



International Civil Aviation Organization

**SEVENTH MEETING OF THE ASIA PACIFIC REGIONAL AVIATION SAFETY TEAM
(APRAST/7)**

(Bangkok, Thailand, 31 August to 4 September 2015)

Agenda Item 5: Update, discussion and review of APRAST activities

**REGIONAL AVIATION SAFETY GROUP ASIA AND PACIFIC REGION (RASG-APAC)
DRAFT PROCEDURES MANUAL**

(Presented by Secretariat)

SUMMARY

This Paper Presents the Regional Aviation Safety Group Asia and Pacific Region (RASG-APAC) draft Procedures Manual.

1. INTRODUCTION

1.1 At the APRAST/5 Meeting the Secretariat was tasked to develop a Procedural Handbook for RASG-APAC which will among other things document the APANPIRG/RASG-APAC coordination mechanism and framework.

2. DISCUSSION

2.1 The First Draft of the Procedural Handbook for RASG-APAC is at Attachment A to this paper for review and comment by the Meeting.

3. ACTION BY THE MEETING

3.1 The Meeting is invited to:

- a) Review the draft Procedural Manual for its content;
- b) Notify the secretariat of any suggestions to improve the Handbook before end of September 2015.
- c) Recommend that the final version of the Procedural Handbook after being accepted by the APRAST Co-chairs be submitted to RASG/5 for approval.

— END —

INTERNATIONAL CIVIL AVIATION ORGANIZATION



REGIONAL AVIATION SAFETY GROUP – ASIA PACIFIC
(RASG-APAC)

PROCEDURAL HANDBOOK

FIRST EDITION – APRIL 2015

RASG-APAC PROCEDURAL HANDBOOK – GENERAL

INTRODUCTION

FOREWORD

1.1 The Regional Aviation Safety Group–Asia Pacific (RASG-APAC) Procedural Handbook is a publication prepared by the ICAO Secretariat and adopted by the RASG-APAC. Its purpose is to provide, for easy reference, a consolidation of material, particularly of a procedural nature, about the work of the RASG-APAC. 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 Asia and Pacific Regional Office website: <http://www.icao.int/apac>; under RASG-APAC.

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[Comment: Other than the information above, we also need to include inputs for the following:

- *Decision APRAST 6/25:
That, SRP WG formalise a process for the publication and distribution of the APAC Annual Safety Report and provide the final draft of this process to the Secretariat for inclusion in the RASG-APAC Procedural Handbook.*
- *Decision APRAST 5/10
That the Secretariat develop a Procedural Handbook for RASG-APAC, which will among other things, document the APANPIRG – RASG-APAC coordination mechanisms and framework.*
- *Information on the mechanism for safety tools implementation, and how the monitoring will be reported to the meeting.*
- *Inclusion of the SEI template (as attached and completed in APRAST/3)*

Appendices

- Appendix A — Terms-of-reference for the Asia Pacific Regional Aviation Safety Team [(APRAST) Sub-Group
- Appendix B — Terms-of-Reference for the Asia Pacific Regional Aviation Safety Team – Accident Investigation Working Group (APRAST-AIG WG)
- Appendix C — Terms-of-Reference of the Asia Pacific Safety Reporting and Programme (SRP) Working Group
- Appendix D — Terms-of-Reference of the RASG APAC Safety Enhancement Initiative (SEI) Working Group
- Appendix E — Terms-of-Reference for the Asia Pacific SRP WG Information Analysis Team (IAT)
- Appendix F —

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-MID 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-AFI for the African region and RASG-MID for the Middle East 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–Asia Pacific (RASG-APAC) 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 APAC 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 37th 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. ESTABLISHMENT

2.1.1. Consistent with the Planning and Implementation Regional Group (PIRG) mechanism, the Regional Aviation Safety Group – Asia Pacific (RASG-APAC) was established in the Asia/Pacific region by the Council of ICAO. The meeting(s) of the RASG-APAC will be convened as required/concurrent with the Conference of Directors General of Civil Aviation, Asia and Pacific Regions.

2.2. MEMBERSHIP

2.2.1. Contracting States entitled to participate as members in a RASG–APAC meeting are:

- a) those whose territories or dependencies are located partially or wholly within the geographical area of the Asia and Pacific regions;
- 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) who provide facilities and services affecting the area.

2.2.2. Contracting States not meeting the above criteria and non-Contracting States are entitled to participate in RASG-APAC meetings. 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-APAC meetings. States and industry will serve as partners in the RASG-APAC and their joint commitment is fundamental for success in improving aviation safety worldwide. The Regional Director, ICAO Asia Pacific Office will serve as the Secretary of the RASG-APAC.

2.3. RESOURCES

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

2.3.2. The Regional Officer, Flight Safety, ICAO APAC Office will be the designated officer (Focal Point) to conduct and coordinate the day to day affairs of the RASG–APAC.

2.4. WORK PROGRAMME

2.4.1. A The RASG-APAC 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-APAC meetings will be reviewed by the Commission on a regular basis and by the Council as deemed necessary.

2.4.2. Using the GASP and GASR, the RASG-APAC will 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/or 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 sub-regional level are properly coordinated to avoid duplication of efforts;
- d) avoiding duplication of efforts by encouraging collaboration, cooperation and resource sharing;
- e) conducting follow-up to GASP/GASR activities as required;
- f) coordinating with APANPIRG on safety issues;
- g) providing feedback to ICAO to continually improve and ensure an up-to-date global safety framework; and
- h) regularly reviewing its subordinate structure to align their functions with current developments within the Region.

2.4.3. RASG-APAC will approve the RASG-APAC Standing Work programme based on the recommendations presented by the Asia and Pacific Regional Aviation Safety Team (APRAST) at each RASG meeting. The Standing Work Programme is the comprehensive list of APRAST recommendations that have been approved by RASG-APAC for implementation.

2.4.4. The approved APRAST Standing Work Programme will remain in force until such time as there is a proposed addition to or deletion from the Standing Work Programme at which time the amended Standing Work Programme will require further approval by the RASG-APAC.

2.4.5. RASG-APAC will separately approve the RASG-APRAST Yearly Work programme based on the recommendations presented by the APRAST at each RASG meeting. The Yearly Work Programme is the list of APRAST recommendations selected for implementation in the current year.

2.4.6. The APRAST Yearly Work Programme must be approved at each meeting of the RASG-APAC.

2.5. ADMINISTRATION OF THE RASG-APAC

2.5.1. The RASG-APAC shall be administered as follow:

- a) by a Chairperson elected from the Representatives designated by member States of the RASG-APAC. A Vice-Chairperson shall be elected from the said Representatives;
- b) the Regional Director, ICAO Asia and Pacific Office will officiate as the Secretary to the RASG-APAC. In the execution of his duties the Secretary will be supported by the Asia and Pacific Office; and
- c) the term of office for the Chairperson/Vice-Chairperson will be for three years.

2.5.2. The Chairperson, in close cooperation with the Secretary, shall arrange for the most efficient working of the RASG-APAC. The RASG-APAC shall always work with a minimum of formality and paperwork.

2.5.3. Between meetings of the RASG-APAC or its contributory bodies, some subjects may be dealt with by correspondence among appointed members through the Secretary of the RASG-APAC or of the sub-group concerned. However, if States are to be consulted this should be done through the ICAO Regional Director, Asia and Pacific Office.

2.6. MEETING OF THE GROUP

2.6.1. Based on the advice of the members of the RASG-APAC and of the Secretary, the Chairperson shall decide the date and duration of meetings of the RASG-APAC.

2.6.2. All efforts should be made to hold at least one annual meeting of the RASG-APAC concurrent with the Conference of the Directors General of Asia and Pacific Regions.

2.6.3. If a State offers to host a meeting it shall be responsible for providing a venue, services and all costs of travel and subsistence allowance for Secretariat attendees. The ICAO Regional Office in Bangkok shall normally provide the requisite secretariat services to the Group.

2.6.4. Members may be accompanied by advisers. Total attendance should be kept to a minimum consistent with the topics to be discussed to maintain the desired informality of proceedings.

2.7. ESTABLISHMENT OF SUB-GROUPS

2.7.1. To assist it in its work, the RASG-APAC may create sub-groups, charged with preparatory work on specific problems requiring expert advice for their resolution.

2.7.2. The establishment and the work of sub-groups shall be governed by the procedures outlined below:

- a) participation in sub-groups should be by specialists in the subjects under consideration. Such specialists should be provided by States (whether or not they are designated as members of the RASG-APAC itself), international organizations and/or Asia/Pacific bodies, Organizations and industries having relevant experience in the field concerned; and

- b) Secretaries of sub-groups established by the RASG-APAC will be appointed by the Secretary of RASG-APAC

2.7.3. Sub-groups report to the RASG-APAC. Coordination among sub-groups will primarily be ensured by the RASG-APAC when establishing their Terms-of-Reference and work programme or taking action on their reports. In addition, the work of the contributory bodies should be coordinated through their respective Chairperson and Secretaries, assisted, as required, by the ICAO Secretariat, in the Asia and Pacific Office. Terms-of-Reference for the Asia Pacific Regional Aviation Safety Team [(APRAST) Sub-Group] is at **Appendix A**.

2.8. WORKING GROUPS

2.8.1. The RASG-APAC or its sub-groups may appoint Working Groups composed of experts either from within and/or outside the RASG-APAC or the sub-group to perform studies or prepare supporting documentation on defined subjects for consideration by the RASG-APAC or sub-groups as a whole. Other States, international organizations and industries may be invited to provide experts to participate in these Working Groups, as required. A Working Group shall be dissolved when it has either completed its assigned task or it has become apparent that work on the subject in question cannot be usefully continued.

2.8.2. The Working Groups report to the RASG-APAC through the APRAST. The Terms-of-Reference for the Asia Pacific Regional Aviation Safety Team – Accident Investigation Working Group (APRAST-AIG WG) are at **Appendix B**.

2.8.3. The Terms-of-Reference of the Asia Pacific Safety Reporting and Programme (SRP) Working Group are at **Appendix C**.

2.8.4. The Terms-of-Reference of the RASG APAC Safety Enhancement Initiative (SEI) Working Group are at **Appendix D**.

2.8.5. The Terms-of-Reference of the Asia Pacific SRP WG Information Analysis Team (IAT) are at **Appendix E**.

2.8.6. The RASG-APAC and its subsidiary bodies will use a data driven approach as the means to determine its work programme. Safety issues will be identified through a risk analysis process and reported to the RASG-APAC on an annual basis. In turn, the RASG-APAC will determine the priorities for its work programme based upon the identified safety risks. The Terms-of-Reference for an APRAST – Safety Reporting and Programme Working Group (APRAST – SRP WG) are at **Appendix C**.

2.9. ROLE OF DESIGNATED MEMBERS

2.9.1. Designated members of the RASG-APAC shall assume the duties and responsibilities of ensuring the normal conduct of business of the RASG-APAC. Members should attend regularly all the meetings of the RASG-APAC and maintain the continuity of the RASG-APAC's work in the interval between meetings. This may take the form of assignment of specific tasks to selected individual members and/or participation in Working Groups as referred to in paragraph 8.

2.10. COORDINATION AND REPORTING LINES

2.10.1. The RASG-APAC reports to the ICAO Air Navigation Commission and, as needed, to the Council through its Secretary and the ICAO Secretariat.

2.10.2. Routine relations between the RASG-APAC or its contributory bodies and other ICAO groups and meetings concerning the Asia and Pacific Regions shall be conducted through the respective Secretaries and/or the ICAO Regional Director of the Asia and Pacific Office.

2.10.3. Relations with representatives of designated members of the RASG-APAC and representatives of International Organizations regularly attending the meetings of the RASG-APAC shall be conducted through the Secretary of the RASG-APAC. Other ICAO Regional Offices shall be kept informed of correspondence whenever it may have an impact on their work.

2.10.4. Relations with States and International Organizations whether represented in the RASG-APAC, and relations with Asia or Pacific bodies and Organizations will normally be conducted through the ICAO Regional Director, Asia and Pacific Office.

2.10.5. Relations with the experts provided by members of RASG-APAC sub-groups shall be conducted by the Secretary of the sub-group concerned.

2.11. MONITORING STATUS OF IMPLEMENTATION

2.11.1. The States: to take full responsibility towards implementation activities that fall within the State's purview.

2.11.2. Service Providers/Industry: to take full responsibility towards implementation activities that fall within their purview.

2.11.3. The States: to be responsible for forwarding periodic status reports to ICAO APAC Office in respect of all implementation activities.

2.11.4. ICAO APAC Office: to compile and present all Status reports to APRAST for deliberation.

2.11.5. APRAST: be responsible for reporting the Status of implementation and any further recommendations to RASG-APAC for consideration

2.12. (RASG-APAC) / ASIA PACIFIC AVIATION SAFETY TEAM (APRAST) / WORKING GROUP COMMUNICATION PROTOCOL

2.12.1. Working Group established by RASG-APAC as a working group of RASG APAC will support the continuing and coherent development and implementation of the RASG-APAC and APRAST Work Plans in accordance with the objectives of Global Aviation Safety Plan (GASP);

- a) Review and identify deficiencies and develop mitigating action plans for review by APRAST membership for comments and final consideration by RASG-APAC for implementation;
- b) All comments by the APRAST on recommendations by one of the APRAST Working Groups unless editorial in nature will be referred to the working group for their final observations before being forwarded to RASG-APAC through APRAST for consideration;

- c) The working groups are considered specialists groups and any major revision of a working group report or outright rejection of conclusions or major recommendations from working groups to the APRAST plenary should have a referral process (in or out of session) before adoption by the APRAST for on-forwarding to RASG-APAC;
- d) Any disagreement between the working group and APRAST shall be forwarded to RASG-APAC for a decision.
- e) In rare situations where adoption by APRAST may result in delays which may not be in the interest of aviation safety or the timely completion of work undertaken by the sub-groups, the working groups may request the RASG-APAC through the APRAST Co-chairs for a quick decision.
- f) For the purpose of enhancing the efficiency and effectiveness of APRAST SEI WG, thoroughly reviewed and discussed SEI deliverables (ie. DIP or model AC) should be presented during APRAST meetings. To serve this purpose, SEI Champions should circulate those SEI deliverables ready to be discussed in the next APRAST meeting, through the Secretariat, to Member States/Administrations for consultation. The SEI Champion should initiate the consultation process prior to the next APRAST meeting and allow sufficient time for Member States/Administrations to review the draft deliverables and provide their comments. The Secretariat should facilitate the collection of comments and make these comments available to the SEI Champion. SEI Champions should review the comments received and make any necessary revision to the deliverables to be presented in the next APRAST meeting for review.

3. RASG-APAC WORKING ARRANGEMENTS

3.1. RELATIONS WITH STATES

3.1.1. States located geographically in the APAC Region and States having aircraft on their register, which operate in the APAC Region, shall be kept fully informed of activities of the RASG-APAC. 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 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 APAC 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-APAC.

3.3. ADMINISTRATION OF THE GROUP

3.3.1. The RASG-APAC shall be administered as follows:

- a) by a Chairperson elected from the Representatives designated by Member States of the Group and a Vice-Chairperson shall also be elected from the said Representatives; and
- b) by the ICAO Regional Director, Bangkok who serves as Secretary. In the execution of his duties the Secretary will be supported by appropriate Experts from the ICAO APAC Regional Office 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 times work with a minimum of formality and paper work (paperless meetings).

3.3.3. Between meetings of the Group, some subjects may be dealt with by correspondence and/or teleconferencing among appointed Representatives through the ICAO APAC Regional Office.

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 annual Asia and Pacific DGCA Conference is held. 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. ESTABLISHMENT OF SUBSIDIARY BODIES

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

3.5.2. The Go Teams will operate in coordination with and under the guidance of the APRAST. 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).

3.5.3. Participation in Go Teams should be by specialists in the subjects under consideration. Such specialists should have relevant experience in the field concerned.

3.5.4. Leaders / Secretaries of Safety Teams established by the APRAST will be appointed by the Team.

3.5.5. The duration of Safety Teams activities will be established by the APRAST.

3.5.6. The funding mechanism for Go Teams will be determined by the APRAST.

3.6. REPORTING LINES

3.6.1. The Reports of the RASG-APAC 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-APAC

4.1. GENERAL

4.1.1. The RASG-APAC shall at all times work with a minimum of formality and paper work (paperless meetings). To achieve this aim, the rules of procedure for the conduct of meetings should be as flexible and simple as possible. The Group is expected to conduct its business by consensus of all interested parties. The following provisions do not include therefore any procedures for handling motions or voting.

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 MEETING

4.2.1. At each of its meetings the Group should endeavour 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 APAC 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 60 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-APAC 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 language of the Meetings of the RASG-APAC and its subsidiary bodies (Working Groups and Go Teams) shall be English.

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.

4.5. OFFICERS AND SECRETARIAT OF THE RASG-APAC

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 the Vice-Chairperson of the Group should assume their functions at the end of the meeting at which they are elected and serve for three cycles unless otherwise re-elected.

4.5.2. The Secretary of the Group who is the ICAO Regional Director, Bangkok will also serve as Secretary of the Meetings. He will be assisted by Experts from the ICAO Regional Office and ICAO HQ, as required.

4.6. ROLES AND RESPONSIBILITIES

Chairperson(s)

4.6.1. The Chairperson will:

1. call for RASG-APAC Meetings;
2. chair the RASG-APAC 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-APAC activities closely with the Secretariat and follow-up meeting outcomes and actions; and
8. promote RASG-APAC and lobby for contributors.

Secretariat

4.6.2. The Secretariat will support the Chairperson by providing administrative, coordination and technical support to the RASG-APAC. 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-APAC section of the ICAO APAC Regional Office website;
5. track, monitor and facilitate action items and report status to the Group;
6. ensure alignment of RASG-APAC activities with the GASP/GASR;
7. maintain communication with the Co-Chairs, and RASG-APAC Members;
8. update the Master Safety Enhancement Initiative (SEI) Registry when updates are provided by the SEI WG; and
9. identify required administrative support.

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.

4.6.4. Representatives of international/regional organizations and industry (partners) should participate actively in the meetings of the Group activity, provide technical expertise and collaborate in RASG-APAC initiatives.

Note: a) Each RASG- APAC member State should designate a Member, able to support RASG-APAC goals and objectives. If designated representation changes, any proposed replacement must be submitted to the RASG-APAC Secretary.

4.6.5. RASG-APAC members/partners will:

- a) come to the RASG-APAC 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- APAC; and
- c) share safety improvements with RASG-APAC Members.

Non-Member Participant and Guest Observers:

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

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

4.7. SUPPORTING DOCUMENTATION

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

4.7.2. Supporting documentation shall be presented in the form of:

- a) *Information Papers*: are papers prepared on an ad hoc basis in the course of a Meeting with the purpose of assisting participants in their discussions on a specific matter or in the development of conclusions for the draft report of the meeting.
- b) *Working Papers*: constitute the main basis of the discussions on the various items on the agenda.
- c) *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. Each Conclusion and Decision formulated by the Group should respond clearly to the following four questions (4-Ws):

Why	Why this Conclusion or Decision is needed (subject)
What	What action is required (State Letter, survey, proposal for amendment, seminar, etc)
Who	Who is the responsible of the required action (ICAO, States, etc)
When	Target date

4.8.3. *Conclusions* deal with matters which, in accordance with the Group's Terms-of-Reference, merit directly the attention of States, or on which further action is required to be initiated by the Secretary in accordance with established procedures.

4.8.4. *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-APAC shall be conducted by the Chairperson or, in his absence, by the Vice-Chairperson of the Group.

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. REPORT

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 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 APAC website and also be circulated, to all Member States, to Permanent Observers and concerned stakeholders.

4.11. RASG-APAC Activities Monitoring Tools

4.11.1. *RASG-APAC Decisions Status Documents*

4.11.1.1. The Secretariat will update and maintain a spreadsheet indicating the status of all RASG-APAC Decisions.

4.11.2. *RASG-APAC Yearly/Standing Work Programme*

4.11.2.1. Status of each of the activities in the RASG-APAC Yearly/Standing Work Programmes will be provided by Champions, Facilitators and Working Group to the Secretariat for the purpose of maintaining the progress status. The Secretariat will maintain a spreadsheet providing the status of the RASG-APAC Yearly/Standing Work Programmes.

4.11.3. *A Master Safety Enhancement Initiative (SEI) Registry*

4.11.3.1. A Master Safety Enhancement Initiative (SEI) Registry is maintained by the Secretariat for the purpose of monitoring of the status of SEIs. The Master SEI Registry records the DIP and details of SEIs to facilitate effective follow up of SEIs by different parties. SEI Champions should report progress made to working group facilitators who should subsequently provide the latest status of SEIs to the Secretariat for consolidation, Registry update and reporting to the Meeting. The SEI template is attached in **Appendix F**.

4.11.3.2. For the purpose of consultation and enhancing the efficiency and effectiveness of APRAST SEI WG, thoroughly reviewed and discussed SEI deliverables (ie. DIP or model AC) should be presented during APRAST meetings. To serve this purpose, SEI Champions should circulate those SEI deliverables ready to be discussed in the next APRAST meeting, through the Secretariat, to Member States/Administrations for consultation. The SEI Champion should initiate the consultation process prior to the next APRAST meeting and allow 45 days for Member States/Administrations to review the draft

deliverables and provide their comments. The Secretariat should facilitate the collection of comments and make these comments available to the SEI Champion. SEI Champions should review the comments received and make any necessary revision to the deliverables to be presented in the next APRAST meeting for review.

4.12. PROCESSES

4.12.1. SRP - Process for the publication and distribution of the APAC Annual Safety Report

(to be published)

4.13. APANPIRG/RASG-APAC Coordination Mechanisms and Framework

(to be published)

5. RASG-APAC ORGANIZATIONAL STRUCTURE

**RASG-APAC
ORGANIZATIONAL STRUCTURE**

