

INTERNATIONAL CIVIL AVIATION ORGANIZATION



AFRICA–INDIAN OCEAN AVIATION SYSTEM PLANNING AND IMPLEMENTATION GROUP (AASPG)

Report of the Meeting on the Establishment of the Safety Management and Oversight Sub- Group (SMO/SG)

Nairobi, Kenya, from 24 to 25 April 2025

The views expressed in this Report should be taken as those of the AASPG SMO Sub-Group and not of the Organization. This Report will, however, be submitted to the Programme Review and Coordination Committee (PRCC) and AASPG, and any formal action taken will be published in due course as a Supplement to the Report.

**Approved by the Meeting and
published under the authority of the Secretary General**

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LIST OF ABBREVIATIONS

AAO/SG	Airspace and Aerodrome Operations Sub-Group
AASPG	AFI Aviation System Planning and implementation Group
AFCAC	African Civil Aviation Commission
AFI	Africa - Indian Ocean Region
AFRAA	African Airlines Association
APIRG	AFI Planning and Implementation Regional Group
ARC-TF	APIRG/RASG-AFI Coordination Task Force
ARMA	African Regional Monitoring Agency
AUC	African Union Commission
CAA	Civil Aviation Authority
GANP	Global Air Navigation Plan
GASP	Global Aviation Safety Plan
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
IIM/SG	Infrastructure and Information Management Sub-Group
LHD	Large Height Deviation
NCLB	No Country Left Behind
PBN	Performance-Based Navigation
PBCS	Performance Based Communication and Surveillance
PRCC	Programme Review and Coordination Committee
RASC	RASG-AFI Steering Committee
RASG-AFI	AFI Regional Aviation Safety Group
RPAS	Remotely Piloted Aircraft Systems
RSOO	Regional Safety Oversight Organization
RVSM	Reduced Vertical Separation Minimum.
SARPs	Standards and Recommended Practices
SMO/SG	Safety Management and Oversight Sub-Group
SSO-SST	State Safety Oversight System - Support Team
SSP – SST	State Safety Programme - Safety Support Team
SSTs	Safety Support Teams
UN SDGs	United Nations Sustainable Development Goals

LIST OF APPENDICES

Appendix 1: Terms of reference of the SMO Sub-Group

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LIST OF DRAFT CONCLUSIONS AND DECISIONS

DEFINITIONS

SMO/SG records its actions in the form of draft Conclusions and Decisions as follows:

- a) Draft Conclusions:** Actions by the Sub-Group that require prior agreement of the AASPG before it can be implemented. All such proposed actions shall be considered by the AASPG at its next meeting subsequent to the issue of the Sub-Groups' report.
- b) Decisions by the Sub-Group:** Actions which do not necessarily require prior agreement of the AASPG for implementation; and that may be conducted by the specific Sub-Group and its members or the Secretariat, as may be applicable.

No.	Draft Conclusions and Decisions	
1.	<i>Draft Decision E/01</i>	<i>Terms of Reference (TOR), Composition, Working Methods and Work Programme of the Safety Management and Oversight Sub-Group (SMO/SG)</i>
2.	<i>Draft Decision E/02</i>	<i>Nominations of members of the SMO/SG; and elections of Chairperson and Vice-Chairperson of the Sub-Group</i>
3.	<i>Draft Conclusion E/03</i>	<i>Establishment and Operationalization of the SMO Sub-Group - Project based approach</i>
4.	<i>Draft Conclusion E/04</i>	<i>Adoption of the Standardized Project Definition Template</i>
5.	<i>Draft Decision E/05</i>	<i>Recent developments with the Global Aviation Safety Plan (GASP) and the Regional Aviation Safety Plan (AFI-RASP)</i>

PART I – INTRODUCTION

1. Place and duration

- 1.1 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) was held from 24 to 25 April 2025 at the Trademark Hotel, in Nairobi, Kenya.

2. Attendance

- 2.1 Fifty (50) participants from fifteen (15) States of the AFI region, eight (8) regional and international Organizations and the ICAO ESAF and WACAF Regional Offices attended the meeting. The list of participants is provided as Appendix 1 to this report.

3. Officers and Secretariat

- 3.1 Mr. Lawrence Amukono (Kenya), Elected Chairperson of the SMO/SG, chaired the meeting.
- 3.2 Mr. Zewdu Aregawi, Regional Officer, Safety Implementation, ICAO Eastern and Southern African Office (ESAF), served as the Secretary of the meeting. He was assisted by:
- Mr. Papa Issa Mbengue, Regional Officer, Flight Operations (ESAF);
 - Mr. Kebba Lamin Jammeh, Regional Officer, Flight Safety (WACAF);
 - Ms. Keziah Ogutu, Regional Officer, Air Traffic Management and Search & Rescue (ESAF);
 - Ms. Sonia Freitas, Regional Officer, Safety Implementation (WACAF);
 - Mr. Rene Tavarez, Regional Officer, Airworthiness (WACAF); and
 - Mr. Eyob Estifanos, Regional Officer, Technical Assistance/Air Transport (ESAF).

4. Working languages

- 4.1 The meeting was conducted in the English and French languages with simultaneous interpretation services. The documentation was made available on the ICAO ESAF and WACAF Offices websites in both languages.

5. Opening of the meeting

- 5.1 Mr. Lawrence Amukono welcomed the meeting participants on behalf of the Director General, Kenya Civil Aviation Authority, Mr. Emile N. Arao, who could not attend the meeting due to prior official engagement.

5.2 Opening remarks by the Regional Director of the ICAO ESAF Office

- 5.2.1 The opening remarks were delivered by Mr. Arthemon Ndikumana, Deputy Regional Director, ICAO ESAF Regional Office, on behalf of the Regional Director, Ms. Lucy Mbugua. In his address, Mr. Ndikumana expressed sincere appreciation to the States and Organizations for facilitating the participation of their experts in the meeting.
- 5.2.2 Mr. Ndikumana underscored the importance of sustained commitment from States, Regional and International Organizations, and other stakeholders in ensuring the success of the Safety Management and Oversight Sub-Group (SMO/SG). He emphasized the need for all parties including States, Organizations, and Project Teams (yet to be established) to remain actively engaged in the Sub-Group's activities by contributing their expertise, resources (human, financial, and technical), and continued support to this collaborative effort.
- 5.2.3 He further urged participants to take full ownership of the SMO/SG and, by extension, the AASPG. He concluded by reaffirming ICAO's commitment to supporting the AFI Region in all its aviation safety initiatives and efforts.

6. Agenda

6.1 The meeting adopted the following agenda:

Agenda Item 1: Review and adoption of the agenda and the work programme

Agenda Item 2: Review of the Terms of Reference, Composition, Working Methods and Work Programme of the Safety Management and Oversight Sub-Group (SMO/SG).

Agenda Item 3: Nominations of members of the SMO/SG; and Elections of Chairperson and Vice-Chairperson of the Sub-Group

Agenda Item 4: Establishment and Operationalization of the SMO Sub-Group –

4.1 - Project based approach

4.2 - Membership of the SMO-SG Project Teams

4.3 - Project formulation standardization.

Agenda Item 5: Recent developments on the ICAO Global Aviation Safety Plan (GASP), AFI Regional Aviation Safety Plan (AFI-RASP), and Significant Safety Concerns in the Region

Agenda Item 6: Activities to be coordinated with the IIM and AAO Sub-groups

Agenda Item 7: Any other Business

PART II: REPORT ON AGENDA ITEMS

AGENDA ITEM 1: REVIEW AND ADOPTION OF THE AGENDA AND WORK PROGRAMME

- 1.1 The meeting reviewed and adopted the proposed agenda and the work programme as presented by the Secretariat. The Agenda and Work Programme is provided as **Appendix - 4** to this Report.

AGENDA ITEM 2: REVIEW OF THE TERMS OF REFERENCE, COMPOSITION, WORKING METHODS AND WORK PROGRAMME OF THE SAFETY MANAGEMENT AND OVERSIGHT SUB-GROUP (SMO/SG)

- 2.1 The meeting reviewed and endorsed the Terms of Reference, Composition, Working Methods, and Work Programme of the Safety Management and Oversight Sub-Group (SMO/SG), with proposed deletion of item “g” to avoid duplication with item “d” under the section of the TOR on “Tasks of the Sub-Group.” . The following draft decision was therefore formulated:

<i>Draft Decision SMO E/01: Terms of Reference (TOR), Composition, Working Methods and Work Programme of the Safety Management and Oversight Sub-Group (SMO/SG).</i>					
Why:	That, to avoid duplication,				
What:	a) The revised Terms of Reference, Composition, Working Methods, and Work Programme of the Safety Management and Oversight Sub-Group (SMO/SG) in Appendix 1 is endorsed, with deletion of item “g” under the section of the TOR on “Tasks of the Sub-Group.”				
Who:	Secretariat				
When:	24 April 2025				
Implementation following-up					
Follow-up required	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Metrics	Metric Amended TOR	Means to collect data	Mean : Secretariat Report to AASPG/1

AGENDA ITEM 3: DESIGNATION OF MEMBERS OF THE SMO/SG; AND ELECTIONS OF CHAIRPERSON AND VICE-CHAIRPERSON OF THE SUB-GROUP

- 3.1 The Secretariat presented a paper on the designation of members of the SMO/SG; and elections of Chairperson and Vice-Chairperson of the Sub-Group. The meeting thereafter, designated volunteer for membership to the Sub-Group; and elected a Chairperson and a Vice-Chairperson from representatives of States present, to be responsible for the conduct of the business of the Sub-Group, in accordance with the relevant terms of reference as prescribed in the AASPG Procedural

Handbook. The following draft decision was formulated:

Draft Decision SMO E/02: Designation of members of the SMO/SG; and elections of Chairperson and Vice-Chairperson of the Sub-Group.					
Why:	That, to conduct the business of the Safety Management and Oversight Sub-Group (SMO/SG) of the AFI Aviation System Planning and implementation Group (AASPG),				
What:	<div>a) The following States are designated as core members of the SMO/SG: Cameroon, Cote d’Ivoire, Gabon, Gambia, Ghana, Kenya, Mauritania, Mozambique, Namibia, Rwanda, South Africa, Uganda, Togo and Zambia.</div> <div>b) Mr. Lawrence Amukono from the Republic of Kenya and Mr. Kone Klédjomoh Ousmane from the Republic of Cote d’Ivoire are elected respectively as Chairperson and Vice-chairperson of the SMO Sub-group.</div>				
Who:	<div>a) ICAO Secretariat;</div> <div>b) States</div>				
When:	24 April 2025				
Implementation following-up					
Follow-up required	Yes <input checked="" type="checkbox"/>	Metrics	Metric 1: Membership to the SMO/SG limited to 5 ESAF States; and 5 WACAF States.	Means to collect data	Means :
	No <input type="checkbox"/>		Metric 2: Elected officials to serve for a period not exceeding two consecutive meetings of the Sub-Group or two consecutive years, whichever comes later.		<div>1. ICAO Secretariat to monitor the tenure of office of the elected officials.</div> <div>2. ICAO Secretariat Report to AASPG</div>

AGENDA ITEM 4: ESTABLISHMENT AND OPERATIONALIZATION OF THE SMO SUB-GROUP

- 4.1 The Secretariat informed the meeting on the approach and mechanisms for the identification and implementation of the Safety Management and Oversight Sub-Group (SMO/SG) Projects which should be consistent with the AASPG Procedural Handbook.
- 4.2 The meeting was also presented with procedures and responsibilities regarding the composition and roles of the Safety Management and Oversight Sub-Group (SMO/SG) Project Teams, in ensuring effective coordination and execution of projects across the region.
- 4.3 The meeting discussed and agreed on the following areas as proposed by the secretariat for a potential development into projects: strengthening of State safety oversight systems; development and implementation of Regional and National Aviation Safety Plans (AFI-RASP and NASPs); establishment of Safety Data Collection and Processing Systems (SDCPS); Safety Management; Aircraft Accident and Incident Investigation (AIG); and improved monitoring of SMO/SG-related conclusions and decisions; and requested that, the Secretariat, in coordination with the members of the SMO/SG, will undertake a comprehensive review of the proposed areas with a view to developing corresponding project proposals, taking into account regional needs, priorities, and the availability of resources. The following draft conclusion was therefore formulated:

<i>SMO/SG Conclusion SMO E/03: Establishment and Operationalization of the SMO Sub-Group - Project based approach.</i>	
Why:	That to support the SMO Sub-Group activities.

What:	a) States and Organizations to nominate qualified subject matter experts for participation in the Project Teams, ensuring that they meet the specific requirements of the project; and b) States to cooperate by releasing and sponsoring their nominated subject matter experts for participation in the implementation of the SMO/SG projects; and allocate relevant resources as may be considered necessary.				
Who:	a) ICAO Secretariat b) States				
When:	31 July 2025				
Implementation follow-up					
Follow-up required	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Metrics	Metric: Project Teams established	Monitor the establishment of Project Teams	Secretariat Report to AASPG1

4.4. Project formulation standardization

4.4.1 The meeting was presented with the Project Definition Template which was adopted by AASPG as part its procedure handbook, should be used by the Project Teams when defining projects. The SMO/SG is tasked with implementing projects related to Safety Management and Safety Oversight, aligned with the Global Aviation Safety Plan (GASP) and Global Aviation Safety Roadmap (GASR), to support States in achieving compliance with ICAO Standards and Recommended Practices (SARPs) and regional safety objectives. The use of this template ensures consistency and alignment with the guidelines set out in the AASPG Procedural Handbook, particularly in the operationalization of SMO/SG Project Teams.

- 4.4.2 The meeting discussed the process for proposing and approving projects, noting that proposals can be submitted by AASPG Contributory Bodies, the Secretariat, States, or industry representatives. The meeting was also informed that, while AASPG retains overall approval authority, the PRCC may expedite the endorsement of time-critical activities. The meeting was invited to take note of the information.

AGENDA ITEM 5: REVIEW OF RECENT DEVELOPMENTS WITH THE ICAO GLOBAL AVIATION SAFETY PLAN (GASP), AFI REGIONAL AVIATION SAFETY PLAN (AFI-RASP), AND SIGNIFICANT SAFETY CONCERNS IN THE REGION

- 5.1 The Secretariat updated the meeting on the recent developments in the Global Aviation Safety Plan (GASP) and the AFI Regional Aviation Safety Plan (AFI-RASP). The 2023-2025 Edition of the GASP is currently being reviewed by the GASP Study Group (GASP-SG) - a joint regulatory-industry expert group established by ICAO, to ensure that the Plan and its content reflect the needs of the aviation community at the international, regional and national levels - for alignment with the current and forecast aviation safety trends for the next triennium (GASP 2026-2028 Edition). In a similar token, the AFI-RASP 2023-2025 Edition will be reviewed by the Safety Management and Oversight Sub-Group (SMO/SG) of the Africa-Indian Ocean Aviation System Planning and implementation Group (AASPG) to align it with the GASP 2026-2028 Edition, after the latter receives the approval of the ICAO Council.
- 5.2 In preparation for the Fourteenth Air Navigation Conference (AN-Conf/14), ICAO conducted a survey via an online Questionnaire on the GASP Update. The questionnaire provided an opportunity for key stakeholders to give specific feedback on the 2023-2025 Edition of the GASP and to provide suggestions for the 2026-2028 Edition, as well as for updating guidance material to support the implementation of RASPs and NASPs. Proposed global safety issues for the 2026-2028 Edition of the GASP, as well as a proposal to update the GASP goals and targets were presented to the Conference, held in Montréal from 26 August to 6 September, 2024, to obtain wider feedback from States and international organizations.
- 5.3 The GASP was also restructured to ensure better alignment between the global, regional and

national aviation safety plans. Additionally, guidance materials related to the GASP was updated to align with the 2026-2028 edition of the GASP. These include the Global Aviation Safety Roadmap (Doc 10161); the Manual on the Development of Regional and National Aviation Safety Plans (Doc 10131); and the Manual on Monitoring Implementation of Regional and National Aviation Safety Plans (Doc 10162).

- 5.4 The draft RASG-AFI Regional Aviation Safety Plan (AFI-RASP 2023-2025 Edition) was developed by the RASG-AFI Secretariat and presented at a workshop conducted virtually from 2 to 5 October 2023 for validation by the Safety Support Teams (SSTs) – Contributory Bodies of the RASG-AFI, prior to its approval by the ninth meeting of the RASG-AFI Plenary in November 2023. The workshop was attended by 201 participants from Civil Aviation Authorities, Airlines, Air Navigation Services Providers, Aircraft Accident Investigation Authorities, Approved Training Organizations, Regional and International Organizations.
- 5.5 The AFI-RASP, like the GASP, has a three-year cycle within which the document should be reviewed and updated for the subsequent cycle, to be consistent with relevant GASP.
- 5.6 The AASPG Procedural Handbook outlines that Project Teams shall be established, composed of subject matter experts possessing the qualifications and experience required in the specific projects to which they are selected and familiar with the areas under consideration. Accordingly, a Team should be established, responsible for revising the AFI-RASP 2023-2025 Edition, to ensure that it is consistent with the GASP 2026-2028 Edition to continually reduce fatalities and the risk of fatalities in the Region; and by extension the world at large. In carrying out its work, the Project Team should consider the operational safety risks and organizational challenges within the Region; and States should be supported in the development and implementation of their NASPs, which should be consistent with the current Edition of the AFI-RASP.
- 5.7 The Project Team upon completion of its work, should present the draft revised AFI-RASP 2026-2028 Edition to the Programme Review and Coordination Committee (PRCC) for endorsement prior to its approval by the next AASPG Plenary in 2026. The following draft decision was formulated:

<i>Draft Conclusion SMO E/04: Updates on the Global Aviation Safety Plan (GASP) and the Regional Aviation Safety Plan (AFI-RASP).</i>					
Why:	That, to align the AFI-RASP with the GASP 2026-2028 Edition (after approval by the next ICAO Assembly),				
What:	The Safety Management and Oversight Sub-Group (SMO/SG) to establish a Project Team to be responsible for reviewing the AFI-RASP 2023-2025 Edition.				
Who:	SMO/SG				
When:	31 July 2025				
Implementation follow-up					
Follow-up required	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Metrics	Metric 1: SMO/SG Project Team for the Development/Update and implementation of AFI-RASP and NASPs established.	Means to collect data on the implementation of the conclusion /decision	Mean : Report to AASPG1

5.8 Other Safety initiatives

AFI Accident Investigation Status

5.8.1 IATA presented the status of accident investigations globally and within the AFI Region over the past five years, highlighting key performance trends and persistent challenges in publishing investigation reports within the timelines specified by Annex 13 to the Chicago Convention. IATA emphasized the importance of completing investigations to enable the broader aviation industry to learn from past events and prevent future occurrences.

Implementation of TCAS 7.1

- 5.8.2 IATA presented a working paper on the ICAO requirement for air operators to install or modify the TCAS equipment on their fleet to version 7.1, which became effective in 2017. However, there is no central record to show the status of implementation of TCAS 7.1 requirement amongst the forty-eight (48) States of the RASG-AFI. States were meant to have either amended regulations to this effect or promulgate them if they did not exist in the first place. With the general increase in TCAS Resolution Advisories (TA/RA) in the region, as reported by air operators, there is a need for States to implement this requirement, as one of the mitigation measures.

CASIP Initiative in Africa

- 5.8.3 IATA highlighted the progress made in the implementation of the Collaborative Aviation Safety Improvement Programme (CASIP) in Africa, a partnership of 13 organizations. There are currently three workstreams, namely the Operational Safety Workstream, the Training Capacity Building & Monitoring Workstream and the Safety Issue Review Meeting (SIRM).
- 5.8.4 The meeting after discussion urged the implementation of RASG-AFI/9 Conclusion 9/09 on Accident Investigation Reports and RASG-AFI/10 Conclusion 10/04 on the implementation of ACAS II (Version 7.1). The meeting also called on States to support the efforts of the CASIP Group in addressing key safety challenges in the following focus areas: Runway Safety; Aeronautical Information Quality; Communication Shortfalls; Safety Leadership and Safety Culture Development; Loss of Separation (TCAS-related); Ground Damage to Aircraft; Wildlife Hazard Management; Rescue and Firefighting Services; and Operations in environments with Significant Safety Concerns (SSCs).

AGENDA ITEM 6: ACTIVITIES TO BE COORDINATED WITH THE IIM AND AAO SUB-GROUPS

- 6.1 The meeting was presented with the need for enhanced coordination amongst the Sub-Groups of the newly established Africa-Indian Ocean Aviation System Planning and implementation Group (AASPG), specifically the Infrastructure and Information Management (IIM) and Airspace and

Aerodrome Operations (AAO) Sub-Groups, following the formal endorsement of the AASPG structure by Decision EO/01 of the Extraordinary Meeting of APIRG and RASG-AFI in July 2024. The meeting was informed on the organizational framework involving the Programme Review and Coordination Committee (PRCC) and three other Contributory Bodies (IIM, AAO, and SMO Sub-Groups) to ensure harmonized planning, implementation, and oversight of civil aviation across the region.

- 6.2 Furthermore, the meeting was briefed on the importance of clearly identifying coordination areas to prevent duplication of efforts and potential conflicts among the Sub-Groups. A list of organizational and operational safety issues that may require joint efforts between the SMO, IIM, and AAO Sub-Groups was shared, covering key topics such as, the timely implementation of ICAO Standards and Recommended Practices (SARPs); integration of new entrants into the aviation ecosystem; runway safety; and safety data collection and sharing. The Meeting therefore endorsed the list of activities common areas.

Closing ceremony

- 7.4 The Chairperson of the Sub-Group provided a summary of the discussions of the meeting as well as the main outcomes.
- 7.5 The meeting was officially closed by the Deputy Regional Director of the ICAO ESAF Office, Mr. Arthemon Ndikumana. In his closing remarks, he appreciated and thanked the participants for the invaluable contributions made during the two days meeting and called for continued collaboration to ensure the success of the Safety Management and Oversight Sub-Group (SMO/SG).

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Appendix 1:

Terms of Reference of the SMO Sub-Group

Mandate

The SMO/SG is established and mandated by AASPG to support the implementation of ICAO Standards and Recommended Practices (SARPs) and carry out specific activities aimed to enable AASPG to discharge its functions and responsibilities in Safety management and Safety oversight.

Key Functions

To carry out its functions, the Sub-Group shall, as guided by AASPG:

- a) Foster the implementation by States of the Global Aviation Safety Plan (GASP, Doc 10004), taking into account aspects of Global Aviation Security Plan (GASeP) by ensuring effective coordination and cooperation between all States; and
- b) Carry out implementation projects related to the areas of Safety management and Safety oversight, on the basis of the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR) and as guided by the Regional performance objectives, to support States in the implementation of SARPs and regional requirements;
- c) Take necessary action to enable coherent building of States aviation systems in the AFI Region, to support the objective of achieving seamlessness in the air navigation system, interoperability and harmonization within the Region and with other Regions;
- d) Conduct follow-up to GASP/GASR AFI-RASP related activities as required;
- e) Collect and analyse, safety data and information on in the region; propose initiatives to enhance safety; report on progress and challenges beyond the capacity of the sub-group.

Tasks

- a) Coordinate and conduct meetings of the SMO Sub-Group;
- b) Oversee performance of Projects Teams under the SMO Sub-Group and provide guidance;
- c) Coordinate the development and implementation of safety risk mitigation action plans by States, taking into consideration States' level of effective implementation of the critical elements of safety oversight systems and progress being made to improve the level;

- d) Analyse safety information and hazards to civil aviation at the regional level and review the action plans developed within the region to address identified hazards;
- e) Monitor and report, using a data driven approach, the region's main aviation safety risks, and determine regional priorities and associated work programme based on the GASP;
- f) Monitor, report on the AFI-RASP implementation and propose actions for its improvement based on the region identified priorities;
- ~~g) Analyse safety information and hazards to civil aviation at the regional level and review the action plans developed within the region to address identified hazards;~~
- h) Identify and report on regional and emerging safety challenges experienced that affect implementation of ICAO global provisions by States and measures undertaken or recommended to effectively address them;
- i) Facilitate the development and implementation of regional and national aviation safety plans (NASPs) by States;
- j) Support States, Regional Organisations on the implementation of Safety enhancement initiatives to address the identified safety challenges;
- k) Coordinate with the IIM/SG and AAO/SG on safety aspects of the air navigation system in the region; and
- l) Carry out comprehensive reviews and updates of all Conclusions and Decisions within the framework of AASPG that are applicable to the SMO Sub-Group in order to ensure continued relevance of the Conclusions and Decisions.

Working Methods

- a) 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.
- b) Taking into consideration that the SG will be representing the interests of the Region, and that not all AASPG member States will necessarily be represented in an SG, the participating State officials shall be expected to work more as experts in their respective fields, as opposed to delegates attending only in the interests of their States. The SG shall, while exercising due professional care

and without prejudice to States sovereignty and integrity, work with minimum formality to facilitate effective delivery.

Composition

The SMO -SG shall be composed of officials possessing the qualifications and experience in at least one of the aviation technical areas in the Sub-Group concerned. In order to facilitate focus, continuity and appropriate expertise, States and international organizations identified by AASPG will nominate specific officials to the Sub-Groups, providing information on nominee's qualifications and experience (i.e., CV), to enable the respective Sub-Groups to optimally take advantage of the expertise availed to them.

Appendix 2 :
States Identified to form Membership of SMO/SG

No.	ESAF Region	WACAF Region
1.	Kenya,	Cameroon,
2.	Mozambique	Cote d'Ivoire
3.	Namibia	Gabon
4.	Rwanda	Gambia
5.	South Africa	Ghana
6.	Uganda	Mauritania
7.	Zambia	Togo
IATA, Airbus, Boeing, EASA and FAA		

Appendix 3: Project Definition Template

1. Project Identification

2. Project Deliverables

AFI Region	PROJECT DESCRIPTION (DP)	DP N° XX	
Programme	Number and Title of the Project	Start Date	End Date
AREA Programme Facilitator: ROs	Project coordinator: Name of the Project Coordinator		
Rationale	Description of the rationale of the Project		
Objective	Description of the Project Objectives		
Scope	Description of the Project Scope		
Metrics	Metrics for monitoring the Project performance		
Strategy	Description of the Project Implementation Strategy		
Related projects	Link with other Projects		
Relationship with the regional plans	Description of the relationship of the Project with the Regional Plans		

Project Deliverables					
Reference	Description	Responsible Party	Delivery date	Status of Implementation	Comments

3. Resources

Required Resources	Description of the required resources
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1. Project Costing

Appendix 4: Agenda and Work Programme of the meeting on establishment of the SMO/SG

Activities	Expenditures				
	Total	Year 1	Year 2	Year n
Deliverable 1					
Activity #1.1					
Activity #1.2					
Activity #1.3					
Deliverable 2					
Activity #2.1					
Activity #2.2					
Activity #2.3					
.....					
Activity #2. n					
Deliverable x					
Activity #x.1					
Activity #x.2					
Activity #x.3					
.....					
Activity #x. n					
Total					

Day 1, Thursday, 24 April 2025			
Time	WP#	Agenda Item	Subject
08:30-09:30			Registration of participants
09:30-10:00			Opening ceremony : <ul style="list-style-type: none">• Remarks by the DG, KCAA;• Remarks by the ICAORD/Nairobi.
10:00-10:30	WP/01	1	<ul style="list-style-type: none">• Review and Adoption of the Agenda and Work Programme ;• Group Photo
10:30-11:00	Coffee/Tea Break		
11:00-12:00	WP/02	2	Review of the Terms of Reference, Composition, Working Methods and Work Programme of the Safety Management and Oversight Sub-Group (SMO/SG).
12:00-13:00	WP/03	3	Nominations of members of the SMO-SG ; and Elections of Chairperson and Vice-Chairperson of the Sub-Group.
13:00-14:00			Lunch Break
14:00-15:30		4	Establishment and Operationalization of the SMO Sub-Group.
	WP/04A		4.1. Project based approach.
	WP/04B		4.2. Membership of the SMO-SG Project Teams.
	WP/04C		4.3. Project formulation standardization.
Day 2, Friday, 25 April 2025			
09:00-11:00		5	Review of recent developments with the ICAO Global Aviation Safety Plan (GASP), AFI Regional Aviation Safety Plan (AFI-RASP), and Significant Safety Concerns in the Region.
	WP/05A		5.1 Review of recent developments with GASP and the AFI-RASP
	WP/05B		5.2 Significant Safety Concerns in the Region
	WP/05C		5.3 Other safety initiatives
11:00-11:30	Coffee/Tea Break		
11:30-12:30	WP/06	6	Activities to be coordinated with the IIM and AAO Sub-groups
12:30-13:30		7	Any Other Business Closing Remarks by ICAORD/Nairobi
13:30-14:30	Lunch Break and Close of Day 2		

Appendix 5: Agenda and Work Programme Template of the SMO Sub-Group meetings

Item #	Item
Agenda Item 1:	Review and adoption of the Agenda and the Work Programme
Agenda Item 2:	Status of implementation of Conclusions and Decisions of the SMO/SG Meeting; and AASPG Meeting applicable to the Sub-Group
Agenda Item 3:	Achievements in Safety Management and Oversight
Agenda Item 4:	Significant Safety Concerns
Agenda Item 5:	Activities to be coordinated with the IIM and AAO Sub-Groups
Agenda Item 6:	Implementation Challenges of the Sub-Group
Agenda Item 7:	Proposed Recommendations/actions to be taken by ICAO HQ
Agenda Item 8:	Review of the Terms of Reference (TOR), Composition and Future Work Programme of the SMO/SG
Agenda Item 9:	Any other business
Agenda Item 10:	Draft Conclusions/Decisions of the Meeting of the SMO/SG

Appendix 6:

List of Participants

**MEETING TO ESTABLISH THE SAFETY MANAGEMENT AND OVERSIGHT SUB-GROUP
(SMO/SG) OF THE AFRICA-INDIAN OCEAN AVIATION SYSTEM PLANNING AND
IMPLEMENTATION GROUP (AASPG)**

From 24 to 25 April 2025

NO.	STATE / ETAT AGENCY / AGENCE	NAME / NOM	ORGANISATION	CONTACTS / COORDONNEES
1.	CAMEROON	Mr. Steven Franck Yene Medoua	Cameroon Civil Aviation Authority, Aviation Safety Division	Head of Personnel Licensing Office steven.medoua@ccaa.aero +231 697546178
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