



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



**20<sup>th</sup> STEERING COMMITTEE MEETING  
05-08 APRIL 2011, COLOMBO, SRI LANKA**

**Annual Work Programme and Training Calendar - 011**

**EXECUTIVE SUMMARY**

The tentative work programme of the COSCAP-South Asia for 2011 has been developed as per the Programme Document based on the human resources available and other commitments. The Programme does not include the possible commitments that will have to be made if the new proposals presented to the Steering Committee are approved for implementation in the ensuing year. According to the proposed work programme for 2011, each Regional Expert will spend about 140 days for providing on-site technical assistance to the Member States

**1.0. Background:**

- 1.1 Subsection (c), Paragraph 7.4, Article VII of the Memorandum of Understanding signed by the Member States for COSCAP-South Asia, requires the Steering Committee to review and approve the Programmer's Annual Work Programme and Annual Budget.
- 1.2 Steps that should be followed in the development of COSCAP-SA Annual Work Programme is set out in the IF&APM of the Programme under 'D.7.1.1 Work Plan Development'

**2.0. Discussion**

2.1 Work Plan - 2011

2.1.1 Meetings

- a. **STEERING COMMITTEE MEETING:** The Programme plans for the 21st Steering Committee to be held at a location agreed by all members of the Steering Committee unless otherwise decided by the Steering Committee. A tentative date assigned for the 21<sup>st</sup> Steering Committee is from 5-8 December 2011.
- b. **NATIONAL COORDINATORS' MEETING:** The Programme plans to conduct the 5<sup>th</sup> meeting of the State National Coordinators in Male, Maldives on 21-22 September 2011, subject to the concurrence of the host Administration. It will help the National Coordinators to review the progress of implementation of decisions of Steering Committee meeting, general review of the progress of the Programme and prepare the agenda for the 21<sup>st</sup> Meeting of the Steering Committee. It is recommended that the chairmen of the respective NASTs and

SARAST/ARAST Team Leaders should be invited for this meeting. It is recommended that the Daily Subsistence Allowance (DSA) payable to the State National Coordinators for participation at this meeting should be borne out of the Programme funds.

- c. SARAST / ARAST MEETING: The 13<sup>th</sup> SARAST/1<sup>st</sup> APRAST Flight Operations and Air Traffic Management meeting in Bangkok are proposed to be held on February, 2012. Member States are encouraged to make arrangements for the relevant officials involved in the local implementation of the SARAST/ARAST recommendations, to attend this meeting together with the respective SARAST Team Leaders and National Coordinators. Member States are also requested to encourage their industry partners to attend this meeting. The participation of the Chairman of the respective National Aviation Safety Team would also be of value to the success of the proposed meeting.
- d. NAST MEETINGS: It is proposed that National Aviation Safety Team (NAST) meetings of each State are held at least twice a year. These meetings may be arranged in close coordination with COSCAP-South Asia so that it can programme at least one of the Regional Experts to represent the COSCAP – South Asia at such meetings by carefully working out the Regional Experts' technical assistance mission programme. States may therefore inform the dates of proposed NAST meetings for 2011 to the COSCAP – South Asia office as soon as possible, preferably before May 2011. The States may refer to the information contained in the AWP-2011 (On-site Technical Assistance to States)-1, which is attached to this paper in scheduling the meetings of the respective NASTs.
- e. MAINTENANCE TASK FORCE MEETING: It is proposed that a meeting of the Maintenance Task Force be convened this year in coordination with SARI which has embarked on the process of standardization of Maintenance Regulations in the region based on EASA Part 145. RAWE should attend this meeting representing COSCAP-South Asia.
- f. MEETING OF CIVIL AVIATION MINISTERS/SECRETARIES: In order to elevate the COSCAP-SA from its present position to a higher level in terms of scope, status and responsibility etc, the explicit approvals of respective the Governments are of vital necessity. Also the recognition of the Government at the highest level is vital for the COSCAP-SA to function as a specialized agency of the SAARC which is responsible for civil aviation. Most of the operational and administrative constraints faced by some of the member States in responding to the Programme activities may also be eliminated with the tacit support of the government. When the activities of the Programme are monitored at the Ministerial Level, there is always a scope for further improvement of the Programme in all facets.

As such a meeting of Civil Aviation Ministers/Secretaries was proposed to be held in New Delhi, India at the 18<sup>th</sup> Steering Committee. However due to various circumstances, the dates of the meeting could not be fixed in 2009 and 2010. It is proposed that the Civil Aviation Ministers/Secretaries meeting be held in the 4<sup>th</sup> quarter of 2011 and exact dates and venue for the meetings shall be decided subject to the concurrence of the host Administration.

- g. MEETING OF REGIONAL CIVIL AVIATION MEDICAL EXPERTS PANEL:  
Under the financial assistance of IFFAS for providing technical assistance to the Member States in the field of Aviation Medicine, two international Aviation Medical Examiners were mobilized to visit five member States in 2008 and 2009. Their mission reports contained

number of suggestions/recommendations which are valuable and important to all the Member States.

Each Member States are again requested to nominate a sufficiently experienced Civil Aviation Medical Practitioner to serve in the Regional Civil Aviation Medical Examiners' Panel (RCAMEP) which will meet on the need basis.

2.1.2 TECHNICAL ASSISTANCE: The entitlements of minimum number of Expert-days per annum for technical assistance of each Member State are defined in the IF&PM (COSCAPSA-1997) of the Programme. Based pre and post audit activities of the states the Programme has prepared its onsite technical assistance programme to Member States for 2011. The technical assistance programme is prepared on the assumption that all key posts approved in the Programme Document – Phase III would be available to the Programme throughout the year. Member States are requested to kindly make note of the AWP-2011 and keep their respective home administrations ready with relevant counterparts to be on standby in order to receive the Regional Experts of the Programme for technical assistance and engage in productive work. The following points have been taken into particular consideration when preparing the AWP-2011.

- a. States can be better prepared with their necessary counterparts in place, when Regional Experts visit the Administration in accordance with a programme which is coordinated with the Administration with sufficient notice.
- b. Logistics support such as airline tickets and other ground transport arrangements can be better coordinated, with COSCAP RE visiting the States together.
- c. Programme should have time for all RE to concentrate on Programme related activities for its improvement.

2.1.3 TRAINING: COSCAP-South Asia intends organizing at least one training activity relating to each field for which a Regional Expert has been employed. The following training activities are identified to be of high priority for the Programme to pursue planning, preparation and conduct of training for the year 2011. The Programme may use Regional Experts to conduct some of these training activities. Other training will be on the availability of resources and opportunities and in close collaboration with COSCAP-NA, COSCAP-SEA and ICAO Regional Office to the extent possible.

- a. Aviation English Language Proficiency Seminar
- b. Aviation Medical Seminar
- c. Maintenance Seminar
- d. Cabin Safety Seminar
- e. Foreign Air Operator Surveillance
- f. Safety Management Systems in Aviation
- g. PBN Procedure Design Course
- h. Article 83 Bis and Wet lease Operations of Aircraft
- i. ECCAIRS/ADREP Implementation Course
- j. State Safety Programme
- k. Dangerous Goods Course
- l. Inspector Training Standardization (ITS) Course
- m. Human Factors in Maintenance and Linkage to SMS

- n. Aerodrome Certification Course
- o. Basic Flight Operations Inspector Course
- p. Designated Check Pilot Course
- q. Flight Simulator Evaluation Course
- r. Personnel Licensing Course
- s. ETOPS Seminar
- t. Grant of approval for All Weather Operations
- u. All Weather Operations Course
- v. ANS/ATM Inspector Training Course

An attempt will be made to explore the possibility of conducting the training courses in more than one Member State subject to availability of resources and support from the funding agencies. In situations when there will not be a possibility of conducting more than one activity for the whole region, the location will be selected taking into account the number of personnel to benefit and also the percentage of contributions made by the Member State. Also some of the trainings may have to be conducted in conjunction with other COSCAPs for limitations in resources and cost savings.

Member States may request training areas which are not mentioned in the Work Plan. Requests for such training may be made to COSCAP-South Asia office as early as possible as but not later than 31<sup>st</sup> May, 2011 of the preceding year to enable the programme to prepare the tentative training calendar of COSCAP-South Asia. Steps will be taken to provide such training depending on the availability of resources.

*Donor agencies / Partners of COSCAP-South Asia are kindly requested to inform the Programme Management regarding the courses from the above list, that they may wish to sponsor.*

- 2.1.4 GUIDANCE MATERIAL: COSCAP-South Asia has issued a series of Manual/Documents/Circulars relating to various technical matters. These Documents will be reviewed, updated, re-issued with COSCAP-SA specific identification numbers and uploaded to the official website of the COSCAP-South Asia. Also action will be taken to introduce new guidance material on subject areas for which there are no existing guidance materials. Member States are requested to intimate to the Programme their requirements regarding guidance material.
- 2.1.5 STATE'S CONTRIBUTION: Receipt of Member States' financial contribution to the Programme at the beginning of the year is very important in order to implement the Programme as planned. Whilst States are encouraged to make their contributions within the first four months, COSCAP-SA would start sending reminders to each States at the end of four months at two months interval.
- 2.1.6 REVISION TO THE WORK PLAN: The Work Plan 2011 will be revised based on the outcome of the 20<sup>th</sup> Steering Committee Meeting to accommodate Steering Committee decisions and priorities.

### **3.0. Recommended Actions by The Steering Committee**

- a. To make note of the contents in the Annual Work Programme -2011, including Technical Missions carried out by the Experts from January to March 2011 and to approve COSCAPSA AWP 2011.

- b. To request Member States to adhere to the extent possible on the proposed dates of missions in AWP-2011 taking into account the intricacies involved in making changes to a regionally coordinated programme and avoid suspension or cancellation at short notice.
- c. To request 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.