

24th COSCAP-SA STEERING COMMITTEE MEETING

Annual Work Programme 2015-2016 Discussion Paper 4 (DP-4)

(Presented by CTA)

SUMMARY

The purpose of this paper is to present the proposed COSCAP-SA 2015-2016 Annual Work Plan. The proposed Work Plan has been developed based on the available resources and the priorities established by the COSCAP-SA Steering Committee. The COSCAP-SA has available one Chief Technical Advisor (CTA) and one Office Secretary

The *2015-2016 Work Plan* is shown at Appendix I. Emphasis for 2015-16 will be placed in part on continuing the implementation of SMS and the SSP as well as monitoring USOAP Audit CAP activities. In addition, a *Summary Report by Activity Area for COSCAP-SA* appears at Appendix II. This report will be updated and presented at subsequent Steering Committee meetings for review and comments as an adjunct to the Work Plan.

Based on the decisions of the Steering Committee, the CTA is to finalize the Work Plan for 2015 – 2016 and the Summary Report and then forward the documents to Members for review, comment and confirmation as appropriate.

1 Background

1.1 Pursuant to the Institutionalization Framework and Administrative Procedures Manual (IFAPM), Annual Work Programmes need to be prepared by the CTA.

2 Discussion

2.1 *Steering Committee Meetings:* The CTA will be required to prepare numerous Discussion Papers for review by the SC Meeting in order that they can establish the priorities for the programme for the period following the previous 23rd Meeting of the Steering Committee and to update Members on recent developments.

2.2 *Safety Team Meetings:* With the establishment of the ICAO Regional Aviation Safety Group, and the Asia-Pacific Regional Aviation Safety Team (APRAST), COSCAP-SA will be required to prepare for the RASG, APRAST and SARAST meetings to enable meaningful consideration of safety issues. In addition, COSCAP-SA will support member States to

implement the safety enhancement priorities in the areas of LOC, CFIT and Runway Safety that are emerging from the RASG/ APRAST activities.

2.3 *Technical Assistance:* COSCAP-SA is planning to provide approximately 3 missions to each State for in-country technical assistance during the next cycle. In addition, other support in USOAP-related areas will be provided if resources are available. This allotment may be altered depending on specific needs of the State. States are requested to notify the CTA preferably 3 months in advance regarding the activities, which COSCAP-SA is required to attend or assist with. The Work Plan is subject to revision and will be updated periodically throughout the year.

2.4 *Performance Based Navigation:* The FPP is established with a goal of developing States' capabilities in the instrument flight procedure domain, especially in the areas of procedure design, regulatory oversight of the procedure design service provider and operational approvals. COSCAP-SA Members are encouraged to seek the support of the FPP and Asia COSCAPs as required to support the development, amendment, and implementation of their respective PBN Plans.

2.5 *Safety Management:* The implementation of safety management practices under both the State Safety Programme (SSP) and Safety Management Systems (SMS) is a priority of ICAO. COSCAP-SA in cooperation with ICAO and the other APAC COSCAPs will support both SSP and SMS implementation through training, workshops and consultation as requested by Members.

2.6 *Training and Programme Support:* Where appropriate, training will be conducted in close collaboration with COSCAP-SEA, COSCAP-NA and ICAO Regional Office Bangkok.

Note: When possible, training courses will be conducted in more than one Member State subject to availability of resources and support from the funding safety partners. 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.

2.7 Member States may request training in areas, which are not mentioned in the Work Plan. Requests for such training should be made to the COSCAP-SA office as early as possible and steps will be taken to provide such training depending on the availability of resources.

2.8 Although the above mentioned activities are standard to the COSCAP SA Annual Work Plan, the CTA would like to propose that the months of November and December 2015 be reserved to develop three South Asia Capacity Building Matrices (CBM) as follows: Technical Experts, Technical Instructors and Accident Investigators. The CTA will first develop qualification criteria for each matrix to which State's technical staff will be measured against. Note: A selection mechanism will be developed and put in place for this purpose. If the staff measures up to the qualification criteria, s/he will be placed on the applicable matrix. The CTA will then develop processes and procedures for States to follow when requesting and/or supplying support from the matrices. These matrices are key in enhancing capacity

building within South Asia and will also be cost effective without having to resort to obtaining technical assistance/training (at a greater cost) outside the South Asian region. The development of these matrices and subsequent implementation will impact further course delivery down the road hence the reason for giving this a priority. This activity will be discussed in detail through a separate Discussion Paper (DP) presented by the CTA at the Steering Committee Meeting.

Note: this will not prevent courses from being planned and delivered during this period. It is more for the purpose of managing and prioritizing the CTA's time. The CTA will also be working on the recruitment of a COSCAP SA Airworthiness expert during this period too.

3 Summary Report by Activity Area for COSCAP-SA

3.1 The *Summary Report by Activity Area* (Appendix II) is designed to map and track specific programme activity and feed into the COSCAP-SA Work Plan. While it is understood that Member needs are dynamic in some areas, the focus of the Summary Report is on the priorities as defined in the Programme Document and the strategic priorities of the GASP. The Summary Report will be presented to the Steering Committee on an annual basis along with the Work Plan and adjusted as necessary to meet the needs of the Member States.

4 Actions of the Meeting

4.1 The COSCAP-SA Steering Committee is invited to review the proposed Work Plan and the Summary Report by Activity Area and take decisions on the priorities for 2015 - 2016.

4.2 Based on the decisions of the Steering Committee, the CTA is to finalize the Work Plan for 2015 – 2016, adjust the Summary Report and forward to Members for review, comment and confirmation as appropriate

**COSCAP-SA 2015-2016 Work Plan
Technical Assistance/Events**

MEMBER	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015	JUL 2015	AUG 2015	SEP 2015	OCT 2015	NOV 2015	DEC 2015
Bangladesh				New CTA Reports for Duty	CTA in Bangkok for ICAO Briefings and in Xiamen China for OJT				OFFICE WORK TO PREP FOR APRAST/SARAST SCM		Capacity Building MATRIX	Capacity Building MATRIX
Bhutan						State Visit					Capacity Building MATRIX	Capacity Building MATRIX
India							State Visit				Capacity Building MATRIX	Capacity Building MATRIX
Sri Lanka							State Visit				-Capacity Building MATRIX -SAR	-Capacity Building MATRIX -Contingency Plan
Maldives							State Visit				Capacity Building MATRIX	Capacity Building MATRIX
Nepal								Technical Assistance SSC		Technical Assistance SSC	Capacity Building MATRIX	Capacity Building MATRIX
Pakistan											-State Visit -Capacity Building MATRIX	Capacity Building MATRIX
Regional Events							NC Meeting, BKK		- APRAST/SARAST BKK - 24 th SCM, Delhi	- DGCA Conferenc ein Manila		

CTA = Chief Technical Advisor – Flight Operations
RAI = Regional Airworthiness Inspector
AGA = Aerodrome
CS = Cabin Safety

M-APRAST – Maintenance APRAST
SC = Steering Committee
DGAP = Director General Asia Pacific
T = Tentative

APRAST = Asia Pacific Regional Aviation Safety Team
DG = Dangerous Goods
AME = Aviation medical examiner
SMS = Safety Management Systems

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MEMBER	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016	OCT 2016	NOV 2016	DEC 2016
Bangladesh		Technical Assistance ANS			Technical Assistance AGA				OFFICE WORK TO PREP FOR APRAST/SARA ST SCM			Technical Assistance AIG
Bhutan	Technical Assistance PEL				Technical Assistance ANS						Technical Assistance AGA	
India						Technical Assistance TBD				Technical Assistance TBD		
Sri lanka		Technical Assistance PBN				Technical Assistance AIG						
Maldives	Technical Assistance PBN						Technical Assistance ANS					Technical Assistance TBD
Nepal			Technical Assistance OJT FOI					Technical Assistance OJT AIR			Technical Assistance SSP/SMS	
Pakistan			Technical Assistance TBD							Technical Assistance TBD		
Regional Events		SARAST		CTA back in Canada APRAST			NC Meeting		APRAST /SARAST 25th SCM	DGCA Conference		

Summary Report by Activity Area for COSCAP-SA 2015-2016

At this and future Steering Committee Meetings the CTA will present the work proposed and accomplished within the following areas for review and comment:

- Effective Safety Oversight (e.g. Legislation, Regulation, SARPS, USOAP, CAP, etc.)
- Safety Management (e.g. SSP, SMS,)
- Capacity Building (e.g. Training, Seminars, Workshops, Experts, etc.)
- Safety Enhancement (e.g. Safety team work, Implementation support)
- Administration
- Cooperation

Summary Report by Activity Area for COSCAP-SA

Appendix II

No.	Initiatives	Brief Description	Activity	Status
	EFFECTIVE SAFETY OVERSIGHT			
1	USOAP Corrective Action Plan Follow-up for all States	Review of CAP implementation status Review of CC & SAAQ status as part of on-site support Updating/Implementation of CAPs Facilitation with ICAO Regional resources Engagement of experts as needed & possible States who have an SSC shall receive priority (Nepal)	1) Delivered on-demand from Members States 2) To be conducted as part of regular missions 3) Member States to identify needed expertise	On demand
2	USOAP –CMA support for all States.	- Briefing & familiarization for Management - Support for transition to EFoD - Training and OJT for NCMC and lead technical inspections - Use of CMA Framework with personnel - Assistance with the development of related procedures for CAP approval prior to posting to CMA framework - Identify possible CAPs where COSCAP could assist in providing evidence for validation by ICAO - Support Member’s self-assessment (ex. Annex 19) for new PQs as required	1) Delivered on-demand from Members States 2) To be conducted as part of regular missions 3) Member States to identify needed expertise	On demand
	SAFETY MANAGEMENT			
3	SSP	SSP Concept training and support Note: There is a need for COSCAP SA Member States to coordinate and share their experiences through a workshop format	On-demand from Members States Note: The CTA will prepare workshops as required to provide an opportunity for States to share their SSP experiences. This also includes their experience in developing Safety Performance Indicators Courses may also be provided as required	On demand

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4	SMS	SMS Concept training and support	On Demand from Member States Note: The CTA will prepare workshops as required to provide an opportunity for States to share their SMS experiences. This also includes their experience in developing Safety Performance Indicators The respective operators are strongly encouraged to participate as well if possible. Workshops may be customized also to meet specific demands such as SMS – Aerodromes SMS- ANS SMS - Maintenance Courses may also be provided	On Demand
	CAPACITY BUILDING TRAINING COURSES			
5	Reliability Programme	Technical training required for airworthiness inspectors	To be arranged with ICAO Regional Office. Will also coordinate with EASA to also support the training. Capacity Building Matrix may apply	Annual Work Plan (AWP)
6	PBN Ops Approval	Technical Training for the approval of PBN - Operations	This course has already been scheduled to take place in Beijing, ICAO Regional Office.	AWP
	ETOPS/RVSM/RNP/C AT II/III OPS Air and Ops	Workshop intended to train Inspectors (Ops and AIR) on the Annex 6 and 8 requirements. Note: RNP is part of PBN Ops Approval course which is already scheduled for the week of Oct 19 th in Beijing	To be arranged by ICAO Regional Office or by Donors such as Boeing and Airbus Donors (and EASA/SARI for Airworthiness) will be approached to see if possible to deliver sooner courses on these subjects	AWP Boeing has already been approached – waiting for schedule
7	Recurrent Airworthiness Inspector	Recurrent training course for airworthiness inspectors including OJT	Workshop/courses to be delivered in close collaboration with EASA/SARI. Capacity Building Matrix may apply.	AWP
8	Auditing Technique (Ops and Air)	Audit technique course required for operational inspectors to conduct audits on service providers	Singapore Academy provides a very good Audit Technique course. EASA will also be approached to determine their capacity to deliver this course under the EASA Project. Capacity Building Matrix may apply	AWP
9	Aircraft Type Certification (Air)	This course is required for certifying aircraft for airworthiness inspectors and engineers	FAA may contribute to the delivery of this course. Their representatives will be approached during the SCM as they will be present	AWP
10	ECCAIRS Training	A newer version of ECCAIRS exists and training is required	Training to be arranged with the ICAO Regional Office	AWP
11	AOC Certification - initial	Technical course required by technical inspectors	CTA will prepare and deliver the course in 2016. Capacity Building Matrix may apply	AWP

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12	Flight Ops Inspector - Initial	Technical training for Flight Operations Inspectors	May consider FAA GSI course or Singapore Academy. The CTA will explore other alternatives through the Capacity Building Matrix.	AWP
13	Cabin Safety - Initial/recurrent	Technical training for Cabin Safety Inspectors	Singapore Academy offers these courses Capacity Matrix may apply	AWP
14	Personnel Licensing	Technical training for personnel licensing inspectors	ICAO Regional Office may provide the training or Singapore Academy. Capacity Building Matrix may apply	AWP
15	Accident Investigation - Basic	Technical training for Accident Investigators	Singapore Academy offers this course EASA may also be able to provide this course	AWP Tentative AIG Workshop Scheduled in November 2015 in Bangkok
16	Accident Investigation - Advance	Technical training for Accident Investigators	Singapore Academy offers this course EASA may also be able to provide this course	AWP
17	ANS Inspector - Initial	Technical Training for ANS Inspectors	Singapore Academy offers this course Capacity Matrix may apply	AWP
18	Aerodrome Inspector – initial	Technical training for Aerodrome Inspectors	Singapore Academy offers this course EASA may be able to support this course Capacity Matrix may apply	AWP
19	Airworthiness Instructor	Train the trainers in developing and delivering airworthiness courses	ICAO Regional Office to Arrange. EASA/SARI project may provide the training	AWP
20	Ramp Inspection	Technical training for both Flight Operations and Airworthiness Inspectors	CTA to Delivery in 2016	AWP
21	SAFA Inspection	Technical Training to conduct ramp inspections on Foreign Operators	EASA to arrange delivery	AWP
22	Flight Ops Instructor	Train the trainers in developing and delivering Flight Operations courses	To be determined	AWP
23	FRMS	Technical training in fatigue risk management	ICAO Regional Office to arrange	AWP
24	Aerodrome Auditing	Technical course for the purpose auditing aerodromes	Singapore Academy to be approached	AWP
	Safety Enhancements			
	Regional Aviation Safety Teams	CTA to support Member implementation of safety actions from SARAST and the RASG / APRAST.	Ongoing - Monitor implementation status of safety enhancements Focus is GASP safety priorities – runway safety, controlled flight into terrain (CFIT) and loss of control (LOC)	
	SARAST	SARAST: The CTA will report to the COSCAP-SA Steering Committee on the implementation status of safety enhancements.	To be presented to COSCAP-SA Steering Committee Meeting	

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	SEIs	COSCAP-SA to develop a priority list for implementation of safety enhancement initiatives.	To be presented to COSCAP-SA Steering Committee Meeting	
	Other Safety Issues	In coordination with other COSCAPs submit Information Papers or Discussion Papers to the APRAST for emerging issues.	Ongoing – coordinate with COSCAP-SA Member States	
Administration				
	Safety Team	COSCAP-SA will plan SARAST immediately following the APRAST meeting. COSCAP-SA will canvas members for agenda items in advance of the SARAST meeting.	Ongoing - SARAST Meeting to take place September 4 th , 2015	
	Steering Committee Meeting	COSCAP-SA CTA will plan COSCAP-SA Steering Committee Meeting (SCM) in accordance with decision of the previous SCM. COSCAP-SA CTA will canvas members/safety partners for agenda items in advance of the SCM.	24 th COSCAP-SA Steering Committee Meeting is scheduled for September 29- October 01, 2015 All States have been canvassed and the agenda has been prepared for the 24 th SCM	
Cooperation				

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	COSCAP Performance Measurement	<p>The COSCAP project document does not include performance measurement Reporting to SCM is based against activity ex workshops, missions, courses, etc. related to priorities</p> <p>Observation that there should be improved performance measurement</p> <p>Current programme measurement is activity based ICAO has previously completed various forms of programme audit on COSCAPs worldwide ICAO concluded that a traditional approach to programme audit is not adequate to assess programme effectiveness.</p> <p>Development of a performance measurement framework is needed</p> <p>Once developed for a specific COSCAP, the performance measurement would be included in the programme document</p> <p>Significant differences exist between COSCAPs, requiring tailored performance assessments</p>	<ol style="list-style-type: none"> 1. ICAO Air Navigation Bureau, coordinated by the Implementation Support and Development Section (ISD), has responsibility for technical support to safety assistance activities, including COSCAPs, RSOOs as well as the newly formed Regional Aviation Safety Groups 2. ISD has commenced work to develop a performance framework, with initial work available in 2014. 	COSCAP-SA will monitor activity and participate as requested