

Terms of Reference

Africa and Indian Ocean Air Traffic Service Incident Analysis Group (AIAG)

Mandate

The Africa and Indian Ocean (AFI) Air Traffic Service (ATS) Incident Analysis Group (AIAG) is a multi-stakeholder collaboration aimed at identifying and addressing the primary and secondary causal and contributory factors, for aviation safety occurrences in the AFI region. The AIAG provides specific as well as general recommends to all AFI states, ANPS's, Aerodromes, Airspace Users, etc. as may be applicable, based on the AIAG analysis results that should be implemented to reduce the number of these occurrences to zero or as low as reasonably possible.

The primarily focus of the AIAG is the analysis of the following occurrence categories¹:

- MAC - Airprox / ACAS/TCAS alerts / Loss of separation / near mid-air collisions.
- ATM - Air Traffic Management / Communication, Navigation or Surveillance (ATM/CNS) services.
- RI-VAP²- Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and take-off of aircraft.
- GCOL - Collision while taxiing to / from the runway in use.

The AIAG may also analyze any other occurrences from other categories where the event analysis may result in a reclassification or additional classification to one of the above primary AIAG categories.

AIAG occurrences shall be analyzed in accordance with the AIAG methodology as reviewed and updated.

The AIAG shall:

- Confirm the initial category or recategorize the occurrence in line with the ICAO ADREP Taxonomy.
- Determine the causal factors of occurrences.
- Assess the level of risk.
- Determine the means by which the collision was avoided, and/or timeous separation was restored.
- Discover and record any additional pertinent information in respect of analyzed occurrences.
- Recommend risk mitigation and/or corrective actions per FIR/State as well as general recommendations addressing common causes and contributory factors.
- Develop submissions to be made to ICAO regional planning groups, member airlines and other airspace users, States or other ATS Providers concerned with a view to addressing underlying causes or major trends.
- Determine the extent to which IFBP was instrumental in identifying and/or solving conflicts and make appropriate recommendations that may enhance the effectiveness of the procedure.
- Determine the extent to which TCAS (ACAS) was instrumental in identifying and/or solving conflicts and make appropriate recommendations that may enhance the effectiveness of the procedure.
- Develop statistical analyses highlighting trends, inter alia by time period, by cause and by FIR/ATS Unit.

¹ Referenced to the Common Taxonomy Team, *Definitions and Usage Notes* as amended and the ICAO *ADREP Taxonomy* as amended.

² Where such presence leads to the potential collision with an aircraft either on ground or in the air (approaching/taking off).

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Rules of Engagement

The Meeting shall be conducted in line with:

- The IATA Competition Law Guidelines for Industry Committee Meetings.
- Chatham House Rules.

Data

The Occurrences analyzed by the AIAG may be obtained from multiple sources, such as, but not limited to:

- The AFI AIAG/TAG database (UCR).
- IATA STEADES database.
- AFI Regional Monitoring Agency (ARMA).

Meetings

The main AIAG meeting will take place in March (aligned to IATA RCG dates) each year to review and analyze the occurrences of the preceding year.

Additionally, a follow-up meeting of core members will take place in September (aligned to IATA RCG dates) each year to track progress on the implementation of corrective action and recommendations from the March AIAG meeting as well as to carry out preliminary analysis of the current years events. This follow-up meeting will be held electronically as far as possible.

Membership

- International Organizations IATA, ICAO, IFALPA, IFATCA, CANSO and ACI. These make up the core membership of AIAG.
- Other organizations, with interests in AFI who provide subject matter experts as may be required.
- African Civil Aviation Authorities (CAA).
- African Air Navigation Service Providers (ANSP).
- Airlines and other airspace users operating in the AFI region.

Participation in AIAG meetings and events is by invitation and will comprise of the following:

- Core members.
- ANSP / CAA with occurrences to be analyzed.
- Airline / Airspace users with occurrences to be analyzed.
- Invited subject matter experts as may be required.

Nominated participants to the AIAG should at least be qualified and experienced in the areas of one or more of the below and be appropriately mandated to provide such information required to support the analysis process and to deliver feedback on implementation status of recommendations.

- Air Traffic Management (Tower/Approach and/or En-route/FIS).
- CNS (engineering).
- Aerodrome air side operations.
- Pilot / Flight Deck Crew.
- Flight dispatch / Operations.
- Safety Management Experts.

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Roles and Responsibilities

Chairman

The AIAG Chairman is appointed by IATA SFO AME. The chairman will chair the main and follow-up AIAG meetings ensuring active participation of members as well as the achievement of the meeting objectives. The chairman will work with the secretariat in the preparation of meetings and the preparation and distribution of meeting reports.

Secretariat

IATA SFO AME will provide the secretariat support to the Group. This will include the updating and maintaining of the database, compilation of ATS incident reports, preparation of meetings, preparation and distribution of meeting reports.

Group leader

Group leaders are appointed by the chairman in consultation with the secretariat. The group leader is responsible to lead the analysis work and facilitate the group discussions, ensuring that the Methodology is comprehensively followed. The group leader will prepare (together with the moderators and scribe) the summary report and conclusions for the group and present these to the plenary session.

Airline/user Moderator

Airline/user moderator is appointed by the chairman in consultation with the secretariat and is responsible for encouraging the group discussions with the emphasis on cockpit perspective.

ANSP/CAA Moderator

ANSP/CAA moderator is appointed by the chairman in consultation with the secretariat and is responsible for encouraging the discussion with the emphasis on ATM perspective.

Aviation Organization Moderator

Aviation Organization moderator is appointed by the chairman in consultation with the secretariat and is responsible for reaching consensus on occurrences requiring discussion with another group.

Group Scribe

Group scribe is appointed by the chairman in consultation with the secretariat and is responsible for comprehensively completing the classification table for each occurrence in accordance with the discussion and Methodology as well as taking notes on the discussions.

Reporting

Reports of the AIAG will be disseminated to all participants, and any other relevant stakeholder for appropriate actions and information.

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