



## INTERNATIONAL CIVIL AVIATION ORGANIZATION

### RSOO COOPERATIVE PLATFORM (RSOO-CP)

#### TERMS OF REFERENCE

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## 1. BACKGROUND

1.1 The RSOO Forum, held in Swaziland (now known as Eswatini) from 22 to 24 March 2017, endorsed the ICAO Global Strategy and Action Plan for the improvement of regional safety oversight organizations (RSOOs). It includes, as one objective, the establishment of an RSOO cooperative platform with the purpose of bringing RSOOs together to exchange best practices, share and collaborate on the development of manuals and checklists, cooperate on providing technical assistance, and assist ICAO in related provisions development and global programme implementation. The final report of the RSOO Forum can be found [here](#).

1.2 The Thirteenth Air Navigation Conference (Montréal, 9-19 October 2018) recommended that the RSOOs “continue to engage in the RSOO Cooperative Platform and engage actively in the establishment of the proposed GASOS by supporting its implementation and, where applicable, by taking steps towards recognition and in strengthening their safety oversight capabilities”.

## 2. OBJECTIVE

2.1 The main objective of ICAO’s RSOO Cooperative Platform is to help strengthen existing RSOOs and assist in the establishment of any new RSOO so they can be more effective and efficient in supporting their member States. We plan to accomplish this by:

- a) facilitating inter-RSOO communication;
- b) becoming an information hub and competence center by facilitating the exchange of information and sharing of best practices, coordinating trainings, the development of handbooks and manuals as well as establishing common or harmonized definitions, standards and specifications relevant to RSOOs’ activities;
- c) facilitating the exchange of data;
- d) conducting common data analysis;
- e) facilitating the supply of technical assistance and support to and between RSOOs;
- f) interfacing with ICAO on topics of mutual interest for RSOOs;

- g) carrying out tasks from ICAO that concerns development of the RSOO community;
- h) providing a pool of RSOO experts;
- i) supporting the development of relevant ICAO guidance material.

### **3. MEMBERSHIP**

3.1 For the purpose of the Cooperative Platform, an RSOO would be any regional or sub-regional aviation safety body that assists a group of States in meeting their safety oversight obligations or carries out safety oversight tasks and functions on behalf of a State or group of States. This may include RSOOs and COSCAPs.

3.2 Any RSOO may become a member of the cooperative platform. Any other aviation safety regional mechanism under development may join, as decided on a case-by-case basis and if invited by ICAO.

3.3 Members are expected to actively contribute to the activities of the Cooperative Platform by:

- a) nominating a focal point and regularly attending Platform meetings and teleconferences/video conferences;
- b) sharing information and best practices;
- c) contributing with expertise to conduct the work of the Platform and in assisting their RSOOs;
- d) drafting and commenting on proposals, guidance material and other documents;
- e) contributing to formalizing a common position of RSOOs and the Cooperative Platform on a specific topic and ensure that the RSOO view is coordinated with the members of the RSOO; and
- f) promoting the activities of ICAO and the Cooperative Platform in their region.

3.4 Members can expect the following benefits:

- a) access to best practices and guidance material, handbooks and checklists, provided by other RSOOs;
- b) as resources are made available, assistance by the Platform or other RSOO experts on specific issues or projects and set-up/functioning of an RSOO; and
- c) a direct interface between RSOOs and ICAO.

3.5 Regional Accident and Incident Investigation Organizations (RAIOs) and industry organizations may be invited to take part in the activities of the Platform as observers.

### **4. TASKS AND FUNCTIONS**

4.1 The Platform operates on the basis of its agreed Work Programme and Action List

4.2 The work programme must support and be in line with existing ICAO, regional or State activities.

4.3 The Work Programme is adopted for a triennium and updated by the RSOO CP as deemed necessary.

4.4 The Action List is maintained by the Secretariat and contains all agreed actions for ICAO and RSOO CP Members.

## 5. WORKING ARRANGEMENTS

### Set-up:

5.1 The Platform will organize regular meetings for the purpose of information exchange and best practices. The number and frequency of these meetings will be determined by the members of the Platform however it is recommended that one face-to-face meeting be held annually) and monthly tele- or videoconferences be conducted to ensure a continuous exchange of information..

5.2 ICAO will designate an RSOO Cooperative Platform coordinator who will be responsible for the following tasks:

- a) act as a liaison point between ICAO and RSOOs on relevant issues, and support the related ICAO activities;
- b) make relevant ICAO documentation available. It is essential for carrying out the Platform tasks;
- c) identify and inform about ICAO meetings and events which may be of relevance for the Platform and RSOOs, and attend such meetings as RSOO Platform representative, where possible;
- d) establish an information network of focal points among RSOOs;
- e) regularly report to its members and the ICAO Secretariat regarding its activities and the actions undertaken;
- f) organize the Platform meetings;
- g) in coordination with the network of focal points, prepare the Platform meetings by preparing and coordinating an agenda and any relevant documentation;
- h) maintain the RSOO website and establish and maintain a suitable IT tool facilitating the sharing of information;
- i) identify areas where the Platform could assist ICAO in its activities; and
- j) build mechanisms for the Platform to carry out its future tasks.

5.3 All communication and meetings will be held in English.