

Terms of Reference

State Safety Programme Coordination Committee

Objective of the Committee:

ICAO Annex 19, effective 14th November 2013, was issued to provide greater focus on safety management, and includes specific provisions relating to the safety management responsibilities of the State. Included in these provisions are standards relating to the states responsibility for the implementation of the State Safety Programme (SSP) as well as Safety Oversight.

For States where multiple regulatory and administrative organisations are involved in the implementation and maintenance of the SSP, it is necessary to establish a suitable national coordination committee, with representation by these organisations, to serve as the State's on-going SSP coordination platform.

The national SSP Coordination Committee consists of technical experts from the Irish Aviation Authority (IAA) and the Department of Transport (DoT), jointly headed by Director of Strategy, Regulatory Performance and Innovation (IAA) and Head Aviation Safety and Security Division (DoT). The Chief Inspector of Air Accidents is also represented on the committee with rights to withdraw from matters arising that could impact the independence of the role of the Air Accident Investigations Unit (AAIU). The IAA is responsible for the implementation, operation and supervision of the SSP. The DoT is responsible for overall national civil aviation policy matters in the State. The AAIU is part of the Department of Transport and is responsible for the investigation of aircraft accidents, serious incidents and incidents (occurrences) that occur within the State. The AAIU is functionally independent from all aviation organisations, including the IAA.

Objectives

The main objectives of the Committee are:

- To provide a platform for exchange of information on high level safety issues affecting civil aviation in Ireland
- To provide a platform for co-ordinating interface issues between the state entities responsible for SSP activities in Ireland
- To provide a platform for exchange of information on internal risks to main state agencies involved in the SSP activities
- To provide a platform for co-ordination between state entities on the state legislative framework and changes thereto
- To provide a platform for review of SSP public documents (eg SSP document, State Plan for Aviation Safety (SPAS))
- To provide a platform for review of the effectiveness and opportunities for improvement of the SSP in Ireland

Working Methods

This committee shall meet quarterly where matters concerning the State Safety Programme and its implementation will be tabled for discussion. The meetings will be chaired by the Department of Transport and the Irish Aviation Authority on an alternating basis. Experts from State bodies and interested parties in terms of responsibilities for the State Safety Programme can be invited to attend the SSP Co-ordination Committee, as required. Industry input on matters concerning the SSP is facilitated through the different sector specific safety review forums (e.g. National Civil Aviation Development Forum, Aviation Stakeholders' Forum).

The IAA coordinates with the following state bodies and interested parties as part of its responsibilities for the SSP.

Air Accident Investigation Unit	• Co-ordination on safety occurrence reporting and safety investigation
Department of Defence & Irish Air Corps	• Civil/Military Co-ordination
Department of Justice An Garda Síochána	• Co-ordination on safety/security occurrences
Irish Coast Guard, Emergency Services, Health Authorities	• Co-ordination on SAR/State emergencies
Department of Environment, Environmental Protection Agency	• Co-ordination on environmental issues
Engagement with regulated entities and other stakeholders	• Co-ordination on regulatory changes and key policy decisions

An Agenda, based on the matters set out in the standing agenda items at Appendix A, shall be prepared in advance. The relevant technical experts shall support the meeting as required based on the issues for discussion.

The Committee provides a platform for review of key issues affecting risk and performance in civil aviation and for co-ordination between the main State agencies on key decisions affecting civil aviation policy. For matters which require formal acceptance by the Committee, the technical experts from the agencies will endeavour to undertake the necessary preparatory work in advance. Complex issues will be documented and agreed final papers may be presented for acceptance.

The outcome of the Committee agreements and discussions shall be recorded in the minutes of the meeting.

Annex A - Standing Agenda for the SSP Co-ordination Committee

- 1. Minutes of Previous Meeting**
- 2. Actions arising from previous meeting**
- 3. SSP – Performance Indicators**
- 4. SSP Policy - EU & National Regulation Changes**
- 5. SSP - Safety Risk Management**
- 6. SSP - Safety Assurance**
- 7. SSP - Safety Promotion**
- 8. AOB**