

31th COSCAP-SA STEERING COMMITTEE MEETING

Annual Work Programme 2024/25

Discussion Paper 4 (DP-4)

(Presented by CTA)

SUMMARY

The purpose of this paper is to present the proposed COSCAP-SA 2024/25 Annual Work Plan (AWP). The proposed Work Plan has been developed based on COSCAP SA Phase VI objectives and priorities as approved by the SC, and on the available of resources.

1 Background

1.1 Pursuant to the Institutional Framework and Procedures Manual (IFAPM), Annual Work Programmes need to be prepared by the CTA.

2 Discussion

2.1 *Steering Committee Meetings:* The CTA will be required to prepare numerous Discussion Papers for review by the SC Meeting in order that they can establish the priorities for the programme for the period following the previous 30th Meeting of the Steering Committee and to update Members on recent developments.

2.2 *Safety Team Meetings:* With the establishment of the ICAO Regional Aviation Safety Group (RASG), and the Asia-Pacific Regional Aviation Safety Team (APRAST), COSCAP-SA will be required to participate in the RASG, APRAST and SARAST meetings to enable meaningful consideration of safety issues. In addition, COSCAP-SA will support Member States to implement the safety enhancement priorities in the areas of LOC, CFIT and Runway Safety, including associated APRAST Safety Tools that are emerging from the RASG/ APRAST activities.

2.3 *Technical Assistance:* COSCAP-SA is planning to provide in-country Technical Assistance (TA) to member States as depicted on the Annual Work Plan (AWP) 2024/25 located in Appendix 1B of this paper. Note that the dates on the AWP are for planning purposes only, thus can be adjusted pending State priorities and resource availability. Technical Assistance missions planned for 2025 are tentative only and will be formalized at the next NC meeting in the fall of 2024. For ADHOC TAs, States are requested to notify the CTA preferably 3 months in advance pending resource availability.

2.4 *Coordination of training:* Where appropriate, training will be conducted in close coordination with COSCAP-SEA, COSCAP-NA (as applicable) and ICAO Regional Office Bangkok.

2.5 *Training:* A mixture of different methods of delivering training will be used such as: On Line, Virtual, In Country Classroom and In country OJT,

2.6 Member State wish-lists are taken into consideration and prioritized based on commonality and highest demand (similar to previous years). The number of courses delivered throughout the year must be carefully monitored in order not to exceed the budget accordingly.

2.7 Member States may also request ADHOC training that is **not included** within the AWP. Requests for such training should be made to the COSCAP-SA office as early as possible (i.e. 3 months prior) so that steps may be taken to provide such training depending on the availability of resources. Note: Requests for ADHOC training must be coordinated through the NCs at all times.

2.8 The proposed 2024/25 Annual Work Plan takes into consideration points 2.5 – 2.7 above. The Work Plan is subject to revision(s) and will be updated periodically throughout the year.

3 **Actions of the Meeting**

3.1 The COSCAP-SA Steering Committee is invited to review and approve the proposed 2024/25 Annual Work Plan. Tables for the plans can be found in **Appendix 1A, B, and C**.

3.2 Based on the decisions of the Steering Committee, the CTA is to finalize the Work Plan for 2024/25, and forward to Members for review, comment and confirmation as required