



COSCAP – SOUTH ASIA

18TH MEETING OF THE STEERING COMMITTEE

(17 -19 February 2009, Bangkok, Thailand)

FINAL REPORT (Review of Status as at 31.12.2009)

(In reporting the status of the implementation of the SCM decision contained in this report, the following terms has been used to give the meaning as described under

No Further Action Necessary –NFAN : to mean the work has been accomplished and the matter is closed with no necessity to do any follow up action.

Open – to mean that matter is either put on hold awaiting response from a person or entity or being implemented or continued adherence to the resolution is required in the process of the execution of the Programem.)

1 GENERAL

1.1 VENUE:

The 18th Steering Committee (SC) meeting was held at the Main Conference Hall, Kotaite Wing, ICAO Regional Office, Bangkok, Thailand during 17-19 February 2009.

1.2 PARTICIPATION:

The 18th SC meeting was attended by a total of 46 participants which comprise 28 participants from six member States viz. Bangladesh, Bhutan, India, Nepal, Pakistan and Sri Lanka and 18 participants from partners viz, EC, DGAC-France, FAA, BEA-France, SARI, Airbus and Boeing.

1.3 OPENING:

The invitees who were present for the meetings were cordially welcomed by Air Cdre (R) M. Junaid Ameen, Chairman, COSCAP South Asia who is also the Director General of Civil Aviation Authority of Pakistan. The text of the speech of the Chairman is given in the [Attachment-A](#).

Mr. Mokhtar Awan, ICAO Regional Director, Asia & Pacific Region made a special speech highlighting the importance and value of regional cooperation amongst all stake holders to meet the present and future challenges faced by the aviation industry. The text of the speech of the Regional Director is given in the [Attachment-B](#).

At the invitation of the Chairman, participants introduced themselves. The list of participants of the SC meeting is given in the [Attachment – C](#).

The 18th SC meeting was declared open by the Chairman, COSCAP-South Asia.

2 AGENDA AND PROGRAMME:

A copy of the agenda and the Programme of the meeting as approved by the SC meeting for its proceedings are given in the [Attachment - D](#) and [Attachment – E](#) respectively.

3 PRESENTATIONS:

- 3.1 **PRESENTATION BY FAA ON ‘RUNWAY STATUS LIGHTS (RWSL)’:** Mr. Glenn W. Micheal, Manager, International Operations, CAST, FAA highlighted surface operations risks at airports, safety recommendations made by NTSB for eliminating risks, related FAA initiatives and benefits of RWSL to augment layered defence against surface accidents. (Copy of his presentation is available at [www.coscapsa.org/18SCM/presentations/RWSL\(byFAA\).pdf](http://www.coscapsa.org/18SCM/presentations/RWSL(byFAA).pdf)).
- 3.2 **PRESENTATION BY EC ON ‘RECENT DEVELOPMENTS IN THE EU AVIATION SAFETY POLICY AND EU-SOUTH ASIA CIVIL AVIATION COOPERATION PROJECT’:** Mr. Jacinto Lopez Navalon, Administrator, International Air Safety Cooperation, EC, made a presentation giving an overview on recent development in the EU Aviation Safety Policies including SAFA Programme and the projections in the proposed EU-SA Civil Aviation Cooperation Project. (Copy of his presentation is available at [www.coscapsa.org/18SCM/presentations/AviationSafetyPolicy\(byEU\).pdf](http://www.coscapsa.org/18SCM/presentations/AviationSafetyPolicy(byEU).pdf)).
- 3.3 **PRESENTATION BY ISSG ON ‘THE GLOBAL AVIATION SAFETY ROADMAP – REGIONAL IMPLEMENTATION UPDATE’:** Mr. Gerardo Hueto, Member, Industry Safety Strategy Group, (the Boeing Company), explained to the meeting Regional Aviation Safety Enhancement Development Process, ISSG involvement and future steps planned for improvement of aviation safety. (Copy of his presentation is available at [www.coscapsa.org/18SCM/presentations/GASR\(byISSG\).pdf](http://www.coscapsa.org/18SCM/presentations/GASR(byISSG).pdf)).

4 RECOMMENDATIONS AND CONCLUSIONS

- 4.1 SCM-18-01 (REF: DP-18-SCM-01) : PROGRESS REVIEW : **The SC made note of the Discussion Paper (DP) and expressed satisfaction about the progress made by the Programme in the year 2008 which was under review. No further action necessary (NFAN)**
- 4.2 **SCM-18-02 (REF: DP-18-SCM-02) : ADOPTION OF THE INSTITUTIONAL FRAMEWORK AND ADMINISTRATIVE PROCEDURES MANUAL OF COSCAP – SOUTH ASIA (2008 EDITION):** Having considered the DP on this subject the SC:
 - a. made note of the revised Institutional Framework and Administrative Procedures Manual (IF&APM) (May Edition 2008); **(N.F.A.N.)**
 - b. **granted approval for the formal adoption of the IF&APM with immediate effect, with abbreviation to be amended to IF&PM; and (Implemented & N.F.A.N)**
 - c. authorized the Programme Management to update the IF&PM annually through a systematic amendment process in order to ensure that the Manual is kept current incorporating all future SC Resolutions which amends the existing provisions. **(Implemented & the Manual distributed. N.F.A.N)**
- 4.3 **SCM-18-03 (REF: DP-18-SCM-03) : PROPOSAL FOR RELOCATION OF COSCAP-SA TO DHAKA (PROPOSAL BY CAA-BANGLADESH) :** The Steering Committee considered the proposal made by the CAA Bangladesh (CAAB) and decided;
 - a. to relocate COSCAP-South Asia Programme Office to Dhaka, Bangladesh in September 2010 at total cost to the CAAB ; **(Chairman, CAAB agreed to inform the Programme about its continued interest in the implementation of the proposal)**
 - b. that the Programme Office be housed in a Member Country at least for a continuous period of five years to avoid disruption to the programme activities and minimize costs of relocation; and
 - c. that during any relocation of the programme office those Member States should be given preference who have settled their contribution in full as per the signed MoU.

4.4 SCM-18-04 (REF: DP-18-SCM-04) : ADOPTION OF THE COSCAP REVISED GUIDANCE

MATERIALS : The SC considered the DP and;

- A. granted approval for the formal release of the following guidance materials which have been revised by the Programme and requested member States to use such material with necessary customization enabling harmonization of procedures on the subject matter in the Region; **(Implemented & the Manuals distributed. N.F.A.N)**
- a. Manual of Certification, Inspection and Administration (Edition 2008);
 - b. Audit Procedures Manual – Operations Checklists (Edition 2008);
 - c. Designated Check Pilot Manual (Edition 2008);
 - d. Flight Operations Inspector Manual (Vol. 1 – Edition 2008);
 - e. Aviation Enforcement Manual (Edition 2008);
- B approved the formal adoption of the following guidance material which have been produced by the Programme for use in COSCAP-South Asia Member States and requested Member States to use such material with necessary customization enabling harmonization of procedures in the region on the subject items; **(Implemented & the Manuals distributed. N.F.A.N)**
- a. Generic State Safety Programme;
 - b. Model Regulations on Foreign Air Operator Certificate Validation;
 - c. Manual of Procedures for Foreign Air Operator Certificate Validation;
 - d. Model Regulations on Dangerous Goods;
 - e. Dangerous Goods Inspector Manual;
 - f. Manual of Procedures for Approved Training Organizations;
- C. approved introduction of appropriate numbering system for the guidance material introduced by COSCAP-South Asia, facilitating easy referencing and identification; **(Implemented & N.F.A.N)**
- D. requested Member States to give a feedback to the Programme Management about COSCAP-SA Guidance Material being used by them to enable the Programme Management to keep track of level of harmonization in the respective subject area; and **(Member States' feedback is awaited)**
- E. requested Member States to inform the Programme Management if there is any comment or suggestion that they may have on the guidance material, in order to improve the quality of such material. **(Member States' feedback is awaited)**

4.5 SCM-18-05 (REF: DP-18-SCM-05): REVIEW OF THE RECOMMENDATIONS OF THE 2ND MEETING OF NATIONAL COORDINATORS: The SC considered the DP and,

- a. requested Member States to direct the relevant National Coordinators to provide without further delay, the information sought by the Programme as listed in the DP; **(Member States' feedback is awaited)**
- b. requested Member States to assign due importance for the establishment and operation of the National Aviation Safety Teams (NAST) in their respective States and allocate required resources for the smooth and efficient functioning of NAST; **(Implemented & States may continue to maintain due priority for NAST)**
- c. requested Member States to make more use of the Regional Experts (Home Based) to satisfy their requirement for technical staff when they have little or no resources to attend to safety oversight functions and also requested ICAO to allocate 10% of the Programme funds under dedicated budget line in the Programme's Annual Budget to promote and support consistent use of Regional Experts (Home Based) mechanism; **(States are encouraged to obtain services of Regional Experts (Home Based))**
- d. encouraged Member States to make more frequent visits to COSCAP-South Asia official website, provide necessary links from their official website to the COSCAP-South Asia website and promote amongst the operators, the use of COSCAP-SA official website, for information sharing; **(open)**
- e. requested Member States to actively take part at all Steering Committee Meetings, National Coordinators Meetings, SARAST/ARAST Meetings and other meetings, which are held to plan, monitor or support the future works of the Programme; **(open)**
- f. requested Member States to make optimum use of the Programmes' outputs and deliveries and in particular, to actively take part at the training or educational activities organized by the Programme; **(open)**

- g. requested Member States to pay due importance to the need of having adequately qualified and skilled technical staff attached to their respective administrations, which the ICAO has identified as one of the eight critical elements for the effective discharge of the States' safety oversight obligations and to implement attractive remuneration packages aiming at recruitment and retention of skilled technical staff to be engaged in safety oversight functions; and, (open)
- h. requested Member States to use the table of salary scale developed by TCB-ICAO for employment of Regional Experts in the TCB-implemented Programme as benchmark for the development and implementation of the State's remuneration packages for the local technical staff. (open)

4.6 SCM-18-06 (REF: DP-18-SCM-06) : REVIEW OF THE RECOMMENDATIONS MADE BY THE 1ST ARAST /9TH SARAST MEETINGS: The SC considered the DP and approved

- a. the recommendations and conclusions of the 8th SARAST meeting held on 19th - 20th November 2007, Bangkok, Thailand was approved by the SCM which gave directives to the Programme Management to take appropriate action for their implementation in coordination with all parties concerned; (present status of work is reflected in the official website at <http://coscapsa.org/compliance-tracking/Tracking%20System.html> and further action on going)
- b. the recommendations and conclusions of the 9th SARAST meeting held on 21st November 2008, Bangkok, Thailand was also approved by the SCM which gave directives to the Programme Management to take appropriate action for their implementation in coordination with all parties concerned; (present status of work is reflected in the official website at <http://coscapsa.org/compliance-tracking/Tracking%20System.html> and further action on going)
- c. the recommendations and conclusions of the 1st ARAST meeting held on 19th - 20th November 2008, Bangkok, Thailand was approved as well by the SCM which gave directives to the Programme Management to take appropriate action for their implementation in coordination with all parties concerned, and, (activities are coordinated with COSCAP-NA and COSCAP-SEA and work is on going)
- d. requested Member States to assign 'high priority' to SARAST/ARAST related activities in the annual calendar of activities of the respective Member States and ensure active, consistent and increased participation at such activities. (open)

4.7 SCM-18-07 (REF: DP-18-SCM-07) : FUNDING AND BUDGET : The SC noted the DP, and

- a. requested each Member State to honour their commitments in terms of the MoU that they have signed for the institutionalization of COSCAP-SA and pay the annual contribution in full, to the Programme; the SC reserved its right to take further steps in the future, in conjunction with related measures taken regarding ICAO assessments and associated rights and privileges; (open)
- b. urged each Member State to settle their financial contributions as early as possible but not later than the 3rd quarter of each calendar year; (open)
- c. after detailed discussion at the closed door session comprising of Chairman and DGs of the Member States decided to retain the Regional Programme Coordinator post and for ICAO to request the Government of Sri Lanka for release of the present incumbent for a third year as per the decision of the SC on tenure of Regional Experts (below); (Government of Sri Lanka kindly released services of Mr.Nimalsiri for one more year effective 02.05.2010)
- d. directed the Programme Management to set apart a fixed percentage (10%) of Programme funds, depending on the availability of funds, for the employment of Regional Experts (Home Based) to support States' Safety Oversight functions; (open)
- e. encouraged the partners of the Programme and airlines to continue with their generous contributions in funds or in-kind which are of vital importance to the continuation of the Programme; and (open)
- f. directed the Programme Management to identify new partners such as engine and aerospace manufacturers; insurance and oil companies, ANS equipment manufacturers and other aviation-safety related service providers for funding to COSCAP-SA. (since almost all industry stakeholders were experiencing a difficult period due to the world economic recession, time was not opportune to proceed with the proposal. Activity is open)

- 4.8 **SCM-18-08 (REF: DP-18-SCM-08): ANNUAL WORK PLAN AND TRAINING CALENDAR:** The SC considered the DP and
- approved the implementation of Programme's Annual Work Plan and Training Calendar as proposed, subject to availability of resources (work implemented as planned. Services of RAwE could not be provided to the States as the post was vacant throughout 2009. Some activities had to be postponed at the requests of States or due to change of events such as USOAP audit dates)
 - approved convening a meeting of Civil Aviation Ministers/Secretaries in 2009 and directed the Programme Management to develop an Agenda for the meeting in consultation with the Steering Committee Members. The agenda should include such important matters as Institutionalization of COSCAP-South Asia to function as a Regional Safety Oversight Organization (RSOO), Emoluments to CAA Technical Staff engaged in Safety Oversight Functions etc.) The meeting endorsed the offer made DGCA-India to host the meeting in India. (Dates from DGCA is awaited)
 - granted approval to the Programme Management to adjust the planned activities or outputs in the Approved Annual Work Programme as per the circumstances in order to achieve optimum results and benefits both to the programme and the Member States. (open)
- 4.9 **SCM-18-09 (REF: DP-18-SCM-09) : ICAO AUDIT UNER COMPREHENSIVE SYSTEM APPROPACH AND STATES' PREPARATIONS:** The SC considered the DP and;
- requested the Member States to make optimum use of the technical assistance provided by the Programme to fully prepare for the ICAO USOAP Audit; (Partially completed and balance work is in progress)
 - agreed to maintain 'high priority' status of the Programme, for all activities related to USOAP and allocate required human resources of the Programme appropriately to help Member States attend to such activities or tasks; (open)
 - requested Member States to make more use of the services of the programme to develop State's Corrective Action Plans, as needed, in close consultation with the Programme Management; (open)
 - requested Member States to make more use of the Programme's experts to augment the State's capability for safety oversight (i.e. CE-6, CE-7 and CE-8) by entrusting such functions to the Regional Experts of the Programme under appropriate delegation of requisite authority as per the draft MoU provided; (open)
 - requested Member States to use the COSCAP-South Asia Generic Guidance Material with necessary customization to publish the State's specific guidance material concerning safety oversight functions (i.e. CE-5); and, (open)
 - requested the Member States to take appropriate and consistent measures to address deficiencies in the availability of technical staff (i.e. CE-4) by improving terms and conditions of employment which will enable the respective civil aviation administration (i.e. CE-3) to attract qualified personnel from the industry and retain their services.(open)
- 4.10 **SCM-18-10 (REF: DP-18-SCM-10): AMENDMENT OF THE SARAST TERMS OF REFERENCE TO INCLUDE SAFETY ROADMAP:** The SC considered the DP and
- granted approval for the Programme Coordinator to work in conjunction with the SARAST to evaluate the GASP/GASR Best Practices, Matrix, and Maturity Model to determine the implementation level in the Region; (work is being carried out in coordination with COSCAP-NA and COSCAP-SEA)
 - instructed the Programme Coordinator to present the GASR Best Practice Implementation level for the Region and his recommendations at the next SC meeting; (discussed in DP-03)
 - approved the revision of terms of reference of SARAST; (implemented and N.F.A.N)
 - approved creation and maintaining a systematic tracking system in respect of GASP/GASR showing the status of implementation in regard to GSI defined in the GASR after conducting a workshop or seminar in the region with the active participation of ISSG. (work is being coordinated with COSCAP-NA and COSCAP-SEA)

- e. approved assigning the same status of recognition as of the SARAST concerning the applicability, importance, and priority in the implementation of the recommendations emanating from the ARAST meeting, unless the SARAST has specifically reviewed such recommendations and varied them or made different recommendations, taking into account sub-regional issues; and (open)
- f. approved inclusion of respective NAST of the Member States as permanent bodies linked to the SARAST/ARAST. (open)

4.11 SCM-18-11 (REF: DP-18-SCM-11): EXPANSION OF ACTIVITIES OF COSCAP-SA TO INCLUDE AIR NAVIGATION SERVICES (ANS): The SC considered the DP and,

- a. made note of the fact that there is a Regional Air Traffic Services Expert employed in the Programme and he is already providing assistance to States as per the terms of reference assigned to him; (N.F.A.N.)
- b. instructed Programme Management to examine whether there is a need to amend the terms of reference assigned to RATSE to address States' concerns in CNS/ATM, in consultation with Member States; and (open – States' comments are awaited)
- c. requested Member States to examine the Project Proposal contained in the Attachment to this DP and provide a feedback not later than 31st March 2009. (open – States' comments are awaited)

4.12 SCM-18-12 (REF: DP-18-SCM-12): STANDARDIZATION OF MAINTENANCE REGULATIONS IN THE REGION BASED ON EASA PART 145: The SC considered the DP and,

- a. decided that Harmonization of Regulations (Adaptation of Part 145) is best suited for the Region to start with, with a view to proceeding for Standardization of the Regulation at a later stage. (N.F.A.N.)
- b. directed COSCAP-SA to recognize the technical competency of the SARI in Part 145 and extend the fullest support to SARI for the harmonization of Maintenance Regulations and coordinate matters in close association with the Task Force Members of the Member States; (open)
- c. requested Member States to be actively involved in the Task Force activities and also to participate at the events that may be organized by SARI in this regard; (open)
- d. requested Member States to invite and promote close participation of the Industry at the Task Force / SARI activities; (open)
- e. requested Member States to inform the Programme Management of the States' comments on the draft Decree by 30th June 2009 and cooperate with the Programme Management to finalize the document by 31st December 2009; (open)
- f. determined that the harmonization of maintenance regulations in the Region be completed preferably on or before 31st Dec 2009 based on Part 145; (open)

4.13 SCM-18-13 (REF: DP-18-SCM-13): REVIEW OF THE DECISIONS OF 17TH MEETING OF THE STEERING COMMITTEE: The SC noted the progress made by the Programme Management in the implementation of the decisions of the 17th SC Meeting and directed the Programme Management to follow up on the outstanding matters and report back to the next SC Meeting.- completed

4.14 SCM-18-14 (REF: DP-18-SCM-14) : IFFAS ASSISTANCE TO COSCAP-SA IN THE FIELD OF AVIATION MEDICINE : The SC made note of the contents of the DP and decided as follows;

- a. To acknowledge the kind support of IFFAS, Civil Aviation Authority of Singapore and Civil Aviation Authority of New Zealand; (N.F.A.N.)
- b. To request Member States to take early measures to give effect to the recommendations contained in the International Aviation Medicine Experts' (IAME) mission report in their respective States, as early as possible; (States' inputs/comments are awaited)
- c. Subject to availability of funds, to obtain services of the same experts to conduct recurrent training for approved Civil Aviation Medical Practitioners of the Member States at a location convenient to all (preferably in Bangkok) every two years, until the States establish their own capacity to do so; (Experts have been requested to formulate a course for this purpose. Their response is awaited)

- d. To establish a Civil Aviation Medical Panel COSCAP-South Asia (CAMPSA) comprising at least one Senior Civil Aviation Medical Practitioner designated by each Member State; (States have been requested to nominate suitable Av.Med Practitioners)
 - e. To entrust the RPC with the task of coordination of the activities of the CAMPSA and convening the meeting of the CAMPSA as and when necessary with the approval of the Chairman. IAME also be invited to attend such meeting, if required;(open)
 - f. To request the RPC to develop terms of reference defining the nature and scope of the work to be performed by the CAMPSA and the mode and manner of its operation, for the approval of the next SC Meeting; and (presented to the SCM as a separate paper)
 - g. To develop a Generic Aviation Medicine Procedures Manual for the use of the States and to explore the possibility of obtaining kind support of the same Medical Experts who have provided technical assistance in Aviation Medicine; (open – Resources needed for the purpose need to be identified)
- 4.15 **SCM-18-15 [REF: DP-18-SCM-15] : EMPLOYMENT OF REGIONAL EXPERTS :** Having considered the points raised in the DP on this subject, the SC resolved as follows;
- a. To limit the regular tenure of a Regional Expert in the Programme to three (03) years, except in a post in which the continuity of the expert's service is determined to be essential by the Chairman of the Programme, on case by case basis; (complied with. All posts in which RE has completed three years have been advertised)
 - b. To request States to give consent for the Regional Expert to serve for a period of three (03) years, when the Expert is released to the Programme initially; (open)
 - c. To request TCB-ICAO to continue to offer Special Service Agreements for a period of one year (subject to availability of funds) which is renewable at the end of each year, without further approval from the Government; (open)
 - d. To request each Member State to provide a confidential report to the Regional Programme Coordinator regarding each Expert's performance at the end of each year (within a period of one month when the State is requested to do so by the Programme Management) which may be forwarded to the Chairman and TCB by the RPC. If the report is not favourable, TCB may take appropriate steps in consultation with the Chairman and other Members; (open)
 - e. When employing staff, to request TCB to give priority to candidates of the Member States which have settled their financial contribution to the Programme in full, as specified in the Programme Document;(open)
 - f. To request TCB to continue fair distribution of opportunities amongst Member States when filling vacancies in the Programme and to continue to endeavour to adhere to the established principle of equitable geographical representation, as long as suitable candidates have been nominated;(open)
 - g. To request the Chairman to obtain views, as considered necessary, from the Steering Committee Members before deciding on a candidate to be employed under the Programme;(open)
 - h. To request the Regional Programme Coordinator to identify the expertise requirements which are sought under the Regional Experts (home based) mechanism and inform Member States; and (completed and application for such positions have been called for)
 - i. To request each Member State to (re-) nominate as is feasible at least one Regional Expert (Home Based) specializing in each main discipline under the purview of the programme, whose services can be made available for short missions not exceeding an aggregate of fourteen (14) weeks in a year. (State inputs are awaited)
- 4.16 **SUSTENANCE OF COMPETENCY (REVIEW OF DP-17SCM-06) :** The Steering Committee endorsed the Chairman's proposal to refer for consideration, the contents in the DP-17SCM-06 on 'Sustenance of Competency' to the meeting of Chief of Civil Aviation Training Centres (CATC) which the Steering Committee has endorsed to be held in the current year under the approved Annual Work Programme and Calendar of Activities of the COSCAP-South Asia for 2009, and take the matter up for discussion at the next Steering Committee meeting with the outcome / recommendations of the Chief Civil Aviation Training Centres meeting.

5 STATES' PRESENTATIONS ON SAFETY OVERSIGHT CAPABILITIES

The SC made note of the contents in the States' Presentations on their Safety Oversight capabilities and,

- a. directed the Programme Management to make note of the Member States' strengths and weaknesses in the development of future work plans and training programmes for the States; and,
- b. Requested Member States which have strengths in one or more of the eight critical elements areas in relation to the ICAO USOAP Audit, to consider the possibility of providing required assistance to States which are deficient in such areas, through the COSCAP-South Asia mechanism, using the Regional Experts (home-based) provision of the Programme. (A meeting of Chief of CATC was held in Colombo from 02-04 December 2009 a recommendation of the meeting is submitted to the SCM for review and further directions)

6 CLOSED SESSION OF THE STEERING COMMITTEE MEMBERS :

The Conclusions drawn by the Chairman and DGs of the Steering Committee at the closed-door session was passed over to the Regional Programme Coordinator for necessary action or consultation as required, in liaison with TCB-ICAO which is the Implementing Agency of the Programme. A copy of the conclusions drawn, will be made available to all SC members under separate cover by the Regional Programme Coordinator. (Progress of the work is reported separately)

7 ANY OTHER MATTER :

- a. **SECONDMENT OF PERSONNEL TO WORK WITH COSCAP-SOUTH ASIA:** The Chairman informed the meeting that Expo Aviation (Pvt) Ltd., which is an airline company registered in Sri Lanka has kindly consented to release under secondment a pilot (Capt.W.P.A. Jayasinghe) who has extensive experience in operating glass cockpit aircraft which includes A320 and A340 and who has also served as a Flight Operations Inspector in Civil Aviation Authority of Sri Lanka, to work for COSCAP-South Asia for a period of one year.

All encumbrances relating to the employment of this pilot would be borne by Expo Aviation (Pvt) Ltd. during this period. (N.F.A.N)

In pursuance of the provisions available in the MoU signed by the Member States, COSCAP-South Asia has signed a Memorandum of Understanding with Expo Aviation Ltd., to avail the services of Capt. Jayasinghe and a copy thereof would be made available to the all the Member States.

The SC, whilst welcoming the offer of Expo Aviation Ltd, approved the arrangement and strongly encouraged the Member States and the industry partners to make services of qualified personnel available to the Programme free of charge to help the Programme offer more and dependable service to the States in return.

- b. **DELEGATION OF AUTHORITY TO REGIONAL EXPERTS:** In pursuance of the new provisions available in the IF&PM which was approved by the 18th SCM, DGCA-Nepal and Chairman, COSCAP-South Asia signed a special Agreement for delegation of authority to the Regional Experts, COSCAP-South Asia, paving the way for the Regional Experts to perform Safety Oversight functions on behalf of the Civil Aviation Authority of Nepal under delegation of authority, when on missions in Nepal. (It is understood that the contracts between ICAO and the Regional Experts will have to be reviewed and may have to be amended to allow the REs to carry out Operational Assistance (OPAS) duties on behalf of Member States).

The Chairman mentioned that this is a clear manifestation of the Member States commitment to continue with the Programme and also a major step taken in elevating the status of Programme towards a Regional Safety Oversight Organization (RSOO) as advocated by ICAO. The Chairman strongly encouraged other Member States to follow the example of Nepal.

Responding immediately to the call of the Chairman, the Chairman, Civil Aviation Authority Bangladesh informed the meeting that his administration is also desirous of entering into a similar agreement with the COSCAP-South Asia and necessary steps will be taken in the near future to complete the required documentation in this connection. (Bangladesh, Bhutan, Nepal, Pakistan and Sri Lanka have signed the MoU with the Programme already)

8 VENUE AND DATE FOR THE NEXT SC MEETING

At the request of DGCA-Sri Lanka and DGCA-Bhutan, the SC agreed to host its next (19th) meeting in Sri Lanka (1st preference), and Bhutan (alternatively) in the 4th quarter of 2009 or 1st quarter of 2010 respectively.

9 ADOPTION OF THE FINAL REPORT OF THE 18TH SC MEETING

The Steering Committee adopted the Final Report of the meeting. The minutes of the meeting would be circulated by the Programme Management in due course.

10 CHANGING OF THE CHAIRPERSON

Pursuant to its well established tradition of rotation, the Steering Committee, whilst appreciating the yeoman services rendered by the current Chairman (DGCA-Pakistan), handed over the chairmanship of COSCAP-South Asia to DGCA – Civil Aviation Authority of Sri Lanka which stands after Pakistan in the alphabetical order. The new chairman, on assumption of the chair thanked the meeting for the confidence placed in him and offering the chair to DGCA-Sri Lanka. He appealed for the support and cooperation of all Member States, Executing Agency (ICAO) and Partners to accomplish the task of the chair

11 VOTE OF THANKS

Air Commodore Junaid Ameen, the outgoing Chairman thanked all the Steering Committee Members of the Participating States, Director- Technical Cooperation Bureau and the Chief of the Asia/Pacific Programme in charge of the COSCAP-SA Programme and other staff in TCB, ICAO Regional Director and his staff at the ICAO Regional Office, Representative of Partners, National Coordinators and all other staff at member Civil Aviation Administrations, representatives of the operators of the Member Administrations and all other partners, plus the Programme staff, for their good understanding, superb cooperation and lavish contribution to the progress and well-being of COSCAP-South Asia. Special thanks was expressed to the present RPC Mr Nimalsiri, for his dedicated services. He also wished the new Chairman all success in these endeavours to promote the Programme further and requested all who are connected with the Programme, to extend the maximum support to the new Chairman.

12 CLOSING

At the end of the vote of thanks of the outgoing Chairman, the new Chairman declared the 18th Steering Committee Meeting of COSCAP-South Asia closed.

- END-

Attachment-A**Speech of Air Cdre (R) M. Junaid Ameen, Chairman – COSCAP-South Asia**

Excellency Mr Syed Malik Zubeyr, secretary Ministry of Civil Aviation and tourism Bangladesh, Dir General of COSCAP South Asia, Mr Ahmad Mukhtar Awan Regional Director ICAO Asia Pacific Region, Mr Wolfgang Sander Fischer, delegate guests, ladies and gentlemen; it is my proud privilege and honor to welcome you all at the 18th Steering committee meeting of COSCAP South Asia. I as the chairman of COSCAP South Asia am delighted to address participants of this meeting.

As you know, the meeting was planned in Colombo but due to unforeseen circumstances it had to be cancelled and planned in Bangkok. I am extremely grateful to Capt Fareed Ali Shah for his fullest support in this regard. My sincere thanks to ICAO Regional Office for accommodating us at such a short notice. It will be unfair not to mention the role and commitment of Mr Nimalsiri without which it wouldn't have been possible to have this meeting on the same dates as planned for Colombo.

Ladies and gentlemen the first formal meeting of the steering committee in 1997 at regional office Bangkok, the COSCAP South Asia has evolved into a significant forum and inter regional cooperation and enhanced coordination of civil aviation activities in the region. The forum allows for in depth deliberations as well as for an informal exchange of news on aviation matters besides developing and strengthening the personal rapport amongst the members. Ladies and gentlemen aviation is always sensitive to safety and security. During the last meeting there were many resolutions on safety and security which reaffirm the importance of addressing these issues.

COSCAP South Asia acknowledges the leading role of ICAO in developing strategies for global response to aviation in general and towards safety and security in particular. We express fullest support and endorse the work done. ICAO and forums such as COSCAP South Asia must continue to demonstrate its leadership role on all regional/international civil aviation matters.

Aviation has become challenging and complex. Due to global financial crisis more and more countries are slipping into recession. The financial crisis is worst than predicted. COSCAP South Asia shares the concern. We need to develop new levels of cooperation in facing these challenges and realities. We need new ideas, new ways of doing business and effective decision making stake holders must work together to ensure long term sustainability of aviation we need to strengthen regional initiatives stake holders with resources must assist others in need and play a leading role in finding solutions to the problem. I urge CSOCAP South Asia to once again demonstrate its leadership role, monitor the potential impact on aviation and stake holders and initiate proactive measures to mitigate the negative impact of the new economic situation. We must also come up with measures to face the new challenges I am confident that 18th SCM of COSCAP south Asia will see new levels of cooperation and formulate new strategies and find practical solutions to all the challenges that lie ahead.

Lastly I wish to take this opportunity to once again thank everyone involved in organizing this meeting. My sincere thanks to all the participants. I am glad to note that this time the participation has been fairly good. Which does indicates the recognition of the importance of such meetings. With these words ladies and gentlemen it my pleasure to declare open the 18th Steering Committee Meeting of COSCAP South Asia.

I thank you.

Speech of Mr. Mokhtar Awan, ICAO Regional Director, Asia & Pacific Region

Air Commodore Junaid Ameen, Chairman, COSCAP-South Asia
Fellow Colleagues,
Distinguished Partners of COSCAP-SA,
Programme Coordinator COSCAP-SA, Mr. H M C Nimalsiri
Ladies and Gentlemen

I am very honoured to be attending the 18th Steering Committee Meeting of COSCAP-South Asia. I am also very pleased that the ICAO Asia Pacific Office was able to provide it facilities to support the meeting

Let me begin with extending my heartiest congratulations to Air Cdre. Mahmud Hussain, Chairman CAA Bangladesh; Dr. Syed Nasim Ahmad Zaidi, Director General Civil Aviation India; Republic of Maldives ; Mr. Keshab Raj Khanal, Director General Civil Aviation Authority of Nepal; and Air Cdre. Junaid Ameen , Director General CAA Pakistan on assuming the charge of the aeronautical authorities in your respective countries. It gives me great pleasure in specially welcoming you into the Steering Committee of COSCAP-SA. I am sure this infusion of new blood into the Steering Committee will generate even greater resolve to move forward in facing the challenges that confront the civil aviation today.

Just to touch upon

COSCAP-SA set up in 1997 has come a long way and has proved as the successful story, triggering and inspiring the establishment of similar cooperative arrangements in many parts of the world – each customized to operate in its unique regional or sub-regional environment. Incidentally the ICAO Asia Pacific Office was honoured to host the first meeting of COSCAP-SA in 1997 at these very premises when the partner States in South Asia took the farsighted decision to cooperate in establishing the very first safety oversight project in Asia.

A Regional Safety Oversight system can take various forms depending on the operational needs, socio-economic environment of the particular sub-region. COSCAPs, have thrived on the collaborative approach.

Within the context of COSCAP-SA a very concrete example of an excellent output of this partnership is the fact that as of December, 2008, a total of 6479 civil aviation and industry personnel participated in 277 training courses/workshops/seminars arranged by COSCAP-SA. Industry personnel represent 53 percent of the total participants and this augurs well for the spirit of cooperation between the regulator and the regulated.

All of us owe our deepest gratitude to all the partners and people who made this happen. This achievement cannot and should not be ignored and brushed aside because training is one of the basic tenets of capacity enhancement of any Institution. It has been proven that this part is one of the strengths of COSCAP-SA. However, quality and standardization are, however, the areas which need to be enhanced progressively.

As impressive as this progress is, as we know, we cannot rest on these laurels. There is still more work to be done, including corrective actions to address deficiencies identified in the ICAO USOAP audit and in improving the communications between the regulator and to both the international, regional and national aviation community

Under the Comprehensive Systems Approach two of the member States in COSCAP-SA have undergone the USOAP Audit. While their Corrective Action Plans are believed to be in place, dedicated and concerted efforts are still required to address all deficiencies at the earliest The remaining five States will be audited in the two years before the present cycle of audits is completed in 2010. The question that you may like to ask yourself is – are we in South Asia sufficiently prepared to diligently face a scrutinizing audit. It must be clearly understood that ‘rectifying deficiencies is a State responsibility’.

New ICAO standards place a responsibility on ICAO Contracting States to have a State Safety Programme (SSP). This is an ambitious undertaking. ICAO standards now require States to establish a State Safety Programme in order to achieve an Acceptable Level of Safety (ALoS). They also explicitly require States to establish an ALoS to be achieved, as a means to verify satisfactory performance of the SSP and service providers’ Safety Management Systems (SMS). ICAO describes an SSP as ‘an integrated set of regulations and activities aimed at improving safety’. For a State to produce an SSP, it requires the State to examine its own legislation, policies and processes in new light. Although a State may have assumed that all was in order, the SSP may reveal issues that should be resolved to improve the way aviation safety is managed in the State. The essential components and elements of a State Safety Programme Framework have been established by ICAO. States need to undertake a ‘gap analysis’ at the earliest to identify items that need improvement. The requirement for an SSP recognizes that States as well as service providers have safety responsibilities and also provides a framework within which service providers are required to establish SMS. The concept of establishing an ALoS attempts to complement the current approach to safety management based on regulatory compliance with a performance based approach. In the last week of May 2009, ICAO will be

conducting an SSP Course at the APAC Office on similar lines as the ICAO SMS Course – I would strongly urge all States to ensure participation in the SSP Course. In addition, I encourage you to send your nominations to attend the First Meeting of the Flight Plan and ATS Message Implementation TF which will be held at the ICAO APAC from 17-20 March.

In the last AIG Divisional Meeting in October 2008 an appraisal of the outcomes from the Safety Oversight Audit Programme has highlighted deficiencies in all areas of the accident investigation process, from the initial notification of an occurrence to the response to safety recommendations contained in the final report. It is an issue which needs to be addressed. To ensure that our efforts remain focused, ICAO, in close collaboration with the Industry, has developed a new version of the Global Aviation Safety Plan (GASP) which was presented at the 36th Assembly – I trust all of you are more than familiar with the GASP. As you may recall, a key objective of the GASP is to reduce the accident risk for civil aviation by providing a common frame of reference for all stakeholders in order to allow a more proactive approach to aviation safety, and to help coordinate and guide safety policies and initiatives around the world. One of the Global Safety Initiatives of the GASP calls for States to have effective incident and accident investigations, which provide the opportunity for in-depth examination of contributing factors to an occurrence. The strategy laid out for States includes: (1) the implementation of Annex 13 principles and the introduction of, or access to, an adequately-funded, professionally-trained, independent and impartial investigative body; (2) the institution of a legal framework for the protection of safety data for the purpose of accident prevention, not for the assignment of blame; and (3) the implementation of international cooperation and the sharing of information relating to accidents and incidents.

There is no disputing the important role that the accident and incident investigation community plays in the advancement of safety. As stakeholders, it is important and all of us, in international air transport, must work hard to ensure that accident and incident investigators are able to continue performing their duties as per the provisions set forth in Annex 13 to the Chicago Convention. While it is generally accepted that not all States may have the wherewithal to address the needs of an effective accident investigation organization, this is where a cooperative effort amongst States in South Asia can create a regional mechanism for dealing collaboratively with accident / incident investigation. A serious thought should be given to creating such a mechanism.

Therefore, I would like to leave you with this key thought - civil aviation transportation is an economic driver for South Asia and by enhancing safety in compliance with ICAO and international standards, South Asian States will benefit economically.

ICAO works to achieve its vision of safe, secure and sustainable development of civil aviation through cooperation amongst its member States. As concerned Stakeholders we must together work to Enhance global civil aviation safety and Enhance the efficiency of aviation operations (ICAO Strategic Objectives A and D).

The 18th meeting is significant in a way because the Programme is well entrenched into the THIRD PHASE. This is no small achievement in itself. The agreement by the COSCAP-SA States to move into the third phase reflects the confidence that the member States repose in the Programme. However, I would urge the Directors General to do some soul searching in retrospect to see if we have truly achieved what we had set out to do. Subsequently, you need to accord the highest priority to this programme as it is your own programme and you have to demonstrate continued ownership. I would also urge the Directors General to take a very critical look at the Project Document that has been developed for the Third Phase; and the Institutional Framework & Administrative Procedures Manual to ensure that it meets the collective aspirations of the South Asian States and that the individual needs of your States are also clearly and adequately reflected.

I note that we have a challenging and demanding Agenda set out for the coming three days. Some new ideas are being introduced, which I am sure will generate fruitful and quality discussion.

In closing I would like to state that the size, complexity and intricacies of an instrument do not necessarily ensure productivity. It is our commitment, level of comfort in working together, sharing problems and experiences freely, setting our agenda, genuinely seeing value in the work that we do, are the more important factors. The bigger partners in the programme must come forward to assist the smaller / less developed States

COSCAP-SA stands on these values. We sincerely hope that all partners will continue to contribute to this Institutional Framework. The political and institutional commitments from all players are crucial. In this regard, your presence, becomes highly significant because we look forward to your good office in spear-heading the need for continued support for COSCAP-SA.

It gives me great pleasure to see the South Asia Programme come this far and I would like to wish it continued success. Once again a very warm welcome to the Regional Office. I wish you all a very productive meeting; and an enjoyable and memorable stay in Bangkok.

Thank you.

LIST OF PARTICIPANTS – 18TH STEERING COMMITTEE MEETING

	Name	Designation & Organization	e-mail
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	1. Mr. Syed Mohammad Zobaer,	Secretary Ministry of Civil Aviation & Tourism Government of Bangladesh	smtcat@yahoo.com
	2. Air Cdre Mahmud Hussain	Chairman Civil Aviation Authority, Bangladesh	caab@bracnet.net; caab@bangla.net
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	16. Mr. Dinesh P. Shrestha	Dy. Director General Civil Aviation Authority -Nepal	
	17. Mr. Ratish C. Suman	Chief, Aviation Safety Department Civil Aviation Authority -Nepal	
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	19. Mr. Ang T. Sherpa	Yeti Airlines, Nepal	
	PAKISTAN		
	20. Air Cdre (R) M. Junaid Ameen	Director General of Civil Aviation Civil Aviation Authority of Pakistan	dgcaa@caapakistan.com.pk
	21. Mr. Khalid Marwat	National Coordinator Civil Aviation Authority of Pakistan	Khalid.marwat@caapakistan.com.pk
	22. Air Commodore Khawaja A. Majeed	President S.I.B. Pakistan Civil Aviation Authority	psib@caapakistan.com.pk
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18TH STEERING COMMITTEE MEETING**AGENDA**

(Chair – DGCA/CAA-Pakistan)

- i. Welcome speech of the Chairman
 - ii. Speech of the Regional Director, ICAO Asia & Pacific Office
 - iii. Self-Introduction of the Participants
- Commencement of business of the meeting
1. Opening of the meeting by the Chairman
 2. Adoption of the Agenda and Programme
 3. Presentations by Guest Speakers
 4. Presentations of Discussion Papers
 5. Presentation on 'Status of Safety Oversight of the State' by Member States
 6. DGCA's closed session
 7. Any other matters
 8. Venue and Date for the next meeting
 9. Adoption of Recommendations and Conclusions
 10. Handing over the Chairmanship ([From Pakistan to Sri Lanka](#))
 11. Vote of Thanks by outgoing Chairman
 12. Close of the meeting by the outgoing Chairman

**18TH STEERING COMMITTEE MEETING
PROGRAMME**

Tuesday, February 17, 2009				
	Start	Finish	Event	Event Manager
01	0800	0900	Registration of Participants	Secretariat
02	0900	0920	Welcome Speech by the Chairman	
03	0920	0940	Speech of the Regional Director – ICAO Asia Pacific Office	
04	0940	1000	Self Introduction of Participants	
	1000	1030	Tea Break	
Agenda item 2				
05	1030	1035	Adoption of the Meeting Agenda	Chairman
06	1035	1040	Adoption of the Meeting Programme	Chairman
Agenda item 3				
07	1040	1120	Presentation by FAA	Mr. Glenn W. Michael
08	1120	1200	Presentation by EASA	Mr. Erick Ferrandez
Agenda item 4				
09	1200	1230	Progress Review – 2008 (DP-18-SCM-01)	Programme Coordinator
	1230	1330	Lunch Break	
10	1330	1400	Review of the Decisions of the 17 th SCM (DP-18-SCM-13)	Programme Coordinator
11	1400	1430	Review of Recommendation of 2 nd NCM (DP-18-SCM-05)	-ditto-
12	1430	1500	Review of ARAST /SARAST Recommendations (DP-18-SCM-06)	-ditto-
	1500	1530	Tea Break	
13	1530	1600	Amendment to SARAST ToR to include Safety Roadmap (DP-18-SCM-10)	Programme Coordinator
14	1600	1630	Adoption of IF&AFM (Edition May 2008) (DP-18-SCM-02)	-ditto-
Wednesday, February 18, 2009				
15	0900	0930	Adoption of Revised Guidance Material (DP-18-SCM-04)	Programme Coordinator
16	0930	1000	Employment of Regional Experts (DP-18-SCM-15)	-ditto-
	1000	1030	Tea Break	
17	1030	1100	Standardization of Maintenance Regulations (DP-18-SCM-12)	Programme Coordinator
18	1100	1130	CSA under IUSOAP and States' Preparations (DP-18-SCM-09)	-ditto--
Agenda item 5				
19	1130	1150	Presentation on Status of State's Safety Oversight Capability Bangladesh	National Coordinators Bangladesh
20	1150	1210	Presentation on Status of State's Safety Oversight Capability –Bhutan	National Coordinators Bhutan
21	1210	1230	Presentation on Status of State's Safety Oversight Capability – India	National Coordinator India
	1230	1330	Lunch Break	
22	1330	1350	Presentation on Status of State's Safety Oversight Capability –Maldiv	National Coordinator Maldives
23	1350	1410	Presentation on Status of State's Safety Oversight Capability -Nepal	National Coordinator Nepal

24	1410	1430	Presentation on Status of State's Safety Oversight Capability –Pakistan	National Coordinator Pakistan
25	1430	1450	Presentation on Status of State's Safety Oversight Capability - Lanka	National Coordinator Sri Lanka
26	1450	1500	General Discussion on further assistance needed for States to improve Safety Oversight Capabilities	Chairman
	1500	1530	Tea Break	
27	1530	1600	Annual Work Plan & Training Calendar – 2009 (DP-18-SCM-08)	Programme Coordinator
28	1600	1630	Funding & Budget (DP-18-SCM-07)	Chief, Field Operations Asia & Pacific, TCB, ICAO
Thursday, February 19, 2009				
29	0900	0930	IFFAS assistance to COSCAP-SA in Aviation Medicine (DP-18-SCM-14)	Programme Coordinator
30	0930	1000	Expansion of COSCAP-SA activities to include ANS (DP-18-SCM-11)	-ditto-
31	1000	1030	Sustenance of Competency (Review of DP-17SCM-06)	-ditto-
	1030	1100	Tea Break	
Agenda item 6				
32	1100	1200	Closed meeting of the Steering Committee Members Proposal for relocation of COSCAP-SA office)- (DP-18-SCM-03)	Chairman
Agenda item 7				
33	1200	1210	Any other matter	Chairman
Agenda item 8				
34	1210	1220	Dates & Venue for the next meeting	Chairman
Agenda item 9				
35	1220	1240	Adoption of Conclusions & Recommendations	Chairman
Agenda item 10				
36	1240	1245	Handing over the chair (from Pakistan to Sri Lanka)	Chairman
Agenda item 11 & 12				
37	1245	1300	Vote of thanks	Chairman
38	1300		Closing of the meeting	New Chairman