ICAO
European and North
Atlantic Office

SUMMARY OF DISCUSSIONS OF THE
EUROPEAN REGIONAL AVIATION SAFETY GROUP (RASG-EUR)
FOURTH MEETING

(Paris, France, 25 to 26 February 2015)

1.   Introduction

1.1   The fourth meeting of the European Regional Aviation Safety Group (RASG-EUR/04) was held in the European and North Atlantic Office of ICAO (EUR/NAT) in Paris, France, from 25 to 26 February 2015.

1.2   Mr Haydar Yalcin, Deputy Director General of the DGCA of Turkey, chaired the meeting. Mr Luis Fonseca de Almeida, Regional Director, ICAO European and North Atlantic Office served as Secretary. He was assisted by Mr. Catalin Radu, Deputy Director, Safety, of the Air Navigation Bureau, Mr. Nicolas Rallo, Chief, Safety and Air Navigation Oversight Audit Section and Mr. Michiel Vreedenburgh, Chief, Implementation Planning and Support Section, ICAO Headquarters and Mr George Firican, Deputy Regional Director, ICAO European and North Atlantic Office. The meeting was conducted in English and Russian.

1.3   78 participants attended the meeting from 32 States and 9 international/regional organizations.

1.4   The list of participants and list of contact are contained respectively in Appendices A and B.

2.   Adoption of the agenda

2.1   The following agenda was adopted:

Agenda Item 1:   Welcome, introduction, approval of agenda and schedule, administration of the RASG-EUR (elections for the RASG-EUR Chairman, two RASG-EUR vice-Chairmen and the RCOG "industry" co-Chairman positions)

Agenda Item 2:   ICAO updates (HLSC 2015 outcomes, other ICAO activities)

Agenda Item 3:   IE-REST activities
    a) SEIs related to pilot training (MPL implementation, EBT implementation)
    b) SEIs related to runway safety (Air operators' SOPs, LRSTs)
    c) SEIs related to Flight Data Analysis (FDA) Programmes (Air operators' FDA programmes, FDA Forum in each State)
    d) SEIs related to taxonomy and occurrence reporting/safety data analysis (ADREP/ECCAIRS compatible taxonomies and databases, implementation of effective mandatory and voluntary safety occurrence reporting systems)
    e) Other possible future activities within the IE-REST (CFIT, helicopter safety)

Agenda Item 4:   RASG-EUR Pan-Regional Work Programme
    a) Safety targets for the ICAO EUR Region
    b) Annual safety report for the ICAO EUR Region
    c) Annex 19 roll-out; Monitoring of SSP and SMS implementation
    d) Coordination with the EANPG

Agenda Item 5:   Updates from RASG-EUR Members and Partners (States and International/Regional Organizations) on significant events since RASG-EUR/03

Agenda Item 6:   Any other business and next RASG-EUR meeting.

3.   Welcome, introduction, approval of agenda and schedule, administrative issues

3.1   The meeting approved the agenda proposed by the ICAO Secretariat. The list of documentation of the meeting is in **Appendix C**.

3.2   Regarding the RASG-EUR Chairperson position, two of the three RASG-EUR Vice-Chairperson positions as well as one of the two RCOG Co-Chairperson position, which called for elections (as the mandates of the persons holding these positions had come to an end) at the RASG-EUR/04, the RASG-EUR agreed, following a proposal by the RASG-EUR Secretary, not to hold elections at the RASG-EUR/04 meeting but rather to extend during one year the mandate of the current persons and to organize elections at the RASG-EUR/05. The reason for that was that no proposals for changes had been received by the ICAO Secretariat.

3.3   The RASG-EUR approved a revision (Third Revision) of the RASG-EUR Procedural Handbook (contained in Appendix M to this report), which was required in order to reflect the creation in 2014 of the RCOG Reporting Group (R-REP).

4.   ICAO updates

4.1   The RASG-EUR was provided with updates from the ICAO Secretariat regarding:

a)   the outcome of the High Level Safety Conference (HLSC 2015), which had been held in Montreal from 2 to 5 February 2015;

b)   the ICAO Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP CMA); and

c)   the work in progress within ICAO to enhance provisions related to balancing the use and protection of safety information.

4.2   With respect to USOAP CMA, the RASG-EUR was informed about the activities performed in 2014 and early 2015, those scheduled for the remainder of 2015, the number of States (10) in the RASG-EUR area found to have an "Effective Implementation (EI) rate below 60% in respect of the eight critical elements of a State safety oversight system, the States (Kazakhstan and Georgia) in the RASG-EUR area which had Significant Safety Concerns (SSCs), and the single State (Azerbaijan) in the RASG-EUR area which had not yet signed the USOAP CMA Memorandum of Understanding (MOU).

4.3   In line with the outcome of the HLSC 2015, the ICAO Secretariat made the following recommendations for the RASG-EUR area:

- State Plans of Action (PoA) should be established for priority States based on safety risk;
- Efforts should be made to align the regional activities of the ICAO Regional Office, the RASG-EUR, the European Aviation Safety Agency (EASA), and the Interstate Aviation Committee (IAC) against priority States and regional safety targets;
- Actions should be prioritized to support improvements in order to resolve SSCs and enhance safety oversight capabilities of the weakest States (with EIs < 60);
- States should request Technical Assistance from ICAO when needed;
- States should request ICAO Coordinated Validation Missions (ICVMs) and/or off-site activities once ready in order to have their EI score updated after validation by ICAO; and
- States should report against regional safety targets and safety performance indicators.

4.4   The RASG-EUR was also briefed about the review by the Air Navigation Commission (ANC) of ICAO of the RASG-EUR/03 Summary of Discussions.

5.   Activities of the ICAO EUR Regional Expert Safety Team (IE-REST)

Progress reports presented by the IE-REST ad-hoc groups

5.1   The RASG-EUR was provided with progress reports, including updated Detailed Implementation Plans (DIPs) and Outputs, presented by the four IE-REST ad-hoc groups, namely:

   a)   The "IE-REST Pilot Training Group" (IE-PTG) - established to address issues and develop Safety Enhancement Initiatives (SEIs) related to pilot training;

   b)   The "IE-REST Runway Safety Group" (IE-RSG) - established 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) - established 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) - established 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.

5.2   Having reviewed the four above mentioned progress reports, and having been provided further updates during the meeting, the RASG-EUR/04 made a few amendments to the DIPs and Outputs, which are shown highlighted in yellow in Attachments D to K to this report.

5.3   The RASG-EUR commanded the four IE-REST ad-hoc groups for their progress and stressed again :

   -   The need for these groups to use as much as possible available guidance material and best practices; and

   -   The need for States (regulators and industry) and regional organizations in the RASG-EUR area to provide experts to contribute to the work of the groups, as failure to obtain more resources to work on the SEIs would jeopardize their effective implementation.

Proposal of creation of a Helicopter Safety Team (IE-HOST) reporting to IE-REST

5.4   The RASG-EUR reviewed a proposal from the International Consultancy and Analysis Agency (ICAA) to create a Helicopter Safety Team (IE-HOST) reporting to IE-REST. The RASG-EUR approved in principle the creation of the IE-HOST, highlighting the need for such a team to closely coordinate with existing helicopter safety teams, in particular the European Helicopter Safety Team (EHEST), a branch of the European Strategic Safety Initiative (ESSI). The RASG-EUR invited the ICAA to develop and propose to the IE-REST/05 detailed terms of reference (TORs) for the IE-HOST, following the model used in all IE-REST ad-hoc groups' TORs.

6.   RASG-EUR Pan-Regional Work Programme

Priority safety targets and associated metrics for the ICAO EUR Region

6.1   The ICAO Secretariat reminded to the RASG-EUR of the details of the priority safety targets which had been adopted by the RASG-EUR/03, namely:

   a)   the improvement of the accident rate in commercial air transport (ST1);
   b)   the strengthening of the resources of the Civil Aviation Authorities (ST2);
   c)   the strengthening of States' systems for licensing, certification, surveillance and resolution of safety concerns (ST3);
   d)   the resolution of significant safety concerns (ST4);
   e)   the full implementation of State Safety Programmes (ST5); and
   f)   the launching of independent investigations for aircraft accidents and serious incidents (ST6).

6.2   The ICAO Secretariat presented to the RASG-EUR preliminary results for the values associated with ST1, ST2, ST3, ST4 and ST5 for 2014 as well as for the established reference periods (when applicable), indicating that these values would need to be further validated before their inclusion in the RASG-EUR annual safety report. With respect to ST6, the RASG-EUR took note that validated data to measure the values associated with this safety target might not be readily obtained, unless closer cooperation with the various stakeholders (including the IAC and the ECAC Group of Experts on Accident Investigation) would be achieved. The ICAO Secretariat further indicated that, in the absence of reliable data regarding serious incidents in some parts of the RASG-EUR area, it might be needed to amend ST6 to restrict it to accident investigations.

Annual safety report for the ICAO EUR Region

6.3   With respect to the production and publication of an annual safety report for the ICAO EUR Region, the RASG-EUR was reminded that the RASG-EUR/03 had considered that work was still needed to review the various issues at stake and avoid duplication with already existing reporting mechanisms within the ICAO EUR Region. Accordingly, the RASG-EUR/03 had decided to establish the "RCOG reporting ad-hoc group" (R-REP) to work on these issues

6.4   The RASG-EUR was presented with detailed information on the activities of the R-REP, which had met only twice since its creation and had suffered from a significant lack of resources. The RASG-EUR was presented with the proposed template for the RASG-EUR annual safety report (contained in Appendix L to this report), which it agreed upon, noting that amendments were still possible. In that respect, the RASG-EUR invited its Members and Partners to review the proposed template and to make comments, if any, as soon as possible to the ICAO EUR/NAT Office and the R-REP Rapporteur.

6.5   The RASG-EUR was informed that the first RASG-EUR annual safety report would be completed by end May 2015. Following a proposal by the ICAO Secretariat, the RASG-EUR agreed to task the RCOG to review and approve on its behalf this first report before its publication. It was agreed that, as of 2016, the RASG-EUR meeting would be held later in the year, so as to enable the RASG-EUR plenary meeting to review and approve its annual safety report.

Annex 19 roll-out; Monitoring of SSP and SMS implementation

6.6   EASA, Eurocontrol, CANSO and the ICAA provided information to the RASG-EUR about their past and planned activities regarding support to safety management implementation. The meeting received detailed information about the activities of Eurocontrol in the area of "Just Culture". In addition, EASA provided information about "Just Culture" related initiatives at the level of the European Commission, in particular the development of an industry Just Culture policy model, the preparation of guidance material and the organisation of a number of workshops and conferences.

6.7   The ICAO Secretariat highlighted the importance of helping strengthen the protection of safety information against inappropriate use at all levels (i.e. by judicial authorities, civil aviation authorities, employers and the media), and of enhancing coordination and cooperation between all stakeholders whenever possible in order to find synergies and avoid duplication of efforts.

6.8   Austria made a presentation regarding the mechanisms implemented and steps taken within the State to complete a thorough SSP gap analysis on the ICAO ISTARS SPACE website. The RASG-EUR expressed its appreciation for the information shared by Austria.

6.9   The RASG-EUR urged all States which had not started the SSP gap analysis on the ICAO ISTARS SPACE website to do so as soon as possible and in any case by end 2015. In addition, the RASG-EUR invited EASA, with the support of one or more EASA States, to work closely with ICAO in order to find means to avoid duplication of work for EASA States if possible, considering that all RASG-EUR States are to use the ICAO SSP gap analysis tool, in line with the agreed RASG-EUR priority safety targets.

Coordination with the EANPG

6.10   The EANPG Chairman provided the RASG-EUR with information regarding safety related outcomes of the 56th meeting of the European Air Navigation Planning Group (EANPG/56), which was in held in Paris from 24 to 27 November 2014. The EANPG Chairman highlighted the areas for which support from the RASG-EUR was necessary, in particular with respect to activities related to Reduced Vertical Separation Minimum (RVSM) Operations in the EUR Region. The RASG-EUR agreed to fully support the action taken by EANPG with respect to the RVSM and RMA related activities and invited States (regulators and industry) to facilitate the implementation of the related EAPNG actions.

6.11   The RASG-EUR also noted that the EANPG was presented with the main results of an analysis on occurrences involving civil and military aircraft over the High Seas conducted by the EUROCONTROL Safety Regulation Commission. It was noted that, although occurrences appeared in several geographical areas, the most affected airspace, considering the number of events and especially their severity was over the Baltic Sea. This situation was attributed to the specific geopolitical situation in the region, the complexity of the airspace structure with several FIRs, different area control centres (ACCs) and multiple national military coordination partners.

6.12   The RASG-EUR supported the EANPG agreement that appropriate civil/military arrangements and coordination procedures were instrumental to reducing the likelihood of serious incidents or accidents involving civil and military aircraft over the High Seas and endorsed the EANPG Conclusion 56/03, reflecting the safety concerns regarding operations involving civil and military aircraft operating in the airspace over the High Seas:

EANPG Conclusion 56/03 -   Safety concerns regarding operations involving civil and military aircraft over the High Seas

> That, noting the growing safety concern regarding events involving civil and military aircraft over the High Seas, the ICAO Regional Director, Europe and North Atlantic, on behalf of the EANPG, encourage States and International Organizations concerned to take action, in accordance with EANPG Conclusion 51/03, to review and enhance at national and international level their civil/military arrangements and coordination procedures involving all State authorities concerned, with a view to reducing the risk of serious incidents or accidents.

6.13   The RASG-EUR was informed that the Chairmen and Secretary of RASG-EUR and EANPG attended the Second PIRG-RASG Global Coordination Meeting (Montréal, 5 February 2015), which concluded that each region should establish a mechanism for PIRG-RASG coordination and include a description in the PIRG and RASG procedural handbooks/manuals by December 2015. The coordination mechanism should include, in addition to the existing cross-participation and briefing between regional groups by its Chairpersons, information on which regional group would lead subject areas of common interest, based on their past and current related activities and holding the most relevant expertise.

7.   Updates from RASG-EUR Members and Partners

7.1   The RASG-EUR was provided with updates regarding the safety related activities of IATA, the European Union/EASA, Eurocontrol and the COSCAP-CIS. The RASG-EUR was also provided with a statistical report by the Interstate Aviation Committee (IAC) on accidents occurred in the Commonwealth of Independent States (CIS) area in 2014, and with a presentation on the recently established ICAA.

7.2   With the objective to increase the levels of effective implementation in States to achieve the EUR regional safety targets and GASP implementation in a timely manner, and following a proposal by the ICAO Secretariat, the RASG-EUR agreed that ICAO, in cooperation with existing and potential future safety partners, members and partners of the RASG-EUR, including States, International and Regional Organizations, and Industry, should develop options for a regional mechanism for sharing resources among States and coordinating support contributions from partners, to provide collaborative direct safety

implementation assistance to States in the EUR Region with relatively low Effective Implementation and high safety risk, and present a proposal for the regional mechanism to the next RASG-EUR meeting planned to be held in 2016. The proposal should fill the current gaps in regional support to States and avoid any potential duplication with other existing and ongoing related initiatives. EASA confirmed it will continue supporting non-EU member States.

8.   Any other business and next RASG-EUR meeting

8.1   The RASG-EUR decided that the fifth meeting of the RASG-EUR (RASG-EUR/05) would be held in during the last week of October 2016. The meeting would be held in Paris or in other location, if proposal to this effect is made by a RASG-EUR Member/Partner and is accepted by the ICAO Secretariat.

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APPENDIX C - LIST OF DOCUMENTS

WP/FL/ IP/ PPT	AI	Title	Presented by (internal info)
WPs			
WP01	1	Draft agenda	Secretariat
WP02	4	Updates to the RASG-EUR procedural handbook	Secretariat
WP03	3a	IE-PTG SEI	IE-PTG Rapporteur
WP04	3e	Proposal to establish a Helicopter Safety Group	ICCA Aviasafety Agency
WP05	4d	Outcome of the EANPG56	EANPG Chair
WP06	3b	IE-RSG SEI	IE-RSG Rapporteur
WP07	3c	IE-FDG SEI	IE-FDG Rapporteur
WP08	3d	IE-TSG SEI	IE-TSG Rapporteur (GEO)
WP09	4b	R-REP02 outcome/Annual Safety Report ICAO EUR	RREP Rapporteur (FIG)
WP10	2	ANC review of the RASG EUR03 report	Secretariat (FIG)
IP			
IP01	1	Tentative schedule	Secretariat
IP02	1	List of documents	Secretariat
IP03	2	USOAP CMA Update	Secretariat
IP04	5	IATA update on safety initiatives	IATA
IP05	4c	SMS development and harmonization AC design bureaux and manufacturers	ICCA Aviasafety Agency
IP06	5	Operational Safety Improvements	Eurocontrol
IP07	4c	Ongoing European initiatives to improve aviation safety through just culture	EC/EASA
IP08	4c	CANSO update on safety initiatives	CANSO
IP09	5	Flight safety in the CIS/IAC geographical area	IAC/MAK
IP10	4c	Just Culture	Eurocontrol
IP11	5	Update on EASA activities in 2014	EASA/EC
IP12	5	Update on COSCAP-CIS activities	IAC/ COSCAP-CIS
IP13	2	Balancing the use and protection of safety information	Secretariat
PPT			
PPT01	5	ICAA introduction to the RASGEUR	ICAA
PPT02	2	USOAP CMA Update	Secretariat
PPT03	4A	RASG EUR Priority Safety Targets	Secretariat
PPT04	2	HLSC 2015 outcome	Secretariat
PPT05	4C	SSP Gap Analysis (Austria)	Austria
PPT06	4C	In support of IP10 (JC)	Eurocontrol

WP/FL/ IP/ PPT	AI	Title	Presented by (internal info)
PPT07	5	In support of IP06 (OPS SAF)	Eurocontrol
PPT08	4C	In support of IP08	CANSO

APPENDIX D - Updated DIP and outputs for the SEI related to the implementation of Multi-Crew Pilot Licences (MPL)

Safety Enhancement (IE-REST/PT/01)	
Safety Enhancement Action:	In order to improve training capacity in the IE-REST geographical area and to ensure that ab-initio pilots receive an appropriate cursus to perform safely, effectively and efficiently in multicrew flight environment hence reducing the overall number of accidents, the IE-REST will support the development of multi-crew pilot license (MPL) ab-initio training in its geographical area in addition to the existing systems.
Statement of Work:	IATA will translate into Russian and distribute in English and Russian guidance material and best practices for MPL implementation. Regulators, Air Operator and Training Organizations will review the material as well as results of actual MPL implementations in other states and endeavour to launch MPL implementation projects in relevant States with the support of IATA and other IE-REST members.
Champion Organization	IATA
Implementers: (Select all that apply)	☒ Air Operators ☐ Aircraft Maintenance Organizations ☐ International Industry Associations ☐ Design/Production Organizations ☐ Aerodrome Operators ☒ Regulatory/Safety Oversight Authority ☐ Research Organizations ☐ Aircraft Accident/Incident Investigation Authority ☒ Training Organizations ☐ Air Navigation Service Provider ☐ Other (specify)
Human Resources	1 FTE from IATA to support pilot project implementation. Representatives from Regulators, Air operators, Training Organizations, Design/Production Organizations, and International Industry Associations to work as project team members for necessary legislative changes, development of relevant training programmes, ensuring availability of necessary information (including procedures), training facilities and candidates for pilot training.
Financial Resources:	To be defined within the scope of the selected projects
Relation to Current Aviation Community Initiatives:	• *ICAO Next Generation of Aviation Professionals* • *IATA Training and Qualification Initiatives* • *International Pilot Training Consortium (IPTC)*
Performance Goal:	*Enhance pilots' ability to perform their duties effectively in a multi-crew environment*
Performance Indicators:	• *Number of States in the IE-REST geographical area enabling and actually implementing MPL* • *Number of MPL training programmes, pilot students and graduates* • *Ratio of MPL pilots compared to CPL released per State per year* • *Number of authority inspectors trained and qualified to oversee competency-based training programmes such as MPL* • *Overall assessment during flight operations of MPL graduates compared to pilots passing through current training system*

	(CPL + IR +type rating + in-company familiarization course)
Key Milestones:	• *Translation into Russian of guidance material and best practices for MPL implementation done by IATA* • *MPL presentation/promotion activities (to air operators, training organizations and regulators)* • *Selections of volunteered States (Regulators) and correspondent Air Operators and Training Organizations, forming of implementation project team* • *Gap analysis of national legislation with further necessary corrections to enable MPL training* • *Development of State tailored and Air Operator tailored MPL training program* • *Resolution of necessary infrastructure issues and execution of necessary preparation steps – CAA inspector training, equipment with necessary flight simulator devices, selection and training of instructors, establishing the system of pilot candidate selection for MPL training* • *Selection of candidates for training and actual launch of training* • *Graduation of MPL pilots and further monitoring of their performance during work for the Air Operator* • *Summarization of project implementation results and further promotion of MPL training for Operators in the State and for other State and industry stakeholders*
Potential Blockers:	• *Lack of support from regulators* • *Lack of interest from operators* • *Lack of interest from candidates to prefer MPL program instead of CPL* • *Lack of qualified staff with regulators or training organizations capable to implement MPL* • *Current legislation system not enabling MPL* • *Existing training system supporting old traditional approach for pilot training hence lobbying not to implement MPL* • *Lack of suitable course developers and CAA inspectors competent to oversee competency-based training programmes* • *General fear for Air operators to change existing approach towards pilot training and absence of will to launch new initiatives* • *Inability of training organizations to develop an MPL training programme using ISD (from scratch) and according to Annex 1, PANS-TRG and Doc 9841.*
Detailed Implementation Plan Notes:	
CICTT Code:	*ALL*
Output 1:	
Description:	2 MPL awareness workshops held for Regulators, Air Operators and Training Organizations held in Moscow, Russian Federation, and at another location in the IE-REST geographical area.
Lead Organization	IATA
Target Initiation Date:	March 2014
Time Line (milestones):	18 months

Target Completion Date:	October 2015
Resources:	1 trainer from Operator or IATA plus 1 trainer from Regulator
Resource Notes:	FAA volunteered to help with presentation
Actions:	Develop workshop material Announce and promote workshop Venue, logistics, participants, speakers Conduct the workshop Follow up with individual participants for launch of MPL implementation Identifying of trial project candidates
Progress report	First MPL awareness workshops held for Regulators, Air Operators and Training Organizations held in Almaty, Kazakhstan, September 22, 2014. Second is planned adjacent to IE-REST/06
Status	In progress
Changes required	
Output 2:	
Description:	Publication of guidance material and best practices for MPL implementation in Russian
Lead Organization	*IATA*
Target Initiation Date:	September 2015
Time Line (milestones):	21 months
Target Completion Date:	March 2016
Resources:	translator(s) + subject matter experts to verify the translation
Resource Notes:	
Actions:	• Identify and collect available guidance material and standards from ICAO, IATA, EASA, other available sources • Hire the translator, make the translation, verify the translation • Publish documents
Progress report	Following the results of ICAO MPL Symposium it was decided to review relevant implementation guidance material, pending this work completed relevant translation into Russian will be executed, the work is expected to start in 2015
Status	Not started
Changes required	
Output 3:	
Description:	MPL implementation project in one of the IE-REST States
Lead Organization	Selected training organization or air operator with support of the relevant regulator

Target Initiation Date:	September 2015
Time Line (milestones):	5 years
Target Completion Date:	September 2019
Resources:	Internal staff or consultant, project financing
Resource Notes:	
Actions:	• Gap analysis of national legislation with further necessary corrections to enable MPL training • Development and approval of State tailored and Air Operator tailored MPL training program that did not evolve a conventional pilot training programme into an MPL programme • Resolution of necessary infrastructure issues and execution of necessary preparation steps – CAA inspector training, equipment with necessary flight simulator devices, selection and training of instructors, establishing the system of pilot candidate selection for MPL training • Selection of candidates for training and actual launch of training • Graduation of MPL pilots and further monitoring of their performance during work for the Air Operator • Summarization of project implementation results and further promotion of MPL training for Operators in the State and for other State and industry stakeholders
Progress report	Looking for candidates from States, Operators and Training Organizations in IE-REST geographical area to launch MPL implementation pilot project in 2015
Status	Not started
Changes required	

APPENDIX E - Updated DIP and outputs for the SEI related to the implementation of Evidence Based Training (EBT)

Safety Enhancement (IE-REST/PT/02)	
Safety Enhancement Action:	In order to enable the implementation of more effective recurrent training of airline pilots while developing and evaluating identified competencies required to operate safely, effectively and efficiently in a commercial air transport environment whilst addressing the most relevant threats according to evidence collected in accidents, incidents, flight operations and training, the IE-REST will support implementation of evidence based training (EBT) in its geographical area.
Statement of Work:	IATA will collect and translate or facilitate translation into Russian guidance material and best practices for EBT implementation (PANS-TRG, Chapter 5, DOC 9995, EBT Implementation guide). Regulators, Air Operator and Training Organizations will review the material as well as results of actual EBT implementations in other states and endeavour to launch EBT implementation projects in relevant states with support of IATA and other IE-REST members
Champion Organization	IATA
Implementers: (Select all that apply)	☒ Air Operators ☐ Aircraft Maintenance Organizations ☐ International Industry Associations ☒ Design/Production Organizations ☐ Aerodrome Operators ☒ Regulatory/Safety Oversight Authority ☐ Research Organizations ☐ Aircraft Accident/Incident Investigation Authority ☒ Training Organizations ☐ Air Navigation Service Provider ☐ Other (specify)
Human Resources	1 FTE from IATA to support pilot project implementation Representatives from Regulators, Air operators, Training Organizations, Air Navigation Service Provider (ANSPs), Aircraft Accident/Incident Investigation Authorities, Design/Production Organizations and International Industry Associations to work as project team members for necessary legislative changes, development of relevant training programs, ensuring availability of necessary information (including procedures), training facilities and candidates for pilot training
Financial Resources:	To be defined within the scope of the selected projects
Relation to Current Aviation Community Initiatives:	• *ICAO Next Generation of Aviation Professionals* • *IATA Training and Qualification Initiatives* • *International Pilot Training Consortium (IPTC)* • *Alternative Training and Qualification Program (ATQP)*
Performance Goal:	*Enhance pilots' ability to cope with emergency situation specific for this generation of aircraft*
Performance Indicators:	• *Number of States in the IE-REST geographical area enabling and actually implementing EBT* • *Number of pilots trained under the EBT concept during recurrent training* • *Number of trained and qualified inspectors to oversee competency-based training programme such as EBT* • *Overall assessment during flight operations of EBT trained pilots with recommendation for future improvement of EBT*

	• *Number operators having implemented EBT in their recurrent training programme* • *Number of operators having implemented an enhanced EBT training programme*
Key Milestones:	• *Collection and translation into Russian of guidance material and best practices for EBT implementation done by IATA with the help of other IE-REST members* • *EBT presentation/promotion activities (to air operators, training organizations and regulators)* • *Selections of volunteered States (Regulators) and correspondent Air Operators and Training Organizations, forming of implementation project team* • *Gap analysis of national legislation, existing training programs and infrastructure with further necessary corrections to enable EBT training* • *Actual EBT pilot training and further monitoring of their performance during work for the Air Operator* • *Summarization of project implementation results and further promotion of EBT training for operators in the State and for other State and industry stakeholders*
Potential Blockers:	• *Lack of support from regulators* • *Lack of interest from operators* • *Lack of qualified staff with regulators or training organizations or air operator capable to implement EBT, including trained and qualified inspectors to oversee competency-based training programme such as EBT* • *Current legislation system not enabling EBT* • *General fear for Air operators to change existing approach towards pilot training and absence of will to launch new initiatives*
Detailed Implementation Plan Notes:	
CICTT Code:	*ALL*
Output 1:	
Description:	Publication of guidance material and best practices for EBT implementation in Russian
Lead Organization	*IATA*
Target Initiation Date:	March 2014
Time Line (milestones):	1 year
Target Completion Date:	September 2014
Resources:	translator(s) + subject matter experts to verify the translation
Resource Notes:	
Actions:	• Identify and collect available guidance material and standards from ICAO, IATA, EASA, other available sources • Hire the translator, make the translation, verify the translation • Publish documents

Progress report	Available guidance material from ICAO and IATA is published in Russian language
Status	Completed
Changes required	
Output 2:	
Description:	2 EBT awareness workshops held for Regulators, Air Operators and Training Organizations held in Moscow, Russian Federation, and at another location in the IE-REST geographical area.
Lead Organization	IATA
Target Initiation Date:	March 2014
Time Line (milestones):	1 year
Target Completion Date:	October 2015
Resources:	1 trainer from Operator or IATA plus 1 trainer from Regulator
Resource Notes:	
Actions:	Develop workshop material Announce and promote workshop Venue, logistics, participants, speakers Conduct the workshop Follow up with individual participants for launch of EBT implementation Identifying of trial project candidates
Progress report	First EBT awareness workshops held for Regulators, Air Operators and Training Organizations held in Almaty, Kazakhstan, September 23, 2014. Second is planned adjacent to IE-REST/06
Status	In progress
Changes required	
Output 3:	
Description:	EBT implementation project in one of the IE-REST States
Lead Organization	Air Astana and Civil Aviation Committee of Kazakhstan, other selected air operators with support of the relevant regulator
Target Initiation Date:	March 2015
Time Line (milestones):	3 years
Target Completion Date:	March 2018
Resources:	Internal staff or consultant, project financing
Resource Notes:	
Actions:	• Gap analysis of national legislation with further necessary corrections to enable EBT training

	• Gathering trial Air Operator's specific operational and safety data, development and approval of trial EBT training program • Resolution of necessary infrastructure issues • Selection of candidates for training • Conducting EBT recurrent training for pilots and further monitoring of their performance during work for the Air Operator • Summarization of project implementation results and further promotion of EBT training for operators in the State and for other States and industry stakeholders
Progress report	Air Astana has preliminary volunteered to participate in the pilot project for EBT implementation, discussion is being held with Kazakhstan Civil Aviation Committee to support this as a State, when finalized pilot project is planned to be launched in 2015
Status	In progress
Changes required	

APPENDIX F - Updated DIP and outputs for the SEI related to Runway Safety Standard Operating Procedures Promotion

Safety Enhancement (IE-REST/RSG/01)	
Safety Enhancement Action:	-In order to reduce runway excursions due to unstabilized approaches and long landings, the IE-REST should make available to air operators, and promote guidance material that outline adherence to industry best practices related to approach and landing safety. - Additionally, air operators should promote, and regulators should encourage, pilot adherence to approach and landing Standard Operating Procedures (SOPs) based on manufacturer guidance and industry best practices, including the go-around decision-making process.
Statement of Work:	- With the assistance of a Champion Organization and other organizations, the IE-RSG will review, consolidate and disseminate guidance on industry best practices related to approach and landing safety to air operators within the IE-REST geographical area. - All air operators within the IE-REST geographical area should ensure their SOPs for approach and landing meet industry best practices and adhere to manufacturer operating requirements. - Air operators should review all training and checking guidance materials to ensure proper emphasis on adherence to SOPs in all training and checking events and in normal line operations. - Regulators should evaluate and document the level of adoption of both manufacturer guidance and industry best practices related to approach and landing during safety oversight activities.
Champion Organization	UTair
Implementers: (Select all that apply)	☒ Air Operators ☒ Aircraft Maintenance Organizations ☒ International Industry Associations ☒ Design/Production Organizations ☐ Aerodrome Operators ☒ Regulatory/Safety Oversight Authority ☐ Research Organizations ☐ Aircraft Accident/Incident Investigation Authority ☐ Training Organizations ☐ Other (specify) ☐ Air Navigation Service Provider
Human Resources	• Personnel to research , draft, review and translate proposed guidance material • Air operator training, international industry associations or flight operations personnel to review and update manuals and training materials as necessary
Financial Resources:	• 1/4 Full-Time Equivalent (FTE) x Number of Air Operators x Fleets affected x annual salary • Funds for both English and Russian language versions of guidance material
Relation to Current Aviation Community Initiatives:	• Flight Safety Foundation Approach and Landing Accident Reduction Tool Kit • European Action Plan for the Prevention of Runway Excursions (EAPPRE) • ECAST Runway Excursion Working Group

	• EurocontrolSISG • Eurocontrol/Flight Safety Foundation "go-around safety forum" (21 June 2013) • ICAO Regional Runway Safety Seminar (06-07 November 2013) • ICAO/IATA Runway Risk Reduction Toolkit
Performance Goal:	Reduction in runway excursion events where SOP non-compliance is a contributing factor
Performance Indicators:	• Number of air operators which, voluntarily or required by their regulators, have reviewed their SOPs • Number of developed recommendations. For operators utilizing flight data analysis (FDA) programs, a decline in: • Long landing events in FDA in connection with control the passage of the runway threshold • Unstable approach or landing events in FDA related to the long flare. • Unstable approach or landing events in FDA related to the short flare.
Key Milestones:	• Development of guidance materials in Russian and English by Champion Organization in cooperation with the IE-RSG, that incorporate industry best practices related to approach and landing safety. • Review of approach and landing SOPs by individual air operators and revision as necessary to ensure compliance with all current manufacturers recommended practices as well as overall industry best practices related to approach and landing (measurement method?) • Review of all manuals, training and guidance materials, and revision as necessary, by individual air operators to ensure compliance with manufacturer recommended operating practices related to approach and landing • Regulator will establish routine reviews of the implementation level of relevant manufacturer and industry best practices related to approach and landing by individual air operators during normal operational oversight visits
Potential Blockers:	Lack of support from regulators Lack of support from air operators Lack of financial resources within air operators to develop, translate and distribute the desired guidance material
Detailed Implementation Plan Notes:	Incorporates CAST SE 14,15 and16
CICTT Code:	RE, USOS, ARC
Output 1:	
Description:	The Champion Organization will , with the support of the IE-RSG, draft, publish and distribute guidance material containing information on industry best practices for SOPs related to approach and landing to commercial air operators within the IE-REST geographical area
Lead Organization	UTair
Target Initiation Date:	March 2014
Time Line (milestones):	1 year

Target Completion Date:	December 2015 (for the first approved version)
Resources:	• Personnel to research , draft, review and translate proposed guidance material
Resource Notes:	Lack of a volunteer.
Actions:	Find resources and volunteers to do.
Progress report:	The Champion Organization investigated some SOPs and recommendations from the ALAR TOOL KIT. It was proposed to develop the Questionnaire per typical SOP content reflecting the recommendations of Ch 2.1 ALAR TOOL KIT and FAA AC120-71A. Bearing in mind the availability of ALAR TOOL KIT in Russian the Questionnaire (at least its draft) will be developed in Russian.
Status:	In progress
Changes required:	
Output 2:	
Description:	Regulators will ensure that air operators within the IE-REST geographical area have reviewed flight and operations manuals to assess compliance with all manufacturers recommended practices related to approach and landing as well as for alignment with industry best practices related to approach and landing, as contained in the guidance material from Output 1.
Lead Organization	Regulators and air operators
Target Initiation Date:	March 2016
Time Line (milestones):	3 year to complete manual publication cycle and oversight review
Target Completion Date:	December 2018
Resources:	Specific fleet review of manufacturer's guidance should require limited resources.
Resource Notes:	Existing manual/training material review and update process should be utilized. Need help from the most advanced air operators in obtaining best practice.
Actions:	• Organize the implementation.
Progress report	Boeing and Embraer have produced a video "No Landing is Routine". It outlines best practices for avoiding runway overruns. This video is now being translated into Russian and will be available for wide dissemination later in 2014 throughout the IE-REST region. The Russian language version of video will be uploaded on the ICAO EUR/NAT website and distributed among Russian Operators.
Status	In progress.
Changes required	
Output 3:	
Description:	All regulators within the IE-REST geographical area will emphasize and will ensure, compliance operator's SOP with all manufacturers and regulators recommended practices related to approach and landing as well as for alignment with industry best practices related to approach and landing.
Lead Organization	Regulators and Air operators
Target Initiation Date:	Upon completion of Output 2 by the air operator

Time Line (milestones):	3 years.
Target Completion Date:	December 2018
Resources:	
Resource Notes:	Nil.
Actions:	Organize the implementation.
Progress report:	The participants of IE-RSG reached an agreement on necessity to hold regular meetings with the regulators, operators and airplane manufacturers for raising and discussing the problems related to strict adherence to operational regulations and procedures.
Status:	Not started
Changes required:	

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APPENDIX G- Updated DIP and outputs for the SEI related to Runway Safety Team Guidance and Implementation

	Safety Enhancement (IE-REST/RSG/02)
Safety Enhancement Action:	In order to reduce the occurrence of runway excursions, runway incursions and other runway-safety related occurrences, the IE-RSG, with the support of regulators, air operators, aerodrome operators and air navigation service providers (ANSPs), should develop guidance material, training programs and action plans for Runway Safety Teams (RSTs) within the IE-REST geographical area. The IE-REST should form a Runway Safety Go-Team (small group of experts) in the region that could assist airports in the IE-REST geographical region with start-up of local runway safety teams (along with team already established at Sheremetyevo Moscow and Pulkovo, St.Petersburg airports).
Statement of Work:	The IE-RSG will collect, translate as needed and disseminate available specific guidance and training material from various organizations, including ICAO Eurocontrol, FAA, etc. as well as from other RASGs related to the development and operation of Runway Safety Teams (RSTs) in order to assist with the development of such teams at airports within the IE-REST geographical area. The IE-REST will promote formation of a Runway Safety Go-Team (small group of experts) in the region that could assist airports, including ATC and ground operations, in the IE-REST geographical region with start-up of local runway safety teams.
Champion Organization	UTair.
Implementers: (Select all that apply)	☒ Air Operators ☐ Aircraft Maintenance Organizations ☒ International Industry Associations ☐ Design/Production Organizations ☒ Aerodrome Operators ☒ Regulatory/Safety Oversight Authority ☐ Research Organizations ☐ Aircraft Accident/Incident Investigation Authority ☐ Training Organizations ☐ Other (specify) ☒ Air Navigation Service Provider
Human Resources	RST go-team would be 2 people as needed
Financial Resources:	No resources.
Relation to Current Aviation Community Initiatives:	• ICAO Regional Runway Safety Seminars • Publication of the ICAO "Runway Safety Team Handbook" (2013) • EurocontrolSISG • ECAST Runway Excursion Working Group
Performance Goal:	• An improvement in overall runway safety at airports within the IE-REST geographical area
Performance Indicators:	• Number of local runway safety teams established in IE-REST geographical area • Local safety initiatives initiated and closed as reported by regional runway safety teams

	• Number of Regional Runway Safety Go-Team support visits completed in IE-REST geographical area
Key Milestones:	• Publication in English and Russian of specific guidance material related to the development and operation of RSTs • Establishment of an IE-REST Runway Safety Go-Team to support RST establishment in the IE-REST geographical region. • Identification of champions at each target airport to support team start-up
Potential Blockers:	• Lack of regulatory basis for providers • Lack of knowledge/best practice • Lack of involvement by Air Traffic Control, airports or air operators • **** Lack of financial support for RST Go-Team visits • Lack of funding for identified safety deficiency corrections at airports
Detailed Implementation Plan Notes:	Utilize expertise and experience from the St Petersburg and Chisinau airports RSTs
CICTT Code:	RE, ARC, USOS, RI, BIRD, ***
Output 1:	
Description:	Develop list of guidance material, training programs and action plans for Runway Safety Teams (RSTs) within the IE-REST geographical area.
Target Initiation Date:	March 2014
Time Line (milestones):	1 year
Target Completion Date:	December 2017
Resources:	1/2 FTE to review and collate specific guidance material, 1 FTE to translate and validate translation Recourses required to create recommended implementations and to cooperate with Regulators and Air operators.
Resource Notes:	The IE-RSG will be seeking assistance and support from Eurocontrol for material development and from donor organizations for the translation
Actions:	Review and consolidate existing industry material on the development and function of runway safety teams
Progress report:	The translation into Russian of the ICAO LRST Handbook on Runway Safety has been completed and uploaded on the ICAO EUR/NAT website.
Status:	In progress
Changes required:	
Output 2:	
Description:	IE-RSG will establish selection criteria based on relevant experience for membership and will thereafter charter a Runway Safety Go-Team (small group of experts) in the region that could assist airports in the IE-REST geographical region with support for local runway safety teams. The Runway Safety Go-Team will develop applicable working techniques and will facilitate implementation of established plan for visits in the region to assist airports with both guidance material as well as support for local runway safety teams.
Target Initiation Date:	March 2014

Time Line (milestones):	90 days
Target Completion Date:	March 2015
Resources:	
Resource Notes:	Nil
Actions:	• Organize the implementation.
Progress report:	The Runway Safety go-team methodology, of global applicability, has been documented by ICAO and has been made available to the IERSG. The ICAO Secretariat will take additional to explain to the relevant stakeholders the nature and objective of runway safety go-teams. A comprehensive list of potential runway safety go-team members in the IE-REST Region has not been reached yet.
Status:	In progress
Changes required:	
Output 3:	
Description:	IE-RSG, with input from the IE-REST will identify an initial list of candidate airports for 2014 in the IE-REST geographical region,
Target Initiation Date:	March 2014
Time Line (milestones):	Ongoing
Target Completion Date:	April 2015
Resources:	Promotion of the Runway Safety Go-Team in regional airport publications Travel and support for the Runway Safety Go-Team to participate in regional runway safety events
Resource Notes:	Nil.
Actions:	• Participation in regional runway safety events or other venues to publicize the availability of runway safety materials and assistance.
Progress report:	1- Candidate airports identified for the first runway safety go-teams in the IE-REST area : Tirana Airport, Albania (confirmed) and Tbilisi Airport, Georgia (TBC). 2- Possibilities to use the TRACECA mechanisms will be explored to help familiarize relevant experts from the IE-REST area with the nature and operation of LRSTs, for example through familiarization visits at European airports where mature LRSTs are functioning.
Status:	In progress
Changes required:	

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APPENDIX H - Updated DIPs and outputs for the SEI related to the implementation of operators' safety management system and FDA programmes

Safety Enhancement (IE-REST/IE-FDG/01)	
Safety Enhancement Action:	In order to ensure air operators' adoption of industry best practices related to flight data analysis (FDA) and Safety Management System (SMS) implementation, the IE-FDG will make available to air operators, and promote adherence to guidance material (in English and Russian), that outlines industry best practises related to FDA programmes.
Statement of Work:	With the assistance of Champion organization, the IE-FDG will collect, analyze and develop guidance material for air operators, based on outcomes from the European Operators Flight Data Monitoring Forum (EOFDM), European Authorities coordination group on Flight Data Monitoring (EAFDM) and other relevant groups/organizations. Air operators in the IE-REST geographical area should review their FDA programmes and ensure alignment with industry best practices. Additionally, regulators in the IE-REST geographical area should work closely with air operators under their oversight responsibility in order to develop means to use FDA to identify precursors of accidents and incidents, monitor operational safety issues and to assist in the regular reporting of standardized FDA events.
Champion Organization	Air Astana and Civil Aviation Committee (CAC) of Kazakhstan
Implementers: (Select all that apply)	☒ Air Operators ☒ Aircraft Maintenance Organizations ☒ International Industry Associations ☒ Design/Production Organizations ☐ Aerodrome Operators ☒ Regulatory/Safety Oversight Authority ☒ Research Organizations ☒ Aircraft Accident/Incident Investigation Authority ☐ Training Organizations ☐ Air Navigation Service Provider ☐ Other (specify)
Human Resources	Personnel to research and draft guidance material
Financial Resources:	To be defined within the scope of the selected projects (3000USD spent for ENG to RUS translation)
Relation to Current Aviation Community Initiatives:	• ICAO Doc10000 • EAFDM document (DEVELOPING STANDARDISED FDM-BASED INDICATORS Version 1 December 2013), • EAFDM Guidance on FDA oversight. • UK CAA "Significant Seven" Task force document, UK CAA CAP 739 Flight Data Monitoring. • FAA Advisory Circulars 120-82 (FOQA) • European Operators Flight Data Monitoring –Working Group A & B reports • CAAP SMS-4(0) Guidance on the establishment of a Flight Data Analysis Program (FDAP) – Safety Management Systems (SMS)
Performance Goal:	- Air operators will gaining additional knowledge and experience about analysis techniques, data mining principles, data process schemes and safety performance monitoring, this contributing to enhancing the implementation of their Safety Management System (SMS), moving to more proactive and predictive approaches; - Regulators will receive additional safety data and information from air operators thanks to the implementation of FDA, this contributing to enhancing the implementation of the State Safety Programme (SSP).
Performance Indicators:	• *Number of air operators in the IE-REST geographical area reporting to have implemented the guidance material developed by the IE-FDG* • *Number of regulators in the IE-REST geographical area reporting to have implemented the guidance material developed by the IE-FDG*

Safety Enhancement (IE-REST/IE-FDG/01)	
Key Milestones:	• Finalization and dissemination of the guidance material in English by the IE-REST • Translation, review and validation of the guidance material in Russian • Dissemination of the guidance material by appropriate organizations in the IE-REST geographical area, • Implementation of the guidance material by air operators, as applicable • Implementation of the guidance material by regulators, as applicable
Potential Blockers:	• *Lack of support from regulators* • *Lack of interest from operators* • *Imperfection of National legislation with regards to FDA data protection* • *Existing FDA programs are focused on individuals but not on system safety improvements* • *Luck of benchmarking and threshold adaptation for various types of airplanes and flight operations* • *Luck of standardized FDA event definitions*
Detailed Implementation Plan Notes:	*Air Astana FDA program is under internal assessment and amendments*
CICTT Code:	*ALL*
Output 1:	
Description:	Development of guidance material in English and Russian, that outlines adherence to industry best practices related to FDA programmes.
Lead Organization	Air Astana
Target Initiation Date:	March 2014
Time Line (milestones):	1 year
Target Completion Date:	July 2015
Resources:	
Resource Notes:	
Actions:	• *Coordination with EOFDM (including participation in the EOFDM as observers)* • *Coordination with EAFDM (including participation in the EAFDM as observers)* • *Collection and analysis of material regarding industry best practises* • *Development of internal FDA program for Air Astana* • *Implementation and assessment of internal FDA program for Air Astana* • *Development of standardized FDAP in English and Translation to Russian*

	Safety Enhancement (IE-REST/IE-FDG/01)
	• *Publication of standardized FDAP in English and Russian on ICAO website.*

Progress report	a) The FDG reporter has participated in third conference of EOFDM on 06 February **2014**, in Cologne. It was agreed that FDG reporter to join the EOFDM working group A as a member. Also EAFDM agreed that FDG group will use officially published documents in it work to avoid duplications. b) Relevant guidance material was selected and circulated within the FDG members c) Translation (draft) of selected documents into Russian completed. d) New members to FDG have joined the group following IE-REST (03) meeting at Moscow in April 2014. e) Additional guidance materials were identified and circulated within FDG members. f) Air Astana has developed the draft of FDAP, area of improvement were identified. It is now under review and corrections/amendments.
Status	*In progress*
Changes required	
Output 2:	
Description:	Organization of one or several workshops for air operators and regulators
Lead Organization	*TBA*
Target Initiation Date:	March 2014
Time Line (milestones):	1 year
Target Completion Date:	March 2016
Resources:	Organization of seminars workshops
Resource Notes:	**TBA**
Actions:	• Develop workshop material • Announce and promote workshop • Venue, logistics, participants, speakers • Conduct the workshop Follow up.
Progress report	a) The first FDA Seminar took place in Moscow, Russian Federation, from 16 to 18 September 2014. b) It is agreed to organize a second FDA seminar/workshop in 2015.
Status	In progress (dates to be confirmed)
Changes required	

Output 3:	
Description:	Implementation of Guidance materials by air operators and regulators in the IE-REST geographical area, including a pilot project with an air operator and its oversight authority
Lead Organization	Air Astana
Target Initiation Date:	July 2014
Time Line (milestones):	TBA
Target Completion Date:	<mark>September 2015</mark>
Resources:	TBA
Resource Notes:	**TBA**
Actions:	• Publication on ICAO web site • Submission of guidance materials to regulators • Regulators may consider to mandate some or all recommendations developed • Air operators may consider to implement guidance materials on voluntary basis
Progress report	*Air Astana confirmed the implementation of pilot project related to standardized FDA programme in 2015/* *Draft version of the standardized FDA programme was developed. It is now under internal review and discussion with in Air Astana.*
Status	*In progress*
Changes required	

APPENDIX I – Updated DIPs and outputs for the SEI related to the implementation of National FDA forums in each State

Safety Enhancement (IE-REST/IE-PTG/02)	
Safety Enhancement Action:	In order to improve and promote an open dialogue within the industry and between the industry and regulators regarding FDA implementation, the IE-FDG should make available guidance material intended for national regulators, in English and Russian, on establishing a national forum dedicated to FDA.
Statement of Work:	With the assistance of Champion organization, the IE-FDG will collect, analyse and develop guidance material for regulators within IEREST geographical area, using outcomes from the European Authorities Forum for Fight Data Monitoring (EAFDM) and other relevant groups/organizations, in order to dialogue within the industry and between the industry and regulators regarding FDA implementation. Regulators will set up a regular dialogue (through regular meetings or forums) with their national air operators regarding FDA programmes. Additionally, regulators and IATA should encourage air operators to participate in the IATA "FDX" programme.
Champion Organization	CAAs of the Republic of Moldova
Implementers: (Select all that apply)	☒ Air Operators ☒ Aircraft Maintenance Organizations ☒ International Industry Associations ☒ Design/Production Organizations ☒ Aerodrome Operators ☒ Regulatory/Safety Oversight Authority ☒ Research Organizations ☒ Aircraft Accident/Incident Investigation Authority ☐ Training Organizations ☒ Air Navigation Service Provider ☐ Other (specify)
Human Resources	Personnel to research and draft guidance material, experts from regulators and air operators including project manager to lead the meeting
Financial Resources:	Tbd - to include funds for both Russian and English versions of guidance material.
Relation to Current Aviation Community Initiatives:	• *EAFDM ToR* • *EAFDM Guidance on FDA oversight.*
Performance Goal:	• Air operators will learn from each other about practices, challenges and solutions found to enhance the implementation of FDA programmes; • Regulators will enhance their capacity to support air operators to enhance the implementation of FDA programmes.
Performance Indicators:	• Number of States having established national forums for FDA
Key Milestones:	• Finalization and dissemination of the guidance material in English by the IE-REST • Translation, review and validation of the guidance material in Russian • Dissemination of the guidance material to regulators in the IE-REST geographical area, • Implementation of the guidance material by regulators
Potential Blockers:	• - Lack of support from regulators • - Lack of interest from air operators
Detailed Implementation Plan Notes:	
CICTT Code:	*ALL*

Output 1:	
Description:	Developing the guidance material in English and Russian, regarding the establishment of a national FDA forum.
Lead Organization	*Air ASTANA and CAA Moldova*
Target Initiation Date:	March 2014
Time Line (milestones):	
Target Completion Date:	December 2015
Resources:	EAFDM Docs translator(s) + subject matter experts to verify the translation
Resource Notes:	
Actions:	• Air ASTANA translated draft • CAA Moldova to verify and document at national level and submit the final version for publication on ICAO web site.
Progress report	• Air ASTANA has translated the draft of. EAFDM Guidance on FDA oversight CAA Moldova was provided with draft translation of EAFDM document related to national FDA forum
Status	In progress
Changes required	
Output 2:	
Description:	Pilot project in one of the IE-REST State
Lead Organization	CAA Moldova
Target Initiation Date:	December 2014
Time Line (milestones):	One year
Target Completion Date:	December 2015
Resources:	TBA
Resource Notes:	
Actions:	
Progress report	CAA Moldova is finalizing translation of its Implementation guide into Russian with publication planned at first quarter 2015;
Status	In progress
Changes required	

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APPENDIX J - Updated DIP and outputs for the SEI related to the implementation of ADREP/ECCAIRS compatible taxonomies and databases

<table>
<tr>
<td colspan="2" align="center">Safety Enhancement (IE-REST/TS/01)</td>
</tr>
<tr>
<td>Safety Enhancement Action:</td>
<td>The IE-REST will support the implementation of ADREP/ECCAIRS compatible databases in the IE-REST geographical area, in order to enhance the capability for performing safety data analysis and of exchanging safety data.</td>
</tr>
<tr>
<td>Statement of Work:</td>
<td>- With the assistance of a Champion Organization and other organizations, the IE-TSG will identify issues (enablers/blockers) related to the implementation of ADREP/ECCAIRS compatible databases in the various States in the IE-REST geographical area;
- The relevant State authorities in the IE-REST geographical area will identify relevant English-speaking staff (from the relevant State authorities but also, if possible, from major industry organizations, including air operators and ANSPs) to be trained to use ECCAIRS, and will ensure their effective training;
- With the assistance of a Champion Organization and other organizations, the IE-TSG will translate ECCAIRS taxonomy in Russian language and related guidance material as needed;
- The relevant State authorities within the IE-REST geographical area will take measures, including regulatory measures if needed, to ensure the implementation of ADREP/ECCAIRS compatible databases.</td>
</tr>
<tr>
<td>Champion Organization</td>
<td>Interstate Aviation Committee (IAC), with support from ICAO,, EU/JRC (tbc) and Eurocontrol</td>
</tr>
<tr>
<td>Implementers:
(Select all that apply)</td>
<td>☒ Air Operators   ☒ Aircraft Maintenance Organizations
☒ International Industry Associations   ☒ Design/Production Organizations
☒ Aerodrome Operators   ☒ Regulatory/Safety Oversight Authority
☒ Research Organizations   ☒ Aircraft Accident/Incident Investigation Authority
☒ Training Organizations   ☒ Air Navigation Service Provider
                              ☐ Other (specify)</td>
</tr>
<tr>
<td>Human Resources</td>
<td>TBD</td>
</tr>
<tr>
<td>Financial Resources:</td>
<td>TBD</td>
</tr>
<tr>
<td>Relation to Current Aviation Community Initiatives:</td>
<td>•   ICAO SARPS and guidance material
•   CAST/ICAO common taxonomy team (CICTT)
•   ECCAIRS community</td>
</tr>
<tr>
<td>Performance Goal:</td>
<td>Deploy and maintain ADREP/ECCAIRS compatible databases in all States in the IE-REST geographical area</td>
</tr>
<tr>
<td>Performance Indicators:</td>
<td>•   Number of States having adopted ADREP/ECCAIRS compatible taxonomies and databases ;
•   Number of States having experts appropriately qualified and trained to use ECCAIRS;
•   Number of States effectively maintaining ADREP/ECCAIRS compatible databases.</td>
</tr>
</table>

Key Milestones:	• Development of a report on the various issues (enablers/blockers) related to the implementation of ADREP/ECCAIRS compatible databases in the various States in the IE-REST geographical area; • Delivery of ECCAIRS training for the relevant staff; • Translation of the ECCAIRS taxonomy in Russian language and related guidance material as needed; • Deployment and maintenance, through all necessary measures, of ADREP/ECCAIRS compatible databases in each State in the IE-REST geographical area.
Potential Blockers:	• Lack of support from regulators; • Lack of financial resources.
Detailed Implementation Plan Notes:	
CICTT Code:	*ALL*
Output 1:	
Description:	Development of a report on the various issues (enablers/blockers) related to the implementation of ADREP/ECCAIRS compatible databases in the various States in the IE-REST geographical area.
Lead organization:	IAC
Target Initiation Date:	March 2014
Time Line (milestones):	
Target Completion Date:	December 2015
Resources:	1 representative from the IAC, 1 representative from the CAA Russia
Resource Notes:	Need to be amended by representatives from states.
Actions:	The study is to be conducted and results presented.
Progress report:	Preliminary results of the study were presented at the IE-REST/04 at Almaty in September 2014.
Status:	In progress
Changes required:	
Output 2:	
Description:	Selection and training of relevant English-speaking staff (from the relevant State authorities but also, if possible, from major industry organizations, including air operators and ANSPs) in the use of ECCAIRS.
Lead organization:	IAC
Target Initiation Date:	March 2014
Time Line (milestones):	
Target Completion Date:	December 2015
Resources:	*To be determined*

Resource Notes:	
Actions:	
Progress report:	1- A dozen of experts from 4 IE-REST States (Azerbaijan, Georgia, Kyrgyzstan and the Republic of Moldova) received an ECCAIRS training provided in cooperation between TRACECA and ICAO. The training was organized in Tbilisi, Georgia, from 29 September to 8 October 2014. 2- Some IE-REST States are envisaging to request a cost-recoverable ECCAIRS course to ICAO.
Status:	In progress
Changes required:	
Output 3:	
Description:	The translation of the ADREP taxonomy into Russian language.
Lead organization:	IAC
Target Initiation Date:	January 2015
Time Line (milestones):	
Target Completion Date:	December 2016
Resources:	1 volunteer from the GLOBUS airliner (Russia), 3 specialist from the IAC,
Resource Notes:	Need to be amended by aviation specialists for crosscheck and speeding up the progress.
Actions:	
Progress report:	The translation of the most relevant keys is almost complete. The BEA and DGAC France assisted the group with the presentation and guidance material regarding the use of the ECCAIRS Taxonomy Designer (Translation Tool). The guidance material and experience of the BEA helped a lot in launching of the translation process and with the prioritization. The IAC contacted the ECCAIRS JRC support people and received the positive feedback as well as the ECCAIRS 5 Taxonomy Designer 2.5.1 software and the "Russian Translation Project" file. The ECCAIRS 5 was installed at the IAC server superseding the ECCAIRS 4 installation. The translation Tool was launched and the test of compatibility with the "Russian Project" was passed successfully. The key elements of the Translation Tool taxonomy, prioritized with the help of the BEA and group members, were exported to the Excel files and transferred for translators to parallel the process. The translated keys have been imported back to the Translation Tool. Nevertheless the process was interrupted due to the necessity to send the translated results back to the JRC for integration into the updated release of the ECCAIRS taxonomy for review. That will take some time and extended cross-check of the results can not take place before.
Status:	In progress
Changes required:	

Output 4:	
Description:	The translation of the ECCAIRS software and related materials into Russian language.
Lead organization:	IAC
Target Initiation Date:	January 2015
Time Line (milestones):	
Target Completion Date:	March 2016
Resources:	*To be determined*
Resource Notes:	
Actions:	
Progress report:	
Status:	Not started
Changes required:	
Output 5:	
Description:	Pilot project in one State in the IE-REST geographical area to support the implementation of an ADREP/ECCAIRS compatible database, including the implementation of the related processes (e.g. quality check) and working arrangements between the various stakeholders
Lead organization:	IAC
Target Initiation Date:	April 2016
Time Line (milestones):	
Target Completion Date:	December 2016
Resources:	
Resource Notes:	
Actions:	
Progress report:	
Status:	Not started
Changes required:	

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APPENDIX K - Updated DIP and outputs for the SEI related to the implementation of effective mandatory and voluntary safety occurrence reporting systems

Safety Enhancement (IE-REST/TS/02)	
Safety Enhancement Action:	The IE-REST will support the establishment and implementation of effective mandatory and voluntary safety occurrence reporting systems within the States and the industry in the IE-REST geographical area.
Statement of Work:	In order to establish the necessary foundations for the implementation of State Safety Programmes (SSP) and Safety Management Systems (SMS), respectively within the States and the industry in the IE-REST geographical area: - With the assistance of a Champion Organization and other organizations, the IE-TSG will review, consolidate, disseminate guidance material, in English and Russian, regarding international provisions and best practices related to the establishment and implementation of mandatory and voluntary safety occurrence reporting systems within the States and the industry; - The relevant State authorities within the IE-REST geographical area will take measures to ensure the effective implementation of mandatory and voluntary safety occurrence reporting systems as part of their SSP; - Air operators, air navigation service providers, aerodrome operators, approved maintenance organizations and approved training organizations within the IE-REST geographical area will take measures to ensure the effective implementation of mandatory and voluntary safety occurrence reporting systems as part of their SMS.
Champion Organization	CAA of Georgia
Implementers: (Select all that apply)	☒ Air Operators ☒ Aircraft Maintenance Organizations ☒ International Industry Associations ☒ Design/Production Organizations ☒ Aerodrome Operators ☒ Regulatory/Safety Oversight Authority ☐ Research Organizations ☒ Aircraft Accident/Incident Investigation Authority ☒ Training Organizations ☒ Air Navigation Service Provider ☐ Other (specify)
Human Resources	TBD
Financial Resources:	TBD
Relation to Current Aviation Community Initiatives:	• ICAO SARPS (in particular Annex 13 and Annex 19) and related guidance material (Doc 9859); • EU (Directive2003/42/EC, EC No 1330/2007, EC No 1321/2007 and related); • EUROCONTROL (EVAIR); • ASRS and ASAP (United States). Advisory Circular 120-66B
Performance Goal:	To achieve a data-driven, risk based and result oriented safety management framework within the IE-REST geographical area.

Performance Indicators:	• Increased number and quality of reports submitted through mandatory reporting systems; • Relevant reports on no-reportable occurrence submitted though voluntary reporting systems.
Key Milestones:	• Presentation of applicable international provisions and sharing of best practices; • Identification and acknowledgement of practical problems/issues by stakeholders (States and industry); • Development of the guidance material; • Pilot project to support implementation of the developed guidance material.
Potential Blockers:	• Unclear/insufficient legislation; • Lack of support from regulators; • Legal, judicial and cultural issues.
Detailed Implementation Plan Notes:	
CICTT Code:	
Output 1:	
Description:	Organization of a series of workshops to present and discuss international provisions, best practices and practical challenges related to the establishment and implementation of mandatory and voluntary safety occurrence reporting systems within the States and the industry.
Lead organization:	CAA of Georgia
Target Initiation Date:	March 2014
Time Line (milestones):	
Target Completion Date:	December 2015
Resources:	*To be determined – small team of instructors (including from ICAO, ICCAIA (TBC) Eurocontrol (TBC), and one State TBD) to be formed to develop and provide the training*
Resource Notes:	
Actions:	
Progress report:	The systemic issues related to the SEI 02 implementation were identified and ways of implementation were discussed during the IE-REST/03 in Moscow in April 2014 and during the IE-REST/04 at Almaty in September 2014. International provisions were presented by ICAO and examples of implementation were presented by several States. A discussion was launched and supported by operators and aviation administrations.
Status:	In progress
Changes required:	

Output 2:	
Description:	Development and dissemination of guidance material, in English and Russian, regarding international provisions and best practices related to the establishment and implementation of mandatory and voluntary safety occurrence reporting systems within the States and the industry.
Lead organization:	CAA of Georgia
Target Initiation Date:	March 2014
Time Line (milestones):	
Target Completion Date:	December 2015
Resources:	To be determined
Resource Notes:	
Actions:	
Progress report:	PPT presentations is being prepared (with the support of the ICAO Secretariat and the CAA of Georgia) for a short guidance document highlighting basic principles governing mandatory and voluntary occurrence reporting..
Status:	In progress
Changes required:	
Output 3:	
Description:	Pilot project with one State within the IE-REST geographical area and organizations within that State (air operators, air navigation service providers, aerodrome operators, approved maintenance organizations and/or approved training organizations), to support implementation of the developed guidance material.
Lead organization:	CAA of Georgia
Target Initiation Date:	January 2015
Time Line (milestones):	
Target Completion Date:	January 2018
Resources:	To be determined
Resource Notes:	
Actions:	
Progress report:	The CAA of Georgia has taken many actions to strengthen occurrence reporting within its State and has kept the IE-REST informed about its progress. The progress achieved by Georgia was reviewed by a mission conducted by the ICAO EUR/NAT Regional Office in December 2015, with the assistance of an expert from France, following which suggestions were made to Georgia on the way forward.
Status:	In progress
Changes required:	

Output 4:	
Description:	States and industry in the IE-REST geographical area will review their systems in order to ensure effectiveness of mandatory and voluntary reporting systems.
Lead organization:	CAA of Georgia
Target Initiation Date:	January 2016
Time Line (milestones):	
Target Completion Date:	2018-2020
Resources:	
Resource Notes:	
Actions:	
Progress report:	
Status:	Not started
Changes required:	

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APPENDIX L - TEMPLATE FOR THE RASG-EUR ANNUAL SAFETY REPORT

RASG-EUR Annual Safety Report – First Edition

Disclaimer

Table of contents

Introduction and **Executive Summary** (*period considered, sources of data, reminder of reporting culture and Just Culture, all terms according to ICAO definitions*)

1.   **Regional Traffic Volume** (*commercial departures for the last five years – scheduled [source: ICAO] and all [source: IATA] - MTOW over 2250 kg - for RASG-EUR area vs. world. To be considered in the context of the number of registered airports. R-REP to identify the limits of useful information*)

2.   **Safety Information and Analysis**

2.1.   **Reactive Safety Information** (*overall source: IATA. 2013 dry-run exercise to be updated with 2014 aggregated data*)

2.1.1. **Regional Accidents Rates (RASG-EUR area vs. world)**

2.1.1.1. Accidents in RASG-EUR area (*scheduled operations only – MTOW over 2250 kg*)

2.1.1.2. Accidents anywhere in the world to operators with AOC from a RASG-EUR member State (*scheduled operations only – MTOW over 2250 kg*)

2.1.2. **Regional Fatal Accidents Rates (RASG-EUR area vs. world)** (*IATA to coordinate with ICAO; ref. separate Paper to the RASG-EUR, reflecting on the Effective Implementation [EI] update*)

2.1.2.1. Accidents in RASG-EUR area (*scheduled operations only – MTOW over 2250 kg*)

2.1.2.2. Accidents anywhere in the world to operators with AOC from a RASG-EUR member State (*scheduled operations only – MTOW over 2250 kg*)

2.1.3. **Analysis of Accidents in the RASG-EUR area (2010 to 2014)**

2.1.3.1. By categories and flight phases

2.1.3.2. Main categories for the RASG-EUR area (*in terms of number of accidents, number of fatal accidents and number of fatalities respectively*)

2.1.4. **Malaysian Airlines Flight 17** (*note: ref. the subject matter discussions in the last ICAO SISG Meeting [ICAO HQ, AIG Section]. Overall consensus was reached on not taking MH 17 into the ICAO data set for 2014 accidents as it is considered an act of war, and security-related. This position / decision is identical to the aircraft involved in "9/11"*)

2.2.   **Proactive Safety Information**

2.2.1. **Analysis of Audits** (*overall source: ICAO. DGAC/DSNA to provide feedback from CANSO as regards Loss of Separation and Runway Incursions reported [aggregated data], and EoSM. ICAO to verify for inputs from ACI [note: to be verified how the PRB safety data {EoSM, Just Culture and RAT methodology usage} could be handled as the 2014 data will be up-dated by April 2015]*)

2.2.1.1. ICAO USOAP-CMA

2.2.1.1.1. Overall USOAP Effective Implementation (EI) (RASG-EUR area vs. world)

2.2.1.1.2. EIs for specific topics (*including on effective implementation of State-managed mandatory and voluntary reporting systems*)

2.2.1.2. IATA Operational Safety Audit (IOSA) (*source: IATA*)

2.2.1.3.   CANSO Standard of Excellence (EoS) (*self-assessment for non-European ANSPs*)

2.2.1.4.   IATA Safety Audit for Ground Operations (ISAGO) (*source: IATA*)

2.2.2.   Analysis of STEADES and EVAIR data

2.2.2.1.   STEADES data (*source: IATA*)

2.2.2.2.   EVAIR data (*source: EUROCONTROL*)

2.3.   Predictive Safety information

2.3.1.   FDA Trends Data / FDX aggregated data (*subject matter statement to be developed by IATA*)

2.3.2.   State Safety Programme (SSP) (*source: ICAO subject analysis, in view of States with EI > 60% to report on the progress of SSP implementation by end 2017*)

2.4.   Safety promotion

2.4.1.   Activities related to reporting culture (*within EASA area; additional contributions from IATA*) **and Just Culture** (*within EUROCONTROL area, including Just Culture Policy, Performance RP2 and new Occurrence regulation; additional high-level contributions ["good practices"] from IATA and CANSO*)

2.4.2.   overview of applicable legislation, regulations and guidance material in the EUR/NAT Region (*source: ICAO, EASA, EUROCONTROL, CANSO [incl. Safety Culture definition and enhancement processes*)

2.4.3.   Highlights on "success stories"

2.4.3.1.   Runway Safety (*EAPPRI / EAPPRE; source: EUROCONTROL, IATA, CANSO [incl. Runway Safety maturity checklists]*)

2.4.3.2.   Lithium batteries (*source: IATA*)

2.4.3.3.   Data- / information-sharing re Top 5 safety risks (*source: CANSO*)

2.4.3.4.   Recommendations from accident investigation authorities (*source: ICAO*)

2.4.3.5.   Helicopter off-shore operations (*source: UK via ICAO*)

2.4.3.6.   Assistance to Kazakhstan (*source: IATA, ICAO*)

2.4.4.   Selected "Lessons Learnt" (*relative to operations in RVSM environment, including the fact that most Authorities adopt an individual approach; persisting ambiguity as regards oversight, airworthiness issues and re-certification of aircraft; mapping / correlation of RVSM / TCAS vs. implementation of safety culture / Just Culture*)

2.4.5.   IntACT (*International Audit Cooperation Team, established between DSNA, DFS, Skyguide*)

3.   Values associated with the safety targets adopted by the RASG-EUR (*source: ICAO*)

4.   Executive Summaries of publicly available regional annual safety reports (*source: EASA, EUROCONTROL, IATA*)

5.   Final Conclusions (*to include "credibility rating" of States vs. results of ICAO USOAP-CMA audits, EASA Standardisation Inspections, maturity surveys and similar self-assessment exercises*)

List of Acronyms

Appendices

———————————

EUROPEAN REGIONAL AVIATION SAFETY GROUP

(RASG-EUR)

PROCEDURAL HANDBOOK

THIRD EDITION – FEBRUARY 2015

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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.paris.icao.int/documents_rasg-eur/index.php)**.**

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 RASGs[1] ;*
>
> 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 ARRANGMENTS

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.

3.5   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 groupsps 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

3.11.2 The terms of reference of the IE-REST ad-hoc groups are contained in Appendices C to F 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 F 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

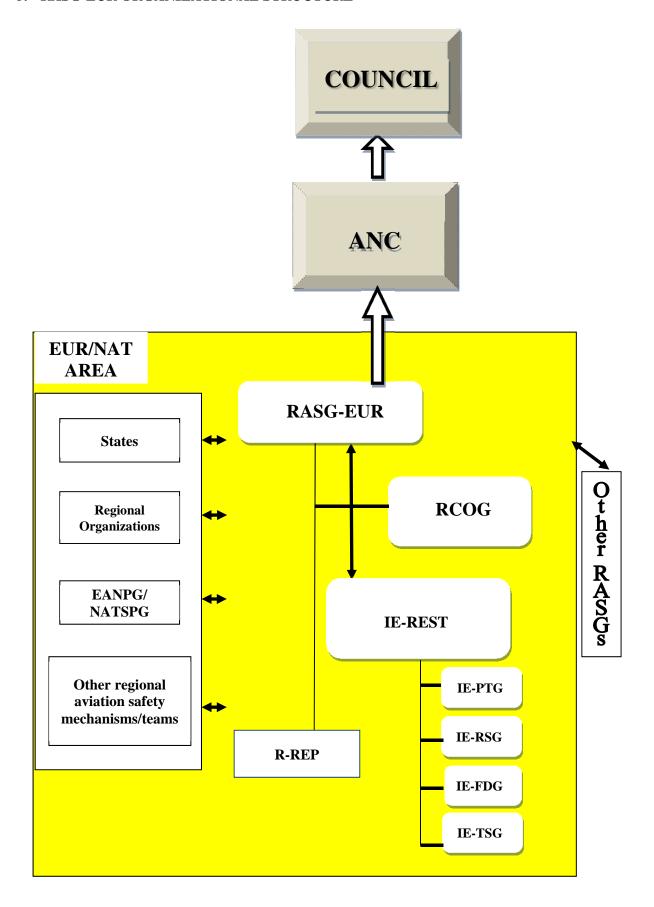## 4.9   Conduct of business for RASG-EUR meetings

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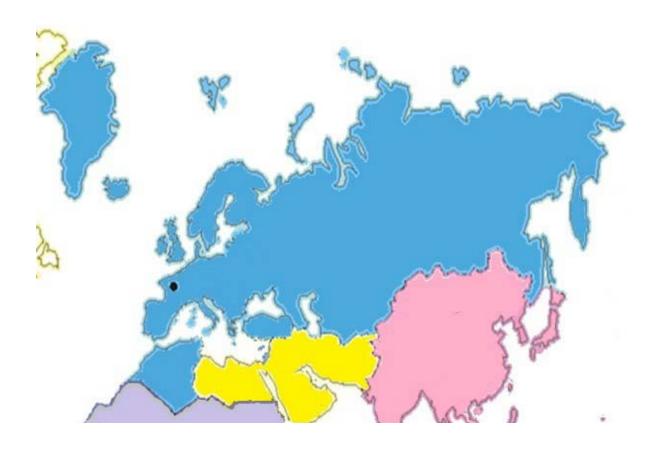
    a)   a brief history of the meeting (duration, attendance and agenda);

    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

COUNCIL

ANC

EUR/NAT AREA

States

Regional Organizations

EANPG/ NATSPG

Other regional aviation safety mechanisms/teams

RASG-EUR

RCOG

IE-REST

R-REP

Other RASGs

IE-PTG

IE-RSG

IE-FDG

IE-TSG

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:

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

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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.

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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:

(6) 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;

(7) 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);

(8) Develop and propose draft SEIs pertaining to pilot training in the IE-REST geographical region for review by the IE-REST;

(9) 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.

(10)   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 <u>meetings achieve the working plan</u> 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.   <u>Lobby for in-kind support from local stakeholders.</u>

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.

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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.

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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.

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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:

(11)   Review the guidance provided by ICAO regarding the minimum standardized information to be contained in annual safety reports for the ICAO EUR Region;

(12)   Inventor and review currently available sub-regional safety reports within the ICAO EUR Region;

(13)   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 ;

(14)   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

(15)   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:

9.   Guide the R-REP in defining work plan and deliverables;
10.   Propose agendas with clear objectives from the working plan;
11.   Chair the R-REP meetings;
12.   Ensure meetings achieve the working plan objectives;
13.   Promote consensus among the group members;
14.   Maintain communication and linkage with the RCOG regarding R-REP activities;
15.   Report R-REP activities and progress to the RCOG through the ICAO Secretariat; and
16.   Lobby for in-kind support from local stakeholders.

R-REP Members will:

9. Contribute to developing the R-REP working plan (meetings, deliverables and other activities);
10. Contribute to the annual working plan with high priority items;
11. Ensure the working plan meets criteria to improve safety;
12. Provide technical expertise and collaborate in the development of the annual safety report for the ICAO EUR Region;
13. Coordinate technical expertise with other existing safety bodies;
14. Lobby for in-kind support from local stakeholders
15. Complete assigned tasks; and
16. 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.

- END -

APPENDIX N- IMPLEMENTATION OF CONCLUSIONS OF RASG/04
— ACTION PLAN—

Action No. --- SoD Reference	Title of Action	Text of Action	Responsibility	Deliverable	Reporting/ Completion date
04/01 Paragraph 5.3	IE-REST ad-hoc groups activities	a) IE-REST Groups to use to the maximum extent possible the available guidance material and best practices; b) States (regulators and industry) and regional organizations in the RASG-EUR area to provide experts to contribute to the work of the groups, as failure to obtain more resources to work on the SEIs would jeopardize their effective implementation	IE-REST States and IO	• Progress of Safety Enhancement Initiatives; • Establishment of Local Runway Safety Teams;	31st December 2016
04/02 Paragraph 5.4	Creation of a Helicopter Safety Team (IE-HOST) reporting to IE-REST	a) The RASG/04 approved the creation of a Helicopter Safety Team (IE-HOST) reporting to IE-REST; b) ICAA to develop and propose to the IE-REST/05 detailed terms of reference (TORs) for the IE-HOST, following the model used in all IE-REST ad-hoc groups' TORs.	IE-REST ICAA		Next IE-REST (May 2015)
04/03 Paragraph 6.4	Agreement on the template/format of the EUR Safety Report and	RASG-EUR Members and Partners to review the proposed template and to make comments, if any, as soon as possible to the ICAO EUR/NAT	RASG EUR and RREP	Approved EUR regional safety report template	End of April 2015

Action No. --- SoD Reference	Title of Action	Text of Action	Responsibility	Deliverable	Reporting/ Completion date
		Office and the R-REP Rapporteur			
04/04 Paragraph 6.5	Publication of the first EUR regional safety report by end May 2015	RCOG to review and approve on behalf of RASG EUR this first report before its publication.	RREP RCOG	availability of EUR regional report by May 2015	End of May 2015
04/05 Paragraph 6.5	Rescheduling of the RASG EUR meetings to fit with the timeline of the EUR annual safety report review and approval	As of 2016, the RASG-EUR meeting would be planned and held later in the year, so as to enable the RASG-EUR plenary meeting to review and approve its annual safety report	RASG EUR and ICAO Secretariat (ICAO EUR/NAT)	RASG EUR meetings to approve EUR annual Safety Report	RASG EUR/05 (October 2015)
04/06 Paragraph 6.9	SSP gap analysis on the ICAO ISTARS SPACE website	All States which had not started the SSP gap analysis on the ICAO ISTARS SPACE website to do so as, soon as possible and in any case by end 2015	States	SSP Gap analysis on the ICAO ISTARS SPACE website complete	Before the end 2015
04/07 Paragraph 6.9	Avoid duplication of work for EASA States in regard to information provision in the SSP gap analysis on the ICAO ISTARS SPACE website	Invite EASA, with the support of one or more EASA States, to work closely with ICAO in order to find means to avoid duplication of work for EASA States if possible, considering that all RASG-EUR States are to use the ICAO SSP gap analysis tool, in line with the agreed RASG-EUR priority safety targets	RASG EUR EASA States	Streamlining of work and elimination existing and potential duplication of activities	As soon as possible Report progress to the RCOG
04/08 Paragraph 6.10	Support to the RVSM and RMA related actions of the EANPG	Full support of the action taken by EANPG with respect to the RVSM and RMA related activities and invited States (regulators and industry) to facilitate the	RASG EUR jointly with the EANPG	Implementation of the RVSM and RMA related activities that require States (regulators and industry) to facilitate this	As soon as possible Report progress to the RCOG

Action No. --- SoD Reference	Title of Action	Text of Action	Responsibility	Deliverable	Reporting/ Completion date
		implementation of the related EANPG actions		implementation	
04/09 Paragraph 6.12	Support to the EANPG Conclusion 56/03 - Safety concerns regarding operations involving civil and military aircraft over the High Seas	Full support of the action taken by EANPG with respect to EANPG conclusion 56/03 (That, noting the growing safety concern regarding events involving civil and military aircraft over the High Seas, the ICAO Regional Director, Europe and North Atlantic, on behalf of the EANPG, encourage States and International Organizations concerned to take action, in accordance with EANPG Conclusion 51/03, to review and enhance at national and international level their civil/military arrangements and coordination procedures involving all State authorities concerned, with a view to reducing the risk of serious incidents or accidents)	RASG EUR jointly with the EANPG	Appropriate civil/military arrangements and coordination procedures put In place to reduce the likelihood of serious incidents or accidents involving civil and military aircraft over the High Seas	As soon as possible Report progress to the RCOG
04/10 Paragraph 7.2	Development of a regional mechanism for sharing resources among States to provide safety implementation assistance to States	To develop options for a regional mechanism for sharing resources among States and coordinating support contributions from partners, to provide collaborative direct safety implementation assistance to States in the EUR Region with relatively low	ICAO RASG-EUR States partners	Regional mechanism for sharing resources among States to provide assistance	As soon as possible Report progress to RASG-EUR/05

Action No. --- SoD Reference	Title of Action	Text of Action	Responsibility	Deliverable	Reporting/ Completion date
	with relatively low EI on and high safety risk	Effective Implementation and high safety risk			

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