DIRECTORS GENERAL OF CIVIL AVIATION-MIDDLE EAST REGION

Fourth Meeting (DGCA-MID/4)

(Muscat, Oman, 17-19 October 2017)

Agenda Item 6:   Aviation Security and Facilitation

ESTABLISHMENT OF THE MIDDLE EAST REGIONAL AVIATION SECURITY
AND FACILITATION GROUP (MID-RASFG)
PROVISIONAL AGENDA

(Presented by the Secretariat)

<table>
<tr><td align="center">SUMMARY</td></tr>
<tr><td>This working paper highlights the provisions of the Riyadh Declaration and the Africa and Middle East Aviation Security Roadmap related to the Establishment of the Middle East Regional Aviation Security and Facilitation Group (MID-RASFG). The paper provides also an update on the work achieved by the Security and Facilitation Plan Development Group (SECFAL PDG) and seeks the agreement of the meeting for the establishment of the MID-RASFG.

Action by the meeting is at paragraph 3.</td></tr>
<tr><td align="center">REFERENCES</td></tr>
<tr><td>The Riyadh Declaration on Aviation Security and Facilitation in the ACAC and ICAO MID Regions, endorsed on 31 August 2016 in Riyadh, Kingdom of Saudi Arabia.

Africa and Middle East Aviation Security Roadmap, endorsed on 24 August 2017 in Sharm El Sheikh, Egypt.</td></tr>
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1.   **INTRODUCTION**

1.1   The Riyadh Declaration on Aviation Security and Facilitation in the ACAC and MID Regions at **Appendix A** was endorsed by the Global Ministerial Aviation Summit held in Riyadh, Saudi Arabia, from 29 to 31 August 2016.

1.2   The Declaration called for the establishment of a Regional Aviation Security and Facilitation SECFAL Group to effectively implement the undertakings of the Riyadh Declaration.

1.3   The Regional Ministerial Conference on Aviation Security in Africa and the Middle East was held in Sharm El Sheikh, Egypt, 22 - 24 August 2017. The Conference resulted in the endorsement of the "Africa and Middle East Aviation Security Roadmap" at **Appendix B.** The main objective of the Roadmap is to assist and encourage AFI and MID States and stakeholders to work collaboratively towards effective implementation of agreed actions/tasks to achieve the objectives of the Global Aviation Security Plan

(GASeP).

1.4   The relevant Regional AVSEC/FAL Groups in Africa and the Middle East should develop detailed Action Plans to ensure the effective implementation of the Roadmap. In addition, they should work with the ICAO Regional Offices accredited to AFI and MID States to collaborate with their States, international and regional Organizations, and industry stakeholders to support the effective implementation of the Roadmap.

2.   DISCUSSION

2.1   As a follow-up action to the Riyadh Declaration, the ICAO MID Office coordinated with all concerned stakeholders and called for a regional meeting to start the work related to the establishment of the Middle East Regional Aviation Security and Facilitation Group (MID-RASFG), and the development of a Draft ACAC/MID SECFAL Plan.

2.2   The First Meeting of the Security and Facilitation Plan Development Group (SECFAL PDG/1) was held in the ICAO MID Office, Cairo from 30 January to 2 February 2017. The meeting was attended by a total of thirty-eight (38) participants from twelve (12) States (Egypt, Germany, Iran, Japan, Jordan, Kuwait, Oman, Qatar, Saudi Arabia, Sudan, Syria and UAE) and two (2) Organizations (AACO and IATA) in addition to the ICAO CASP-MID Programme Coordinator.

2.3   The Meeting resulted in the establishment of two Action Groups to prepare:

    a)   a Draft ACAC/MID SECFAL Plan; and

    b)   a Draft Procedural Handbook for the MID-RASFG (including the recommended Organizational Structure and Terms of Reference (TORs)).

2.4   The SECFAL PDG/2 meeting was hosted by the United Arab Emirates (UAE) General Civil Aviation Authority (GCAA) in Abu Dhabi, UAE, 3-4 May 2017. The meeting was attended by a total of thirty eight (38) participants from eleven (11) States (Australia, Egypt, Jordan, Kuwait, Morocco, Oman, Qatar, Saudi Arabia, Sudan, UAE, and USA/TSA) and three (3) Organizations (AACO, ACI and IATA) in addition to the ICAO CASP-MID Programme Coordinator.

2.5   The SECFAL PDG/2 developed a Draft Procedural Hand Book for the MID-RASFG as at **Appendix C.**

2.6   Based on the outcome of the SECFAL PDG/2 meeting, the following priorities were identified as the basis of the Short-term SECFAL Plan (within two years following the establishment of the MID-RASFG):

    1)   All States to develop and implement a risk assessment methodology to protect civil aviation against acts of unlawful interference, taking into consideration insider threats, land side attacks and the use of MANPADs.

    2)   All States to develop a regulatory framework to safe guard civil aviation against Cyber-attacks.

    3)   All states to develop sustainable and efficient cargo and mail security measures, as appropriate.

    4)   All states to include in their respective national legislation, procedures for the establishment of the Advanced Passenger Information (API).

2.7   The following actions were also proposed to effectively enhance the level of aviation security and facilitation implementation of both, Annex 17 and Annex 9 Standards and Recommended Practices (SARPs) by the proper utilization of the MID Region resources:

1)   Identify the States of low average results in Effective Implementation (IE) of Critical Elements (CE) and identify the root causes whether in legislation and/or implementation and address deficiencies and vulnerabilities identified by proper Corrective Action Plans.

2)   Obtain commitment from States of high average results in IE of the CE to share experience and the best practices with other States in need.

3)   Contribute resources to ICAO by identifying experts from each State to be mobilized by MID-RAFSG to provide increased assistance (where possible) for capacity development.

4)   Conduct training (workshops and courses) and exchange expertise and best practices through seminars and meetings organized by ICAO and industry partners.

5)   Ensure commitment by recipient States to enhance effective implementation of the State agreed plan.

2.8   The meeting may wish to note that the development of the ACAC/MID SECFAL Plan, including the SECFAL Targets is still ongoing. The first Draft is expected to be presented to the MID-RASFG/1 meeting for endorsement.

3.   ACTION BY THE MEETING

3.1   The meeting is invited to:

a)   approve the Establishment of the Middle East Regional Aviation Security and Facilitation Group (MID-RASFG);

b)   review and update, as deemed necessary, the Draft MID-RASFG Procedural Handbook at **Appendix C**;

c)   urge the SECFAL PDG to continue work on the development of the ACAC/MID SECFAL Plan for presentation and endorsement by the MID-RASFG; and

d)   Urge States and all stakeholders to work collaboratively and provide support and expertise to the SECFAL PDG and the MID-RASFG, once established, for the enhancement of the aviation security and facilitation in the Region, in accordance with the Riyadh Declaration and the Africa and Middle East Aviation Security Roadmap.

ACAC

RIYADH DECLARATION
ON AVIATION SECURITY AND FACILITATION
IN THE ACAC AND ICAO MID REGIONS
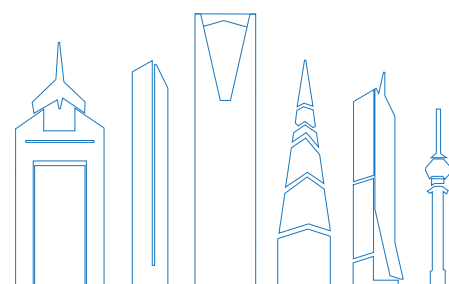
GLOBAL MINISTERIAL AVIATION SUMMIT

31 AUGUST 2016 - RIYADH, KINDGOM OF SAUDI ARABIA

RIYADH DECLARATION

ON AVIATION SECURITY AND FACILITATION
IN THE ACAC AND ICAO MID REGIONS

RIYADH DECLARATION ON
AVIATION SECURITY AND FACILITATION
IN THE ACAC AND ICAO MID REGIONS
31 AUGUST 2016

We, Ministers and Head of Delegations responsible for Civil Aviation in the Arab Civil Aviation Commission (ACAC) and ICAO Middle East (MID) Regions, meeting in Riyadh, Kingdom of Saudi Arabia, on 31 August 2016, on the occasion of the "Global Ministerial Aviation Summit" organized by the Kingdom of Saudi Arabia:

A. MINDFUL OF

1. The Convention on International Civil Aviation done in Chicago on 7 December 1944;

2. The Convention on Offences and Certain other Acts Committed on board Aircraft signed at Tokyo on 14 September 1963 (Tokyo Convention); and the Protocol to Amend the Convention on Offences and Certain other Acts Committed on board the Aircraft adopted by the ICAO Diplomatic Conference on 4 April 2014 (Montreal Protocol);

3. The Convention for the suppression of Unlawful Acts against the Safety of Civil Aviation, adopted in Montreal on 23 September 1971;

4. The Protocol for the Suppression of Unlawful Acts of Violence at Airports Serving International Civil Aviation adopted in Montreal on 24 February 1988;

5. ICAO Assembly Resolution 38-15: Consolidated statement of continuing ICAO policies related to aviation security adopted by the 38th Session of the ICAO Assembly;

6. The ICAO Comprehensive Aviation Security Strategy (ICASS);

7. The proposal for ICAO to establish a Global Aviation Security Plan (GASeP), to be considered by the 39th Session of the ICAO Assembly;

8. The Declaration on Aviation Security adopted by the 37th Session of the ICAO Assembly;

9. The Convention on the Prevention and Combating of Terrorism adopted in Algiers on 14 July 1991 and which entered into force on 6 December 2012;

10. The Arab League Charter adopted on 22 March 1945;

11. The Arab Convention to Combat Terrorism adopted in Cairo in March 1998;

12. The Bagdad Declaration for the Suppression of Unlawful Acts Against the Safety of the Civil Aviation adopted in Bagdad in October 1989;

13. The Resolution 404 adopted during the 27th meeting of Arab Ministers of Transport on

22 – 23 October 2014 in Alexandria – Egypt;

14. The Sharm El Sheikh Declaration adopted on 29 March 2015 on Maintenance of Arab National Security against Current challenges;

15. The Arab League Council Agreement to establish the Arab Civil Aviation Commission in February 1996;

16. The Joint Statement adopted on 11 April 2012 during the ICAO Regional Conference on Aviation Security held in Manama – Bahrain;

17. The Rabat Declaration on Border Security of 14 November 2013;

18. The Joint Communiqué on 17 April 2014 of the ICAO – WCO Joint Conference on Enhancing Air Cargo Security and Facilitation held in Manama – Bahrain;

19. The latest edition of the Risk Context Statement developed by ICAO AVSEC Panel and adopted by ICAO in April 2016;

20. The Memorandum of Cooperation (MOC) signed between the ACAC and ICAO on

28 September 2010;

21. The establishment of Cooperative Aviation Security Programme Middle East (CASP-MID) on 19 January 2013;

22. The results of the ICAO Universal Security Audit Programme - Continuous Monitoring Approach (USAP-CMA);

23. The various programmes, objectives and targets currently being pursued under ICAO's No Country Left Behind (NCLB) initiative; and

24. The ICAO Traveler Identification Programme (TRIP) Strategy, the importance and complexities of identity management and the global migration towards Machine Readable Travel Documents (MRTD) and ePassports.

B. CONSIDERING AND REAFFIRMING

1. The importance of air transport in the economic development of States, particularly its effect on economic growth and job creation;

2. The importance of aviation security and facilitation in air transport industry development worldwide and its impact on growth of the air transport sector, particularly in the ACAC and MID Regions;

3. The compelling need to continuously enhance aviation security and facilitation in the Arab world and the need to urgently find immediate and sustainable resolutions to deficiencies in aviation security and facilitation;

4. The administrative, financial, legal, operational and technical challenges which may impede the resolution of such deficiencies;

5. The urgent need to implement national and regional strategies on aviation security and facilitation in the ACAC and ICAO MID Regions with a view to promoting aviation as a vital mode of transport which enhances the Regional development and integration; and

6. The role of ICAO in fostering the development of international civil aviation.

C. COMMENDING

ACAC and ICAO for their continued technical assistance to the ACAC and ICAO MID Member States;

D. CONCERNED BY

1. Recent aviation security terrorist attacks as well as the threat and risk outlook facing international civil aviation;

2. Challenges in safeguarding international civil aviation in a demanding aviation security environment;

3. The need to adequately empower the designated Appropriate Authority for aviation security oversight at the national level;

4. The continuous need to improve States' capacity and capability to address the tenuous security environment, conflict zones, and new and emerging threats;

5. The need to enhance States' Level of Effective Implementation of the critical elements of an aviation security oversight system, compliance with the ICAO aviation security - and facilitation-related Standards and Recommended Practices (SARPs) in Annexes 17 and 9 to the Chicago Convention, and implementation of States' Corrective Action Plans;

6. The need to foster development of effective National Programmes: National Civil Aviation Security Programme (NCASP), National Civil Aviation Security Training Programme (NCASTP), and National Civil Aviation Security Quality Control Programme (NCASQCP) and National Air Transport Facilitation Programme (NATFP);

7. Insufficient functioning of the National Aviation Security and Air Transport Facilitation Committees, and the challenges faced in establishing a national coordination mechanism for facilitation and aviation security;

8. The negative consequences of a weak aviation security and facilitation culture;

9. The need to enhance guidance and training for aviation security and facilitation personnel in order to increase the number of competent/skilled professionals;

10. Challenges in harmonization and intensification of assistance and capacity-building efforts;

11. Lack of effective implementation of the ICAO TRIP Strategy;

12. Low level of States' participation in the ICAO Public Key Directory (PKD);

13. Insufficient systems and tools for the efficient and secure reading and verification of Machine Readable Travel Documents (MRTDs) at borders, including the use of the ICAO PKD and the INTERPOL Stolen and Lost Travel Documents (SLTD) database; and

14. Slow pace of the implementation of aviation security and facilitation requirements of Security Council Resolution 2178 (2014), including the use of Advance Passenger Information (API).

E. WELCOMING

The various initiatives undertaken by sector organizations and partners in the ACAC and ICAO MID Regions;

F. UNDERTAKE TO

1. Ensure political commitment at the international, regional, sub-regional and national levels for aviation security and facilitation;

2. Meet States' aviation security and facilitation obligations under the Convention on International Civil Aviation, including the assurance of effective aviation security oversight;

3. Ensure that aviation security is given its due consideration in States' National Development Plans and is recognized as integral to national security;

4. Accelerate the establishment and strengthening of Appropriate Authorities with sufficient independent regulatory oversight for aviation security;

5. Ensure the provision of sustainable funding and other resources to carry out effective aviation security oversight and implementation of aviation security and security-related facilitation measures;

6. Ensure the implementation of the provisions of ICAO Annexes 17 and 9 related to the establishment of National Civil Aviation Security Committees (NCASC) and National Air Transport Facilitation Committees (NATFC);

7. Ensure the development of sustainable national programmes within the States, including National Civil Aviation Security Programme (NCASP), National Civil Aviation Security Training Programme (NCASTP), National Civil Aviation Security Quality Control Programme (NCASQCP) and National Air Transport Facilitation Programme (NATFP);

8. Ensure the timely resolution of all Significant Security Concerns (SSeCs) and deficiencies identified through the Universal Aviation Security Audit Programme – Continuous Monitoring Approach (USAP-CMA);

9. Ensure the availability and retention of sufficient and competent/skilled aviation security and facilitation professionals;

10. Coordinate with relevant authorities to conduct risk assessments on the threats affecting civil aviation;

11. Cooperate and collaborate internationally, regionally, sub-regionally and bilaterally to share information, as well as to provide technical assistance;

12. Promote and facilitate the sharing of Cyber Threat Indicators and Defensive Measures;

13. Promote the sharing of specific risk and threat assessments addressing surface-to-air concerns, such as Man Portable Air Defense Systems (MANPADS);

14. Promote regional and sub-regional cooperation in the field of aviation security and facilitation training;

15. Urge States manufacturing facilitation and aviation security equipment and software to remove all restrictions on selling and exporting such equipment and software to protect civil aviation against acts of unlawful interference;

16. Take steps to professionalize the roles of Aviation Security Managers and Officers;

17. Support operators when requested by foreign regulators to implement secondary measures at last points of departure;

18. Enhance cargo security through fostering implementation of Secure Supply Chain Concept, including the implementation of Regulated Agent and Known Consignor schemes, and the use of e-Consignment Security Declarations (CSD);

19. Promote the adoption of "One-Stop-Security" Concept through fostering the implementation of bilateral agreements for mutual recognition of security measures between States;

20. Ensure effective implementation of aviation security and facilitation requirements of Security Council Resolution 2178 on 24 September 2014, including the use of Advance Passenger Information (API) in line with international Standards as set by ICAO;

21. Ensure the inclusion of the INTERPOL Stolen and Lost Travel Document (SLTD) Database screening solutions within the regional, sub-regional and national aviation security and facilitation plans;

22. Support and encourage the extension of the INTERPOL Secure Global Communication System (I-24/7) beyond National Central Bureaus (NCBs) and more importantly to Border Control Points for access and effective use of the SLTD Database;

23. Ensure the coordination with relevant authorities for the removal of all non-Machine Readable Passports (MRP) from circulation;
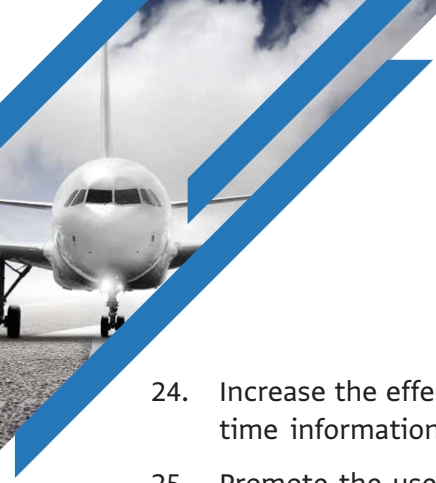
24. Increase the effective use of the ICAO Aviation Security Point of Contact (PoC) network for real time information sharing;

25. Promote the use of self-service options at airports to increase throughput of passengers and reduce crowding in vulnerable areas; and

26. Urge States› implementation of the ICAO TRIP Strategy and encourage States' participation in the ICAO Public Key Directory (PKD).

G. DECIDE TO

1. Adopt the Riyadh Declaration on Aviation Security and Facilitation in the ACAC and ICAO MID Regions;

2. Support, provide and make available needed resources for the development of a Regional SECFgAL Plan which aims to enhance aviation security and facilitation in the ACAC and ICAO MID Regions and for the implementation of the Declaration;

3. Direct the ACAC Secretariat, in coordination with the ICAO Secretariat, to establish an effective monitoring, evaluation and reporting mechanism for this Declaration through the creation of a joint Steering Committee, including all stakeholders which will establish and maintain a clear action plan with specific targets towards the establishment of a regional SECFAL Group.

4. Take the necessary steps to sign and ratify all international conventions on aviation security and facilitation, if not already done;

5. Incorporate the provisions of the Global Aviation Security Plan (GASeP) and the Global Facilitation Plan after their endorsement by ICAO's Assembly in the Regional SECFAL Plan; and

6. Encourage States that have not yet participated in the Cooperative Aviation Security Programme Middle East (CASP-MID) to do so as CASP-MID's role is foreseen to evolve in line with the formulation of a Regional SECFAL plan to foster collaboration among States and concerned stakeholders. The plan would include collaborative mechanisms on matters that are agreed globally such as information sharing and training in addition to matters specific to the Region which will be identified by the Joint Steering Committee.

H. MAKE A SOLEMN APPEAL

to the ICAO, the United Nations Economic Commission, the Islamic Development Bank (IDB), the Arab Fund for Economic & Social Development, the World Bank (WB) and all civil aviation development partners and organizations to support the aviation security and facilitation programmes of the ACAC and ICAO MID Regions.

Done and adopted in Riyadh, Kingdom of Saudi Arabia on 31 August 2016.

تونس
Tunisia

البحرين
Bahrain

الأردن
Jordan

الإمارات العربية المتّحدة
United Arab Emirates

جيبوتي
Djibouti

جزر القمر
Comoros

الجزائر
Algeria

العراق
Iraq

الصومال
Somalia

السودان
Sudan

المملكة العربية السعودية
Saudi Arabia

قطر
Qatar

فلسطين
Palestine

عمان
Oman

مصر
Egypt

ليبيا
Libya

لبنان
Lebanon

الكويت
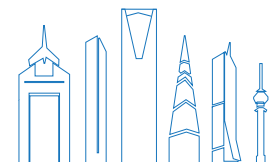Kuwait

اليمن
Yemen

موريتانيا
Mauritania

المغرب
Morocco

AFRICA AND MIDDLE EAST AVIATION SECURITY ROADMAP

GASeP: The Roadmap to foster Aviation Security in Africa and the Middle East

Sharm El Sheikh, Egypt, 22-24 August 2017

**REGIONAL MINISTERIAL CONFERENCE ON AVIATION SECURITY IN AFRICA AND
THE MIDDLE EAST
(SHARM EL SHEIKH, EGYPT, 22 – 24 AUGUST 2017)**

AFRICA AND MIDDLE EAST AVIATION SECURITY ROADMAP

1.   The Africa and Middle East Aviation Security Roadmap, endorsed by the Ministerial Conference on Aviation Security (Sharm El Sheikh, Egypt, 22-24 August 2017) forms the basis for the work to be carried out by the relevant regional AVSEC/FAL Groups, in line with the Global Aviation Security Plan (GASeP).

2.   **Appendix A** of the Roadmap sets out aviation security actions/tasks, responsibilities, and projected outcomes under the following six (6) key priorities:

- Enhance risk awareness and assessment;
- Develop security culture;
- Develop human capability in Aviation Security;
- Improve technological resources and encourage innovation;
- Improve oversight and quality control; and
- Increase regional cooperation and support

3.   Most of the above-mentioned key priorities are derived from the Global Aviation Security Plan (GASeP), which was reviewed by the ICAO Council at the seventh meeting of its 211th Session on 16 June 2017, and transmitted to States and international organizations on 11 July 2017 for comments.

4.   This Roadmap is a "living" document aligned with the GASeP, and takes into consideration the following AVSEC Declarations endorsed in the AFI and MID Regions:

- Windhoek Declaration on Aviation Security and Facilitation, endorsed on 7 April 2016
- Riyadh Declaration on Aviation Security and Facilitation, endorsed on 31 August 2016 in Riyadh, Kingdom of Saudi Arabia
- Dubai Declaration on Cyber Security, endorsed on 4 April 2017 in Dubai, United Arab Emirates

5.   The main objective of the AFI and MID AVSEC Roadmap is to assist and encourage AFI and MID States and stakeholders to work collaboratively towards effective implementation of agreed actions/tasks to achieve the objectives of the GASeP. The AFI and MID AVSEC Roadmap would bring the States and stakeholders in a holistic and coordinated effort to strengthen regional and inter-regional collaboration in aviation security.

6.   With all States and stakeholders fulfilling their responsibilities relative to the Roadmap, the sustained level of secure and safe civil aviation operations would contribute towards preventing human, economic, financial and other losses. A strengthened aviation system would provide a conducive environment for economic growth and development in the AFI and MID States.

7.   **Appendix A** of the Roadmap should be reviewed and updated in a coordinated manner by the

relevant Regional AVSEC/FAL Groups, through the ICAO Regional Offices taking into account specific regional existing and emerging aviation security threats, as well as the GASeP and its future amendments.

8. The relevant Regional AVSEC/FAL Groups, taking into consideration the provisions of the above-mentioned Declarations and the available resources of States, should develop detailed Action Plans to ensure the effective implementation of the Roadmap.

9. In support of the ICAO "No Country Left Behind" initiative, States should endeavour to provide assistance in implementing the Roadmap, as necessary, to other States in need.

10. States should determine and implement the relevant actions/tasks in a prioritized manner considering their greatest areas of risk. In order to assist with this prioritization, States may obtain information from the ICAO Global Risk Context Statement, ICAO USAP audit results, and feedback from the Regional Offices accredited to AFI and MID States.

11. The relevant Regional AVSEC/FAL Groups will work with the ICAO Regional Offices accredited to the AFI and MID States to collaborate with their States, international and regional Organizations, and industry stakeholders to support the effective implementation of the Roadmap.

12. The relevant Regional AVSEC/FAL Groups will work with the ICAO Regional Offices accredited to the AFI and MID States to monitor the implementation of the Roadmap and provide periodic progress reports to the relevant bodies, based on the feedback received from States regarding the implementation of the Roadmap.

The Ministers responsible for Aviation in Africa and the Middle East undertake to ensure the actions are implemented in all States in accordance with the detailed action plans to be developed by Regional AVSEC/FAL Groups:
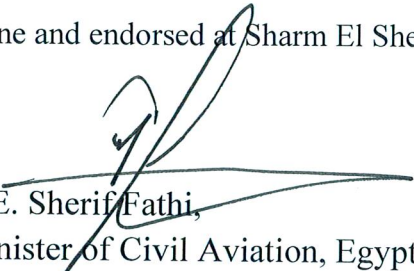
• **Enhance risk awareness and assessment**. Understanding risk is essential for policies and measures that are effective, proportionate and sustainable. Undertaking risk assessments will help to identify gaps and vulnerabilities, which can then be urgently addressed in the most practical way possible, and with optimal use of resources.

• **Develop security culture**. The promotion of effective security culture is critical to achieve good security outcomes. A strong security culture must be developed from the top management across and within every organization.

• **Develop human capability in aviation security**. The existence of a well-trained, motivated and professional work force is a critical prerequisite for effective aviation security.

• **Improve technological resources and encourage innovation**. Promoting and applying better technological solutions and innovative techniques can provide the tools for enhancing security effectiveness while ensuring operational efficiency.

• **Improve oversight and quality control**. Effective quality control and oversight processes globally, nationally, and locally are critical in delivering sustained effective aviation security.

• **Increase regional cooperation and support**. Increasing collaboration between and within States will enable the key security objectives to be achieved more quickly and efficiently.

REGIONAL MINISTERIAL CONFERENCE ON AVIATION SECURITY IN AFRICA AND THE MIDDLE EAST

We, the African and Middle Eastern Ministers responsible for Civil Aviation, meeting in Sharm El Sheikh, Egypt, on 24 August 2017, on the occasion of the Regional Ministerial Conference on Aviation Security in Africa and the Middle East, endorse the Africa and Middle East Aviation Security Roadmap; and

Reaffirm the need to enhance the implementation of ICAO aviation security Standards and Recommended Practices, in order to address global aviation security matters from a regional perspective.

Done and endorsed at Sharm El Sheikh, Egypt, on 24 August 2017.

H.E. Sherif Fathi,
Minister of Civil Aviation, Egypt
Chairperson of the Regional Ministerial Conference
On Aviation Security in Africa and the Middle East

On behalf of the attending States from Africa and the Middle East

Done in Sharm El Sheikh, Egypt
On 24 August 2017

AFI and MID AVSEC ROADMAP - Priority Areas, Tasks and Outcomes

PRIORITY	ACTIONS/ TASKS	RESPONSIBILITY	PROJECTED OUTCOME
ENHANCE RISK AWARENESS AND ASSESSMENT	Promotion of risk awareness through workshops and seminars	ICAO, States, Industry	Effective security risk assessment methodology established by States.
	Review of reports of the USAP CMA audit results to determine prevailing deficiencies	ICAO, States	Enhanced Effective implementation of Critical Elements of State Security oversight systems (EI)
	Perform national and regional risk assessments to determine threat level.	States and Regional AVSEC/FAL Groups	Effective implementation of preventive security measures
	Identify cybersecurity threats and formulate mitigation measures	States, Industry	Cybersecurity mitigating measures put in place
	Evaluate emerging risks associated with Remotely Piloted Aircraft Systems (RPAS).	ICAO, States, Industry	Secure RPAS operations are achieved and maintained
	Evaluate threats associated with MANPADS risks	ICAO, States	Measures to mitigate risks associated with MANPADS put in place
	Identify and implement measures to counter possible threats related to landside security	States	Measures to mitigate risks associated with Landside security threats put in place
	Put in place mitigating measures against insider threats	States	Measures to mitigate risks associated with insider threats put in place
DEVELOP SECURITY CULTURE	Promote development of security awareness programmes that effectively promote a positive security culture	ICAO, States, Industry	Seminars, conferences and courses are organized, as appropriate Security awareness programmes are developed and incorporated in NCASTP for implementation Security culture enhanced
	Ensure that the national programmes for quality control have provisions to effectively monitor implementation of security culture.	States	Effective allocation of security resources
	Encourage reporting culture in all security related incidents by all stakeholders	States, Industry	AVSEC incidents are promptly reported
	Consider the possibility of introducing incentives for those who provide information on security incidents	States	Reduction in security incidents
DEVELOP HUMAN CAPABILITY IN	Ensure sufficient funding is provided for a robust, trained and motivated security workforces.	States	Work force professionalized Improved work performance

PRIORITY	ACTIONS/ TASKS	RESPONSIBILITY	PROJECTED OUTCOME
AVIATION SECURITY	Encourage Aviation Security Training centers (ASTCs) to share resources including curriculum development, instructors and exchange programmes	ICAO, AATO, States	Optimal utilization of resources Improvement in quality of training Effective implementation of SARPS
	Support development of training material on new and emerging threats	ICAO, States, Industry	Mitigation against new /emerging threats
IMPROVE TECHNOLOGICAL RESOURCES AND ENCOURAGE INNOVATION	Conduct outreach activities to promote the use of appropriate technology, including human factors considerations	ICAO, States, Industry	Increased identification of threat items, and persons of interest
	Establish detailed threat identification for each type of security equipment	States	Effective implementation of security procedures
	Assess available technologies for each type of security equipment	States, Industry	Effective implementation of security procedures
IMPROVE OVERSIGHT AND QUALITY CONTROL	Support the implementation of the Windhoek Ministerial targets and action plan (Short, medium and long term)	ICAO, States, industry	Improved EI of CEs by Regional States
	Support the implementation of the Riyadh Ministerial targets and action plan (Short, medium and long term)	ICAO, States, industry	Improved EI of CEs by Regional States
	Establish a framework to enable rectification of gaps identified under USAP-CMA and implement immediate response measures	States	Improved EI of CEs by Regional States
	Analyse national quality control data to identify implementation issues that are systemic and require attention at a foundational level	States	Effective implementation of airport security programmes
	Encourage the development of action plans and identification of possible channels of assistance, training or knowledge transfer in support of USAP-CMA audits	ICAO, States, industry	Improved EI of CEs by Regional States
INCREASE REGIONAL COOPERATION AND SUPPORT	Coordinate the implementation of the various regional declarations in the field of aviation security	ICAO	Harmonized approach to the implementation of SARPs
	Encourage participation by and support from the Regional Bodies to implement AVSEC projects	ICAO, Regional Bodies	Availability of resources to support implementation of AVSEC programmes
	Solicit support from African Union Commission and its technical body for Aviation security	ICAO, ACAC AFCAC, AUC	Effective coordination of AVSEC programmes
	Ensure that a Regional Database of aviation security training centres and experts is established and maintained by the Regional AVSEC/FAL Groups	Regional AVSEC/FAL Groups	Additional resources available for training
	Encourage implementation of UNSC Resolution 2309 (2016) and GASeP's objectives/Roadmap to local entities involved in AVSEC	ICAO	Increased awareness on UNSC 2309 provisions and enhanced aviation security given priority within each State

— END —

APPENDIX C

INTERNATIONAL CIVIL AVIATION ORGANIZATION

MIDDLE EAST REGIONAL AVIATION SECURITY AND FACILITATION GROUP

(MID-RASFG)

DRAFT PROCEDURAL HANDBOOK

SECOND EDITION – MAY 2017

RECORD OF AMENDMENTS

Edition Date	Description	Pages Affected
2 February 2017	First Draft Edition	All
4 May 2017	Second Draft Edition	Cover Page + ii + 11

FOREWORD

1.1   The Middle East Regional Aviation Security and Facilitation Group (MID RASFG) Procedural Handbook is a publication prepared by the ICAO Secretariat and adopted by the DGCA-MID/4. Its purpose is to provide, for easy reference of interested parties, a consolidation of material, particularly of a procedural nature, about the work of the MID-RASFG and its contributory bodies. It contains the Terms of Reference of the MID RASFG. It also contains the working arrangements and internal instructions developed by the Group for the practical application of its Terms of Reference.

1.2   The Handbook is organised in Part and Section headings. The document describes: Terms of Reference; Composition; Position in ICAO; Working Arrangements; Rules of Procedure and Practices governing the Conduct of Business.

1.3   The framework of Part and Section headings in addition to the page numbering has been devised to provide flexibility and the facilitation of the revision of additional or new material. Each Part includes an Introduction giving its purpose and status. A Table of Contents is provided which serves also as a subject index and as a checklist for the current pages.

1.4   Replacement pages will be issued as necessary. Additional material will be incorporated in the existing Sections or will be the subject of new Sections, as required.

1.5   The MID-RASFG Handbook will be distributed to Members and Observers of the Group, the ICAO Secretariat, and to other States and International Organizations participating in meetings, contributing to, or having interest in the work of the Group and/or its Contributory Bodies.

1.6   An electronic copy of the Procedural Handbook will also be available in PDF format, on the ICAO Middle East Regional Office website: http://www.icao.int/mid under MID SECFAL.

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INTRODUCTION

1. BACKGROUND

1.1   The Middle East Regional Aviation Security and Facilitation Group (MID-RASFG) was established by the DGCA-MID/4 meeting on 19 October 2017, through DGCA-MID/4 Conclusion xxxx. The objectives and terms of reference for the Group were drafted by the MID SECFAL Development Group and approved at this meeting.

1.2   The objective of the MID-RASFG is to create a regional structure for cooperation and coordination in aviation security and facilitation matters to implement the Decisions of the Riyadh Declaration signed on 31 August 2016 and affirmed by the 39th ICAO Assembly.

2. TERMS OF REFERENCE

2.1 MEMBERSHIP

2.1.1   All ICAO MID States should be included in the membership of the MID-RASFG. International organizations recognized by the Council may be invited as necessary to attend the MID-RASFG meetings as observers.

2.1.2   The Group is composed of the members from the following States: Bahrain, Egypt, Iran , Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Qatar, Saudi Arabia, Sudan, Syria, United Arab Emirates and Yemen.

2.1.3   States should ensure that their designated Representatives on the Group have experience in the provision of the full range of Aviation Security and Facilitation matters and serve for a sufficiently lengthy period of time in order to maintain continuity in the activities of the Group. The designated Representative can be assisted, when required, by Technical Advisers during meetings of the Group.

Participation in the Group's activities by other States

2.1.4   The Group may invite States from outside the ICAO MID Region to participate in its meetings whenever it feels that such States will be affected by specific aspects of the work of the Group or when this will be of assistance in the general conduct of its work.

Participation by International Organizations

2.1.5   The Group shall normally invite representatives of International Organizations and Regional Bodies recognized by the ICAO Council as representing important civil aviation interests to participate in its work in a consultative capacity. These include, but not limited to; AACO, ACAC, ACI, CANSO, IATA, IFALPA, UPU, WCO. Other International Organizations and/or Middle East Regional Bodies may also participate when specifically invited by the Group.

2.2 THE TERMS OF REFERENCE OF THE GROUP ARE:

a) to support the implementation of the Global Aviation Security Plan (GASeP) in the MID Region by ensuring effective coordination and cooperation between all States and their stakeholders and monitoring progress in the implementation of the GASeP and the regional objectives and priorities outlined in the aviation security strategy of the ICAO MID Region;

b) to support the establishment and operation of technical groups under the direction of the MID-RASFG;

c) to ensure achievement of the ICAO MID Targets by implementing the MID-RASFG Regional Strategy, which outlines a working plan for States and stakeholders as partners in the ICAO MID Region to enhance Aviation Security and Facilitation; and

d) to utilize the available Aviation Security and Facilitation experts to unify the implementation level of Standards in Annex 17(*Security)* to the Convention on International Civil Aviation (Chicago Convention) and the security - related Standards in Annex 9(*Facilitation)* and the Risk Management Context.

2.3 IN ORDER TO MEET THE TERMS OF REFERENCE, THE GROUP SHALL:

a) analysis of ICAO Universal Security Audit Programme-Continuous Monitoring Approach (USAP-CMA) findings and results, both at the global and regional levels;

b) assist ICAO MID States which request technical assistance in developing its legislation and regulations;

c) ensure that all members and observers are informed, in a timely manner, of the decisions, initiatives, projects, etc., that take place in the ICAO MID Region;

d) conduct needed training to qualify Aviation Security staff at the National Level;

e) coordinate the oversight of all training, initiatives and projects of other International and Regional Organizations and States from outside the ICAO MID Region to ensure no redundancy occurs;

f) provide feedback to ICAO MID Office in order to continually improve and ensure proper support from ICAO Secretariat; and

g) encourage States not current members of CASP-MID to join the programme.

3. WORKING ARRANGEMENTS

3.1 Relations with States

3.1.1   States in the MID Region shall be kept fully informed of activities of the MID-RASFG. To achieve this objective, States should receive, on a regular basis:

a) The proposed agenda for meetings of the Group;

b) The reports on meetings of the Group; and, as appropriate

c) The summaries or reports on meetings of its contributory bodies

3.1.2   States should ensure necessary co-ordination and follow-up of the Group's activities within their Administrations.

3.1.3   The Group may obtain information from ICAO MID States on specific inquiries and offer them advice in the form of specific proposals for action.

3.1.4   The Group should encourage the States to identify its needs and communicate it accordingly to plan and provide adequate technical assistance.

3.2   Relations with other Bodies and Organizations

3.2.1   The Group shall keep itself informed of the activities of other bodies and organizations to the extent that such activities are likely to have an impact on the MID-RASFG.

3.2.2   When necessary, the Group shall provide information and advice to such bodies and organizations, if this is required, in order to:

a)   avoid duplication of studies and/or effort; and

b)   engage their assistance in matters which are outside the competence of ICAO and/or the terms of reference of the MID-RASFG.

3.3   Administration of the Group

3.3.1   The Group shall be administered as follows:

a)   by a Chairperson elected from the Representatives designated by Member States of the Group. A First and Second Vice-Chairperson shall also be elected from the said Representatives; and

b)   by a Secretary designated by the Secretary General of ICAO. In the execution of his duties the Secretary will be supported by the MID Regional Office.

Note: ICAO MID Regional Director, Cairo has been designated as Secretary of MID-RASFG.

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

3.3.3   Between meetings of the Group or its contributory bodies, some subjects may be dealt with through correspondence among appointed Representatives of its Member States through the Secretary of the MID-RASFG or of the contributory bodies concerned. However, if States are to be consulted, this should be made through the ICAO MID Regional Director.

3.4   Meetings of the Group

3.4.1   Based on the advice of the Members of the Group and of the Secretary, the Chairperson shall decide on the date and duration of Group meetings.

3.4.2   Meetings shall normally be convened at the location of the ICAO Regional Office in Cairo, Egypt. If a State offers to host a meeting, it shall coordinate with the Secretary of the Group as early as possible, but in any case at least six (06) months in advance and, shall be responsible for providing a venue, services and all costs of travel, accommodation and subsistence allowance for Secretariat attendees.

3.4.3   Members may be accompanied by technical Advisers. Total attendance should, however, be kept to a minimum consistent with the topics to be discussed in order to maintain the desired informality of proceedings.

3.4.4   The ICAO MID Regional Office shall normally provide the Secretariat services to the Group.

3.5   MID-RASFG Steering Committee (MID-RASFG SC)

3.5.1   The MID-RASFG Steering Committee (MID-RASFG SC) is established to execute a pivotal function as a coordinating and steering arm with highest possible efficiency in accordance with the goals set by MID-RASFG.

3.5.2   The MID-RASFG SC would address regional arrangements, including the identification of aviation security and facilitation regional priorities and performance indicators and targets.

3.5.3   The MID-RASFG SC shall at all times work within a minimum of formality and paperwork. In the interval between meetings of the Group, the representatives shall maintain continuity in the work of the Group. Advantage should be taken of electronic communications, particularly e-mails, to keep the Members and the Secretary in permanent contact with each other.

3.5.4   **Terms of Reference of the MID-RASFG SC**

3.5.4.1   The Terms of Reference of the MID-RASFG Steering Committee (MID-RASFG SC) will be established by the Committee at its initial meeting.

3.5.5   **Composition**

The MID-RASFG SC is composed of:

a)   the Chairperson and in his/her absence the First Vice-Chairperson of MID-RASFG;

b)   ICAO MID Member States;

c)   concerned International and Regional Organizations as observers;

d)   other representatives from provider States and Industry may be invited on ad-hoc basis, as observers, when required; and

e)   the ICAO MID Regional Officer for Aviation Security and Facilitation. In the execution of his duties, the Secretary will be supported by the MID Regional Office.

3.6   Establishment of Subsidiary Bodies

3.6.1   To assist in its work, the Group may create Subsidiary Bodies for preparatory work on specific subjects requiring expert advice for their resolution.

3.6.2   Participation in Subsidiary Bodies should be by technical experts in the subjects under consideration. Such experts should be provided by Member States, International Organizations and/or Regional Bodies and Organizations having relevant experience in the field concerned.

3.6.3   Secretaries of Subsidiary Bodies established by the Group will be determined by the members of the Group.

3.6.4   The duration of the activities of the Subsidiary Bodies will be established by the MID-RASFGG SC.

3.7   Reporting lines

3.6.4   The reports of all MID-RASFG meetings will be forwarded to the Air Transport Bureau and to the ICAO Council as deemed necessary.

4.   PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE MID-RASFG

4.1   General

4.1.1   The MID-RASFG shall at all times work with a minimum of formality and paper work (paperless meetings). To achieve this aim, the rules of procedure for the conduct of meetings should be as flexible and simple as possible. The Group is expected to conduct its business by consensus of all interested parties.

4.1.2   Reports on meetings should not include formal Statements by members or other participants. However, specific divergent views expressed in relation to decisions and conclusions shall be recorded as an integral part of the report.

4.2   Convening of meetings

4.2.1   At each of its meetings the Group should endeavour to agree on the date, duration and venue of its next meeting.

Note: *The convening of at least one meeting every 12 months would generally suffice. However, the Group may determine the need for any additional meetings, as deemed necessary.*

4.2.2   A convening letter for a meeting shall be issued by the Secretary of the Group, normally 90 days prior to the meeting. The convening letter should include the agenda, together with explanatory notes prepared by the Secretary in order to assist participants in the preparation for the meeting.

4.3   Establishment of the Agenda

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

4.3.2   At the opening of the meeting any State, international/regional organization or a stakeholder may propose the inclusion of additional items on the agenda, and this shall be accepted if the majority of States attending the meeting so agree.

4.4 **Languages**

4.4.1   The language of the meetings of the MID-RASFG and its subsidiary bodies shall be English.

4.4.2   The reports on meetings and supporting documentation for meetings of the Group and its subsidiary bodies will be prepared in English.

4.5 **Officers and Secretariat of the MID-RASFG**

4.5.1   To ensure the necessary continuity in the work of the Group, the Chairperson, the First Vice-Chairperson and Second Vice-Chairperson of the Group should assume their functions at the end of the meeting at which they are elected and serve for three cycles, unless otherwise decided.

4.5.2   States designated as Members of the Group may at any time request that the election of the Chairperson and/or Vice-Chairpersons be included on the agenda.

4.5.3   The Secretary of the Group which is the ICAO MID Regional Director will also serve as Secretary of the meetings. He will be assisted by experts from the ICAO Regional Office and/or ICAO HQ, as required.

4.6   Roles and Responsibilities

Chairperson(s)

4.6.1   The Chairperson will:

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

Secretariat

4.6.2   The ICAO MID Regional Director as the Secretariat will support the Chairperson by providing administrative, coordination and technical support to the MID-RASFG. 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 members;
4.   ensure meeting summaries, notices, and related documents are posted in a timely manner on the MID SECFAL section of the ICAO MID Regional Office website;
5.   track, monitor and facilitate action items and report status to the Group;
6.   ensure alignment of MID-RASFG activities with the MID-RASFG SC and the regional objectives and priorities outlined in the MID Region Security Strategy;
7.   maintain communication with the Co-Chairs, and MID-RASFG members;
8.   identify required administrative support; and
9.   manage the MID-RASFG work programme.

Members:

4.6.3   Representatives of States designated as Members of the Group shall assume the duties and responsibilities of ensuring the normal conduct of business of the Group. Members should attend regularly all the meetings of the Group and maintain the continuity of the Group's work in the interval between meetings. This may take the form of assignment of specific tasks to selected individual Members.

4.6.4   Representatives of international/regional organizations and industry (partners) should participate actively in meetings of the Group and provide technical expertise and collaboration in MID-RASFG initiatives.

Note: *a)   Each MID-RASFG member State should designate a Member, an Alternate and Adviser(s); and each Partner should designate a Representative and an Alternate, able to support MID-RASFG goals and objectives. If designated representation changes, any proposed replacement must be submitted to the MID-RASFG Secretary.*

4.6.5   MID-RASFG members/partners will:

    a) attend the MID-RASFG meetings prepared, and provide active support by deliberating and identifying issues;

    b) support goals and objectives by maintaining timely and active communication between administration/organization represented and MID-RASFG; and

    c) share all information concerning initiatives', projects', and results with MID-RASFG members.

Non-Member Participant and Guest Observers:

4.6.6   Non-Member Participants should be invited at the discretion of the MID-RASFG Secretary, in collaboration with the Chairperson, to participate in MID-RASFG activities and meetings, without voting authority, to enhance the quality and effectiveness of MID-RASFG.

4.6.7   Guest Observer: An individual or group who is invited at the discretion of the MID-RASFGSecretary, in collaboration with the Chairperson, to strictly observe a MID-RASFG meeting or activity.

4.7   Supporting documentation

4.7.1   Documentation for meetings of the MID-RASFG should be prepared by the Secretariat, States designated as Members of the Group and the Permanent Observers of the Group.

4.7.2   Supporting documentation shall be presented in the form of:

    a) **Discussion Papers**: are papers prepared on an ad hoc basis in the course of a meeting with the purpose of assisting participants in their discussions on a specific matter or in the development of conclusions for the draft report of the meeting.

    b) **Information Papers**: are papers prepared on an ad hoc basis in the course of a meeting with the purpose of assisting participants in their discussions on a specific matter or in the development of conclusions for the draft report of the meeting.

    c) **Working Papers**: constitute the main basis of the discussions on the various items on the agenda.

    d) **PowerPoint Presentations**: may be delivered to support the above in a, b and c; also to add additional information and knowledge of certain important issue(s).

4.7.3   Working 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 conclusions with specific proposals for action.

4.8   Conclusions and Decisions of the Meetings

4.8.1   Action taken by the Group shall be recorded in the form of:

a)   Conclusions; and

b)   Decisions.

4.8.2   Each Conclusion and Decision formulated by the Group should respond clearly to the following four questions (4-Ws):

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 the responsible of the required action (ICAO, States, etc)
When	Target date

4.8.3   **Conclusions** deal with matters which, in accordance with the Group's terms of reference, merit directly the attention of States, or on which further action is required to be initiated by the Secretary in accordance with established procedures.

4.8.4   **Decisions** relate to the internal working arrangements of the Group and its subsidiary bodies.

4.9   Conduct of business

4.9.1   The meetings of the MID-RASFG shall be conducted by the Chairperson or, in his absence, by the First or Second Vice-Chairperson of the Group, in that order.

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 Group shall at each of its meetings review its previous meeting outstanding Conclusions/Decisions and Action Plan 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, agenda and list of Conclusions and Decisions);

b)   a summary of the discussions by the Group on the different items of the agenda including, for each of them, the relevant Conclusions and/or Decisions; and

c) the work programme and future action by the Group.

4.10.2 A draft report in English will be prepared by the Secretariat for approval by the Group before the closing of each meeting.
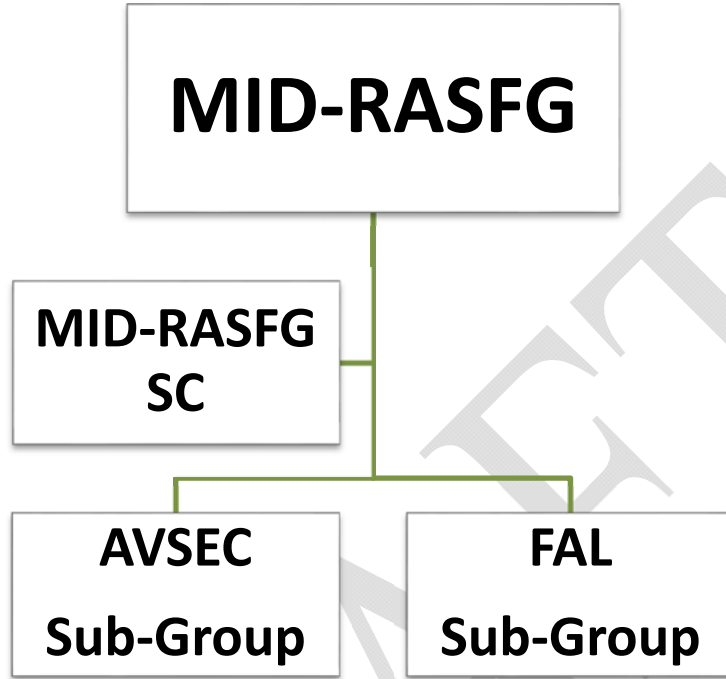
4.10.3 The report shall be posted on the ICAO MID website and also be circulated, to all Member States, to Permanent Observers and concerned stakeholders.

5. COORDINATION BETWEEN MID-RASFG WITH RASG-MID AND MIDANPIRG

5.1   The Secretariat will ensure that the security issues raised by the MID-RASFG, MIDANPIRRG and RASG-MID are fully coordinated. In addition, the following coordination mechanism should be implemented:

- the Chairperson(s) of MID-RASFG should attend the RASG-MID and MIDANPIRG meetings, as required;

- the Chairperson(s) of RASG-MID and MIDANPIRG meetings should attend the MID-RASFG meetings, as required;

- the ICAO MID Regional Office to organize on a yearly basis a MIDANPIRG/RASG-MID/ MID-RASFG Coordination meeting to be attended by the Chairpersons of three Groups and their subsidiary bodies, in order to follow-up on the activities being coordinated between the three Groups, agree on the level of involvement of the relevant subsidiary bodies, address any roadblocks and identify additional subjects, which need to be addressed by/coordinated between the three Groups.

6.   MID-RASFGORGANIZATIONAL STRUCTURE

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