



POLICY ON THE USE OF THE ICAO SECURE PORTAL ON OPERATIONAL SAFETY RISKS AND EMERGING ISSUES

1 GENERAL

1.1 Operational safety risks include additional risks, for which sufficient data exists, that States and regions should consider in addition to the global high-risk categories of occurrences (G-HRCs) presented in the Global Aviation Safety Plan (GASP, Doc 10004).

1.2 Emerging issues include concepts of operations, technologies, public policies, business models or ideas that might impact safety in the future, for which insufficient data exists to complete typical data-driven analysis. Due to the lack of data, emerging issues cannot automatically be considered as operational safety risks. It is important that the international aviation community remain vigilant on emerging issues to identify hazards, collect relevant data and proactively develop mitigations to address any associated risks. The management of emerging issues, particularly by mitigating safety risks, can provide opportunities to foster innovation.

1.3 The *Secure Portal on Operational Safety Risks and Emerging Issues* is a dedicated site on the ICAO Secure Portal for the collection of information on operational safety risks and emerging issues by the regional aviation safety groups (RASGs).

2 PURPOSE

2.1 The purpose of the *Secure Portal on Operational Safety Risks and Emerging Issues* is to contribute to the improvement of safety by facilitating the sharing and exchange of safety information. The site provides a platform where States and other stakeholders can communicate operational safety risks and emerging issues to ICAO. It contributes to the achievement of the GASP Goal 4, Target 4.3 which calls for all States to contribute information on operational safety risks, including emerging issues, to their respective RASGs.

2.2 This site must not be used to identify State-specific deficiencies (refer to section 5.3). Users can choose to provide information without specifying their State's name. States should not use the site to submit official information regarding safety oversight (e.g. corrective action plans) or accidents/serious incidents (e.g. accident notifications, accident reports). These should be transmitted to ICAO through the established channels, such as the Online Framework (OLF) to address findings from USOAP continuous monitoring approach (CMA) activities and the ICAO Accident/Incident Data Reporting (ADREP) system for matters related to accidents and serious incidents.

**3****ACCESS AND USE**

3.1 The *Secure Portal on Operational Safety Risks and Emerging Issues* is not available to the public for reference and is only accessible through approved log-in credentials (i.e. by registration). Individuals wishing to gain access to the site must submit a registration request via the existing ICAO Secure Portal platform (<http://portal.icao.int>). ICAO reviews all applications and grants “read only” or “read and write” access to each individual person registered on the site. The permissions granted to each user are based on instructions received from individual States, as well as international and regional organizations, who nominate focal points (refer to Section 4.1).

3.2 Information from individual States, as well as international and regional organizations is collected via the secure portal site. ICAO uses the information to identify hazards and emerging issues, to conduct regional risk assessments, and develop safety enhancement initiatives, when needed. Risk assessments are predominantly led by the RASGs, for issues identified in their respective regions. Safety information gathered is useful for the RASGs to update their respective regional aviation safety plans (RASPs). In order to carry-out these tasks, designated individuals for each RASG are granted “read only” access to the site.

3.3 Information collected through the site is also useful for ICAO to consider when developing future editions of the GASP. The GASP Study Group (GASP-SG) reviews the content of the site when reviewing operational safety risks or emerging issues for possible inclusion in the GASP. In order to carry-out these tasks, GASP-SG members, alternates and advisors are granted “read only” access to the site.

3.4 Designated members of the ICAO Secretariat are granted “read only” access to the site to perform duties related to the site. The GASP-SG Secretary and Administrative Assistant(s) are granted “read and write” access to the site to perform administration duties.

4**STATE / INTERNATIONAL AND REGIONAL ORGANIZATION RESPONSIBILITY**

4.1 Each State, international and regional organization must provide the name of a designated focal point responsible for the administration of access rights within the State / international and regional organization, their title, address, telephone/facsimile number(s) and email address to ICAO. This designation may be sent via email to gasp@icao.int. The designated focal point will be granted “read and write” access to the site. All other persons nominated by the State / international and regional organization to support the focal point will be granted “read” access only. The State should consider appointing the National Continuous Monitoring Coordinator (NCMC) as the designated focal point for this site. If there is a change in the designated focal point, ICAO should be advised as soon as practicable to reissue permissions and prevent unauthorized use of the site.

4.2 Each State / international and regional organization is responsible for posting and updating information on the secure portal site on a regular basis.



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SAFETY INFORMATION-SHARING AND EXCHANGE

5.1 Safety information-sharing and exchange is at the centre of safety performance measurement. At the regional level, the RASG is an appropriate forum to facilitate the sharing and exchange of safety information within the region due to the composition of its membership, which encompasses representation from States, regional entities and industry. Prior to each RASG meeting, the designated individual(s) for the RASG reviews the site and identifies any operational safety risks or emerging issues that may need to be addressed during the RASG meeting. The ICAO Regional Office may contact the State / international and regional organization which has submitted information pertaining to a specific issue to coordinate the discussion at the RASG meeting. For issues pertaining to air navigation matters, coordination is also encouraged with the planning and implementation regional groups (PIRGs).

5.2 Stakeholders, such as individual States, international and regional organizations may also provide additional information, which can assist the region to determine operational safety risks and emerging issues. This information may be shared directly with the Secretariat responsible for the RASG administration and presented in addition to information gathered via the site.

5.3 Taking into account that one of the main objectives of sharing and exchange of safety information is to ensure a consistent, fact-based and transparent response to safety concerns at the national, regional and global levels, in the process of sharing and exchange of safety information, States, international and regional organizations should act in accordance with principles presented in the *Safety Management Manual* (Doc 9859). This includes the principle that safety information shared and exchanged by a State should not be used in a way adversely affecting such State itself, its operators, its public servants and its citizens as well as for other inappropriate purposes, including for the purpose of gaining economic advantage (refer to section 2.2).

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CONSISTENCY OF REPORTING

6.1 For consistency of reporting, States, international and regional organizations are encouraged to use the aviation occurrence categories from the Commercial Aviation Safety Team (CAST)/ICAO Common Taxonomy Team (CICTT) when completing forms in the secure portal site. This taxonomy is helpful to present a correlation between the issue reported and potential HRCs.

6.2 Additional information on the CICTT is found on the ICAO website at: www.icao.int/safety/airnavigation/AIG/Pages/Taxonomy.aspx

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