International Civil Aviation Organization

EUROPEAN AVIATION SYSTEM PLANNING GROUP

EUR Doc 001

EASPG HANDBOOK

Third Edition - 2021

Prepared by the ICAO European and North Atlantic Office, on behalf of the EASPG

EUROPEAN AND NORTH ATLANTIC OFFICE OF ICAO

International Civil Aviation Organization (ICAO)
European and North Atlantic (EUR/NAT) Office
3 bis, Villa Emile Bergerat
92522, Neuilly-sur-Seine CEDEX
FRANCE

e-mail : icaoeurnat@paris.icao.int
Tel : +33 1 46 41 85 85
Fax : +33 1 46 41 85 00
web: http://www. icao.int/EURNAT

TABLE OF CONTENTS

RECORD OF AMENDMENTS iii
INTRODUCTION 3
EUROPEAN AVIATION SYSTEM PLANNING GROUP (EASPG) 4
EASPG PROGRAMME COORDINATION GROUP 17
EASPG WORKING STRUCTURE 19
ICAO AIR NAVIGATION SERVICES IMPLEMENTATION SUPPORT GROUP (ANSISG) 21
EUR REGIONAL EXPERT SAFETY GROUP (RESG) 22
FREQUENCY MANAGEMENT GROUP (FMG) 24
METEOROLOGY GROUP (METG) 26
REGIONAL WORKING GROUP ON AERODROME OPERATIONS (RWGAO) 29
ROUTE DEVELOPMENT GROUP – EASTERN PART OF THE ICAO EUR REGION (RDGE) 31
AFS TO SWIM TRANSITION TASK FORCE (AST TF) 43
BLACK SEA TASK FORCE (BSTF) 45
EUROPEAN REGIONAL AVIATION SAFETY PLAN WORKING GROUP (EUR RASP WG) 47
ICAO EUR ENVIRONMENT TASK FORCE 50
EUR SEARCH AND RESCUE TASK FORCE (EUR SAR TF) 51
LANGUAGE PROFICIENCY REQUIREMENTS IMPLEMENTATION (LPRI) TASK FORCE 52
PERFORMANCE TASK FORCE (PERF TF) 54
PBN CONSOLIDATION TASK FORCE (PBNC TF) 56
SYSTEM WIDE INFORMATION MANAGEMENT PROJECT TEAM (SWIM PT) 58
EUROPEAN AND NORTH ATLANTIC VOLCANIC ASH EXERCISES STEERING GROUP (EUR/NAT VOLCEX SG) 59
VOLCANIC ASH EXERCISES STEERING GROUP FOR THE (FAR) EASTERN PART OF THE EUR REGION (EUR (EAST) VOLCEX) 60
REFERENCE DOCUMENTATION 61
ISSUE OF AND AMENDMENT OF EUR DOCUMENTS 61
LIST OF EUR DOCUMENTS AND THE RESPONSIBLE GROUPS FOR THEIR MAINTENANCE 62

APPENDIX A – UNIFORM METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT AND REPORTING OF AIR NAVIGATION DEFICIENCIES (temporarily suspended)

APPENDIX B – REGIONAL AIR NAVIGATION AGREEMENT PROCEDURE FOR AIRSPACE CHANGES OVER THE HIGH SEAS (temporarily suspended)

APPENDIX C – ICAO MEMORANDUM ON OBJECTIVES AND STATUS OF REGIONAL AIR NAVIGATION PLAN

APPENDIX D – EUROPEAN REGIONAL MONITORING AGENCY (EUR RMA) AND REGIONAL MONITORING AGENCY EURASIA (RMA EURASIA) - TERMS OF REFERENCE

RECORD OF AMENDMENTS

2st Edition, December 2019 introduced the following changes
EASPG Decision 1/3 • Replacement of the former EANPG and RASG-EUR ToRs by the EASPG ToR as approved by the ICAO President of the Council in September 2019 • Update to the METG Terms of Reference EASPG Conclusion 1/36 • Approval of the EASPG PCG ToR EASPG Decision 1/4 • Establishment of a SAR Task Force
2nd Edition, December 2020 introduced the following changes
EASPG Decision 2/3 • Update to the IE-REST/RESG Terms of Reference EASPG Decision 2/5 • Update to the Language Proficiency Requirement Implementation (LPRI) Task Force (TF) EAPSG Decision 2/7 • Establishment of the EUR Region GANP Transition Project Team (EURGANT-PT) EASPG Decision 2/9 • Establishment of a Regional Working Group on Aerodrome Operations (RWGAO) EASPG Decision 2/15 • Update to the METG Terms of Reference EASPG Decisions 2/10, 2/11, 2/12, 2/13, 2/16, 2/17 • Updates to the list of EUR Documents
3rd Edition, December 2021 introduced the following changes
EASPG Decision 3/2 • Amendment of the EASPG Handbook based on the Revision of Level 3 Terms of Reference (ToRs) EASPG Decision 3/3 • Establishment of the RESG RASP Working Group EASPG Decision 3/11 • Update of the EUR Search and Rescue Task Force (SAR TF) Terms of Reference (ToR) EASPG Decision 3/14, 3/15, 3/16, 3/17, 3/18, 3/21, 3/22 • Updates to the list of EUR Documents

INTRODUCTION

In 1971 the Sixth European-Mediterranean Regional Air Navigation (RAN) Meeting recommended the establishment of a European Air Navigation Planning Group. In 1972 the Council of ICAO set up the EANPG and established in detail its functions, position in ICAO, composition and the guidelines which should govern its working methods, including relations with States.

The Special European Regional Air Navigation Meeting (SP RAN) held in Paris in 1980 entrusted the function of the required regional planning and co-ordinating organ to the EANPG as the already existing Regional Planning Group for the EUR Region. The SP RAN Meeting agreed on the structure and presentation of the EUR Regional Plan, as well as its overall management, and recommended a trial application of the new regional planning processes.

The Seventh Regional Air Navigation Meeting held in Malaga in 1985 reviewed the outcome of the trial and recommended the permanent application of the new regional processes. It also confirmed the role of the EANPG in its Regional Plan management function on a permanent basis.

The Special European Regional Air Navigation Meeting in Vienna in September 1994 agreed that the efficiency of the EANPG would be significantly enhanced through modified objectives and composition and the clarification of its main functions on the basis of its terms of reference.

In order to meet these new challenges EANPG/37 (Paris 12-15 September 1995) created the EANPG Programme Coordinating Group (COG) to assist the EANPG Chairman and the ICAO Secretariat to facilitate and coordinate the work of the EANPG between its meetings, avoid duplication of work in any form and maintain a dialogue with other regions.

On 6 October 2009, the ICAO Air Navigation Commission reviewed a proposal for the establishment of Regional Aviation Safety Groups (RASGs) and decided that the concept of RASGs should be transmitted to States and appropriate international organizations for comment before a recommendation was made to the Council.

A State letter dated 16 December 2009 sought comments from States and selected international organizations on the need for uniform establishment of RASGs in all regions, and provided suggested terms of reference and work programme of the RASGs.

The ICAO Council at the fourth meeting of its 190th Session held on 25 May 2010 approved the establishment of the RASG-EUR for the European region and the 37th Session of the ICAO General Assembly, Montreal, 28 September to 8 October 2010, agreed to Assembly Resolution A37-4: ICAO global planning for safety.

A high level State meeting on the establishment of the RASG-EUR was held in the ICAO EUR/NAT Office in Paris, France, on 16 May 2011. The meeting was presented with information on the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR), as well as with background information on the establishment of the RASG-EUR, its objectives, working methods, scope and structure.

During the combined EANPG/60 and RASG-EUR/07 meeting in November 2018, it was agreed to unite their activities under the new European Aviation System Planning Group (EASPG). The Terms of Reference of the EASPG were approved on 11 September 2019 by the President of the ICAO Council.

The PCG (EASPG Programme Coordination Group) was created by EASPG/01 (Paris 2-5 December 2019) to review the progress of implementation of the EASPG work programme and any other ongoing EUR Region issues, as tasked by the EASPG.

The purpose of the handbook is to serve as a reference document to provide an overview of the role and organization of the EASPG and its different groups. The handbook will be helpful to States and international organizations when planning and managing the resources for participation in the work.

The handbook will be updated from time to time in the light of relevant changes and developments.

EUROPEAN AVIATION SYSTEM PLANNING GROUP (EASPG)

1. Establishment

1.1 During the combined EANPG/60 and RASG-EUR/07 meeting in November 2018, it was agreed to unite their activities under the new European Aviation System Planning Group (EASPG). The Terms of Reference of the EASPG were approved on 11 September 2019 by the President of the ICAO Council.

2. Objectives

2.1 The objectives of the EASPG are to:

a) Ensure that air navigation system development plans and actions within the EUR Region remain coherent and compatible with those of the adjacent regions and with the ICAO Global Aviation Safety and Air Navigation Plans;

b) Monitor the progress in the GANP and GASP implementation and report to the ICAO Council;

c) Manage and coordinate the implementation of the ICAO European Regional Aviation Safety Plan (EUR RASP), Air Navigation Plan for the European Region (EUR eANP) (ICAO Doc 7754), EUR Regional Supplementary Procedures (Doc 7030)] and other related documentation;

d) Promote and facilitate the harmonisation and co-ordination of the air navigation and safety related EUR sub-regional (e.g EU, EASA, EUROCONTROL, ECAC, IAC) and national programmes;

e) Ensure the inter-regional coordination and harmonisation of the EUR aviation system with aviation systems of adjacent Regions (NAT, NAM, MID, AFI, APAC);

f) Assist States or State groupings in their planning and implementation efforts, if and when required**.**

3. Work Programme

3.1 The EASPG will support the implementation of the GASP and GANP by:

a) supporting the establishment of integrated safety analysis and risk mitigation capabilities throughout the Region;

b) enhancing the coordination of safety activities at the regional and sub-regional level to avoid duplication of efforts;

c) facilitating the sharing of, and discussion on safety information, safety related matters and experiences among all stakeholders;

d) conducting follow-up activities related to the GASP and GANP as required;

e) providing feedback to ICAO to continuously improve the global framework of ICAO provisions;

f) ensuring the continuous and coherent development of the European Air Navigation and Aviation Safety Plans and other relevant regional documentation in a manner that is harmonized with adjacent Regions and consistent with global requirements;

g) providing input to the work of appropriate ICAO bodies concerning the GASP and GANP implementation;

h) monitoring implementation of air navigation facilities and services and, where necessary, ensuring harmonization, taking due account of cost/benefit analyses, business case development, environmental benefits and financing issues;

i) ensuring the conduct of any necessary systems performance monitoring, identify specific problems in the Aviation Safety and Air Navigation fields, and propose action aimed at solving any identified problems;

j) ensuring close cooperation with relevant organizations and State groupings to optimize the use of available expertise and resources;

k) maintain the regional list of air navigation deficiencies and ensure the development and implementation of action plans by States to resolve identified air navigation deficiencies, where necessary.

3.2 In the establishment of its work programme the EASPG shall also take into consideration the European Union policy and activities, where applicable. In that respect the EASPG Secretariat and the European Commission and EASA should coordinate to ensure consistency and avoid any overlap or duplication with the work carried out under the EU/EASA framework.

4. State role

4.1 States supported by service providers as necessary, and RSOOs should participate in the work of the EASPG and its contributory bodies to:

a) ensure the continuous and coherent development and implementation of Regional Aviation Safety and Air Navigation Plans and report back on the key performance indicators (KPIs);

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) plan for basic services to be provided for international civil aviation in accordance with ICAO Standards, within State national plans;

f) mitigate deficiencies identified under the uniform methodology for the identification, assessment and reporting of air navigation deficiencies in a timely manner;

g) 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;

h) facilitate the development and establishment of Letters of Agreement and bilateral or multilateral agreements;

i) ensure the implementation of the GASP and GANP goals and targets;

j) report on the status of implementation, within the State, on a regular basis;

k) embrace a performance-based approach for implementation as highlighted in the Global Plans; and

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

5. Composition/Participation in a Meeting

5.1 EASPG meetings are open to all Contracting States within the area of accreditation of the European and North Atlantic (EUR/NAT) Office of ICAO in the EUR Region. (see Section 1 of Appendix A). Each of the above mentioned Contracting State has the right to be represented at any such meeting by a delegate and, if required, an alternate delegate and/or advisers.

5.2 Other States and selected International organizations, recognized by the ICAO Council, may participate with the observer status. Section 2 of Appendix A provides a list of such States and organisations that participate on a regular basis in the EASPG meetings.

5.3 The EASPG may also invite other entities, including industry, to participate with the observer status. Section 3 of Appendix A lists such organizations currently participating in the EASPG meetings on a regular basis. As far as practical, such stakeholders should be represented by recognized international organisations, e.g IATA, ICCAIA, IBAC.

6. Chairmanship and Administration

6.1 The EASPG shall be administered by:

a) a Chairperson and three Vice-Chairpersons elected from the EASPG members; and

b) the ICAO EUR/NAT Regional Director, who serves as Secretary of the EASPG and is assisted in this task by appropriate experts from the ICAO EUR/NAT Regional Office and ICAO Headquarters (HQ), as required.

6.2 The Chairperson facilitates the work of the meeting so as to encourage consensus or clearly identify barriers to consensus. The tasks of the Chairperson include ensuring the efficient conduct of the meeting, ensuring that the tasks associated with the work programme are addressed or reported upon during the course of the meeting. The Chairperson may make decisions regarding the conduct of the meeting and, in cases where it is not possible to reach consensus, propose the recommendation(s) that will be made by the meeting.

6.3 The Vice-Chairpersons will be called upon to preside over the meeting should circumstances prevent the Chairperson from being present at the meeting. The Vice-Chairperson may also be requested to support the Chairperson in his/her role, taking over some of the Chairperson's work load whenever appropriate. The Vice-Chairperson does not automatically succeed as chairperson at the conclusion of the term of the incumbent Chairperson.

6.4 **Elections of Chairperson/Vice-Chairpersons** – An election of Chairperson and Vice-Chairperson shall take place every four years, even if no new candidates are proposed. Nominations of candidates must be submitted to the ICAO EUR/NAT Office and be promulgated by the ICAO EUR/NAT Office by e-mail two months before the meeting. Candidates for election to the post of the Chairperson/Vice-Chairpersons must be from a member State. Nominations shall be supported by a CV of the candidates.

6.5 A EASPG member may at any time request that the election of the Chairpersons and/or Vice-Chairpersons be included on the agenda. The requests must be submitted to the ICAO EUR/NAT Office and be promulgated by the ICAO EUR/NAT Office by e-mail two months before the meeting.

A decision to accept the request will be done by the current Meeting based on a simple majority of present members of the Group.

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

6.7 In order to ensure the necessary continuity in the work of the EASPG and unless otherwise determined by special circumstances, the Chairperson and Vice-Chairpersons of the EASPG should assume their functions at the end of the meeting at which they are elected and serve for 4 years unless otherwise re-elected.

Note: Election is on the basis of a simple majority of the casted votes.

7. Working Arrangements and Procedures

7.1 General

7.1.1 The Chairperson, having consulted EASPG members and the EASPG Secretary, shall decide the date and duration of meetings of the EASPG.

7.1.2 The ICAO EUR/NAT Regional Office will provide the required secretariat services to the EASPG.

7.1.3 Total attendance should be kept to a minimum consistent with the topics to be discussed.

7.1.4 The EASPG should operate 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 EASPG is expected to conduct its business by consensus.

7.1.5 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.

7.2 Convening of EASPG Meetings

7.2.1 The EASPG shall meet at least once per year, but may meet more frequently if deemed necessary. At each meeting, the EASPG should agree on the date, duration and venue of its next meeting.

7.2.2 The convening letter for a EASPG shall be issued by the Secretary of the EASPG, normally 90 days prior to the meeting. The convening letter should be accompanied by a provisional agenda to assist participants in preparing for the meeting.

7.2.3 The duration of EASPG meeting should not normally exceed 5 working days.

7.3 Establishment of the Provisional Agenda of the EASPG

7.3.1 The Secretary of the EASPG, in consultation with the Chairperson of the EASPG shall establish a provisional agenda on the basis of the work programme adopted and the documentation available.

7.4 Languages

7.4.1 The language of the meetings of the EASPG shall be English. Interpretation to Russian and French will be provided at the EASPG meetings and, as needed and on a case-by-case basis, for other meetings.

7.4.2 The meeting reports and supporting documentation for meetings of the EASPG will be prepared in English.

7.5 Coordination and Reporting Lines

7.5.1 The EASPG reports to the ICAO Council through the ICAO Air Navigation Commission (ANC) and the ICAO Secretariat. The PCG (EASPG Programme Coordination Group – described in para 1.1 below) reports to the EASPG.

7.5.2 Contributory bodies established by the EASPG, shall report to the EASPG, in general through the PCG. Coordination between the EASPG contributory bodies will primarily be ensured by the PCG and the ICAO EUR/NAT Secretariat.

7.5.3 Routine liaison and communications between the EASPG, its contributory bodies and other ICAO groups and meetings shall be conducted through the ICAO EUR/NAT Regional Office and chairpersons.

7.6 Supporting Documentation

7.6.1 The following documentation, including proposed action as required, may be presented to the EASPG meetings by members, observers, partners, the Secretariat or the PCG:

a) *Working papers*: these normally contain material with a draft decision, conclusion, or inviting action by the meeting. Submission deadline- two weeks prior to the meeting;

b) *Information papers*: these 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. Submission deadline – one week prior to the meeting;

c) *Flimsies*: these are documents (such as papers or Powerpoint presentations) which are prepared on an ad-hoc basis in the course of a meeting with the purpose to assist the meeting in the discussion on a specific matter or in drafting text for a Conclusion or Decision.

7.6.2 Working papers and Information 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 - in the case of a working paper - conclusions with specific proposals for action.

7.7 Conclusions and Decisions of the Meetings

7.7.1 Action taken by the EASPG shall be recorded in the form of:

a) *Conclusions*, which deal with matters which, in accordance with the terms of reference of the EASPG, 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 EASPG and its contributory bodies; and/or

c) *Statements*, which deal with a position reached by consensus regarding a subject without a requirement for specific follow-up activities.

7.7.2 Each Conclusion and Decision formulated by the EASPG 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, etc.)
Who	Who is responsible of the required action (e.g. ICAO, members, observers, partners, etc)
When	Target date

7.8 Conduct of Business for EASPG Meetings

7.8.1 The meetings of the EASPG shall be conducted by the Chairperson or, in the absence, by one of the Vice-Chairpersons of the EASPG.

7.8.2 The EASPG shall at each of its meetings review outstanding Conclusions/Decisions and Action Plans of the previous meeting in order to keep them current and their number at a minimum consistent with the progress achieved in implementation.

7.8.3 The EASPG shall at the end of each of its meetings review and agree on the Conclusions/Decisions/Statements reflecting the discussion at the meeting.

7.9 Reports

7.9.1 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 EASPG.

7.9.2 A draft report in English will be prepared by the Secretariat and accepted by the Meeting.The final report will be sent to the EASPG meeting participants within 10 working days of the meeting closure for final review and approval.

7.9.3 The report shall be posted on the ICAO EUR/NAT public website and shall also be circulated to all EASPG members and observers.

8. Establishment of Contributory Bodies

8.1 Contributory bodies may be established when it has been determined that it can make a substantial contribution to the work programme of the EASPG and specific expertise is required. Contributory bodies are categorised as follows (see Appendix C for the latest updated structure):

8.1.1 Working Groups - Only the EASPG can create such a contributory body which is normally established to address broader scope and longer-term issues. A working group reports to the EASPG, normally through the PCG.

8.1.2 Task Forces (TF) - The EASPG can create Task Forces to work on specific and urgent issues. The EASPG may delegate the creation of TF(s) to the PCG. A TF reports to the EASPG, normally through the PCG.

8.1.3 Project Teams (PT). A Working Group may create Project Teams. These will be task focussed, strictly time-limited activities normally lasting no more than a few months at maximum and set up in accordance with the Guiding Principles for PTs (Attachment B refers).

8.2 A contributory body will be dissolved when it has completed its assigned tasks, or if the tasks cannot be usefully continued. This will be determined by the EASPG, following a recommendation from the PCG.

8.3 Membership – contributory bodies are composed of experts relevant to the task being undertaken. Depending upon the requirement, experts may be drawn from within existing membership of contributory bodies, although in some cases it may require additional expertise to be drawn from the wider aviation community. This will be considered on a case-by-case basis.

8.4 Candidates for election to the post of Chairpersons/Vice-Chairpersons for working groups, Rapporteurs/Vice-Rapporteurs for task forces and Project Teams must be a member of the Contributory Body, nominated by a member of the body and seconded by another member of the body. The Contributory Body shall elect the CHAIRPERSONS/VICE-CHAIRPERSONS/Rapporteurs/Vice-Rapporteurs by simple majority of the casted votes from the list of candidates by vote at the initial meeting. For working groups, the Chairmanship shall be reviewed as per the EASPG Handbook**.**

8.5 A contributory body shall be given terms of reference, a list of tasks with clear and concise deliverables and dates for completion. The terms of reference of the permanent groups are part of this handbook. At each of their meetings, the contributory bodies should review the continued validity of their respective list of tasks and advise its parent body of any proposed changes that may be required. Any output of a contributory body that is mature enough for discussion and action by the EASPG shall be presented in a Working Paper with the necessary draft Conclusions and/or Decisions.

8.6 To ensure that the objectives are met in accordance with the TORs, each contributory body shall conduct its work according to a Work Programme endorsed by EASPG and kept under review. The following are the main principles to be followed in setting up the work programme:

a) The work programme shall be composed of activities with clearly identified deliverables, target dates and responsibilities;

b) The activities should cover the main implementation domains related to TORs of the contributory body concerned, subject to the Regional safety objectives and the planning and implementation processes;

c) The progress on the activities should be reviewed regularly by the contributory bodies and reported to its superior body, to ensure that the target dates are met and the deliverables are of the required quality;

d) Contributory bodies shall work under the guidance of, and in a close coordination with, the ICAO EUR/NAT Secretariat in the most time effective and result oriented way, with as few formalities as possible, and preferably by means of electronic communications;

e) A detailed and updated Task List providing a list of actions aimed to fulfil the objectives of the work programme should be included in the latest Summary of Discussions of a contributory body.

APPENDIX A –

1. Contracting States entitled to participate as members in the EASPG:

Albania
Algeria
Andorra
Armenia
Austria
Azerbaijan
Belarus
Belgium
Bosnia and Herzegovina
Bulgaria
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Georgia
Germany
Greece
Hungary
Ireland
Israel
Italy
Kazakhstan
Kyrgyzstan
Latvia
Lithuania
Luxembourg
Malta
Monaco
Montenegro
Morocco
Netherlands
North Macedonia
Norway
Poland
Portugal
Republic of Moldova
Romania
Russian Federation
San Marino
Serbia
Slovakia
Slovenia
Spain
Sweden
Switzerland
Tajikistan
Tunisia
Turkey
Turkmenistan
Ukraine
United Kingdom
Uzbekistan

2. Current list of EASPG observers:

- European Aviation Safety Agency (EASA)
- European Civil Aviation Conference (ECAC)
- European Commission (EC)
- EUROCONTROL
- Interstate Aviation Committee (IAC)
- Airports Council International (ACI)
- Civil Air Navigation Services Organization (CANSO)
- Flight Safety Foundation (FSF)
- Flight Safety Foundation International (FSFI)
- Flight Safety Foundation Mediterranean (FSF-MED)
- International Air Transport Association (IATA)
- International Business Aviation Council (IBAC)
- International Coordinating Council of Aerospace Industries Associations (ICCAIA)
- International Council of Aircraft Owner and Pilot Associations (IAOPA)
- International Federation of Air Line Pilots' Associations (IFALPA)
- International Federation of Air Traffic Controllers' Associations (IFATCA)

Contracting States outside the EUR accreditation area:
- United States
- Iceland

3. Other entities:
- International Consultancy and Analysis Agency (ICAA) "AviaSafety"

APPENDIX B

1. This Appendix provides additional guidance in support of Chapter 8 of the EASPG ToR – Establishment of Contributory Bodies. The following summarises the key characteristics of the contributory bodies according and the principles governing their establishment.

Contributory Body	Created by*	Create sub-structures	Duration	Scope**
Working Group	EASPG and PCG	Yes	Stable/Long term	Wide domain
Task Force	EASPG and PCG	No	Medium term	Specific focus area
Project Team	EASPG and PCG + Working groups	No	Short term (6-12 months)	Very specific project

*: Flexible work arrangements: To manage outcomes and results, all contributory bodies can set up internal arrangements to progress work within their terms of reference

**: To differentiate the scope according to the range of domains and areas addressed:

- Wide domain – addressing broad areas of relevance for ICAO EUR;
- Specific focus area – addressing issues in a specific focus area;
- Very specific project – addressing a clearly defined project very focused on one aspect of the aviation domain and usually of critical and urgent nature

Table 1 – Summary of EASPG structures key characteristics

2. In addition, to guide the work of the contributory bodies, the following Generic Terms Reference have been developed. Generally, the ToR should include the following element:

2.1 ESTABLISHMENT

Date / Reference to EASPG, PCG or Working Group Conclusion/Decision

2.2 TERMS OF REFERENCE

The *[name]* is established by …. to pursue the tasks/project of the Group in the field of […] in support to the relevant ICAO and EASPG Objectives […] with the following ToRs:

- **…**
- **…**
- **…**

2.3 COMPOSITION OF THE [NAME]

The *[name]* composition is ….. to be kept as generic as possible (“Open to all States of EUR…”) and only specify special cases when needed (BSTF, RDGE etc.)

[*Experts nominated by EUR States, Service Providers and relevant International Organisations recognized by the ICAO Council*];

2.4 MEETING ARRANGEMENTS AND PROCEDURES

Describe any specific arrangements and procedures that might be complementing those applicable to all contributory bodies:

3. To ensure that the objectives of the contributory body are met in accordance with the ToRs, the contributory body shall conduct its work according to a Work Programme endorsed by EASPG and kept under review by the EASPG, with support from the PCG or Working Group.

4. The following are the main principles to be followed in setting up the contributory body Work Programme:

a) the work programme shall be composed of activities, tasks and deliverables with clearly identified target dates and responsibilities;

b) the detailed *[name]* Task List providing the progress of the tasks and any associated risks (if any) shall be included into each meeting Summary of Discussions;

c) objectives should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound.

5. The following Table has been developed specifically to support Contributory Bodies when developing a detailed work programme:

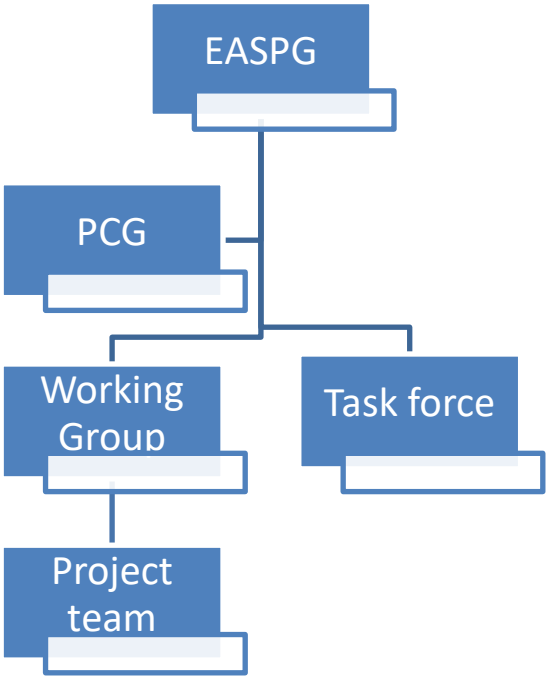
Project/Task title	Unique and concise title that helps to communicate the value of the project or task.
Objective	The purpose of the project or task and how it relates to the delivery of the EUR strategy
Parent Group	The parent body that approves the project or task.
Duration/Deadline	Preliminary estimation of time needed for the project or task (timeline and schedule e.g. dates, time of a specific meeting etc).
Coordination Requirements	List of internal and external parties (e.g. other EUR contributory bodies, ICAO HQ, other international Organizations) with which the contributory body is expected to coordinate the outcome.
Status	The progress of the activity for the report to the parent body.
Chairperson or Rapporteur	Name of the person(s) who will take ownership of the project or task and will report to the parent body.
Secretariat Support	Name of the person(s) who will provide support from the ICAO EUR Secretariat

Table 2 – Template for Work Programme

6. The EASPG contributory body Chairpersons/Rapporteurs, or their delegates, should provide a report to the parent group by attending, as a minimum, the respective meeting agenda item by the most efficient and convenient means, i.e. in person, video or telephone conference, etc. coordinated with the Secretariat.

APPENDIX C

Organisational diagram



EASPG PROGRAMME COORDINATION GROUP

TERMS OF REFERENCE

EASPG Programme Coordination Group (PCG)

1.1 Objective

1.1.1 The EASPG Programme Coordination Group (PCG), composed of representatives from EASPG members and observers, is established to coordinate and support the work of the EASPG, to facilitate the on-going work undertaken within the EASPG framework, to assist in expediting follow-up work of the EASPG and its working groups between plenary meetings.

1.2 Tasks

1.2.1 To this end, the PCG will:

a) execute its pivotal function as a coordinating and steering organ with highest possible efficiency in accordance with the goals set by the EASPG;

b) direct the work programmes and tasks of contributory bodies in the best manner commensurate with the overall EASPG work programme;

c) ensure that contributory bodies have clearly defined tasks, deliverables and target dates in line with the goals of the EASPG;

d) take decisions when specifically delegated by the EASPG, including the amendments to existing EUR documents and deletion of entries from the list of air navigation deficiencies;

e) review the reports made to PCG by the contributory bodies to provide guidance to these bodies as may be necessary and to determine which subjects have matured for submission to the EASPG for conclusion and/or decision; and

f) act as an advisory body to the EASPG.

1.2.2 The PCG will also assist the Chairpersonship team of the EASPG and the Secretariat in particular:

a) to prepare the agenda for EASPG meetings, including the background notes;

b) to provide guidance in the preparation of the documentation for EASPG meetings;

c) to coordinate and harmonize the work of the contributory bodies of the EASPG;

d) to review outstanding shortcomings and deficiencies in accordance with the Council approved Uniform Methodology;

e) to carry out specific tasks given to it by the EASPG to advance its work at the required speed;

f) to ensure that the work programme of the EASPG and the tasks assigned to its contributory bodies cover all safety and air navigation planning and implementation aspects of the entire EUR Region;

g) to preview draft Conclusions and Decisions emerging from the work of EASPG contributory bodies and other input for the attention of the EASPG; and

h) to prepare and refine EASPG working/information papers to assist and guide the ICAO Secretariat in its work in support of the EASPG.

1.3 Membership

1.3.1 The PCG is composed of the following EASPG members and observers who are willing to participate actively in its work, including:

a) the EASPG Chairperson and Vice-Chairpersons;

b) initially to be composed of the COG and RCOG members;

c) any other volunteer EASPG member as endorsed by EASPG; and

d) other participants and the Rapporteurs of the Contributory Bodies might be invited on ad-hoc basis to be determined by the Chairperson in coordination with ICAO Secretariat.

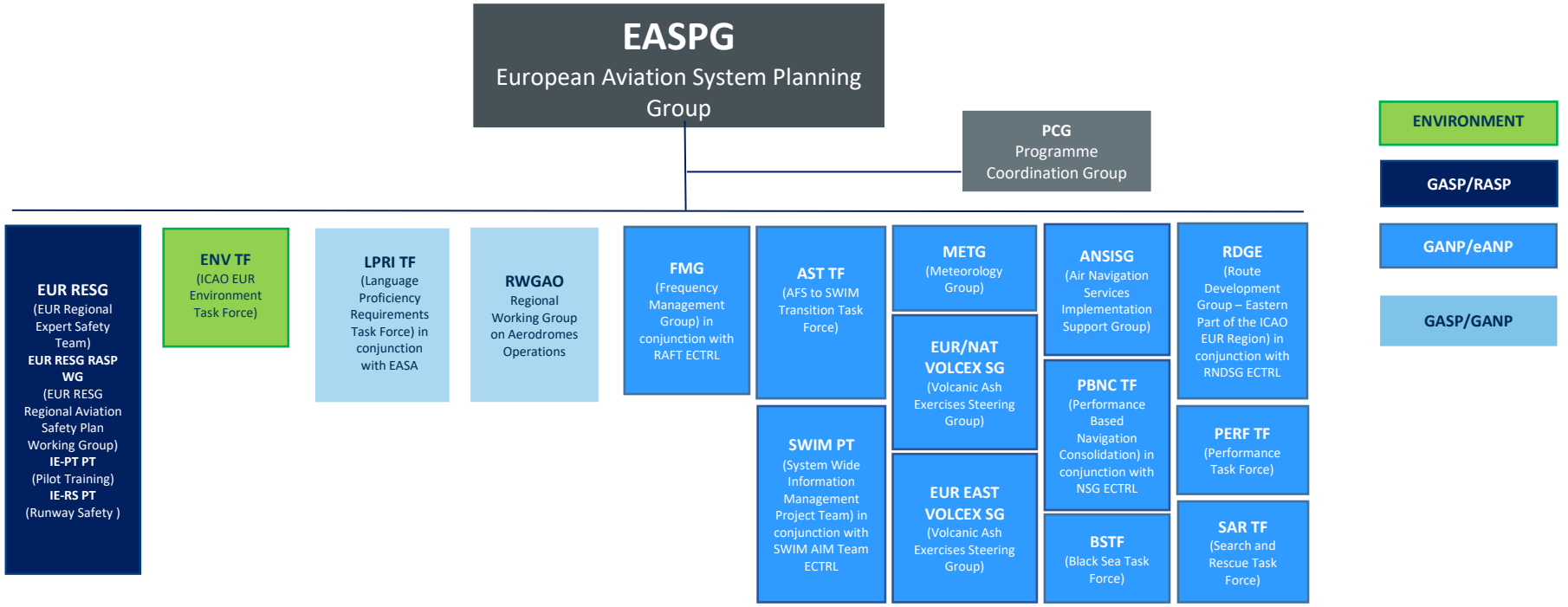
1.4 Chairperson

1.4.1 The PCG shall be chaired by the EASPG chairperson and/or vice-chairpersons.

1.5 Meeting arrangements and procedures

1.5.1 The PCG should follow the guidelines for meeting arrangements and procedures established for the EASPG in para 6.9 and 7 of the EASPG ToR**.**

EASPG WORKING STRUCTURE



Calendar of nomination/review of Chairpersons/Vice-Chairpersons of the EASPG and its Contributory Groups

MEETING & FREQUENCY		NEXT REVIEW	CONFIRMED BY
EASPG	1 per year	2023	-
PCG	1 per year	As per EASPG	
ANSISG	1 per year	2022	EASPG
RWGAO	1 per year		
FMG	1 per year	2023	EASPG
RESG	2 per year	2024	EASPG
METG	1 per year	2023	EASPG
RDGE	2 per year	2022	EASPG
AST TF	1 per year	2022	EASPG
Black Sea TF	On demand		EASPG
ENV TF	1 per year	2021	EASPG
EUR-EAST VOLCEX SG	1 per year	2023	PCG
EUR/NAT VOLCEX SG	1 per year	2023	PCG & NAT IMG
EUR RASP WG	As needed	2025	EASPG
LPRI TF	2 per year	2022	EASPG
PBNC TF	2 per year	2022	EASPG
Performance TF*	3 per year	2023	EASPG
SAR TF	2 per year	2022	EASPG
SWIM PT	1 per year	2021	EASPG

* Only Chairperson

ICAO AIR NAVIGATION SERVICES IMPLEMENTATION SUPPORT GROUP (ANSISG)

Establishment **November 2018,** *EANPG/60&RASG-EUR/07 Decision 15*

Terms of reference

The Air Navigation Services Implementation Support Group (ANSISG) is established by EANPG to pursue the tasks and issues related to air navigation services implementation (ANS) in the South and Eastern part of the ICAO European Region in support to the relevant ICAO Strategic Objectives with the following TORs:

a) coordination and harmonized implementation of the Aviation System Block Upgrade B0 and B1 in the 4 performance improvement areas (airport operations, globally interoperable systems & data, optimum capacity & flexible flights, efficient flight path;

b) monitor the regional implementation of ASBU in coordination with Eurocontrol and contribute to the development of the annual ASBU implementation monitoring reports;

c) support the introduction of the performance based Air Navigation Services and its monitoring per EUR Doc 030 in coordination with EC and Eurocontrol;

d) coordination of local, regional and inter-regional interoperability aspects;

e) exchange and analysis of significant operational ANS developments in the major areas of ATM, AIM, MET, AGA, CNS and SAR;

f) other issues as directed by the PCG.

Composition of the ANSISG

Nominated Persons from States and International Organisations, especially Algeria, Armenia, Azerbaijan, Belarus, Bulgaria, Estonia, Finland, Georgia, Israel, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Morocco, Poland, Republic of Moldova, Norway, Romania, Russian Federation, Tajikistan, Tunisia, Turkey, Turkmenistan, Ukraine, United States, Uzbekistan, Eurocontrol, IAC, ACI, IATA, IBAC, IFALPA, IFATCA and other relevant aviation stakeholders.

With regard to specific inter-regional coordination matters, States from other ICAO Regions may also be invited through their appropriate ICAO Regional Offices:

.

Working Procedures

ANSISG meetings are convened at least once a year with the working procedures as approved by this Handbook for EASPG contributory bodies.

EUR REGIONAL EXPERT SAFETY GROUP (RESG)

Establishment

The ICAO EUR Regional Expert Safety Group (RESG) was established through EASPG Decision 2/3 (IE-REST/RESG Terms of Reference (ToR) Revision) at the Second Meeting of the EASPG that took place through WebEx from 1 to 4 December 2020.

Terms of reference

The ICAO EUR Regional Expert Safety Group (RESG) is established, as a working group within the EASPG structure, to support the development and implementation of the European Regional Aviation Safety Plan (EUR RASP), including safety enhancement initiatives and activities, in line with the objectives of the European Aviation System Planning Group (EASPG).

The EUR RASP and safety enhancement initiatives and activities may be implemented through the harmonized efforts of the regulatory authorities, in coordination with service providers, airlines and aircraft manufacturers through Regional and National Aviation Safety Plans (NASPs). The RESG Members will serve as focal points for introducing the safety enhancement initiatives and activities within their respective States or organizations and, in the case of representatives of civil aviation authorities, for coordinating their Government's efforts with industry.

The RESG may establish project teams or cooperate with Regional Organisations to address specific tasks under its term of reference and facilitate a coordinated implementation of safety enhancement initiatives.

Composition

Membership of the RESG includes competent representatives from the relevant State aviation authorities (personnel licensing, flight operations, airworthiness, aerodrome, ATM, accident/incident investigation representatives), regional/international organizations, air operators, service providers, manufacturers and industry organizations.

Other representatives or entities directly involved in aviation safety may be invited to join the RESG as members as decided by the EASPG Secretariat.

Meeting arrangements and procedures

RESG Co-chairs will be elected from the RESG nominated members. One Co-chair will be elected from a Contracting State or Regional Safety Oversight Organization (RSOO) and the other Co-chair will be elected from the industry. The term of office of RESG Co-chairs will be for two years.

The Regional Officer, Safety, ICAO European and North Atlantic Office (EUR/NAT Office) will serve as the RESG Secretary. The ICAO Regional Office, Europe and North Atlantic, and ICAO Headquarters will provide additional administrative and technical support as needed.

Each project team established by RESG will have a rapporteur, who will produce summary of discussions for reporting to the RESG Secretary. Project team meetings will normally not be supported by the ICAO Secretariat.

The RESG, as much as possible in partnership with other regional safety initiatives:

- supports the objectives of the EASPG;
- reviews the available relevant safety data and analyses the identified safety risk areas;
- promotes and supports the collection and protection of safety data, including data on incidents and hazards;
- promotes safety culture and reporting culture;
- reviews relevant safety enhancement initiatives and activities which have already been included in the GASP, EPAS or developed by existing safety initiatives such as CAST and RASGs other than EASPG with a view to applying best practices;
- using a data-driven and risk based approach, develops and supports the implementation of safety enhancement initiatives which have the potential to effectively and economically reduce aviation risks in the Region as part of the EUR RASP;
- identifies areas of safety concern that would require emphasis within the Region, and recommends to the EASPG to address those concerns by including them in the EUR RASP;
- works closely with regional organizations, air operators, service providers, manufacturers and industry organizations, and other appropriate organizations to ensure that activities are performed through a coordinated effort;
- updates the RASP, taking into account other regional plans (e.g. EPAS);
- monitors the implementation of the EUR RASP and propose necessary modifications to the EUR RASP to increase the desired safety effect.

The RESG Co-chairs and Secretariat will facilitate the sharing of safety information and experiences among all actors in the region and will ensure the cooperation with other safety risk management and safety enhancement initiatives in the region to minimize duplication of safety activities at the regional and sub-regional level.

The RESG reports to the EASPG through the PCG.

Project teams established by the RESG report directly to the RESG.

The RESG will normally meet twice each year. The on-going work/coordination of the RESG may be accomplished through electronic communications and regular teleconferences. Additional meetings may be organized when needed to address urgent safety issues.

RESG meetings will be conducted in English. Translation and interpretation in Russian language will be provided as needed.

The reports of meetings (or summaries of discussions) and supporting documentation for meetings of the RESG will be prepared in English.

_____

FREQUENCY MANAGEMENT GROUP (FMG)

Establishment **1995 -** EANPG Decision 37/2

Terms of reference

The Frequency Management Group (FMG) is established by EANPG to pursue the tasks of the Group in the field of aeronautical frequency spectrum management in support to the relevant ICAO Strategic Objectives with the following TORs:

a) Ensure the continuous and coherent development of the relevant sections of the European eANP and other relevant regional documents, including EUR Doc 011 Frequency Management Manual, taking into account the evolving operational requirements in the EUR Region and the need for harmonization with the adjacent regions in compliance with the Global Air Navigation Plan;

b) Monitor and coordinate implementation of the relevant ICAO SARPs and regional procedures, facilities and services by the EUR States and where necessary ensure harmonization, taking due account of financial and institutional issues;

c) Identify any deficiencies in the aeronautical frequency spectrum management related matters in the EUR Region and ensure the development and implementation of relevant action plans by the States to resolve them;

d) Foster implementation by facilitating the exchange of know-how and transfer of knowledge and experience among States of the Region;

e) Provide input to the work of appropriate ICAO bodies in the field of aeronautical frequency spectrum, according to the established procedures.

Work Programme

To ensure that the objectives of FMG are met in accordance with the TORs, the group shall conduct its work according to a Work Programme endorsed by EASPG and kept under review by the PCG. The following are the main principles to be followed in setting up the Work Programme of FMG:

a) The Work Programme shall be composed of tasks and projects with clearly identified deliverables, target dates and responsibilities;

b) The tasks/projects should cover the main implementation domains related to aeronautical frequency spectrum management which are subject to regional planning and implementation;

c) The progress on the tasks/projects should be reviewed regularly by FMG and reported to PCG and EASPG to ensure that the target dates are met and the deliverables are of required quality.

d) To facilitate the execution of its work programme, FMG may set up working sub-groups, study groups and project teams, if and when required, charge them with specific tasks and define target dates for their completion. After completion of their task(s), the working groups/study groups/project teams will be dissolved.

e) The Work Programme is included as an Attachment to the EASPG report;

f) The detailed FMG Task List providing a break down list of all FMG activities is included into the FMG plenary meeting Summary of Discussions.

In conducting its activities, FMG should follow the following guidance given to the Group by the EASPG and PCG:

- Maintain close coordination with relevant EASPG contributory bodies to ensure harmonious development of the EUR air navigation system as a whole;
- Conduct periodic reviews and originate, as necessary, proposals for amendment of the relevant sections of the European eANP, EUR SUPPs (Doc 7030) and EUR Doc 011 Frequency Management Manual;
- Seek co-ordination and harmonization with the relevant planning and implementation activities in other ICAO Regions;
- Use different techniques to monitor implementation in the States (such as, regional surveys, monitoring exercises, regional tests and simulations, etc.) and identify deficiencies; conduct risk analysis to prioritize the identified deficiencies and prepare proposals to EASPG to ensure the urgent resolution of safety-related aeronautical frequency spectrum management deficiencies;
- Identify areas where assistance to individual States or sub-regions is necessary to eliminate deficiencies and improve harmonized implementation of the aeronautical frequency spectrum management processes through the established mechanisms and prepare proposals thereon;
- Ensure close liaison between EASPG and with relevant ANC panels/study groups in addressing aeronautical frequency spectrum management related matters; Provide feed-back received from States on problems impeding implementation which need to be addressed by appropriate ICAO bodies;
- Assist the Secretariat in developing and keeping up-to-date of regional guidance material as necessary to foster the implementation by the States of the global requirements and regional procedures on the aeronautical frequency spectrum management related matters;
- Prepare proposals and support organization of regional seminars and workshops in the aeronautical frequency spectrum managements field with emphasis on implementation issues;
- Coordinate regional activities in the field of aeronautical frequency spectrum management with appropriate ITU bodies; liaise closely with EUROCONTROL, IATA and IAOPA on issues of common interest;
- Identify and refer to PCG and EASPG emerging operational and institutional issues related to the planning and implementation of the services and facilities related to the aeronautical frequency spectrum management in order to ensure that such issues are addressed in a coherent manner with the respective ICAO plans, strategies and provisions.

Working Arrangements

The Frequency Management Group (FMG) is combined with the Network Manager Radio Frequency Function Team (RAFT). The combined meeting (FMG/RAFT) is co-chaired by the FMG Chairman and RAFT Chairman.

Composition of the FMG

Experts nominated by EASPG member States and observers

METEOROLOGY GROUP (METG)

EUR MET SG ToRs

Establishment Renamed in 1990. EANPG Decision 32/9
Last updated with EANPG Decision 57/03 (Nov 2015)

Terms of reference
The Meteorology Group (METG) is established by EASPG to pursue the tasks of the Group in the field of aeronautical meteorology in support to the relevant ICAO Strategic Objectives (mostly Safety and Efficiency, and to certain extent, Environment and Continuity) with the following TORs:

a) Ensure the continuous and coherent development of the MET Part of the European electronic Air Navigation Plan (eANP) and other relevant regional documents taking into account the evolving operational requirements in the EUR Region and the need for harmonization with the adjacent regions in compliance with the Global Air Navigation Plan;

b) Monitor and coordinate implementation of the relevant ICAO SARPs and regional meteorological procedures, facilities and services by the EUR States and where necessary ensure harmonization, taking due account of financial and institutional issues;

c) Review, identify and address deficiencies and shortcomings that constitute major obstacles to the provision of safe and efficient MET service, and recommend remedial actions;

d) Foster implementation by facilitating the exchange of know-how and transfer of knowledge and experience, in particular, between the Western and Eastern parts of the Region;

e) Provide necessary assistance and guidance to States to ensure harmonization and interoperability in line with the GANP, the EUR/NAT ANP and ASBU methodology;

f) Provide input to the work of appropriate ICAO bodies in the field of aeronautical meteorology, according to the established procedures;

g) Receive and discuss proposals from States for developing new or amending existing ICAO provisions; and

h) Discuss consequences of scientific issues impacting operational aeronautical meteorology including and developments of latest technology from pilot research programmes and findings from local/ regional initiatives with the aim to improve the service provision in the EUR region.

Work Programme

To ensure that the objectives of METG are met in accordance with the TORs, the group shall conduct its work according to a Work Programme endorsed by EASPG and kept under review by thePCG. The following are the main principles to be followed in setting up the Work Programme of METG:

a) The work programme shall be composed of tasks and projects with clearly identified deliverables, target dates and responsibilities;

b) The tasks/projects should cover the main areas of aeronautical meteorology which are subject to regional planning and implementation; the tasks/ projects should be realistic and synchronized with other ICAO regional or global tasks/projects;

c) The progress on the tasks/projects should be reviewed regularly by METG and reported to PCG and EASPG to ensure that the target dates are met and the deliverables are of required quality; and

d) To facilitate the execution of its work programme, METG may set up Project Teams, if and when required, charge them with specific tasks and define target dates for their completion. After completion of the task(s), the Project Team(s) will be dissolved. In the case a Project Team or Group is needed for a significant duration (several years or more) such as the Data Management Group (DMG) and Project Team on Implementing of MET Services in the Eastern Part of the EUR Region including Central Asia (PT/EAST), Terms of Reference are provided under the METG Terms of Reference.

Meeting arrangements and procedures

In conducting its activities, METG should follow the following guidance given to the Group by the EASPG and PCG:

a) Maintain close coordination with relevant EASPG contributory bodies to ensure harmonious development of the EUR air navigation system as a whole;

b) Conduct periodic reviews and originate, as necessary, proposals for amendment of Part V - MET of the EUR electronic Air Navigation Plan (eANP) and EUR SUPPs (Doc 7030);

c) Seek co-ordination and harmonization with the relevant planning and implementation activities in other ICAO Regions;

d) Use different techniques to monitor implementation in the States (such as, regional surveys, monitoring exercises, regional tests and simulations, etc.) and identify deficiencies; conduct risk analysis to prioritize the identified deficiencies and prepare proposals to EASPG to ensure the urgent resolution of safety-related MET deficiencies;

e) Identify areas where assistance to individual States or sub-regions is necessary to eliminate deficiencies and improve harmonized implementation of the MET facilities and services through the established mechanisms (e.g., SIP or ICAO TCP projects) and prepare proposals thereon;

f) Ensure close liaison between EASPG and the Meteorology Panel (METP) and its associated working groups (Working Group on MET Requirements & Integration (WG-MRI), Working Group on MET Information and Service Development (WG-MISD), Working Group on Meteorological Information Exchange (WG-MIE) and Working Group on MET Operations Group (WG-MOG)) established by ANC. Relevant tasks associated with the METP and its working groups are provided in the **Attachment**. Provide feed-back received from States on problems impeding implementation which need to be addressed by appropriate ICAO bodies;

g) Assist the Secretariat in developing and keeping up-to-date of regional guidance material as necessary, to foster the implementation by the States of the global requirements and regional procedures on aeronautical meteorology;

h) Prepare proposals and support organization of regional seminars and workshops in the field of aeronautical meteorology with emphasis on implementation issues;

i) Pay appropriate attention to activities in the field of aeronautical meteorology within other international bodies (WMO, EASA, EUROCONTROL, EC) on regional issues and analyze related implementation aspects; and

j) Identify and refer to PCG and EASPG emerging institutional issues related to the planning and implementation of the meteorological services and facilities in order to ensure that such issues are addressed in a coherent manner with the respective ICAO plans, strategies and provisions.

Composition of the METG

Representatives from all ICAO Contracting States in the EUR air navigation region and part of EUR ANP, Iceland, United States and International Organizations (CANSO, EUROCONTROL, IAOPA, IATA, IFALDA, IFALPA and WMO)

REGIONAL WORKING GROUP ON AERODROME OPERATIONS (RWGAO)

Establishment November 2020, EASPG Decision 2/9

Terms of reference

The Regional Working Group on Aerodrome Operations (RWGAO) is established by EASPG to pursue the tasks of the Group related to Aerodrome Operations, notably in Reduced Aerodrome Visibility Conditions in support to the relevant ICAO Strategic Objectives with the following TORs:

a) Ensure the harmonization of European guidance material on aerodrome operations and infrastructure with other relevant ICAO provisions and with European regulations. This includes maintenance of the European guidance material and comments on global Manuals related to Aerodrome and All-Weather Operations;

b) Ensure the continuous and coherent development of the relevant sections of the European eANP and other relevant regional documents, including EUR Doc 012 – ILS & MLS continuity evaluation, EUR Doc 013 – European Guidance Material On All Weather Operations At Aerodromes, EUR Doc 015 – Building restricted areas, EUR Doc 016 – ILS & MLS integrity demonstration, and EUR DOC 040 - ILS CSA guidance material;

c) Address and coordinate potential challenges to aerodrome operations (e.g. Use of Laser around aerodromes, 5G effects on radio altimeters)

d) Monitor and coordinate implementation of the relevant ICAO SARPs and regional procedures, facilities and services by the EUR States and where necessary ensure harmonization, taking due account of financial and institutional issues;

e) Identify any deficiencies in aerodrome operations related matters in the EUR Region and ensure the development and implementation of relevant action plans by the States to resolve them;

f) Foster implementation by facilitating the exchange of know-how and transfer of knowledge and experience among States of the Region;

g) Provide input to the work of appropriate ICAO bodies in the field of Aerodrome Operations, according to the established procedures.

Work Programme

To ensure that the objectives of RWGAO are met in accordance with the TORs, the group shall conduct its work according to a Work Programme endorsed by EASPG and kept under review by the PCG. The following are the main principles to be followed in setting up the Work Programme of RWGAO:

a) The work programme shall be composed of tasks and projects with clearly identified deliverables, target dates and responsibilities;

b) The tasks/projects should cover the main implementation domains related to aerodrome operations, which are subject to regional planning and implementation;

c) The progress on the tasks/projects should be reviewed regularly by RWGAO and reported to PCG and EASPG to ensure that the target dates are met and the deliverables are of required quality.

d) To facilitate the execution of its work programme, RWGAO may set up working sub-groups, study groups and project teams, if and when required, charge them with specific tasks and define target dates for their completion. After completion of their task(s), the working groups/study groups/project teams will be dissolved.

e) The work programme is included as an Attachment to the EASPG report;

f) The detailed RWGAO Task List providing a break down list of all RWGAO activities is included into the RWGAO plenary meeting Summary of Discussions.

In conducting its activities, RWGAO should follow the following guidance given to the Group by the EASPG:

- Maintain close coordination with relevant EASPG contributory bodies to ensure harmonious development of the EUR air navigation system as a whole. In addition, close coordination is requested with the SESAR Joint Undertaking and EASA;
- Conduct periodic reviews and originate, as necessary, proposals for amendment of the relevant sections of the European eANP, EUR SUPPs (Doc 7030), EUR Doc 012 – ILS & MLS continuity evaluation, EUR Doc 013 – European Guidance Material On All Weather Operations At Aerodromes, EUR Doc 015 – Building restricted areas, EUR Doc 016 – ILS & MLS integrity demonstration and EUR Doc 040 - ILS CSA guidance material;
- Assist the Secretariat in developing and keeping up-to-date of regional guidance material as necessary to foster the implementation by the States of the global requirements and regional procedures on the aerodrome operations related matters;
- Seek co-ordination and harmonization with the relevant planning and implementation activities in other ICAO Regions;
- Use different techniques to monitor implementation in the States (such as, regional surveys, monitoring exercises, regional tests and simulations, etc.) and identify deficiencies; conduct risk analysis to prioritize the identified deficiencies and prepare proposals to EASPG to ensure the urgent resolution of safety-related deficiencies related to the work of RWGAO;
- Identify areas where assistance to individual States or sub-regions is necessary to eliminate deficiencies and improve harmonized implementation of the facilities and services required for all-weather operations through the established mechanisms and prepare proposals thereon;
- Ensure close liaison between EASPG and with relevant ANC panels/study groups in addressing all weather operations related matters; Provide feed-back received from States on problems impeding implementation which need to be addressed by appropriate ICAO bodies;
- Prepare proposals and support organization of regional seminars and workshops in the all weather operations field with emphasis on implementation issues;
- Coordinate regional activities in the field of aerodrome operations; liaise closely with other relevant international organisations on issues of common interest;
- Identify and refer to EASPG emerging operational and institutional issues related to the planning and implementation of the services and facilities related to aerodrome operations in order to ensure that such issues are addressed in a coherent manner with the respective ICAO plans, strategies and provisions.

Composition

All EASPG states and relevant international organisations, such as for instance ACI, EC, EASA, EBAA, EUROCAE, EUROCONTROL, IACA, ICCAIA IOPA, IATA, IFALPA and IFATCA

ROUTE DEVELOPMENT GROUP – EASTERN PART OF THE ICAO EUR REGION (RDGE)

Establishment **2003 -** EANPG Decision 45/34, revised 2016 – EANPG Conclusion 58/31, Revised **2017**- EANPG/59 RASG-EUR/06 Conclusion 17

Terms of Reference

The Route Development Group **RDGE** works within the terms of reference of the EASPG, on matters related to ATS route planning and implementation, as well as airspace improvement projects, in the Eastern part of the ICAO European Region that are included in the following task list. The RDGE work/activities also support the implementation of the aviation system block upgrade (ASBU) modules of the *Global Air Navigation Plan* (ICAO Doc 9750, GANP) in the improvement area of Optimum Capacity and Flexible Flights, with relationships to Block 0 modules: B0-CCO (improved efficiency in departure profiles), B0-FRTO (improved operations through enhanced en-route trajectories), B0-CDO (improved flexibility &efficiency in descend profiles).

- Develop and maintain working procedures for:

  Note: RDGE and its four subgroups and
  Note: procedures to handle the proposals for amendment to the ATS route network (including airspace improvement projects) and eANP;

- Identify requirements/improvements for maintaining an efficient ATS route network (including airspace improvement projects), based on the airspace users' needs in coordination with States, international organizations (IOs) and other ICAO Regions;

  Note: the "ATS Route Catalogue" is a live document; it should be reviewed and amended at each RDGE meeting

- Review and amend the components of the national ATS route structure in order to ensure their compliance with the ICAO requirements (i.e. 5LNC, ATS route designators, WGS-84 coordinates, etc.);

- Apply procedure to obtain regional air navigation agreement for proposals for amendment to the ATS route network (including airspace improvement projects) and eANP (Note: The High Seas Coordination Procedure has been temporarily suspended until a global solution will be developed by all Regional Offices and ICAO HQ);

- Ensure the implementation of the approved amendments to the ATS route network (including airspace improvement projects) and EUR eANP.

Composition of the RDGE

Armenia, Azerbaijan, Belarus, Bulgaria, Estonia, Finland, Georgia, Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Norway, Poland, Republic of Moldova, Romania, Russian Federation, Sweden, Tajikistan, Turkey, Turkmenistan, Ukraine, Uzbekistan, EUROCONTROL, IAC, IBAC, IACA, and IATA. For specific coordination matters, any other State within the ICAO EUR Region may also be invited to participate at the RDGE. Other relevant stakeholders may also be invited to participate as observers.

With regard to specific inter-regional coordination matters the following adjacent States may will also be invited through their appropriate ICAO Regional Office: Afghanistan, Canada, China, Democratic People's Republic of Korea, Iran, Iraq, Japan, Mongolia, Pakistan, Syrian Arab Republic, United States.

Note: The Cross Polar Working Group (CPWG) could also be invited to participate on specific issues related to ATS route planning and implementation in the Far East Area of the ICAO EUR Region.

Structure

Plenary and sub-regional groups (5 days meeting with 2 days plenary session, 2 days Subgroup sessions followed by 1 day plenary session as required)

RDGE WORKING PROCEDURES

STEP 1 Preliminary information on proposed airspace improvement projects and/or ATS route network to RDGE.

Before an RDGE meeting, preferably not later than two months in advance, RDGE members from States and International Organizations submit descriptions of proposed airspace improvement projects and/or ATS route network to the Secretariat.

STEP 2 Dissemination of the information on proposed airspace improvement projects and/or ATS route network amongst the RDGE members.

The Secretariat processes the information received and includes the proposed airspace improvement projects and/or ATS route network in the ATS Route Catalogue of the RDGE. The updated RDGE ATS Route Catalogue is sent out by e-mail to the RDGE members and other parties concerned by the proposal.

STEP 3 Discussions at and Coordination between the meetings.

At the RDGE meeting, for the sake of efficiency, the forum of the Meeting is divided into four subgroups to cover several geographical areas simultaneously, namely:

a) Baltic area and its interface;

b) Black Sea and South Caucasus area and its interface;

c) Middle Asia area and its interface; and

d) Far East area and its interface.

Other subgroups or task forces may be established, if required.

At the RDGE meeting, the working groups discuss the previously proposed, or any new, proposals and agree on actions and deadlines for their execution to enable the States to continue coordination on a bilateral or multilateral basis between the meetings. The actions and deadlines agreed are reflected in the RDGE ATS Route Catalogue.

If required, ad-hoc and mini-RDGE meetings are convened by the Secretariat or the RDGE members themselves in order to expedite the coordination and implementation of the proposed airspace improvement projects and/or ATS route network.

Between the meetings, the RDGE members ensure that the coordinates of new waypoints are calculated with required precision and States reserve the ICAO route designators and five-letter name-codes of the waypoints through the ICARD system.

If further coordination of the waypoints is required to finalize the proposal, the RDGE members continue discussions with their counterparts in the neighbouring States on a bilateral basis and inform the Secretariat on the results of their discussions.

*** * * * * ***

For ATS Routes or airspace improvement projects over the High Seas:

STEP 4 Regional air navigation agreement for amendment to the ATS route network and Air Navigation Plan (eANP). (Note: The High Seas Coordination Procedure has been temporarily suspended until a global solution will be developed by all Regional Offices and ICAO HQ).

The mission of the RDGE with regard to proposed airspace improvement projects and/or ATS route network and the associated amendment of the ANP is to prepare agreed technical material required to initiate the formal procedure to obtain regional air navigation agreement for proposals for amendment (PfA) to the ATS route network and associated *ICAO Air Navigation Plans* (eANP).

The regional air navigation agreement coordination procedure and template of the letter that States should send to the ICAO Secretariat is outlined in Appendix B of the EASPG Handbook (EUR Doc 001).

In order to ensure the most efficient and expeditious handling of the proposals for amendment to the ATS route network and associated *ICAO Air Navigation Plans* (eANP), the following procedures should apply:

a) Procedure One (HS-P1 – "*Fast-track procedure*") – ICAO Secretariat is requested to circulate the proposal on behalf of the "initiating" States (or ICAO Secretary General), as a direct outcome of the RDGE meeting (for proposals requiring a short term implementation and without any expected objection);

b) Procedure Two (HS-P2 – "*Confirmation procedure*") – ICAO Secretariat is requested to prepare a draft proposal and circulates it to the "initiating" States for confirmation; the "initiating" States have a two week deadline for comments; "silent procedure" applies (i.e. no comments received means agreement); after the confirmation stage, if no objections received, the ICAO Secretariat officially circulates the proposal on behalf of the "initiating" States;

c) Procedure Three (HS-P3 – "*IO procedure*") – ICAO Secretariat is requested to circulate the proposal on behalf of an international organisation directly concerned with the operation of aircraft ("initiating" IO), as a direct outcome of the RDGE meeting;

d) Procedure Four (HS-P4 – "*EASPG Procedure*") – ICAO Secretariat is requested to prepare a draft proposal and circulates it to the EASPG members (via electronic correspondence) for consideration and comments; EASPG members have a deadline of up to three week for comments; "silent procedure" applies; after the consultation stage, if no objections are received, the ICAO Secretariat circulates the official proposal on behalf of theEASPG.

The procedure to be applied would be selected by the ICAO Secretariat on a "case by case" evaluation, based on the recommendations of the RDGE meeting as stated in its Summary of Discussions.

Note 1.:The above referenced procedures do not preclude any State from initiating its own formal procedure to obtain regional air navigation agreement for airspace and/or ATS route-related proposals.

Note 2.:Whilst it is acceptable to submit proposed amendments to the ATS route network and eANP without prior agreement with neighbouring States, the States participating in RDGE activities are encouraged to avoid this practice. This is to ensure that the eANP does not become saturated with proposals which are not feasible to implement.

Before applying for the procedure to obtain regional air navigation agreement for proposed amendments, RDGE (and/or States concerned) will ensure that the following information is accurate and consistent with the ICARD system five-letter name-codes of waypoints and their coordinates; and route designators.

STEP 5 Publication of ATS Routes and/or airspace improvement projects

After the Amendments to the ANP have been circulated and approved, the States promulgate the aeronautical information on the ATS routes so that all concerned receive it a minimum of 2 AIRAC cycles (56 days) before the effective date.

STEP 6 Report on implementation status

The RDGE members report on the implementation of airspace improvement projects and/or ATS routes to the RDGE meeting, and the RDGE ATS Route Catalogue is updated accordingly.

Airspace user organizations convey their feedback on operations and utilization of the new airspace improvement projects and/or ATS routes. Corrective actions are undertaken, if required, to further improve the newly established route structure.

AFS TO SWIM TRANSITION TASK FORCE (AST TF)

Establishment 2019 – COG/74 RCOG/11 Decision 4

Terms of reference (TORs)

The *AFS to SWIM Transition Task Force (AST TF)* is established by COG/RCOG to ensure seamless transition to SWIM and pursue the tasks and issues related to Aeronautical Fixed Service (AFS) in support of the ICAO Strategic Objectives as reflected in the Global Air Navigation Plan (GANP-Doc 9750) and the relevant ASBUs with the following TORs:

a) Monitor and take into consideration global, inter-regional and regional developments in AFS as well as SWIM;

b) Co-ordinate with ICAO EUR System Wide Information Management Project Team (ICAO EUR SWIM PT) and other relevant Regional Groups (such as METG/DMG, EUROCONTROL AIM/SWIM Team, etc.) to ensure gradual transition of AFS services in the EUR Region ensuring operational continuity and develop guidance material accordingly;

c) Provide necessary inputs to the EUR SWIM implementation roadmap, in coordination with the ICAO EUR SWIM PT, as appropriate;

d) Identify SWIM prerequisites in terms of infrastructure, including IP-based network; and monitor the status of implementation of those elements in the EUR Region;

e) Develop and amend/update relevant EUR Regional documentation used in EUR considering the evolving operational requirements in the EUR Region and the need for harmonisation with the adjacent Regions in compliance with the GANP;

f) Develop the security operations framework for the AFS and derive related security requirements for the ATS Message Handling Service considering ICAO provisions and European and national legislations;

g) Specify technical requirements and oversee the deployment of Extended ATS Message Handling Service in the EUR Region so that emerging operational requirements are adequately addressed in short/medium terms before global SWIM, taking due consideration of ICAO provisions and ensuring that modernisation is in line with the ASBUs as well as Global/Regional SWIM provisions;

h) Monitor and coordinate effective implementation of the relevant ICAO Annexes, ICAO documentation and regional procedures, facilities and services by the EUR States and International Organisations and where necessary ensure harmonisation, taking due account of financial and institutional issues;

i) Identify any deficiencies in matters related to AFS and any issues in transition to SWIM in the EUR Region and ensure the development and implementation of relevant action plans by the States to resolve them in order to ensure a safe, smooth and continuous flow of data;

j) Foster implementation by facilitating the exchange of know-how and transfer of knowledge and experience among States of the Region;

k) Ensure that interconnections with International Aeronautical Communication Service Provider (IACSP) are conformant to the architecture principles governing the Aeronautical Fixed Service, design appropriate solutions, support and co-ordinate relevant implementations, safeguarding interoperability between systems;

l) Administer ATS Messaging Management Centre (AMC) and European Directory Service (EDS) to provide AFS network management service within EUR Region, as well as on a worldwide scale;

m) Provide support to implementation activities of Ground ATN and TCP/IP WAN in EUR Region when required;

n) Administer NSAP Tool to assist the generation of ATN NSAP Address Tables for operational ATSUs and test systems in EUR Region;

o) Provide input to the work of appropriate ICAO bodies in the field of AFS and transition to SWIM, according to the established procedures;

p) Provide regular progress reports to the EASPG and/or PCG concerning its work programme; and

q) Consider other issues as directed by the EASPG and/or PCG.

Composition of the AFS to SWIM Transition Task Force

- Experts nominated by EUR States, Service Providers and relevant International Organisations recognised by the ICAO Council;
- Other stakeholder, including manufacturing Industry, may be invited as observers.

BLACK SEA TASK FORCE (BSTF)

RESUMPTION OF NORMAL FLIGHT OPERATIONS IN THE AIRSPACE OVER THE BLACK SEA TASK FORCE (BLACK SEA TF)

Establishment December 2015, EANPG Conclusion 57/01

Terms of Reference

The resumption of normal flight operations in the airspace over the Black Sea was agreed by EANPG Conclusion 57/01 as an important objective. It was agreed to create a Black Sea Task Force (BSTF) to support the ICAO initiative to progressively normalize the air traffic flow in the airspace over the Black Sea and create the necessary co-ordination mechanism to enable and implement operational and technical solutions mutually acceptable to all parties. It was also agreed that any such arrangement and identified tasks would be conducted under the umbrella of ICAO and in full compliance with the ICAO Chicago Convention and its Annexes, and relevant ICAO and UN Assembly Resolutions.

In carrying out the work under its terms of reference, the working group shall take into account aviation safety aspects, the need for close civil/military coordination, the requirements for supporting technical infrastructure and the safe and efficient provision of all air navigation services[2].

The Black Sea TF is expected to present regular updates to the PCG and a final report is expected for the EANPG/58. On completion of its task the Black Sea Task Force will be disbanded unless formally tasked by the EASPG to complete any other tasks that go beyond these ToRs.

Note: The revision of the existing FIR boundaries in the airspace over the High Seas will not be addressed by BSTF

Composition

a) Members:

Riparian States neighboring the Black Sea: Bulgaria, Georgia, Romania, Russian Federation, Turkey, Ukraine, supported by the Secretariat of ICAO.

b) Observers:

Representatives from IATA

Note: States may include in their delegations, representatives from International/Regional Organizations (e.g. EUROCONTROL as Network Manager invited by EUROCONTROL Member States to provide support at the operational and technical level and EASA invited by EU member States in an advisory role on safety and regulatory matters).

The *Rapporteur* of the Task Force will be the EASPG Chairman or a representative of the ICAO Secretariat.

The ICAO EUR/NAT Office will provide the necessary secretariat support.

[2] Air navigation services. This term includes air traffic management (ATM,), communications, navigation and surveillance systems (CNS), meteorological services (MET) for air navigation, search and rescue (SAR) and aeronautical information services/ aeronautical information management (AIS/AIM). These services are provided to air traffic during all phases of operations (approach, aerodrome control and en route). (ICAO Doc 9161 – Manual on Air Navigation Services Economics, Fifth Edition 2013 and ICAO Doc 9082 - ICAO's Policies on Charges for Airports and Air Navigation Services, Ninth Edition – 2012)

Tasks

a) Facilitate, at the operational and technical level a constructive dialogue amongst all parties concerned;

b) Identify and address specific issues related to the current situation, which support, the resumption of normal flight operations in the airspace over the Black Sea;

c) Identify potential solutions taking into account aviation safety aspects, the need for close civil/military coordination, the requirements for supporting technical infrastructure and the safe and efficient provision of all air navigation services;

d) Develop plans for the resolution of existing shortcomings, if any, and implementation of operational improvements as soon as practically possible but not later than the end of 2016;

e) Make recommendations for any changes to the current situation or, if considered appropriate, propose new solutions which would support the normalisation of flight operations; and

f) Any other related issues

EUROPEAN REGIONAL AVIATION SAFETY PLAN WORKING GROUP (EUR RASP WG)

TERMS OF REFERENCE

1.1 Establishment

The European Regional Aviation Safety Plan Working Group (EUR RASP WG) is created by EASPG/03 decision (Date / Reference to EASPG/03 decision).

1.2 Terms of reference

The *EUR RASP WG* is established by EASPG to pursue the tasks/project of the Group in the field of aviation safety in support to the relevant ICAO and EASPG Objectives with the following ToRs:

- The EUR RASP WG is established, as a standing working group within the EASPG structure, to support regional safety data collection and analysis, to manage the annual review of the European Regional Aviation Safety Plan (EUR RASP) and to conduct annual EUR RASP surveys, in line with the objectives of the European Aviation System Planning Group (EASPG) and to support the work of ICAO EUR Regional Expert Safety Group (RESG).

- The Regional Officer, Safety, ICAO European and North Atlantic Office (EUR/NAT Office) will serve as the EUR RASP WG Secretary. The ICAO Regional Office, Europe and North Atlantic, and ICAO Headquarters will provide additional administrative and technical support as needed.

- The EUR RASP WG will report to EASPG through RESG. EUR RASP WG Chair should ensure timely preparation of WG outcomes to be presented to the scheduled RESG meetings.

1.3 Composition of the EUR RASP WG

The EUR RASP WG composition is open to all EUR States and regional/international organizations. Other representatives or entities directly involved in aviation safety may be invited to join individual EUR RASP WG meetings as approved by Team Leader. The number of nominated persons per participating institution is limited to one person.

The EUR RASP WG is chaired by Team Leader. The administrative support is provided by ICAO EUR/NAT Regional Office and EASA.

EUR RASP WG Team Leader will be elected from the EUR RASP WG nominated members as coordinated with the ICAO Secretariat. The EUR RASP WG Assistant Team Leader will be elected from the EUR RASP WG nominated members and will lead the meeting in the absence of the Team Leader.

If the Team Leader will be absent at the meeting, he informs the Assistant Team Leader and Assistant Team Leader lead the meeting. In the absence of the Team Leader and Assistant Team Leader, the Team Leader informs the team members in advance and postpones the meeting to another date.

The ICAO Secretariat is responsible for:

- Calling the meetings and sending notice to WG Members
- Formal recording of meetings;
- Archiving of all documentations presented on the meeting on to the dedicated webpage.

The Team Leader of the WG is Responsible for:

- *Chairing the meeting*
- *Setting the agenda*
- *Ensure the purpose/deliverables of the WG are meet/achieved.*
- *Report on Progress of the group*

EUR RASP members shall be selected based on their knowledge and experienced with SSP or SMS implementation and their availability to actively support the work of the WG.

Working Group members are expected to demonstrate a commitment to:

- Work collaboratively to achieve the groups purpose;
- Attend committee meetings and follow through in timely manner on any commitments;
- Support the success of the team;
- Annalise data received and propose actions/solutions.
- Annually review of RASP and comments received
- Propose updates to the RASP

In order to harmonise and facilitate the transparency and rapid exchange of information EASA will provide at least one WG team member to ensure coordination with the EPAS planning cycle.

1.4 Meeting Arrangements and Procedures

The EUR RASP WG will work remotely throughout the year with monthly teleconferences organized by ICAO Secretariat.

When needed on-site or hybrid WG meetings can be organized (normally not more than twice each year) at a locations agreed upon members of the group.

Additional meetings may be organized as required to ensure timely delivery of the annual EUR RASP updates or to effectively manage the annual EUR RASP surveys.

The on-going work/coordination of the EUR RASP WG will be accomplished through electronic communications.

EUR RASP WG meetings will be conducted in English. The reports of meetings (or summaries of discussions) and supporting documentation for meetings of the EUR RASP WG will be prepared in English.

1.5 Reporting/Communication

The EUR RASP WG Team Leader (ICAO secretariat can replace in case of absence) will report on the progress of the Group to the RESG and EASPG.

1.6 Decision Making

The WG shall strive for consensus when making decisions/proposals. If consensus cannot be achieved, the team members must agree on how to deal with the outstanding issue, i.e vote, continue discussion, table the issue to another meeting or take the issue to the EASPG.

The WG will endeavour to work to consensus in decisions around the work undertaken but Team Leader will call for a vote for decision, as he/she deems appropriate.

ICAO EUR ENVIRONMENT TASK FORCE

TERMS OF REFERENCE

Establishment: EANPG/60&RASG-EUR/07 Conclusion 19

Terms of Reference:

The objectives of the Environment Task Force are to focus on sharing information on the latest developments at ICAO on environment and provide support and develop environment capacity building activities for the States in the Regions with the focus on the States outside the EU area, taking due account of the existing arrangements in the EEA, ECAC and EUROCONTROL to avoid duplication.

The Task Force supports the implementation of the ICAO Assembly Resolutions on Environment A39-1, 2 and 3 (and the subsequent ones) that requested the Secretariat to take the necessary actions to expand the provision of capacity building and assistance to its Member States. It also requires ICAO to play a pivotal role in providing assistance to its Member States through the dissemination of the latest information on best practices and provision of guidance and other technical assistance in order to enhance capacity building and the transfer of technology.

Composition of the ENV TF:

1. Members: EUR States

Observers: Representatives from Regional Organizations, Aviation stakeholders, environment stakeholders.

3 Secretariat: ICAO EUR/NAT

Tasks:

1. Share updated information on ICAO activities on environment-related issues that includes new ICAO environmental guidance documents and tools;

2. Allow States to share information and best practices on how to address the environmental impacts of aviation such as aviation noise, alternative fuels, State Action Plan, CORSIA, etc.;

3. Provide information and support if needed to States in order to develop and improve their States Action Plans to be aligned with ICAO guidance Document 9988;

4. Provide information and support if needed to States with the CORSIA implementation requirements;

5. Reinforce the ICAO Buddy Programme activities amongst States in the Regions on the ICAO States Action Plan initiative and CORSIA;

6. Provide training to States on the ICAO's Environment Tools such as IFSET, Carbon Calculator, Environment Benefit Tool, etc.; and

7. Build capacity, and raising awareness through workshops and NCLB activities

---

EUR SEARCH AND RESCUE TASK FORCE (EUR SAR TF)

TERMS OF REFERENCE

Establishment: 2021 – EASPG Decision 3/11

Terms of Reference

Objective

In collaboration with affected stakeholders and in close cooperation with the International Maritime Organization (IMO), the objective of the European Search and Rescue Task Force is to promote the enhancement and improvement of SAR facilities and services within the EUR Region and adjacent regions, in accordance with:

a) Annex 12 to the Convention on International Civil Aviation; and

b) the International Aeronautical and Maritime SAR Manual (IAMSAR).

Tasks

To meet its objectives, the Task Force shall:

a) support the implementation of EUR SAR Documents, in accordance with the GANP, GASP, EUR RASP and the EUR Air Navigation Plan (EUR eANP) (Doc 7754);

b) share global SAR information among EUR States and other stakeholders;

c) promote the strengthening of SAR safety oversight capabilities;

d) propose amendments to EUR SAR documents

e) promote SAR training activities and exercises.

Reporting

The EURSAR/TF reports to the EASPG PCG.

Composition

EUR States and international organisations, including IMO. The membership is also open to participants from outside of the EUR Region or organizations that can contribute to EURSAR/TF by invitation from EURSAR/TF (such as military organizations that can facilitate SAR operations).

LANGUAGE PROFICIENCY REQUIREMENTS IMPLEMENTATION (LPRI) TASK FORCE

TERMS OF REFERENCE

Establishment: renamed in 2014 - EANPG Conclusion 56/36

Terms of Reference

The ICAO Task Force on Language Proficiency Requirements Implementation (LPRI TF) works within the terms of reference of the EASPG, to raise the awareness on safety- related language issues among stakeholders concerned: regulators, national LP focal points, training organizations, airspace users, industry, ANSPs and test service providers through various ICAO activities, including capacity building activities (e.g. multi-regional workshops).

The Task Force shall undertake necessary actions to closely liaise with other regional groups/bodies (e.g. EASA), in order to streamline the relevant processes/procedures across, promote awareness for ELP (English Language Proficiency) matters within the EUR Region and cover the following non exhaustive list of activities during the post-implementation period (Assembly Resolution 38-8):

a) support States to ensure high quality of aviation language assessment and harmonization of LPRI . Facilitate the effective use of States' limited resources.

b) enhance communications through a dedicated ELP network, share implementation of best practices and identify harmonization issues concerning ELP procedures within the EUR/NAT regions.

c) define a two year work plan for issues related to the ELP, fostering a culture, enabling State authorities to share best practices in language test maintenance, on-going development and examiners training by sharing best practices and bringing together the relevant stake holders in industries and authorities;

d) bring together the relevant stakeholders by coordinating and organizing regional and interregional activities as required;

e) Develop regional material guiding and supporting the LPR implementation, raising awareness and facilitating harmonized oversight;

f) Develop tools to support States in their efforts to ensure a high quality of language proficiency, acknowledging its effect on safety and efficiency;

g) Facilitate the effective use of the limited resources of States, Industry and ICAO while striving for the harmonization in the EUR/NAT and other ICAO regions;

h) Provide capacity building assistance and guidance to States to ensure harmonization, develop national expertise, regulatory and oversight capacities;

i) Provide input to the work of appropriate ICAO bodies in the field of personnel licensing and language proficiency, according to the established procedures;

j) Receive and discuss proposals from States, International Organizations and Industry through EASPG for developing new or amending existing ICAO provisions as requested. Facilitate and monitor the developments in this field.

Composition of the LPRI TF

Representatives of the EUR States and EASPG members and observers, including International Organisations and professional associations such as EASA, EUROCONTROL, JAA, IATA, ICAEA, IFALPA.

Representative from other ICAO Regions and industry stakeholders may be invited to the meetings, as required.

PERFORMANCE TASK FORCE (PERF TF)

TERMS OF REFERENCE

Establishment **2010 -** COG/47 Decision, ToRs revised at COG/52 in December 2011

Terms of reference
Scope/Objective

The Performance Task Force is established by the EANPG COG to implement the regional approach to the development of performance objectives and related measurable indicators and metrics supporting the regional implementation of the Global Performance of the Air Navigation System.

The work of the Task Force will take into account the ICAO provisions as well as the on-going initiatives in the Region.

Tasks/Deliverables

a) Support the implementation of the performance based approach at regional level, taking into consideration the defined roles and responsibilities of all parties involved.

b) Provide as necessary support in the implementation of the regional performance framework through the provision of guidance material and workshops.

c) Initialise the regional performance framework reporting mechanisms in 2012 on a transitional basis in order to fine-tune the regional mechanisms and processes.

d) Further clarify the data to be provided by States for the implementation of the regional performance framework, giving due consideration to the data that is already collected in other reporting regimes (such as the EU Performance Scheme).

e) Prepare a prototype of the Regional Performance Review Report based on the information derived through the work of the TF for presentation at the PCG and EASPG meetings.

f) Make recommendations for further evolution of the Regional performance framework through refinement and adaptation based on the regional needs (especially in the estimation of environmental benefits related to the implementation of the ANP or other national operational improvements) and giving due consideration to the existing initiatives within the Region and adjacent Regions;

Meeting arrangements and procedures

In conducting this work, the TF should take into account the following, non-exhaustive principles:

- Avoid duplication of efforts and additional burden on States and use to the maximum extent possible the existing arrangements/solutions (e.g. results from the work developed within the EU Performance Scheme and Eurocontrol);
- Focus on those activities that would ensure improvement of the regional Air Navigation System (as a whole) with the benefit of the end users in mind;
- Whenever possible, build on current or developing processes, or existing data/statistics that may contribute to a specific KPA;
- Exploit existing best practice in other areas that might contribute to this work;

- Ensure, to the maximum extent possible, that whatever further recommendations are put forward as an output, should also be suitable to the application in the NAT Region, and
- Harmonize, at a regional level, the estimation of the environment benefits from operational improvements in order to reach consistent results (i.e. through the use of the ICAO Fuel Savings Estimation Tool – IFSET tool or the availability of a more advanced model/measurement capability).

Working Arrangements

- The Task Force will have a limited number of meetings (max. 4 meetings) and it is proposed to have a dedicated stakeholder workshop in the Eastern part of the EUR Region. The first meeting is expected to take place in the 1st Quarter of 2012.
- Further work will be carried out by correspondence and through Teleconferences, limiting the need for additional meetings.
- Further phases of the work will be subject to decisions from the PCG.

Composition of the COG Performance TF

Representatives from any accredited State, Airspace Users (IATA, IACA, IBAC), IFATCA, IFALPA, CANSO, Eurocontrol, European Commission, EASA, IAC.

PBN CONSOLIDATION TASK FORCE (PBNC TF)

TERMS OF REFERENCE

Establishment **November 2018** – EANPG/60 RASG-EUR/07 Decision 15

That:

a) the PBN Consolidation Task Force (**PBNC TF**) be created under the auspices of the EANPG/RASG COG/RCOG with the following terms of reference;

b) the PBNC TF be convened and start working as soon as possible, on a regional PBN chart naming transition plan in order to enable the change of the instrument approach chart names to RNP as required by Amendment 6 to PANS-OPS.

c) the PBNC TF will also continue addressing regional PBN implementation issues, in line with the GANP, related to navigation applications and infrastructure. This includes undertaking specific studies and developing guidance material in a joint activity with EUROCONTROL's Navigation Steering Group (NSG)

d) the PBNC TF provides regular update reports to PCG on the development of the chart naming transition and any navigation related issues.

Terms of Reference

a) Develop a EUR Regional PBN chart naming transition plan to change the chart naming from RNAV to RNP with objectives and timelines in accordance with the ICAO Circular 353 goals and milestones. *Note: the dates for milestones will be determined on the scheduling of the regional slot allocated to ICAO EUR.*

b) Address implementation aspects of States in the ICAO EUR Region to ensure regional harmonization and interoperability, and ensure appropriate reporting;

c) Share and exchange best PBN Implementation practices between States within the Region.

d) Ensure feedback between regional to global navigation applications and infrastructure by supporting the work of ICAO's Navigation-related operational and technical bodies (such as the ICAO NSP, ICAO IFPP and the ICAO PBN SG), that could impact on interoperability;

e) Review and update European PBN guidance material as needed.

f) The following strategic objectives and guiding principles are included:

Strategic objectives

a) Improve the uptake of PBN Implementation in accordance with published ICAO provisions e.g. GANP and GASP objectives.

b) Ensure regional compliance with identification of chart titling for RNP approach procedures in accordance with Amendment 6 to PANS-OPS.

Meeting arrangement and procedures

a) As regards the ICAO EUR regional PBN chart naming transition plan for changing the chart titles from RNAV to RNP, use the methodology outlined in Circular 353:

— RNP Approach chart titling is to comply with PANS-OPS Amendment 6;

— The processes for transitioning chart titling from RNAV to RNP are those described in Circular 353;

— The use of different RNAV and RNP approach chart titles within the ICAO EUR region should be avoided outside the chart titling transition period allocated to the EUR Region;

— The clustering principles described in Circular 353 at global, regional and State levels are adhered to;

— The ICAO EUR regional PBN chart naming transition plan should seek to achieve the chart naming within the region in sequential AIRAC cycle dates within the allocated regional slot;

— The needs of all stakeholders should be considered in development of the ICAO EUR PBN chart naming transition Plan; and

— The regional ICAO EUR regional PBN chart naming transition Plan shall be completed by Q4/2019.

Composition

EUR provider States, EUROCONTROL and other relevant international organisations.

SYSTEM WIDE INFORMATION MANAGEMENT PROJECT TEAM (SWIM PT)

TERMS OF REFERENCE

Establishment **2018** – COG/72 RCOG/09 Conclusion/02

Terms of reference

The System Wide Information Management Project Team (SWIM PT) is established by EASPG to coordinate and pursue with the planning and implementation of SWIM in the ICAO European Region in line with the Global Air Navigation Plan (GANP) and other relevant global provisions with the following TORs:

a) Monitor and take into consideration global, inter-regional and regional developments as well as consider best practices and initiatives in SWIM implementation;

b) Develop and maintain EUR SWIM implementation roadmap considering the GANP and global SWIM provisions;

c) Liaise with relevant regional contributory bodies involved in SWIM planning and implementation in the EUR Region, including e.g. AST TF, METG, EUROCONTROL AIM/SWIM Team, SESAR Deployment Manager and European Standards Development Organisations for SWIM;

d) Identify SWIM prerequisites and monitor the status of SWIM implementation in the EUR Region;

e) Ensure that the implementation of SWIM is coherent in the EUR Region;

f) Promote SWIM in the EUR Region;

g) Identify and review issues, challenges and risks in SWIM implementation in the EUR Region, and recommend necessary actions;

h) Identify assistance needs including training, implementation support, etc. and recommend, where possible, guidance and training material and appropriate assistance;

i) Provide regular progress reports to the EASPG and/or PCG concerning its work programme; and

j) Consider other issues as directed by the EASPG and/or PCG.

Composition of the SWIM PT

ICAO EUR States, Eurocontrol, European Commission, EASA, IATA, ICCAIA, IFAIMA, IFALPA, IFATCA, IFATSEA, CANSO, EUROCAE, CEN/CENELEC, SDM, WMO and other relevant aviation stakeholders.

The SWIM Project Team may invite other States and international organizations as observers when deemed warranted.

EUROPEAN AND NORTH ATLANTIC VOLCANIC ASH EXERCISES STEERING GROUP (EUR/NAT VOLCEX SG)

Establishment **2008** – COG Conclusion 41/11, updated at COG/48 and NAT IMG/37

Objective

Improve the response to volcanic eruptions and volcanic ash contamination by the relevant national supervisory authorities, service providers (ATS, AIS, ATFM, MET) and airspace users (airlines) in the EUR and NAT Regions through organizing regular volcanic ash exercises in accordance with the current Volcanic Ash Contingency Plan – EUR and NAT Regions and the VOLCEX OPINS in order to validate and continually improve the common volcanic ash procedures for the EUR and NAT Regions.

Tasks

a) Co-ordinate the schedule for the exercises and their main objectives and scenarios; ensuring that exercises cover those parts of the EUR and NAT Regions that would likely be affected by volcanic ash. Prepare a two year working plan of steering group meetings, planning meetings, exercises, and debrief meetings.

Note: Planning and debrief meetings are conducted in accordance to the European and North Atlantic Volcanic Ash Exercises Operating Instructions (EUR/NAT VOLCEX OPINS) as posted at http://www.paris.icao.int/Met/Volc_Ash/index.htm.

Note: Exercises in the (far) Eastern part of the EUR Region are the responsibility of the Volcanic Ash Exercises Steering Group for the (far) Eastern part of the EUR Region (EUR (EAST) VOLCEX/SG) established by EANPG COG/48.

b) Each SG member is to represent a number of stakeholders, in order to ensure that the interests of these entities are included in the collective decision making, while keeping the number of SG entities within limits.

c) Based on the outcome of the VA exercises, propose (to PCG and NAT IMG) improvements to the common volcanic ash contingency procedures for the EUR and NAT Regions.

d) Report the results of its activities to the PCG and the NAT IMG on an annual basis. The group should also liaise with the METG of EASPG and the NAT ATMG. Additionally, through the Secretary, the group should liaise with the EUR (EAST) VOLCEX/SG of thePCG.

Composition of the EUR/NAT VOLCEX/SG

Canada (incl. VAAC Montréal), France (incl. VAAC Toulouse), Germany, Iceland (Co-Rapporteur), Ireland, Italy, Norway, Portugal, Russian Federation (incl. MATMC), United Kingdom (Co-Rapporteur) (incl. VAAC London), United States of America (incl. VAAC Washington), EUROCONTROL (incl. Network Manager), ICAO (Secretary) and IATA.

Attendance

One representative per State or organization
VOLCEX/SG meetings to be held back to back with planning and debrief meetings as appropriate.
As appropriate work to be done through correspondence.

VOLCANIC ASH EXERCISES STEERING GROUP FOR THE (FAR) EASTERN PART OF THE EUR REGION (EUR (EAST) VOLCEX)

Establishment **2010 -** COG Decision 48/04

Main task

To initiate and maintain a programme of regular volcanic ash exercises in the (far) Eastern Part of the EUR Region.

Objective

Improve the response to volcanic eruptions and volcanic ash contamination by the relevant national supervisory authorities, service providers (ATS, AIS, ATFM, MET) and airspace users (airlines) in the (far) Eastern part of the EUR Region through to organizing of regular volcanic ash exercises in order to validate and continually improve the common volcanic ash contingency plan and procedures for the EUR and NAT Regions.

Tasks

e) Co-ordinate with all participants in the volcanic ash exercises (ACCs, airlines, VOs, VAACs, MWOs, National ATMCs) the schedule for the exercises and their scenarios; ensuring that exercises cover the (far) Eastern part of the EUR Region that could be affected by volcanic ash, with impact scenarios on trans-east, and north Pacific (e.g. NOPAC and PACOTS) routes.

f) Develop and keep under review regional (define) VA exercise procedures, including VA Exercise Operating Instructions (VOLCEX OPINS), and make improvements based on the lessons learnt. (Regional VA exercise procedures, and other relevant material, to be posted on the EUR/NAT Regional Office website).

g) Organize in parallel with the VA exercises, awareness events such as seminars and presentations, in order to enhance the awareness of the participants regarding the hazardous effects of volcanic ash and the established contingency measures.

h) Based on the outcome of the VA exercises, propose to PCG improvements to the regional volcanic ash contingency plan.

i) Report the results of its activities to the PCG on an annual basis. The group should also liaise with the METG ofEASPG. Additionally, through the Secretary, the group should liaise with the European and North Atlantic Volcanic Ash Exercises Steering Group (EUR/NAT VOLCEX/SG) of the PCG and NAT IMG.

Composition of the EUR (EAST) VOLCEX/SG

To include appropriate fields of expertise such as ATM, MET, airspace users, regulatory authorities, VOs: Japan, Russian Federation, United States of America, ICAO and IATA.
Rapporteur(s) – Russian Federation

REFERENCE DOCUMENTATION

ISSUE OF AND AMENDMENT OF EUR DOCUMENTS

Approved by EANPG/55, November 2013

EUR Documents are issued and maintained in line with the following principles:

a) A EUR Document constitutes supplementary reference and guidance material to be used by States, operators and service providers in the Region in support of planning, implementation and operations of EUR eANP facilities and services.

b) Regular reviews of current EUR Documents will be conducted by the responsible EASPGContributory Bodies.

c) A document is proposed to receive EUR Document status on the basis of scope, content, area of applicability and time-frame of applicability.

d) A draft EUR Document that is issued by a Contributory Body should be reviewed by the PCG before it is presented to the EASPG for formal endorsement and designation of the appropriate EUR Document number.

e) All amendments to the EUR Documents of a technical and non-contentious nature are to be endorsed by thePCG. Such revisions should be of a routine nature of existing EUR Documents (through PCG Conclusions).

f) A formal decision by theEASPG, resulting in an EASPG Conclusion, will be necessary for major revisions and discontinuation of documents or for documents that may contain contentious material.

g) In the event that an amendment requires approval before the next EASPG or PCG meeting is convened, the responsible EASPG Contributory Body will request the ICAO Regional Office to circulate the proposal by email to the EASPG or PCG member States and international organizations for their comments.

h) In case of non-contentious amendments and the event that the responsible Contributory Body concludes that the revised version of a document needs to be issued before the next EASPG or PCG meeting is convened, the updated version of the document will be published on the ICAO web-site with the indication “formal EASPG/PCG approval pending”[3].

i) In the absence of objections at the deadline for comment, the new revision to the EUR Document will be considered approved. The ICAO Regional Office will inform the EASPG member States and international organizations of the approval by email.

j) The responsible EASPG Contributory Bodies and notes on the management of the respective EUR Documents are listed under “References” (page 33) of the *EASPG Handbook* (EUR Doc 001).

---

[3] The indication “formal EASPG/PCG approval pending” will be used in cases of non-contentious but time-pressing amendments (e.g. NSAP Registry document) where the new versions of documents are published on the ICAO web-site after a conclusion of the appropriate Contributory Body.

LIST OF EUR DOCUMENTS AND THE RESPONSIBLE GROUPS FOR THEIR MAINTENANCE

LIST OF DOCUMENTS PROMULGATED BY THE EASPG

NUMBER	TITLE	Current Edition/Version	Kept under review by	Amendments approved by	Remarks
EUR Doc 001	EASPG Handbook	2nd Edition,– 2020	PCG	EASPG	
EUR Doc 002	*AIS – Guidance material on AIS automation in the European Region*	*April 1990 - Discontinued*			***Discontinued***
EUR Doc 003	*ATFM Handbook*	*2nd Edition 1994 - Discontinued*			***Discontinued***
EUR Doc 004	*FEATS – Description of the Concept for the Future Air Traffic Management System in the European Region*	*June 1989 - Discontinued*			***Discontinued***
EUR Doc 005	EUR CIDIN Manual	6th Edition April 2011	AST TF	PCG	
EUR Doc 006	*ILS/VOR/FM compatibility in the EUR Region*	*1st Edition - Discontinued*			***Discontinued***
EUR Doc 007	*HEL/1 – Guidance material on helicopter operations over the high seas*	*1st Edition 1991 - Discontinued*			***Discontinued***

NUMBER	TITLE	Current Edition/Version	Kept under review by	Amendments approved by	Remarks
EUR Doc 008	*GATE Strategic ATM Planning Document*	*June 2000 - Discontinued*			***Discontinued***
EUR Doc 009	Guidance material on the implementation of a 300 m (1000 ft) vertical separation minimum in the European RVSM airspace	Version 3 June 2001 *–Being review*			***Being reviewed (EANPG Conclusion 56/32 refers)***
EUR Doc 010	Harmonized Access to AIS and MET Services	2nd Edition March 2003	METG	PCG	
EUR Doc 011 Supplement to EUR Doc 011	EUR Frequency management Manual	Edition 2021	FMG	PCG	
EUR Doc 012	European Guidance Material on Continuity of service evaluation in support of the certification of ILS & MLS Ground Systems	2nd Edition November 2019	RWGAO	PCG	
EUR Doc 013	European Guidance Material on Aerodrome Operations under Limited visibility conditions	5th Edition September 2016	RWGAO	PCG	
EUR Doc 014	EUR SIGMET and AIRMET Guide	4th edition– December 2021	METG	PCG	
EUR Doc 015	European Guidance material on managing building restricted areas	Third Edition, 2015	RWGAO	PCG	

NUMBER	TITLE	Current Edition/Version	Kept under review by	Amendments approved by	Remarks
EUR Doc 016	European Guidance material on integrity demonstration in support of certification of ILS and MLS systems	Second Edition November 2019	RWGAO	PCG	
EUR Doc 017	*Transition methodology for the introduction and application of non-visual aids to All-weather operations in the European region of ICAO*	*1st Edition 2005* *- Discontinued*			***Discontinued***
EUR Doc 017 TKI	*Identified Transition Key Issues for the Introduction and Application of Non-Visual Aids to All-Weather Operations in the European Region of ICAO*	*4th Edition September 2013* *- Discontinued*			***Discontinued***
EUR Doc 018	EUR OPMET Data Management Handbook	11th Edition – December 2021	METG	PCG	
EUR Doc 019	Volcanic ash Contingency Plan EUR and NAT Regions	Edition 2.0.0, July 2016	PCG + NAT IMG	EASPG + NAT SPG	
EUR Doc 020	EUR AMHS Manual	Version 16.0 December 2021	AST TF	PCG	
EUR Doc 021	ATS Messaging Management Manual	Version 16.0 December 2021	AST TF	PCG	
EUR Doc 022 *(Restricted)*	EUR AFS Security Guidelines	Version 7.0 2020	AST TF	PCG	

NUMBER	TITLE	Current Edition/Version	Kept under review by	Amendments approved by	Remarks
EUR Doc 023 and Attachment CAL	European Secondary Surveillance Radar (SSR) code management plan	1st Edition, Amendment 1 CAL V4.7 March 2020	SCPG	PCG	
EUR Doc 024	SSR MODE S Interrogator Code (IC) Allocations for the EUR region	1st Edition, Amendment 13 November 2017	MICOG	PCG	
EUR Doc 025	EUR RNP APCH Guidance Material	1st Edition, Version 1.1 January 2021	PBN TF	PCG	
EUR Doc 026	EUR AMHS COM Center Training Guidelines	Version 2.0 November 2020	AST TF	PCG	
EUR Doc 027	IP Infrastructure Test Guidelines for EUR AMHS	Version 2.0 2020	AST TF	PCG	
EUR Doc 028	EUR ATN NSAP Address Registry	Version 11.0 December 2021	AST TF	PCG	
EUR Doc 029	ICAO EUR PBN Approvals Guidance Material	1st Edition December 2013	PBN TF	PCG	
EUR Doc 030	ICAO EUR Performance Framework Document	1st Edition, Revision 2020	PERF	PCG	
EUR Doc 031	ICAO Crisis Management Framework	First Edition, 2014	PCG	EASPG	
EUR Doc 032	Interim Guidance Material On Civil/Military Cooperation In Air Traffic Management	2nd Edition, November 2016	PCG	EASPG	

NUMBER	TITLE	Current Edition/Version	Kept under review by	Amendments approved by	Remarks
EUR Doc 033	Guidelines for the Implementation of OPMET Data Exchange using IWXXM in the EUR Region	5th Edition, October 2019	METG	PCG	
EUR Doc 034	Guidance Material For The Continued Safety Monitoring Of The European RVSM Airspace	First Edition, November 2015	EUR RMA EURASIA RMA	EASPG	
EUR Doc 035	AMHS/Third Party Interconnection Architecture	Version 6.0, December 2021	AST TF	EASPG	
EUR Doc 036	EUR ATM Ground Voice Network (AGVN) Legacy Numbering Plan	Version 2.0, November 2020	AST TF	EASPG	
EUR Doc 037R **Restricted**	EUR IPv6 address space allocation	Version 4.0, November 2020	AST TF	EASPG	
EUR Doc 038	English Language Proficiency for Aeronautical MET Personnel – Guidance Material (ELPR-MET)	First Edition, November 2016	METG	EASPG	
EUR Doc 039	European Search and Rescue Plan (EUR SAR Plan)	First Edition, second version, May 2019	PCG	EASPG	
EUR Doc 040	European Guidance Material on Management of ILS Critical and Sensitive Areas	Frist Edition, June 2020	RWGAO	EASPG	

NUMBER	TITLE	Current Edition/Version	Kept under review by	Amendments approved by	Remarks
EUR Doc 041	Guidance on the Issuance of SNOWTAM	First Edition, December 2020	AIM/SWIM Team ECTRL	EASPG	
EUR Doc 042	8.33 KHz Regional Implementation Plan	First Edition, December 2020	FMG	EASPG	
EUR Doc 043	EUR Training Program for Search and Rescue Inspectorate Staff	First Edition, 2021		EASPG	
EUR Doc 044	EUR Search and Rescue Inspector's Handbook	First Edition, 2021		EASPG	
EUR Doc 045	Guidance Material for the Implementation and Monitoring of Preferred SAR Capability Specifications (PSCS)	First Edition, 2021		EASPG	

These documents are intended as reference for operators and service providers in the ICAO EUR Region and for their respective regulators.

--END--

APPENDIX A

UNIFORM METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT AND REPORTING OF AIR NAVIGATION DEFICIENCIES

(Approved by the Council on 30 November 2001)

1. INTRODUCTION

1.1 Based on the information resulting from the assessment carried out by ICAO on the input received from various regions regarding deficiencies in the air navigation field, it became evident that improvements were necessary in the following areas:

a) collection of information;

b) safety assessment of reported problems;

c) identification of suitable corrective actions (technical/operational/financial/organizational), both short-term and long-term; and

d) method of reporting in the reports of ICAO planning and implementation regional groups (PIRGs).

1.2 This methodology is therefore prepared with the assistance of ICAO PIRGs and is approved by the ICAO Council for the efficient identification, assessment and clear reporting of air navigation deficiencies. It may be further updated by the Air Navigation Commission in the light of the experience gained in its utilization.

1.3 For the purpose of this methodology, the definition of deficiency is as follows:

A deficiency is a situation where a facility, service or procedure does not comply with a regional air navigation plan approved by the Council, or with related ICAO Standards and Recommended Practices, and which situation has a negative impact on the safety, regularity and/or efficiency of international civil aviation.

2. COLLECTION OF INFORMATION

2.1 Regional office sources

2.1.1 As a routine function, the regional offices should maintain a list of specific deficiencies, if any, in their regions. To ensure that this list is as clear and as complete as possible, it is understood that the regional offices take the following steps:

a) compare the status of implementation of the air navigation facilities and services with the regional air navigation plan documents and identify facilities, services and procedures not implemented;

b) review mission reports with a view to detecting deficiencies that affect safety, regularity and efficiency of international civil aviation;

c) make a systematic analysis of the differences with ICAO Standards and Recommended Practices filed by States to determine the reason for their existence and their impact, if any, on safety, regularity and efficiency of international civil aviation;

d) review aircraft accident and incident reports with a view to detect possible systems or procedures deficiencies;

e) review inputs, provided to the regional office by the users of air navigation services on the basis of Assembly Resolution A33-14, Appendix M;

f) assess and prioritize the result of a) to e) according to paragraph 4;

g) report the outcome to the State(s) concerned for resolution; and

h) report the result of g) above to the related PIRG for further examination, advice and report to the ICAO Council, as appropriate through PIRG reports.

2.2 States' sources

2.2.1 To collect information from all sources, States should, in addition to complying with the Assembly Resolution A31-10, establish reporting systems in accordance with the requirements in Annex 13, paragraph 7.3. These reporting systems should be non-punitive in order to capture the maximum number of deficiencies.

2.3 Users' sources

2.3.1 Appropriate international organizations, including the International Air Transport Association (IATA) and the International Federation of Air Line Pilots' Associations (IFALPA), are valuable sources of information on deficiencies, especially those that are safety related. In their capacity as users of air navigation facilities they should identify facilities, services and procedures that are not implemented or are unserviceable for prolonged periods or are not fully operational. In this context it should be noted that Assembly Resolution A33-14, Appendix M and several decisions of the Council obligate users of air navigation facilities and services to report any serious problems encountered due to the lack of implementation of air navigation facilities or services required by regional plans. It is emphasized that this procedure, together with the terms of reference of the PIRGs should form a solid basis for the identification, reporting and assisting in the resolution of non-implementation matters.

3. REPORTING OF INFORMATION ON DEFICIENCIES

3.1 In order to enable the ICAO PIRGs to make detailed assessments of deficiencies, States and appropriate international organizations including IATA and IFALPA, are expected to provide the information they have to the ICAO regional office for action as appropriate, including action at PIRG meetings.

3.2 The information should at least include: description of the deficiency, risk assessment, possible solution, time-lines, responsible party, agreed action to be taken and action already taken.

3.3 The agenda of each PIRG meeting should include an item on air navigation deficiencies, including information reported by States, IATA and IFALPA in addition to those identified by the regional office according to paragraph 2.1 above. Review of the deficiencies should be a top priority for each meeting. The PIRGs, in reviewing lists of deficiencies, should make an assessment of the safety impact for subsequent review by the ICAO Air Navigation Commission.

3.4 In line with the above, and keeping in mind the need to eventually make use of this information in the planning and implementation process, it is necessary that once a deficiency has been identified and validated, the following fields of information should be provided in the reports on deficiencies in the air navigation systems. These fields are as follows and are set out in the reporting form attached hereto.

a) Identification of the requirements

As per ICAO procedures, Regional Air Navigation Plans detail inter alia air navigation requirements including facilities, services and procedures required to support international civil aviation operations in a given region. Therefore, deficiencies would relate to a requirement identified in the regional air navigation plan documents. As a first item in the deficiency list, the requirements along with the name of the meeting and the related recommendation number should be included. In addition, the name of the State or States involved and/or the name of the facilities such as name of airport, FIR, ACC, TWR, etc. should be included.

b) Identification of the deficiency

This item identifies the deficiency and would be composed of the following elements:

i) a brief description of the deficiency;
ii) date deficiency was first reported;
iii) appropriate important references (meetings, reports, missions, etc)

c) Identification of the corrective actions

In the identification of the corrective actions, this item would be composed of:

i) a brief description of the corrective actions to be undertaken;
ii) identification of the executing body;
iii) expected completion date of the corrective action*; and
iv) when appropriate or available, an indication of the cost involved.

4. ASSESSMENT AND PRIORITIZATION

4.1 A general guideline would be to have three levels of priority organized on the basis of safety, regularity and efficiency assessment as follows:

"U" priority = Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

"A" priority = Top priority requirements necessary for air navigation safety.

Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

"B" priority = Intermediate requirements necessary for air navigation regularity and efficiency.

Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

5. MODEL REPORTING TABLE FOR USE IN THE REPORTS OF PIRGS

5.1 Taking the foregoing into account, the model table at the Appendix is for use by PIRGs for the identification, assessment, prioritization etc. of deficiencies. It might be preferred that a different table would be produced for each of the different topics i.e. AGA, ATM, SAR, CNS, AIS/MAP, MET. However, all tables should be uniform.

6. ACTION BY THE REGIONAL OFFICES

6.1 Before each PIRG meeting, the regional office concerned will provide advance documentation concerning the latest status of deficiencies.

6.2 It is noted that the regional offices should document serious cases of deficiencies to the Air Navigation Commission (through ICAO Headquarters) as a matter of priority, rather than waiting to report the matter to the next PIRG meeting, and that the Air Navigation Commission will report to the Council.

REPORTING FORM ON AIR NAVIGATION DEFICIENCIES IN THE .... FIELD IN THE .... REGION

(Paragraph 3.1 refers)

Identification		deficiencies			Corrective action			
Requirements	States/facilities	Description	Date first reported	Remarks	Description	Executing body	Date of complete	Priority for action*
Requirement of Part .., paragraph (table) .. of the air navigation plan	Terra X Terra Y	Speech circuits not implemented Villa X - Villa Y	12/02/2..X	Co-ordination meeting between Terra X and Terra Y on 16/07/2..X to finalize arrangements to implementation circuit via satellite	Implementation of direct speech circuit via satellite	Terra X	August 20..X	A

* Priority for action to remedy a ~~shortcoming or~~ deficiency is based on the following safety assessments:

"U" priority = Urgent requirements having a direct impact on safety and requiring immediate corrective actions.
Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

"A" priority = Top priority requirements necessary for air navigation safety.
Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

"B" priority = Intermediate requirements necessary for air navigation regularity and efficiency.
Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

---

*Note: a **EUR Supplement** to the Uniform Methodology for the Identification, Assessment and Reporting of Air Navigation Deficiencies is provided as **Attachment to this Appendix A***

EUR SUPPLEMENT[1] TO THE

Uniform Methodology for the Identification, Assessment and Reporting of Air Navigation Deficiencies

1. INTRODUCTION

1.1. Considerable attention is being given by ICAO to eradicate deficiencies in the air navigation field. In order to provide guidance to the PIRGs in dealing with the deficiencies, the Council of ICAO approved on 30 November 2001 the *Uniform Methodology for the Identification, Assessment and Reporting of Air Navigation Deficiencies* (hereinafter referred to as "Uniform Methodology"). The Uniform Methodology was developed by ICAO for the efficient identification, assessment and clear reporting of air navigation deficiencies (a copy of the Uniform Methodology contained in the EANPG Handbook is available on the ICAO website: www.paris.icao.int).

1.2. The EUR Supplement is an attempt to provide more detailed procedures to be followed by the parties involves, to outline the corresponding responsibilities and to serve as a management tool for the EANPG and the ICAO Regional Office in applying the Uniform Methodology.

1.3. In 2001, the ICAO Council approved the following unified definition of a deficiency within the context of the Uniform Methodology, which replaced the previous term "shortcomings and deficiencies:"

> ***A deficiency is a situation where a facility, service or procedure does not comply with a regional air navigation plan approved by the Council, or with related ICAO Standards and Recommended Practices (SARPs), and which situation has a negative impact on safety, regularity and/or efficiency of international civil aviation.***

1.4. The EUR Air Navigation Plan (EUR ANP, Doc 7754) has been revised in the new ICAO format for regional plans, which is in two documents: the Basic Air Navigation Plan (Basic ANP) and the Facilities and Services Implementation Document (FASID). The first edition of the revised EUR ANP has been published in 2001 and an electronic copy, containing subsequent approved amendments to the ANP is available on the ICAO EUR/NAT website: www.paris.icao.int .

1.5. It should be noted that in certain areas, there may be deficiencies related to the organization, management and institutional aspects which affect the operation of civil aviation organizations. Such deficiencies could have a direct impact on the provision of air navigation facilities, services and procedures, would be dealt with mainly through the ICAO Universal Safety Oversight Audit Programme (USOAP).

1.6. The EANPG and its respective contributory bodies should accord high priority on deficiencies and intensify their efforts to assist States in formulating appropriate corrective action plans for the resolution of the identified deficiencies.

[1]The EUR Supplement is based on the ASIA/PAC Supplement adopted by the APANPIRG/15 meeting in September 2005. The Council when reviewing the APANPIRG/15 report recommended that the Supplement should be considered for use in the other ICAO Regions.

2 OBJECTIVE

2.1 The main purpose of the EANPG List of Deficiencies is to increase the awareness of all stakeholders concerned of any identified air navigation deficiencies in the Region. The List is aimed at assisting the EUR States having deficiencies define their implementation priorities and develop remedial action required. The status of the deficiencies is regularly reviewed by the EANPG meetings and, according to its terms of reference, the EANPG should make detailed assessment of the safety impact of the deficiencies and ensure that the States having deficiencies would undertake the necessary corrective action.

2.2 The main objective of this Supplement to the Uniform Methodology is to provide for a systematic approach to the management of deficiencies in the EUR Region by detailing the procedures to be followed by the Users, States and the EUR/NAT Regional Office in implementing the Uniform Methodology.

2.3 It is also the objective of this Supplement to provide clear definition of the responsibilities and obligations of the parties involved in the management of the deficiencies.

3 REGIONAL PROCEDURES

3.1 It has been recognized that the process of dealing with deficiencies involves a number of stages as follows:

- Identification
- Assessment, prioritization and verification against ICAO documents
- States' validation of deficiencies reported
- Development of action plans for rectification and elimination
- Monitoring of follow-up actions
- Rectification of deficiency and removal from list

3.2 The purpose of this section is to outline the procedures to be followed by the parties involved at each of the above stages to deal with the deficiencies. These procedures are presented in the form of a structured flow chart attached to this Supplement aimed at facilitating the actions required to eliminate the deficiencies.

Identification

3.3 Based on the definition of ***air navigation deficiency*** as a case of non-compliance with a regional provision or with a SARP, which has a negative impact on safety, regularity and/or efficiency, the identification process will allow for detecting such cases with an adequate level of certainty. Thus, the identification should be based on trustworthy information from authentic sources.

3.4 A basic principle is that any deficiency should be related to a State; the State responsible for the provision of the service or facility concerned is the "owner" of the deficiency and is responsible for its resolution.

3.5 The EANPG List of Deficiencies is aimed at assisting States in resolving identified problems. Therefore, the when formulating a deficiency for inclusion in the List, the "SMART concept" should be followed, i.e., the deficiency and the respective recommended corrective tasks should be: Specific, Measurable, Attainable, Realistic, and Time-bounded.

3.6 The identification of a deficiency should start with a report from an authentic source. The main reporting sources, as described in the Uniform Methodology, are as follows:

- Users – normally, through the user's organizations participating in the EANPG work, such as IATA, IFALPA, IBAC, IAOPA, etc.
- States – a Contracting States should report deficiencies identified through the internal monitoring processes;
- Regional Office – information collected from missions to States, meetings, accident/incident reports, etc.

3.7 Among others, the Users are best positioned to notify about existing problems with air navigation services or facilities that may qualify as deficiency. In Appendix M to Assembly Resolution A33-14, the Users of air navigation facilities and services are **urged to report any serious problems encountered due to lack of implementation or unsatisfactory operation of air navigation facilities or services required by the air navigation plans**.

Verification, Assessment and Prioritization against ICAO documents

3.8 An assessment is made by the Regional Office to determine whether the reported deficiency is a case of non-compliance with the EUR ANP or SARPs. If so, it is evaluated as to its effect on safety, efficiency and regularity, and under the Uniform Methodology, prioritized as follows:

U - Urgent requirements having a direct impact on safety and requiring immediate corrective actions

A - Top priority requirements necessary for air navigation safety

B - Intermediate requirements necessary for air navigation regularity and efficiency

3.9 *(To facilitate the prioritization process, the Regional Office is guided by the principal that a deficiency with respect to an ICAO Standard is accorded a "U" status, to a Recommended Practice an "A" and to PANS as "B".)*

Validation by States

3.10 The Regional Office, on determining that a reported deficiency exists and after assessment and prioritization, will inform the State involved of the full details of the report and results of the assessment. The State involved will be requested to acknowledge and validate the deficiency, and be informed that the deficiency will be recorded in the EANPG List of Deficiencies. States will be requested to develop an Action Plan with timelines based on the prioritization of the deficiency determined by the Regional Office.

3.11 In the event of serious cases of deficiencies, the Regional Office will notify the Air Navigation Commission as a matter of priority.

Development of action plans

3.12 States are required to develop action plans to rectify deficiencies in consultation with appropriate bodies with defined target dates based on the prioritization determined by the Regional Office. The following factors should be taken into account:

- deficiencies with "U" priority must be dealt with on a high priority basis;
- in developing the action plan, advice may be sought from the Regional Office;
- on completion, the action plan should be submitted to the Regional Office for review and recording;
- the contributing bodies to EANPG, according to their area of expertise, should review the action plans submitted by States and provide advice as necessary.

Monitoring of follow-up actions

3.13 States should keep the Regional Office informed on progress with action taken to rectify deficiencies. The Regional Office may request updates as necessary to keep EANPG and its contributory bodies informed. Periodic annual updates should be made to the Regional Office **not later than April** each year.

3.14 The Regional Office will maintain regular contact with States and before the holding of EANPG and Sub-Group meetings, updates will be requested. An agenda item on deficiencies will be included on the Agenda of EANPG Sub-Groups and afforded a high priority by the meetings.

3.15 Users who reported deficiencies will be kept informed of progress and contacted before EANPG and Sub-Group meetings to seek their views on the status of deficiencies and any changes in circumstances.

Rectification of Deficiency & Removal from List

3.16 States, on reporting that a deficiency recorded in the EANPG List of Deficiency has been rectified, will submit in writing an official report to the Regional Office providing full details of the action taken. On receipt of a report, the Regional Office will validate the action taken with the User who notified the deficiency. In the event that the User does not agree with the action taken, the deficiency will remain open until confirmation has been gained by all concerned. Once confirmation is made, EANPG will be informed, the status of the deficiency reviewed and removed from the List.

4 RESPONSIBILITIES

Regional Office

4.1 The Regional Office, as a primary party in the management of deficiencies, will keep under review and record the implementation by States of the requirements EUR Basic ANP and FASID. This information will also be used to identify possible non-compliance that should be further assessed against the definition of deficiency. Records will also be kept on the differences to SARPs filed by States and follow-up actions taken as appropriate.

4.2 As required by EANPG, the ICAO EUR/NAT Regional Office maintains a **List of Deficiencies** identified in the EUR region. The List of Deficiencies is compiled through collection of information as per the procedures described above and in accordance with the Uniform Methodology. Since December 2007, the Regional Office has introduced a deficiency database which facilitate the process of dealing with deficiencies and record the progress of the corrective action plans adopted by the States concerned. An up-to-date List of Deficiencies is available to the users with authorized access (EANPG user name and password) on the ICAO EUR/NAT website.

4.3 The Regional Office should, as per paragraph 6.2 of the Uniform Methodology, report serious cases of deficiencies to the Air Navigation Commission (through ICAO HQ) as a matter of priority, without waiting for the next EANPG meeting; the ANC will report such cases to the Council.

4.4 One of the primary functions of the Regional Office is to assist States to which it is accredited to comply with SARPs and implement the requirements of the EUR ANP. Where deficiencies exist, all possible assistance should be provided to States to assist them to take remedial actions to correct air navigation deficiencies. In this regard Regional Office will, to the extent practicable, establish regular correspondences with and perform regular visits/missions to States to assist in the implementation of action plans for the rectification of deficiencies. These visits/missions would be results-oriented, and also used to identify other deficiencies.

4.5 Once deficiencies have been identified, evaluated and prioritized, the Regional Office will commence coordination with States in order to allow States to establish an action plan for resolving the deficiency

4.6 Sufficient notification will be provided to States regarding the deficiencies as a first step towards establishing the corresponding coordinated action plan. This will be achieved primarily through such mechanisms as correspondences, review by EANPG sub-groups, working groups, task forces and other regional and sub-regional meetings.

States

4.7 States, upon receipt of the list of deficiencies, will review, validate and comment on, and where actions have already been taken, and provide the necessary details on the list of identified deficiencies, assessed and prioritized by the Regional Office for further action.

4.8 States are required to review and maintain their respective list of deficiencies and identify those that have not been resolved, formulate and forward an action plan to ICAO for review and allocate sufficient resources as required for elimination.

4.9 States are required to respond promptly to the list of deficiencies identified so that the necessary details can be provided to EANPG and its sub-groups, working groups and task forces for review and consideration of the necessary actions to be taken by States to eliminate the deficiencies. The final list of deficiencies will be presented as core material to every EANPG meeting in accordance with the Terms of Reference of EANPG.

4.10 Monitoring and reporting of corrective actions and progress towards the elimination of deficiencies forms an important part of the management of deficiencies. In this regard, it is vital that a reliable monitoring system exists to ensure a true reflection of those deficiencies that have been resolved.

4.11 States' action plans should include the corrective measures to be taken by the State and a date by which it is anticipated that the identified deficiencies will be eliminated. The information provided through this formal coordination process will include:

- a description of the deficiency
- risk assessment
- possible solutions
- timelines
- responsible party including contact details of designated person/position
- financing source
- agreed action to be taken,
- report on actions already taken.

4.12 In accordance with the 11th Air Navigation Conference Recommendation 4/8, States are urged to identify areas of air navigation facilities and services where the establishment of multinational agreements or informal coordination groups may contribute to the resolution of deficiencies. This may be especially applicable to deficiencies, which are region-wide in nature and affecting a group of States thus lending themselves to general resolution at a regional or wider level.

Users

4.13 Appropriate international organizations, in their capacity as Users of air navigation facilities, should provide and update a list of deficiencies on a regular basis to the Regional Office for validation and

action in accordance with Assembly Resolution A33-14 Appendix M. In addition to this, the Users should notify the Regional Office as soon as a new deficiency is identified.

4.14 International Organizations, as one of the user sources in highlighting deficiencies, should provide assistance in the independent verification of remedial actions taken by State(s). The 11th Air Navigation Conference Recommendation 4/8 encouraged Users of air navigation facilities and services to report to the Regional Office once they note that the remedial action on the deficiency they had reported has been taken.

EANPG

4.15 EANPG, as the coordinating body in the EUR Region for activities conducted within ICAO concerning the air navigation systems, meets at regular intervals. Its terms of reference includes *inter alia*, to identify specific problems in the air navigation field and propose in appropriate form, actions aimed at solving these problems. The List of Deficiencies in the air navigation field form part of the core material reviewed by EANPG meetings and recommendations for remedial actions are developed.

4.16 In order to ensure that a support mechanism is in place to deal with deficiencies, States must be fully committed to taking follow-up actions on the outcome of EANPG meetings. A person or position should be nominated to with sufficient decision-making authority to coordinate and oversee the States' action plan for the elimination of deficiencies.

5 OTHER MECHANISMS

5.1 The Regional Office, in coordination with States, will utilize other mechanisms for establishing measures for the resolution of deficiencies.

5.2 The various EANPG sub-groups, working groups, task forces and other regional and sub-regional meetings and special implementation projects (SIPs) will be utilized to discuss the implementation of ICAO SARPs and the requirements of the EUR ANP in order to eliminate deficiencies.

5.3 The International Financial Facility for Aviation Safety (IFFAS) has recently been established by the ICAO Council to assist States in financing aviation safety-related projects identified primarily through the ICAO Universal Safety Oversight Audit Programme (USOAP). The purpose of IFFAS is to provide financial assistance to States that need to apply corrective measures flowing from the USOAP audits but are unable to obtain the necessary funding through traditional means of financing. IFFAS will be operated in complete independence from ICAO's programme budget and is to be funded through voluntary contributions. The IFFAS mechanism will complement existing ICAO fund-raising mechanisms.

5.4 Other ICAO tools that may be used to address deficiencies include ICAO technical cooperation programmes, special implementation projects, seminars, workshops and training programmes.

5.5 Deficiencies identified during the USOAP audits will be dealt with under a separate programme in accordance with the Memorandum of Understanding between the Contracting State and ICAO. Until such time an appropriate mechanism is developed for the management of such deficiencies by the planning body, they shall not be included in this procedure.

APPENDIX B

REGIONAL AIR NAVIGATION AGREEMENT COORDINATION PROCEDURE FOR AIRSPACE CHANGES OVER THE HIGH SEAS

(Approved by EANPG/59 in October 2017)

1. THE HIGH SEAS COORDINATION PROCEDURE

1.1 This procedure is aimed to obtain regional air navigation agreement before implementing all airspace changes and ATS routes (regional and non-regional) over the High Seas (international airspace).

1) States send an official letter to the ICAO Secretariat or indicate the requirement in the RDGE Summary of Discussions, as a direct outcome of the RDGE meeting.

2) The ICAO Secretariat circulates the proposed changes over the High Seas on behalf of the "initiating" States.

3) The States consulted generally have a four-week deadline for comments.

4) The "silent procedure" applies (i.e. no comments received means agreement).

5) After the deadline, if no objections are received, the ICAO Secretariat officially informs all States consulted that the "initiating" State(s) may proceed with the implementation.

2. ATS ROUTE AND AIRSPACE CHANGES THAT REQUIRE HIGH SEAS COORDINATION PROCEDURE

2.1 The following non-exhaustive list shows some examples of ATS route and airspace changes over the High Seas that require proper coordination and conduct of the High Seas Coordination Procedure:

- change/implementation of significant points;
- change of traffic flows (i.e. unidirectional to bi-directional and vice-versa);
- change of vertical limits of airspace and/or ATS routes;
- re-designation of ATS routes;
- change/removal of ATS routes;
- change of airspace classification;
- change of TMA and CTA boundaries.

2.2 For implementation of the Free Route Airspace (FRA) Concept, in the case that none of the above mentioned changes takes place when FRA is implemented over the High Seas, with no restrictions imposed

on airspace users, and with no changes to the existing ATS procedures (e.g. as described in the LoAs with neighbouring ATC units) the High Seas Coordination Procedure may not be necessary.

2.3 Nevertheless, all States planning to implement FRA over the High Seas are required to officially inform the ICAO EUR/NAT Office within the following timelines to allow ample time for processing of the appropriate coordination procedure or dissemination of information to the appropriate airspace users and impacted stakeholders:

a) information on intent of FRA implementation: 6 months in advance; and

b) full details of FRA implementation: no less than 3 AIRAC cycles in advance.

~~~~~~~~~~~~~~

3. MODEL TEXT FOR OFFICIAL LETTER TO ICAO TO INITIATE THE PROCEDURE

3.1 The following is model text for the official letter from States to initiate the regional air navigation agreement coordination procedure:

Note: This should be used only as a guide for the content of the letter to ICAO. For all airspace changes, such as change of airspace classification, change of TMA boundaries, etc., States are invited to use their discretion to adjust the text and provide all necessary information concerning this change, as appropriate.

TO BE ISSUED AND SIGNED ON THE STATE'S LETTERHEAD PAPER

To: Ms Silvia Gehrer, ICAO Regional Director , Europe and North Atlantic

[DATE]

Subject: Free Route Airspace Concept Implementation / ATS Route Network Changes over the High Seas

Dear Ms Gehrer,

1. In accordance with the provisions in Annex 11, paragraph 2.1.2 and the established procedure for amendment of the European Air Navigation Plan, [STATE OR STATES] wish to inform the ICAO EUR/NAT Office of their intention to implement *airspace changes/ATS route changes/the Free Route Airspace Concept* which will include airspace over the High Seas (international airspace) within [FIR NAME] FIR.

2. The proposed area, principles and procedures of the Free Route Airspace Concept implementation are as follows:

a) definition of the implementation area in the vertical and horizontal planes;

b) brief description of the procedures to be applied in this area; and

c) indication of the reference material within the national Aeronautical Information Publication.

AND/OR

3. The proposed changes to the ATS route network are as follows:
~~~~~~~~~~~~~~

Route Designator:	
Route description:	
Route characteristics/ remarks:	

4. We confirm that Coordination between all parties concerned has been carried out and a chart indicating the changes concerned is attached to this letter for ease of reference.

5. The planned date of implementation of these changes is *[DD/MM/YY]*.

[SIGNED]

Attachment: Chart showing changes

APPENDIX C (BEING UPDATED BASED ON NEW eANP)

ICAO MEMORANDUM ON OBJECTIVES AND STATUS OF REGIONAL AIR NAVIGATION PLAN

1. Introduction

1.1 In view of questions raised about the status of the ICAO EUR Air Navigation Plan (ANP) as the agreed machinery for the co-ordination, harmonisation and regional integration of the air navigation planning and implementation initiatives taken collectively by a considerable number of European provider States, grouped in large and influential regional organizations or State associations, such as the Airports Council International (ACI) (**1**), the European Civil Aviation Conference (ECAC) **(2)** the European Organisation for the Safety of Air Navigation (EUROCONTROL) **(3)**, and the Commission of the European Community (EC) **(4)** and the , it was found advisable to recall the scope, objectives and status of the ICAO regional air navigation plans which, together with regional air navigation planning groups, constitute a part of the international planning machinery, ensuring the necessary coherence of the global air navigation system, on a regional integrated basis.

1.2 This matter was discussed at length during the Special European Regional Air Navigation Meeting (SP EUR) of 1994, in Vienna (Austria), when reviewing the European air navigation planning processes, the terms of reference of the European Air Navigation Planning Group (EANPG) and considering, in general, the role to be played, in the future, by ICAO, in the European Air Navigation Region. The present paper is, to a large extent, based on the Report on Agenda Item 1, of the SP EUR RAN Meeting.

1.3 On the other hand and since the EANPG, as tasked by Recommendation 8/1 of the 10th Air Navigation Conference (1991), will have to review the European Air Navigation Plan (EUR ANP) in the light of the regional strategies for the implementation of the future CNS/ATM System elements this paper may also provide guidance for the preparation of the material to be shown in the Introduction of the revised CNS/ATM ANP for the European Region.

2. Objective and Status of Regional Air Navigation Plans

2.1 The objective of ICAO Regional Air Navigation Plans is to enable States or State groupings to implement, in their own territory, the facilities and services required by international air navigation, as part of a coherent air navigation system, on a regional and world-wide basis.

2.2 Each Contracting State of the Convention on International Civil Aviation (Chicago Convention) is undertaking, pursuant to Article 28 of the Convention, to provide, in its territory, the facilities and services required by international air navigation, in accordance with ICAO established Standards and Recommended Practices (SARPS).

2.3 By its own characteristics, international air navigation is world-wide and requires, for its safe, regular and efficient operation, a coherent and integrated world-wide air navigation system.

2.4 Due to the specificity of the various air navigation Regions, the operational requirements of international air navigation vary considerably between Regions. For this reason, ICAO air navigation planning has been traditionally conducted through a regional planning process, taking into account the world-wide standards, recommended practices and procedures, established by ICAO, in order to ensure, at regional interfaces, compatibility of the various regional air navigation systems.

2.5 In view of Article 1 and Article 2 of the Convention, which assert the complete and exclusive sovereignty of each Contracting State over the airspace above its territory and territorial sea **(5)**, and of the obligation accepted under Article 28 of the Convention by all Contracting States, the implementation of the facilities and services required by international air navigation is ultimately a responsibility of the States.

2.6 However, to keep order in the development activities of the States, it is essential that such activities be conducted in accordance with an internationally agreed air navigation plan, with a view to ensuring that facilities and services provided by individual States or State groupings are those effectively required by the international air navigation and fit adequately into an established global air navigation system.

2.7 Because of the specific nature of the air navigation system in the different ICAO Regions, such a plan shall be agreed on a regional basis, within the framework of ICAO which, under the terms of the Chicago Convention, shall promote the development and systematic updating of regional air navigation plans, leading to a coherent air navigation system throughout each Region and, at regional interfaces, with the air navigation systems of adjacent Regions.

2.8 To this effect, ICAO has established, for each Region, air navigation meetings, at which a regional consensus is reached between user and provider States, in close consultation with the international associations of the aircraft operators concerned **(6)**. In view of their interface requirements as regards the world-wide system and of the ICAO responsibilities in their development and management, regional air navigation plans are subject to Council approval.

2.9 The status of the ICAO regional air navigation plans is, therefore, that of an authoritative internationally agreed and Council-approved reference document, thus corresponding to a mutually recognized obligation **(7)** between States covered by the Plan regarding air navigation facilities to be provided, and approved by the Council under the provisions of the Convention, acting on behalf of all Contracting States including States not covered by the Plan.

3. Cost Recovery

3.1 The facilities and services provided for in the ICAO regional air navigation plans, as approved by Council, are globally accepted as being necessary for the safety, regularity and efficiency of international civil aviation.

3.2 In order to offset the financial burden this represents to States, airports and en-route charges are currently almost universally applied. With a view to ensuring that any charging system be, to the extent possible, simple, equitable and, with regard to route air navigation services charges, suitable for general application, at least on a regional basis, ICAO has prepared and keeps under review a Statement by the Council to Contracting States on Charges for Airports and Air Navigation Services (Doc 9082/5 refers).

3.3 In what concerns the latter, the Council, recognised that where air navigation services are provided for international users, the providers may require the users to pay their share of the related cost. It established, however, that as a general principle, the users shall not be asked to meet costs which are not properly allocable to international air navigation.

3.4 Consequently, when establishing the cost basis for air navigation services, the costs to be taken into account should be those assessed in relation to the facilities and services, including satellite services, provided for and implemented under the ICAO regional air navigation plans, as approved by Council. Any other facilities and services not recognised as necessary for international air navigation (for example, those exclusively required by national civil or military aviation), should be excluded, unless provided at the request of the operators.

3.5 Another objective of ICAO regional air navigation plans is therefore to serve as a consensual basis for determining the facilities and services on which charges for international air navigation services may legitimately be levied.

4. Management of the Regional Plans

4.1 The above-described objectives can only be met if regional air navigation plans are continually updated and aligned with the operational requirements of the airspace users in the respective Region.

4.2 For this purpose, between regional air navigation meetings, regional plans are, if and when required, updated by means of Council approved amendments, originated by States or State groupings. The procedure for the amendment of approved regional plans is therefore a basic element of the traditional ICAO air navigation planning processes.

4.3 More recently and in the light of experience gained with the air navigation planning groups initially established for the North Atlantic and the European Regions **(8)**, ICAO has determined that regional air navigation planning groups are a better mechanism for the management of regional plans than the traditional regional air navigation meetings which tend to be held infrequently.

4.4 To cope with the accelerating pace of development and the consequent frequent changes in the operational requirements there was in fact a need for improving the flexibility of the ICAO air navigation planning processes, particularly in respect of the management and implementation of regional plans.

4.5 This became of ever increasing importance as new technologies are being introduced through the ICAO CNS/ATM System and as questions such as aviation safety oversight, aviation security and environmental protection are major concerns of States, the industry and the travelling public. In 1991, when endorsing the CNS/ATM System, States agreed unanimously that each Region should develop its own strategy of implementation of the system elements, in accordance with a world-wide co-ordination plan, and that this should be accomplished through the on-going work of the regional planning groups. ICAO should consequently promote the establishment of regional planning groups, in those Regions where they had not been formed (Report on Agenda Item 8 of the 10th Air Navigation Conference).

4.6 Therefore, the management of regional plans and their review, as required, in the light of the global co-ordination of the CNS/ATM System are, presently, two main objectives of the ICAO regional air navigation planning and implementation groups.

4.7 The management of regional plans remains an ICAO responsibility. Amendments of regional plans arising from the activities of regional planning groups require Council approval, in order to ensure the coherence of the world-wide air navigation system and the conformity of these amendments with the ICAO world-wide standards, recommended practices and procedures **(9)**. Furthermore, as set out in Article 69 of the Convention, if the Council is of the opinion that the facilities and services of a Contracting State are not reasonably adequate for the international air navigation requirements, it shall consult with the State concerned, and other States affected with a view to finding means by which the situation may be remedied.

5. Role of ICAO in the EUR Region

5.1 The ICAO EUR Region (a continental area extending from the North Atlantic Region to the Asia/Pacific Region) comprises a large number of States. In the last decade alone, more than twenty new Contracting States emerged from the former Czechoslovakia, USSR and Yugoslavia, rendering the ICAO EUR Region far from being a homogeneous environment. Currently, the EUR Air Navigation Plan applies to 49 Contracting States.

5.2 The geographic characteristics and density of air traffic vary considerably across the Region, which led the Special EUR RAN Meeting, in 1994, to propose that, considering the complexity and diversity of the Region, air navigation planning could best be achieved if it was organized in homogeneous areas of common requirements and interest, taking into account traffic density and level of sophistication required (Report on Agenda Item 3 of the SP EUR RAN Meeting).

5.3 In the Western part of the Region, with areas of higher traffic density, these characteristics facilitated planning and implementation of coherent collective actions by groups of States. This was the basis for the creation in 1960 of the European Organisation for the Safety of Air Navigation (EUROCONTROL).

5.4 More recently, with a view to alleviating the serious capacity problems emerging during the late 1980's, in the core of Western Europe, the European Civil Aviation Conference (ECAC) and the Commission of the European Community (EC) were led to adopt stringent measures aiming at the harmonization of the air traffic services of their Member States and jointly planned air traffic management within the respective areas of responsibility. Subsequently, the Ministers of Transport of ECAC States endorsed the European Air Traffic Control Harmonization and Integration Programme (EATCHIP) developed by ECAC, and gave the mandate for the management of its implementation to the EUROCONTROL Agency. This included the commitment to implement the Central Flow Management Unit (CFMU) of the Centralised Air Traffic Flow Management Organisation (CTMO) concept, stipulated in the ICAO Air Navigation Plan for the European Region (EUR ANP). As a complement of EATCHIP, ECAC established also an Airport/Air Traffic System Interface (APATSI) programme to carry out aerodrome operations planning, particularly in what concerns airport/ATC capacity aspects.

5.5 In the context of ICAO air navigation planning, State groupings such as ECAC, EUROCONTROL **(10)** and CEC, irrespective of their constitutional nature, may be regarded as regional international organizations, responsible for activities with important implications for the air navigation planning and implementation undertaken in their respective geographical areas and under their remits. However, all these actions should be adequately reflected in the ICAO EUR Air Navigation Plan, in order to avoid disharmony and ensure progressive development and integration of the air navigation systems of the various groups of States involved.

5.6 The role of ICAO in the European Region shall be thus to promote, co-ordinate and facilitate the harmonization of the relevant programmes of the existing regional organizations, (ECAC, EUROCONTROL and EC) having implications for air navigation, as well as the activities of States and State groupings in the Central, Eastern and Far Eastern parts of the Region, and to manage the EUR Regional Air Navigation Plan so as to ensure the coherence of the EUR air navigation system throughout the whole Region and the compatibility, at regional interfaces, with the air navigation system of adjacent ICAO Regions (NAT, AFI, MID and Asia/Pacific). ICAO, through the European Air Navigation Planning Group (EANPG) and its European and North Atlantic Regional Office is, in fact, not only the body in which is vested the authority to manage the European Regional Air Navigation Plan, but also the only body embracing the totality of the geographical area of the EUR Region being able therefore to provide a total overview of the Region Planning activity.

5.7 While the activities of the CEC, ECAC, EUROCONTROL and other organizations are highly welcome and capable of advancing developments at a high pace, the results of some specific aspects of that work show an increasing impact far beyond the area of concern or responsibility of these bodies. In particular, procedural aspects, the mandatory carriage of on-board equipment, and many other matters have to be approved within the ICAO framework either regionally, inter-regionally or world-wide.

5.8 At the same time, it may be worth considering that the ICAO EUR regional planning machinery and its depth of involvement in implementation co-ordination aspects has, in the past, evolved much further than strictly required by the Chicago Convention. ICAO, at regional level, has always provided a forum for States in which pure air navigation planning was combined with, and expanded to include detailed implementation planning. In the Western part of the Region this is now achieved by the existing regional organizations, especially by ECAC, through its harmonization and integration programme, the EATCHIP, managed by EUROCONTROL, and embracing most of the ICAO Contracting States in Western Europe. In the Eastern part of the EUR Region, particularly with regard to the area covered by new Contracting States, ICAO, through the EANPG, will have to continue, in the absence of other machinery, to assist States in their planning and implementation activities.

5.9 Obviously, ICAO - and with it the EANPG - should take into account what groups of States, or agencies (ECAC, EUROCONTROL, and others) acting on their behalf, do within the Region in the fields of air traffic services harmonization, flow management, and aerodrome operations planning. However, air navigation planning and other domains not covered by these bodies, contentious issues, issues of interface between sub-regions, or interface with other regions, non-technical matters impacting on international civil aviation, contingencies and crises remain subject areas where ICAO stands ready to provide the appropriate forum available for use by all States in the Region. Clearly, the EANPG constitutes a mediating element and will continue to function as catalyst leading towards solutions acceptable by all.

6. Conclusions

6.1 The ICAO Regional Air Navigation Plans (ANP) define, for each Air Navigation Region, the facilities and services, as well as the procedures, required by international civil aviation, as part of a coherent air navigation system, on a regional and world-wide basis. Such facilities, services and procedures are originally determined by a regional agreement between provider and user States covered by the Plan, in close consultation with aircraft operators, within the framework of a Regional Air Navigation (RAN) meeting, convened by ICAO for the Region in which they are to be implemented.

6.2 Subsequently, regional air navigation plans are continuously updated by means of amendments originated by States or State groupings or the periodical reviews undertaken by the Regional Air Navigation and Implementation Group of the Region concerned, as required by the evolution of operational requirements or the introduction of new technologies. The formulation and amendments of the various regional air navigation plans are subject to the approval of the Council of ICAO, in order to ensure that the facilities, services and procedures therein contained are in conformity with the established ICAO world-wide standards, recommended practices and procedures and form a coherent air navigation system throughout each Region and, at regional interfaces, with the air navigation systems of the adjacent ICAO Regions.

6.3 The detailed planning and implementation of the facilities and services required by international civil aviation within the territory of a State or State groupings are ultimately the responsibility of the respective States.

6.4 The status of the ICAO regional air navigation plans is therefore that of an authoritative internationally agreed and Council-approved reference document, thus corresponding to a mutually recognized obligation **(**7**)** between States covered by the plan regarding air navigation facilities to be provided, and approved by the Council under the provisions of the Convention, acting on behalf of all Contracting States including States not covered by the Plan.

6.5 International users should not be asked to meet costs which are not properly allocable to international civil aviation. When establishing the cost basis for air navigation charges, States shall take into account those costs assessed in relation to the facilities and services provided for and implemented under ICAO regional air navigation plans.

6.6 On the basis of the above, the objectives of the ICAO Regional Air Navigation Plans are:

a) to ensure that the facilities and services provided, individually or collectively, by States in each Region, form a coherent global air navigation system on a regional integrated basis;

b) to enable individual States or State groupings to plan and implement within their respective territory the facilities and services which are effectively required by international civil aviation in the Region and fit harmoniously into an established global air navigation system;

c) to serve as the consensual basis for determining the facilities and services for which charges for international air navigation services may legitimately be levied.

6.7 Under the terms of the Convention on International Civil Aviation (Chicago Convention), ICAO is the body in which is vested the authority to approve the formulation and updating of the ICAO regional air navigation plans. Thus:

a) the Council of ICAO is responsible for the convening of regional air navigation meetings, if and when States may find it necessary, for the formulation and review of the ICAO regional air navigation plans;

b) the regional air navigation planning and implementation groups, established by ICAO for the various ICAO Air Navigation Regions are responsible for the management and review of the ICAO regional air navigation plans for the Region concerned;

c) in view of their world-wide applicability and the responsibilities of ICAO in their development and management, ICAO regional air navigation plans are subjected to ICAO Council approval.

6.8 Collective air navigation planning and implementation initiatives undertaken by State groupings, irrespective of their constitutional nature (regional organizations, State associations and others), have proved to be efficiently instrumental in advancing harmonization of air traffic services and air traffic flow management, and aerodrome operations planning developments at a high pace. ICAO air navigation planning and implementation groups should take into account what States or State groupings do within the respective Region. They have, however, the responsibility to ensure that initiatives are adequately embraced by the ICAO Regional Air Navigation Plan applicable to the whole of that Region.

NOTES

(1) *Airports Council International (ACI), established in 1991, represents airports interests with Governments and international organizations, develops standards, policies and recommended practices for airports, and provides information and training opportunities to raise standards around the world.*

(2) *ECAC is a civil aviation conference, established in 1955, by the Council of Europe in association with ICAO. Within the ICAO framework, ECAC is regarded as a Regional Aviation Organisation in the European Region, with the same status as the civil aviation organisations created in other ICAO air navigation Regions (e.g. AFCAC and LACAC).*

(3) *EUROCONTROL is an international organization governed by international public law, constituted in 1960.*

(4) *CEC is the executive organ of the European Community. This Community is part of the political supra-national organisation, the European Union, created in 1994 by the Maastricht Treaty.*

(5) *In this context, it is recalled that, in conformity with ICAO "Consolidated Statement of continuing Policies and Associated Practices specifically related to Air Navigation", the boundaries of ATS airspace's, whether over States' territories or over the high seas, shall be established on the basis of technical and operational considerations with the aim of ensuring optimum efficiency and economy for both providers and users of the services. Flight Information Regions (FIRs) are consequently in accordance with a regional air navigation plan, reflecting regional air navigation agreements, as approved by Council, normally on the advice of a regional air navigation meeting. Often, but not always, the boundaries of a FIR coincide with the territorial boundaries of the State concerned. The FIRs over the high seas shall be determined on the basis of a regional air navigation agreement, within the framework of a regional air navigation plan, approved by Council. It should be noted that the provision of ATS by a State over the high seas part of a FIR is solely based on the need to promote a safe, orderly and expeditious flow of air traffic in the area. It does not entitle the provider State to exercise any sovereignty rights with regard to that part of the FIR airspace.*

(6) Consensus to be reached amongst:
- *States with aircraft on their register, for which they require,*
- *States located in the Region which are willing to provide,*
- *Aircraft operators which are liable to be charged with costs of the facilities and services to be included in the Air Navigation Plan for the Region concerned.*

(7) *See paragraphs 1.2.15 of the Report on Agenda Item 1 of the Special EUR RAN Meeting (1994): The Meeting recognised that the management of the Regional Air Navigation Plan remained one of the important tasks of ICAO. It was considered necessary in accordance with the Chicago Convention (Article 28) to retain coherence in the development activities of individual States or State groupings. These activities must be based on the Regional Air Navigation Plan as an authoritative, internationally agreed and Council approved document, constituting a contract between provider States and airspace users. Obviously, modifications to that Plan required a procedure which would lead to regional consensus amongst provider and users and to Council approval. The Plan thus maintained would ensure compatibility and coherence with the Plans of other Regions and would ensure coherence within the European Region as a whole, regardless of what groups of States or agencies in their employ do within the Region. ICAO thus provided*

the bridge between innovation within specific areas and its acceptability in the regional or global context.

(8) *The North Atlantic Systems Planning Group (NAT SPG) was established in 1965, based on Recommendation 4/1 of the Special North Atlantic Regional Air Navigation Meeting (1964). The European Air Navigation Planning Group (EANPG) was established in 1972, following Recommendation 18/1 of the Sixth European Mediterranean Regional Air Navigation Meeting (1971).*

(9) *In the required format and contents of the regional plan recommended by the last regional air navigation meetings for the NAT (1992), Asia/Pacific (1993) and EUR (1994) Regions, the facilities and services to be implemented by States, should be shown in a separated document (FASID), forming an integral part of the ICAO Air Navigation Plan Publication (ANPP), but to be updated under the auspices of the Air Navigation Planning Group of the respective Region.*

(10) *Recommendation 1/4 of the Special European Regional Air Navigation Meeting (Vienna, Austria, 5-14 September 1994), as approved by the ICAO Council:*

RECOMMENDATION 1/4 - POSITION OF EUROCONTROL IN THE EUROPEAN AIR NAVIGATION PLANNING PROCESS

That EUROCONTROL be authorized to submit, on behalf of its Member States and after formal approval by each of them, appropriate proposals for amendment to the ICAO European Air Navigation Plan and to the European Regional Supplementary Procedures.

APPENDIX D

EUROPEAN REGIONAL MONITORING AGENCY (EUR RMA) and REGIONAL MONITORING AGENCY EURASIA (EURASIA RMA)

TERMS OF REFERENCE

The European Regional Monitoring Agency (EUR RMA) and Regional Monitoring Agency Eurasia (RMA Eurasia) were established by the European Air Navigation Planning Group (EANPG) to organize and conduct the RVSM monitoring program within the European ICAO region in accordance with the requirements detailed in Annex 11 (13th Edition) and Doc 9574 (3d Edition).

On request of the EANPG (EANPG Conclusions 43/36 and 45/29 refer), the EUROCONTROL Commission established the European Regional Monitoring Agency (EUR RMA) as part of the EURCONTROL Agency (CN Ad hoc 11/2003 refers).

In agreement with the EANPG (EANPG Conclusion 51/17) during the RVSM implementation in the eastern part of the European ICAO region the Russian Federation took the special obligation to organize and maintain the RVSM monitoring program in this part of European ICAO region. The RMA Eurasia was established in accordance with the Ministry of Transport Order of the Russian Federation No 125 from 3.05.2012.

The RMAs were established to support the European Aviation System Planning Group (EASPG) for safety maintaining of the RVSM in European ICAO region. RMAs provide the continued monitoring functions within the European RVSM airspace.

The RMA is tasked with the monitoring of operations within a defined region of RVSM airspace by EASPG. The RMA operates on behalf of accredited States within its region for reporting operator non-compliance with RVSM approval and performance requirements and other safety related issues. However it remains the responsibility of the individual States to ensure that corrective or remedial action is taken in response to any incident reported to it by the RMA.

These functions of the RMA, as agreed by EANPG, are as follows:

1. Establish and operate a regional database of RVSM approvals issued by accredited State aviation authorities. Implement configuration (quality) control checks to verify the veracity of the data.

2. Conduct regular audits to verify the RVSM approval status of aircraft operating in RVSM airspace and ensure that flights by non-approved aircraft are reported to the relevant State Authority for appropriate action.

4. Maintain a height monitoring infrastructure to provide aircraft technical height keeping performance data.

5. Act as the custodian of all aircraft technical height keeping data collected.

6. Provide approved operators and State aviation authorities with height monitoring results on request[1].

[1] Data shall not be provided in lieu of recognised engineering substantiation techniques in advance of an initial RVSM approval.

7. Evaluate the vertical navigation performances of individual aeroplanes and aircraft type groups and monitor compliance with performance requirements defined in ICAO SARPS and guidance material. Report aberrant and non-compliant aircraft performance to aircraft certification and approval authorities for the application of appropriate remedial action.

8. Assist States to develop remedial action plans to ensure operator compliance with RVSM approval and performance requirements. If necessary the RMA should notify the Director General of the Civil Aviation Authority of the State which exercises operational authority over the aircraft if such remedial actions are considered to be insufficient.

9. Initiate appropriate action through the EASPG/ICAO EUR/NAT Regional Director with States which continue to have not implemented appropriate remedial actions with non-approved or non-compliant operators.

10. Track operator compliance with global and regional minimum monitoring requirements. Report operator non-compliance with fleet monitoring targets to relevant RVSM approval authorities for appropriate action.

11. Establish and amend, as required, mechanisms for the collection and analysis of occurrence data including large height deviations, for contribution towards risk assessment.

12. Liaise with other Regional Monitoring Agencies in order to achieve an exchange of RVSM approval and monitoring data.

13. Investigate and analyze the generic causes of occurrences, including large height deviations and operational errors and report such causes to EASPG to decide on appropriate follow-up action as required.

14. If appropriate the RMA should notify the State aviation authorities and operators of any incident requiring corrective action to flight crew procedures.

15. Establish and maintain a regional bulletin for the general information of States regarding aircraft and operators which are in violation of ICAO RVSM approval, performance and fleet monitoring requirements so that appropriate actions can be taken to preserve safety levels in their sovereign RVSM airspace.

16. Produce, and submit to EASPG for approval, an annual safety RVSM report, including the assessment of the operational and technical risk measured against the published Target Level of Safety. The report shall also include all safety related issues associated with the continued operation of RVSM in the ICAO EUR region.

17. Participate in RVSM related discussions at EASPG and associated sub groups. Implement and/or monitor applicable RVSM related EASPG decisions and conclusions.

18. Receive reports of non-compliance (Doc 9869 refers) with RSP180 and RCP240 from other RMAs and transmitting reports to the respective State of the operator/aircraft;

19. Receive and maintain records of RCP and RSP approvals issued by States of Operator/Registry associated with current State responsibility and incorporating into expanded RVSM/PBCS approvals database and follow-up as appropriate instances of non-approved aircraft being identified in PBCS airspace. This would be determined by augmenting the existing monthly RVSM approvals check to incorporate a similar check against PBCS Approvals where these have been included in the flight plan but no approvals record is held by RMAs;

20. sharing records of RCP and RSP approvals between RMAs in line with current sharing practices of RVSM approvals for the ability of States/ANSPs to verify that aircraft operators filing PBCS capabilities in the flight plan are authorized to do so.

EUR RMA and RMA Eurasia cooperate closely and effort in order to harmonize of methods and procedures used for maintenance of RMA's functions and develop synergies in conducting the monitoring functions within the European RVSM airspace.

--END--