



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**SECOND MEETING OF THE REGIONAL AVIATION SAFETY GROUP FOR  
AFRICA AND THE INDIAN OCEAN REGION (RASG-AFI/2)**

**(Dakar, Senegal, 1 – 2 November 2013)**

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**Agenda Item 4: Review and Approval of the Draft Terms of Reference of the Safety Support Teams**

**PROPOSED TERMS OF REFERENCE (TORs) FOR THE SAFETY SUPPORT TEAMS**

*(Presented by the Secretariat)*

<b>SUMMARY</b>
<p>This paper highlights proposals on the Terms of Reference (TORs) for the Safety Support Teams established under the Regional Aviation Safety Group for Africa and the Indian Ocean region (RASG-AFI). The paper also provides suggestions on the membership of each of the Support Teams as well as the expected roles and responsibilities of ICAO and other members of the Support team.</p> <p>The Support Teams were established, during the First meeting of the RASG-AFI held in Kampala, Uganda, 26-27 March 2012, as subsidiary bodies/working groups of the RASG-AFI and are charged with the responsibility of identifying and analyzing safety risks and making appropriate proposals including mitigation measures with reasonable implementation timelines.</p> <p><b>REFERENCE(S):</b> Final Report of the First Meeting of the Regional Aviation Safety Group for Africa and the Indian Ocean Region (RASG-AFI/1)</p> <p><b>Related ICAO Strategic Objective(s):</b> This working paper is related to the Safety Strategic Objective of ICAO</p>

**1. INTRODUCTION**

1.1 To facilitate and support the development, prioritization and implementation of the RASG-AFI safety initiatives, the Group established, during its First meeting, Safety Support Teams as subsidiary bodies of the RASG-AFI. These teams are required to operate in coordination with and under the guidance of the RASG-AFI Steering Committee (RASC).

1.2 A total of four (4) Safety Support Teams were created namely for: Significant Safety Concerns (SSC), Fundamentals of Safety Oversight (FSO), Accident Investigation (AI) and

Emerging Safety Issues (ESI). Furthermore, the meeting designated Safety Champions and Co-Champions for each of the Safety Support Teams as follows: Ghana and AFCAC for the SSC Safety Support Team, Senegal and Uganda for the FSO team, Ethiopia and IFALPA for the AI team and Kenya, ASECNA and ACI for the ESI team.

## **2. DISCUSSION**

2.1 In general, the Safety Support Teams have the responsibility of analyzing safety risks by using the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Plan Roadmap (GASR) process. The teams are required to make recommendations and proposals on prioritized mitigation measures aimed at addressing the identified risks. Such recommendations may include proposals on the establishment of projects to be considered and approved by the Group.

2.2 The draft Terms of Reference are designed to guide the work of the Support Teams in accordance with the Global Aviation Safety Plan (GASP)/Global Aviation Safety Roadmap (GASR), ICAO Strategic Objectives and in line with the AFI Ministerial Safety Targets adopted for the AFI Region.

2.4 **Appendix A** to this paper contains the draft TOR for the SSC Safety Support Team.

2.5 **Appendix B** to this paper presents the draft TOR for the FSO Safety Support Team.

2.6 **Appendix C** to this paper contains the proposed draft TOR for the AI Safety Support Team

2.7 **Appendix D** to this paper contains the draft TOR for the ESI Safety Support Team.

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

The Meeting is invited to review and approve the draft TORs of the established Safety Support Teams namely:

1. Significant Safety Concerns (SSC)
2. Fundamentals of Safety Oversight (FSO)
3. Accident Investigation (AI)
4. Emerging Safety Issues (ESI)

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## APPENDIX A

### REGIONAL AVIATION SAFETY GROUP – AFI (RASG-AFI) SIGNIFICANT SAFETY CONCERN (SSC) SAFETY SUPPORT TEAM

#### DRAFT TERMS OF REFERENCE

#### 1. Purpose of the SSC Safety Support Team:

With the aim of assisting States resolve existing SSCs within the AFI target deadline of 12 months, the team is to:

- Analyze data-driven safety risk areas identified by RASG-AFI using the Safety Performance Areas and Best Practices for ICAO, States and Industry as contained in the Global Aviation Safety Plan (GASP)
- Identify possible mitigation measures and recommend implementation actions categorized by:
  - a) Impact (High, Medium and Low);
  - b) Feasibility (Difficult, Moderate and Easy), taking into consideration political will, commitment/consensus, resource requirements/ availability for implementation, potential blockers – existing conditions that could prevent effective implementation;
  - c) Impact – Changeability (IC) Indicators
  - d) Priority (P1, P2, P3 etc.) and
  - e) Champion.
- Recommend establishment of and develop proposals for achievable projects based on prioritized mitigation measures with well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions and clear timeframes established and proposed to RASG-AFI for further action.

#### 2. Membership:

- ICAO Contracting States of the AFI Region that express interest
- EASA and FAA etc
- AFCAC
- Funding Partners Other representative organizations, or entities directly involved with aviation safety may be invited to join the working group either as a full member or observer as may be decided by the RASG-AFI Secretariat

#### 3. Roles and Responsibilities:

- ICAO Regional Offices to serve as Secretariat
- SSC Support Team members – provide technical expertise in analyzing and identifying achievable mitigation measures for identified safety risk areas in the AFI region.

## APPENDIX B

### REGIONAL AVIATION SAFETY GROUP – AFI (RASG-AFI) FUNDAMENTALS OF SAFETY OVERSIGHT (FSO) SAFETY SUPPORT TEAM

#### DRAFT TERMS OF REFERENCE

#### 1. Purpose of the FSO Safety Support Team:

With the aim of assisting States improve their effective implementation of the safety oversight critical elements and achieve the relevant AFI target in this respect, the team is to:

- Analyze data-driven safety risk areas identified by RASG-AFI using the Safety Performance Areas and Best Practices for ICAO, States and Industry as contained in the Global Aviation Safety Plan (GASP)
- Identify possible mitigation measures and recommend implementation actions categorized by:
  - a) Impact (High, Medium and Low)
  - b) Feasibility (Difficult, Moderate and Easy) taking into consideration political will, commitment/consensus, resource requirements/availability for implementation, potential blockers – what conditions exist that could prevent implementation
  - c) Impact – Changeability (IC) Indicators
  - d) Priority (P1, P2, P3 etc.) and
  - e) Champion
- Recommend establishment of achievable projects based on prioritized mitigation measures with well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions and clear implementation timeframes established and proposed to RASG-AFI for further action.

#### 2. Membership:

- ICAO Contracting States of the AFI Region
- EASA, FAA, etc.
- AFCAC
- RSOOS/COSCAPs
- Other representative organizations, or entities directly involved with aviation safety may be invited to join the working group either as a full member or observer as may be decided by the RASG-AFI Secretariat.

#### 3. Roles and Responsibilities:

- ICAO Regional Offices to serve as the Secretariat
- FSO Support Team members – provide technical expertise in analyzing and identifying achievable mitigation measures for identified safety risk areas in the AFI region.

## APPENDIX C

### REGIONAL AVIATION SAFETY GROUP – AFI (RASG-AFI) ACCIDENT INVESTIGATION (AI) SAFETY SUPPORT TEAM

#### DRAFT TERMS OF REFERENCE

#### 1. Purpose of the AI Safety Support Team:

With the aim of assisting States to establish and maintain independent and effective accident investigation agencies at both national and regional levels and achieve the relevant AFI target in this respect, the team is to:

- Analyze data-driven safety risk areas identified by RASG-AFI using the Safety Performance Areas and Best Practices for ICAO, States and Industry as contained in the Global Aviation Safety Plan (GASP)
- Share accident and serious incident investigation reports among AFI Aviation stakeholders
- Identify possible mitigation measures and recommend implementation actions categorized by:
  - a) Impact (High, Medium and Low)
  - b) Feasibility (Difficult, Moderate and Easy) taking into consideration political will, commitment/consensus, resource requirements/availability for implementation, potential blockers – what conditions exist that could prevent implementation
  - c) Impact – Changeability (IC) Indicators
  - d) Priority (P1, P2, P3 etc.) and
  - e) Champion
- Recommend establishment of achievable projects based on prioritized mitigation measures with well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions and clear timeframes established and proposed to RASG-AFI for further action.

#### 2. Membership:

- ICAO Contracting States of the AFI Region
- IFALPA
- Aircraft Manufacturers
- AFCAC
- Regional Accident Investigation Organizations
- COSCAPS
- Other representative organizations, or entities directly involved with aviation safety may be invited to join the working group either as a full member or as an observer as decided by RASG-AFI Secretariat

#### 3. Roles and Responsibilities:

- ICAO Regional Offices as Secretariat

- AI Support Team members – provide technical expertise in analyzing and identifying achievable mitigation measures for identified safety risk areas in the AFI region.

## APPENDIX D

### REGIONAL AVIATION SAFETY GROUP – AFI (RASG-AFI) EMERGING SAFETY ISSUES (ESI) SAFETY SUPPORT TEAM

#### DRAFT TERMS OF REFERENCE

#### 1. Purpose of the ESI Safety Support Team:

With the aim of assisting States to progressively reduce the African accident rate by first addressing the most pressing issues with respect to runway related accidents and serious incidents and those related to controlled flight into terrain (CFIT) and Loss of Control (LOC) and achieve the relevant AFI target in this respect, the team is to:

- Analyze data-driven safety risk areas identified by RASG-AFI using the Safety Performance Areas and Best Practices for ICAO, States and Industry as contained in the Global Aviation Safety Plan (GASP)
- Adopt and use relevant guidance materials relating to the prevailing safety issues
- Identify possible mitigation measures and recommend implementation actions categorized by:
  - a) Impact (High, Medium and Low)
  - b) Feasibility (Difficult, Moderate and Easy) taking into consideration political will, commitment/consensus, resource requirements/availability for implementation, potential blockers – what conditions exist that could prevent implementation
  - c) Impact – Changeability (IC) Indicators
  - d) Priority (P1, P2, P3 etc.) and
  - e) Champion
- Recommend establishment of achievable projects based on prioritized mitigation measures with well-defined deliverables (including metric to assess the effectiveness of the proposed mitigation actions and clear timeframes established and proposed to RASG-AFI for further action.

#### 2. Membership:

- ASECNA
- ACI
- IATA
- ICAO Contracting States of the AFI Region
- Aircraft Manufacturers
- AFCAC
- AFRAA
- Other representative organizations, or entities directly involved with aviation safety may be invited to join the working group either as a full member or as an observer as decided by RASG-AFI Secretariat

**3. Roles and Responsibilities:**

- ICAO Regional Offices as Secretariat
- ESI Support Team members – provide technical expertise in analyzing and identifying achievable mitigation measures for identified safety risk areas in the AFI region.