



**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**

Annual Work Programme 2013

EXECUTIVE SUMMARY

The Work Programme of the COSCAP-South Asia for 2013 has been developed as per the Programme Document Phase III based on the human resources available and other commitments and considering the States requirements needing urgent attention. The Programme does not include the possible commitments that will have to be made if the Programme Document- Phase IV is approved by the Steering Committee. In such event a revised Work Programme will be presented to the Steering Committee for approval before December 2012.

1.0 Background:

- 1.1 Subsection (c), Paragraph 7.4, Article VII of the Memorandum of Understanding signed by the Member States for COSCAP-South Asia, requires the Steering Committee to review and approve the Programmer's Annual Work Programme and Annual Budget.
- 1.2 Steps that should be followed in the development of COSCAP-SA Annual Work Programme is set out in the IF&APM of the Programme under 'D.7.1.1 Work Plan Development'.

2.0 Discussion

2.1 Work Plan – 2012 & 2013

2.1.1 Meetings

- a. STEERING COMMITTEE MEETING: The Programme plans for the 23rd Steering Committee to be held at Dhaka, Bangladesh to be agreed upon by all members of the Steering Committee unless otherwise decided by the Steering Committee. The SCM may kindly consider 22-24, April 2013 as the proposed date for the 23rd Steering Committee Meeting. The date has been suggested keeping in view the fact that the tenure of the present Chairman, COSCAP-SA would end in April 2013 completing the two years term of the Chairmanship.

- b. **NATIONAL COORDINATORS' MEETING:** The Programme plans to conduct the 7th meeting of the State National Coordinators in Karachi, Pakistan on 19-20 February 2013, subject to the concurrence of the host Administration. It will help the National Coordinators to review the progress of implementation of decisions of Steering Committee meeting, general review of the progress of the Programme and prepare the agenda for the 23rd Meeting of the Steering Committee. It is recommended that the chairmen of the respective NASTs and SARAST Team Leaders should be invited for this meeting. It is recommended that the Daily Subsistence Allowance (DSA) payable to the State National Coordinators for participation at this meeting should be borne out of the Programme funds.
- c. **SARAST MEETING:** The 13th SARAST was held in Bangkok on 24 February, 2012 and the 14th SARAST Meeting was held in Bangkok on 24 August, 2012. The 15th SARAST will be held in conjunction with the 3rd APRAST at Bangkok in May 2013. Member States are encouraged to make arrangements for the relevant officials involved in the local implementation of the SARAST/APRAST recommendations, to attend this meeting together with the respective SARAST Team Leaders and National Coordinators. Member States are also requested to encourage their industry partners to attend this meeting. The participation of the Chairman of the respective National Aviation Safety Team would also be of value to the success of the proposed meeting.
- d. **NAST MEETINGS:** It is proposed that National Aviation Safety Team (NAST) meetings of each State are held at least twice a year. States may inform the dates of proposed NAST meetings for 2013 to the COSCAP – South Asia office as soon as possible, preferably before 31 December 2012. Programme Office would try to accommodate the Regional Experts missions so as to enable them to attend these Meetings whenever feasible. Moreover if States due to some unforeseen reasons are not in a position to attend a particular APRAST Meetings, Programme Office would endeavor to keep the States informed on the APRAST outcomes.
- 2.1.2 **TECHNICAL ASSISTANCE:** The entitlements of minimum number of Expert-days per annum for technical assistance of each Member State are defined in the IF&PM (COSCAP-SA 1997 –Phase III) of the Programme. Based on pre and post audit activities of the states the Programme has prepared its onsite technical assistance Programme to Member States for 2013. The technical assistance Programme is prepared on the assumption that as per the Programme Document – Phase IV will have one RPC (also a subject specialist in a core area and two Regional Experts (one Regional Flight Operations Experts and one Regional Airworthiness Expert). Member States are requested to kindly make note of the AWP-2013 and keep their respective home administrations ready

with relevant counterparts to be on standby in order to receive the Regional Experts of the Programme for technical assistance and engage in productive work. The following points have been taken into particular consideration when preparing the AWP-2013 (Attachment-1).

- a. States can be better prepared with their necessary counterparts in place, when Regional Experts visit the Administration in accordance with a Programme which is coordinated with the Administration with sufficient notice.
- b. Logistics support such as airline tickets and other ground transport arrangements can be better coordinated, with COSCAP RE visiting the States together.
- c. Programme should have time for all the REs to concentrate on Programme related activities for its improvement.

2.1.3 TRAINING: COSCAP-South Asia intends organizing at least one training activity relating to each field for which a Regional Expert has been employed. However in the absence of Regional Aerodrome Certification Safety Experts and without the designation of the ANS Experts it is proposed that necessary and required training programmes identified as high priority would be pursued within the Programme resources by hiring Experts from within the Region (in close collaboration with COSCAP-NA, COSCAP-SEA and ICAO Regional Office) or seeking International Support from outside the region. Following is a list of training programmes /workshop /seminars that has been identified through REs missions to the States and by specific requests from the States:

- a. Aviation English Language Proficiency Seminar (Regional Office)
- b. Aviation Medical Seminar (Regional Office)
- c. Cabin Safety Seminar (COSCAP-SA)
- d. Foreign Air Operator Surveillance (DGAC France)
- e. Safety Management Systems in Aviation (ICAO assistance has been sought)
- f. PBN Procedure Design Course (FPP and with Donor support)
- g. ECCAIRS/ADREP Implementation Course (help is sought from DGAC France)
- h. State Safety Programme (ICAO assistance has been sought)
- i. Dangerous Goods Course (Through Regional Office)
- j. Inspector Training Standardization (ITS) Course ((Regional Office)
- k. Human Factors in Maintenance and Linkage to SMS (RAwE)
- l. Aerodrome Certification Course (On hire)
- m. Basic Flight Operations Inspector Course (RFOE)

- n. Designated Check Pilot Course (RFOE)
- o. Personnel Licensing Course (On hire)
- p. Grant of approval for All Weather Operations
- q. All Weather Operations Course
- r. ANS/ATM Inspector Training Course (On hire)

An attempt will be made to explore the possibility of conducting the training courses in more than one Member State subject to availability of resources and support from the funding agencies. In situations when there will not be a possibility of conducting more than one activity for the whole region, the location will be selected taking into account the number of personnel to benefit and also the percentage of contributions made by the Member State. Also some of the trainings may have to be conducted in conjunction with other COSCAPs for limitations in resources and cost savings.

Member States may request training areas which are not mentioned in the Work Plan. Requests for such training may be made to COSCAP-South Asia office as early as possible as but not later than 31st December, 2012 to enable the Programme to prepare the tentative training calendar of COSCAP-South Asia. Steps will be taken to provide such training depending on the availability of resources. Member State Bhutan has already provided to the Programme Office the requirement for the training courses which is being considered and would be reflected in the revised AWP 2013.

Donor agencies / Partners of COSCAP-South Asia are kindly requested to inform the Programme Management regarding the courses from the above list that they may wish to sponsor.

- 2.1.4 **GUIDANCE MATERIAL:** COSCAP-South Asia has issued a series of Manual/Documents/Circulars relating to various technical matters. These Documents will be reviewed, updated, re-issued with COSCAP-SA specific identification numbers and uploaded to the official website of the COSCAP-South Asia. Also action will be taken to introduce new guidance material on subject areas for which there are no existing guidance materials. Member States are requested to intimate to the Programme their requirements regarding guidance material.
- 2.1.5 **STATE's CONTRIBUTION:** Receipt of Member States' financial contribution to the Programme at the beginning of the year is very important in order to implement the Programme as planned. States are encouraged to make their contributions within the first four months of the financial year.

- 2.1.6 REVISION TO THE WORK PLAN: The Work Plan 2013 will be revised based on the outcome of the 23rd Steering Committee Meeting to accommodate Steering Committee decisions and priorities.
- 3.0 The Steering Committee may kindly:
- a. make note of the contents in the Annual Work Programme -2013, and to approve COSCAP-SA AWP 2013.
 - b. request Member States to adhere to the extent possible on the proposed dates of missions in AWP-2013 taking into account the intricacies involved in making changes to a regionally coordinated Programme and avoid suspension or cancellation at short notice.
 - c. request Member States to make optimum use of the Programme's activities by active participation and by making available the requisite counterparts for the Regional Experts to perform the assigned tasks.

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