

## **25<sup>th</sup> COSCAP-SA STEERING COMMITTEE MEETING**

### **Annual Work Programme 2016-2017 Discussion Paper 4 (DP-4)**

(Presented by CTA)

#### **SUMMARY**

The purpose of this paper is to present the proposed COSCAP-SA 2016-2017 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 *2016-2017 Work Plan* is shown at Appendix I. Emphasis for 2016-17 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.

#### **1 Background**

1.1 Pursuant to the Institutional Framework and 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 24<sup>rd</sup> 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 in-country Technical Assistance (Appendix I of this paper) to member States on a “on demand basis” based on the Technical Assistant Matrix (TAM). For reference to the TAM, please refer to Appendix III – Supportive Training and TA Documentation. Note that an average of 3 missions per State will be targeted within the 2016-2017 period. The CTA will contact the Member State (who had requested technical assistance as per the TAM), to discuss the requirement and a time frame accordingly. A nil response from the State will indicate that the TA is no longer required due to a shift in State priorities.

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. Note that States that are under an SSC may request additional technical assistance provided that resources are available. 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 may 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 so that steps may be taken to provide such training depending on the availability of resources.

2.8 **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.

2.9 The Annual Workplan for COSCAP SA training has been prioritized as high and medium priority. The prioritization has been done in accordance to the most demands by

Member States. Lesser demand courses are classified as medium priority and will be done on a time permitting basis. Courses not conducted during this period, will be forwarded into the next time period accordingly (2017-2018).

### **3 Summary Report by Activity Area for COSCAP-SA**

3.1 The *Summary Report by Activity Area* (Appendix II of this paper) 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 2016 - 2017. Supporting documents can be found in the Appendix III Folder attached to this DP.

4.2 Based on the decisions of the Steering Committee, the CTA is to finalize the Work Plan for 2016 – 2017, adjust the Summary Report and forward to Members for review, comment and confirmation as appropriates

**COSCAP-SA 2016-2017 Work Plan  
Technical Assistance/Events**

<b>MEMBER</b>	<b>JAN 2016</b>	<b>FEB 2016</b>	<b>MAR 2016</b>	<b>APR 2016</b>	<b>MAY 2016</b>	<b>JUN 2016</b>	<b>JUL 2016</b>	<b>AUG 2016</b>	<b>SEP 2016</b>	<b>OCT 2016</b>	<b>NOV 2016</b>	<b>DEC 2016</b>
Bangladesh					SMS workshop Basic					Executive SMS workshop + SACBM		SSP Implementation
Bhutan									SMS Workshop Basic + SACBM		Audit Technique Workshop	Executive SMS Workshop
India										SMS Workshop Basic + SACBM		
Sri Lanka		SMS Workshop Basic						SMS Workshop Basic + SACBM				
Maldives											HF-ATM + SACBM	
Nepal			Certification mission			SSC Mission Audit NAC		SSC mission Audit Buddha Air + SACBM	SSC mission Audit Shree Airlines			SSC Mission if required
Pakistan												SMS Workshop Basic + SACBM
<b>Regional Events</b>				CTA on home leave in Canada		9 <sup>th</sup> NC meeting	25 <sup>th</sup> COSCAP SA SCM	RASG DGCA Conference	SARAST		APRAST CTA Annual Leave (3 weeks)	

ALL DATES ARE TENTATIVE

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

COSCAP-SA 2016-2017 Work Plan  
Technical Assistance/Events

MEMBER	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2017	JUL 2017	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017
Bangladesh		SMS Workshop Advance										
Bhutan			ANS Mission		ATC Licensing System							
India		DE/AOC/SIM review			ANS Auditing		SMS Maintenance/ Manufacturer			Aerodrome Auditing/ review of AGA Manuals		SMS Flight Training Units
Sri lanka	SMS Workshop Advance		S&R Contingency Plan					PBN Procedure				
Maldives	ATC/Pilot – Un-stabilized approaches					ANS mission						
Nepal		OJT FOI				OJT AIR						
Pakistan					TBD						TBD	
Regional Events	SARAST		APRAST	CTA home leave in Canada			SARAST	10 <sup>th</sup> NC Meeting	APRAST	26 <sup>th</sup> SCM	RASG/DGCA Conference	

## **Summary Report by Activity Area for COSCAP-SA 2016-2017**

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
	<b>EFFECTIVE SAFETY OVERSIGHT</b>			
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	<ul style="list-style-type: none"> <li>On Going</li> <li>6 missions to Nepal to provide support towards USOAP CAP/PQs to remove SSC</li> </ul>
2	USOAP –CMA support for all States.	<ul style="list-style-type: none"> <li>Briefing &amp; familiarization for Management</li> <li>Support for transition to EFoD</li> <li>Training and OJT for NCMC and lead technical inspections</li> <li>Use of CMA Framework with personnel</li> <li>Assistance with the development of related procedures for CAP approval prior to posting to CMA framework</li> <li>Identify possible CAPs where COSCAP could assist in providing evidence for validation by ICAO</li> <li>Support Member's self-assessment (ex. Annex 19) for new PQs as required</li> </ul>	1) Delivered on-demand from Members States 2) To be conducted as part of regular missions 3) Member States to identify needed expertise	<ul style="list-style-type: none"> <li>On Going</li> </ul>
	<b>SAFETY MANAGEMENT</b>			
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	<ul style="list-style-type: none"> <li>SSP Implementation Course has been scheduled for November 7-11, 2016 in Bangkok. State letter to follow.</li> <li>Further SSP workshops will be scheduled in 2017.</li> </ul>

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4	<b>SMS</b> <ul style="list-style-type: none"> <li>• Basic workshop</li> <li>• Advance workshop</li> <li>• Executive workshop</li> <li>• Specific SMS Courses</li> </ul>	SMS Concept training and support Basic and advance courses are being delivered by the CTA. In addition executive version of the SMS programme is also available on demand.	On Demand from Member States Note: The CTA will prepare workshops as required to provide an opportunity for States to share their SMS experiences. The respective operators are strongly encouraged to participate as well if possible. Workshops may be customized also to meet specific demands Specific courses such as SMS – Maintenance, Aerodromes, ANS, Manufacturers, Flight Training Units etc may also be made available upon request.	<ul style="list-style-type: none"> <li>• Sri Lanka and Bangladesh have both received an SMS Basic course.</li> <li>• Bhutan, Nepal have been scheduled in the fall 2016.</li> <li>• Sri Lanka to receive a 2<sup>nd</sup> Basic SMS workshop (Joint) in August.</li> <li>• Advance courses will be developed and delivered in the winter for both Sri Lanka and Bangladesh.</li> <li>• Bangladesh and Bhutan to receive an executive version of the SMS workshop in the fall 2016.</li> </ul>
	<b>CAPACITY BUILDING TRAINING COURSES</b>			
5	Reliability Programme	Technical training required for airworthiness inspectors	Discussions are taking place with EASA through their South Asia project to address this training need in order to avoid duplication	<ul style="list-style-type: none"> <li>• Waiting confirmation from EASA in regards to EU South Asia Project</li> </ul>
6	PBN Ops Approval	Technical Training for the approval of PBN - Operations	This course has already been delivered in October 2016 in Beijing. All South Asia States were invited to attend. A Second course may be required towards the end of the 2016-2017 period.	<ul style="list-style-type: none"> <li>• PBN Ops Approval course delivered in October 2015.</li> <li>• Another course will be scheduled in 2017 due to demand.</li> </ul>



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No.	Initiatives	Brief Description	Activity	Status
	ETOPS/RVSM/RNP/CAT 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 <sup>th</sup> in Beijing	A new ICAO course/workshop on EDTO will be soon available for delivery. It is anticipated to be held in Bangkok (ICAO APAC office) due to the large demand on this training. Other courses on RVSP/CAT II and III will be provided through the Flight Operations Safety Oversight Course scheduled to take place 22-26 August in Bangkok. RNP AR is covered by the PBN OPS Approval course which has already been delivered.	<ul style="list-style-type: none"> <li>• EDTO course to be scheduled and delivered by ICAO in late 2016. To be confirmed.</li> <li>• RVSM/RNP/CAT II/III topics are included within the upcoming Flight Operations Safety Oversight Course scheduled in Bangkok 22-26 August 2016.</li> <li>• Supplementary training will be scheduled for RVSM and CAT II/III in 2017</li> </ul>
7	Recurrent Airworthiness Inspector	Recurrent training course for airworthiness inspectors including OJT	Discussions are taking place with EASA through their South Asia project to address this training need in order to avoid duplication	<ul style="list-style-type: none"> <li>• Waiting confirmation from EASA in regards to EU South Asia Project</li> </ul>
8	Auditing Technique (Ops and Air)	Audit technique course required for operational inspectors to conduct audits on service providers	The CTA can deliver both the Audit Technique – generic course and also the Audit Technique (OPS) course. Other specialized Audit Technique courses (i.e. Maintenance, Aerodrome) will have to be sourced out.	<ul style="list-style-type: none"> <li>• The CTA will deliver Audit Technique – Generic Courses. The first one is scheduled in Bhutan in November 2016.</li> <li>• The CTA will deliver Audit Technique Courses (OPS) to Member States upon request.</li> <li>• Other specialized Audit Technique Courses will be sourced out to service providers in 2017.</li> </ul>
9	Flight Simulator Evaluation	Technical training for the approval of Full Flight Simulators	To be out sourced to possible service providers	<ul style="list-style-type: none"> <li>• To be scheduled</li> </ul>
10	Lead Auditor (AGA)	Technical Training for the leading role in conducting audits for aerodromes regulatory requirements	To be out sourced to possible service providers	<ul style="list-style-type: none"> <li>• To be scheduled</li> </ul>
11	AOC Certification - initial	Technical course required by technical inspectors	This training has been scheduled as part of the Flight Operations Safety Oversight course, which is scheduled for 22-26 August 2016 in Bangkok. The course will be provided by SAA.	<ul style="list-style-type: none"> <li>• Course has been scheduled for 22-26 August 2016</li> </ul>

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12	Flight Ops Inspector – Initial and recurrent	Technical training for Flight Operations Inspectors	A portion of this training has been scheduled through the Flight Operations Safety Oversight course, which will be held in Bangkok 22-26 August. Supplementary training will be scheduled at a later date. The CTA is planning on delivering FOI recurrent workshops in 2017.	<ul style="list-style-type: none"> <li>Course has been scheduled for 22-26 August 2016</li> <li>Recurrent courses to be delivered by CTA in 2017</li> </ul>
13	Cabin Safety - Initial/recurrent	Technical training for Cabin Safety Inspectors	An initial Cabin safety course has been scheduled for 15-19 August in Bangkok. This course may also count as a recurrent course.	<ul style="list-style-type: none"> <li>The course has been scheduled for 15-19 August 2016</li> <li>CAAs may use this course as a recurrent too</li> </ul>
14	Personnel Licensing	Technical training for personnel licensing inspectors	This course will be scheduled sometimes in the fall of 2016 by SAA. SAA will provide us the dates within the next couple of weeks.	<ul style="list-style-type: none"> <li>Course has been confirmed however dates to be announced shortly</li> </ul>
15	Accident Investigation - Basic	Technical training for Accident Investigators	Singapore Academy offers this course EASA may also be able to provide this course	<ul style="list-style-type: none"> <li>AIG Workshop delivered in November 2015 in Bangkok</li> <li>Course to be sourced out and scheduled later in 2017</li> </ul>
16	Accident Investigation - Advance	Technical training for Accident Investigators	Singapore Academy offers this course EASA may also be able to provide this course	<ul style="list-style-type: none"> <li>Course to be sourced out and scheduled later in 2017</li> </ul>
17	ANS Inspector – Initial and recurrent	Technical Training for ANS Inspectors	Singapore Academy offers this course Capacity Matrix may apply	<ul style="list-style-type: none"> <li>Course to be sourced out and scheduled for 2017</li> </ul>
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	<ul style="list-style-type: none"> <li>Course to be sourced out and scheduled for 2017</li> </ul>
19	Wildlife Management	Technical training for Aerodrome Inspectors on how to control wildlife at aerodromes	Multiple sources available. Must source out to determine the most cost effective course to be provided	<ul style="list-style-type: none"> <li>Course to be sourced out and scheduled for 2017</li> </ul>

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No.	Initiatives	Brief Description	Activity	Status
20	Ramp Inspection	Technical training for both Flight Operations and Airworthiness Inspectors	This course is incorporated within the Flight Operations Safety Oversight course, which will be delivered in 22-26 August 2016. Supplementary training will be scheduled for Airworthiness through the EASA South Asia project	<ul style="list-style-type: none"> <li>Ramp Inspections – Flight Operations will be incorporated within the upcoming Flight Operations Oversight Course scheduled Aug 22-26, 2016.</li> <li>Further ramp Inspection (Flight Ops) courses may be delivered by the CTA upon Member State request.</li> <li>Ramp Inspection (Maintenance) to be delivered by EASA once the EU SA Project has been approved.</li> </ul>
21	SAFA Inspection	Technical Training to conduct ramp inspections on Foreign Operators	Discussions are taking place with EASA through their South Asia project to address this training need in order to avoid duplication	<ul style="list-style-type: none"> <li>Waiting for the EU SA Project to be approved.</li> </ul>
22	Flight Ops Instructor	Train the trainers in developing and delivering Flight Operations courses	To be determined	<ul style="list-style-type: none"> <li>To be sourced out and scheduled as time permits</li> </ul>
23	Aerodrome Auditing	Technical course for the purpose auditing aerodromes	Singapore Academy to be approached	<ul style="list-style-type: none"> <li>To be sourced out and scheduled in 2017.</li> </ul>
24	Aerodrome Safeguarding	Technical training for aerodrome inspectors	Various sources. To be sourced out	<ul style="list-style-type: none"> <li>To be sourced out and scheduled in 2017</li> </ul>
25	Part 145, 147 and Part M	Technical Training for Airworthiness Inspectors	Discussions are taking place with EASA through their South Asia project to address this training need in order to avoid duplication	<ul style="list-style-type: none"> <li>Waiting confirmation from EASA in regards to EU South Asia Project</li> </ul>
26	AMO Certification Initial	Technical Training for Airworthiness Inspectors	Discussions are taking place with EASA through their South Asia project to address this training need in order to avoid duplication	<ul style="list-style-type: none"> <li>Waiting confirmation from EASA in regards to EU South Asia Project</li> </ul>
27	Human Factors for Maintenance	Technical Training for Airworthiness Inspectors	Discussions are taking place with EASA through their South Asia project to address this training need in order to avoid duplication	<ul style="list-style-type: none"> <li>Waiting confirmation from EASA in regards to EU South Asia Project</li> </ul>
28	<b>Designated Medical Examiner (DME) PEL</b>	Technical Training for CAA officers involved with providing oversight to the Designated Medical Examiners	Course to be sourced out.	<ul style="list-style-type: none"> <li>To be sourced out and scheduled in 2017 time permitting</li> </ul>
	<b>Safety Enhancements</b>			
	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)	<ul style="list-style-type: none"> <li>CTA attending SARAST and APRAST meetings on an on going basis</li> </ul>

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No.	Initiatives	Brief Description	Activity	Status
	SARAST	<i>SARAST</i> : 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	<ul style="list-style-type: none"> <li>On Going</li> </ul>
	SEIs	COSCAP-SA to develop a priority list for implementation of safety enhancement initiatives.	To be presented to COSCAP-SA Steering Committee Meeting	<ul style="list-style-type: none"> <li>On Going</li> </ul>
	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	<ul style="list-style-type: none"> <li>On Going</li> </ul>
	<b>Administration</b>			
	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 in September 2016. Exact dates to be confirmed.	<ul style="list-style-type: none"> <li>On Going</li> </ul>

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Appendix II

No.	Initiatives	Brief Description	Activity	Status
	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.	25 <sup>h</sup> COSCAP-SA Steering Committee Meeting is scheduled for July 19-21, 2016  All States have been canvassed and the agenda has been prepared for the 25 <sup>th</sup> SCM	<ul style="list-style-type: none"> <li>On Going</li> </ul>
	<b>Cooperation</b>			

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No.	Initiatives	Brief Description	Activity	Status
	COSCAP Performance Measurement	<p>The COSCAP project document does not include performance measurement</p> <p>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"> <li>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</li> <li>2. ISD has commenced work to develop a performance framework, with initial work available in 2014.</li> </ol>	<ul style="list-style-type: none"> <li>• COSCAP-SA will monitor activity and participate as requested</li> </ul>