



ICAO

**REPORT OF THE TWENTIETH MEETING OF
THE ASIA PACIFIC REGIONAL AVIATION SAFETY TEAM
(APRAST/20)**

Bangkok, Thailand, 7-11 August 2023

The views expressed in this Report should be taken as those of the
Meeting and not the Organization

Approved by the Meeting
and published by the ICAO Asia and Pacific Office, Bangkok

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APRAST/20
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1. Meeting and Registration

1.1 The Twentieth Meeting of the Asia Pacific Regional Aviation Safety Team (APRAST/20) was held at the ICAO Asia and Pacific Office in Bangkok, Thailand from 7 to 11 August 2023 and made Seven (07) Decisions.

1.2 The APRAST/20 Meeting was attended by 61 participants from 15 States/Administrations and 07 International Organizations and Industry Partners viz. Australia, Bhutan, Cambodia, China, Hong Kong China, Macao China, Fiji, Indonesia, Japan, Lao PDR, Philippines, Republic of Korea, Singapore, Thailand, United States, Airbus, Association of Asia-Pacific Airlines (AAPA), Airports Council International (ACI), Boeing, Civil Air Navigation Services Organization (CANSO), Flight Safety Foundations (FSF), International Air Transport Association (IATA), and COSCAP-South East Asia. The list of participants is at **Appendix A**.

1.3 Mr. S M Nazmul Anam, Regional Officer/Flight Safety of ICAO Asia and Pacific Office acted as Secretary to the Meeting supported by Mr. Susantha De Silva, Regional Officer/Safety Implementation and Ms. Matima Ariyachaipanich as Flight Safety Officer.

2. Opening Session

2.1 Mr. Tao Ma, Regional Director, ICAO-APAC started the Meeting with his opening remarks and welcomed all participants. He thanked all the participants and the Organizations for their participation in face to face meeting to ICAO Bangkok Office after a long break due to COVID.

2.2 Mr. Ma urged the APRAST to look into the USOAPEI level, which is below the global average and apprised the audience that only five States completed 100 per cent of SSP implementation 16 are in progress, which will delay the audit process of SSPIA. He appreciated the progress made by the APAC States to upload their national aviation safety plan (NASP) in the ICAO Portal.

2.3 The Regional Director concluded his remarks with a high note that APRAST under RASG-APAC has revised the Asia-Pacific Regional Aviation Safety Plan (AP-RASP) 2023-25 version on time to align with the new version of GASP. He thanked the Co-Leads and all who contributed immensely to finalize this tedious task and appreciated APRAST Co-Chairs in organising the election to form the AP-RASP Working Group (WG) instead of Ad-hoc WG for future. Finally, he thanked all the Chairs and the Co-chairs of APRAST, AIG, SEI, SRP and AP-RASP Working Groups for their concerted efforts over the years. He encouraged States/Administrations to make good use of all the information and guidance materials developed by those Groups to further enhance safety and handed over the Meeting to APRAST Co-Chairs.

2.4 Mr. Alan Foo, APRAST Co-Chair (States) in his Opening Remarks, welcomed all delegates to the Meeting. He highlighted the progress made since the last APRAST meeting, including the publication of the updated AP-RASP 2023-2025 version and establishment of the new AP-RASP WG, the SEI WG's completion of the Ops SEIs review, and the SRP WG's developing of a framework to prioritize safety issues more effectively. He stressed the need to drive implementation of the targets and SEIs under the new version of AP-RASP, and to share insights and challenges so aviation safety efforts can be better supported, especially as air travel in the Asia-Pacific Region recovers and is further projected to grow.

2.5 Mr. Jose Fernandez, APRAST Co-Chair (Industry) provided his Opening Remarks highlighting the data that proves how the global aviation industry has come close to full recovery after the pandemic. He indicated that the traffic growth over the coming decades will be huge in Asia Pacific and the industry will face many complex challenges. He reiterated that aviation needs to attract and retain talents, who must be properly and systematically trained. He recommended that the globe will

face challenges on infrastructure, and capability to cope with the future demand which must be addressed in a safe way. Mr. Jose appreciated that the safety data shows a continuous improvement and positive achievements in Asia and Pacific. He stressed that APAC Region cannot afford to be complacent about safety with the growth potential, rather need to continue working hard to face the industry challenges and demands. Mr. Jose concluded his remarks encouraging all APRAST/20 participants to work together for the next five days to have a fruitful Meeting.

2.6 Mr. S M Nazmul Anam, RO/FS ICAO APAC acted on behalf of the Secretariat and conducted the APRAST/20 Meeting effectively and successfully with a group of 61 participants joining in-person.

REPORT ON AGENDA ITEMS

1. AGENDA ITEM 1: PLENARY SESSION – ADOPTION OF AGENDA

1.1 Adoption of the Provisional Agenda – WP/1

1.1.1 The Secretariat presented the Provisional Agenda, which was adopted by the Meeting.

2. AGENDA ITEM 2: Election of APRAST Co-Chairs (State & Industry)

2.1 Election of APRAST and Sub-Group Co-Chairs (State & Industry) – WP/2

2.1.1 The meeting was invited to nominate/elect the Co-Chairs of the vacant positions and/or tenure completed in accordance with the established Terms of Reference (TOR). At APRAST/20, there were five positions to be elected.

2.1.2 Mr. Alan Foo APRAST Co-Chair (State) and Mr. Jose Fernandez APRAST Co-Chair (Industry) has completed their first tenure of APRAST Co-Chair. Mr. Stanley Pun has been promoted as the President of CAA Macao, China and unable to continue with SEI Co-Chair position any further. In addition, according to newly endorsed TOR of AP-RASP Standing Working Group, one Co-Chair from States/Administration and one Co-Chair from Industries need to be elected.

2.1.3 The meeting elected:

- a) Mr. Alan Foo - Senior Director (Safety Regulation Group) from Civil Aviation Authority of Singapore to continue his position as APRAST Co-Chair (State) for the next tenure based on nomination by United States and seconded by Macau China and Republic to Korea;
- b) Mr. Blair Cowles - Asia-Pacific Regional Director from International Air Transport Association (IATA) as the new APRAST Co-Chair (Industry) based on nomination by Boeing and seconded by Airbus;
- c) Mr. Chad Brewer - Operational Safety Analyst (Office of Accident Investigation and Prevention) from Federal Aviation Administration as the new Co-chair of SEI WG (States) based on nomination by Singapore and seconded by Republic to Korea and Macau China;
- d) Mr. Michael Burgess - Acting Manager Safety, Risk and Intelligence from Civil Aviation Safety Authority of Australia as the new Co-chair of AP-RASP WG (States) based on nomination by Thailand and seconded by Philippines, Cambodia and Fiji; and
- e) Ms. Michelle Low - Senior Regulatory Affairs Engineer and Senior Program Manager for Southeast Asia from Boeing as the new Co-chair of AP-RASP WG (Industry) based on nomination by Association of Asia-Pacific Airlines (AAPA) and seconded by Airports Council International (ACI), Airbus, and Thailand.

2.1.4 The election took place on the last day of the APRAST/20.

3. AGENDA ITEM 3: UPDATE, DISCUSS AND REVIEW OF PROGRESS OF APRAST ACTIVITIES

3.1 Update of APRAST/19 Decisions and Conclusions – WP/3

2.1.1 The Secretariat presented the progress of outstanding Decisions and Conclusions adopted at APRAST/19. The Meeting noted and accepted the updates provided by the Secretariat which can be found in **Appendix B**.

4. AGENDA ITEM 4: UPDATE OF RASG-APAC/12 DECISIONS / CONCLUSIONS AND WORK PROGRAMME

4.1 Progress update of the RASG-APAC/12 Decisions and Conclusions – WP/4

4.1.1 The Secretariat presented the progress update of the RASG-APAC/12 Decisions and Conclusions. The Meeting discussed the progress and Secretariat updated the status accordingly as reflected at **Appendix C**.

4.2 Update of RASG-APAC/12 Annual & Standing Work Programme 2022/2023 – WP/5

4.2.1 The Secretariat presented the progress of RASG-APAC 2022/2023 Work Programme which was approved at RASG-APAC/12 in November 2022. The Meeting discussed the progress and Secretariat updated the status accordingly as reflected at **Appendix D**.

5. AGENDA ITEM 5: PRESENTATIONS – STATE / INDUSTRY / ICAO

5.1 Progress Update – ICAO APAC Annual Safety Report 2023 – WP/6

5.1.1 SRP WG Co-Chair (State) presented WP/6 providing a progress update on the development of the ICAO APAC Annual Safety Report (ASR) for 2023, which will be delivered on schedule, on or before October 28, 2023 allowing a contingency.

5.1.2 Top-line results from the 2023 ASR were be presented at the SRP Working Group breakout session at APRAST/20.

5.1.3 Key dates for the delivery of the 2024 Annual Safety Report were proposed as per the timeline below:

TIMELINE	TASK
29 March 2024	Data received from data providers (ICAO, IATA, CAST and OAG)
30 May 2024	Draft report produced
3 June 2024	Draft report circulated to SRP WG to comment
10 June 2024	Final comments from the SRP WG Co-chairs
1 July 2024	Revised report to be produced based on SRP WG feedback
8 July 2024	Circulate to APRAST Co-Chairs

22 July 2024	Final comments from APRAST Co-Chairs
29 July 2024	Provide Final Draft to ICAO APAC Regional Office
5 August 2024	Final report to be submitted to RASG-APAC Co-Chairs for approval
12 August 2024	Approved by RASG-APAC Co-Chairs
30 September 2024	Formatting and publication of Final Report
11 October 2024	Publish Final Report

5.2 Flight Safety Foundation Regional Safety Assessment Project – Phase 2, Status Update – WP/7

5.2.1 Flight Safety Foundation presented WP/7 providing the progress and results to date of the project launched by FSF, through its Asia Pacific Centre for Aviation Safety (AP-CAS), on a comprehensive Regional Safety Assessment and analysis of aviation safety issues in key sectors of aviation in Asia Pacific Region. The project aims to highlight risk areas and provide targeted safety solutions, informing aviation stakeholders for regional engagement and outreach. An interactive dashboard was created, displaying accident and incidents in the APAC and enabling filtering by aircraft type and occurrence categories. The analysis led to identifying emerging risk areas and potential correlations with air navigation deficiencies. Draft “Fact Sheets” summarizing high risk incidents will be used to engage with stakeholders and contribute to the final report.

5.2.2 Flight Safety Foundation demonstrated an interactive APAC Safety Dashboard 2017-2022 to the plenary on the second day of APRAST/20.

5.2.3 Republic of Korea, United States, Singapore, and Airbus appreciated the initiative by Flight Safety Foundation and AP-CAS and recognize the benefits of a comprehensive regional safety assessment and the developed interactive Aviation Safety Network dashboard. The meeting encouraged APRAST members to access the interactive Aviation Safety Network dashboard to strengthen their risk identification and mitigation capabilities. The access instructions can be requested directly to Mr. Mitchell Fox, Director Asia Pacific Centre for Aviation Safety, Flight Safety Foundation at mfox@flightsafety.org.

5.2.4 The meeting also encouraged participants to support FSF and AP-CAS in its ongoing efforts in performing a comprehensive regional safety assessment in 2023, including participation at arranged workshops. Further, the meeting requested FSF and AP-CAS to present its ongoing progress, final results and outcomes at future APRAST and RASG-APAC meetings during 2023/2024.

5.2.5 The Meeting decided the following:

Decision APRAST 20/1 – Flight Safety Foundation Regional Safety Assessment Project – WP/7	
That, APAC RO shall coordinate with FSF to provide access to the interactive Aviation Safety Network Dashboard and organize a workshop on FSF Regional Safety Assessment to demonstrate the usability.	<p><i>Expected impact:</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Achievement of global and regional aviation safety priorities and targets <input type="checkbox"/> Enhancement of USOAP Effective Implementation <input checked="" type="checkbox"/> Monitoring and Administration <input checked="" type="checkbox"/> Capacity Building and Sharing of Information <input type="checkbox"/> Inter-Regional

Why: Strengthen risk identification and mitigation capabilities in the APAC Region.	
When: APRAST/20	Status: In Progress
Who: <input checked="" type="checkbox"/> APRAST <input type="checkbox"/> APAC-AIG <input type="checkbox"/> SRP WG <input type="checkbox"/> SEI WG <input type="checkbox"/> AP-RASP WG <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> APAC States/Administrations <input checked="" type="checkbox"/> Other: Industry	

5.3 A collaborative and data-driven approach to mitigating the risk of ground taxi incidents – WP/8

5.3.1 Singapore presented WP/8 sharing a collaborative and data-driven approach to identify, analyze, and address a specific safety trend and the strategies to identify and mitigate the associated contributing factors of ground taxi incidents.

5.3.2 The United States, Republic of Korea, Airbus, Boeing, and IATA supported the recommendations in the WP and sharing of practical examples of how data-informed analysis can help identify emerging precursor events to be addressed and ensure new technologies are utilized properly and safely. The Meeting called for APRAST members to share their safety trends observed in taxi errors, the associated contributing factors, and mitigations efforts.

5.4 Runway Excursion Detail Implementation Plan – WP/9

5.4.1 IATA presented WP/9 identifying the need to revise recommendations and actions and encouraged APRAST and SEI Working Groups under APRAST to revise the existing existing SEI(s) to reduce the risk of Runway Excursions, with the aim of reducing the frequency and the rate of RE occurrences. Further, the meeting was invited to introduce, support, and develop actions, which have the potential to reduce the regional aviation risk effectively and economically.

5.4.2 The Meeting urged all to further discuss and review the necessity and priority to revise the existing SEI(s) or develop new SEI(s) to prevent the RE accidents and to introduce, support, and develop actions which have the potential to reduce the regional aviation risk effectively and economically

5.4.1 The Meeting decided the following:

Decision APRAST 20/2 – Runway Excursion Detail Implementation Plan – WP/9	
That, SEI WG in coordination with SRP WG to consider revising the existing SEI(s), if necessary to prevent RE accidents.	Expected impact: <input checked="" type="checkbox"/> Achievement of global and regional aviation safety priorities and targets <input type="checkbox"/> Enhancement of USOAP Effective Implementation <input type="checkbox"/> Monitoring and Administration <input checked="" type="checkbox"/> Capacity Building and Sharing of Information <input type="checkbox"/> Inter-Regional
Why: Strengthen risk identification and mitigation capabilities in the APAC Region.	
When: APRAST/21	Status: In Progress
Who: <input checked="" type="checkbox"/> APRAST <input type="checkbox"/> APAC-AIG <input type="checkbox"/> SRP WG <input type="checkbox"/> SEI WG <input type="checkbox"/> AP-RASP WG <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> APAC States/Administrations <input checked="" type="checkbox"/> Other: Industry	

5.5 Airport Pavement Management to Strengthen Runway Safety Post-Pandemic– WP/10

5.5.1 The Republic of Korea presented WP/10 to share airport pavement management for strengthening runway safety and to find out best practices for enhancing the runway safety by other APAC States to improve runway safety in Asia-Pacific Region.

5.5.2 Singapore, Airbus, IATA and FSF supported the information provided in this paper. The meeting invited APRAST members to share best practices to strengthen the runway safety for improving runway safety in Asia-Pacific Region.

5.6 Collaborative Safety Teams – WP/11

5.6.1 United States presented WP/11 regarding the concept, framework, and benefits of the Collaborative Safety Team (CST) bringing together States and Industry as one of these safety tools to foster collaboration between stakeholders towards the continuous improvement of safety, particularly at the national level. The concept also facilitates safety data and information sharing by building on trusted relationships.

5.6.2 The Meeting noted the information provided in this Paper.

5.7 Governance Framework for Cross-Border Data Sharing Initiatives – WP/12

5.7.1 Singapore, United States and IATA jointly presented WP/12 regarding guidance on the governance framework for cross-border data sharing developed by the AP-RASP Action Item A.IV.3 Working Group. **Action Item A.IV.3** is meant to ‘*Develop guidance on governance framework for cross-border aviation safety data sharing projects (including G2B/ third party involvement, funding, liability, info security/ protection)*’ under the **Regional Goal IV** – ‘*Data-driven regulatory oversight*’ set up under **Target 13 and 14** in APRASP 2023-25 ORG Roadmap [**T13 – to develop** a regional mechanism for data collection, analysis and sharing by 2025 & **T14 – to pursue** a 50% increase in participation in flight data sharing initiatives by APAC Air Operators, with aircraft of mass 27,000kg above, over July 2019 figures by 2025].

5.7.2 The meeting appreciated the efforts made by the Action Custodians of AP-RASP for the implementation of Regional Goal IV where the guidance document as explained in WP-12 focuses on key aspects of a governance framework viz. core principles, governing structure, data confidentiality, de-identification & storage, and responsibilities of entities/parties. The Guidance Document can be found in **Attachment 1** of this Report.

5.7.3 Flight Safety Foundation, Republic of Korea and Airbus supported the guidance material noting that this would serve as a practical reference to encourage data sharing regionally.

5.7.4 The Meeting endorsed the following Decision:

Decision APRAST 20/3 – Governance Framework for Cross-Border Data Sharing Initiatives – WP/12	
That, APAC RO to circulate a State Letter urging States/Administrations including their Industry to take a reference of the Guidance Material as developed by the Action Custodian on Cross-Border Data Sharing Initiatives.	Expected impact: <input checked="" type="checkbox"/> Achievement of global and regional aviation safety priorities and targets <input type="checkbox"/> Enhancement of USOAP Effective Implementation <input checked="" type="checkbox"/> Monitoring and Administration <input type="checkbox"/> Capacity Building and Sharing of Information <input type="checkbox"/> Inter-Regional
Why: To implement the AP-RASP Action Item A.IV.3 effectively.	
When: APRAST/21	Status: In Progress
Who: <input checked="" type="checkbox"/> APRAST <input type="checkbox"/> APAC-AIG <input type="checkbox"/> SRP WG <input type="checkbox"/> SEI WG <input type="checkbox"/> AP-RASP WG <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> APAC States/Administrations <input checked="" type="checkbox"/> Other: Industry	

5.8 Monitoring of Implementation of AP-RASP ORG Road Map Action Items – WP/13

5.8.1 ICAO APAC Secretariat presented the WP/13 based on AP-RASP 23-25 version endorsed by APRAST and has been adopted by the APAC Region at large as the unified and collaborated course of action for achieving safety targets set forth in it.

5.8.2 Key objective of this WP was to appraise APRAST/20 on the implementation and monitoring mechanism identified in AP-RASP 23-25 Paragraphs 6.1 and 6.2 and the responsibilities of each stake holder for the implementation. Additionally appraising the meeting on collective responsibilities of all stake holders to achieve the objective of timely Implementation of the Plan through consolidated and concerted efforts of all stake holders.

5.8.3 The Meeting noted the information provided in this paper and agreed that AP-RASP WG will continue to work on the Action Items together with Action Items Custodians in future APRAST breakout sessions and to report back to APRAST updating on the progress and challenges, suggestions and comments, if any, in order to improve speedy implementation and achieving targets.

5.9 Mapping of LHD/LLE/LLD Categories to ICAO CAST Taxonomy – WP/14

5.9.1 ICAO APAC Secretariat presented the WP/14 regarding the mapping of the categories of RASMAG data to the ICAO CAST taxonomy of aviation occurrence categories document to better understanding the data collected by RASMAG and the relevance to Mid Air Collision (MAC) risk.

5.9.2 The Meeting noted the information provided in this paper and the mapping of LHD/LLE/LLD categories. The Meeting was invited provide inputs for RASMAG and/or RASMAG Monitoring Agency Working Group (MAWG) relating to data required for MAC analysis. And further coordination between the ICAO secretariat teams can be conducted to facilitate the provision of data.

6. AGENDA ITEM 6 & 7: BREAK OUT SESSIONS AND UPDATES

6.1 Breakout Sessions – SEI WG

6.1.1 This was the second meeting which was held in-person post COVID where only fewer participants joined the APRAST/20 including new comers during SEI WG breakout session. Hence, the attending members of SEI WG were provided with an overview and related governing documents which would help set the context and seek volunteers in supporting the function of the SEI WG.

6.1.2 The SEI WG reported to the plenary of APRAST/20 on the outcome of its Breakout Session. There were approximately 40 participants who joined the SEI WG breakout session and an updated contact list of SEI WG was presented. Additional members from Fiji, Philippines, and Boeing showed their interest to join SEI WG. There were some SEI WG members who were not able to attend the APRAST/20 in-person and could not confirm the validity of their respective contact. SEI WG urged the State/Administration and International/Industry Partners seeking updates for further nomination to join SEI WG.

6.1.3 The Meeting decided the following:

Decision APRAST 20/4 – SEI WG Breakout Session	
That, the APAC RO disseminate a State Letter seeking updated nominations of SEI WG point of contact from States/Administrations, Industry Partners and International Organizations.	Expected impact: <input checked="" type="checkbox"/> Achievement of global and regional aviation safety priorities and targets <input type="checkbox"/> Enhancement of USOAP Effective Implementation <input checked="" type="checkbox"/> Monitoring and Administration <input type="checkbox"/> Capacity Building and Sharing of Information <input type="checkbox"/> Inter-Regional
Why: Ensure the currency of the completed SEI outputs are maintained.	
When: By 30 September 2023	Status: In Progress
Who: <input checked="" type="checkbox"/> APRAST <input checked="" type="checkbox"/> APAC-AIG <input type="checkbox"/> SRP WG <input checked="" type="checkbox"/> SEI WG <input type="checkbox"/> AP-RASP WG <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> APAC States/Administrations <input checked="" type="checkbox"/> Other: Industry	

Periodic Review of SEI Outputs

6.1.4 SEI WG has completed the review of SEI LOC6 and the review status was endorsed by APRAST/19. The review status of SEI LOC6 has been updated on the Safety Tools website.

6.1.5 For the revision of SEI CFIT/4 output, APRAST members have completed review and agreed with the revised draft output of SEI CFIT/4. SEI WG considered this revised draft is ready to be submitted to RASG-APAC for approval.

6.1.6 SEI WG has conducted the second round of SEI output review for the outputs of SEIs RE2 - Guidance material on Unstabilized Approach and RE7 - Guidance material and training program for runway pavement, maintenance and operations from aerodrome operator's perspective. In this SEI review process, 4 APRAST members (Macao – China, Hong Kong – China, Indonesia, and United States) from the SEI WG provided their review results by submitting the SEI review forms or provided

their comments by email before the deadline on 30 June 2023. SEI WG agreed that as the deadline is expired, the inputs from 4 member States should be considered for the purpose of decision making. The inputs will be shared with the existing champion and to make necessary amendments and release the draft revised SEI outputs to SEI WG for review.

Survey of Implementation Status for UPRT

6.1.7 SEI WG sent out a survey, Survey of Implementation Status for UPRT to APRAST members with the deadline of 30 June 2023. Till date only 10 States (Bhutan, Cambodia, Indonesia, Macao – China, Maldives, Republic of Korea, Samoa, Singapore, United States, and Fiji) responded to the survey. Based on these inputs from 10 member States should be considered for the purpose of decision making.

6.1.8 APRAST opined that an email reminder will be sent by APAC RO to States/Administrations with the three months deadline. However, with the inputs of 10 States/Administrations the work will continue and SEI WG will present updates in APRAST/21.

Second round of SEI Outputs Review and the Proposal of New and Revised SEI Outputs

6.1.9 SEI WG discussed the WP/12 – Governance Framework for Cross-Border Data Sharing Initiatives and opined that more discussion needs to be held with SRP WG if the said topic can be considered as SEI or not.

Enhancing Productivity of SEI WG

6.1.10 Sub-groups are proposed to be created under SEI WG namely Aerodrome (Runway Safety, Wild-life Management, and Visual Aids), Flight Operations (Training, FOQA, and Document Management), Safety Management (SMS, FDAP, Safety Audits, Risk Management, Safety Assurance, Surveillance and Risk Based Oversight), and Air Traffic Management. This will help putting in opinions of experts in their relevant areas to participate in ICAO discussion and support the functioning of SEI WG when creating new SEIs or addressing existing SEIs.

6.1.11 It was agreed, the States/Administrations will coordinate internally to bring along representatives of their airlines, air navigation service providers, aerodrome operators including their bird and wild-life management experts to participate in the relevant SEI WG sub-groups online meetings.

6.1.12 SEI WG opined that too much time is lost between APRAST meetings and the progress made cannot be judged till the next meeting. Hence, the SEI WG agreed to meet on a regular basis online as sub-groups to work and capture the progress. Further, one meeting of the Core Group of SEI WG need to be held before the APRAST meeting for assimilating all the information for preparing the final draft which would be presented at the opening of APRAST meeting.

6.1.13 SEI discussed on the way forward to include workshops in the next SEI WG Breakout Session as the agenda permits. One of the topics can be GRF implementation which is expected to be provided by COSCAP-SEA CTA.

6.1.14 SEI WG agreed to create a shared drive for sharing relevant document and example of SEI implementation from member States.

Monitoring Tools

6.1.15 SEI WG agreed to request access of the Monitoring Tools to the SEI WG Co-Chairs and industry partners. SEI WG also agreed that the information viewed on the Monitoring Tools shall not be used by industry partners for developing business and that same information will be kept confidential, not shared. Further, additional training of the Monitoring Tools was requested from SEI WG members.

6.1.16 The Meeting decided the following:

Decision APRAST 20/5 – SEI WG Breakout Session	
That, APAC RO in coordination with Bangladesh shall organize additional workshop and training sessions on the use of the ‘Monitoring Tool’ for the States/Administration.	Expected impact: <input checked="" type="checkbox"/> Achievement of global and regional aviation safety priorities and targets <input type="checkbox"/> Enhancement of USOAP Effective Implementation <input checked="" type="checkbox"/> Monitoring and Administration <input type="checkbox"/> Capacity Building and Sharing of Information <input type="checkbox"/> Inter-Regional
Why: Monitor implementation of the SEIs and NASP-RASP-GASP.	
When: APRAST/21	Status: In Progress
Who: <input checked="" type="checkbox"/> APRAST <input checked="" type="checkbox"/> APAC-AIG <input type="checkbox"/> SRP WG <input checked="" type="checkbox"/> SEI WG <input type="checkbox"/> AP-RASP WG <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> APAC States/Administrations <input checked="" type="checkbox"/> Other: Industry	

6.2 Breakout Session - SRP WG

6.2.1 The SRP Working Group reviewed progress on various decisions from previous APRAST meetings, predominantly APRAST 19. These included:

- CAST and IATA to share insights with the SRP Working Group (SRP-WG) – Chad Brewer (FAA) and Jose Fernandez (IATA)
- Both presenters provided an update at APRAST/20 with valuable insights being shared on aviation safety trends across the Asia Pacific Region.
- Data from ASIAs and IATA FDX data cannot be shared due to the sensitive nature of this data.
- The SRP-WG would like to thank APRAST Co-Chair Industry for his support of key SRP activities including the provision of data for the Annual Safety Report.

6.2.2 Review of existing SRP-WG processes to identify and prioritise safety issues: At the SRP-WG meeting at APRAST 19, there was also some productive discussion around the existing processes used by the SRP WG to identify and prioritise safety issues that could be worthy of escalation to the SEI WG, potentially requiring an SEI.

6.2.3 Since the last meeting, Micah Lyman from the FAA has produced a proof of concept to stimulate further discussion on how the SRP WG can improve one of its core functions. This has included the development of a hazard flow diagram and exemplar analysis using the process put forward, specifically, focussing on wrong surface events and approach and landing misalignment. Subsequent phases of work in relation to this matter will be considered prior to APRAST/21 and may include testing the approach with various APAC-specific hazards.

6.2.4 SRP Core membership progress: The above work is predicated by SRP core members who can bring forward aviation safety risks that are present or evolving in the Asia Pacific Region. The SRP-WG is starting to re-establish such group of attendees, though small, is positive for the outcomes of the forum that can be achieved through having such a group.

6.2.5 The SRP working group wanted to again flag the item raised at APRAST/19, being to: `Encourage APRAST and SEI Working Groups under APRAST to revise the existing SEI(s) or develop new SEI(s) to address safety issues and ensure proper implementation of the existing SEI involving other industry partners and to introduce, support, and develop actions which have the potential to reduce the regional aviation risk effectively and economically`. The SRP working group sees this as a high priority with action sought from APRAST on this item.

6.2.6 Further discussion also occurred on the difference between a Safety Issue Advice and existing SEI's. Some discussion also occurred around the current approach of advising States of safety issues/recommendations. The current approach is somewhat rigid in terms of the development of an SEI and commitment from industry to align with the requirements of the SEI.

6.2.7 APAC Annual Safety Report - Feedback has now been incorporated from SRP-WG members and as such the report remains on schedule for delivery by October 28, 2023.

6.3 Breakout Session – AP-RASP Standing Working Group (AP-RASP WG)

6.3.1 The AP-RASP WG reported to the plenary of APRAST/20 on the outcome of its breakout session as following: As suggested by APRAST/20, ICAO Secretariat held a team consolidation meeting with almost all participants of APRAST/20. As revealed during discussion, a google form inviting fresh nominations from the participants was circulated using QR Code and a hyperlink.

6.3.2 Secretariat reported that a very encouraging responses have been received so far and the numbers will continue to grow. Secretariat will hand over formally the functions of AP-RASP WG when Co-Chairs are elected shortly.

6.3.3 The Meeting endorsed the following Decisions:

Decision APRAST 20/6 – AP-RASP Standing Working Group (AP-RASP WG)	
<p>That, APAC RO in coordination with the AP-RASP WG Co-Chairs shall:</p> <p style="margin-left: 20px;">a) Distribute the template for the fresh nominations to work as 'Action Item Custodians' and 'Members'; and</p> <p style="margin-left: 20px;">b) Identify one lead for each 'Action Item Custodian' who shall in turn update the Co-Chairs of AP-RASP WG.</p>	<p>Expected impact:</p> <p><input checked="" type="checkbox"/> Achievement of global and regional aviation safety priorities and targets</p> <p><input type="checkbox"/> Enhancement of USOAP Effective Implementation</p> <p><input checked="" type="checkbox"/> Monitoring and Administration</p> <p><input type="checkbox"/> Capacity Building and Sharing of Information</p> <p><input type="checkbox"/> Inter-Regional</p>
Why: To implement the AP-RASP Action Items Effectively.	
When: APRAST/20	Status: In Progress
<p>Who: <input checked="" type="checkbox"/> APRAST <input checked="" type="checkbox"/> APAC-AIG <input checked="" type="checkbox"/> SRP WG <input checked="" type="checkbox"/> SEI WG <input checked="" type="checkbox"/> AP-RASP WG</p> <p style="margin-left: 40px;"><input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> APAC States/Administrations <input checked="" type="checkbox"/> Other: Industry</p>	

Decision APRAST 20/7 – AP-RASP Standing Working Group (AP-RASP WG)	
<p>That, AP-RASP WG Co-Chairs in coordination with the Lead Custodians and Stakeholders shall ensure the implementation of the prioritized action items for the year 2023-2024 ORG Roadmaps as follows:</p> <ol style="list-style-type: none"> 1. Goal II: A.II.1, A.II.2, A.II.3; 2. Goal III: A.III.1, A.III.2, A.III.3; and 3. Goal V: A.V.1, A.V.3. 	<p>Expected impact:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Achievement of global and regional aviation safety priorities and targets <input type="checkbox"/> Enhancement of USOAP Effective Implementation <input checked="" type="checkbox"/> Monitoring and Administration <input type="checkbox"/> Capacity Building and Sharing of Information <input type="checkbox"/> Inter-Regional
<p>Why: To implement the AP-RASP Action Items Effectively.</p>	
<p>When: APRAST/20</p>	<p>Status: In Progress</p>
<p>Who: <input checked="" type="checkbox"/>APRAST <input checked="" type="checkbox"/> APAC-AIG <input checked="" type="checkbox"/> SRP WG <input checked="" type="checkbox"/> SEI WG <input checked="" type="checkbox"/> AP-RASP WG <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> APAC States/Administrations <input checked="" type="checkbox"/> Other: Industry</p>	

7. AGENDA ITEM 8: ANY OTHER BUSINESS

7.1 ICAO USOAP CMA Workshop

7.1.1 The Republic of Korea shared the information on ICAO USOAP CMA Workshop which will be held in Seoul, Republic of Korea from 6 to 9 November in order to improve the understanding of USOAP CMA among Member States and encouraged APRAST members to participate to this workshop.

8. AGENDA ITEM 8: PRESENTATION OF APRAST/20 DRAFT REPORT

8.1 The Meeting reviewed and discussed the Draft APRAST/20 Report and adopted Seven (07) Decisions. A list of APRAST/20 Decisions and Conclusions can be found at **Appendix E** to this Report.

9. AGENDA ITEM 9: DATE AND VENUE OF NEXT MEETING

9.1 The Meeting noted that APRAST/21 Meeting would be tentatively scheduled either from 11 to 15 March 2024 or, 18 to 22 March 2024 at Bangkok, Thailand depending on the Conference Hall Availability confirmation.

9.2 The APRAST Co-chairs thanked the ICAO Asia and Pacific Office for hosting this Meeting as Secretariat and specially thanked all the delegates for their active participation and contribution.

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61 Registered Participants
15 States / Administrations
7 International Organizations and Industry Partners

	States / Administrations / International Organizations / Industry Partners	No. of participants
1.	Australia	2
2.	Bhutan	2
3.	Cambodia	2
4.	China	2
5.	Hong Kong, China	1
6.	Macao, China	4
7.	Fiji	1
8.	Indonesia	2
9.	Japan	2
10.	Lao PDR	5
11.	Philippines	1
12.	Republic of Korea	3
13.	Singapore	4

	States / Administrations / International Organizations / Industry Partners	No. of participants
14.	Thailand	8
15.	United States	4
	Int'l Org / Industry Partners	
1.	AAPA	1
2.	ACI	1
3.	Airbus	2
4.	Boeing	2
5.	CANSO	1
6.	FSF	1
7.	IATA	2
	ICAO APAC	7
	COSCAP-SEA	1
	Total	61

State / Name	Designation / Organization	E-mail
1. Australia		
1.	Mr. Richard GREGOR Manager Safety Intelligence and Analysis Safety Risk and Intelligence Branch / Safety Systems / Safety Intelligence and Analysis Civil Aviation Safety Authority	richard.gregor@casa.gov.au ;
2.	Mr. Michael BURGESS a/g Manager Safety, Risk and Intelligence Guidance, Transformation & Safety Systems Civil Aviation Safety Authority	michael.burgess@casa.gov.au ;
2. Bhutan		
3.	Mr. Pem Tshering Sr. Aerodrome Inspector Air Navigation & Aerodrome Division Bhutan Civil Aviation Authority	ptshering@bcaa.gov.bt ; ptshering1027@gmail.com ;
4.	Mr. Samten Dorjee Head, Flight Operations Division Bhutan Civil Aviation Authority	sdorjee@bcaa.gov.bt ;
3. Cambodia		
5.	Mr. TAN Sophondarith Director of Security-Safety Management and Quality Assurance Department State Secretariat of Civil Aviation	sophondarith-tan@ssca.gov.kh ; tansophondarith@gmail.com ;
6.	Mr. SOK Sam Oeun Deputy Director of Personnel Licensing Department State Secretariat of Civil Aviation	samoeun_pel@ssca.gov.kh ; soksamoeun@gmail.com ;

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State / Name		Designation / Organization	E-mail
4. China			
7.	Mr. Fanghui PU	Director Aviation Safety Office Civil Aviation Administration of China	fh_pu@caac.gov.cn ;
8.	Mr. Jianpeng DONG	Director Flight Standard Division CAAC East China Regional Administration	dongjianpeng_hd@caac.gov.cn ; 3137772@qq.com ;
5. Hong Kong, China			
9.	Yu Kong Matthew TAM	Safety Officer (Technical Support) Flight Standards and Airworthiness Division Flight Standards Office Civil Aviation Department	myktam@cad.gov.hk ; myktam.cad@gmail.com ;
6. Macao, China			
10.	Mr. FONG Wai Long (Joe)	Vice President Civil Aviation Authority of Macao	joefong@aacm.gov.mo ; aacm@aacm.gov.mo ;
11.	LEI Chi Seng (Luke)	Assistant Safety Officer (Flight Standards) Flight Standards and Licensing Civil Aviation Authority of Macao	lukelei@aacm.gov.mo ; aacm@aacm.gov.mo ;
12.	Mr. Li Hang	General Manager – Aviation Safety Air Macau	lihang@airmacau.com.mo ;
13.	Mr. IP Seng Chao, Justin	Safety Manager Airport Operations Department CAM Macau International Airport Co., Ltd.	justinip@macau-airport.com ;
7. Fiji			
14.	Ms. Sereima Bolanavatu	Controller Standards & NCMC Civil Aviation Authority of Fiji	cs@caaf.org.fj ; sbolanavatu@yahoo.com ;
8. Indonesia			
15.	Mr. Adin Eka Fiyanzar	Air Navigation Inspector DGCA	adin.fiyanzar@gmail.com ; adin.eka@dephub.go.id ;
16.	Mr. Herry A. Arief	Chief of SSP Standardization / Airworthiness Inspector DGCA	herry_arief@yahoo.com ;
9. Japan			
17.	Mr. MATSUSHIGE Yoshikazu	Unit Chief of International Regulation Japan Civil Aviation Bureau	matsushige-y46z8@mlit.go.jp ;
18.	Mr. KANI Takaaki	Deputy Director for International Aviation Safety and Security Coordination Japan Civil Aviation Bureau	kani-t2mq@mlit.go.jp ;
10. Lao PDR			
19.	Mr. Bountaeng SYMOON	Acting Director General Department of Civil Aviation	bountaeng@gmail.com ;

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State / Name		Designation / Organization	E-mail
20.	Mr. Bounlieng PHOMMATHI	Director Aircraft Accident and Incident Investigation Office Department of Civil Aviation	Bounlieng2009@yahoo.com ;
21.	Mr. Phonephana PHROMMALA	Acting Director General Department of Inspection Department of Civil Aviation	phonephanaph@gmail.com ;
22.	Mr. Sengsangouane Chanthavong	Director Aerodrome Safety and Standards Division Department of Civil Aviation	Ngouane2008@yahoo.com ;
23.	Mr. Sohnsacksit KHAMKEO	Director Air Navigation Standards Division Department of Civil Aviation	saykhamkeo@gmail.com ;
11. Philippines			
24.	Ms. Nelsie M. Fabila	Corporate Executive Officer Safety and Quality Management Office Civil Authority of the Philippines	nelsfabila@gmail.com ;
12. Republic of Korea			
25.	Ms. Mia Minjung, JI	Assistant Director ICAO & Global Partnerships Korea Office of Civil Aviation (KOCA), Ministry of Land, Infrastructure and Transport (MOLIT)	miaji@korea.kr ; jmc-pg@hanmail.net ;
26.	Ms. Sohyun PARK	Assistant Director Aviation Safety Policy and Licensing Division Korea Office of Civil Aviation (KOCA), Ministry of Land, Infrastructure and Transport (MOLIT)	psohyon@korea.kr ; psohyon@gmail.com ;
27.	Mr. Jaehong Jung	Assistant Director Airport Operation Division Korea Office of Civil Aviation (KOCA), Ministry of Land, Infrastructure and Transport (MOLIT)	pans2021@korea.kr ;
13. Singapore			
28.	Mr. Alan Foo Siang Huat	Senior Director (Safety Regulation Group) / Director (Flight Standards) Civil Aviation Authority of Singapore	Alan_foo@caas.gov.sg ;
29.	Mr. Nick Leow Wenliang	Head (Safety Assurance) Safety Policy & Planning Division Civil Aviation Authority of Singapore	Nick_leow@caas.gov.sg ;
30.	Mr. Paul Edward Martin	Flight Operations Inspector Flight Standards Division Civil Aviation Authority of Singapore	Paul_martin@caas.gov.sg ;
31.	Ms. Lesley-Anne Tan Min	Manager (Strategy & Planning) Safety Policy & Planning Division Civil Aviation Authority of Singapore	lesley_tan@caas.gov.sg ;

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State / Name		Designation / Organization	E-mail
14. Thailand			
	32.	Mr. Kajonpat Maklin Acting Deputy Director - Safety/ Manage of Aviation Safety Management and Standards Assurance Office Aviation Safety Management and Standards Assurance Office (SMO) The Civil Aviation Authority of Thailand	kajonpat.m@caat.or.th ;
	33.	Ms. Patchara Kongthanasarasith Aviation Safety Standards Group Officer Aviation Safety and Standards Assurance Office The Civil Aviation Authority of Thailand	Patchara.k@caat.or.th ;
	34.	Ms. Patnaree Piraphatnpong Aviation Safety Standards Group Office Aviation Safety Standards Group; Aviation Safety Management and Standards Assurance Office (SMO) The Civil Aviation Authority of Thailand	patnaree.p@caat.or.th ;
	35.	Mr. Nawat Sukhopala Transport Technical Officer Airport Standard Control Division, Standard Safety Group Department of Airport	Nawat.s@airports.go.th ; nawatsukhopala@gmail.com ;
	36.	Ms. Oranee Phiphitaphanda Safety Management System Manager Safety Department Aeronautical Radio of Thailand Ltd. (AEROTHAI)	oranee.ph@aerothai.co.th ;
	37.	Ms. Staratee Nuangwang Director of Aerodrome Safety Division Aerodrome Standards and Safety Department Airports of Thailand Public Company Limited (AOT)	Staratee.n@airportthai.co.th ;
	38.	Mr. Thammarat Thammalikhit Administrative Assistant Safety Management System Thai Airways International PCL.	Thammarat.t@thaiairways.com ;
	39.	Capt. Somchai Sopanon Senior Manager – Safety Safety Division Bangkok Airways	somchai.sop@bangkokair.com ;
15. United States			
	40.	Mr. Chad Brewer U.S. CAST Representative, Integrated Safety Teams Branch Federal Aviation Administration Office of Aviation Safety, Accident Investigation & Prevention Washington, DC 20591	chad.brewer@faa.gov ;
	41.	Mr. Brian Hutchins Senior Representative Asia Pacific Region, Flight Standards Service Federal Aviation Administration – IAO American Embassy - Singapore Singapore 258508	brian.hutchins@faa.gov ;
	42.	Mr. Micah Lyman Foreign Affairs Specialist, Air Traffic Safety Oversight Federal Aviation Administration Huntsville, AL 35824	micah.lyman@faa.gov ;

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State / Name		Designation / Organization	E-mail
43.	Mr. Paul Devoti	FAA Senior Representative- Tokyo Federal Aviation Administration – IAO American Embassy – Tokyo Tokyo, Japan 107-8420	Paul.Devoti@faa.gov ;
INTERNATIONAL ORGANIZATION / INDUSTRY PARTNERS			
1. Association of Asia Pacific Airlines (AAPA)			
44.	Mr. Desmond Yeoh	Manager - Technical Affairs	dyeoh@aapa.org.my ;
2. Airport Council International (ACI)			
45.	Mr. SL WONG	Head – Technical Affairs, Safety, Capacity and ATM	sl@aci-asiapac.aero ;
3. Airbus			
46.	Mr. Dhruv Rebbapragada	Regional Safety Director- India & South Asia	dhruv.rebbapragada@airbus.com ; polaris320@gmail.com ;
47.	Mr. Adrian Abrahan	Airbus Regional Safety Director - South East Asia	adrian.abraham@airbus.com ; captadrian@gmail.com ;
4. Boeing			
48.	Mr. Gunter Ertel	System Safety – Associate Technical Fellow	gunter.ertel@boeing.com ;
49.	Ms. Michelle LOW	Senior Regulatory Affairs Engineer / Senior Program Manager for Southeast Asia	michelle.low@boeing.com ;
5. CANSO			
50.	Ms. Duangtawan Pinpimai	Safety Management System Manager Safety Department Aeronautical Radio of Thailand Ltd. (AEROTHAI)	duangtawan.pi@aerothai.co.th ; duangtawan@gmail.com ;
6. Flight Safety Foundation (FSF)			
51.	Mr. Mitchell Fox	Director, Flight Safety Foundation Asia Pacific Centre for Aviation Safety (AP-CAS)	mfox@flightsafety.org ; Mitch.a.fox@gmail.com ;
7. International Air Transport Association (IATA)			
52.	Mr. Blair Cowles	Regional Director (Safety & Flight Ops) – ASPAC	cowlesb@iata.org ;
53.	Mr. Jose Fernandez De La Morena	Assistant Director Operations, Safety and Security Asia-Pacific Region	fernandezj@iata.org ;
ICAO APAC			
54.	Mr. Tao Ma	Regional Director	tma@icao.int
55.	Mr. Manjit Singh	Deputy Regional Director	msingh@icao.int ;
56.	Mr. S M Nazmul Anam	Regional Officer, Flight Safety	sanam@icao.int ;

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State / Name		Designation / Organization	E-mail
57.	Mr. Susantha De Silva	Regional Officer, Safety Implementation	sdesilva@icao.int ;
58.	Ms. Matima Ariyachaipanich	Flight Safety Officer	mariyachaipanich@icao.int ;
59.	Mr. Shane Sumner	Regional Officer, Air Traffic Management	ssumner@icao.int ;
60.	Mr. Witsarut Chinwipat	Aerodromes and Ground Aids Officer	wchinwipat@icao.int ;
COSCAPs			
61.	Mr. Sudhir Kumar Singh	Chief Technical Advisor and Programme Coordinator (CTA/PC) COSCAP-SEA	sudhir_singh@hotmail.com ;

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List of Updated APRAST/19 Decisions and Conclusions

Conclusion/ Decision No ---	Title of Conclusion/Decision	Text of Conclusion/Decision	Responsibility	Deliverable	Target Date	Status as of August 2023	Action by RO/HQ/ANC
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Decision APRAST 19/1 –	Periodic Review of SEI Outputs – WP/5	That, APRAST endorsed the review result conducted by the SEI WG that the outputs of LOC6 is still current and valid for implementation, and the Secretariat to update the review status of SEI output under the safety tools sessions in the ICAO APAC webpage as Appendix 1 to WP/5.	APAC RO	1) Issue SL 2) Update webpage	By APRAST20	1) State Letter sent; SL Ref.: T 6/8.5 – AP049/23 (FS), 22 March 2023. 2) Webpage Updated – 21 March 2023. Action: Proposed to be Closed	RO
Decision APRAST 19/2 –	Update on the Monitoring Tools – WP/7	That, APAC RO shall communicate through a State Letter to all States/Administrations nominating their focal points and insert/upload data related to SEI and NASP in the Monitoring Tools.	APAC RO	1) Issue SL 2) Update focal point database	By APRAST20	1) State Letter sent; SL Ref.: T 6/8.5 – AP052/23 (FS) dated 22 March 2023 2) Database updated and Workshop was conducted on 25 January 2023 Action: Proposed to be Closed	RO

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Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Responsibility	Deliverable	Target Date	Status as of August 2023	Action by RO/HQ/ANC
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Decision APRAST 19/3 –	Update on the Monitoring Tools – WP/7	That, APAC RO to send a State Letter to Bangladesh requesting to: a) Introduce summary reporting tools for the purpose of monitoring the progress made by the region as a whole; and b) Create a mechanism for multiple login credentials with read-only privilege.	APAC RO Bangladesh	1) Issue SL/Email 2) Upgrade Monitoring Tool	By APRAST20	Facilitator of the Monitoring Tools - CAA Bangladesh was contacted and worked with RO to update the tools. Action: Proposed to be Closed	RO & Bangladesh
Decision APRAST 19/4 –	ICAO APAC Safety Implementation Support Road Map (SISRM) 23- 25 – WP/8	That, APAC RO to disseminate a State Letter seeking support from States/Administrations and International Partners in terms of finance, expertise, and training opportunities (organized training courses on PEL/OPS/ AIR and provision of OJT) for the implementation of SISRM.	APAC RO	1) Issue SL 2) Feedback from Stakeholders	2023-2024	The effort is ongoing currently under the program/projects CAT and CATIIC Missions. Action: Proposed to be Closed	RO to follow up

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Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Responsibility	Deliverable	Target Date	Status as of February 2023	Action by RO/HQ/ANC
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Decision APRAST 19/5 –	Proposed Amendments to AP- RASP 2023-2025– WP/9	That, The AP-RASP Ad hoc WG work with APAC RO to incorporate the proposed amendments to the draft APRASP 2023 – 2025 as endorsed by APRAST/19 for consultation with States by end of March, and publication by in the ICAO APAC website by mid-2023.	AP-RASP Ad hoc WG APAC RO	Action in accordance with the Decisions.	June 2023	The final version of AP-RASP 2023-25 is published in ICAO APAC Website in July 2023. Action: Proposed to be Closed	RO
Decision APRAST 19/6 –	AP-RASP Standing Working Group and Terms of Reference (TOR) – WP/10	That, The Meeting encouraged APRAST members to: a) Nominate one Co-Chair of the AP-RASP Standing Working Group from States/Administration and one from Industries; and b) Volunteers to support the AP-RASP Standing Working Group and nominate members with relevant expertise.	- APAC RO - AP-RASP Adhoc WG	Action in accordance with the Decisions.	By APRAST20	A WP-2 was presented on 11 Aug 2023 in APRAST/20 for the election of AP-RASP Working group and Co-Chairs for the State and Industry were elected. Action: Proposed to be Closed	RO

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Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Responsibility	Deliverable	Target Date	Status as of February 2023	Action by RO/HQ/ANC
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Decision APRAST 19/7 –	Periodic Review of SEI Outputs	That, APRAST to circulate the revised draft output of SEI CFIT/4 for all APRAST Members review and submit to RASG-APAC for approval.	- APAC RO - SEI WG	1) Issue SL 2) Feedback from Stakeholders	By APRAST20	- State Letter was sent ; SL Ref.: T 6/8.5 – AP050/23 (FS), dated 22 March 2023 - Continue to work till RASG/13 and finalize. Action: Proposed to be Closed	RO
Decision APRAST 19/8 –	SEI WG Breakout Session	That, The Secretariat to circulate the UPRT Survey to all APRAST members to identify the challenges and difficulties faced by all stakeholders.	- SEI WG - APAC RO	1) Issue SL 2) Feedback from Stakeholders	By APRAST20	State Letter was sent ; SL Ref.: T 6/8.5 – AP051/23 (FS), dated 22 March 2023 Action: Proposed to be Closed	RO
Decision APRAST 19/9 –	SEI WG Breakout Session and WP/12	That, SEI WG to conduct the second round of SEI Outputs review for the outputs of SEI (RE/7 and RE/2) and report to APRAST/20.	- SEI WG	Action in accordance with the Decisions.	By APRAST20	SEI WG conducted the review during APRAST 20 Break out session. Action: Proposed to be Closed	SEI WG

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Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Responsibility	Deliverable	Target Date	Status as of February 2023	Action by RO/HQ/ANC
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Decision APRAST 19/10 –	SRP WG Breakout Session	That, Secretariat to ensure AP-RASP breakout sessions do not occur at the same time as SEI and or SRP working group breakout sessions to ensure all APRAST members are able to attend desired meetings placing a Generic ToR in the RASG-APAC Procedure Handbook.	APAC RO	Action in accordance with the Decisions.	By APRAST20	Secretariat noted the Decision for further action and take in to account to update the relevant ToRs in the RASG procedure Handbook. Action: Proposed to be Closed	RO
Decision APRAST 19/11 –	SRP WG Breakout Session	That, SRP WG to present a conceptual paper outlining the recommended methodology for approval to provide a more robust mechanism to more effectively identify safety issues and prioritize progression to the SEI WG for the development of appropriate Safety Enhancement Initiatives.	SRP WG	Action in accordance with the Decisions.	By APRAST20	SRP WG Co-Chairs and SEI WG Co- Chairs are in contact for necessary coordination for the verification and development process of any appropriate SEI in the Region. Action: Proposed to be Closed	SRP WG SEI WG

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List of Updated RASG-APAC/12 Decisions and Conclusions

Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Responsibility	Deliverable	Target Date	Status as of February 2023	Action by RO/HQ/ANC
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Decision RASG- APAC 12/1 — A & B	A41 Endorsement of the 2023-2025 Edition of the Global Aviation Safety Plan (GASP) – WP/4	That, Secretariat to take actions to circulate a State Letter; a) Urging States/Administrations to note the amendments to the GASP and related ICAO Docs on RASP and NASP to develop their NASP aligning to the new version, b) Review their national aviation safety plan (NASP) if already published NASP, c) States/ Administrations to provide the most recent version of their NASP for posting on the ICAO GASP public website (www.icao.int/NASPLibrary)	RO	Action in accordance with the Decision.	June 2023	AP-RASP 2023-25 Uploaded in ICAO APAC Website; https://www.icao.int/APAC/RASG/Pages/default.aspx State Letter Ref: T 6/8.1.1 – AP067/23 (FS) 04 May 2023 Action: Proposed to be Closed	RO

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<p>Decision RASG- APAC 12/2 — A & B</p>	<p>A41 Outcome Related to Safety Management (WP/5)</p>	<p>That, RASG-APAC/12 encouraged the States from APAC Region to submit the practical examples and tools related to management of change at State level, State’s civil aviation system description and SMS implementation on the ICAO Safety Management Implementation website. A State Letter will be issued with relevant guidance to that effect by APAC RO coordinating ICAO HQ.</p>	<p>APRAST, APAC RO</p>	<p>Action in accordance with the Decisions.</p>	<p>By RASG 13</p>	<p>State Letter sent encouraging States; Ref.: T 6/8.1.1 – AP068/23 (FS) 04 May 2023</p> <p>Action: Proposed to be Closed</p>	<p>RO</p>
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Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Responsibility	Deliverable	Target Date	Status as of February 2023	Action by RO/HQ/ANC
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Decision RASG- APAC 12/3 — A & B	Progress of development of Annual Safety Report (WP/7)	That, RASG-APAC/12 agreed on the proposed timeline for the Annual Safety Report 2023 as discussed in WP/7 and APAC RO shall follow on the progress in coordination with SRP WG and APAC AIG WG.	SRP WG	Action in accordance with the WP timeline	Sep 2023	ASR 2023 will be published on time Action: Proposed to be Closed	RO to Follow up
Decision RASG- APAC 12/4 — A & B	Update on APRAST Safety Enhancement Initiative (SEI) WG Activities – WP/8	That, RASG-APAC/12 approved the proposed LOC1/CFIT2 SEI's output revision as attached in the WP/8, and Secretariat will update the safety tools session in ICAO APAC webpage and inform all RASG-APAC members of the SEI's LOC1/CFIT2 output revision for implementation.	APAC RO SEI WG	Uploaded in Web	By APRAST 20	Action: The safety tools website is updated with the revised SEI output LOC1/CFIT2. (Closed) Action: Proposed to be Closed	RO, SEI WG

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Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Responsibility	Deliverable	Target Date	Status as of February 2023	Action by RO/HQ/ANC
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Decision RASG- APAC 12/5 — A & B	RASG-APAC Procedure Handbook : Proposed Framework for Empowerment and ToRs of APAC Subsidiary Bodies - WP/10	That, a) RASG-APAC meeting endorsed the Empowerment Framework for APRAST as proposed in WP-10. b) Secretariat shall review the RASG-APAC Procedure Handbook in coordination with all Chairs and Co-Chairs of RASG-APAC and Sub-Groups for the content of the Draft ToRs including ToRs for AP-RASP Standing Working Group and make necessary Amendments to table it in RASG-APAC/13.	All	Action in accordance with the Decisions.	By RASG 13	Discussion took place during APRAST/20 Break Out Sessions and ToRS shall be incorporated in the Draft by end of October 2023 to be tabled in RASG-APAC/13. Action: On Going Open	<i>RO shall table the changes in RASG-APAC/13 for approval</i>
Decision RASG- APAC 12/6 — A & B	AP-RASP 2023-2025 – WP/11	That, the draft AP-RASP 2023–2025 be approved pending the publication of GASP 2023-25 and related ICAO Docs subject to any final amendments necessary as the AP-RASP Ad-hock WG feels deem appropriate until then.	- APAC RO - AP-RASP Adhoc WG	Action in accordance with the Decisions.	By RASG 13	AP-RASP 2023-25 Uploaded in ICAO APAC Website; https://www.icao.int/APAC/RASG/Pages/default.aspx Action: Proposed to be Closed	RO, Co-Leads of AP-RASP

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Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Responsibility	Deliverable	Target Date	Status as of February 2023	Action by RO/HQ/ANC
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Decision RASG- APAC 12/7 — A & B	Review of Decisions and Conclusions Adopted at APRAST- 17 & 18 – WP/12	That, the Decisions adopted at APRAST/17 and APRAST/18 as described in Attachments A & B of the WP/12 be endorsed.	All	Action in accordance with the Decisions.	By RASG 13	Action: No Pending Action from APRAST 17 and APRAST 18. Action: Proposed to be Closed	RO to follow up
Decision RASG- APAC 12/8 — A & B	Review of progress of RASG-APAC/11 Decisions and Conclusions (WP/13)	That, the Meeting endorsed the recommendations of the 08 Decisions and 03 Conclusions of RASG-APAC/11 presented in Attachment A to WP/13.	All	Action in accordance with the Tasks	By RASG 13	Action: No Pending Action from RASG-APAC/11. Action: Closed	RO

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Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Responsibility	Deliverable	Target Date	Status as of February 2023	Action by RO/HQ/ANC
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<p>Decision RASG-APAC 12/9 — A & B</p>	<p>Guidance to Develop the Discussion Paper (DP) – WP/15</p>	<p>That, the Secretariat shall:</p> <p>a) Circulates the draft guidance given in Attachment B through a State Letter inviting States/Administrations to put further comments; and</p> <p>b) Consolidate all the inputs from different forums on the ‘Guidance for preparation of Papers for the APAC DGCA Conference’ as shown in Attachment B and table it in the next DGCA Conference for approval by the DGs.</p>	<p>ICAO RO ICAO TA All APAC DGCA</p>	<p>Action in accordance with the Decisions.</p>	<p>By next DGCA Conference</p>	<p>The ToRs for the DGCA Conference shall be presented in upcoming DGCA Conference.</p> <p>Action: Proposed to be Closed</p>	<p>RO, DGs</p>

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<p>Decision RASG-APAC 12/10 —</p>	<p>APAC Activities on ATM Safety Management – WP/21</p>	<p>That, APAC RO shall coordinate to organize Workshops on Safety Culture in the region.</p>	<p>ICAO RO</p>	<p>Action in accordance with the Tasks</p>	<p>By RASG 13</p>	<p>Pre-APRAST/20 Workshop conducted in ICAO APAC RO from 02-04 August 2023 where a nominal part was on safety culture.</p> <p>As such, one more Workshop shall be included in next RASG-APAC Yearly Work Program 2023-24. FSF shall volunteer to organize the workshop on ‘Safety Culture’.</p> <p>Action: Proposed to be Closed</p>	<p>RO, FSF</p>
<p>Decision RASG-APAC 12/11 —</p> <p style="text-align: center;">A & B</p>	<p>State Safety Programme Implementation – Sharing of Experience and Lessons Learnt – WP/30</p>	<p>That, the Secretariat to work with APRAST to organize a workshop for States to share experience and knowledge in key SSP implementation topics to strengthen SSP implementation in the Region.</p>	<p>APAC RO</p>	<p>Action in accordance with the Decisions.</p>	<p>By RASG 13</p>	<p>Pre APRAST/20 Workshop conducted in ICAO APAC RO from 02-04 August 2023 on the same subject.</p> <p>Action: Proposed to be Closed</p>	<p>RO</p>
<p>Decision RASG-APAC 12/12 —</p>	<p>RASG-APAC Yearly/Standing Work Programme 2022/2023 (proposed) – WP/31</p>	<p>That, the proposed RASG-APAC 2022/2023 Yearly and Standing Work Programme is approved, as in Attachment A of WP/31.</p>	<p>APAC RO</p>	<p>Action in accordance with the Decisions.</p>	<p>By RASG 13</p>	<p>Action:</p> <p>On Going</p> <p>Open</p>	<p>RO, AP-RASP Standing WG</p>

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PROGRESS OF RASG-APAC/12 – ANNUAL & STANDING WORK PROGRAMME 2022/2023

TASKS	Decision RASG- APAC	APRAST Ref	Subject Ref (if any)	Champion	Brief Description
TASK-1	RASG- APAC Decision 8/14. Task-6 of RASG/8 2018-19 Work Prog.	APRAST- 13, Agenda 8	Open item from 2020/2021	Related APRAST Working group	RASG–APAC to prepare the report on the progress/achievements of Beijing Declaration safety aspects to be tabled in next Ministerial Conference. APRAST/15 update: APRAST Co-Chairs- - Complete the tasks in hand derived from Yearly Work Programme. - Propose new action plan and include them in next yearly work programme to ensure the objectives are achieved. - Update RASG to assist prepare the report for next Ministerial Conference.

STATUS TASK-1:

Carried Forward (Open) –

ICAO-APAC will carry out the pre-coordination meeting once the date is set for next Ministerial Conference is set. A detailed report will be produced on each item of the Beijing Declaration. APRAST may form an Adhoc Working Group or Direct any existing Working Group to monitor and log the relevant progress in coordination with Secretariat, when needed.

The planned Ministerial Conference was in India from 20-21 September 2023 but got shifted to 2024. RASG-APAC needs to prepare a Report on the last Ministerial Meeting outcome once the revised date and venue is finalized.

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TASKS	Decision RASG-APAC	APRAST Ref	Subject Ref (if any)	Champion	Brief Description
TASK-2		<p>Decision APRAST 16/4</p> <p>Implementation of Asia-Pacific Regional Aviation Safety Plan 2020-2022 Edition (AP-RASP: 20-22 Edition) – WP/12</p> <p>Decision APRAST 16/5</p> <p>Implementation of Asia-Pacific Regional Aviation Safety Plan 2020-2022 Edition (AP-RASP: 20-22 Edition) – WP/12</p>		<p>All APRAST WG & AP-RASP Custodians & APAC RO</p>	<p>With the support of identified Volunteers/ Champions, APRAST to consider incorporating the following tasks related to AP-RASP by the Custodians as mentioned in AP-RASP and Volunteers nominated through the State Letter;</p> <ul style="list-style-type: none"> a. Implementation of OPS ROADMAP given in Appendix A of AP-RASP Document b. Implementation of ORG ROADMAP given in Appendix A of AP-RASP Document.

		Decision APRAST 15/14			
		Implementation of a Risk Register addressing Unmitigated Risks – WP/21			

STATUS TASK-2:

Carried Forward from Task-3 of 2021/22 Program : Open –

- 1) The Champions and Volunteers were identified to work on the implementation of OPS and ORG Roadmap. SEI WG has already worked out on the OPS Road Map and Monitoring Tools to monitor the progress of those 17 Action item of SEI implementation under the OPS Roadmap. 23 Actions of ORG Road Map is a continuous process which should is addressed in the AP-RASP 2023-2025 version.
- 2) With the introduction of AP-RASP updated version 2023-2025 aligning with the current GASP Document, new AP-RASP Working Group is formed under APRAST through election during APRAST/20.
- 3) The AP-RASP WG Co-Chairs shall start the process of implementing the Action Items under the AP-RASP Roadmap as laid down in the current version by forming Leads and Members for each Action Item.

LIST OF APRAST/20 DECISIONS

Decision APRAST 20/1 – Flight Safety Foundation Regional Safety Assessment Project – WP/7	
That, APAC RO shall coordinate with FSF to provide access to the interactive Aviation Safety Network Dashboard and organize a workshop on FSF Regional Safety Assessment to demonstrate the usability.	Expected impact: <input checked="" type="checkbox"/> Achievement of global and regional aviation safety priorities and targets <input type="checkbox"/> Enhancement of USOAP Effective Implementation <input checked="" type="checkbox"/> Monitoring and Administration <input checked="" type="checkbox"/> Capacity Building and Sharing of Information <input type="checkbox"/> Inter-Regional
Why: Strengthen risk identification and mitigation capabilities in the APAC Region.	
When: APRAST/20	Status: In Progress
Who: <input checked="" type="checkbox"/> APRAST <input type="checkbox"/> APAC-AIG <input type="checkbox"/> SRP WG <input type="checkbox"/> SEI WG <input type="checkbox"/> AP-RASP WG <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> APAC States/Administrations <input checked="" type="checkbox"/> Other: Industry	

Decision APRAST 20/2 – Runway Excursion Detail Implementation Plan – WP/9	
That, SEI WG in coordination with SRP WG to consider revising the existing SEI(s), if necessary to prevent RE accidents.	Expected impact: <input checked="" type="checkbox"/> Achievement of global and regional aviation safety priorities and targets <input type="checkbox"/> Enhancement of USOAP Effective Implementation <input type="checkbox"/> Monitoring and Administration <input checked="" type="checkbox"/> Capacity Building and Sharing of Information <input type="checkbox"/> Inter-Regional
Why: Strengthen risk identification and mitigation capabilities in the APAC Region.	
When: APRAST/21	Status: In Progress
Who: <input checked="" type="checkbox"/> APRAST <input type="checkbox"/> APAC-AIG <input type="checkbox"/> SRP WG <input type="checkbox"/> SEI WG <input type="checkbox"/> AP-RASP WG <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> APAC States/Administrations <input checked="" type="checkbox"/> Other: Industry	

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Decision APRAST 20/3 – Governance Framework for Cross-Border Data Sharing Initiatives – WP/12	
That, APAC RO to circulate a State Letter urging States/Administrations including their Industry to take a reference of the Guidance Material as developed by the Action Custodian on Cross-Border Data Sharing Initiatives.	Expected impact: <input checked="" type="checkbox"/> Achievement of global and regional aviation safety priorities and targets <input type="checkbox"/> Enhancement of USOAP Effective Implementation <input checked="" type="checkbox"/> Monitoring and Administration <input type="checkbox"/> Capacity Building and Sharing of Information <input type="checkbox"/> Inter-Regional
Why: To implement the AP-RASP Action Item A.IV.3 effectively.	
When: APRAST/21	Status: In Progress
Who: <input checked="" type="checkbox"/> APRAST <input type="checkbox"/> APAC-AIG <input type="checkbox"/> SRP WG <input type="checkbox"/> SEI WG <input type="checkbox"/> AP-RASP WG <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> APAC States/Administrations <input checked="" type="checkbox"/> Other: Industry	

Decision APRAST 20/4 – SEI WG Breakout Session	
That, the APAC RO disseminate a State Letter seeking updated nominations of SEI WG point of contact from States/Administrations, Industry Partners and International Organizations.	Expected impact: <input checked="" type="checkbox"/> Achievement of global and regional aviation safety priorities and targets <input type="checkbox"/> Enhancement of USOAP Effective Implementation <input checked="" type="checkbox"/> Monitoring and Administration <input type="checkbox"/> Capacity Building and Sharing of Information <input type="checkbox"/> Inter-Regional
Why: Ensure the currency of the completed SEI outputs are maintained.	
When: By 30 September 2023	Status: In Progress
Who: <input checked="" type="checkbox"/> APRAST <input checked="" type="checkbox"/> APAC-AIG <input type="checkbox"/> SRP WG <input checked="" type="checkbox"/> SEI WG <input type="checkbox"/> AP-RASP WG <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> APAC States/Administrations <input checked="" type="checkbox"/> Other: Industry	

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Decision APRAST 20/5 – SEI WG Breakout Session	
<p>That, APAC RO in coordination with Bangladesh shall organize additional workshop and training sessions on the use of the ‘Monitoring Tool’ for the States/Administration.</p>	<p>Expected impact:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Achievement of global and regional aviation safety priorities and targets <input type="checkbox"/> Enhancement of USOAP Effective Implementation <input checked="" type="checkbox"/> Monitoring and Administration <input type="checkbox"/> Capacity Building and Sharing of Information <input type="checkbox"/> Inter-Regional
<p>Why: Monitor implementation of the SEIs and NASP-RASP-GASP.</p>	
<p>When: APRAST/21</p>	<p>Status: In Progress</p>
<p>Who: <input checked="" type="checkbox"/>APRAST <input checked="" type="checkbox"/> APAC-AIG <input type="checkbox"/> SRP WG <input checked="" type="checkbox"/> SEI WG <input type="checkbox"/> AP-RASP WG <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> APAC States/Administrations <input checked="" type="checkbox"/> Other: Industry</p>	

Decision APRAST 20/6 – AP-RASP Standing Working Group (AP-RASP WG)	
<p>That, APAC RO in coordination with the AP-RASP WG Co-Chairs shall:</p> <ul style="list-style-type: none"> a) Distribute the template for the fresh nominations to work as ‘Action Item Custodians’ and ‘Members’; and b) Identify one lead for each ‘Action Item Custodian’ who shall in turn update the Co-Chairs of AP-RASP WG. 	<p>Expected impact:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Achievement of global and regional aviation safety priorities and targets <input type="checkbox"/> Enhancement of USOAP Effective Implementation <input checked="" type="checkbox"/> Monitoring and Administration <input type="checkbox"/> Capacity Building and Sharing of Information <input type="checkbox"/> Inter-Regional
<p>Why: To implement the AP-RASP Action Items Effectively.</p>	
<p>When: APRAST/20</p>	<p>Status: In Progress</p>
<p>Who: <input checked="" type="checkbox"/>APRAST <input checked="" type="checkbox"/> APAC-AIG <input checked="" type="checkbox"/> SRP WG <input checked="" type="checkbox"/> SEI WG <input checked="" type="checkbox"/> AP-RASP WG <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> APAC States/Administrations <input checked="" type="checkbox"/> Other: Industry</p>	

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Decision APRAST 20/7 – AP-RASP Standing Working Group (AP-RASP WG)	
<p>That, AP-RASP WG Co-Chairs in coordination with the Lead Custodians and Stakeholders shall ensure the implementation of the prioritized action items for the year 2023-2024 ORG Roadmaps as follows:</p> <ol style="list-style-type: none"> 1. Goal II: A.II.1, A.II.2, A.II.3; 2. Goal III: A.III.1, A.III.2, A.III.3; and 3. Goal V: A.V.1, A.V.3. 	<p><i>Expected impact:</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Achievement of global and regional aviation safety priorities and targets <input type="checkbox"/> Enhancement of USOAP Effective Implementation <input checked="" type="checkbox"/> Monitoring and Administration <input type="checkbox"/> Capacity Building and Sharing of Information <input type="checkbox"/> Inter-Regional
Why: To implement the AP-RASP Action Items Effectively.	
When: APRAST/20	Status: In Progress
Who: <input checked="" type="checkbox"/> APRAST <input checked="" type="checkbox"/> APAC-AIG <input checked="" type="checkbox"/> SRP WG <input checked="" type="checkbox"/> SEI WG <input checked="" type="checkbox"/> AP-RASP WG <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> APAC States/Administrations <input checked="" type="checkbox"/> Other: Industry	

— END —



ICAO

International Civil Aviation Organization
Asia and Pacific Office

Twentieth Meeting of the Asia Pacific Regional Aviation Safety Team (APRAST/20)

(Bangkok, Thailand, 7-11 August 2023)

Agenda Item 5: Presentations – State / Industry / ICAO

GOVERNANCE FRAMEWORK FOR CROSS-BORDER DATA SHARING INITIATIVES

(Presented by Singapore, United States and IATA)

SUMMARY

The exchange of safety data and safety information at the regional level with State-industry collaboration would enable the validation of existing safety risks and detection of emerging hazards and risks, and would facilitate effective and timely action. There are existing State-industry collaboration programmes on data and information sharing and analysis. These programmes have been proven to be beneficial to foster a positive safety culture, monitor safety risks, to identify emerging hazards and risks, and to facilitate deployment of effective and timely safety mitigations.

The Asia Pacific Regional Aviation Safety Plan (AP-RASP) introduced a safety action to develop guidance material on the governance framework to support the establishment of such cross-border data sharing initiatives in the APAC region. This paper seeks APRAST's approval for the governance guidance document developed by the AP-RASP Action Item A.IV.3 Working Group.

1. INTRODUCTION

1.1 The exchange of safety data and safety information at the regional level through collaboration between State and industry enables the validation of existing safety risks, detection of emerging hazards and risks, and facilitates effective and timely action. The Global Aviation Safety Plan (GASP) identified safety information sharing and exchange as a safety performance enabler to achieve the GASP objectives. Underlining the importance of safety data usage and its impact on the State safety programme, ICAO Annex 19 emphasises safety data collection, analysis and exchange to support States' safety management activities.

1.2 Accordingly, the AP-RASP introduced a safety action to develop guidance material on a governance framework to support the establishment of cross-border data sharing initiatives to encourage and facilitate the exchange of safety information. It is envisaged that such guidance on a

governance framework would provide more clarity on issues such as data confidentiality, data protection, and roles and responsibilities of various stakeholders. This in turn would encourage the development and implementation of regional data and information sharing by interested parties. Furthermore, it could enable regulator and industry cooperative frameworks at the national level, such as the Collaborative Safety Team concept, with the goal to support such information sharing networks.

1.3 Decision APRAST 16/4 called for members to nominate Volunteers/ Champions to accomplish respective actions for the effective implementation of the AP-RASP. To develop the guidance material, a working group comprising State and industry members from Singapore, International Air Transport Association (IATA) and the United States Commercial Aviation Safety Team (CAST) was established. The working group first initiated discussions during APRAST/17 in January 2022 and continued to hold several virtual discussions throughout the year to accomplish the deliverables.

2. GOVERNANCE FRAMEWORK FOR DATA SHARING INITIATIVES

2.1 Globally, there are existing programmes on data and information sharing and analysis to monitor safety risks and identify emerging hazards and risks, and to facilitate deployment of effective and timely safety mitigations. In Asia Pacific, there is the Regional Data Collection, Analysis and Information Sharing for Aviation Safety (AP-SHARE) Demonstration Project, in the United States, the Aviation Safety Information Analysis and Sharing (ASIAS) initiative, and in Europe, the Data4Safety (D4S) programme. The airlines have the International Air Transport Association (IATA) Flight Data Exchange (FDX).

2.2 Noting that there are existing data sharing programmes with established governance frameworks, the working group agreed to incorporate best practices and lessons learnt from these programmes into the guidance material. Also noting that the benefits of the exchange of safety information are already widely known, the group discussed that it would be useful to focus on the implementation aspects of data sharing initiatives. The guidance material thus aims to provide a practical reference for States and industry stakeholders.

2.3 The document, as found in Annex A, focuses on key aspects of a governance framework and their underlying considerations. The key points are summarised below:

- a) Core principles. It is important to determine core principles to guide and set out the high-level objectives and policies of the initiative, to align all participants. Examples of core principles that could be adopted include:
 - i. Safety data and safety information should be used to advance safety goals only, with the focus on systemic issues;
 - ii. Safety data and safety information from the initiative should not be used to support investigations of accidents and incidents, and should not be used for punitive or enforcement purposes;
 - iii. The sharing and exchange of safety data and safety information through the Initiative should be in line with principles of protection in ICAO's Annex 19 on Safety Management;

- iv. Roles, responsibilities and accountabilities of participants, contributors and observers should be clearly defined within the governance plan of the Initiative;
 - v. Processes for data handling and analysis should be carried out with transparency and in accordance within the governance of the initiative;
 - vi. The governance process should be determined by consensus and should be clear to all participants;
 - vii. Confidentiality of sensitive data and information should be maintained at all times;
 - viii. Participation in the initiative and the provision of data should be entirely voluntary; entities that provide data should retain ownership of such data.
- b) Governing structure. A good governing structure can help drive the work of such data sharing initiatives more effectively. A potential structure, together with the respective responsibilities, are as indicated below:
- i. A *Governing Board* to set the strategic direction of the initiative, make key decisions and oversee activities to ensure alignment with governance plan and success to the initiative.
 - ii. A *Secretariat* to support the Governing Board, coordinating the work of the initiative in alignment with set priorities. The Secretariat could also assist the Board to manage administrative and project management matters for the initiative.
 - iii. *Working Groups* as necessary to drive the technical aspects of the work required, where members are subject matter experts. Scope could include interpreting results of analysis and recommending for safety enhancement initiatives.
 - iv. A *Data Service Provider* to handle data-related aspects, including the collection, management and storage of data, and developing analytical tools for analysing, visualising and sharing of results.
- c) Data confidentiality, de-identification, and storage. A key element of data sharing initiative is the importance of building trust among participants on the use of safety information for its intended purposes. The integrity of a data sharing initiative rests upon the protection of the supplied safety data. Any disclosure for purposes other than safety management can compromise the voluntary provision of safety data for the initiative. The following are key recommendations in this regard:
- i. *Data confidentiality*: Access to safety data and sensitive information from the initiative should be limited to the Data Service Provider given its responsibilities to analyse the data. If access is required by the Working Groups or other participants, they could be required to commit to a set of rules to ensure data confidentiality, for example:
 - a. Participants shall consider all data and information to be proprietary property of the data sharing organisation, since the data and information being disclosed can be highly sensitive.

- b. Participants shall not use any data or information presented by another participating organisation for commercial, competitive, punitive, or litigation purposes.
 - c. Participants shall not share or disclose the proprietary data or information provided by participants with external parties, without the written consent of the owner.
- ii. *De-identification*: All data, information and results from analyses should be de-identified and aggregated before sharing. For example, no individual employee, airline or flight should be identified in the results. However, where necessary, Working Groups could have access to location-specific information when it is critical to the validation of the safety events and understanding of safety issues. In the cases in which location-specific information is used, this is with the purpose to ensure safety, and not for enforcement purposes or to apportion blame.
 - iii. *Storage*: All the safety data and specific events data are to be stored securely in a database or any other means with access control. The Data Service Provider would be responsible to ensure the safe and secure custody, transfer and storage of data.
- d) Responsibilities of parties. A successful initiative would require significant commitment and resources from its participants. Clear expectations of contributions and responsibilities of the various stakeholders will help provide a better understanding of the expected roles in the initiative. Guidance regarding contributions and responsibilities of stakeholders are proposed in the document, for instance:
 - i. All members should adhere to the core principles and governance plan, and provide subject matter experts to support the initiative, where possible. Members should also maintain confidentiality of results until the Governing Board makes a determination about the form and distribution of the results;
 - ii. In addition to the general responsibilities of participants of the data sharing initiative, various stakeholders (e.g. Civil Aviation Authorities, Air Navigation Service Providers, airlines, etc.) could also help to provide relevant specific support in their area of expertise and operations to support the initiative. Specific areas are provided for consideration in the document.

3. ACTION BY THE MEETING

3.1 The Meeting is invited to:

- a) Approve the governance guidance document developed by the AP-RASP Action Item A.IV.3 Working Group, which aims to provide a practical reference for States and industry stakeholders on the development of a governance framework for cross-border data sharing initiatives; and
- b) note that the approved guidance document would be made available to States and industry stakeholders on the ICAO APAC website and through a ICAO State letter, to address the related Actions listed in the AP-RASP ORG Roadmap, specifically under Regional Goal IV.

- c) Encourage the sharing of safety data and information sharing experiences and lessons learnt from various initiatives, by States and industry stakeholders, noting its benefits and potential to help improve regional safety.

— END —

Governance guidance for cross-border data sharing

Outline

1. Executive Summary
2. Introduction
3. Purpose
4. Target Audience
5. Key Components of a Governance Framework
 - 5.1 Core Principles
 - 5.2 Governing Structure
 - 5.3 Data Confidentiality, De-identification and Storage
 - 5.4 Responsibilities of Parties
6. Annex – Sample Agreement Document for participating in an Initiative

1. Executive Summary

1.1 The exchange of safety data and safety information is recognised as a fundamental element of long-term improvements in the safety of civil aviation. The International Civil Aviation Organization (ICAO)'s Global Aviation Safety Plan and Annex 19 have placed significant emphasis on the importance of exchanging safety data and safety information globally and regionally.

1.2 To achieve the regional goals as set out in the Asia Pacific Regional Aviation Safety Plan ("AP-RASP"), the region has identified safety actions to further promote the sharing of data and information among States and industry stakeholders. It is therefore envisaged that more data and information sharing initiatives among organisations and States could be established. The AP-RASP introduced a safety action to develop guidance material on governance framework for cross-border data sharing initiatives, to encourage and facilitate the exchange of safety information.

1.3 The purpose of this document is to provide a practical reference for Civil Aviation Authorities, Industry and any other organisations, on the development of a governance framework for cross-border data sharing initiatives. The document focuses on key aspects of a governance framework and underlying considerations, including core principles, responsibilities of parties, and data confidentiality.

2. Introduction

2.1 The exchange of safety data and safety information is recognised as a fundamental element of long-term improvements in the safety of civil aviation. The International Civil Aviation Organization (ICAO)'s Global Aviation Safety Plan and Annex 19 have placed significant emphasis on the importance of exchanging safety data and safety information globally and regionally. In the Asia Pacific region, efforts to share data and information have been valuable in identifying safety issues and supporting effective and timely action to address safety risks. Some examples of such efforts are the Safety Enhancement Initiatives developed by the Asia Pacific Regional Aviation Safety Team ("APRAST") and the Asia Pacific Regional Data collection, analysis and information sharing project ("AP-SHARE").

2.2 To achieve the regional goals as set out in the Asia Pacific Regional Aviation Safety Plan ("AP-RASP"), the region has identified safety actions to further promote the sharing and exchange of information among States and industry stakeholders. It is therefore envisaged that more data sharing initiatives among organisations and States could be established, to encourage and facilitate the sharing and exchange of information. A key element of such data sharing initiatives is to build trust among the participating organisations on the use of data and information for the intended purposes. To prevent any use of the data and information other than the intended purposes, it is imperative that such data and information are properly protected and managed. The AP-RASP has therefore introduced a safety action to develop guidance material on governance framework, for cross-border data sharing initiatives ("Initiatives")

3. Purpose

3.1 The purpose of this document is to provide a practical reference for Civil Aviation Authorities and the Industry, and any other organisations, on the development of a governance framework for these Initiatives. Recognising that there is a considerable amount of literature on the objectives, need and legal aspects for protection of data and information, such as in ICAO Safety Management Manual (Doc 9859), this document will not examine these aspects in detail. Rather, the focus of this document is to address the key aspects of a governance framework and the underlying considerations including the core principles, responsibilities of the parties, and data confidentiality. Given that these Initiatives could vary in terms of scope and complexity, depending on the objectives and intended outcomes, the stakeholders involved should determine the appropriate levels of governance and structure that will meet the needs of the Initiative.

3.2 Establishing an Initiative is an undertaking that requires significant commitment from stakeholders, both in terms of resources to collect and analyse the data shared and processes to safeguard the information. To ensure that the data and information sharing mechanism is implemented effectively, it is imperative to take a holistic approach and have a concerted effort among the relevant stakeholders. Apart from the technical, organisational and procedural aspects, it is also necessary to address aspects like legal, financial, culture and communication to ensure effectiveness. It is

also important to identify key metrics that will define the success of the effort and to provide a mechanism for periodic review.

4. Target Audience

4.1 This document is targeted at all relevant stakeholders in the aviation industry that are embarking on such Initiatives. These stakeholders include, but are not limited to the following:

- a. Civil Aviation Authorities
- b. Industry
- c. Analytics solution providers
- d. Academia

5. Key Components of a Governance Framework

5.1 Core Principles

5.1.1 The Initiative should operate according to core principles that set out the high-level objectives and policies in relation to the Initiative. Each entity could acknowledge their understanding and willingness to adhere to the principles via signed agreements. Examples of core principles to adopt are as outlined below:

- a. Safety data and safety information should be used to advance safety goals only, with the focus on systemic issues
- b. Safety data and safety information from the Initiative should not be used to support investigations of accidents and incidents and should not be used for punitive or enforcement purposes
- c. The sharing and exchange of safety data and safety information through the Initiative should be in line with the principles of protection in ICAO's Annex 19 on Safety Management
- d. Roles, responsibilities and accountabilities of participants, contributors and observers should be clearly defined within the governance plan of the Initiative
- e. Processes for data handling and analysis should be carried out with transparency and in accordance within the governance of the Initiative
- f. The governance process should be determined by consensus and should be clear to all members
- g. Confidentiality of sensitive data and information should be maintained at all times
- h. Participation in the initiative and the provision of data should be entirely voluntary; entities that provide data should retain ownership of such data at all times

5.2 Governing Structure

5.2.1 A good governing structure can help drive the work of the Initiative more effectively. The Initiative could be directed by a Governing Board formed by and consisting of the members of the Initiative. The Governing Board could be supported by a Secretariat. The Governing Board could form Working Groups as needed. In addition, a Data Service Provider may be engaged to perform the technical functions of the Initiative.

Governing Board

5.2.2 Member organisations in the Initiative could provide representatives to the Governing Board, which sets strategic direction and monitors its progress. The Governing Board could meet periodically (e.g. twice yearly) to re-evaluate strategy and priorities, and to receive updates on the progress of the work done by the Initiative. The Governing Board could be co-led by Civil Aviation Authority and Industry co-chairs in order to collectively drive the development of the Initiative in the interest of the member organisations. Accordingly, all decisions by the Governing Board could be achieved through the process of achieving consensus. The Governing Board's primary responsibilities could be to:

- a. Oversee the activities of the Initiative to ensure conformance with the governance plan
- b. Prioritise work of the Initiative
- c. Define the scope of work for new activities and oversee Working Group progress
- d. Review outcomes of the work of the Initiative and determine appropriate follow up actions, if any
- e. Make changes, as needed, to the governance plan
- f. Review requests for membership for the Initiative
- g. Formulate policies and procedures
- h. Make decisions about dissemination of outcomes to external organisations
- i. Select the Secretariat and approve all entities on the Secretariat
- j. Oversee financial performance of the Secretariat
- k. Provide coordination between the Initiative and other relevant organisations on risks and mitigation needs

Secretariat

5.2.3 The Secretariat for the Initiative could be responsible for coordinating the work of the Initiative in alignment with the priorities set by the Governing Board. In addition, the Secretariat could manage the administrative and project management functions of the Initiative. There are various potential modalities for the Secretariat function, which may not require full-time commitment depending on funding availability and workload of the Initiative. Some examples include, but not limited to:

- a. Outsourcing the Secretariat function to a third-party organisation; or

- b. Function being undertaken on a part-time basis by States/ industry participating in the Initiative (either fixed, or rotated amongst participating organisations).

5.2.4 The Secretariat's primary responsibilities could be to:

- a. Support Working Group(s) to execute work at the direction of the Governing Board
- b. Integrate inputs across various organisations and safety information sources in support of Working Group(s)
- c. Implement Governing Board decisions on sharing outcomes of work completed
- d. Conduct all work and information sharing activities in accordance with the governance plan
- e. Update and maintain the governance plan, as directed by the Governing Board
- f. Maintain a list of members and subject matter experts in the Initiative
- g. Maintain annual budget and report to the Governing Board on financial and technical status

Working Groups

5.2.5 The Governing Board could establish Working Groups as needed to drive the technical aspects of the work as required for the Initiative. Working Group participants could be from Initiative member organisations or subject matter experts from non-member organisations. It would be good for participants to have sufficient knowledge on the relevant concepts and regulations related to flight data sharing and flight data analytics. For continuity purposes, it is recommended that the Working Group members are registered individually (as opposed to having organisation representation). Working Groups could be co-led by Civil Aviation Authority and Industry co-chairs.

5.2.6 Working Groups could have the following responsibilities:

- a. Work with the Governing Board to determine the scope of the analysis, the sources of data, the analytical approach and tools, the form of the result, and setting of requirements to engage a suitable Data Service Provider
- b. Work with Data Service Provider on the technical analytical work of the Initiative, which may include:
 - i. Providing detailed definitions for analytical results that will be generated by member organisations for inclusion in integrated analysis
 - ii. Interpret results of analysis with the provision of subject matter expertise and knowledge
 - iii. Make safety recommendations and/or safety enhancement initiatives
- c. Submit outcomes to the Governing Board

Data Service Provider

5.2.7 The Data Service Provider could have the following responsibilities:

- a. Acquire data and develop analytical tools for analysing, visualising and sharing of results
- b. Support the Working Groups in carrying out studies at the direction of the Governing Board
- c. Ensure the safe and secure custody, transfer and storage of data and information, in accordance with the Core Principles
- d. Establish and maintain appropriate security measures regarding the storage and use of data and information
- e. Require contractors (if any), to establish and maintain appropriate security measures to safeguard against the authorised access of data and information.

5.3 Data Confidentiality, De-identification and Storage

5.3.1 The integrity of any Initiative rests upon protection of the supplied data. Any disclosure for purposes other than safety management can compromise the voluntary provision of data. It is therefore essential for the Initiative to clearly identify the means to protect the data and information, such as through a confidentiality agreement. The agreement should also address other critical aspects such as how data would be de-identified and stored in a proper manner.

Data Confidentiality

5.3.2 Access to data should be limited to the Data Service Provider, given its responsibilities to analyse the data and as an added means to safeguard the confidentiality of the shared data. Should the Working Group or other participants require access to the data, they could be required to commit to a set of rules of engagement, to ensure data confidentiality. Examples of such rules are as follows:

- a. Working Group members shall consider all data to be proprietary property of the data sharing organisation, since the data and information being disclosed is highly sensitive.
- b. Working Group members shall not use any data or information presented by another participating organisation for commercial, competitive, punitive, or litigation purposes.
- c. Working Group members shall not share or disclose the proprietary data or information provided by participants with external parties, without the written consent of the owner.
- d. Working Group members shall not record (audio or video), take photographs of presentations, discussions or expositions and share discussion proceedings or outcomes with external parties.

- e. Working Group members shall agree to work to implement solutions to safety issues identified during this meeting with the help of the information presented.
- f. Working Group members shall treat all participants with equality, respecting all viewpoints as worthy of consideration.
4.2
- g. Anyone not following the Rules of Engagement may be asked to leave and may not be allowed to attend any future meetings.

Data De-identification

5.3.3 Data used for the Initiative should be maintained in a secure environment with limited access. Data fields referring to individual employees should be removed before storing information for the Initiative.

5.3.4 Results or insights from the Initiative's data analyses should always be aggregated and de-identified before they are shared. At a minimum, no individual employee, airline or flight should be identified in the results. For example, references to flight identification number, aircraft tail number, and date should be removed from reports of individual flights. Any reports of aggregate results should also only include airports that are served by three or more airlines in the data set.

5.3.5 Additional de-identification should be applied before sharing results with the Governing Board, including the removal of location-specific information. Working Groups could have access to location-specific information when it is critical to the validation of the safety events and understanding of safety issues. This is with the purpose to ensure safety, and not for enforcement purposes or to apportion blame.

Data Storage, Protection and Retention

5.3.6 All the safety data and specific events data should be stored securely in a database or any other means that allows access control. The appointed Data Service Provider of the Initiative would be responsible to ensure the safe and secure custody, transfer and storage of data in accordance with the Core Principles.

5.3.7 The duration of retention of data should achieve a balance between effective safety analysis and mitigating risk of any loss or unauthorised access to data. As a recommendation, the data related with a specific flight or event should only be kept a maximum of six to twelve months whereas the de-identified data could be kept up to 5 years. The retention period should also consider the potential costs and storage capacity of the Data Service Provider. Video, sound recordings or raw reports from pilots or controllers should not be kept as far as possible after extracting essential information.

5.4 Responsibilities of Parties

5.4.1 A successful Initiative would require the significant commitment from stakeholders. As specific expertise lies with respective stakeholder groups, this

section aims to provide some guidance in terms of the contributions and responsibilities of the various stakeholders.

Responsibilities for All Members

5.4.2 All members should agree to:

- a. Adhere to the Core Principles of the Initiative and other elements of the governance plan.
- b. Provide subject matter experts, including pilots, controllers, manufacturers, or regulators with deep knowledge of aviation, to support the Initiative.
- c. Maintain the confidentiality of results until the Governing Board makes a determination about the form and distribution of results.

5.4.3 In addition, all members elected to the Governing Board should agree to:

- a. Attend meetings of the Governing Board to make decisions about priorities and governance.

Other Responsibilities Specific to Civil Aviation Authorities

5.4.4 Civil Aviation Authorities could provide the following support in addition to the general responsibilities for all members:

- a. Provide insight about local regulatory context that may be helpful in a study or analysis.
- b. Ensure that safety information from the Initiative is not used for enforcement investigations or actions.
- c. Follow the guidance in ICAO Doc 9859 Chapter 7, in relation to the protection of safety information associated with the Initiative.
- d. Provide other safety information that might be relevant to a study or analysis, such as accident or incident reports.

Other Responsibilities Specific to Service Providers

ANSPs

5.4.5 ANSPs could provide summary safety metrics based on data sources and event definitions. It is anticipated that different ANSPs would have different levels of infrastructure to support the measurement of safety events from air traffic data. The focus of ANSP participation is to develop the capability to generate meaningful metrics that can be integrated with other sources of safety information in the Initiative. ANSPs could work to build a capability to locally extract, archive and process information from radar data, air traffic control information, weather, and other relevant sources.

Airlines

5.4.6 Airlines could contribute to the Initiative by providing digital flight data and safety reports to the Data Service Provider through a suitable method of data sharing. The Governing Board could assess and determine the suitability of the proposed mode of data sharing to be included in the Initiative.

5.4.7 Airlines may also provide any data that would be beneficial to an ongoing study directly to the Working Group for inclusion in Initiative. Any data provided would be protected in accordance with all other sensitive data or information provided for the Initiative.

Other Organisations

5.4.8 Other organisations that provide information that may be helpful in safety studies or analysis under the Initiative may become members of the Initiative, subject to approval from the Governing Board. Such organisations could include aircraft and avionics OEMs, industry associations, international organisations, etc. Any member organisation may also provide data to the Working Group under a separate agreement, as appropriate, for inclusion in Initiative analyses.

Responsibilities of Associate Member Organisations

5.4.9 On determination of the Governing Board, an associate membership (no voting rights) could be extended to organisations who possess the knowledge and experience in conducting safety data sharing programs and are willing to assist in ongoing participation in Governing Board meetings. Upon agreement from the co-chairs, invitations would be extended by the Secretariat for participation. These organisations would be expected to undertake the relevant membership responsibilities, share experiences, analyses of their own, and lessons learned through the process of governance in their own programs. Financial and in-kind contributions from associate member organisations would also be encouraged.

6. Annex – Sample Agreement Document for participating in an Initiative

Statement of Intent to Become a Member of the *[Data-sharing Initiative]*

This Statement of Intent is made by the Organisation as identified below, hereinafter referred to as “Member”. The Member agrees to support the *[Data-sharing Initiative]* which will collect and analyse safety data and safety information to advance aviation safety.

The Member agrees to act in accordance with the core principles and responsibilities described in the Governance Plan for the *[Data-sharing Initiative]* (hereinafter referred to as “Governance Plan”). Core principles are as described in Section *[X]* of the Governance Plan, and responsibilities for all members are detailed in Section *[X]*. By signing, the Member agrees to use information gained from the *[Data-sharing Initiative]* to advance safety goals only, and not for punitive or enforcement purposes.

The Member agrees to provide subject matter expertise and *[provision for funding/fees]*.

The Member may terminate its involvement in the *[Data-sharing Initiative]* at any time and for any reason by providing a minimum of *[X]* calendar days of notice to the Secretariat. The Governing Board may suspend or terminate a member’s involvement in the *[Data-sharing Initiative]* if it finds that an organisation has violated core principles.

Signed by:

Name _____

Position _____

Organisation _____

Date _____

Recorded by the Secretariat on _____