



International Civil Aviation Organization

MIDANPIRG/19 and RASG-MID/9 Meetings

(Riyadh, Saudi Arabia, 14-17 February 2022)

Agenda Item 4.8: Fourth Edition of the RASG-MID Procedural Handbook

FOURTH EDITION OF THE RASG-MID PROCEDURAL HANDBOOK

(Presented by the Secretariat)

SUMMARY

This paper presents the RASG-MID proposed amendment to the RASG-MID Procedural Handbook.

Action by the meeting is at paragraph 3.

1. INTRODUCTION

1.1 The RASG-MID/8 meeting recognized that the RASG-MID Procedural Handbook requires many amendments; and agreed that the Secretariat, in coordination with the RASG-MID Chairpersons develop a new Edition of the Handbook to reflect all necessary changes, including those approved by the RASG-MID/8 meeting. Accordingly, the meeting agreed to the following RASG-MID Decision:

RASG-MID DECISION 8/10: FOURTH EDITION OF RASG-MID PROCEDURAL HANDBOOK

That, the ICAO MID Office, in coordination with the RASG-MID Chairpersons, develop a new Edition of the RASG-MID Procedural Handbook, for presentation to and endorsement by the RASG-MID/9 meeting.

2. DISCUSSION

2.1 Taking into consideration the latest developments including the new Terms of Reference (ToR) of the RASG-MID and its Groups and the outcome of the RASG-MID/8 meeting related to the RASG-MID/8 meeting working arrangements, it was proposed that the RASG-MID Procedural Handbook be updated to include to possible extend the following items:

- RASG-MID Terms of Reference
- RASG-MID Sub-Groups Terms of Reference
- RASG-MID Frequency of meeting
- RASG-MID ORG Structure (Dissolving the RSC)
- Delegation of authority to the Sub-Groups
- Conduct of Virtual (online) meeting

3. ACTION BY THE MEETING

3.1 The meeting is invited to review the Draft 4th Edition of the RASG-MID Procedural Handbook at **Appendix A** and endorse the following Draft Decision:

WHY	To update RASG-MID Procedural Handbook to reflect latest developments including the new Terms of Reference (ToR) of the RASG-MID and its Groups and the outcome of the RASG-MID/8 meeting related to the RASG-MID/8 meeting working arrangements.
What	RASG-MID Procedural Handbook (Fourth Edition)
Who	RASG-MID/9
When	2022

DRAFT RASG-MID DECISION 9/XX: FOURTH EDITION OF RASG-MID PROCEDURAL HANDBOOK

That, the Fourth Edition of the RASG-MID Procedural Handbook is endorsed.

INTERNATIONAL CIVIL AVIATION ORGANIZATION



**REGIONAL AVIATION SAFETY GROUP – MIDDLE EAST
(RASG-MID)**

PROCEDURAL HANDBOOK

FOURTH EDITION – FEBRUARY 2022

RECORD OF AMENDMENTS

Edition Date	Description	Pages Affected
July 2017	Amendments approved by the RASG-MID/5 meeting related to the RSC TORs and RASG-MID Frequency of meetings.	5 & 7
	Revised Organizational Structure based on dissolution of the AIA WG	13
April 2019	Amendments approved by the RSC/6 meeting related to the RASG-MID Teams Terms of Reference (MID-ASRT, MID-RAST, and MID-SST), as well as the fast track/approval procedures.	12-15
February 2022	<p>Revised Organization Structure based on the dissolution of the RSC.</p> <p>New Terms of Reference of RASG-MID in line with the Generic TOR of RASGs approved by the President of the Council on 7 August 2020</p> <p>RASG-MID Sub-Groups Terms of Reference RASG-MID Frequency of meeting Delegation of authority to the Sub-Groups Conduct of Virtual (online) meeting</p>	

RASG-MID PROCEDURAL HANDBOOK

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RASG-MID PROCEDURAL HANDBOOK - GENERAL

INTRODUCTION

FOREWORD

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

REGIONAL AVIATION SAFETY GROUPS-MIDDLE EAST (RASG-MID)

PROCEDURAL HANDBOOK

PART I

**TERMS OF REFERENCE, COMPOSITION AND POSITION
IN ICAO OF THE RASG**

DRAFT

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-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 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–Middle East (RASG-MID) 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 MID Region and promote States and industry safety initiatives in line with the ICAO Global Aviation Safety Plan (GASP) and the MID Regional Safety Plan (MID-RASP) including the MID Region Safety Strategy.

2. TERMS OF REFERENCE

TERMS OF REFERENCE OF RASG-MID

1. MEMBERSHIP

1.1 All ICAO Contracting States recognized by ICAO, within the area of accreditation of the ICAO MID Regional Office shall be members of the RASG-MID.

2. PARTICIPATION

2.1 In addition to States, the importance of a collaborative and proactive role by airspace users, international and regional organizations, and industry should be recognized due to their involvement in the rapid pace of technological development, expertise and other opportunities for sharing of resources.

2.2 RASG-MID meetings are open to all members. Each State member should be represented by a senior-level delegate nominated by the State, preferably from the civil aviation authority (CAA) in order to support related policy-making within the State. A delegate may be supported by an alternate delegate and/or advisers with the requisite technical knowledge in the subject matters under consideration.

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

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

2.5 International organizations recognized by the ICAO Council to participate in ICAO meetings should participate, as observers, in the RASG-MID meetings, and be encouraged to do so. Other stakeholders may be invited as observers, when required, to contribute to the work of the RASG-MID.

2.6 The participation of industry stakeholders should take into account relevant capabilities such as an involvement in the rapid pace of technological development, specific knowledge and expertise, and other opportunities including sharing of resources.

2.7 Civil aviation commissions/conferences, in particular the Arab Civil Aviation Organization (ACAO), may be invited to participate in the work of the RASG-MID.

2.8 The members and observers will serve as partners in RASG-MID, and their joint commitment is fundamental for success in improving safety worldwide.

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

3. WORKING ARRANGEMENTS

3.1 Structure

3.1.1 RASG-MID has the obligation to apply the most effective and efficient organizational structure and meeting modalities that best suit the characteristics of the region's implementation work programme while maintaining to the extent possible, alignment with these Terms of Reference, the MID regional work programme and the Global Aviation Safety Plan (GASP).

3.1.2 The ICAO MID Regional Director will serve as the Secretary of the RASG-MID.

3.1.3 The organization of the RASG-MID should address global and region-specific safety-related matters, and meetings should be closely coordinated between the RASG-MID and MIDANPIRG chairpersons and the Secretariat. RASG-MID and MIDANPIRG meetings should be held back-to-back or combined to facilitate coordination and to ensure the efficient use of resources.

3.1.4 The RASG-MID shall be administered by a chairperson and first vice-chairperson elected from the State-nominated delegates present and second vice-chairperson be elected from the international and regional organizations, and/or industry present. The RASG-MID will establish the cycle of elections.

3.1.5 The RASG-MID will build on the work already done by States, ICAO MID Regional Office and existing regional and sub-regional organizations (such as the cooperative development of operational safety and continuing airworthiness programmes, regional safety oversight organizations (RSOO), regional accident and incident investigation organizations (RAIOs) and industry) to support the establishment and operation of safety management processes for the MID Region.

3.1.6 RASG-MID contributory bodies may be created by the RASG-MID to discharge the RASG-MID work programme by working on defined subjects requiring detailed technical expertise. A contributory body shall only be formed when it has been clearly established that it is able to make a substantial contribution to the required work. A contributory body will be dissolved by the RASG-MID when it has completed its assigned tasks or if the tasks cannot be usefully continued.

3.1.7 Invitations to RASG-MID meetings must be issued at least three months in advance of the meeting to assist States to plan participation.

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

3.1.9 Where the meeting is held in more than one ICAO working language, interpretation services shall be made available to facilitate participation in the deliberations and adoption of the report by all participants.

3.1.10 States, international organizations and industry are invited to submit working papers, research works, etc. in order to enhance the work of the RASG-MID and its contributory bodies. To ensure proper time for consideration and good decision-making, the Secretary should ensure that all working papers are available at least fourteen days prior to the start of the meeting for consideration.

3.1.11 The frequency of the RASG-MID meetings will be on an annual basis.

3.2 Venue

3.2.1 RASG-MID meetings will be convened in the MID Regional Office, to the extent possible, to facilitate proper access by States. Approval to host RASG-MID meetings outside of the MID Regional Office must be obtained from the President of the Council.

3.2.2 The Secretary General will ensure the allocation of the necessary financial resources to host RASG-MID meetings.

3.2.3 RASG-MID contributory bodies may be convened at a different location, if required, to be determined by the Secretary and Chairperson of the RASG-MID, and contributory body. Venues shall be chosen with the primary aim of facilitating maximum State attendance.

3.3 State role

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

- a) ensure the continuous and coherent development and implementation of regional safety plans (MID-RASP) and report back on the key performance indicators (KPIs);
- b) support the regional work programme with participation from the decision-making authority with the technical expertise necessary for the planning and implementation mechanism, thus supporting policy decisions at the State level;
- c) support the implementation of effective safety management and collaborative decision-making processes to mitigate aviation safety risks, thus supporting policy decisions at the State level;
- d) contribute information on safety risk, including State safety programme (SSP) safety performance indicators (SPIs, in accordance with the GASP as part of their safety risk management activities);
- e) ensure coordination, at the national level, between the CAA, service providers and all other concerned stakeholders, and harmonization of the national plans with the regional and global plans;
- f) facilitate the development and establishment of Letters of Agreement and bilateral or multilateral agreements;
- g) ensure the implementation of the GASP goals and targets; and
- h) embrace a performance-based approach for implementation as highlighted in the Global Plans.

3.4 **International organization and industry role**

3.4.1 Industry stakeholders/partners should participate in the work of the RASG-MID and its contributory bodies in order to support the implementation of safety oversight activities, safety management and collaborative decision-making processes, as well as to identify regional requirements, mitigate aviation safety risks, provide technical expertise, as required, and ensure adequate resources.

3.4.2 Their focus should be on identifying regional requirements and ensuring that their available resources are adequately allocated.

3.5 **Reporting**

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

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

3.5.3 RASG-MID meeting reports should be provided in a standardized format to the governing bodies of ICAO to identify regional and emerging challenges, and shall include as a minimum:

- a) a brief history of the meeting (duration and agenda);
- b) a list of meeting participants, affiliation and number of attendees;
- c) a list of conclusions and decisions with a description of their rationale (what, when, why and how);
- d) a list of safety enhancement initiatives (SEIs) linked to the associated GASP targets and indicators, and the appropriate mechanism used to measure their effectiveness;
- e) common implementation challenges identified amongst RASG-MID members and possible solutions, assistance required and estimated timelines to resolve, if applicable, by sub-region;
- f) identification of and recommendations on particular actions or enhancements that would require consideration by the ANC and Council to address particular challenges;
- g) a list of issues cross-referenced to actions to be taken by ICAO Headquarters and/or Regional Offices;
- h) based on the GASP, and associated SPIs and tools, report to the extent possible on the status of implementation of safety goals, targets and indicators, including the priorities set by the region in the MID regional safety plan (MID-RASP) exploring the use of regional dashboards to facilitate monitoring regional progress being made;
- i) a list of items for coordination with the MIDANPIRG and a concise summary of the outcome of related discussions;
- j) feedback on implementation issues and actionable recommendations to the ICAO Council to continually improve future editions of the GASP that identify regional safety objectives and priorities to ensure proper focus on emerging safety concerns; and
- k) the work programme and future actions to be taken by the RASG-MID.

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

3.5.5 The Draft RASG-MID report will be approved at the end of the meeting.

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

3.5.7 The RASG-MID will report to Council on an annual basis through the consolidated report on PIRGs and RASGs.

4. GLOBAL PLANS

4.1 In regard to Global Plans, the RASG-MID shall:

- a) support implementation by States of the *Global Aviation Safety Plan* (GASP, Doc 10004) taking into account aspects of the *Global Air Navigation Plan* (GANP, Doc 9750) and Global Aviation Security Plan (GASeP) by ensuring effective coordination and cooperation between all States and stakeholders;
- b) monitor and report the progress on the implementation by States of the GASP and the regional objectives and priorities;
- c) provide feedback on the GASP implementation and propose amendments to the Global Plans as necessary to keep pace with the latest developments and ensure harmonization with regional and national plans;
- d) in line with the GASP and regional priorities, identify specific aviation safety risks and propose mitigating actions using the mechanisms defined by Annex 19 — *Safety Management* and the *Safety Management Manual* (Doc 9859), with timelines to resolve deficiencies; and
- e) verify the provision of services in accordance with global and regional requirements.

5. REGIONAL ACTIVITIES

5.1 In regard to regional activities, the RASG-MID shall:

- a) serve as a regional cooperative forum that determines regional priorities, develops and maintains the regional aviation safety plan and associated work programme based on the GASP and relevant ICAO Provisions, integrating global, regional, sub-regional, national and industry efforts in continuing to enhance aviation safety worldwide;
- b) facilitate the development and implementation of safety risk mitigation action plans by States, taking into consideration States' level of effective implementation of the critical elements of safety oversight systems and progress being made to improve the level;
- c) monitor and report, using a data driven approach, the region's main aviation safety risks, and determine regional priorities and associated work programme based on the GASP;
- d) analyze safety information and hazards to civil aviation at the regional level and review the action plans developed within the region to address identified hazards;
- e) identify and report on regional and emerging safety challenges experienced that affect implementation of ICAO global provisions by States and measures undertaken or recommended to effectively address them; and
- f) facilitate the development and implementation of regional and national aviation safety plans by States.

6. RASG-MID COORDINATION

6.1 In regard to coordination, the RASG-MID shall:

- a) coordinate safety issues with MIDANPIRG;
- b) foster cooperation, information exchange, sharing of experiences and best practices among States and stakeholders;
- c) provide a platform for regional coordination and cooperation amongst States and stakeholders for the continuous improvement of safety in the region with due consideration to harmonization of developments and deployments, and intra- and interregional coordination;
- d) ensure that all safety activities at the regional and sub-regional level are properly coordinated amongst role players to avoid duplication of efforts;
- e) identify security, environmental and economic issues that may affect aviation safety, and inform ICAO MID Secretariat accordingly for action;
- f) identify practical examples and tools to support effective safety management implementation; and
- g) through the RASG-MID Secretary, inform the Directors General of Civil Aviation and related civil aviation commission/conferences of RASG-MID meeting results.

7. INTERREGIONAL COORDINATION

7.1 The RASG-MID shall:

- a) ensure interregional coordination through formal and informal mechanisms, including the participation in meetings established for the purpose of coordinating RASG-MID and MIDANPIRG activities, the GASP and MID regional aviation safety plans (MID-RASP); and
- b) identify stakeholders that could be impacted by RASG-MID SEIs within and outside the region, and develop an effective communication and coordination strategy with stakeholders.

7.2 ICAO Headquarters shall arrange a global coordination meeting between all RASG and PIRG chairpersons and secretaries on a biennial basis.

8. EXPANSION OF TERMS OF REFERENCE

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

2.1 THE TERMS OF REFERENCE OF THE GROUP ARE:

- a) to support the implementation of the Global Aviation Safety Plan (GASP) the MID Region by ensuring effective coordination and cooperation between all stakeholders and monitoring progress in the implementation of the GASP and the MID-RASP including the MID Region Safety Strategy;
- b) to support the establishment and operation of a performance-based safety system for the Region, using the GASP, and building on the work already done by States and regional organizations; and
- c) to ensure achievement of the RASG-MID's objectives by implementing the RASG-MID Engagement Strategy, which outlines a strategy and plan for engagement and communication with safety stakeholders and partners in the MID Region to enhance the level of participation in and support to RASG-MID and its subsidiary bodies

2.2 IN ORDER TO MEET THE TERMS OF REFERENCE, THE GROUP SHALL:

- a) analyze safety information and hazards to civil aviation at the regional level and review the action plans developed within the Region to address identified hazards;
- b) facilitate the sharing of safety information and experiences among all stakeholders;
- c) ensure that all safety activities at the regional and sub-regional level are properly coordinated to avoid duplication of efforts;
- d) reduce duplication of efforts by encouraging collaboration, cooperation and resource sharing;
- e) conduct follow-up to GASP activities as required;
- f) coordinate with MIDANPIRG on safety issues; and
- g) provide feedback to ICAO to continually improve and ensure an up-to-date global safety framework.

3. WORKING ARRANGEMENTS

3.1 Relations with States

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

3.3 Administration of the Group

3.3.1 The RASG-MID shall be administered as follows:

- a) by a Chairperson elected from the Representatives designated by Member States of the Group. A First Vice-Chairperson shall also be elected from the said Representatives; and a Second Vice-Chairperson shall be elected from the partners.
- b) by the ICAO Regional Director, Cairo who serves as Secretary. In the execution of his duties the Secretary will be supported by appropriate Experts from the ICAO MID 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 MID 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 the ICAO Regional Office in Cairo, Egypt. 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-MID safety initiatives, the Group may create subsidiary bodies (Safety Teams) charged with preparatory work on specific subjects requiring expert advice for their resolution.

3.5.2 The Safety Teams will operate in coordination with and under the guidance of the RSC. 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) and the MID Region Safety Strategy.

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

3.5.4 Secretaries of Safety Teams established by the Group will be appointed by the Secretary of the Group.

3.5.5 The duration of Safety Teams activities will be established by the RASG-MID.

3.5.6 All Teams should ensure active and effective participation in accordance with RASG-MID Engagement Strategy.

3.6 Reporting lines

3.6.1 The reports of the RASG-MID 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-MID

4.1 General

4.1.1 The RASG-MID 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 meetings

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: To achieve the RASG-MID objectives the convening of at least one meeting every 15 to 18 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 MID 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 90 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-MID 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-MID and its subsidiary bodies (Safety 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-MID

4.5.1 In order to ensure the necessary continuity in the work of the Group, the Chairperson, the First Vice-Chairperson and Second 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 decided.

4.5.2 States designated as Members of the Group may at any time request that the election of the Chairperson and/or Vice-Chairpersons be included on the agenda.

4.5.3 The Secretary of the Group who is the ICAO Regional Director, Cairo 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-MID meetings;
2. chair the RASG-MID 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-MID activities closely with the Secretariat and follow-up meeting outcomes and actions; and
8. promote RASG-MID and lobby for contributors.

Secretariat

4.6.2 The Secretariat will support the Chairperson by providing administrative, coordination and technical support to the RASG-MID. 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-MID section of the ICAO MID Regional Office website;
5. track, monitor and facilitate action items and report status to the Group;
6. ensure alignment of RASG-MID activities with the GASP and the regional objectives and priorities outlined in the MID Region Safety Strategy;
7. maintain communication with the Co-Chairs, and RASG-MID members;
8. identify required administrative support; and
9. manage the RASG-MID work programme.

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-MID initiatives.

Note: a) Each RASG-MID member State should designate a Member, an Alternate and Adviser(s); and each Partner should designate a Representative and an Alternate, able to support RASG-MID goals and objectives. If designated representation changes, any proposed replacement must be submitted to the RASG-MID Secretary.

4.6.5 RASG-MID members/partners will:

- a) come to the RASG-MID 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-MID; and
- c) share safety improvements with RASG-MID 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-MID Secretary, in collaboration with the Chairperson, to participate in RASG-MID activities and meetings, without voting authority, to enhance the quality and effectiveness of RASG-MID.

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

4.7 Supporting documentation

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

4.7.2 Supporting documentation shall be presented in the form of:

- a) Discussion 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) 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.
- c) Working Papers: constitute the main basis of the discussions on the various items on the agenda.
- d) 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-MID shall be conducted by the Chairperson or, in his absence, by the First or Second Vice-Chairperson of the Group, in that order.

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

5. COORDINATION BETWEEN RASG-MID AND MIDANPIRG

5.1 The Secretariat will ensure that the safety issues raised by the PIRGs and RASGs are fully coordinated. In addition, the following RASG-MID/MIDANPIRG coordination mechanism should be implemented:

- the Chairperson(s) of RASG-MID should attend the MIDANPIRG meetings;
- the Chairperson(s) of MIDANPIRG should attend the RASG-MID meetings;
- the ICAO MID Regional Office to organize on a yearly basis a MIDANPIRG/RASG-MID Coordination meeting to be attended by the Chairpersons of both Groups and their subsidiary bodies, in order to follow-up on the activities being coordinated between the two Groups, agree on the level of involvement of the relevant subsidiary bodies, address any roadblocks and identify additional subjects, which need to be addressed by/coordinated between both Groups; and
- the coordination between MIDANPIRG and RASG-MID be based on the following Table listing the subjects in which both MIDANPIRG and RASG-MID have interest with an assignment of the leading Group:

Subjects of interest for MIDANPIRG and RASG-MID	Responsible/Leading Group	
	RASG-MID	MIDANPIRG
Aerodrome Operational Planning (AOP)		X
Runway and Ground Safety	X	
AIM, CNS and MET safety issues		X
CFIT	X	
SSP Implementation	X	
SMS implementation for ANS and Aerodromes	X	
Accidents and Incidents Analysis and Investigation	X	
English Language Proficiency	X	
RVSM safety monitoring		X
SAR and Flight Tracking		X
PBN		X
Civil/Military Coordination		X
Airspace management		X
Call Sign Similarity and Confusion		X
Conflict Zones		X
Contingency Planning		X

USOAP-CMA	X	
COSCAP, RSOO and RAIO	X	
Air Navigation Deficiencies		X
Subjects of interest for MIDANPIRG and RASG-MID	Responsible/Leading Group	
	RASG-MID	MIDANPIRG
Training for ANS personnel		X
Training other civil aviation personnel	X	
Laser attack	X	
Fatigue Risk Management	X	
RPAS		X

REGIONAL AVIATION SAFETY GROUPS-MIDDLE EAST (RASG-MID)

PROCEDURAL HANDBOOK

PART II

**GROUPS OF RASG
TERMS OF REFERENCE/WORK PROGRAMME/COMPOSITION/
ORGANIZATIONAL STRUCTURE**

DRAFT

MID ANNUAL SAFETY REPORT GROUP (MID-ASRG)**A) Purpose of the MID-ASRG:**

The MID-ASRG is established to:

- 1) gather safety information from different available sources to identify and determine the main aviation safety risks in the Middle East Region; and
- 2) develop the MID Region Safety Report on annual basis, for review and endorsement by the RASG-MID; ensuring the confidentiality/de-identification of data.

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

- 1) gather information from different available sources on the accidents and serious incidents that:
 - a) occurred in the MID Region (State of Occurrence);
 - b) involved aircraft registered in the MID Region (State of Registry); or
 - c) involved aircraft owned and/or operated by an Air Operator from the MID Region (State of the Operator).
- 2) review and analyse the accidents and serious incidents;
- 3) coordinate with MID States' focal points to get additional information on the accidents and serious incidents, as appropriate;
- 4) identify the risk category focus areas and emerging risks;
- 5) analyse the preliminary and final investigations reports of accidents and serious incidents conducted by States, including relevant safety recommendations; and safety analyses of incidents, and share the outcomes with the MID-ASRG;
- 6) identify root causes and contributing factors, in order to support the MID-SEIG in the development of mitigation measures;
- 7) develop an agreed and harmonized MID Regional dataset of accidents and incidents and provide feedback to the ICAO Safety Indicators Study Group (SISG); and
- 8) share the outcome of its meetings with the concerned MIDANPIRG subsidiary bodies, as appropriate.

B) Composition:

The MID-ASRG is composed of Members designated by the following RASG MID Member States and Partners:

States: All MID States

Partners: AACO, AIRBUS, Boeing, IATA, IFALPA and IFATCA

C) Roles and Responsibilities:

- MID-RASG Chairperson – Coordinate MID-ASRG 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-ASRG Chairperson.

D) WORKING ARRANGEMENTS

1. The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Subgroup. The Subgroup shall at all times conduct its activities in the most efficient manner possible with a minimum of formality and paper work (paperless meetings). Permanent contact shall be maintained between the Chairperson, Secretary and Members of the Subgroup to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (Virtual Meetings) and e-mails.
2. Face-to-face meetings will be conducted when it is necessary to do so.

DRAFT

AERODROME SAFETY, PLANNING AND IMPLEMENTATION GROUP (ASPIG)**E) PURPOSE OF THE ASPIG:**

- 1) As a Subsidiary body of the Regional Aviation Safety Group-Middle East (RASG-MID), the ASPIG is established to develop and implement Safety, Capacity and Efficiency Enhancement Initiatives related mainly to AGA issues including:
 - Aerodrome Planning and Design;
 - Heliports;
 - Aerodrome System Capacity Enhancement;
 - Aerodrome Certification;
 - Aerodrome Safety Management System;
 - Runway Safety;
 - Aerodrome Visual Aids for Navigation;
 - Aerodrome Operations and Services;
 - Ground Handling Operations
 - Aerodrome Emergency Response Planning;
 - Coordination between AGA and ANS: ATM/AIM/CNS;
 - AN Deficiencies in the field of Aerodrome Operations; and
 - MID Region priorities and implementation of Safety and Air Navigation objectives set on the MID Region Safety and Air Navigation Strategies, in line with the Global Aviation Safety Plan (GASP) and Global Air Navigation Plan (GANP).
- 2) In addition, the ASPIG should coordinate with other entities managing an extended scope including:
 - Air traffic management;
 - Aircraft operations; and
 - Aeronautical information management.

In order to meet its Terms of Reference, the ASPIG shall:

- 1) Monitor developments and continuously update the MID Region Implementation Plans in the field of Aerodrome Planning and Operations, including the implementation of ICAO provisions.
- 2) Follow-up and analyse achievements and progress in the implementation of certification of all aerodromes open for international aircraft operations, according to the Table AOP I-1 included in the Middle East Regional Air Navigation Plan (MID ANP), and promote safety management of aerodrome operations in the Region.

- 3) Ensure that the planning and implementation of Aerodrome design and operational requirements in the MID Region is consistent with ICAO SARPs and Global Air Navigation Plan and reflecting global requirements for adequate aerodromes and safety of aircraft operations with particular attention payed to the anticipated increase of traffic alleviating aerodrome congestion.
- 4) Ensure the continuous and coherent development of the Aerodrome Design and Operations parts of the MID ANP in a manner that is consistent with ICAO SARPs, the Global Air Navigation Plan (GANP) and the Global Aviation Safety Plan (GASP).
- 5) Facilitate the implementation of Aerodrome Design and Operations Services identified in the MID ANP Basic Building Block (BBB) and the Aviation System Block Upgrade (ASBU) Frameworks.
- 6) Monitor the MID Region operational safety and efficiency of Aerodromes Operations and identify the associated Air Navigation Deficiencies that impede the implementation or provision of efficient Aerodrome Design and Operation services, analyse, review and monitor steps and corrective action plans made by concerned States for resolution of such deficiencies.

ASPIG Deliverables:

- 1) Aerodrome Operations (AOP) parts of the MID ANP reviewed and, as necessary, amendment proposals prepared to update the MID ANP to reflect changes in the operational and global requirements.
- 2) Level of implementation of Aerodrome Design and Operations services monitored and, as necessary, facilitated to support the effective implementation of the BBB and ASBU priority modules
- 3) Air navigation deficiencies in the field of AOP (as listed in the MANDD database) reviewed and, as necessary, updated to reflect the current situation.
- 4) Draft Conclusions and Decisions formulated relating to matters in the field of Aerodrome design and Operations that come within the scope of the RASG/MIDANPIRG work programmes.
- 5) Progress report submitted to RASG and MIDANPIRG addressing the ASPIG deliverables respectively in coordination with the RSC and MSG.

F) COMPOSITION:

The ASPIG is composed of:

Permanent Members

The AGA focal points of the MID States (i.e.: Bahrain, Egypt, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Qatar, Saudi Arabia, Sudan, Syria, UAE and Yemen), officially assigned and communicated to the ICAO Middle East Regional Office by MID States, are the permanent members of the ASPIG.

Observers

The following Partners are the permanent Observers to the ASPIG:

- AACO Arab Air Carrier Organization

• ACAA	Arab Civil Aviation Organization
• ACI	Airports Council International
• AIRBUS	Airbus Aircraft Manufacturer
• BOEING	Boeing Commercial Airplane Company
• CANSO	Civil Air Navigation Services Organization
• EUROCONTROL	European Organisation for the Safety of Air Navigation
• COSCAP-GS	Cooperative Development of Operational Safety and Continuing Airworthiness Programme-Gulf States
• EASA	European Aviation Safety Agency
• Embraer	Embraer Aviation International
• FAA	United States Federal Aviation Administration
• FSF	Flight Safety Foundation
• IACA	International Air Carrier Association
• IATA	International Air Transport Association
• IBAC/MEBAA	International Business Aviation Council/ Middle East Business Aviation Association
• IAOPA	International Council of Aircraft Owner and Pilot Associations
• ICCAIA	International Coordinating Council of Aerospace Industries Associations
• IFALPA	International Federation of Airline Pilots Association
• IFATCA	International Federation of Air Traffic Controllers Association
• MEASR-TLST	Middle East Aviation Safety Roadmap - Top Level Safety Team
• WFP (UN)	World Food Programme (United Nations)

International Organizations, Airport Operators, Aircraft Operators, Maintenance and Repair Organizations, Regional Organizations, Training organizations, Aircraft manufactures, and Air Navigation Service Providers and any other allied organizations/representatives can be invited by ICAO/States to attend the ASPIG meetings in the capacity of observers.

G) WORKING ARRANGEMENTS:

Roles and Responsibilities:

- **Member States:** provide technical expertise and collaborate in the development and implementation of the ASPIG deliverables.
- **Partners:** provide technical expertise and collaborate in the development and implementation of the ASPIG deliverables.
- **ICAO:** acts as Secretariat and provides necessary support to the ASPIG.

Chairmanship:

The Chairperson will:

- 1) call for ASPIG meetings;
- 2) chair the ASPIG 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 ASPIG activities closely with the Secretariat; and
- 8) promote ASPIG and lobby for contributors.

In order to ensure the necessary continuity in the work of the ASPIG the Chairperson, the Vice-Chairperson are held by each Member State (i.e.: Bahrain, Egypt, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Qatar, Saudi Arabia, Sudan, Syria, UAE and Yemen) for a period of three (03) years. The Chairperson chairs the ASPIG meeting in collaboration with the Secretariat.

Convening of meetings:

The ASPIG Meeting will be convened every 12 to 18 months. At each of its meetings the Group should endeavour to agree on the dates and venue of its next meeting.

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.

A convening letter for a meeting shall be issued by the Secretary of the Group, normally 90 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.

H) WORKING ARRANGEMENTS

- 1) The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Subgroup. The Subgroup shall at all times conduct its activities in the most efficient manner possible with a minimum of formality and paper work (paperless meetings). Permanent contact shall be maintained between the Chairperson, Secretary and Members of the Subgroup to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (Virtual Meetings) and e-mails.
- 2) Face-to-face meetings will be conducted when it is necessary to do so.

SAFETY ENHANCEMENT IMPLEMENTATION GROUP (SEIG)

1) PURPOSE OF THE SEIG TO:

- 1.1. support the RASG-MID in the development/update of the MID Regional Aviation Safety Plan (MID-RASP) and the monitoring of the implementation of Safety Enhancement Initiatives (SEIs) related to identified safety issues.
- 1.2. assist in the development, implementation and review of SEIs to reduce aviation safety risks. These SEIs could be established based on the analysis of regional data, based on ICAO initiatives or the initiatives of other relevant organisations or based on the risks and issues identified through the USOAP audits process.
- 1.3. recommend safety mitigations to the RASG-MID related to identified safety issues which would reduce aviation risks.
- 1.4. In order to meet its Terms of Reference, the SEIG shall:
 - a. follow-up the updates of the Global Aviation Safety Plan (GASP) and support the development, update and implementation of the MID Regional Aviation Safety Plan (MID-RASP) at the regional level and provide feedback to the RASG-MID;
 - b. identify and develop the SEIs, which are aligned with the regional priorities and targets, for implementation within the MID Region. The focus of these SEIs is to effectively and economically mitigate the safety risks identified by the ASRG;
 - c. identify difficulties, challenges and deficiencies related to the implementation of each SEI and propose mitigation measures;
 - d. identify assistance programmes such as, but not limited to, workshops, seminars and capacity building activities to improve the level of implementation of the approved SEIs by the RASG-MID;
 - e. share expertise and experience and provide recommended actions for each SEI, in a prioritized manner based on best practices;
 - f. monitor the status of achieving related safety objectives and targets included in the MID Region Safety Strategy;
 - g. identify areas of concern to aviation safety that may be unique to the region, and develop data and mitigations to address those concerns;
 - h. work closely with States and stakeholders to ensure that SEIs and mitigation measures are implemented through a coordinated effort;
 - i. propose input to the RASG-MID for the development of the RASG-MID Annual Work Programme; and
 - j. coordinate with relevant RASG-MID, MIDANPIRG and MID-RASFG subsidiary bodies issues of common interest.

2) COMPOSITION

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

3) ROLES AND RESPONSIBILITIES

- SEIG Chairpersons: Coordinate SEIG activities and provide overall guidance and leadership;
- ICAO: Support; and
- Partners: collaborate in the development of materials as requested by the SEIG, and provide technical expertise and support, as required.

4) MEETINGS ARRANGEMENTS

- The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the SEIG. The SEIG shall at all times conduct its activities in the most efficient manner possible with a minimum of formality and paper work (paperless meetings). Permanent contact shall be maintained between the Chairperson, Secretary and Members of the SEIG to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (Virtual Meetings) and e-mails.
 - Face-to-face meetings will be conducted when it is necessary to do so.
-

ACCIDENT AND INCIDENT INVESTIGATION GROUP (AIIG)

1. PURPOSE OF THE AIIG

The AIIG is established to:

- 1.1 Enhance the effectiveness of MID Region Member States' aircraft accident and incident investigation capabilities through the sharing of knowledge and experience in the field of aircraft accident and incident investigation.
- 1.2 Support and facilitate cooperation among the MID-Region States through managing the activities of the Accident Investigation Cooperation Mechanism (ARCM).
- 1.3 In accordance with its Terms of Reference (ToR), the AIIG shall:
 - (a) Encourage and support the development of aircraft accident and incident investigation common standards, rules and regulations consistent with the ICAO provisions.
 - (b) Identify difficulties met by MID Region States in the course of aircraft accident and incident investigations, and frame possible actions to address and resolve them
 - (c) Review the results of the aircraft accident and incident investigations undertaken and the recommendations issued by MID region States, including the identification of possible trends.
 - (d) Cooperate and coordinate with all partners for effective use of AIG resources available in the MID region States, including expertise, training capabilities, equipment, investigation know-how and information, standards and guidance, etc.;
 - (e) Develop an agreed and harmonized MID-Region dataset of accidents and incidents and utilize this database for identifying operational safety risks and their corresponding controls.
 - (f) Provide data and information on accidents and incidents to the MID-Annual Safety Report Team (ASRT) for the development of the MID Annual Safety Report.
 - (g) Monitor developments in ICAO in respect of aircraft accident and incident investigation issues and propose initiatives to the RASG-MID

2. COMPOSITION

The AIIG is composed of Members designated by the following RASG MID Member States and Partners:

States: All MID States

Partners: AACO, ACAO, Gulf Flight Safety Council, IATA, IFALPA, IFATCA, International Society of Air Safety Investigations (ISASI), Middle East and North Africa Society of Air Safety Investigators (MENASASI)

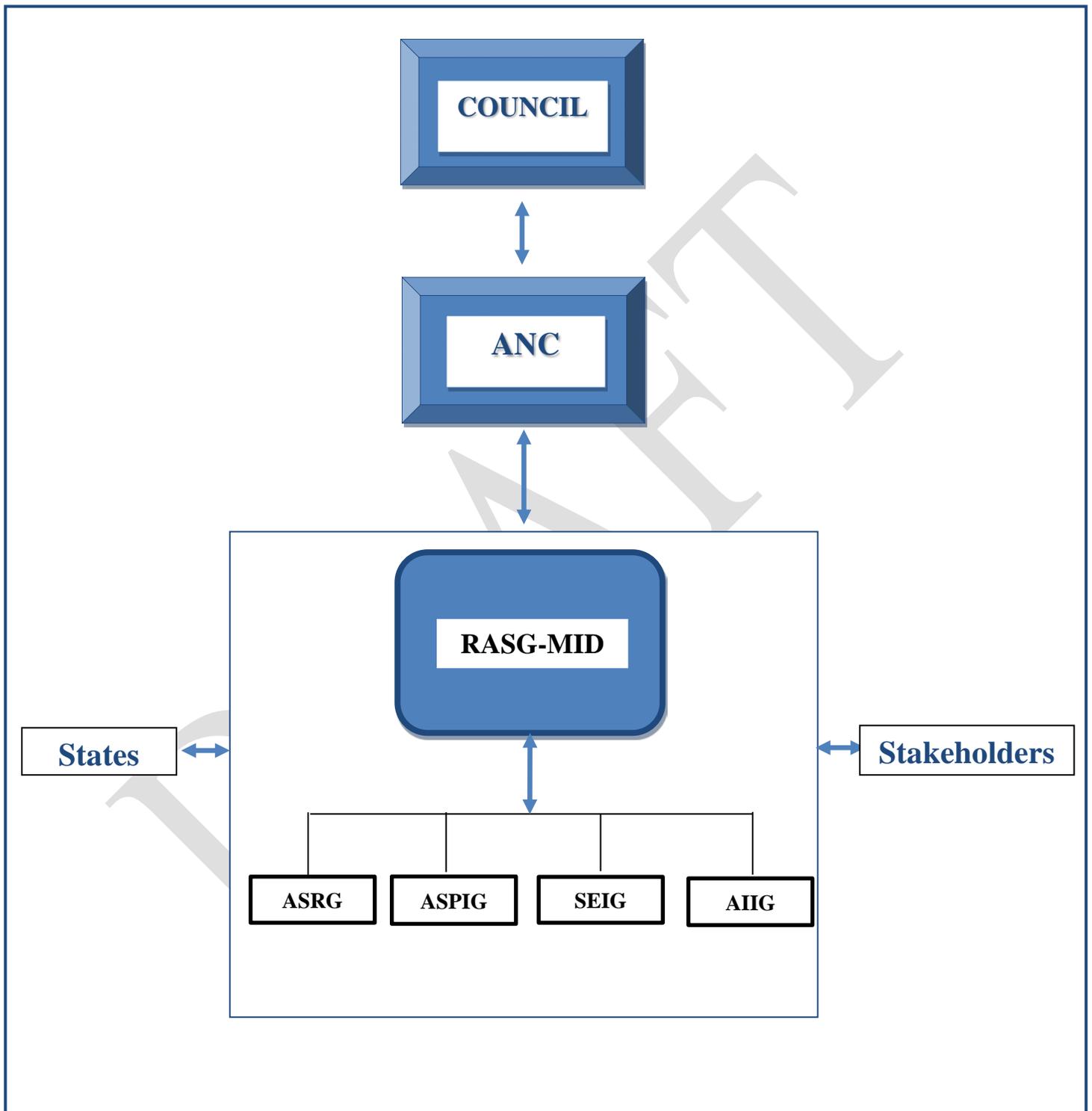
3. ROLES AND RESPONSIBILITIES

- AIIG Chairperson – Coordinate AIIG activities and provide overall guidance and leadership.
- AIIG Vice Chairperson – Assist the Chairperson and when required.
- ICAO – Support; and
- Partners – Provide technical expertise as requested by the AIIG Chairperson

4. WORKING ARRANGEMENTS

- 1) The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Subgroup. The Subgroup shall at all times conduct its activities in the most efficient manner possible with a minimum of formality and paper work (paperless meetings). Permanent contact shall be maintained between the Chairperson, Secretary and Members of the Subgroup to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (Virtual Meetings) and e-mails.
- 2) Face-to-face meetings will be conducted when it is necessary to do so.

RASG-MID ORGANIZATIONAL STRUCTURE



Appendix A

Special Guidelines for Speaking online Meetings with Interpretation

The ICAO interpretation team is pleased to announce the return of full language services for upcoming meetings. Under the new arrangement, most of the interpreters will be working from conference facilities in Headquarters. This will resolve issues of poor sound output and unreliable connections on our side, and spare us the distractions and extraneous noises of our own households. It also means that participants may once again speak in any one of the six ICAO languages. Some interpreters may exceptionally choose to continue working from home for health and/or childcare reasons, but this will not prevent full language provision.

To help us better serve you, we urge you to carefully review these updated guidelines for interpreted virtual meetings. Please note that the potential problems of poor sound quality and other issues will still be relevant for participants attending the virtual meeting from their homes, and may require your special attention.

The current situation brought on by the COVID-19 pandemic requires us all to adapt our working methods in order to deliver needed services and conduct essential business. The meetings of ICAO leaders and stakeholders are no exception. Virtual meetings with interpretation entail complications not normally encountered in in-person meetings such as substandard sound, momentary loss of audio and/or image of the speaker due to poor connection, lag in speech, added eye and other sensory strain due to extended focus on a computer screen, and extraneous noise in participants' homes.

In view of these serious constraints, your language team would like to offer the following recommendations for speaking in virtual meetings through interpreters:

1. Please be aware that the reduced sound quality and time lag of remote conferencing platforms make it all the harder for interpreters to clearly hear speakers while we are speaking over them. For this reason, we strongly advise participants to make a special effort to speak more slowly than they normally do.
2. The Technical support team (Zoom co-hosts) from the Venue and Event Management Unit (VEM) and the Enterprise Technology Section (ETS) will activate the interpretation and advise the Secretary when the virtual room is ready. VEM will provide contact details for support on the Chat channel. We suggest you write them down in case you are disconnected.
3. The Secretary team will send the Zoom meeting invites to the appropriate participants, with the Zoom meeting link provided by VEM. VEM will coordinate directly with the support team and the interpretation team.
4. The Secretary team will allow participants in the Zoom waiting room into the meeting once VEM has confirmed that the meeting room is ready. A designated person from the Secretary team will remain on the floor channel to record the meeting. VEM will be recording as well as back-up measure.
5. The Chair will remain on the English Channel at all times. Switching channels (to listen to Spanish for example) will severely disrupt the settings and interpretation service for everyone.

6. If you are listening to interpretation, please turn off the interpretation before you turn on your microphone when you are given the floor.
7. The interpreters will indicate to the chair if the sound impedes our work. If impediments are persistent and insurmountable, interpretation will have to be suspended.
8. Any prepared statements to be read must be submitted in writing ahead of the meeting, ideally no later than one hour before the start of the meeting. As usual, the copy of the speech submitted will NOT be considered the final version, and we will be listening carefully for any changes you make along the way. However, due to the technical limitations, please be aware that the fewer unforeseen elements we have to contend with, the better for all involved. Prepared speeches should be sent to All_INT@icao.int and alarcos@icao.int. Also rest assured that, as ever, the ICAO interpreters will not share your submission with anyone, in accordance with our professional code of ethics and the ICAO Service Code. Please note that interpreters cannot be held responsible for the integrity and security of the conferencing platform or the confidentiality of proceedings.
9. If you feel your contribution has been conveyed inaccurately, please do not hesitate to repeat it slowly. We will get it right the second time.
10. As much as possible, try to minimize surrounding noises such as paper rustling, household bustling, and interference from other devices (emphasis on possible). We are all aware of the difficulties of being confined at home with pets, children and family members who may also be working on line to meet important responsibilities.
11. Try to maintain eye contact with your camera, and feel free to use natural body language such as hand movements and facial expressions. Speak at approximately a forearm's length from the mic, and avoid turning your head away when speaking. Avoid moving the mic when speaking, and mute it when not speaking.
12. While listening to the interpretation in Zoom, please click on "mute original audio" so that the speech from the floor will not overtake the language channel if the interpreter speaks softly.
13. It helps to have a well-lit, neutral background with a minimum of distracting elements.
14. Technical recommendations: We strongly recommend the use of audio equipment with standard specifications such as headphones and integrated mic. Otherwise, please use the best quality equipment available to you. For a more reliable connection, use an Ethernet cable where possible rather than wifi. Turn off sound notifications on your computer (e-mail, messaging, etc.), and try to prevent interference from other devices.

15. When the meeting starts, the host (secretariat) will start the interpretation feature, which will give the interpreters access to their own audio channels (French, Chinese, Spanish, Russian, and Arabic). Attendees can select an audio channel to hear their language of choice. Since Arabic is not designated on a specific channel, we have allocated the “Korean Channel” for Arabic. Participants will hear the translated audio and can choose if they want to hear the original audio at a lower volume. If participants do not want to hear both the translation and original audio at the same time they may wish to mute the original audio to hear only the translation. See below

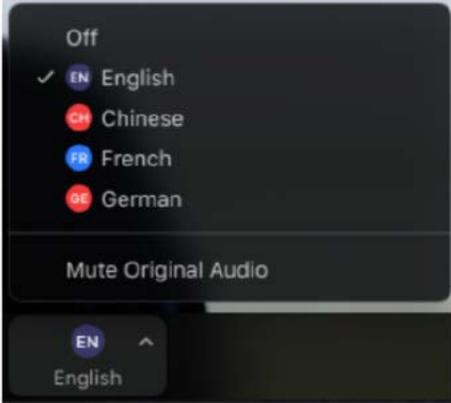
Listening to language interpretation

Windows | macOS

1. In your meeting/webinar controls, click **Interpretation**.



2. Click the language that you would like to hear.



3. (Optional) To only hear the interpreted language, click **Mute Original Audio**.

In this unprecedented crisis, we are all doing our part to keep ICAO up and running to provide the crucial guidance and expertise that the world needs, now more than ever. The language, A/V and ICT teams are making a dedicated effort to provide the best possible seamless communication services. We know we can count on the cooperation and good will of all ICAO stakeholders to help ensure the smooth conduct of meetings by adhering as closely as possible to these recommendations. The ICAO Interpretation team extends its best wishes for the good health of you and your families.

-END-