on days, times and venues, agreed to by the RASC. If physical meetings cannot be convened due to prevailing circumstances such as outbreak of a pandemic, innovative means shall be utilized to convene RASC meetings (electronic platforms such as Zoom, MS Teams, etc.). Venues shall be chosen with the primary aim of facilitating maximum State attendance. Special meetings of the RASC may be called by the Secretariat when deemed in the best interest of the Group. Failure of a RASC Member to participate in more than three RASC activities in a year may result in the loss of its membership status and subsequent replacement of the member.

4.6 RASG-AFI STEERING COMMITTEE (RASC) MEMBERSHIP

4.6.1.   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 member States 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)   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)   Representatives or Alternates from the RASG-AFI permanent Partners/Observers; and

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

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

a)   Two Co-Chairpersons from member States (The First and Second Vice-Chairpersons of the RASG-AFI); and

b)   One Co-Chairperson from an RASG-AFI International Organization/Industry.

4.7 ESTABLISHMENT OF CONTRIBUTORY BODIES

4.7.1   To assist in its work and support the development, implementation and prioritization of RASG-AFI safety initiatives, the Group may create contributory bodies (Safety Support Teams) to discharge the RASG-AFI work programme by working on defined subjects requiring detailed technical expertise. Four Safety Support Teams are presently created, namely SSCs (Significant Safety Concerns), FSO (Fundamentals of Safety Oversight), AIG (Aircraft Accident and Incident Investigation) and ESI (Emerging Safety Issues). The duration of Safety Support Teams activities will be established by the RASC. 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-AFI when it has completed its assigned tasks or if the tasks cannot be usefully continued.

4.7.2   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 Safety Enhancement Initiatives (SEIs) and the associated Global Aviation Safety

Roadmap (GASR) which serves as an action plan to assist the aviation community in achieving the GASP goals through a structured, common frame of reference for all stakeholders.

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

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

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4.8 REPORTING LINES

4.8.1   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.

4.8.2   Detailed information on reporting is provided under Section 5.10 hereunder.

4.9 APIRG/RASG-AFI COORDINATION

4.9.1.   **Establishment of a Joint APIRG/RASG-AFI Coordination Task Force (ARC – TF)**

The Joint APIRG/RASG-AFI Coordination Task Force established as a subsidiary body to APIRG and RASG-AFI is responsible for coordinating the activities of APIRG and RASG-AFI on routine basis. This Joint Task Force will:

a)   strengthen existing arrangements and adequately address the requirements for coordination and collaboration between the two Groups.;

b)   facilitate consistency and efficiency, and ensure lack of duplication and conflict between the activities of APIRG and RASG-AFI;

c)   ensure mutual exchange of information on the Conclusions and Decisions reached at the Groups' Meetings, or any other activities undertaken by the Groups in line with the Global Air Navigation Plan (GANP) and Global Aviation Safety Plan (GASP); and

d)   identify any challenges faced by the Groups in achieving their set objectives and targets, alert the Groups and their Secretariats to these challenges, conflicts and / or inefficiencies with proposed strategies to address them, for the endorsement of the Groups.

4.9.2.   **Membership** - The Membership of the Task Force will comprise:

a)   Representatives from APIRG (Chairperson, First and Second Vice Chairpersons of APIRG; Chairperson and Vice-Chairperson of the Airspace and Aerodrome Operators Sub-Group (AAO/SG); and Chairperson and Vice-Chairperson of the Infrastructure and Information Management Sub-Group (IIM/SG));

b) Representatives from RASG-AFI (Chairperson and Vice-Chairpersons of RASG-AFI; and the Champions of the SSTs);

c) Representative from AFCAC;

d) Representatives from the Industry (ACI, CANSO, IATA, IFALPA, AFRAA, IFATCA, AIRBUS, BOEING, etc.);

e) Representatives from ICAO recognized Regional Organisations (RSOOs, RAIOs, etc.).

4.9.3. **Roles and Responsibilities of the Task Force:**

a) One of the ICAO Regional Offices to serve as Secretariat;

b) The Chairpersons of APIRG and RASG-AFI will serve as Chairpersons and Vice-Chairpersons of the ARC-TF meetings, respectively, on annual rotational basis;

c) The Chairperson of the ARC-TF meeting will serve as the Chairperson of the Joint APIRG/RASG-AFI Plenaries (Opening and Closing) of the same year;

d) APIRG/RASG-AFI Joint Coordination Task Force Members – provide technical expertise in identifying the challenges, analyzing them, and providing guidance and recommendations for overcoming such challenges in order to meet the set targets and improve aviation safety within the AFI Region, in line with the GASP and GANP.

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

5.1 GENERAL

5.1.1 The RASG-AFI shall, to the extent possible, at all times 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.

5.1.2 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.

5.2 CONVENING OF MEETINGS

5.2.1 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 annually would generally suffice. It shall be convened back-to-back with an APIRG Meeting at the same venue or a joint Opening and Closing plenaries of the two Groups but with parallel working sessions if necessary, to facilitate coordination and to ensure the efficient use of resources. However, for the interest

of safety in order to safeguard the development and implementation of coherent and orderly safety initiatives/actions, and also 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.

5.2.2   States, international organizations and industry are invited to submit working papers, research works, etc. in order to enhance the work of the RASG-AFI 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 (14) days prior to the start of the meeting, for consideration.

5.3   ESTABLISHMENT OF THE AGENDA

5.3.1   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.

5.3.2   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.

5.4   LANGUAGES

5.4.1   The languages of the meetings of the RASG-AFI and its Contributory Bodies (Safety Support Teams) shall be English and French.

5.4.2   Interpretation services shall be made available in English and French languages to facilitate participation in the deliberations and adoption of the report by all participants.

5.4.3   The reports on meetings and supporting documentation for meetings of the Group and its Contributory Bodies (Safety Support Teams) will be prepared in English and French languages.

5.5   OFFICERS AND SECRETARIAT OF THE RASG-AFI

5.5.1   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 a period of two years and may be re-elected, but may not serve for more than two consecutive terms.

5.5.2   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.

5.5.3   The Secretary of the Group (Regional Director of WACAF or ESAF Office), 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.

5.6   ROLES AND RESPONSIBILITIES

5.6.1   **Chairperson(s)** - The Chairperson will:

a) call for RASG-AFI meetings;

b) chair the RASG-AFI meetings;

c) keep focus on high priority items;

d) ensure agendas meet objectives to improve safety;

e) provide leadership for ongoing projects and accomplishments;

f) promote consensus among the group members;

g) coordinate RASG-AFI activities closely with the Secretariat and follow-up meeting outcomes and actions; and

h) promote RASG-AFI and lobby for contributors.

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

a) coordinate meeting logistics with meeting host(s);

b) develop meeting agendas;

c) ensure meeting agendas, documentation and summaries are provided to members;

d) ensure meeting summaries, notices, and related documents are posted in a timely manner on the RASG-AFI section of the Regional Offices websites;

e) track, monitor and facilitate action items and report status to the Group;

f) ensure alignment of RASG-AFI activities with the GASP goals and objectives;

g) maintain communication with the Chairperson, and RASG-AFI members;

h) identify required administrative support; and

i) manage the RASG-AFI work programme.

5.6.3 **Members -** Representatives of States designated as Members of the Group shall assume the duties and responsibi1ities 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.

5.6.4   **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.

5.6.5   **Non-Member Participants:** 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.

5.6.6   **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.

5.7   SUPPORTING DOCUMENTATION

5.7.1   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.

5.7.2   Supporting documentation shall be presented in the form of:

    a)   <u>Working Papers</u>: which constitute the main basis of the discussions on the various items on the agenda;

    b)   <u>Discussion Papers</u>: which are papers prepared on an ad hoc basis in the course of a meeting for 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)   <u>Information Papers</u>: which 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)   <u>Presentations</u>: which may be delivered to support the above in a, b and c; also to provide additional information and knowledge on certain important issue(s).

5.7.3   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.

5.8 CONCLUSIONS AND DECISIONS OF THE MEETINGS

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

    a) Conclusions; and

b) Decisions.

5.8.2 <u>Conclusions</u>: 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.

5.8.3 <u>Decisions</u>: relate to the internal working arrangements of the Group and its Contributory Bodies.

5.9 CONDUCT OF BUSINESS

5.9.1 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.

5.9.2 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.

5.9.3 The Group shall at each of its meetings review the status of 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.

5.10 REPORTS

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

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

5.10.3 RASG-AFI 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 summary of the discussions by the Group on the different items of the agenda including, for each of them, a list of relevant 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-AFI 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 their regional safety plans, exploring the use of regional dashboards to facilitate monitoring regional progress being made;

i) a list of items for coordination with the APIRG 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-AFI.

5.10.4 A technical officer from the Headquarters (Air Navigation Bureau) will participate and provide support to the meeting and subsequently arrange for the presentation of reports, in coordination with the Regional Office(s) and Chairperson of the RASG-AFI, to the ANC and Council for review and harmonization.

5.10.5 A summary of Conclusions reached and Decisions generated in the English and French Languages will be prepared by the Secretariat for approval by the Group before the closing of each meeting.

5.10.6 The final RASG-AFI report will be generated within forty-five (45) days from the end of the meeting in the meeting languages, including the work programme and future action by the Group.

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

5.10.8 The report shall be posted on the ICAO website(s) and also be circulated, to all Member States, to Permanent Observers and concerned stakeholders.

6. GLOBAL PLANS

6.1 In regard to Global Plans, the RASG-AFI 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.

7 REGIONAL ACTIVITIES

7.1 In regard to regional activities, the RASG-AFI shall:

a) serve as a regional cooperative forum that determines regional priorities, develops and maintains the regional aviation safety plan (RASP-AFI) 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 (NASPs) by States.

8 RASG-AFI COORDINATION

8.1 In regard to coordination, the RASG-AFI shall:

a) coordinate safety issues with the APIRG;

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 Secretariat accordingly for action;

f) identify practical examples and tools to support effective safety management implementation; and

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

9 INTERREGIONAL COORDINATION

9.1 The RASG-AFI shall:

a) ensure interregional coordination through formal and informal mechanisms, including the participation in meetings established for the purpose of coordinating RASG-AFI and APIRG activities, the GASP and regional aviation safety plans; and

b) identify stakeholders that could be impacted by RASG-AFI SEIs within and outside the region, and develop an effective communication and coordination strategy with stakeholders.

9.2 ICAO Headquarters shall arrange a global coordination meeting between all RASGs and PIRGs chairpersons and secretaries on a biennial basis.

10 EXPANSION OF TERMS OF REFERENCE

10.1 The Terms of Reference, above, serve as a basis for RASG-AFI operations and may be further expanded as required, to maintain the flexibility and efficiency of its work. Additional terms of reference adopted by RASG-AFI shall be approved by the President of the ICAO Council and included in the RASG-AFI Procedural Handbook as a RASG-AFI specific supplement.

11 RASG-AFI ORGANIZATIONAL STRUCTURE

11.1 The organizational structure of the RASG-AFI is provided in **Appendix D** to this handbook.

RASG-AFI PROCEDURAL HANDBOOK

APPENDIX A

RASG-AFI MEMBER STATES

1. Angola
2. Benin
3. Botswana
4. Burkina Faso
5. Burundi
6. Cameroon
7. Cape Verde
8. Central African Republic
9. Chad
10. Comoros
11. Congo
12. Côte d'Ivoire
13. Democratic Republic of Congo
14. Djibouti
15. Equatorial Guinea
16. Eritrea
17. Eswatini
18. Ethiopia
19. Gabon
20. Gambia
21. Ghana
22. Guinea
23. Guinea-Bissau
24. Kenya
25. Lesotho
26. Liberia
27. Madagascar
28. Malawi
29. Mali
30. Mauritania
31. Mauritius
32. Mozambique
33. Namibia
34. Niger
35. Nigeria
36. Rwanda
37. Sao Tomé e Principe
38. Sénégal
39. Seychelles
40. Sierra Leone
41. Somalia
42. South Africa
43. South Sudan
44. Togo
45. Uganda
46. United Republic of Tanzania
47. Zambia
48. Zimbabwe

RASG-AFI PROCEDURAL HANDBOOK

APPENDIX B

OTHER REGIONAL BODIES

DEALING WITH CIVIL AVIATION MATTERS IN THE AFI REGION

<u>**Regional Aviation Commissions**</u>

African Civil Aviation Commission (AFCAC)

<u>**Regional Economic Commissions**</u>

UN Economic Commission for Africa (UNECA)

<u>**Inter-Governmental Organizations**</u>

African Development Bank (AfDB)
African Telecommunications Union (ATU)
Agency for the Safety of Aerial Navigation in Africa and Madagascar (ASECNA)
Arab Civil Aviation Council (ACAC)
Banjul Accord Group (BAG)
East African Community (EAC)
Economic and Monetary Community of Central Africa (CEMAC)
Economic Community of Central African States (ECCAS)
Economic Community of West African States (ECOWAS)
International Criminal Police Organization (ICPO-Interpol)
League of Arab States (LAS)
Southern African Development Community (SADC)
West African Economic and Monetary Union (WAEMU)

<u>**Non-Governmental Organizations**</u>

African Airlines Association (AFRAA)
Airports Council International (ACI)
Association of African Aviation Training Organizations (AATO)
Civil Air Navigation Services Organization (CANSO)
International Air Transport Association (IATA)
International Council of Aircraft Owner and Pilot Associations (IAOPA)
International Federation of Air Line Pilots' Associations (IFALPA)
International Federation of Air Traffic Controllers' Associations (IFATCA)
International Federation of Air Traffic Safety Electronics Associations (IFATSEA)

RASG-AFI PROCEDURAL HANDBOOK

APPENDIX C

RASG-AFI PERMANENT PARTNERS/OBSERVERS

AAMAC   Autorités africaines et malgache de l'aviation civile
AATO   Association of African Aviation Training Organizations
ACI …………… Airports Council International
AFCAC ………. African Civil Aviation Commission
AFRAA ………. African Airlines Association
AFI Plan ……… AFI Comprehensive Implementation Plan
AIRBUS ……… Airbus Aircraft Manufacturer
APIRG ……….. AFI Planning and Implementation Regional Group
ASECNA ………Agence pour la Sécurité de la Navigation Aérienne en Afrique et à
                     Madagascar
BAGAIA   Banjul Accord Group Accident Investigation Agency
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 & Continuing Airworthiness
                     Programmes
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
RAIOs   Regional Accident and Incident Investigation Organizations
RSOOs ……….. Regional Safety Oversight Organizations
SASO   Southern African Development Community Aviation Safety Organization
WHO   World Health Organizations (United Nations)
WFP ………….. World Food Programme (United Nations)

RASG-AFI PROCEDURAL HANDBOOK

APPENDIX D

RASG-AFI ORGANIZATIONAL STRUCTURE