



**Cooperative Development of Operational Safety
and Continuing Airworthiness Programme**
(implemented under International Civil Aviation Organization)



COSCAP – South Asia

3rd Meeting of the National Coordinators of COSCAP-South Asia
06-08 September 2009, Kathmandu, Nepal

Record of Discussions

01 General Information

The 3rd meeting of the National Coordinators of COSCAP-South Asia was convened in Kathmandu, Nepal during 06-08 September 2009, as mentioned in the Annual Work Programme -2009.

The meeting was hosted by the Director General of Civil Aviation, Civil Aviation Authority of Nepal.

The participants of the meetings are as under.

1. Wg. Cdr. M.Kamrul Islam, Director, Flight Safety and Regulations, CAA, Bangladesh
National Coordinator, Bangladesh
2. Mr. M.S.H.Murady, Dy. Director, CAA, Bangladesh
3. Mr. Sangay Wangdi, Senior Aerodrome Officer, DCA, Bhutan
National Coordinator, Bhutan
4. Mr. Ugyen Tshering, Air Traffic Control Officer, DCA, Bhutan
5. Ms. Sandhya Saxena, Senior Airworthiness Officer, DtGCA, India
6. Mr. Ahmed Fazeel, Director Airworthiness, CAD, Maldives
National Coordinator, Maldives
7. Mr. Binod K. Gautam, Chief Aviation Safety Department, CAA, Nepal
National Coordinator, Nepal
8. Capt. Deepak Kumar Lama, Flight Operations Inspector, CAA, Nepal
9. Air Cmdr Khalid P Marwat, Director, Economic Oversight CAA, Pakistan
National Coordinator, Pakistan
10. Mr. W.P.M.Fernando, Director, Flight Safety,
National Coordinator, CAA, Sri Lanka
11. Mr. Umega Seneviratne, Airworthiness Engineer, CAA, Sri Lanka
12. Mr. Chandrasena Nimalsiri, Regional Programme Coordinator, COSCAP, SA
13. Mr. P.R.Shakya, Regional Aerodrome Certification and Safety Expert, COSCAP, SA
14. Capt. S.M.Rahmatullah, Regional Flight Safety Expert, COSCAP, SA
15. Mr. Zahid Khan, Regional Air Traffic Services Expert, COSCAP, SA

The opening session of the meeting was attended by Mr.N.P.Ghimire, Secretary, Ministry of Tourism and Civil Aviation and Mr.Keshab Raj Khanal, Director General of Civil Aviation, Civil Aviation Authority of Nepal.

Mr. N.P.Ghimire, Secretary, Ministry of Tourism and Civil Aviation stated that civil aviation industry is not only capital intensive but also safety sensitive. In order to maintain required level of safety and efficiency in conformity with the applicable international standards and industry best practices, the States need inter alia qualified and experienced human resources. COSCAP-South Asia has become a good source for the Member States to pool their resources to in order to address the scarcity of resources, human resources in particular. He wished the COSCAP-SA would continue to gather momentum to address the safety issues in the region.

Mr. Kehsab Raj Khanal, Director General of Civil Aviation, Nepal mentioned that COSCAP-South Asia was a source of strength for CAA-Nepal to prepare for the last IUSOAP Audit. He also appreciated the progress being made by the COSCAP-South Asia within its sphere of action and requested the National Coordinators to make use of the National Coordinator meeting for the objective review of the past and current work plans, programmes and outcomes of COSCAP-South Asia in order to identify areas for improvement in the future.

Mr. Chandrasena Nimalsiri, Regional Programme Coordinator, mentioned that the main purpose of the National Coordinators meeting is to identify 'the way forward of the Programme' in line with the operational requirements of the Member States. He thanked all the Members of Steering Committee for nominating respective officials to attend the meeting. Whilst expressing his gratitude to the Government of Nepal for extending all hospitalities for the participants, he thanked the Secretary, Ministry of Tourism and Civil Aviation and Director General of Civil Aviation for being present for the meeting and gracing the occasion.

02 **Agenda**

The meeting adopted the Agenda which is reproduced in the [Attachment-A](#).

03 **Programme**

The meeting approved for its proceedings, a Programme as attached in the [Attachment-B](#).

04 **Group Photograph**

The Group Photograph of all Participants at the 3rd meeting of National Coordinators is given in the [Attachment-C](#).

05 **Proceedings**

The meeting reviewed the matters arising out of the 1st meeting of NC held in Colombo in 2007 and 2nd meeting of NC held in Thimphu in 2008. The Meeting also reviewed the decisions of the 18th SCM held in Bangkok in early 2009. The following conclusions were made after detailed review of the past performance and current situation of the Programme.

a. Memorandum of Understanding (MoU): The Programme functions in terms of the provisions made in the MoU which is a living document. If a Member State so considers that the Programme's functions should be changed, necessary proposal to that effect be made to the Steering Committee for consideration.

b. Programme Document (PD): The activities to be accomplished by the Programme during

its third phase are defined in the Programme Document – Phase III (2008-2012). The Annual Work Plans and Work Programmes are drawn up for the implementation of such activities, subject to the directions given to Programme by the Steering Committee from time to time. If a member State considers that the Programme activities should be changed, necessary proposal to that effect be made to Steering Committee for consideration.

- c. **State Annual Contributions:** The Programme does not have any financial reserve to undertake any of its work plans. Donor funding has diminished significantly. Airbus and Boeing contributions are tight to specific activities. Hence the need of full payment of States' Annual Contribution to the Programme in time was underscored. Based on the inputs of TCB regarding the receipt of funds for 2009, Bangladesh, Bhutan, India, Maldives and Nepal were reminded to defray their contributions to the Programme for 2009 as early as possible. The NC-Nepal informed the meeting that CAA-Nepal has already remitted their contribution to ICAO for 2009, in full. The NC-Maldives mentioned that the Government of Maldives will take steps to remit its financial contributions due to the Programme for 2009 and 2010 in the financial year 2010. The NC-Bhutan stated that the Government of Bhutan has already decided to increase their present level of contribution from USD 10,000/= to USD 25,000/= and action will be taken shortly to remit funds to the TCB, ICAO, accordingly.
- d. **Essential Data of the Member States / Details of Key Officials:** COSCAP-SA website contains a lot of useful data and information relating to State's aviation activities and details relating to their key officials. It is necessary to keep these data/details updated for the effective use of States and others. All NCs agreed to keep the relevant data/details in the COSCAP-SA website in respect of their countries updated in an ongoing basis.
- e. **Terms of Reference of National Coordinator:** Duties and functions of a National Coordinator are defined in the Terms of Reference issued to the National Coordinator. It is necessary that the National Coordinator perform such tasks efficiently, if the desired results of appointing National Coordinators are to be achieved. If there is any need to amend the Terms of Reference, necessary proposal for such change may be forwarded for the consideration of the Steering Committee.
- f. **Tenure of the National Coordinator:** TCB-ICAO has issued letter of appointments to the National Coordinators for a period of one year effective last May (2008). The National Coordinators, whose letters of appointments have expired, were requested to submit fresh nominations/applications for the onward transmission to the TCB for renewal of the contracts. It was agreed that tenure of a National Coordinator may be decided by the respective Steering Committee Member but all of their appointments be made with effect from the beginning of the year, in order to facilitate administrative arrangements. It was also highlighted that National Coordinators should be given an indoctrination course on assumption of duties so that he would be able to perform the intended duties diligently. Regional Experts could also brief them during missions to States.
- g. **Honorarium:** All the National Coordinators except India and Maldives have been paid Honorarium upto May 2009. The National Coordinators were requested to give a feedback on the receipt of these payments for reconciliation purposes. It was also recommended that the honorarium due for India and Maldives be put into an 'hold' account in the name of those States so that the collection can be used to finance official

visit(s) of the respective NCs for COSCAP-SA activity that will be held outside the NC's country of domicile, on the need basis. The respective Steering Committee Members were recommended to make necessary proposals to the Chairman of the Steering Committee or at the next Steering Committee Meeting, to this effect.

- h. National Aviation Safety Team:** National Aviation Safety Teams can play a significant role for the enhancement of aviation safety in Member States. Work of such teams would also help effective implementation of SMS and SSP in the Member States. Hence it was agreed that each Member State should attach greater importance to the effective functioning of the NASTs. For this purpose, the Member States may review the Terms of Reference issued to the NAST, present practice of appointing the Chairman, adequacy of industry representations, possibility of planning the NAST meeting to coincide with Regional Experts' official missions to States etc. In order to maintain uniformity of operation amongst the NASTs of the States, the COSCAP-SA was requested to develop a common format for recording minutes of the NAST. Whilst every attempt is taken to resolve safety issues expeditiously within the State itself, NAST may refer to SARAST through RPC-COSCAP-SA, safety issues of complex nature if the intervention of SARAST is considered to be useful or necessary for finding solution for such issues. The meeting also stressed that the National Coordinator should be a member of the NAST.
- i. USOAP Audits:** The meeting noticed that the Steering Committee has assigned the highest priority for providing technical assistance to Member States in regard to USOAP audit related activities. National Coordinators were reassured of the preparedness and readiness of the COSCAP-South Asia to provide technical assistance to prepare for the USOAP audits, within the resources available. COSCAP-South Asia can help the Member States prepare Action Plans for the audit findings and also for their implementations. In case of multiple demands by Member States for technical assistance in the same field and same time, the requests of Member States that are to be audited would receive priority over the States which have already been audited. In addition, the Programme would explore the possibility of providing assistance using Regional Experts (Home Base) arrangement.
- j. Regional Experts (Home Based):** The meeting was presented a table of specialized areas ([Attachment-D](#)) which have been identified in consultation with the Member States for the mobilization of Regional Experts (Home Base). As there are number of different areas and limited financial resources to support this activity, NCs were requested to assign priorities in the table provided to them by 30th Sep 2009. High priority items of more than four States would be considered for mobilization of Regional Experts (Home Based) immediately. The other areas will be used for the development of Regional Experts (Home Base) Roster, which will be displayed in the COSCAP-SA official website. Regional Experts (Home Based) should have sufficient knowledge and experience in the respective field and be able to assist the Member States in regard to any of the ICAO eight Critical Elements affecting Safety Oversight. It is necessary that the respective DGCA of the Member State where the potential Regional Expert (Home Base) is domiciled should satisfy himself of the competency and suitability of his nominees before forwarding such nominations to COSCAP-SA for onward transmission to ICAO. COSCAP-SA was requested to develop criteria for the selection of the suitable staff and orientation training programme for them. It was also stressed that there should be a mechanism to harmonize the way of Inspectors' conducting business with the States.

- k. **Establishment of Working Panels:** The meeting noted the importance of making use of COSCAP-SA mechanism to pool resources in the national administrations (human resources in particular) of the Member States to address certain issues for which the States individually do not have the requisite capability. In this respect, the National Coordinators proposed for the consideration of the Steering Committee that on-going Working Panels be established in respect of Operations (which includes Personnel Licensing), Airworthiness, Air Navigation Services, Aerodromes, Safety Management, and Accident/Incident Investigations, which shall meet on need basis. National Administrations will nominate the competent officials to work in these Panels and the COSCAP-SA Regional Experts shall function as the Leader of these respective Panels. Regional Programme Coordinator may convene the meetings of the Panel, after careful consideration of the issues to be solved and resources available. Member States may refer to these Panels all matters for which they need guidance or assistance. The Regional Programme Coordinator should develop Rules of Conduct and Terms of Reference for the operation of these Panels and the National Coordinators may review these drafts and provide comments if any to the RPC, at the earliest occasion. These Rules of Procedures should be then submitted to Steering Committee, for approval.
- l. **SARAST:** The meeting noted the importance of SARAST for the promotion of safety in the sub region. Although the SARAST has joined with other two RAST in Asia to form Asia Regional Aviation Safety Team (ARAST), the National Coordinators are of the view that SARAST should continue to maintain close liaison with each and every Member States. They expressed the concern of having all SARAST meetings in Bangkok, which make it difficult for the States to send nominees in numbers to attend such meetings. The meeting recommended that the SARAST meetings be held in the region (India and Pakistan alternatively) and invite the donor agencies to attend. It was recommended that sufficient space be maintained between SARAST and ARAST meetings so that States will not find it difficult to obtain approval for travel. The meeting underscored the necessity of every Member State taking part at each SARAST meeting regularly under the proposed arrangement, regardless of the place of the meeting. A Member State may have separate coordinator to facilitate internal communications of matters relating to SARAST but all communications between the State and COSCAP-South Asia should take place through the respective National Coordinator in order to enable the National Coordinator to perform his duties and functions.
- m. **SSP:** Based on the ICAO SSP Presentations which were conducted early this year in Bangkok, Mr. Ahmed Fazeel, Director Airworthiness – CAD –Maldives conducted one full day Presentation on development and implementation of a SSP for all the Participants including some of the Senior Officials of the CAA-Nepal. The meeting recommended that development and implementation of a SSP in each of the Member State by end of 2010 should be a high priority item and it could be included in the Annual Work Programme-2010 of COSCAP-South Asia. The meeting agreed to provide the COSCAP-SA with a position report and implementation plan (based on the chart given in the COSCAPSA Website at www.coscapsa.org/SSP/) by 15 Nov 2009. The meeting also noticed that CAA-Pakistan has developed a SSP in draft and that it could be considered as a working draft for the development of a common SSP for the use of Member States. Development and implementation of a comprehensive training package was also considered necessary. It was recommended that the COSCAP-SA and Member States closely follow the guidelines given in the ICAO SMS Manual in the implementation of SMS and SSP.

- n. **Chief of Civil Aviation Training Centres meeting** : The Meeting was informed that a meeting of Chief of Civil Aviation Training Centres of COSCAP-SA Member States will be held in Colombo 02-04 Dec 2009 in order to work out an arrangement for the development of capacity and consistent conduct of training course on Safety Oversight (Regulatory) matters. NCs were requested to liaise with the Chief of CATC in their States and to encourage them to take part at this meeting.
- o. **Raising funds to support the COSCAP-SA:** The meeting recommended that the Programme should explore the possibility of making avenues for raising revenues of Programme funds. The States / COSCAP-SA Proposals on this matter may be forwarded to the next Steering Committee for consideration.
- p. **Entering into Bilateral Agreement with COSCAP-SA:** The meeting noticed the advantage of Member States entering into agreements with COSCAP-SA for the use of complements of Regional Experts to perform the States' Safety Oversight responsibilities. The meeting recommended that the States which have not yet entered into such Agreement be reminded to consider this aspect which will also strengthen the COSCAP-SA mechanism further in its forward march towards converting into Regional Safety Oversight Organization (RSOO).
- q. **Training Calendar – 2010:** The meeting was informed that the Training Calendar for 2010 is in the formative stage and specific training needs of the Member States if any should be notified to the Regional Programme Coordinator at the earliest but before 25th December 2009, if they are to be incorporated in the Annual Training Programme-2010.
- r. **Annual Work Programme -2010:** The meeting was informed that the Annual Work Programme of COSCAP-South Asia for 2010 is in the formative stage and specific work or tasks which Member States intend the Programme to do on their behalf, should be notified to the Regional Programme Coordinator at the earliest but before 25th December 2009, if they are to be incorporated in the Annual Work Programme-2010.
- s. **Safety Assessment of Foreign Airlines (SAFA-SA) Programme in South Asia:** The meeting noted the importance of having common rules and procedures in regard to Ramp Inspection of Foreign Airline Operations in the South Asia region. The need for the COSCAP-SA to play an active role in harmonization of the activities in this regard was underscored. The meeting noted that India has already embarked on this exercise and requested NC-India to assist the COSCAP-South Asia for development of rules, procedures and training and also a common database for collection, processing and sharing of data and information.
- t. **SARI Activities:** The meeting noticed that SARI has been progressing at a pace for the development of common rules (South Asian Requirements) relating to Maintenance Organizations based on EASA Part 145 with the support of BAP of EU. The meeting also noted that the SCM had endorsed that COSCAP-SA should make full use of SARI assistance for harmonization of maintenance regulations. The meeting therefore requested all the NCs to take necessary steps to ensure that their States take part actively in the SARI Process. The meeting also agreed to recommend to the SCM for grant of approval to use COSCAP-SA funds to support States which are somewhat behind the current process to come to the appropriate level so that all Seven States can work together and march at the same pace for the realization of this objective. The States needing assistance in this

respect may make request to the RPC-COSCAP-SA for necessary action. States were also requested to review the draft Decree circulated by the Programme at the last SCM and make their comments available to the Programme by 31 October 2009.

- u. Follow up Actions:** The RPC requested National Coordinators to kindly review outstanding issues emanating from 1st and 2nd NC meetings and take appropriate actions to complete them without further delay. He also requested the NCs to take necessary follow up actions in time in respect of the matters that have arisen at the 3rd meetings.

6. Close of the Meeting

The Regional Programme Coordinator, thanked the Director General of Civil Aviation – Nepal, National Coordinator-Nepal and all other staff attached to the Civil Aviation Authority of Nepal for making all arrangements to ensure the effective conduct of the meeting for its success. He also thanked the entire staff of the CAA-Nepal for the superb hospitality and unstinted cooperation extended to the participants during their stay in Nepal. Regional Programme Coordinator also thanked all the Participants for being present and for their active participation at the meeting.

- **END** -

Attachment-A

3RD MEETING OF THE NATIONAL COORDINATORS OF COSCAP-SOUTH ASIA

06th -08th SEP. 2009, KATHMANDU - NEPAL

PROVISIONAL AGENDA

1. Review of progress of the matters arising out previous meetings.
 - i. 1st meeting
 - ii. 2nd meeting
 - iii. Progress on NAST activities
 - iv. Progress on Sub-SARAST meetings
 - v. Implementation of Safety Enhancement of SARAST and Tracking System
2. Review of the progress of implementation of decisions of the 18th SCM meeting and preparation of agenda for 2010.
 - i. Action completed
 - ii. Action Pending
 - iii. Training update
3. Finalization of the Technical Positions which have been identified for mobilization of Regional Experts (Home Base).
4. Identification of States needs and Preparation of Annual Work Programme-2010.
5. Proposals of the National Coordinators.
6. Orientation Programme for National Coordinators.
7. Briefing to States on the State Safety Programme.
8. Technical Assistance to States in 2009 - Regional Experts' report and States' Feedback.
9. States' Annual Contributions update.
10. Any other matter.
 - i. Administrative Issues (Extension of Services)
 - ii. Receipt of Honorarium
 - iii. State Officials' opinion about COSCAP

3RD MEETING OF THE NATIONAL COORDINATORS OF COSCAP-SOUTH ASIA

06th –08th SEP. 2009, KATHMANDU – NEPAL

PROGRAMME

September 6:

08:45-0900 Registration
09:00-09:15 Welcome Speech by DG
09:15-09:30 Opening Remarks by RPC
09:30-10:30 Tea Break
10:30-13:00 First Session (Agenda Item 1 & 2)
13:00-14:00 Lunch Break
14:00-15:30 Second Session (Agenda Item 3 & 4)
15:30-16:00 Tea Break
16:00-17:00 Discussion (Agenda Item 5)
1900- Dinner

September 7:

09:00-10:30 Session (Agenda Item 7)
10:30-11:00 Tea Break
11:00-13:00 Session Continue (Agenda Item 7)
13:00-14:00 Lunch Break
14:00-15:45 Session (Agenda Item 7)
15:45-16:00 Tea Break
16:00-17:00 Discussion (Agenda Item 7)
1900- Dinner

September 8: SSP Workshop/Training

09:00-10:30 First Session (Agenda Item 6, 8 and 9)
10:30-11:00 Tea Break
11:00-13:00 Second Session (Agenda Item 6, 8 and 9)
13:00-14:00 Lunch Break
14:00-15:30 Session (Agenda Item 10)
15:30-16:00 Tea Break
16:00-17:00 Discussion & Adoption of Conclusions

3RD MEETING OF THE NATIONAL COORDINATORS OF COSCAP-SOUTH ASIA

06th –08th SEP. 2009, KATHMANDU – NEPAL

Group Photograph of Participants



	Thrust Area	Speciality	Bangladesh	Bhutan	India	Maldives	Nepal	Pakistan	Sri Lanka														
			Priority																				
			High	Medium	Low	High	Medium	Low	High	Medium	Low												
2	Air Navigation Services	2.1 Development of SIDS/STARS based on GPS procedures for given airports																					
		2.2 PANS/OPS Procedures Design and PBN procedures																					
		2.3 Air Navigation Service Operator Certification																					
		2.4 Air Navigation Service Inspector Training																					
		2.5 Establishment of Search and Rescue Services																					
3	Airworthiness	3.1 Aeronautical Engineering																					
		3.2 Aircraft Type Certification / Validation																					
		3.3 Airworthiness Inspector Training																					
		3.4 Approving Maintenance Organizations																					
4	Personnel Licensing	4.1 Certification of Flying Training Organization																					
		4.2 Testing the English Language Proficiency																					
		4.3 Establishment of Medical Examination																					

Thrust Area	Speciality	Bangladesh			Bhutan			India			Maldives			Nepal			Pakistan			Sri Lanka		
		Priority																				
		High	Medium	Low	High	Medium	Low	High	Medium	Low	High	Medium	Low	High	Medium	Low	High	Medium	Low	High	Medium	Low
6.4	Enforcement Procedures																					
6.5	Aviation Human Resources Management																					
6.7	Civil Aviation Regulatory System																					
6.8	Train-the-Trainer																					
6.9	Course Design and Curriculum Development																					

Note: The Prospective candidates to be selected and engaged in the above specialized areas, shall be capable to assisting Service Recipient Member States in respect of following areas.

- a. Making Draft Rules to cover the subject matter (draft legal provision and regulatory material)
- b. Recommending changes needed in the Organization for provision of required resource to perform the tasks.
- c. Developing Guidance Material relating to the effective implementation of the subject matter.
- d. Training of National Inspectors through Class Room Training and OJT and final certification of such personnel as per COSCAP-SA criteria
- e. Development of Training Material for the use of the Member States
- f. Initial Certification, Continuing Surveillance
- g. Development of Enforcement mechanism, depending on the necessity.