



International  
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Международная  
организация  
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منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: ME 4/1.3-17/349

11 December 2017

**Subject: Fourth Meeting of the MID Safety Support Team (MID-SST/4) and the States' National Continuous Monitoring Coordinators (NCMCs) Meeting (Cairo, Egypt, 6 – 8 February 2018)**

**Action required: Reply not later than 15 January 2018**

Sir,

I have the honour to inform you that the Fourth meeting of the MID Safety Support Team (MID-SST/4) will be held at the ICAO MID Regional Office Cairo, Egypt, **6 -8 February 2018**. The meeting will be held back-to-back with the Second MID Annual Safety Repot Meeting (MID-ASRT/2), 4-5 February 2018.

Your Administration/Organization is kindly invited to participate in this meeting. The Provisional Agenda and Terms of Reference for the MID-SST/4 meeting are at **Attachments A and B**, respectively. Your comments on the attached Provisional Agenda, including any amendment you may wish to suggest, would be appreciated.

The Agenda and Work Programme of the MID-SST/4 meeting will include the Second meeting of the National Continuous Monitoring Coordinators (NCMCs) in the MID Region with the objective to share experiences and discuss issues related to the ICAO USOAP-CMA. Accordingly, it is essential that the NCMCs actively participate in this important meeting by presenting the State's current status within the USOAP-CMA, main challenges and best practices.

In addition to the presentations by the NCMCs related to the USOAP-CMA, I strongly encourage sharing of experiences, challenges and best practices related to the development and implementation of SSP and SMS.

It is important that the NCMCs, Focal Points of the MID-SST, safety experts, accident and incident investigation experts and officials involved in the implementation of SSP and SMS, actively participate in this meeting, in order to derive optimum advantage and benefits from the meeting.

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I would like to highlight that the Second MIDANPIRG/RASG-MID Coordination Meeting (MRC/2), Doha, Qatar 25 May 2016, underlined the importance of the active participation of ANS experts in the activities of the MID-SST. Accordingly, it would be appreciated if you could ensure that your delegation includes ANS experts, in order to support the discussions on common subjects of interest such as Safety Management System (SMS) and English Language Proficiency (ELP).

Administrative arrangements for the meeting and other useful information for participants, including the MID Office Bulletin and Hotel List are available on the ICAO MID Office website at: (<http://www2010.icao.int/MID/Pages/MID-Office-Bulletin.aspx>).

This letter, all its relevant attachments and working/information papers, as they become available, will be posted in PDF format on the ICAO MID Website at: <http://icao.int/mid/>.

Your Administration/Organization is encouraged to participate actively in the work of the meeting by submitting working, information papers and/or Powerpoint Presentations covering subjects contained in the Provisional Agenda. I would be grateful to receive your papers in an electronic format prior to **21 January 2018**, in order to allow time for processing and advance posting on the web.

I would appreciate if you could, as soon as possible, preferably not later than **15 January 2018**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment C** to the following email address ([icaomid@icao.int](mailto:icaomid@icao.int)) with copy to [malblowi@icao.int](mailto:malblowi@icao.int).

Accept, Sir, the assurances of my highest consideration.



Mohamed Khalifa Rahma  
Middle East Regional Director

**Attachments**

**FOURTH MEETING OF THE MID SAFETY SUPPORT TEAM**

**(MID-SST/4)**

*(Cairo, Egypt, 6 – 8 February 2018)*

**PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda
- Agenda Item 2: MID-SST Work Programme
- 2.1 Update on the implementation of the MID-SST Safety Enhancement Initiatives (SEIs)
  - 2.2 Implementation of State Safety Programme (SSP) and Safety Management System (SMS) in the MID Region
  - 2.3 Regional cooperation for the provision of Accident & Incident Investigation
- Agenda Item 3: NCMCs Meeting
- 3.1 Update on the ICAO USOAP-CMA
  - 3.2 Regional Status
  - 3.3 Presentations by the States' NCMCs related to the USOAP-CMA
- Agenda Item 4: Challenges and Way Forward
- Agenda Item 5: Future Work Programme
- Agenda Item 6: Any other Business

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**MID SAFETY SUPPORT TEAM  
(MID-SST)**

**TERMS OF REFERENCE**

**A) PURPOSE OF THE MID-SST**

The MID-SST is established to support the RASG-MID Steering Committee (RSC) in the development and monitoring the implementation of Safety Enhancement Initiatives (SEIs) related to identified safety issues not directly linked to the agreed Focus Areas (FAs).

In order to meet its Terms of Reference, the MID-SST shall:

- 1) develop SEIs related to safety matters, such as:
  - a) State Safety Programs (SSP) and Safety Management Systems (SMS) implementation;
  - b) Safety Oversight;
  - c) English Language Proficiency (ELP); and
  - d) Accident and Incident Investigation (AIG).
- 2) identify associated difficulties and deficiencies related to implementation of each SEI and propose mitigation measures;
- 3) share expertise and experience and provide recommended actions for each SEI, in a prioritized manner based on best practices;
- 4) monitor the status of achieving related safety objectives and targets included in the MID Region Safety Strategy;
- 5) monitor the implementation of the Global Aviation Safety Plan (GASP) at the regional level and provide feedback to the RSC; and
- 6) propose input to the RSC for the development of the RASG-MID Annual Work Programme.

**B) COMPOSITION**

The MID-SST is composed of Members designated by the MID States and Partners.

**C) ROLES AND RESPONSIBILITIES**

- MID-SST Rapporteur – Coordinate MID-SST activities and provide overall guidance and leadership;
- ICAO – Support; and
- Partners – Provide technical expertise and collaborate in the development of material as requested by the MID-SST Rapporteur.

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**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
MID REGIONAL OFFICE**

**FOURTH MEETING OF THE MID SAFETY SUPPORT TEAM**

**(MID-SST/4)**

*(Cairo, Egypt, 6 – 8 February 2018)*

**NOMINATION FORM**

1. Name in full: \_\_\_\_\_  
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)
2. Title or Official Position: \_\_\_\_\_
3. State/Organization: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Telephone Number: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_
6. Hotel \_\_\_\_\_

Date: ..... Signature: .....

After completing, please send to: ICAO MID Office at the following e-mail address: (icaomid@icao.int).

***Note 1: Participants are expected to make their own hotel/visa arrangements***

***Note 2: Please download meeting materials from ICAO MID Regional Office website.***

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