



INTERNATIONAL CIVIL AVIATION ORGANIZATION

RSOO COOPERATIVE PLATFORM (RSOO-CP)

TERMS OF REFERENCE

(Issue 1 dated 15 December 2017)

1. PURPOSE

1.1 The RSOO Forum, held in Swaziland from 22 to 24 March 2017, endorsed the ICAO Global Strategy and Action Plan for the improvement of regional safety oversight organizations (RSOOs). It includes, as one objective, the establishment of an RSOO cooperative platform with the purpose of bringing RSOOs together to exchange best practices, share and collaborate on the development of manuals and checklists, cooperate on providing technical assistance, and assist ICAO in related provisions development and global programme implementation. The final report of the RSOO Forum can be found [here](#).

2. OBJECTIVES

2.1 The objectives of this Platform are to:

- a) facilitate inter-RSOO communication;
- b) become an information hub and competence center by facilitating the exchange of information and sharing of best practices, coordinating trainings, the development of handbooks and manuals as well as establishing common or harmonized definitions, standards and specifications relevant to RSOOs' activities;
- c) facilitate the exchange of data;
- d) conduct common data analysis;
- e) facilitate the supply of technical assistance and support to and between RSOOs;
- f) interface with ICAO on topics of mutual interest for RSOOs;
- g) carry out tasks from ICAO that concerns development of the RSOO community;
- h) provide a pool of RSOO experts;
- i) nurture the continued stability and progression of RSOOs; and

j) strengthen RSOO support to States.

3. MEMBERSHIP

3.1 For the purpose of the Cooperative Platform, an RSOO would be any regional or sub-regional aviation safety body that assists a group of States in meeting their safety oversight obligations or carries out safety oversight tasks and functions on behalf of a State or group of States. This could include RSOOs and COSCAPs.

3.2 Any RSOO may become a member of the cooperative platform. Any other aviation safety regional mechanism under development may join, as decided on a case-by-case basis and if invited by ICAO.

3.3 Members are expected to actively contribute to the activities of the Cooperative Platform by:

- a) nominating a focal point and attending regularly Platform meetings and teleconferences/video conferences;
- b) sharing information and best practices;
- c) contributing with expertise and experts to conduct the work of the Platform and in assisting their RSOOs;
- d) drafting and commenting on proposals, guidance material and other documents;
- e) contributing to formalizing a common position of RSOOs and the Cooperative Platform on a specific topic and ensure that the RSOO view is coordinated with the members of the RSOO; and
- f) promoting the activities of ICAO and the Cooperative Platform in their region.

3.4 Members can expect the following benefits:

- a) being part of a network of RSOOs, sharing common issues and solutions;
- b) access to best practices and guidance material, handbooks and checklists, provided by other RSOOs;
- c) as resources are made available, assistance by the Platform or other RSOO experts on specific issues or projects and set-up/functioning of an RSOO; and
- d) a direct interface between RSOOs and ICAO.

4. TASKS AND FUNCTIONS

4.1 During its first meeting in December 2017, the Platform will prioritise its tasks and agree on its working arrangements and membership as well as communication mechanism to its members and within ICAO. Member RSOOs should nominate their focal points for the purpose of building an information network. A work programme for 2018 should be developed and endorsed. As a follow-up of the 2017 RSOO Forum, the work programme should identify, in coordination with ICAO, areas where the

Platform could provide support in the follow-up of the Forum actions and in strengthening RSOOs (e.g. assisting ICAO in the evaluation and improvement of RSOOs). In addition, the Platform may undertake the following tasks, in coordination with relevant ICAO Programmes or staff:

- a) analysing ICAO proposals from an RSOO point of view;
- b) supporting the development of safety promotional or ICAO implementation material, for example in the area of GANP/GASP and SSP/SMS implementation;
- c) organizing regional technical workshops or events;
- d) drafting model manuals or checklists;
- e) supporting RSOOs in answering ICAO State letters, as relevant;
- f) coordinating relevant activities, such as training, technical assistance, pooling of experts;
- g) participating in and commenting on RSOO studies;
- h) finding solutions to issues of common interest, e.g. sustainability of funding; and
- i) organizing future RSOO events to further support the development of RSOOs.

4.2 The work programme must support and be in line with existing ICAO, regional or State activities.

5. WORKING ARRANGEMENTS

Initial set-up:

5.1 The Platform should develop progressively and initially start with organizing regular meetings (1-2 annually, where possible, through tele/videoconference) between RSOOs for the purpose of information exchange and best practices.

5.2 ICAO will designate an RSOO Cooperative Platform coordinator who will be responsible for the following tasks:

- a) act as a liaison point between ICAO and RSOOs on relevant issues, and support the related ICAO activities;
- b) make relevant ICAO documentation available. It is essential for carrying out the Platform tasks;
- c) identify and inform about ICAO meetings and events which may be of relevance for the Platform and RSOOs, and attend such meetings as RSOO Platform representative, where possible;
- d) establish an information network of focal points among RSOOs;
- e) regularly report to its members and the ICAO Secretariat regarding its activities and the actions undertaken;

- f) organize the Platform meetings;
- g) ensure a budget and resource planning;
- h) in coordination with the network of focal points, prepare the Platform meetings by preparing and coordinating an agenda and any relevant documentation;
- i) create a website and establish a suitable IT tool facilitating the sharing of information;
- j) identify where the Platform could assist ICAO in its activities; and
- k) following the first Platform meeting, and in coordination with network of focal points, build mechanisms for the Platform to carry out its future tasks.

5.3 As proposed and accepted at the RSOO Forum in March 2017 in Ezulwini, Swaziland, the European Aviation Safety Agency (EASA) has agreed to support the initiation of the Platform.

5.4 All communication and meetings will be held in English.