TERMS-OF-REFERENCE FOR

**REGICONAL AVIATION SAFETY GROUPS – ASIA PACIFIC
(RASG-APAC)**

REVISION 1 DATED 09 OCTOBER 2012

1.   ESTABLISHMENT

1.1   Consistent with the Planning and Implementation Regional Group (PIRG) mechanism, the Regional Aviation Safety Group – Asia Pacific (RASG-APAC) was established in the Asia/Pacific region by the Council of ICAO. The meeting(s) of the RASG-APAC will be convened as required/ concurrent with the Conference of Directors General of Civil Aviation, Asia and Pacific Regions.

2.   MEMBERSHIP

2.1   Contracting States entitled to participate as members in a RASG–APAC meeting are:

   a) *those whose territories or dependencies are located partially or wholly within the geographical area of the Asia and Pacific regions;*

   b) *those located outside the area:*

      1) *which have notified ICAO that aircraft on their register or aircraft operated by an operator whose principal place of business or permanent residence is located in such States, operate or expect to operate into the area; or*

      2) *who provide facilities and services affecting the area.*

2.2   Contracting States not meeting the above criteria and non-Contracting States are entitled to participate in RASG–APAC meetings. The aircraft operators, international organizations, maintenance and repair organizations, regional organizations, training organizations, aircraft manufactures, airport and air navigation service providers and any other allied organizations/representatives will be invited to attend RASG–APAC meetings. States and industry will serve as partners in the RASG–APAC and their joint commitment is fundamental for success in improving aviation safety worldwide. The Regional Director, ICAO Asia Pacific Office will serve as the Secretary of the RASG–APAC.

3.   RESOURCES

3.1   An officer from ICAO Headquarters, Air Navigation Bureau (ANB) will participate and provide support to the RASG–APAC meetings. The ANB officer will serve as the interface between the RASG–APAC and the Air Navigation Commission and present the reports of RASG-APAC meetings to the Commission/Council for review and harmonization.

3.2   The Regional Officer, Flight Safety, ICAO APAC Office will be the designated officer (Focal Point) to conduct and coordinate the day to day affairs of the RASG–APAC.

4.   WORK PROGRAMME

4.1   The RASG–APAC will develop and implement a work programme that supports a regional performance framework for the management of safety on the basis of the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR). The reports of RASG–APAC

meetings will be reviewed by the Commission on a regular basis and by the Council as deemed necessary.

4.2 Using the GASP and GASR, the RASG-APAC will build on the work already done by States, existing sub regional organizations such as the Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs) and/or Regional Safety Oversight Organizations (RSOOs) and support the establishment and operation of a performance-based safety system for the region by:

   a) analyzing safety information and hazards to civil aviation at the regional level and reviewing the action plans developed within the region to address identified hazards;

   b) facilitating the sharing of safety information and experiences among all stakeholders;

   c) ensuring that all safety activities at the regional and sub-regional level are properly coordinated to avoid duplication of efforts;

   d) avoiding duplication of efforts by encouraging collaboration, cooperation and resource sharing;

   e) conducting follow-up to GASP/GASR activities as required;

   f) coordinating with APANPIRG on safety issues;

   g) providing feedback to ICAO to continually improve and ensure an up-to-date global safety framework; and

   h) regularly reviewing its subordinate structure to align their functions with current developments within the Region.

4.3 RASG-APAC will approve the RASG-APRAST Standing Work programme based on the recommendations presented by the APRAST at each RASG meeting. The Standing Work Programme is the comprehensive list of APRAST recommendations that have been approved by RASG-APAC for implementation.

4.4 The approved APRAST Standing Work Programme will remain in force until such time as there is a proposed addition to or deletion from the Standing Work Programme at which time the amended Standing Work Programme will require further approval by the RASG-APAC.

4.5 RASG-APAC will separately approve the RASG-APRAST Yearly Work programme based on the recommendations presented by the APRAST at each RASG meeting. The Yearly Work Programme is the list of APRAST recommendations selected for implementation.

4.6 The APRAST Yearly Work Programme must be approved at each meeting of the RASG-APAC.

5. ADMINISTRATION OF THE RASG–APAC

5.1 The RASG–APAC shall be administered as follows:

   a) by a Chairperson elected from the Representatives designated by member States of the RASG-APAC. A Vice-Chairperson shall be elected from the said Representatives;

   b) the Regional Director, ICAO Asia and Pacific Office will officiate as the Secretary to the RASG–APAC. In the execution of his duties the Secretary will be supported by the Asia and Pacific Office; and

   c) the term of office for the Chairperson/Vice-Chairperson will be for three years.

5.2	The Chairperson, in close cooperation with the Secretary, shall arrange for the most efficient working of the RASG-APAC. The RASG-APAC shall always work with a minimum of formality and paperwork.

5.3	Between meetings of the RASG-APAC or its contributory bodies, some subjects may be dealt with by correspondence among appointed members through the Secretary of the RASG–APAC or of the sub-group concerned. However, if States are to be consulted this should be done through the ICAO Regional Director, Asia and Pacific Office.

## 6.	MEETINGS OF THE GROUP

6.1	Based on the advice of the members of the RASG-APAC and of the Secretary, the Chairperson shall decide the date and duration of meetings of the RASG-APAC.

6.2	All efforts should be made to hold at least one annual meeting of the RASG-APAC concurrent with the Conference of the Directors General of Asia and Pacific Regions.

6.3	If a State offers to host a meeting it shall be responsible for providing a venue, services and all costs of travel and subsistence allowance for Secretariat attendees. The ICAO Regional Office in Bangkok shall normally provide the requisite secretariat services to the Group.

6.4	Members may be accompanied by advisers. Total attendance should be kept to a minimum consistent with the topics to be discussed to maintain the desired informality of proceedings.

## 7.	ESTABLISHMENT OF SUB-GROUPS

7.1	To assist it in its work, the RASG-APAC may create sub-groups, charged with preparatory work on specific problems requiring expert advice for their resolution.

7.2	The establishment and the work of sub-groups shall be governed by the procedures outlined below:

a) participation in sub-groups should be by specialists in the subjects under consideration. Such specialists should be provided by States (whether or not they are designated as members of the RASG-APAC itself), international organizations and/or Asia/Pacific bodies, Organizations and industries having relevant experience in the field concerned; and

b) Secretaries of sub-groups established by the RASG-APAC will be appointed by the Secretary of RASG-APAC.

7.3	Sub-groups report to the RASG-APAC. Coordination among sub-groups will primarily be ensured by the RASG-APAC when establishing their terms-of-reference and work programme or taking action on their reports. In addition, the work of the contributory bodies should be coordinated through their respective Chairperson and Secretaries, assisted, as required, by the ICAO Secretariat, in the Asia and Pacific Office.

8. WORKING GROUPS

8.1 The RASG-APAC or its sub-groups may appoint Working Groups composed of experts either from within and/or outside the RASG-APAC or the sub-group to perform studies or prepare supporting documentation on defined subjects for consideration by the RASG-APAC or sub-groups as a whole. Other States, international organizations and industries may be invited to provide experts to participate in these Working Groups, as required. A Working Group shall be dissolved when it has either completed its assigned task or it has become apparent that work on the subject in question cannot be usefully continued.

8.2 The Working Groups report to the RASG-APAC through the APRAST. The terms-of-reference for the Asia Pacific Regional Aviation Safety Team – Accident Investigation Working Group (APAC AIG) are at **Appendix D**.

8.3 The RASG-APAC and its subsidiary bodies will use a data driven approach as the means to determine its work programme. Safety issues will be identified through a risk analysis process and reported to the RASG-APAC on an annual basis. In turn, the RASG-APAC will determine the priorities for its work programme based upon the identified safety risks. The terms-of-reference for an APRAST – Safety Reporting and Programme Working Group (APRAST – SRP WG) are at **Appendix E**.

9. ROLE OF DESIGNATED MEMBERS

9.1 Designated members of the RASG-APAC shall assume the duties and responsibilities of ensuring the normal conduct of business of the RASG-APAC. Members should attend regularly all the meetings of the RASG-APAC and maintain the continuity of the RASG-APAC's work in the interval between meetings. This may take the form of assignment of specific tasks to selected individual members and/or participation in ~~ad hoc~~ Working Groups as referred to in paragraph 8.

10. COORDINATION AND REPORTING LINES

10.1 The RASG-APAC reports to the ICAO Air Navigation Commission and, as needed, to the Council through its Secretary and the ICAO Secretariat.

10.2 Routine relations between the RASG-APAC or its contributory bodies and other ICAO groups and meetings concerning the Asia and Pacific Regions shall be conducted through the respective Secretaries and/or the ICAO Regional Director of the Asia and Pacific Office.

10.3 Relations with representatives of designated members of the RASG-APAC and representatives of International Organizations regularly attending the meetings of the RASG-APAC shall be conducted through the Secretary of the RASG-APAC. Other ICAO Regional Offices shall be kept informed of correspondence whenever it may have an impact on their work.

10.4 Relations with States and International Organizations whether represented in the RASG-APAC, and relations with Asia or Pacific bodies and Organizations will normally be conducted though the ICAO Regional Director, Asia and Pacific Office.

10.5 Relations with the experts provided by members of RASG-APAC sub-groups shall be conducted by the Secretary of the sub-group concerned.

11. MONITORING STATUS OF IMPLEMENTATION

11.1 States: to take full responsibility towards implementation activities that fall within the State's purview.

11.2 Service Providers/Industry: to take full responsibility towards implementation activities that fall within their purview.

11.3   The States: to be responsible for forwarding periodic status reports to ICAO APAC Office in respect of all implementation activities.

11.4   ICAO APAC Office: to compile and present all Status reports to APRAST for deliberation.

11.5   APRAST: be responsible for reporting the Status of implementation and any further recommendations to RASG-APAC for consideration.

12.0   (RASG-APAC) / ASIA PACIFIC AVIATION SAFETY TEAM (APRAST) / WORKING GROUP COMMUNICATION PROTOCOL

12.1   Working Group – established by RASG-APAC as a working group of APRAST will support the continuing and coherent development and implementation of the RASG-APAC and APRAST Work Plans in accordance with the objectives of Global Aviation Safety Plan (GASP);

a)   Review and identify deficiencies and develop mitigating action plans for review by APRAST membership for comments and final consideration by RASG-APAC for implementation;

b)   All comments by the APRAST on recommendations by a working group unless editorial in nature will be referred to the working group for their final observations before being forwarded to RASG-APAC through APRAST for consideration;

c)   The working groups are considered specialists groups and any major revision of a ~~sub~~ working group report or outright rejection of conclusions or major recommendations from working groups to the APRAST plenary should have a referral process (in or out of session) before adoption by the APRAST for on-forwarding to RASG-APAC;

d)   Any disagreement between the working group and APRAST shall be forwarded to RASG-APAC for a decision.

e)   In rare situations where adoption by APRAST may result in delays which may not be in the interest of aviation safety or the timely completion of work undertaken by the sub-groups, the working groups may request the RASG-APAC through the APRAST Co-chairs for a quick decision.

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