



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organizacion  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: ME 4/1.6-19/283

24 September 2019

**Subject: First Meeting of the Annual Safety Report Group (ASRG/1)  
(Cairo, Egypt, 25 – 27 November 2019)**

**Action required: Reply not later than 5 November 2019**

Sir,

I would like to refer to the outcome of the Seventh meeting of the Regional Aviation Safety Group-Middle East (RASG-MID/7) held in Cairo, Egypt, 15 - 18 April 2019, that the “Annual Safety Report Group (ASRG) should work according to the responsibilities established in the Terms of Reference (ToR) of the MID-ASRT”. Therefore, I have the honour to inform you that the First meeting of the Annual Safety Report Group (ASRG/1) will be held at the ICAO MID Office Cairo, Egypt, **25-27 November 2019**.

The Provisional Agenda for the meeting is at **Attachment A**. Your comments on the attached Provisional Agenda, including any amendment(s) you may wish to suggest, would be appreciated.

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

States are required to prepare a presentation on *Safety Data Collection and Analysis* using the template at **Attachment B** to be presented during the meeting. The presentation should include inter-alia, safety data and analysis related to the following areas of concern:

- 1- Controlled Flight Into Terrain (CFIT);
- 2- Abnormal Runway Contact (ARC);
- 3- Loss of Control-Inflight (LOC-I);
- 4- Runway Excursion (RE);
- 5- AIPROX/TCAS Alert/Loss of Separation/Near Mid-Air Collision (NMAC);
- 6- Fire/Smoke (non-impact) – F-NI;
- 7- System Component Failures- Non-Power Plant (SCF-NP) and Power Plant (SCF-PP);
- 8- Runway Incursion (RI);
- 9- Turbulence Encounter (TURB); and
- 10- Birdstrike. (BIRD)

./..

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: [www.icao.int/mid](http://www.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 and presentations in an electronic format prior to **10 November 2019**, 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 **5 November 2019**, confirm the participation of your Administration/Organization giving the names and contact details of your delegate(s), by submitting the Nomination Form at **Attachment C** to the following email address ([icaomid@icao.int](mailto:icaomid@icao.int)) with a copy to ([mchakib@icao.int](mailto:mchakib@icao.int)).

Accept, Sir, the assurances of my highest consideration.



*for/* Mohamed Khalifa Rahma  
Middle East Regional Director

**Attachments**

**FIRST MEETING OF THE ANNUAL SAFETY REPORT GROUP**

**(ASRG/1)**

*(Cairo, Egypt, 25 – 27 November 2019)*

**PROVISIONAL AGENDA**

**Agenda Item 1: Adoption of the Provisional Agenda and Election of Chairman**

**Agenda Item 2: Work Programme**

- State's presentation on the Safety Data Collection and Analysis
- Eighth MID Annual Safety Report
  - Review and analysis of data
  - Identification of Focus Areas and Emerging Risks
  - Identification of root causes and contributing factors

**Agenda Item 3: Future Work Programme**

**Agenda Item 4: Any other Business**

-----

# State Presentation- Safety Data Collection and Analysis

ASRG/1 Meeting, 25-27 Nov 2019

# Systems and tools

- Safety data collection and storage (example: ECCAIRS)
- Safety data analysis tools
- Occurrence reporting systems in place (Mandatory reporting system, voluntary reporting system, confidential reporting system,...etc)

# Statistics

- Accident Rate for the last five years
- Numbers/Distribution of accidents, serious incidents and incidents per category (Last five years) including the following 8 areas of concern:
  - 1) Controlled Flight Into Terrain (CFIT);
  - 2) Mid-Air Collision (MAC);
  - 3) Fire/Smoke (non-impact) – F-NI;
  - 4) System Component Failures- Non-Power Plant (SCF-NP);
  - 5) Runway Incursion (RI);
  - 6) Turbulence Encounter (TURB);
  - 7) Wildlife (WILD); and
  - 8) Birdstrike. (BIRD)

# Analysis

- Identified safety risks/issues/trends
- Challenges
- Important safety recommendations

# Recommendations



FIRST MEETING OF THE ANNUAL SAFETY REPORT GROUP

(ASRG/1)

(Cairo, Egypt, 25 – 27 November 2019)

NOMINATION FORM

Name in full: \_\_\_\_\_  
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)

Title or Official Position: \_\_\_\_\_

State/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Hotel \_\_\_\_\_

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

After completing, please send to: ICAO MID Office at the following e-mail address: [icaomid@icao.int](mailto:icaomid@icao.int) with a copy [Mchakib@icao.int](mailto:Mchakib@icao.int).

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

**Note 3: No hardcopies will be provided; you are kindly requested to bring your laptop, iPad, tablet, etc..**