

## SUMMARY OF DISCUSSIONS OF THE EUROPEAN REGIONAL AVIATION SAFETY GROUP (RASG-EUR)

### FIRST MEETING

(Paris, 23 to 24 January 2012)

#### 1. Introduction

1.1 The first meeting of the European Regional Aviation Safety Group (RASG-EUR/01) was held in the European and North Atlantic Office of ICAO (EUR/NAT) in Paris, France, from 23 to 24 January 2012.

1.2 Mr Luis Fonseca de Almeida, Regional Director, ICAO European and North Atlantic Office, opened the meeting and served as Secretary. He was assisted by Ms. Nancy Graham, Director, Air Navigation Bureau, ICAO Headquarters; Mr George Firican, Deputy Regional Director, ICAO European and North Atlantic Office; Mr. Miguel Marin, Technical Officer-Flight Operations, ICAO Headquarters; and Mr Nicolas Rallo, Regional Officer-Safety, ICAO European and North Atlantic Office. The meeting was conducted in English and Russian.

1.3 96 participants attended the meeting from 37 States and 10 international organizations.

1.4 The list of participants is in **Appendix A**.

#### 2. Adoption of the Agenda

2.1 The following Agenda was adopted:

Agenda Item 1: Welcome, introduction, approval of agenda and schedule

Agenda Item 2: Election of the RASG-EUR Chairperson

Agenda Item 3: Global and regional frameworks for aviation safety

- a) Update on the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR), including activities of other RASGs
- b) Safety reports for the EUR region
- c) Presentation of existing mechanisms and initiatives to address aviation safety in the EUR region

Agenda Item 4: RASG-EUR working structure, contributory bodies and interaction with the PIRGS (EANPG, NATSPG)

Agenda Item 5: Election of the RASG-EUR Vice-Chairpersons

Agenda Item 6: RASG-EUR work programme

- a) RASG-EUR work programme related to regulatory aspects
- b) RASG-EUR work programme related to operational aspects

Agenda Item 7: Any other business and next RASG-EUR meeting

### **3. Welcome, introduction, approval of agenda and schedule**

3.1 The meeting approved the agenda proposed by the ICAO Secretariat.

### **4. Election of the RASG-EUR Chairperson**

4.1 Romania proposed Mr. Gerold Reichle, Director General for Civil Aviation and Aerospace of Germany to be elected as Chairperson of the RASG-EUR. This proposal was supported by France, and the RASG-EUR unanimously elected Mr. Reichle as the RASG-EUR Chairperson.

### **5. Global and regional frameworks for aviation safety**

5.1 The RASG-EUR reviewed and discussed several presentations and papers related with this agenda item.

### **6. RASG-EUR working structure, contributory bodies and interaction with the PIRGS (EANPG, NATSPG)**

6.1 The ICAO Secretariat presented a draft RASG-EUR Procedural Handbook (Appendix C refers) for review and approval of the RASG-EUR. After exchanges of views regarding the content of the document prepared by the Secretariat, the RASG-EUR decided to adopt it as a Provisional RASG-EUR Procedural Handbook with the following two amendments:

- the RASG-EUR (plenary) meeting report would be prepared in English and Russian; and
- it would not contain a summary of discussions, but only:
  - a) a brief history of the meeting (duration, attendance and agenda);
  - b) the list of Conclusions and Decisions of the meeting; and
  - c) the work programme and future action by the RASG-EUR.

6.2 The RASG-EUR agreed that the other amendments to the RASG-EUR Procedural Handbook suggested during the meeting would be reviewed by the RASG-EUR Coordination Group (RCOG), which would propose a revised version of the Procedural Handbook for the next RASG-EUR meeting.

### **7. Election of the RASG-EUR Vice-Chairpersons**

7.1 Romania proposed the following three persons to be elected as Vice-Chairpersons of the RASG-EUR:

- Mr. Valeriy Okulov, Deputy Minister of Transport, Russian Federation;
- Mr. Heine Richardsen, Director General of the Civil Aviation Authority, Norway; and
- Mr. Haydar Yalçin, Deputy Director General of Civil Aviation, Turkey.

This proposal was supported by Kazakhstan, and the RASG-EUR unanimously elected Messrs. Okulov, Richardsen and Yalçin as the RASG-EUR Vice-Chairpersons.

7.2 The RASG-EUR was reminded that, according to the approved Provisional RASG-EUR Procedural Handbook, the RCOG would be chaired by one of the three RASG-EUR Vice-Chairpersons and would have

three Vice-Chairpersons: the two remaining RASG-EUR Vice-Chairpersons and one Vice-Chairperson from one of the RASG-EUR Partners. The RASG-EUR decided to elect the latter and the International Air Transport Association (IATA) proposed that he/she be from the International Coordinating Council of Aerospace Industries Associations (ICCAIA). The ICCAIA delegation proposed Mr. André Poutrel, Senior Director, International Safety Programmes, Airbus. This proposal was supported by the International Federation of Air Line Pilots' Associations (IFALPA) and was unanimously agreed upon by the RASG-EUR.

## **8. RASG-EUR work programme**

8.1.1 The RASG-EUR reviewed and discussed several presentations and papers related with this agenda item, after which it exchanged views regarding the principles which should guide the development of its work programme.

8.2 The RASG-EUR highlighted the necessity to avoid duplication with the already established mechanisms and initiatives to address aviation safety in the region, in particular within the EU/EASA framework, and to focus its efforts on the parts of the region which had not yet established a performance based aviation system and were lacking the required safety analysis capabilities.

8.3 The RASG-EUR agreed that its work programme should be data-driven, risk based and result oriented, and decided the following:

### **RASG-EUR Decision 01/01 – Priorities for the RASG-EUR work programme**

That the priorities of the RASG-EUR to be followed by the RCOG in preparing the RASG-EUR work programme, should be:

- In the short term:

a) Assess the activities and mechanisms already in place in the region to address the “three top killers” identified by ICAO at global level (runway excursions/incursions, loss of control in flight (LOC-I) and controlled flight into terrain (CFIT)) and, after performing a gap analysis, report back to the RASG-EUR regarding areas which would need to be addressed by the RASG-EUR; and

b) Support the development of a Russian language version of the software and database developed by the European Co ordination Centre for Aviation Incident Reporting Systems (ECCAIRS).

- In the longer term:

In order to have the necessary safety data to thoroughly assess safety risks throughout the region, support States lacking effective safety occurrence reporting, collecting and analysis systems to implement/strengthen these systems through:

a) Improved legislative and regulatory frameworks;

b) The establishment and maintenance, in each State, of an aircraft accident and incident database using a taxonomy compatible with that of the ICAO accident and incident reporting system (ADREP), such as the ECCAIRS database; and

c) The establishment, training and maintenance of qualified teams of safety analysts.

8.4 In addition, the RASG-EUR, after having received updated information by the ICAO Secretariat regarding the transition of the ICAO Universal Safety Oversight Audit Programme (USOAP) to the Continuous Monitoring Approach (CMA), agreed to the following:

**RASG-EUR Conclusion 01/01 - USOAP CMA Transition**

That, the ICAO Regional Director, Europe and North Atlantic, on behalf of the RASG-EUR:

- a) encourage States to ensure that they have fully prepared for the full launch of the USOAP CMA in January 2013 by:
  - i) signing their Memorandum of Understanding (MoU) with ICAO;
  - ii) nominating one or more National Continuous Monitoring Coordinators (NCMCs); and
  - iii) updating their State Aviation Activity Questionnaire (SAAQ) and Corrective Action Plan (CAP), as applicable, from their last USOAP audit (all on the CMA on-line framework located at <http://www.icao.int/usoap>); and
  
- b) encourage States and the relevant International Organisations (e.g. EASA) to avail themselves of USOAP CMA computer-based training opportunities to gain essential knowledge required to participate in CMA activities, including familiarizing National Continuous Monitoring Coordinators (NCMCs) with their roles and responsibilities, and nominating experts to become ICAO auditors and/or qualified experts for ICAO Coordinated Validation Missions (ICVMs) – see <http://www.icao.int/usoapcma-cbt>.

**9. Any other business and next RASG-EUR meeting**

9.1 The RASG-EUR decided that its next meeting (RASG-EUR/02) would be held in Paris (France) or Brussels (Belgium), during the week of 25 February 2013.

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**APPENDIX A - LIST OF PARTICIPANTS**

<b>ALBANIA</b> Genci RESULI	<b>GERMANY</b> Ralph KELLERMANN Gerold REICHLE	<b>POLAND</b> Edmund KLICH Wojciech NETKOWSKI	<b>EASA</b> Gregory LIEVRE Michel MASSON Thomas MICKLER Adrian SAYCE
<b>AUSTRIA</b> Joachim WIRTHS	<b>GREECE</b> Georgios SOURVANOS	<b>PORTUGAL</b> José Manuel SALGUEIRO Luis Trindade SANTOS	<b>EC</b> Alfonso ARROYO
<b>AZERBAIJAN</b> Alexander TELEGIN	<b>HUNGARY</b> Julia MICZKI Istvan MUDRA	<b>REPUBLIC OF MOLDOVA</b> Vladimir CEBOTARI Iurie ZIDU	<b>ECAC</b> Peter KIRK Salvatore SCIACCHITANO
<b>BELARUS</b> Vitaly PIATOV	<b>ICELAND</b> Einar Orn HEDINSSON	<b>ROMANIA</b> Bogdan DONCIU Claudia VIRLAN	<b>EUROCONTROL</b> Marc DEBOECK Tony LICU
<b>BELGIUM</b> Danny KLEIJKENS	<b>ISRAEL</b> Major Gen. (Ret.) Giora ROMM	<b>RUSSIAN FEDERATION</b> Vadim MALYAGIN Valeriy OKULOV Viacheslav SHEIN Andrey SHNYREV	<b>IAC</b> Victor RUKHLINSKIY Georgy YACHMENEV
<b>BOSNIA AND HERZEGOVINA</b> Vladimir CEKLIC	<b>ITALY</b> Rosario CONCILIO Benedetto MARASA	<b>SLOVAKIA</b> Michal HYSEK	<b>IATA</b> Giancarlo BUONO Arkady MERKULOV Bertrand DE COURTVILLE
<b>CROATIA</b> Nikolina ERCEG DRNOVSEK Dinko VODANOVIC	<b>KAZAKHSTAN</b> Anuarbek AKHMETOV Talgat LASTAEV	<b>SPAIN</b> Rosa Maria ARNALDO VALDES Juan Alberto COZAR MALDONADO Luis Rodriguez GIL Enrique GISMERA GOMEZ	<b>ICCAIA</b> Gerardo HUETO André POUTREL Claude SCHMITT
<b>CZECH REPUBLIC</b> Jan KLAS Josef RADA Pavel STRUBL	<b>LATVIA</b> Ivars GAVEIKA Iveta GIELA Gundars LAPINS	<b>SWITZERLAND</b> Sandra RÜFENACHT	<b>IFALPA</b> Burckhardt Pete KAUMANN
<b>DENMARK</b> Kirsten SONDERBY	<b>LITHUANIA</b> Margarita PAULAUSKIENE	<b>TURKEY</b> Özcan BASOGLU Haydar YALÇIN	<b>FSF</b> Evgeny SHAPOSHNIKOV
<b>ESTONIA</b> Katrin KLIMSON Heli OST	<b>LUXEMBOURG</b> Jean-Claude PETESCH	<b>UKRAINE</b> Ganna IVANOVA Anatolii KOLISNYK	<b>ICAO</b> George FIRICAN Luis FONSECA de ALMEIDA Christopher KEOHAN Nancy GRAHAM Victor KOURENKOV Miguel MARIN Elkhan NAHMADOV Nicolas RALLO Carole STEWART Leyla SULEYMANOVA
<b>FINLAND</b> Heli KOIVU	<b>NETHERLANDS</b> Frederik BLAAUW	<b>UNITED KINGDOM</b> Paul CREMIN Julian FIRTH Graham GREENE	
<b>FRANCE</b> Bernard CATLLA Franck GIRAUD Daniel LEVESQUE Philippe PLANTIN DE HUGUES (BEA) Georges THIRION	<b>NORWAY</b> Edith IRGENS Heine RICHARDSEN	<b>UNITED STATES</b> Anthony FERRANTE	
<b>GEORGIA</b> Levan KARANADZE Tamara ARCHUANDZE			

## APPENDIX B

## LIST OF DOCUMENTS

WP / IP	Ag Item	Title	Presented by
WP01 Rev 1	1	Draft Agenda Revision 1	Secretariat (RD)
WP02 Rev 2	4	Proposed RASG-EUR Procedural Handbook -Revision 1	Secretariat (RAN)
WP03	6	Safety performance framework in the ICAO EUR region	Secretariat (D/RD)
WP04	6	RASG EUR Work programme	Secretariat (RAN)
WP05	6a	Update on USOAP CMA	Secretariat (MM)
IP/01	1	Tentative Meeting Schedule	Secretariat (RAN)
IP/02	3a	Update on GASP and GASR (by HQ) (with latest drafts of the amended GASP and – if possible- GASR attached to this IP)	Secretariat (RAN)
IP/03	3a	Update on other RASGs	Secretariat (HQ)
IP/04	3	Update on ICAO doc amendments and State letters related to safety	Secretariat (CUP)
IP/05	6a	Update on the work of the Safety Information Exchange Study Group	Secretariat (HQ)
IP/06	6a	Update on the work of the ICAO Safety Information Protection Task Force	Secretariat (HQ)
IP/07	3c	The work of the European Civil Aviation Conference (ECAC) toward high level of pan-European safety	ECAC (P Kirk)
IP/08	3c	The work of the Accident and Incident Investigation Experts Group of the European Civil Aviation Conference (ECAC)	ECAC (P Kirk)
IP/09	3c	The EU/EASA Arrangements for Aviation Safety	EASA
PPT01	3a	GASP update	Secretariat (D/ANB)
PPT02	3b	The status of aviation safety in the EUR/NAT Region	Secretariat (D/ANB)
PPT03	3c	The EU/EASA Arrangements for Aviation Safety (IP09)	EC/EASA
PPT04	3c	Guidance—on the underwater location and recovery of aircraft wreckage and flight recorders	ECAC
PPT05	3c	Development of Flight Safety and Continuing Airworthiness Under ICAO Technical Co-operation Programme (Project RER/01/901) 2001-2011	IAC
PPT06	3a	Safety Performance framework (WP03) and work programme of other RASGs	Secretariat (MM)

**APPENDIX C**

**INTERNATIONAL CIVIL AVIATION ORGANISATION**



**EUROPEAN REGIONAL AVIATION SAFETY GROUP**

**(RASG-EUR)**

**PROVISIONAL PROCEDURAL HANDBOOK**

FIRST EDITION – JANUARY 2012

# **RASG-EUR PROCEDURAL HANDBOOK - GENERAL**

## **INTRODUCTION**

### **FOREWORD**

1.1 The RASG-EUR Procedural Handbook is a publication prepared by the ICAO Secretariat. It was adopted by the RASG-EUR as a provisional handbook on 23 January 2012. Its purpose is to provide, for ease of reference, a consolidation of material regarding the work of the RASG-EUR. It contains the organisational structure, the terms of reference (ToRs), the working arrangements, internal procedures and practices governing the conduct of business of the RASG-EUR.

1.2 The handbook has a series of loose-leaf pages, organised 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 is distributed to Members and Partners of the RASG-EUR, the ICAO Secretariat, and to other States, international organisations and stakeholders participating in meetings, contributing to, or having interest in the work of the RASG-EUR and/or its Contributory Bodies.

1.5 An electronic copy of the Procedural Handbook is also available in PDF format, on website of the ICAO European and North Atlantic (EUR/NAT) Office ([http://www.paris.icao.int/documents\\_rasg-eur/index.php](http://www.paris.icao.int/documents_rasg-eur/index.php)).

**RASG-EUR 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 organisations 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 organisations 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-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<sup>1</sup>;*
- 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 EANPG, APIRG, APANPIRG, 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. 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 organisations and international organisations 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.*

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<sup>1</sup> *Allowing flexibility for each RASG.*

1.3. A high level State meeting on the establishment of the RASG-EUR was held in the ICAO EUR/NAT Office in Paris, France, on 16 May 2011. The meeting was presented with information on the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR), as well as with background information on the establishment of the RASG-EUR, its objectives, working methods, scope and structure.

1.4. In the ensuing discussions, the meeting commended the initiative, which was seen as the means to achieve a harmonised and consistent approach to safety and safety management in the region and to support the implementation of the GASP and GASR. The meeting adopted terms of reference of the RASG-EUR and highlighted the need for avoidance of duplication of work and considered the sharing of information and experience between all stakeholders is a key element of success for the RASG-EUR. The coordination with, and support from the various regional organisations established in the region was viewed as an important element.

1.5. The main purpose of the RASG-EUR is to develop an integrated, data-driven strategy to support the implementation of the GASP and the associated GASR in the region and to provide the ICAO Council with a monitoring tool.

## **2. TERMS OF REFERENCE**

### **2.1 MEMBERSHIP**

2.1.1 Contracting States entitled to participate as members in the RASG-EUR meeting are those whose territories or dependencies are located partially or wholly within the area of accreditation of the European and North Atlantic (EUR/NAT) Office of ICAO (see section 1 of Appendix A).

2.1.2 Regional organisations, within the area of accreditation of the EUR/NAT Office of ICAO, which have mechanisms in place for the management of aviation safety are entitled to participate as members in the RASG-EUR (see section 2 of Appendix A).

2.1.3 RASG-EUR Members are entitled to participate in the following:

- election of the RASG-EUR Chairperson and Vice-Chairpersons;
- decisions regarding the RASG-EUR work programme; and
- adoption of any decision, conclusion or statement of the RASG-EUR,

2.1.4 When they are not members of the RASG-EUR, Contracting States, non-Contracting States and Regional Organisations may participate in RASG-EUR meetings as observers.

2.1.5 International organisations, air operators, aircraft design organisations and manufacturers, air navigation service providers, aerodrome operators, aircraft maintenance organisations, aviation training organisations and other aviation industry representatives are invited to participate in and contribute to the work of the RASG-EUR and its contributory bodies. They are also entitled to attend the RASG-EUR (plenary) meetings as observers. (see section 3 of Appendix A).

2.1.6 The joint commitment of RASG-EUR Members (entitled States and regional organisations) and RASG-EUR Partners is fundamental for ensuring the highest benefit of activities carried out under the RASG-EUR and contributing to the improvement of aviation safety.

### **2.2 OBJECTIVES OF THE RASG-EUR**

- a) to support the implementation of the GASP and the associated GASR in the EUR Region by ensuring effective coordination and cooperation between all stakeholders and monitoring progress in the implementation of the GASP and GASR; and
- b) as part of the GASP and GASR and building on the work already performed by States and regional organisations, to support the establishment and operation of performance-based safety systems within the Region.

### **3. WORKING ARRANGEMENTS**

#### **3.1. Relations with Members and Partners**

3.1.1 RASG-EUR Members and Partners shall be kept fully informed of activities of the RASG-EUR. To achieve this objective, they should receive, on a regular basis:

- a) the proposed agenda for meetings of the RASG-EUR;
- b) the reports on meetings of the RASG-EUR; and
- c) the summaries of discussions, or reports on meetings of RASG-EUR contributory bodies.

3.1.2 RASG-EUR Members and Partners should ensure necessary co-ordination, follow-up and monitoring of any implementation activity within their organisations.

#### **3.2 Relations with the European Union (EU) and the European Aviation Safety Agency (EASA)**

3.2.1 Member States of the EU and of EASA already have in place mechanisms for the management of aviation safety at the regional level in the context of the EU Common Transport Policy. For those issues falling within the remit of the RASG-EUR, the EU, represented by the European Commission and EASA, can exchange information with ICAO regarding the relevant States. The RASG will in all cases facilitate the exchange of best practices and safety information among all stakeholders in the region.

3.2.2 In particular, the RASG-EUR will regularly liaise with the EU, represented by the European Commission and EASA, to coordinate and avoid duplication with the work carried out under the EU/EASA framework.

#### **3.3 Relations with States having concluded aviation agreements with the EU and/or working arrangements with EASA**

3.3.1 For those RASG-EUR Member States which, not being members of the EU or EASA, have concluded aviation agreements with the EU and/or working arrangements with EASA, the RASG-EUR shall take into consideration the nature and scope of these agreements and avoid duplication while ensuring consistency of any activities conducted under the RASG-EUR with these agreements.

3.3.2 In particular attention shall be paid to avoid duplication of activities related to the collection and analysis of relevant safety data when these activities are already carried out by virtue of working arrangements with EASA.

#### **3.4 Relations with other bodies and organisations**

3.4.1 RASG-EUR Members and Partners shall keep each other informed of the activities of other aviation bodies and organisations to the extent that such activities are likely to be of interest to the Group.

3.4.2 When necessary, the RASG-EUR shall provide information and/or advice to such bodies and organisations, 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-EUR.

### **3.5 Administration of the RASG-EUR**

3.5.1 The RASG-EUR shall be administered by:

- a) a Chairperson and three Vice-Chairpersons elected from the RASG-EUR Members; and
- b) the ICAO EUR/NAT Regional Director, who serves as Secretary of the RASG-EUR and is assisted in this task by appropriate experts from the ICAO EUR/NAT Regional Office and ICAO Headquarters (HQ), as required.

3.5.2 The Regional Officer, Safety, of the ICAO EUR/NAT Regional Office is the designated officer (Focal Point) to conduct and coordinate the day to day affairs of the RASG-EUR. He will be assisted by appropriate experts from the ICAO EUR/NAT Regional Office and ICAO HQ, as required.

3.5.3 The Secretary of the RASG-EUR should coordinate dates of the meetings, agenda, working papers and presentations with D/ANB. When required, an officer from ICAO Headquarters, Air Navigation Bureau (ANB) will participate and provide support to the RASG-EUR meetings.

3.5.4 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the RASG-EUR. The RASG-EUR shall work with a minimum of formality and paper work (paperless meetings).

3.5.5 Between meetings of the RASG-EUR, some subjects may be dealt with by correspondence and teleconferencing among appointed Members, other Partners and the ICAO EUR/NAT Regional Office.

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

3.5.7 RASG-EUR Members may at any time request that the election of the Chairperson and/or Vice-Chairpersons be included on the agenda.

### **3.6 Work Programme**

3.6.1 The RASG-EUR aims at supporting the implementation of the GASP and GASR throughout the Region.

3.6.2 As part of the GASP and GASR, and building on the work already done by States and regional organisations, the RASG-EUR will primarily focus on supporting the establishment of integrated safety analysis and risk mitigation capabilities throughout the Region.

3.6.3 The RASG-EUR will support the implementation of the GASP and GASR by:

- a) enhancing the coordination of safety activities at the regional and sub-regional level to avoid duplication of efforts;
- b) facilitating the sharing of, and discussion on safety information, safety related matters and experiences among all stakeholders;
- c) conducting follow-up activities related to the GASP and GASR as required; and

- d) providing feedback to ICAO to continuously improve and ensure an up-to-date global safety framework.

### **3.7 Meetings of the RASG-EUR**

3.7.1 The Chairperson, having consulted RASG-EUR Members and the RASG-EUR Secretary, shall decide the date and duration of meetings of the RASG-EUR.

3.7.2 If a RASG-EUR Member or Partner offers to host a RASG-EUR meeting, it shall be responsible for providing a venue, services and all costs of travel and subsistence allowance for the ICAO Secretariat attendees. The ICAO EUR/NAT Regional Office shall normally provide the required secretariat services to the RASG-EUR.

3.7.4 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.

### **3.8 RASG-EUR Coordination Group (RCOG)**

3.8.1 A RASG-EUR Coordination Group (RCOG) composed of representatives from RASG-EUR Members and Partners is established to coordinate and support the work of the RASG-EUR. To this end, the RCOG will:

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

#### ***RCOG Membership***

3.8.2 The RASG-EUR Coordination Group (RCOG) is chaired by one of the three RASG-EUR Vice-Chairpersons and has three Vice-Chairs; the two remaining RASG-EUR Vice-Chairpersons and one Vice-Chairperson from one of the RASG-EUR Partners (*to be elected for a three-year mandate by the RCOG*). The RCOG is composed of the following RASG-EUR Members and Partners who are willing to actively participate:

- a) RASG-EUR Chairperson and Vice-Chairpersons;
- b) RASG-EUR Members (entitled States and Regional Organisations; see sections 2.1.1 and 2.1.2);
- c) RASG-EUR Partners (see section 2.1.4 and 2.1.5);
- d) RASG-EUR Secretary (supported by appropriate experts from the ICAO EUR/NAT Regional Office and ICAO Headquarters, as required); and
- e) Other participants who might be invited on ad-hoc basis, as required.

### **3.9 Establishment of contributory bodies**

3.9.1 To assist it in its work, the RASG-EUR may establish specific contributory bodies (other than the RCOG) to assist in processing its task list by working on defined subjects requiring specific technical expertise. A specific RASG-EUR contributory body will be established on a temporary basis when it has been determined that it can make a substantial contribution to the work programme of the RASG-EUR.

3.9.2 As a general rule, a RASG-EUR contributory body would not be created if the related safety issue(s) is/are already addressed in existing regional aviation safety mechanisms/teams within the region. In the case of existing safety teams, a condition for this would be that, after approval of all stakeholders involved, participation would be granted to the appropriate experts of the authorities and/or industry, as applicable, of the RASG-EUR Members and Partners.

3.9.3 RASG-EUR contributory bodies, other than the RCOG, may take one of the following forms:

- A EUR-Regional Expert Safety Team (REST); or
- An ad-hoc group.

3.9.4 A REST can be established by the RASG-EUR when needed, i.e. when an issue/activity relevant to the implementation of the GASP or GASR is not yet covered by an existing regional aviation safety mechanism/team, or is required to address sub-regional considerations. RESTs are subject-specific teams, which shall be governed by the procedures outlined below:

- a) EUR-RESTs should have specific terms of reference;
- b) participation in EUR-RESTs should be by specialists in the subjects under consideration. Such specialists should be provided by RASG-EUR Members and Partners having relevant experience in the field concerned; and
- c) Rapporteurs of EUR-RESTs established by the RASG-EUR will be appointed by the Secretary of the RASG-EUR.

3.9.5 EUR-RESTs will operate in coordination with, and under the guidance of, the RCOG. They should accomplish their tasks by using a performance framework as contained in the GASP. The duration of each REST will be determined by the RASG-EUR.

3.9.6 The RASG-EUR or a EUR-REST may appoint one or more *ad-hoc* Groups, composed of experts from within and/or outside the RASG-EUR or the EUR-REST, to perform specific activities, such as performing studies or preparing supporting documentation on defined subjects for consideration by the RASG-EUR or EUR-REST. Other States and international organisations may be invited to provide experts to participate in these *ad-hoc* Groups, as required. An *ad-hoc* group shall be dissolved either when it has completed its assigned task or when it has become apparent that work on the subject in question cannot be usefully continued.

3.9.7 The RASG-EUR and its contributory bodies will consider using the outcome of activities carried out under existing safety initiatives/mechanisms/teams, such as the European Strategic Safety Initiative (ESSI), when relevant to the implementation of the GASP and/or GASR. ESSI is an aviation safety partnership between EASA, other regulators and the industry. The objective of ESSI is to further enhance safety for citizens in Europe and worldwide through safety analysis, implementation of cost effective action plans, and coordination with other safety initiatives worldwide. ESSI currently includes the following aviation safety teams:

- the European Commercial Aviation Safety Team (ECAST);
- the European Helicopter Safety Team (EHEST); and
- the European General Aviation Safety Team (EGAST).

### **3.10 Coordination and Reporting lines**

3.10.1 The RASG-EUR reports to the ICAO Council through the ICAO Air Navigation Commission (ANC) and the ICAO Secretariat.

3.10.2 EUR-RESTs report to the RASG-EUR. Coordination between the RASG-EUR contributory bodies will primarily be ensured by the RCOG and the ICAO EUR/NAT Secretariat.

3.10.3 An ad-hoc group reports to the body that established it (RASG-EUR or particular EUR-REST).

3.10.4 Routine relations between the RASG-EUR or its contributory bodies and other ICAO groups and meetings concerning the EUR Region shall be conducted through the respective Secretaries/rapporteurs and/or the ICAO EUR/NAT Regional Director, as applicable.

3.10.5 ICAO HQ and ICAO Regional Offices other than the EUR/NAT Office shall be kept informed of correspondence exchanged as part of the activities of the RASG-EUR and its contributory bodies whenever it may have an impact on their work.

3.10.6 Relations with the experts provided to EUR-RESTs and ad-hoc groups shall be conducted by the rapporteur of the EUR-REST or ad-hoc group concerned.

#### **4. PROCEDURES FOR THE CONDUCT OF MEETINGS OF THE RASG-EUR AND ITS CONTRIBUTORY BODIES**

##### **4.1. General**

4.1.1 The RASG-EUR should work with a minimum of formality and paperwork (paperless meetings) and the rules of procedure for the conduct of meetings should be as flexible and simple as possible. The RASG-EUR 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 statements by specific members or 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 RASG-EUR and RCOG meetings**

4.2.1 The RASG-EUR shall meet once per year, but may meet more frequently if deemed necessary. At each meeting, the RASG-EUR should agree on the date, duration and venue of its next meeting.

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

4.2.3 The RCOG shall meet at least once per year and hold teleconferences on a periodic basis.

##### **4.3 Establishment of the provisional agenda of the RASG-EUR**

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

4.3.2 At the opening of the meeting any RASG-EUR Member or Partner may propose the inclusion of additional items on the agenda, and this shall be accepted if the majority of RASG-EUR Members attending the meeting so agree.

##### **4.4 Languages**

4.4.1 The language of the meetings of the RASG-EUR, RCOG and other RASG-EUR contributory bodies shall be English. Interpretation in Russian language will be provided for the RASG-EUR meetings, but would normally not be provided for the RCOG and other RASG-EUR contributory bodies.

4.4.2 The reports on meetings (or summaries of discussions) and supporting documentation for meetings of the RASG-EUR, RCOG and other RASG-EUR contributory bodies will be prepared in English. The reports of the RASG-EUR (plenary) meetings will also be prepared in Russian.

#### **4.5 Secretary of the RCOG and rapporteurs of the EUR-RESTs and ad-hoc groups**

4.5.1 The Secretary of the RCOG is the Regional Officer, Safety, of the ICAO EUR/NAT Regional Office. S/he will be assisted by Experts from the ICAO Regional Office and/or ICAO Headquarters, as required.

4.5.2 Each EUR-REST and ad-hoc group will have a rapporteur, who will produce summary of discussions for reporting to the RCOG Secretary. EUR-REST and ad-hoc group meetings will normally not be supported by the ICAO Secretariat.

#### **4.6 Roles and Responsibilities**

##### ***Chairperson of the RASG-EUR***

4.6.1 The Chairperson will:

1. call for RASG-EUR meetings;
2. chair the RASG-EUR 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 RASG-EUR members;
7. coordinate RASG-EUR activities closely with the Secretariat and follow-up meeting outcomes and actions; and
8. promote the RASG-EUR and lobby for contributors.

##### ***Secretariat of the RASG-EUR***

4.6.2 The Secretariat will support the Chairperson by providing administrative, coordination and technical support to the RASG-EUR. 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 RASG-EUR Members and Partners;
4. ensure meeting summaries, notices, and related documents are posted in a timely manner on the RASG-EUR section of the ICAO EUR/NAT website;
5. track, monitor and facilitate action items and report status to the RASG-EUR;
6. ensure alignment of RASG-EUR activities with the GASP/GASR;
7. maintain communication with RASG-EUR Members;
8. identify required administrative support; and
9. manage the RASG-EUR work programme.

##### ***RASG-EUR Members and Partners:***

4.6.3 Representatives of Members and Partners of the RASG-EUR shall assume the duties and responsibilities of ensuring the normal conduct of business of the RASG-EUR. They should attend the meetings of the RASG-EUR and maintain the continuity of the RASG-EUR's work in the interval between meetings. This may take the form of assignment of specific tasks to selected individual RASG-EUR Members or Partners.

*Note: Each State or Regional Organisation which is a member of the RASG-EUR will designate a Member and Alternate. Each RASG-EUR Partner will designate a Representative and*  
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*Alternate able to support RASG-EUR goals and objectives. If a designated Member or Representative changes, any proposed replacement must be submitted to the RASG-EUR Secretary.*

4.6.4 RASG-EUR Members and Partners will:

- a) be prepared to provide active support by deliberating and identifying issues;
- b) support goals and objectives by maintaining timely and active communication with the RASG-EUR; and
- c) when relevant, share safety improvements with RASG-EUR members.

***Non-Member Participants and Guest Observers:***

4.6.5 Non-Member Participants are individuals who may be invited at the discretion of the RASG-EUR Secretary, in coordination with the Chairperson, to participate in RASG-EUR activities and meetings, without voting authority, to enhance the quality and effectiveness of RASG-EUR.

4.6.6 Guest Observers are individuals who may be invited at the discretion of the RASG-EUR Secretary, in coordination with the Chairperson, to strictly observe a RASG-EUR meeting or activity.

**4.7 Supporting documentation**

4.7.1 The following documentation, including proposed action as required, may be presented to the RASG-EUR meetings by States, International Organizations, the Secretariat or the RCOG:

- a) Working Papers: they normally contain material with a draft decision, conclusion, or inviting action by the meeting;
- b) Information papers: they are submitted in order to provide the meeting with information on which no action is required and will normally not be discussed at the meeting;
- c) Flimsies: they are documents (such as papers or Powerpoint presentations) which are prepared on an ad-hoc basis before or in the course of a meeting with the purpose to assist the meeting in the discussion on a specific matter or in the drafting of a text for a Conclusion or Decision.

4.7.2 Working papers and Information 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 – in the case of a working paper - conclusions with specific proposals for action.

**4.8 Conclusions and Decisions of the Meetings**

4.8.1 Action taken by the RASG-EUR shall be recorded in the form of:

- a) Conclusions, which deal with matters which, in accordance with the terms of reference of the RASG-EUR, merit directly the attention of States or on which further action will be initiated by ICAO in accordance with established procedures;
- b) Decisions, which deal with matters of concern only to the RASG-EUR and its contributory bodies; and/or

- c) Statements, which deal with a position reached by consensus regarding a subject without a requirement for specific follow-up activities.

4.8.2 Each Conclusion and Decision formulated by the RASG-EUR should explicitly and clearly respond to the following “4 W” questions:

<b>Why</b>	Why this Conclusion or Decision is needed (subject)
<b>What</b>	What action is required (State Letter, survey, proposal for amendment, seminar, etc)
<b>Who</b>	Who is the responsible of the required action (e.g. ICAO, States, Partners, etc)
<b>When</b>	Target date

#### **4.9 Conduct of business for RASG-EUR meetings**

4.9.1 The meetings of the RASG-EUR shall be conducted by the Chairperson or, in his absence, by one of the Vice-Chairpersons of the RASG-EUR.

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 organisation and of the documentation available for consideration of the different items on the agenda.

4.9.3 The RASG-EUR 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:

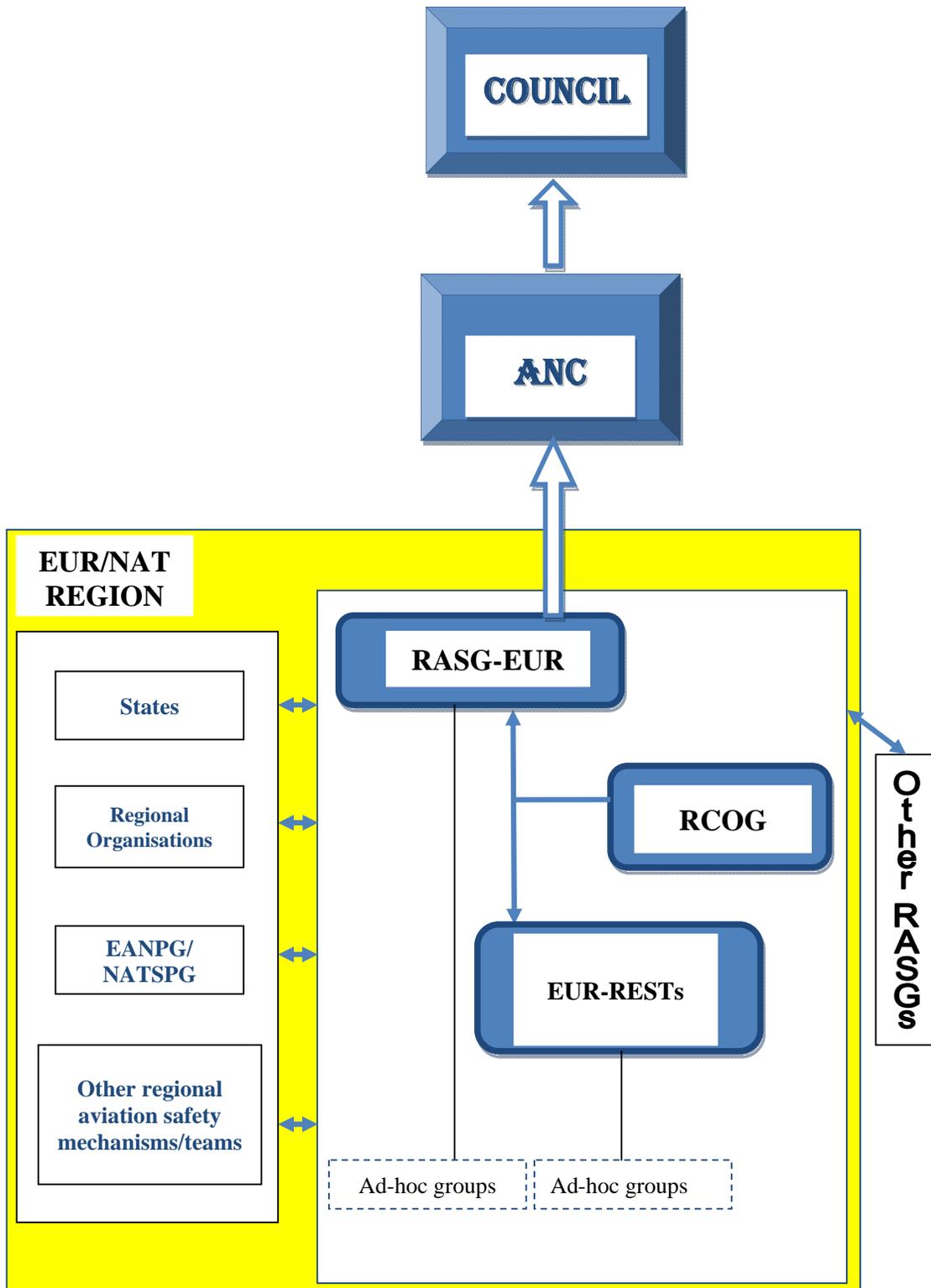
- a) a brief history of the meeting (duration, attendance and agenda); ;
- b) the list of Conclusions and Decisions of the meeting; and
- c) the work programme and future action by the RASG-EUR.

4.10.2 A draft report in English will be prepared by the Secretariat and sent to the RASG-EUR meeting participants within 5 working days of the meeting closure for review and approval.

4.10.3 The report shall be posted on the ICAO EUR/NAT website and shall also be circulated to all RASG-EUR Members and Partners.

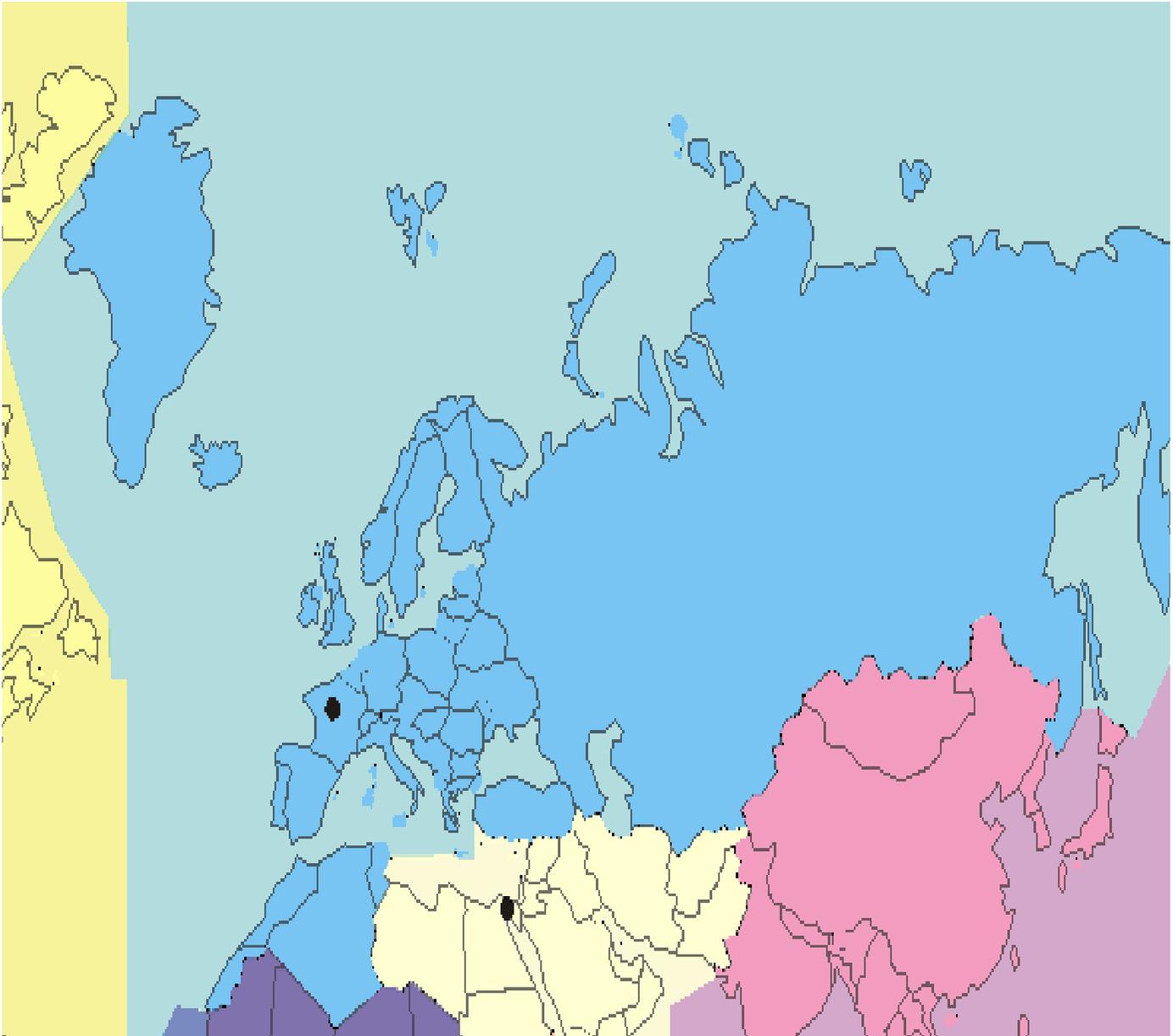
5. RASG-EUR ORGANISATIONAL STRUCTURE

RASG-EUR  
ORGANISATIONAL STRUCTURE



*Appendix A to the Procedural Handbook*

**ICAO EUR/NAT OFFICE – ACCREDITATION AREA**



## 1. Contracting States entitled to participate as members in the RASG-EUR:

- |  |                              |   |
|--|------------------------------|---|
| > Albania                                | > <a href="#">Greece</a>     | > <a href="#">Republic of Moldova</a>                       |
| > Algeria                                | > Hungary                    | > <a href="#">Romania</a>                                   |
| > Andorra                                | > <a href="#">Iceland</a>    | > <a href="#">Russian Federation</a>                        |
| > Armenia                                | > <a href="#">Ireland</a>    | > <a href="#">San Marino</a>                                |
| > Austria                                | > Israel                     | > Serbia  |
| > <a href="#">Azerbaijan</a>             | > <a href="#">Italy</a>      | > Slovakia  |
| > <a href="#">Belarus</a>                | > Kazakhstan                 | > <a href="#">Slovenia</a>                                  |
| > <a href="#">Belgium</a>                | > <a href="#">Kyrgyzstan</a> | > <a href="#">Spain</a>                                     |
| > <a href="#">Bosnia and Herzegovina</a> | > Latvia                     | > <a href="#">Sweden</a>                                    |
| > <a href="#">Bulgaria</a>               | > <a href="#">Lithuania</a>  | > <a href="#">Switzerland</a>                               |
| > <a href="#">Croatia</a>                | > Luxembourg                 | > Tajikistan  |
| > <a href="#">Cyprus</a>                 | > Malta                      | > <a href="#">The former Yugoslav Republic of Macedonia</a> |
| > <a href="#">Czech Republic</a>         | > Monaco                     | > Tunisia   |
| > <a href="#">Denmark</a>                | > <a href="#">Montenegro</a> | > <a href="#">Turkey</a>                                    |
| > <a href="#">Estonia</a>                | > <a href="#">Morocco</a>    | > Turkmenistan  |
| > <a href="#">Finland</a>                | > Netherlands                | > <a href="#">Ukraine</a>                                   |
| > <a href="#">France</a>                 | > <a href="#">Norway</a>     | > <a href="#">United Kingdom</a>                            |
| > Georgia                                | > <a href="#">Poland</a>     | > Uzbekistan  |
| > <a href="#">Germany</a>                | > Portugal                   |   |

## 2. Regional organisations entitled to participate as members in the RASG-EUR:

- European Aviation Safety Agency (EASA)
- European Civil Aviation Conference (ECAC)
- European Commission (EC)
- EUROCONTROL
- Interstate Aviation Committee (IAC)

**3. Partners entitled to participate in the RASG-EUR:**

A. Non-Contracting States:

- Holy See
- Lichtenstein

B. International Organisations:

- Airports Council International (ACI)
- Civil Air Navigation Services Organisation (CANSO)
- Flight Safety Foundation (FSF)
- Flight Safety Foundation International (FSFI)
- International Air Transport Association (IATA)
- International Business Aviation Council (IBAC)
- International Coordinating Council of Aerospace Industries Associations (ICCAIA)
- 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)
- 

C. Other stakeholders:

- Regional Organisations, e.g. Association of European Airlines (AEA), etc..

– END –