



AIRPORTS COUNCIL
INTERNATIONAL

African Airports Safety Week 2022

***How to involve our stakeholders
into the runway safety?***





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Tool Kit for the Safety Week

Introduction

This toolkit has been developed by the ACI Africa Safety and Technical Regional Committee. It serves as a guide for the organization of a Safety Week in African airports. It is recommended, but in no way mandatory, to have all African airports' Safety Week in September in order to share and exchange experiences during the ACI Africa annual assembly usually held in October. The following are only guidelines and airports should adapt them to their own environment, context and culture.

Objectives

- To adopt an inclusive approach by involving all internal and external stakeholders whose activities impact on safety directly or indirectly.
- To promote and improve our safety culture by sharing experiences and knowledge.

Duration

- From 1 to 5 days depending on the airport's size, volume of activities and available resources.

Organization

- Establish a taskforce preferably from different functions for the implementation of the Safety Week in your airport (Organizing Committee).
- Set up workshops and visits with topics specific to your airport.
- Adapt the workshops to your activity: schedules, duration, places, etc.

Topics

- Aviation safety sensitization
- Airside operations awareness
- Wildlife habitats and hazards
- The impact of rural and urban development around the airport on safety

ACI Africa's Support

- Safety Experts can be invited to lead some sessions and thematic workshops through the Assistance Missions under the African Airports Development Program.



The Safety Week Campaign 2022

HOW TO INVOLVE OUR STAKEHOLDERS INTO RUNWAY SAFETY ?

The 4th edition of the ACI-Africa Safety Week Campaign will, once again, be the occasion for many African airports to show their commitment into safety promotion. Last year, during a tough period of restrictions, many airports managed to organize such an event and thus, promote safety in operations among their staff and partners.

During our last meeting in Mombasa, many discussions concerned the safety of the runway. That is why we decided to dedicate this year Safety Week to this aspect: **“How to involve our Stakeholders into Runway Safety?”**

Air safety cannot be improvised. It is therefore essential that all the stakeholders in the air transport chain are properly and regularly trained to ensure air safety and thus guarantee the sustainability of the business.

The Safety Week 2022 is once again a unique opportunity for internal and external airport stakeholders, government agencies, local authorities and the local community to be sensitized and to raise sensitization around safety at an airport by bringing people together, inspiring learning, and sharing of values and experiences in an enjoyable way.

This campaign aims to involve all airport staff indistinctively, including border control personnel, concessionaires and contractors, on the need to uphold aviation safety at all times as part of their roles, responsibilities and obligations. It is also designed to create dialogue and constructive conversations with stakeholders and staff who are not directly involved in operations about their role in airport safety.

Urban, rural and community developments in the vicinity of an airport can also largely impact safety at an airport. It is therefore important to get all the government agencies concerned and the local authorities sensitized on the need to have a robust consultative process with the airport prior to embarking on any peripheral airport development.

Sensitization campaigns must also be organized at the level of the local community to address and confront safety concerns resulting from their acts within the surrounding areas of the airport.

“How to involve our Stakeholders into Runway Safety?”

- Firstly, there are no strict rules, and this should not cost your airport too much money. Budget should not prevent your airport from promoting safety conversations and involving your stakeholders, contractors and concessionaires. Sponsorships might be a good idea to help finance the safety campaign.
- Secondly, this should be fun in order to keep people engaged. Try to create some fun activities to sustain interest. Activities like fun runs and marches, giving away prizes and goodies must be considered. Be creative and give space to people who want to express themselves. Remember safety does not belong to the Safety Department only.
- Finally, each airport is different. Your campaign must therefore suit your own context, culture and budget. Feel free to express your campaign as you deem fit. If someone has alternative ideas that fit the objectives, please go ahead.

How to Plan your Campaign

It is important to involve everyone, i.e. CEOs, staff, stakeholders, concessionaires, government agencies, local authorities, and the local community. These are some suggestions:

1. Planning

- Please do not do this campaign alone. Remember our theme is about *working together*. You are surrounded by knowledgeable people willing to be given the opportunity to take on initiatives. Please capitalise on this opportunity. We only need to facilitate the first engagement and allow the rest to unfold as per a predefined plan.
- Safety starts at the topmost level of an airport hierarchy, i.e. with the Chief Executive Officer/Managing Director/Executive. You must appoint a senior person from your airport as the project leader (not necessarily the Safety Manager), who is well respected and reports to the CEO/MD/Executive. Your communication representative will play a key role in this campaign.
- Treat this as a project and invite all stakeholders to a planning meeting. You have various forums at your airports i.e. Airline Operators' Committee, Airside Safety Committee, Occupational Health and Safety Committee, Environment Committee, Airport Security Committee, Local Runway Safety Team, etc., which you can use to convey your message. Each stakeholder may have creative ideas, knowledge, passion and enthusiasm and you must plan with them. Engage them right from the start on the theme and how they can contribute.
- Be as inclusive as possible.
- Prepare a timetable and action plan of activities at your planning meeting.
- Have a launch with the CEO/MD/Executive of your airport and other stakeholders to a launch ceremony/opening event with some speeches, refreshments and setting out events for the week.
- Invite the Civil Aviation Authority, airlines, ground handlers, border control agencies, local authorities, and contractors, representatives of the local communities and executives of other airport stakeholders.
- Finally, we need to provide sufficient time for the planning, consultation and preparation prior to the Safety week campaign. Remember that proper and adequate preparatory work will avoid you surprises after. The checklist on the page overleaf may be used as a guideline.

Safety Week Planning Checklist

Ref	Items
1	Understand the Theme of the Safety Week <ul style="list-style-type: none"> Read the Safety Week Campaign Guidelines for a clear understanding
2	Organizing Committee <ul style="list-style-type: none"> Set up an organizing team at least 1.5 months before the event. Have a multi-disciplinary composition of the team. The chairperson of the committee has to report directly to the CEO/MD of the airport. Agree on the week/days in September to hold the Safety event.
3	Budget <ul style="list-style-type: none"> Agree on a budget for the event. Make the budget as detailed as possible to avoid surprises and ensure adequate control on expenses.
4	Activities <ul style="list-style-type: none"> Agree on the list of activities on each day. Vary the activities as much as possible but they should follow a detailed sequence. Appoint a team leader for each activity. Give responsibilities and target dates. Include some fun activities such as Quiz, Fun Walk Around, FOD search, etc.
5	Opening Ceremony <ul style="list-style-type: none"> Prepare for an official opening ceremony on the first day of the event. Designate a Chief Guest for the opening. Invite top officials of different agencies.
6	Logistics and Resources <ul style="list-style-type: none"> Invitation cards Permits to access security restricted areas of the airport PPE, as required Audio/Visual equipment throughout the duration of the event Tents/marquee/accessories, if required Refreshments for the different activities Giveaways/trophy/shields/souvenirs/T-shirts/caps/prizes/certificates, as required Transport services on landside and airside, as required Banners for the event to be placed at strategic locations within the airport at least one week before the event. Consider using FIDS (Flights Information Display System) in terminal to publicise the event.
7	Media <ul style="list-style-type: none"> Appoint a communication representative, if not available internally, for the duration of the event. Involve the different media (press/TV/radio) as much as possible in the event. Send invitation cards to all media. Media requires constant and specific attention and this must be followed through by the internal communication representative. Hold a press conference if required.
8	Internal Media Coverage of the Event <ul style="list-style-type: none"> Appoint a specialised media company, if possible, to cover the whole event. Take as much high quality pictures and videos as possible.
9	Closing Ceremony <ul style="list-style-type: none"> Make sure you have an official closing ceremony to thank all concerned and for awarding certificates/prizes/etc.

2. Suggested Agenda for the organizing committee first meeting

It is important to be well prepared and convincing enough to engage all the stakeholders concerned with the safety week in the very first meeting of the organizing committee.

A proposed agenda for the meeting may be as follows:

1. Welcome
2. Purpose and Background to this Safety week with emphasis on the community campaign and not solely an airport operator campaign
3. Stakeholders' suggestions, ideas and contributions
4. Election of Safety Week Committee with representatives from each stakeholder
5. Promotion and promotional material (marketing department of all parties)
6. How to involve the community and passengers
7. Timetable of events and activities for the week accompanied by an Action Plan with accountable parties and target dates
8. Contributions (who does what as per timetable) and get key stakeholders to take the lead on some events
9. What resources required i.e. permits, PPE, audio/video systems, tents/marquee, refreshments, etc.
10. Prizes and tokens for participants i.e. mugs, T-shirts, etc., including sponsorship opportunities
11. Opening and closing events

3. Suggested Schedule for the safety week

The following schedule of events and activities can be used as a model for the Safety week 2022 at your airport. However, please feel free to adapt same in your context. Remember that you are working together as a team in the interest of safety and therefore all decisions should be made and validated during the organizing committee meetings.

This Safety Week on Training can be the occasion:

- to check the certificates of initial and further training of the personnel concerned;
- to organize training sessions bringing together trainees from different companies, to encourage a wider, and therefore richer, sharing of experience;
- to organize team quizzes on safety, not only to forge links between the players, but also to remind them in a playful way of the essential rules to be observed on the apron side;
- to organize a job forum where each player could present to the community its contribution to the promotion of airport safety;
- to organize an exchange session between retired or senior staff and junior staff, on security-related experiences (sharing experiences and knowledge).

Day 1 (morning): Official Opening of the Safety Week Campaign

- The Safety Week Campaign has to be officially opened and launched through an official ceremony.
- It is an ideal opportunity to invite an official guest to grace and open this campaign, i.e. Minister responsible for the aviation or the airport.
- All key internal and external airport stakeholders must be invited.
- The key message surrounding the theme **“HOW TO INVOLVE OUR STAKEHOLDERS INTO RUNWAY SAFETY?”** has to be communicated.

Day 1 (after the opening ceremony): Workshop on Best Safety Practices

- Conduct a half-day workshop with all internal stakeholders to sensitise the internal community on best safety practices.
- Allow different organisations and departments to explain their roles and responsibilities in promoting safety at the airport.
- Give examples of unsafe practices at airports and their consequences.
- The workshop has to be as lively as possible with presentations and videos.

Day 2: Get to Know your Airside Operations

- Organise small groups of airport stakeholders.
- For each group, organise a two-hour visit of the airside.
- Many staff may not have visited the airside or have not done so in a while. Plan visit to runways, taxiways and aprons, traffic permitting.
- Consider a walk on runways / taxiways, if possible. Demonstrate how runway inspections are done and reported.
- Explain the rules of working on airside.
- Visit the Fire Station and get information on its purpose and functions.
- Visit the unit responsible for hazard tracking.
- Show the presence of wildlife, if any.
- Carry out a draw in each group so as to come up with a group of 10 airport staff who would be invited for a Safety Walk on Day 3.

Day 3: Reporting Unsafe Practices

- Conduct a two-hour Safety Walk in the morning on the airside during the busy times with the group identified on Day 2.
- Ask the group to report all occurrences which they deem as unsafe practices during the tour.
- Pick up all FODs during the walk.
- Report the presence of wildlife, if any, including birds and birds nests
- Take photographs and videos.
- In the afternoon, ask the group to make a presentation in front of key stakeholders of their observations and findings.
- Present them with a Certificate of Commitment to Best Safety Practices

Day 4: Workshop with Local Community, NGOs and Local Authorities on Aviation Safety

- This workshop should present to the external community and agencies the impact of their activities and decisions on aviation safety at the airport.
- It is an opportunity to sensitize these stakeholders on the airport operations and the necessity to uphold safety at all times.
- Urban/rural development around the airport and their impact on future airport development must be discussed.
- The need to prevent natural habitat around the airport which can attract wildlife must be discussed and sensitization done on the need to eliminate same.



Day 5: Open Day on Safety

- Conclude the Safety Week with an Open Day on Safety at the airport on the last day.
- The surrounding community, school children and public at large may be invited to the open day.
- Depending on the means available, airports may decide to what extent they will open up to the public.
- Visits of airside, aircraft, control tower, fire station can be organised.
- Organise demonstration by fire services.
- An exhibition may also be organised under a tent with the participation of all airport stakeholders.
- Each airport stakeholder is expected to present its areas of operations at the airport.
- A mini job fair may also be considered.
- Try to engage the children from schools in quiz, painting or similar competition.
- Organise for the distribution of safety awareness pamphlets as well as giveaways.
- Conclude the week with prize award and “thank you” speech from CEO/MD/Executive to all participants, sponsors and employees, and the community.

4. Concluding Remarks

The first ACI Africa Safety Week was undertaken by member airports in a number of innovative and fun ways last year. This year, through the Safety Week, we hope to engage our communities even further to reach a broader audience.

It is crucial that we engage everyone, be it internal or external stakeholders, or from the top executives to the apron users, in promoting and upholding safety at our airports.

The format of the Safety Week and list of events and activities we have presented are in no way an exhaustive list. **Please feel free to prick your imagination and come up with original and innovative ideas.**

ACI Africa sincerely counts on your support, cooperation and collaboration in making of Safety Week 2022 another resounding success in the name of safety.

Let us promote Safety in our own African style! And, do not forget to share with us!

Annexes

SAFETY WEEK 2021 EXAMPLES

The following photos and slogans are given as an indication and examples.

**LIBREVILLE,
Gabon**



**MAPUTO,
Mozambique**



**Antananarivo,
Madagascar**



**ROLAND GARROS,
La Réunion**



**DAKAR,
Senegal**



**Accra,
Ghana**





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