



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

CIVIL AVIATION DEPARTMENT
MINISTRY OF TOURISM AND CIVIL AVIATION
7th Floor, PA Complex
Hilaalee Magu, Male'
Republic of Maldives

MINUTES OF THE MALDIVES AVIATION SAFETY TEAM (MAST-15) MEETING

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APPENDIX – 2 – Schedule of Meetings

Time: 1100hrs to 1230hrs
Date: 02nd Dec 2007 / Wed
Venue: Maldives Airports Company (Ltd) / Conference Room



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AGENDA ITEMS

Agenda Item 1 – Welcoming introduction by the Chairman Mr. Ibrahim Khalid:-

The 15th Meeting was declared open by the Chairman of MAST, Mr. Ibrahim Khalid Safety Manager, Trans Maldivian Airways. He welcomed everyone present and thanked Maldives Airports Company for hosting the meeting.

Agenda Item 2 - Working Paper 1 – Provisional Agenda & MAST/15 Draft Meeting Report - Presented by the Secretariat:-

Mr. Ahmed Nazim Secretary to the meeting invited all members to approve the agenda as put forward. All members accepted the agenda as presented.

The Secretary then invited all members to comment and highlight any points to be discussed regarding the draft report of the fourteenth MAST Meeting. Since no comments were made to the report, the draft report was accepted.

Agenda Item 3 - Brief on 17th COSCAP Steering Committee Meeting – Mr. Ahmed Nazim

COSCAP – SOUTH ASIA
17th STEERING COMMITTEE MEETING
06-08 November 2007
Bangkok Thailand

The 17th Steering Committee (SC) meeting was held at the Main Conference Hall, Kotaite Wing, ICAO Regional Office, Bangkok, Thailand during 06-08 November 2007.

The Meeting was declared open by and presided over by Mr. Farooq Rahmatullah, Director General, and Civil Aviation Authority of Pakistan.

Recommendations & Conclusions

3.1 SCM-17-01 (DP-17SCM-01): GANP & GASP

The SC took note of the Discussion Paper and,

- a. authorized the Programme Management to ensure that components of ICAO GASP and GANP are utilized for planning, designing, Implementation and prioritizing the future technical work of the COSCAP-South Asia, to the extent possible, in addition to activities or tasks that the SC may decide to entrust upon the Programme;



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- b. approved the Programme Management to effect necessary updates in the relevant control documents of the Programme such as Memorandum of Understanding for Phase-III, Programme Document – Phase III or Institutional Framework and Administrative Procedures Manual etc. to accommodate the above decision and submit any such amended documents to the next SC Meeting for formal adoption; and, c. authorized the Programme Management to undertake tasks or activities, that may be needed to conform to GASP or GANP in congruence with ICAO GASP and associated Global Safety Initiatives (GSI), to the extent possible and within the resources available.

3.2 SCM-17-02 (DP-17SCM-02): Progress Review

The SC took note of the Discussion Paper, appreciated the work and achievement of the Programme to date and,

- a. requested Member States who have not yet signed the Memorandum of Understanding for the Phase-III to sign the MOU as early as possible but not later than 31st December 2007; and,
b. requested all Member States to sign the Programme Document as early possible and return the signed copy to the Programme Management not later than 31st December 2007.

3.3 SCM-17-03 (DP-17SCM-03): SARAST Implementation Status

The SC took note of the Discussion Paper approved the implementation of the SARAST Tracking System as described in the Discussion Paper and:

- a. reviewed the Recommendations and Conclusions that were made at the 7th SARAST meeting held in January 2007 in Bangkok and authorized the Programme Management to take appropriate action for their implementation;
b. requested each Member State to review their nominees attending the SARAST meetings with a view to ensuring the nomination of appropriately qualified and sufficiently experienced staff to take part at such meeting consistently without discontinuity;
c. requested each Member State to Designate the Head of Flight Safety or equivalent officer to be the SARAST Coordinator to attend all future SARAST meetings consistently and to make him/her responsible to the SC Member for the effective local implementation of SARAST Recommendations/Conclusions which are approved by the SC;
d. requested each Member State to include the official referred to at paragraph (c) above in the National Aviation Safety Team in order to facilitate effective implementation of the SARAST recommendations;
e. decided to identify the Safety Enhancements approved the SC to be 'South Asian Safety Issue' (SASI);
f. requested each Member State to conduct sub-SARAST meetings in their respective States with the participation of all local stake-holders



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- involved and relevant COSCAP-SA Regional Experts to facilitate effective local implementation of the SASI requirements; and,
- g. requested each Member State to programme the meetings of their National Aviation Safety Teams (NAST) to coincide with the filed missions undertaken by the Regional Experts attached to the Programme, as far as practicable.

3.4 SCM-17-04 (DP-17SCM-04): Designated Focal Points

The SC took note of the Discussion Paper, approved the draft Terms of Reference referred to in the Paper in respect of designation of Focal Points to serve the Programme on part time basis, on the nomination of respective Member States; and.

- a. requested each Member State to appoint a person with interpersonal skills at an optimum level of management seniority, to make appropriate and timely decisions with the requisite mandate in regard to routine matters, to be a Designated Focal Point, to liaise with the Programme as per the Terms of Reference aforementioned; and,
- b. approved a payment of reasonable honorarium in accordance with applicable provisions in the UN system.

3.5 SCM-17-05 (DP-17SCM-05): Harmonization of Aviation Regulations

The SC took note of the content of the Discussion Paper and gave directions to the Programme Management to pursue with harmonization of the rules, regulations and procedures, manuals on subject areas where such harmonization is possible, subject to the availability of resources; and

- a. approved the formation of the Working Group as required for harmonization of subject matters which are identified in the Work Programme.

3.6 SCM-17-06 (DP-17SCM-06): Sustenance of Competency

The SC took note of the Discussion Paper and gave directions to the Programme Management to pursue the matter further; and

- a. approved inviting the Head of each CATC in the region to attend future meetings of the SC and/or RAST when regional training could be included in the Agenda.

3.7 SCM-17-07 (DP-17SCM-07): Work Programme – 2008

The SC approved the work programme to be implemented by the Programme Management in 2008, subject to availability of fund and other resources required.



3.8 SCM-17-08 (DP-17SCM-08): Funding & Budget

Mr. Wolfgang Sander- Fischer, Chief, Asia Pacific Section, TCB ICAO, presented the COSCAP-SA Funding and Budget for phase III of the programme commencing from January 2008 for a further period of five years. He provided details of the Contributions / Grants received since the 16th COSCAP-SA SC Meeting. The donors who were present showed their willingness to continue financial support to the programme and accordingly the SCM directed COSCAP-SA to review the Phase III budget within three (3) weeks and re-distribute a revised budget together with the Programme Document for Phase III.

3.9 SCM-17-09 (DP-17SCM-09): System for Certification of Competency

The SCM directed COSCAP – SA to put forward this important subject to a future SCM when Heads of Civil Aviation Training Centers may be invited to attend.

3.10 SCM-17-10 (DP-17SCM-10): Broad basing SARAST Activities and formation of ARAST

The SC decided that subject to the decisions of the relevant SC meetings of the COSCAP-NA and COSCAP-SEA, the SARAST should join with NARAST and SEARAST to form a combined Regional Aviation Safety Team (RAST) which will be designated as 'Asia Regional Aviation Safety Team (ARAST)' which may meet for the usual period of days with an additional day to deliberate on sub-regional issues specific to COSCAP South Asia.

3.11 SCM-17-11 (DP-17SCM-11): Regional Aviation Medical Examiner's Panel

The SC concluded that a decision on the issue would be made following the ensuing medical seminars to be conducted by ICAO in the region during January/February 2008.

3.12 SCM-17-12 (DP-17SCM-12): Regional Aircraft Accident Investigation Panel

The SC made note of the paper and approved the proposal for the establishment of an aircraft investigation panel under COSCAP-SA and,

- a. agreed to the proposal that such panel members may be called upon by the State of Occurrence to participate in future accident investigations.

3.13 SCM-17-13 (DP-17SCM-13): Highlights of Action items of 44th DGCA Conference

The SC directed the Programme Management to pursue the implementation of the relevant items (Action items 44/1, 44/2, 44/3, 44/4, 44/5, 44/6, 44/7,



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44/11) of the 44th DGCA Conference Asia/Pacific in liaison with the respective Civil Aviation Administration in the Member States.

3.14 SCM-17-14 (DP-17SCM-14): Certification of ATS Organizations

The SC directed COSCAP-SA to initiate action on the development of applicable rules, model regulations and procedures for the certification of ATS organization.

3.15 SCM-17-15 Any other matters

a. Attendance at SCM

The SC emphasized the need of the physical presence of each SC member in person for all future SC Meetings to maintain the Programme with integrity to achieve the desired objectives and solicited that each SC member should strive to the highest abilities to attend the SC meetings in the future. In the event, the SC member cannot attend a SC Meeting due to an unavoidable reason; the person representing him/her should be sufficiently senior and be given the full powers and authority to make decisions on behalf his/her administration at the meeting.

b. Combined Regulatory Audits

The SC recognized the need for continued technical assistance by the Programme especially to assist States in pre-audit preparations and even the audit of operators on behalf of the Civil Aviation Authorities

c. Task Force

The SC agreed that a Task Force be established with a clear Terms of Reference immediately to commence work within six (06) weeks of the Conclusion of the 17th SCM in order to work out a strategy for more focused monitoring of the performance and productivity of the Programme and better institutionalization of the Programme which includes enhancing the expertise of Regional Experts.

d. ECCAIRs Reporting System

The SC observed the immense benefit of the ECCAIRs Reporting System developed by EC for the collection, sharing and processing of data concerning aircraft accidents and incidents and directed the Programme Management to take appropriate action for its implementation in the Region.

e. Rotation of Chairmanship

The SC decided to rotate the Chairmanship of COSCAP-SA after every two years instead of the present system of one year and accordingly decided that DGCA Pakistan shall continue to remain the Chairman till the next SC Meeting.

f. Venue and Date of the 18th SC Meeting

The Director General, Civil Aviation Authority of Pakistan kindly offered to host the 18th SC Meeting of the COSCAP-SA in Pakistan. The



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venue and meeting dates would be communicated later. Alternately, the Government of Sri Lanka, Government of Nepal, Government of Bhutan and ICAO Regional Office offered to be the host, in the order of listing.

g. Adoption of Conclusions

The SC unanimously adopted the Conclusions of the 17th SC Meeting.

h. Closing of the Meeting

The Chairman thanked all Member States, ICAO, European Commission, EASA, FAA, Airbus, Bombardier and COSCAP-SA for their active and constructive participation in the meeting. He thanked the Airbus for sponsoring dinner for the participants. Special thanks were also expressed to the Regional Director, ICAO for providing the facilities to host the meeting and hosting dinner for the participants and for his outstanding contributions, continued guidance and assistance and unstinted support extended to the COSCAP-SA since the establishment.

The SC Members and the designated Focal Points had a closed-door meeting with the Regional Director, ICAO Asia and Pacific Office at his office to facilitate a free and frank exchange of views in connection with the outcomes of the COSCAP-SA.

Agenda Item 4 - Brief on 8th SARAST Meeting Conclusions and Recommendations – Ms. Sameeha Abdul Hakeem

The following topics as addressed in the SARAST were discussed in the meeting:

- 4.1 ECCAIRS-** All operators were informed that ECCAIRS (a programme relating to accident and incident data base and reporting to ICAO) was available with Maldives. All operators were advised to contact Mr. Fazeel from CAD to obtain a copy.
- 4.2 Meeting English Language Proficiency requirements-** all operators were reminded and urged to complete the testing of the personnel involved before 5th March 2008. Operators aired their concerns regarding native speakers and it was agreed that they write to CAD to express their concerns formally.
- 4.3 ARAST-** All RASTs (NARAST, SEARAST, SARAST) to be combined and meet every year as ARAST.

A plan was discussed as to how MAST will address all issues raised in the SARAST. Due to day to day workload operators were finding it difficult to go through the SARAST circulars and CDs and to see the best method of implementation. It was finalized that a copy of all Advisory Circulars and CDs will be given to Mr. Ibrahim Khalid to be distributed to all operators. And



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January 24th 2008 was a date agreed on for a follow up meeting with respective focal points to discuss SARAST initiatives.

Agenda Item 5 - Brief on own SMS Implementation – ALL

As work was being undertaken by the operators and service providers to fulfill obligations as per CAR Part – 21 SMS Regulations the implementation schedule and priorities of work were briefly highlighted at the Meeting.

Operators/service providers in reflecting on the ongoing highlighted the following. That all operators/service providers were in the second phase of the implementation plan.

Significantly the following issues were addressed:

- Documented safety Management Plan
- The ongoing training and awareness programme for selected staff
- IAS conducted training for Management staff. The requirement for more staff to be trained down the line.

Agenda Item 6 - Outstanding Action Items of MAST

6.1 Brief on the VFR Task Force Meeting – Task Force Coordinator / Mr. Ibrahim Thoha

The VFR Taskforce met for the 5th and last time at the Male' Area Control Center on 25/10/07 and concluded action items that were put forward to the taskforce.

The suggested changes to the AIC 04/06 were unanimously accepted by the MAST.

15th February 2008 was suggested as the target date of implementation of the AIC once operators and the service provider had looked at the draft of the amended AIC.

The MAST Chairman congratulated the VFR Taskforce members and the coordinator for the excellent work that has been done then the Chairman dissolved the Taskforce.

It was suggested by the members that due to various issues that will be envisaged in the future with regards to the busy Male' Control Zone to perhaps put together a Working Group that will meet as and when required. However, no clear directions were given or agreed upon as who will lead this group or what its terms of reference will be.

6.2 Brief on the Runway Safety Task Force Meeting - Task Force Secretary / Ms. Mahamoodha

The Runway Safety Task Force met for the second time on 11/12/07 at the MAT conference room and deliberated on the terms of reference and on how to progress work of the Taskforce.



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There were questions raised on how to proceed with the document that was given as guidance which was an FAA (Notice on Proposed Rule Making/**NPRM**) on water aerodromes.

One of the glaring questions asked was whether the standards developed would be applicable to Male' International Airport water aerodrome and resorts water aerodromes.

The members of the Taskforce were not clear on this issue, as in their opinion it would be almost impossible to come up with a one-size-fits-all solution or standards for both Male' International and resort water aerodromes.

Hence, a request was made to the CAD to clarify this viewpoint before further progress could be made in getting the work of the taskforce completed.

CONCLUSION

As it was the last meeting of the year a new chairman and a secretariat was elected for the year 2008.

Mr. Mohamed Solih, Director in charge of Safety & Standards from MACL was proposed as the new chairman and unanimously approved by the Members. And Ms. Fathimath Ramiza from CAD in charge of Air Navigation & Aerodromes was chosen to be the Secretary for the Meeting.

Members were reminded and requested to put forward to the Secretariat the agenda items that they wish to include in the MAST Meeting, so that these could be produced and made available for comments by Members before the Meeting either as Working Papers (WP) or Information Papers (IP).

In his final remarks to the Meeting the outgoing Secretary Mr. Nazim expressed his gratitude and thanked all the Members of MAST for their tremendous support and encouragement given to him and the Chairman during their term of duty and wished MAST continued progress under the new leadership.

The outgoing Chairman Mr. Khalid in his closing remarks also thanked all members for their support to the Meeting and to him in particular during the course of the year and wished the MAST success in all its endeavors in the coming months and years.

The next meeting was scheduled to be held a venue advised by Regional Airports, Ministry of Transport & Communications on Wednesday 20th February 2008.



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The Meeting adjourned at 12:30 pm.

END

APPENDIX - 1



Members Present:-

1	Mr. Ibrahim Khalid / Safety Manager	Trans Maldivian Airways (Chairman)
2	Mr. Ahmed Nazim / AN &A	Civil Aviation Department (Sec)
3	Ms. Fathimath Ramiza / AN &A	Civil Aviation Department
4	Ms. Sameeha Abdul Hakeem	Civil Aviation Department
5.	Captain David Kuruvita / Flight Ops Manager	Maldivian Air Taxi
5	Captain. V.V. Ramani / Safety Officer	Maldivian Air Taxi
6	Captain Fathuhulla Jameel	Island Aviation Services
7	Mr. Ahmed Hussain / Safety Officer	Regional Airports HQ
8	Mr. Ibrahim Thoha / SATCO	Maldives Airports Company Ltd
9	Mr. Abdulla Zakariyya / SATCO	Maldives Airports Company Ltd
10	Ms. Fathimath Jameel / D/CATCO	Maldives Airports Company Ltd
11	Mr. Ahmed Naseem / ATC Supervisor	Maldives Airports Company Ltd

APPENDIX - 2

Schedule of Meetings for the year 2008:

#	Date	Proposed / Venue
16 th Meeting	20 February 2008	Civil Aviation Department
17 th Meeting	23 April 2008	Maldivian Air Taxi
18 th Meeting	18 June 2008	Maldives Airports Company
19 th Meeting	20 August 2008	Trans Maldivian Airways
20 th Meeting	22 October 2008	Island Aviation Services
21 st Meeting	24 December 2008	Regional Airports HQ