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

20th STEERING COMMITTEE MEETING
05-08 APRIL 2011, COLOMBO, SRI LANKA

Review of 19th SCM Decisions

1.0.   General

1.1   Venue:

The 19th Steering Committee (SC) Meeting was held at the Meeting Room No.1, Kotaite Wing, ICAO Regional Office, Bangkok, Thailand during 26-28 January 2010.

1.2   Participation:

The 19th SC Meeting was attended by a total of 48 participants. Seven Member States viz. Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka were represented by 31 participants including the Steering Committee Members and the remaining 17 participants represented Partners viz. Airbus, Boeing, EASA, ICAO, FAA, and SARI. Group Photograph of participants is posted at the official website of COSCAP-South Asia at

Opening**:**

Mr. Parakrama Dissanayake, Acting Director General, Civil Aviation Authority of Sri Lanka who is the Chairman, Steering Committee of COSCAP South Asia welcomed all the participants for the meeting.
Mr. Mokhtar Awan, Regional Director ICAO Asia & Pacific Region delivered 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.
At the invitation of the Chairman, participants introduced themselves.
The 19th SC meeting was declared OPEN by the Chairman, COSCAP-South Asia.

2.0.   Agenda and Programme:

The Agenda and the Programme of the Meeting was approved by the SC Meeting for its proceedings Presentations:

2.1.   Commercial Aviation Safety Team (CAST)

Mr. Kyle L. Olsen, Aviation Safety Consultant – FAA provided briefing on CAST to the members of the Steering Committee.

Capt Fareed Ali Shah, Regional Officer, Flight Safety, ICAO provided analysis on ICAO Audit results of COSCAP-SA States.

1.3   FAA – State Safety Program

Ms. Cathy Van Assche, Acting Assistant Manager, Singapore International Field Office, FAA provided an overview on US State Safety programme.

1.4   FAA –NextGen

Mr. Glenn W Michael, Manager, International Operations, CAST gave presentation on 'NextGen 101, addressing the 'NextGen Challenges.

1.5   EASA

Mr. Erick Ferrandez, Manager International Technical Cooperation Section, EASA provided briefing on 'EASA International Cooperation.
Copy of his presentation is available at; SARI
Mr. Erick Dormy, SAR Coordinator, EASA provided an update on 'SARI Part-145' describing the 'Role , Responsibility and Achievements of SARI 145 Working Group'.

1.6   Boeing

Mr. Gerardo M. Hueto, Programme Manager, Regional Safety, Boeing Commercial Airplanes delivered presentation on 'Aviation Safety Challenges and Opportunity for COSCAP-SA'

3.0.   Recommendations and Conclusions:

3.1.   SCM-19-01 (REF: DP-19-SCM-01): PROGRESS REVIEW

The Steering Committee made note of the Discussion Paper (DP) and expressed satisfaction about the progress made by the Programme in the year 2009 which was under review. Additionally, the SC:

a) drew attention to the shortcomings and constraints that are highlighted in the Discussion Paper and reached at following resolutions.

Shortcoming /Constraints		SCM's Resolution
	Absence of response or overly delayed communication between the States and Programme in respect of matters for which the Programme requires the inputs from States to proceed.	SCM urged the need of Member States' early responses to the requirements of the Programme. As a rule of thumb, a Member State may respond to the Programmers requests for the State's inputs, within three (03) working days of the request. If the response needs longer time, an interim reply may be provided within three days and the requisite response may be provided at the earliest but not later than three weeks.
	Excessive delays in filling the Regional Expert positions in the Programme	Being the executing agency, ICAO should take steps to fill the staff vacancies well before a Regional Expert position falls vacant. As a rule of thumb, a successor for a Regional Expert position should be selected at least six (06) weeks

		prior to the incumbent separating from the respective position in order to ensure proper 'handing over' and 'taking over' of duties takes place without a gap or prejudice to the continuity of on-going activities.
	Difficulties faced and/or uncertainties prevailed for Regional Experts' travel by air for technical missions (when travel on gratis tickets)	*Purchasing tickets at cost to the Programme will result in fast depletion of Programme funds. Also providing the Programme Staff with 'waitlisted' tickets or 'sub-load' tickets causes significant inconvenience in the effective implementation of the Programme activities. Hence the States may ensure that Regional Experts are provided with <u>confirmed tickets</u> for air travel, when they are on official missions to their respective States.*
	Member States' non commitment to facilitate execution of the Annual Work Programme which is coordinated with the State at beginning	*Member States may carefully peruse the AWP of the Programme and provide a feedback to the Programme within one week of receipt. If a planned activity is observed to be requiring an alteration due to unavoidable circumstances, the Programmes should be advised <u>at least six(6) weeks</u> prior to the date of proposed activity.*
	Non availability of national counterparts when Regional Experts visit States on technical missions.	*Member States may ensure that national counterparts are readily available when Regional Experts visit their States on Technical Missions.*
	Absence of States' input on Regional Experts' Mission Reports*.*	*The Programme shall ensure that a Mission Report of an Expert is forwarded to the States within three (03) weeks from the date of completion of the mission and Member States may provide a feedback to the Programme within three (03) weeks from the date of return. If the States have no comment on the report, 'nil' comments may be sent to ensure two-way communication for satisfactory completion of work.*
	Mobilization of Regional Experts to work in their home State	*If the mobilization of the Regional Experts to function from their home State does not generate significant saving to the Programme, ICAO may consider re-positioning them to work from the center where the Programme Office is located.* *If the Regional Expert continues to function from the respective home State, the work station of the respective Expert shall be the place where the respective Civil Aviation Administration's Headquarters is located.* *If the Regional Experts continues to function from home States, the requirement to maintain a Programme Office is discontinued to minimize the costs to the Host State.*
	Non-payment of States' agreed annual financial	*Member States may pay their Annual Contribution in full to the Programme within the first quarter but not later than*

	contribution or delayed payment or part payment.	*the 3rd quarter of the financial year. If there are any arrears starting from the third phase of the Programme (i.e. with effect from 2008), such may be settled immediately.*
	States' non participation at the meetings or training activities organized by the Programme.	*Member States may endeavor to take part at all meetings and/or training activities organized by the Programme. If a difficulty of participation is envisaged due to an unavoidable reason, the Programme may be well informed of such.*
	Non availability of experts who have requisite professionalism and competence to handle some of the work the programme is called upon to execute.	*The Programme may consider hiring services of requisite experts under Regional Experts (Home Base) mechanism on short term basis, subject to availability of resources. Member States may ensure that the personnel whom they have recommended to be included in the Programme Regional Experts (Home Base) pool are qualified and skilled personnel who can deliver the goods meeting the professional standards.*

b) decided that the National Coordinators in consultation with the respective Steering Committee Members together with the Programme Management should undertake a complete review of the MoU, Programme Document and other associated provisions in the IF&PM and submit a complete report to the next SCM in regard to the revisions needed in those documents, if any. It may also include proposals for change of objectives, outputs, activities or priorities and methodologies for implementations including phasing out strategies, if deemed necessary.

Review: Absence of response or overly delayed communication between the States and Programme in respect of matters for which the Programme requires the inputs from States have been reduced during the last year but needs to be more effective.
There had been no development from the states on the review of the MOU. During the 4th NC meeting the issue was raised and the participating states have assured that they would look into it and give the Programme Office a feed-back shortly.

Staus: Open

3.2.   SCM-19-02 (REF: DP-19-SCM-02): Review of the Recommendations of the 2nd ARAST /10th SARAST meetings
Having considered the Discussion Paper on this subject the Steering Committee:

a) approved implementation of the MRAST Recommendations.

b) approved implementation of the 2nd ARAST Recommendations

c) approved implementation of the 10th SARAST Recommendations

encouraged all Member States which have not implemented SASI, to take early steps to do the needful and inform the Programme Management of the status of implementation on continual monthly basis, until the SASI is fully implemented in the respective State.

d) requested all Member States to represent them sufficiently at future ARAST/ SARAST meetings.

e) requested Member States make their comments on ICAO State letter (Ref. SWG 21/1-09/94 - 16 December 2009) on RASG available to ICAO before the deadline which is 16 March 2010.

Review: States are requested to continuously monitor the implementation status of the ARAST, SARAST, and MRAST and keep the Programme Office updated

Status: Open

3.3. SCM-19-03 (REF: DP-19-SCM-03): Review of the Recommendations of the 3rd Meeting of the State National Coordinators

The Steering Committee reviewed the recommendations of the 3rd National Coordinators meeting and made appropriate decisions in respect of such recommendation. In regard to the payment of honorarium for the National Coordinators, the SCM decided that delegation of authority shall take place from TCB to the Programme Coordinator so that the Programme Coordinator will be able to pay the honorarium out of the Programme's Imprest Account and keep the TCB advised regarding such payments regularly, avoiding the need to undergoing overly complicated procedures.

Review: No updates available. States were requested through the NC Meeting to send current and updated data on the National Coordinators to the Programme Office. Once received the programme office will pursue this with the TCB.

Status: open

3.4. SCM-19-04 (REF: DP-19-SCM-04): Annual Work Programme and Training Calendar – 2010

The Steering Committee considered the Discussion Paper and;

a) approved the Annual Work Programme (AWP) -2010 and granted authority for the Programme Management to effect necessary adjustments in the AWP in response to a request of Member State(s) or at its own will, to meet contingency requirements.

b) requested Member States to adhere to the extent possible on the proposed dates of missions in AWP-2010 in view of the intricacies involved in making changes to a regionally coordinated programme and thus avoid suspension or cancellation of activities in the AWP, at short notice.

c) requested Member States to make optimum use of the Programme's activities by active participation and by making available the requisite counterparts for the Regional Experts to perform the assigned tasks.

d) after being updated on the status of progress made by the SARI, acknowledged the significant efforts and dedication of the participating states (India, Maldives, Nepal, Pakistan and Sri Lanka) with the magnanimous contribution made by EASA to accomplish the task for the early harmonization of Maintenance Regulations based on EASA-145. Having observed that SARI-145 has reached sufficient stage of maturity and that Bangladesh and Bhutan are willing and getting ready to join the SARI 145, the SCM decided that SARI should be locally implemented in each of the Member State (which has undergone the due process) at the earliest but not later than 31st June 2010, setting the grounds for the implementation of harmonized set of maintenance regulations in the region, which will be a significant milestone in the history of COSCAP-South Asia. SCM directed that the Regional Airworthiness Expert should be entrusted to provide necessary technical inputs for the Member States to take necessary steps in this regard, in close liaison with SARI. Whilst acknowledging the States' prerogative to follow their own rules and procedures in the law making and/or revision process,

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the SCM recommended that a Member State which intends amending the provisions in the SAR-145, may seek the views of other

Member States through 'Notice for Proposed Amendment (NPA) or similar arrangement in order to maintain harmony. The SCM also noted that the SARI Task Force may be of immense assistance to Member States in this regard.

Review: Technical Missions were conducted as per the Annual Work Programme and as the SCM could not be conducted during 2010, some more missions were conducted during the current year i.e. 2011 as per request from the member states. The Steering committee is requested to kindly consider this issue and approve the missions already conducted.
Cancellation of missions at the last moment is still continuing which adversely affects the programme function. One airworthiness mission to a state could not be conducted due to visa problem-though the request was sent one month earlier.
SARI Task force is being commended for the excellent work they are undertaking in the harmonization of the regulations.

Status: Open

3.5.   SCM-19-05 (REF: DP-19-SCM-05): Programme Budget and Funding

The Steering Committee considered the Discussion Paper and;

a) requested each Member State to contribute to the Programme in full as has been agreed, in view of the depleting sources of funding available to the Programme, and of the necessity of continuing the Programme without curtailing any of its planned activities.

b) urged each Member State to settle their financial contributions as early as possible but not later than the 3rd quarter of each year and also highlighted the consequences of continued under-funding of this Programme.

c) approved the request of Bhutan for revising the formula of annual contribution from 9% to 5% which amounts to payment of USD 25,000 per annum, in view of the limited aviation activities in the country and its contribution to the national economy.

d) decided to continue to set apart a fixed percentage of 10% of Programme funds for the employment of Regional Experts (Home Based).

e) encouraged the partners of the Programme and airlines to continue with their contributions (both in case and/or in kind) which are of vital importance to the Programme.

f) expressed their serious concerns over the non representation of the TCB, ICAO at sufficient senior level at the meeting albeit the meeting has been convened with due coordination, adequate notice and also with a close dialogue with TCB. The meeting also noted with concerns, that an appeal made to Secretary General by the Chairman in this respect has not received any response. SCM emphasized the need of presence of a Senior Representative of TCB during the SC Meetings who could responsibly reply to the queries of the Members in regard to Programme execution, which is the responsibility of the TCB.

g) was informed by the Regional Director that as a result of the review of the ICAO's Regional Programme, and with the aim of improved efficiency and effectiveness of operations, it was decided that some of the field operations activities will be relocated to the regional offices. In order to ensure that it happens, the role of the Regional Offices and the Regional Directors would be made more visible to support COSCAPs and its meetings, obviously in close coordination with the Field Operations Section of TCB.

Review: Contribution from the member states may be considered satisfactory, excepting one state who has promised to clear the dues within the shortest possible time. The financial status will be projected in the DP on Budget.

Setting aside 10% of the Fund for the Home Based Experts has not been done as clearance from TCB is awaited. The Home Based Expert data is being updated and with the decision from the TCB appropriate actions will be taken.

Representation at an appropriate level from TCB (being the executive agency) in the SCMs continues. Lot of time is spent in coordinating with TCB to find out whether there will be any representation from TCB at all.

Status: Open

3.6.   SCM-19-06 (REF: DP-19-SCM-06): Review of Recommendations of the Chiefs of CATC Meeting

The Steering Committee considered the Discussion Paper and approved the recommendations of the 1st meeting of the Chiefs of CATC except the need of having a reference and benchmarking of the CATC for necessary grading by ICAO. The SCM also decided to establish a 'Working Panel' under the Chairmanship of Regional Director, ICAO APAC to identify the 'Training Packages' and subsequently arrange for necessary trainings for Member States of COSCAP-SA in the field of safety oversight, in particular. The Working Panel may include a representative nominated by each Steering Committee Member and the Programme Coordinator.

Review: Working Panel is yet to be established

Status: Open

3.7.   SCM-19-07 (REF: DP-19-SCM-07): Employment of Regional Experts

The Steering Committee gave policy directions to the Programme Management in regard to determination of salaries payable to the incumbents of the following positions, when employed under the Programme The Steering Committee approved the extension of Special Service Agreements (SSA) of Dr. Punya Raj Shakya, RACSE and Capt. S.M.Rahmatullah, RFOE for another term of three (03) months effective the date of expiry of their respective agreements which is in force.

Review: The mentioned experts have completed their term satisfactorily and the Programme wishes to congratulate them on their excellent contribution towards aviation safety.

Status: Closed

3.8.   SCM-19-08 (REF: DP-19-SCM-08): Update on the ICAO USOAP Programme

The Steering Committee considered the Discussion Paper and;

    a) directed the COSCAP-SA programme to continue to provide regular updates to Member Administrations on developments concerning the ICAO USOAP programme.

    b) encouraged COSCAP-SA Member Administrations to utilize COSCAP-SA to provide support for their preparations for the USOAP audit as required.

c) approved, if required and subject to availability of resources, COSCAP-SA to engage short-term experts in the areas of USOAP expansion to review implementation of SARPs and, if required, to provide support related to implementation.

d) requested the Administrations to ensure that they maintain current the Compliance Checklist as this data can be readily imported into the EFOD data base.

e) encouraged for ongoing efforts to fully implement the Corrective Action Plan from the ICAO USOAP audits as same will be utilized as one of the indicators under the Continuous Monitoring Approach.

Review: ICAO USOAP audit programme continue to be the highest priority in the COSCAP-SA. Administrations are requested to make full use of the Prrogramme and the experts associated with it.

Status: Open

3.9. SCM-19-09 (REF: DP-19-SCM-09): Institutionalization and Evolution of COSCAP-SA towards RSOO:

The Steering Committee considered the Discussion Paper and made note of the contents of DP and also requested that Member States of COSCAP-SA who are yet to sign the bilateral arrangement with COSCAP-SA may do so at the earliest.

Review: Work is ongoing and the latest status will be presented to the steering committee by the ICAO Regional Office at a later stage.

Status: Open

4.0.   States' Presentations:

a) **CAA Bangladesh**: Chairman, CAAB gave a synopsis on the civil aviation industry in Bangladesh highlighting ongoing infrastructure development programmes. He also briefed the meeting on the USOAP audit results of Bangladesh and corrective actions taken by the Government of Bangladesh for their resolution.
   a. .

b) **DCA Bhutan**: The National Coordinator of DCA Bhutan made a presentation drawing attention of the meeting to certain ICAO SARPs on Aerodromes and Aircraft Operations. He wished the Member States involvements, through COSCAP-South Asia, in sharing of information relating to the Bird Strikes at airports and civil military coordination at joint user airports and establishment of common database for RAMP inspection.
   a. .

c) **DGCA India**: During his presentation, DGCA-India, gave a synopsis on Safety Oversight System in India highlighting the outcomes of recent audits of IUSOAP FAA on the safety oversight capability of India. He explained main areas of concerns raised by ICAO and FAA following those audits and the follow up government's responses to those concerns. Government of India has embarked on a massive programme of upgrading civil aviation safety oversight system in India which includes upgrading of regulations, restructuring of the DGCA, capacity building by recruitment of adequate number of Inspectors and providing them with requisite training, development of guidance material and intensifying the surveillance and enforcement activities etc. He also briefed the meeting on India's initiatives on GASP/GASR, an analysis of aviation

accidents in India and current international initiatives. Responding to a query raised at the meeting, DGCA-India said that his administration would be happy to share the regulations that have been put in place for employment of airline pilots, economic regulations of airlines and setting up of Ramp Inspection Database.

d) **CAD Maldives:** National Coordinator, CAD presented to the meeting some proposals that may be considered by the Steering Committee Members in regard to the employment of Regional Experts in COSCAP-South Asia.
   a. .

e) **CAA Nepal**: DGCA-CAA Nepal appreciated the support and contribution received by the CAA-Nepal from COSCAP-South Asia for the preparation of the recent USOAP audit. He also mentioned the certain strengths and weaknesses in the field of aviation in Nepal whilst highlighting emerging challenges and opportunities. He said that enhancing airspace capacity and determination of ATC capacity in TIA is one of the main areas of current focus of his administration and any support either from Member States or COSCAP-SA in that regard, would be of immense value to CAA-Nepal.

f) **CAA Pakistan**: National Coordinator, CAA-Pakistan briefed the meeting on the Personnel Licensing activities taking place in Pakistan. He explained to the meeting arrangements in place for the conduct of aviation examinations using a computerised database. He stated that the software is particularly suited to conduct competitive exams like recruitment exams and Common Entrance Tests (CET) of various COSCAP states. It will save valuable time spent on assessing the answers from different knowledge resources and the results can be obtained immediately. CAA Pakistan is hopeful that the on-line examination facility can be shared with COSCAP States after the local test run in June 2010. Responding to a query raised by the audience, DGCA-Pakistan said that the CAA-Pakistan would be happy to discuss with interested CAA-Administrations in regard to the mode and manner of sharing of the on-line examination facility of CAA-Pakistan for the conduct of aviation examinations of Member States.[ ]

g) **CAA-Sri Lanka:** National Coordinator, CAA Sri Lanka gave an overview of the ICAO requirements relating to establishment of a State Safety Programme and wished the active involvement of the Member States for development of a SSP on a common footing.

Review: Mutual understanding and regional cooperation among the states were highlighted in the presentations by the different states. Sharing of expertise was the common theme. It is expected that with this type of cooperation the region will be immensely benefitted.

Status: Open.

5.0.   Closed session of the Steering Committee Members:

Steering Committee Members representing the seven Member States agreed unanimously that the present mechanism of the operation of the Programme including the overall system of employment of the Regional Experts in the Programme should undergo a complete revision to address the present day requirements and challenges faced by the Programme.

Action may be taken to amend the governing documents of the Programme viz. MoU, Programme Document – Phase III and provisions in the IF&PM as may be required. It was also agreed that a special meeting of the Steering Committee will be held sometime in the late second quarter or early third quarter of the year in order to finalize the matters associated with this matter.

Review: Suggestions where sought from ICAO TCB on this issue during the last year from COSCAP Office. But till today an answer is awaited However the work of revision is undergoing and will soon be presented to the Chairman, Steering Committee for his vetting and then circulated among the states for inputs. The draft after considering the inputs will be sent to TCB for their comments. After agreement of all the parties the draft will be finalized.

Status: Open