

## **GENERIC TERMS OF REFERENCE OF REGIONAL AVIATION SAFETY GROUPS (RASGs)**

### **1. MEMBERSHIP**

1.1 All ICAO Contracting States, and Territories recognized by ICAO, within the area of accreditation of the ICAO Regional Office(s) concerned shall be members of the regional aviation safety group (RASG) established for that (these) region(s).

### **2. PARTICIPATION**

2.1 In addition to States, the importance of a collaborative and proactive role by airspace users, international and regional organizations, and industry should be recognized due to their involvement in the rapid pace of technological development, expertise and other opportunities for sharing of resources.

2.2 RASG meetings are open to all members. Each State/Territory member should be represented by a senior-level delegate nominated by the State/Territory, preferably from the civil aviation authority (CAA) in order to support related policy-making within the State. A delegate may be supported by an alternate delegate and/or advisers with the requisite technical knowledge in the subject matters under consideration.

2.3 The CAAs should be supported by representatives from service providers and industry.

2.4 States located outside the area of accreditation of the ICAO Regional Offices concerned can be invited on a case-by-case basis and in accordance with the *Regional Office Manual* to attend as observers.

2.5 International organizations recognized by the ICAO Council to participate in ICAO meetings should participate, as observers, in the RASG meetings, and be encouraged to do so. Other stakeholders may be invited as observers, when required, to contribute to the work of the RASG.

2.6 The participation of industry stakeholders should take into account relevant capabilities such as an involvement in the rapid pace of technological development, specific knowledge and expertise, and other opportunities including sharing of resources.

2.7 Civil aviation commissions/conferences in particular the Arab Civil Aviation Organization, African Civil Aviation Commission, European Civil Aviation Conference and Latin American Civil Aviation Commission, may be invited to participate in the work of the RASGs.

2.8 The members and observers will serve as partners in RASGs, and their joint commitment is fundamental for success in improving safety worldwide.

2.9 RASG meetings should be live-streamed, to the extent possible, to enable additional State participants to follow the proceedings.

### 3. WORKING ARRANGEMENTS

#### 3.1 Structure

3.1.1 RASGs have the obligation to apply the most effective and efficient organizational structure and meeting modalities that best suit the characteristics of each region's implementation work programme while maintaining to the extent possible, alignment with these Terms of Reference, the regional work programme and the Global Aviation Safety Plan (GASP).

3.1.2 The ICAO Regional Director(s) will serve as the Secretary of the RASG. Wherever two Regional Directors are involved, they will periodically rotate between serving as Secretary of the RASG and planning and implementation regional group (PIRG) to balance the Secretariat responsibilities between these two regional groups. The Secretary of the RASG, in coordination with the Secretary of the PIRG, will establish the date, methodology and the procedure to be applied for the rotation.

3.1.3 The organization of the RASG should address global and region-specific safety-related matters, and meetings should be closely coordinated between the RASG and PIRG chairpersons and the Secretariat. RASG and PIRG meetings should be held back-to-back or combined to facilitate coordination and to ensure the efficient use of resources.

3.1.4 The RASGs shall be administered by a chairperson and one or two vice-chairpersons elected from the State-nominated delegates present. The RASGs will establish the cycle of elections. Exceptionally, at the discretion of each RASG, vice-chairpersons or a co-chairperson may be elected from the international and regional organizations, and/or industry present.

3.1.5 The RASG will build on the work already done by States, ICAO Regional Offices and existing regional and sub-regional organizations (such as the cooperative development of operational safety and continuing airworthiness programmes, regional safety oversight organizations (RSOOs), regional accident and incident investigation organizations (RAIOs) and industry) to support the establishment and operation of safety management processes for the region(s).

3.1.6 RASGs contributory bodies may be created by the RASG to discharge the RASG work programme by working on defined subjects requiring detailed technical expertise. A contributory body shall only be formed when it has been clearly established that it is able to make a substantial contribution to the required work. A contributory body will be dissolved by the RASG when it has completed its assigned tasks or if the tasks cannot be usefully continued.

3.1.7 Invitations to RASG meetings must be issued at least three months in advance of the meeting to assist States to plan participation.

3.1.8 The Secretariat will review and update the RASG Handbook periodically, and as required, to ensure a result-oriented approach.

3.1.9 Where the meeting is held in more than one ICAO working language, interpretation services shall be made available to facilitate participation in the deliberations and adoption of the report by all participants.

3.1.10 States, international organizations and industry are invited to submit working papers, research works, etc. in order to enhance the work of the RASG and its contributory bodies. To ensure proper time for consideration and good decision-making, the Secretary should ensure that all working papers are available at least fourteen days prior to the start of the meeting for consideration.

### 3.2     **Venue**

3.2.1           RASG meetings will be convened in the Regional Offices, to the extent possible, to facilitate proper access by States. Approval to host RASG meetings outside of the Regional Office must be obtained from the President of the Council.

3.2.2           The Secretary General will ensure the allocation of the necessary financial resources to host RASG meetings.

3.2.3           RASG contributory bodies may be convened at a different location, if required, to be determined by the Secretary and Chairpersons of the RASG, and contributory body. Venues shall be chosen with the primary aim of facilitating maximum State attendance.

### 3.3     **State role**

3.3.1           State CAAs, supported by service providers as necessary, should participate in the work of the RASG and its contributory bodies to:

- a) ensure the continuous and coherent development and implementation of regional safety plans and report back on the key performance indicators (KPIs);
- b) support the regional work programme with participation from the decision-making authority with the technical expertise necessary for the planning and implementation mechanism, thus supporting policy decisions at the State level;
- c) support the implementation of effective safety management and collaborative decision-making processes to mitigate aviation safety risks, thus supporting policy decisions at the State level;
- d) contribute information on safety risk, including State safety programme (SSP) safety performance indicators (SPIs, in accordance with the GASP as part of their safety risk management activities;
- e) ensure coordination, at the national level, between the CAA, service providers and all other concerned stakeholders, and harmonization of the national plans with the regional and global plans;
- f) facilitate the development and establishment of Letters of Agreement and bilateral or multilateral agreements;
- g) ensure the implementation of the GASP goals and targets; and
- h) embrace a performance-based approach for implementation as highlighted in the Global Plans.

### **3.4 International organization and industry role**

3.4.1 Industry stakeholders/partners should participate in the work of the RASG and its contributory bodies in order to support the implementation of safety oversight activities, safety management and collaborative decision-making processes, as well as to identify regional requirements, mitigate aviation safety risks, provide technical expertise, as required, and ensure adequate resources.

3.4.2 Their focus should be on identifying regional requirements and ensuring that their available resources are adequately allocated.

### **3.5 Reporting**

3.5.1 The RASG reports outcomes to the ICAO Council through the Air Navigation Commission (ANC) as facilitated by the ICAO Secretariat.

3.5.2 RASG meeting reports should reflect the structure of the GASP (organizational challenges, operational safety risks, infrastructure and safety performance measurement) and RASG deliverables should map the expected GASP goals and targets.

3.5.3 RASG meeting reports should be provided in a standardized format to the governing bodies of ICAO to identify regional and emerging challenges, and shall include as a minimum:

- a) a brief history of the meeting (duration and agenda);
- b) a list of meeting participants, affiliation and number of attendees;
- c) a list of conclusions and decisions with a description of their rationale (what, when, why and how);
- d) a list of safety enhancement initiatives (SEIs) linked to the associated GASP targets and indicators, and the appropriate mechanism used to measure their effectiveness;
- e) common implementation challenges identified amongst RASG members and possible solutions, assistance required and estimated timelines to resolve, if applicable, by sub-region;
- f) identification of and recommendations on particular actions or enhancements that would require consideration by the ANC and Council to address particular challenges;
- g) a list of issues cross-referenced to actions to be taken by ICAO Headquarters and/or Regional Offices;
- h) based on the GASP, and associated SPIs and tools, report to the extent possible on the status of implementation of safety goals, targets and indicators, including the priorities set by the region in their regional safety plans exploring the use of regional dashboards to facilitate monitoring regional progress being made;
- i) a list of items for coordination with the PIRG and a concise summary of the outcome of related discussions;

- j) feedback on implementation issues and actionable recommendations to the ICAO Council to continually improve future editions of the GASP that identify regional safety objectives and priorities to ensure proper focus on emerging safety concerns; and
- k) the work programme and future actions to be taken by the RASG.

3.5.4 A technical officer from Headquarters (Air Navigation Bureau) will participate and provide support to the meeting and subsequently arrange for the presentation of reports, in coordination with the Regional Office(s) and chairpersons of the RASG, to the ANC and Council for review and harmonization.

3.5.5 The final RASG report will be approved at the end of the meeting. Where the report requires translation, it will be made available within fifteen working days of the meeting closure.

3.5.6 Headquarters will provide feedback to the RASGs highlighting the actions taken by the ANC and Council related to their previous meeting outcomes.

3.5.7 When a RASG does not meet during the annual reporting cycle of the consolidated report on PIRGs and RASGs to the Council, the Secretary of the regional group must, nevertheless, report implementation progress, as well as difficulties experienced, for inclusion in the report.

#### 4. GLOBAL PLANS

4.1 In regard to Global Plans, the RASG shall:

- a) support implementation by States of the *Global Aviation Safety Plan* (GASP, Doc 10004) taking into account aspects of the *Global Air Navigation Plan* (GANP, Doc 9750) and *Global Aviation Security Plan* (GASeP) by ensuring effective coordination and cooperation between all States and stakeholders;
- b) monitor and report the progress on the implementation by States of the GASP and the regional objectives and priorities;
- c) provide feedback on the GASP implementation and propose amendments to the Global Plans as necessary to keep pace with the latest developments and ensure harmonization with regional and national plans;
- d) in line with the GASP and regional priorities, identify specific aviation safety risks and propose mitigating actions using the mechanisms defined by Annex 19 — *Safety Management* and the *Safety Management Manual* (Doc 9859), with timelines to resolve deficiencies; and
- e) verify the provision of services in accordance with global and regional requirements.

## 5. REGIONAL ACTIVITIES

5.1 In regard to regional activities, the RASG shall:

- a) serve as a regional cooperative forum that determines regional priorities, develops and maintains the regional aviation safety plan and associated work programme based on the GASP and relevant ICAO Provisions, integrating global, regional, sub-regional, national and industry efforts in continuing to enhance aviation safety worldwide;
- b) facilitate 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;
- c) 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;
- d) 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;
- e) 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; and
- f) facilitate the development and implementation of regional and national aviation safety plans by States.

## 6. RASG COORDINATION

6.1 In regard to coordination, the RASG shall:

- a) coordinate safety issues with the respective PIRG;
- b) foster cooperation, information exchange, sharing of experiences and best practices among States and stakeholders;
- c) provide a platform for regional coordination and cooperation amongst States and stakeholders for the continuous improvement of safety in the region with due consideration to harmonization of developments and deployments, and intra- and interregional coordination;
- d) ensure that all safety activities at the regional and sub-regional level are properly coordinated amongst role players to avoid duplication of efforts;
- e) identify security, environmental and economic issues that may affect aviation safety, and inform ICAO Secretariat accordingly for action;
- f) identify practical examples and tools to support effective safety management implementation; and

- g) through the RASG Secretary, inform the Directors General of Civil Aviation and related civil aviation commission/conferences of RASG meeting results.

## 7. INTERREGIONAL COORDINATION

7.1 The RASG shall:

- a) ensure interregional coordination through formal and informal mechanisms, including the participation in meetings established for the purpose of coordinating RASG and PIRG activities, the GASP and regional aviation safety plans; and
- b) identify stakeholders that could be impacted by RASG SEIs within and outside the region, and develop an effective communication and coordination strategy with stakeholders.

7.2 ICAO Headquarters shall arrange a global coordination meeting between all RASG and PIRG chairpersons and secretaries on a biennial basis.

## 8. EXPANSION OF TERMS OF REFERENCE

8.1 The Terms of Reference above serve as a global basis for RASG operations and may be further expanded by each RASG, as required, to maintain the flexibility and efficiency of their work. Additional terms of reference adopted by a RASG must be approved by the President of the Council and be included in the relevant RASG Handbooks as a RASG specific supplement.

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