

26th COSCAP SA STEERING COMMITTEE MEETING

Actions on the Decisions of the 25th COSCAP SA Steering Committee Discussion Paper 1 (DP-1)

(Presented by the CTA)

SUMMARY

The purpose of this paper is to outline the actions taken on the decisions of the 25th COSCAP-SA Steering Committee Meeting, which was held on July 19-21, 2016 in Paradise Island, Maldives.

SC25-2 – General

Travel DSA Rates:

- A discussion among member States took place in regards to standardizing the payment of travel expenses and nominal fees of experts.

ACTION OF THE SC:

- The SC requested the CTA to conduct further research into this to determine what other COSCAPs and/or ICAO organizations do in order to deal with DSA and nominal fees accordingly. This would be further discussed at the DGCA Conference Side Meeting in August 2016.

STATUS:

- Other COSCAPs and ICAO all use the UN DSA rates as applicable. There are no nominal fees. During the 25th SCM Side Meeting, following discussion, all member States agreed to use the applicable UN DSA rates in order to ensure standardization among States.

Regional Airworthiness Expert Provided by India DGCA

- A discussion took place in regards to the recruitment of a Regional Airworthiness Expert for the COSCAP SA Programme. DGCA India confirmed that a person has been nominated and should be in place 2-3 weeks from now (once government approval has been received). This person shall reside in his home base (India) and will be available to travel to support other Member States as required.

ACTION OF THE SC:

- The SC thanked the DGCA India and accepted her kind offer. It was also agreed that the SC might review the arrangements again if things don't work out as planned.

STATUS:

- Other than one question from the Maldives, the COSCAP SA had not received any requests from Member States for the India appointed Regional Airworthiness expert assistance. This was discussed at the NC meeting in August and member States indicated that they had enough support from SARI AIR/EASA therefore the Regional Airworthiness expert (RAWWE) was not required. It was suggested that the COSCAP SA Regional Airworthiness expert position be replaced with an ANS expert instead, as the need was greater. The ANS expert should work in the COSCAP SA office in Bhutan in order to ensure his/her 100% commitment to the programme. A good time to introduce the ANS expert would be during the COSCAP SA Phase V.

South Asia Capacity Building Matrix (SACBM)

- The CTA advised the SC that Phase I of the South Asia Capacity Building Matrices (SACBM) has been completed. Subject to the SC's approval of the SACBM Qualification Criteria, she would commence Phase II of the project. Phase II of the project would involve measuring Member State Inspectors/officers vis a vis the qualification criteria with Sri Lanka being the first State to undergo the measurement accordingly.

ACTION OF THE SC:

- The SC approved the SACBM Qualification Criteria and advancement into Phase II of the project. Sri Lanka DGCA approved the CTA's request to start measuring Sri Lanka's Inspectors/Officers the week after the DGCA conference.

STATUS:

- The SACBM Phase One and two are now complete keeping in mind that the matrix is a "living document" which will continue to grow and evolve with time. A draft procedures manual has been developed for approval of the SCM. The SACBM will be computerized in the spring of 2018 and will be posted on the new COSCAP SA website. Access to the Website COSCAP SA - SACBM will be made available to Member States albeit **restricted**.

COSCAP SA Vehicle

- The relocation of the COSCAP SA to Paro, Bhutan took place on May 27, 2016. However many problems occurred when trying to relocate the COSCAP SA programme vehicle from Bangladesh to Bhutan. These difficulties originate from the National Board of Revenue (NBR) of Bangladesh and also in obtaining a road permit from India.

ACTION OF THE SC:

- SC decided that the CAA of Bangladesh should look into having the vehicle auctioned off (as per UN rules/processes). The CTA was requested to contact ICAO TCB to determine the process to procure a new vehicle. In the meantime

the CTA has been authorized to rent/lease a vehicle until a permanent vehicle is obtained.

STATUS:

- The old COSCAP SA vehicle is currently undergoing a tender (for sale) process in Bangladesh (handled by CAAB). CAAB will provide an update at the SCM.
- A new COSCAP SA vehicle (Toyota Land Cruiser Prado) was purchased through UN OPS and arrived in Paro, Bhutan in September 2017.

Afghanistan

- The CTA advised that the ICAO APAC office had send a letter of invitation to Afghanistan to become member of COSCAP SA. She had also attempted to contact Afghanistan on several attempts but to no avail.

ACTION OF THE SC:

- The SC decided that Afghanistan still played an important role in Air Navigation in South Asia and further attempts must be made to bring them on board. ICAO APAC Regional Office should approach Afghanistan again to encourage them to become members of COSCAP SA. CTA to coordinate with the RO.

STATUS:

- Afghanistan has received an invitation to attend the 26th COSCAP SA SCM. The invitation was acknowledged with an indication that they would be attending.

SC25-3 - Phase IV Programme Progress Report (DP2) Training/USOAP CMA

- The CTA provided updates on the objectives of Phase IV of the Programme Document.
- The CTA advised that a new COSCAP SA Website was being developed with the following points:
 - All course material to be posted on the website
 - All old website material will be retained and archived
 - New website is being developed by BCAA but hosting to be determined.
 - Maldives offered assistance if required.

ACTION OF THE SC:

- The SC decided that COSCAP SA courses should be delivered within COSCAP SA sub region to the maximum extend possible. Other COSCAP SA member States can be invited to attend the course accordingly. This will ensure maximum participation of all COSCAP SA member States. Note: holding the courses in Bangkok (or Beijing) will only permit Member States to send 1-2 participants.
- SSP Implementation course, which is scheduled to take place from November 7-11, 2016 in Bangkok, has been verified to include the latest ICAO amendment.

- Airbus and Boeing should be encouraged to support courses that are delivered within the COSCAP SA region.
- Sri Lanka's SMS basic course to be delivered earlier in the fall 2016. CTA will coordinate with Sri Lanka new course dates.
- The process to become a certified "ICAO" instructor is much too cumbersome and lengthy and should be brought forward as an agenda item at the upcoming Assembly.
- Priority 5 – USOAP CMA:
 - More focus to be made on assisting States in their USOAP CMA.
 - COSCAP Experts should combine their mission to review the State USOAP CMA as applicable in their area.
 - Individual State problem areas should be handled by the State. CTA to look for areas of commonalities.
 - Priority 5 to be changed to a high priority
- States need to support each other on meeting PBN objectives. Member States should also take advantage of the ICAO FPP.
- Additional training to be delivered for other areas such as AGA, ANS and AIG.

STATUS:

- COSCAP SA now has a new website which was launched in December 2017. The old website data has been preserved and may be accessed through the new website under the link "Archived".
- COSCAP SA and EASA have established a COSCAP SA - EASA – SARI Joint Activity Plan to be delivered within South Asia. In addition the CTA herself has been delivering "in State" courses on Basic SMS, Auditing Techniques (generic and Flight Operations) and Executive SMS courses within South Asia. Details are located within the attached COSCAP SA Bulletin #2.
- Most Member States did not attend the SSP Implementation course delivered within Bangkok in November 2016. The CTA has requested EASA to conduct advance SMS and SSP implementation courses to Member States accordingly. These courses are being delivered in accordance with the COSCAP SA – EASA – SARI Joint Activity Plan 2017. A status of these courses is provided within the attached bulletin #2.
- Boeing and Airbus have continuously provided donor support to COSCAP SA as requested by the CTA.
- Upon request, assistance to Member States in regards to their USOAP CMA/PQs is always available. The CTA has provided assistance to Bhutan in regards to the resolution of OPS and PEL related PQs.
- COSCAP SA will make ANS and Aerodrome training a priority in 2018. COSCAP SA has shared the new 2018 proposed AWP with the EU SA project

Manager so that courses may be delivered through the EU SA Partnership project. COSCAP SA will supplement accordingly.

- A COSCAP SA AIG workshop will be conducted in the summer of 2018. The purpose of the workshop will be for Member States to share their AIG experiences and best practices.

SC25-4 - Regional Aviation Safety Team Report (DP3)

- The CTA presented the new recommended SARAST structure to the SC for approval as such:
 - Duration of SARAST: Two days long minimum
 - Timing: 1-2 months prior to APRAST
 - Frequency: twice a year to fit with APRAST schedule
 - For the nomination of participants, the CTA would advise the NC of the upcoming SARAST meeting. The NC would provide suggested names of participants to the CTA who would then prepare a letter of invitation (to the DGCA) suggesting that those participants attend.

ACTION OF THE SC:

- Frequency of travel may be difficult for some governments. Therefore the SC decided that the SARAST meeting is to be held once a year (face to face) supplemented by a teleconference (6 months thereafter). Teleconference can be initiated from Bhutan.
- Due to the administrative setup of States, the SC decided that while drafting the SARAST invitation letter to Member States, the CTA should only recommend that participants be conversant with the subject matter in order to ensure continuity.

STATUS:

- SARAST was conducted (back to back) with the National Coordinator meeting in Bangkok in August 2017. Details of the SARAST meeting can be found in DP3.

SC25-5 - Annual Work Programme (DP4)

- The Annual Work Programme was presented which consisted of four key elements being the Annual Work Plan, Aviation Safety Team Meetings, Technical Assistance and Training.

ACTIONS OF THE SC:

- The SC reviewed and approved the Annual Work Programme as presented by the CTA.
- The SC requested that the CTA:
 - Confirm the sourcing and dates of the courses as soon as possible so that Member States may include them within their own State Annual Training Plan

- Make available the course material on the COSCAP Website for Member State usage
- Develop with the assistance of the NCs course outlines including any prerequisites (to assist Member States with their training plans)
- Have the courses/workshops delivered within the Member States of COSCAP SA (versus Bangkok and/or Beijing)

STATUS:

- Most courses are now being delivered “in State”.
- Course dates and outlines were provided to all member States at the beginning of the year (January 2017). However, for the EASA delivered courses, dates had to be changed to match the availability of instructors. As a result of this, several courses had to be scheduled with shorter notices thus less “non hosting” member States participating on the courses. Member States require at least 1-2 months prior notice due to the fact that they require their government’s foreign travel approval prior, which may take time. A report has been produced to demonstrate the impact of the current scheduling process on Member State’s attendance. This was discussed during the NC meeting in August and also discussed with the EU SA Project Manager for rectification in the new COSCAP SA – EASA – SARI Joint Activity Plan 2018.
- The 2018 Joint Activity plan should be posted on the new COSCAP SA Website at the beginning of January 2018.
- Perquisite for the courses are now included within the course outlines.

SC25-6 - Programme Contributions and Budget 2016-2017 (DP5)

- The CTA presented the status of the COSCAP SA contributions and budget 2016-2017 to the SC:
 - Contributions are nearly up to date. Nepal and Sri Lanka have taken action on previous outstanding contributions.
 - ICAO Letters requesting contributions were send out to Member States mid July 2016 for their action. Bhutan has already paid their 2016 contribution.
 - Airbus has confirmed that donated funds may be utilized on courses/activities that have already been approved by the SC on the Annual Work Plan. No additional approval will be required.

ACTIONS OF THE SC:

- The SC took note of the contributions and budget and
 - Urged Members who have not yet made their contribution for 2016/2017 to make the necessary transfer of funds;
 - Urged Members with arrears to make payment as soon as possible so that the Programme may continue to implement the work programme and provide assistance; and

- Encouraged its Donors and Safety Partners to continue their contributions to COSCAP-SA, as these are vital to the success of the Programme.
- Encouraged Boeing and Airbus to donate and support courses/activities that are held within Member States (South Asia).
- Requested that Airbus and Boeing clarify in writing their “criteria for donations” and their financial process for the usage of allocated funds
- The SC approved the 2016-2017 budget.
- The SC requested the CTA copy the Chairperson of COSCAP SA on missions (MTRs) and courses that will be undertaken as per the Annual Workplan. Any activity outside the AWP will require approval from the Chairperson of COSCAP SA.

STATUS:

- Most Member States are current on their contributions to the COSCAP SA Programme.
- COSCAP SA has established a partnership programme with the EU South Asia Partnership Project through the establishment of a COSCAP SA – EASA – SARI Activity Plan. It is planned to also conduct one for 2018 accordingly.
- Airbus and Boeing have both contributed/supported all COSCAP SA requests to date.
- The current process for requesting support from Airbus and Boeing is being utilized. The process involves COSCAP SA sending a letter to Airbus and Boeing outlining the details of the requested support. Once Airbus and Boeing approves the request ICAO HQ is notified so that action can be taken accordingly.
- On going

SC25-7 - CTA Participation on ICAO CAT Missions

- ICAO APAC office sent a letter dated April 8th, 2016 to the Chairperson COSCAP SA requesting to assign the CTA of COSCAP SA for ICAO Combined Action Team (CAT) missions.

ACTION OF THE SC:

- The SC decided that due to the CTA’s significant workload towards COSCAP SA priorities, her participation at the ICAO CAT missions would not be possible.
- The CTA will email a copy of this letter to the Chairperson for her action.

STATUS:

- The ICAO APAC letter was emailed to the Chairperson on July 30, 2016 for her action.
- The CTA has advised ICAO APAC of the SCM’s decision in regards to her participation on CAT missions. As a result, the CTA has not been requested to participate at any CAT missions so far.
- It is recommended that this issue be revisited during the next SCM.

Action for the 26th Steering Committee:

The SC is requested to take note of the actions taken on the Decisions of the 25th COSCAP SA SCM.