



International Civil Aviation Organization

EUROPEAN AIR NAVIGATION AVIATION SYSTEM

EUR Doc 001

~~EANPG-EASPG~~
HANDBOOK

~~First~~ Second Edition - ~~2013~~ 2020

~~Amendment 5~~ — December 2018

Prepared by the ICAO European and North Atlantic Office, on behalf of the ~~EANPG~~EASPG

EUROPEAN AND NORTH ATLANTIC OFFICE OF ICAO

International Civil Aviation Organization (ICAO)

European and North Atlantic (EUR/NAT) Office

3 bis, Villa Emile Bergerat

92522, Neuilly-sur-Seine CEDEX

FRANCE

e-mail : icaoeurnat@paris.icao.int
Tel : +33 1 46 41 85 85
Fax : +33 1 46 41 85 00
web: <http://www.icao.int/EURNAT>

TABLE OF CONTENTS^[HA01]

RECORD OF AMENDMENTS.....	ii
INTRODUCTION.....	1
EANPG WORKING STRUCTURE	Error! Bookmark not defined.
WORKING ARRANGEMENTS OF THE EANPG AND ITS CONTRIBUTORY GROUPS	1
<i>Working arrangements of the EANPG and its Contributory Groups.....</i>	
<i>Guidelines for Chairperson/Vice Chairperson of the EANPG and its Contributory Groups...Error! Bookmark not defined.</i>	
<i>Calendar of nomination/review of Chairpersons/Vice Chairpersons of the EANPG and its Contributory Groups.....</i>	
<i>.....Error! Bookmark not defined.</i>	
EUROPEAN AIR NAVIGATION <u>AVIATION SYSTEM</u> PLANNING GROUP (EA SN PG)	Error! Bookmark not defined.
EANPG Programme Coordinating <u>Coordination</u> Group (COGEASPG <u>PCG</u>)	Error! Bookmark not defined.
EANPG CONTRIBUTORY BODIES <u>EASPG Working Structure</u>	Error! Bookmark not defined.
AERONAUTICAL FIXED SERVICES GROUP (AFSG)	ERROR! BOOKMARK NOT DEFINED.
ICAO AIR NAVIGATION SERVICES IMPLEMENTATION SUPPORT GROUP (ANSISG)	15
ALL-WEATHER OPERATIONS GROUP (AWOG).....	30
FREQUENCY MANAGEMENT GROUP (FMG).....	33
METEOROLOGY GROUP (METG).....	38
ROUTE DEVELOPMENT GROUP – EASTERN PART OF THE ICAO EUR REGION (RDGE).....	49
<u>AFS TO SWIM TRANSITION TASK FORCE (AST TF)</u>	49
<u>BLACK SEA TASK FORCE (BSTF)</u>	49
<u>ICAO EUR ENVIRONMENT TASK FORCE (EUR ENV TF)</u>	49
COG -TASK FORCES	35
COG / COG PBN CONSOLIDATION TASK FORCE.....	35
COG -TASK FORCE ON LANGUAGE PROFICIENCY REQUIREMENTS IMPLEMENTATION (LPRI).....	37
COG -PERFORMANCE TASK FORCE	38
<u>IE ANS-SO</u>	49
<u>IE HOST</u>	49
<u>IE PTG</u>	49
<u>IE RSG</u>	49
<u>IE TSG</u>	49
<u>EUR SEARCH AND RESCUE TF</u>	49
<u>SWIM PT</u>	49
EUROPEAN AND NORTH ATLANTIC VOLCANIC ASH EXERCISES STEERING GROUP (EUR/NAT VOLCEX SG)	40
VOLCANIC ASH EXERCISES STEERING GROUP FOR THE (FAR) EASTERN PART OF THE EUR REGION (EUR (EAST) VOLCEX)	41
REFERENCE DOCUMENTATION	42
<i>ISSUE OF AND AMENDMENT OF EUR DOCUMENTS</i>	
<i>LIST OF EUR DOCUMENTS AND THE RESPONSIBLE GROUPS FOR THEIR MAINTENANCE</i>	
APPENDIX A – UNIFORM METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT AND REPORTING OF AIR NAVIGATION DEFICIENCIES	

APPENDIX B – REGIONAL AIR NAVIGATION AGREEMENT PROCEDURE FOR AIRSPACE CHANGES OVER THE HIGH SEAS

APPENDIX C – ICAO MEMORANDUM ON OBJECTIVES AND STATUS OF REGIONAL AIR NAVIGATION PLAN

APPENDIX D – EUROPEAN REGIONAL MONITORING AGENCY (EUR RMA) AND REGIONAL MONITORING AGENCY EURASIA (RMA EURASIA) - TERMS OF REFERENCE

~~APPENDIX E – COORDINATION MATRIX OF RASG-EUR AND EANPG ACTIVITIES~~

RECORD OF AMENDMENTS

As of November 2013, the EANPG Handbook is published as EUR Doc 001
1st Edition, November 2013 introduced the following changes
<p>EANPG Conclusion 55/29 refers:</p> <ul style="list-style-type: none"> • update the Terms of Reference of the EANPG to include the requirement to coordinate with RASG-EUR on safety issues; • update concerning management of EUR Documents promulgated by the EANPG • updated working arrangements of the EANPG and its Contributory Groups regarding elections of Chairpersons/Vice Chairpersons <p>EANPG Decision 55/02 refers:</p> <ul style="list-style-type: none"> • Calendar of nomination/review of Chairpersons/Vice Chairpersons of the EANPG and its Contributory Groups
Amendment 1, January 2015 introduced the following changes
<p>EANPG Conclusion 56/36 refers:</p> <ul style="list-style-type: none"> • editorial updates to the diagram showing the EANPG Working Structure, Objectives, Terms of Reference, Composition and Working methods and effectiveness of the EANPG; • update to the Mandate of the COG; • editorial updates to the General work and Work Programme of the EANPG Contributory Bodies, AFSG, ATMGE, AWOG, FMG, METG and RDGE; • replacement of the Terms of Reference of the COG Task Force on Training by Terms of Reference of COG Task Force on Language Proficiency Requirements Implementation (LPRI); • update of format of the List of EUR Documents and the Responsible Groups for their Maintenance; and • other editorial updates such as inclusion of the Terms of References of the COG Performance Task Force and VOLCEX Steering Groups (EUR/NAT and East). <p>EANPG Decision 56/03 refers:</p> <ul style="list-style-type: none"> • Updates to the Composition of the METG. <p>EANPG Decision 56/08 refers:</p> <ul style="list-style-type: none"> • Terms of Reference of the EUR SAR Task Force (EURSAR/TF).

~~Amendment 2, January 2016 introduced the following changes~~

~~EANPG Conclusion 57/02 refers:~~

- ~~• Coordination matrix included as basis for coordination activities between EANPG and RASG-EUR~~

~~EANPG Conclusion 57/30 refers:~~

- ~~• Update to the Terms of Reference of the EUR RMA and RMA EURASIA (Appendix C to the Handbook)~~

~~EANPG Conclusion 57/32 refers:~~

- ~~• Update of the Terms of Reference of the EANPG to include IFAIMA as a regular participant~~

~~EANPG Conclusion 57/33 refers:~~

- ~~• Update of the COG Terms of Reference~~
- ~~• Update of the METG Terms of Reference~~
- ~~• Update of the AFSG Terms of Reference~~
- ~~• Update of the COG AIM TF Terms of Reference~~
- ~~• Update of the latest releases of EUR Document~~

~~Amendment 3, January 2017 introduced the following changes:~~

~~EANPG Conclusion 58/31 refers:~~

- ~~• Update of the RDGE Terms of Reference~~
- ~~• Update of the METG Terms of Reference~~
- ~~• Update of the latest releases of EUR Documents~~
- ~~• Insertion of the Regional Air Navigation Agreement Procedure for Airspace Changes over the High Seas (new Appendix B to the Handbook)~~

~~Amendment 4, December 2017 introduced the following changes:~~

~~EANPG/59 RASG-EUR/06 Conclusion 09 refers:~~

- ~~• Update of the Terms of Reference of RMAs (Appendix D)~~

~~EANPG/59 RASG-EUR/06 Conclusion 15 refers:~~

- ~~• Update the High Seas Coordination Procedure (Appendix B)~~

~~EANPG/59 RASG-EUR/06 Conclusion 17 refers:~~

- ~~• Update to the RDGE Terms of Reference~~

~~EANPG/59 RASG-EUR/06 Conclusion 21 refers:~~

- ~~• Update to the METG Terms of Reference~~

~~EANPG/59 RASG-EUR/06 Report, Para 4.4.7 refers:~~

- ~~• The EUR SAR TF was disbanded ; the reference to this TF in this document was removed~~

~~EANPG/59 RASG-EUR/06 Conclusion 27 refers:~~

- ~~• Update of the latest releases of EUR Document~~

Amendment 5, December 2018 introduced the following changes:

~~EANPG60 RASG-EUR07 Decision 07~~

- ~~• Update to the LPRI Terms of Reference~~

~~EANPG60 RASG-EUR07 Decision 12~~

- ~~• Update to the METG Terms of Reference~~

~~EANPG60 RASG-EUR07 Decision 15~~

- ~~• Update to the ATMGE Terms of Reference (renamed ANSISG)~~
- ~~• Update to the PBN Task Force Terms of Reference (renamed COG/RCOG-EUR PBN Consolidation Task Force)~~

~~COG72 RCOG09 Decision 01~~

- ~~• Discontinuation of the MET/ATM Task Force~~

~~COG71 RCOG08 Decision 04~~

- ~~• Update to the EANPG RDGE Terms of Reference~~

~~COG71 RCOG08 Decision 06~~

- ~~• Discontinuation of the COG-AIM TF~~

~~Update of the EUR List of Documents promulgated by the EANPG~~

2st Edition, December 2019 introduced the following changes

EASPG01 Decision 03

- Replacement of the former EANPG and RASG-EUR ToRs by the EASPG ToR as approved by the ICAO President of the Council in September 2019
- Update to the METG Terms of Reference

EASPG01 Conclusion 36

- Approval of the EASPG PCG ToR

EASPG01 Conclusion 36 Decision 1/4

- Establishment of a SAR Task Force

INTRODUCTION

In 1971 the Sixth European-Mediterranean Regional Air Navigation (RAN) Meeting recommended the establishment of a European Air Navigation Planning Group. In 1972 the Council of ICAO set up the EANPG and established in detail its functions, position in ICAO, composition and the guidelines which should govern its working methods, including relations with States.

The Special European Regional Air Navigation Meeting (SP RAN) held in Paris in 1980 entrusted the function of the required regional planning and co-ordinating organ to the EANPG as the already existing Regional Planning Group for the EUR Region. The SP RAN Meeting agreed on the structure and presentation of the EUR Regional Plan, as well as its overall management, and recommended a trial application of the new regional planning processes.

The Seventh Regional Air Navigation Meeting held in Malaga in 1985 reviewed the outcome of the trial and recommended the permanent application of the new regional processes. It also confirmed the role of the EANPG in its Regional Plan management function on a permanent basis.

The Special European Regional Air Navigation Meeting in Vienna in September 1994 agreed that the efficiency of the EANPG would be significantly enhanced through modified objectives and composition and the clarification of its main functions on the basis of its terms of reference.

In order to meet these new challenges EANPG/37 (Paris 12-15 September 1995) created the EANPG Programme Coordinating Group (COG) to assist the EANPG Chairman and the ICAO Secretariat to facilitate and coordinate the work of the EANPG between its meetings, avoid duplication of work in any form and maintain a dialogue with other regions.

On 6 October 2009, the ICAO Air Navigation Commission reviewed a proposal for the establishment of Regional Aviation Safety Groups (RASGs) and decided that the concept of RASGs should be transmitted to States and appropriate international organizations for comment before a recommendation was made to the Council.

A State letter dated 16 December 2009 sought comments from States and selected international organizations on the need for uniform establishment of RASGs in all regions, and provided suggested terms of reference and work programme of the RASGs.

The ICAO Council at the fourth meeting of its 190th Session held on 25 May 2010 approved the establishment of the RASG-EUR for the European region and the 37th Session of the ICAO General Assembly, Montreal, 28 September to 8 October 2010, agreed to Assembly Resolution A37-4: ICAO global planning for safety.

A high level State meeting on the establishment of the RASG-EUR was held in the ICAO EUR/NAT Office in Paris, France, on 16 May 2011. The meeting was presented with information on the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR), as well as with background information on the establishment of the RASG-EUR, its objectives, working methods, scope and structure.

During the combined EANPG/60 and RASG-EUR/07 meeting in November 2018, it was agreed to unite their activities under the new European Aviation System Planning Group (EASPG). The Terms of Reference of the EASPG were approved on 11 September 2019 by the President of the ICAO Council.

The PCG (EASPG Programme Coordination Group) was created by EASPG/01 (Paris 2-5 December 2019) to review the progress of implementation of the EASPG work programme and any other ongoing EUR Region issues, as tasked by the EASPG.

The purpose of the handbook is to serve as a reference document to provide an overview of the role and organization of the EASPG and its different groups. The handbook will be helpful to States and international organizations when planning and managing the resources for participation in the work.

The handbook will be updated from time to time in the light of relevant changes and developments.

EUROPEAN AVIATION SYSTEM PLANNING GROUP (EASPG)

1. Establishment

1.1 During the combined EANPG/60 and RASG-EUR/07 meeting in November 2018, it was agreed to unite their activities under the new European Aviation System Planning Group (EASPG). The Terms of Reference of the EASPG were approved on 11 September 2019 by the President of the ICAO Council.

2. Objectives

2.1 The objectives of the EASPG are to:

- a) Ensure that air navigation system development plans and actions within the EUR Region remain coherent and compatible with those of the adjacent regions and with the ICAO Global Aviation Safety and Air Navigation Plans;
- b) Monitor the progress in the GANP and GASP implementation and report to the ICAO Council;
- c) Manage and coordinate the implementation of the ICAO European Regional Aviation Safety Plan (EUR RASP), Air Navigation Plan for the European Region (EUR eANP) (ICAO Doc 7754), EUR Regional Supplementary Procedures (Doc 7030)] and other related documentation;
- d) Promote and facilitate the harmonisation and co-ordination of the air navigation and safety related EUR sub-regional (e.g EU, EASA, EUROCONTROL, ECAC, IAC) and national programmes;
- e) Ensure the inter-regional coordination and harmonisation of the EUR aviation system with aviation systems of adjacent Regions (NAT, NAM, MID, AFI, APAC);
- f) Assist States or State groupings in their planning and implementation efforts, if and when required.

3. Work Programme

3.1 The EASPG will support the implementation of the GASP and GANP by:

- a) supporting the establishment of integrated safety analysis and risk mitigation capabilities throughout the Region;
- b) enhancing the coordination of safety activities at the regional and sub-regional level to avoid duplication of efforts;
- c) facilitating the sharing of, and discussion on safety information, safety related matters and experiences among all stakeholders;
- d) conducting follow-up activities related to the GASP and GANP as required;
- e) providing feedback to ICAO to continuously improve the global framework of ICAO provisions;
- f) ensuring the continuous and coherent development of the European Air Navigation and Aviation Safety Plans and other relevant regional documentation in a manner that is harmonized with adjacent Regions and consistent with global requirements;

- g) providing input to the work of appropriate ICAO bodies concerning the GASP and GANP implementation;
- h) monitoring implementation of air navigation facilities and services and, where necessary, ensuring harmonization, taking due account of cost/benefit analyses, business case development, environmental benefits and financing issues;
- i) ensuring the conduct of any necessary systems performance monitoring, identify specific problems in the Aviation Safety and Air Navigation fields, and propose action aimed at solving any identified problems;
- j) ensuring close cooperation with relevant organizations and State groupings to optimize the use of available expertise and resources;
- k) maintain the regional list of air navigation deficiencies and ensure the development and implementation of action plans by States to resolve identified air navigation deficiencies, where necessary.

3.2 In the establishment of its work programme the EASPG shall also take into consideration the European Union policy and activities, where applicable. In that respect the EASPG Secretariat and the European Commission and EASA should coordinate to ensure consistency and avoid any overlap or duplication with the work carried out under the EU/EASA framework.

4. State role

- 4.1 States supported by service providers as necessary, and RSOOs should participate in the work of the EASPG and its contributory bodies to:
- a) ensure the continuous and coherent development and implementation of Regional Aviation Safety and 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) support the implementation of effective safety management and collaborative decision-making processes to mitigate aviation safety risks, thus supporting policy decisions at the State level;
 - d) contribute information on safety risk, including State safety programme (SSP) safety performance indicators (SPIs, in accordance with the GASP as part of their safety risk management activities;
 - e) plan for basic services to be provided for international civil aviation in accordance with ICAO Standards, within State national plans;
 - f) mitigate deficiencies identified under the uniform methodology for the identification, assessment and reporting of air navigation deficiencies in a timely manner;
 - g) 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;
 - h) facilitate the development and establishment of Letters of Agreement and bilateral or multilateral agreements;

- i) ensure the implementation of the GASP and GANP goals and targets;
- j) report on the status of implementation, within the State, on a regular basis;
- k) embrace a performance-based approach for implementation as highlighted in the Global Plans; and
- l) ensure the inclusion of the regional priorities in the States' national implementation plans to the extent possible.

5. Composition/Participation in a Meeting

- 5.1 EASPG meetings are open to all Contracting States within the area of accreditation of the European and North Atlantic (EUR/NAT) Office of ICAO in the EUR Region. (see Section 1 of Appendix A). Each of the above mentioned Contracting State has the right to be represented at any such meeting by a delegate and, if required, an alternate delegate and/or advisers.
- 5.2 Other States and selected International organizations, recognized by the ICAO Council, may participate with the observer status. Section 2 of Appendix A provides a list of such States and organisations that participate on a regular basis in the EASPG meetings.
- 5.3 The EASPG may also invite other entities, including industry, to participate with the observer status. Section 3 of Appendix A lists such organizations currently participating in the EASPG meetings on a regular basis. As far as practical, such stakeholders should be represented by recognized international organisations, e.g IATA, ICCAIA, IBAC.

6. Chairmanship and Administration

- 6.1 The EASPG shall be administered by:
 - a) a Chairperson and three Vice-Chairpersons elected from the EASPG members; and
 - b) the ICAO EUR/NAT Regional Director, who serves as Secretary of the EASPG and is assisted in this task by appropriate experts from the ICAO EUR/NAT Regional Office and ICAO Headquarters (HQ), as required.
- 6.2 The Chairperson facilitates the work of the meeting so as to encourage consensus or clearly identify barriers to consensus. The tasks of the Chairperson include ensuring the efficient conduct of the meeting, ensuring that the tasks associated with the work programme are addressed or reported upon during the course of the meeting. The Chairperson may make decisions regarding the conduct of the meeting and, in cases where it is not possible to reach consensus, propose the recommendation(s) that will be made by the meeting.
- 6.3 The Vice-Chairpersons will be called upon to preside over the meeting should circumstances prevent the Chairperson from being present at the meeting. The Vice-Chairperson may also be requested to support the Chairperson in his/her role, taking over some of the Chairperson's work load whenever appropriate. The Vice-Chairperson does not automatically succeed as chairperson at the conclusion of the term of the incumbent Chairperson.
- 6.4 **Elections of Chairperson/Vice-Chairpersons** – An election of Chairperson and Vice-Chairperson shall take place every four years, even if no new candidates are proposed. Nominations of candidates must be submitted to the ICAO EUR/NAT Office and be promulgated by the ICAO EUR/NAT Office

by e-mail two months before the meeting. Candidates for election to the post of the Chairperson/Vice-Chairpersons must be from a member State. Nominations shall be supported by a CV of the candidates.

- 6.5 A EASPG member may at any time request that the election of the Chairpersons and/or Vice-Chairpersons be included on the agenda. The requests must be submitted to the ICAO EUR/NAT Office and be promulgated by the ICAO EUR/NAT Office by e-mail two months before the meeting. A decision to accept the request will be done by the current Meeting based on a simple majority of present members of the Group.
- 6.6 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the EASPG. The EASPG shall operate with a minimum of formality and paper work (paperless meetings).
- 6.7 In order to ensure the necessary continuity in the work of the EASPG and unless otherwise determined by special circumstances, the Chairperson and Vice-Chairpersons of the EASPG should assume their functions at the end of the meeting at which they are elected and serve for 4 years unless otherwise re-elected.

Note: Election is on the basis of a simple majority of the casted votes.

7. Working Arrangements and Procedures

7.1 General

- 7.1.1 The Chairperson, having consulted EASPG members and the EASPG Secretary, shall decide the date and duration of meetings of the EASPG.
- 7.1.2 The ICAO EUR/NAT Regional Office will provide the required secretariat services to the EASPG.
- 7.1.3 Total attendance should be kept to a minimum consistent with the topics to be discussed.
- 7.1.4 The EASPG should operate with a minimum of formality and paperwork (paperless meetings) and the rules of procedure for the conduct of meetings should be as flexible and simple as possible. The EASPG is expected to conduct its business by consensus.
- 7.1.5 Reports on meetings should not include statements by specific members or participants. However, specific divergent views expressed in relation to decisions taken or conclusions reached shall be recorded as an integral part of the report.

7.2 Convening of EASPG Meetings

- 7.2.1 The EASPG shall meet at least once per year, but may meet more frequently if deemed necessary. At each meeting, the EASPG should agree on the date, duration and venue of its next meeting.
- 7.2.2 The convening letter for a EASPG shall be issued by the Secretary of the EASPG, normally 90 days prior to the meeting. The convening letter should be accompanied by a provisional agenda to assist participants in preparing for the meeting.
- 7.2.3 The duration of EASPG meeting should not normally exceed 5 working days.

7.3 Establishment of the Provisional Agenda of the EASPG

- 7.3.1 The Secretary of the EASPG, in consultation with the Chairperson of the EASPG shall establish a provisional agenda on the basis of the work programme adopted and the documentation available.

7.4 Languages

- 7.4.1 The language of the meetings of the EASPG shall be English. Interpretation to Russian and French will be provided at the EASPG meetings and, as needed and on a case-by-case basis, for other meetings.
- 7.4.2 The meeting reports and supporting documentation for meetings of the EASPG will be prepared in English.

7.5 Coordination and Reporting Lines

- 7.5.1 The EASPG reports to the ICAO Council through the ICAO Air Navigation Commission (ANC) and the ICAO Secretariat. The PCG (EASPG Programme Coordination Group – described in para 1.1 below) reports to the EASPG.
- 7.5.2 Contributory bodies established by the EASPG, shall report to the EASPG, in general through the PCG. Coordination between the EASPG contributory bodies will primarily be ensured by the PCG and the ICAO EUR/NAT Secretariat.
- 7.5.3 Routine liaison and communications between the EASPG, its contributory bodies and other ICAO groups and meetings shall be conducted through the ICAO EUR/NAT Regional Office and chairpersons.

7.6 Supporting Documentation

- 7.6.1 The following documentation, including proposed action as required, may be presented to the EASPG meetings by members, observers, partners, the Secretariat or the PCG:
- a) Working papers: these normally contain material with a draft decision, conclusion, or inviting action by the meeting. Submission deadline- two weeks prior to the meeting;
 - b) Information papers: these are submitted in order to provide the meeting with information on which no action is required and will normally not be discussed at the meeting. Submission deadline – one week prior to the meeting;
 - c) Flimsies: these are documents (such as papers or Powerpoint presentations) which are prepared on an ad-hoc basis in the course of a meeting with the purpose to assist the meeting in the discussion on a specific matter or in drafting text for a Conclusion or Decision.
- 7.6.2 Working papers and Information papers shall be presented in a standardized format. Each paper should be limited to one agenda item or sub-item and contain, as appropriate, introduction of the matter, brief discussion and - in the case of a working paper - conclusions with specific proposals for action.

7.7 Conclusions and Decisions of the Meetings

- 7.7.1 Action taken by the EASPG shall be recorded in the form of:
- a) Conclusions, which deal with matters which, in accordance with the terms of reference of the EASPG, merit directly the attention of States or on which further action will be initiated by ICAO in accordance with established procedures;
 - b) Decisions, which deal with matters of concern only to the EASPG and its contributory bodies; and/or
 - c) Statements, which deal with a position reached by consensus regarding a subject without a requirement for specific follow-up activities.

- 7.7.2 Each Conclusion and Decision formulated by the EASPG should explicitly and clearly respond to the following "4 W" questions:

Why	Why this Conclusion or Decision is needed (subject)
What	What action is required (State Letter, survey, proposal for amendment, seminar, etc.)
Who	Who is responsible of the required action (e.g. ICAO, members, observers, partners, etc)
When	Target date

7.8 Conduct of Business for EASPG Meetings

- 7.8.1 The meetings of the EASPG shall be conducted by the Chairperson or, in the absence, by one of the Vice-Chairpersons of the EASPG.
- 7.8.2 The EASPG shall at each of its meetings review outstanding Conclusions/Decisions and Action Plans of the previous meeting in order to keep them current and their number at a minimum consistent with the progress achieved in implementation.
- 7.8.3 The EASPG shall at the end of each of its meetings review and agree on the Conclusions/Decisions/Statements reflecting the discussion at the meeting.

7.9 Reports

- 7.9.1 Reports on meetings shall be of a simple layout and as concise as possible and shall include:
- a brief history of the meeting (duration, attendance and agenda);
 - the list of Conclusions and Decisions of the meeting; and
 - the work programme and future action by the EASPG.
- 7.9.2 A draft report in English will be prepared by the Secretariat and accepted by the Meeting. The final report will be sent to the EASPG meeting participants within 10 working days of the meeting closure for final review and approval.
- 7.9.3 The report shall be posted on the ICAO EUR/NAT public website and shall also be circulated to all EASPG members and observers.

8. Establishment of Contributory Bodies

- 8.1 Contributory bodies may be established when it has been determined that it can make a substantial contribution to the work programme of the EASPG and specific expertise is required. Contributory bodies are categorised as follows (see Appendix C for the latest updated structure):
- 8.1.1 Working Groups - Only the EASPG can create such a contributory body which is normally established to address broader scope and longer-term issues. A working group reports to the EASPG, normally through the PCG.
 - 8.1.2 Task Forces (TF) - The EASPG can create Task Forces to work on specific and urgent issues. The EASPG may delegate the creation of TF(s) to the PCG. A TF reports to the EASPG, normally through the PCG.
 - 8.1.3 Project Teams (PT). A Working Group may create Project Teams. These will be task focussed, strictly time-limited activities normally lasting no more than a few months at maximum and set up in accordance with the Guiding Principles for PTs (Attachment B refers).
- 8.2 A contributory body will be dissolved when it has completed its assigned tasks, or if the tasks cannot be usefully continued. This will be determined by the EASPG, following a recommendation from the PCG.
- 8.3 Membership – contributory bodies are composed of experts relevant to the task being undertaken. Depending upon the requirement, experts may be drawn from within existing membership of contributory bodies, although in some cases it may require additional expertise to be drawn from the wider aviation community. This will be considered on a case-by-case basis.
- 8.4 Candidates for election to the post of Chairpersons/Vice-Chairpersons for working groups, Rapporteurs/Vice-Rapporteurs for task forces and Project Teams must be a member of the Contributory Body, nominated by a member of the body and seconded by another member of the body. The Contributory Body shall elect the CHAIRPERSONS/VICE-CHAIRPERSONS/Rapporteurs/Vice-Rapporteurs by simple majority of the casted votes from the list of candidates by vote at the initial meeting. For working groups, the Chairmanship shall be reviewed as per the EASPG Handbook.
- 8.5 A contributory body shall be given terms of reference, a list of tasks with clear and concise deliverables and dates for completion. The terms of reference of the permanent groups are part of this handbook. At each of their meetings, the contributory bodies should review the continued validity of their respective list of tasks and advise its parent body of any proposed changes that may be required. Any output of a contributory body that is mature enough for discussion and action by the EASPG shall be presented in a Working Paper with the necessary draft Conclusions and/or Decisions.
- 8.6 To ensure that the objectives are met in accordance with the TORs, each contributory body shall conduct its work according to a Work Programme endorsed by EASPG and kept under review. The following are the main principles to be followed in setting up the work programme:
- a) The work programme shall be composed of activities with clearly identified deliverables, target dates and responsibilities;
 - b) The activities should cover the main implementation domains related to TORs of the contributory body concerned, subject to the Regional safety objectives and the planning and implementation processes;

- c) The progress on the activities should be reviewed regularly by the contributory bodies and reported to its superior body, to ensure that the target dates are met and the deliverables are of the required quality;
- d) Contributory bodies shall work under the guidance of, and in a close coordination with, the ICAO EUR/NAT Secretariat in the most time effective and result oriented way, with as few formalities as possible, and preferably by means of electronic communications;
- e) A detailed and updated Task List providing a list of actions aimed to fulfil the objectives of the work programme should be included in the latest Summary of Discussions of a contributory body.

APPENDIX A –

1. Contracting States entitled to participate as members in the EASPG:

Albania	Turkey
Algeria	Turkmenistan
Andorra	Ukraine
Armenia	United Kingdom
Austria	Uzbekistan
Azerbaijan	
Belarus	
Belgium	
Bosnia and Herzegovina	
Bulgaria	
Croatia	
Cyprus	
Czech Republic	
Denmark	
Estonia	
Finland	
France	
Georgia	
Germany	
Greece	
Hungary	
Ireland	
Israel	
Italy	
Kazakhstan	
Kyrgyzstan	
Latvia	
Lithuania	
Luxembourg	
Malta	
Monaco	
Montenegro	
Morocco	
Netherlands	
North Macedonia	
Norway	
Poland	
Portugal	
Republic of Moldova	
Romania	
Russian Federation	
San Marino	
Serbia	
Slovakia	
Slovenia	
Spain	
Sweden	
Switzerland	
Tajikistan	
Tunisia	

2. Current list of EASPG observers:

- European Aviation Safety Agency (EASA)
- European Civil Aviation Conference (ECAC)
- European Commission (EC)
- EUROCONTROL
- Interstate Aviation Committee (IAC)
- Airports Council International (ACI)
- Civil Air Navigation Services Organization (CANSO)
- Flight Safety Foundation (FSF)
- Flight Safety Foundation International (FSFI)
- Flight Safety Foundation Mediterranean (FSF-MED)
- International Air Transport Association (IATA)
- International Business Aviation Council (IBAC)
- International Coordinating Council of Aerospace Industries Associations (ICCAIA)
- International Council of Aircraft Owner and Pilot Associations (IAOPA)
- International Federation of Air Line Pilots' Associations (IFALPA)
- International Federation of Air Traffic Controllers' Associations (IFATCA)

Contracting States outside the EUR accreditation area:

- United States
- Iceland

3. Other entities:

- International Consultancy and Analysis Agency (ICAA) "AviaSafety"

APPENDIX B

1. The general guiding principles to govern the establishment and the work of projects and projects teams are as follows:

- a) A Project is defined as a specific activity that is finished over an agreed period of time and intended to achieve a specific outcome of the agreed EASPG work programme;
- b) The period of a Project is normally not greater than 6 months;
- c) The EASPG contributory bodies are responsible for the identification of the Projects that will deliver the work programme in the most efficient and effective way considering, for example, expert resource availability, dependencies of outcomes from other activities, meeting efficiency;
- d) A Project Team consists of individuals/experts assembled to perform activities that contribute towards achieving the tasks related to the Project. For each Project Team a Rapporteur shall be identified, responsible for the leadership of the team to deliver the required outcomes within the agreed timescales, and to report to the parent group. For practical reasons the appointed project lead should be a member of the project supervisory body; and
- e) All EASPG contributory bodies shall establish and maintain a Project Definition document for all projects that are under their ownership for the purpose of project initiation, supervision and closure. The following elements (Table 1 refers) shall be considered as a minimum in a Project.

Table 1: Project Definition Contents

Project Title	Unique and concise project title that relates to the outcomes of the project
Parent Group	The parent body that approves the project of
Project Supervisory body	The EASPG contributory body that supervises the project
Project Period	Forecast period for which the project will be active (specific timeframe to be used: e.g. dates, time of a specific meeting etc).
Project Objective	What is the purpose of the project and how does it relate to the delivery of the EUR strategy
Project Outcomes:	What will be physically delivered by the project
Membership	Who are the project team members
Coordination Requirements	Which other bodies will the project need to coordinate with to achieve the outcomes
Project High level Tasks	At a summary level what are the key tasks that this project will perform to achieve the outcomes
Project Rapporteur	Who, from the project supervisory body, will be responsible for the leadership of the project to achieve the outcomes, and for reporting to the parent group.
Project Secretariat Support	Who will be the support from the ICAO EUR Secretariat

2. The general guiding principles to help the establishment and the governance of projects and projects teams are as follows:

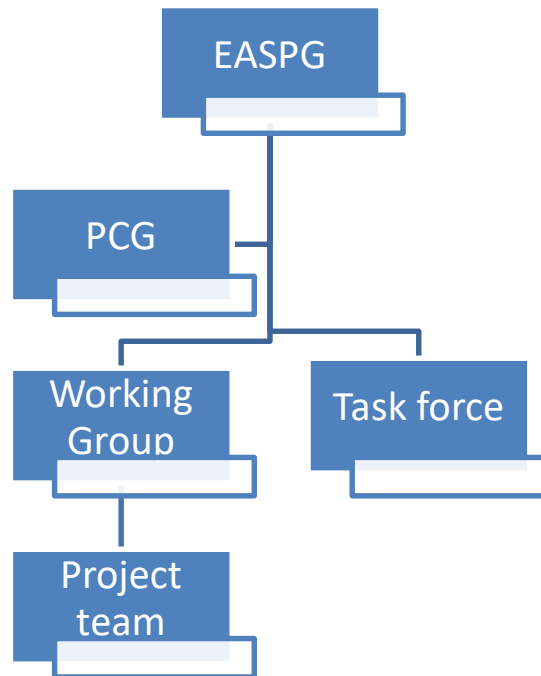
- a) The EASPG contributory bodies shall identify projects that are required to deliver those aspects of the EASPG Work Programme that the parent group have agreed as being their responsibility;
- b) The EASPG contributory bodies shall form Project Teams as required to deliver the projects in the most efficient and effective manner. Project Teams are not required to have the parent group

endorsement, unless they envisage physical meetings outside the EASPG contributory Group regular meeting; when establishing a Project Team its work programme shall be established in the most efficient and effective way considering, for example, expert resource availability, dependencies of outcomes from other activities and meeting efficiency; it is expected that the Project Teams work mainly by correspondence.

- c) The EASPG contributory bodies are required to provide regular updates to their parent group meeting on the following:
 - i. Summary on the progress of “active” projects, including justification of those projects with a life time greater than 12 months or the need for physical meetings outside the EASPG contributory group regular meetings;
 - ii. Summary of those projects that have been completed; and
 - iii. Proposal of projects required to deliver the next period of the EASPG Work Programme, including justification of those projects with a life time greater than 12 months, for endorsement by the parent group.
- d) The EASPG contributory body *Chairpersons/Rapporteurs*, or their delegates, should provide a report to the parent group by attending, as a minimum, the respective meeting agenda item by the most efficient and convenient means, i.e. in person, telephone conference, etc. coordinated with the Secretariat.

APPENDIX C

Organisational diagram



EASPG Programme Coordination Group Terms of Reference

EASPG Programme Coordination Group (PCG)

1.1 Objective

- 1.1.1 The EASPG Programme Coordination Group (PCG), composed of representatives from EASPG members and observers, is established to coordinate and support the work of the EASPG, to facilitate the on-going work undertaken within the EASPG framework, to assist in expediting follow-up work of the EASPG and its working groups between plenary meetings.

1.2 Tasks

- 1.2.1 To this end, the PCG will:

- a) execute its pivotal function as a coordinating and steering organ with highest possible efficiency in accordance with the goals set by the EASPG;
- b) direct the work programmes and tasks of contributory bodies in the best manner commensurate with the overall EASPG work programme;
- c) ensure that contributory bodies have clearly defined tasks, deliverables and target dates in line with the goals of the EASPG;
- d) take decisions when specifically delegated by the EASPG, including the amendments to existing EUR documents and deletion of entries from the list of air navigation deficiencies;
- e) review the reports made to PCG by the contributory bodies to provide guidance to these bodies as may be necessary and to determine which subjects have matured for submission to the EASPG for conclusion and/or decision; and
- f) act as an advisory body to the EASPG.

- 1.2.2 The PCG will also assist the Chairpersonship team of the EASPG and the Secretariat in particular:

- a) to prepare the agenda for EASPG meetings, including the background notes;
- b) to provide guidance in the preparation of the documentation for EASPG meetings;
- c) to coordinate and harmonize the work of the contributory bodies of the EASPG;
- d) to review outstanding shortcomings and deficiencies in accordance with the Council approved Uniform Methodology;
- e) to carry out specific tasks given to it by the EASPG to advance its work at the required speed;

- f) to ensure that the work programme of the EASPG and the tasks assigned to its contributory bodies cover all safety and air navigation planning and implementation aspects of the entire EUR Region;
- g) to preview draft Conclusions and Decisions emerging from the work of EASPG contributory bodies and other input for the attention of the EASPG; and
- h) to prepare and refine EASPG working/information papers to assist and guide the ICAO Secretariat in its work in support of the EASPG.

1.3 Membership

1.3.1 The PCG is composed of the following EASPG members and observers who are willing to participate actively in its work, including:

- a) the EASPG Chairperson and Vice-Chairpersons;
- b) initially to be composed of the COG and RCOG members;
- c) any other volunteer EASPG member as endorsed by EASPG; and
- d) other participants and the Rapporteurs of the Contributory Bodies might be invited on ad-hoc basis to be determined by the Chairperson in coordination with ICAO Secretariat.

1.4 Chairperson

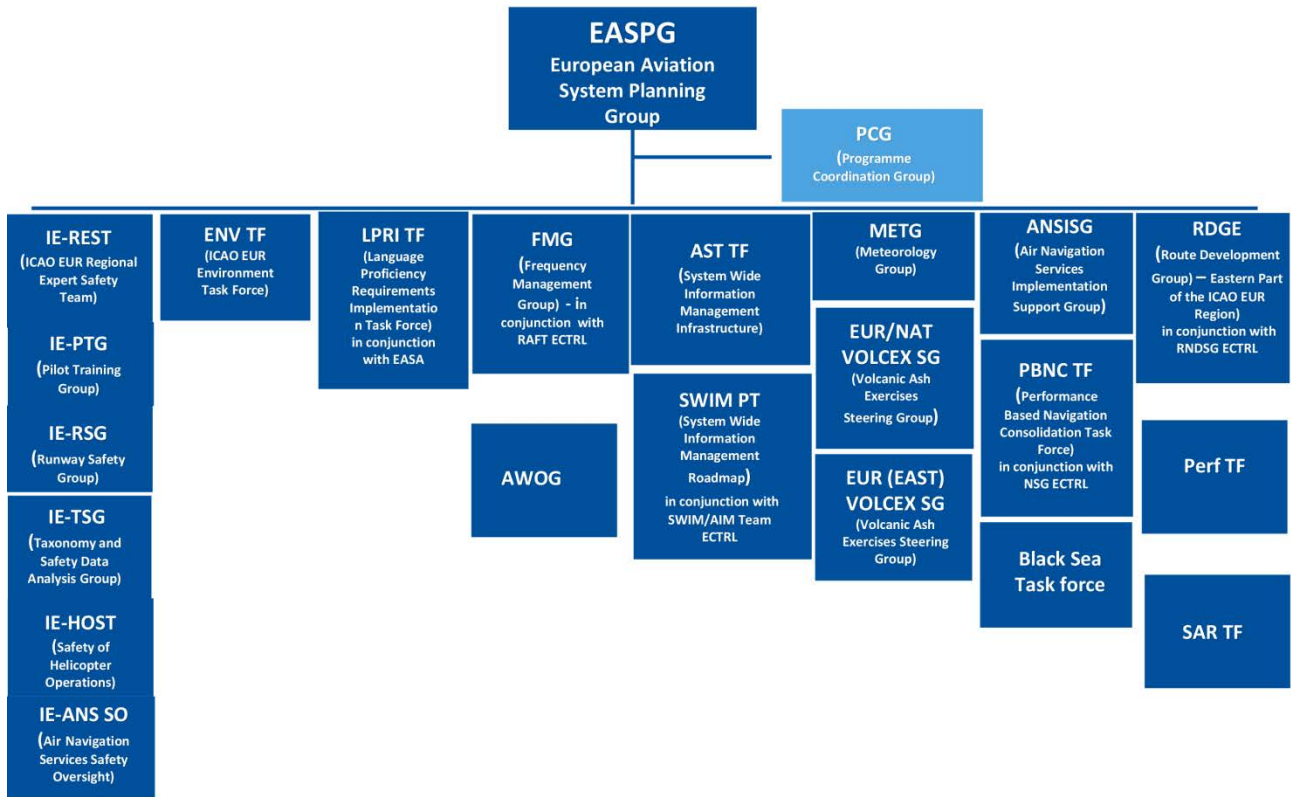
1.4.1 The PCG shall be chaired by the EASPG chairperson and/or vice-chairpersons.

1.5 Meeting arrangements and procedures

1.5.1 The PCG should follow the guidelines for meeting arrangements and procedures established for the EASPG in para 6.9 and 7 of the EASPG ToR.



EASPG WORKING STRUCTURE



Calendar of nomination/review of Chairpersons/Vice-Chairpersons of the EASPG and its Contributory Groups

<u>MEETING & FREQUENCY</u>		<u>NEXT REVIEW</u>	<u>CONFIRMED BY</u>
<u>EASPG</u>	<u>1 per year</u>	<u>2023</u>	<u>-</u>
<u>PCG</u>	<u>1 per year</u>	<u>As per EASPG</u>	
<u>ANSISG</u>	<u>1 per year</u>	<u>2022</u>	<u>EASPG</u>
<u>AWOG</u>	<u>1 per year</u>	<u>Group under review</u>	
<u>FMG</u>	<u>1 per year</u>	<u>2023</u>	<u>EASPG</u>
<u>IE-REST</u>	<u>2 per year</u>	<u>2021</u>	<u>EASPG</u>
<u>METG</u>	<u>1 per year</u>	<u>2020</u>	<u>EASPG</u>
<u>RDGE</u>	<u>2 per year</u>	<u>2022</u>	<u>EASPG</u>
<u>AST TF</u>	<u>1 per year</u>	<u>2022</u>	<u>EASPG</u>
<u>Black Sea TF</u>	<u>On demand</u>		<u>EASPG</u>
<u>ENV TF</u>	<u>1 per year</u>	<u>2021</u>	<u>EASPG</u>
<u>EUR-EAST VOLCEX SG</u>	<u>1 per year</u>	<u>2020</u>	<u>PCG</u>
<u>EUR/NAT VOLCEX SG</u>	<u>1 per year</u>	<u>2020</u>	<u>PCG & NAT IMG</u>
<u>IE-ANS SO</u>	<u>As needed</u>	<u>2021</u>	<u>IE-REST</u>
<u>IE-HOST</u>	<u>As needed</u>	<u>2021</u>	<u>IE-REST</u>
<u>IE-PTG</u>	<u>As needed</u>	<u>2021</u>	<u>IE-REST</u>
<u>IE-RGS</u>	<u>As needed</u>	<u>2021</u>	<u>IE-REST</u>
<u>IE-TSG</u>	<u>As needed</u>	<u>2021</u>	<u>IE-REST</u>
<u>LPRI TF</u>	<u>2 per year</u>	<u>2022</u>	<u>EASPG</u>
<u>PBNC TF</u>	<u>2 per year</u>	<u>2022</u>	<u>EASPG</u>
<u>Performance TF²</u>	<u>3 per year</u>	<u>2020</u>	<u>EASPG</u>
<u>SAR TF</u>	<u>2 per year</u>	<u>TBD</u>	<u>EASPG</u>
<u>SWIM PT</u>	<u>1 per year</u>	<u>2021</u>	<u>EASPG</u>

* Only Chairperson

ICAO AIR NAVIGATION SERVICES IMPLEMENTATION SUPPORT GROUP (ANSISG)

Establishment **November 2018**

Terms of reference

The Air Navigation Services Implementation Support Group (ANSISG) is established by EANPG to pursue the tasks and issues related to air navigation services implementation (ANS) in the South and Eastern part of the ICAO European Region in support to the relevant ICAO Strategic Objectives with the following TORs:

- a) coordination and harmonized implementation of the Aviation System Block Upgrade B0 and B1 in the 4 performance improvement areas (airport operations, globally interoperable systems & data, optimum capacity & flexible flights, efficient flight path;
- b) monitor the regional implementation of ASBU in coordination with Eurocontrol and contribute to the development of the annual ASBU implementation monitoring reports;
- c) support the introduction of the performance based Air Navigation Services and its monitoring per EUR Doc 030 in coordination with EC and Eurocontrol;
- d) coordination of local, regional and inter-regional interoperability aspects;
- e) exchange and analysis of significant operational ANS developments in the major areas of ATM, AIM, MET, AGA, CNS and SAR;
- f) other issues as directed by the ~~COG/RCOG~~PCG.

Composition of the ANSISG

Nominated Persons from States and International Organisations, especially Algeria, Armenia, Azerbaijan, Belarus, Bulgaria, Estonia, Finland, Georgia, Israel, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Morocco, Poland, Republic of Moldova, Norway, Romania, Russian Federation, Tajikistan, Tunisia, Turkey, Turkmenistan, Ukraine, United States, Uzbekistan, Eurocontrol, IAC, ACI, IATA, IBAC, IFALPA, IFATCA and other relevant aviation stakeholders.

With regard to specific inter-regional coordination matters, States from other ICAO Regions may also be invited through their appropriate ICAO Regional Offices:

Working Procedures

ANSISG meetings are convened at least once a year with the working procedures as approved by this Handbook for ~~EANPG-EASPG~~ contributory bodies.

~~ALL-WEATHER OPERATIONS GROUP (AWOG)~~

~~Establishment—1995—EANPG Decision 37/13, replacing the "ILS/MLS Transition Group (IMTEG)"~~

~~Terms of reference~~

~~The All-Weather Operations Group (AWOG) is established by EANPG to pursue the tasks of the Group related to All-Weather Operations in support to the relevant ICAO Strategic Objectives with the following TORs:~~

- ~~a) — Ensure the implementation of the ICAO global strategy for the introduction and application of non-visual aids for approach and landing within the EUR region;~~
- ~~b) — Ensure the continuous and coherent development of the relevant sections of the European eANP and other relevant regional documents, including EUR Doc 012—ILS & MLS continuity evaluation, EUR Doc 013—AOP under limited visibility conditions, EUR Doc 015—Building restricted areas, EUR Doc 016—ILS & MLS integrity demonstration and EUR Doc 017—AWO transition methodology”, taking into account the evolving operational requirements in the EUR Region and the need for harmonization with the adjacent regions in compliance with the Global Air Navigation Plan (Doc 9750, edition 3—2007);~~
- ~~c) — Monitor and coordinate implementation of the relevant ICAO SARPs and regional procedures, facilities and services by the EUR States and where necessary ensure harmonization, taking due account of financial and institutional issues;~~
- ~~d) — Identify any deficiencies in the all-weather operations related matters in the EUR Region and ensure the development and implementation of relevant action plans by the States to resolve them;~~
- ~~e) — Foster implementation by facilitating the exchange of know-how and transfer of knowledge and experience among States of the Region;~~
- ~~f) — Provide input to the work of appropriate ICAO bodies in the field of All-Weather Operations, according to the established procedures.~~

~~Work Programme~~

~~To ensure that the objectives of AWOG are met in accordance with the TORs, the group shall conduct its work according to a Work Programme endorsed by EANPG EASPG and kept under review by the~~

~~COG~~ PCG. The following are the main principles to be followed in setting up the Work Programme of AWOG:

- a) — ~~The Work Programme shall be composed of tasks and projects with clearly identified deliverables, target dates and responsibilities;~~
- b) — ~~The tasks/projects should cover the main implementation domains related to AWOG which are subject to regional planning and implementation;~~
- e) — ~~The progress on the tasks/projects should be reviewed regularly by AWOG and reported to COG PCG and EANPG EASPG to ensure that the target dates are met and the deliverables are of required quality.~~
- d) — ~~To facilitate the execution of its work programme, AWOG may set up working sub-groups, study groups and project teams, if and when required, charge them with specific tasks and define target dates for their completion. After completion of their task(s), the working groups/study groups/project teams will be dissolved.~~
- e) — ~~The Work Programme is included as an Attachment to the EANPG EASPG report;~~
- f) — ~~The detailed AWOG Task List providing a break down list of all AWOG activities is included into the AWOG plenary meeting Summary of Discussions.~~

In conducting its activities, AWOG should follow the following guidance given to the Group by the ~~EANPG~~ EASPG:

- — ~~Maintain close coordination with relevant EANPG EASPG contributory bodies to ensure harmonious development of the EUR air navigation system as a whole. In addition, close coordination is requested with the SESAR Joint Undertaking;~~
- — ~~Conduct periodic reviews and originate, as necessary, proposals for amendment of the relevant sections of the European eANP, EUR SUPPs (Doc 7030), EUR Doc 012 — ILS & MLS continuity evaluation, EUR Doc 013 — AOP under limited visibility conditions, EUR Doc 015 — Building restricted areas, EUR Doc 016 — ILS & MLS integrity demonstration and EUR Doc 017 — AWO transition methodology;~~
- — ~~Assist the Secretariat in developing and keeping up-to-date of regional guidance material as necessary to foster the implementation by the States of the global requirements and regional procedures on the all-weather operations related matters;~~
- — ~~Seek co-ordination and harmonization with the relevant planning and implementation activities in other ICAO Regions;~~
- — ~~Use different techniques to monitor implementation in the States (such as, regional surveys, monitoring exercises, regional tests and simulations, etc.) and identify deficiencies; conduct risk~~

~~analysis to prioritize the identified deficiencies and prepare proposals to EANPG EASPG to ensure the urgent resolution of safety-related deficiencies related to the work of AWOG;~~

- ~~• Identify areas where assistance to individual States or sub-regions is necessary to eliminate deficiencies and improve harmonized implementation of the facilities and services required for all-weather operations through the established mechanisms and prepare proposals thereon;~~
- ~~• Ensure close liaison between EANPG EASPG and with relevant ANC panels/study groups in addressing all weather operations related matters; Provide feed-back received from States on problems impeding implementation which need to be addressed by appropriate ICAO bodies;~~
- ~~• Prepare proposals and support organization of regional seminars and workshops in the all weather operations field with emphasis on implementation issues;~~
- ~~• Coordinate regional activities in the field of all weather operations; liaise closely with other relevant international organisations on issues of common interest;~~
- ~~• Identify and refer to EANPG EASPG emerging operational and institutional issues related to the planning and implementation of the services and facilities related to all weather operations in order to ensure that such issues are addressed in a coherent manner with the respective ICAO plans, strategies and provisions.~~

~~Composition of the AWOG~~

~~Austria, Azerbaijan, Belgium, Czech Republic, Finland, France, Georgia, Germany, Greece, Hungary, Italy, , Latvia, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, Slovak Republic, Spain, Sweden, Switzerland, The Former Yugoslav Republic of Macedonia, Ukraine, United Kingdom, United States, ACI, EC, EBAA, EUROCAE, EUROCONTROL, IACA, ICCAIA IOPA, IATA, IFALPA and IFATCA~~

FREQUENCY MANAGEMENT GROUP (FMG)

Establishment 1995 - EANPG Decision 37/2

Terms of reference

The Frequency Management Group (FMG) is established by EANPG to pursue the tasks of the Group in the field of aeronautical frequency spectrum management in support to the relevant ICAO Strategic Objectives with the following TORs:

- a) Ensure the continuous and coherent development of the relevant sections of the European eANP and other relevant regional documents, including EUR Doc 011 Frequency Management Manual, taking into account the evolving operational requirements in the EUR Region and the need for harmonization with the adjacent regions in compliance with the Global Air Navigation Plan;
- b) Monitor and coordinate implementation of the relevant ICAO SARPs and regional procedures, facilities and services by the EUR States and where necessary ensure harmonization, taking due account of financial and institutional issues;
- c) Identify any deficiencies in the aeronautical frequency spectrum management related matters in the EUR Region and ensure the development and implementation of relevant action plans by the States to resolve them;
- d) Foster implementation by facilitating the exchange of know-how and transfer of knowledge and experience among States of the Region;
- e) Provide input to the work of appropriate ICAO bodies in the field of aeronautical frequency spectrum, according to the established procedures.

Work Programme

To ensure that the objectives of FMG are met in accordance with the TORs, the group shall conduct its work according to a Work Programme endorsed by ~~EANPG-EASPG~~ and kept under review by the ~~EOGPCG~~. The following are the main principles to be followed in setting up the Work Programme of FMG:

- a) The Work Programme shall be composed of tasks and projects with clearly identified deliverables, target dates and responsibilities;
- b) The tasks/projects should cover the main implementation domains related to aeronautical frequency spectrum management which are subject to regional planning and implementation;
- c) The progress on the tasks/projects should be reviewed regularly by FMG and reported to ~~EOG~~ ~~PCG~~ and ~~EANPG-EASPG~~ to ensure that the target dates are met and the deliverables are of required quality.
- d) To facilitate the execution of its work programme, FMG may set up working sub-groups, study groups and project teams, if and when required, charge them with specific tasks and define target dates for their completion. After completion of their task(s), the working groups/study groups/project teams will be dissolved.
- e) The Work Programme is included as an Attachment to the ~~EANPG-EASPG~~ report;
- f) The detailed FMG Task List providing a break down list of all FMG activities is included into the FMG plenary meeting Summary of Discussions.

In conducting its activities, FMG should follow the following guidance given to the Group by the ~~EANPG-EASPG~~ and ~~COG-PCG~~:

- Maintain close coordination with relevant ~~EANPG-EASPG~~ contributory bodies to ensure harmonious development of the EUR air navigation system as a whole;
- Conduct periodic reviews and originate, as necessary, proposals for amendment of the relevant sections of the European eANP, EUR SUPPs (Doc 7030) and EUR Doc 011 Frequency Management Manual;
- Seek co-ordination and harmonization with the relevant planning and implementation activities in other ICAO Regions;
- Use different techniques to monitor implementation in the States (such as, regional surveys, monitoring exercises, regional tests and simulations, etc.) and identify deficiencies; conduct risk analysis to prioritize the identified deficiencies and prepare proposals to ~~EANPG-EASPG~~ to ensure the urgent resolution of safety-related aeronautical frequency spectrum management deficiencies;
- Identify areas where assistance to individual States or sub-regions is necessary to eliminate deficiencies and improve harmonized implementation of the aeronautical frequency spectrum management processes through the established mechanisms and prepare proposals thereon;
- Ensure close liaison between ~~EANPG-EASPG~~ and with relevant ANC panels/study groups in addressing aeronautical frequency spectrum management related matters; Provide feed-back received from States on problems impeding implementation which need to be addressed by appropriate ICAO bodies;
- Assist the Secretariat in developing and keeping up-to-date of regional guidance material as necessary to foster the implementation by the States of the global requirements and regional procedures on the aeronautical frequency spectrum management related matters;
- Prepare proposals and support organization of regional seminars and workshops in the aeronautical frequency spectrum managements field with emphasis on implementation issues;
- Coordinate regional activities in the field of aeronautical frequency spectrum management with appropriate ITU bodies; liaise closely with EUROCONTROL, IATA and IAOPA on issues of common interest;
- Identify and refer to ~~COG-PCG~~ and ~~EANPG-EASPG~~ emerging operational and institutional issues related to the planning and implementation of the services and facilities related to the aeronautical frequency spectrum management in order to ensure that such issues are addressed in a coherent manner with the respective ICAO plans, strategies and provisions.

Composition of the FMG

Albania, Armenia, Austria, Azerbaijan, Belgium, Belarus, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, The former Yugoslav Republic of Macedonia, Turkey, Ukraine, United Kingdom, EUROCONTROL, IAOPA and IATA

TERMS OF REFERENCE FOR THE ICAO EUR REGIONAL EXPERT SAFETY TEAM (IE-REST)

1. Purpose

- 1.1 The purpose of the ICAO EUR Regional Expert Safety Team (IE-REST) is to support the development and implementation of safety enhancement initiatives and activities in the part of the ICAO EUR Region which is not covered by the EU/EASA regulatory framework, in line with the objectives of the European Aviation System Planning Group (EASPG). These safety enhancement initiatives and activities may be implemented through the harmonized efforts of the regulatory authorities, in coordination with service providers, airlines and aircraft manufacturers. The IE-REST Team Members will serve as focal points for introducing the safety enhancement initiatives and activities within their respective States or organizations and, in the case of representatives of civil aviation authorities, for coordinating their Government's efforts with industry.
- 1.2 To accomplish these objectives, the IE-REST will, as much as possible in partnership with the various safety groups in function within the IE-REST geographical area (i.e. the part of the ICAO EUR Region which is not covered by the EU/EASA regulatory framework):
 - 1.2.1 Review the available relevant safety data and analyse safety risk areas;
 - 1.2.2 Review the global safety initiatives (GSIs) established in the Global Aviation Safety Plan (GASP);
 - 1.2.3 Review relevant safety enhancement initiatives and activities which have already been developed by existing safety groups such as the European Commercial Aviation Safety Team (ECAST), the Commercial Aviation Safety Team (CAST) and RASGs other than EASPG, with a view to applying leading practices; and
 - 1.2.4 Use a data-driven and risk based approach develop and support the implementation of safety enhancement initiatives and activities which have the potential to effectively and economically reduce aviation risks in the IE-REST geographical area.

2 Membership

- 2.1 Membership of the IE-REST includes competent representatives from the relevant State aviation authorities (personnel licensing, flight operations, airworthiness, aerodrome, ATM, accident/incident investigation representatives), regional/international organizations, air operators, service providers, manufacturers and industry organizations.
- 2.2 Other representatives or entities directly involved in aviation safety may be invited to join the IE-REST as members or observers as decided by the EASPG Secretariat. In particular, EASPG members (States or regional organizations) located outside the IE-REST geographical area but wishing to contribute to the IE-REST work may become IE-REST members.
- 2.4 Other stakeholders may be invited to participate in IE-REST meetings or activities as appropriate to the subjects under consideration.

3.0 Working methods

- 3.1 IE-REST Co-chairs will be elected from the IE-REST nominated members. One Co-chair will be elected from a Contracting State and the other Co-chair will be elected from the industry. The term of office of IE-REST Co-chairs will be for two years.
- 3.2 The Regional Officer, Safety, ICAO European and North Atlantic Office (EUR/NAT Office) will serve as the IE-REST Secretary. The ICAO Regional Office, Europe and North Atlantic, and ICAO Headquarters will provide additional administrative and technical support as needed.
- 3.3 The IE-REST, as much as possible in partnership with the various safety teams in function within the IE-REST geographical area:
- supports the objectives of the EASPG;
 - reviews the available relevant safety data and analyses the identified safety risk areas;
 - promotes and supports the collection and protection of safety data, including data on incidents and hazards;
 - promotes safety culture and reporting culture;
 - reviews relevant safety enhancement initiatives and activities which have already been developed by existing safety groups such as ECAST, CAST, and RASGs other than EASPG with a view to applying leading practices;
 - using a data-driven and risk based approach, develops and supports the implementation of safety enhancement initiatives which have the potential to effectively and economically reduce aviation risks in the Region;
 - advises the EASPG of any important safety enhancement initiatives which have not been launched within the EASPG;
 - identifies areas of safety concern that would require emphasis within the Region, and recommends to the EASPG activities to address those concerns;
 - supports the implementation of data driven action plans developed using risk analysis by performance-based safety systems;
 - works closely with air operators, service providers, manufacturers and industry organizations, and other appropriate organizations to ensure that activities are performed through a coordinated effort; and
 - perform other activities as needed.
- 3.4 The IE-REST Co-chairs will facilitate the sharing of safety information and experiences among all stakeholders in the region and will develop methods that minimize duplication of safety activities at the regional and sub-regional level.
- 3.5 The IE-REST Co-chairs will maintain close contact with ICAO to benefit from its advice on the subject and to this effect they will provide regular feedback to the IE-REST Secretariat on the activities of IE-REST. In addition, they will liaise as required with other regional safety teams to benefit from their efforts.
- 3.6 IE-REST Co-chairs shall:

- Call meetings;
- Chair the IE-REST meetings;
- Keep focus on high priority items;
- Ensure agendas meet objectives;
- Promote consensus among the group members;
- Coordinate IE-REST activities closely with the EASPG Secretariat;
- Promote IE-REST and lobby for contributors and support; and
- Conduct follow-up activities as required.

3.7 IE-REST Members commit to:

- Assist the IE-REST Co-chairs;
- Provide technical expertise and collaborate in the development of material as requested by IE-REST;
- Achieve consensus among the group members;
- Maintain communication and linkage with the Secretariat regarding EASPG activities; and
- Complete tasks assigned to them.

3.8 The IE-REST reports to the EASPG through the PCG.

3.9 The IE-REST will normally meet twice each year. The on-going work/coordination of the IE-REST may be accomplished through electronic communications and regular teleconferences. Additional meetings may be organized when needed to address urgent safety issues.

3.10 IE-REST meetings will be conducted in English. Translation and interpretation in Russian language will be provided as needed.

3.11 The IE-REST will use the “Safety Enhancement Initiative Tool” adopted by the PCG for developing and monitoring the implementation of safety enhancement initiatives launched within the EASPG.

METEOROLOGY GROUP (METG)

EUR MET SG ToRs

METEOROLOGY GROUP (METG)

Terms of Reference and Composition

Establishment Renamed in 1990. EANPG Decision 32/9

Last updated with EANPG Decision 57/03 (Nov 2015)

Terms of reference

The Meteorology Group (METG) is established by ~~EANPG-EASPG~~ to pursue the tasks of the Group in the field of aeronautical meteorology in support to the relevant ICAO Strategic Objectives (mostly Safety and Efficiency, and to certain extent, Environment and Continuity) with the following TORs:

- a) Ensure the continuous and coherent development of the MET Part of the European electronic Air Navigation Plan (eANP) and other relevant regional documents taking into account the evolving operational requirements in the EUR Region and the need for harmonization with the adjacent regions in compliance with the Global Air Navigation Plan;
- b) Monitor and coordinate implementation of the relevant ICAO SARPs and regional meteorological procedures, facilities and services by the EUR States and where necessary ensure harmonization, taking due account of financial and institutional issues;
- c) Review, identify and address deficiencies and shortcomings that constitute major obstacles to the provision of safe and efficient MET service, and recommend remedial actions;
- d) Foster implementation by facilitating the exchange of know-how and transfer of knowledge and experience, in particular, between the Western and Eastern parts of the Region;
- e) Provide necessary assistance and guidance to States to ensure harmonization and interoperability in line with the GANP, the EUR/NAT ANP and ASBU methodology;
- f) Provide input to the work of appropriate ICAO bodies in the field of aeronautical meteorology, according to the established procedures;
- g) Receive and discuss proposals from States for developing new or amending existing ICAO provisions; and
- h) Discuss consequences of scientific issues impacting operational aeronautical meteorology including and developments of latest technology from pilot research programmes and findings from local/regional initiatives with the aim to improve the service provision in the EUR region.

Work Programme

To ensure that the objectives of METG are met in accordance with the TORs, the group shall conduct its work according to a Work Programme endorsed by ~~EANPG-EASPG~~ and kept under review by the ~~COGPCG~~. The following are the main principles to be followed in setting up the Work Programme of METG:

- a) The work programme shall be composed of tasks and projects with clearly identified deliverables, target dates and responsibilities;

- b) The tasks/projects should cover the main areas of aeronautical meteorology which are subject to regional planning and implementation; the tasks/ projects should be realistic and synchronized with other ICAO regional or global tasks/projects;
- c) The progress on the tasks/projects should be reviewed regularly by METG and reported to ~~COG-PCG~~ and ~~EANPG-EASPG~~ to ensure that the target dates are met and the deliverables are of required quality; and
- d) To facilitate the execution of its work programme, METG may set up Project Teams, if and when required, charge them with specific tasks and define target dates for their completion. After completion of the task(s), the Project Team(s) will be dissolved. In the case a Project Team or Group is needed for a significant duration (several years or more) such as the Data Management Group (DMG) and Project Team on Implementing of MET Services in the Eastern Part of the EUR Region including Central Asia (PT/EAST), Terms of Reference are provided under the METG Terms of Reference.

In conducting its activities, METG should follow the following guidance given to the Group by the ~~EANPG-EASPG~~ and ~~COG-PCG~~:

- a) Maintain close coordination with relevant ~~EANPG-EASPG~~ contributory bodies to ensure harmonious development of the EUR air navigation system as a whole;
- b) Conduct periodic reviews and originate, as necessary, proposals for amendment of Part V - MET of the EUR electronic Air Navigation Plan (eANP) and EUR SUPPs (Doc 7030);
- c) Seek co-ordination and harmonization with the relevant planning and implementation activities in other ICAO Regions;
- d) Use different techniques to monitor implementation in the States (such as, regional surveys, monitoring exercises, regional tests and simulations, etc.) and identify deficiencies; conduct risk analysis to prioritize the identified deficiencies and prepare proposals to ~~EANPG-EASPG~~ to ensure the urgent resolution of safety-related MET deficiencies;
- e) Identify areas where assistance to individual States or sub-regions is necessary to eliminate deficiencies and improve harmonized implementation of the MET facilities and services through the established mechanisms (e.g., SIP or ICAO TCP projects) and prepare proposals thereon;
- f) Ensure close liaison between ~~EANPG-EASPG~~ and the Meteorology Panel (METP) and its associated working groups (Working Group on MET Requirements & Integration (WG-MRI), Working Group on MET Information and Service Development (WG-MISD), Working Group on Meteorological Information Exchange (WG-MIE) and Working Group on MET Operations Group (WG-MOG)) established by ANC. Relevant tasks associated with the METP and its working groups are provided in the **Attachment**. Provide feed-back received from States on problems impeding implementation which need to be addressed by appropriate ICAO bodies;
- g) Assist the Secretariat in developing and keeping up-to-date of regional guidance material as necessary, to foster the implementation by the States of the global requirements and regional procedures on aeronautical meteorology;
- h) Prepare proposals and support organisation of regional seminars and workshops in the field of aeronautical meteorology with emphasis on implementation issues;

- i) Pay appropriate attention to activities in the field of aeronautical meteorology within other international bodies (WMO, EASA, EUROCONTROL, EC) on regional issues and analyze related implementation aspects; and
- j) Identify and refer to ~~COG-PCG~~ and ~~EANPG-EASPG~~ emerging institutional issues related to the planning and implementation of the meteorological services and facilities in order to ensure that such issues are addressed in a coherent manner with the respective ICAO plans, strategies and provisions.

Composition of the METG

Representatives from all ICAO Contracting States in the EUR air navigation region and part of EUR ANP, Iceland, United States and International Organisations (CANSO, EUROCONTROL, IAOPA, IATA, IFALPA and WMO)

Attachment – relevant tasks associated with the MET Panel and its' associated working groups

Parent Group	Task	Who	When – completed by
WG-MRI	<p>Establish the appropriate Project Team, if deemed necessary, to address regional implementation of provisions (Annex 3, PANS-MET) for MET support to selected ASBU Block 1 modules (e.g. support to trajectory based operations, terminal area operations) that would become applicable in 2022.</p> <p>Monitor the development of the EUR SWIM/PT work programme as it may impact this task (e.g. task may not be needed).</p>	<p>COG <u>PCG</u></p> <p>(METG makes recommendation)</p>	Late 2020
WG-MISD	<p>Monitor global developments that may assist in the development of EUR/NAT contingency plan for nuclear emergency (COG Conclusion 50/07 and NAT SPG Conclusion 47/07 refers).</p> <p>Short term solution likely with 3D contamination charts and associated guidance for EACCC.</p> <p>Support implementation of Amendment 78 to Annex 3 that allows the use of a cylinder of radius up to 30km for SIGMET on Radioactive Cloud when detailed information on the release is not available. Provide an example of SIGMET on RADCLD in EUR Doc 014.</p> <p>Long term solution would include advisory dimension, use of initial source parameters and eventually threshold levels acceptable to passengers, crew and aircraft components.</p>	<p>METG, COG <u>PCG</u>, NAT SPG, EACCC</p>	<p>Dec 2018 <u>Oct 2019</u></p> <p>Nov. 2018-2019 for guidance</p> <p>tbd</p>

	Monitor developments associated with provisions for phenomenon based en-route weather information that could be provided by Regional Hazardous Weather Advisory Centres.	METG, COG PCG, EANPG <u>EASPG</u>	td <u>2021-2023</u>
	Monitor developments related to a proposal to include regional/sub-regional SIGMET coordination as a recommendation in Amendment 79 to Annex 3.	METG, COG PCG, EANPG <u>EASPG</u>	2020
	Support implementation of new provisions of space weather service information in Amendment 78 to Annex 3.	METG, COG PCG, EANPG <u>EASPG</u>	July 2018 <u>Nov 2019</u> 2020
	Monitor developments related to space weather such as effects to SATCOM and vertical resolution from radiation models. <u>Amendment 79 to Annex 3</u>	METG, COG PCG, EANPG <u>EASPG</u>	2020-2022 <u>Nov 2020</u>
	Assure alignment of EUR Doc 014 with a) Amendment 78 to Annex 3 provisions related to operational status indicators (test, exercise) for VAA, TCA and SIGMET/AIRMET; and b) Regional SIGMET Guide Template that does not use 'APRX' in SIGMET messages – to assist in IWXXM implementation.	METG	2019
	Monitor developments associated with volcanic ash information in ASBU Block 1 (2018-2023) since two VAACs reside in the EUR Region and States may have to assist in implementation (e.g. possible SO2 provisions; providing VAACs information from sensors located within their State).	METG	2020
	Monitor developments associated with World Area Forecast System, particularly ASBU Block 1 (2018-2023).	METG	2020+

WG-MIE	<p>Prepare for exchange of METAR and SPECI, TAF, SIGMET, AIRMET, VAA, TCA, Space Weather Advisories in IWXXM by November 2020 by addressing designation and responsibilities of Regional Translation Centres, validation, extended AMHS implementation (in coordination with AFSG) and inter-regional exchange.</p> <p>METG through DMG to assure EUR Doc 033 (<i>Guidelines for the Implementation of OPMET Data Exchange using IWXXM in the EUR Region</i>) is kept up-to-date based on WG-MIE developments.</p>	DMG, METG in coordination with AFSG	2016- 2020
	Consider developments of WG-MIE in proposed regional workshop on IWXXM.	DMG	Second half 2019
	Monitor IWXXM developments related to: translation of XML back to TAC; elements to support low-level flight; <u>and</u> definition of zones describing MET phenomena.	DMG, METG, COG PCG, EANPG <u>EASPG</u>	2020-2022
	Monitor TAC related changes due to IWXXM developments: METAR template (Table A3-2) in Annex 3 possible enabling the ability to indicate parameters missing in METAR product.	DMG, METG, COG PCG, EANPG <u>EASPG</u>	2020-2022
	To provide a transition plan to assist the States/stakeholders on the cessation of TAC data exchange. Also consider updating the appropriate regional guidance such as the EUR/NAT VACP, EUR Doc 014, EUR Doc 018, etc....	DMG, METG, COG PCG, EANPG <u>EASPG</u>	2024-2026 (to be confirmed with final METP/4 report)
	Monitor developments related to MET-in-SWIM as well as provisions related to SWIM type services (communications, function of WAFCS, RODBs, ROCs)..	SWIM PT, DMG, METG in coordination with AFSG	2020+

WG-MOG	Monitor feasibility study on making area forecasts for low-level flights issued in graphical form available on SADIS FTP as this may impact exchange of information in this regard by States.	DMG, METG	2017- July 2019 <u>2024</u> (in trial mode)
	Monitor development of SO ₂ provisions <u>as well as quantitative volcanic ash information and forecasts</u> taking into consideration the list of requirements provided by IATA – planned for inclusion in Amendment 79 <u>80</u> to Annex 3.	<u>VAAC, VO,</u> METG	2020 <u>td</u>
	Monitor and take into account developments related to volcanic ash provisions in light of volcanic ash (e.g. introduction of re-suspended ash <u>in VAA, NOTAM/ASHTAM, ICAO Doc 9691 and VONA (Amendment 79 to Annex 3)</u>).	<u>VAAC, VO</u> DMG , METG	2020
	<u>Monitor the possible elevation in the status of VONA from a note to a recommendation (Amendment 80 to Annex 3)</u>	<u>VAAC, VO,</u> METG	<u>2022</u>
	<u>Monitor the possible removal of colour code from VAA (Amendment 80 to Annex 3)</u>	<u>VAAC, VO,</u> METG	<u>2022</u>
	Monitor development of provisions related to WAFS gridded data above FL530.	METG	2022
	Assure DMG task list reflects assistance to WG-MOG, and in particular, alignment of OPMET content of SADIS and WIFS for scheduled OPMET information (METAR and TAF) and non-scheduled OPMET information such as AIRMET and Special AIREP; and support to SADIS/WIFS OPMET Data Catalogue in electronic form for monitoring purposes.	DMG, METG	2018 <u>yearly</u>
	Assure SIGMET ad-hoc group of METG consider the changes to the Regional SIGMET <u>and AIRMET</u> Guide <u>to align</u>	METG SIGMET ad-hoc group	2018-2019 <u>2020</u>

	with Amendment 79 to Annex 3. Template to be presented to the METP/4		
--	---	--	--

Data Management Group (DMG) of METG Terms of Reference and Composition

Establishment:

EUR Bulletin Management Group (BMG) replaced by EUR Data Management Group (METG Decision 20/06 refers, METG/20 held from 6-10 Sep 2010 in Paris)

Objectives

The Data Management Group of the METG (DMG) was established by METG to optimize and manage OPMET data distribution within the EUR Region as well as interregional OPMET distribution to and from the EUR Region.

- Support the implementation of System Wide Information Management (SWIM)
- ICAO Weather Information Exchange Model (IWXXM)
 - Monitor and consider outcomes from WG/MIE, IMP and coordinate when necessary with AFSG and other inter-regional groups
 - Develop implementation plan
 - Update EUR Doc 033 and EUR Doc 018 when necessary
- Availability management
 - RODEX
 - Routine monitoring and ad-hoc exercises
- Quality management
 - Validation
 - Timeliness
 - Performance indices
- Change management
 - METNO procedure
 - RODC
 - IWXXM support
- Problem management
 - PHP (only for AOP aerodromes)
- Ad-hoc tasks received from METG relating to the OPMET data distribution
- Any other task in support of data management

Composition of the DMG

One to two experts from

Algeria (RODC Focal Point)

Austria (ROC Warning test focal point, RODB)

Belgium (Vice Chair, DMG focal point, , RODB focal point, RODB)

Denmark (EUR Doc 18 focal point)

France (Chair, ROC, volcanic ash focal point, RODB)

Romania (Secretary)

Russian Federation (focal point for PT/EAST States on implementation of OPMET related provisions (e.g. IWXXM, PHP))

United Kingdom (ROC, SADIS Focal Point PHP manager)

ICAO

Note: a limited number of experts from States and IATA or other ICAO recognized organizations beyond those listed may at times be invited to support complex DMG activities. MID ROC Jeddah and back-up ROC Bahrain are encouraged to participate in DMG meetings, when deemed necessary.

Note: PHP manager will be designated during DMG/22 meeting

Abbreviations:

ROC – Regional OPMET Centre

RODB – Regional OPMET Data Bank

RODC – Regional OPMET Data Catalogue

RODEX – Regional OPMET Data Exchange

PHP – Problem Handling Procedure

Meetings

Three meetings occur each year, noting that ICAO support is expected for three meetings per year.

Documentation

- DMG procedures should be documented and kept up-to-date in the EUR OPMET Data Management Handbook
- Working and information papers as well as summary of discussions should be provided on the ICAO Portal under the group name DMG.

Parent group

The DMG reports to the METG. Updates to the DMG procedures, composition and terms of reference are subject to approval by the METG

Project Team on Implementing of MET Services in the Eastern Part of the EUR Region including Central Asia (PT/EAST) of METG

Terms of Reference and Composition

Establishment: PT/EAST was established in 2000

The PT/EAST reports to METG to address the following:

- Deficiencies
 - Identify, mitigate and monitor deficiencies related to the provision of meteorological services to international civil aviation.
- Competency assessment
 - Implement competence assessment of aeronautical meteorological personnel according to WMO provisions;
 - Exchange experience on implementation and documentation in this regard.
- Space weather
 - Prepare proposals on implementing Global and/or Regional Centre(s) of Space Weather in accordance to ICAO selection process when it becomes available.
- Hazardous weather
 - Prepare proposals on implementing Regional Hazardous Weather Advisory Centre(s) in accordance to ICAO selection process when it becomes available;
 - Implement necessary weather information network (e.g. Doppler meteorological radars) to support the above.
- IWXXM implementation
 - Implement the ICAO Meteorological Information Exchange Model (IWXXM) and share implementation experience with PT/EAST States.
- QMS
 - Implement Quality Management System (QMS) with ISO 9001:2015 standards
- English language proficiency
 - Determine need of implementing ELP based on the available guidance material, EUR Doc 038;
 - Develop implementation plan on ELP where applicable.
- Implementation of Amendment 77 to Annex 3
 - implement Amendment 77 to Annex 3 (noting 77B that removes state of the runway in supplementary information in METAR and SPECI is not applicable until 5 Nov 2020) and subsequent amendments in the future;
 - provide assistance in implementation by sharing related changes in national regulatory documents of PT/EAST States.

- to facilitate participation in implementing the WMO Strategic and Operating Plan and ICAO Global Air Navigation Plan.
- Prepare proposals/sub regional initiatives in the field of aeronautical meteorology (**MET**) contributing to the **safety** and **efficiency** of international air navigation

Composition of the PT/EAST

Armenia

Azerbaijan

Belarus

Georgia (Rapporteur)

Kazakhstan

Kyrgyzstan

Republic of Moldova

Russian Federation

Turkmenistan

Ukraine

Uzbekistan

Meetings

One meeting should occur each year and work should be done through correspondence between meetings.

Documentation

Working and information papers as well as summary of discussions should be provided on the ICAO Portal under the group name PTEAST.

Note that the Project Team Meteorological Information Services Operations (MET-OPS) manages the harmonization of all aspects related to the operational service delivery of MET information for International Air Navigation in the ICAO EUR Region, excluding elements related to the international MET information exchange in scope of the Data Management Group (DMG).

ROUTE DEVELOPMENT GROUP – EASTERN PART OF THE ICAO EUR REGION (RDGE)

Establishment **2003** - EANPG Decision 45/34, revised 2016 – EANPG Conclusion 58/31, Revised 2017- EANPG/59 RASG-EUR/06 Conclusion 17

Terms of Reference

The Route Development Group **RDGE** works within the terms of reference of the ~~EANPG~~EASPG, on matters related to ATS route planning and implementation, as well as airspace improvement projects, in the Eastern part of the ICAO European Region that are included in the following task list. The RDGE work/activities also support the implementation of the aviation system block upgrade (ASBU) modules of the *Global Air Navigation Plan* (ICAO Doc 9750, GANP) in the improvement area of Optimum Capacity and Flexible Flights, with relationships to Block 0 modules: B0-CCO (improved efficiency in departure profiles), B0-FRTO (improved operations through enhanced en-route trajectories), B0-CDO (improved flexibility & efficiency in descend profiles).

- Develop and maintain working procedures for:
 - Note: RDGE and its four subgroups and
 - Note: procedures to handle the proposals for amendment to the ATS route network (including airspace improvement projects) and eANP;
- Identify requirements/improvements for maintaining an efficient ATS route network (including airspace improvement projects), based on the airspace users' needs in coordination with States, international organizations (IOs) and other ICAO Regions;

Note: the "ATS Route Catalogue" is a live document; it should be reviewed and amended at each RDGE meeting
- Review and amend the components of the national ATS route structure in order to ensure their compliance with the ICAO requirements (i.e. 5LNC, ATS route designators, WGS-84 coordinates, etc.);
- Apply procedure to obtain regional air navigation agreement for proposals for amendment to the ATS route network (including airspace improvement projects) and eANP.;
- Ensure the implementation of the approved amendments to the ATS route network (including airspace improvement projects) and EUR eANP.

Composition of the RDGE

Armenia, Azerbaijan, Belarus, Bulgaria, Estonia, Finland, Georgia, Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Norway, Poland, Republic of Moldova, Romania, Russian Federation, Sweden, Tajikistan, Turkey, Turkmenistan, Ukraine, Uzbekistan, EUROCONTROL, IAC, IBAC, IACA, and IATA. For specific coordination matters, any other State within the ICAO EUR Region may also be invited to participate at the RDGE. Other relevant stakeholders may also be invited to participate as observers.

With regard to specific inter-regional coordination matters the following adjacent States may will also be invited through their appropriate ICAO Regional Office: Afghanistan, Canada, China, Democratic People's Republic of Korea, Iran, Iraq, Japan, Mongolia, Pakistan, Syrian Arab Republic, United States.

Note: The Cross Polar Working Group (CPWG) could also be invited to participate on specific issues related to ATS route planning and implementation in the Far East Area of the ICAO EUR Region.

Structure

Plenary and sub-regional groups (5 days meeting with 2 days plenary session, 2 days Subgroup sessions followed by 1 day plenary session as required).

RDGE WORKING PROCEDURES

STEP 1 Preliminary information on proposed airspace improvement projects and/or ATS route network to RDGE.

Before an RDGE meeting, preferably not later than two months in advance, RDGE members from States and International Organizations submit descriptions of proposed airspace improvement projects and/or ATS route network to the Secretariat.

STEP 2 Dissemination of the information on proposed airspace improvement projects and/or ATS route network amongst the RDGE members.

The Secretariat processes the information received and includes the proposed airspace improvement projects and/or ATS route network in the ATS Route Catalogue of the RDGE. The updated RDGE ATS Route Catalogue is sent out by e-mail to the RDGE members and other parties concerned by the proposal.

STEP 3 Discussions at and Coordination between the meetings.

At the RDGE meeting, for the sake of efficiency, the forum of the Meeting is divided into four subgroups to cover several geographical areas simultaneously, namely:

- a) Baltic area and its interface;
- b) Black Sea and South Caucasus area and its interface;
- c) Middle Asia area and its interface; and
- d) Far East area and its interface.

Other subgroups or task forces may be established, if required.

At the RDGE meeting, the working groups discuss the previously proposed, or any new, proposals and agree on actions and deadlines for their execution to enable the States to continue coordination on a bilateral or multilateral basis between the meetings. The actions and deadlines agreed are reflected in the RDGE ATS Route Catalogue.

If required, ad-hoc and mini-RDGE meetings are convened by the Secretariat or the RDGE members themselves in order to expedite the coordination and implementation of the proposed airspace improvement projects and/or ATS route network.

Between the meetings, the RDGE members ensure that the coordinates of new waypoints are calculated with required precision and States reserve the ICAO route designators and five-letter name-codes of the waypoints through the ICARD system.

If further coordination of the waypoints is required to finalize the proposal, the RDGE members continue discussions with their counterparts in the neighbouring States on a bilateral basis and inform the Secretariat on the results of their discussions.

* * * * *

For ATS Routes or airspace improvement projects over the High Seas:**STEP 4 Regional air navigation agreement for amendment to the ATS route network and Air Navigation Plan (eANP)**

The mission of the RDGE with regard to proposed airspace improvement projects and/or ATS route network and the associated amendment of the ANP is to prepare agreed technical material required to initiate the formal procedure to obtain regional air navigation agreement for proposals for amendment (PfA) to the ATS route network and associated *ICAO Air Navigation Plans* (eANP).

The regional air navigation agreement coordination procedure and template of the letter that States should send to the ICAO Secretariat is outlined in Appendix B of the ~~EANPG-EASPG~~ Handbook (EUR Doc 001).

In order to ensure the most efficient and expeditious handling of the proposals for amendment to the ATS route network and associated *ICAO Air Navigation Plans* (eANP), the following procedures should apply:

- a) Procedure One (HS-P1 – "*Fast-track procedure*") – ICAO Secretariat is requested to circulate the proposal on behalf of the "initiating" States (or ICAO Secretary General), as a direct outcome of the RDGE meeting (for proposals requiring a short term implementation and without any expected objection);
- b) Procedure Two (HS-P2 – "*Confirmation procedure*") – ICAO Secretariat is requested to prepare a draft proposal and circulates it to the "initiating" States for confirmation; the "initiating" States have a two week deadline for comments; "silent procedure" applies (i.e. no comments received means agreement); after the confirmation stage, if no objections received, the ICAO Secretariat officially circulates the proposal on behalf of the "initiating" States;
- c) Procedure Three (HS-P3 – "*IO procedure*") – ICAO Secretariat is requested to circulate the proposal on behalf of an international organisation directly concerned with the operation of aircraft ("initiating" IO), as a direct outcome of the RDGE meeting;
- d) Procedure Four (HS-P4 – "~~EANPG-EASPG~~ Procedure") – ICAO Secretariat is requested to prepare a draft proposal and circulates it to the ~~EANPG-EASPG~~ members (via electronic correspondence) for consideration and comments; ~~EANPG-EASPG~~ members have a deadline of up to three week for comments; "silent procedure" applies; after the consultation stage, if no objections are received, the ICAO Secretariat circulates the official proposal on behalf of the ~~EANPG-EASPG~~.

The procedure to be applied would be selected by the ICAO Secretariat on a "case by case" evaluation, based on the recommendations of the RDGE meeting as stated in its Summary of Discussions.

Note 1.:The above referenced procedures do not preclude any State from initiating its own formal procedure to obtain regional air navigation agreement for airspace and/or ATS route-related proposals.

Note 2.:Whilst it is acceptable to submit proposed amendments to the ATS route network and eANP without prior agreement with neighbouring States, the States participating in RDGE activities are encouraged to avoid this practice. This is to ensure that the eANP does not become saturated with proposals which are not feasible to implement.

Before applying for the procedure to obtain regional air navigation agreement for proposed amendments, RDGE (and/or States concerned) will ensure that the following information is accurate and consistent with the ICARD system five-letter name-codes of waypoints and their coordinates; and route designators.

STEP 5 Publication of ATS Routes and/or airspace improvement projects

After the Amendments to the ANP have been circulated and approved, the States promulgate the aeronautical information on the ATS routes so that all concerned receive it a minimum of 2 AIRAC cycles (56 days) before the effective date.

STEP 6 Report on implementation status

The RDGE members report on the implementation of airspace improvement projects and/or ATS routes to the RDGE meeting, and the RDGE ATS Route Catalogue is updated accordingly.

Airspace user organizations convey their feedback on operations and utilization of the new airspace improvement projects and/or ATS routes. Corrective actions are undertaken, if required, to further improve the newly established route structure.

AFS to SWIM Transition Task Force (AST TF) Terms of Reference

Establishment 2019 – COG/74 RCOG/11 Decision 4

Terms of reference (TORs)

The *AFS to SWIM Transition Task Force (AST TF)* is established by COG/RCOG to ensure seamless transition to SWIM and pursue the tasks and issues related to Aeronautical Fixed Service (AFS) in support of the ICAO Strategic Objectives as reflected in the Global Air Navigation Plan (GANP-Doc 9750) and the relevant ASBUs with the following TORs:

- a) Monitor and take into consideration global, inter-regional and regional developments in AFS as well as SWIM;
- b) Co-ordinate with ICAO EUR System Wide Information Management Project Team (ICAO EUR SWIM PT) and other relevant Regional Groups (such as METG/DMG, EUROCONTROL AIM/SWIM Team, etc.) to ensure gradual transition of AFS services in the EUR Region ensuring operational continuity and develop guidance material accordingly;
- c) Provide necessary inputs to the EUR SWIM implementation roadmap, in coordination with the ICAO EUR SWIM PT, as appropriate;
- d) Identify SWIM prerequisites in terms of infrastructure, including IP-based network; and monitor the status of implementation of those elements in the EUR Region;
- e) Develop and amend/update relevant EUR Regional documentation used in EUR considering the evolving operational requirements in the EUR Region and the need for harmonisation with the adjacent Regions in compliance with the GANP;
- f) Develop the security operations framework for the AFS and derive related security requirements for the ATS Message Handling Service considering ICAO provisions and European and national legislations;
- g) Specify technical requirements and oversee the deployment of Extended ATS Message Handling Service in the EUR Region so that emerging operational requirements are adequately addressed in short/medium terms before global SWIM, taking due consideration of ICAO provisions and ensuring that modernisation is in line with the ASBUs as well as Global/Regional SWIM provisions;
- h) Monitor and coordinate effective implementation of the relevant ICAO Annexes, ICAO documentation and regional procedures, facilities and services by the EUR States and International Organisations and where necessary ensure harmonisation, taking due account of financial and institutional issues;
- i) Identify any deficiencies in matters related to AFS and any issues in transition to SWIM in the EUR Region and ensure the development and implementation of relevant action plans by the States to resolve them in order to ensure a safe, smooth and continuous flow of data;
- j) Foster implementation by facilitating the exchange of know-how and transfer of knowledge and experience among States of the Region;
- k) Ensure that interconnections with International Aeronautical Communication Service Provider (IACSP) are conformant to the architecture principles governing the Aeronautical Fixed Service, design appropriate solutions, support and co-ordinate relevant implementations, safeguarding interoperability between systems;
- l) Administer ATS Messaging Management Centre (AMC) and European Directory Service (EDS) to provide AFS network management service within EUR Region, as well as on a worldwide scale;

- m) Provide support to implementation activities of Ground ATN and TCP/IP WAN in EUR Region when required;
- n) Administer NSAP Tool to assist the generation of ATN NSAP Address Tables for operational ATSUs and test systems in EUR Region;
- o) Provide input to the work of appropriate ICAO bodies in the field of AFS and transition to SWIM, according to the established procedures;
- p) Provide regular progress reports to the EASPG and/or PCG concerning its work programme; and
- q) Consider other issues as directed by the EASPG and/or PCG.

Composition of the AFS to SWIM Transition Task Force

- Experts nominated by EUR States, Service Providers and relevant International Organisations recognised by the ICAO Council;
- Other stakeholder, including manufacturing Industry, may be invited as observers.

Terms of Reference of the Black Sea Task Force

RESUMPTION OF NORMAL FLIGHT OPERATIONS IN THE AIRSPACE OVER THE BLACK SEA TASK FORCE (BLACK SEA TF)

Terms of Reference

The resumption of normal flight operations in the airspace over the Black Sea was agreed by EANPG Conclusion 57/01 as an important objective. It was agreed to create a Black Sea Task Force (BSTF) to support the ICAO initiative to progressively normalize the air traffic flow in the airspace over the Black Sea and create the necessary co-ordination mechanism to enable and implement operational and technical solutions mutually acceptable to all parties. It was also agreed that any such arrangement and identified tasks would be conducted under the umbrella of ICAO and in full compliance with the ICAO Chicago Convention and its Annexes, and relevant ICAO and UN Assembly Resolutions.

In carrying out the work under its terms of reference, the working group shall take into account aviation safety aspects, the need for close civil/military coordination, the requirements for supporting technical infrastructure and the safe and efficient provision of all air navigation services².

The Black Sea TF is expected to present regular updates to the PCG and a final report is expected for the EANPG/58. On completion of its task the Black Sea Task Force will be disbanded unless formally tasked by the EASPG to complete any other tasks that go beyond these ToRs.

Note: The revision of the existing FIR boundaries in the airspace over the High Seas will not be addressed by BSTF

Composition

a) Members:

Riparian States neighboring the Black Sea: Bulgaria, Georgia, Romania, Russian Federation, Turkey, Ukraine, supported by the Secretariat of ICAO.

b) Observers:

Representatives from IATA

Note: States may include in their delegations, representatives from International/Regional Organizations (e.g. EUROCONTROL as Network Manager invited by EUROCONTROL Member States to provide support at the operational and technical level and EASA invited by EU member States in an advisory role on safety and regulatory matters).

The *Rapporteur* of the Task Force will be the EASPG Chairman or a representative of the ICAO Secretariat.

The ICAO EUR/NAT Office will provide the necessary secretariat support.

Tasks

- a) Facilitate, at the operational and technical level a constructive dialogue amongst all parties concerned;

² Air navigation services. This term includes air traffic management (ATM), communications, navigation and surveillance systems (CNS), meteorological services (MET) for air navigation, search and rescue (SAR) and aeronautical information services/ aeronautical information management (AIS/AIM). These services are provided to air traffic during all phases of operations (approach, aerodrome control and en route). (ICAO Doc 9161 – Manual on Air Navigation Services Economics, Fifth Edition 2013 and ICAO Doc 9082 - ICAO's Policies on Charges for Airports and Air Navigation Services, Ninth Edition – 2012)

- b) Identify and address specific issues related to the current situation, which support, the resumption of normal flight operations in the airspace over the Black Sea;
 - c) Identify potential solutions taking into account aviation safety aspects, the need for close civil/military coordination, the requirements for supporting technical infrastructure and the safe and efficient provision of all air navigation services;
 - d) Develop plans for the resolution of existing shortcomings, if any, and implementation of operational improvements as soon as practically possible but not later than the end of 2016;
 - e) Make recommendations for any changes to the current situation or, if considered appropriate, propose new solutions which would support the normalisation of flight operations; and
 - f) Any other related issues
-

ICAO EUR ENVIRONMENT TASK FORCE TERMS OF REFERENCES

Task Force Definition	
Project Title	Project Team TASK Force on Environment
Parent Group	PCG
Project Supervisory Body	EASPG
Project Period	June 2018 – December 2021
Project Objective	The objectives of this Environment Project Team is to focus on sharing information on the latest developments at ICAO on environment and provide support and develop environment capacity building activities for the States in the Regions with the focus on the States outside the EU area, taking due account of the existing arrangements in the EEA, ECAC and EUROCONTROL to avoid duplication.
Project Outcomes	Implementation of the ICAO Assembly Resolutions (A39-1; A39-2; and A39-3) that requested the Secretariat to take the necessary actions to expand the provision of capacity building and assistance to its Member States. It also requires ICAO to play a pivotal role in providing assistance to its Member States through the dissemination of the latest information on best practices and provision of guidance and other technical assistance in order to enhance capacity building and the transfer of technology.
Membership	EUR States
Coordination Requirements	EASPG
Project High Level Tasks	<ol style="list-style-type: none"> 1. Share updated information on ICAO activities on environment-related issues that includes new ICAO environmental guidance documents and tools; 2. Allow States to share information and best practices on how to address the environmental impacts of aviation such as aviation noise, alternative fuels, State Action Plan, CORSIA, etc. ; 3. Provide information and support if needed to States in order to develop and improve their States Action Plans to be aligned with ICAO guidance Document 9988; 4. Provide information and support if needed to States with the CORSIA implementation requirements; 5. Reinforce the ICAO Buddy Programme activities amongst States in the Regions on the ICAO States Action Plan initiative and CORSIA; 6. Provide training to States on the ICAO's Environment Tools such as IFSET, Carbon Calculator, Environment Benefit Tool, etc. ; and 7. Build capacity, and raising awareness through workshops and NCLB activities
Project Lead	ICAO EUR/NAT in coordination with ICAO HQ
Project Secretariat Support	ICAO EUR/NAT

COG/RCOG PBN CONSOLIDATION TASK FORCE**Establishment November 2018**

That:

- a) the PBN Consolidation Task Force (**PBNC TF**) be created under the auspices of the EANPG/RASG COG/RCOG with the following terms of reference;
- b) the PBNC TF be convened and start working as soon as possible, on a regional PBN chart naming transition plan in order to enable the change of the instrument approach chart names to RNP as required by Amendment 6 to PANS-OPS.
- c) the PBNC TF will also continue addressing regional PBN implementation issues, in line with the GANP, related to navigation applications and infrastructure. This includes undertaking specific studies and developing guidance material in a joint activity with EUROCONTROL's Navigation Steering Group (NSG)
- d) the PBNC TF provides regular update reports to **COG/RCOG-PCG** on the development of the chart naming transition and any navigation related issues.

Terms of Reference

- a) Develop a EUR Regional PBN chart naming transition plan to change the chart naming from RNAV to RNP with objectives and timelines in accordance with the ICAO Circular 353 goals and milestones. *Note: the dates for milestones will be determined on the scheduling of the regional slot allocated to ICAO EUR.*
- b) Address implementation aspects of States in the ICAO EUR Region to ensure regional harmonization and interoperability, and ensure appropriate reporting;
- c) Share and exchange best PBN Implementation practices between States within the Region.
- d) Ensure feedback between regional to global navigation applications and infrastructure by supporting the work of ICAO's Navigation-related operational and technical bodies (such as the ICAO NSP, ICAO IFPP and the ICAO PBN SG), that could impact on interoperability;
- e) Review and update European PBN guidance material as needed.
- f) The following strategic objectives and guiding principles are included:

Strategic objectives:

- a) Improve the uptake of PBN Implementation in accordance with published ICAO provisions e.g. GANP and GASP objectives.
- b) Ensure regional compliance with identification of chart titling for RNP approach procedures in accordance with Amendment 6 to PANS-OPS.

Guiding principles:

- a) As regards the ICAO EUR regional PBN chart naming transition plan for changing the chart titles from RNAV to RNP, use the methodology outlined in Circular 353:

- RNP Approach chart titling is to comply with PANS-OPS Amendment 6;
- The processes for transitioning chart titling from RNAV to RNP are those described in Circular 353;
- The use of different RNAV and RNP approach chart titles within the ICAO EUR region should be avoided outside the chart titling transition period allocated to the EUR Region;
- The clustering principles described in Circular 353 at global, regional and State levels are adhered to;
- The ICAO EUR regional PBN chart naming transition plan should seek to achieve the chart naming within the region in sequential AIRAC cycle dates within the allocated regional slot;
- The needs of all stakeholders should be considered in development of the ICAO EUR PBN chart naming transition Plan; and
- The regional ICAO EUR regional PBN chart naming transition Plan shall be completed by Q4/2019.

Composition

EUR provider States, EUROCONTROL and other relevant international organisations.

~~COG~~-TASK FORCE ON LANGUAGE PROFICIENCY REQUIREMENTS IMPLEMENTATION (LPRI)

Establishment **renamed in 2014** - EANPG Conclusion 56/36

TERMS OF REFERENCE

The ICAO ~~COG~~-Task Force on Language Proficiency Requirements Implementation (~~COG~~ LPRI TF) works within the terms of reference of the ~~EANPG/EASPG~~, to raise the awareness on safety- related language issues among stakeholders concerned: regulators, national LP focal points, training organizations, airspace users, industry, ANSPs and test service providers through various ICAO activities, including capacity building activities (e.g. multi-regional workshops).

The Task Force shall undertake necessary actions to closely liaise with other regional groups/bodies (e.g. EASA), in order to streamline the relevant processes/procedures across, promote awareness for ELP (English Language Proficiency) matters within the EUR/NAT Regions and cover the following non exhaustive list of activities during the post-implementation period (Assembly Resolution 38-8):

- a) support States to ensure high quality of aviation language assessment and harmonization of LPRI . Facilitate the effective use of States' limited resources.
- b) enhance communications through a dedicated ELP network, share implementation of best practices and identify harmonization issues concerning ELP procedures within the EUR/NAT regions.
- c) define a two year work plan for issues related to the ELP , fostering a culture, enabling State authorities to share best practices in language test maintenance, on-going development and examiners training by sharing best practices and bringing together the relevant stake holders in industries and authorities;
- d) bring together the relevant stakeholders by coordinating and organizing regional and interregional activities as required.

COMPOSITION OF THE COG LPRI TF

Representatives of the EUR States and ~~EANPG/RASG-EASPG~~ members and observers.

COG-~~PERFORMANCE~~ TASK FORCE

Establishment **2010** - COG/47 Decision, ToRs revised at COG/52 in December 2011

Scope/Objective

The Performance Task Force is established by the EANPG COG to implement the regional approach to the development of performance objectives and related measurable indicators and metrics supporting the regional implementation of the Global Performance of the Air Navigation System.

The work of the Task Force will take into account the ICAO provisions as well as the on-going initiatives in the Region.

Tasks/Deliverables

- a) Support the implementation of the performance based approach at regional level, taking into consideration the defined roles and responsibilities of all parties involved.
- b) Provide as necessary support in the implementation of the regional performance framework through the provision of guidance material and workshops.
- c) Initialise the regional performance framework reporting mechanisms in 2012 on a transitional basis in order to fine-tune the regional mechanisms and processes.
- d) Further clarify the data to be provided by States for the implementation of the regional performance framework, giving due consideration to the data that is already collected in other reporting regimes (such as the EU Performance Scheme).
- e) Prepare a prototype of the Regional Performance Review Report based on the information derived through the work of the TF for presentation at the [COG-PCG](#) and [EANPG-EASPG](#) meetings.
- f) Make recommendations for further evolution of the Regional performance framework through refinement and adaptation based on the regional needs (especially in the estimation of environmental benefits related to the implementation of the ANP or other national operational improvements) and giving due consideration to the existing initiatives within the Region and adjacent Regions;

Guiding Principles

In conducting this work, the TF should take into account the following, non-exhaustive principles:

- Avoid duplication of efforts and additional burden on States and use to the maximum extent possible the existing arrangements/solutions (e.g. results from the work developed within the EU Performance Scheme and Eurocontrol);
- Focus on those activities that would ensure improvement of the regional Air Navigation System (as a whole) with the benefit of the end users in mind;
- Whenever possible, build on current or developing processes, or existing data/statistics that may contribute to a specific KPA;
- Exploit existing best practice in other areas that might contribute to this work;
- Ensure, to the maximum extent possible, that whatever further recommendations are put forward as an output, should also be suitable to the application in the NAT Region, and
- Harmonize, at a regional level, the estimation of the environment benefits from operational improvements in order to reach consistent results (i.e. through the use of the ICAO Fuel Savings

Estimation Tool – IFSET tool or the availability of a more advanced model/measurement capability).

Working Arrangements

- a) The Task Force will have a limited number of meetings (max. 4 meetings) and it is proposed to have a dedicated stakeholder workshop in the Eastern part of the EUR Region. The first meeting is expected to take place in the 1st Quarter of 2012.
- b) Further work will be carried out by correspondence and through Teleconferences, limiting the need for additional meetings.
- c) Further phases of the work will be subject to decisions from the [COGPCG](#)

Composition of the COG Performance TF

Representatives from any accredited State, Airspace Users (IATA, IACA, IBAC), IFATCA, IFALPA, CANSO, Eurocontrol, European Commission, EASA, IAC.

TERMS OF REFERENCE FOR THE IE-ANS SO

A) Purpose:

The IE-REST ANS Safety Oversight group (IE-ANS SO) reports to the ICAO-EUR Regional Expert Safety Team (IE-REST) for issues related to safety improvements in the areas of air navigation services (ANS) in seven fields, namely:

- 1) Air Traffic Management (ATM),
- 2) Procedures for Air Navigation Services — Aircraft Operations (PANS-OPS),
- 3) Aeronautical Information Services (AIS),
- 4) Aeronautical Charts (Chart),
- 5) Communications, Navigation and Surveillance (CNS),
- 6) Aeronautical Meteorology (MET), and
- 7) Search and Rescue (SAR).

To that end, the IE-ANS SO will:

- (1) Support CMA/USOAP in the area of air navigation service;
- (2) Review current best practices in improving ANS safety and oversight and other relevant guidance materials;
- (3) Review existing Safety Enhancement Initiatives (SEIs) related to ANS safety and oversight and, when available, Detailed Implementation Plans (DIPs), including Outputs, developed by other regional aviation safety groups (including other RASGs, ECAST, US CAST, PIRGs);
- (4) Develop and propose draft SEIs pertaining to ANS safety and oversight in the IE-REST geographical region for review by the IE-REST;
- (5) Ensure coordination of activities with EASPG and its contributory bodies in the areas of safety implementation, where required;
- (6) Analyse the List of Air Navigation Deficiencies;
- (7) Provide recommended actions categorized by:
 - I. ICAO Safety Initiative Number;
 - II. IE-REST Number in the form of IE-REST/(risk areas)/# (i.e. IE-REST/RE/1);
 - III. Safety Impact (High, Medium or Low);
 - IV. Changeability (Difficult, Moderate and Easy) taking into consideration political will, commitment / consensus, resource requirements, availability for implementation, potential blockers – what conditions exist that could prevent implementation;
 - V. Impact-Changeability (IC) Indicator (P1, P2, P3, etc.);
 - VI. Priority;
 - VII. Champion;
 - VIII. Notes.
- (8) Recommend establishment of achievable projects in collaboration with existing civil aviation authorities, air navigation service providers, international and regional organizations, other ANS safety bodies based on:

- Prioritized mitigation measures;
- Well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions); and
- Clear time-frames established to the IE-REST for further action.

B) Membership

The IE-ANS SO is composed of nominated experts from the EASPG Members and Partners. Other representative organizations, or any entity directly involved in ANS safety and oversight may be invited to join the work group as a full member or observer as decided by IE-ANS SO and the ICAO Secretariat.

C) Roles, Responsibilities and Working Arrangements:

The IE-ANS SO Rapporteur will:

1. Guide the IE-ANS SO in defining work plan and deliverables;
2. Propose agendas with clear objectives from the working plan;
3. Chair the IE-ANS SO meetings;
4. Ensure meetings achieve the working plan objectives;
5. Promote consensus among the group members;
6. Maintain communication and linkage with the IE-REST regarding IE-ANS SO activities;
7. Report IE-ANS SO activities and progress to the IE-REST semi-annually; and
8. Lobby for in-kind support from local stakeholders.

IE-ANS SO Members will:

1. Contribute to developing the IE-ANS SO working plan (meetings, deliverables and other activities);
2. Contribute to the annual working plan with high priority items;
3. Ensure the working plan meets criteria to improve safety;
4. Provide technical expertise and collaborate in the development of Safety Enhancement Initiatives and Detailed Implementation Plans;
5. Coordinate technical expertise with other existing safety bodies;
6. Lobby for in-kind support from local stakeholders
7. Complete assigned tasks; and
8. Provide constructive feedback

The ICAO Europe and North Atlantic Office (ICAO EUR/NAT) will provide technical and administrative support as applicable and as possible.

DIP Champions Role and Responsibilities:

DIP Champions will:

- Commit to assigned tasks;
- Actively participate in the work of the IE-ANS SO;
- Be accountable for the completion of assigned tasks; and
- Coordinate as needed with the stakeholders concerned.

Reporting:

- The IE-REST will make available post meeting documentation in a timely manner for posting on the host website; and
- The IE-ANS SO will provide IE-REST with timely updates of activities and accomplishments.

Appointment of the IE-ANS SO Rapporteur:

The IE-ANS SO Rapporteur will be proposed by the IE-REST and appointed by the Secretary of the EASPG

The IE-ANS SO Rapporteur will serve for a period of two years and may be re-elected by the workgroup, but may not serve more than two terms.

Meetings

The IE-ANS SO conducts its work via correspondence to the extent possible and will hold monthly teleconferences. Regular meetings will be held at the semi-annual meetings of the IE-REST. Additional face-to-face meetings may be organized as determined by the IE-ANS SO members.

Language:

IE-ANS SO meetings will be conducted in English.

Data Protection:

All safety data provided to, and used by the IE-ANS SO will be protected from public disclosure. Outputs from the IE-ANS SO will be in a de-identified format if requested by the data provider.

Host website:

The IE-ANS SO will use the EUR/NAT web pages of ICAO website for posting relevant documents.

TERMS OF REFERENCE FOR THE IE-HOST

A) Purpose:

The IE-REST Helicopter Safety Team (IE-HOST) is responsible to the ICAO-EUR Regional Expert Safety Team (IE-REST) for issues related to the development and implementation of helicopter aviation safety enhancement initiatives and activities in the IE-REST geographical area. To that end, the IE-HOST will:

- (1) Review helicopter safety guidance materials for applicable best practices and risk mitigations;
- (2) Review existing Safety Enhancement Initiatives (SEIs) related to helicopter safety and, when available, Detailed Implementation Plans (DIPs), including Outputs, developed by other regional aviation safety groups (including other RASGs, EHEST, IHST);
- (3) Develop and propose draft SEIs pertaining helicopter safety in the IE-REST geographical region for review by the IE-REST;
- (4) Provide recommended actions categorized by:
 - I. ICAO Safety Initiative Number;
 - II. IE-REST Number in the form of IE-REST/(risk areas)/# (i.e. IE-REST/RE/1);
 - III. Safety Impact (High, Medium or Low);
 - IV. Changeability (Difficult, Moderate and Easy) taking into consideration political will, commitment / consensus, resource requirements, availability for implementation, potential blockers – what conditions exist that could prevent implementation;
 - V. Impact-Changeability (IC) Indicator (P1, P2, P3, etc.);
 - VI. Priority;
 - VII. Champion;
 - VIII. Notes.
- (5) Recommend establishment of achievable projects in collaboration with existing civil aviation authorities, airlines, training organizations, manufacturers, international and regional organizations, other helicopter safety bodies based on:
 - Prioritized mitigation measures;
 - Well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions); and
 - Clear time-frames established to the IE-REST for further action.

B) Membership

The IE-HOST is composed of nominated experts from the EASPG Members and Partners. Other representative organizations, or any entity directly involved in helicopter safety may be invited to join the work group as a full member or observer as decided by IE-HOST and the ICAO Secretariat.

C) Roles, Responsibilities and Working Arrangements:

The IE-HOST Rapporteur will:

1. Guide the IE-HOST in defining work plan and deliverables;
2. Propose agendas with clear objectives from the working plan;
3. Chair the IE-HOST meetings;
4. Ensure meetings achieve the working plan objectives;
5. Promote consensus among the group members;
6. Maintain communication and linkage with the IE-REST regarding IE-HOST activities;
7. Report IE-HOST activities and progress to the IE-REST semi-annually; and
8. Lobby for in-kind support from local stakeholders.

IE-HOST Members will:

1. Contribute to developing the IE-HOST working plan (meetings, deliverables and other activities);
2. Contribute to the annual working plan with high priority items;
3. Ensure the working plan meets criteria to improve safety;
4. Provide technical expertise and collaborate in the development of Safety Enhancement Initiatives and Detailed Implementation Plans;
5. Coordinate technical expertise with other existing safety bodies;
6. Lobby for in-kind support from local stakeholders
7. Complete assigned tasks; and
8. Provide constructive feedback

The ICAO Europe and North Atlantic Office (ICAO EUR/NAT) will provide technical and administrative support as applicable and as possible.

DIP Champions Role and Responsibilities:

DIP Champions will:

- Commit to assigned tasks;
- Actively participate in the work of the IE-HOST;
- Be accountable for the completion of assigned tasks; and
- Coordinate as needed with the stakeholders concerned.

Reporting:

- The IE-REST will make available post meeting documentation in a timely manner for posting on the host website; and
- The IE-HOST will provide IE-REST with timely updates of activities and accomplishments.

Appointment of the IE-HOST Rapporteur:

The IE-HOST Rapporteur will be proposed by the IE-REST and appointed by the Secretary of the EASPG.

The IE-HOST Rapporteur will serve for a period of two years and may be re-elected by the workgroup, but may not serve more than two terms.

Meetings

The IE-HOST conducts its work via correspondence to the extent possible and will hold monthly teleconferences. Regular meetings will be held at the semi-annual meetings of the IE-REST. Additional face-to-face meetings may be organized as determined by the IE-HOST members.

Language:

IE-HOST meetings will be conducted in English.

Data Protection:

All safety data provided to, and used by the IE-HOST will be protected from public disclosure. Outputs from the IE-HOST will be in a de-identified format if requested by the data provider.

Host website:

The IE-HOST will use the ICAO EUR/NAT Office website for posting relevant documents.

TERMS OF REFERENCE FOR THE IE-PTG

A) Purpose:

The IE-REST Pilot Training Group (IE-PTG) is responsible to the ICAO-EUR Regional Expert Safety Team (IE-REST) for issues related to pilot training. To that end, the IE-PTG will:

- (1) Review current best practices in improving pilot training and other relevant material available including but not limited to ICAO Next Generation of Aviation Professionals (NGAP), IATA training and qualification initiative (ITQI), etc;
- (2) Review existing Safety Enhancement Initiatives (SEIs) and, when available, Detailed Implementation Plans (DIPs), including Outputs, related to pilot training developed by other regional aviation safety groups (including other RASGs, ECAST and US CAST);
- (3) Develop and propose draft SEIs pertaining to pilot training in the IE-REST geographical region for review by the IE-REST;
- (4) Provide recommended actions categorized by:
 - IX. ICAO Safety Initiative Number;
 - X. IE-REST Number in the form of IE-REST/(risk areas)/# (i.e. IE-REST/RE/1);
 - XI. Safety Impact (High, Medium or Low);
 - XII. Changeability (Difficult, Moderate and Easy) taking into consideration political will, commitment / consensus, resource requirements, availability for implementation, potential blockers – what conditions exist that could prevent implementation;
 - XIII. Impact-Changeability (IC) Indicator (P1, P2, P3, etc.);
 - XIV. Priority;
 - XV. Champion;
 - XVI. Notes.
- (5) Recommend establishment of achievable projects in collaboration with existing civil aviation authorities, airlines, training organizations, manufacturers, international and regional organizations, other pilot training bodies based on:
 - Prioritized mitigation measures;
 - Well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions); and
 - Clear time-frames established to the IE-REST for further action.

B) Membership

The IE-PTG is composed of nominated experts from the EASPG Members and Partners. Other representative organizations, or any entity directly involved in pilot training may be invited to join the work group as a full member or observer as decided by IE-PTG and the ICAO Secretariat.

C) Roles, Responsibilities and Working Arrangements:

The IE-PTG Rapporteur will:

1. Guide the IE-PTG in defining work plan and deliverables;
2. Propose agendas with clear objectives from the working plan;
3. Chair the IE-PTG meetings;
4. Ensure meetings achieve the working plan objectives;
5. Promote consensus among the group members;
6. Maintain communication and linkage with the IE-REST regarding IE-PTG activities;
7. Report IE-PTG activities and progress to the IE-REST semi-annually; and
8. Lobby for in-kind support from local stakeholders.

IE-PTG Members will:

1. Contribute to developing the IE-PTG working plan (meetings, deliverables and other activities);
2. Contribute to the annual working plan with high priority items;
3. Ensure the working plan meets criteria to improve safety;
4. Provide technical expertise and collaborate in the development of Safety Enhancement Initiatives and Detailed Implementation Plans;
5. Coordinate technical expertise with other existing safety bodies;
6. Lobby for in-kind support from local stakeholders
7. Complete assigned tasks; and
8. Provide constructive feedback

The ICAO Europe and North Atlantic Office (ICAO EUR/NAT) will provide technical and administrative support as applicable and as possible.

DIP Champions Role and Responsibilities:

DIP Champions will:

- Commit to assigned tasks;
- Actively participate in the work of the IE-PTG;
- Be accountable for the completion of assigned tasks; and
- Coordinate as needed with the stakeholders concerned.

Reporting:

- The IE-REST will make available post meeting documentation in a timely manner for posting on the host website; and
- The IE-PTG will provide IE-REST with timely updates of activities and accomplishments.

Appointment of the IE-PTG Rapporteur:

The IE-PTG Rapporteur will be proposed by the IE-REST and appointed by the Secretary of the EASPG.

The IE-PTG Rapporteur will serve for a period of two years and may be re-elected by the workgroup, but may not serve more than two terms.

Meetings

The IE-PTG conducts its work via correspondence to the extent possible and will hold monthly teleconferences. Regular meetings will be held at the semi-annual meetings of the IE-REST. Additional face-to-face meetings may be organized as determined by the IE-PTG members.

Language:

IE-PTG meetings will be conducted in English.

Data Protection:

All safety data provided to, and used by the IE-PTG will be protected from public disclosure. Outputs from the IE-PTG will be in a de-identified format if requested by the data provider.

Host website:

The IE-PTG will use the ICAO EUR/NAT Office website for posting relevant documents.

TERMS OF REFERENCE FOR THE IE-RSG

A) Purpose:

The IE-REST Runway Safety Group (IE-RSG) is responsible to the ICAO-EUR Regional Expert Safety Team (IE-REST) for issues related to runway safety. To that end, the IE-RSG will:

- (1) Review current runway safety guidance material for applicable best practices and risk mitigations;
- (2) Review existing Safety Enhancement Initiatives (SEIs) and, when available, Detailed Implementation Plans, including Outputs, related to runway safety developed by other regional aviation safety groups (including other RASGs, ECAST and US CAST);
- (3) Review other relevant material available regarding runway safety enhancement, including the European Action Plan for the Prevention of Runway Excursions (EAPPRE) and European Action Plan for the Prevention of Runway Incursions (EAPPRI);
- (4) Develop and propose draft SEIs pertaining to runway safety in the IE-REST geographical region for review by the IE-REST;
- (5) Provide recommended actions categorized by:
 - I. ICAO Safety Initiative Number;
 - II. IE-REST Number in the form of IE-REST/(risk areas)/# (i.e. IE-REST/RE/1);
 - III. Safety Impact (High, Medium or Low);
 - IV. Changeability (Difficult, Moderate and Easy) taking into consideration political will, commitment / consensus, resource requirements, availability for implementation, potential blockers – what conditions exist that could prevent implementation;
 - V. Impact-Changeability (IC) Indicator (P1, P2, P3, etc.);
 - VI. Priority;
 - VII. Champion;
 - VIII. Notes.
- (6) Recommend establishment of achievable projects in collaboration with existing airport or runway safety bodies based on:
 - Prioritized mitigation measures;
 - Well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions); and
 - Clear time-frames established to the IE-REST for further action.

B) Membership

The IE-RSG is composed of nominated experts from the EASPG Members and Partners. Other representative organizations, or any entity directly involved in runway safety may be invited to join the work group as a full member or observer as decided by IE-RSG and the ICAO Secretariat.

C) Roles, Responsibilities and Working Arrangements:

The IE-RSG Rapporteur will:

1. Guide the IE-RSG in defining work plan and deliverables;
2. Propose agendas with clear objectives from the working plan;
3. Chair the IE-RSG meetings;
4. Ensure meetings achieve the working plan objectives;
5. Promote consensus among the group members;
6. Maintain communication and linkage with the IE-REST regarding IE-RSG activities;
7. Report IE-RSG activities and progress to the IE-REST semi-annually; and
8. Lobby for in-kind support from local stakeholders.

IE-RSG Members will:

1. Contribute to developing the IE-RSG working plan (meetings, deliverables and other activities);
2. Contribute to the annual working plan with high priority items;
3. Ensure the working plan meets criteria to improve safety;
4. Provide technical expertise and collaborate in the development of Safety Enhancement Initiatives and Detailed Implementation Plans;
5. Coordinate technical expertise with other existing safety bodies;
6. Complete assigned tasks; and
7. Provide constructive feedback.

The ICAO Europe and North Atlantic Office (ICAO EUR/NAT) will provide technical and administrative support as applicable and as possible.

DIP Champions Role and Responsibilities:

DIP Champions will:

- Commit to assigned tasks;
- Actively participate in the work of the IE-RSG;
- Be accountable for the completion of assigned tasks; and
- Coordinate as needed with the stakeholders concerned.

Reporting:

- The IE-REST will make available post meeting documentation in a timely manner for posting on the host website; and
- The IE-RSG will provide IE-REST with timely updates of activities and accomplishments.

Appointment of the IE-RSG Rapporteur:

The IE-RSG Rapporteur will be proposed by the IE-REST and appointed by the Secretary of the EASPG. The IE-RSG Rapporteur will serve for a period of two years and may be re-elected by the workgroup, but may not serve more than two terms.

Meetings

The IE-RSG conducts its work via correspondence to the extent possible and will hold monthly teleconferences. Regular meetings will be held at the semi-annual meetings of the IE-REST. Additional face-to-face meetings may be organized as determined by the IE-RSG members.

Language:

IE-RSG meetings will be conducted in English.

Data Protection:

All safety data provided to, and used by the IE-RSG will be protected from public disclosure. Outputs from the IE-RSG will be in a de-identified format if requested by the data provider.

Host website:

The IE-RSG will use the ICAO EUR/NAT Office website for posting relevant documents.

TERMS OF REFERENCE FOR THE IE-TSG

A) Purpose:

The IE-REST Taxonomy and Safety Data Analysis Group (IE-TSG) is responsible to the ICAO-EUR Regional Expert Safety Team (IE-REST) for issues related to the taxonomy used for safety occurrences (aircraft accidents, incidents and other occurrences) and issues related to safety data analyses. To that end, the IE-TSG will:

- (1) Review Taxonomies and Safety Data Analysis practices and approaches recommended by ICAO and existing within the IE-REST geographical region;
- (2) Review existing Safety Enhancement Initiatives (SEIs) and, when available, Detailed Implementation Plans, including Outputs, related to taxonomy and safety data analysis developed by ICAO, national regulators, stakeholders or regional aviation safety groups;
- (3) Establish close cooperation with existing taxonomy and safety data analysis groups, such as the ECCAIRS Taxonomy Working Group (ETWG), the CAST ICAO Common Taxonomy Team (CICTT), and the European Network of Analysts (NoA);
- (4) Review other relevant material available regarding taxonomy and safety data analysis;
- (5) Develop and propose draft SEIs pertaining to taxonomy and safety data analysis in the IE-REST geographical region for review by the IE-REST;
- (6) Provide recommended actions categorized by:
 - ICAO Safety Initiative Number;
 - IE-REST Number in the form of IE-REST/(risk areas)/# (i.e. IE-REST/RE/1);
 - Safety Impact (High, Medium or Low);
 - Changeability (Difficult, Moderate and Easy) taking into consideration political will, commitment / consensus, resource requirements, availability for implementation, potential blockers – what conditions exist that could prevent implementation;
 - Impact-Changeability (IC) Indicator (P1, P2, P3, etc.);
 - Priority;
 - Champion;
 - Notes.
- (7) Recommend establishment of achievable projects in collaboration with existing regulators and based on:
 - Prioritized mitigation measures;
 - Well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions); and
 - Clear time-frames established to the IE-REST for further action.

B) Membership

The IE-TSG is composed of nominated experts from the EASPG Members and Partners. Other representative organizations, or any entity directly involved in taxonomy and safety data analysis may be invited to join the work group as a full member or observer as decided by IE-TSG and the ICAO Secretariat.

C) Roles, Responsibilities and Working Arrangements:

The IE-TSG Rapporteur will:

1. Guide the IE-TSG in defining work plan and deliverables;
2. Propose agendas with clear objectives from the working plan;
3. Chair the IE-TSG meetings;
4. Ensure meetings achieve the working plan objectives;
5. Promote consensus among the group members;
6. Maintain communication and linkage with the IE-REST regarding IE-TSG activities;
7. Report IE-TSG activities and progress to the IE-REST semi-annually; and
8. Lobby for in-kind support from local stakeholders.

IE-TSG Members will:

1. Contribute to developing the IE-TSG working plan (meetings, deliverables and other activities);
2. Contribute to the annual working plan with high priority items;
3. Ensure the working plan meets criteria to improve safety;
4. Provide technical expertise and collaborate in the development of Safety Enhancement Initiatives and Detailed Implementation Plans;
5. Coordinate technical expertise with other existing safety bodies;
6. Complete assigned tasks; and
7. Provide constructive feedback.

The ICAO Europe and North Atlantic Office (ICAO EUR/NAT) will provide technical and administrative support as applicable and as possible.

DIP Champions Role and Responsibilities:

DIP Champions will:

- Commit to assigned tasks;
- Actively participate in the work of the IE-TSG;
- Be accountable for the completion of assigned tasks; and
- Coordinate as needed with the stakeholders concerned.

Reporting:

- The IE-REST will make available post meeting documentation in a timely manner for posting on the host website; and
- The IE-TSG will provide IE-REST with timely updates of activities and accomplishments.

Appointment of the IE-TSG Rapporteur:

The IE-TSG Rapporteur will be proposed by the IE-REST and appointed by the Secretary of the EASPG.

The IE-TSG Rapporteur will serve for a period of two years and may be re-elected by the workgroup, but may not serve more than two terms.

Meetings:

The IE-TSG conducts its work via correspondence to the extent possible and will hold monthly teleconferences. Regular meetings will be held at the semi-annual meetings of the IE-REST. Additional face-to-face meetings may be organized as determined by the IE-TSG members.

Language:

IE-TSG meetings will be conducted in English.

Data Protection:

All safety data provided to, and used by the IE-TSG will be protected from public disclosure. Outputs from the IE-TSG will be in a de-identified format if requested by the data provider.

Host website:

The IE-TSG will use the ICAO EUR/NAT Office website for posting relevant documents.

EUR Search and Rescue Task Force Terms of Reference

Establishment: 2019 – EASPG Decision 1/4

Terms of Reference

Objective

1- In collaboration with affected stakeholders and in close cooperation with the International Maritime Organization (IMO), the objective of the European Search and Rescue Task Force is to promote the enhancement and improvement of SAR facilities and services within the EUR Region and adjacent regions, in accordance with:

- a) Annex 12 to the Convention on International Civil Aviation; and
- b) the International Aeronautical and Maritime SAR Manual (IAMSAR).

2- The EURSAR/TF will be expected to deliver within two years:

- a. a Standardized Training Program (STP) for the Search and Rescue (SAR) Inspectorate Staff;
- b. a Specific Chapter for Inspector's Handbook to cover Standardized Inspection Procedures for SAR Inspectorate Staff; and
- c. a Guidance Material (GM) for the implementation and monitoring of PSCS³ and promote the enhancement and improvement of Regional SAR capability of establishment for enhancement of SAR capability within the EUR Region.

Tasks

3- To meet its objectives, the Task Force shall:

Standardized Training Program (STP)

- a) review the current status and needs of SAR training centers of EUR Region States;
- b) specify training goals and objectives, List the objectives and refer to them often during the preparation of the STP to keep on message and achieve the training goals;
- c) develop the STP in a logical order. Explain the basics of the topic—and make sure that the SAR Inspectorate Staff is able to understand them—before going on to more detailed and technical information;
- d) write a training session plan. Some plans may be less detailed than others depending on the subject matter, but a plan should be written for every training session;
- e) determine the training activities that will help SAR Inspectorate Staff learn to perform the tasks;
- f) determine characteristics of SAR Inspectorate Staff that will make the training more effective; and
- g) by developing a comprehensive STP, the final work should help EUR States to implement its formal SAR training programme to ensure that SAR personnel are regularly trained.

Specific Chapter for Inspector's Handbook

- a) outline the best practices for standardized inspection procedures in the area of SAR;

³ PSCS are the **non-mandatory** expectations on all EUR Region States to enhance SAR systems in order to meet a minimum level of SAR capability (*EUR SAR Plan, EUR Doc 039, Chapter 7. Performance Improvement Plan*).

- b) define principles to adhere with prescribed standards and procedures in the ICAO provisions of Search and Rescue services. Clearly define the objectives of the safety oversight inspections;
- c) outline the actions for the effectiveness of planning in SAR operations and highlight the process to identify significant findings (where appropriate);
- d) define mechanisms to identify areas for improvement in SAR system;
- e) define the scope of safety oversight inspection, the staff requirements and the tasks to be undertaken by each inspection team member; and
- f) mention the most important principles for safety oversight purpose. The inspectors are always in the public eye, they are expected to exercise good judgment, ethics and professional behavior at all times while on duty.

Guidance Material (GM) for the implementation and monitoring of PSCS

- a) review the objective of the EUR Doc 039, EUR SAR Plan;
- b) following the EUR Doc 039, provide instructions to assist EUR States to meet their SAR needs and obligations;
- c) the GM should help to identify the way in the EUR Doc 039 to provide recommendations for EUR States for the enhancement and improvement of national, sub-regional and regional SAR capability;
- d) describe one or more acceptable means of complying with the requirements in the EUR Doc 039;
- e) provide practical advice for SAR experts to implement the EUR Doc 039 or undertaking on how to manage/achieve the basic requirements associated to the SAR activities; and
- f) describe information, including examples, to assist the SAR experts in the interpretation and application of the EUR Doc 039.

Reporting

4- The EURSAR/TF reports to the EASPG PCG. A line of communication will be provided to the IMO on EURSAR/WG outcomes.

Membership

5- The membership of the EURSAR/TF is open to the EUR States and administrations that have the responsibility for the provision of SAR services and facilities within the EUR Region, SAR related international organizations, IMO and ICAO. The membership is also open to participants from outside the EUR Region or organizations that can contribute to EURSAR/TF by invitation from EURSAR/TF (such as military organizations that can facilitate SAR operations).

Terms of Reference of the SWIM PT

SYSTEM WIDE INFORMATION MANAGEMENT PROJECT TEAM (SWIM PT)

Establishment **2018** – COG/72 RCOG/09 Conclusion XX

Terms of reference

The System Wide Information Management Project Team (SWIM PT) is established by EASPG to coordinate and pursue with the planning and implementation of SWIM in the ICAO European Region in line with the Global Air Navigation Plan (GANP) and other relevant global provisions with the following TORs:

- a) Monitor and take into consideration global, inter-regional and regional developments as well as consider best practices and initiatives in SWIM implementation;
- b) Develop and maintain EUR SWIM implementation roadmap considering the GANP and global SWIM provisions;
- c) Liaise with relevant regional contributory bodies involved in SWIM planning and implementation in the EUR Region, including e.g. AST TF, METG, EUROCONTROL AIM/SWIM Team, SESAR Deployment Manager and European Standards Development Organisations for SWIM;
- d) Identify SWIM prerequisites and monitor the status of SWIM implementation in the EUR Region;
- e) Ensure that the implementation of SWIM is coherent in the EUR Region;
- f) Promote SWIM in the EUR Region;
- g) Identify and review issues, challenges and risks in SWIM implementation in the EUR Region, and recommend necessary actions;
- h) Identify assistance needs including training, implementation support, etc. and recommend, where possible, guidance and training material and appropriate assistance;
- i) Provide regular progress reports to the EASPG and/or PCG concerning its work programme; and
- j) Consider other issues as directed by the EASPG and/or PCG.

Composition of the SWIM PT

ICAO EUR States, Eurocontrol, European Commission, EASA, IATA, ICCAIA, IFAIMA, IFALPA, IFATCA, IFATSEA, CANSO, EUROCAE, CEN/CENELEC, SDM, WMO and other relevant aviation stakeholders.

The SWIM Project Team may invite other States and international organizations as observers when deemed warranted.

EUROPEAN AND NORTH ATLANTIC VOLCANIC ASH EXERCISES STEERING GROUP (EUR/NAT VOLCEX SG)

Establishment 2008 – COG Conclusion 41/11, updated at COG/48 and NAT IMG/37

Objective

Improve the response to volcanic eruptions and volcanic ash contamination by the relevant national supervisory authorities, service providers (ATS, AIS, ATFM, MET) and airspace users (airlines) in the EUR and NAT Regions through organizing regular volcanic ash exercises in accordance with the current Volcanic Ash Contingency Plan – EUR and NAT Regions and the VOLCEX OPINS in order to validate and continually improve the common volcanic ash procedures for the EUR and NAT Regions.

Tasks

- a) Co-ordinate the schedule for the exercises and their main objectives and scenarios; ensuring that exercises cover those parts of the EUR and NAT Regions that would likely be affected by volcanic ash. Prepare a two year working plan of steering group meetings, planning meetings, exercises, and debrief meetings.

Note: Planning and debrief meetings are conducted in accordance to the European and North Atlantic Volcanic Ash Exercises Operating Instructions (EUR/NAT VOLCEX OPINS) as posted at http://www.paris.icao.int/Met/Volc_Ash/index.htm.

Note: Exercises in the (far) Eastern part of the EUR Region are the responsibility of the Volcanic Ash Exercises Steering Group for the (far) Eastern part of the EUR Region (EUR (EAST) VOLCEX/SG) established by EANPG COG/48.

- b) Each SG member is to represent a number of stakeholders, in order to ensure that the interests of these entities are included in the collective decision making, while keeping the number of SG entities within limits.
- c) Based on the outcome of the VA exercises, propose (to ~~EANPG-COG-PCG~~ and NAT IMG) improvements to the common volcanic ash contingency procedures for the EUR and NAT Regions.
- d) Report the results of its activities to the ~~EANPG-COG-PCG~~ and the NAT IMG on an annual basis. The group should also liaise with the METG of ~~EANPG-EASPG~~ and the NAT ATMG. Additionally, through the Secretary, the group should liaise with the EUR (EAST) VOLCEX/SG) of the ~~EANPG-COG-PCG~~.

Composition of the EUR/NAT VOLCEX/SG

Canada (incl. VAAC Montréal), France (incl. VAAC Toulouse), Germany, Iceland (Co-Rapporteur), Ireland, Italy, Norway, Portugal, Russian Federation (incl. MATMC), United Kingdom (Co-Rapporteur) (incl. VAAC London), United States of America (incl. VAAC Washington), EUROCONTROL (incl. [CFMUNetwork Manager](#)), ICAO (Secretary) and IATA.

Attendance

One representative per State or organization
VOLCEX/SG meetings to be held back to back with planning and debrief meetings as appropriate.
As appropriate work to be done through correspondence.

VOLCANIC ASH EXERCISES STEERING GROUP FOR THE (FAR) EASTERN PART OF THE EUR REGION (EUR (EAST) VOLCEX)

Establishment **2010** - COG Decision 48/04

Main task

To initiate and maintain a programme of regular volcanic ash exercises in the (far) Eastern Part of the EUR Region.

Objective

Improve the response to volcanic eruptions and volcanic ash contamination by the relevant national supervisory authorities, service providers (ATS, AIS, ATFM, MET) and airspace users (airlines) in the (far) Eastern part of the EUR Region through to organizing of regular volcanic ash exercises in order to validate and continually improve the common volcanic ash contingency plan and procedures for the EUR and NAT Regions.

Tasks

- e) Co-ordinate with all participants in the volcanic ash exercises (ACCs, airlines, VOs, VAACs, MWOs, National ATMCs) the schedule for the exercises and their scenarios; ensuring that exercises cover the (far) Eastern part of the EUR Region that could be affected by volcanic ash, with impact scenarios on trans-east, and north Pacific (e.g. NOPAC and PACOTS) routes.
- f) Develop and keep under review regional (define) VA exercise procedures, including VA Exercise Operating Instructions (VOLCEX OPINS), and make improvements based on the lessons learnt. (Regional VA exercise procedures, and other relevant material, to be posted on the EUR/NAT Regional Office website).
- g) Organize in parallel with the VA exercises, awareness events such as seminars and presentations, in order to enhance the awareness of the participants regarding the hazardous effects of volcanic ash and the established contingency measures.
- h) Based on the outcome of the VA exercises, propose to ~~EANPG-COG-PCG~~ improvements to the regional volcanic ash contingency plan.
- i) Report the results of its activities to the ~~EANPG-COG-PCG~~ on an annual basis. The group should also liaise with the METG of ~~EANPG-EASPG~~. Additionally, through the Secretary, the group should liaise with the European and North Atlantic Volcanic Ash Exercises Steering Group (EUR/NAT VOLCEX/SG) of the ~~EANPG-COG-PCG~~ and NAT IMG.

Composition of the EUR (EAST) VOLCEX/SG

To include appropriate fields of expertise such as ATM, MET, airspace users, regulatory authorities, VOs: Japan, Russian Federation, United States of America, ICAO and IATA.
Rapporteur(s) – Russian Federation

REFERENCE DOCUMENTATION

ISSUE OF AND AMENDMENT OF EUR DOCUMENTS

Approved by EANPG/55, November 2013

EUR Documents are issued and maintained in line with the following principles:

- a) A EUR Document constitutes supplementary reference and guidance material to be used by States, operators and service providers in the Region in support of planning, implementation and operations of EUR eANP facilities and services.
- b) Regular reviews of current EUR Documents will be conducted by the responsible [EANPGEASPG](#) Contributory Bodies.
- c) A document is proposed to receive EUR Document status on the basis of scope, content, area of applicability and time-frame of applicability.
- d) A draft EUR Document that is issued by a Contributory Body should be reviewed by the [COG-PCG](#) before it is presented to the [EANPG-EASPG](#) for formal endorsement and designation of the appropriate EUR Document number.
- e) All amendments to the EUR Documents of a technical and non-contentious nature are to be endorsed by the [EANPG-COGPCG](#). Such revisions should be of a routine nature of existing EUR Documents (through [COG-PCG](#) Conclusions).
- f) A formal decision by the [EANPGEASPG](#), resulting in an [EANPG-EASPG](#) Conclusion, will be necessary for major revisions and discontinuation of documents or for documents that may contain contentious material.
- g) In the event that an amendment requires approval before the next [EANPG-EASPG](#) or [EANPG-COG-PCG](#) meeting is convened, the responsible [EANPG-EASPG](#) Contributory Body will request the ICAO Regional Office to circulate the proposal by email to the [EANPG-EASPG](#) or [EANPG-COG-PCG](#) member States and international organizations for their comments.
- h) In case of non-contentious amendments and the event that the responsible Contributory Body concludes that the revised version of a document needs to be issued before the next [EANPG-EASPG](#) or [EANPG-COG-PCG](#) meeting is convened, the updated version of the document will be published on the ICAO web-site with the indication “formal [EANPGEASPG/COGPCG](#) approval pending”⁴.
- i) In the absence of objections at the deadline for comment, the new revision to the EUR Document will be considered approved. The ICAO Regional Office will inform the [EANPG-EASPG](#) member States and international organizations of the approval by email.
- j) The responsible [EANPG-EASPG](#) Contributory Bodies and notes on the management of the respective EUR Documents are listed under “References” (page 33) of the [EANPG-EASPG Handbook](#) (EUR Doc 001).

⁴ The indication “formal [EANPGEASPG/COGPCG](#) approval pending” will be used in cases of non-contentious but time-pressing amendments (e.g. NSAP Registry document) where the new versions of documents are published on the ICAO web-site after a conclusion of the appropriate Contributory Body.

LIST OF EUR DOCUMENTS AND THE RESPONSIBLE GROUPS FOR THEIR MAINTENANCE

LIST OF DOCUMENTS PROMULGATED BY THE ~~EANPG-EASPG~~

NUMBER	TITLE	Current Edition/Version	Kept under review by	Amendments approved by	Remarks
EUR Doc 001	EANPG-EASPG Handbook	1st-2nd Edition, Amd 5 – December 2018 2020	COGPCG	EANPG-EASPG	
EUR Doc 002	<i>AIS – Guidance material on AIS automation in the European Region</i>	<i>April 1990</i> <i>- Discontinued</i>			<i>Discontinued</i>
EUR Doc 003	<i>ATFM Handbook</i>	<i>2nd Edition</i> <i>1994</i> <i>- Discontinued</i>			<i>Discontinued</i>
EUR Doc 004	<i>FEATS – Description of the Concept for the Future Air Traffic Management System in the European Region</i>	<i>June 1989</i> <i>- Discontinued</i>			<i>Discontinued</i>
EUR Doc 005	EUR CIDIN Manual	6 th Edition April 2011	AFSGAST TF	COGPCG	
EUR Doc 006	<i>ILS/VOR/FM compatibility in the EUR Region</i>	<i>1st Edition</i> <i>- Discontinued</i>			<i>Discontinued</i>

NUMBER	TITLE	Current Edition/Version	Kept under review by	Amendments approved by	Remarks
EUR Doc 007	<i>HEL/1 – Guidance material on helicopter operations over the high seas</i>	<i>1st Edition 1991 - Discontinued</i>			<i>Discontinued</i>
EUR Doc 008	<i>GATE Strategic ATM Planning Document</i>	<i>June 2000 - Discontinued</i>			<i>Discontinued</i>
EUR Doc 009	Guidance material on the implementation of a 300 m (1000 ft) vertical separation minimum in the European RVSM airspace	Version 3 June 2001 – <i>Being review</i>			<i>Being reviewed (EANPG Conclusion 56/32 refers)</i>
EUR Doc 010	Harmonized Access to AIS and MET Services	2nd Edition March 2003	METG	COG <u>PCG</u>	
EUR Doc 011 Supplement to EUR Doc 011	EUR Frequency management Manual	December 2018 <u>2019</u>	FMG	COG <u>PCG</u>	
EUR Doc 012	European Guidance Material on Continuity of service evaluation in support of the certification of ILS & MLS Ground Systems	1st Edition <u>2nd Edition</u> December 2002 <u>November 2019</u>	AWOG	COG <u>PCG</u>	
EUR Doc 013	European Guidance Material on Aerodrome Operations under Limited visibility conditions	5th Edition September 2016	AWOG	COG <u>PCG</u>	
EUR Doc 014	EUR SIGMET and AIRMET Guide	2nd edition– October 2018 <u>2019</u>	METG	COG <u>PCG</u>	

NUMBER	TITLE	Current Edition/Version	Kept under review by	Amendments approved by	Remarks
EUR Doc 015	European Guidance material on managing building restricted areas	Third Edition, 2015	AWOG	COG PCG	
EUR Doc 016	European Guidance material on integrity demonstration in support of certification of ILS and MLS systems	1st Edition 2004 Second Edition November 2019	AWOG	COG PCG	
EUR Doc 017	<i>Transition methodology for the introduction and application of non-visual aids to All-weather operations in the European region of ICAO</i>	1st Edition 2005 - Discontinued			Discontinued
EUR Doc 017 TKI	<i>Identified Transition Key Issues for the Introduction and Application of Non-Visual Aids to All-Weather Operations in the European Region of ICAO</i>	4th Edition September 2013 - Discontinued			Discontinued
EUR Doc 018	EUR OPMET Data Management Handbook	8th-9th Edition – version 4.0 -2018October 2019	METG	COG PCG	
EUR Doc 019	Volcanic ash Contingency Plan EUR and NAT Regions	Edition 2.0.0, July 2016	COG-PCG + NAT IMG	EANPG EASPG + NAT SPG	
EUR Doc 020	EUR AMHS Manual	Version 13 14.0 April 2018 March 2019	AFSGAST TF	COG PCG	

NUMBER	TITLE	Current Edition/Version	Kept under review by	Amendments approved by	Remarks
EUR Doc 021	ATS Messaging Management Manual	Version 13 14.0 April 2018 <u>March 2019</u>	AFSG <u>AST</u> TF	COG <u>PCG</u>	
EUR Doc 022 (Restricted)	EUR AFS Security Guidelines	Version 7.0 April 2015	AFSG <u>AST</u> TF	COG <u>PCG</u>	
EUR Doc 023 and Attachment CAL	European Secondary Surveillance Radar (SSR) code management plan	1 st Edition, Amendment 1 CAL V4. 5 7 June 2018 <u>March 2020</u>	SCPG	COG <u>PCG</u>	
EUR Doc 024	SSR MODE S Interrogator Code (IC) Allocations for the EUR region	1 st Edition, Amendment 13 November 2017	MICOG	COG <u>PCG</u>	
EUR Doc 025	EUR RNP APCH Guidance Material	1 st Edition December 2012	COG -PBN TF	COG <u>PCG</u>	
EUR Doc 026	EUR AMHS COM Center Training Guidelines	Version 1.0 April 2012	AFSG <u>AST</u> TF	COG <u>PCG</u>	
EUR Doc 027	EUR AMHS IP Infrastructure Test Guidelines	Version 1.0 April 2012 (provisional edition)	AFSG <u>AST</u> TF	COG <u>PCG</u>	
EUR Doc 028	EUR NSAP Address Registry	Version 8 9 April 2018 <u>March 2019</u>	AFSG <u>AST</u> TF	COG <u>PCG</u>	

NUMBER	TITLE	Current Edition/Version	Kept under review by	Amendments approved by	Remarks
EUR Doc 029	ICAO EUR PBN Approvals Guidance Material	1 st Edition December 2013	EOG -PBN TF	EOG PCG	
EUR Doc 030	ICAO EUR Performance Framework Document	1 st Edition December 2013	EOG -PERF	EOG PCG	
EUR Doc 031	ICAO Crisis Management Framework	First Edition, 2014	EOG PCG	EANPG EASPG	
EUR Doc 032	Interim Guidance Material On Civil/Military Cooperation In Air Traffic Management	2nd Edition, November 2016	EOG PCG	EANPG EASPG	
EUR Doc 033	Guidelines for the Implementation of OPMET Data Exchange using IWXXM in the EUR Region	4th-5th Edition, October 2018 <u>2019</u>	METG	EOG PCG	
EUR Doc 034	Guidance Material For The Continued Safety Monitoring Of The European RVSM Airspace	First Edition, November 2015	EUR RMA EURASIA RMA	EANPG EASPG	
EUR Doc 035	AMHS/Third Party Interconnection Architecture	Version 34 .0, April-March 2016 <u>2019</u>	AFSG AST TF	EANPG EASPG	
EUR Doc 036	EUR ATM Ground Voice Network (AGVN) Legacy Numbering Plan	Version 1.0, April 2016	AFSG AST TF	EANPG EASPG	
EUR Doc 037R Restricted	EUR IPv6 address space allocation	Version 23 .0, April-2017 <u>March</u> <u>2019</u>	AFSG AST TF	EANPG EASPG	

NUMBER	TITLE	Current Edition/Version	Kept under review by	Amendments approved by	Remarks
EUR Doc 038	English Language Proficiency for Aeronautical MET Personnel – Guidance Material (ELPR-MET)	First Edition, November 2016	METG	EANPG <u>EASPG</u>	
EUR Doc 039	European Search and Rescue Plan (EUR SAR Plan)	First Edition, second version, October 2017 <u>May 2019</u>	EOG <u>PCG</u>	EANPG <u>EASPG</u>	

These documents are intended as reference for operators and service providers in the ICAO EUR Region and for their respective regulators.