



International Civil Aviation Organization

SECFAL Plan Development Group

First Meeting (SECFAL PDG/1)
(Cairo, Egypt, 31 January - 02 February 2017)

Agenda Item 5: Establishment of the Middle East Regional Aviation and Facilitation Group – MID SECFAL Group

**ESTABLISHMENT OF THE MIDDLE EAST
REGIONAL AVIATION AND FACILITATION GROUP – MID SECFAL GROUP**

(Presented by the Secretariat)

SUMMARY

This paper highlights the regional needs for the establishment of the Middle East Regional Aviation and Facilitation Group – MID SECFAL Group; and proposes a mechanism for the development of a Draft Procedural Handbook for the MID SECFAL Group.

Action by the meeting is at paragraph 3.

REFERENCES

- ICAO Assembly resolutions A39- 18 to 23
- ICAO NCLB Initiative
- Riyadh Declaration On Aviation Security and Facilitation in the ACAC and ICAO MID Regions, signed on 31 August 2016 – Riyadh, Kingdom of Saudi Arabia

1. INTRODUCTION

1.1 In recent years, the global aviation market has shown strong growth especially in the Middle East Region.

1.2 Numerous activities aimed at enhancing aviation security and facilitation in the Middle East have been sponsored and implemented by various stakeholders, including States, sub-regional, regional and international organizations. These activities have largely been characterized as independent initiatives that focus on specific components of aviation security and facilitation. Although substantial results have been obtained in the past, enabling an increase in aviation activities, their sustainability has frequently been questioned. Hence, a coordinated assistance effort to work within a common strategic framework of identified priorities and goals under the ICAO umbrella is needed.

1.3 Analysis of ICAO Universal Security Audit Programme (USAP) findings, as well as other sources of information, highlight that aviation security and facilitation in the Middle East is generally characterized by persistent and systemic deficiencies in the regulatory, oversight, and operational areas that result in unsatisfactory implementation 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 risk mitigation. Challenges include weak national legislation (primary law and operating regulations), governance arrangements, inadequate or inefficient infrastructure and services, insufficient funds, and lack of qualified personnel.

1.4 Civil aviation in the Middle East is also confronted by facilitation issues which adversely affect the efficiency and quality of air services. Furthermore, few States in the Region have developed National Air Transport Facilitation Programmes and established National Air Transport Facilitation Committees.

1.5 The magnitude of the problem is compounded by the tenuous security environment, conflict zones and the growing presence of terrorist, insurgent and transnational criminal group activities in a continent where many States face significant challenges relating to compliance with ICAO Standards.

1.6 As the global aviation system transcends national borders, the situation in the Middle East has potential implications that can adversely impact regional and global economies.

2. DISCUSSION

2.1 Other Regions have established their own Regional AVSEC/FAL Groups:

- The AFI SECFAL Group was established as a result of the African Union Conference of African Ministers of Transport which was held in Luanda, Angola, 21-25 November 2011. The Terms of Reference of the AFI RASFG are at **Appendix A**.
- The EUR/NAT Aviation Security Group (ENAVSEG) was established in 2012 following the Joint Statement of the Regional Conference on Aviation Security in Europe, which was held in Moscow, Russian Federation on 22 November 2011. The Terms of Reference of the ENAVSEG are at **Appendix B**.

2.2 In order to undertake and implement the following decisions of the Riyadh Declaration, it is essential to agree on a clear action plan for the establishment of a regional SECFAL Group:

Riyadh Declaration on Aviation Security and Facilitation in the ACAC and ICAO MID Regions

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 SECFAL 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.

2.3 In order to establish the regional SECFAL Group, it is very important to agree on its Terms of Reference, Organizational Structure, Working Arrangements, etc., which should be included into the Procedural Handbook of the Group. An initial Draft of the Handbook was prepared by the Secretariat, as at **Appendix C**.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) review the **Appendices A** and **B**; and initiate discussion about the Terms of Reference of the MID SECFAL Group;
- b) agree on the establishment of an Action Group to work on the development of a Draft Procedural Handbook of the MID SECFAL Group, with clear timelines; considering the Draft at **Appendix C**.

APPENDIX A

**REGIONAL AVIATION SECURITY AND FACILITATION GROUP
RASFG-AFI**

TERMS OF REFERENCE

1. MANDATE

1.1 The African Ministers of Transport met in Luanda, Angola from 21 to 25 November 2011 and deliberated on Aviation Security. After taking stock of the actions taken by the African Civil Aviation Commission (AFCAC) in carrying out activities concerning Aviation Security, the meeting agreed on the need for a Regional Aviation Security Group (RASG) as a mechanism to coordinate the implementation of the Abuja Declaration and Roadmap as well as ICAO Declaration and strategy on Aviation Security.

1.2 Through ICAO Council Decision C-DEC 203/2, the Comprehensive Regional Implementation Plan for Aviation Security and Facilitation in Africa (AFI SECFAL Initiative) was established. The overall objective of AFI SECFAL Initiative is to enhance security and facilitation in Africa in a sustainable manner.

1.3 The AFI SECFAL Initiative was unanimously supported by States at the AFI Aviation security meeting in Dakar, Senegal and subsequently endorsed at the 24th Extraordinary Plenary session of AFCAC in 2014.

1.4 The First Steering Committee (SC) Meeting of the AFI SECFAL Plan held in Maputo, Mozambique, 18 May 2015, endorsed the establishment of the African Regional Aviation Security/Facilitation Group (RASFG-AFI) under the umbrella of AFCAC.

1.5 The RASFG-AFI will support the AFI SECFAL SC to identify regional security and facilitation issues and to increase awareness among stakeholders. It will also support the SC in monitoring progress and implementing the AFI SECFAL Plan programme in order to improve aviation security and facilitation in the region.

1.6 RASFG-AFI will develop and submit a yearly work plan to the SC for approval and take an active part in the implementation of the yearly work plan.

1.7 RASFG-AFI will make technical recommendations to the SC on means to facilitate the implementation of the AFI SECFAL Plan and provide SC with technical input with regard to the resolution of States security and facilitation oversight deficiencies with emphasis and priority to States with Significant Security Concerns (SSEC) and those referred to the Monitoring and Assistance Review Board (MARB).

1.8 The RASFG-AFI is also entitled to provide Assistance to States for resolving security oversight deficiencies and to increase effective implementation of the 8 Critical Elements (CE) of an effective State aviation security oversight system.

2. RASFG-AFI COMPOSITION

2.1 Membership

2.1.1 Members of RASFG-AFI are appointed by the Secretary General of AFCAC. The RASG-AFI consists of 78 members, with each AFI State being represented by one expert either from AVSEC or Facilitation.

2.1.2 Members of RASFG-AFI will also include AFI experts on ICAO's AVSEC Panel and Facilitation panel respectively.

2.1.3 Aviation Security Training Centres (ASTCs) in the region to be represent by one expert each

2.1.4 Regional Economic Communities having Aviation security and Facilitation responsibilities will be represented by one expert each.

2.1.5 Other stakeholders and observers may participate in and contribute to the work of RASFG-AFI on an ad hoc basis at the invitation of the Chairperson in consultation with the AFI SECFAL Steering Committee.

2.2 **Chairperson**

2.2.1 The Chairperson of the RASFG-AFI is elected by members of RASFG-AFI on a one year renewable term.

3. **TECHNICAL SUPPORT TO RASFG-AFI**

3.1 The RASFG-AFI may establish working groups and/or task forces to address specific issues or undertake activities on aviation security (AVSEC) and Facilitation (FAL).

4. **ROLE OF AFCAC & ICAO SECRETARIATS**

4.1 The Secretary General of AFCAC is responsible for the execution of the RASFG-AFI programme and activities, and has overall supervisory responsibility, in consultation with AFI SECFAL SC.

4.2 AFCAC will provide secretariat services to RASFG-AFI.

4.3 The AFI SECFAL Plan Secretariat will provide support to RASFG-AFI secretariat in its activities.

5. **TIME FRAME & MEETINGS**

5.1 The RASFG-AFI will give support to the AFI SECFAL SC for the entire duration of the implementation of the AFI SECFAL Plan.

5.2 The RASFG-AFI will meet twice a year. If necessary, and after consultation with the AFCAC Secretary General and AFI SECFAL Plan SC, additional meetings may be convened. The location of the meetings will alternate between AFCAC Headquarters, ICAO Regional offices in AFI and member States.

6. **FUNDING**

6.1 States and sponsoring organizations will cover all expenses incurred by their members attending the RASFG-AFI, working group and task force meetings.

6.2 Recipient State of technical support from RASFG-AFI shall bear the cost of air ticket and Daily Subsistence allowance (DSA) for each expert while AFCAC shall be responsible for insurance cover for experts while performing RASFG-AFI activities.

6.3 Regional States, Regional organizations and other partners are called upon to support RASFG- AFI through financial and in kind contributions, including secondment of technical staff.

7. **WORKING LANGUAGE OF RASFG-AFI**

7.1 The working languages of the RASFG-AFI will be English and French. Whenever possible, all documentation for the RASFG meetings will be provided in both languages.

7.2 All meetings will be held in paperless environment to the extent possible.

8. REPORTING TO THE AFI-SECFAL PLAN STEERING COMMITTEE

8.1 To monitor and measure the status of implementation of the RASFG-AFI Programme, the Chairman will report every 6 months on the AFI SECFAL Programme activities and progress to AFCAC secretary General and to AFI SECFAL Plan SC.

8.2 Reports shall be kept restricted and made available on a need to know basis.

Date

Iyabo Sosina
Secretary General, AFCAC

RASFG-AFI**MEMBERSHIP:**

Chairperson: To be elected by RASFG-AFI members

Members

- All 54 AFI States to be represented by one expert each
- African members to ICAO AVSEC Panel
 - Nigeria
 - South Africa
 - Senegal
 - Egypt
- African members to ICAO Facilitation (FAL) Panel
 - Kenya
 - Nigeria
 - Ethiopia
- Aviation Security Training Centres
 - ASTC, Dakar
 - ASTC, Nairobi
 - ASTC, Morocco
 - ASTC, South Africa
- Regional Organizations/Economic Communities
 - African Civil Aviation Commission (AFCAC)
 - African Union (AU)
 - Agence pour la Sécurité de la Navigation Aérienne en Afrique et à Madagascar (ASECNA)
 - Arab Maghreb Union (AMU)
 - Centre africain d'étude et de recherche sur le terrorisme (CAERT)
 - Civil Aviation Safety and Security Oversight Agency (CASSOA)
 - Economic Community of Central African States (ECCAS)
 - Economic Community of West African States (ECOWAS)
 - Southern African Development Community (SADC)
- International Organization
 - International Civil Aviation Organization (ICAO)
 - Airports Council International (ACI)
 - International Air Transport Association (IATA)

TERMS OF REFERENCE



FINAL DOCUMENT

(Endorsed by ENAVSECG/02, Astana 4 to 6 September 2013)

ICAO EUR/NAT AVSEC Group

TERMS OF REFERENCE

ESTABLISHMENT:

The ICAO EUR/NAT AVSEC Group (ENAVSECG) was established based on the requirement of States and in line with the joint Statement of the Regional Conference on Aviation Security in Europe (Moscow, Russian Federation 22.11.2011), QUOTE:

We commended the leadership role of ICAO in strengthening aviation security at the global and regional levels, and urged ICAO to continue to reinforce cooperation amongst all aviation security stakeholders.... QUOTE END

1. MEMBERSHIP

1.1 **MEMBERS** - Contracting States whose territories or dependencies are located partially or wholly within the area of accreditation of the European and North Atlantic (EUR/NAT) Office of ICAO.

1.1.1 Members are entitled to participate in the following:

- a) Election of the ICAO EUR/NAT AVSEC Group Chairperson and Vice-Chairperson;
- b) Decisions regarding the ICAO EUR/NAT AVSEC Group work programme; and
- c) Adoption of any decision, conclusion or statement of the ICAO EUR/NAT AVSEC Group

1.2 **OBSERVERS** - ICAO endorsed aviation security training centres (ASTCs), regional organizations within the area of accreditation of the EUR/NAT office of ICAO, other international organisations and aviation industry representatives who have an important role in the field of aviation security.

1.2.1 Observers are invited to participate in and contribute to the work of the ICAO EUR/NAT AVSEC Group.

1.2.2 The joint commitment of ICAO EUR/NAT AVSEC Group members and observers is fundamental for ensuring the highest benefit of activities carried out and contributing to the improvement of aviation security.

2. OBJECTIVES OF THE ICAO EUR/NAT AVSEC GROUP

- a) to support the implementation of relevant ICAO assembly resolutions and declarations on Aviation Security as well as commitments and guidelines given at Regional Conferences;
- b) to build on the work already performed by States and Regional Organizations, promoting its continuation and development.

3. WORKING ARRANGEMENTS

3.1 Relations with Members and Observers

3.1.1 ICAO EUR/NAT AVSEC Group Members and Observers shall be kept fully informed of activities in the Region. To achieve this objective, they should receive, on a regular basis:

- a) the proposed agenda for meetings of the ICAO EUR/NAT AVSEC Group ;
- b) the reports on meetings of the ICAO EUR/NAT AVSEC Group; and

3.1.2 ICAO EUR/NAT AVSEC Group Members and Observers should ensure necessary co-ordination, follow-up and monitoring of any implementation activity within their organisations; and

3.1.3 ICAO EUR/NAT AVSEC Group Members and Observers should ensure communication and coordination amongst each other to the extent possible and avoid duplication while ensuring consistency of any activities conducted in the joint endeavour to strengthen Aviation Security in the EUR/NAT regions.

3.2 Administration of the ICAO EUR/NAT AVSEC Group

3.2.1 The ICAO EUR/NAT AVSEC Group shall be administered by:

- a) a Chairperson and a first and second Vice-Chairperson elected from the ICAO EUR/NAT AVSEC Group Members; and
- b) the ICAO EUR/NAT Regional Officer for Aviation Security, who serves as Secretary of the ICAO EUR/NAT AVSEC Group and is assisted in this task by appropriate staff from the ICAO EUR/NAT Regional Office as required.

3.2.2 The Regional Officer, Aviation Security, of the ICAO EUR/NAT Regional Office is the designated officer (Focal Point) to conduct and coordinate the day to day affairs of the ICAO EUR/NAT AVSEC Group.

3.2.3 The Secretary of the ICAO EUR/NAT AVSEC Group should coordinate dates of the meetings, agenda, working papers and presentations with the Regional Director and Deputy Regional Director of the EUR/NAT Office and the AVSEC Branch at ICAO HQ.

3.2.4 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the ICAO EUR/NAT AVSEC Group.

3.2.5 Between meetings of the ICAO EUR/NAT AVSEC Group, some subjects may be dealt with by correspondence and teleconferencing among appointed Members, Observers and the ICAO EUR/NAT Regional Office.

3.2.6 In order to ensure the necessary continuity in the work of the ICAO EUR/NAT AVSEC Group and unless otherwise determined by special circumstances, the Chairperson and Vice-Chairpersons of the ICAO EUR/NAT AVSEC Group should assume their functions at the end of the meeting at which they are elected and until further notice.

3.2.7 ICAO EUR/NAT AVSEC Group Members may at any time request that the election of the Chairperson and/or Vice-Chairpersons be included on the agenda.

3.3 Work Programme

3.3.1 The ICAO EUR/NAT AVSEC Group aims at supporting in the implementation of relevant ICAO assembly resolutions, declarations and statements on Aviation Security.

3.3.2 The ICAO EUR/NAT AVSEC Group will serve as a forum to exchange knowledge and best practices, bridge gaps and enhance Aviation security over the wide EUR/NAT Regions with the target to decrease differences and promote high AVSEC standards. Coordination will be aimed for with existing regional and global programmes such as but not limited to training and assistant programmes, oversight activities and policy development.

4. PROCEDURES FOR THE CONDUCT OF MEETINGS OF THE ICAO EUR/NAT AVSEC GROUP

4.1 General

4.1.1 The ICAO EUR/NAT AVSEC Group should work with a minimum of formality and paperwork (paperless meetings) and the rules of procedure for the conduct of meetings should be as flexible and simple as possible. The ICAO EUR/NAT AVSEC Group expected to conduct its business by consensus of all interested parties. The following provisions do not include therefore any procedures for handling motions or voting.

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

4.2 Convening of the ICAO EUR/NAT AVSEC Group meetings

4.2.1 The ICAO EUR/NAT AVSEC Group shall meet once per year, but may meet more frequently if deemed necessary. At each meeting, the ICAO EUR/NAT AVSEC Group should agree on the date, duration and venue of its next meeting.

4.2.2 A convening letter for an ICAO EUR/NAT AVSEC Group meeting shall be issued by the ICAO secretariat, normally 90 days prior to the meeting. The convening letter should be accompanied by a provisional agenda, together with explanatory notes prepared by the Secretary of the ICAO EUR/NAT AVSEC Group in order to assist participants in preparing for the meeting.

4.3 Establishment of the provisional agenda of the ICAO EUR/NAT AVSEC Group

4.3.1 The Secretary of the ICAO EUR/NAT AVSEC Group, in consultation with the Chairperson of the ICAO EUR/NAT AVSEC Group, shall establish a provisional agenda on the basis of a short needs assessment done via consultation of Members and Observers of the ICAO EUR/NAT AVSEC Group and documentation available.

4.3.2 At the opening of the meeting any ICAO EUR/NAT AVSEC Group Member or Observer may propose the inclusion of additional items on the agenda, and this shall be accepted if the majority of the ICAO EUR/NAT AVSEC Group Members and Observers attending the meeting so agree.

4.4 Roles and Responsibilities

Chairperson of the ICAO EUR/NAT AVSEC Group

4.4.1 The Chairperson will:

- a) chair the meetings;
- b) keep focus on high priority items;
- c) ensure agendas meet objectives to improve security;
- d) provide leadership for on-going projects and accomplishments;
- e) promote consensus among the members and observers;
- f) coordinate activities closely with the Secretariat and follow-up meeting outcomes and actions.

Secretariat of the ICAO EUR/NAT AVSEC Group

4.4.2 The Secretariat will support the Chairperson by providing administrative, coordination and technical support to the ICAO EUR/NAT AVSEC Group. In particular, The Secretariat will:

- a) coordinate meeting logistics;
- b) develop meeting agendas;
- c) ensure meeting agendas, documentation and summaries are provided to ICAO EUR/NAT AVSEC Group Members and Observers;
- d) ensure meeting summaries, notices, and related documents are posted in a timely manner on the AVSEC activities section of the ICAO EUR/NAT website;
- e) track, monitor and facilitate action items and report status to the ICAO EUR/NAT AVSEC Group;
- f) maintain communication with Members and Observers;
- g) identify required administrative support; and
- h) ensure the work is directed towards the identified objectives of the ICAO EUR/NAT AVSEC Group.

ICAO EUR/NAT AVSEC Group Members and Observers:

4.4.3 ICAO EUR/NAT AVSEC Group Members and Observers will:

- a) be prepared to provide active support by deliberating and identifying issues;
- b) support goals and objectives by maintaining timely and active communication with the ICAO EUR/NAT AVSEC Group and
- c) when relevant, share security improvements with ICAO EUR/NAT AVSEC Group Members and Observers.

4.5 Supporting documentation

4.5.1 The following documentation, including proposed action as required, may be presented to the ICAO EUR/NAT AVSEC Group meetings by States, Regional and International Organizations, ASTCs, Industry representatives or the Secretariat:

- a) Working Papers: they normally contain material with a draft decision, conclusion, or inviting action by the meeting;
- b) Information papers: they are submitted in order to provide the meeting with information on which no action is required and will normally not be discussed at the meeting;
- c) Flimsies: they are documents (such as papers or PowerPoint presentations) which are prepared on an ad-hoc basis shortly before or in the course of a meeting with the purpose to assist the meeting in the discussion on a specific matter or in the drafting of a text for a Conclusion or Decision.

4.5.2 All meeting papers (including Flimsies and Power Point Presentations) shall be presented in a standardized format. Each paper should be limited to one agenda item or sub-item and contain, as appropriate, introduction of the matter, brief discussion and – in the case of a working paper - conclusions with specific proposals for action.

4.6 Conclusions and Decisions of the Meetings

4.6.1 Action taken by the ICAO EUR/NAT AVSEC Group shall be recorded in the form of:

- a) Conclusions, which deal with matters which, in accordance with the terms of reference of the ICAO EUR/NAT AVSEC Group merit directly the attention of States or on which further action will be initiated by ICAO in accordance with established procedures;
- b) Decisions, which deal with matters of concern only to the ICAO EUR/NAT AVSEC Group; and
- c) Statements, which deal with a position reached by consensus regarding a subject without a requirement for specific follow-up activities.

4.6.2 Each Conclusion and Decision formulated by the ICAO EUR/NAT AVSEC Group should explicitly and clearly respond *to the following “4 W” questions*:

Why	Why this Conclusion or Decision is needed (subject)
What	What action is required (State Letter, survey, proposal for amendment, seminar, training or assistance etc)
Who	Who is the responsible of the required action (e.g. ICAO, States, Observers etc)

When	Target date
-------------	-------------

4.7 Conduct of business for ICAO EUR/NAT AVSEC Group meetings

4.7.1 The meetings of the ICAO EUR/NAT AVSEC Group shall be conducted by the Chairperson or, in his absence, by the Vice-Chairpersons.

4.7.2 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 organisation and of the documentation available for consideration of the different items on the agenda.

4.7.3 The ICAO EUR/NAT AVSEC Group shall at each of its meetings review its previous meeting outstanding Conclusions/Decisions and Action Plan in order to keep them current.

4.8 Reports

4.8.1 Reports on meetings shall be of a simple layout and as concise as possible and shall include:

- a) a brief history of the meeting (duration, attendance and agenda);
- b) the list of Conclusions and Decisions of the meeting; and
- c) the work programme and future action by the ICAO EUR/NAT AVSEC Group

4.8.2 A summary of discussions (conclusions, decisions and statements) will be provided at the end of each meeting. The full report will be circulated to all ICAO EUR/NAT AVSEC Group Members and Observers after the meeting and shall be posted on the ICAO EUR/NAT website.

APPENDIX C

INTERNATIONAL CIVIL AVIATION ORGANIZATION



MIDDLE EAST REGIONAL AVIATION SECURITY AND FACILITATION GROUP
(MID SECFAL GROUP)

PROCEDURAL HANDBOOK

FIRST EDITION – FEBRUARY 2017

DRAFT

FOREWORD

1.1 The Middle East Regional Aviation Security and Facilitation Group (MID SECFAL Group) Procedural Handbook is a publication prepared by the ICAO Secretariat and adopted by the DGCA-MID. 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 SECFAL Group and its contributory bodies. It contains the Terms of Reference of the MID SECFAL Group. 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 SECFAL Group 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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DRAFT

1. BACKGROUND

1.1 The Middle East Regional Aviation Security and Facilitation Group (MID SECFAL Group) 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 SECFAL Group 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 SECFAL Group. International organizations recognized by the Council may be invited as necessary to attend the MID SECFAL Group 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 SECFAL Group;
- c) to ensure achievement of the ICAO MID Targets by implementing the MID SECFAL Group 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 SECFAL Group. 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 SECFAL GROUP.

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 SECFAL Group.

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 SECFAL Group.

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 SECFAL Group or of the contributory bodies concerned. However, if States are to be consulted, this should be made through the ICAOMID 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 SECFAL Group Steering Committee (MID SECFALG SC)

3.5.1 The MID SECFAL Group Steering Committee (MID SECFALG 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 SECFAL Group.

3.5.2 The MID SECFALG 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 SECFALG 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 SECFALG SC

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

3.5.5 Composition

The MID SECFALG SC is composed of:

- a) the Chairperson and in his/her absence the First Vice-Chairperson of MID SECFAL Group;
- 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 SECFALG SC.

3.7 Reporting lines

3.6.4 The reports of all MID SECFAL Group 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 SECFAL GROUP

4.1 General

4.1.1 The MID SECFAL Group 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 SECFAL Group 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 SECFAL Group 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 SECFAL Group

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 ICAOMID 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 SECFAL Group meetings;
2. chair the MID SECFAL Group 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 SECFAL Group activities closely with the Secretariat and follow-up meeting outcomes and actions; and
8. promote MID SECFAL Group and lobby for contributors.

Secretariat

4.6.2 The ICAOMID Regional Director as the Secretariat will support the Chairperson by providing administrative, coordination and technical support to the MID SECFAL Group. 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 SECFAL Group activities with the MID SECFALG SC and the regional objectives and priorities outlined in the MID Region Security Strategy;
7. maintain communication with the Co-Chairs, and MID SECFAL Group members;
8. identify required administrative support; and
9. manage the MID SECFAL Group 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 SECFAL Group initiatives.

Note: a) Each MID SECFAL Group 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 SECFAL Group goals and objectives. If designated representation changes, any proposed replacement must be submitted to the MID SECFAL Group Secretary.

4.6.5 MID SECFAL Group members/partners will:

- a) attend the MID SECFAL Group 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 SECFAL Group; and
- c) share all information concerning initiatives', projects', and results with MID SECFAL Group members.

Non-Member Participant and Guest Observers:

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

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

4.7 Supporting documentation

4.7.1 Documentation for meetings of the MID SECFAL Group 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 SECFAL Group 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.

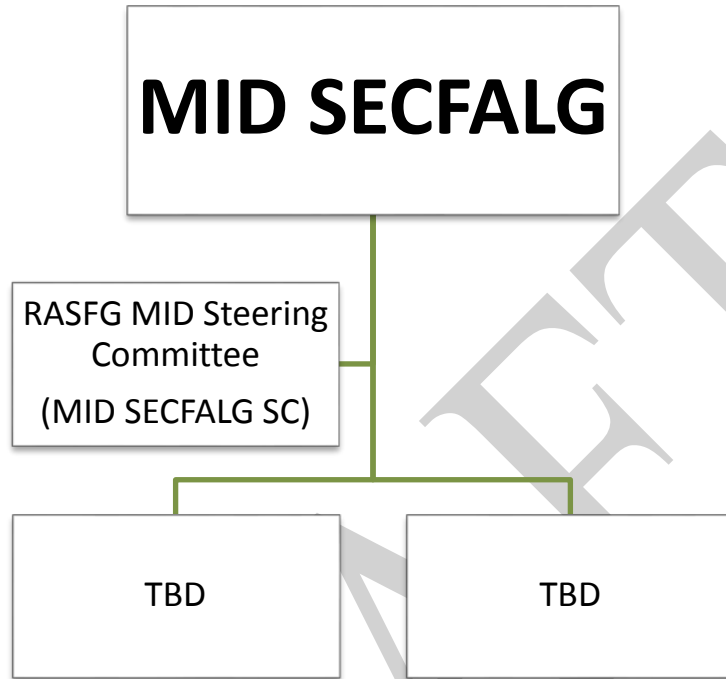
4.10.3 The report shall be posted on the ICAO MID website and also be circulated, to all Member States, to Permanent Observers and concerned stakeholders.

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

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

- the Chairperson(s) of MID SECFAL Group should attend the RASG-MID and MIDANPIRG meetings, as required;
- the Chairperson(s) of RASG-MID and MIDANPIRG meetings should attend the MID SECFAL Group meetings, as required;
- the ICAO MID Regional Office to organize on a yearly basis a MIDANPIRG/RASG-MID/ MID SECFAL Group 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 SECFAL GROUP ORGANIZATIONAL STRUCTURE



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