GENERIC TERMS OF REFERENCE OF
PLANNING AND IMPLEMENTATION REGIONAL GROUPS (PIRGs)

1. MEMBERSHIP

1.1 All ICAO Contracting States, and Territories recognized by ICAO, within the area of accreditation of the ICAO Regional Office(s) concerned shall be members of the planning and implementation regional group (PIRG) established for that (these) region(s).

2. PARTICIPATION

2.1 In addition to States, the importance of a collaborative and proactive role by airspace users, international and regional organizations, and industry should be recognized due to their involvement in the rapid pace of technological development, expertise and other opportunities for sharing of resources.

2.2 PIRG meetings are open to all members. Each State/Territory member should be represented by a senior-level delegate nominated by the State/Territory, preferably from the civil aviation authority (CAA) in order to support related policy-making within the State. A delegate may be supported by an alternate delegate and/or advisers with the requisite technical knowledge in the subject matters under consideration.

2.3 The CAAs should be supported by service providers (such as air navigation services providers, airport, operators, meteorological service providers, etc.) as advisers.

2.4 States located outside the area of accreditation of the ICAO Regional Offices concerned can be invited on a case-by-case basis and in accordance with the *Regional Office Manual* to attend as observers.

2.5 International organizations recognized by the ICAO Council to participate in ICAO meetings should participate, as observers, in the PIRG meetings, and be encouraged to do so. Other stakeholders may be invited as observers, when required, to contribute to the work of the PIRG.

2.6 The participation of industry stakeholders should take into account relevant capabilities such as an involvement in the rapid pace of technological development, specific knowledge and expertise, and other opportunities including sharing of resources.

2.7 Civil aviation commissions/conferences in particular the Arab Civil Aviation Organization, African Civil Aviation Commission, European Civil Aviation Conference and Latin American Civil Aviation Commission, may be invited to participate in the work of the PIRGs.

2.8 The members and observers will serve as partners in PIRGs, and their joint commitment is fundamental for success in improving implementation and safety worldwide.

2.9 PIRG meetings should be live-streamed, to the extent possible, to enable additional State participants to follow the proceedings.

3. WORKING ARRANGEMENTS

3.1 Structure

3.1.1 PIRGs have the obligation to apply the most effective and efficient organizational structure and meeting modalities that best suit the characteristics of each region's implementation work programme while maintaining to the extent possible, alignment with these Terms of Reference, the regional work programme and the Global Air Navigation Plan (GANP).

3.1.2 The ICAO Regional Director(s) will serve as the Secretary of the PIRG. Wherever two Regional Directors are involved, they will periodically rotate between serving as Secretary of the PIRG and regional aviation safety group (RASG) to balance the Secretariat responsibilities between these two regional groups. The Secretary of the PIRG, in coordination with the Secretary of the RASG, will establish the date, methodology and the procedure to be applied for the rotation.

3.1.3 The organization of the PIRG should address global and region-specific air navigation-related matters, and meetings should be closely coordinated between the PIRG and RASG chairpersons and the Secretariat. PIRG and RASG meetings should be held back-to-back or combined to facilitate coordination and to ensure the efficient use of resources.

3.1.4 The PIRG shall be administered by a chairperson and one or two vice-chairpersons elected from the State-nominated delegates present. The PIRG will establish the cycle of elections.

3.1.5 The PIRG will build on the work already done by States, ICAO Regional Offices and existing regional and sub-regional organizations to support the development, maintenance and implementation of an air navigation plan for the region(s).

3.1.6 PIRG contributory bodies may be created by the PIRG to discharge the PIRG work programme by working on defined subjects requiring detailed technical expertise. A contributory body shall only be formed when it has been clearly established that it is able to make a substantial contribution to the required work. A contributory body will be dissolved by the PIRG when it has completed its assigned tasks or if the tasks cannot be usefully continued.

3.1.7 Invitations to PIRG meetings must be issued at least three months in advance of the meeting to assist States to plan participation.

3.1.8 The Secretariat will review and update the PIRG Handbook periodically, and as required, to ensure a result-oriented approach.

3.1.9 Where the meeting is held in more than one ICAO working language, interpretation services shall be made available to facilitate participation in the deliberations and adoption of the report by all participants.

3.1.10 States, international organizations and industry are invited to submit working papers, research works, etc. in order to enhance the work of the PIRG and its contributory bodies. To ensure proper time for consideration and good decision-making, the Secretary should ensure that all working papers are available at least fourteen days prior to the start of the meeting for consideration.

3.1.11 The frequency of the PIRG meetings will be on an annual basis.

3.2 **Venue**

3.2.1 PIRG meetings will be convened in the Regional Offices, to the extent possible, to facilitate proper access by States. Approval to host PIRG meetings outside of the Regional Office must be obtained from the President of the Council.

3.2.2 The Secretary General will ensure the allocation of the necessary financial resources to host PIRG meetings.

3.2.3 PIRG contributory bodies may be convened at a different location, if required, to be determined by the Secretary and Chairperson of the PIRG, and contributory body. Venues shall be chosen with the primary aim of facilitating maximum State attendance.

3.3 **State role**

3.3.1 State CAAs, supported by service providers as necessary, should participate in the work of the PIRG and its contributory bodies to:

a) ensure the continuous and coherent development and implementation of regional air navigation plans and report back on the key performance indicators (KPIs);

b) support the regional work programme with participation from the decision-making authority with the technical expertise necessary for the planning and implementation mechanism, thus supporting policy decisions at the State level;

c) enable coordination, at the national level, between the CAA, service providers and all other concerned stakeholders, and harmonization of the national plans with the regional and global plans;

d) facilitate the implementation of GANP goals and targets;

e) report on the status of implementation, within the State, on a regular basis;

f) plan for basic services to be provided for international civil aviation in accordance with ICAO Standards, within State national plans;

g) facilitate the development and establishment of Letters of Agreement and bilateral or multilateral agreements;

h) mitigate deficiencies identified under the uniform methodology for the identification, assessment and reporting of air navigation deficiencies in a timely manner;

i) embrace a performance-based approach for implementation as highlighted in the Global Plans; and

j) ensure the inclusion of the regional priorities in the States' national implementation plans to the extent possible.

3.4 **International organization and industry role**

3.4.1 Industry, in particular airspace users, professional associations and organizations (such as Airports Council International, Civil Air Navigation Services Organisation, International Federation of Air Line Pilots' Associations, International Federation of Air Traffic Controllers' Associations, International Air Transport Association, etc.) should participate in the work of the PIRG and its contributory bodies, in order to support air navigation implementation and collaborative decision-making processes, taking into consideration the safety aspects of air navigation services.

3.4.2 Their focus should be on identifying regional requirements and ensuring that their available resources are adequately allocated.

3.5 **Reporting**

3.5.1 The PIRG reports outcomes to the ICAO Council through the Air Navigation Commission (ANC) as facilitated by the ICAO Secretariat.

3.5.2 PIRG meeting reports should be provided in a standardized format to the governing bodies of ICAO to identify regional and emerging challenges, and shall include as a minimum:

a) a brief history of the meeting (duration and agenda);

b) a list of meeting participants, affiliation and number of attendees;

c) a list of conclusions and decisions with a description of their rationale (what, when, why and how);

d) common implementation challenges identified amongst PIRG members and possible solutions, assistance required and estimated timelines to resolve, if applicable, by sub-region;

e) identification of and recommendations on particular actions or enhancements that would require consideration by the ANC and Council to address particular challenges, including the need for amendment proposals to global provisions and guidance materials submitted by States;

f) a list of issues cross-referenced to actions to be taken by ICAO Headquarters and/or Regional Offices;

g) based on the GANP, and associated KPIs and tools, report to the extent possible on the status of implementation of air navigation goals, targets and indicators, including the priorities set by the region in their regional air navigation plans exploring the use of regional dashboards to facilitate monitoring regional progress being made;

h) a list of items for coordination with the RASG and a concise summary of the outcome of related discussions;

i) air navigation deficiencies identified and timelines for mitigation thereof; and

j) the work programme and future actions to be taken by the PIRG.

3.5.3 A technical officer from Headquarters (Air Navigation Bureau) will participate and provide support to the meeting and subsequently arrange for the presentation of reports, in coordination with the Regional Office(s) and chairpersons of the PIRG, to the ANC and Council for review and harmonization.

3.5.4 The final PIRG report will be approved at the end of the meeting. Where the report requires translation, it will be made available within fifteen working days of the meeting closure.

3.5.5 Headquarters will provide feedback to the PIRGs highlighting the actions taken by the ANC and Council related to their previous meeting outcomes.

3.5.6 The PIRG will report to Council on an annual basis through the consolidated report on PIRGs and RASGs.

4. GLOBAL PLANS

4.1 In regard to Global Plans, the PIRG shall:

a) support implementation by States of the *Global Air Navigation Plan* (GANP, Doc 9750) taking into account aspects of the *Global Aviation Safety Plan* (GASP, Doc 10004) and Global Aviation Security Plan (GASeP) by ensuring effective coordination and cooperation between all States and stakeholders;

b) monitor and report the progress on the implementation by States of the GANP, and the regional objectives and priorities;

c) ensure continuous and coherent development of the regional air navigation plan, *Regional Supplementary Procedures* (Doc 7030) and other relevant regional documentation, and propose amendments to reflect the changes in operational requirements in a manner that is harmonized with adjacent regions, consistent with ICAO Standards and Recommended Practises (SARPs), Procedures for Air Navigation Services (PANS) and the GANP;

d) provide feedback on the GANP implementation and propose amendments to the Global Plans as necessary to keep pace with the latest developments and ensure harmonization with regional and national plans;

e) in line with the GANP and regional priorities, identify specific deficiencies in the air navigation field, and propose mitigating actions and timelines to resolve deficiencies; and

f) verify the provision of air navigation facilities and services in accordance with global and regional requirements.

5. REGIONAL ACTIVITIES

5.1 In regard to regional activities, the PIRG shall:

a) serve as a regional cooperative forum that determines regional priorities, develops and maintains the regional air navigation plan and associated work programme based on the GANP and relevant ICAO Provisions;

b) facilitate the development and implementation by States of air navigation systems and services as identified in the regional air navigation plan and Doc 7030;

c) monitor and report on the status of implementation by States of the required air navigation facilities, services and procedures in the region, and identify the associated difficulties and deficiencies to be brought to the attention of the Council;

d) facilitate the development and implementation of corrective action plans by States to resolve identified deficiencies, where necessary;

e) identify and report on regional and emerging air navigation challenges experienced that affect implementation of ICAO global provisions by States and measures undertaken or recommended to effectively address them;

f) facilitate the development and implementation of regional and national air navigation plans by States; and

g) assist Member States with guidance to implement complex aviation systems.

6. PIRG COORDINATION

6.1 In regard to coordination, the PIRG shall:

a) coordinate safety issues with the respective RASG;

b) foster cooperation, information exchange, sharing of experiences and best practices among States and stakeholders;

c) provide a platform for regional coordination and cooperation amongst States and stakeholders for the continuous improvement of air navigation systems in the region with due consideration to harmonization of developments and deployments, intra- and interregional coordination, and interoperability;

d) ensure that all air navigation activities at the regional and sub-regional level are properly coordinated amongst role players to avoid duplication of efforts;

e) identify security, environmental and economic issues that may affect the operation of the air navigation system, and inform ICAO Secretariat accordingly for action; and

f) through the PIRG Secretary, inform the Directors General of Civil Aviation and related civil aviation commission/conferences of PIRG meeting results.

7. INTERREGIONAL COORDINATION

7.1 The PIRG shall:

a) ensure interregional coordination through formal and informal mechanisms, including the participation in meetings established for the purpose of coordinating PIRG and RASG activities, the GANP, regional air navigation plans and regional supplementary procedures; and

b) ensure coordination with informal groups, such as the South Atlantic Group, Informal South Pacific ATS Coordination Group and Informal Pacific ATS Coordination Group, to assure harmonized planning and smooth transition through regional interface areas.

7.2 ICAO Headquarters shall arrange a global coordination meeting between all PIRG and RASG chairpersons and secretaries on a biennial basis.

8. EXPANSION OF TERMS OF REFERENCE

8.1 The Terms of Reference above serve as a global basis for PIRG operations and may be further expanded by each PIRG, as required, to maintain the flexibility and efficiency of their work. Additional terms of reference adopted by a PIRG must be approved by the President of the Council and be included in the relevant PIRG Handbooks as a PIRG specific supplement.

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