



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



24th COSCAP SA STEERING COMMITTEE MEETING

**Action Taken on the Decisions of the
23th COSCAP-SA Steering Committee
Information Paper 1 (IP-1)**

(Presented by CTA)

SUMMARY

The purpose of this paper is to outline the actions taken on the decisions of the 23th COSCAP-SA Steering Committee Meeting.

SC 2305 Agenda

The Agenda of the Meeting, as presented, was adopted.

SC 2306 DP-01 Review of the ECM meeting

The Steering Committee noted that the ECM Phase IV is an approved and signed document. Some members voiced their concerns over the delay in commencing activities. The Chair reminded the members that no agreement has yet been reached on the selection of the Regional Airworthiness Expert. The Steering Committee encouraged Member Administrations, on an urgent basis, to submit CV's of suitable candidates to the programme office.

Actions Taken:

- AWP 2015-2016 has been developed and will be submitted to the 24th SCM for approval. Note that activities have already been initiated such as two Technical Assistances to Nepal (SSC) and Bhutan and the planning and scheduling of three courses/workshops (PBN, SMS, and AIG).
- A recruitment process has been initiated to select an Airworthiness Expert. The poster will not be published until the new location of COSCAP SA is determined by the SCM.

SC 2307 DP -02 Review of the progress of COSCAP-SA 2014

The project achievements, as documented in 2012 and 2013 ICAO Annual Reports to Council, were presented to meeting and duly note.

SC 2308 DP-03 Phase IV project document and update

The approved Phase IV project document was presented by the CTA. Members requested the CTA to present the associated annual work plan (DP-09). After review, the Chair requested that an ad-hoc working group, comprised of participants from each State, the CTA, TAO and TCB,



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to formulate a 1st year annual work plan with focus on training as a priority. The work plan was to be presented for following day as DP-09 work plan.

Action Taken:

- The 2014-2015 AWP was developed by the ad-hoc working group and presented to the SCM
- Only some of the training and technical assistance was provided in 2014 prior to the departure of the CTA as such:
 - SSP Workshop (Sri Lanka)
 - Flight Safety (Maldives)
 - Audit Procedures (Maldives)
 - SAFA Workshop (Delhi)
 - Hazard Identification and Risk Management Workshop (Bangkok)
 - ANS Technical Assistance (RNP) (Bhutan)

SC2312 DP-04 ICAO USOAP Programme update

The 23rd COSCAP SA Steering Committee directed COSCAP-SA to continue to provide regular updates to Member Administrations on developments concerning the ICAO USOAP CMA programme.

The Steering Committee encouraged Members to fully implement their Corrective Action Plan from the ICAO USOAP audits because the level of implementation will be used by ICAO as one of the indicators under the CMA.

The Steering Committee encouraged Member Administrations to utilize COSCAP-SA to provide support for follow-up on USOAP audit results and assist Members to use the CMA on-line framework. If required and subject to availability of resources, COSCAP-SA will engage short-term experts in the areas of USOAP/CMA implementation.

The 23rd COSCAP SA Steering Committee encouraged Member Administrations to keep their Compliance Checklist current, complete their State Aviation Activity Questionnaire (SAAQ) and to use the EFoD system for the filing of difference. This is addressed in a Phase IV Programme Document in Immediate Objective 5.

Action Taken:

- CMA Workshops were provided in 2014
- Review of selected PQs was conducted in Bhutan in June, 2015 to reduce LEIs

SC2313 DP-05 Update on ICAO Safety Management – Annex 19 Safety Management & Global Aviation Safety Plan (GASP)

The 23rd SC Meeting noted the information on Annex 19 and encouraged members to use COSCAP SA to support implementation.



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The 23rd Steering Committee confirmed that COSCAP-SA Steering Committee Meetings should be utilized as a forum to provide Member Administrations with the latest developments concerning SMS and SSP.

The Steering Committee encouraged Members to continue to address USOAP corrective actions and complete the development and implementation of their SSP as well as SMS requirements for service providers in an expeditious manner, with due consideration of priorities considered under the GASP.

The Steering Committee directed COSCAP-SA to support SSP and SMS implementation, through courses, workshops, seminars and consultation as needed to assist Member States in meeting the requirements of ICAO SARPs related to SSP and SMS implementation.

The Steering Committee encouraged Members who have not yet done to complete the compliance checklist for the new Annex 19 – Safety Management and take action to update national provisions, or file differences as appropriate. COSCAP-SA can assist as requested.

This is addressed in a Phase IV Programme Document in Immediate Objective 6

Action Taken:

- In 2014, an SSP workshop in Sri Lanka was provided to support this objective
- The new CTA has scheduled a joint regulator- operator practical SMS workshop early 2016
- SSP/SPIs and additional SMS workshops/courses will be delivered in accordance with the 2015-2016 Annual Work Plan (AWP)

SC2315 DP-06 ANS Safety Oversight- Bhutan

DP 06 presented by Bhutan which highlighted the high LEI and domain of safety oversight. The committee meeting had agreed this is a high priority. Sri Lanka, Nepal and Bangladesh all offered assistance.

COSCAP-SA is invited to note the said assistance when implementing Phase IV of the programme

Action Taken:

- COSCAP SA had coordinated an ANS Technical Assistance mission to Bhutan in 2014
- New CTA conducted a fact-finding mission to Bhutan in June 2015 to review Bhutan's CAA legislation and organizational structure. Included were a review of targeted PQs aimed at reducing the LEIs. During this review clarification and guidance was provided in regards to specific PQs. Sample procedures were provided and discussed.



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SC2310 DP-07: COSCAP Alignment with the GASP priorities & Targets and Working Arrangements.

The Steering Committee noted the benefits offered by:

- The need for COSCAPs to align their work with the policy, objectives and priorities provided in the revised GASP (approved by the ICAO 38th Assembly), as well as align their work with the corresponding regional aviation safety priorities and targets in aviation safety as established by the Regional Offices;
- The revised roles and responsibilities in the ICAO Secretariat eff. Jan 2014 regarding the management and implementation of regional technical cooperation projects; and
- New working arrangements requiring the sharing of outputs and the processing of authorization for travels on missions including participation in meetings by Chief Technical Advisors/Project Coordinators as outlined in DP 07

The Steering Committee directed the COSCAP-SA CTA to:

- Accordingly amend the Institutional Framework and Administrative Procedures Manual (IFAPM), which contains the policies, and procedures of the COSCAP programme;
- Timely submit the approved annual work programmes/plans; periodic progress/activities reports (semi-annually); State mission reports (complete versions); Steering Committee documentation and reports; and training, seminar and workshop outcomes/results reports to the RO, ISD-SAF and TCB; and
- Make arrangements with the ICAO CMO Section to register and schedule for the online USOAP CMA Computer-based Training (CBT) well ahead of the target completion date of 30 Sep 2014

Action Taken:

- The IFAPM and COSCAP Programme Documents are being reviewed and analysed in order to determine what updates are required.
- The new CTA has developed in conjunction with the National Coordinator a 2015-2016 AWP which will be submitted for approval to the 24th SCM.
- The new CTA has been providing regular updates to the NCs and DGCA's (period) on programme activities.
- The new CTA has been providing a draft mission report first to the applicable member state prior to submitting the final version to the DGCA and ICAO RO on a timely basis.
- The new CTA will canvass state members to determine who still required USOAP CMA CBT training. Only one State has requested it.

SC2311 DP-08 Contributions and Budget

- The Steering Committee thanked Donors and Safety Partners for their valuable support, and encouraged them to continue their contributions to COSCAP-SA, as these are vital to the success of the Programme.
- The Steering Committee urged Members to make their contributions for 2014.



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- Members who have not yet made their contributions for past years are urged to do so as soon as possible so that the Programme may continue to provide assistance.
- Clarification was given that no contributions are applied to the interim period between Phase III and Phase IV. The original phase IV budget was approved with the programme document in August 2013. The revised Phase IV budget includes an amount of approximately USD 262000 transferred from the Phase III budget.
- The Steering Committee approved the revised budget for Phase IV.

Action Taken:

The new CTA has requested (May 2015) for ICAO HQ (Montreal) to process required contribution letters to member states for their action accordingly.

SC2316 DP-09 Work Plan

The Ad-hoc working group committee presented the work plan to Steering Committee. The Chairman complemented the ad-hoc work group committee on a job well done. The proposal addressed:

- Allocation of COSCAP-SA CTA time and effort.
- States training requirement
- States specific Technical Assistance.

Additionally the concept of a Pool of Experts was presented.

It was also decided that the National Coordinators would collaborate on various issues related to the implementation of the work plan through various online collaboration platforms like web conference on regular basis.

The Steering Committee endorsed the work plan Framework and the CTA was requested to develop a detailed work plan within 30 days in collaboration with the NCs.

With regards to Pool of Experts, States were requested to provide a list of CV's to the Regional Office for their review.

Action Taken:

- CTA developed a detailed workplan for 2014-2015 which was approved by the 23rd SCM in 2014
- The new CTA has developed in conjunction with the NCs a 2015-2016 AWP to be approved at the 24th SCM .
- The new CTA will develop three capacity building matrices, which will contain a list of South Asia technical experts, trainers and accident investigators. An outside pool of experts will also be established

SC2317 DP-10 SARAST Update and Terms of Reference.

During discussion it was agreed that SARAST should be continued and ToR to be amended accordingly.



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Action Taken:

The new CTA is reviewing and analyzing the SARAST Terms of Reference

SC2319 DP-11 SARI

The Steering committee agreed on benefits from SARI and decided to continue collaboration.

Action Taken:

The new CTA has engaged into conversation with EASA/SARI to discuss SARI support

SC2309 DP-12 Need to Increase Regional Cooperation to Improve the Level of Safety in South-Asia

ICAO APAC office took note on issues raised by Nepal and agreed to extend its assistance to States to uplift the level of safety in the Region.

Meeting directed COSCAP-SA to develop required plan to assist member States with EI below the global average on priority basis.

Action Taken:

- The new CTA has prioritized the AWP to address assistance to states with EI below the global average.
- The new CTA will develop and implement a Capacity Building Matrices to achieve this objective

24th COSCAP-SA Steering Committee Meeting

It was agreed that the 24th COSCAP-SA Steering Committee Meeting would be held in New Delhi in March/April 2015 tentatively.

Action Taken:

24th COSCAP SA Steering Committee Meeting has been scheduled in New Delhi, India on September 29 – October 01, 2015

END