



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**REPORT OF THE FIRST MEETING OF THE
MID SAFETY SUPPORT TEAM**

(MID-SST/1)

(Cairo, Egypt, 18 - 20 March 2014)

The views expressed in this Report should be taken as those of the MID Region AIS Database Study Group and not of the Organization. This Report will, however, be submitted to the MIDANPIRG and any formal action taken will be published in due course as a Supplement to the Report.

Approved by the Meeting
and published by authority of the Secretary General

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PART I – HISTORY OF THE MEETING

1. PLACE AND DURATION

1.1 The First Meeting of the MID Safety Support Team (MID-SST/1) was held in the ICAO MID Regional Office, Cairo, Egypt, 18-20 March 2014.

2. Opening

2.1 Mr. Mashhor Alblowi, Regional Officer, Flight Safety, on behalf of Mr. Mohamed R. M. Khonji, the Regional Director of the ICAO Middle East Office, welcomed the participants to Cairo and wished them a successful and fruitful meeting. He reiterated that the top priority of the MID-SST is to improve status of implementation of State Safety Programs (SSPs) in the MID Region, and that the RASG-MID/3 meeting (Kuwait, 27-29 January 2014) agreed that effort should be put toward the establishment of an RSOO-SSP to support States in the implementation of SSP in an expeditious manner.

2.2 Mr. Ismaeil Mohammed Abdul Wahed, MID-SST Rapporteur, highlighted that the MID-SST should focus on the implementation of the Detailed Implementation Plans (DIPs) related to the implementation of the SSPs in the MID Region. He invited all States and Stakeholders to join the MID-SST and actively participate in its Work Programme.

3. ATTENDANCE

3.1 The meeting was attended by a total of twenty five (25) participants from five (5) States (Egypt, Qatar, Sudan, United Arab Emirates and Yemen) and two (2) Organizations (COSCAP-GS and IATA). The list of participants is at **Attachment A** to the Report.

4. OFFICERS AND SECRETARIAT

4.1 The meeting was chaired by the MID-SST Rapporteur, Mr. Ismaeil Mohammed Abdul Wahed, Assistant Director General Air Accident Investigation, General Civil Aviation Authority, UAE. Mr. Mashhor Alblowi, Regional Officer, Flight Safety was the Secretary of the meeting.

5. LANGUAGE

5.1 The discussions were conducted in the English language and documentation was issued in English.

6. AGENDA

6.1 The following Agenda was adopted:

- | | |
|----------------|------------------------------------|
| Agenda Item 1: | Adoption of the Provisional Agenda |
| Agenda Item 2: | MID-SST Work Programme |
| Agenda Item 3: | Any other Business |

PART II: REPORT ON AGENDA ITEMS

REPORT ON AGENDA ITEM 1: ADOPTION OF THE PROVISIONAL AGENDA

1.1 The meeting reviewed and adopted the Provisional Agenda as at Para 6 of the History of the Meeting.

REPORT ON AGENDA ITEM 2: MID-SST WORK PROGRAMME***Detailed Implementation Plans (DIPs)***

2.1 The meeting recalled that the RASG-MID/3 meeting (Kuwait, 27-29 January 2014) endorsed the top priority SEIs related to MID-SST as follows:

- 1- improve status of implementation of State Safety Programs (SSPs) in the MID Region;
- 2- strengthening of States' Safety Oversight capabilities through the establishment of Regional/Sub-regional Safety Oversight Organization(s); and
- 3- improve regional cooperation for the provision of Accident & Incident Investigation.

2.2 The RASG-MID/3 meeting agreed that due to the challenges facing the MID-SST to implement its work programme, in particular related to SSP implementation in the MID Region, effort should be put toward the establishment of an RSOO-SSP to support States in the implementation of SSP in an expeditious manner. It was agreed that MID-SST should develop a draft Action Plan for the establishment of an RSOO-SSP to support States in the implementation of SSP.

2.3 Based on the above, the meeting reviewed and updated the DIP1 related to the establishment of an RSOO-SSP as at **Appendix 2A** to include the following actions:

- 1- Develop a Questionnaire to be sent to the MID States in order to seek the States' commitment for the establishment of an RSOO-SSP to support States in the implementation of SSP.
- 2- The ICAO MID Regional Office to send out a State Letter to States requesting that gap analysis to be completed (using ICAO iSTARS tool).
- 3- Promote the establishment of an RSOO-SSP, particularly during the Second MID Safety Summit (Oman, 27-29 April 2014).
- 4- Analyze the States' replies and draft a report.
- 5- Develop proposals for establishment of an RSOO-SSP and a plan of visits to the committed States.
- 6- Develop an MOU to be presented to the DGs during the DGCA-MID/3 meeting.

2.4 The meeting noted that the RSC-Lim/3 meeting (25-26 February 2014) agreed that additional DIPs should be developed in order to support the SSP/SMS implementation in the MID Region. Accordingly, the meeting developed 3 additional drafts DIPs related to guidance materials, training and assessment missions to States.

2.5 With respect to guidance materials, the meeting developed draft DIP2 as at **Appendix 2B** to include the following:

- 1- ICAO will review the Generic Regulations (Model), which is provided by COSCAP-GS to ensure the full compliance with ICAO Annex 19 in order to make it available for MID States.
- 2- ICAO will review the procedures and check-lists provided by COSCAP-GS for CAA to assess the SMS implementation in order to make them available for MID States.

2.6 The meeting developed draft DIP3 related to training as at **Appendix 2C** to include the following:

- 1- COSCAP-GS to prepare and conduct, in coordination with ICAO MID Regional Office, a three (3) day workshop on SSP implementation for MID States.
- 2- COSCAP-GS to prepare and conduct, in coordination with ICAO MID Regional Office, two (2) to three (3) day training on Annex 19 and ICAO Doc 9859 Safety Management Manual (SMM).
- 1- COSCAP-GS to prepare and conduct, in coordination with ICAO MID Regional Office, four (4) to five (5) day training on Advanced Audit of SMS implementation.
- 2- The ICAO MID Regional Office to conduct an SMS workshop (2015).

2.7 The meeting agreed that the development of training materials should be coordinated with ICAO HQ, taking into consideration the new training materials related to SSP and SMS including the CBT (June-July 2014).

2.8 The meeting also developed draft DIP4 related to assistance missions as at **Appendix 2D** to be conducted by an ICAO expert(s) to MID States in order to assess the status of SSP implementation, assist States to complete the Gap Analysis on iSTARS and draft a report for each State including recommendations. The DIP includes the following actions:

- 1- The ICAO MID Regional Office to send out a State Letter to States explaining the objective and scope of the mission and requesting their acceptance and preferred dates.
- 2- COSCAP-GS to draft a visit plan and hire an ICAO expert and coordinate with States and the ICAO MID Regional Office.
- 3- COSCAP-GS to draft a report for each State including recommendation.
- 4- COSCAP-GS to draft a consolidated report.

2.9 The COSCAP-GS indicated that the missions and the development of the related reports will be financed by their budget pending the final approval of COSCAP-GS Steering Committee in March 2014.

The MID Region Safety Strategy related to SSP/SMS implementation

2.10 The meeting recalled that the MID Region Safety Strategy was developed by the First MID Safety Summit (Bahrain, 28-29 April 2013) and endorsed by the Second Meeting of Directors General of Civil Aviation – Middle East Region (DGCA-MID/2, Jeddah, Saudi Arabia, 20 -22 May 2013).

2.11 The meeting noted that the RASG-MID/3 meeting agreed that the RSC should review and amend as deemed necessary the MID Region Safety Strategy.

2.12 The meeting reviewed the Safety Indicators and Targets related to the SSP/SMS implementation.

2.13 In line with the revised Global Aviation Safety Plan (GASP), the meeting proposed that the Safety Targets should be revised to include two sets considering the USOAP Effective Implementation (EI) , as follows:

- 1- States with EI over 60% to fully implement their SSP by the year 2017; and
- 2- States with EI less than 60% to fully implement their SSP by the year 2019.

2.14 As a starting point, States should take the required actions to ensure that their SSP implementation plans are developed by end of 2014 and perform an initial SSP Gap Analysis, as outlined in the table below:

Safety Indicator	Safety Target
Number of States that have developed an SSP implementation plan	All States by end 2014
Number of States that have performed an initial SSP Gap Analysis on iSTARS	

2.15 The meeting proposed that in addition to the Safety Indicators related to the phased approach for the implementation of the SSP, annual increment percentages of completion of States' SSP implementation plan might be considered in the future, as outlined in the table below:

Sates with EI over 60%	
Safety Indicator	Safety Target
Number of States having completed an annual percentage of the State's SSP implementation plan (Evaluation/comparison of the State's Annual SSP Gap Analysis on iSTARS)	All States to have 33 % completion of SSP implementation as per State's implementation plan by end of 2015
	All States to have 66 % completion of SSP implementation as per State's implementation plan by end of 2016
	All States to have 100 % completion of SSP implementation as per State's implementation plan by end of 2017
Sates with EI less than 60%	
Safety Indicator	Safety Target
Number of States having completed an annual percentage of the State's SSP implementation plan (Evaluation/Comparison of the State's Annual SSP Gap Analysis on iSTARS)	All States to have 20 % completion of SSP implementation as per State's implementation plan by end of 2015
	All States to have 40 % completion of SSP implementation as per State's implementation plan by end of 2016
	All States to have 60 % completion of SSP implementation as per State's implementation plan by end of 2017
	All States to have 80 % completion of SSP implementation as per State's implementation plan by end of 2018
	All States to have 100 % completion of SSP implementation as per State's implementation plan by end of 2019

2.16 The meeting reviewed the Safety Indicators and Targets related to the SMS implementation by the service providers in the MID Region as outlined in the MID Region Safety Strategy and proposed the following Safety Indicators and Targets:

Safety Indicator	Safety Target
Number of Service Providers having completed implementation of SMS Phase 1, as a percentage of all service providers required to implement SMS	40% of the service providers by the end of 2014; 75% of the service providers end of 2015; and All the service providers by the end of 2016.
Number of Service Providers having completed implementation of SMS Phase 2, as a percentage of all service providers required to implement SMS	40% of the service providers by the end of 2015; 75% of the service providers end of 2016; and All the service providers by the end of 2017.
Number of Service Providers having completed implementation of SMS Phase 3, as a percentage of all service providers required to implement SMS	40% of the service providers by the end of 2016; 75% of the service providers end of 2017; and All the service providers by the end of 2018.
Number of Service Providers having completed implementation of SMS Phase 4, as a percentage of all service providers required to implement SMS	40% of the service providers by the end of 2017; 75% of the service providers end of 2018; and All the service providers by the end of 2019.

2.17 The meeting proposed that in order to assess the current SMS implementation status in the MID Region, the following table should be sent out to the MID States for completion. This table indicates the total number of a State's Service Providers/Operators, as well as, the number of Service Providers/Operators that have completed the SMS phases as outlined in ICAO Doc 9859 (the table might be included in the MID Annual Safety Report):

Service Providers/Operators	Total Number	SMS implementation progress			
		SMS Phase 1	SMS Phase 2	SMS Phase 3	SMS Phase 4
Aircraft Operators					
Air Traffic Service Providers					
Approved Aircraft Maintenance Organizations					
Certified Aerodromes					
Approved Training Organizations that are exposed to operational safety risks during their air training operations (i.e.: flight training schools)					

Follow-up actions to the outcome of the Safety Management Workshop (11-12 June 2013)

2.18 The meeting recalled that it was agreed during the workshop that COSCAP-GS website would be used to create a web-page for follow-up/monitoring of progress of SMS/SSP implementation (indicators/targets). However, the meeting agreed that this initiative should be coordinated with the ICAO MID Regional Office since ICAO is establishing a Regional Dashboard in order to avoid duplication of efforts.

Follow-up on NGAP National Plans development and implementation

2.19 The meeting agreed that a Questionnaire to be developed in order to assess the development and implementation of the NGAP National Plans in the MID Region. The Questionnaire would be presented to the RSC-MID/3 meeting.

UAE activities related to better coordination of the Accident and Incident Investigation in the MID Region

2.20 The meeting was briefed on UAE activities related to better coordination of the Accident Incident Investigation in the MID Region including the establishment of the Middle East and North Africa Society of Air Safety Investigators (MENASASI) and signing affiliation with the International Society of Air Safety Investigators (ISASI).

2.21 The meeting noted with appreciation the UAE invitation for the MID States to participate in the specialized Courses organized by UAE GCAA for Accident and Incident Investigation.

2.22 The meeting noted that UAE may consider developing a special DIP with UAE GCAA as a Champion with action plans to enhance AIG Regional Cooperation/Coordination including training.

Follow-up on a proposed Regional Safety Information Exchange Mechanism related to Unsafe Aircraft/Air Carriers

2.23 The meeting agreed that a Questionnaire to be developed in order to collect information regarding the national mechanisms in the MID States and to get States' feedback and interest concerning the establishment of the proposed regional safety information exchange mechanism related to unsafe aircraft/air carriers. The Questionnaire would be presented to the RSC-MID/3 meeting.

SSP in UAE

2.24 The UAE delivered a presentation on the implementation of the SSP in UAE. It was indicated that the SSP will be fully implemented by end of 2014.

EU Assistance Project to develop and implement SSP in Egypt

2.25 Egypt delivered a presentation on the EU assistance project to develop and implement SSP in Egypt. It was noted that Egypt will share the ToRs of this project with the team in order to develop a special DIP with EU as a champion.

REPORT ON AGENDA ITEM 3: ANY OTHER BUSINESS

3.1 The meeting updated the MID-SST team composition to include Egypt, Sudan and Yemen. The meeting agreed that the ToRs might need to be updated and presented to the RSC/3 meeting.

3.2 The meeting reviewed and updated the list of designated MID-SST focal points as at **Appendix 3A**, and agreed that a State Letter should be sent out to all MID States requesting designation/update of their focal points.

APPENDICES

APPENDIX 2A

**Detailed Implementation Plan
DIP1**

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority	Time Frame
MID-SST/01	Improve status of implementation of State Safety Programs (SSPs) in the MID Region	Refer to the SEI	Refer to the SEI	High	Difficult	P3	1	Mid Term
Safety Enhancement Action (expanded)		ICAO safety management provisions require States to establish a State Safety Programme (SSP) in order to achieve an Acceptable Level of Safety (ALoS) in civil aviation.						
Statement of Work		Establishment of an RSOO to support States in the implementation of SSP in an expeditious manner.						
Champion Organization		ICAO						
Human Resources		<ol style="list-style-type: none"> 1. SST 2. ICAO 3. States 4. Industry 5. ACAC 						
Financial Resources		Options will be explored by SST as required (funds from States or other safety partners).						

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority	Time Frame
Relation with Current Aviation Community Initiative								
Performance Goal		<ol style="list-style-type: none"> 1. Achieve acceptable level of safety in civil aviation. 2. Achieve MID- Region safety strategy targets. 						
Indicators		In accordance with the MID Region Safety Strategy.						
Key Milestones (Deliverables)		<ol style="list-style-type: none"> 1. Send out a questionnaire to the MID States in order to get the States' interest and commitment to the establishment of an RSOO-SSP to support States in the implementation of SSP. 2. States to be requested to complete a gap analysis (using ICAO iSTAR tool). 3. Promote the establishment of an RSOO-SSP during the Second MID Safety Summit (Oman, 27-29 April 2014)- PPT by IA (particularly through the high-level briefing for top management (DGs and CEOs). 4. Analyze the States' replies and develop proposals for establishment of an RSOO-SSP and a plan of visits to the committed States. 5. Develop an MOU to be presented to the DGs during the DGCA-MID/3 meeting 						
Potential Blockers		<ol style="list-style-type: none"> 1. Lack of necessary expertise Subject to the course of action that will be take: <ol style="list-style-type: none"> 1. Regional Cooperation 2. Institutional issues 3. Financial constraints 						

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority	Time Frame
Responsible	Core Team: ICAO, IATA, Region states, operators, Boeing, Airbus & COSCAP-GS.							
DIP Notes								

APPENDIX 2B

**Detailed Implementation Plan
DIP2**

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority
MID-SST/01	Establish and Implement an SSP action plan in the MID - Region States	Refer to the SEI	Refer to the SEI	High	Difficult	P3	1
Safety Enhancement Action (expanded)	The States are required, under the Action Plan for the SSP establishment and implementation, to provide a Regulatory Framework as well as to provide Guidance Materials for its personnel (Procedures check-lists).						
Statement of Work	Development of generic Regulation (Model) and associated Procedures/Check-list for the use of the CAAs inspectors.						
Champion Organization	ICAO and COSCAP-GS						
Human Resources	<ol style="list-style-type: none"> 1. SST 2. ICAO/ COSCAP-GS 3. States 						
Financial Resources	No special finance needed.						

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority
Relation with Current Aviation Community Initiative							
Performance Goal	<ol style="list-style-type: none"> 1. Comply with ICAO SARPS ; 2. Achieve acceptable level of safety in civil aviation. 3. Achieve MID- Region Safety Strategy Targets. 						
Indicators	In accordance with the MID Region Safety Strategy.						
Key Milestones (Deliverables)	<ol style="list-style-type: none"> 1- Develop Generic Regulations-Model and associated Procedures/Check-list (completed); 2- ICAO to review the Generic Regulations (Model), which is provided by COSCAP-GS to ensure the full compliance with ICAO Annex 19 in order to make it available for MID States. 3- ICAO to review the procedures and check-lists provided by COSCAP-GS for CAA to assess the SMS implementation in order to make them available for MID States. 						
Potential Blockers							
Responsible	Core Team: ICAO, COSCAP-GS and MID Region States.						
DIP Notes							

APPENDIX 2C

**Detailed Implementation Plan
DIP3**

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority
MID-SST/01	Establish and Implement an SSP action plan in the MID - Region States	Refer to the SEI	Refer to the SEI	High	Difficult	P3	1
Safety Enhancement Action (expanded)		SSP and SMS training for managers/decision makers and technical staff.					
Statement of Work		Development of a comprehensive Training Program.					
Champion Organization		COSCAP-GS with the support of ICAO.					
Human Resources		1. ICAO/ COSCAP-GS 2. Short term experts/trainers to be hired by the COSCAP-GS for the purpose of the training missions.					
Financial Resources		Under the approval of member States, COSCAP-GS budget will be used. Sponsoring will also be needed.					

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority
Relation with Current Aviation Community Initiative							
Performance Goal		<ol style="list-style-type: none"> 1. Awareness raising of CAAs' managers, decision makers and technical personnel. 2. Enhancement of technical qualification of the CAAs technical personnel. 3. Achieve I the MID Region Safety Strategy Targets. 					
Indicators		In accordance with the MID Region Safety Strategy.					
Key Milestones (Deliverables)		<ol style="list-style-type: none"> 1- Prepare and conduct a three (3) days workshop on SSP establishment and implementation. 2- Two (2) to three (3) days training of CAAs for Annex 19 and SMM. 3- Four (4) to five (5) days training on Advanced Audit of SMS implementation (how to audit the industry) to be planned by COSCAP-GS. 4- Conduct an SMS workshop (2015). 					
Potential Blockers		<ol style="list-style-type: none"> 1. Shortage in Human resources (inspectors) to be trained. 2. Security and political issues in some States that could jeopardise the travel missions. 					
Responsible		Core Team: ICAO, COSCAP-GS, Safety Partners and MID Region States.					
DIP Notes							

APPENDIX 2D

**Detailed Implementation Plan
DIP4**

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority
MID-SST/01	Establish and Implement an SSP action plan in the MID -region States	Refer to the SEI	Refer to the SEI	High	Difficult	P3	1
Safety Enhancement Action (expanded)		Assistance missions will be conducted for all the MID States in order to assess the status of SSP implementation, assist States to complete the Gap Analysis on iSTARS and draft a report for each State including recommendations					
Statement of Work		A Gap Analysis, check-list has been developed by COSCAP-GS in order to be used by the appropriate ICAO expert(s) during the missions to States. The Check-list is build in compliance with ICAO SARPS provisions (Annex 19 and Doc 9859, 3rd Edition).					
Champion Organization		COSCAP-GS with the support of ICAO.					
Human Resources		1. ICAO/ COSCAP-GS 2. Short term experts to be hired by the COSCAP-GS.					
Financial Resources		Under the approval of member States, COSCAP-GS budget will be used.					

No	Safety Enhancement Action	GASP Safety Initiative (ICAO Doc 10004)	Best Practices Supporting GASP Safety Initiative (ICAO Doc 10004, Appendix 2)	Safety Impact	Changeability	Indicator	Priority
Relation with Current Aviation Community Initiative							
Performance Goal		To provide a real capture of the existing situation in the MID region regarding the SSP implementation and the CAAs capacity in discharging their role in the oversight regarding the SMS implementation by the industry.					
Indicators		In accordance with the MID Region Safety Strategy.					
Key Milestones (Deliverables)		<ol style="list-style-type: none"> 1- Establish ToRs for the missions. 2- Send out a State Letter to States with the ToRs explaining the objective and scope of the mission and requesting their acceptance and preferred dates. 3- Draft a visit plan and hire an ICAO expert and coordinate with the States and the ICAO MID Regional Office. 4- Draft a report for each State including recommendation. 5- Draft a consolidated report. 					
Potential Blockers		1. Security and political issues in some States that could block the missions.					
Responsible		Core Team: ICAO/COSCAP-GS, Safety Partners and MID Region States.					
DIP Notes							

APPENDIX 3A

LIST OF DESIGNATED MID-SST FOCAL POINTS

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ATTACHMENT

MID-SST/1
Attachment A to the Report

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