



*International Civil Aviation Organization*

**MIDANPIRG/17 and RASG-MID/7 Meeting**

*(Cairo, Egypt, 15 – 18 April 2019)*

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**Agenda Item 2: Global Development in Aviation**

NEW TERMS OF REFERENCE OF PIRGS AND RASGS

*(Presented by the Secretariat)*

**SUMMARY**

This paper presents the progress on the proposed reporting structure and update of the Terms of Reference (TOR) for the Planning and Implementation Regional Groups (PIRGs) and Regional Aviation Safety Groups (RASGs).

Action by the meeting is at paragraph 3.

**1. INTRODUCTION**

1.1 Planning and Implementation Regional Groups (PIRGs) and Regional Aviation Safety Groups (RASGs) have been established by the Council to, amongst other items, identify regional priorities, identify implementation targets and indicators related to air navigation and aviation safety for the regional implementation of the Global Air Navigation Plan (Doc 9750) (GANP) and the Global Aviation Safety Plan (Doc 10004) (GASP), and provide actionable recommendations to the Council (C-DECs 171/6, 183/9, 190/4 and 210/4 refer).

**2. DISCUSSION**

2.1 During the discussions of the Annual Report of PIRG/RASG activities for the period from March 2015 to March 2016, the Council expressed concern at the limited involvement of some State authorities in PIRG and RASG meetings as well as related activities (C-DEC 208/8 refers). This initiated the review of the reporting structure and update of the Terms of Reference (TOR) for the Planning and Implementation Regional Groups (PIRGs) and Regional Aviation Safety Groups (RASGs).

2.2 The ANC developed the attached Report (C-WP/xx) which will be considered by the Council during its 217th session as shown at **Appendix A**.

**3. ACTION BY THE MEETING**

3.1 The meeting is invited to:

- a) note the progress in the development of the TOR as action of the ANC and Council; and
- b) implement the new ToRs when approved by the Council.

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International Civil Aviation Organization

C-WP/xxxx  
.././19**WORKING PAPER****COUNCIL — 217TH SESSION****Subject No. 14.4.2 : Regional air navigation meetings****REVIEW OF THE REPORTING STRUCTURE AND TERMS OF REFERENCE,  
FUNCTIONS, AND PARTICIPATION OF THE PIRGS AND RASGS**

(Presented by the President of the Air Navigation Commission)

**EXECUTIVE SUMMARY**

This paper presents the outcome of the review by the Air Navigation Commission (ANC) of the proposed reporting structure and update of the Terms of Reference (TOR) for the planning and implementation regional groups (PIRGs) and regional aviation safety groups (RASGs). This review strives to improve efficiency, and the working methodologies and involvement of States, International Organizations and Industry in the work, meetings and related activities of the groups. The initial review was conducted by the Secretariat Focus Group and progressed by the Commission. The proposed generic TOR for both PIRGs and RASGs were considered by the ANC Working Group of the Whole for Strategic Review and Planning (AN-WG/SRP) and thereafter by the Commission during its 210th Session.

**Action:** The Council is invited to:

- a) approve the generic TOR of PIRGs and RASGs as shown in Appendices A and B, respectively; and
- b) encourage States to provide the necessary level of support, technical expertise and participation to their respective PIRGs and RASGs.

<i>Strategic Objectives:</i>	This working paper relates to the Strategic Objectives on Safety and Air Navigation Capacity and Efficiency.	
<i>Financial implications:</i>	States – no additional financial implications.	
<i>References:</i>	C-WP/14758 and Oral ISPG Report C-WP/14563 C-WP/14459 C-WP 13558 C-WP/13135 C-DEC 214/7	C-DEC 210/4 C-DEC 208/8 and 14 C-DEC 190/4 C-DEC 183/9 C-DEC 171/6

## 1. INTRODUCTION

1.1 Planning and implementation regional groups (PIRGs) and regional aviation safety groups (RASGs) have been established by the Council to, amongst other items, identify regional priorities, identify implementation targets and indicators related to air navigation and aviation safety for the regional implementation of the Global Air Navigation Plan (Doc 9750) (GANP) and the Global Aviation Safety Plan (Doc 10004) (GASP), and provide actionable recommendations to the Council (C-DECs 171/6, 183/9, 190/4 and 210/4 refer).

1.2 The first PIRG, the North Atlantic Systems Planning Group (NAT SPG), was established by the Council in 1965 and since that time, the following five additional PIRGs were established: European Air Navigation Planning Group (EANPG) (1972); Africa-Indian Ocean (AFI) Planning and Implementation Regional Group (APIRG) (1980); Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG) (1983); Caribbean (CAR)/South American (SAM) Regional Planning and Implementation Group (GREPECAS) (1990); and the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) (1991).

1.3 With regard to RASGs, the Africa-Indian Ocean Regional Aviation Safety Group (RASG-AFI), Regional Aviation Safety Group - Asia and Pacific Regions (RASG-APAC), European Regional Aviation Safety Group (RASG-EUR) and Middle East Regional Aviation Safety Group (RASG-MID) were established by the Council in 2010. The Regional Aviation Safety Group - Pan America (RASG-PA) was established by the North American, Caribbean and South American States in 2008 and formalized with the others in 2010 (C-DEC 190/4).

1.4 During previous discussions of the annual report of PIRG/RASG activities for the period from March 2015 to March 2016, the Council expressed concern at the limited involvement of some State authorities in PIRG and RASG meetings as well as related activities (C-DEC 208/8 refers). This initiated the review of the reporting structure and update of the Terms of Reference (TOR) for the Planning and Implementation Regional Groups (PIRGs) and Regional Aviation Safety Groups (RASGs).

1.5 The Commission recalled that the Council took various decision specifically related to the work of the regional groups that must be addressed to ensure efficiency and the flexibility to apply the most effective and efficient organizational structure and meeting modalities that best suit the characteristics of each region's implementation work programme.

1.6 In addition, the Council urged States to support the regional work programme with participation preferable from the Civil Aviation Authority (CAA) in order to support related policy making within the State.

1.7 To improve efficiency, the Secretary General was requested by the Council to provide guidance to PIRGs and RASGs on adopting a project based methodology for the planning and implementation of their work programmes.

## 2. BACKGROUND

2.1 The Commission was informed that, at the request of the President of the Council, the Implementation, Strategy and Planning Group (ISPG), at the second meeting of the ISPG/214, reviewed the ANC Report to Council (C-WP/14758), *Consolidated annual report on Planning and Implementation*

*Regional Groups (PIRGs) and Regional Aviation Safety Groups (RASGs)*. The annual report covered the period from April 2017 to March 2018.

2.2 The Commission was also informed that during this review, the ISPG was briefed by the Director of the Air Navigation Bureau (D/ANB) on the process and actions that had been taken thus far, and that a Focus Group consisting of Deputy Director, Aviation Safety as the lead, Regional Directors, Deputy Regional Directors and Air Navigation Bureau (ANB) Chief, Programmes Coordination and Implementation, had been established to review the TOR of PIRGs and RASGs, as well as to streamline the reporting mechanisms in relation to the performance indicators of the Global Plans (GANP and GASP).

2.3 The Commission recalled that during consideration of the annual report to Council (C-WP/14758) and oral report by the ISPG, the Council directed the ANC to progress the revision of the reporting structure and TOR, functions and participation of the PIRGs and RASGs and requested that the ISPG be consulted in the development of the revised TOR (C-DEC 214/7). The Commission was informed that this consultation by the Secretariat took place on 19 February 2019.

2.4 The Commission also recalled that the President of the Council had highlighted the need to develop a generic TOR for the PIRGs and RASGs that could be expanded and adapted as required to maintain flexibility of the work, thus enabling the regional groups to address not only common challenges but also their respective specific regional challenges.

### ***Focus Group***

2.5 The Commission noted that the Secretariat established a Focus Group that had worked via conference calls and electronic means over a six-month period. The Commission agreed with the Focus Group's approach to develop a comprehensive problem statement consisting of action items identified by the governing bodies of ICAO and those identified in the regions by the Secretariat.

2.6 By comparing the various approved TOR of the PIRGs and RASGs the Secretariat identified a generic TOR as a minimum. Additional terms of reference adopted by a PIRG must be approved by the President of the Council and be included in the relevant PIRG/RASG Handbooks, as a PIRG/RASG specific supplement.

2.7 The Commission supported the proposal to highlight the required activities for each of the role players, including coordination activities, in the TOR of both the PIRGs and RASGs. This action will ensure a clear indication of what is expected from each of the role players.

## **3. DISCUSSION**

3.1 The Commission reviewed the draft TOR of the PIRGs and RASGs as contained in Appendices A and B, respectively. The Commission agreed that in addition to States, the importance of a collaborative and proactive role by airspace users, international and regional organizations, and industry in the PIRGs and RASGs should be recognized due to their involvement in the rapid pace of technological development, expertise and other opportunities for sharing of resources.

### 3.2 *Membership*

3.2.1 The Commission recalled that the Council had provided the basis for membership in the regional bodies (C-DEC 183/9, C-DEC 190/4) and had also identified the need to ensure coordination, at the national level, between air navigation services providers (ANSPs) and civil aviation authorities (CAAs) that set policy and regulate the former's activities (C-DEC 214/7).

3.2.2 The Commission considered that all ICAO Contracting States and Territories recognized by ICAO, within the area of accreditation of the ICAO Regional Office(s) concerned shall be members of the planning and implementation regional group (PIRGs) and regional aviation safety group (RASG) established for that (these) region(s).

### 3.3 *Participation*

3.3.1 The Commission recognized that in addition to States, the importance of a collaborative and proactive role by airspace users, international and regional organizations, and industry should be recognized due to their involvement in the rapid pace of technological development, expertise and other opportunities for sharing of resources.

3.3.2 It was recalled that PIRG and RASG meetings are open to all members. The Commission considered it important that each State/Territory should be represented by a senior level delegate nominated by the State/Territory preferable from the Civil Aviation Authority (CAA) in order to support related policy making within the State. A delegate may be supported by an alternate delegate and/or advisers with the requisite technical knowledge in the subject matters under consideration.

3.3.3 The Commission recalled that the Council had noted that due to increased privatization and corporatization, and the consequent separation of ANSPs from regulators (i.e. CAAs), participants, especially in PIRG meetings were increasingly from ANSPs and not only from CAAs (C-DEC 214/7).

3.3.4 To address this, the Commission considered that CAAs should be supported by the service providers (such as ANSP's, airport operators, meteorological service providers, etc.) as advisers.

3.3.5 The Commission agreed that international organizations, recognized by the Council to participate in ICAO meetings, should participate, as observers, in the PIRG and RASG meetings, and be encouraged to do so. Other stakeholders may be invited as observers, when required, to contribute to the work of the groups.

3.3.6 With regard to RASGs, the Commission agreed that States should be represented by a senior level delegate nominated by the State/Territory, preferable from the Civil Aviation Authority (CAA), in order to support related policy making within the State and if required, be supported by representatives from the industry and professional associations. A delegate may be supported by an alternate delegate and/or advisers with the requisite technical knowledge in the subject matters under consideration.

3.3.7 Civil aviation commissions/conferences, in particular the Arab Civil Aviation Organization (ACAO), African Civil Aviation Commission (AFCAC), European Civil Aviation Conference (ECAC) and Latin American Civil Aviation Commission (LACAC), may be invited to participate in the work of the PIRGs and RASGs.

### 3.4 ***Working arrangements***

#### 3.4.1 **Structure**

3.4.1.1 The Commission recalled that PIRGs and RASGs have the obligation to apply the most effective and efficient organizational structure and meeting modalities that best suit the characteristics of each region's implementation work programme while maintaining, to the extent possible, alignment with these TOR, regional work programme and Global Plans.

3.4.1.2 It was further recalled that the ICAO Regional Director(s) will serve as the Secretary of the RASG. Wherever two Regional Directors are involved, they will biennially rotate between serving as Secretary of the RASG and planning and implementation regional group (PIRG) to balance the Secretariat responsibilities between these two regional groups. The PIRGs, in coordination with the RASGs, will establish the methodology and the procedure to be applied for the rotation.

3.4.1.3 The Commission agreed that meetings should be closely coordinated between the PIRG and RASG chairpersons and the Secretariat. For efficiency, and to increase participation, the Commission also agreed that PIRG and RASG meetings should be held back-to-back or combined to facilitate coordination and ensure the efficient use of resources.

3.4.1.4 With regards to the Chairperson, the Commission agreed that the PIRG shall be administered by a chairperson and one or two vice-chairpersons elected from the State-nominated delegates present. For a better engagement and buy-in, the RASGs and their contributory bodies will be administered by an elected chairperson(s) nominated by a Member State, and other(s) from international and regional organizations, and/or industry. The PIRGs and RASGs will establish the cycle of elections.

3.4.1.5 The Commission supported that PIRGs should build on the work already done by States, ICAO Regional Offices and existing sub-regional organizations to support the development, maintenance and implementation of the air navigation plan(s) for the region(s).

3.4.1.6 The RASG will build on the work already done by States, ICAO Regional Offices and existing sub-regional organizations (such as the Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs), Regional Safety Oversight Organizations (RSOOs), Regional Accident and Incident Investigation Organizations (RAIOs) and industry) to support the establishment and operation of safety management processes for the region.

3.4.1.7 The Commission recalled that PIRG and RASG contributory bodies may be created to discharge the work programmes by working on defined subjects requiring detailed technical expertise. The Commission highlighted that a contributory body shall only be formed when it has been clearly established that it is able to make a substantial contribution to the required work. A contributory body will be dissolved when it has completed its assigned tasks or if the tasks cannot be usefully continued.

3.4.1.8 To ensure adequate time for planning by States, the Commission agreed that invitations to PIRG and RASG meetings must be issued at least three months prior to the meeting.

3.4.1.9 States, International Organizations and Industry are invited to submit working papers, research works, etc. in order to enhance the work of their respective PIRGs/RASGs, and their contributory bodies in good time. The Commission agreed, to ensure proper time for consideration and good decision making, all working papers to PIRG and RASGs should be available at least 14 days prior to the start of the meeting for consideration.

3.4.1.10 With regards to working languages, the Commission agreed that where the meeting is held in more than one ICAO working language, interpretation services shall be made available to facilitate participation in the deliberations and adoption of the report by all participants.

3.4.1.11 The Commission considered it important that the Secretariat should review and update the PIRG and RASG Handbooks periodically, and as required, to ensure a result oriented approach.

### 3.4.2 **Venue**

3.4.2.1 The Commission recognized that meetings held outside Regional Offices may make it difficult for some States to attend due to the accessibility of the regional air route structures and may contribute to the limited participation of some States. It was also noted that the cost of travel may increase dramatically for States located outside major route networks. It will also reduce ICAO Secretariat travel costs. The Commission would support that PIRG/RASG meetings be convened in the Regional Offices, to the extent possible and that approval to host these meetings outside of the Regional Office be obtained from the President of the Council.

### 3.4.3 **State role**

3.4.3.1 The Commission supported that State CAAs, and other service providers should participate in the work of the RASG and its contributory bodies to amongst other items, ensure the continuous and coherent development and implementation of regional safety plans and report back on the Key Performance Indicators (KPI's), support the regional work programme with participation from the decision-making authority with the technical expertise necessary for the planning and implementation mechanism, thus supporting policy decisions at the State level.

3.4.3.2 To ensure additional visibility to the Technical Co-operation Bureau (TCB), the Commission proposed an item that States are invited to consider the ICAO TCB for their implementation requirements.

### 3.4.4 **International Organization and Industry role**

3.4.4.1 The Commission agreed that industry, in particular airspace users, professional associations and organizations (such as Airports Council International (ACI), Civil Air Navigation Services Organisation (CANSO), International Air Transport Association (IATA), International Federation of Air Line Pilots' Associations (IFALPA), International Federation of Air Traffic Controllers' Associations (IFATCA), etc.) should participate in the work of the PIRGs and its contributory bodies to support air navigation implementation and collaborative decision-making processes, taking into consideration the safety aspects of air navigation services. Their participation is also beneficial for identification of regional requirements.

3.4.4.2 With regard to RASGs it was agreed that industry stakeholders/partners should participate in the work of the RASG and its contributory bodies to support the implementation of safety oversight activities, safety management and collaborative decision-making processes to identify regional requirements, mitigate aviation safety risks, provide technical expertise, as required, and ensure adequate resources.

3.4.4.3

### 3.4.5 **Reporting**

3.4.5.1 The Commission recalled that PIRGs and RASGs report to the ICAO Council through the Commission as facilitated by the ICAO Secretariat. To ensure harmonized reporting and to facilitate analyses of the implementation and global challenges of the Global Plans, the Commission agreed that the content and structure of both PIRG and RASG reports be standardized as specified in the TOR, as a minimum, to streamline the reporting mechanisms (C-DEC 214/7).

3.4.5.2 It was agreed that amongst other items, the report should include a brief history of the meeting (duration and agenda), a list of meeting participants, affiliation and number of attendees, a list of conclusions and decisions with a description of the conclusion/decision's rationale (what, when, why and how). The Commission considered a need to highlight to PIRGs and RASGs to include particular challenges and identify the need for amendment proposals to global provisions submitted by States.

3.4.5.3 The Commission recalled that the Council had previously agreed that a technical officer from Headquarters (ANB) will participate and provide support to the regional group meetings. (C-DEC 190/4). ANB will arrange for the presentation of regional reports, in coordination with the regional offices and chairpersons of the PIRG and RASG to the ANC and Council for review and harmonization.

3.4.5.4 It was also recalled the Council decided that PIRGs and RASGs should inform the Directors General of Civil Aviation (DGCA) and CAC of their meeting results (C-DEC 210/4). The Commission agreed that through the PIRG/RASG Secretary, the Directors General of Civil Aviation (DGCA) and related Civil Aviation Commission/Conferences (CACs) be informed of PIRG/RASG meeting results. This action will support the technical PIRG and RASG decisions at the highest level. It was agreed that the Secretary of the PIRG and RASG be tasked with this function.

### 3.5 ***Global Plans***

3.5.1 The Commission agreed the PIRGs and RASGs support the implementation by States of the GANP and GASP, taking into account aspects of the Global Aviation Security Plan (GASeP), by ensuring effective coordination and cooperation between all States and stakeholders.

3.5.2 It was highlighted that PIRGs must ensure the continuous and coherent development of the regional air navigation plan, *Regional Supplementary Procedures* (Doc 7030) and other relevant regional documentation, and propose amendments to reflect the changes in operational requirements in a manner that is harmonized with adjacent regions, consistent with ICAO Standards and Recommended Practises (SARPs), Procedures for Air Navigation Services (PANS) and the GANP.

3.5.3 The Commission agreed that RASGs should monitor and report the progress on the implementation by States of the GASP and the regional objectives and priorities, and provide feedback on the GASP implementation as well as propose amendments as necessary to keep pace with the latest developments, and ensure harmonization with regional and national plans.

3.5.4 In line with the GASP and regional priorities, it was agreed that RASGs identify specific aviation safety risks and propose mitigation actions using the mechanisms defined by the Safety Management Manual (Doc 9859) with timelines to resolve deficiencies and verify the provision of services in accordance with global and regional requirements.

### 3.6 ***Regional Activities***

3.6.1 The Commission considered it necessary that as a minimum, the TOR include the need to identify the regional activities to be undertaken by the PIRGs and RASGs. It was recalled that PIRGs



amongst other items, serve as a regional cooperative forum that determines regional priorities, develops and maintains the Regional Air Navigation Plan and associated work programme based on the GANP and relevant ICAO Provisions.

3.6.2 With regards to RASGs, it was recalled that they serve as a regional cooperative forum that determines regional priorities, develops and maintains the Regional Aviation Safety Plan and associated work programme based on the GASP and relevant ICAO Provisions, integrating global, regional, sub-regional, national and industry efforts in continuing to enhance aviation safety worldwide.

### 3.7 *PIRG/RASG Coordination*

3.7.1 The Commission highlighted the need for proper coordination amongst all role players, including CACs. It was agreed that PIRGs and RASGs foster cooperation, information exchange, sharing of experiences and best practices among States and stakeholders.

3.7.2 With regards to the inclusion of security, environmental and economic issues in the TOR, the Commission agreed that PIRG and RASG meetings are not attended by experts in this field. However, it was agreed that PIRGs and RASGs identify security, environmental and economic issues that may affect operational aviation safety, and inform ICAO Secretariat accordingly for action.

### 3.8 *Interregional Coordination*

3.8.1 The Commission agreed that PIRGs and RASGs should ensure interregional coordination through formal and informal mechanisms, including the participation in meetings established for the purpose of coordinating PIRG and RASG activities, the GANP, GASP and regional air navigation and safety plans as well as regional supplementary procedures.

3.8.2 To ensure global harmonization between the PIRGs and RASGs, the Commission agreed that ICAO Headquarters should arrange a high level global coordination meeting between all PIRG and RASG Secretaries and chairpersons on a biennial basis.

### 3.9 *Expansion of Terms of Reference*

3.9.1 The Commission agreed that the TOR developed for PIRGs and RASGs will serve as a basis, and may be further expanded by the groups, as required, to maintain flexibility of their work. Additional terms of reference adopted by a PIRG or RASG must be approved by the President of the Council and be included in the relevant PIRG Handbooks as a PIRG/RASG specific supplement.

## 4. CONCLUSION

4.1 It is proposed that the Council approve the TOR to serve as a generic basis for the PIRGs and RASGs.

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## APPENDIX A

### GENERIC TERMS OF REFERENCE OF PLANNING AND IMPLEMENTATION REGIONAL GROUPS (PIRGs)

#### 1. MEMBERSHIP

1.1 All ICAO Contracting States, and Territories recognized by ICAO, within the area of accreditation of the ICAO Regional Office(s) concerned shall be members of the planning and implementation regional group (PIRG) established for that (these) region(s).

#### 2. PARTICIPATION

2.1 In addition to States, the importance of a collaborative and proactive role by airspace users, international and regional organizations, and industry should be recognized due to their involvement in the rapid pace of technological development, expertise and other opportunities for sharing of resources.

2.2 PIRG meetings are open to all members Each State/Territory member should be represented by a senior level delegate nominated by the State/Territory, preferable from the Civil Aviation Authority (CAA) in order to support related policy making within the State. A delegate may be supported by an alternate delegate and/or advisers with the requisite technical knowledge in the subject matters under consideration.

2.3 The civil aviation authorities (CAAs) should be supported by service providers (such as ANSPs, airport, operators, meteorological service providers, etc.) as advisers.

2.4 States located outside the area of accreditation of the ICAO Regional Offices concerned can be invited on a case-by-case basis and in accordance with the Regional Office Manual (ROM) to attend as observers.

2.5 International organizations recognized by the ICAO Council to participate in ICAO meetings should participate, as observers, in the PIRG meetings, and be encouraged to do so. Other stakeholders may be invited as observers, when required, to contribute to the work of the PIRG.

2.6 The participation of industry stakeholders should take into account relevant capabilities such as an involvement in the rapid pace of technological development, specific knowledge and expertise, and other opportunities including sharing of resources.

2.7 Civil Aviation Commissions/Conferences in particular the Arab Civil Aviation Organization (ACAO), African Civil Aviation Commission (AFCAC), European Civil Aviation Conference (ECAC) and Latin American Civil Aviation Commission (LACAC), may be invited to participate in the work of the PIRGs.

2.8 The members and observers will serve as partners in PIRGs, and their joint commitment is fundamental for success in improving implementation and safety worldwide.

### 3. WORKING ARRANGEMENTS

#### 3.1 Structure

3.1.1 PIRGs have the obligation to apply the most effective and efficient organizational structure and meeting modalities that best suit the characteristics of each region's implementation work programme while maintaining, to the extent possible, alignment with these TOR, the regional work programme and Global Air Navigation Plan (GANP).

3.1.2 The ICAO Regional Director(s) will serve as the Secretary of the PIRG. Wherever two Regional Directors are involved, they will biennially rotate between serving as Secretary of the PIRG and regional aviation safety group (RASG) to balance the Secretariat responsibilities between these two regional groups. The PIRGs, in coordination with the RASGs, will establish the methodology and the procedure to be applied for the rotation.

3.1.3 The organization of the PIRG should address global and region-specific air navigation-related matters, and meetings should be closely coordinated between the PIRG and RASG chairpersons and the Secretariat. PIRG and RASG meetings should be held back-to-back or combined to facilitate coordination and ensure the efficient use of resources.

3.1.4 The PIRG shall be administered by a chairperson and one or two vice-chairpersons elected from the State-nominated delegates present. The PIRG will establish the cycle of elections.

3.1.5 The PIRG will build on the work already done by States, ICAO Regional Offices and existing regional and sub-regional organizations to support the development, maintenance and implementation of an air navigation plan for the region(s).

3.1.6 PIRG contributory bodies may be created to discharge the PIRG work programme by working on defined subjects requiring detailed technical expertise. A contributory body shall only be formed when it has been clearly established that it is able to make a substantial contribution to the required work. A contributory body will be dissolved when it has completed its assigned tasks or if the tasks cannot be usefully continued.

3.1.7 Invitations to PIRG meetings must be issued at least three months in advance of the meeting to assist States to plan participation.

3.1.8 The Secretariat will review and update the PIRG Handbook periodically, and as required, to ensure a result oriented approach.

3.1.9 Where the meeting is held in more than one ICAO working language, interpretation services shall be made available to facilitate participation in the deliberations and adoption of the report by all participants;

3.1.10 States, International Organizations and Industry are invited to submit working papers, research works, etc. in order to enhance the work of the PIRG and its contributory bodies. To ensure

proper time for consideration and good decision making, all working papers should be made available at least 14 days prior to the start of the meeting for consideration.

## 3.2 **Venue**

3.2.1 PIRG meetings will be convened in the Regional Offices, to the extent possible, to facilitate proper access by States. Approval to host PIRG meetings outside of the Regional Office must be obtained from the President of the Council.

3.2.2 The Secretary General will ensure the allocation of the necessary financial resources to host PIRG meetings.

3.2.3 PIRG contributory bodies may be convened at a different location, if required, to be determined by the secretary in coordination with the chairpersons of the PIRG and contributory body.

## 3.3 **State role**

3.3.1 State CAAs, supported by service providers as necessary, should participate in the work of the PIRG and its contributory bodies to:

- a) ensure the continuous and coherent development and implementation of regional air navigation plans and report back on the Key Performance Indicators (KPI's);
- b) support the regional work programme with participation from the decision-making authority with the technical expertise necessary for the planning and implementation mechanism, thus supporting policy decisions at the State level;
- c) enable coordination, at the national level, between the CAA, service providers and all other concerned stakeholders, and harmonization of the national plans with the regional and global plans;
- d) facilitate the implementation of GANP goals and targets;
- e) report on the status of implementation, within the State, on a regular basis;
- f) plan for basic services to be provided for international civil aviation in accordance with ICAO Standards, within State national plans;
- g) facilitate the development and establishment of Letters of Agreement and bilateral or multilateral agreements;
- h) mitigate deficiencies identified under the uniform methodology for the identification, assessment and reporting of air navigation deficiencies in a timely manner;
- i) embrace a performance-based approach for implementation as highlighted in the Global Plans; and

- j) ensure the inclusion of the regional priorities in the States national implementation plans to the extent possible.

3.3.2 States are invited to consider the ICAO Technical Co-operation Bureau (TCB) for their implementation requirements.

### 3.4 **International Organization and Industry role**

3.4.1 Industry, in particular airspace users, professional associations and organizations (such as Airports Council International (ACI), Civil Air Navigation Services Organisation (CANSO), International Federation of Air Line Pilots' Associations (IFALPA), International Federation of Air Traffic Controllers' Associations (IFATCA), International Air Transport Association (IATA), etc.) should participate in the work of the PIRG and its contributory bodies to support air navigation implementation and collaborative decision-making processes, taking into consideration the safety aspects of ANS.

3.4.2 Their focus should be on identifying regional requirements and ensuring that their required resources are adequately allocated.

### 3.5 **Reporting**

3.5.1 The PIRG reports outcomes to the ICAO Council through the Air Navigation Commission (ANC) as facilitated by the ICAO Secretariat.

3.5.2 PIRG meeting reports should be provided in a standardized format to the governing bodies of ICAO to identify regional and emerging challenges, and shall include as a minimum:

- a) a brief history of the meeting (duration and agenda);
- b) a list of meeting participants, affiliation and number of attendees;
- c) a list of conclusions and decisions with a description of their rationale (what, when, why and how);
- d) common implementation challenges identified amongst PIRG members and possible solutions, assistance required and estimated timelines to resolve, if applicable, by sub-region;
- e) identification of and recommendations on particular actions or enhancements that would require consideration by the ANC and Council to address particular challenges, including the need for amendment proposals to global provisions and guidance materials submitted by States;
- f) a list of issues cross-referenced to actions to be taken by ICAO Headquarters and/or Regional Offices;
- g) based on the GANP, and associated key performance indicators (KPIs) and tools, report to the extent possible on the status of implementation of air navigation goals, targets and indicators, including the priorities set by the region in their Regional Air Navigation Plans;

- h) a list of items for coordination with the RASG and a concise summary of the outcome of related discussions;
- i) air navigation deficiencies identified and timelines for mitigation thereof;
- j) feedback given from Headquarters to the PIRGs highlighting the actions taken by the ANC and Council related to their previous meeting outcomes; and
- k) the work programme and future actions to be taken by the PIRG.

3.5.3 A technical officer from Headquarters (Air Navigation Bureau) will participate and provide support to the meeting and subsequently arrange for the presentation of reports, in coordination with the regional office and chairpersons of the PIRG, to the ANC and Council for review and harmonization.

3.5.4 The final PIRG report will be approved at the end of the meeting. Where the report requires translation, it will be made available within fifteen working days of the meeting closure.

#### 4. GLOBAL PLANS

4.1 In regard to Global Plans, the PIRG shall:

- a) support implementation by States of the Global Air Navigation Plan (GANP, Doc 9750) taking into account aspects of the Global Aviation Safety Plan (GASP, Doc 10004) and Global Aviation Security Plan (GASeP) by ensuring effective coordination and cooperation between all States and stakeholders;
- b) monitor and report the progress on the implementation by States of the GANP and the regional objectives and priorities;
- c) ensure continuous and coherent development of the Regional Air Navigation Plan, Regional Supplementary Procedures (Doc 7030) and other relevant regional documentation, and propose amendments to reflect the changes in operational requirements in a manner that is harmonized with adjacent regions, consistent with ICAO Standards and Recommended Practises (SARPs), Procedures for Air Navigation Services (PANS) and the GANP;
- d) provide feedback on the GANP implementation and propose amendments to the Global Plans as necessary to keep pace with the latest developments and ensure harmonization with regional and national plans;
- e) in line with the GANP and regional priorities, identify specific deficiencies in the air navigation field, and propose mitigating actions and timelines to resolve deficiencies; and
- f) verify the provision of air navigation facilities and services in accordance with global and regional requirements.

## 5. REGIONAL ACTIVITIES

5.1 In regard to regional activities, the PIRG shall:

- a) serve as a regional cooperative forum that determines regional priorities, develops and maintains the Regional Air Navigation Plan and associated work programme based on the GANP and relevant ICAO Provisions;
- b) facilitate the development and implementation by States of air navigation systems and services as identified in the Regional Air Navigation Plan and Doc 7030;
- c) monitor and report on the status of implementation by States of the required air navigation facilities, services and procedures in the region, and identify the associated difficulties and deficiencies to be brought to the attention of the Council;
- d) facilitate the development and implementation of corrective action plans by States to resolve identified deficiencies, where necessary;
- e) identify and report on regional and emerging air navigation challenges experienced that affect implementation of ICAO global provisions by States;
- f) facilitate the development and implementation of Regional and National Air Navigation Plans by States; and
- g) assist Member States with guidance to implement complex aviation systems.

## 6. PIRG COORDINATION

6.1 In regard to coordination, the PIRG shall:

- a) coordinate safety issues with the respective RASG;
- b) foster cooperation, information exchange, sharing of experiences and best practices among States and stakeholders;
- c) provide a platform for regional coordination and cooperation amongst States and stakeholders for the continuous improvement of air navigation systems in the region with due consideration to harmonization of developments and deployments, intra- and interregional coordination, and interoperability;
- d) ensure that all air navigation activities at the regional and sub-regional level are properly coordinated amongst role players to avoid duplication of efforts;
- e) identify security, environmental and economic issues that may affect the operation of the air navigation system, and inform ICAO Secretariat accordingly for action; and
- f) through the PIRG Secretary, inform the Directors General of Civil Aviation (DGCA) and related Civil Aviation Commission/Conferences (CACs) of PIRG meeting results.

## 7. INTERREGIONAL COORDINATION

7.1 The PIRG shall:

- a) ensure interregional coordination through formal and informal mechanisms, including the participation in meetings established for the purpose of coordinating PIRG and RASG activities, the GANP and Regional Air Navigation Plans and Supplementary procedures; and
- b) ensure coordination with informal groups, such as the South Atlantic Group (SAT), Informal South Pacific ATS Coordination Group (ISPACG) and Informal Pacific ATS Coordination Group (IPACG) to assure harmonized planning and smooth transition through regional interface areas.

7.2 ICAO Headquarters shall arrange a global coordination meeting between all PIRG and RASG chairpersons and secretaries on a biennial basis.

## 8. EXPANSION OF TERMS OF REFERENCE

8.1 The Terms of Reference above serve as a global basis for PIRG operations and may be further expanded by each PIRG, as required, to maintain the flexibility and efficiency of their work. Additional terms of reference adopted by a PIRG must be approved by the President of the Council and be included in the relevant PIRG Handbooks, as a PIRG specific supplement.

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## APPENDIX B

### GENERIC TERMS OF REFERENCE OF REGIONAL AVIATION SAFETY GROUPS (RASGs)

#### 1. MEMBERSHIP

1.1 All ICAO Contracting States, and Territories recognized by ICAO, within the area of accreditation of the ICAO Regional Office(s) concerned shall be members of the regional aviation safety group (RASG) established for that (these) region(s).

#### 2. PARTICIPATION

2.1 In addition to States, the importance of a collaborative and proactive role by airspace users, international and regional organizations, and industry should be recognized due to their involvement in the rapid pace of technological development, expertise and other opportunities for sharing of resources.

2.2 RASG meetings are open to all members. Each State/Territory should be represented by a senior level delegate nominated by the State /Territory, preferable from the Civil Aviation Authority (CAA) in order to support related policy making within the State. A delegate may be supported by an alternate delegate and/or advisers with the requisite technical knowledge in the subject matters under consideration.

2.3 The civil aviation authorities (CAAs), should be supported by representatives from service providers and industry.

2.4 States located outside the area of accreditation of the ICAO Regional Offices concerned can be invited on a case-by-case basis and in accordance with the Regional Office Manual (ROM) to attend as observers.

2.5 International organizations recognized by the ICAO Council to participate in ICAO meetings should participate, as observers, in the RASG meetings, and be encouraged to do so. Other stakeholders may be invited as observers, when required, to contribute to the work of the RASG.

2.6 The participation of industry stakeholders should take into account relevant capabilities such as an involvement in the rapid pace of technological development, specific knowledge and expertise, and other opportunities including sharing of resources.

2.7 Civil Aviation Commissions/Conferences in particular the Arab Civil Aviation Organization (ACAO), African Civil Aviation Commission (AFCAC), European Civil Aviation Conference (ECAC) and Latin American Civil Aviation Commission (LACAC), may be invited to participate in the work of the RASGs.

2.8 The members and observers will serve as partners in RASGs, and their joint commitment is fundamental for success in improving safety worldwide.

### 3. WORKING ARRANGEMENTS

#### 3.1 Structure

3.1.1 RASGs have the obligation to apply the most effective and efficient organization structure and meeting modalities that best suit the characteristics of each region's implementation work programme while maintaining to the extent possible, alignment with these TOR, the regional work programme and Global Aviation Safety Plan (GASP).

3.1.2 The ICAO Regional Director(s) will serve as the Secretary of the RASG. Wherever two Regional Directors are involved, they will biennially rotate between serving as Secretary of the RASG and planning and implementation regional group (PIRG) to balance the Secretariat responsibilities between these two regional groups. The RASGs, in coordination with the PIRGs, will establish the methodology and the procedure to be applied for the rotation.

3.1.3 The organization of the RASG should address global and region-specific safety-related matters, and meetings should be closely coordinated between the PIRG and RASG chairpersons and the Secretariat. PIRG and RASG meetings should be held back-to-back or combined to facilitate coordination and to ensure the efficient use of resources.

3.1.4 For a better engagement and buy-in, the RASGs and their contributory bodies will be administered by an elected chairperson(s) nominated by a Member State, and other (s) from international and regional organizations, and/or industry. The RASGs will establish the cycle of elections.

3.1.5 The RASG will build on the work already done by States, ICAO Regional Offices and existing sub-regional organizations (such as the Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs), Regional Safety Oversight Organizations (RSOOs), Regional Accident and Incident Investigation Organizations (RAIOs) and industry) to support the establishment and operation of safety management processes for the region.

3.1.6 RASG contributory bodies may be created to discharge the RASG Work Programme by working on defined subjects requiring detailed technical expertise. A contributory body shall only be formed when it has been clearly established that it is able to make a substantial contribution to the required work. A contributory body will be dissolved when it has completed its assigned tasks or if the tasks cannot be usefully continued.

3.1.7 Invitations to RASG meetings must be issued at least three months in advance of the meeting to assist States to plan participation.

3.1.8 The Secretariat will review and update the RASG Handbook periodically and as required to ensure a result oriented approach.

3.1.9 Where the meeting is held in more than one ICAO working language, interpretation services shall be made available to facilitate participation in the deliberations and adoption of the report by all participants; and

3.1.10 States, International Organizations and Industry are invited to submit working papers, research works, etc. in order to enhance the work of the RASG and its contributory bodies. To ensure proper time for consideration and good decision making, all working papers should be available at least 14 days prior to the start of the meeting for consideration.

## 3.2 Venue

3.2.1 RASG meetings will be convened in the Regional Offices, to the extent possible, to facilitate proper access by States. Approval to host RASG meetings outside of the Regional Office must be obtained from the President of the Council.

3.2.2 The Secretary General will ensure the allocation of the necessary financial resources to host RASG meetings.

3.2.3 RASG contributory bodies may be convened at a different location, if required, to be determined by the secretary and chairpersons of the RASG and contributory body.

## 3.3 State role

3.3.1 State CAAs, supported by service providers as necessary, should participate in the work of the RASG and its contributory bodies to:

- a) ensure the continuous and coherent development and implementation of regional safety plans and report back on the Key Performance Indicators (KPI's);
- b) support the regional work programme with participation from the decision-making authority with the technical expertise necessary for the planning and implementation mechanism, thus supporting policy decisions at the State level;
- c) support the implementation of effective safety management and collaborative decision-making processes to mitigate aviation safety risks, thus supporting policy decisions at the State level;
- d) contribute information on safety risk, including State safety programme (SSP) safety performance indicators (SPIs), in accordance with the GASP as part of their safety risk management activities;
- e) ensure coordination, at the national level, between the CAA and all concerned stakeholders, and harmonization of the national plans with the regional and global plans;
- f) facilitate the development and establishment of Letters of Agreement and bilateral or multilateral agreements;
- g) ensure the implementation of the GASP goals and targets; and
- h) embrace a performance-based approach for implementation as highlighted in the Global Plans.

### 3.4 International Organization and Industry role

3.4.1 Industry stakeholders/partners should participate in the work of the RASG and its contributory bodies, in order to support the implementation of safety oversight activities, safety management and collaborative decision-making processes, as well as to identify regional requirements, mitigate aviation safety risks, provide technical expertise, as required, and ensure adequate resources.

3.4.2 .

### 3.5 Reporting

3.5.1 The RASG reports to the ICAO Council through the Air Navigation Commission (ANC) as facilitated by the ICAO Secretariat.

3.5.2 RASG meeting reports should reflect the structure of the GASP (organizational challenges, operational safety risks, infrastructure and safety performance measurement) and RASG deliverables should map the expected GASP goals and targets.

3.5.3 RASG meeting reports should be provided in a standardized format to the governing bodies of ICAO to identify global and emerging challenges, and shall include as a minimum:

- a) a brief history of the meeting (duration and agenda);
- b) a list of meeting participants, affiliation and number of attendees;
- c) a list of conclusions and decisions with a description of the conclusion/decision's rationale (what, when, why and how);
- d) a list of safety enhancement initiatives (SEIs) linked to the associated GASP targets and indicators, and the appropriate mechanism used to measure their effectiveness;
- e) common implementation challenges identified amongst RASG members and timelines to resolve, if applicable by sub-region;
- f) identification of and recommendations on particular actions or enhancements that would require consideration by the ANC and Council to address particular challenges;
- g) a list of issues cross-referenced to actions to be taken by ICAO Headquarters and/or Regional Offices;
- h) based on the GASP, and associated SPIs and tools, a report on the status of implementation of safety goals, targets and indicators, including the priorities set by the region(s);

- i) a list of items for coordination with the PIRG and a concise summary of the outcome of related discussions;
- j) feedback on implementation issues and actionable recommendations to the ICAO Council to continually improve future editions of the GASP that identify regional safety objectives and priorities to ensure proper focus on emerging safety concerns;
- k) feedback given from Headquarters to the PIRGs highlighting the actions taken by the ANC and Council related to their previous meeting outcomes;
- l) the work programme of the RASG; and
- m) future actions to be taken by the RASG.

3.5.4 A technical officer from Headquarters (Air Navigation Bureau) will participate and provide support to the meeting and subsequently arrange for the presentation of reports, in coordination with the regional office and chairpersons of the RASG to the ANC and Council for review and harmonization.

3.5.5 The final RASG report will be approved at the end of the meeting. Where the report requires translation, it will be made available within fifteen working days of the meeting closure.

## 4. GLOBAL PLANS

4.1 In regard to Global Plans, the RASG shall:

- a) support implementation by States of the *Global Aviation Safety Plan* (Doc 10004) (GASP) taking into account aspects of the *Global Air Navigation Plan* (Doc 9750)(GANP) and *Global Aviation Security Plan* (GASeP) by ensuring effective coordination and cooperation between all States and stakeholders;
- b) monitor and report the progress on the implementation by States of the GASP and the regional objectives and priorities;
- c) provide feedback on the GASP implementation and propose amendments as necessary to keep pace with the latest developments and ensure harmonization with regional and national plans;
- d) in line with the GASP and regional priorities, identify specific aviation safety risks and propose mitigation actions using the mechanisms defined by Annex 19 — *Safety Management* and the *Safety Management Manual* (Doc 9859) with timelines to resolve deficiencies; and
- e) verify the provision of services in accordance with global and regional requirements.

## 5. REGIONAL ACTIVITIES

5.1 In regard to regional activities, the RASG shall:

- a) serve as a regional cooperative forum that determines regional priorities, develops and maintains the Regional Aviation Safety Plan and associated work programme based on the GASP and relevant ICAO Provisions, integrating global, regional, sub-regional, national and industry efforts in continuing to enhance aviation safety worldwide;
- b) facilitate the development and implementation of safety risk mitigation action plans by States, taking into consideration States' level of effective implementation of the critical elements of safety oversight systems and progress being made to improve the level;
- c) monitor and report, using a data driven approach, the region's main aviation safety risks and determine regional priorities and associated work programme based on the GASP;
- d) analyze safety information and hazards to civil aviation at the regional level and review the action plans developed within the region to address identified hazards;
- e) identify and report on regional and emerging safety challenges experienced that affect implementation of ICAO global provisions by States and measures undertaken or recommended to effectively address them; and
- f) facilitate the development and implementation of Regional and National Aviation Safety Plans by States.

## 6. RASG COORDINATION

6.1 In regard to coordination, the RASG shall:

- a) coordinate safety issues with the respective PIRG;
- b) foster cooperation, information exchange, sharing of experiences and best practices among States and stakeholders;
- c) provide a platform for regional coordination and cooperation amongst States and stakeholders for the continuous improvement of safety in the region with due consideration to harmonization of developments and deployments, and intra- and interregional coordination;
- d) ensure that all safety activities at the regional and sub-regional level are properly coordinated to avoid duplication of efforts;
- e) identify security, environmental and economic issues that may affect aviation safety, and inform ICAO Secretariat accordingly for action;
- f) identify practical examples and tools to support effective safety management implementation; and

- g) through the RASG Secretary, inform the Directors General of Civil Aviation (DGCA) and Civil Aviation Commission/Conferences (CAC) of RASG meeting results.

## 7. INTERREGIONAL COORDINATION

7.1 The RASG shall:

- a) ensure interregional coordination through formal and informal mechanisms, including the participation in meetings related to the coordination of PIRG and RASG activities, the GASP and Regional Aviation Safety Plans; and
- b) identify stakeholders that could be impacted by RASG SEIs within and outside the region, and develop an effective communication and coordination strategy with stakeholders.

7.2 ICAO Headquarters shall arrange a global coordination meeting between all the PIRG and RASG chairpersons and secretaries on a biennial basis.

## 8. EXPANSION OF TERMS OF REFERENCE

8.1 The Terms of Reference above serve as a basis for the RASGs, and may be further expanded by the group, as required, to maintain flexibility of their work. Additional terms of reference adopted by a RASG must be approved by the President of the Council and be included in the relevant RASG Handbooks as a RASG specific supplement.

— END —