



COSCAP - SOUTH ASIA

19th MEETING OF THE STEERING COMMITTEE

26-28 January 2010

Bangkok, Thailand

FINAL REPORT

1. General

1.1 Venue:

The 19th Steering Committee (SC) Meeting was held at the Meeting Room No.1, Kotaite Wing, ICAO Regional Office, Bangkok, Thailand during 26-28 January 2010.

1.2 Participation:

The 19th SC Meeting was attended by a total of 48 participants. Seven Member States viz. Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka were represented by 31 participants including the Steering Committee Members and the remaining 17 participants represented Partners viz. Airbus, Boeing, EASA, ICAO, FAA, and SARI. Group Photograph of participants is posted at the official website of COSCAP-South Asia at <http://coscapsa.org/Steering%20Committee/Meetings/GroupPhotos/SCMAlbum.swf>.

1.3 Opening:

Mr. Parakrama Dissanayake, Acting Director General, Civil Aviation Authority of Sri Lanka who is the Chairman, Steering Committee of COSCAP South Asia welcomed all the participants for the meeting. Full text of the Chairman's speech is given in the [Attachment-A](#).

Mr. Mokhtar Awan, Regional Director ICAO Asia & Pacific Region delivered a special speech highlighting the importance and value of regional cooperation amongst all stake holders to meet the present and future challenges faced by the aviation industry. The full text of the speech of the Regional Director is given in the [Attachment-B](#).

At the invitation of the Chairman, participants introduced themselves. The complete list of participants of the SC meeting is as given in the [Attachment-C](#).

The 19th SC meeting was declared OPEN by the Chairman, COSCAP-South Asia.

2. Agenda and Programme:

A copy of the Agenda and the Programme of the Meeting as approved by the SC Meeting for its proceedings are given in the [Attachment-D](#) and [Attachment-E](#) respectively.

3. Presentations:

3.1 Commercial Aviation Safety Team (CAST)

Mr. Kyle L. Olsen, Aviation Safety Consultant – FAA provided briefing on CAST to the members of the Steering Committee.

Copy of the presentation is available at;

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%2010,Bangkok\)/Presentations/PartnersPresentations/19_scm-FAA-CAST.ppt](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%2010,Bangkok)/Presentations/PartnersPresentations/19_scm-FAA-CAST.ppt)

3.2 Flight Safety, ICAO:

Capt Fareed Ali Shah, Regional Officer, Flight Safety, ICAO provided analysis on ICAO Audit results of COSCAP-SA States.

Copy of the presentation is available at;

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%2010,Bangkok\)/Presentations/PartnersPresentations/19_scm-ICAO-Audit Analysis.pptx](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%2010,Bangkok)/Presentations/PartnersPresentations/19_scm-ICAO-Audit Analysis.pptx)

3.3 FAA – State Safety Program

Ms. Cathy VanAssche, Acting Assistant Manager, Singapore International Field Office, FAA provided an overview on US State Safety programme.

Copy of the presentation is available at;

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%2010,Bangkok\)/Presentations/PartnersPresentations/19_scm-FAA-SSP.ppt](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%2010,Bangkok)/Presentations/PartnersPresentations/19_scm-FAA-SSP.ppt)

3.4 FAA –NextGen

Mr. Glenn W Michael, Manager, International Operations, CAST gave presentation on 'NextGen 101, addressing the 'NextGen Challenges.

Copy of his presentation is available at;

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%2010,Bangkok\)/Presentations/PartnersPresentations/19_scm-FAA-NextGen.pptx](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%2010,Bangkok)/Presentations/PartnersPresentations/19_scm-FAA-NextGen.pptx)

3.5 EASA

Mr. Erick Ferrandez, Manager International Technical Cooperation Section, EASA provided briefing on 'EASA International Cooperation.

Copy of his presentation is available at;

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%2010,Bangkok\)/Presentations/PartnersPresentations/19_scm-EASA-Intl. Corporation.pptx](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%2010,Bangkok)/Presentations/PartnersPresentations/19_scm-EASA-Intl. Corporation.pptx)

3.6 SARI

Mr. Erick Dormy, SAR Coordinator, EASA provided an update on 'SARI Part-145' describing the 'Role , Responsibility and Achievements of SARI 145 Working Group'.

Copy of the presentation is available at;

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%2010,Bangkok\)/Presentations/PartnersPresentations/19_scm-SARI-HMR-145.ppt](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%2010,Bangkok)/Presentations/PartnersPresentations/19_scm-SARI-HMR-145.ppt)

3.7 Boeing

Mr. Gerardo M. Hueto, Programme Manager, Regional Safety, Boeing Commercial Airplanes delivered presentation on ‘Aviation Safety Challenges and Opportunity for COSCAP-SA’

Copy of the presentation is available at;

[http://www.coscap.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%202010,Bangkok\)/Presentations/PartnersPresentations/19_scm-Boeing.pptx](http://www.coscap.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%202010,Bangkok)/Presentations/PartnersPresentations/19_scm-Boeing.pptx)

4. Recommendations and Conclusions:

In additions to the recommendations and conclusions stated below under this Part, the conclusions recorded at the Attachment-F,G,H in this document and Attachment- I, J and K which are posted at the official website of COSCAP-South Asia, also form part of the Recommendations and Conclusion of the 19th Steering Committee meeting.

4.1 SCM-19-01 (REF: DP-19-SCM-01):PROGRESS REVIEW

The Steering Committee made note of the Discussion Paper (DP) and expressed satisfaction about the progress made by the Programme in the year 2009 which was under review. Additionally, the SC:

- a. drew attention to the shortcomings and constraints that are highlighted in the Discussion Paper and reached at following resolutions.

Shortcoming /Constraints		SCM’s Resolution
i.	Absence of response or overly delayed communication between the States and Programme in respect of matters for which the Programme requires the inputs from States to proceed.	<i>SCM urged the need of Member States’ early responses to the requirements of the Programme. As a rule of thumb, a Member State may respond to the Programmers requests for the State’s inputs, within <u>three (03) working days</u> of the request. If the response needs longer time, an interim reply may be provided within three days and the requisite response may be provided at the earliest but not later than three weeks.</i>
ii.	Excessive delays in filling the Regional Expert positions in the Programme	<i>Being the executing agency, ICAO should take steps to fill the staff vacancies well before a Regional Expert position falls vacant. As a rule of thumb, a successor for a Regional Expert position should be selected at least <u>six (06) weeks</u> prior to the incumbent separating from the respective position in order to ensure proper ‘handing over’ and ‘taking over’ of duties takes place without a gap or prejudice to the continuity of on-going activities.</i>
iii.	Difficulties faced and/or uncertainties prevailed for Regional Experts’ travel by air for technical missions (when travel on gratis tickets)	<i>Purchasing tickets at cost to the Programme will result in fast depletion of Programme funds. Also providing the Programme Staff with ‘waitlisted’ tickets or ‘sub-load’ tickets causes significant inconvenience in the effective implementation of the Programme activities. Hence the States may ensure that Regional Experts are provided with <u>confirmed tickets</u> for air travel, when they are on</i>

		<i>official missions to their respective States.</i>
iv.	Member States' non commitment to facilitate execution of the Annual Work Programme which is coordinated with the State at beginning	<i>Member States may carefully peruse the AWP of the Programme and provide a feedback to the Programme within one week of receipt. If a planned activity is observed to be requiring an alteration due to unavoidable circumstances, the Programmes should be advised <u>at least six(6) weeks</u> prior to the date of proposed activity.</i>
v.	Non availability of national counterparts when Regional Experts visit States on technical missions.	<i>Member States may ensure that national counterparts are readily available when Regional Experts visit their States on Technical Missions.</i>
vi.	Absence of States' input on Regional Experts' Mission Reports.	<i>The Programme shall ensure that a Mission Report of an Expert is forwarded to the States within three (03) weeks from the date of completion of the mission and Member States may provide a feedback to the Programme within three (03) weeks from the date of return. If the States have no comment on the report, 'nil' comments may be sent to ensure two-way communication for satisfactory completion of work.</i>
vii.	Mobilization of Regional Experts to work in their home State	<i>If the mobilization of the Regional Experts to function from their home State does not generate significant saving to the Programme, ICAO may consider re-positioning them to work from the center where the Programme Office is located.</i> <i>If the Regional Expert continues to function from the respective home State, the work station of the respective Expert shall be the place where the respective Civil Aviation Administration's Headquarters is located.</i> <i>If the Regional Experts continues to function from home States, the requirement to maintain a Programme Office is discontinued to minimize the costs to the Host State.</i>
viii	Non-payment of States' agreed annual financial contribution or delayed payment or part payment.	<i>Member States may pay their Annual Contribution in full to the Programme within the first quarter but not later than the 3rd quarter of the financial year. If there are any arrears starting from the third phase of the Programme (i.e. with effect from 2008), such may be settled immediately.</i>
ix.	States' non participation at the meetings or training activities organized by the Programme.	<i>Member States may endeavor to take part at all meetings and/or training activities organized by the Programme. If a difficulty of participation is envisaged due to an unavoidable reason, the Programme may be well informed of such.</i>
x.	Non availability of experts who have	<i>The Programme may consider hiring services of requisite experts under Regional Experts (Home Base) mechanism</i>

<p><i>requisite professionalism and competence to handle some of the work the programme is called upon to execute.</i></p>	<p><i>on short term basis, subject to availability of resources. Member States may ensure that the personnel whom they have recommended to be included in the Programme Regional Experts (Home Base) pool are qualified and skilled personnel who can deliver the goods meeting the professional standards.</i></p>
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- b. decided that the National Coordinators in consultation with the respective Steering Committee Members together with the Programme Management should undertake a complete review of the MoU, Programme Document and other associated provisions in the IF&PM and submit a complete report to the next SCM in regard to the revisions needed in those documents, if any. It may also include proposals for change of objectives, outputs, activities or priorities and methodologies for implementations including phasing out strategies, if deemed necessary.

4.2 **SCM-19-02 (REF: DP-19-SCM-02): Review of the Recommendations of the 2nd ARAST /10th SARAST meetings**

Having considered the Discussion Paper on this subject the Steering Committee:

- a. approved implementation of the MRAST Recommendations contained in Attachment-I which is posted at;

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%202010,Bangkok\)/Discussion Papers/19SCM-DP2-Att-1- MRAST Recommendations.pdf](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%202010,Bangkok)/Discussion%20Papers/19SCM-DP2-Att-1-MRASTRecommendations.pdf)

- b. approved implementation of the 2nd ARAST Recommendations contained in the **Attachment-J** which is posted at

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%202010,Bangkok\)/Discussion Papers/19SCM-DP2-Att-2-ARAST Recommendations.pdf](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%202010,Bangkok)/Discussion%20Papers/19SCM-DP2-Att-2-ARASTRecommendations.pdf)

- c. approved implementation of the 10th SARAST Recommendations contained in the **Attachment-K** which is posted at

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%202010,Bangkok\)/Discussion Papers/19SCM-DP2-Att-3-SARAST Recommendations.pdf](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%202010,Bangkok)/Discussion%20Papers/19SCM-DP2-Att-3-SARASTRecommendations.pdf)

encouraged all Member States which have not implemented SASI, to take early steps to do the needful and inform the Programme Management of the status of implementation on continual monthly basis, until the SASI is fully implemented in the respective State.

- d. requested all Member States to represent them sufficiently at future ARAST/ SARAST meetings.
- e. requested Member States make their comments on ICAO State letter (Ref. SWG 21/1-09/94 - 16 December 2009) on RASG available to ICAO before the deadline which is 16 March 2010.

4.3 SCM-19-03 (REF: DP-19-SCM-03): Review of the Recommendations of the 3rd Meeting of the State National Coordinators

The Steering Committee reviewed the recommendations of the 3rd National Coordinators meeting and made appropriate decisions in respect of such recommendations ([Attachment-F](#)). In regard to the payment of honorarium for the National Coordinators, the SCM decided that delegation of authority shall take place from TCB to the Programme Coordinator so that the Programme Coordinator will be able to pay the honorarium out of the Programme's imprest account and keep the TCB advised regarding such payments regularly, avoiding the need to undergoing overly complicated procedures.

4.4 SCM-19-04 (REF: DP-19-SCM-04): Annual Work Programme and Training Calendar – 2010

The Steering Committee considered the Discussion Paper and;

- a. approved the Annual Work Programme (AWP) -2010 and granted authority for the Programme Management to effect necessary adjustments in the AWP in response to a request of Member State(s) or at its own will, to meet contingency requirements.
- b. requested Member States to adhere to the extent possible on the proposed dates of missions in AWP-2010 in view of the intricacies involved in making changes to a regionally coordinated programme and thus avoid suspension or cancellation of activities in the AWP, at short notice.
- c. requested Member States to make optimum use of the Programme's activities by active participation and by making available the requisite counterparts for the Regional Experts to perform the assigned tasks.
- d. after being updated on the status of progress made by the SARI, acknowledged the significant efforts and dedication of the participating states (India, Maldives, Nepal, Pakistan and Sri Lanka) with the magnanimous contribution made by EASA to accomplish the task for the early harmonization of Maintenance Regulations based on EASA-145. Having observed that SARI-145 has reached sufficient stage of maturity and that Bangladesh and Bhutan are willing and getting ready to join the SARI 145, the SCM decided that SARI should be locally implemented in each of the Member State (which has undergone the due process) at the earliest but not later than 31st June 2010, setting the grounds for the implementation of harmonized set of maintenance regulations in the region, which will be a significant milestone in the history of COSCAP-South Asia. SCM directed that the Regional Airworthiness Expert should be entrusted to provide necessary technical inputs for the Member States to take necessary steps in this regard, in close liaison with SARI. Whilst acknowledging the States' prerogative to follow their own rules and procedures in the law making and/or revision process, the SCM recommended that a Member State which intends amending the provisions in the SAR-145, may seek the views of other Member States through 'Notice for Proposed Amendment (NPA) or similar arrangement in order to maintain harmony. The SCM also noted that the SARI Task Force may be of immense assistance to Member States in this regard.

4.5 SCM-19-05 (REF: DP-19-SCM-05): Programme Budget and Funding

The Steering Committee considered the Discussion Paper and;

- a. requested each Member State to contribute to the Programme in full as has been agreed, in view of the depleting sources of funding available to the Programme, and of the necessity of continuing the Programme without curtailing any of its planned activities.
- b. urged each Member State to settle their financial contributions as early as possible but not later than the 3rd quarter of each year and also highlighted the consequences of continued under-funding of this Programme.
- c. approved the request of Bhutan for revising the formula of annual contribution from 9% to 5% which amounts to payment of USD 25,000 per annum, in view of the limited aviation activities in the country and its contribution to the national economy.
- d. decided to continue to set apart a fixed percentage of 10% of Programme funds for the employment of Regional Experts (Home Based).
- e. encouraged the partners of the Programme and airlines to continue with their contributions (both in case and/or in kind) which are of vital importance to the Programme.
- f. expressed their serious concerns over the non representation of the TCB, ICAO at sufficient senior level at the meeting albeit the meeting has been convened with due coordination, adequate notice and also with a close dialogue with TCB. The meeting also noted with concerns, that an appeal made to Secretary General by the Chairman in this respect has not received any response. SCM emphasized the need of presence of a Senior Representative of TCB during the SC Meetings who could responsibly reply to the queries of the Members in regard to Programme execution, which is the responsibility of the TCB.
- g. was informed by the Regional Director that as a result of the review of the ICAO's Regional Programme, and with the aim of improved efficiency and effectiveness of operations, it was decided that some of the field operations activities will be relocated to the regional offices. In order to ensure that it happens, the role of the Regional Offices and the Regional Directors would be made more visible to support COSCAPs and its meetings, obviously in close coordination with the Field Operations Section of TCB.

4.6 SCM-19-06 (REF: DP-19-SCM-06): Review of Recommendations of the Chiefs of CATC Meeting

The Steering Committee considered the Discussion Paper and approved the recommendations of the 1st meeting of the Chiefs of CATC except the need of having a reference and benchmarking of the CATC for necessary grading by ICAO ([Attachment-G](#)). The SCM also decided to establish a 'Working Panel' under the Chairmanship of Regional Director, ICAO APAC to identify the 'Training Packages' and subsequently arrange for necessary trainings for Member States of COSCAP-SA in the field of safety oversight, in particular. The Working Panel may include a representative nominated by each Steering Committee Member and the Programme Coordinator.

4.7 SCM-19-07 (REF: DP-19-SCM-07): Employment of Regional Experts

The Steering Committee gave policy directions to the Programme Management in regard to determination of salaries payable to the incumbents of the following positions, when employed under the Programme ([Attachment-H](#)). The Steering Committee approved the

extension of Special Service Agreements (SSA) of Dr. Punya Raj Shakya, RACSE and Capt. S.M.Rahmatullah, RFOE for another term of three (03) months effective the date of expiry of their respective agreements which is in force.

4.8 SCM-19-08 (REF: DP-19-SCM-08): Update on the ICAO USOAP Programme

The Steering Committee considered the Discussion Paper and;

- a. directed the COSCAP-SA programme to continue to provide regular updates to Member Administrations on developments concerning the ICAO USOAP programme.
 - b. encouraged COSCAP-SA Member Administrations to utilize COSCAP-SA to provide support for their preparations for the USOAP audit as required.
 - c. approved, if required and subject to availability of resources, COSCAP-SA to engage short-term experts in the areas of USOAP expansion to review implementation of SARPs and, if required, to provide support related to implementation.
 - d. requested the Administrations to ensure that they maintain current the Compliance Checklist as this data can be readily imported into the EFOD data base.
 - e. encouraged for ongoing efforts to fully implement the Corrective Action Plan from the ICAO USOAP audits as same will be utilized as one of the indicators under the Continuous Monitoring Approach.
- #### **4.9 SCM-19-09 (REF: DP-19-SCM-09): Institutionalization and Evolution of COSCAP-SA towards RSOO:**

The Steering Committee considered the Discussion Paper and made note of the contents of DP and also requested that Member States of COSCAP-SA who are yet to sign the bilateral arrangement with COSCAP-SA may do so at the earliest.

5. States' Presentations:

- a. **CAA Bangladesh:** Chairman, CAAB gave a synopsis on the civil aviation industry in Bangladesh highlighting ongoing infrastructure development programmes. He also briefed the meeting on the USOAP audit results of Bangladesh and corrective actions taken by the Government of Bangladesh for their resolution.

The complete presentation of the CAAB-Bangladesh is posted at

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%2010,Bangkok\)/Presentations/StatesPresentations/19_scm-Bangladesh.pptx](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%2010,Bangkok)/Presentations/StatesPresentations/19_scm-Bangladesh.pptx).

- b. **DCA Bhutan:** The National Coordinator of DCA Bhutan made a presentation drawing attention of the meeting to certain ICAO SARPs on Aerodromes and Aircraft Operations. He wished the Member States involvements, through COSCAP-South Asia, in sharing of information relating to the Bird Strikes at airports and civil military coordination at joint user airports and establishment of common database for RAMP inspection.

The complete presentation of DCA-Bhutan is at

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%2010,Bangkok\)/Presentations/StatesPresentations/19_scm-Bhutan.ppt](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%2010,Bangkok)/Presentations/StatesPresentations/19_scm-Bhutan.ppt)

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- c. **DGCA India:** During his presentation, DGCA-India, gave a synopsis on Safety Oversight System in India highlighting the outcomes of recent audits of IUSOAP FAA on the safety oversight capability of India. He explained main areas of concerns raised by ICAO and FAA following those audits and the follow up government's responses to those concerns. Government of India has embarked on a massive programme of upgrading civil aviation safety oversight system in India which includes upgrading of regulations, restructuring of the DGCA, capacity building by recruitment of adequate number of Inspectors and providing them with requisite training, development of guidance material and intensifying the surveillance and enforcement activities etc. He also briefed the meeting on India's initiatives on GASP/GASR, an analysis of aviation accidents in India and current international initiatives. Responding to a query raised at the meeting, DGCA-India said that his administration would be happy to share the regulations that have been put in place for employment of airline pilots, economic regulations of airlines and setting up of Ramp Inspection Database.

The complete of the DGCA-India's presentation is at

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%2010,Bangkok\)/Presentations/StatesPresentations/19_scm-India.pptx](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%2010,Bangkok)/Presentations/StatesPresentations/19_scm-India.pptx) .

- d. **CAD Maldives:** National Coordinator, CAD presented to the meeting some proposals that may be considered by the Steering Committee Members in regard to the employment of Regional Experts in COSCAP-South Asia.

The complete presentation of CAD-Maldives is at

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%2010,Bangkok\)/Presentations/StatesPresentations/19_scm-Maldives.pptx](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%2010,Bangkok)/Presentations/StatesPresentations/19_scm-Maldives.pptx) .

- e. **CAA Nepal:** DGCA-CAA Nepal appreciated the support and contribution received by the CAA-Nepal from COSCAP-South Asia for the preparation of the recent USOAP audit. He also mentioned the certain strengths and weaknesses in the field of aviation in Nepal whilst highlighting emerging challenges and opportunities. He said that enhancing airspace capacity and determination of ATC capacity in TIA is one of the main areas of current focus of his administration and any support either from Member States or COSCAP-SA in that regard, would be of immense value to CAA-Nepal.

The complete presentation of DGCA-CAA-Nepal is at

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%2010,Bangkok\)/Presentations/StatesPresentations/19_scm-Nepal.pptx](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%2010,Bangkok)/Presentations/StatesPresentations/19_scm-Nepal.pptx)

- f. **CAA Pakistan:** National Coordinator, CAA-Pakistan briefed the meeting on the Personnel Licensing activities taking place in Pakistan. He explained to the meeting arrangements in place for the conduct of aviation examinations using a computerised database. He stated that the software is particularly suited to conduct competitive exams like recruitment exams and Common Entrance Tests (CET) of various COSCAP states. It will save valuable time spent on assessing the answers from different knowledge resources and the results can be obtained immediately. CAA Pakistan is hopeful that the on-line examination facility can be shared with COSCAP States after the local test run in June 2010. Responding to a query raised by the audience, DGCA-Pakistan said that the CAA-Pakistan would be happy to discuss with interested CAA-Administrations in regard to the mode and manner

of sharing of the on-line examination facility of CAA-Pakistan for the conduct of aviation examinations of Member States.

The complete presentation of CAA-Pakistan is at

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%2010,Bangkok\)/Presentations/StatesPresentations/19_scm-Pakistan.pptx](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%2010,Bangkok)/Presentations/StatesPresentations/19_scm-Pakistan.pptx)

- g. CAA-Sri Lanka:** National Coordinator, CAA Sri Lanka gave an overview of the ICAO requirements relating to establishment of a State Safety Programme and wished the active involvement of the Member States for development of a SSP on a common footing. The complete presentation of CAA-Sri Lanka is at

[http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20\(26-28%20Feb%2010,Bangkok\)/Presentations/StatesPresentations/19_scm-Sri Lanka.pptx](http://www.coscapsa.org/Steering%20Committee/Meetings/19th%20SC%20Meeting%20(26-28%20Feb%2010,Bangkok)/Presentations/StatesPresentations/19_scm-Sri Lanka.pptx)

6. Closed session of the Steering Committee Members:

Steering Committee Members representing the seven Member States agreed unanimously that the present mechanism of the operation of the Programme including the overall system of employment of the Regional Experts in the Programme should undergo a complete revision to address the present day requirements and challenges faced by the Programme. Accordingly the Regional Programme Coordinator was instructed to prepare a draft scheme to that effect incorporating the ideas surfaced and general principles agreed at the closed door session of the SC Members and forward same for the Member States' comments within two weeks from the date of the meeting.

On receipt of the draft scheme of the RPC, the Member States will make their comments available to the RPC within one week and after embodying the Member States' comment, the Chairman will forward the final draft scheme to the TCB-ICAO for their comments. With the agreement of all parties concerned, action will be taken to amend the governing documents of the Programme viz. MoU, Programme Document – Phase III and provisions in the IF&PM as may be required. It was also agreed that a special meeting of the Steering Committee will be held sometime in the late second quarter or early third quarter of the year in order to finalize the matters associated with this matter.

The Steering Committee Members also consented for the extension of the tenure of the incumbents of the Regional Aerodrome Certification and Safety Expert (RACSE) and Regional Flight Operations Expert (RFOE) by another period of three (03) months from the date of the expiry of their respective SSA with the TCB.

7. Any other matter

The meeting made note of the points raised by the representatives of CAD-Maldives, CAA-Nepal and CAA-Pakistan in regard to the employment of Regional Experts in the Programme.

8. Venue and Date for the next meeting

Twentieth (20th) meeting of the Steering Committee will be held in Colombo, Sri Lanka on 07-09 December 2010. In addition the meeting also agreed in principle that there should be a special meeting of Steering Committee Members some time middle of the year to discuss important issues relating to employment of Regional Experts and funding issues.

9. Adoption of the Final Report of the meeting

The meeting adopted the Final Report of the meeting, subject to changes proposed at the meeting being incorporated therein, prior to final print.

10. Vote of Thanks

The Chairman thanked all the Steering Committee Members, National Coordinators, other representatives of States and their respective Industry's partners, representatives of Partners for their active participation, cooperation and support for the successful conduct of the meeting. He also thanked the Regional Director, ICAO Asia Pacific Office for making available the facilities and services at the Regional Office for the conduct of the meeting. The Chairman thanked all the Technical and Administrative Staff who are attached to the ICAO Regional Office and who have contributed in any manner for the successful completion of the Meeting. Chairman also thanked with gratitude Airbus and Boeing for their contributions in sponsoring certain events outside the meeting which in essence contributed to promoting cooperative environment, making and renewing friendships/networks.

11. Closing

On behalf of all Member States, DGCA, India thanked all who were present for the meeting, ICAO, COSCAP-South Asia for their contribution for the successful completion of another Steering Committee meeting. He also appreciated the services rendered by the Chairman in the conduct of the business of the meeting.

12. There being no other business matter in the Agenda, the Chairman declared the 19th Steering Meeting close.

-End-

Attachment-A**Speech of Mr Parakrama Dissanayake, Chairman – COSCAP-South Asia**

Directors General of Civil Aviation of COSCAP South Asia, Mr. Mokhtar A Awan, Regional Director of Asia and Pacific Regional Office of ICAO, Mr. Chandrasena Nimalsiri, the Regional Programme Co-ordinator of COSCAP-SA, Delegates, Partners of COSCAP-SA, Ladies and Gentlemen.

As the Chairman of COSCAP-South Asia, I am extremely pleased to welcome all you distinguished ladies and gentlemen to the 19th Steering Committee Meeting of the COSCAP-South Asia. We are assembling here at the Regional Office once again, almost one year after the 18th Steering Committee Meeting held in mid February last year in order to assess the current position of the Programme, review the work accomplished in the year gone by and set the way forward for the ensuing year for the Programme.

I am thankful to the Regional Director and the Regional Office for accommodating the meeting here in Bangkok today, which is a shift of the venue from Colombo, as planned before.

The beginning of the world's first ever co-operative programme of COSCAPs dates back to over ten years when the Directors General of Civil Aviation of the seven South Asian States got together with one intention. It was to co-operate in removing the deficiencies in their respective flight safety oversight capabilities with the assistance of ICAO by constituting a Steering Committee to consider the possibility of participating in an ICAO programme for the co-operative development of operational safety and continuing airworthiness in the region.

The very first Steering Committee met at this same venue, at the Regional Office in January 1997 and approved the Project Document to formulate the Programme which all of us carry forward with much vigour. The Programme developed in to a very mature and formidable entity through the years, through three phases and ladies and gentlemen we are today talking about becoming an institute, a regional safety oversight organization.

Flight safety and security have become the highest priority for global civil aviation. Overcrowded skies and congested airports have become a challenge to all those responsible for aviation safety and security, namely ICAO, the Governments, regulatory authorities, airlines, aviation service providers, manufacturers etc. ICAO has a clear vision and a mission that is to achieve and ensure flight safety and security by facing the ever increasing challenges in aviation with a well co-ordinated and a set up plan. That is why the Global Aviation safety Programme and the Global Aviation Safety Roadmap have come in to being. That is why the State Aviation Safety Programme has come in to being. That is why achieving safety through co-operation with each other is being promoted.

COSCAP-SA, ladies and gentlemen, is the co-operative programme of the South Asian States which supports the States to ensure that the global aviation safety initiatives are taken onboard in a timely manner and put in to action in order to realize the final objectives of the ICAO, Signatory States and the global travelling public.

Ladies and gentlemen, we all must appreciate the agility of the COSCAP- South Asia Programme and give them all the support they require. To this end, let me appreciate the efforts of the South Asian States and the Partners where, out of the sixty five invitations sent out this year forty three are present here today, which is really encouraging.

To this end, let me appreciate the efforts of the SA States and the Partners where out of sixty five invitations sent out this year, close up on forty five are present today which is encouraging.

In conclusion, ladies and gentlemen let me welcome all of you again, including the Secretary of the Ministry of Civil Aviation & Tourism of Bangladesh and wish to thank you all for your presence and look forward to a sizeable and productive contribution to the deliberations of the meeting.

Thank you.

Attachment-B**Speech of Mr. Mokhtar Awan, ICAO Regional Director, Asia & Pacific Region**

Mr. D M Parakrama Dissanayake, Chairman, COSCAP-South Asia,
Directors General COSCAP-South Asia Member States,
Distinguished Partners of COSCAP-SA,
Fellow Colleagues,
Programme Coordinator COSCAP-SA,
Ladies and Gentlemen,

I am very pleased to be attending the 19th Steering Committee Meeting of COSCAP-South Asia. I am also very happy that the ICAO Asia Pacific Office was able to facilitate and support this important meeting.

We are meeting under the Steering Committee platform after almost a year. In the ensuing period a lot of developments have taken place in the world of aviation. I will briefly touch upon these subsequently.

At the ICAO level a significant development has been that Mr. Raymond Benjamin took over the post of the ICAO Secretary General from Dr. Tieb Cerif who completed his tenure in July 2009. It is my great pleasure to extend warm wishes from the ICAO Secretary General to all participants of the COSCAP-SA Steering Committee meeting.

I would like to also extend on behalf of the ICAO Asia Pacific Office our heartfelt greetings to all present here and look forward to our interaction over the next few days.

In his first public address as Secretary General of ICAO Mr. Benjamin made some very pertinent remarks at the 6th Annual FAA International Aviation Safety Forum and I would like to quote from his address:

I quote – “We certainly live in a volatile world. The first decade of this 21st century started with the worst terrorist attack involving civil aviation as both a target and a weapon. It is ending with arguably the worst economic crisis since the great depression of the 1930s. And we are more aware than ever before of the enormous economic, political and social consequences of climate change... There is no doubt that we need to come together as never before, regulators and industry, and align our respective responsibilities and obligations to ensure a more efficient operating environment. To bridge the gap between the regulator and the regulated, for the common good of the global society” – unquote.

We are meeting today at a crucial juncture with respect to the aviation world.

I will briefly highlight some of the significant developments in 2009 (at the ICAO level):

AIR TRANSPORT STATISTICS

According to the preliminary figures released recently by ICAO the Scheduled passenger traffic on airlines of Member states declined some 3.1 percent overall in 2009 compared to 2008. The decline is the largest on record for the industry and reflects the one percent drop in

the world gross domestic product for the year, the first negative growth of the global economy since the great depression of 1929.

International traffic fell by 3.9 percent while domestic traffic fell by 1.8 percent. Total (international and domestic traffic) declined in all regions except for the Middle East where carriers posted a strong 10 percent growth. Incidentally the international traffic in the Asia /Pacific region registered a negative growth of - 7.1 percent with a market share of 25 percent only.

In line with the improving economic situation in many parts of the world, a moderate recovery is expected for 2010 with a 3.3 percent traffic growth forecast. The momentum is expected to continue in 2011, on the way to full recovery and traditional traffic growth trends of 5.5 percent per year.

The cargo traffic of Asia Pacific carriers, which counts for some 36 % of global Freight Tonne kilometres (FTK) declined by around 14 percent.

AIR SAFETY STATISTICS (these are based on IATA statistics - Global accident rate up to 30.11.2009. I had asked ISM for the ICAO statistics - they can only provide that in late February after the [Safety Indicators Study Group](#) meeting in early Feb.)

The good news is that the Global accident rate for 2009 (up to 30 November) showed a significant improvement:

As of 30 November 2009, total of 73 accidents versus 104 in 2008 (30% year over year improvement)

The number of fatal accidents was reduced by 30% over 2008 (as of 30 Nov 2009, there were 16 fatal accidents, as compared to 23 fatal accidents in 2008).

However, total fatalities increased by 178 (680 vs. 502) due to three catastrophic accidents.

NEW AIR NAVIGATION CONCEPT

In April, 2009 major stakeholders of the world aviation community signed a Declaration for the rapid implementation of Performance-based Navigation (PBN), a new air navigation concept that will contribute to further improving safety, efficiency and sustainability of the global air transport system.

The Declaration calls upon all leaders of the civil aviation community to actively implement PBN in accordance with ICAO provisions. It also reaffirms that global cooperation is essential to the success of the undertaking.

PBN as you all know will help reduce airport and airspace congestion, conserve fuel and protect the environment, reduce the impact of aircraft noise near airports, and ensure reliable all weather operations. It will also provide operators with greater flexibility, while increasing safety and efficiency.

You may recall that ICAO Assembly Resolution A 36 -23 urged States and PIRGs to complete a PBN implementation plan by 2009. While the Asia Pacific PBN Regional Implementation Plan has been developed and forwarded to States to assist them with the development of the individual State Plans, not all States have developed their plans as yet. I would strongly urge all States to give serious consideration to the development of the State PBN Implementation Plans (Six of the seven SA States have not submitted their PBN plan).

CLIMATE CHANGE

In October 2009, a high level meeting of ICAO Member States, representing 93% of the global commercial air traffic reached agreement on further reducing aviation's impact on climate change, in cooperation with the air transport industry, through:

A global goal of 2% annual improvement in fuel efficiency until the year 2050;

Development of a global CO₂ standard for aircraft;

Development of a framework for market based measures in international aviation;

Submission of **States'** action plans and annual reporting on CO₂ emissions to ICAO; and

Measures to assist developing States and to facilitate access to financial resources, technology transfer and capacity building.

This agreement will be submitted in the fall of 2010 to the ICAO Assembly, as part of the continuous drive to facilitate internationally harmonized solutions.

We can say that under ICAO's leadership, aviation has produced the first, to date, only globally-harmonized agreement designed to address climate change on a global basis for a specific sector.

As a Contracting State we all need to share the burden of responsibilities that befalls each one of us.

COMMUNICABLE DISEASE

Avian influenza currently poses a substantial risk to the global population because it is likely that at some, unpredictable, point in the future a strain of influenza will emerge that transmits easily between humans. If this occurs, the aviation community may be asked by the WHO to take action in order to assist in limiting its spread. Further, aviation will undoubtedly be detrimentally affected as passengers chose to avoid flying. It is therefore necessary to plan for such an event, in order to mitigate the effects on a human outbreak.

ICAO is coordinating an international effort to bring together expertise from such organizations as the WHO, the Centre for Disease Control and Prevention (CDC), the International Air Transport Association (IATA) and the Airports Council International (ACI) in order to develop Guidelines for States that will assist in their preparedness planning, not only for the pandemic influenza but for other communicable diseases that might cause a public health emergency.

Guidelines for States have been agreed and these are now available.

GLOBAL AIR TRAFFIC MANAGEMENT FORUM ON CIVIL/ MILITARY COOPERATION

The Global Air Traffic Management Forum on Civil/Military Cooperation was held at ICAO Headquarters in Montreal in October 2009. The event followed up on the recommendations of the Eleventh Air Navigation Conference concerning coordination with military authorities with a view to achieving enhanced airspace organization and management, and as an integral supporting mechanism of the successful series of civil/military air traffic management summits instituted by the Air Traffic Control Association (ATCA). You may recall that Assembly Resolution A36-13, Appendix O urged States to take appropriate action to

coordinate with military authorities to implement a flexible and cooperative approach to airspace organization and management.

The Forum created awareness among civil and military policy makers and regulators, civil and military air navigation service providers and civil and military airspace users, on the need to improve civil/military cooperation and cooperation in support of an optimum use of airspace by all users. Looking at the geographic spread of South Asia and the vast airspace under its management the need for civil/military cooperation becomes very relevant in our context, not only within the State but also amongst the States.

USOAP BEYOND 2010

In 2009 significant work was undertaken by ICAO on the *Transition of the Universal Safety Oversight Audit Programme to a Continuous Monitoring Approach, including the implementation of the ICAO Coordinated Validation Missions*.

You may recall that Assembly Resolution A 36-4 requested the Council /Secretariat to develop options for the future Programme beyond 2010, with a view to incorporating the analysis of safety risk factors, adopting a more proactive approach and making a more effective and efficient use of the resources available to the Programme.

The Secretariat presented the Council with options for the future of the USOAP beyond 2010 at its 187th Session. The Council directed the Secretariat to begin to develop the methodology and tools required to implement a Continuous Approach (CMA).

I will not dwell further on this subject as I note that a Discussion Paper will provide an Update on the ICAO USOAP Programme. But suffice to say that four of the seven South Asia States have been audited and two more will be audited this year. The Audit results of the States audited are available – States must look at the result very critically and make a pragmatic and honest assessment of what needs to be done at their level and accordingly establish their priorities to remove the deficiencies at the earliest. An analysis of the audit results should have a significant bearing in determining the Work Plan of COCAP-SA Programme over the next couple of years.

Moving closer to home and looking at South Asia in the context of COSCAP:

Since 1997, COSCAP-SA has come a long way. The Progress Report that will be presented makes very impressive reading. We owe our deepest gratitude to all the partners and organizations who made this possible. A total of 6,055 civil aviation administration and aviation industry personnel have been trained in the first two phases (Phase I and II) of the Programme, apart from over 1100 days of in-country technical assistance and on-the-job training during COSCAP-SA missions to member States. Likewise, in the subsequent Phase (Phase III) several hundred more have been trained in classrooms and on-the-job training. However, when we relate these statistics with the results of the USOAP audits a pertinent question comes to mind and that is – Were the right people trained? Were these trained personnel effectively utilized to enhance the State Safety Oversight System / capability? Have the States taken full advantage of these trained personnel and has the knowledge gained been transferred to affect improvement within the State Safety Oversight System. I would request and urge the Member States to look inwardly; and as I said earlier we need to make an honest appraisal. You may like to re-visit the Objectives and Outputs of the Programme and make a

determination as to how to make the Programme more focused to achieve the goals, based on performance metrics.

I would like to reiterate what I said at the 18th Steering Committee Meeting – *'It must be clearly understood/appreciated that 'rectifying deficiencies is a State responsibility'*.

To achieve your vision of safe, secure and sustainable development of civil aviation, ICAO will always be ready to work with you, in close cooperation with all member States. As concerned Stakeholders we must together work to Enhance global civil aviation safety and Enhance the efficiency of aviation operations (ICAO Strategic Objectives A and D). The bigger partners in the programme must also come forward to assist the smaller / less developed States in the spirit of regional cooperation.

I would like to acknowledge the commendable work that has been done by the ARAST / SARAST Teams to develop better awareness and provide guidance to States to enhance safety. For this we are indeed grateful to the International Community – the FAA, EASA, CAST, ESSI; the aircraft manufacturers – Airbus, Boeing, and Bombardier for their persistent support to the Safety Teams. However, the statistics presented in Attachment 2 to DP2 does cause me some concern. The level of implementation of the ARAST/SARAST Recommendations does need some attention at the State level. Significantly, besides other safety recommendations, none of the States have shown implementation of recommendations on Safety Management System. Likewise, implementation of recommendations in the area of Air Traffic Management also needs attention. It goes without saying that **implementation** of Safety Recommendations is the key to enhancing the level of safety in our operations and concerted efforts must be made at all levels. I am sure the Steering Committee will take due cognizance of all the recommendations made by the ARAST, SARAST and the ARAST-AIG teams.

I would like to draw attention of the Participating States to their annual contribution to keep the Programme going. I must emphasize that without the requisite funds it may become difficult for the Programme to meet its Objectives and Outputs. States should accord the highest priority to this programme as it is your own programme and you have to demonstrate continued ownership. International collaboration and support will only be forthcoming if the States' commitment is visible.

As you are aware the ICAO standards have placed a responsibility on ICAO Contracting States to have a State Safety Programme (SSP). This is a significant undertaking. ICAO standards now require States to establish a State Safety Programme in order to achieve an Acceptable Level of Safety (ALoS). They also explicitly require States to establish an ALoS to be achieved, as a means to verify satisfactory performance of the SSP and service providers' Safety Management Systems (SMS). The requirement for an SSP recognizes that States as well as service providers have safety responsibilities and also provides a framework within which service providers are required to establish SMS. I do hope the States have their plans in place to implement a functional State Safety Programme. Assistance should be sought from COSCAP-SA where needed.

I note that we have a challenging and demanding Agenda set out for the coming three days. Some new ideas are being introduced, which I am sure will generate fruitful discussion.

Before I finish I would like to remind all Member States of the forthcoming High Level Safety Conference that is planned to take place in Montreal in March/ April. I am sure you would

have noticed from the Agenda that the Conference will discuss various topics covering three major themes: foundations for global aviation safety; towards the proactive management of safety; and other safety issues. It is envisaged that the Conference will result in action-oriented approaches to address current and evolving safety issues. I would strongly urge all Directors General to participate in the Conference.

Once again I would like to extend a very warm welcome to all of you. I wish you a very productive meeting; and an enjoyable and memorable stay in Bangkok.

Thank you.

List of Participants

	Name & Designation	Organization	e-mail address
1.	Mr. Shafique Alam Mehdi Secretary, Ministry of Civil Aviation & Tourism	Government of the People's Republic of Bangladesh	
2.	Air Cdr Sakeb Iqbal Khan Majlis Chairman,	Civil Aviation Authority Bangladesh	
3.	Mr. Mikail Shipar , Director General, Office of the Prime Minister	Government of the People's Republic of Bangladesh	
4.	Wg Cdr M Kamrul Islam , Director, Flight Safety & Regulations	Civil Aviation Authority, Bangladesh	
5.	Mr. Prasanta Kumar Chakraborty, Assistant Director, Air Transport & Regulations	Civil Aviation Authority, Bangladesh.	
6.	Mr. Phala Dorji, Director General of Civil Aviation	Department of Civil Aviation Bhutan	aviation@druknet.bt
7.	Mr. Sangay Wangdi	Department of Civil Aviation Bhutan	aviation@druknet.bt
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9.	Mr. Chewang Gyeltshen	Sr. Airworthiness OfficerSr. Airworthiness Officer Department of Civil Aviation, Bhutan	chewangg@dca.gov.bt
10.	Dr. Nasim Zaidi, IAS Director General of Civil Aviation	Directorate General of Civil Aviation Government of India	
11.	Capt. Mehboob Bhat Flight Operations Inspector	Directorate General of Civil Aviation Government of India	
12.	Capt. Aruind Kathpalia Flight Operations Inspector	Directorate General of Civil Aviation Government of India	
13.	Mr Hussain Jaleel Deputy Director General	Department of Civil Aviation, Maldives	jaleel@aviainfo.gov.mv
14.	Mr Ahmed Fazeel Director, Airworthiness	Department of Civil Aviation, Maldives	Fazeel@aviainfo.gov.mv
15.	Ms Aminath Shiznee – Assistant Aerodrome Inspector	Department of Civil Aviation, Maldives	shiznee@aviainfo.gov.mv

16.	Mr. K.R.Khanal, Director General	Civil Aviation Authority of Nepal	dgca@caanepal.org.np
17.	Mr. T. R. Manandhar, Dy. Director General	Civil Aviation Authority of Nepal	
18.	Mr. B.K. Gautam, Dy. Director General and NC	Civil Aviation Authority of Nepal	gautam.binod@gmail.com
19.	Mr. B.Giri, Chief, Aviation Safety Dept	Civil Aviation Authority of Nepal	
20.	Mr. P.B.S.Kansakar, Engineering Director,	Nepal Airlines Corporation	
21.	Mr. R. Pradhan, Director QA & FS	Nepal Airlines Corporation	
22.	Capt. S. Rijal, Dy. Director, QA & FS Department	Nepal Airlines	
23.	Capt. Santosh Shah Chief Pilot	Yeti Airlines	chiefpilot@yetairlines.com
24.	Mr. Binod Singh Basnyat Executive Director	Sita Air (P) Ltd. Nepal	Sita_air@wlink.com.np
25.	Air Cmdr (Retd.) Junaid Amin Director General	Civil Aviation Authority of Pakistan	DGCAA@caapakistan.com.pk
26.	Air Cmdr (Retd.) Khalid P Marwat, Director, Air Navigation and Aerodromes Regulations	Civil Aviation Authority of Pakistan	Khalid.Marwat@caapakistan.com.pk
27.	Mr. Amjad Bashir Chief Executive	Air Eagle, Pakistan	
28.	Rashid Bukhari, Representative	Shaheen Airport Services, Pakistan	
29.	Mr.D.M.P.Dissanayake, Acting Director General of Civil Aviation	Civil Aviation Authority Sri Lanka	sldgca@slt.lk
30.	Mr.W.P.M.Fernando, Director, Flight Safety	Civil Aviation Authority Sri Lanka	dfs@caa.lk
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	Director, Asia Pacific Intl. Office	USA	
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19th STEERING COMMITTEE MEETING**Agenda**

1. Opening of the meeting by the Chairman
2. Adoption of the Agenda and Programme
3. Presentations of Discussion Papers
4. Presentations by Guest Speakers
5. Presentations by Member States
6. DGCA's closed session
7. Any other matters
8. Venue and Date for the next meeting
9. Adoption of the Recommendations and Conclusions
10. Vote of Thanks
11. Close of the meeting

**19th STEERING COMMITTEE MEETING
PROGRAMME**

TUESDAY, JANUARY 26, 2010

	Start	Finish	Event	Event Manager
01	0800	0900	Registration of Participants	Secretariat
02	0900	0920	Welcome Speech by the Chairman	
03	0920	0940	Speech of the Regional Director – ICAO Asia Pacific Office	
04	0940	1000	Self Introduction of Participants	Chairman
	1000	1030	Tea Break	
<u>Agenda item 2</u>				
05	1030	1035	Adoption of the Meeting Agenda	Chairman
06	1035	1040	Adoption of the Meeting Programme	Chairman
<u>Agenda item 3</u>				
07	1040	1230	Progress Review – 2008 (<u>DP-19-SCM-01</u>)	Programme Coordinator
	1230	1330	Lunch Break	
08	1330	1430	Review of the Recommendations of 2nd ARAST/10th SARAST meetings (<u>DP-19-SCM-02</u>)	Programme Coordinator
09	1430	1500	Review of the Recommendations of the 3rd meeting National Coordinators Meeting (<u>DP-19-SCM-03</u>)	-ditto-
	1500	1530	Tea Break	
10	1530	1700	Institutionalization and Evolution of COSCAP-SA towards RSOO (<u>DP-19 SCM- 09</u>)	Dr.Ludwig Weber TCB, ICAO

WEDNESDAY, JANUARY 27, 2010

11	0900	1000	Review of the Recommendations of the Chiefs of Civil Aviati Training Centres (<u>DP-19-SCM-06</u>)	Programme Coordinator
	1000	1030	Tea Break	
12	1030	1130	Update on the ICAO USOAP (<u>DP-19 SCM- 08</u>)	Capt Len Cormier, CTA, COSCAP-SEA
13	1130	1200	Annual Work Programme and Training Calendar – 2010 (<u>DP-19 SCM- 04</u>)	Programme Coordinator
14	1200	1230	Programme Budget and Funding (<u>DP-19 SCM- 05</u>)	Mr.Wolfgang Sander Fischer, TCB-ICAO
	1230	1330	Lunch Break	
<u>Agenda item 4</u>				
15	1330	1415	Presentation by FAA	Mr.Glenn Michael,FAA
16	1415	1500	Presentation by EASA	Mr. Erick Ferrandez,EASA
	1500	1530	Tea Break	
17	1530	1700	Employment of Regional Experts (<u>DP-19 SCM- 07</u>)	Programme Coordinator

THURSDAY, JANUARY 28, 2010**Agenda item 5**

18 0900 1030 States' Presentations Chairman

1030 1100

Tea Break**Agenda item 6**

19 1100 1200 Closed door meeting of the Steering Committee Members Chairman

Agenda item 7

20 1200 1210 Any other matter Chairman

Agenda item 8

21 1210 1220 Dates & Venue for the next meeting Chairman

Agenda item 9

22 1220 1240 Adoption of Conclusions & Recommendations Chairman

Agenda item 11 & 12

23 1245 1300 Closing Remarks and vote of thanks Chairman

Attachment-F**RECOMMENDATIONS MADE AT THE 3RD MEETING OF THE NATIONAL COORDINATORS**

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
	<input checked="" type="checkbox"/>		

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
	<input checked="" type="checkbox"/>		

- 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.

19th SCM Decision			
I. Noted	Approved	Action deferred	Others
	<input checked="" type="checkbox"/>		

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
	<input checked="" type="checkbox"/>		

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
	<input checked="" type="checkbox"/>		

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
	<input checked="" type="checkbox"/>		

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
	<input checked="" type="checkbox"/>		

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
	<input checked="" type="checkbox"/>		

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
	<input checked="" type="checkbox"/>		

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
	<input checked="" type="checkbox"/>		

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
	<input checked="" type="checkbox"/>		

- 1. 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.

19th SCM Decision			
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Noted	Approved	Action deferred	Others
	<input checked="" type="checkbox"/>		

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
	<input checked="" type="checkbox"/>		

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
<input checked="" type="checkbox"/>			

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
<input checked="" type="checkbox"/>			

- 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).

19th SCM Decision			
Noted	Approved	Action deferred	Others
<input checked="" type="checkbox"/>			

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
<input checked="" type="checkbox"/>			

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
<input checked="" type="checkbox"/>			

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
	<input checked="" type="checkbox"/>		

- 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.

19th SCM Decision			
Noted	Approved	Action deferred	Others
	<input checked="" type="checkbox"/>		

- 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.

Attachment-G

RECOMMENDATIONS AND CONCLUSIONS OF THE 1ST MEETING OF CHIEFS OF CIVIL AVIATION TRAINING CENTRES OF COSCAP-SA MEMBER STATES

02-04 December 2009, Colombo Sri Lanka

The meeting made the following conclusions

- a. State’s Safety Oversight function plays an important role for the promotion of aviation safety and hence personnel involved in the safety oversight activities should be given a formal course of initial and recurrent training, in order to ensure effective safety oversight.

19th Steering Committee Meeting Action

Noted	Approved	Deferred	Other
<input checked="" type="checkbox"/>			

- b. COSCAP-South Asia has made a significant contribution since its inception in 1998 to date for development of Human Resources in the field of safety oversight by conducting a number of training activities on range of topics. However, the meeting observed that there is no regional arrangement for the consistent capturing and retention of the knowhow that is transferred to the region through these training programmes. It is an impediment for the progressive development of regional competency in certain fields relating to safety oversight. Hence the meeting felt the need to taking early measures for infusion of training competencies to the regional/national training systems for the sustenance and multiplication of expertise delivered to the Member States through the Programme.

19th Steering Committee Meeting Action

Noted	Approved	Deferred	Other
<input checked="" type="checkbox"/>			

- c. Civil Aviation Training Centres (CATC) in the region can play a greater role in conducting the Safety Oversight Training courses, provided requisite encouragement, support and technical assistance is made available to the CATCs by the States.

19th Steering Committee Meeting Action

Noted	Approved	Deferred	Other
	<input checked="" type="checkbox"/>		

- d. CATCs in the region may get involved and pool their resources in the development and conduct of safety oversight training in a coordinated environment and, COSCAP-South Asia can play a key role in coordinating the matters in this respect. Establishment of a Task Force comprising members from CATCs of all Member States, to concentrate on this subject and develop a working mechanism would facilitate the process.

19th Steering Committee Meeting Action

Noted	Approved	Deferred	Other
	<input checked="" type="checkbox"/>		

- e. Attention of ICAO TRAINAIR Programme should be drawn to the need of developing adequate number of STPs on various topics relating to safety oversight duties and functions. ICAO may also explore the possibility of obtaining non-STP courses on such matters from the Contracting States which have developed such material and offer it for international sharing. It would be beneficial if ICAO helps States to train their staff on

USOAP related activities.

19th Steering Committee Meeting Action

Noted	Approved	Deferred	Other
<input checked="" type="checkbox"/>			

- g. Attention of ICAO should be drawn to consider the possibility of enrolling COSCAPs into TRAINAIR Programme giving recognition to COSCAPs' contribution for training of personnel and development of guidance material in the field of safety oversight, in particular.

19th Steering Committee Meeting Action

Noted	Approved	Deferred	Other
<input checked="" type="checkbox"/>			

- h. COSCAP-South Asia may maintain a database of the training capacities of all CATCs in the region and all CATCs in the region may be linked with COSCAP- SA official website and vice-versa.

19th Steering Committee Meeting Action

Noted	Approved	Deferred	Other
	<input checked="" type="checkbox"/>		

- i. The meeting felt the need of having a frame of reference and benchmarking of Civil Aviation Training Centres and requested ICAO to consider the feasibility of developing a grading system.

19th Steering Committee Meeting Action

Noted	Approved	Deferred	Other
			<input checked="" type="checkbox"/> disapproved

- j. It was pointed out that the fees being charged by CATC of Member States when entertaining trainees from other Member States should be subsidized.

19th Steering Committee Meeting Action

Noted	Approved	Deferred	Other
	<input checked="" type="checkbox"/>		

- k. The meeting also underscored the importance of offering their training opportunities to the Member States through 'ICAO Developing Countries Fellowship Programmes'. COSCAP-SA will take lead to coordinate this matter.

19th Steering Committee Meeting Action

Noted	Approved	Deferred	Other
<input checked="" type="checkbox"/>			

- l. CATCs of those Member States who have not yet become member of the TRAINAIR Programme may be encouraged to do the same.

19th Steering Committee Meeting Action

Noted	Approved	Deferred	Other
<input checked="" type="checkbox"/>			

- m. The meeting noted the importance of introducing training programmes to enhance the

public awareness on challenges posed on civil aviation system by communicable diseases which are pandemic.

19th Steering Committee Meeting Action

Noted	Approved	Deferred	Other
<input checked="" type="checkbox"/>			

- n. The meeting also wished to draw the attention of ICAO to the need of specifying the minimum training requirements that Medical Practitioners should fulfil in order to qualify for the conduct of Aviation Medical Assessments for issue of Licences according to the Annex 1.

19th Steering Committee Meeting Action

Noted	Approved	Deferred	Other
<input checked="" type="checkbox"/>			

Attachment-H**EMPLOYMENT OF REGIONAL EXPERTS IN THE PROGRAMME**

The Steering Committee reviewed the present mechanism of employment of Regional Experts and instructed the Programme Management to put up a new draft proposal for a complete revision of the existing mechanism with a view to;

1. reducing the cost of employment of Regional Expert.
2. paving way for the Programme to employ more Expert in the Programme in areas where the need exists or arises.
3. making avenues for more officials attached to respective Civil Aviation Administration to have exposure in working with a Regional Programme.

The Steering Committee felt the following principles should be embodied in the new proposal in addition to what the Programme Management may consider appropriate

1. Existing method of Selection of Regional Experts shall continue where short-listing of potential candidates would be accomplished by ICAO.
2. Regional Experts would continue to be home-based until a further determination is made.
3. Work station of the Regional Expert should be at a city where the Civil Aviation Headquarters of the respective Member State is located.
4. Work of the Regional Expert would be closely monitored by the Respective Steering Committee member where the Regional Expert is based in liaison with the Programme Coordinator.
5. Regional Expert positions should be distributed amongst Member States to the furthest extent possible without prejudice to the professional standards expected from the position.
6. Regional Experts salaries will comprise of two components viz. the salary that the Regional Expert would be entitled to receive from his current position and a deputation allowance which will be determined by the Steering Committee in the future. The total cost of employment of Experts will be borne by the Programme, unless in the case of secondments.
7. Terms and conditions relating to payment of DSA to Regional Experts will be based on the applicable local DSA rates, terms and conditions of the country where the Expert will be based.
8. All Regional Expert positions shall be filled in the future under the new scheme to be agreed upon by the SCM soon and until it is finalized the existing the Regional Experts will continue for another period of three months under the present arrangements.