



ICAO

International Civil Aviation Organization

Sixth Meeting of the Asia/Pacific Aerodrome Assistance  
Working Group (AP-AA/WG/6)

Bangkok, Thailand, 2 to 5 April 2024

**Agenda Item 4: Runway Safety and GRF Implementation****RUNWAY SAFETY TEAM (RST) AND RUNWAY SAFETY GO-TEAM**

(Presented by the Secretariat)

**SUMMARY**

This paper presents the ICAO requirements on RST and relevant guidance for its establishment at aerodromes. The paper also highlights the benefits in availing ICAO Runway Safety Go-Team assistance by States and airports in the area of runway safety.

**1. INTRODUCTION**

1.1 Procedures for Air Navigations (PANS) – Aerodromes (Doc 9981) in its 3<sup>rd</sup> Edition, July 2020 incorporated a new chapter (Chapter 8) in Part II, which contains provisions pertaining to runway safety. The chapter deals with the prevention of runway incursions, excursions and confusion through different strategies. These include effective identification of hazards related to runway safety, risk mitigation, coordination and cooperation between different stakeholders, establishment of runway safety action plans and runway safety teams (RSTs), and the collection, sharing and exchange of safety information.

**2. DISCUSSION****Runway Safety Team (RST)**

2.1 An aerodrome operator shall establish a Runway Safety Team (RST) comprised of relevant organizations operating or providing services on the aerodrome in accordance with 8.2.1 of *PANS-Aerodromes (Doc 9981)*.

2.2 The terms of reference and composition of the RST should be established and included in the aerodrome manual. Activities to be included in the terms of reference as well as the proposed composition of an RST are included in the *Appendix to the Chapter 8 of Part II of PANS-Aerodromes (Doc 9981)*.

2.3 The primary role of the RST should be to develop a runway safety action plan. This action plan should, as a minimum, facilitate the identification of runway safety hazards and the conduct of runway safety risk assessments and recommend measures for hazard removal and mitigation of the residual risk.

2.4 Detailed information on the establishment of a RST is available in the ICAO RST Handbook which can be downloaded from:

<https://www.icao.int/safety/RunwaySafety/Pages/Documents%20and%20Toolkits.aspx>.

2.5 ICAO had been maintaining a RST Survey to keep track of the establishment of RSTs at aerodromes. The survey results and questionnaire were available at:

<https://www.icao.int/safety/RunwaySafety/Pages/Runway%20Safety%20Team%20Register.aspx>.

2.6 Out of **355** aerodromes used for international operations in Asia Pacific Regions, only **93 aerodromes** had participated in ICAO RST Survey. The new RST Survey Webpage is currently under development. The list of aerodromes that had participated in ICAO RST Survey is provided in **Attachment A**.

2.7 APANPIRG/31 adopted the following Conclusion:

***Conclusion APANPIRG/31/6 (AOP/SG/4–11): Runway Safety Team***

*That, States/Administrations to urge operators of aerodromes used for international operations to:*

*a) establish runway safety teams (RSTs) in accordance with PANS-Aerodromes (Doc 9981) and ICAO RST Handbook; and*

*b) participate in the ICAO RST Survey to register their RSTs.*

2.8 As the new RST Survey Webpage is currently under development by ICAO HQ, the Secretariat developed the “Framework for Monitoring the Establishment and Implementation of Runway Safety Team (RST) at aerodromes in APAC States” with RST questionnaires to gather the information from the States/Administrations on the establishment and operation of the RST at aerodromes and presented at **Attachment A** for review and update by this Meeting and for consideration by AOP/SG/8. The Draft Conclusion for endorsement by AP-AA/WG/6 for consideration by AOP/SG/8 is provided below:

<b>Draft Conclusion AP-AA/WG/6 – 01: Framework for Monitoring the Establishment and Implementation of Runway Safety Team (RST) at aerodromes in APAC States</b>			
What: That, the “Framework for Monitoring the Establishment and Implementation of Runway Safety Team (RST) at aerodromes in APAC States” be circulated to States/Administrations after approved by AOP/SG/8. The Framework be also published on the ICAO APAC eDocuments Webpage under AGA Heading.		Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Ops/Technical	
Why: To gather the information from the States/Administrations on the establishment and operation of the RST at aerodromes.		Follow-up: <input checked="" type="checkbox"/> Required from States	
When: 19-Jul-2024		Status: Draft to be adopted by Subgroup	
Who: <input checked="" type="checkbox"/> Sub groups <input checked="" type="checkbox"/> APAC States <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input type="checkbox"/> Other: AP-AA/WG/6			

ICAO Runway Safety Go-Team “FULL” Version

2.9 The ICAO Runway Safety (RS) Go-Team is a collaborative effort with the objective to provide assistance from ICAO, Runway Safety Programme (RSP) partner organisations and other safety related organizations (including existing RST’s, RSOO’s, etc.) to a State and airport when establishing an RST. It may also review an RST performance if already established. The RS Go-Team achieves its objective by providing technical assistance, including expert advice and guidance based on ICAO documents (e.g. *Doc. 9981 PANS-Aerodromes*), State and Industry best practices and recommendations.

2.10 The RS Go-Team is a voluntary, multi-disciplinary form of assistance provided by an ad-hoc group of experts; it is not an ICAO audit, validation, inspection or certification action; however, it could help to prepare for such in the future.

2.11 RS Go-Team will be formed in response to recommendation from the RASG, a proposal by ICAO, or a request received from a State, airport or international organisation to corresponding ICAO Regional Office. Runway Safety Programme (RSP) partner organisations will be informed and invited to participate.

2.12 The duration of on-site activities is usually three days, which may include a runway safety workshop for runway safety stakeholders, airport visits, attendance in RST meeting and debriefing.

2.13 The detailed information on RS Go-Team is available in *ICAO RS Go-Team Methodology* posted on ICAO Website at the following URL:

<https://www.icao.int/safety/RunwaySafety/Pages/Documents%20and%20Toolkits.aspx>

2.14 Recognising the benefits the RS Go-Team brings to States and runway safety stakeholders, the RASG-APAC at its 5<sup>th</sup> Meeting had taken a Decision, which is reproduced below:

***Decision RASG-APAC 5/6 (2015)***

*That, ICAO APAC RO, with assistance from the COSCAP Chief Technical Advisors, coordinate the implementation of ICAO Runway Safety Go-Teams in the APAC region, and share relevant information on implementation with States/ Administrations and industry.*

2.15 Two RS Go-Team missions in the APAC Region were conducted in March 2020 – to Manila, Philippines and Makassar, Indonesia. Recommendations were provided to the States and airports for enhancing runway safety. The two missions utilized the funding available under COSCAP-SEA and was therefore available free-of-charge to the two States.

2.16 With the applicability of GRF-related SARPs and PANS, the scope of RS Go-Teams may be extended to assist States and airports in the implementation of GRF. In such cases, the duration of RS Go-Team on-site activities may be slightly extended to incorporate additional activities.

RS-Go Team “LITE” Version

2.17 To date, RS-Go Teams have been delivered using a 3 to 5 days on-site format, preceded by a virtual preparation phase. Due to COVID-19 restrictions, a “LITE” version of the RS Go-Team (i.e. Go-Team LITE) has been designed, facilitating a flexible approach, whilst ensuring that the important function performed by Go-Teams can continue. A Go-Team LITE is less

comprehensive, does not include a site visit and would result in a set of recommendations that will focus upon facilitating the establishment of an RST, or improving performance of an existing RST, rather than the comprehensive set of runway safety-related agreed actions and timelines of a full Go-Team.

2.18 Characteristics of the Go-Team LITE are:

- it is entirely on-line;
- may be followed by a “FULL” Go-Team mission in the future, including more activities at site visit and the more comprehensive set of action and timelines;
- However, a Go-Team LITE will fulfil the objectives of preparing for the implementation of an RST or improving the performance of an existing RST;
- The benefits of a Go-Team LITE are ease of organisation and execution, reduced cost and effort.

2020 Edition of USOAP CMA Protocol Questions

2.19 As announced in Electronic Bulletin 2021/3, the 2020 Edition of the Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) Protocol Questions (PQs) is now posted on the USOAP CMA online framework, under the heading “CMA Library”.

2.20 In association with Chapter 8 of Part II of PANS-Aerodromes and relevant guidance materials, there is a new PQ on whether a State ensures “that aerodrome operators comply with requirements related to runway safety, including the establishment of a runway safety team”. The new PQ is extracted as follows.

8.204	Does the State ensure that aerodrome operators comply with requirements related to runway safety, including the establishment of a runway safety team?	1) Evaluate mechanism to ensure effective implementation. 2) Review evidence of a systematic approach to runway safety and collision avoidance strategy, e.g. establishment of runway safety teams.	PANS Doc 9981 (AGA) Part II, C8 GM A14 Vol. I, Att. A, Section 21.3 Doc 9870 C3	Yes	CE-6
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*USOAP CMA PQ – AGA 8.204*

2.21 AOP/SG/5 meeting urged:

- a) States to take actions on RST establishment and participation in ICAO RST Survey (**Conclusion APANPIRG/31/6** refers); and
- b) States in need of assistance in the areas of runway safety to request for RS Go-Team Missions through ICAO APAC Office and/or its corresponding COSCAP and PASO Office.

**3. ACTION BY THE MEETING**

- 3.1 The meeting is invited to note the information contained in this paper and urged:
- a) States to take actions on RST establishment (**Conclusion APANPIRG/31/6** refers);
  - b) States in need of assistance in the areas of runway safety to request for RS Go-Team Missions through ICAO APAC Office and/or its corresponding COSCAP and PASO Office; and
  - c) Endorsed the Draft Conclusion for consideration by AOP/SG/8 (Paragraph 2.8).

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FRAMEWORK FOR MONITORING THE ESTABLISHMENT AND IMPLEMENTATION OF RUNWAY SAFETY TEAM (RST) AT AERODROMES IN APAC STATES

ICAO APAC RST QUESTIONNAIRE

STATE / ADMINISTRATION:

#	Questions	AIRPORT	AIRPORT
1	Has the airport established the Runway Safety Team (RST)?	Yes/No	Yes/No
2	If answer to Question 1 is "Yes", then when the RST was established?	Year	Year
3	Has the airport established the Terms of Reference (TOR) of the RST?	Yes/No	Yes/No
4	Who are the members of the RST?	Select Aerodrome Operator Select Air Navigation Services Provider Select Representative of National Airline Operator Select Representative of International Airline Operator Select Representative of General Aviation Select Ground Handling Services Provider Select Military Select Meteorology Authority Select If other, please specify	Select Aerodrome Operator Select Air Navigation Services Provider Select Representative of National Airline Operator Select Representative of International Airline Operator Select Representative of General Aviation Select Ground Handling Services Provider Select Military Select Meteorology Authority Select If other, please specify
5	Who is the Chairperson of the RST?	Select	Select
6	Is the Chairmanship of the RST is on the rotational basis or permanent?	Rotational basis/Permanence	Rotational basis/Permanence
7	If the Chairmanship of the RST is on the rotational basis then what is the duration of the term?	Period	Period
8	How many times in year the RST meet?	Select	Select
9	Does the CAA also participate in the RST?	Yes/No	Yes/No
10	Does the RST prepare and maintain the record of discussion of the RST Meetings?	Yes/No	Yes/No
11	Has the RST prepare the Register/Log of the RST Action Plan with the responsible entity for taking action with the defined timeline?	Yes/No	Yes/No
12	Does the RST review and update the implementation of the RST Action Plan in the meeting?	Yes/No	Yes/No
13	On what topic/matter does the RST discuss during their meetings?	Select Runway Incursion Select Runway Excursion Select Runway Safety Select Apron Safety Select Wildlife Hazard Select Proposed Aerodrome Expansion Select Proposed Aerodrome Reconstruction or Rehabilitation Select Obstacle Limitation Surface Select Specify if other	Select Runway Incursion Select Runway Excursion Select Runway Safety Select Apron Safety Select Wildlife Hazard Select Proposed Aerodrome Expansion Select Proposed Aerodrome Reconstruction or Rehabilitation Select Obstacle Limitation Surface Select Specify if other
14	Who assess the effectiveness of the work of the RST including implementation of the RST Action Plan?	Please Specify	Please Specify