International Civil Aviation Organization

COSCAP – SOUTH ASIA

PROGRAMME DOCUMENT – PHASE IV
2013 – 2018

This Document outlines the nature and scope of the activities intended to be performed by the COSCAP-South Asia during its Phase IV together with the resources required to perform such activities.

INTERNATIONAL CIVIL AVIATION ORGANIZATION

PROGRAMME DOCUMENT

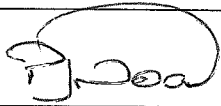|	
Project Title:	Cooperative Development of Operational Safety and Continuing Airworthiness Programme – South Asia (COSCAP-SA) Phase IV
Programme Number:	RAS/97/902
Duration:	5 years
Commencement Date:	1 October 2013
Estimated Phase IV Cost:	US$2,842,000
Participating States:	Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka
Sector and Sub-Sector:	Transport and Communications – Civil Aviation
Executing Agency:	International Civil Aviation Organization
Governments' Executing Agencies	Civil Aviation Administration of Participating States

Brief Description: This document outlines the nature and scope of activities intended to be performed during the Fourth Phase of the COSCAP-SA Programme which will be implemented for a period of five years effective 1st October 2013, under the Institutional Framework set out in terms of the Memorandum of Understanding signed between the Participating States. It will allow to carry forward the outstanding activities from the previous Phases i.e. Phase I, II and III. During Phase IV the main aspects that will be addressed include: Assisting States with high Lack of Effective Implementation (LEI) to strengthen their safety oversight system and progressively improve their respective LEI; promoting and assisting States with the implementation of the Continuous Monitoring Approach (CMA) under the ICAO Universal Safety Oversight Audit Programme (USOAP); assisting States with implementation of the requirements of the State Safety Programme (SSP) and furthering greater awareness /implementation of the Safety Management Systems; assisting States with meeting the requirements under the revised Global Aviation Safety Plan (GASP); and assisting in the enhanced implementation of Performance Based Navigation (PBN) at the sub-regional level. In addition to the activities identified in this Document, the Programme will undertake for implementation, the tasks and activities that may be assigned to it by the Steering Committee, subject to availability of resources and priorities to be attached.

Signed on Behalf of :	Name / Signature	Title	Date
Bangladesh			
Bhutan			
India			
Maldives			
Nepal			
Pakistan			
Sri Lanka			
ICAO		Director-Technical Co-operation Bureau	2/8/13

Signed on Behalf of :	Name / Signature	Title	Date
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Bhutan			
India			
Maldives			
Nepal			
Pakistan			
Sri Lanka			
ICAO	*P.Jaoa*	Director-Technical Co-operation Bureau	2/8/13

INTRODUCTORY NOTE

This document outlines the nature and scope of activities that are intended to be performed during the Fourth Phase of the COSCAP-SA Programme which will be implemented for a period of five years effective 1stOctober 2013, under the Institutional Framework set out in terms of the Memorandum of Understanding signed between the Participating States.

This Programme Revision Document also reflects the continuation of the outstanding activities under the Phase I, II and III of COSCAP-SA Programme into Phase IV. The format of the Programme Document for Phases I, II and III has been generally retained. The progress achieved and activities undertaken in earlier phases have been outlined while the objectives to be achieved and activities to be undertaken /achieved in Phase IV have been described in detail.

The objectives and activities contained in this document may be amended based on the decisions of the Steering Committee and the document will accordingly be amended to reflect the current status as and when necessary.

PART A. CONTEXT

1. The Convention on International Civil Aviation and related ICAO Assembly Resolutions as the basis for aviation safety which includes Operational Safety, Continuing Airworthiness of Aircraft, Airports and Air Traffic Services, Accident Prevention and Investigation and other safety-sensitive areas

1.1   The Convention on International Civil Aviation, signed in Chicago on7 December 1944 (Chicago Convention), sets forth certain principles and arrangements in order that international civil aviation may be developed in a safe and orderly manner, and that international air transport services may be established on the basis of equality of opportunity and operated soundly and economically.

1.2   The Chicago Convention also established the International Civil Aviation Organization (ICAO), the objectives of which are to develop the principles and techniques of international air navigation and to foster the planning and development of international air transport, so as to ensure the safe and orderly growth of international civil aviation throughout the world.

1.3   Within the Chicago Convention and its Annexes there are defined two levels of responsibility for the oversight of international commercial air transportation: responsibilities associated with the State where an aircraft is registered (State of Registry), and responsibilities associated with the State wherein an operator has its principle place of business (State of the Operator).

1.4   With regard to the *State of Registry*, the Chicago Convention provides that every aircraft of a Contracting State engaged in international air navigation shall carry licensed personnel, a Certificate of Registration and a Certificate of Airworthiness. The Certificate of Airworthiness shall be issued or rendered valid by the State in which the aircraft is registered. Furthermore, the Convention stipulates that certificates of competency and licenses for pilots, flight and maintenance personnel and certificates of airworthiness issued or rendered valid by the State of Registry shall be recognized as valid by other Contracting Administrations, provided that the requirements under which such certificates and licenses were issued or rendered valid are equal to or above the minimum standards pursuant to the Chicago Convention. The Convention also stipulates that every State will undertake to adopt measures to insure that every aircraft carrying its registration mark, wherever such aircraft may be, shall comply with the rules and regulations relating to the flight and manoeuvre of the aircraft there in force.

1.5   Annex 6 Parts I and III, to the Convention stipulate that the *State of the Operator* will issue an Air Operator Certificate (AOC) for commercial air transport operations after the operator demonstrates that it has an adequate organization, method of control and supervision of flight operations, training programme, as well as ground handling and maintenance arrangements consistent with the nature and extent of the operations specified. Annex 6 Parts I and III, also provide/specify that the State will supervise the operator to ensure that it will continue to maintain the requirements under which the AOC was originally issued.

1.6   The Chicago Convention and its Annexes thus form the basis upon which a State must develop and /or adopt civil aviation regulations, which are appropriate to the complexity of its commercial air transport operations and provide a civil aviation organization which is capable of carrying out the responsibilities of the State of the Operator and State of Registry through a process of certification, inspection, and surveillance.

2. Developments in the Area of Safety Enhancement – Background Information

USOAP

2.1   The ICAO Assembly, by Resolution A29-13 –Improvement of Safety Oversight, recognized that many contracting States may not have the regulatory framework or financial or technical resources to carry out the minimum requirements of the Chicago Convention and its Annexes. Having noted that many Contracting States might experience difficulty in carrying out their responsibilities under international law for safety oversight of air carrier operations, the Assembly called upon all contracting States to reaffirm their safety oversight obligations, to review their safety oversight procedures to ensure effective implementation and, with respect to those States able to do so, to provide requesting States with assistance in the form of financial and technical resources to enable such requesting States to carry out their responsibilities for safety oversight of air carrier operations.

2.2   The ICAO Assembly, by Resolution A32-11 – *Establishment of an ICAO Universal Safety Oversight Audit Programme (USOAP)* resolved that such a USOAP Programme be established comprising regular, mandatory, systematic and harmonized safety audits, to be carried out by ICAO.

2.3   By Resolution A33-8 – *Continuation and Expansion of the ICAO Universal Safety Oversight Audit Programme*, the Assembly resolved, *inter-alia*, to expand the ICAO USOAP to Annex 11 – *Air Traffic Services* and Annex 14 – *Aerodromes* as of 2004. (This Resolution is superseded by A35-6)

2.4   By Resolution A33-9 – *Resolving deficiencies identified by the Universal Safety Oversight Audit Programme and encouraging quality assurance for technical cooperation projects*, the Assembly, *inter-alia*, requested the Secretary General to support, foster and facilitate the use of bilateral and multilateral agreements for projects between States and international or regional organizations.

2.5   Resolution A37-5 – *The Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach* directs the Secretary General to evolve the USOAP to the Continuous Monitoring Approach, which will incorporate the analysis of safety risk factors; and to maintain as the core elements the key safety provisions contained in Annex 1 – Personnel Licensing, Annex 6 – Operation of Aircraft, Annex 8 Airworthiness of Aircraft, Annex 11 – Air Traffic Services, Annex 13 – Aircraft Accident and Incident Investigation, Annex 14 – Aerodromes.

2.6   The Council's decision to adopt the CMA has been notified to all ICAO States (EB 2009/27 refers). The CMA represents the best and most cost-effective means of gathering and disseminating safety oversight information in a continuous manner. The new Assembly Resolution combines the key elements of previous USOAP Resolutions and will allow ICAO to move forward with the implementation of the transition plan.

2.7   A detailed transition plan has been prepared for the two year period from 2011 to 2012. In January 2013, implementation of the CMA will begin gradually, taking into consideration that some States may require more time in order to fulfill their obligations under the new approach.

2.8   The adoption of A37-5 affirmed that the evolution of USOAP to CMA should continue to be a top priority for ICAO to ensure that information on the safety performance of Member States is provided to other Member States and to the travelling public on an on-going basis. This vital enhancement of international safety requires the participation and support of all Member States.

2.9   By Resolution A37-8 – *Regional Cooperation and Assistance to Resolve Safety Related Deficiencies,* the Assembly, inter-alia, encourages States to foster the creation of regional and sub-regional partnerships to collaborate in the development of solutions to common problems to build safety oversight capability.

2.10   Assembly Resolution A35-7, urges contracting States to further develop regional and sub-regional cooperation and wherever feasible, partnership initiatives with other States, industry, Air Navigation Services Providers, financial Institutions and other stake holders to strengthen safety oversight capabilities.

Safety Management

2.11   The 35th Session of the Assembly agreed also that ICAO should make recommendations for the achievement of global harmonization in the uniform application of ICAO provisions for safety management. On 7 December 2004, the Commission agreed on a follow-up action that included a review of proposals to support the uniform application of ICAO provisions for ATM safety management. On 17 December 2004, the Council agreed on the Strategic Objectives of ICAO for 2005-2010 which include Strategic Objective A8, *Support the implementation of safety management systems across all safety-related disciplines in administrations.*

2.12   At the time of their adoption, the provisions relating to safety management in Annexes 6, 11 and 14 reflected the prevailing state of industry knowledge. Safety developments that have taken place since then, including an emphasis on systematic safety, presented an opportunity for harmonizing these provisions to support their uniform application, as required by the 35th Session of the Assembly, the Eleventh Air Navigation Conference, and by the Strategic Objectives of ICAO for 2005-2010. Furthermore, the harmonization of the provisions relating to safety management would facilitate auditing by the Universal Safety Oversight Audit Programme (USOAP).

2.13   The term "safety management" is used as the title for the harmonized provisions in Annexes 6, 11 and 14. This term conveys the notion that managing safety is a managerial process that must be considered at the same level, and along the same lines, as any other managerial process. In order to reinforce the notion of safety management being a managerial process, the proposal includes a provision for an organization to establish lines of safety accountability throughout the organization, as well as at the senior management level. This has imposed upon States the responsibility of establishing a safety programme and, as part of such a programme, requiring that operators, maintenance organizations and service providers implement a safety management system. The proposal, furthermore, places a requirement on States to establish an acceptable level of safety for the provision of services under consideration.

Global Aviation Safety Plan

2.14   By Resolution A32-15 – *ICAO Global Aviation Safety Plan,* the Assembly, inter-alia, endorsed the establishment of the ICAO Global Aviation Safety Plan (GASP) and urged all Contracting States to provide the needed support for its various elements and encouraged States to foster regional and sub-regional safety groups, and to take measures to ensure that human resources in civil aviation obtain and maintain the appropriate level of competency.

2.15   By Resolution A33-16 – *ICAO Global Aviation Safety Plan,* the Assembly, inter-alia, urged the Contracting States to adopt the GASP objectives to reduce aircraft accidents and to reduce the worldwide accident rate.

2.16   By Resolution A37-4 - *ICAO Global Planning for Safety,* the Assembly, *inter-alia,* resolved that ICAO shall implement and keep current the Global Aviation Safety Plan (GASP) and the Global Air Navigation Plan (GANP) to support the relevant Strategic Objectives of the Organization; that these global plans shall be implemented and kept current in close cooperation and coordination with all concerned stakeholders; that these global plans shall provide the framework in which regional, sub-regional and national implementation plans will be developed and implemented thus ensuring harmonization and coordination of efforts aimed at improving international civil aviation safety and efficiency.

2.17   The Resolution also urges Contracting States to demonstrate the political will necessary for taking remedial actions to address deficiencies including those identified by Universal Safety Oversight Audit Programme (USOAP) audits and through the application of GASP objectives and the ICAO regional planning process.

2.18   By Resolution A37-4 the Assembly, *inter-alia,* urges Contracting States to support the GASP objectives by:

a)   implementing the State Safety Programme (SSP);

b)   expeditiously implementing safety management systems across the aviation industry to complement the existing regulatory framework;

c)   sharing operational safety intelligence among States and relevant aviation stakeholders;

d)   ensuring that the travelling public has access to easily understandable safety-related information to enable informed decisions;

e)   creating an environment in which the reporting and sharing of information is encouraged and facilitated and in which remedial action is undertaken in a timely fashion when deficiencies are reported; and

f)   reporting accident and incident data as required to ICAO.

Note: A revision to the GASP will be presented to Member States of ICAO during the 38th Assembly Meeting. After the endorsement by the Assembly of the revised GASP, the revised GASP will be presented to the next SC Meeting with recommendations for amendment to the Objectives if any.

RASG / APRAST

2.19   In October 2009, the ICAO Air Navigation Commission reviewed a proposal for the establishment of Regional Aviation Safety Groups (RASGs). At its 190th Session, in May 2010, the ICAO Council approved the establishment of RASGs. This decision established the mandate for the ICAO Secretariat to establish RASGs, nurture their development and guide their activities, recognizing that the planning must consider the related resources such as COSCAPs.

2.20   The RASG-APAC was established in October 2010. It will develop and implement a work programme that supports a regional performance framework for the management of safety on the basis of the Global Aviation Safety Plan (GASP).

2.21   Using the GASP, the RASG-Asia Pacific (APAC) will build on the work already done by States, existing sub-regional organizations such as the Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs) and/or Regional Safety Oversight Organizations (RSOOs) and support the establishment and operation of a performance-based safety system for the region by:

a)   analyzing safety information and hazards to civil aviation at the regional level and reviewing the action plans developed within the region to address identified hazards;

b)   facilitating the sharing of safety information and experiences among all stakeholders;

c)   ensuring that all safety activities at the regional and sub-regional level are properly coordinated to avoid duplication of efforts;

d)   reducing duplication of efforts by encouraging collaboration, cooperation and resource sharing;

e)   conducting follow-up to GASP/GASR activities as required;

f)   coordinating with APANPIRG on safety issues; and

g)   providing feedback to ICAO to continually improve and ensure an up-to-date global safety framework.

2.22   To assist it in its work, the RASG-APAC may create sub-groups, charged with preparatory work on specific problems requiring expert advice for their resolution. The RASG-APAC or its sub-groups may appoint Ad-hoc Working Groups composed of experts either from within and/or outside the RASG-APAC or the sub-group to perform studies or prepare supporting documentation on defined subjects for consideration by the RASG-APAC or sub-groups as a whole. Presently, under the RASG-APAC a sub-group (Asia Pacific Regional Aviation Safety Team [APRAST]) and two Ad-hoc Working Groups (Accident Investigation; and Safety Reporting and Planning) have been established.

2.23   In consonance with the earlier Assembly Resolution A32-15, which encouraged States to foster regional and sub-regional safety groups, the COSCAP-SA established a safety team (South Asia Regional Aviation Safety Team [SARAST]) in 2002. The Terms of Reference of SARAST will need review in keeping with the establishment of APRAST. The SARAST will henceforth undertake its deliberations and actions in full consideration of the work of the APRAST working under the RASG-APAC.

PART B.   PROGRAMME BACKGROUND AND JUSTIFICATION

1.   The Directors General of Civil Aviation of seven South Asian States (Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka), with the intent to cooperate in removing the deficiencies in their flight safety oversight capabilities in association with ICAO, constituted a Steering Committee to consider the possibility of participating in an ICAO Technical Co-operation Bureau-proposed Programme for the cooperative development of operational safety and continuing airworthiness of aircraft in the region. The Steering Committee, at its first meeting at the ICAO Regional Office, Bangkok, on 7 to 9 January 1997, considered and approved the initial Project Document for the Cooperative Development of Operational Safety and Continuing Airworthiness Project – South Asia (COSCAP-SA).

2.   Initial Programme

2.1   The COSCAP-SA Project commenced implementation in the year 1997 with an initial duration of 5 years and an estimated cost of US$ 3,284,000, reflecting the conclusions reached at the Project Steering Committee Meeting (SCM) held at Bangkok on 7-9 January1997. The immediate objectives of the initial phase of the Project were:

   a) To establish regional capability to conduct flight operations and airworthiness certification and surveillance in accordance with ICAO Annexes 6 and 8 and the guidance material contained in the ICAO Document 8335 *Manual of Procedures for Operations Inspection, Certification and Continued Surveillance* and ICAO Document 9389 *Manual of Procedures for an Airworthiness Organization(since replaced by ICAO Doc 9760); and*

   b) To assist the participant States in developing their air legislation and regulations and to improve their independent safety oversight capabilities and ability to fully participate in the regional cooperative organization.

2.2   The COSCAP-SA Project was revised in 2001 to take into account ICAO Assembly Resolution A33-8 (*Continuation and Expansion of the ICAO Universal Safety Oversight Audit Programme*) on inclusion of aerodrome safety oversight and reflecting the decisions taken at the 8th SCM held at Maldives on 29-30 May 2001. Having realized the benefits of the Project and need to continue with the arrangement, it was decided to convert the status of the Project to a Programme which is of a lasting nature, and its duration was extended to the end of 2007, the Programme budget was increased to US$4,936,896, the above two Immediate Objectives were modified and a third Immediate Objective was also added into the Programme. The three immediate objectives became thus:

   a) Establishment of a regional capability to conduct flight operations and airworthiness certification and surveillance in accordance with ICAO Annexes 6and 8 and the guidance material contained in the ICAO Document 8335 Manual of Procedures for Operations Inspection, Certification and Continued Surveillance and ICAO Document 9389 Manual of Procedures for an Airworthiness Organization (since replaced by ICAO Doc. 9760) and Institutionalization of COSCAP-SA into South Asia Regional Aviation Safety Organization (SARASO);

   b) to assist the Participant States in developing their air regulations and standards and to improve their independent safety oversight capabilities and ability to fully participate in the regional cooperative organization; and

   c)   to assist the Participant States in meeting their obligations in regard to the certification of aerodromes and to Safety Management Systems (SMS) and other requirements for ATM.

3.   Phase II of the Programme

3.1   The 13th Meeting of the Steering Committee, having taken note of ICAO decisions to expand safety oversight responsibility of States, decided to take the Programme into Phase II – the Regionalization and Expansion phase. While retaining the total Programme duration of 10 years, the Phase II budget for the 3 years commencing 1 December 2004 was now estimated at US$ 1,552,200.

3.2   Phase II was therefore in some respects a continuation of Phase I. The immediate objectives, outputs and activities of the earlier Phase I of the Programme were included albeit sometimes in a modified form to reflect Phase II considerations and requirements of the Member States. While the first

two Immediate Objectives agreed to in 2001 remained unchanged, the third was expanded by introducing an additional requirement as follows to provide for necessary assistance to the Member States to meet their obligations in regard to other safety critical areas in response to expansion of the USOAP programme by ICAO under the Systems Approach:

> Assisting the Member States in meeting their obligations in anticipation of the Systems Approach for USOAP Programme, especially in the areas of certifying airports, ATS Safety Management and Aircraft Incident and Accident Investigations.

4.   Phase III of the Programme

4.1   At the 16th Meeting of the Programme Steering Committee, it was decided to extend the Programme into Phase III, covering the period 2008-2012, to invite Afghanistan into the Programme, and the Participant States were requested to make budgetary allocations accordingly. Afghanistan has yet to join the COSCAP-SA programme.

4.2   Phase III of the COSCAP-SA Programme not only retained but also expanded the immediate objectives and activities of the Phase II document.

4.3   The main focus of the Phase III Programme was intended to be on:

a) Supporting Members States in systematic preparations for USOAP audits, particularly in:

— Organizing workshops on specific oversight functional areas related to USOAP expansion [16th SCM conclusions – paragraph 4.1 (b)];

— Preparations for USOAP Audits by conducting pre-evaluations at the request of Member States [16th SCM Conclusions – Paragraph 4.1(c)];

— Preparation of Corrective Action Plans (CAP), subsequent to audits at the request of Member States [16th SCM Conclusions Paragraph 4.1(d)]; and

— Rectification of deficiencies [16th SCM conclusions – paragraph 10.1 (b)].

b) Undertaking suitable safety oversight activities or functions on behalf of Programme Members, upon request and subject to availability of resources.[This is a continuation of Immediate Objective 1 of Phase II as well as complying with 16th SCM Conclusions-Paragraph 10.1(b)(iv)];

c) Assisting Programme Members to fulfill their obligations for Certification of Aerodromes and Air Navigation Services and establishment of Safety Management Systems [This is a continuation of Immediate Objective 3 of Phase II as well as complying with 16th SCM Conclusions-Paragraphs6.1(h) and 10.1 (iv)];

d) Providing either country specific or regional Training Programmes through workshops /seminars and on-the-job training etc to the personnel attached to civil aviation administrations or industry personnel in the Programme Member States [Continuing Immediate Objectives 1, 2 and 3 of Phase II document];

e) Assisting Member States for the development of rules, regulations and procedures for harmonization of civil aviation regulatory affairs in the region on subject areas to be identified by the Steering Committee and priorities assigned thereto subject to availability of resources and establishment of working groups /task forces to implement such actions;

f) Development of Safety Enhancement strategies / initiatives based on ICAO Global Aviation Safety Plan (GASP), CAST, ESSI for promotion of aviation safety through a Regional Aviation Safety Team (SARAST) and Consolidation of SARAST with specific focus on safety enhancements contributing to accident prevention [continuing Immediate Objective 1 of Phase II as well as complying with the 16th SCM Conclusions – Paragraph10.1 (ii)];

g) Assisting the Programme Members in the Establishment of National Aviation Safety Teams (NAST) [continuing Immediate Objective 1 of Phase II as well as complying with 16th SCM Conclusions-Paragraph 10.1 (ii)]; and

h) Strengthening the Safety Oversight capabilities of Member States by establishing and maintaining a roster of Regional Expert – Home Base with sufficiently qualified and experienced personnel based in the Member States, to be employed by the Member States as and when necessary.

4.4   The Global Aviation Safety Road Map (GASR), ICAO Global Aviation Safety Plan (GASP) together with its Global Safety Initiatives (GSI) and Global Air Navigation Plan (GANP) were to be used as the critical base documents in the planning, designing, implementation and prioritizing of the work and functions of the Programme in respect of the areas mentioned above in order to ensure a greater degree of harmonization and integration of work in the respective fields and to avoid duplication.

4.5   In compliance with the 16th SCM Conclusions-Paragraph 10.1 (b) (v), an immediate objective for assistance in implementation of regional plans, was to be added to the Programme, as and when additional funds for this large undertaking become available.

4.6   A balanced approach was to be adopted in utilizing long and short-term international and regional experts, keeping in view the needs of capacity building in the region as well as up-to-date expertise and experience [16th SCM Conclusions – Paragraph 10.1(f)].

4.7   A dedicated post of a Regional Programme Coordinator was added to the Programme after close consultations between Programme Management and COSCAP-SA Members, to ensure greater efficiency and effectiveness of the Programme [16th SCM Conclusions – Paragraph 13.1(b)].

Situation at the End of Phase III

4.8   Phase III saw the transfer of COSCAP-SA into an Institution to which Member States are committed through a Memorandum of Understanding (MOU). The terms and conditions of the Institutional Framework of COSCAP-SA has been documented in the MOU, that has been duly supported and signed by all the seven Member States.

4.9   The institutionalization of the Programme and subsequent approval of the Institutional Framework and Procedures Manual (IF & PM) in 2005 and the later revised 2nd edition in 2009, demonstrates that to a large extent the Programme has achieved, to the satisfaction of the Steering Committee, the objectives set out for itself.

4.10 The main focus areas stipulated in paragraphs 4.3 a) to f) above are reflected in the Five Immediate Objectives and related Activities of the Programme in Phase III. The subsequent paragraphs briefly recount the progress towards its realization:

Immediate Objective 1: Strengthening the regional institutional framework for aviation safety and assist in the development of a harmonized regulatory framework among Member States, in the areas where such harmonization would be required and is feasible.

> *Status:*
>
> i) *MOU stipulating the terms and conditions of the IF&APM; and the mode and manner the assistance of the Programme would be offered to Member States (Activity 1.1).* **A new MOU for Phase IV will have to be instituted.**
>
> ii) *Priority for development of harmonized regulations is determined by the Steering Committee which has agreed to harmonizing regulations in the area of Airworthiness – this is being done through European assistance under the South Asia Regional Initiative (SARI). The EASA equivalent documents – EASA 145, 66, 147 and Part M are being developed. Some States have implemented EASA equivalent or SARI 145, 66 and 147 (Activity 1.2; 1.3 and 1.4).* **This will continue to be an on-going Activity in Phase IV.**
>
> iii) *Generic regulations and standards have been developed for aerodrome (Activity 1.4).* **This will continue to be up-dated as necessary in Phase IV.**
>
> iv) *A list of Concordance of member States' practices and compliances with respect to areas chosen for harmonization has yet to be developed (Activity 1.5).* **This Activity will be carried forward to Phase IV.**
>
> v) *An official website has been developed but it will require regular updating (Activity 1.6).* **This will continue to be an on-going Activity in Phase IV.**

Immediate Objective 2: Promoting a comprehensive system approach for the conduct of safety oversight activities, focusing on effective implementation of Standards and Recommended Practices (SARPs), the efficient oversight capability of Member States and on assisting in the effective implementation of the critical elements of safety oversight as identified by ICAO.

> *Status:*
>
> i) *COSCAP-SA has assisted Member States with their preparation for USOAP audits (two of the States were however audited prior to Phase III).*
>
> ii) *All COSCAP-SA Member States have been audited under CSA. Two States have registered LEIs below 20%; two States below 43% (below global average); while three States have LEIs above 50%.*
>
> iii) *COSCAP-SA will need to continue to assist Member States with their Corrective Action Plans, in particular States with high LEIs. These States may also need assistance in effective implementation of the Critical Elements of safety oversight (Activity 2.1; 2.2; and 2.3).* **These Activities will continue to be on-going in Phase IV.**

iv) *A list of Concordance of Member States' compliance in regard to SARPs contained in Annexes 1, 6, 7, 8, 11, 13, and 14 has not been developed, however this is now an integral part of the CMA framework (Activity 2.4).*

v) *An electronic database for recording, sharing and processing of information relating to compliance with SARPs has not been developed, however this is now an integral part of the CMA framework (Activity 2.5).*

Immediate Objective 3: Developing a regional information gathering and sharing system in order to improve access to safety-related information.

Status:

i) *No work has been initiated under this Objective.*

ii) *The Member States may like to review the exact requirement of data gathering and sharing system. This requirement may have been overtaken by events with the establishment of the iSTARS and APRAST(Activity 3.1).*

Immediate Objective 4: Assisting the Civil Aviation Administrations of COSCAP-SA Members in their efforts to comply with international and national civil aviation safety standards.

Status:

i) *Assistance has been provided to States to attain compliance with SARPs and national requirements; besides correcting identified deficiencies, where possible (Activity 4.1).* **This will continue to be an on-going Activity in Phase IV.**

ii) *No Member State has yet requested COSCAP-SA to undertake safety oversight functions on its behalf (Activity 4.2).* **This facility will be available to Member States in Phase IV based on available expertise and needs.**

iii) *COSCAP-SA will need to provide extensive assistance to Member States in the effective transition to, and effective implementation of the USOAP Continuous Monitoring Approach (CMA).*

iv) *With the establishment of RASG-APAC/APRAST the work on Safety Enhancement Initiatives will be undertaken by the APRAST instead of the ARAST/SARAST. The SARAST will however need to continue to support APRAST and assist Member States with the implementation of the APRAST/RASG recommendations (Activity 4.3 and Activity 4.4).* **Safety-team work will be an on-going Activity in Phase IV but will be structured differently.**

Immediate Objective 5: Supporting the development of human resources in the Civil Aviation Administrations of Member States.

Status:

i) *Classroom and on-the-job training has been provided and will continue to be provided based on demand (Activity 5.1).* **This will continue to be an on-going activity in the Phase IV.**

ii)   *Training Plan /Programme - Keeping in view the Regional /State specific requirements, COSCAP-SA must develop an appropriate and effective plan for meeting the training needs of all Member States.*

iii)   *Currently, there is no mechanism in place to ensure capacity building by training National Inspectors, including on-job-training, who are engaged by the COSCAP-SA to become Regional Experts. COSCAP-SA in collaboration with TCB should develop a system /mechanism for the systematic certification of competency of safety oversight inspectors (Activity 5.2).* **This Activity will be carried forward to Phase IV.**

iv)   *COSCAP-SA will need to, on an on-going basis, assist Member States to ensure that sufficient number of adequately qualified personnel are available in the civil aviation administrations (Activity 5.3).* **This will continue to be an on-going Activity in Phase IV.**

v)   *Regional Experts Register has been established but will require updating (Activity 5.5).* **This Activity will be carried forward to Phase IV.**

5.   Phase IV of the Programme

5.1   The Steering Committee at its Special meeting on 28 March 2012 decided to extend the COSCAP-SA Programme by another five years (2013-2017) and agreed to a new structure with a reduced number of Regional Experts, retaining essentially the positions of the Regional Flight Operations Expert (RFOI) and Regional Airworthiness Expert (RAWE). An Extra-ordinary COSCAP-SA Meeting (ECM) was held on 3 July 2013 in Bangkok, Thailand. The ECM decided to adopt an 'Integrated and Cost Effective Model' as proposed by the ICAO Regional Director with an organizational structure comprising an International Programme Coordinator, Regional Airworthiness Expert as well as an Intern from Member States and an Administrative Assistant provided by the Host State. Job Descriptions for the positions are contained in Appendix 2.

5.2   With the Programme moving into Phase IV and in view of the evolving needs of the Member States, the IF&APM will need to be reviewed /updated by the Programme Management. Assembly Resolution A 37-5 (USOAP Continuous Monitoring Approach), which incorporates the analysis of safety risk factors to be applied on a universal basis in order to assess States' oversight capabilities, will be pivotal in establishing the future course / work of the Programme. The CMA will maintain as core elements the key safety provisions contained in Annex 1 — *Personnel Licensing*, Annex 6 — *Operation of Aircraft*, Annex 8 — *Airworthiness of Aircraft*, Annex 11 — *Air Traffic Services*, Annex 13 — *Aircraft Accident and Incident Investigation, and Annex 14 – Aerodromes.*

5.3   The Programme Objectives and Outputs/Activities are defined in Part C of this COSCAP-SA Programme Document. The priority for completion of the Objectives and Outputs /Activities will be as determined by the Member States during COSCAP-SA Steering Committee Meetings. The priorities of the COSCAP-SA Programme should primarily be related to the Flight Operations and Airworthiness functional areas based on the expertise available with the Programme. However, external expertise may also be inducted based on available funding.

Implementation Strategy

5.4   *Programme Staffing*

At the Extraordinary COSCAP-SA Meeting (ECM) held in Bangkok on 3 July 2013, it was decided to adopt the following organizational structure:

- Programme Coordinator (Duties: programme coordination, resource mobilization, preparation and implementation of annual work programme, conduct of training and missions);
- Regional Airworthiness Expert;
  (Duties: undergo developmental training by the Programme Coordinator (PC), learns from PC and contributes to programme activities as well as conduct of some missions;
- Intern (National Expert provided at no cost to the Programme by Member States)
  (Duties: undergo training by PC and contribute to programme activities; and
- Administrative Assistant (to be provided by Host State at no cost to the Programme)
  (Duties: Administrative support to the PC and support to other professionals in the office).

5.5   *Assistance Modalities*

5.5.1   Extension of the Programme into Phase IV provides an opportunity to revisit the needs of Member States, recognizing that the needs of some Member States have changed considerably over a period of time.

5.5.2   While there are elements of the COSCAP-SA Programme common to all of its Member States, the needs of Member States at the present time vary considerably, as the maturity of safety oversight systems vary. The USOAP audit results indicate that the COSCAP-SA Member States have a wide variety of needs. It is recognized that audits for some Member States were completed some time ago, so their safety oversight system may have improved considerably as they implement their Corrective Action Plan. It is also recognized that Member States with a more mature safety oversight system may have needs that would require expertise beyond that which could be provided by Regional Experts.

5.5.3   In addition, ICAO has or is in the process of introducing some major initiatives: the introduction of the USOAP Continuous Monitoring Approach (CMA) (starting 01 January 2013); expanding the scope of Safety Management Systems (SMS); introduction of a requirement for a State Safety Programme (SSP); revision to the Global Aviation Safety Plan (GASP); and the development of Performance Based Navigation (PBN).

5.5.4   ICAO recognizes that States' capabilities to respond to these many changes vary considerably, and believes ICAO /Programme support should be prioritized. The number one priority should be with States that have a Significant Safety Concern or have a Lack of Effective Implementation (LEI) in excess of 50%. These States should focus on resolving the SSC and strengthening their safety oversight system. States which have an LEI in the range of 30% to 50% should focus on strengthening their safety oversight system and as a secondary objective ensuring effective implementation of SMS and the aspects of SSP beyond those core elements related to safety oversight. States which have LEI of less than 30% should have the capability to focus greater efforts on the effective implementation of all elements of SSP and SMS.

5.5.5   The core objectives of the COSCAP-SA Programme in Phase IV will therefore be to assist States in:

- enhancing their regulatory and safety oversight capabilities in the areas of flight operations and airworthiness:
  - Annual Work Programme (AWP) that caters for individual and common needs of the participating administrations.
- the ICAO CMA process:
  - assist States with SSCs/High LEIs/implementation of CAP;
  - effective implementation of ICAO SARPs and critical elements of safety oversight; and
  - assist States to strengthen their safety oversight system and progressively improve their respective LEI.
- meeting the requirements under the revised Global Aviation Safety Plan (GASP):
  - implementation of SSP/SMS.
- implementing regional SEIs/DIPs approved by the RASG – APAC; and
- implementing Performance Based Navigation (PBN), ASBU, GANP and other ICAO new initiatives in areas, such as, AGA, ATM, AIG, etc. with additional resources.

Specifically the ECM agreed to the initial professional staffing of one internationally recruited Flight Operations Expert and one regionally recruited Airworthiness expert at the programme's cost. Additional short term experts may be recruited subject to the availability of resources/funds. Furthermore, the assignment of a national expert at the nominating States' own cost as intern to the COSCAP-SA programme office was greatly welcomed by the Meeting. A future SCM may review the aforementioned staffing and area of expertise.

5.5.6   The provision of training and development of National Inspectors will continue to be a high priority. While COSCAP staff will provide some of this training, in many cases donors/partners or other experts will be required to provide training programmes.

5.5.7   With the establishment of the ICAO Regional Aviation Safety Group/Asia Pacific Regional Aviation Safety Team, (RASG/APRAST)the role of the South Asia Regional Aviation Safety Team (SARAST) will change. The SARAST will now be required to focus its efforts on supporting implementation of safety enhancements that are approved by the RASG-APAC.

PART C.   IMMEDIATE OBJECTIVES AND ACTIVITIES

Note: The COSCAP-SA Steering Committee formally assigned priorities against the objectives and activities contained in the Phase IV subsequent to the 22nd Steering Committee Meeting and determined that these be reviewed at each SC Meeting. The following criteria were utilized for assigning priorities:

i.   **High - Work to achieve the objectives will be continuous.**
ii.   **Medium - Work to achieve the objectives will be carried out as time permits.**
iii.   **Low - Little or no work will be carried out to achieve the objectives.**

1.   Immediate Objective 1 – High Priority

Performance Indicator
-     RASG-APAC Safety Enhancement Initiatives (SEIs)

Performance Target
-     RASG-APAC SEIs 80% implemented by COSCAP-SA States with one year of being finalized by RASG

1.1   The establishment of a dedicated forum/organization to facilitate dialogues and exchange of information and experience on aviation safety matters among COSCAP-SA Member States and promote solutions to common problems as well as provide a vehicle for the harmonization of policies, regulations and procedures related to aviation safety oversight.

> *Applicability: This is an Objective that would be common to all Member States*

> *Status: The COSCAP-SA Programme is well established and Institutionalized to enter into its Phase IV.*

1.2   Activities and modalities as established under the IF&PM to continue in Phase IV.

The Steering Committee constitutes the Forum and will continue to:

> i) . Identify the issues related to safety oversight which can effectively be addressed on a sub- regional basis and establish an Agenda for dealing with those issues.
>
> > **Status:** *The Steering Committee has been established and has been meeting, inter-alia, to review the Programme progress, to set priorities and to approve the Annual Work Plan / Programme. The Steering Committee will continue to function in Phase IV.*

> ii)   Promote the regional harmonization of regulations, policies and procedures related to the surveillance, certification and supervision of operators, manufacturers, and maintenance facilities.
>
> > **Status: *Carried forward from Phase III and will continue to be an on-going Activity in Phase IV***

> iii)   Enable SARAST to support RASG/APRAST in development of Safety Enhancement Initiatives (SEI) and assist Member States with the implementation of SEIs.
>
> > **Status:** *SARAST has been established since June, 2002. With the establishment of RASG-APAC/APRAST the work on Safety Enhancement Initiatives will be undertaken by the APRAST instead of the ARAST/SARAST. The SARAST will however continue to support APRAST and assist States with the implementation of the APRAST/RASG recommendations.*
> >
> > ***Carried forward from Phase III and will continue to function as an on-going priority activity in Phase IV.***

2. Immediate Objective 2 – High Priority

Performance Indicator
- USOAP LEI for COSCAP-SA States
- COSCAP-SA LEI October 2012 Average – 40% (States 64.08%, 60.85%, 33.37%, 38.56%, 53.19%, 12.20%, 14.66%)

Performance Target
- COSCAP-SA Average LEI reduced by 4% each year
- COSCAP-SA State with an LEI above 50% to achieve reduction of 7% every year
- COSCAP-SA State with an LEI between 30% - 50% to achieve a reduction of 4% every year
- No State has an LEI above 30%

2.1   Ensuring a coordinated, cost-effective approach for obtaining technical assistance in the field of aviation safety oversight, by minimizing duplication of efforts and allowing the sharing of available resources to the maximum extent. Promoting a comprehensive system approach /continuous monitoring approach for the conduct of safety oversight activities, focusing on effective implementation of Standards and Recommended Practices (SARPs), the efficient oversight capability of Member States and on assisting Member States in the effective implementation of the critical elements of safety oversight as identified by ICAO.

> *Applicability: This is an Objective that would be common to all Member States, however, needs of States would vary. As new ICAO requirements are introduced and/or as States strengthen their safety oversight system, the Steering Committee can essentially add additional objectives and adjust the annual Work Plan for each year.*

> ***Status: Carried forward from Phase III and will continue to be an on-going priority activity in Phase IV.***

2.2   Activities to continue in Phase IV

i)   Ensure that ICAO Standards and Recommended Practices (SARPs) are being effectively implemented by Member States.

> ***Status: On-going activity carried forward from Phase III***

ii)   Using all available information, including USOAP audit reports, update data concerning specific safety deficiencies within Member Administrations.

> ***Status: On-going activity carried forward from Phase III***

iii)   Evaluate existing and proposed safety-related technical assistance programmes within the South Asia area to identify objectives, activities and resources and promote full collaboration as deemed necessary.

> ***Status: On-going activity carried forward from Phase III***

iv)   Merge the information acquired in the course of the preceding activities and construct a Work Plan which takes into account all available and pending resources both within and outside of COSCAP-SA and present to each Steering Committee Meeting for approval.

Status: On-going activity carried forward from Phase III

3.   Immediate Objective 3 – High Priority

<u>Performance Indicator</u>
-      Critical Element 4 Technical Personnel Qualification and Training LEI
-      COSCAP-SA LEI October 2012 Average – 37% (States - 74.44%, 48.48%, 16.67%, 37.59%, 57.81%, 13.87%, 7.97%)

<u>Performance Target</u>
-      Average CE4 LEI reduced by 4% each year
-      No COSCAP-SA State has a CE4 LEI higher than 30% at end of Phase IV

3.1   Enhancing the knowledge and skills of the aviation safety professional personnel of COSCAP-SA Members, through a variety of formal training courses and on-the-job training.

Applicability: This is an Objective that would be common to all Member States, however, needs of States would vary.

Status: Training has been accorded high priority in the previous three Phases. COSCAP-SA has provided extensive classroom and on-the-job training in all Member States. ·

Carried forward from Phase III and will continue to be an on-going activity in Phase IV. *With new initiatives being developed / introduced, training will continue to be accorded a high priority.*

3.2   Activities

3.2.1   Assess the training policy of individual Member States to ensure that the State policy adequately addresses and implements the ICAO requirements.

3.2.2   Identify the training needs of individual Member States and determine the common areas of training that need to be addressed based on the priority determined by the Steering Committee.

3.2.3   In addition to the training being provided under 3.2.2, assist individual States with their specific training needs based on the availability of resources.

3.2.4   Develop and impart training related to new emerging initiatives and requirements introduced by ICAO to professional staff in all Member States; and assist States with its effective implementation.

3.2.5   If the training needs of the Member States cannot be met from within the Programme resources, external sources should be identified for provision of such training, based on availability of funds.

3.2.6   Develop an Annual Training Plan as per the identified training needs and present it at every Steering Committee Meeting for approval.

3.2.7   In the Training Plan make provisions for train-the-trainer courses for capacity building of Member States.

3.2.8   Continue to develop and assist Programme Members to implement a system for the certification of competency of safety oversight inspectors; systematically train, conduct on-the-job training and finally evaluate as appropriate the competency of inspectors engaged in safety oversight functions and assist States to provide necessary segments of relevant training, depending on the availability of resources.

3.2.9   Continue to encourage Industry participation in training programmes for greater awareness and enhancing the level of understanding between the regulators and the service providers.

3.2.10   Develop a mechanism to ensure capacity building by training National Inspectors, including on-job-training, who are engaged by the COSCAP-SA to become Regional Experts.

3.2.11   On an on-going basis, assist Member States to ensure that sufficient number of adequately qualified personnel are available in the civil aviation administrations.

4.   Immediate Objective 4 – Medium Priority

Note: No Performance Indicator/Target has been assigned to this Objective as COSCAP-SA provides limited support in this regard and most other Objections have a higher priority.

4.1   Using Programme personnel, personnel seconded from other COSCAP-SA Members or ICAO Staff, undertake missions to COSCAP-SA Member States to maintain liaison and augment the resources of those Member administrations.

> *Applicability: This is an Objective that would be common to all Member States, however, needs of States would vary.*

4.2   Activities

4.2.1   For States who require such support, and at their request, undertake certification/re-certification, inspection and/or surveillance of air operators, maintenance organizations, aerodromes and air navigation service providers.

4.2.2   Coordinate and consolidate on the training and technical assistance provided through external sources.

4.2.3   Other activities as may be determined by the Steering Committee

5.   Immediate Objective 5 – Medium Priority

Performance Indicator/Target – See Immediate Objective 2

5.1   Assisting within available resources COSCAP-SA Member States in rectifying deficiencies identified by USOAP audits on aspects covered by Annexes 1, 6, 8, 10, 11, 13 and 14.Support Member States in implementation of CMA processes and States who may be audited under the CMA.

> *Applicability: This is an Objective that would be common to all Member States. The Assistance to States would however vary depending on the level of maturity of the States' safety oversight system.*

Status: Seven Member States in the COSCAP-SA Programme have been audited under the CSA. Two States have registered LEIs below 20%; two States have registered LEIs between 30 - 50%; and three States have registered LEIs above 50%.

5.2   Activities

5.2.1   Develop a detailed plan for assistance based on the available resources.

5.2.2   Prioritize assistance to States based on their Audit results. States with high LEI who have not fully implemented their Corrective Action Plan (CAP) would require considerable support.

5.2.3   Continue to monitor and assist with timely implementation of the States' CAP. Provide support to States that require assistance in developing and implementing acceptable CAPs.

5.2.4   Seek donor / partner assistance in areas where the Programme Experts lack expertise to support the State needs.

5.2.5   Encourage developed COSCAP-SA States (below 20% LEI) to provide assistance to States, with less developed safety oversight systems, to remove their deficiencies.

5.2.6   Provide training and conduct workshops / seminars to enable States develop a clearer understanding of the Continuous Monitoring Approach (CMA) Components, which inter alia includes, collecting safety information, determining States' safety profile, prioritizing and conducting USOAP CMA activities, and updating the lack of effective implementation (LEI).

5.2.7   Encourage States' that are yet to do so, to sign the new MOU with ICAO to confirm their full support of the USOAP CMA process and to commit to actively participate in all USOAP CMA activities, including the provision of information through the CMA on-line framework.

5.2.8   Assist / support States in their transition to CMA (effective 01 January 2012). Ensure that States have updated their CAP, completed their SAAQ and the CMA on-line protocols (PQs).

5.2.9   Monitor the progress of States in submitting and updating SAAQ, CCs (EFOD), and on-line PQs. Provide assistance / support to States as may be needed.

5.2.10 Assist States to develop mitigation measures in a timely manner to address the Findings and Recommendations.

5.2.11 Plan on future assistance / support to States based on the determination of their safety risk profile and safety risk indicators.

5.2.12 Provide training to States on the Integrated Safety Trend Analysis and Reporting System (iSTARS); and encourage States to make use of the information available therein.

5.2.13 Assist States with their preparation for an ICAO Coordinated Validation Mission (ICVM), when so requested.

5.2.14 Participate actively in the sub-regional (SA States) CMA process and maintain good liaison with the ICAO Asia Pacific Office and the CMO Section.

5.2.15 Support the development of auditing tools, including software applications, auditing questionnaires, and auditing methodologies, to facilitate the sharing of information.

6. Immediate Objective 6 – High Priority

Performance Indicator
- USOAP LEI for COSCAP-SA States SMS Aircraft Operations – Average LEI 48% (Protocol # 4.157, 4.201, 4.203)
- USOAP LEI for COSCAP-SA States SMS ATM – Average LEI 69% (Protocol # 7.169, 7.171, 7.175, 7.177, 7.179, 7.181, 7.183)
- USOAP LEI for Aerodromes – not evaluated by USOAP

Performance Target
- Average LEI reduced by at least 5% each year
- For COSCAP-SA State with an LEI above 30% to achieve reduction of 7% every year
- COSCAP-SA State with an LEI between 30% - 50% to achieve a reduction of 4% every year
- No State has an LEI above 30%

6.1   Supporting Member States to establish an effective Safety Management Systems in the area of Aircraft Operations, Aerodromes and Air Traffic Management.

> *Applicability: This is an Objective that would be common to all Member States, however, needs of States would vary.*

> *Status: It will take some period of time to achieve effective implementation of SMS.*

6.2   Activities

6.2.1   Regulations, standards and guidance material may need to be developed by Member States to implement ICAO SARPs requiring air operators and service providers to implement Safety Management Systems.

6.2.2   Training programmes, seminars and evaluations of SMS are conducted to assist CAAs, air operators and service providers with the implementation of Safety Management Systems.

6.2.3   Specific training is provided to CAA Inspectors to develop skills for evaluating the implementation of SMS.

6.2.4   Conduct a physical survey within the SA sub-region to determine the level of implementation of SMS by air operators, aerodromes and air navigation service providers.

6.2.5   Based on the information/data gathered under 6.2.4 above, discuss with States and assist with the development of an action plan /schedule for SMS implementation. Monitor and support the implementation of SMS within available resources.

7. Immediate Objective 7 – High Priority

Performance Indicator
– GAP Analysis
- SSP Implementation Plan

Performance Target
- GAP Analysis completed by end of 2013 for all States
- For States with LEI less than 40% - Implementation plan developed and on track
  Note: For States with LEI above 40% focus should be on reduction of overall LEI

7.1   Supporting Member States in establishing an integrated State Safety Programme by identifying the gaps in States SSP and develop an action plan to address the gaps.

> *Applicability: This is an Objective that would be common to all Member States, however, needs of States would vary based on the level of implementation thus far.*

> *Status: It will take some period of time to achieve effective implementation of SSP.*

7.2   Activities

7.2.1   Assist States who have yet to do so in conducting a gap analysis, in order to ascertain the existence and status of maturity, within the State/ at the sub-regional level, of the components and elements of an SSP thereby ensuring the development and implementation of a State Safety Programme (SSP) that combines elements of both prescriptive and performance-based approaches to the management of safety.

7.2.2   Assist States whom have yet to do so in developing an SSP Implementation Plan. The SSP Implementation Plan should describes how a State will put in practice, in a sequential, principled manner, the processes, procedures and means that will allow the State to discharge its responsibilities associated with the management of safety in civil aviation. Aspects like State's safety risk management, State's safety assurance and State's safety promotion, Acceptable Level of Safety (ALoS) related to an SSP, safety indicators, safety performance measurement etc, may require development and enhancement in all States.

7.2.3   Monitor the execution of the SSP Implementation Plan.

7.2.4   Following the gap analysis, assist /support the State, as required, in drafting the national legislation and operating regulations governing the functioning of the SSP. Included among these will be the SMS requirements for service providers. Guidance material may also need to be developed.

7.2.5   Training programmes, seminars and workshops on SSP are conducted to assist State personnel, with the implementation of State Safety programme.

7.2.6   Assist States in developing a training programme for the personnel of the respective State authority. The training programme should have two basic objectives.

7.2.7   Ensure a continuous improvement of safety at the State / sub-regional level.

8.   Immediate Objective 8 – Medium Priority

Performance Indicator
-      USOAP LEI for COSCAP-SA States   PBN Implementation Plan developed and being implemented – LEI 33% (Protocol # 7.109)

Performance Target
-      By end of 2013 all States have established PBN Implementation Plan
-      Subsequent years, implementation plan on track

8.1   Supporting the Member States in the effective implementation of Performance Based Navigation (PBN) in coordination with ICAO RO and the ICAO Flight Procedures Programme (FPP).

> *Applicability: This is an Objective that would be common to all Member States, however, needs of States would vary based on the level of implementation thus far.*

> *Status: A PBN Task Force has been established under the APANPIRG to assist and support the development of PBN at the ICAO Asia Pacific regional level The PBN/TF9 Report provides details on PBN implementation.*

8.2   **Activities**

8.2.1   To avoid any duplication of effort, review the PBN/TF 9 Report and establish priorities based on the already agreed methodologies:

8.2.2   In collaboration with the ICAO APAC Office make the first contact with Administrations that may benefit from this approach, independently recommending prospective tools after consultation with bodies that could assist. A simple PBN development programme could be established for each Administration.

8.2.3   Seek assistance from the Flight Procedures Programme Office, as may be necessary /appropriate.

8.2.4   Continue to conduct PBN Implementation Workshops and provide PBN Operational Approval Course(s) to States as required.

PART D.   INPUTS

1.   Government Inputs

1.1   Funding

1.1.1   Programme Members will provide the funds needed for the implementation of the Programme and encourage Donors/Partners to contribute to the Programme Fund, as and when possible.

1.2   Personnel

1.2.1   Member States and their Administrations, having suitably qualified personnel, are encouraged to provide inspectors and other personnel in USOAP, Safety Management, and PBN related fields by seconding National Inspectors to the Programme.

1.2.2   Programme Administrative Assistant to be provided by the host State – Job Description attached (Appendix 2C).

1.2.3   Designate suitable counterparts.

1.2.4   Designate suitable Focal Points to liaise with the Programme Management to perform routine functions as defined in the Terms of Reference to be issued to such personnel.

1.3   Accommodation

1.3.1   The host administration will provide adequate and equipped offices for programme personnel.

1.3.2   Member Administrations in other than the host State shall provide temporary office accommodation and administrative support for programme personnel on mission to their country.

1.4   Travel and transportation of experts

1.4.1   COSCAP-SA Members Administrations will endeavour to provide required air travel tickets to Programme International and Regional Experts at no cost to the Programme. Participating Administrations will also provide domestic air travel and local ground transportation needed by Programme personnel during their missions at no cost to the programme.

2.   ICAO Inputs

2.1   Personnel

2.1.1   Professional Personnel

- Programme Coordinator who is also an expert in Flight Operations

- Regional Airworthiness Expert to undertake developmental training under the PC and undertake some assistance missions

- Short-Term Consultants, subject to availability of resources

2.2   Duty and mission travel charged to the Programme.

2.2.1   Per diem cost of Programme personnel on mission (air travel tickets will be arranged by Member States as indicated in Section D, paragraph 1.4 above).

2.2.2   Per diem cost of National Programme Coordinators attending annual meeting.

2.3   Cost of mission travel of ICAO HQ and Regional Office personnel, participating in COSCAP-SA SCMs.

2.4   Programme Equipment

2.4.1   Office equipment and supplies, including consumables.

2.5   Miscellaneous

2.5.1   Reporting costs, sundry expenses and ICAO Handling Charge at the standard 10% level of programme costs to cover administrative and managerial costs at ICAO Headquarters and Regional Office, including staff costs.

PART E.   RISKS AND PRIOR OBLIGATIONS

1.   Risks: The expected outcome of the Programme or End-Programme Situation may be dependent on one or more of the following factors:

a)   Uncertainty about some States' continued support of the Programme;
b)   Delays in payment of annual contributions by Member States;
c)   Delayed or lack of response from Member States in regard to matters for which Member States' prompt response is needed;
d)   Inability to undertake special assistance missions at the request of Members due to lack of required funds or programme personnel;
e)   Inability to apply the harmonized regulatory framework; and
f)   Delayed or lack of response from Member States for the coordination and implementation of in-country technical missions and conduct of training activities.

2.   Prior Obligations

a)   Timely payment of annual contribution to the Programme Trust Fund at ICAO.

PART F.   PROGRAMME MANAGEMENT, MONITORING AND REPORTING

1.   The Steering Committee at its meetings reviews with its associate members and industry partners contributing to the Programme, the progress achieved in meeting the Programme objectives, designates priorities, provides necessary guidance to the Programme Coordinator and takes appropriate policy decisions and initiatives.

2.   The Programme Coordinator prepares the Programme Review, presents draft work plan to the SCM, coordinates the work of Programme personnel attached to the programme, undertakes missions to COSCAP-SA Members, maintains liaison with ICAOHQ and Regional Office, as well as the donors/partners contributing to the Programme and the Chairman of the Steering Committee.

3.   ICAO TCB and the APAC Regional office monitors the Programme through correspondence, mission and participation in SCMs. It maintains financial records and accounting, recruits experts and provides technical support and timely reporting as well as negotiates and concludes agreements with donors/partners.

4.   An Annual Report will be prepared by the Programme Coordinator for review at the SC Meeting. Donor agencies will be provided with reports in accordance with the terms of their agreements, short and long-term experts will submit prior to their departure an End of Assignment Report.

PART G. WORKPLAN

Annual work plans will be prepared by the Programme Coordinator for approval by the Steering Committee. Each annual work plan will take into account the relative priorities determined by the Steering Committee for each activity and input as well as the availability of funds for the purpose.

PART H. BUDGET

The budget for the Programme for Phase IV, is attached (Appendix 1).

PROJECT BUDGET COVERING TRUST FUND CONTRIBUTION
(IN UNITED STATES DOLLARS)

COUNTRY: REGIONAL PROJECT FOR ASIA
PROJECT NO: RAS97902
PROJECT TITLE: COOPERATIVE DEVELOPMENT OF OPERATIONAL SAFETY & CONTINUING AIRWORTHINESS PROGRAMME IN SOUTH ASIA (COSCAP-SA) - PHASE IV
WORK ORDER: RAS97902-01

	TOTAL		2013		2014		2015		2016		2017		2018	
	w/m	$	w/m	$	w/m	$	w/m	$	w/m	$	w/m	$	w/m	$
PROJECT PERSONNEL														
INTERNATIONAL PROFESSIONAL POSTS														
B500A 900245 CHIEF TECHNICAL ADVISOR (FLIGHT OPERATIONS)/PROGRAMME COORDINATOR (CTA/PC)	60.0	1 456 400	3.0	108 200	12.0	276 400	12.0	273 000	12.0	276 600	12.0	281 900	9.0	240 300
SUB-TOTAL (INTERNATIONAL PROFESSIONAL POSTS)	60.0	1 456 400	3.0	108 200	12.0	276 400	12.0	273 000	12.0	276 600	12.0	281 900	9.0	240 300
LOCAL STAFF														
B551A COSCAP IMPLEMENTATION ASSISTANT	72.0	51 400	12.0	7 800	12.0	8 100	12.0	8 400	12.0	8 700	12.0	9 000	12.0	9 400
SUB-TOTAL (LOCAL STAFF)	72.0	51 400	12.0	7 800	12.0	8 100	12.0	8 400	12.0	8 700	12.0	9 000	12.0	9 400
B814B LOCAL TRAVEL		480 000		80 000		80 000		80 000		80 000		80 000		80 000
B814A INTERNATIONAL TRAVEL		81 600		12 300		12 800		13 300		13 800		14 400		15 000
NATIONAL PROFESSIONAL														
B552A 900041 REGIONAL AIRWORTHINESS EXPERT	60.0	283 700	3.0	14 000	12.0	52 300	12.0	54 700	12.0	57 000	12.0	59 300	9.0	46 400
SUB-TOTAL (NATIONAL PROFESSIONAL)	60.0	283 700	3.0	14 000	12.0	52 300	12.0	54 700	12.0	57 000	12.0	59 300	9.0	46 400
TOTAL (PROJECT PERSONNEL)		2 353 100		222 300		429 600		429 400		436 100		444 600		391 100
SUB-CONTRACTS														
B803B SUB-CONTRACT - INTERNATIONAL		81 100		12 300		12 800		13 300		13 800		14 400		14 500
TOTAL (SUB-CONTRACTS)		81 100		12 300		12 800		13 300		13 800		14 400		14 500
EQUIPMENT														
B751A EXPENDABLE EQUIPMENT - INTERNATIONAL		5 000		5 000										
B751C OPERATION & MAINT. OF EQUIPMENT		16 000		2 400		2 500		2 600		2 700		2 800		3 000
TOTAL (EQUIPMENT)		21 000		7 400		2 500		2 600		2 700		2 800		3 000
MISCELLANEOUS														
B807L REPORTING COSTS		5 000		800		800		800		800		900		900
B807M MISCELLANEOUS EXPENSES		122 900		12 200		22 200		22 300		22 600		23 100		20 500
B807M PROFESSIONAL LIABILITY INSURANCE		600		100		100		100		100		100		100
B754A OVERHEAD CHARGES		258 300		25 500		46 800		46 800		47 600		48 600		43 000
TOTAL (MISCELLANEOUS)		386 800		38 600		69 900		70 000		71 100		72 700		64 500
PROJECT TOTAL		2 842 000		280 600		514 800		515 300		523 700		534 500		473 100

INTERNATIONAL CIVIL AVIATION ORGANIZATION

TECHNICAL CO-OPERATION BUREAU

JOB DESCRIPTION

Title: Chief Technical Advisor (Flight Operations) / Programme Coordinator (CTA/PC)

Duty Station: Programme Based (the Programme Office is presently located at Dhaka, Bangladesh) with missions to all Member States – Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

Starting Date: October 2013

Duration: One (1) year initially.

Organizational Setting:

The Programme Coordinator as a member of the ICAO field services staff appointed by Secretary General on the recommendation of D/TCB, is to coordinate the ICAO activities and inputs in the regional programme, to supervise other field services staff who have been assigned to the programme, ensure that the work of the ICAO field is carried out in accordance with their respective terms of reference and work programmes, establish and maintain close association with donors assistance organizations working in the country of assignment, assist ICAO staff in overcoming local and personal difficulties which might jeopardize their work, give full support and assistance to visiting officers from ICAO Headquarters and Regional Office, see that instructions received from Headquarters are complied with by all members of the programme.

Qualification Requirements:

1. University degree in Aeronautical Engineering or equivalent professional qualifications in flight operations, such as an Airline Transport Pilot Licence, or in aircraft maintenance, such as an aircraft maintenance license with both airframe and power plant ratings and/or avionics rating on modern transport category aircraft.

2. A minimum of ten years of management experience in a substantial airline or with a Government Civil Aviation Administration, directly associated with responsibility for preparation or implementation of rules, regulations, operating manuals, guidance material, on flight and ground procedures involving flight safety, certification, surveillance and enforcement.

3. A minimum of five years' experience as a Civil Aviation Inspector in a civil aviation administration.

4.   Sound knowledge of ICAO Standards and Recommended Practices relating to Aircraft Operations, Aircraft Accident Investigation, Safe Transport of Dangerous Goods and related documentation.

5.   Knowledge of legal responsibilities and administrative procedures for the issuance of documents under State of Registry approval relating to supervision of flight operations would be desirable.

6.   Considerable flight crew experience as pilot-in-command on large aircraft. Experience as a Government Flight Standards Inspector and qualification in EFIS equipped aircraft would be an added asset.

7.   Holds or has held an ATPL (Aeroplane).

8.   Sound knowledge of the requirements of personnel licensing, training, and maintenance of competency of flight and ground crews concerned with flight operations. Knowledge of aircraft inspection and airworthiness certification requirements would be desirable.

9.   Some experience in the preparation, approval and use of Flight Operations Manuals and/or Ground Operations Manual and other flight documentation would be desirable.

10.   Some experience in the preparation and approval of flight training and checking programmes or working experience as Designated Check Pilot would be desirable.

11.   Knowledge of other technical areas such as airworthiness, etc. would be an asset.

12.   Sound knowledge of States' obligations arising out of the implementation of SARPs; and in the impact and organization of the Critical Elements for creation of an effective safety oversight system.

13.   Sound knowledge in development and/or implementation of Safety Management Systems (SMS) and State Safety Programme (SSP) would be desirable.

14.   Working knowledge of Performance Based Navigation (PBN) procedures and its application.

15.   Completed an accredited quality system auditor training course or have practical experience in aviation system auditing

16.   Computer literacy.

17.   Fluency in English language together with a demonstrated ability to produce well-structured documents, briefing papers and comprehensive assignment reports.

18.   Initiative, tact, sound judgment and ability to maintain harmonious working relationships.

Competencies:

1.   Judgement/Decision-Making: Demonstrated ability to take ownership of all responsibilities and commitments, to exercise a mature opinion, to recognize key issues and analyse relevant information, to formulate viable recommendations and make decisions.

2.   Vision: Identifies strategic issues, opportunities and risks.

3.   Leadership: Drives for change and improvement, does not accept the status quo, establishes and maintains relationships with a broad range of people to understand needs and gain support.

4.   Managing Performance: Monitor progress against milestones and deadlines.

5.   Building Trust: Operates with transparency, treats sensitive or confidential information appropriately.

6.   Teamwork: Ability to work with colleagues to achieve the project objectives and maintain harmonious working relations in a multinational environment.

7.   Client Orientation: Ability to establish and maintain partnerships with outside partners, to work and argue effectively in a system based on consensus and to successfully manage and resolve conflicts.

8.   Communication: Ability to write clearly and concisely and present oral reports.

Duties:

Under the direction of the Director, Technical Co-operation Bureau of ICAO, to whom the incumbent reports, and in close liaison with the Chairman of COSCAP-SA and the Regional Director of the ICAO Regional Office, the CTA/PC shall undertake the following duties:

In the role as Programme Coordinator:

1.   Undertake the overall coordination and administration of the Programme Steering Committee to serve as a regional forum for matters related to safety oversight and to harmonize to the extent practicable regulations, policies, and procedures related to air operator certification and supervision.

2.   Develop a detailed work plan covering the concepts, objectives and activities contained in the Programme Document.

3.   Serve as a key member and Secretary of the Programme Steering Committee to achieve the immediate objectives and carry out the activities contained in the programme document and, over time, to adjust objectives and activities to changing conditions within the Member Administrations.

4.   Submit monthly reports on project activities and developments to the Director of Technical Co-operation Bureau.

5.   Plan and organize the resources required for the implementation of the approved work plan.

6.   Brief newly recruited staff upon arrival at the duty station on their responsibilities, duties, working methods, relationship with counterparts in host country and Member States. Debrief each staff member on completion of assignment and provide Headquarters with a report thereon. Brief and debrief staff of TCB projects and programmes as required.

7.   Ensure successful completion of the programme's activities, in accordance with the instructions of Headquarters, and the policies, regulations and budget governing the programme.

8.   Keep Headquarters and Regional Offices informed of the local security and working conditions, the progress achieved by the programme and its staff, any difficulties and shortcomings encountered and the actions taken or recommended to overcome them, and the actions taken at the programme level to follow the ICAO instructions and policies applicable to the work of the programme.

9.   Cooperate with other UN/International Development Agencies or other technical cooperation and aid projects or programmes in the region and promote coordination of the work in the programme with that of other projects or programmes assisting the region in the field of civil aviation.

10.   Establish and maintain close association with donor assistance organizations working in the region for the purpose of establishing cooperation with that organization for existing or pipeline projects, so as to ensure no duplication of effort and also to be aware of alternative sources of funding for proposed civil aviation projects.

11.   Reply promptly to correspondence and see that instructions received from Headquarters or Regional Offices are complied with by all members of the programme.

12.   Perform programme coordinator tasks as per ICAO Field Services Staff Rules, Field Operations Manual, Administrative Manual, ICAO Procurement Code and other related documents.

In the role as Chief Technical Advisor:

13.   Drawing from available resources, as required, develop a series of manuals related to the certification and inspection of air operators to be used by Member States to conduct of such activities.

14.   Liaise with Member Administrations to obtain commitments for inspector resources for use in carrying out air operator surveillance for certain Administrations and providing supplemental and advisory services to others.

15.   Provide training and briefings to inspectors from Member Administrations assigned to the project on a short-term basis, in order to assist in certification and surveillance activities.

16.   Perform flight operations certification and surveillance functions directly on behalf of certain of the Member Administrations, including assistance in the issuance of operating specifications;

certification of airmen, the approval of operations manuals, crew training and checking programmes, and the performance of regularly scheduled operator surveillance.

17. Conduct, in association with the Regional Airworthiness Expert, periodic evaluation of safety oversight organizations in Member Administrations as a follow-up of the Universal Safety Oversight Audit Reports and the Continuous Monitoring Approach.

18. Organize and conduct workshops and seminars and provide on-the-job training on job functions for regional and national Flight Operations Inspectors, in order to qualify them in the full range of tasks related to flight operations.

19. Assist with resource mobilization by maintaining liaison with Steering Committee members and other potential donor entities.

20. Act as Coordinator and initial Team Leader of the Regional Aviation Safety Team for South Asia (SARAST) and assist as required in its formation.

21. Provide to ICAO quarterly Project Status Reports and mission reports immediately after conclusion of each mission.

22. Assist the regional expert /national inspectors in the development and execution of an annual, regional flight operations surveillance programme, including safety audits, ramp inspections etc in consonance with the programmes of each of the participant States. Also perform these functions independently when and as required.

23. Perform State Safety Oversight functions and duties for and on behalf of the Member States under delegated authority and supervision of the respective civil aviation administrations.

24. During certification and missions to participant States or when requested to conduct a safety audit, provide on the job-training to flight operations inspectors from those States.

25. Together with the regional expert /national inspectors as determined, conduct training activity for initial / refresher courses on flight operations related subjects.

26. Provide requisite technical assistance to civil aviation administration of the Member States in one or more of the eight critical areas involved in Safety Oversight as and when necessary.

27. Assist Member State to prepare for USOAP Continuous Monitoring Approach (CMA) and related CMA activities like CSA Audits, Safety Audits, and ICAO Coordinated Validation Missions (ICVM); and develop or implement subsequent Corrective Action Plans.

28. Facilitate Member States in a better understanding of USOAP CMA Components i.e. Collection of Safety Information; Determination of a State's Safety Risk Profile and Safety Risk Indicators; Prioritization and Conduct of USOAP CMA Activities; and Update of LEIs and Status of SSCs.

29. Perform any other duties as required for the successful and timely implementation of the Programme.

INTERNATIONAL CIVIL AVIATION ORGANIZATION

TECHNICAL CO-OPERATION BUREAU

JOB DESCRIPTION

Title: Regional Airworthiness Expert (RAWE)

Duty Station: Programme Based (the Programme Office is presently located at Dhaka, Bangladesh) with missions to all Member States – Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka

Starting Date: October 2013

Duration: One (1) year initially under a Special Service Agreement (SSA); extendable up to a maximum of three (3) years.

Qualification Requirements:

1. Have a University Degree in Aeronautical Science or Engineering, duration of which is not less than three years or equivalent.

2. Have at least 15 years of proven track record of employment as a fully qualified Aircraft Maintenance Engineer with progression in positions of increased technical and supervisory responsibility in the field of aircraft maintenance or engineering.

3. Possess an Aircraft Maintenance Engineering (AME) licence with appropriate ratings.

4. Possess a sound knowledge and good understanding on:

    a) Aviation safety regulatory process and rule making;

    b) ICAO SARPs and associated guidance material relating to Airworthiness and Licensing of AME;

    c) Regulation of Air Operators and Maintenance and Repair Organizations;

    d) USOAP Audit Process;

    e) Critical elements affecting State Safety Oversight;

    f) Development and implementation of Aviation Safety Management Systems (SMS) and State Safety Programme (SSP); and

    g) EASA/FAA Regulations relating to Maintenance Organizations, Training Organizations and Licensing of Maintenance Personnel.

5. Have at least five years working experience at a senior supervisory level of a government regulatory authority dealing with matters relating to airworthiness administration, involving operator certification, inspection or surveillance which involves grant of approval of Maintenance Control Manual, Aircraft Maintenance Manuals, Maintenance Schedules, implementation of Airworthiness Directives, Service Bulletins and other relevant aircraft maintenance and engineering documentations, approval of Operator Maintenance Training Programmes.

6. Attendance in the Training Programmes or Seminars conducted by the COSCAP or similar Regional Programmes on airworthiness or related subjects would be an asset.

7. Completed an accredited quality system auditor training course or have practical experience in aviation system auditing.

8. Have good computer literacy and knowledge in the use of IT.

9. Have ability to develop and conduct Airworthiness Training Programmes.

10. Be fluent in the English language together with a demonstrated ability to produce well-structured documents, briefing papers and comprehensive assignment reports.

11. Have initiative, tact, sound judgment and the ability to maintain harmonious working relationships.

Competencies:

1. Judgment/decision–making: Proven ability to take ownership of all responsibilities and to honour commitments, to exercise mature judgment, to recognize key issues and analyse relevant information, to make feasible recommendations and to take sound decisions.

2. Communication: Ability to write clearly and concisely and to present articulate verbal reports.

3. Teamwork: Ability to work with colleagues to achieve the project goals and maintain harmonious working relationships in a multinational environment.

4. Leadership, vision and management of performance: Demonstrated ability to plan and guide the work of a technical team in a multinational environment, to identified priorities and adjust them as required.

5. Client Orientation: Ability to establish and maintain partnerships with external collaborators, to work and advocate effectively in a consensus-based system and to successfully manage and resolve conflict.

6. Commitment to continuous learning: Willingness to keep abreast of new developments in professional field.

7. Technological awareness: Ability to use contemporary office automation equipment, software, databases.

Duties:

Under the supervision of the Chief Technical Advisor (Flight Operations) / Programme Coordinator:

1. Provide expert advice to the respective Airworthiness Technical Staff attached to a Member State in regard to the following or perform such activities for or on behalf of a Member State under the delegated authority of the Member State:

   a) Granting regulatory approval to set up and/or carry out airworthiness related activity which includes initial certification of aircraft engineering, repair or maintenance arrangements or organizations;

   b) Planning, organization and conduct of effective technical examinations of knowledge and skills for the grant of appropriate licenses/certificates or ratings to aircraft maintenance engineers/technicians;

   c) Management of all matters connected with the regulatory approvals for design or modification of aircraft and engine parts or components;

   d) Development and Implementation of an effective Continuing Airworthiness Surveillance Programme including conduct of ramp checks and regulatory audits;

   e) Review of efficacy of the Member State's legal framework or regulatory arrangement for the effective implementation and enforcement of airworthiness related matters to meet the State's international obligations and make necessary recommendations or advise the State, as appropriate;

   f) Review of the Member State's guidance material on airworthiness or related matters if available, and advice on revisions, if necessary to improve the quality or help the State prepare and issue requisite guidance material, if such materials are not available in the State for the guidance of the regulatory and industry personnel;

   g) Help Member States develop a clear policy for the periodic review of their Airworthiness Inspector staff strength requirements and appropriate recruitment plan by specifying the qualifications and other ingredients, which are considered vital for attraction and retention of qualified and skilled personnel;

   h) Develop appropriate training plans and programmes to help the Member State's Airworthiness Inspectors achieve required competence to perform their respective jobs to the desired standards;

   i) Conduct both classroom and on-the-job training courses for the State Airworthiness Inspectors, to meet the State's requirements which are identified during interaction with the Member States; and

   j) Participate at the meetings of State's National Aviation Safety Team representing COSCAP-South Asia, whenever a request is made to do so.

2.   Provide requisite technical assistance to civil aviation administration of the Member States in one or more of the eight critical areas involved in safety oversight as and when necessary;

3.   Assist Member State to prepare for USOAP Continuous Monitoring Approach (CMA) and related CMA activities like CSA Audits, Safety Audits, and ICAO Coordinated Validation Missions (ICVM); and develop or implement subsequent Corrective Action Plans.

4.   Facilitate Member States in a better understanding of USOAP CMA Components i.e. Collection of Safety Information; Determination of a State's Safety Risk Profile and Safety Risk Indicators; Prioritization and Conduct of USOAP CMA Activities; and Update of LEIs and Status of SSCs.

5.   Advise appropriately the Member States on any airworthiness matter which is referred to the incumbent for guidance or advice; and,

6.   Develop generic Regional Guidance Material for use of Member States on matters for which information gathered during interactions with the Member States, justifies development of such material, and also update the existing guidance material as and when required;

7.   Develop in draft for the review of the Steering Committee, model regulations, implementing standards, guidance material or acceptable means of compliance etc, as appropriate and required, for the effective implementation of SARPs connected with airworthiness;

8.   Provide support in the process of harmonization of maintenance regulations in the region based on EASA 145 in close coordination with the Member States and relevant external agencies which are involved or willing to assist in this exercise, in line with the Steering Committee decisions;

9.   Provide support to the Programme Coordinator to develop and maintain a complete, accurate and up-to-date regional database relating to airworthiness matters which includes accident/incident data connected with the subject;

10. Represent the COSCAP-South Asia or act as its spokesman in respect of airworthiness matters at external meetings or events, when requested to do so;

11. Establish appropriate contacts and maintain good cooperation with colleagues in COSCAP-South Asia and Member Civil Aviation Administrations, partners, and other organization in order to fulfill her/his responsibilities in the post; and,

12. Perform other related duties as may be required.

INTERNATIONAL CIVIL AVIATION ORGANIZATION

TECHNICAL CO-OPERATION BUREAU

JOB DESCRIPTION

Title: Administrative Assistant

Duty Station: Programme Based
(the Programme Office is presently located at Dhaka, Bangladesh)

Starting Date: October 2013

Qualifications Requirements:

1. Successful completion of High School.

2. At least five years work experience in an administrative, programme support service or finance-related position. Previous work experience in the United Nations/International Organizations will be an advantage.

3. Good knowledge of the financial and administrative principles and practices.

4. Good knowledge of accounting and financial procedures and ability to maintain financial records, prepare clerical reports and statements accurately.

5. Experience and knowledge of procedures for the preparation of documents, administrative forms, and use of filing systems will be an advantage.

6. Good administrative, communication and organizational skills.

Competencies:

1. Judgment/decision–making: Proven ability to take ownership of all responsibilities and to honour commitments, to exercise mature judgment, to recognize key issues and analyze relevant information, to make feasible recommendations and to take sound decisions.

2. Communication: Ability to write clearly and concisely and to present articulate verbal reports in English language.

3. Teamwork: Ability to work with colleagues to achieve the project goals and maintain harmonious working relationships in a multinational environment.

4. Leadership, vision and management of performance: Demonstrated ability to plan and guide the work of a technical team in a multinational environment, to identified priorities and adjust them as required.

5. Client Orientation: Ability to establish and maintain partnerships with external collaborators, to work and advocate effectively in a consensus-based system and to successfully manage and resolve conflict.

6. Commitment to continuous learning: Willingness to keep abreast of new developments in professional field.

7. Technological awareness: Ability to use contemporary office automation equipment, software, databases.

Duties:

The Administrative Assistant will work under the supervision of the Chief Technical Advisor (Flight Operations) / Programme Coordinator and perform the following duties:

1. Maintain office files, records and reference material, sort and file correspondence, reports and documentation.

2. Maintain a record of all incoming and outgoing correspondence.

3. Send and receive fax and emails.

4. Receive and pay invoices for all office utility charges e.g. telephone, internet and other charges related to the day-to-day operations of the office.

5. Perform accounting for the imprest and petty cash accounts

6. Draft and send routine administrative reports to ICAO Headquarters concerning project personnel and financial accounting.

7. Make travel arrangements for project technical officers including obtaining necessary visas, purchase of air ticket(s), hotel reservations.

8. Assist with the admin preparation for the conduct of meetings, workshops, trainings, seminars and type assemble and distribute reports of missions, meetings, workshops, trainings and seminars.

9. Maintain liaison with ICAO Headquarters on administrative support matters.

10. Perform other related duties as may be required.