



ICAO

INTERNATIONAL CIVIL AVIATION ORGANIZATION

First Meeting of the Safety Management and Oversight Sub-Group (SMO/SG1) of the Africa–Indian Ocean Aviation System Planning and implementation Group (AASPG)

Virtual, 2 to 5 September 2025

Agenda Item 1 - Review and Adoption of the Agenda and Work Programme

(Presented by the Secretariat)

SUMMARY

This working paper presents the provisional agenda and work programme of the First Meeting of the Safety Management and Oversight Sub-Group (SMO/SG1) for review and adoption.

Action by the meeting is at **paragraph 3**

REFERENCE(S):

- Extraordinary Meetings of the APIRG and RASG-AFI Report
- APIRG/27 and RASG-AFI/10 Report
- AASPG Procedural Handbook
- Report of the Meeting on the establishment of SMO/SG

Related ICAO Strategic Objective(s):

- A – *Safety*

1. INTRODUCTION

1.1. The terms of reference, working arrangements, internal instructions, as well as rules of procedures for the conduct of the meetings of AASPG and its contributory bodies are contained in the AASPG Procedural Handbook, notably Part IV (Rules of Procedure for the Conduct of Meetings of the Contributory Bodies of the AASPG).

2. DISCUSSIONS

2.1. The AASPG Procedural Handbook, Part IV, paragraphs 4.4.2, 4.4.3; and Part VIII-C Paragraph 8-C4.1, provide as follows:

4.4.2 The Secretary of a Sub-Group shall, after co-ordination with the ICAO Regional Office, and in consultation with the Chairperson of the Sub-Group, establish a draft agenda based on the work programme adopted and the documentation available.

4.4.3 The draft agenda shall be circulated with the convening letter and submitted to the meeting to which it refers for adoption.

8-C.4.1 The Sub-Group shall convene at least once a year taking into consideration the schedule of other AASPG activities. It shall make use of available means of electronic communication including teleconferencing, to prepare and progress its work in between meetings and keep its members up to date on issues of concern, as well as to discuss specific issues.

2.2. The Provisional Agenda for the First Meeting of the Safety Management and Oversight Sub-Group (SMO/SG1) was communicated to the concerned States and Organizations, as attachments to the invitation letter Ref. T17/10.1 – 0542 dated 6 August 2025, and presented at Appendix A to this working paper for consideration by the meeting.

3. ACTIONS BY THE MEETING

3.1 The meeting is invited to:

- a) Take note of the information provided in this paper; and
- b) Review and adopt as appropriate, the agenda and work programme of the first meeting of the Safety Management and Oversight Sub-Group (SMO-SG1).

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APPENDIX A

Draft Agenda and Work Programme of SMO/SG1

Day 1: Tuesday, 02 September 2025			
Time (UTC)	WP#	Agenda Item	Subject
09:00-09:15			Opening Session: <ul style="list-style-type: none"> • Remarks by the ICAORD/WACAF
09:15-09:30	WP/01	1	<ul style="list-style-type: none"> • Review and Adoption of the Agenda and Work Programme; • Group Photo (Virtual)
09:30-10:30	WP02	2	Summary of the outcomes of the meeting on the establishment of the Safety Management and Oversight Sub-Group (SMO/SG) of the Africa–Indian Ocean Aviation System Planning and Implementation Group (AASPG)
10:30-11:00	Coffee/Tea Break		
11:00-14:00	WP3	3	Identification of projects and development of ToRs
	WP/03/Appendix A		3.1. Strengthening of States’ Safety Oversight Systems
	WP/03/Appendix B		3.2. Development and implementation of Regional and National Aviation Safety Plans (AFI-RASP and NASPs)
	WP/03/Appendix C		3.3. Establishment of Safety Data Collection and Processing Systems (SDCPS)
	WP/03/Appendix D		3.4. Safety Management - State Safety Programme Implementation and documentation
	WP/03/Appendix E		3.5. Aircraft Accident and Incident Investigation (AIG)
	WP/03/Appendix F		3.6. Monitoring of SMO/SG-related conclusions and decisions
Day 2: Wednesday, 03 September 2025			
09:00-09:30	WP/04	4	Nominations of Project Team Coordinators (PTC) and Assistant Coordinators for each identified project area
09:30-11:00		5	Review and adoption of the proposed project descriptions (Breakout sessions)
			5.1. Strengthening of States’ Safety Oversight Systems – Project Team
			5.2. Development and implementation of Regional and National Aviation Safety Plans (AFI-RASP and NASPs) - Project Team
			5.3. Establishment of Safety Data Collection and Processing Systems (SDCPS) - Project Team
			5.4. Safety Management - Project Team
			5.5. Aircraft Accident and Incident Investigation (AIG) - Project Team
5.6. Monitoring of SMO/SG-related conclusions and decisions - Project Team			
11:00-11:30	Coffee/Tea Break		
11:30-14:00		5	Review and adoption of the proposed project descriptions (Breakout sessions) – Continued
Day 3: Thursday, 04 September 2025			

09:00-11:00		5	Review and adoption of the proposed project descriptions (Breakout sessions) – Continued
11:00-11:30	Coffee/Tea Break		
11:30-14:00		5	Report from Strengthening of States’ Safety Oversight Systems – Project Team
			Report from Development and implementation of Regional and National Aviation Safety Plans (AFI-RASP and NASPs) – Project Team
			Report from Establishment of Safety Data Collection and Processing Systems (SDCPS) - Project Team
Day 4: Friday , 05 September 2025			
09:00-10:00		5	Report from Aircraft Accident and Incident Investigation (AIG) - Project Team
			Report from Monitoring of SMO/SG-related conclusions and decisions- Project Team
10:00-10:30	WP/05	6	Future Work programme
10:30-11:00		7	Any other business (AOB)
11:00-12:00		8	Draft Conclusions/Decisions of the First Meeting of the SMO/SG
12:00-12:15		9	Closing Remarks