

INTERNATIONAL CIVIL AVIATION ORGANIZATION



**REGIONAL AVIATION SAFETY GROUP
FOR AFRICA AND THE INDIAN OCEAN**

(RASG-AFI)

PROCEDURAL HANDBOOK

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RECORD OF AMENDMENTS

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RASG-AFI PROCEDURAL HANDBOOK

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RASG-AFI PROCEDURAL HANDBOOK – GENERAL

1. INTRODUCTION

1.1 FOREWORD

- 1.1.1 The Regional Aviation Safety Group-Africa-Indian Ocean (RASG-AFI) Procedural Handbook is a publication prepared by the ICAO Secretariat and adopted by the RASG-AFI. Its purpose is to provide, for easy reference, a consolidation of material, particularly of a procedural nature, about the work of the RASG-AFI. It contains the Terms of Reference (TOR) of the Group, the working arrangements and other internal procedures and practices governing the conduct of business.
- 1.1.2 The Handbook has a series of loose-leaf pages, organized in Section headings. A Table of Contents is provided which serves - as a subject index and also as a checklist for the current pages.
- 1.1.3 Replacement pages and/or updated editions will be issued as necessary. Additional material will be incorporated in the existing Sections or will be the subject of new Sections, as required.
- 1.1.4 The Procedural Handbook will be distributed to Members and Observers of the Group, the ICAO Secretariat, AFI Plan and to other States, international organizations and stakeholders participating in meetings, contributing to, or having interest in the work of the Group and/or its Contributory Bodies.
- 1.1.5 An electronic copy of the Procedural Handbook will also be available in PDF format, on the ICAO Western and Central African Regional Office website: <http://www.icao.int/wacaf/Pages/default.aspx> and on the ICAO Eastern and Southern African Regional Office website: <http://www.icao.int/esaf/Pages/default.aspx>.

2. BACKGROUND

- 2.1 On 6 October 2009, the ICAO Air Navigation Commission (ANC) reviewed a proposal for the establishment of Regional Aviation Safety Groups (RASGs) and decided that the concept of RASGs be transmitted to States and appropriate international organizations for comments before a recommendation was made to the Council. It was highlighted during the discussions that the proposal for RASGs would not fundamentally change the efforts that are presently underway in several ICAO regions. A State letter dated 16 December 2009 sought comments from States and selected international organizations on the need for uniform establishment of RASGs in all regions, and provided suggested terms of reference and work programme of the RASGs. The comments by States were very supportive of the establishment of RASGs. Consequently, the ICAO Council at the fourth meeting of its 190th Session held on 25 May 2010:
- a) approved the establishment of the following RASGs: RASG-PA for the Caribbean, South American, and North American regions (including Central America); RASG-EUR for the European region; RASG-APAC for the Asia Pacific regions; RASG-MID for the Middle East region and RASG-AFI for the African-Indian Ocean Region, with the aim of supporting a regional performance framework for the management of safety;
 - b) agreed to the terms of reference of the RASGs;
 - c) agreed that the report of RASG meetings, similar to reports of planning and implementation regional groups (PIRGs), would be reviewed by the ANC on a regular basis and by the Council as deemed necessary;
 - d) approved the inclusion of the sentence “coordinate with respective RASG on safety issues” in the terms of reference of all PIRGs, viz APANPIRG, APIRG, EANPG, GREPECAS, MIDANPIRG and NAT SPG; and
 - e) requested the ANC to report to the Council any duplication in the activities of the PIRGs and the RASGs.
- 2.2 The main purpose of the Regional Aviation Safety Group-Africa-Indian Ocean (RASG-AFI) would be to develop an integrated, data-driven strategy and implement a work programme that supports a regional performance framework for the management of safety. This approach is designed to reduce the aviation fatality risk in the AFI Region and promote States and industry safety initiatives in harmony with the ICAO Global Aviation Safety Plan (GASP) and Global Aviation Safety Roadmap (GASR).
- 2.3 Furthermore, the 37th Session of the ICAO General Assembly, Montreal 28 September to 8 October 2010 agreed to Assembly Resolution A37-4.

“Assembly Resolution A37-4: ICAO Global Planning for safety;

Recognized that safety is a shared responsibility involving ICAO, Contracting States and all other stakeholders;

Recognized that regional aviation safety groups should be implemented by ICAO, taking into account the needs of the various regions and building on the already existing structures and forms of cooperation;

Stressed the need for continuous improvement of aviation safety through a reduction in the number of accidents and related fatalities in air transport operations in all parts of the world, particularly in States where safety records are significantly worse than the worldwide average;

Urged Contracting States, regional safety oversight organizations and international organizations concerned to work with all stakeholders to implement the GASP objectives and GASR methodology objectives and to implement these methodologies to reduce the number and rate of aircraft accidents

3. MEMBERSHIP AND TERMS OF REFERENCE

3.1 MEMBERSHIP

3.1.1 ICAO Member States entitled to participate as members in the RASG-AFI activities are:

- a) those whose territories or dependencies are located partially or wholly within the area of accreditation of the ICAO Eastern and Southern African; and Western and Central African Regional Offices; 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.
- 3.1.2 Contracting States not meeting the above criteria and non-Contracting States are entitled to participate in RASG-AFI activities as observers. The aircraft operators, international organizations, maintenance and repair organizations, regional and sub-regional organizations, training organizations, aircraft manufacturers, airport and air navigation service providers and any other allied organizations/representatives will be invited to attend the RASG-AFI activities in the capacity of Partners.

3.1.3 The following stakeholders are the permanent Partners to RASG-AFI:

ACI Airports Council International
AFCAC African Civil Aviation Commission
AFRAA African Airlines Association
AFI Plan AFI Comprehensive Implementation Plan
AIRBUS Airbus Aircraft Manufacturer
APIRG AFI Planning and Implementation Regional Group
ASECNA Agence pour la Sécurité de la Navigation aérienne pour l'Afrique et à Madagascar
BOEING Boeing Commercial Airplane Company
CANSO Civil Air Navigation Services Organization
COSCAPs Cooperative Development of Operational Safety & Continuing Airworthiness Programmes
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
WFP World Food Programme (United Nations)

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

3.2 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 and programmes such as Regional Safety Oversight Organizations (RSOOs) and the Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs), and support the establishment and operation of a performance-based safety system for the region.

3.3 IN ORDER TO FULFILL ITS ASSIGNED TERMS OF REFERENCE, THE GROUP SHALL:

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

4. WORKING ARRANGEMENTS

4.1 RELATIONS WITH STATES

4.1.1 States located geographically in the AFI Region and States outside the area having aircraft on their registers, which operate in the AFI Region, shall be kept fully informed of activities of the RASG-AFI. 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 and activities of the Group; and
- c) the summaries or reports on meetings and activities of its contributory bodies.

- 4.1.2 States should ensure necessary co-ordination and follow-up of the Group's activities within their Administrations.
- 4.1.3 The Group may obtain information from AFI provider States on specific questions and offer them advice in the form of specific proposals for action.

4.2 RELATIONS WITH OTHER AVIATION BODIES AND ORGANIZATIONS

- 4.2.1 The Group shall keep itself informed of the activities of other aviation bodies and organizations to the extent that such activities are likely to be of interest to the Group.
- 4.2.2 When necessary, the Group shall provide information and advice to such aviation bodies and organizations, if this is required, in order to:
 - a) avoid duplication of studies and/or efforts; and
 - b) engage their assistance in matters which, while having a bearing on aviation safety, are outside the competence of ICAO and/or the terms of reference of the RASG-AFI.

4.3 ADMINISTRATION OF THE GROUP

- 4.3.1 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 a Second Vice-Chairpersons also elected from the said Representatives, and a Third Vice-Chairperson designated from the Industry; and
 - b) by the ICAO WACAF and ESAF Regional Directors who will alternate in serving as Secretary of the RASG-AFI and APIRG to balance the Secretariat responsibilities between these two regional groups. In the execution of his/her duties the Secretary will be supported by appropriate Experts from the two Regional Offices and ICAO HQ, as required.
- 4.3.2 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Group. The Group shall at all times work with a minimum of formality and paper work.
- 4.3.3 Between meetings of the Group, some subjects may be dealt with by correspondence and teleconferencing among appointed Representatives of its Member States and the ICAO Regional Offices. However, if States are to be consulted this should be made through the relevant ICAO Regional Director.

4.4 Meetings of the Group

- 4.4.1 Based on the advice of the Members of the Group and of the Secretary, the Chairperson shall decide on the date and duration of meetings of the Group.
- 4.4.2 Meetings shall normally be convened at the location of the ICAO Regional Offices in Dakar, or Nairobi. If a State offers to host a meeting, it shall coordinate with the Secretary of the Group as early as possible, but in any case at least six (06) months in advance and, shall be responsible for providing a venue, services and all costs of travel, accommodation and subsistence allowance for Secretariat attendees.

4.5 RASG-AFI Steering Committee (RASC)

- 4.5.1 A RASG-AFI Steering Committee (RASC) composed of representatives from States, international/regional organizations and industry is established to guide the work of the RASG-AFI and ensure that safety initiatives are accomplished in a timely, effective and efficient manner. To this end, 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;
 - 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 and minimize or avoid duplication of efforts in the AFI Region.
- 4.5.2 Regular meetings of the RASC shall be held quarterly via teleconference and bi-annually face-to-face on days, times and venues, agreed to by the RASC. Special meetings of the RASC may be called by the Secretariat when deemed in the best interest of the Group. Failure of a RASC Member to participate in more than three RASC activities in a year shall result in the loss of its membership status and subsequent replacement of the member

4.6 RASG-AFI Steering Committee (RASC) Membership

4.6.1. The RASG-AFI Steering Committee (RASC) is composed of:

- a) Three RASC Co-Chairpersons: i.e. First and Second Vice-Chairpersons of the RASG-AFI member State and a Third Co-Chairperson from a RASG-AFI International Organization/Industry;
- b) AFI Plan Steering Committee Chairperson;
- c) Coordinator for the AFI Group at ICAO Council;
- d) Project Champions;
- e) RASG-AFI Secretary (supported by the other Regional Director, and appropriate Experts from the ICAO WACAF and ESAF Regional Offices and ICAO HQ, as required);
- f) RASG-AFI Representatives or Alternates from the following stakeholders:

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 pour l'Afrique et à

| | |
|----------------|---|
| | Madagascar |
| BOEING | Boeing Commercial Airplane Company |
| CANSO | Civil Air Navigation Services Organization |
| COSCAPs | Co-operative Development of Operational Safety and Continuing Airworthiness Programmes (CEMAC, SADC, UEMOA, etc.) |
| EASA..... | European Aviation Safety Agency |
| FAA-USA | Federal Aviation Authority – 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) |

g) Other participants might be invited on ad-hoc basis, as required.

4.6.2. The RASG-AFI Steering Committee (RASC) Co-Chairpersons will be designated as follows:

- a) Two Co-Chairpersons from member States (The First and Second Vice- Chairpersons of the RASG-AFI); and
- b) One Co-Chairperson from an RASG-AFI International Organization/Industry.

4.7 Establishment of subsidiary bodies

- 4.7.1 To assist in its work and support the development, implementation and prioritization of RASG-AFI safety initiatives, the Group may create subsidiary bodies (Safety Support Teams) charged with preparatory work on specific subjects requiring expert advice for their resolution.
- 4.7.2 The Safety Support Teams will operate in coordination with and under the guidance of the RASC. They should accomplish their tasks by developing mitigation strategies based on gathering and processing safety data and information. These mitigation strategies shall be focused on the Global Aviation Safety Plan (GASP), corresponding Global Safety Initiatives (GSIs) and associated Global Aviation Safety Roadmap (GASR).
- 4.7.3 Participation in Safety Support Teams should be by specialists in the subjects under consideration. Such specialists should have relevant experience in the field concerned.
- 4.7.4 Secretaries of Safety Support Teams established by the Group will be appointed by the Secretary of the RASG-AFI.
- 4.7.5 Four Safety Support Teams are presently created, namely SSCs (Significant Safety Concerns), FSO (Fundamentals of Safety Oversight), AI (Accident Investigation) and ESI (Emerging Safety Issues).
- 4.7.6 The duration of Safety Support Teams activities will be established by the RASC.

4.8 Reporting lines

- 4.8.1 The reports of the RASG-AFI meetings, similar to reports of planning and implementation regional groups (PIRGs), would be reviewed by the ANC on a regular basis and by the Council as deemed necessary.

4.9 APIRG/RASG-AFI Coordination

4.9.1. *Establishment of a Joint APIRG – RASG/AFI Coordination Task Force (ARC – TF)* -

The Joint AAPIRG/RASG-AFI Coordination Task Force established as a subsidiary body to AAPIRG and RASG-AFI is responsible for coordinating the activities of AAPIRG and RASG-AFI on routine basis. This Joint Task Force will:

- a) strengthen existing arrangements and adequately address the requirements for coordination and collaboration between the two Groups.
- b) facilitate consistency and efficiency, and ensure lack of duplication and conflict between the activities of AAPIRG and RASG-AFI;
- c) ensure mutual exchange of information on the Conclusions and Decisions reached at the Groups' Meetings, or any other activities undertaken by the Groups in line with the Global Air Navigation Plan (GANP) and Global Aviation Safety Plan (GASP); and
- d) identify any challenges faced by the Groups in achieving their set objectives and targets, alert the Groups and their Secretariats to these challenges, conflicts and / or inefficiencies with proposed strategies to address them, for the endorsement of the Groups.

4.9.2. *Membership* - The Membership of the Task Force will comprise:

- a) 2 Representatives from AAPIRG;
- b) 2 Representatives from RASG-AFI; and
- c) 1 Representative from AFCAC.

4.9.3. *Roles and Responsibilities:*

- a) One of the ICAO Regional Offices to serve as Secretariat
- b) AAPIRG/RASG-AFI Joint coordination Task Force Members – provide technical expertise in identifying the challenges, analyzing them, and providing guidance and recommendations for overcoming such challenges in order to meet the set targets and improve aviation safety within the AFI Region, in line with the GASP and GANP.

5. PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE RASG-AFI

5.1 General

- 5.1.1 The RASG-AFI shall at all times work with a minimum of formality and paper work. 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.

- 5.1.2 Reports on meetings should not include formal Statements by members or other participants. However, specific divergent views expressed in relation to decisions taken or conclusions reached shall be recorded as an integral part of the report.

5.2 Convening of meetings

- 5.2.1 At each of its meetings the Group should endeavor to agree on the date, duration and venue of its next meeting.

Note: The convening of at least one meeting every 18 months would generally suffice and as part of the coordination measures, it shall be convened back-to-back with an APIRG Meeting and at the same venue. However, for the interest of safety in order to safeguard the development and implementation of coherent and orderly safety initiatives/actions, and also in the interest of States and airspace users in the AFI Region, the Group may determine the need for any additional meeting that may arise.

- 5.2.2 A letter convening a meeting shall be issued by the Secretary of the Group, normally 90 days prior to the meeting. The letter should include the agenda, together with explanatory notes prepared by the Secretary in order to assist participants in preparing for the meeting.

5.3 Establishment of the Agenda

- 5.3.1 The Secretary, in consultation with the Chairperson of the RASG-AFI shall establish a draft agenda on the basis of the work programme adopted and the documentation available.
- 5.3.2 At the opening of the meeting any State, international/regional organization or a stakeholder may propose the inclusion of additional items on the agenda, and this shall be accepted if the majority of States attending the meeting so agree.

5.4 Languages

- 5.4.1 The languages of the meetings of the RASG-AFI and its subsidiary bodies (Safety Teams) shall be English and French.
- 5.4.2 The reports on meetings and supporting documentation for meetings of the Group and its subsidiary bodies (Safety Teams) will be prepared in English and French languages.

5.5 Officers and Secretariat of the RASG-AFI

- 5.5.1 In order to ensure the necessary continuity in the work of the Group and unless otherwise determined by special circumstances, the Chairperson, and Vice-Chairpersons of the Group should assume their functions at the end of the meeting at which they are elected and serve for a period of two years and may be re-elected, but may not serve for more than two consecutive terms.
- 5.5.2 States designated as Members of the Group may at any time request that the election of the Chairperson and/or Vice-Chairpersons be included on the agenda.
- 5.5.3 The Secretary of the Group (Regional Director of WACAF or ESAF Office), will also serve as Secretary of the meetings. He will be assisted by Experts from the two ICAO Regional Offices and ICAO HQ, as required.

5.6 Roles and Responsibilities

5.6.1 **Chairperson(s)** - The Chairperson will:

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

5.6.2 **Secretariat** - The Secretariat will support the Chairperson by providing administrative, coordination and technical support to the RASG-AFI. In particular, The Secretariat will:

- a) coordinate meeting logistics with meeting host(s);
- b) develop meeting agendas;
- c) ensure meeting agendas, documentation and summaries are provided to members;
- d) ensure meeting summaries, notices, and related documents are posted in a timely manner on the RASG-AFI section of the Regional Offices websites;
- f) track, monitor and facilitate action items and report status to the Group;
- g) ensure alignment of RASG-AFI activities with the GASP/GASR goals and objectives;
- h) maintain communication with the Chairperson, and RASG-AFI members;
- i) identify required administrative support; and
- j) manage the RASG-AFI work programme.

5.6.3 **Members** - 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,

Note: Each Member State of RASG-AFI will designate a Member, an Alternate and Adviser(s) able to support RASG-AFI goals and objectives. If designated representation changes, any proposed replacement must be submitted to the RASG-AFI Secretary.

5.6.4 **RASG-AFI members** will:

- a) come to the RASG-AFI meetings prepared, and provide active support by deliberating and identifying issues;
- b) support goals and objectives by maintaining timely and active communication between administration/organization represented and RASG-AFI; and

- c) share safety improvements with RASG-AFI members.
- 5.6.5 **Non-Member Participants:** Individual(s) who would be invited at the discretion of the RASG-AFI Secretary, in collaboration with the Chairperson, to participate in RASG-AFI activities and meetings, without voting authority, to enhance the quality and effectiveness of RASG-AFI.
- 5.6.6 **Guest Observer:** An individual or group who is invited at the discretion of the RASG-AFI Secretary, in collaboration with the Chairperson, to strictly observe a RASG-AFI meeting or activity.

5.7 Supporting documentation

- 5.7.1 Documentation for meetings of the RASG-AFI should be prepared by the Secretariat, States designated as Members of the Group and the Permanent Observers of the Group.
- 5.7.2 Supporting documentation shall be presented in the form of:
- a) Working Papers: which constitute the main basis of the discussions on the various items on the agenda;
 - b) Discussion Papers: which are papers prepared on an ad hoc basis in the course of a meeting for the purpose of assisting participants in their discussions on a specific matter or in the development of conclusions for the draft report of the meeting.
 - c) Information Papers: which are intended solely to provide participants at a meeting with factual information on developments of technical or administrative matters of interest to the Group.
 - d) Presentations: which may be delivered to support the above in a, b and c; also to provide additional information and knowledge on certain important issue(s).

- 5.7.3 Working Papers shall be presented in a standardized format. Each paper should be limited to one agenda item or sub-item and contain, as appropriate, introduction of the matter, brief discussion and conclusions with specific proposals for action.

5.8 Conclusions and Decisions of the Meetings

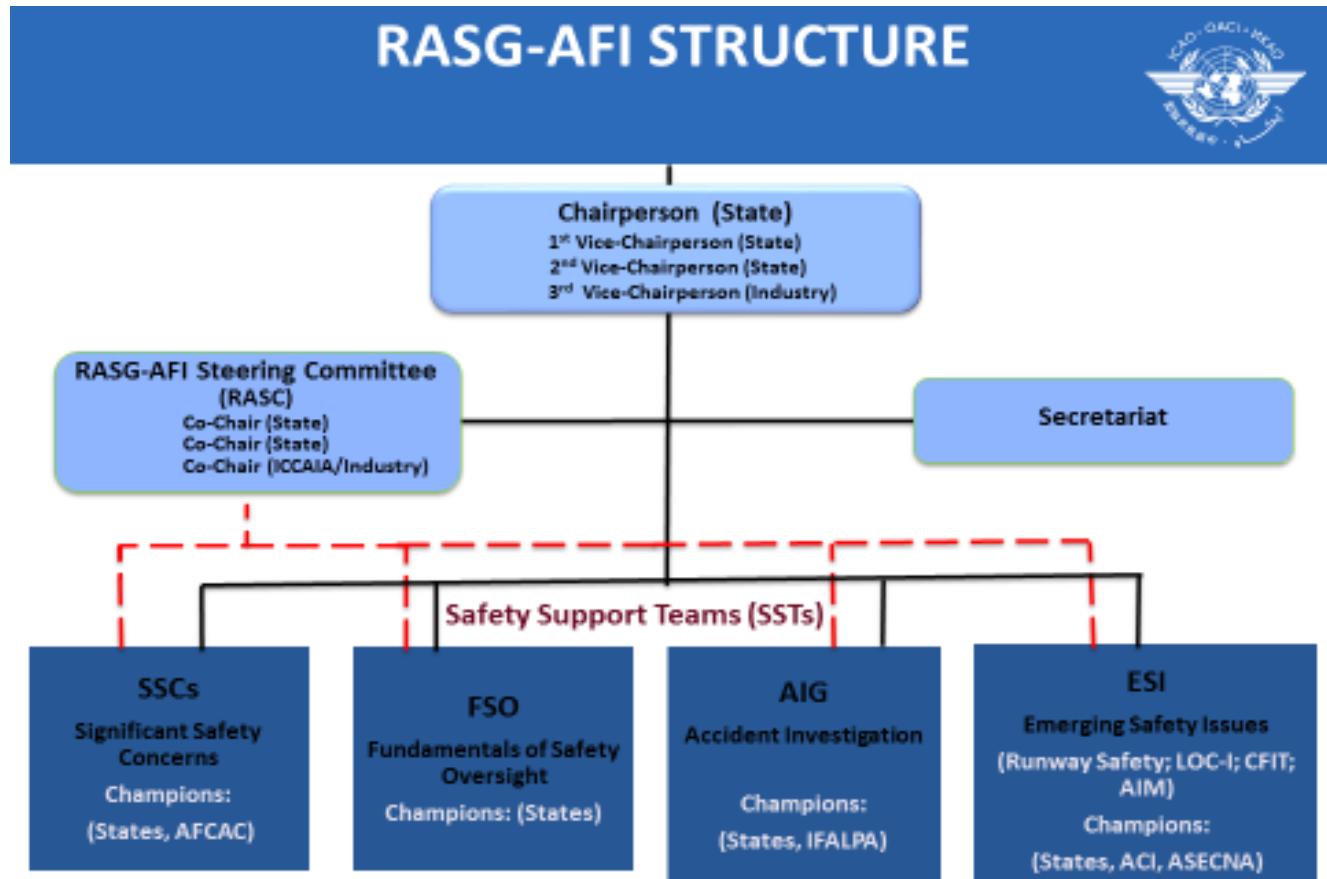
- 5.8.1 Action taken by the Group shall be recorded in the form of:
- a) Conclusions; and
 - b) Decisions.
- 5.8.2 Conclusions: deal with matters which, in accordance with the Group's terms of reference, merit directly the attention of States, or on which further action is required to be initiated by the Secretary in accordance with established procedures.
- 5.8.3 Decisions: relate to the internal working arrangements of the Group and its subsidiary bodies.

5.9 Conduct of business

- 5.9.1 The meetings of the RASG-AFI shall be conducted by the Chairperson or, in his absence, by the First or Second Vice-Chairperson of the Group, in that order.
- 5.9.2 At the first sitting of each meeting, following the opening by the Chairperson, the Secretary shall inform participants of the arrangements made for the conduct of the meeting, its organization and of the documentation available for consideration of the different items on the agenda.
- 5.9.3 The Group shall at each of its meetings review the status of 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.

5.10 Reports

- 5.10.1 Reports on meetings shall be of a simple layout and as concise as possible and shall include:
 - a) a brief history of the meeting (duration, attendance, agenda and list of Conclusions and Decisions);
 - b) a summary of the discussions by the Group on the different items of the agenda including, for each of them, the relevant Conclusions and/or Decisions; and
 - c) the work programme and future action by the Group.
- 5.10.2 A summary of Conclusions reached and Decisions generated in the English and French Languages will be prepared by the Secretariat for approval by the Group before the closing of each meeting.
- 5.10.3 The report shall be posted on the ICAO website(s) and also be circulated, to all Member States, to Permanent Observers and concerned stakeholders.



December, 2015

RASG-AFI Structure

Rev. 1