International Civil Aviation Organization

FIRST MEETING OF THE ASIA PACIFIC REGIONAL AVIATION SAFETY TEAM (APRAST/1)

(Bangkok, Thailand, 20-24 February 2012)

Agenda Item 4:   **RASG-APAC Organizational Structure and Terms-of-Reference**

**ESTABLISHMENT OF THE RASG-APAC
ORGANIZATIONAL STRUCTURE AND
TERMS-OF-REFERENCE**

(Presented by the Secretariat)

SUMMARY

Following the decision of the ICAO Council in May 2010 the Regional Aviation Safety Group- Asia Pacific has been established. The concept was endorsed by the 47th DGCA Conference in October 2010 and support further reiterated by the COSCAPs Steering Committee and PASO.

The 1st meeting of RASG-APAC was held in October 2011. The meeting adopted the organizational structure and TORs of RASG-APAC and it its subsidiary bodies, which includes: the APRAST (Sub-group) and APRAST-AIG AWG and AP-SRP AWG (Ad hoc Working Groups).

The meeting is invited to note the TORs of APRAST and its subsidiary bodies.

Action by the meeting is at Paragraph 3.

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1.   **INTRODUCTION**

1.1   At the 4th meeting of its 190th Session, held on 25 May 2010, the ICAO Council approved the establishment of the Regional Aviation Safety Group (RASG). This decision established the mandate for the ICAO Secretariat to establish RASGs, nurture their development and guide their activities, recognizing that the planning must consider the related resources such as the Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs).

1.2   Subsequently, ICAO presented a working paper at the 47th Conference of the Directors General of Civil Aviation, Asia Pacific Regions (47th DGCA)in October 2010 seeking views of the Directors General of Civil Aviation on how to best establish the RASG in an efficient manner, recognizing that the COSCAP programmes have a similar mechanism in place in the APAC region.

1.3   Pursuant to the 47th DGCA Action Item 47/6 and support further reiterated by the three COSCAPs Steering Committee and Pacific Aviation Safety Office (PASO), the Regional Aviation Safety Group for the Asia and Pacific Regions has been established with members comprising all States/Administrations in Asia and Pacific Regions, appropriate International

Organizations and other Partners who could provide support to enhance safety in the Asia and Pacific Regions.

1.4   All COSCAP programmes in Asia have established Regional Aviation Safety Teams (RASTs) which have been in place for 8 to 9 years. Each RAST was established in accordance with the ICAO Global Aviation Safety Plan (GASP), which encourages States to foster regional and sub-regional safety groups for the purpose of furthering the global safety effort. The RASTs report to their respective COSCAP Steering Committees.

1.5   In 2008 the three COSCAP RASTs (South Asia RAST; South East Asia RAST and North Asia RAST) combined to form the Asia RAST (ARAST). Subsequently, in 2009 it was decided by the respective COSCAP Steering Committees that the terms-of-reference for each RAST be adapted to utilize it as the mechanism to evaluate and facilitate implementation of the Best Practices defined in the Global Aviation Safety Plan/Roadmap.

1.6   The RASG-APAC/Asia Pacific RAST would substitute for the combined ARAST mechanism and encompass the entire Asia and Pacific Regions.

2.   DISCUSSION

2.1   At the First RASG-APAC meeting in October 2011 the ICAO provided a background to the events leading to the establishment of the RASG-APAC and presented the proposed structure and suggested terms-of-reference (TORs).

2.2   The RASG-APAC, similar to Planning and Implementation Regional Groups (PIRGs), would produce reports of RASGs to be reviewed by the Air Navigation Commission on a regular basis, and by Council as deemed necessary, thus providing interregional harmonization related to flight safety issues and a means to monitor implementation of Global Aviation Safety Plan / Global Aviation Safety Roadmap (GASP/GASR).

2.3   The RASG-APAC/1 adopted the structure and RASG-APAC Terms-of-Reference, including the TORs for the RASG-APAC sub-group and subsidiary bodies, which includes: Asia Pacific Regional Aviation Safety Team (APRAST); Asia Pacific Regional Aviation Safety Team - Accident Investigation ad hoc Working Group (APRAST-AIG AWG) and Asia Pacific - Safety Reporting ad hoc Working Group (AP-SRP AWG).

2.4   As the RASG-APAC meetings will be high-level, attended by the Directors General, there will still exist a need to have working level arrangements composed of technical specialist who would review safety issues and develop safety interventions/ enhancements. To achieve this, the COSCAP ARAST is being replaced by the Asia Pacific Regional Aviation Safety Team (APRAST).

2.5   The outputs from the APRAST would be presented to the RASG-APAC meeting. The RASG-APAC would provide direction to the APRAST and monitor implementation.

2.6   The RASG-APAC or its sub-group(s) may appoint ad hoc Working Groups to perform studies or prepare supporting documentation on defined subjects for consideration by the RASG-APAC. Presently two ad hoc Working Groups are being established under the APRAST. The implementation of recommendations emanating from the RASG-APAC will be the responsibility of the respective State/Administration. The RASG-APAC will monitor the level of implementation to ensure that the targets of the GASP / GASR are effectively met.

2.7   In reviewing the terms-of-reference of the Asia Pacific Safety Reporting ad hoc Working Group, the RASG-APAC recognized that the Safety Reporting ad hoc Working Group would not only develop an annual safety report, but would also be assisting in planning the work programme by collecting and analyzing safety data and proposing new work based upon the results of this analysis. The meeting therefore agreed that the name of the Safety Reporting Working Group

should be amended to reflect its function. The meeting agreed to refer to this Working Group as the "Asia Pacific Safety Reporting and Programme ad hoc Working Group".

2.8   The RASG-APAC/1 developed Decision 1/1 and adopted the organizational structure and Terms-of-Reference including the Asia Pacific Regional Aviation Safety Team and its ad hoc Working Groups, as outlined in Appendix A, B, C, D and E to this working paper. The structure would be subject to regular review and updating by the RASG-APAC.

3.   ACTION BY THE MEETING

3.1   The meeting is invited to:

a) Note the adopted organizational structure and ToRs of RASG-APAC, its sub-group (APRAST) and the subsidiary bodies namely the Asia Pacific Regional Aviation Safety Team - Accident Investigation ad hoc Working Group (APRAST-AIG AWG) and the Asia Pacific Safety Reporting and Programme ad hoc Working Group (AP-SRP AWG).

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ASIA PACIFIC SAFETY TEAM(S)
Existing Mechanism
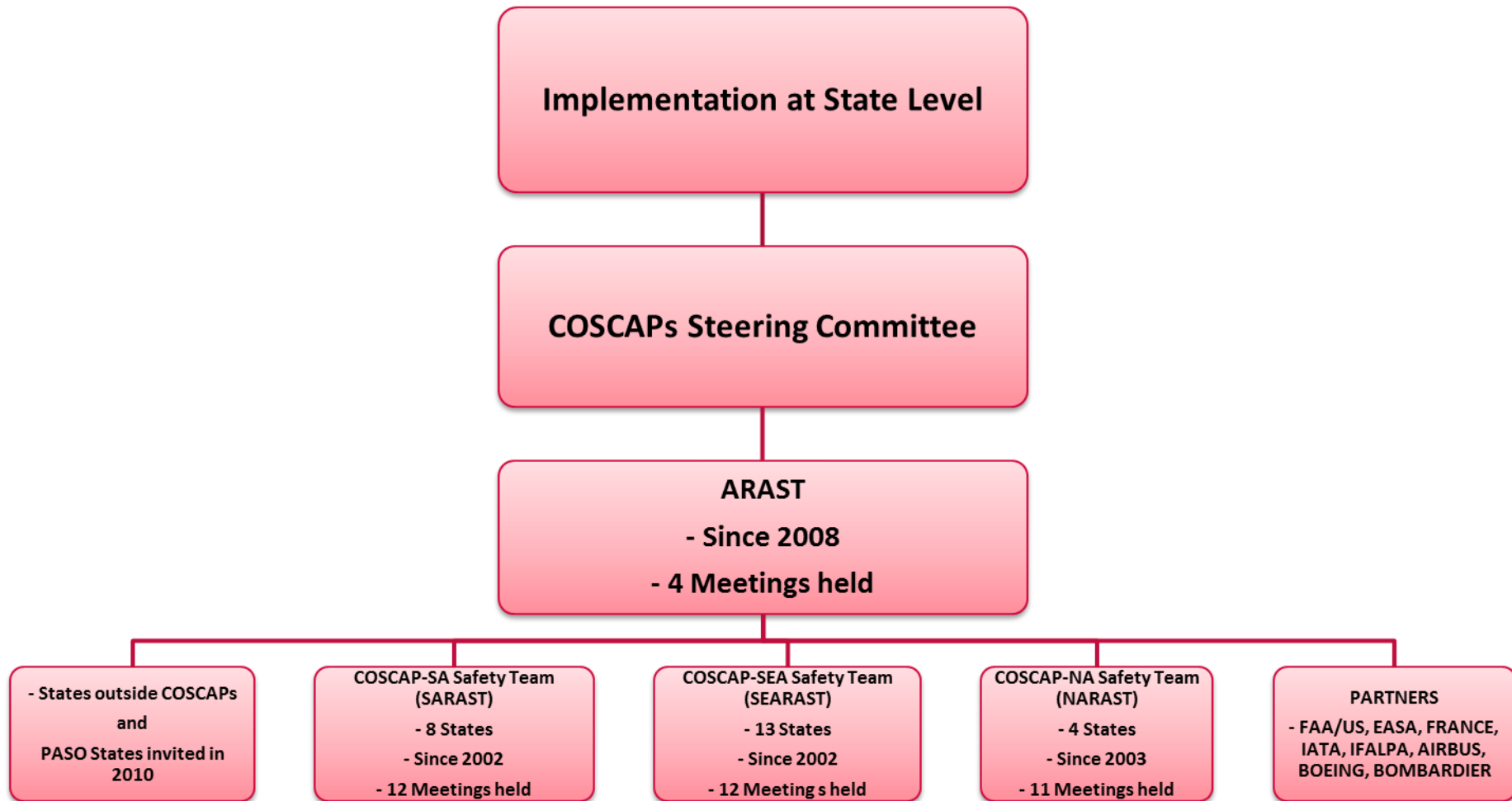
STRUCTURE FOR THE REGIONAL AVIATION SAFETY GROUP – ASIA PACIFIC (RASG-APAC)
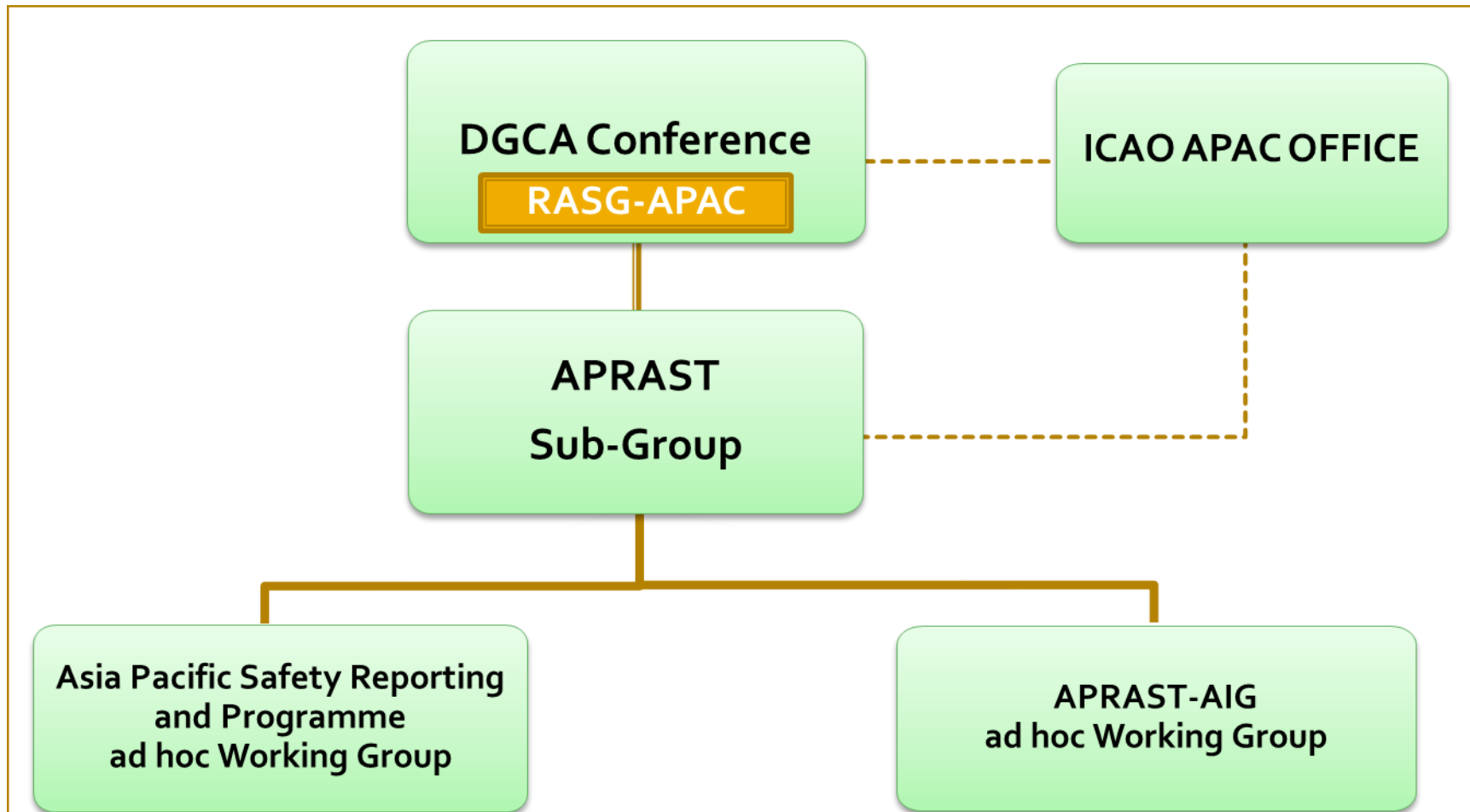
TERMS-OF-REFERENCE FOR

REGIONAL AVIATION SAFETY GROUPS – ASIA PACIFIC
(RASG-APAC)

1.   ESTABLISHMENT

1.1   Consistent with the Planning and Implementation Regional Group (PIRG) mechanism, the Regional Aviation Safety Group – Asia Pacific (RASG-APAC) was established in the Asia/Pacific region by the Council of ICAO. The meeting(s) of the RASG-APAC will be convened as required/ concurrent with the Conference of Directors General of Civil Aviation, Asia and Pacific Regions.

2.   MEMBERSHIP

2.1   Contracting States entitled to participate as members in a RASG–APAC meeting are:

   a) *those whose territories or dependencies are located partially or wholly within the geographical area of the Asia and Pacific regions;*

   b) *those located outside the area:*

      1) *which have notified ICAO that aircraft on their register or aircraft operated by an operator whose principal place of business or permanent residence is located in such States, operate or expect to operate into the area; or*

      2) *who provide facilities and services affecting the area.*

2.2   Contracting States not meeting the above criteria and non-Contracting States are entitled to participate in RASG–APAC meetings. The aircraft operators, international organizations, maintenance and repair organizations, regional organizations, training organizations, aircraft manufactures, airport and air navigation service providers and any other allied organizations/representatives will be invited to attend RASG–APAC meetings. States and industry will serve as partners in the RASG–APAC and their joint commitment is fundamental for success in improving aviation safety worldwide. The Regional Director, ICAO Asia Pacific Office will serve as the Secretary of the RASG–APAC.

3.   RESOURCES

3.1   An officer from ICAO Headquarters, Air Navigation Bureau (ANB) will participate and provide support to the RASG–APAC meetings. The ANB officer will serve as the interface between the RASG–APAC and the Air Navigation Commission and present the reports of RASG-APAC meetings to the Commission/Council for review and harmonization.

3.2   The Regional Officer, Flight Safety, ICAO APAC Office will be the designated officer (Focal Point) to conduct and coordinate the day to day affairs of the RASG–APAC.

4.   WORK PROGRAMME

4.1   The RASG–APAC will develop and implement a work programme that supports a regional performance framework for the management of safety on the basis of the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR). The reports of RASG–APAC meetings will be reviewed by the Commission on a regular basis and by the Council as deemed necessary.

4.2   Using the GASP and GASR, the RASG-APAC will build on the work already done by States, existing sub regional organizations such as the Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs) and/or Regional Safety Oversight Organizations (RSOOs) and support the establishment and operation of a performance-based safety system for the region by:

   a) analyzing safety information and hazards to civil aviation at the regional level and reviewing the action plans developed within the region to address identified hazards;

   b) facilitating the sharing of safety information and experiences among all stakeholders;

   c) ensuring that all safety activities at the regional and sub-regional level are properly coordinated to avoid duplication of efforts;

   d) avoiding duplication of efforts by encouraging collaboration, cooperation and resource sharing;

   e) conducting follow-up to GASP/GASR activities as required;

   f) coordinating with APANPIRG on safety issues;

   g) providing feedback to ICAO to continually improve and ensure an up-to-date global safety framework; and

   h) regularly reviewing its subordinate structure to align their functions with current developments within the Region.

5.   ADMINISTRATION OF THE RASG–APAC

5.1   The RASG–APAC shall be administered as follows:

   a) by a Chairperson elected from the Representatives designated by member States of the RASG-APAC. A Vice-Chairperson shall be elected from the said Representatives;

   b) the Regional Director, ICAO Asia and Pacific Office will officiate as the Secretary to the RASG–APAC. In the execution of his duties the Secretary will be supported by the Asia and Pacific Office; and

   c) the term of office for the Chairperson/Vice-Chairperson will be for three years.

5.2   The Chairperson, in close cooperation with the Secretary, shall arrange for the most efficient working of the RASG-APAC. The RASG-APAC shall always work with a minimum of formality and paperwork.

5.3   Between meetings of the RASG-APAC or its contributory bodies, some subjects may be dealt with by correspondence among appointed members through the Secretary of the RASG–APAC or of the sub-group concerned. However, if States are to be consulted this should be done through the ICAO Regional Director, Asia and Pacific Office.

6.   MEETINGS OF THE GROUP

6.1   Based on the advice of the members of the RASG-APAC and of the Secretary, the Chairperson shall decide the date and duration of meetings of the RASG-APAC.

6.2   All efforts should be made to hold at least one annual meeting of the RASG-APAC concurrent with the Conference of the Directors General of Asia and Pacific Regions.

6.3   If a State offers to host a meeting it shall be responsible for providing a venue, services and all costs of travel and subsistence allowance for Secretariat attendees. The ICAO Regional Office in Bangkok shall normally provide the requisite secretariat services to the Group.

6.4   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.

7.   ESTABLISHMENT OF SUB-GROUPS

7.1   To assist it in its work, the RASG-APAC may create sub-groups, charged with preparatory work on specific problems requiring expert advice for their resolution.

7.2   The establishment and the work of sub-groups shall be governed by the procedures outlined below:

   a) participation in sub-groups should be by specialists in the subjects under consideration. Such specialists should be provided by States (whether or not they are designated as members of the RASG-APAC itself), international organizations and/or Asia/Pacific bodies, Organizations and industries having relevant experience in the field concerned; and

   b) Secretaries of sub-groups established by the RASG-APAC will be appointed by the Secretary of RASG-APAC.

7.3   Sub-groups report to the RASG-APAC.   Coordination among sub-groups will primarily be ensured by the RASG-APAC when establishing their terms-of-reference and work programme or taking action on their reports. In addition, the work of the contributory bodies should be coordinated through their respective Chairperson and Secretaries, assisted, as required, by the ICAO Secretariat, in the Asia and Pacific Office. Terms-of-reference for the Asia Pacific Regional Aviation Safety Team [(APRAST) Sub-Group] is at **Appendix C**.

8.   AD HOC WORKING GROUPS

8.1   The RASG-APAC or its sub-groups may appoint ad hoc Working Groups composed of experts either from within and/or outside the RASG-APAC or the sub-group to perform studies or prepare supporting documentation on defined subjects for consideration by the RASG-APAC or sub-groups as a whole. Other States, international organizations and industries may be invited to provide experts to participate in these ad hoc Working Groups, as required. An ad hoc Working Group shall be dissolved when it has either completed its assigned task or it has become apparent that work on the subject in question cannot be usefully continued.

8.2   The ad hoc Working Groups report to the RASG-APAC through the APRAST. The terms-of-reference for the Asia Pacific Regional Aviation Safety Team – Accident Investigation ad hoc Working Group (APRAST-AIG AWG) are at **Appendix D**.

8.3   The RASG-APAC and its subsidiary bodies will use a data driven approach as the means to determine its work programme. Safety issues will be identified through a risk analysis process and reported to the RASG-APAC on an annual basis. In turn, the RASG-APAC will determine the priorities for its work programme based upon the identified safety risks.   The terms-of-reference for an APRAST – Safety Reporting and Programme ad hoc Working Group (APRAST – SRP AWG) are at **Appendix E**.

9.   ROLE OF DESIGNATED MEMBERS

9.1   Designated members of the RASG-APAC shall assume the duties and responsibilities of ensuring the normal conduct of business of the RASG-APAC. Members should attend regularly all the meetings of the RASG-APAC and maintain the continuity of the RASG-APAC's work in the interval between meetings. This may take the form of assignment of specific tasks to selected individual members and/or participation in ad hoc Working Groups as referred to in paragraph 8.

10.   COORDINATION AND REPORTING LINES

10.1   The RASG-APAC reports to the ICAO Air Navigation Commission and, as needed, to the Council through its Secretary and the ICAO Secretariat.

10.2   Routine relations between the RASG-APAC or its contributory bodies and other ICAO groups and meetings concerning the Asia and Pacific Regions shall be conducted through the respective Secretaries and/or the ICAO Regional Director of the Asia and Pacific Office.

10.3   Relations with representatives of designated members of the RASG-APAC and representatives of International Organizations regularly attending the meetings of the RASG-APAC shall be conducted through the Secretary of the RASG-APAC. Other ICAO Regional Offices shall be kept informed of correspondence whenever it may have an impact on their work.

10.4   Relations with States and International Organizations whether represented in the RASG-APAC, and relations with Asia or Pacific bodies and Organizations will normally be conducted though the ICAO Regional Director, Asia and Pacific Office.

10.5   Relations with the experts provided by members of RASG-APAC sub-groups shall be conducted by the Secretary of the sub-group concerned.

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Attachment A to the TOR (Appendix B)

ASIA AND PACIFIC OFFICE – AREA OF RESPONSIBILITIES
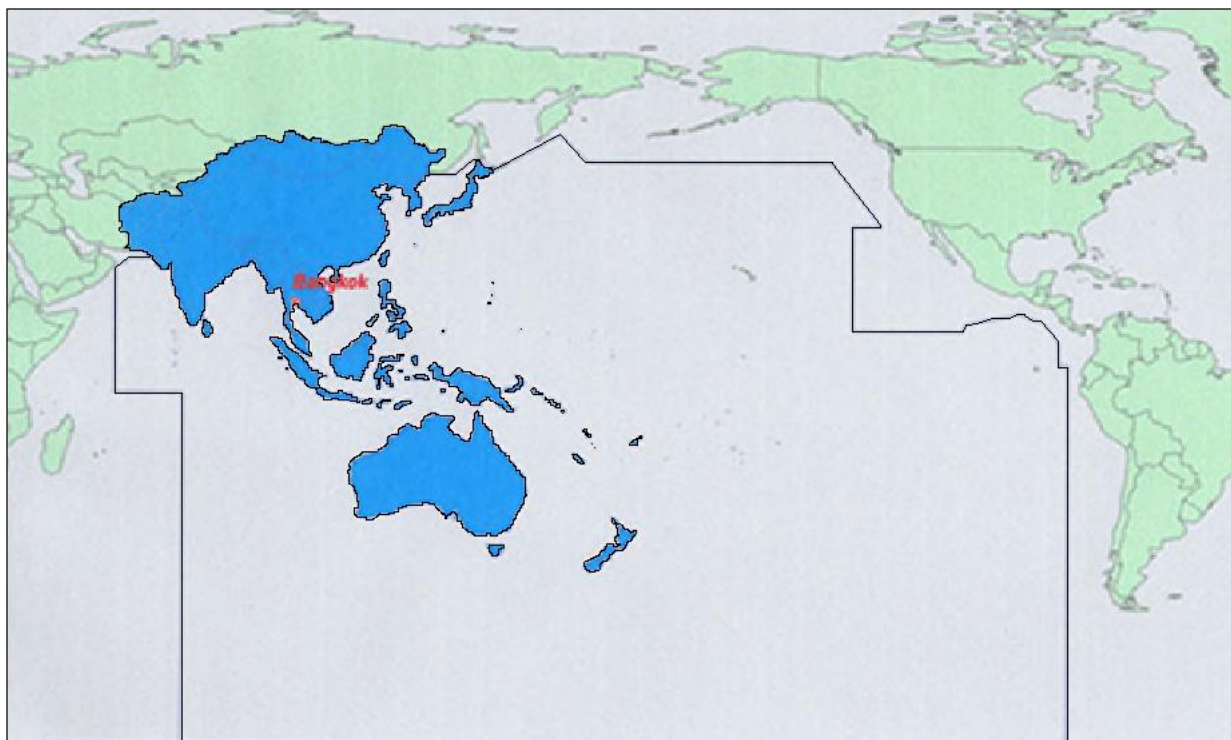
1. **Countries**

- Afghanistan
- Australia
- Bangladesh
- Bhutan
- Brunei Darussalam
- Cambodia
- China
    - Hong Kong, China
    - Macao, China
- Cook Islands
- Democratic People's Republic of Korea
- Fiji
- India
- Indonesia
- Japan
- Kiribati
- Lao People's Democratic Republic
- Malaysia
- Maldives
- Marshall Islands
- Micronesia (Federated States of)
- Mongolia
- Myanmar
- Nauru
- Nepal
- New Zealand
- Pakistan
- Palau
- Papua New Guinea
- Philippines
- Republic of Korea
- Samoa
- Singapore
- Solomon Islands
- Sri Lanka
- Thailand
- Timor Leste
- Tonga
- Vanuatu
- Viet Nam

2.   Liaison carried out with the following:

   A. Non-Contracting State:

   - Tuvalu

   B. Other Territories:

   - Chile: Easter Island
   - France: French Polynesia (Marquesas, de la Société, etc.), New Caledonia, Wallis and Futuna Islands
   - New Zealand: Niue
   - United Kingdom: Pitcairn Island
   - United States: American Samoa, Guam, Johnston Island, Kingman Reef, Midway, Northern Mariana Islands, Palmyra, Wake Island

   C. International Organizations:

   - Asian Development Bank, Manila
   - ESCAP
   - IATA Singapore
   - IFALPA Regions: NOP, Asia/East, Asia/West and SOP
   - UNDP Regional Office, Bangkok
   - UNDP Field Offices
   - WMO RA II (Asia)
   - WMO RA V (South West Pacific)

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<div align="right">**Appendix C**</div>

**TERMS-OF-REFERENCE FOR
ASIA PACIFIC REGIONAL AVIATION SAFETY TEAM
[APRAST (Sub-Group)]**

1.0   Background

1.1   These terms-of-reference outline the concept of operations and modalities for the Asia Pacific Regional Aviation Safety Team [APRAST (Sub-Group)] under the Regional Aviation Safety Group – Asia Pacific (RASG-APAC).

1.2   The ICAO Global Aviation Safety Plan (GASP), which was endorsed by the 33rd Session of the ICAO Assembly in 2001, stressed the need for a reduction in the rate of fatal accidents in air transport operations. The GASP endorses the concept of concentrating the safety-related activities of ICAO on those safety initiatives - planned or currently underway - which offer the best safety dividends in terms of reducing the accident rate. Additionally, the GASP encourages States to foster regional and sub-regional safety groups for the purpose of furthering the global safety effort.

1.3   Two major safety initiatives have been established which are in keeping with the broad objectives of the GASP. The United States, as part of the Federal Aviation Administration's (FAA) Safer Skies agenda, established the Commercial Aviation Safety Team (CAST) in June 1998. Similarly, in 1998 the States represented by the Joint Aviation Authorities (JAA) formed the Joint Strategic Safety Initiative (JSSI). Both initiatives draw upon a broad base of experts from government agencies, airlines, manufacturers, aviation associations, labour unions, and other safety-related organizations. The focus of their efforts resulted from a rigorous analysis of accidents, which occurred over the most recent ten-year period for which significant data was available. Major causes of accidents were identified and categorized, and priorities were assigned to, for the purpose of pursuing remedial actions. Top accident categories being examined by these groups are:

- controlled flight into terrain;
- approach and landing accidents;
- loss of Control;
- uncontained engine failures;
- runway incursions; and
- weather.

The JSSI and the CAST work in close co-operation to analyze significant worldwide accidents/incidents, develop recommendations for improvement actions, and monitor implementation completion. In addition, some members from each group actively participate in the other group on a regular basis. Subsequently the European Aviation Safety Agency (EASA) replaced the JAA and it has established the ESSI to continue the work commenced by the JAA/JSSI.

1.4   The ICAO Global Aviation Safety Plan (GASP) was extensively revised in 2007 and subsequently endorsed by States at the 36th Session of the Assembly (Resolution 36-7). It provides a common frame of reference for all stakeholders in order to allow a more proactive approach to aviation safety and to help coordinate and guide safety policies and initiatives worldwide to reduce the accident risk for civil aviation. The GASP is to be used in conjunction with the Global Aviation Safety Roadmap (GASR) developed by aviation industry for ICAO and at its request.

1.5   The objective of the Global Aviation Safety Plan provides a common frame of reference for all stakeholders that support a proactive and systematic approach to aviation safety, and helps coordinate and guide the establishment of safety policies and initiatives worldwide. It will help prioritizing and planning safety initiatives and measuring their impact.

1.6   The GASP is based on the following four principles:

- **Participation of all stakeholders:** to ensure consistency of objectives and to avoid duplication of effort;

- **Defining (twelve) Global Safety Initiatives:** setting best practices, metrics and maturity levels which are defined in the Global Aviation Safety Roadmap to ensure that implementation makes full use of the collective experience of the aviation community and that progress is measured in a transparent and consistent way;

- **Planning process:** for collaborative development of action plans that define the specific activities that should take place in order to improve safety;

- **Consistency with the ICAO Global Planning Process:** GASP follows an approach and philosophy which is consistent with the *Global Air Navigation Plan for CNS/ATM Systems* (Doc 9750). Both were developed with close coordination and participation of industry, and both provide a common framework to ensure that regional, sub-regional, national and individual initiatives are coordinated to deliver a harmonized, safe and efficient international civil aviation system.

2.0   Objective

2.1   The objective of the APRAST is to recommend interventions to the RASG-APAC which will reduce aviation risks. The recommendations, once approved by the RASG-APAC, may be implemented through the harmonized efforts of the regulatory authorities, in coordination with service providers, airlines and aircraft manufacturers. When such actions are endorsed by the RASG-APAC, the Team Members will serve as focal points for introducing the interventions within their respective States and for coordinating their government's efforts with industry.

2.2   To accomplish the objectives, the APRAST will:

2.2.1   Review, for application within the Asia and Pacific regions, existing safety interventions which have already been developed through the efforts of well-established, multinational safety initiatives;

2.2.2   Review, for application within the Asia and Pacific regions, the best practices and metrics defined in the GASP/GASR, and

2.2.3   Review regional accidents, significant incident trends and other areas of local concern to determine unique issues which may warrant locally-developed interventions. The focus and priority for APRAST will be to introduce, support, and develop actions, which have the potential to effectively and economically reduce the regional aviation risk.

3.0   APRAST Modalities

3.1   The Regional Officer, Flight Safety, ICAO Asia Pacific Office will serve as the Secretary. Membership of the APRAST includes the regulatory authority (flight operations, airworthiness and ATM representatives), air operators, service providers, manufactures and industry organizations. Others may be invited to participate as appropriate to the subjects under consideration. Co-chairs will be elected from the nominated members. One Co-chair will be elected from a Contracting State and the other Co-chair will be elected from industry. The term of office will be for two years.

3.2   The APRAST will accomplish the following:

- review safety interventions which have already been developed by existing safety groups such as ICAO, CAST and ESSI and advise the RASG-APAC which of these are appropriate for implementation within the Asia and Pacific regions;

- review the global safety initiatives as defined in the GASP; and the focus areas, best practices, metrics and maturity levels defined in the GASR; and advise the RASG-APAC which of these are appropriate for implementation in the Asia and Pacific regions;

- identify areas of concern to flight safety that may be unique to the region or require emphasis within the region, and develop data and interventions to address those concerns;

- support implementation of data driven action plans developed using risk analysis by performance-based safety systems; and

- work closely with service providers, airlines, manufacturers, industry and labor associations, and other appropriate organizations to ensure that interventions are implemented through a coordinated effort.

3.3   The APRAST 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.

3.4   The APRAST 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 ICAO on the activities of APRAST through the RASG-APAC and on the emerging intervention proposals. In addition, they will liaise as required with other regional safety teams to benefit from their efforts.

3.5   The APRAST Co-chairs/Secretary will conduct follow-up activities as required.

3.6   APRAST will make recommendations to the RASG-APAC for their review and approval.

3.7   The RASG-APAC will monitor activities of APRAST and promote the implementation of those interventions that are deemed appropriate for the Asia and Pacific regions.

3.8   The APRAST will include representatives of appropriate regulatory agencies, industry organizations and other organizations. The on-going work/coordination may be accomplished through electronic communications and regular teleconferences. The team will normally meet twice each year. Additional meetings may be organized when needed to address pressing safety issues.

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TERMS-OF-REFERENCE
ASIA PACIFIC REGIONAL AVIATION SAFETY TEAM –
ACCIDENT INVESTIGATION AD HOC WORKING GROUP (APRAST-AIG AWG)
UNDER
REGIONAL AVIATION SAFETY GROUP - ASIA PACIFIC (RASG-APAC)

1.0   Background

1.1   These terms-of-reference outline the concept and modalities for the Asia Pacific Regional Aviation Safety Team - Accident Investigation ad hoc Working Group (APRAST-AIG AWG) working under direction of the RASG-APAC/APRAST.

1.2   The ICAO Global Aviation Safety Plan (GASP), which was endorsed by the 33rd Session of the ICAO Assembly in 2001, stressed the need for a reduction in the rate of fatal accidents in air transport operations. The GASP endorses the concept of concentrating the safety-related activities of ICAO on those safety initiatives - planned or currently underway - which offer the best safety dividends in terms of reducing the accident rate. Additionally, the GASP encourages States to foster regional and sub-regional safety groups for the purpose of furthering the global safety effort.

1.3   The ICAO GASP was extensively revised in 2007 and subsequently endorsed by States at the 36th Session of the Assembly (Resolution 36-7). It provides a common frame of reference for all stakeholders in order to allow a more proactive approach to aviation safety and to help coordinate and guide safety policies and initiatives worldwide to reduce the accident risk for civil aviation. The GASP is to be used in conjunction with the Global Aviation Safety Roadmap (GASR) developed by aviation industry for ICAO and at its request

1.4   The objective of the Global Aviation Safety Plan provides a common frame of reference for all stakeholders that support a proactive and systematic approach to aviation safety, and helps coordinate and guide the establishment of safety policies and initiatives worldwide. It will help prioritizing and planning safety initiatives and measuring their impact.

1.5   The GASP is based on the following four principles:

- **Participation of all stakeholders:** to ensure consistency of objectives and to avoid duplication of effort;

- **Defining (twelve) Global Safety Initiatives:** setting best practices, metrics and maturity levels which are defined in the Global Aviation Safety Roadmap to ensure that implementation makes full use of the collective experience of the aviation community and that progress is measured in a transparent and consistent way;

- **Planning process:** for collaborative development of action plans that define the specific activities that should take place in order to improve safety;

- **Consistency with the ICAO Global Planning Process:** GASP follows an approach and philosophy which is consistent with the *Global Air Navigation Plan for CNS/ATM Systems* (Doc 9750). Both were developed with close coordination and participation of industry, and both provide a common framework to ensure that regional, sub-regional, national and individual initiatives are coordinated to deliver a harmonized, safe and efficient international civil aviation system.

2.0   **Objective**

2.1   An APRAST-AIG Ad hoc Working Group will be established under the RASG-APAC/APRAST to review the Global Aviation Safety Plan/Roadmap (GASP/R) Global Safety Initiative 3/Focus Area 3 – Impediments to Reporting of Errors and Incidents and GSI 4/Focus Area 4 – Ineffective Incident and Accident Investigation. The appraisal will include a review of the best practices and metrics and the APRAST-AIG AWG will propose recommendations to complete implementation as prescribed by the metrics.

2.2   To accomplish the objectives, the APRAST-AIG AWG will:

     2.2.1   review, for application within Asia and Pacific regions, existing policies and procedures related to the reporting of errors and incidents; and accident investigation, which have already been developed;

     2.2.2   review, for application within Asia and Pacific regions, the best practices and metrics defined in Global Safety Initiative/Focus Area 3 and 4 of the GASP/GASR; and

     2.2.3   review, regional accidents and significant incident trends and other areas of local concern to determine unique issues that may warrant locally developed policies and procedures to effectively capture information for study and for the development of recommendations. The focus and priority for APRAST-AIG AWG will be to introduce, support, and develop actions, which have the potential to effectively and economically reduce the regional aviation accident risk.

3.0   **APRAST-AIG AWG Modalities**

3.1   The Regional Officer, Flight Safety, ICAO APAC Office will be the Secretary to the APRAST-AIG AWG. The Air Accident Investigation Board of Singapore will provide technical support. Membership of the APRAST-AIG AWG will come from participating accident investigating organizations in the Region. Others may be invited to participate as appropriate. A Chairperson and Vice Chairperson will be elected from the nominated members from the participating States' accident investigation organizations.

3.2   The APRAST-AIG AWG will accomplish the following:

- Review and/or prepare policies and procedures that can be used in the region to establish an voluntary incident reporting system as envisioned by Global Safety Initiative 3;

- Review and/or prepare policies and procedures that can be used in the region to establish an accident investigation capability as envisioned by Global Safety Initiative 4;

- Identify areas of concern that may be unique to the region or require emphasis within the region, and develop and/or review policies and procedures to address those concerns;

- Work closely with the APRAST, service providers, airlines, manufacturers, industry and labor associations, and other appropriate organizations to ensure that the policies and procedures are developed through a coordinated effort.

3.3   The Chairperson/Secretary will maintain close contact with ICAO to benefit from its advice on the subject and to this effect they/he will provide regular feedback to ICAO on the activities of APRAST-AIG AWG through APRAST/RASG-APAC. In addition, they/he will liaise as required with other regional safety teams to benefit from their efforts.

3.4   The APRAST-AIG AWG will normally meet twice each year. The on-going work/coordination may be accomplished through electronic communications.

3.5 The RASG-APAC/APRAST will monitor activities of APRAST-AIG AWG and promote the implementation of those policies and procedures that are deemed appropriate for Asia and Pacific regions.

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<div align="right">**Appendix E**</div>

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TERMS-OF-REFERENCE

**ASIA PACIFIC SAFETY REPORTING AND PROGRAMME AD HOC WORKING GROUP
(AP–SRP AWG)**

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A) Purpose of the AP – SRP AWG:

- Gather safety information from different available sources to determine the main aviation safety risks in the Asia and Pacific Regions;

- Develop and organize an Annual Safety Report in three main Sections, one for each safety information category:
  a) Reactive Information;
  b) Proactive Information; and
  c) Predictive Information.

- Based on the risk areas identified in the annual report, make recommendations to the RASG-APAC, through the APRAST, for safety enhancement initiatives; and

- Prepare a draft progress report to the ANC based on the Annual Safety Report, the safety enhancement initiatives and detailed implementation plans.

B) Membership:

- RASG-APAC Partners.

C) Roles and Responsibilities:

- ICAO HQ – Support;
- ICAO APAC Regional Office – Support; and
- Workgroup Partners – Provide technical expertise and collaborate in the development of material as requested by APRAST.

<div align="center">— END —</div>