



**Cooperative Development of Operational Safety and
Continuing Airworthiness Programme
COSCAP-SOUTH ASIA
International Civil Aviation Organization**



**22nd STEERING COMMITTEE MEETING
25-27 SEPTEMBER 2012, DHAKA, BANGLADESH**

Review of the 21st and Special SCM Decisions

1.0 GENERAL

1.1 VENUE:

The 21st Steering Committee Meeting was held at Sonargaon Hotel, Dhaka, Bangladesh during 12-14, December 2011 while the Special Steering Committee Meeting (SSCM) was held on 28 March, 2012 at ICAO, APAC Office in Bangkok, Thailand.

1.2 PARTICIPATION:

The 21st Steering Committee Meeting was attended by a total of 28 participants. Out of the seven member States two states (e.g. Bhutan and Maldives) were not represented, who had notified their inability to attend the Steering Committee Meeting. Member States viz. Bangladesh, India, Nepal, Pakistan and Sri Lanka were represented by 15 participants.

The Special Steering Committee Meeting was attended by a total of 15 participants. Six Member States viz. Bangladesh, Bhutan, Maldives, Nepal, Pakistan and Sri Lanka were represented by 11 participants including the Chairman and the Regional Programme Coordinator of COSCAP-SA. The Regional Flight Safety Officer and the ICAO Technical Cooperation Officer from the Regional Office were also present.

2.0 Review of the Recommendations of 21 SCM COSCAP-SA:

Ref. No.	Item	Update
1.	1.1 Note and redress the shortcomings and difficulties faced by the Programme office in delayed communication, difficulties with gratis travel, non commitment to facilitate the AWP, absence of State inputs on Mission reports, delayed payment of state contributions;	A lot of improvement has been observed in the activities of this States. Obtaining gratis ticket in some of the States is still a major issue.
	1.2 Assign due priority to each of the Programme objectives and associated activities depending on the needs of Majority of Member States, if such activities are to be implemented at different rate of pace;	States' feedback is awaited.

	<p>1.3 consider whether there is any need to revise/amend the Programme Objectives in the Programme Document and intended activities, to meet the current needs and inform the Programme Office urgently;</p> <p>1.4 consider the proposal on the continuation of the project beyond 2012, as the project is coming to the end of its 3rd phase in December 2012, to provide comments expeditiously to the Programme Office so that the ICAO TCB may be approached for the new Project Document;</p> <p>1.5 provide a feedback within three (03) weeks in response to the mission reports submitted by Regional Experts through Programme Office within three (03) weeks of their missions. The Programme office shall also send a reminder to the state if no feedback is received within three weeks.</p> <p>1.6 request feedback from the states on the proposal to extend the Programme for another five years and amend the Programme Document accordingly so that it contains the proper perspective in view of the changes in the region;</p> <p>1.7 request the ICAO TCB to prepare a Project Document for the continuation of the Project for another 5 years;</p> <p>1.8 conduct a special Steering Committee Meeting to decide on the extension of the Programme for another 5 years;</p>	<p>States' feedback is awaited.</p> <p>Continuation proposal has been accepted in the SCM. Comments from many Member States are still awaited.</p> <p>Improved but needs more attention.</p> <p>Feedback from majority of the States are still awaited.</p> <p>Done and being presented in the 22nd SCM.</p> <p>Done.</p>
2.	<p>2.1 provide data on "Country Specific Information" and Key Officials of CAA without further delay;</p> <p>2.2 in future take part at each APRAST meeting regularly and nominate suitably qualified personnel to participate in the APRAST Meeting</p> <p>2.3 continuously monitor the implementation status of the SARAST and keep the Programme Office updated</p> <p>2.4 coordinate with ICAO TCB for the payment of the honorarium of the National Coordinators from the COSCAP-SA Fund</p>	<p>Feedback from majority of the States are still awaited.</p> <p>Being followed by majority of the States.</p> <p>Being followed by majority of the States.</p> <p>ICAO TCB needs letters of appointment for respective NCs. Some states are yet to submit.</p>

	2.5 ensure the provision of issuing Gratis Tickets to the Regional Experts on official travel;	Done.
	2.6 examine the AWP 2012 and provide feedback to the Regional Programme Coordinator within one week	Feedback from majority of the States are still awaited.
	2.7 make the National Counterparts available during the visit of the Regional Experts;	Done.
	2.8 review, if necessary, the Terms of Reference of the National Aviation Safety Team to make it more effective with the participation of the stake holders;	Feedback from majority of the States are still awaited.
	2.9 avail the training facilities within the member states that are provided free of cost for better harmonization of training facilities;	Continuing.
	2.10 take part actively in the South Asian Regional Initiatives (SARI)	On going.
	2.11 complete the development and implementation of the Sate Safety Programme (SSP) and Safety management System (SMS)	More coordination needed by the Member States.
	2.12 share with India the knowledge the Implantation methodology of the SSP;	Implementation plans are not adequate incase of many States.
	2.13 to submit an implementation plan to ICAO on the English Language Proficiency Requirement, if not done so;	Feedback is awaited in respect of many States.
3	3.1. consider the amending the Terms of Reference of the SARAST in view of the replacement of the ARAST with APRAST	Done and being presented in the 22 nd SCM.
	3.2. send suitably qualified personnel to attend the APRAST meeting;	On going.
	3.3. gather information from ICAO related to USOAP data results related to protocol questions and share with the member states;	On going. Being followed up during the REs missions to States.
	3.4. examine the ICAO Requirements (Manual of Prevention of Runway Incursions) for the establishment of the runway safety teams;	Runway Safety Teams have been established by APRAST
	3.5.draft Advisory Circulars for consideration by Member Administrations to heighten the awareness and risk related to Work Cards and Shift Changes;	Done.

	3.6. support SSP development and SMS implementation through provision of training courses	Continuing.
4.	<p>4.1. consider clearing the outstanding contributions at the beginning of each calendar year</p> <p>4.2. appoint the National Coordinator of COSCAP-SA as a member of the National Aviation Safety Team</p> <p>4.3. take part regularly in the APRAST meetings regardless of the place where the meeting is conducted;</p> <p>4.4. utilize the South Asian Regional Initiatives (SARI) assistance for the harmonization of the Maintenance Rules in the region;</p> <p>4.5. to provide to the Programme Office the training requirements well in advance so that the state requirement could be taken care of in detail;</p> <p>4.6. provide appropriate appointment letters in favour of the National Coordinators and dispatch to the Programme Office for further coordination with the ICAO TCB.</p> <p>4.7. undertake steps with ICAO TCB so that the honorarium for the National Coordinators could be paid without any delay;</p> <p>4.8. provide assistance in the post audit activities of the member states</p> <p>4.9. incorporate the training needs of the member states in the Annual Work Plan</p>	<p>On going.</p> <p>Member States' feedback still awaited.</p> <p>Continuing.</p> <p>Being utilized.</p> <p>Feedback of many Member States are still awaited.</p> <p>Feedback of many Member States are still awaited.</p> <p>TCB decision is awaited.</p> <p>Continuing.</p> <p>On going.</p>
5.	<p>5.1. note the activities planned in the SARI Work Plan for the year 2012;</p> <p>5.2. actively take part in the SARI activities;</p> <p>5.3. note the lack of human and other resources being the main hindrance in the development of SARI in the region;</p> <p>5.4. fully utilize the SARI activities in the region.</p> <p>5.5. closely monitor and support the initiatives of the South Asian Regional Initiatives in the region;</p> <p>5.6. ensure the involvement of the National Coordinators for the active participation of the state in the SARI activities.</p>	<p>Noted.</p> <p>Being done.</p> <p>Noted.</p> <p>Being done.</p> <p>Being done.</p> <p>On going.</p>

6.	<p>6.1. approve the Annual Work Programme 2012 for the COSCAP-SA;</p> <p>6.2. adhere to the extent possible to proposed dates of the missions in the AWP 2012;</p> <p>6.3. make optimum use of the Programme activities by active participation.</p> <p>6.4. adjust the technical missions in the states considering the difficulties faced to accommodate the missions during state festivals;</p> <p>6.5. adjust the Airworthiness missions to the extent possible as per the Project Document.</p>	<p>Approved by the 21st SCM.</p> <p>On going.</p> <p>On going.</p> <p>Adjusted.</p> <p>Adjusted.</p>
7	<p>7.1. to contribute to the Programme in full as agreed, and of the necessity of continuing the Programme without curtailing any of its planned activities.</p> <p>7.2. settle financial contributions as early as possible but not later than the 3rd quarter of each year.</p> <p>7.3. consider the extension of the Programme for another five years beyond 2012;</p> <p>7.4. settle the discrepancies in the expected and paid contribution of Maldives after receiving the due request from Maldives;</p>	<p>Feedback still awaited.</p> <p>Many States are unable to follow due to different starting dates of the financial year.</p> <p>Approved in SSCM.</p> <p>Response from Maldives still awaited.</p>

3.0 Review of the Recommendations of 21 SCM COSCAP-SA:

Ref. No.	Item	Update
1.	<p>a) The Steering Committee decided to continue the programme into its Phase IV for another five years starting from 1st January, 2013 up to 31st December 2017.</p> <p>b) The Meeting noted the contents of India's 'note' to the COSCAP SA Meeting, and requested the Chairman COSCAP SA to write to DGCA India on the Decision of the special SCM to continue into Phase IV and convey the Steering Committee's expectation of India's continued support to COSCAP SA.</p> <p>c) The Steering Committee reached a consensus and agreed to endorse the eight COSCAP-SA Phase IV objectives as presented in DP 2;</p>	<p>New Project Document for Phase IV being submitted in 22nd SCM.</p> <p>Letter to the DGCA India from the Chairman, COSCAP-SA was issued. India's feedback to COSCAP-SA still awaited.</p> <p>Completed.</p>

<p>d) The Steering Committee decided to adopt Option 2 (organizational structure) as depicted in DP2 (with some modification) for the continuation of the Programme. As the modification is aimed at making the Programme more cost-efficient, it was agreed that the RPC need not be an exclusive portfolio but one who is an expert himself in one of the core areas (i.e. OPS, AIR, ATM) so that the Programme can use the RPC/RE position more effectively.</p>	<p>Will be discussed in the new project document for Phase IV.</p>
<p>e) The effectiveness of the selected option is to be tested over a one year period in Phase IV. Following which if agreed by the States, another option may be selected if considered appropriate.</p>	<p>To be decided by the 22nd SCM.</p>
<p>f) ICAO is requested to prepare an updated COSCAP-SA Phase IV Project Document for review of Member States by 30 May 2012. Member States are requested to provide their comments by 30 July 2012 and subsequently after revision of the Project Document, ICAO is requested to forward to Member States for signature by 1st September 2012;</p>	<p>Being presented in the 22nd SCM.</p>
<p>g) ICAO is requested to develop a qualification standard and training Programme (including on-the-job training) to enable any National Inspectors to be engaged by the COSCAP-SA Programme to be qualified as Regional Experts. Once the training Programme is developed it is to be implemented for any National Inspectors engaged by the COSCAP-SA Programme.</p>	<p>ICAO feedback is awaited.</p>
<p>h) ICAO is requested to prepare a corresponding budget to go along with the Phase IV Project Document, and take appropriate administrative measures towards the transition into Phase IV.</p>	<p>Being Presented.</p>
<p>i) Member States are requested to make arrangements for funding to support the Programme for the extended period as this is a prerequisite for Programme continuation.</p>	<p>Member States' feedback awaited.</p>
<p>j) The Steering Committee requested ICAO to approach the donor community for release of funding contribution for the COSCAP-SA Programme Phase IV.</p>	<p>ICAO feedback is awaited.</p>

k) The next Steering Committee Meeting would be held in Dhaka, in September, 2012. The exact dates would be intimated to all concerned in due time.	Being held in Dhaka 25-27 September, 2012.
l) It was agreed that the SARI Steering Committee Meeting should be held back-to-back with the COSCAP-SA Steering Committee Meeting.	Being held in Dhaka on 25 September, 2012.
m) It was agreed that the selection criteria that is used when selecting Programme Staff should be made available to the Member States.	ICAO feedback awaited.

4.0 Recommended Actions by the Steering Committee:

- a. To make note of the contents of the DP 02.
- b. To note the developments made in implementing the decisions of the 22nd and the Special Steering Committee Meetings.
- c. To request Member States to make optimum use of the Programme's activities by active participation.
- d) To contribute States subscriptions in full.

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