



EUROPEAN REGIONAL AVIATION SAFETY GROUP
(RASG-EUR)

PROCEDURAL HANDBOOK

FOURTH FIFTH EDITION – DECEMBERNOVEMBER20152016

THIS PAGE IS INTENTIONALLY LEFT BLANK

TABLE OF CONTENTS

Table of Contents.....	i
Foreword.....	1
1. Background.....	1
2. Terms of reference.....	2
3. Working arrangements.....	3
4. Procedures for the conduct of meetings of the RASG-EUR and its contributory bodies..	8
5. RASG-EUR organizational structure.....	12
Appendix A – ICAO EUR/NAT Office accreditation area.....	A-1
Contracting States entitled to participate as members in the RASG-EUR.....	A-2
Regional organizations entitled to participate as members in the RASG-EUR.....	A-2
Partners entitled to participate in the RASG-EUR.....	A-3
Appendix B – Terms of Reference for the ICAO EUR Regional Expert Safety Team (IE-REST)....	B-1
Appendix C – Terms of Reference for the IE-REST Pilot Training Group (IE-PTG)	C-1
Appendix D – Terms of Reference for the IE-REST Runway Safety Group (IE-RSG)	D-1
Appendix E – Terms of Reference for the IE-REST Flight Data Analysis and Air Operator Safety Management System Group (IE-FDG).	E-1
Appendix F – Terms of Reference for the IE-REST Taxonomy and Safety Data Analysis Group (IE- TSG)	F-1
Appendix G – Terms of Reference for The RCOG Reporting Group (R-REP)	G-1
Appendix H Terms of Reference for the Helicopter Safety Team (IE-HOST)	H-1
Appendix I Coordination matrix of RASG-EUR and EANPG activities	I-1
Appendix J	J-1
Terms of Reference for the ANS Safety Oversight group (IE-ANS SO)†	

RASG-EUR PROCEDURAL HANDBOOK - GENERAL

FOREWORD

The RASG-EUR Procedural Handbook was adopted by the RASG-EUR on 26 February 2013. Its purpose is to provide, for ease of reference, a consolidation of material regarding the work of the RASG-EUR. It contains the organizational structure, the terms of reference (ToRs), the working arrangements, internal procedures and practices governing the conduct of business of the RASG-EUR.

The Handbook has a series of loose-leaf pages, organised in section headings. A table of contents is provided, which serves also as a subject index and as a checklist for the current pages.

Replacement pages and/or updated editions will be issued as necessary. Additional material will be incorporated in the existing sections or will be the subject of new sections, as required.

The Procedural Handbook is distributed to Members and Partners of the RASG-EUR, the ICAO Secretariat, and to other States, international organizations and stakeholders participating in meetings, contributing to, or having interest in the work of the RASG-EUR and/or its Contributory Bodies.

An electronic copy of the Procedural Handbook is also available in PDF format, on the website of the ICAO European and North Atlantic (EUR/NAT) Office (<http://www.icao.int/EURNAT/Pages/EUR-and-NAT-Documents.aspx?RootFolder=%2FEURNAT%2FEUR%20and%20NAT%20Documents%2FRASGEUR%20Handbook&FolderCTID=0x012000DAF95319EADD9946B510C5D7B595637D00AA5EB47B299B9A4BAD1968B24E18655C&View={2666E7DD-5F4E-4E64-B16A-CF142A1E5BC9}>).

1. BACKGROUND

1.1 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. It was highlighted during the discussions that the proposal for RASGs would not fundamentally change the efforts that are presently underway in several ICAO regions. 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 comments by States were very supportive of the establishment of RASGs. Consequently, the ICAO Council at the fourth meeting of its 190th Session held on 25 May 2010:

- a) *approved the establishment of the following RASGs: RASG-PA for the Caribbean, South American, and North American regions (including Central America); RASG-EUR for the European region; RASG-APAC for the Asia Pacific regions; RASG-AFI for the African region and RASG-MID for the Middle East region, with the aim of supporting a regional performance framework for the management of safety;*
- b) *agreed to the terms of reference of the RASGs¹;*
- c) *agreed that the report of RASG meetings, similar to reports of planning and implementation regional groups (PIRGs), would be reviewed by the ANC on a regular basis and by the Council as deemed necessary;*
- d) *approved the inclusion of the sentence “coordinate with respective RASG on safety issues” in the terms of reference of all PIRGs, viz EANPG, APIRG, APANPIRG, GREPECAS, MIDANPIRG and NAT SPG; and*
- e) *requested the ANC to report to the Council any duplication in the activities of the PIRGs and the RASGs.*

¹ allowing flexibility for each RASG.

1.2 Further, the 37th Session of the ICAO General Assembly, Montreal, 28 September to 8 October 2010, agreed to Assembly Resolution A37-4.

Quote from Assembly Resolution A37-4: ICAO global planning for safety

- a) *recognized that safety is a shared responsibility involving ICAO, Contracting States and all other stakeholders;*
- b) *recognized that regional aviation safety groups should be implemented by ICAO, taking into account the needs of the various regions and building on the already existing structures and forms of cooperation;*
- c) *stressed the need for continuous improvement of aviation safety through a reduction in the number of accidents and related fatalities in air transport operations in all parts of the world, particularly in States where safety records are significantly worse than the worldwide average;*
- d) *urged Contracting States, regional safety oversight organizations and international organizations concerned to work with all stakeholders to implement the GASP objectives and GASR methodology objectives and to implement these methodologies to reduce the number and rate of aircraft accidents.*

1.3 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.

1.4 In the ensuing discussions, the meeting commended the initiative, which was seen as the means to achieve a harmonised and consistent approach to safety and safety management in the region and to support the implementation of the GASP and GASR. The meeting adopted terms of reference of the RASG-EUR and highlighted the need for avoidance of duplication of work and considered the sharing of information and experience between all stakeholders is a key element of success for the RASG-EUR. The coordination with, and support from the various regional organizations established in the region was viewed as an important element.

1.5 The main purpose of the RASG-EUR is to develop an integrated, data-driven strategy to support the implementation of the GASP and the associated GASR in the region and to provide the ICAO Council with a monitoring tool.

2. TERMS OF REFERENCE

2.1 Membership

2.1.1 Contracting States entitled to participate as members in the RASG-EUR meeting are those whose territories or dependencies are located partially or wholly within the area of accreditation of the European and North Atlantic (EUR/NAT) Office of ICAO (see section 1 of **Appendix A**).

2.1.2 Regional organizations, within the area of accreditation of the EUR/NAT Office of ICAO, which have mechanisms in place for the management of aviation safety are entitled to participate as members in the RASG-EUR (see section 2 of **Appendix A**).

2.1.3 RASG-EUR Members are entitled to participate in the following:

- election of the RASG-EUR Chairperson and Vice-Chairpersons;
- decisions regarding the RASG-EUR work programme; and
- adoption of any decision, conclusion or statement of the RASG-EUR

2.1.4 International organizations, air operators, aircraft design organizations and manufacturers, air navigation service providers, aerodrome operators, aircraft maintenance organizations, aviation training organizations and other aviation industry representatives are invited to participate in and contribute to the work of the RASG-EUR and its contributory bodies. They are entitled to participate in RASG-EUR activities as RASG-EUR Partners (see section 3 of **Appendix A**).

2.1.4 *bis* The Chairpersons of the European Air Navigation Planning Group (EANPG) and the North Atlantic Systems Planning Group (NAT SPG) are invited to participate in and contribute to the work of the RASG-EUR as RASG-EUR Partners.

2.1.5 Contracting States, non-Contracting States and Regional Organizations which are not Members of the RASG-EUR but wishing to contribute to its work may become RASG-EUR Partners, subject to decision by the RASG-EUR Secretariat.

2.1.6 The joint commitment of RASG-EUR Members and Partners is fundamental for ensuring the highest benefit of activities carried out under the RASG-EUR and contributing to the improvement of aviation safety.

2.2 Objectives of the RASG-EUR

2.2.1 The objectives of the RASG-EUR are:

- a) to support the implementation of the GASP and the associated GASR in the EUR Region by ensuring effective coordination and cooperation between all stakeholders and monitoring progress in the implementation of the GASP and GASR; and
- b) as part of the GASP and GASR and building on the work already performed by States and regional organizations, to support the establishment and operation of performance-based safety systems within the Region.

3. WORKING ARRANGEMENTS

3.1 Relations with Members and Partners

3.1.1 RASG-EUR Members and Partners shall be kept fully informed of activities of the RASG-EUR. To achieve this objective, they should receive, on a regular basis:

- a) the proposed agenda for meetings of the RASG-EUR;
- b) the reports of meetings of the RASG-EUR; and
- c) the summaries of discussions, or reports of meetings of RASG-EUR contributory bodies.

3.1.2 RASG-EUR Members and Partners should ensure necessary co-ordination, follow-up and monitoring of any implementation activity within their organizations.

3.2 Relations with the European Union (EU) and the European Aviation Safety Agency (EASA)

3.2.1 Member States of the EU and of EASA already have in place mechanisms for the management of aviation safety at the regional level in the context of the EU Common Transport Policy. For those issues falling within the remit of the RASG-EUR, the EU, represented by the European Commission

and EASA, can exchange information with ICAO regarding the relevant States. The RASG-EUR will in all cases facilitate the exchange of best practices and safety information among all stakeholders in the region.

3.2.2 In particular, the RASG-EUR Secretariat will regularly liaise with the European Commission and EASA, to coordinate and avoid duplication with the work carried out under the EU/EASA framework.

3.3 Relations with States having concluded aviation agreements with the EU and/or working arrangements with EASA

3.3.1 For those RASG-EUR Member States which, not being members of the EU or EASA, have concluded aviation agreements with the EU and/or working arrangements with EASA, the RASG-EUR shall take into consideration the nature and scope of these agreements and avoid duplication while ensuring consistency of any activities conducted under the RASG-EUR with these agreements.

3.3.2 In particular, attention shall be paid to avoid duplication of activities related to the collection and analysis of relevant safety data when these activities are already carried out by virtue of working arrangements with EASA.

3.4 Relations with other bodies and organizations

3.4.1 RASG-EUR Members and Partners shall keep each other informed of the activities of other aviation bodies and organizations to the extent that such activities are likely to be of interest to the Group.

3.4.2 When necessary, the RASG-EUR shall provide information and/or advice to such bodies and organizations in order to:

- a) avoid duplication of studies and/or effort; and
- b) engage their assistance in matters which, while having a bearing on aviation safety, are outside the competence of ICAO and/or the terms of reference of the RASG-EUR.

3.4.3 RASG-EUR will ensure necessary coordination with European Air Navigation Planning Group (EANPG) on subject areas of common interest (table in **Appendix I** reffers), based on their past and current related activities and holding the most relevant expertise.

3.5 Administration of the RASG-EUR

3.5.1 The RASG-EUR shall be administered by:

- a) a Chairperson and up to three Vice-Chairpersons elected from the RASG-EUR Members; and
- b) the ICAO EUR/NAT Regional Director, who serves as Secretary of the RASG-EUR and is assisted in this task by appropriate experts from the ICAO EUR/NAT Regional Office and ICAO Headquarters (HQ), as required.

3.5.2 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the RASG-EUR. The RASG-EUR shall operate with a minimum of formality and paper work (paperless meetings).

3.5.3 The Secretary of the RASG-EUR should coordinate dates of the meetings, agenda, working papers and presentations with the Director of the Air Navigation Bureau of ICAO (D/ANB). When required, an officer from ICAO Headquarters, Air Navigation Bureau (ANB) will participate and provide support to the RASG-EUR meetings.

3.5.4 The Regional Officer, Safety, of the ICAO EUR/NAT Regional Office is the designated officer (Focal Point) to conduct and coordinate the day to day affairs of the RASG-EUR. S/he will be assisted by appropriate experts from the ICAO EUR/NAT Regional Office and ICAO HQ, as required.

3.5.5 Between meetings of the RASG-EUR, some subjects may be dealt with by correspondence and teleconferencing among RASG-EUR Members, RASG-EUR Partners and the ICAO EUR/NAT Regional Office.

3.5.6 In order to ensure the necessary continuity in the work of the RASG-EUR and unless otherwise determined by special circumstances, the Chairperson and Vice-Chairpersons of the RASG-EUR should assume their functions at the end of the meeting at which they are elected and serve for three cycles unless otherwise re-elected.

3.5.7 RASG-EUR Members may at any time request that the election of the Chairperson and/or Vice-Chairpersons be included on the agenda.

3.6 Work Programme

3.6.1 The RASG-EUR aims at supporting the implementation of the GASP and GASR throughout the Region.

3.6.2 As part of the GASP and GASR, and building on the work already done by States and regional organizations, the RASG-EUR will focus primarily on supporting the establishment of integrated safety analysis and risk mitigation capabilities throughout the Region.

3.6.3 The RASG-EUR will support the implementation of the GASP and GASR by:

- a) enhancing the coordination of safety activities at the regional and sub-regional level to avoid duplication of efforts;
- b) facilitating the sharing of, and discussion on safety information, safety related matters and experiences among all stakeholders;
- c) conducting follow-up activities related to the GASP and GASR as required; and
- d) providing feedback to ICAO to continuously improve and ensure an up-to-date global safety framework.

3.7 Meetings of the RASG-EUR

3.7.1 The Chairperson, having consulted RASG-EUR Members and the RASG-EUR Secretary, shall decide the date and duration of meetings of the RASG-EUR.

3.7.2 The ICAO EUR/NAT Regional Office will provide the required secretariat services to the RASG-EUR. If a RASG-EUR Member or Partner offers to host a RASG-EUR meeting, it shall be responsible for providing a venue, services and all costs related to the travel and daily subsistence allowance for the ICAO EUR/NAT Regional Office staff required to attend the meeting.

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

3.8 RASG-EUR Coordination Group (RCOG)

3.8.1 The RASG-EUR Coordination Group (RCOG), composed of representatives from RASG-EUR Members and Partners, is established to coordinate and support the work of the RASG-EUR. To this end, the RCOG will:

- a) propose the RASG-EUR work programme;
- b) coordinate the activities of the RASG-EUR and all GASP/GASR safety related initiatives in the EUR region;
- c) act as an advisory body to the RASG-EUR;

- d) provide regular updates on the level of implementation of the GASP and GASR to the RASG-EUR; and
- e) undertake any action required to ensure that the RASG-EUR achieves its objective to reduce aviation risks and minimize or avoid duplication of efforts in the EUR Region.

RCOG Membership

3.8.2 The RASG-EUR Coordination Group (RCOG) shall be co-chaired by one of the RASG-EUR Vice-Chairpersons and one RASG-EUR Partner representative from the industry (to be elected for a three-year mandate by the RCOG). The RCOG is composed of the following RASG-EUR Members and Partners who are willing to participate actively in its work, including:

- a) the RASG-EUR Vice-Chairpersons;
- b) a number of representatives from RASG-EUR Members (see sections 2.1.1 to 2.1.3);
- c) a number of representatives from RASG-EUR Partners (see section 2.1.4 and 2.1.5);
- d) the Regional Officer, Safety, of the ICAO EUR/NAT Regional Office, assisted by appropriate experts from the ICAO EUR/NAT Regional Office and ICAO HQ, as required; and
- e) other participants who might be invited on ad-hoc basis, as required.

3.9 Establishment of contributory bodies

3.9.1 To assist it in its work, the RASG-EUR may establish specific contributory bodies (other than the RCOG) to assist in processing its task list by working on defined subjects requiring specific technical expertise. A specific RASG-EUR contributory body will be established on a temporary basis when it has been determined that it can make a substantial contribution to the work programme of the RASG-EUR.

3.9.2 As a general rule, a RASG-EUR contributory body would not be created if the related safety issue(s) is/are already addressed in existing regional aviation safety mechanisms/teams within the region. In the case of existing safety teams, a condition for this would be that, after approval of all stakeholders involved, participation would be granted to the appropriate experts of the authorities and/or industry, as applicable, of the RASG-EUR Members and Partners.

3.9.3 RASG-EUR contributory bodies, other than the RCOG, may take one of the following forms:

- a Regional Expert Safety Team (REST); or
- an ad-hoc group.

3.9.4 A REST can be established by the RASG-EUR when needed, i.e. when an issue/activity relevant to the implementation of the GASP or GASR is not yet covered by an existing regional aviation safety mechanism/team, or is required to address sub-regional considerations. RESTs are subject-specific teams, which shall be governed by the procedures outlined below:

- a) RESTs will have specific terms of reference; and
- b) participation in RESTs should be by specialists in the subjects under consideration. Such specialists should be provided by RASG-EUR Members and Partners having relevant experience in the field concerned.

3.9.5 RESTs will operate in coordination with, and under the guidance of, the RCOG. They should accomplish their tasks by using a performance framework as contained in the GASP. The duration of each REST will be determined by the RASG-EUR.

3.9.6 The RASG-EUR and its contributory bodies will consider using the outcome of activities carried out under existing safety initiatives/mechanisms/teams, such as the European Strategic Safety

Initiative (ESSI), when relevant to the implementation of the GASP and/or GASR. ESSI is an aviation safety partnership between EASA, other regulators and the industry.

3.9.7 The RASG-EUR or the IE-REST may establish one or more ad-hoc Groups, composed of experts from within and/or outside the RASG-EUR or the IE-REST, to undertake specific activities, such as performing studies or preparing supporting documentation on defined subjects for consideration by the RASG-EUR or IE-REST. Other States and international organizations may be invited to provide experts to participate in these ad-hoc Groups, as required. Each ad-hoc group will have a rapporteur, which will be appointed by the Secretary of the RASG-EUR.

3.9.8 An ad-hoc group shall be dissolved either when it has completed its assigned task or when it has become apparent that work on the subject in question cannot be usefully continued.

3.10 ICAO EUR Regional Expert Safety Team (IE-REST)

3.10.1 The ICAO EUR Regional Expert Safety Team (IE-REST) is established, as a REST within the RASG-EUR structure, 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 Regional Aviation Safety Group (RASG-EUR).

3.10.2 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 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.

3.10.3 The terms of reference of the IE-REST are contained in **Appendix B** to the RASG-EUR Procedural Handbook.

3.11 IE-REST ad-hoc groups

3.11.1 The following ad-hoc groups are established, reporting to the IE-REST:

- a) The "IE-REST Pilot Training Group" (IE-PTG), to address issues and develop SEIs related to pilot training;
- b) The "IE-REST Runway Safety Group" (IE-RSG), to address issues and develop SEIs related to runway safety, including the support to the establishment and operation of Local Runway Safety Teams (LRSTs);
- c) The "IE-REST Flight Data Analysis and Air Operator Safety Management System Group" (IE-FDG) to address issues and develop SEIs related to Flight Data Analysis and air operators' Safety Management Systems (SMS); and
- d) The "IE-REST Taxonomy and Safety Data Analysis Group" (IE-TSG) to address issues and develop SEIs related to safety data taxonomy, including the translation of the ICAO ADREP/ECCAIRS taxonomy in Russian language, and safety data analysis;
- e) The "IE-REST Helicopter Safety Team" (IE-HOST) to address issues and develop SEIs related to safety of helicopter operations;
- f) [The "IE REST ANS Safety Oversight group" \(IE-ANS SO\) to address issues and develop SEIs related to air navigation services \(ANS\) safety management systems and safety oversight.](#)

3.11.2 The terms of reference of the IE-REST ad-hoc groups are contained in Appendices C to F, ~~and H and J~~ to the RASG-EUR Procedural Handbook.

3.12 RCOG Reporting Group

3.12.1 The RCOG reporting group (R-REP) is responsible to the RASG-EUR Coordination Group (RCOG) for issues related to the development of annual safety reports for the ICAO EUR Region. To that end, the R-REP will:

- (1) Review the guidance provided by ICAO regarding the minimum standardized information to be contained in annual safety reports for the ICAO EUR Region;
- (2) Inventor and review currently available sub-regional safety reports within the ICAO EUR Region;
- (3) Develop a detailed draft template for annual safety reports for the ICAO EUR Region, with a view to using already available information (e.g. from ICAO, EASA, Eurocontrol, IATA, IAC and the ECAC group of experts on accident investigation), and also reflecting the values for the metrics associated with the priority safety targets adopted by the RASG-EUR for the ICAO EUR Region ;
- (4) Taking into account the applicable legislation, make proposals regarding which parts of the annual safety report could be made public, and which data should be de-identified or protected from public disclosure; and
- (5) Ensure the completion of the ICAO EUR Region annual safety report by end of May each year, covering the period of the previous year.

3.12.2 The terms of reference of the R-REP contained in Appendix G to the RASG-EUR Procedural Handbook

3.13 Coordination and Reporting lines

3.13.1 The RASG-EUR reports to the ICAO Council through the ICAO Air Navigation Commission (ANC) and the ICAO Secretariat. The RCOG reports to the RASG-EUR.

3.13.2 The IE-REST and the R-REP report to the RASG-EUR through the RCOG. Coordination between the RASG-EUR contributory bodies will primarily be ensured by the RCOG and the ICAO EUR/NAT Secretariat.

3.13.3 An ad-hoc group established by the RASG-EUR reports to the RASG-EUR via the RCOG. An ad-hoc group established by the IE-REST reports directly to the IE-REST.

3.13.4 Routine relations between the RASG-EUR or its contributory bodies and other ICAO groups and meetings shall be conducted through the respective Secretaries/rapporteurs and/or the ICAO EUR/NAT Regional Office.

3.13.5 ICAO HQ and ICAO Regional Offices other than the EUR/NAT Office shall be kept informed of correspondence exchanged as part of the activities of the RASG-EUR and its contributory bodies whenever it may have an impact on their work.

4. PROCEDURES FOR THE CONDUCT OF MEETINGS OF THE RASG-EUR AND ITS CONTRIBUTORY BODIES

4.1 General

4.1.1 The RASG-EUR 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 RASG-EUR is expected to conduct its business by consensus of all interested parties. The following provisions do not include therefore any procedures for handling motions or voting.

4.1.2 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.

4.2 Convening of RASG-EUR and RCOG meetings

4.2.1 The RASG-EUR shall meet once per year, but may meet more frequently if deemed necessary. At each meeting, the RASG-EUR should agree on the date, duration and venue of its next meeting.

4.2.2 The convening letter for a RASG-EUR meeting shall be issued by the Secretary of the RASG-EUR, normally 90 days prior to the meeting. The convening letter should be accompanied by a provisional agenda, together with explanatory notes prepared by the Secretary of the RASG-EUR, in order to assist participants in preparing for the meeting.

4.3 Establishment of the provisional agenda of the RASG-EUR

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

4.3.2 At the opening of the meeting any RASG-EUR Member or Partner may propose the inclusion of additional items on the agenda, and this shall be accepted if the majority of RASG-EUR Members attending the meeting so agree.

4.4 Languages

4.4.1 The language of the meetings of the RASG-EUR, RCOG and IE-REST shall be English. Translation and interpretation in Russian language will be provided as needed for these meetings.

4.4.2 The reports of meetings (or summaries of discussions) and supporting documentation for meetings of the RASG-EUR, RCOG and IE-REST will be prepared in English. The reports of the RASG-EUR (plenary) meetings will also be prepared in Russian.

4.5 ICAO Secretariat support to the RCOG and IE-REST

4.5.1 The Secretary of the RCOG and IE-REST is the Regional Officer, Safety, of the ICAO EUR/NAT Regional Office. S/he will be assisted by Experts from the ICAO Regional Office and/or ICAO Headquarters, as required.

4.5.2 Each ad-hoc group will have a rapporteur, who will produce summary of discussions for reporting to the RCOG Secretary. Ad-hoc group meetings will normally not be supported by the ICAO Secretariat.

4.6 Roles and Responsibilities

Chairperson of the RASG-EUR

4.6.1 The Chairperson will:

1. call for RASG-EUR meetings;
2. chair the RASG-EUR meetings;
3. keep the focus on high priority items;
4. ensure agendas meet objectives to improve safety;
5. provide leadership for on-going projects and accomplishments;
6. promote consensus among the RASG-EUR members;
7. coordinate RASG-EUR activities closely with the Secretariat and follow-up meeting outcomes and actions; and
8. promote the RASG-EUR and lobby for contributors.

Secretariat of the RASG-EUR

4.6.2 The Secretariat will support the Chairperson by providing administrative, coordination and technical support to the RASG-EUR. In particular, The Secretariat will:

1. coordinate meeting logistics with meeting host(s);
2. develop meeting agendas;
3. ensure meeting agendas, documentation and summaries are provided to RASG-EUR Members and Partners;
4. ensure meeting summaries, notices, and related documents are posted in a timely manner on the RASG-EUR section of the ICAO EUR/NAT website;
5. track, monitor and facilitate action items and report status to the RASG-EUR;
6. ensure alignment of RASG-EUR activities with the GASP/GASR;
7. maintain communication with RASG-EUR Members;
8. identify required administrative support; and
9. manage the RASG-EUR work programme.

RASG-EUR Members and Partners

4.6.3 Representatives of Members and Partners of the RASG-EUR shall assume the duties and responsibilities of ensuring the normal conduct of business of the RASG-EUR. They should attend the meetings of the RASG-EUR and maintain the continuity of the RASG-EUR's work in the interval between meetings. This may take the form of the assignment of specific tasks to selected individual RASG-EUR Members or Partners.

4.6.4 Each RASG-EUR Member or Partner will designate a Representative and Alternate to support the RASG-EUR goals and objectives. If a designated Representative or Alternate changes, the proposed replacement shall be notified by the RASG-EUR Member or Partner concerned to the RASG-EUR Secretary.

4.6.5 RASG-EUR Members and Partners will:

- a) be prepared to provide active support by deliberating and identifying issues;

- b) support goals and objectives by maintaining timely and active communication with the RASG-EUR; and
- c) when relevant, share safety improvements with RASG-EUR members.

Non-Member Participants and Guest Observers

4.6.6 Non-Member Participants are individuals who may be invited at the discretion of the RASG-EUR Secretary, in coordination with the Chairperson, to participate in RASG-EUR activities and meetings to enhance the quality and effectiveness of RASG-EUR by providing advice and views when requested, but with no rights to take part in decisions.

4.6.7 Guest Observers are individuals who may be invited at the discretion of the RASG-EUR Secretary, in coordination with the Chairperson, to strictly observe a RASG-EUR meeting or activity.

4.7 Supporting documentation

4.7.1 The following documentation, including proposed action as required, may be presented to the RASG-EUR meetings by States, International Organizations, the Secretariat or the RCOG:

- a) Working papers: these normally contain material with a draft decision, conclusion, or inviting action by 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;
- c) Flimsies: these are documents (such as papers or Powerpoint presentations) which are prepared on an ad-hoc basis before or in the course of a meeting with the purpose to assist the meeting in the discussion on a specific matter or in the drafting of a text for a Conclusion or Decision.

4.7.2 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.

4.8 Conclusions and Decisions of the Meetings

4.8.1 Action taken by the RASG-EUR shall be recorded in the form of:

- a) Conclusions, which deal with matters which, in accordance with the terms of reference of the RASG-EUR, 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 RASG-EUR 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.

4.8.2 Each Conclusion and Decision formulated by the RASG-EUR 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, States, Partners, etc)

When	Target date
-------------	-------------

4.9 Conduct of business for RASG-EUR meetings

4.9.1 The meetings of the RASG-EUR shall be conducted by the Chairperson or, in his absence, by one of the Vice-Chairpersons of the RASG-EUR.

4.9.2 At the first sitting of each meeting, following the opening by the Chairperson, the Secretary shall inform participants of the arrangements made for the conduct of the meeting, its organization and of the documentation available for consideration of the different items on the agenda.

4.9.3 The RASG-EUR 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.

4.10 Reports

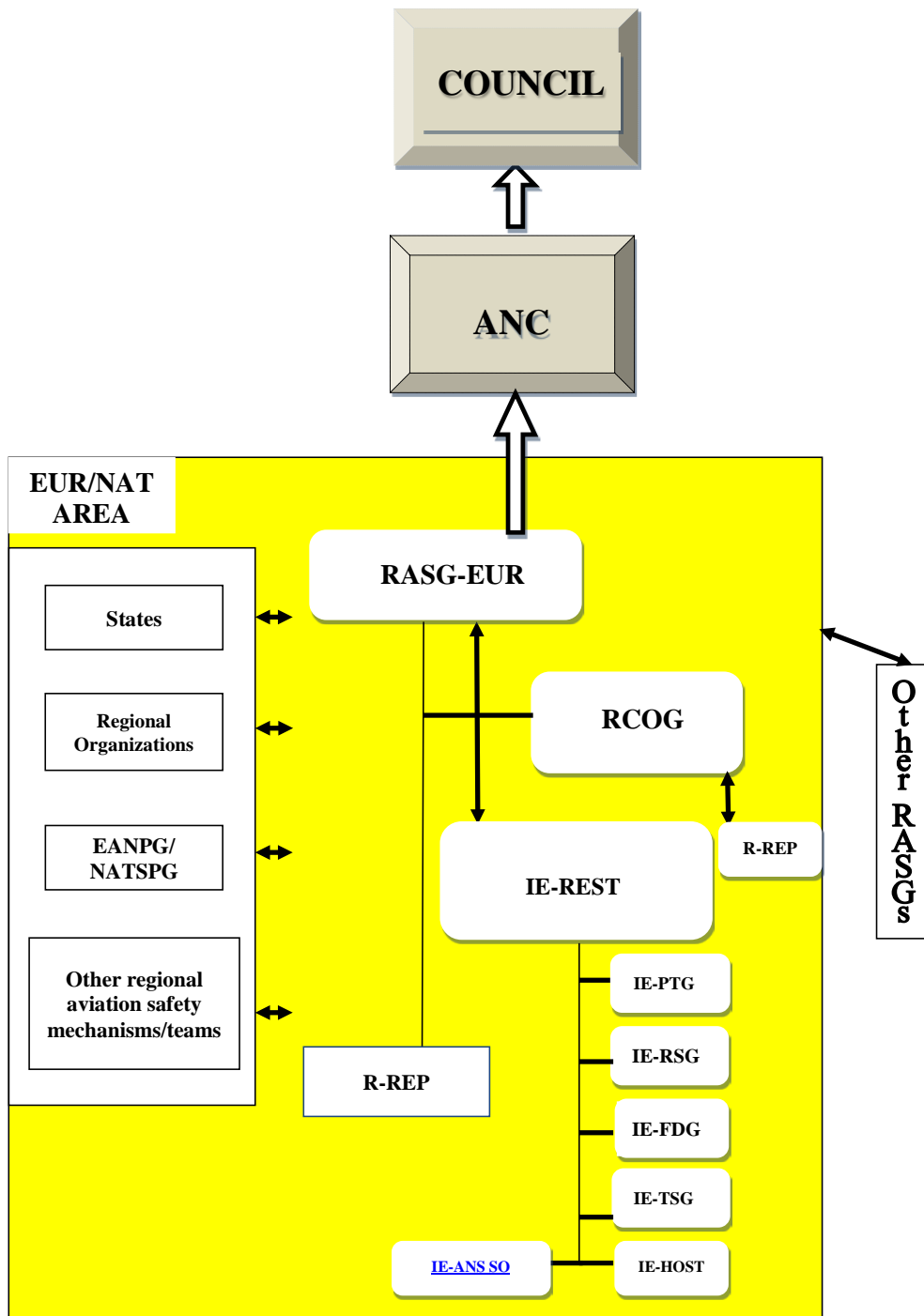
4.10.1 Reports on meetings shall be of a simple layout and as concise as possible and shall include:

- a) a brief history of the meeting (duration, attendance and agenda);
- b) the list of Conclusions and Decisions of the meeting; and
- c) the work programme and future action by the RASG-EUR.

4.10.2 A draft report in English will be prepared by the Secretariat and sent to the RASG-EUR meeting participants within 5 working days of the meeting closure for review and approval.

4.10.3 The report shall be posted on the ICAO EUR/NAT website and shall also be circulated to all RASG-EUR Members and Partners.

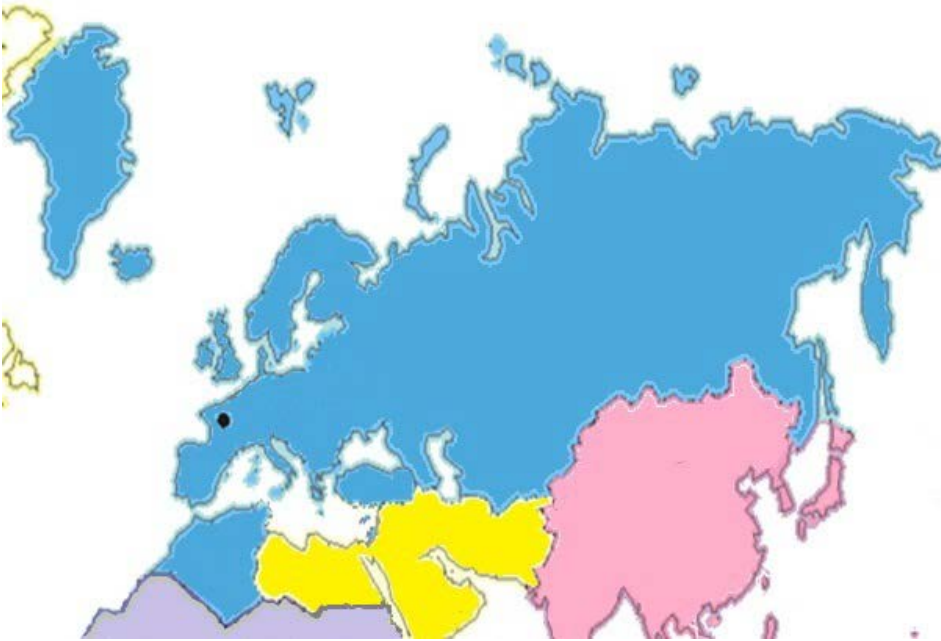
5. RASG-EUR ORGANIZATIONAL STRUCTURE



A - 1

APPENDIX A – ICAO EUR/NAT OFFICE – ACCREDITATION AREA

(paragraph 2.11 refers)



1. Contracting States entitled to participate as members in the RASG-EUR:

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

2. Regional organizations entitled to participate as members in the RASG-EUR:

- European Aviation Safety Agency (EASA)
- European Civil Aviation Conference (ECAC)
- European Commission (EC)
- EUROCONTROL
- Interstate Aviation Committee (IAC)

3. Partners entitled to participate in the RASG-EUR:

A. Non-Contracting States within the EUR/NAT accreditation area:

- Holy See
- Liechtenstein

B. International Organizations:

- 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)

C. Contracting States outside the EUR/NAT accreditation area:

- United States

D. Other stakeholders:

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

Regional Organizations, e.g. Association of European Airlines (AEA), etc.

Formatted: English (U.K.)

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

(paragraph 3.10.3. refers)

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 Regional Aviation Safety Group (RASG-EUR). 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 RASG-EUR, 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 RASG-EUR Secretariat. In particular, RASG-EUR 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 RASG-EUR;
 - 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 RASG-EUR 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 RASG-EUR of any important safety enhancement initiatives which have not been launched within the RASG-EUR;
 - identifies areas of safety concern that would require emphasis within the Region, and recommends to the RASG-EUR 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 RASG-EUR 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 RASG-EUR activities; and
- Complete tasks assigned to them.

3.8 The IE-REST reports to the RASG-EUR through the RASG-EUR Coordination Group (RCOG).

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 RCOG for developing and monitoring the implementation of safety enhancement initiatives launched within the RASG-EUR.

APPENDIX C - 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:
 - 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 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 RASG-EUR 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 RASG-EUR.

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.

APPENDIX D - 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 RASG-EUR 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 RASG-EUR.

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.

APPENDIX E - TERMS OF REFERENCE FOR THE IE-FDG**A) Purpose:**

The IE-REST Flight Data Analysis (FDA) and Air Operator Safety Management System Group (IE-FDG) is responsible to the ICAO-EUR Regional Expert Safety Team (IE-REST) for issues related to enhancement of FDA programmes. To that end, the IE-FDG will:

- (1) Review current FDA and Air Operator Safety Management System 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 flight data analysis developed by other regional aviation safety groups including other RASGs, the European Commercial Aviation Safety Team (ECAST) and the United States' Commercial Aviation Safety Team (US CAST);
- (3) Review other relevant material available regarding FDA programmes enhancement, including information on the web regarding the European Operators FDM forum (EOFDM) established within ECAST;
- (4) Develop and propose draft SEIs pertaining to FDA programmes implementation by air operators in the IE-REST geographical area;
- (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, Moderate or Little);
 - 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 air operators and regulatory bodies based on:
 - Prioritized 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-FDG is composed of nominated experts from the industry and Partners. Other representative organizations or any entity directly involved in implementation of SMS and FDA programmes may be invited to join the work group as a full member or observer as decided by IE-FDG and the ICAO Secretariat.

C) Roles, Responsibilities and Working Arrangements:

The IE-RSG Rapporteur will:

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

IE-FDG Members will:

- Contribute to developing the IE-FDG working plan (meetings, deliverables and other activities);
- Contribute to the annual working plan with high priority items;
- Ensure the working plan meets criteria to improve safety;
- Provide technical expertise and collaborate in the development of Safety Enhancement Initiatives and Detailed Implementation Plans;
- Coordinate technical expertise with other existing safety bodies;
- Complete assigned tasks; and
- 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-FDG;
- 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-FDG will provide IE-REST with timely updates of activities and accomplishments.

Appointment of the IE-FDG Rapporteur:

The IE-FDG Rapporteur will be proposed by the IE-REST and appointed by the Secretary of the RASG-EUR.

The IE-FDG 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-FDG conducts its work via correspondence to the extent possible and may 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-FDG members.

Language:

IE-RSG meetings will be conducted in English.

Data Protection:

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

Host website:

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

APPENDIX F - 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 RASG-EUR 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 RASG-EUR.

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.

APPENDIX G - TERMS OF REFERENCE FOR THE RCOG REPORTING GROUP (R-REP)

A) Purpose:

The RCOG reporting group (R-REP) is responsible to the RASG-EUR Coordination Group (RCOG) for issues related to the development of annual safety reports for the ICAO EUR Region. To that end, the R-REP will:

- (1) Review the guidance provided by ICAO regarding the minimum standardized information to be contained in annual safety reports for the ICAO EUR Region;
- (2) Inventor and review currently available sub-regional safety reports within the ICAO EUR Region;
- (3) Develop a detailed draft template for annual safety reports for the ICAO EUR Region, with a view to using already available information (e.g. from ICAO, EASA, Eurocontrol, IATA, IAC and the ECAC group of experts on accident investigation), and also reflecting the values for the metrics associated with the priority safety targets adopted by the RASG-EUR for the ICAO EUR Region ;
- (4) Taking into account the applicable legislation, make proposals regarding which parts of the annual safety report could be made public, and which data should be de-identified or protected from public disclosure; and
- (5) Ensure the completion of the ICAO EUR Region annual safety report by end of May each year, covering the period of the previous year.

B) Membership

The R-REP is composed of nominated experts from the RASG-EUR Members and Partners. Other experts may be invited to join the work group as a full members or observers as decided by the R-REP and the ICAO Secretariat.

C) Roles, Responsibilities and Working Arrangements:

The R-REP Rapporteur will:

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

R-REP Members will:

1. Contribute to developing the R-REP 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 the annual safety report for the ICAO EUR Region;
 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.

Reporting:

The R-REP will provide the RCOG with timely updates of activities and accomplishments.

Appointment of the R-REP Rapporteur:

The R-REP Rapporteur will be nominated by the RASG-EUR. The R-REP Rapporteur will serve for a period of two years and may be re-elected by the R-REP and confirmed by RASG-EUR, but may not serve more than two terms.

Meetings

The R-REP conducts its work via correspondence to the extent possible and holds regular teleconferences. Additional face-to-face meetings may be organized as determined by the R-REP members.

Language:

R-REP meetings will be conducted in English.

Data Protection:

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

Host website:

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

APPENDIX H - 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 RASG-EUR 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 RASG-EUR.

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.

APPENDIX I - COORDINATION MATRIX OF RASG-EUR AND EANPG ACTIVITIES

Function	RASG-EUR (L-lead; C-coordinate)	EANPG (L-lead, C-coordinate)
ATM operational issues (including safety, incidents reporting, SMS, RVSM, conflict zones, civil/military coordination)	C	L
MET		L
AIS, Charts, PANS-OPS		L
SAR		L
CNS		L
ANS oversight	L	C
Aerodromes operations and oversight	L	C
Runway safety programme and teams	L	C
ANS training(including LPR)		L
Training AGA/PEL/OPS/AIR/AIG	L	
PEL/OPS/AIR/AIG operations and oversight issues	L	
Annual AN report	C	L
Annual safety report	L	C
Mandatory and voluntary reporting	L	C
PBN	C	L
Contingency planning	C	L
Air navigation deficiencies	C	L
RPAS(ANS issues)	C	L
RPAS(other issues)	L	C
SSP implementation	L	C

APPENDIX J – TERMS OF REFERENCE FOR THE IE-ANS SO

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 EANPG 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:
 - 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.

(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 RASG-EUR 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 RASG-EUR.

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.

- END -