



## INTERNATIONAL CIVIL AVIATION ORGANIZATION

### FIRST MEETING OF THE AFRICA-INDIAN OCEAN REGIONAL AVIATION SAFETY GROUP (RASG-AFI/1) Kampala, Uganda (26 – 27 March 2012)

#### Agenda Item 2: RASG-AFI Terms of Reference and Organizational Structure

#### REVIEW AND ADOPTION OF RASG-AFI TERMS OF REFERENCE, ORGANIZATIONAL STRUCTURE AND ELECTION OF CHAIRPERSON, VICE-CHAIRPERSONS OF THE REGIONAL AVIATION SAFETY GROUP-AFI

*(Presented by the Secretariat)*

SUMMARY
This paper proposes Terms of Reference (TOR) for the Africa-Indian Ocean Regional Aviation Safety Group (RASG-AFI), based on the suggested TOR approved by the ICAO Council, presents its Organizational Structure and calls for the election of the Chairperson and Vice-Chairperson of RASG and RASC members.
<b>REFERENCE(S):</b>
<b>Related ICAO Strategic Objective(s): A</b>

#### 1. INTRODUCTION

1.1 On 25 May 2010, the 190<sup>th</sup> Session of the ICAO Council having reviewed the Council Working Paper n. 13558 (C-WP/13558) presented by the Air Navigation Commission (ANC) on the establishment of the Regional Aviation Safety Groups (RASGs):

- 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 draft terms of reference for the RASGs; and
- c) agreed that the reports of RASG meetings, similar to reports of Planning and Implementation Regional Groups, would be reviewed by the ANC on a regular basis and by the Council as deemed necessary.

1.2 During the Fourth meeting of ESAF and WACAF Directors General of Civil Aviation (DGCA/4) in Matsapha, Swaziland, held from 8 to 9 November 2010, the DGCAAs unanimously accepted the concept

of the RASG-AFI, the establishment of which is based on a decision by the ICAO Council with reference to Assembly Resolution A36-7: ICAO Global planning for safety and efficiency.

1.3 The RASG-AFI shall be administered as follows:

- a) by 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) by the ICAO WACAF and ESAF Regional Directors, who will alternate serving as Secretary of the RASG-AFI and APIRG to balance the Secretariat responsibilities between these two regional groups. In the execution of his duties the Secretary will be supported by Experts from the ICAO WACAF and ESAF Regional Offices and ICAO HQ.

## 2. DISCUSSION

2.1 The establishment of RASG-AFI will help to increase awareness of regional safety issues. It will also formalize regional mechanisms used to address them and thus facilitate coordination and support from ICAO and other partners in the AFI Region.

2.2 The RASG-AFI is expected to monitor progress, coordinate actions among AFI States and make recommendations to ICAO on means to facilitate the implementation of the Global Aviation Safety Plan (GASP) and the associated Global Aviation Safety Roadmap (GASR) within the Region in accordance with existing operational reality and the expectations of States, industry and ICAO in order to improve aviation safety in the AFI Region.

2.3 The Terms of Reference are designed to define common goals for the AFI Region in accordance with the Global Aviation Safety Plan (GASP, Global Aviation Safety Roadmap (GASR) and ICAO Strategic Objectives.

2.4 The Chairperson of the RASG-AFI should, inter-alia:

- a) chair the RASG-AFI meetings;
- b) keep focus on high priority items;
- c) ensure agendas meet objectives to improve safety;
- d) provide leadership for ongoing projects and accomplishments;
- e) promote consensus among the group members;
- f) coordinate RASG-AFI activities closely with the Secretariat; and
- g) promote RASG-AFI and lobby for contributors

2.5 **Appendix A** to this paper contains the suggested draft TOR approved by the ICAO Council.

2.6 **Appendix B** to this paper presents the draft RASG-AFI TOR to be reviewed and subsequently approved by the meeting.

2.7 **Appendix C** to this paper contains the Organizational Structure of the RASG-AFI and defines its membership. It also gives details on the RASG-AFI Steering Committee (RASC) and the RASG-AFI Annual Safety Report Team (ASRT)

2.8 **Appendix D** to this paper contains the draft RASC TOR to be reviewed and subsequently approved by the meeting.

2.9 **Appendix E** to this paper contains the draft ASRT TOR to be reviewed and subsequently approved by the meeting.

### **3. ACTION BY THE MEETING**

3.1 The Meeting is invited to:

- a) elect a Chairperson, a First Vice-Chairperson and a Second Vice-Chairperson;
- b) endorse the TOR of the RASG-AFI at **Appendix B** to this Working Paper; and
- c) approve the Organizational Structure of the RASG-AFI and its RASC and ASRT and their relevant TORs and membership.

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## APPENDIX A

### SUGGESTED TERMS OF REFERENCE FOR REGIONAL AVIATION SAFETY GROUPS (RASGs)

#### 1. ESTABLISHMENT

1.1 Consistent with the Planning and Implementation Regional Group (PIRG) mechanism, the Regional Aviation Safety Groups (RASGs) may be established in the following regions by the Council of ICAO. The meetings of the RASGs will be convened as required.

Regional Aviation Safety Group-Pan American (RASG-PA) for Caribbean, South American and North American Regions; (based on the existing arrangements put in place by States.)

Regional Aviation Safety Group-Europe (RASG-EUR) for the European Region;

Regional Aviation Safety Group-Asia Pacific (RASG-APAC) for APAC Regions;

Regional Aviation Safety Group-Africa (RASG-AFI) for the African Region; and

Regional Aviation Safety Group-Middle East (RASG-MID) for the Middle East Region.

#### 2. MEMBERSHIP

2.1 Contracting States entitled to participate as members in a RASG meeting are:

*a) those whose territories or dependencies are located partially or wholly within the geographical area to be considered by the meeting;*

*b) those located outside the area:*

*1) which have notified ICAO that aircraft on their register or aircraft operated by an operator whose principal place of business or permanent residence is located in such States, operate or expect to operate into the area; or*

*2) which provide facilities and services affecting the area.*

2.2 Contracting States not meeting the above criteria and non-Contracting States are entitled to participate in RASG meetings as observers. The aircraft operators, international organizations, maintenance and repair organizations, regional organizations, training organizations, aircraft manufactures, airport and air navigation service providers and any other allied organizations/representatives will be invited to attend RASG meetings in the capacity of observers. The members and observers will serve as partners of RASG and their joint commitment is fundamental for success in improving aviation safety worldwide. The Regional Director will serve as the Secretary of the RASG. Wherever two Regional Directors are involved, they would alternate serving as Secretary of the RASG and PIRG to balance the Secretariat responsibilities between these two regional groups

### **3. RESOURCES**

3.1 An officer from Headquarters (ANB) will participate and provide support to the RASG meetings. The ANB officer will serve as the interface between the RASG and the Air Navigation Commission and present the reports of RASG meetings to the Commission/Council for review and harmonization.

### **4. WORK PROGRAMME**

4.1 The RASG will develop and implement a work programme that supports a regional performance framework for the management of safety on the basis of the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR). The reports of RASG meetings will be reviewed by the Commission on a regular basis and by the Council as deemed necessary.

4.2 Using the GASP and GASR, the RASG will build on the work already done by States, existing subregional organizations such as the Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs) and Regional Safety Oversight Organizations (RSOOs) and support the establishment and operation of a performance-based safety system for the region by:

- a) analyzing safety information and hazards to civil aviation at the regional level and reviewing the action plans developed within the region to address identified hazards;
- b) facilitating the sharing of safety information and experiences among all stakeholders;
- c) ensuring that all safety activities at the regional and subregional level are properly coordinated to avoid duplication of efforts;
- d) reducing duplication of efforts by encouraging collaboration, cooperation and resource sharing;
- e) conducting follow-up to GASP/GASR activities as required;
- f) coordinating with respective PIRG on safety issues; and
- g) providing feedback to ICAO to continually improve and ensure an up-to-date global safety framework.

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## APPENDIX B

### DRAFT TERMS OF REFERENCE FOR THE AFRICA-INDIAN OCEAN REGIONAL AVIATION SAFETY GROUP (RASG-AFI)

#### 1. ESTABLISHMENT

1.1 Consistent with the Planning and Implementation Regional Group (PIRG) mechanism, the Africa-Indian Ocean Regional Aviation Safety Group (RASG-AFI) is established and will be convened as required. RASG-AFI will be responsible for coordinating and monitoring the successful implementation of all safety initiatives in the AFI Region.

#### 2. MEMBERSHIP

2.1 Contracting States entitled to participate as members in the RASG-AFI meetings are:

- a) those whose territories or dependencies are located partially or wholly within the area of accreditation of the ICAO Western and Central African and Eastern and Southern African Regional Offices; i.e.: Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of Congo, Equatorial Guinea, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone, Togo, Angola, Botswana, Burundi, Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, Somalia, South Africa, South Sudan, Swaziland, Uganda, United Republic of Tanzania, Zambia, Zimbabwe, and
- b) those located outside the area which have notified ICAO that aircraft on their register or aircraft operated by an operator whose principal place of business or permanent residence is located in such States, operate or expect to operate into the area; or which provide facilities and services affecting the area.

2.2 Contracting States not meeting the above criteria and non-Contracting States are entitled to participate in RASG-AFI meetings as observers. The aircraft operators, international organizations, maintenance and repair organizations, regional and sub-regional organizations, training organizations, aircraft manufactures, airport and air navigation service providers and any other allied organizations/representatives will be invited to attend the RASG-AFI meetings in the capacity of observers.

2.3 The following stakeholders are the Permanent Observers to RASG-AFI:

ACI	Airports Council International
AFCAC	African Civil Aviation Commission
AFRAA	African Airlines Association
AIRBUS	Airbus Aircraft Manufacturer
ASECNA	Agence pour la Sécurité de la Navigation Aérienne en Afrique et à Madagascar
BOEING	Boeing Commercial Airplane Company
CANSO	Civil Air Navigation Services Organization

COSCAPs	Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (CEMAC, SADC, UEMOA, etc.)
EASA	European Aviation Safety Agency
FAA-USA	Federal Aviation Administration – United States of America
FSF	Flight Safety Foundation
IATA	International Air Transport Association
IFALPA	International Federation of Airline Pilots Association
IFATCA	International Federation of Air Traffic Controllers Association
RSOOs	Regional Safety Oversight Organizations (BAGASOO, CASSOA, etc).
WFP (UN)	World Food Programme (United Nations)

2.4 The members and observers will serve as partners of RASG-AFI and their joint commitment is fundamental for success in improving aviation safety worldwide.

2.5 The two AFI Regional Directors will alternate serving as Secretary of the RASG-AFI and APIRG to balance the Secretariat responsibilities between these two regional groups.

**3. THE TERMS OF REFERENCE OF THE GROUP ARE:**

- a) to develop and implement a work programme that supports a regional performance framework for the management of safety on the basis of the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR), and
- b) Using the GASP and GASR, to build on the work already done by States, existing sub-regional organizations such as the Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs) and Regional Safety Oversight Organizations (RSOOs) and support the establishment and operation of a performance-based safety system for the region.

**4. IN ORDER TO MEET THE TERMS OF REFERENCE, THE GROUP SHALL:**

- c) 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;
- d) facilitate the sharing of safety information and experiences among all stakeholders;
- e) ensure that all safety activities at the regional and sub-regional level are properly coordinated to avoid duplication of efforts;
- f) reduce duplication of efforts by encouraging collaboration, cooperation and resource sharing;
- g) conduct follow-up to GASP/GASR activities as required;
- h) coordinate with APIRG on safety issues; and
- i) provide feedback to ICAO to continually improve and ensure an up-to-date global safety framework.

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## APPENDIX C

### Organizational Structure

#### 1. RASG-AFI Membership

- The RASG - AFI members would include all Civil Aviation Administrations in the AFI Region, States located outside the area which activities are extended in the area, as defined in RASG-AFI Terms of Reference, States that provide facilities and services affecting the area and other stakeholders as determined by RASG-AFI.

- Contracting States, non-Contracting States and Organizations that could provide support to enhance safety in the AFI region will be invited to attend the RASG-AFI in the capacity of observers/partners.

#### RASG-AFI Administration

- The RASG-AFI shall be administered by a Chairperson elected from the Representatives designated by Members States of the Group. After election of the Chairperson, a First and Second Vice-chairpersons shall also be elected from the said Representatives.

- The ICAO WACAF or ESAF Regional Directors will alternate serving as Secretary of the RASG-AFI and APIRG. In the execution of his duties the Secretary will be supported by appropriate Experts from the two Regional Offices and ICAO HQ, as required.

#### 2 RASG-AFI Steering Committee (RASC)

A RASG-AFI-Steering Committee (RASC) composed of representatives from States and international/regional organizations and industry is established to guide the work of the Group.

The RASC will:

- a) Propose the RASG-AFI work programme;
- b) Coordinate the activities of the RASG-AFI and all GASP/GASR safety related initiatives and adjust strategy as necessary;
- c) Act as an advisory body to the RASG-AFI membership;
- d) Provide regular safety environment assessments to the RASG-AFI; and
- e) Undertake any action required to ensure that the RASG-AFI achieves its objective to reduce aviation risks in the AFI Region.

#### Composition of the RASC

- a) The RASC Co-Chairpersons
- b) RASG-AFI Chairperson and Vice-Chairpersons
- c) ICAO ESAF and WACAF Directors (1 to serve as Secretary, supported by appropriate Experts from the two Regional Offices and ICAO HQ, as required)
- d) RASG-AFI Members/Alternates from four States (two in ESAF and two in WACAF)
- e) RASG-AFI Representatives/Alternates from observers/partners
- f) Participants that can be invited on ad-hoc basis, as required.



The composition of the RASC might be updated over time to include only Member States and observers/partners that could participate actively in the RASC and contribute to its work.

### **RASC Administration**

The RASC Co-Chairpersons will be elected as follows:

- a) Two Co-Chairpersons from Member States; and
- b) One Co-Chairperson from an RASC International Organization/Industry.

### **3 Annual Safety Report Team (ASRT)**

An Annual Safety Report Team is established to:

- a) gather safety information from different available sources to determine the main safety risks in the AFI Region;
- b) organize the Annual Safety Report
- c) make recommendations to the RASG-AFI for safety enhancement initiatives; and
- d) prepare a draft progress report to the ANC

### **Composition of the ASRT**

RASG-AFI Partners

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## APPENDIX D

### RASG-AFI Steering Committee (RASC)

#### TERMS OF REFERENCE

##### A) Purpose of the RASC:

The RASC is established to act as an advisory body to the RASG-AFI, guide its work and ensure that safety initiatives are accomplished in a timely, effective and efficient manner.

In order to meet its terms of Reference, the RASC shall:

- 1) assess work that has already been done under existing regional safety initiatives;
- 2) identify short and medium term regional safety priorities and initiatives;
- 3) coordinate the activities of the RASG-AFI and all GASP/GASR safety related initiatives and adjust strategy as necessary;
- 4) undertake any action required to ensure that the RASG-AFI achieves its objective to reduce aviation risks and minimize or avoid duplication of efforts in the AFI region;
- 5) provide regular safety environment assessments to the RASG-AFI;
- 6) coordinate establishment of the regional aviation safety teams (RASTs) that need to be established to address these initiatives, provide that:
  - i. the RASC completes an analysis of the identified key risk areas against work that has already been done in the region to ensure harmonization and avoid duplication;
  - ii. the RASC assumes the role of maintaining accountability for the established teams ensuring that they meet their deliverables; and
  - iii. all aviations stakeholders, including industry and international organizations, have an active participation in the established teams.
- 7) monitor the progress of work and provide guidance to the established RASTs; and
- 8) propose the RASG-AFI work programme.

##### B) Composition:

The RASC is to be composed of:

- a) The RASC Co-Chairpersons.
- b) RASG-AFI Chairperson and Vice-Chairpersons.
- c) RASG-AFI Secretary (supported by appropriate Experts from the ICAO WACAF and ESAF Regional Offices and ICAO HQ, as required).
- d) RASG-AFI Members/Alternates from four Member States (two In ESAF and two in WACAF);
- e) RASG-AFI Representatives/Alternates from the following Partners:

ACI	Airports Council International
AFCAC	African Civil Aviation Commission
AFRAA	African Airlines Association
AIRBUS	Airbus Aircraft Manufacturer
ASECNA	Agence pour la Sécurité de la Navigation Aérienne en Afrique et à Madagascar
BAGASOO	Banjul Accord Group Aviation Safety Oversight Organization
BOEING	Boeing Commercial Airplane Company
CANSO	Civil Air Navigation Services Organization
CASSOA	Civil Aviation Safety and Security Oversight Agency
COSCAPs	Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (CEMAC, SADC, UEMOA)
EASA	European Aviation Safety Agency
FAA-USA	Federal Aviation Administration – United States of America
FSF	Flight Safety Foundation
IATA	International Air Transport Association
IFALPA	International Federation of Airline Pilots Association
IFATCA	International Federation of Air Traffic Controllers Association
RSOOS	Regional Safety Oversight Organizations (BAGASOO, CASSOA, etc)
WFP (UN)	World Food Programme (United Nations)

*Note: The Composition of the RASG might be updated over time to include only Member States and partners that could participate actively in the RASG and contribute to its work.*

**C) Frequency of meetings:**

- at least one meeting per year (between RASG-AFI meetings); and
- monthly teleconferences

**D) Roles and Responsibilities:**

- ICAO WACAF or ESAF Regional Office – Secretariat;
- ICA HQ – Support; and
- Partners – Commit resources, provide technical expertise and collaborate in RASG-AFI initiatives.

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## **APPENDIX E**

### **Annual Safety Report Team (ASRT)**

#### **TERMS OF REFERENCE**

##### **A) Purpose of the ASRT:**

The ASRT is established to:

- 1) gather safety information from different available sources to determine the main aviation safety risks in the AFI region;
- 2) organize the annual safety report in the three main sections, one for each safety information category:
  - a) Reactive Information;
  - b) Proactive Information; and
  - c) Predictive Information.
- 3) based on the risk areas identified in the annual report, make recommendations to the RASG-AFI for safety enhancement initiatives; and
- 4) prepare a draft progress report to the ANC based on the annual safety report, the safety enhancement initiatives and detailed implementation plans.

##### **B) Composition:**

- RASG-AFI Partners

##### **C) Roles and Responsibilities:**

- ICAO HQ – Support;
- ICAO ESAF and WACAF Regional Officers – Support; and
- Partners – Provide technical expertise and collaborate in the development of the material as requested by ASRT.

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