



International Civil Aviation Organization

**EIGHTH MEETING OF THE ASIA PACIFIC REGIONAL AVIATION SAFETY TEAM  
(APRAST/8)**

*(Bangkok, Thailand, 28 March – 1 April 2016)*

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**Agenda Item 5: Presentations – State / Industry / ICAO**

**STARTER KIT TO APRAST**

*(Presented by Singapore)*

**SUMMARY**

The RASG-APAC/5 meeting agreed to include the development of a Starter Kit to APRAST in the RASG-APAC 2015-2016 work programme. This working paper proposes a Starter Kit to APRAST, which aims to increase familiarity with APRAST meetings and encourage participation, to facilitate meeting preparations and proceedings.

**1. INTRODUCTION**

1.1 The RASG-APAC/5 meeting agreed to include the development of a Starter Kit to APRAST in the RASG-APAC 2015-2016 work programme, to increase familiarity with APRAST meetings and encourage participation.

**2. DISCUSSION**

2.1 The proposed Starter Kit to APRAST in **Appendix A** provides a brief overview of APRAST working processes and also serves as a guide to representatives of other bodies (e.g. APANPIRG and her subsidiary working bodies), as coordination takes place between APRAST and other bodies.

2.2 In keeping with the comments received from the APRAST/7 meeting, the Starter Kit provides a simple overview of the purpose, structure, workflow of APRAST. Its content also covers meeting proceedings and recommended preparation work for meetings.

2.3 It is recommended that the Starter Kit be made publicly available on the ICAO APRAST website. For a start, Singapore can work with the APRAST Secretariat and members to publish the first edition of the Starter Kit.

**3. ACTION BY THE MEETING**

3.1 The APRAST/8 meeting is invited to provide feedback and endorse the proposed 'Starter Kit to APRAST'.

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# Starter Kit to APRAST

# Introduction

The Starter Kit provides a simple overview of the purpose, structure, workflow of APRAST. Its content also covers meeting proceedings and recommended preparation work for meetings.

The ICAO RASG-APAC Procedural Handbook provides more detailed information on the Terms of Reference and proceedings of RASG-APAC and its subsidiary bodies.

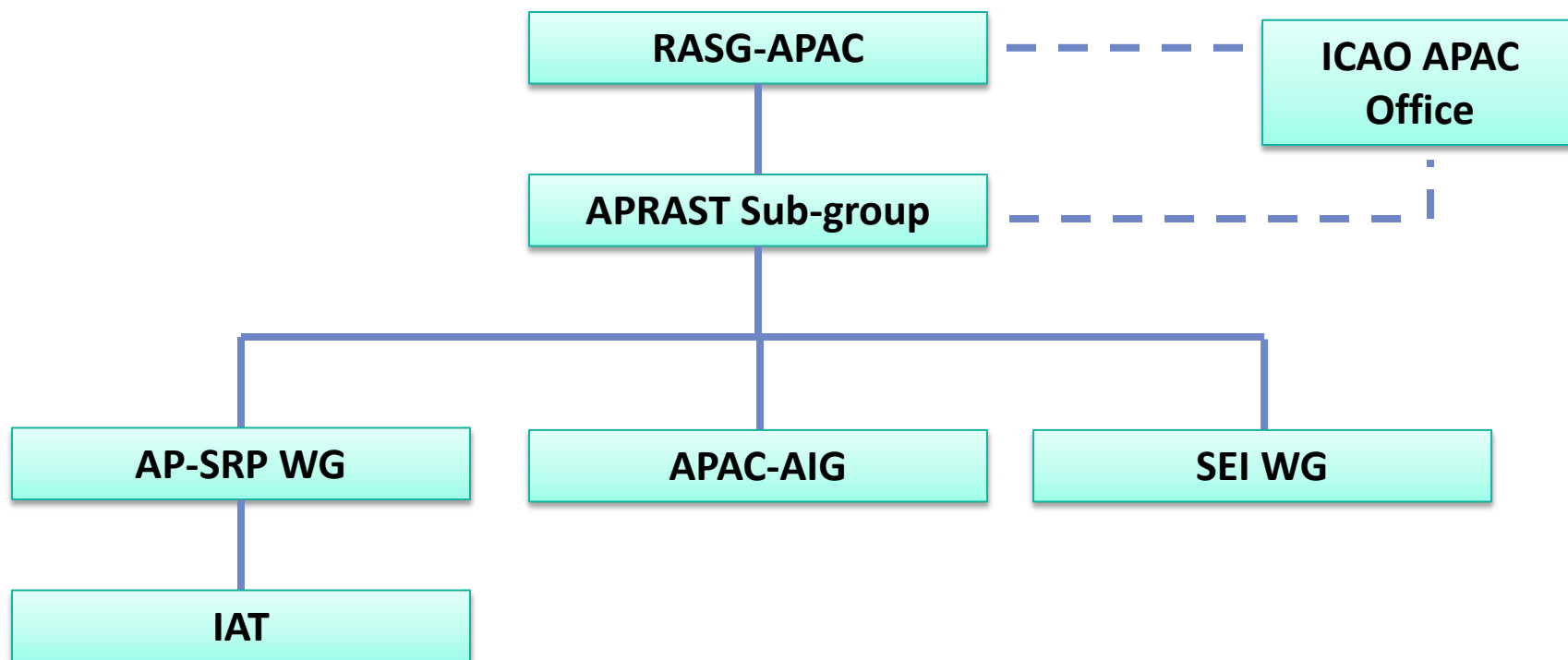
# Outline of Starter Kit

- Introduction to RASG-APAC and subsidiary bodies
- APRAST Work
- APRAST Meeting Proceedings
- Preparations for APRAST



# Introduction to RASG-APAC and subsidiary bodies

# Overall Structure



*AP-SRP WG: Asia Pacific Safety Reporting and Programme Working Group*

*APAC-AIG: Asia Pacific Accident Investigation Group*

*SEI WG: Safety Enhancement Initiatives Working Group*

*IAT: Information Analysis Team*

# Summary of roles

## APRAST

- Assist RASG-APAC in implementing ICAO's Global Aviation Safety Plan
- Assist RASG-APAC and States/ Administrations and Industry in achieving the APAC regional aviation safety priorities and targets
- Develop Work Programme for RASG-APAC

## AP-SRP WG

- Determine aviation safety risks and key contributors to accidents in APAC
- Develop Asia Pacific Regional Annual Safety Report

## APAC-AIG

- Assist States/Administrations to achieve a high level of compliance with ICAO SARPs in the area of AIG
- Enhance capabilities among AIG bodies, through organizing workshops, seminars, forums and training, and through cooperation

## IAT

- Support the development of SEIs and Annual Safety Reports through processing significant volume of data and information

## SEI WG

- Develop, implement and review SEIs to address contributing factors to operational risks , i.e. Loss of Control In-flight (LOC-I), Controlled Flight into Terrain (CFIT), Runway Safety (RS)



# APRAST Work



# Work Planning

- ➔ APRAST work is guided by the RASG-APAC Yearly and Standing Work Programmes, which are drafted by APRAST and approved by RASG-APAC on a yearly basis.
  - The Yearly Work Programme contains tasks to be completed within the work year by RASG-APAC and its subsidiary bodies.
  - The Standing Work Programme contains tasks that are planned to be completed.
  
- ➔ APRAST appoints Champions to oversee the completion of the tasks.

# Work Scope

- ➔ The scope of APRAST's work covers several areas based on the following considerations:
  - Addressing suggestions and feedback from States/ Administrations, Industry, APRAST Secretariat, ICAO APAC Regional Office or ICAO HQ
  - Executing Decisions and Conclusions, and recommendations from RASG-APAC
  - Supporting the achievement of APAC Regional Aviation Safety Priorities and Targets
  - Developing safety enhancement initiatives to address region's operational risks



# APRAST Meeting Proceedings

# Organisation of Meeting

## APRAST typically organises its meetings into sessions:

### → Plenary Sessions

- Collective review of RASG-APAC Decisions, RASG-APAC Work Programme and APRAST Decisions and Conclusions
- Presentations by State/ Industry/ ICAO
- Presentations by groups (AP-SRP WG, SEI WG and APAC-AIG)

### → Breakout Sessions

- AP-SRP WG and SEI WG\* hold breakout sessions at the group level to coordinate and carry out their tasks

*\* Note: APAC–AIG holds annual meetings outside of APRAST meetings, usually in combination with accident investigation workshops.*

### → Workshops

- Thematic workshops are held in conjunction with APRAST meetings, based on informal sharing of best practices and practical guidance

# Meeting Format

**During the APRAST sessions, output is typically delivered in the formats:**

## ✈️ Plenary Sessions

- Working Papers (with slides if applicable) outlining proposed actions to be taken by the Meeting
- Information Papers are usually not discussed at the meetings
- APRAST Report, to capture key discussions and actions in the form of
  - **Decisions** - related to internal working arrangements of the Group and its subsidiary bodies.
  - **Conclusions** – for matters which merit direct attention of States, or further action to be initiated by the Secretary.

## ✈️ Breakout Sessions

- Formats are as advised by WG Co-Chairs/ Vice-Chairs
- WGs should provide clear recommendations for discussion at plenary sessions
- Specifically, SEI WG may use the submission [template](#) for SEIs to present at plenary session, detailing specific actions or recommendations



# Preparations for APRAST

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- Secretariat will inform States/Administrations and international organisations of the administrative details and draft programmes through State Letters.
- Nominate or Update Point-of –Contact for RASG-APAC and APRAST matters with ICAO APAC office.
  - Consistent representation at meetings is encouraged to facilitate discussions and follow-up actions.
- Review pertinent documents in preparation of biannual APRAST meetings:
  - RASG-APAC Yearly and Standing Work Programme
  - Decisions and Conclusions arising from the latest RASG-APAC and APRAST meetings
  - Expected deliverables on SEIs circulated by Champions
  - Working or Information Papers



# Starter Kit to APRAST

**End**