



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**MIDDLE EAST AIR NAVIGATION PLANNING
AND IMPLEMENTATION REGIONAL GROUP
(MIDANPIRG)**

PROCEDURAL HANDBOOK

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RECORD OF AMENDMENTS

Edition Date	Description	Pages Affected
July 2015	<p>Amendment of MSG, CNS SG and PBN SG Terms of Reference (TORs); and new paragraph on coordination between MIDANPIRG and RASG-MID, as endorsed by MIDANPIRG/15</p> <p>Published as MID Doc 001 to replace and supersede the Procedural Handbook 7th Edition- December 2013</p>	All
June 2017	<p>Amendment of ANSIG Terms of Reference (TORs); dissolution of APM TF; update of MIDANPIRG Organizational Structure; update the table of MIDANPIRG and RASG-MID Coordination</p>	All
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February 2022	<p>Dissolution of MSG SG; update of MIDANPIRG Organizational Structure and meeting intervals; Amendment of ATM, PBN, AIM, MET and CNS Terms of Reference (TORs).</p>	All

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FOREWORD

1. Introduction

1.1 The Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG) Procedural Handbook is a publication prepared by the ICAO Secretariat and adopted by the MIDANPIRG. Its purpose is to provide, for easy reference of interested parties, a consolidation of material, particularly of a procedural nature, about the work of the MIDANPIRG and its contributory bodies. It contains the Terms of Reference of the MIDANPIRG and certain other provisions approved by the Council of ICAO. It also contains the working arrangements and internal instructions developed by the Group for the practical application of its Terms of Reference.

1.2 The Handbook has a series of loose-leaf pages, organised in Part and Section headings. The document describes: Terms of Reference; Composition; Position in ICAO; Working Arrangements; Rules of Procedure and Practices governing the Conduct of Business.

1.3 The framework of Part and Section headings in addition to the page numbering has been devised to provide flexibility and the facilitation of the revision of additional or new material. Each Part includes an Introduction giving its purpose and status. A Table of Contents is provided which serves also as a subject index and as a checklist for the current pages.

1.4 Replacement pages will be issued as necessary. Additional material will be incorporated in the existing Sections or will be the subject of new Sections, as required.

1.5 The Procedural Handbook will be distributed to Members and Observers of the Group, the ICAO Secretariat, and to other States and International Organizations participating in meetings, contributing to, or having interest in the work of the Group and/or its Contributory Bodies.

Background

1.1 The Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG) was established by the Council of ICAO on 19 November 1993, through CNP/9819 during the 7th meeting of 140th session (C140/7) with the objectives and terms of reference approved then.

1.2 The Council subsequently on 29 June 1994 approved the membership of the Group as follows: Bahrain, Egypt, Iran (Islamic Republic of), Jordan, Lebanon, Oman, Saudi Arabia and United Arab Emirates (UAE).

1.3 The Council on 27 June 2008 considered a revision to membership of Planning and Implementation Regional Groups (PIRGs) and agreed that all ICAO Member States, to which a Regional Office was accredited who are service providers in an air navigation region and part of that region's Air Navigation Plan (ANP), should be included in the membership of that Region's PIRG. Furthermore, user States are entitled to participate in any other PIRG meetings as a non-member. International organizations recognized by the Council may be invited as necessary to attend PIRG meetings as observers.

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PART I

TERMS OF REFERENCE

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 Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG).

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 MIDANPIRG 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 service providers (such as air navigation services providers, airport, operators, meteorological service providers, etc.) as advisers.

2.4 States located outside the area of accreditation of 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 MIDANPIRG meetings, and be encouraged to do so. Other stakeholders may be invited as observers, when required, to contribute to the work of the MIDANPIRG.

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 MIDANPIRG.

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

2.9 MIDANPIRG 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 MIDANPIRG 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 regional work programme and the Global Air Navigation Plan (GANP).

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

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

3.1.4 The MIDANPIRG shall be administered by a chairperson and one or two vice-chairpersons elected from the State-nominated delegates present. The MIDANPIRG will establish the cycle of elections.

3.1.5 The MIDANPIRG will build on the work already done by States, ICAO Regional Offices and existing regional and sub-regional organizations to support the development, maintenance and implementation of an air navigation plan for the MID region.

3.1.6 MIDANPIRG contributory bodies may be created by the MIDANPIRG to discharge the MIDANPIRG 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 MIDANPIRG when it has completed its assigned tasks or if the tasks cannot be usefully continued.

3.1.7 Invitations to MIDANPIRG 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 MIDANPIRG 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 MIDANPIRG 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.

3.2 Venue

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

2.2 The Secretary General will ensure the allocation of the necessary financial resources to host MIDANPIRG meetings.

2.3 MIDANPIRG contributory bodies may be convened at a different location, if required, to be determined by the Secretary and Chairperson of the MIDANPIRG, 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 MIDANPIRG and its contributory bodies to:

- a) ensure the continuous and coherent development and implementation of regional air navigation plans (RANP) 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) enable coordination, at the national level, between the CAA, service providers and all other concerned stakeholders, and harmonization of the national air navigation plans (NANP) in line with the regional and global plans;
- d) facilitate the implementation of GANP goals and targets;
- e) report on the status of implementation, within the State, on a regular basis;
- f) plan for basic services to be provided for international civil aviation in accordance with ICAO Standards, within State national plans;
- g) facilitate the development and establishment of Letters of Agreement and bilateral or multilateral agreements;
- h) mitigate deficiencies identified under the uniform methodology for the identification, assessment and reporting of air navigation deficiencies in a timely manner;
- i) embrace a performance-based approach for implementation as highlighted in the Global Plans; and
- j) ensure the inclusion of the regional priorities in the States' national implementation plans to the extent possible.

3.4 International Organization and Industry Role

3.4.1 Industry, in particular airspace users, professional associations and organizations (such as Airports Council International (ACI), Civil Air Navigation Services Organisation (CANSO), International Federation of Air Line Pilots (IFALPA)' Associations, International Federation of Air Traffic Controllers' Associations (IFATCA), International Air Transport Association (IATA), etc.) should participate in the work of the MIDANPIRG and its contributory bodies, in order to support air navigation implementation and collaborative decision-making processes, taking into consideration the safety aspects of air navigation services.

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 MIDANPIRG reports outcomes to the ICAO Council through the Air Navigation Commission (ANC) as facilitated by the ICAO Secretariat.

3.5.2 MIDANPIRG 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) common implementation challenges identified amongst MIDANPIRG members and possible solutions, assistance required and estimated timelines to resolve, if applicable, by sub-region;
- e) identification of and recommendations on particular actions or enhancements that would require consideration by the ANC and Council to address particular challenges, including the need for amendment proposals to global provisions and guidance materials submitted by States;
- f) a list of issues cross-referenced to actions to be taken by ICAO Headquarters and/or MID Regional Office;
- g) based on the GANP, and associated KPIs and tools, report to the extent possible on the status of implementation of air navigation goals, targets and indicators, including the priorities set by the region in their regional air navigation plans exploring the use of regional dashboards to facilitate monitoring regional progress being made;
- h) a list of items for coordination with the RASG-MID and a concise summary of the outcome of related discussions;
- i) air navigation deficiencies identified and timelines for mitigation thereof; and
- j) the work programme and future actions to be taken by the MIDANPIRG.

3.5.3 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 MIDANPIRG, to the ANC and Council for review and harmonization.

3.5.4 The Draft MIDANPIRG report will be approved at the end of the meeting.

3.5.5 Headquarters will provide feedback to the MIDANPIRGs highlighting the actions taken by the ANC and Council related to their previous meeting outcomes.

4. Global Plans

4.1 In regard to Global Plans, the MIDANPIRG shall:

- a) support implementation by States of the *Global Air Navigation Plan* (GANP, Doc 9750) taking into account aspects of the *Global Aviation Safety Plan* (GASP, Doc 10004) 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 GANP, and the regional objectives and priorities;
- c) ensure continuous and coherent development of the regional air navigation plan, *Regional Supplementary Procedures* (Doc 7030) and other relevant regional documentation, and propose amendments to reflect the changes in operational requirements in a manner that is harmonized with adjacent regions, consistent with ICAO Standards and Recommended Practises (SARPs), *Procedures for Air Navigation Services* (PANS) and the GANP;
- d) provide feedback on the GANP 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;
- e) in line with the GANP and regional priorities, identify specific deficiencies in the air navigation field, and propose mitigating actions and timelines to resolve deficiencies; and
- f) verify the provision of air navigation facilities and services in accordance with global and regional requirements.

5. Regional Activities

5.1 In regard to regional activities, the MIDANPIRG shall:

- a) serve as a regional cooperative forum that determines regional priorities, develops and maintains the regional air navigation plan and associated work programme based on the GANP and relevant ICAO Provisions;
- b) facilitate the development and implementation by States of air navigation systems and services as identified in the regional air navigation plan and Doc 7030;

- c) monitor and report on the status of implementation by States of the required air navigation facilities, services and procedures in the region, and identify the associated difficulties and deficiencies to be brought to the attention of the Council;
- d) facilitate the development and implementation of Corrective Action Plans (CAPs) by States to resolve identified deficiencies, where necessary;
- e) identify and report on regional and emerging air navigation challenges experienced that affect implementation of ICAO global provisions by States and measures undertaken or recommended to effectively address them;
- f) facilitate the development and implementation of regional and national air navigation plans by States; and
- g) assist Member States with guidance to implement complex aviation systems.

6. MIDANPIRG Coordination

6.1 In regard to coordination, the MIDANPIRG shall:

- a) coordinate safety issues with the RASG-MID;
- 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 air navigation systems in the region with due consideration to harmonization of developments and deployments, intra- and interregional coordination, and interoperability;
- d) ensure that all air navigation 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 the operation of the air navigation system, and inform ICAO Secretariat accordingly for action; and
- f) through the MIDANPIRG Secretary, inform the Directors General of Civil Aviation and related civil aviation commission/conferences of MIDANPIRG meeting results.

7. Interregional Coordination

7.1 The MIDANPIRG shall:

- a) ensure interregional coordination through formal and informal mechanisms, including the participation in meetings established for the purpose of coordinating PIRG and RASG activities, the GANP, regional air navigation plans and regional supplementary procedures (SUPPs); and
- b) ensure coordination with informal groups, such as the South Atlantic Group (SAG) Informal South Pacific ATS Coordination Group (ISPACG) and Informal

Pacific ATS Coordination Group (IPACG) to assure harmonized planning and smooth transition through regional interface areas.

7.2 ICAO Headquarters shall arrange a global coordination meeting between all PIRG and RASG 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 PIRG operations and may be further expanded by the MIDANPIRG, as required, to maintain the flexibility and efficiency of its work. Additional terms of reference adopted by the MIDANPIRG must be approved by the President of the Council and be included in the MIDANPIRG Procedural Handbook.

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PART II

WORKING ARRANGEMENTS

1. Relations with States

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 MIDANPIRG. 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
- c) The summaries or reports on meetings of its contributory bodies

1.2 States should ensure necessary co-ordination and follow-up of the Group's activities within their Administrations.

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.

1.4 The Group should encourage the integration of the overall facilities and services required for international civil aviation operations with the national civil aviation plans of States, so that duplication may be avoided.

1.4.1 Additionally, the Group should concentrate on a clear identification of existing deficiencies in the MID Air Navigation System, on the establishment of priorities in overcoming them, on the development of methods of achieving implementation and on practical solutions to specific problems, particularly, issues seriously affecting the safety of international civil aviation operations in the MID Region.

2. Relations with other Bodies and Organizations

2.1 The Group shall keep itself informed of the activities of other bodies and organizations to the extent that such activities are likely to have an impact on the planning and operation of the Middle East Air Navigation System.

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 the air navigation system, are outside the competence of ICAO and/or the terms of reference of the MIDANPIRG.

3. Administration of the Group

3.1 The Group shall be administered by:

- a) a Chairperson elected from the Representatives designated by Member States of the Group. A First and Second Vice-Chairperson shall also be elected from the said Representatives; and
- b) the ICAO MID Regional Director as Secretary of the Group. In the execution of his duties the Secretary will be supported by the MID Regional Office.

4. Election of the MIDANPIRG Chairperson and Vice-Chairperson

States to consider the following guidelines for election of the MIDANPIRG Chairperson and Vice-Chairperson:

4.1 Chairperson/Vice-Chairperson personal qualities:

- a) good communicator and listener;
- b) impartial and objective;
- c) able to speak clearly and succinctly;
- d) able to draw together and summarise differing opinions;
- e) punctual - start and finish on time;
- f) sensitive and shows interest in member's viewpoints;
- g) tactful and approachable; and
- h) a clear sense of direction and accountability - ensures that tasks associated with the work programme are addressed and reported upon.

4.2 Chairperson/Vice-Chairperson Professional background:

- a) extensive experience in a civil aviation authority, airport, airline, air navigation services or similar aviation-related organization;
- b) practical experience in the planning and administration of civil aviation programmes rising to an executive level of responsibility; and
- c) have a good understanding of ICAO's role.

4.3 Chairperson/Vice-Chairperson experience with the MIDANPIRG and its Contributory Bodies:

- a) have participated and contributed to work of the Group/Sub-Group/Working Group/Task Force for a minimum of 4 meetings;
- b) have a clear understanding of and adhere to the Terms of Reference of the Group/Sub-Group/Working Group/Task Force; and
- c) have sound knowledge of the MIDANPIRG working and reporting structure.

4.4 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Group and facilitate the work of the meeting so as to encourage consensus or clearly identify barriers to consensus. The tasks of the Chairperson include ensuring the efficient conduct of the meeting, ensuring that the tasks associated with the work programme are addressed or reported upon during the course of the meeting. The Chairperson may make decisions regarding the conduct of the meeting and, in cases where it is not possible to reach consensus, determine the recommendation(s) that will be made by the meeting. The Group shall at all times work with a minimum of formality and paperwork (paperless meetings).

4.5 If organized Online setting, the meeting of the group should be chaired by the most senior chairperson attending in person.

4.6 The Vice-Chairperson will be called upon to preside over the meeting should circumstances prevent the Chairperson from being present at the meeting. The Vice-Chairperson may also be requested to support the Chairperson in his/her role, taking over some of the Chairperson's workload whenever appropriate. The Vice-Chairperson does not automatically succeed as Chairperson at the conclusion of the term of the incumbent Chairperson.

4.7 Between meetings of the Group or its contributory bodies, some subjects may be dealt with by correspondence among appointed Representatives of its Member States through the Secretary of the MIDANPIRG or of the contributory bodies concerned. However, if States are to be consulted this should be made through the ICAO Regional Director of the Office of accreditation.

5. Establishment of Sub-Groups

5.1 To assist in its work, the Group may create Sub-Groups charged with preparatory work on specific subjects requiring expert advice for their resolution.

5.2 Participation in Sub-Groups should be by specialists in the subjects under consideration. Such specialists should be provided by Member States, International Organizations and/or Regional Bodies and Organizations having relevant experience in the field concerned.

5.3 Secretaries of Sub-Groups established by the Group will be appointed by the Secretary of the Group.

6. Task Forces

6.1 The MIDANPIRG or its Sub-Groups may appoint Task Forces composed of specialists either from within and/or outside the Group or the Sub-Group as the case may be to perform studies or prepare supporting documentation on defined subjects for consideration by the Group or Sub-Groups as a whole. International and Regional Organizations may also be invited to provide specialists in these Task Forces, as required.

7. Role of Designated Members

7.1 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 and/or participation in Task Forces referred to in paragraph 6.1 above.

8. Status of Observers

8.1 Representatives of International Organizations and States which are neither located nor have aircraft on their register operating in the MID Region will have the status of Observers at MIDANPIRG meetings.

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PART III

RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE MIDANPIRG

1. General

1.1 The MIDANPIRG 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.

1.2 There shall be no minutes for the meetings of the Group. 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.

2. Convening of meetings

Note: In addition to the working arrangements set forth in paragraph 3 of Part I, the rules of procedure below should be followed in convening meetings of the Group.

2.1 In close coordination with RASG-MID Chairperson, at each of MIDANPIRG meetings, the Group should endeavour to agree on the date, venue* and duration of its next meeting.

Note: the venue needs to be agreed upon if the meeting is organized in an in-person setting, considering the provisions contained in the terms of reference of PIRGs para 3.2 of Part I.

2.2 A convening letter for a meeting shall be addressed by the Secretary of the Group, normally 90 days prior to the meeting.

2.3 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, and a summary report on its activities and those of its Sub-Groups since the last meeting (Part II, para 2.1 c) refers).

2.4 The ICAO MID Regional Director shall ensure that States and International/Regional Organizations concerned, located within the MID Region area of accreditation, are informed by means of a State Letter of the convening of meetings and the subjects planned for discussion.

3. Establishment of the Agenda

3.1 The Secretary, in consultation with the Chairperson of the MIDANPIRG shall establish a draft agenda on the basis of the work programme adopted and the documentation available.

3.2 The draft agenda with explanatory notes shall be circulated with the convening letter, as specified in sub-paragraph 2.4 above, for comments by expected participants in that meeting.

3.3 Comments in relation to the draft agenda or the work of the group received up to 10 working days prior to the meeting will be submitted to the meeting in the form of a Working Paper.

3.4 At the opening of the meeting any State or International/Regional Organization 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. Languages

4.1 The language of the meetings of the MIDANPIRG shall be English.

4.2 The reports on meetings and supporting documentation for meetings of the Group will be prepared in English.

5. Chairpersons and Secretariat of the MIDANPIRG

Note: The following rules of procedure are supplementary to the working arrangements for the administration of the MIDANPIRG contained in paragraph 4 of Part II.

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 meetings unless otherwise decided.

5.2 In case of absence of the Chairperson for two consecutive meetings, the election of new Chairperson should be included in the agenda of the second meeting, unless otherwise decided by the meeting.

5.3 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.

5.4 The Secretary of the Group will serve as Secretary of the meetings. S/he will be assisted by ICAO Regional Officers, as required.

5.5 Presentation of reports of contributory body shall be made by the secretariat on behalf of concerned Chairperson. Presentation of reports of other ICAO regional planning groups or meetings should normally be made by the Secretary.

6. Supporting documentation

6.1 Documentation for meetings of the MIDANPIRG will be prepared by the Secretariat, States designated as Members of the Group and International/Regional Organizations participating on a continuous basis in the activities of the Group.

6.2 Any State, International/Regional Organization, whether or not attending, may submit material for consideration by a meeting. In cases where the material submitted is in the form of supporting documentation on a specific subject, the originator is expected to attend the meeting to which it is presented, at least during the discussions on the subject concerned.

6.3 To the extent possible States, International/Regional Organizations refrain from presenting Working papers of technical nature directly to MIDANPIRG.

6.4 Subjects which are mature enough and which have been reviewed by the appropriate MIDANPIRG subsidiary bodies will be presented to MIDANPIRG.

6.5 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 submitted as part of the documentation of the meeting with the purpose of informing the Group about developments/experiences related to a specific subject. The IPs are generally not presented to the meeting.

- c) Working Papers/Presentation: constitute the main basis of the discussions on the various items of the agenda.

6.6 Working Papers and Presentation shall be presented in a standardized format and template. Each WP/PPT 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.

6.7 All meetings of MIDANPIRG and its subsidiary bodies are conducted in paperless format; all documentations including WP/PPT, should be made available through the MID Regional Office website www.icao.int/mid to all interested parties as early as practicable (15 days, if possible), before the meeting at which they are intended to be considered as follows:

- a) Representatives of States designated as members of the Group;
- b) States having notified the Secretary of their intention of being represented at the relevant meeting;
- c) International and/or Regional Organizations attending MIDANPIRG activities on a continuous basis;
- d) Provider States whose facilities and/or services are the subject of the paper.

6.8 Other States or International/Regional Organizations originating a WP/PPT shall also be provided with a copy of that particular WP/PPT regardless of whether or not they attend the meeting of the Group to which it is submitted.

6.9 In view of their nature, the distribution of Discussion and Information Papers shall be limited to participants at the meeting to which they relate.

7. Conclusions and Decisions of the Meetings

7.1 Action taken by the Group shall be recorded in the form of:

- a) Conclusions; and
- b) Decisions.

7.2 Each Conclusion and Decision formulated by the Group and its Sub-Groups 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

7.3 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.

7.3.1 Conclusions are aimed mainly at the furtherance of studies and programmes being undertaken by the Group, its contributory bodies and other ICAO Groups or meetings. For the implementation of such conclusions, the Secretary shall:

- a) initiate the required action;
- b) through the relevant ICAO Regional Office, invite States and International Organizations or other bodies as appropriate to undertake the tasks called for by the Conclusion concerned; or
- c) refer them to ICAO ANC for appropriate action and through the ANC to ICAO Council, if required.

7.3.2 The Secretary will ensure that conclusions are transmitted to the States concerned through the relevant ICAO Regional Offices and will take whatever action may be required to monitor their implementation.

7.3.3 Decisions relate to the internal working arrangements of the Group and its contributory bodies.

8. Conduct of business

8.1 The meetings of the MIDANPIRG shall be conducted by the Chairperson or, in his absence, by the First or Second Vice-Chairperson of the Group, in that order.

8.2 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.

8.3 Each meeting of the MIDANPIRG will consider, as required:

- a) reports by its Sub-Groups;
- b) reports by regional bodies;
- c) specific implementation issues;
- d) review and up-date of deficiencies; and
- e) consider the Work Programme.

8.4 At each of its meetings, the Group shall also establish a tentative meeting programme (including meetings of subsidiary bodies) for at least the following calendar year (cf. sub-paragraph 3.2, Part IV).

8.5 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.

8.6 In case the group meeting is conducted online, the guideline (rules and procedure) on the conduct of online events at **Appendix A** should be observed.

**MIDDLE EAST AIR NAVIGATION PLANNING AND
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PROCEDURAL HANDBOOK

PART IV

**RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS
OF THE CONTRIBUTORY BODIES OF MIDANPIRG**

1. General

1.1 Contributory bodies (Sub-Groups, etc.) of the MIDANPIRG shall work with a minimum of formality and paperwork (paperless meetings).

2. Participation

Note: The following rules of procedure are based on the provisions contained in paragraph 7 of Part II.

2.1 Each Sub-Group of the MIDANPIRG shall be composed of specialists to be provided by Member States, International/Regional Organizations and/or bodies and organizations having experience in the relevant field.

2.2 When deciding on the creation and establishing the mandate and terms of reference of any of its Sub-Groups, the Group shall indicate the States, International/Regional Organizations and/or bodies and Organizations which are to be invited to provide experts for that body. The composition of Sub-Groups shall be kept as small as possible in order to ensure efficiency of their work and the informality of proceedings.

2.3 States other than those specified by the MIDANPIRG but which are in a position to make valid contributions to the work of a Sub-Group are entitled to provide specialists for that body if they so wish. To this effect, they should notify the ICAO MID Regional Director of their intention to participate and of the name and title of the specialist(s) designated.

2.4 States and International/Regional Organizations and/or bodies and Organizations should ensure that the specialists nominated for membership in Sub-Groups of the MIDANPIRG have the required qualifications and experience to fully contribute to the work of the body concerned.

3. Convening of meetings

3.1 The date and duration of meetings of a Sub-Group of the MIDANPIRG shall be decided by the Chairperson of the Sub-Group, in consultation with Members and the Secretary of that Sub-Group.

3.2 As a rule, Sub-Groups should agree at each meeting on the date, venue* and duration of the next meeting and on a tentative schedule of future meetings in order to assist the Group in establishing its meetings programme (cf. sub-paragraph 9.4 of Part III).

Note: the venue needs to be agreed upon if the meeting is organized in an in-person setting, considering the provisions contained in the terms of reference of PIRGs para 3.2 of Part I.

3.3 For each meeting of a Sub-Group of the MIDANPIRG, a convening letter shall be addressed by the Secretary to the Members of that Sub-Group. This convening letter should include the agenda together with explanatory notes, as required, to assist participants in preparing for the meeting.

3.4 In case the group meeting is conducted online, the guideline (rules and procedure) on the conduct of online events at **Appendix A** should be observed.

4. Establishment of the Agenda

4.1 The Secretary of a Sub-Group, after consultation with the Chairperson and coordination with the ICAO MID Regional Office, shall establish a draft agenda on the basis of the work programme adopted and the documentation available.

4.2 The draft agenda shall be circulated with the convening letter and submitted to the meeting to which it refers, for approval.

5. Languages and supporting documentation

5.1 The language of, and supporting documentation for, meetings of contributory bodies of the MIDANPIRG (Sub-Groups, etc.) shall be English.

5.2 The reports of meetings of these bodies shall be in English.

5.3 Documentation for meetings of the contributory bodies will be prepared by the Secretariat, States designated as Members of the Group and International/Regional Organizations participating on a continuous basis in the activities of the Group.

5.4 States, International/Regional Organizations, whether or not attending, may submit material for consideration by a meeting. In cases where the material submitted is in the form of supporting documentation on a specific subject, the originator is expected to attend the meeting to which it is presented, at least during the discussions on the subject concerned.

Note: Documentation prepared by States and International/Regional Organizations should be forwarded to the Secretary of the Sub-Group, etc., if possible, at least 30 days in advance of the meeting for which it is intended, to permit timely processing.

5.5 Supporting documentation shall be presented in the form of:

- a) Discussion Papers;
- b) Information Papers; and
- c) Working Papers/Power Point Presentations;

5.6 WP/PPT shall be presented in a standardized format and template. Each WP/PPT 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.

5.7 Working Papers, Information Papers, Discussion Papers and Power Point Presentations should be made available through the MID Regional Office website www.icao.int/mid to all interested parties as early as practicable (15 days, if possible), before the meeting at which they are intended to be considered.

5.8 In view of their nature, the distribution of Discussion and Information Papers shall be limited to participants at the meeting to which they relate.

6. Chairpersons and Secretariat of Sub-Groups of the MIDANPIRG

6.1 Each Sub-Group shall at its first meeting elect, from the representatives of States Members of that Sub-Group, a Chairperson and a Vice-Chairperson.

6.2 In order to ensure the necessary continuity in the work and unless otherwise determined by special circumstances, the Chairperson and Vice-Chairperson of a Sub-Group assume their functions at the end of the meeting at which they are elected and serve for three meetings unless otherwise decided.

6.3 Members of a Sub-Group may at any time request the election of the Chairperson and/or Vice-Chairperson to be included in the agenda of a meeting of that body.

7. Conduct of business

7.1 Meetings of a Sub-Group shall be conducted by its Chairperson or, in his absence, by the Vice-Chairperson.

7.2 Action by a Sub-Group that requires the prior agreement of the MIDANPIRG before it can be implemented or otherwise, shall be recorded in the form of Draft Conclusion or Draft Decision. All such proposed actions shall be considered by the MIDANPIRG for those Conclusions and Decision which do not raise any concern and which necessitate urgent follow-up action.

8. Reports of meeting

8.1 Proceedings of meetings of Sub-Groups should be recorded in the form of a report.

8.2 A Sub-Group report for each Sub-Group is required.

Note: Issues (Draft Conclusions/Decisions) necessitating the agreement of all MID States should always be presented to MIDANPIRG for final endorsement.

8.3 A meeting of a Sub-Group will submit a Report, whenever it has:

- c) finalized action on any part of its work programme; or
- d) found that it needs further directives or guidance from the MIDANPIRG to proceed in its work.

8.4 For all other meetings, the Secretary of the Sub-Group will prepare a summary on the business conducted by the meeting in order to keep the MIDANPIRG and States informed of developments in its activities.

8.5 Reports on meetings of Sub-Groups shall be of a simple layout and as concise as practicable. To the extent feasible the reports should be presented in a summary format setting aside reporting on non-essential proceedings and on matters solely of internal interest to the Sub-Groups themselves. They should normally cover:

- a) short introduction (brief history of the meeting, agenda, tasks at hand);
- b) in the sequence of the agenda, summary of findings on different tasks or specific elements thereof including, as appropriate, draft conclusions and/or decisions; and
- c) the work programme and future meetings.

8.6 Sub-Groups meeting reports shall be distributed by the Secretary to Members of the Sub-Group concerned, as soon as possible after the meeting to which the report or summary refers. Those reports or summaries shall at the same time be circulated by the ICAO MID Regional Office to all member States of the MID Region, International/Regional Organizations concerned. The reports shall be made available to user States on request.

8.7 Sub-Groups meeting reports shall be submitted to the MIDANPIRG (as appropriate) for review and action.

**MIDDLE EAST AIR NAVIGATION PLANNING AND
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PROCEDURAL HANDBOOK

PART V

MIDDLE EAST PROVIDER AND USER STATES

PROVIDER STATES

Bahrain	Oman
Egypt	Qatar
Iran, Islamic Republic of	Saudi Arabia
Iraq	Sudan
Jordan	Syria
Kuwait	United Arab Emirates
Lebanon	Yemen
Libya	

USER STATES

Afghanistan
Albania
Algeria
Andorra
Angola
Antigua and Barbuda
Argentina
Armenia
Australia
Austria
Azerbaijan
Bahamas
Bangladesh
Barbados
Belarus
Belgium
Belize
Benin
Bhutan
Bolivia (Plurinational State of)
Bosnia and Herzegovina
Botswana
Brazil
Brunei Darussalam
Bulgaria
Burkina Faso
Burundi
Cabo Verde
Cambodia
Cameroon
Canada
Central African Republic
Chad
Chile
China
Colombia
Comoros
Congo
Cook Islands
Costa Rica
Côte d'Ivoire
Croatia
Cuba
Cyprus
Czechia
Democratic People's Republic of Korea
Democratic Republic of the Congo
Denmark
Djibouti
Dominica
Dominican Republic
Ecuador
El Salvador
Equatorial Guinea
Eritrea
Estonia
Eswatini
Ethiopia
Fiji
Finland
France
Gabon
Gambia
Georgia
Germany
Ghana
Greece
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana
Haiti
Honduras
Hungary
Iceland
India
Indonesia
Ireland
Israel
Italy
Jamaica
Japan
Kazakhstan
Kenya
Kiribati
Kyrgyzstan
Lao People's Democratic Republic
Latvia
Lesotho
Liberia
Lithuania
Luxembourg
Madagascar
Malawi
Malaysia
Maldives
Mali
Malta
Marshall Islands
Mauritania
Mauritius
Mexico
Micronesia (Federated States of)

Monaco
Mongolia
Montenegro
Morocco
Mozambique
Myanmar
Namibia
Nauru
Nepal
Netherlands
New Zealand
Nicaragua
Niger
Nigeria
North Macedonia
Norway
Pakistan
Palau
Panama
Papua New Guinea
Paraguay
Peru
Philippines
Poland
Portugal
Republic of Korea
Republic of Moldova
Romania
Russian Federation
Rwanda
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Samoa
San Marino
Sao Tome and Principe
Senegal
Serbia
Seychelles
Sierra Leone
Singapore
Slovakia
Slovenia
Solomon Islands
Somalia
South Africa
South Sudan
Spain
Sri Lanka
Suriname
Sweden
Switzerland
Tajikistan
Thailand
Timor-Leste
Togo
Tonga
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan
Tuvalu
Uganda
Ukraine
United Kingdom
United Republic of Tanzania
United States
Uruguay
Uzbekistan
Vanuatu
Venezuela (Bolivarian Republic of)
Viet Nam
Zambia
Zimbabwe

**MIDDLE EAST AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (MIDANPIRG)**

PROCEDURAL HANDBOOK

PART VI

**SUB-GROUPS OF MIDANPIRG
TERMS OF REFERENCE/WORK PROGRAMME/COMPOSITION/ORGANIZATIONAL
STRUCTURE**

AERONAUTICAL INFORMATION MANAGEMENT SUB-GROUP (AIM SG)

1. TERMS OF REFERENCE

1.1 The Terms of Reference of the AIM Sub-Group are:

- a) ensure that the implementation of AIM in the MID Region is coherent and compatible with developments in adjacent regions, and is in line with the Global Air Navigation Plan (GANP), the Aviation System Block Upgrades (ASBU) framework and the MID Region Air Navigation Strategy;
- b) monitor the status of implementation of the MID Region AIM-related ASBU Threads /elements included in the MID Region Air Navigation Strategy as well as other required AIM facilities and services; identify the associated difficulties and deficiencies and provide progress reports, as required;
- c) keep under review the MID Region AIM performance objectives/priorities, develop action plans to achieve the agreed performance targets and propose changes to the MID Region AIM plans/priorities;
- d) seek to achieve common understanding and support from all stakeholders involved in or affected by the AIM developments/activities in the MID Region;
- e) provide a platform for harmonization of developments and deployments in the AIM domain;
- f) monitor and review the latest developments in the area of AIM and procedure design issues associated to AIM, provide expert inputs for AIM-related issues; and propose solutions for meeting ATM operational requirements;
- g) provide regular progress reports to the MIDANPIRG concerning its work programme; and
- h) review periodically its Terms of Reference and propose amendments, as necessary.

1.2 In order to meet the Terms of Reference, the AIM Sub-Group shall:

- a) monitor the status of implementation of the required AIM facilities, products and services in the MID Region;
- b) assist States in the development of National AIM Plans/Roadmaps through the development and continuous update of the Regional AIM Roadmap identifying the priorities and timelines for implementation, in particular for the implementation of Digital Datasets;
- c) assess and provide progress reports on the transition from AIS to AIM in the MID Region;
- d) provide necessary assistance and guidance to States to ensure harmonization and interoperability in line with the GANP, the MID ANP and ASBU framework;
- e) provide necessary inputs to the MID Region Air Navigation Strategy through the monitoring of the agreed Key Performance Indicators related to AIM;

- f) identify and review those specific deficiencies and problems that constitute major obstacles to the provision of efficient AIM services, and recommend necessary remedial actions;
- g) keep under review the adequacy of ICAO SARPs requirements in the area of AIM, taking into account, inter alia, changes in user requirements, the evolution of operational requirements and technological developments;
- h) develop proposals for the updating of relevant ICAO documentation related to AIM, including the amendment of relevant parts of the MID ANP, as deemed necessary;
- i) monitor and review technical and operating developments in the area of AIM and foster their implementation in the MID Region in a harmonized manner;
- j) foster the integrated improvement of AIM services through proper training and qualification of the AIM personnel; and
- k) Coordinate with relevant MIDANPIRG and RASG-MID Subsidiary bodies' issues with common interests.

2. COMPOSITION

2.1 The Sub-Group will compose of:

- a) MIDANPIRG Member States;
- b) concerned International and Regional Organizations as observers; and
- c) other representatives from provider States and Industry may be invited on ad hoc basis, as observers, when required.

3. WORKING ARRANGEMENTS

3.1. 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.

3.2. Face-to-face meetings will be conducted when it is necessary to do so.

AIR TRAFFIC MANAGEMENT SUB-GROUP (ATM SG)

1. TERMS OF REFERENCE

1.1 The Terms of Reference of the ATM Sub-Group are:

- a) ensure that the planning and implementation of ATM in the MID Region is coherent and compatible with developments in adjacent regions, and is in line with the Global Air Navigation Plan (GANP), the Aviation System Block Upgrades (ASBU) framework and the MID Region Air Navigation Strategy;
- b) monitor the status of implementation of the MID Region ATM-related ASBU threads/elements included in the MID Region Air Navigation Strategy as well as other required ATM facilities and services; identify the associated difficulties and deficiencies and provide progress reports, as required;
- c) keep under review the MID Region ATM performance objectives/priorities, develop action plans to achieve the agreed performance targets and propose changes to the MID Region ATM plans/priorities;
- d) seek to achieve common understanding and support from all stakeholders involved in or affected by the ATM developments/activities in the MID Region;
- e) provide a platform for harmonization of developments and deployments in the ATM domain;
- f) based on the airspace user needs and in coordination with stakeholders (States, International Organizations, user representative organizations and other ICAO Regions), identify requirements and improvements for achieving and maintaining an efficient route network in the MID Region;
- g) foster and initiate actions aimed at improving civil/military cooperation and Flexible Use of Airspace (FUA) implementation;
- h) keep under review the adequacy of requirements in Search and Rescue field, taking into account, *inter alia*, changes to aircraft operations and new operational requirements or technological developments;
- i) ensure the effectiveness of the SSR code allocation system in the MID Region;
- j) identify, State by State, those specific deficiencies that constitute major obstacles to the provision of efficient air traffic management and recommend specific measures to eliminate them;
- k) develop the MID Region ATM Contingency Plan and ensure that its maintained up to date;
- l) monitor the implementation of the MID Region ASBU Modules included in the MID Region Air Navigation Strategy related to the ATM, provide expert inputs for ATM related issues; and propose solutions for meeting ATM operational requirements;
- m) monitor and review the latest developments in the area of ATM;

- n) Coordinate with relevant MIDANPIRG and RASG-MID Subsidiary bodies issues with common interests;
- o) provide regular progress reports to the MIDANPIRG concerning its work programme; and
- p) review periodically its Terms of Reference and propose amendments as necessary.

1.2 In order to meet the Terms of Reference, the ATM Sub-Group shall:

- a) provide necessary assistance and guidance to States to ensure harmonization and interoperability in line with the GANP, the MID ANP and ASBU framework;
- b) provide necessary inputs to the MID Region Air Navigation Strategy through the monitoring of the agreed Key Performance Indicators related to ATM;
- c) review the MID ATS Routes Network in order to assess its capacity and constraints;
- d) identify requirements and improvements for achieving and maintaining an efficient ATS route network in the MID Region;
- e) propose a strategy and prioritized plan for development of improvements to the route network, highlighting:
 - areas that require immediate attention
 - interface issues with adjacent ICAO Regions
- f) develop a working depository for route proposals that will be used as a dynamic reference document for ongoing discussions on routes under development/modification. In this respect, the Task Force should explore the utility that can be realized from the route catalogue concept/ATS routes database;
- g) engage the necessary parties regarding routes under consideration, especially the Military Authorities;
- h) promote civil/military cooperation and the implementation of the concepts of Flexible Use of Airspace (FUA), free flight, flexible tracks;
- i) facilitate effective civil/military cooperation and joint use of airspace in the MID Region;
- j) in coordination with the MIDRMA, carry out safety assessment of the proposed changes to the ATS Routes Network;
- k) submit completed route proposals for amendment of the Basic ANP Table ATS-1, to the ICAO MID Regional Office for processing;
- l) monitor the RVSM operations and support the continued safe use of RVSM in the MID Region;
- m) review and maintain the MID Region SSR Code Allocation Plan and monitor the implementation of the SSR codes allocation procedures in the Region;

- n) assist States in the development and co-ordination of contingency plans and ensure that the Regional contingency plan is maintained up-to-date;
- o) assess the effectiveness of the agreed Contingency measures/procedures and propose mitigation measures, as appropriate;
- p) address ATM and SAR interface issues with other regions and make specific recommendations to achieve seamlessness and harmonization;
- q) review the requirements and monitor the status of implementation of ATM and SAR services;
- r) analyse, review and monitor deficiencies in the ATM and SAR fields;
- s) develop proposals for the updating of relevant ICAO documentation, including the amendment of relevant parts of the MID ANP, as deemed necessary;
- t) establish and monitor ATM performance objectives for the MID Region; and
- u) taking into account human factors studies and available guidance material, make operational recommendations related to ATM personnel in the changing technological environment.

2. COMPOSITION

2.1 The Sub-Group is composed of:

- a) MIDANPIRG Member States;
- b) experts nominated by Middle East Provider States from both Civil Aviation Authority and Military Authority;
- c) concerned International and Regional Organizations as observers; and
- d) other representatives from provider States and Industry may be invited on ad hoc basis, as observers, when required.

3. Working Arrangements

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

3.2 Face-to-face meetings will be conducted when it is necessary to do so.

COMMUNICATION, NAVIGATION AND SURVEILLANCE SUB-GROUP (CNS SG)

1. TERMS OF REFERENCE

1.1 The Terms of Reference of the CNS Sub-Group are:

- a) ensure that the implementation of CNS in the MID Region is coherent and compatible with developments in adjacent Regions, and is in line with the Global Air Navigation Plan (GANP), the Aviation System Block Upgrades (ASBU) framework and the MID Region Air Navigation Strategy;
- b) monitor the status of implementation of the MID Region CNS-related ASBU Modules included in the MID Region Air Navigation Strategy as well as other required CNS supporting infrastructure, identify the associated difficulties and deficiencies and provide progress reports, as required;
- c) keep under review the MID Region CNS performance objectives/priorities, develop action plans to achieve the agreed performance targets and propose changes to the MID Region CNS plans/priorities, modernization programmes through the MIDANPIRG, as appropriate;
- d) seek to achieve common understanding and support from all stakeholders and involved in or affected by the CNS developments/activities in the MID Region;
- e) provide a platform for harmonization of developments and deployments of CNS facilities and procedures within Region and inter regional;
- f) monitor and review the latest developments in the area of CNS, provide expert inputs for CNS-related issues; and propose solutions for meeting ATM operational requirements;
- g) follow-up the developments of ICAO position for future ITU World Radio Communication (WRC) Conferences and provide expert advises to States;
- h) follow-up the operation of the MID ATS Message Management Center (MIDAMC);
- i) provide regular progress reports to the MIDANPIRG concerning its work programme; and
- j) review periodically its Terms of Reference and propose amendments, as necessary.

1.2 In order to meet the Terms of Reference, the CNS Sub-Group shall:

- a) provide necessary assistance and guidance to States to ensure harmonization and interoperability in line with the GANP, the MID ANP and ASBU framework;
- b) provide necessary inputs to the MID Region Air Navigation Strategy through the monitoring of the agreed Key Performance Indicators related to CNS facilities and procedures;
- c) identify and review those specific deficiencies and problems that constitute major obstacles to the provision of efficient CNS implementation, and recommend

- necessary remedial actions;
- d) lead the work programme of the MID-AMC including the conduct of trainings and upgrades;
 - e) assist, coordinate, harmonize and support in the implementation of CNS facilities and procedures;
 - f) seek States support to ICAO Position at WRCs, and encourage States for the proper utilization of the Frequency Spectrum and Interrogation Code Allocations;
 - g) follow-up surveillance technologies implementation to be in line with the MID Region surveillance plan and the operational improvements in coordination with other Sub-Groups;
 - h) review, identify and address major issues in technical, operational, safety and regulatory aspects to facilitate the implementation or provision of efficient Surveillance services in the MID Region;
 - i) follow-up Global GNSS evolution, and provide assistance/guidance to states on available GNSS services;
 - j) address Datalink communication services and support implementation where operationally required;
 - k) review and identify inter-regional and intra-regional co-ordination issues in the field of CNS, harmonize and recommend actions to address those issues; and
 - l) Coordinate with relevant MIDANPIRG and RASG-MID Subsidiary bodies' issues with common interests.

2. COMPOSITION

2.1 The Sub-Group is composed of:

- a) MIDANPIRG Member States;
- b) Concerned International and Regional Organizations as observers; and
- c) other representatives from provider States and Industry may be invited on ad-hoc basis, as observers, when required.

3. Working Arrangements

3.1. 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.

3.2. Face-to-face meetings will be conducted when it is necessary to do so.

METEOROLOGY SUB-GROUP (MET SG)

1. Terms of Reference

1.1 The terms of reference of the MET Sub-Group are:

- a) ensure that the implementation of MET in the MID Region is coherent and compatible with developments in adjacent regions, and is in line with the Global Air Navigation Plan (GANP), the Aviation System Block Upgrades (ASBU) framework and the MID Region Air Navigation Strategy;
- b) monitor the status of implementation of the MID Region MET-related ASBU threads/elements included in the MID Region Air Navigation Strategy as well as other required MET facilities and services, identify the associated difficulties and deficiencies and provide progress reports, as required;
- c) keep under review the MID Region MET performance objectives/priorities, develop action plans to achieve the agreed performance targets and propose changes to the MID Region MET plans/priorities, through the MIDANPIRG as appropriate;
- d) seek to achieve common understanding and support from all stakeholders involved in or affected by the MET developments/activities in the MID Region;
- e) provide a platform for harmonization of developments and deployments in the MET domain;
- f) monitor and review the latest MET developments that support Air Navigation and provide expert inputs for the implementation of the Air Navigation Systems related to MET based on ATM operational requirements;
- g) provide regular progress reports to the MIDANPIRG concerning its work programme; and
- h) review periodically its Terms of Reference and propose amendments, as necessary.

1.2 In order to meet the Terms of Reference, the MET Sub Group shall:

- a) monitor the status of implementation of the required MET facilities and services in the MID Region;
- b) provide necessary assistance and guidance to States to ensure harmonization and interoperability in line with the GANP, the MID ANP and ASBU framework;
- c) provide necessary inputs to the MID Region Air Navigation Strategy through the monitoring of the agreed Key Performance Indicators related to MET;
- d) identify and review those specific deficiencies and problems that constitute major obstacles to the provision of efficient MET services, and recommend necessary remedial actions;
- e) keep under review the adequacy of ICAO SARPs requirements in the area of MET, taking into account, inter alia, changes in user requirements, the evolution of operational requirements and technological developments;

- f) develop proposals for the updating of relevant ICAO documentation related to MET, including the amendment of relevant parts of the MID ANP, as deemed necessary;
- g) monitor and review technical and operating developments in the area of MET and foster their implementation in the MID Region in a harmonized manner;
- h) foster the integrated improvement of MET services through proper training and qualification of the MET personnel;
- i) coordinate with relevant MIDANPIRG and RASG-MID Subsidiary bodies for issues with common interests; and
- j) liaise with other States providing services and/or serve as inter-regional exchange of meteorological information for international civil aviation (e.g. SADIS (U.K.), VAAC Toulouse (France), TCAC New Delhi (India), Regional OPMET Centre Vienna (Austria)).

2. COMPOSITION

2.1 The Sub-Group is composed of:

- a) MIDANPIRG Member States;
- b) World Meteorological Organization (WMO) and other concerned International and Regional Organizations as observers; and
- c) other representatives from provider States and Industry may be invited on ad hoc basis, as observers, when required.

3. Working Arrangements

3.1 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.

3.2 Face-to-face meetings will be conducted when it is necessary to do so.

PERFORMANCE BASED NAVIGATION SUB-GROUP (PBN SG)

1. Terms of Reference

1.1 The terms of reference of the PBN Sub-Group are:

- a) ensure that the implementation of PBN in the MID Region is coherent and compatible with developments in adjacent regions, and is in line with the Global Air Navigation Plan (GANP), the Aviation System Block Upgrades (ASBU) framework and the MID Region Air Navigation Strategy;
- b) monitor the status of implementation of the MID Region PBN-related ASBU threads/elements included in the MID Region Air Navigation Strategy as well as other required PBN supporting infrastructure, identify the associated difficulties and deficiencies and provide progress reports, as required;
- c) keep under review the MID Region PBN performance objectives/priorities, develop action plans to achieve the agreed performance targets and propose changes to the MID Region PBN plans/priorities, as appropriate;
- d) seek to achieve common understanding and support from all stakeholders involved in or affected by the PBN and GNSS developments/activities in the MID Region;
- e) provide a platform for harmonization of developments and deployments of PBN concentrating on PBN for approach and terminal areas;
- f) monitor and review the latest developments in the area of PBN and procedure design, provide expert inputs for PBN-related issues; and propose solutions for meeting ATM operational requirements;
- g) monitor and review the latest GNSS developments and activities;
- h) provide regular progress reports to the MIDANPIRG concerning its work programme; and
- i) review periodically its Terms of Reference and propose amendments, as necessary.

1.2 In order to meet the Terms of Reference, the PBN Sub-Group shall:

- a) provide necessary assistance and guidance to States to ensure harmonization and interoperability in line with the GANP, the MID ANP and ASBU framework;
- b) provide necessary inputs to the MID Region Air Navigation Strategy through the monitoring of the agreed Key Performance Indicators related to PBN;
- c) identify and review those specific deficiencies and problems that constitute major obstacles to the provision of efficient PBN implementations, and recommend necessary remedial actions;

- d) review and support the MID Flight Procedure Programme activities, as required, including coordination of capacity building activities related to training and qualification of the procedure design personnel and all other personnel involved in PBN implementation;
- e) monitor the progress of studies, projects, trials and demonstrations by the MID Region States, and other ICAO Regions in PBN and GNSS; and
- f) Coordinate with relevant MIDANPIRG and RASG-MID Subsidiary bodies' issues with common interests.

2. Composition

2.1 The Sub-Group is composed of:

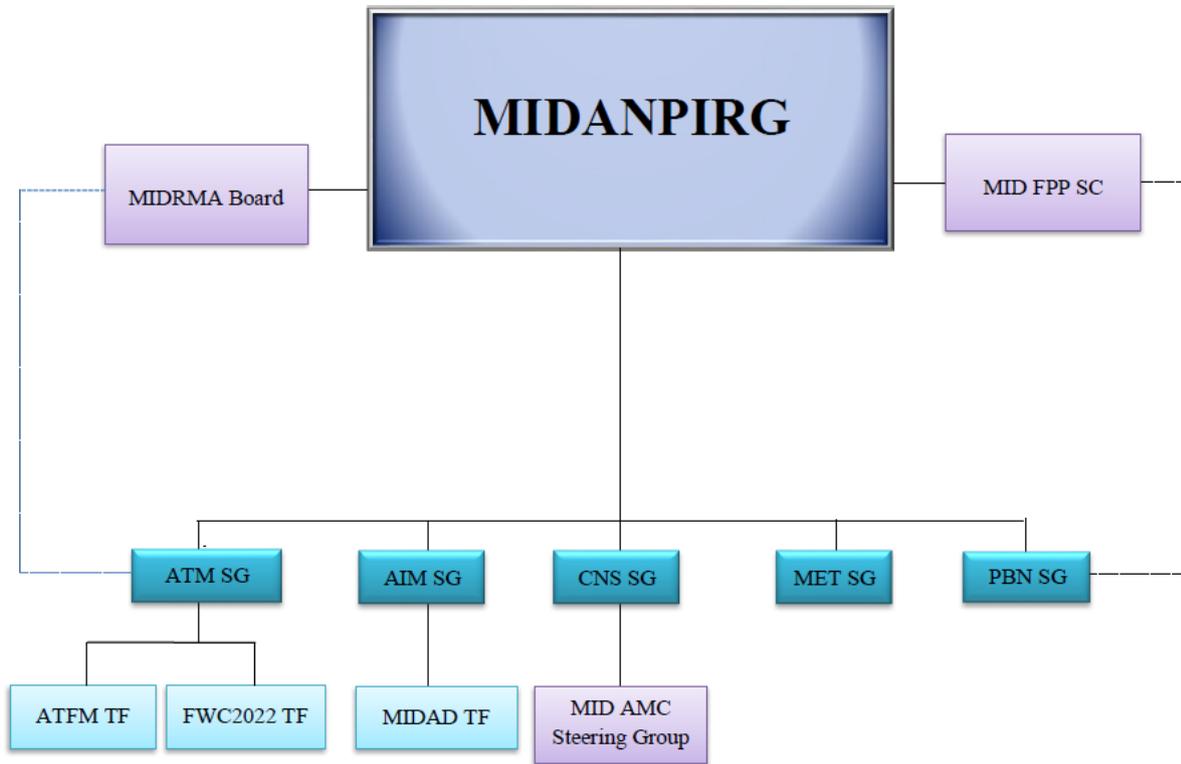
- a) MIDANPIRG Member States;
- b) concerned International and Regional Organizations as observers; and
- c) other representatives from provider States and Industry may be invited on ad hoc basis, as observers, when required.

3. Working Arrangements

3.1 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.

3.2 Face-to-face meetings will be conducted when it is necessary to do so.

MIDANPIRG ORGANIZATIONAL CHART



AIM SG	Aeronautical Information Management Sub-Group	ATFM TF	Air Traffic Flow Management Task Force
ATM SG	Air Traffic Management Sub-Group	FWC2022 TF	FIFA World Cup 2022 Task Force
CNS SG	Communication Navigation Surveillance Sub-Group	MIDAD TF	MID Region AIS Database Task-Force
MET SG	Meteorology Sub-Group	MID AMC Steering Group	MID Region ATS Message Management Centre Steering Group
PBN SG	Performance Based Navigation Sub-Group	MIDRMA Board	Middle East Regional Monitoring Agency Board
MID FPP SC	MID Flight Procedure Programme Steering Committee		

Appendix A

Virtual Meetings Handbook



ICAO MID REGIONAL OFFICE VIRTUAL MEETINGS HANDBOOK

Version 1.0
February, 2021

SECTION 1: ICAO MID REGIONAL OFFICE- VIRTUAL MEETING

1.1. OVERVIEW

The COVID-19 pandemic has presented a new global context leading to an unprecedented call for social distancing among people. Within this new norm, the digital interconnectivity and communication have emerged to become the major mean which brings people back together and ICT tools including virtual and conferencing tools became critical to human's life more than ever before. Before COVID-19, humanity has never faced such digital dependence to access vital information, products and services to survive.

Such rapid changes have affected the whole world and changed drastically the way we work, with many organizations including ICAO shifting to remote working arrangements in order to contain the transmission of the virus. ICAO MID Office had to adapt quickly to the new norm and put adequate resources to resume operations in an efficient way, by equipping staff with necessary equipment and tools to remotely access and share important information and provide support to its accredited States, Organizations, Industry Partners and other Aviation Stakeholders.

1.2. THE HANDBOOK

The ICAO MID Regional Office Virtual Meetings Handbook was developed to support and enhance the conduct of virtual meetings and remote communications arrangements during the COVID-19 Pandemic and after that. The Handbook provides information on the current systems available to host virtual meetings, including the various platforms, features, system settings, security measures and limitations.

MID Regional Office plays the lead role in organizing, facilitating and providing a wide range of support to virtual meetings within its geographical area of coverage. The technical considerations applied are consistent with the recommendations of ICAO HQ and industry norms on virtual meetings.

The Handbook is a living document that will be updated on regular basis to accommodate any changes happening due to the COVID-19 pandemic and other unforeseen events, and adjust remote work procedures and virtual meetings guidelines and instructions accordingly.

The virtual meetings became the new norm under the COVID-19 pandemic and might continue to be used as one of the main medium to conduct meetings in the future.

- **Advantages:** lower expenses, everyone can be involved, more environmental friendly, shorter sessions, more frequent meetings, the chance to record meetings, collaborate in real time.
- **Disadvantages:** interactions between participants are more challenging, visual and audio only, no human interaction, less dynamic, heavily dependent on technology mainly internet connectivity, and team members may be in different time zones.

1.3. COMMUNICATION

Communication with MID States, Organizations, Industry Partners and other Aviation Stakeholders. is currently done via two main mediums: Virtual Meetings and Webinars.

MS Teams and Zoom have been used extensively since the start of the pandemic as the essential tools for communication. [Zoom Support](#) [MS Teams Support](#)

SECTION 2: GUIDELINES ON THE EFFECTIVE CONDUCT OF VIRTUAL MEETINGS

2.1. BEFORE THE MEETING

Convening

- The procedure for the issuance of invitation letters and preparation of Documentation is the same for all type whether face-to-face, virtual or hybrid.

Registration

- Registration to virtual meetings is done via several options, including:
 - The ICAO Events Portal Registration site.
 - The built-in functions in virtual tools such as Zoom.
 - Microsoft Registration form template.
- The link for online registration shall be made available on the meeting page for easy access by states or delegates. Once online registration closes, the participants list is extracted from the system and meeting invitations are sent to approved participants.
- For meetings where online registration is not applicable, after verification and review of Participants lists and requests received, the meeting invitation link and instructions on how to join the meeting are sent to the confirmed attendees.

Technical Preparation

- The ability to conduct a successful virtual meeting where participants are located in different location is entirely dependent on technology. Effective planning and coordination is essential to ensure meetings success.
- It is important to know what virtual tool the meeting will require, review the agenda to determine which functions will best suit the meeting e.g. Polls, Q&A, breakout rooms, brainstorming, etc., certain virtual platforms like Zoom have inbuilt functionalities to support this. For platforms that don't have these functions, third party tools like pigeon hall can be used.
- Pre-event testing is very important to ensure successful preparation, and ensure settings and internet are working effectively. Involving staff or participants in the meeting test is very useful to ensure they are familiar with the virtual tool and functionality and that their settings are properly configured.
- Have a backup plan, virtual meetings depend on technology which may not always function as planned. In case of disruption to the meeting, or dropout due to internet connectivity challenges or technical glitches, laptop issues, your cohost can proceed to steer the meeting as you resolve any issues. Consider having a second device that you may switch as a backup option.

2.2. DURING THE MEETING

Netiquette: When Hosting a meeting take into consideration the following.

- Ensure that you join the virtual meeting ahead of time, at least fifteen minutes earlier than set time always join from a location or office with minimum background noise possible.
- In case of a hybrid meeting where the host and some participants are physically seated in the same Conference Centre, due consideration should be given on the number of expected seats to ensure social distancing is maintained with consideration of seating capacity of the conference room.

- Introduce participants to different functionalities in the virtual platform at the beginning and throughout the meeting, ensure participants are well informed of meeting etiquette, when to use their cameras and mics, how attendees to ask a question or comment. Assign a focal point to monitor the chat window and alert attendees when a question is raised or someone wants to talk.
- Participants who will be presenting or have responsibility for agenda items should be contacted ahead of time to effectively plan for the meeting and fine tune agenda and schedule.

Recording

- In the event the meeting/webinar recordings are to be shared with attendees, the concerned section will make the recordings available to the focal point to generate a video link (ICAO TV or MID Office YouTube channel) and either only made available to the selected delegates or it will be uploaded to the specific meeting page of the given section/unit meeting for public view depending on the classification of the contents discussed in the meeting.
- Prior to recording the meeting, the organizer will usually notify all attendees that the meeting will be recorded in case where the virtual platform being used does not have a notification disclaimer that displays on the attendees meeting window when the meeting recording starts.
- It's the responsibility of the meeting organizer/ focal point to ensure the meetings recordings are downloaded and stored on the proper allocated shared drive.

Features: The following features can be used by participants during the virtual meetings:

- Chat: Chatting is available to everyone. Participants who wish to speak during the meeting should send a Chat message using the virtual meeting interface. Whereas zoom has a private chat option, Microsoft Teams, currently doesn't support this function, therefore take caution when sending the message because it will be seen by everyone.
- Questions: If you have a question but do not wish to speak, use either the Chat function, or the virtual meeting question function (if supported) the Pigeonhole application [Pigeonhole Live](#) in case it is used. Pigeonhole is a third party application for Live Q&As, Polls, Quizzes, and Surveys, It is a useful audience interaction tool for virtual and in-person events and meetings.
- Raise your hand: Participants wishing to make an intervention or comment during the virtual meeting can use the "Raise your hand" feature to request the floor during discussions, after the intervention is made the participant should not forget to "Lower his hand".
- Mute/ Unmute: Unmute your microphone only when invited to speak, kindly remember to mute your microphone after the intervention is completed.
- Waiting Room/Lobby: Virtual meetings participants are admitted into the meeting from the lobby. However, the Host for the given meeting may modify the meeting settings to bypass this feature and automatically allow participants into the meeting. Participants who login to the meeting with unclear or ambiguous names may be denied entry into the meeting using the lobby feature.

It is important to ensure the appropriate settings in the virtual meeting platform are done in order to restrict participants from recording the session, screen sharing, muting others etc. unless approved by the meeting organizer

2.3. MEETING LOGISTICS

Internet

- As virtual meetings solely rely on internet, it is essential to test internet facilities prior and on the day of the event. It is also necessary to have an alternate internet backup option when hosting virtual meetings to cater for abrupt or unplanned service interruption.
- Participants intending to make presentations during the meeting are encouraged to use PDF instead of PowerPoint, in the event of unstable or slow internet connection because it is lighter.
- All relevant Documents and meeting materials should be shared with the Meeting team or the focal point, in case of internet connection failure or any technical difficulties that may be experiencing by speakers while trying to run their presentation in meetings.

Breaks

- The meeting organizer is in charge to arrange breaks depending on the meeting schedule and duration. Breaks allow for resetting of speakers and panel groups, and offer a good opportunity for networking.

Interpretation

- Language interpretation is considered a high priority for some MID States. Currently Zoom supports both English/Arabic interpretation. Virtual meeting participants can access the interpretation through preset audio channels.
- It is advisable to have a dry run before the event to test the interpretation facilities and also consider prepping interpreters with information about the event, speaker, and technical issues to ensure better preparation.

Q& A and Polls

- Q&A and Live polls provide instant understanding of knowledge levels, and the general feeling within the meeting, it could be used as an excellent mean to get attendees engaged and as an ice breaker.
- Q&A and Polls can be used via Zoom or a 3rd party application like pigeonhole. Participants have to scan the QR code to login and cast their vote or answer the questions. It can also be conducted anonymously. Q&A and Polling reports are generated and distributed as needed.

ATTACHMENTS

- [MS Teams Virtual Meeting- Guide](#)
- [Zoom Virtual Meeting- Guide](#)
- [Virtual Meeting Interpretation- Guide](#)
- [Virtual Meeting Etiquette- Guide](#)