

**RECORD OF DECISIONS, CONCLUSIONS AND RECOMMENDATIONS  
Of the 15th Meeting of the Steering Committee  
13-15 May 2015  
Xiamen, China**

**SC1503 – Adoption of the Agenda**

The Agenda of the Meeting was adopted (copy at **Annex I**).

**SC1505 – COSCAP-NA Programme Progress Report – DP 2**

Upon completion of the review of DP2 the Steering Committee confirmed the programme priorities.

**SC1506 - Work Plan 2015-2016 – DP4**

Upon completion of the review of DP4 the Steering Committee confirmed the proposed Work Plan with some changes requested.

**ASC1506.1**

The CTA is to finalize the Work Plan for 2015 – 2016, adjust the proposed mission dates in consultation with Members and circulate for review, comment and confirmation as appropriate.

**Action(s) Taken:**

**SC1507 — Contributions and Budget – DP5**

**ASC1507.1** Following the discussions arising from the presentation of DP5 the Steering Committee:

- 1 Approved the updated budget for 2015/2016.
- 2 Reminded Member States which have yet to do so to make their contributions for 2015.
- 3 Reminded Member States to make their contribution for 2016 prior to the end of 2015.
- 4 Encouraged donors and partners to continue their contributions to the Programme, in funds and in kind.

**SC1508 – ICAO Update – IP3**

Following the discussions arising from the presentation of IP3 the Steering Committee noted the many initiatives of ICAO and the potential for additional programme support from ICAO.

**AC1508.1** The CTA is to liaise with the Regional Office in identifying additional ICAO support focusing on among other areas SSP and SMS development and implementation activities.

### **SC1509 – Regional Aviation Safety Team Report – DP3**

Upon completion of the update in DP3 the Steering Committee requested that:

**ASC1509.1** The CTA update the COSCAP-NA NARAST as per Steering Committee approval.

**ASC1509.2** The CTA is to continue to review OPEN items with the respective members during regular missions.

#### ***Action Taken:***

### **SC1510 – ICAO CMA Update – DP7**

Following the discussions arising from the presentation of DP7 the Steering Committee:

**ASC1510.1** Encouraged all Members to continue to update their information in the CMA On Line Framework.

**ASC1510.2** The CTA is to provide assistance as needed upon request.

#### ***Action(s) Taken:***

### **SC1511 – SSP/SMS Implementation Update – DP6**

Following the discussions arising from the presentation of DP6 the Steering Committee:

**ASC1511.1** COSCAP-NA should continue to provide courses, workshops, seminars and consultation as needed to assist Member States in meeting the requirements of ICAO SARPs related to SSP and SMS implementation.

**ASC1511.2** Members which have not yet done so should complete the compliance checklist for the new Annex 19 – Safety Management and take action to update national provisions, or file differences as appropriate. COSCAP-NA can assist as required.

**ASC1511.3** Members should conduct self-assessments, including submission of evidence, on the set of safety management PQs based on the provisions of Annex 19 along with the 2014 amendment of the other PQs.

**ASC1511.4** Urged Members to complete the iStar SSP Gap Analysis Tool in order to provide ICAO with an accurate picture of SSP development and implementation in COSCAP-NA.

### **SC1512 – ICAO RPAS Symposium March 23-25, 2015 - presentation**

Following the discussions arising from the RPAS presentation the Steering Committee:

**ASC1512.1** Requested the CTA to provide any new information regarding RPAS to the next Steering Committee meeting.

#### ***Action(s) Taken:***

## **SC1513 – Amendments to the COSCAP-NA Programme Document (PRODOC) and IFAPM– IP4/DP8**

Following the discussions arising from the presentation of IP4/DP8 the Steering Committee:

**ASC1513.1** Requested that the CTA revise the designation of the paper from information (IP4) to discussion (DP8) since discussion was required.

**ASC1513.2** In view of the presentation on IP4/DP8 delivered by Mr. Michiel Vreedenburgh from ICAO, the Steering Committee supported the proposed updates to the PRODOC and IFAPM in principle.

**ASC1513.3** Members identified the need to bring the proposed changes to the Programme Document (PRODOC) to their respective signing authorities for final review and acceptance; however the IFAPM could be revised by the Steering Committee's acceptance of the updates to that document, which the CTA will complete for the Chairman's signature by 30 June 2015. The Steering Committee was reminded that the IFAPM may be revised under the authority of the Committee, so if the updates incorporated as a result of this meeting required revision in the future based on experience, this would be possible at any time. Therefore, Members will return to their respective States and seek the acceptance of the changes to the PRODOC from their respective signing authorities. Members are to inform the CTA of any comments on the proposed changes to the PRODOC by 30 June 2015, who will then liaise through the Regional Office with ICAO Montreal. ICAO will issue a letter to States concerning the PRODOC changes. The CTA is to update the IFAPM accordingly.

**ASC1513.4** Members requested that Mr. Michiel Vreedenburgh take the issues identified by Members back to ICAO HQ including the incorporation of the ICAO standard PRODOC amendment procedure in the Programme Document.

**ASC1513.5** Some Members continued to express concerns regarding the handling of confidential COSCAP reports with information on State safety deficiencies within ICAO. The Steering Committee requested that the CTA continue to coordinate draft mission reports with Members prior to submission to ICAO RO. ICAO informed that according to the established procedures, solely based on a COSCAP mission report ICAO will not issue a significant safety concern (SSC).

**ASC1513.6** The CTA is to report back to the next Steering Committee meeting on the experience and lessons learned from the application of the revised IFAPM and Programme Document.

### ***Action(s) Taken:***

#### **SC1517 Update - Flight Procedures Programme Office – IP2**

Following the discussions arising from the presentation of the Chief of the ICAO RSO the Steering Committee:

**ASC1517.1** Supported the continued collaboration between the FPP and the COSCAP-NA.

#### **SC1529 — Any Other Matters**

The FAA Representative offered Members access to the FAA Flight Standards Information Management System. The information is available at: [www.fsims@faa.gov](mailto:www.fsims@faa.gov)

Members expressed their gratitude to China/CAAC for hosting the 15<sup>th</sup> Steering Committee meeting and for the opportunity to experience Xiamen.

**SC1530 — Venue and Date for the 15th Steering Committee Meeting**

Date: Decision to be made at a later date in consultation with Members.

Venue: Decision to be made at a later date in consultation with Members.

**SC1531 — Adoption of Decisions, Conclusions and Recommendations**

The Meeting adopted the Conclusions and Recommendations as noted above.

**COSCAP** Cooperative Development of Operational Safety & Continuing Airworthiness Programme  
North Asia



**15th Meeting of the Steering Committee of ICAO COSCAP-NA**  
**13 to 15 May 2015**  
**Xiamen, China**

国际民航组织北亚地区运行安全及持续适航合作项目第 15 次指导委员会会议  
2015 年 5 月 13 日-15 日  
中国，厦门

**Agenda**  
日程安排

Date 日期	Time 时间	AIN.	Subjects 主题	Paper 文稿	Venue 地点
<b>13 May 2015 2015 年 5 月 13 日</b>	0900 - 0930	SC15 01	Inaugural Session Opening Remarks 开幕致辞		Grand Ballroom 4 <sup>th</sup> Floor of the hotel 四楼金鹰厅会议室
	0930 - 0945	SC15 02	Self-Introduction by Participants 参会者自我介绍		
	0945 - 1000	SC15 03	Adoption of Agenda 确认会议议程		
	1000 - 1015		<b>Group Photo</b> 合影		<b>Front Gate of the Hotel</b> 酒店大门口
	1015 - 1045		<b>Tea Break kindly arranged by the CAAC</b> 茶歇 (CAAC 安排)		<b>Grand Ballroom</b> 4 <sup>th</sup> Floor of the hotel 四楼金鹰厅会议室

	1045 - 1115	SC15 04	Review of Record of Discussions – 14 <sup>th</sup> Steering Committee Meeting, Wayne Chapin, CTA of COSCAP-NA  第 14 次指导委员会会议讨论记录回顾  Wayne Chapin 先生（COSCAP-NA 项目总技术顾问）	IP1  信息稿 1	Grand Ballroom  4 <sup>th</sup> Floor of the hotel  四楼金鹰厅会议室
	1115 - 1200	SC15 05	COSCAP-NA Programme Progress Report  北亚地区运行安全及持续适航合作项目进展报告  Wayne Chapin	DP2  讨论稿 2	
13 May 2015 2015 年 5 月 13 日	1200 - 1315		<b>Lunch kindly arranged by the CAAC</b>  午餐（CAAC 安排）		<b>JinYan Hall on 3<sup>rd</sup> Floor of the Hotel</b>  酒店三楼金雁厅
	1315 - 1345	SC15 06	COSCAP-NA Work Programme 2015-2016  北亚地区运行安全及持续适航合作项目 2015-2016 年工作计划  Wayne Chapin	DP4  讨论稿 4	Grand Ballroom  4 <sup>th</sup> Floor of the hotel  四楼金鹰厅会议室
	1345 - 1415	SC15 07	Contributions and Budget – 2015-2016  项目 2015-2016 年资金与预算报告  Wayne Chapin	DP5  讨论稿 5	
	1415 - 1500	SC15 08	ICAO Annex and PANS Amendments  Michiel Vreedenburgh, Chief of Implementation Planning and Support Section of ICAO Montreal  文件修订—国际民航组织附件及空中航行服务程序  Michiel Vreedenburgh 先生（ICAO 蒙特利尔实施计划及支援部门主管）	IP3  信息稿 3	

	1500 - 1530		Tea Break kindly arranged by CAAC 茶歇 (CAAC 安排)		Grand Ballroom 4 <sup>th</sup> Floor of the hotel 四楼金鹰厅会议室
	1530 - 1550	SC15 09	Regional Aviation Safety Team Reporting 亚太地区航空安全小组报告 Wayne Chapin	DP3 讨论稿 3	Grand Ballroom 4 <sup>th</sup> Floor of the hotel 四楼金鹰厅会议室
	1550 - 1620	SC15 10	Progress Report On The Implementation Of The ICAO Universal Safety Oversight Audit Programme Continuous Monitoring Approach, Michiel Vreedenburgh, Chief of Implementation Planning and Support Section of ICAO Montreal 国际民航组织全球安全监督审计计划持续监控方案进展报告 Michiel Vreedenburgh 先生 (ICAO 蒙特利尔实施计划及支援部门主管)	DP7 讨论稿 7	
13 May 2015 2015 年 5 月 13 日	1620-1650	SC15 11	State Safety Programme (SSP) and Safety Management Systems (SMS) Implementation – Update 国家航空安全纲要及安全管理系统执行最新情况介绍 Wayne Chapin	DP6 讨论稿 6	
	1800		Welcome Dinner kindly arranged by the CAAC 欢迎晚宴 (CAAC 安排)		Wanghu Hall on 2 <sup>nd</sup> Floor of the Hotel 酒店二楼望湖厅

**Day 2**

14 May 2015  2015 年 5 月 14 日	<b>Time</b> 时间	<b>AIN.</b>	<b>Subjects</b> 主题	<b>Paper</b> 文稿	<b>Venue</b> 地点
	0900 - 0930	SC15 12	Presentation –ICAO RPAS Symposium March 23 -25, 2015  2015 年 3 月 23-25 日 国际民航组织无人驾驶航空器系统研讨会内容回顾  Wayne Chapin		Grand Ballroom  4 <sup>th</sup> Floor of the hotel  四楼金鹰厅会议室
	0930 - 1000	SC15 13	Presentation – Amendments to the COSCAP-NA Programme Document and the IFAPM  Michiel Vreedenburgh, Chief of Implementation Planning and Support Section of ICAO Montreal  项目协议、项目组织框架及管理程序手册修订内容报告  Michiel Vreedenburgh 先生（ICAO 蒙特利尔实施计划及支援部门主管）	IP4  信息稿 4	
	1000 -1030		<b>Tea Break kindly arranged by the CAAC</b>  茶歇（CAAC 安排）		Grand Ballroom  4 <sup>th</sup> Floor of the hotel  四楼金鹰厅会议室
	1030 - 1100	SC15 14	Presentation -Introduction on CCAR- 129 Amendments and relevant Policy, Capt. Hu Zhenjiang, Deputy Director General of FSD of CAAC  CCAR-129 修正案及相关政策介绍  胡振江（中国民航局 飞标司副司长）		Grand Ballroom  4 <sup>th</sup> Floor of the hotel  四楼金鹰厅会议室



14 May 2015 2015 年 5 月 14 日	1100 - 1130	SC15 15	Presentation - Introduction on CAAC FOQA Station Development, Dr. Yu Liling, Chief Engineer of Aviation Safety Institute of CASTC  CAAC FOQA 基站建设  俞力玲博士（中国民航科学技术研究院航科院航空安全研究所总工）		
	1130 - 1200	SC15 16	Presentation - FSOP System Development, Capt. Jiang Rui, Air Transport Division of FSD  飞行标准监督管理系统开发介绍  蒋睿（中国民航局飞行标准司运输处）		
	1200 - 1315		<b>Lunch kindly arranged by the CAAC</b>  <b>午餐（CAAC 安排）</b>		<b>JinYan Hall on 3<sup>rd</sup> Floor of the Hotel</b>  <b>酒店三楼金雁厅</b>
	1315 - 1335	SC15 17	Update – Flight Procedures Programme Office  飞行程序项目办公室最新情况介绍  Noppadol Pringvanich – Chief ICAO Regional Sub-Office（国际民航组织亚太地区分地区办公室主管）	IP2 信息稿 2	
	1335 - 1400	SC15 18	Presentation - EASA Update  欧洲航空安全局最新情况介绍  Ms. Sylvette Chollet - EASA Representative in Beijing（欧洲航空安全局驻北京代表）		Grand Ballroom  4 <sup>th</sup> Floor of the hotel  四楼金鹰厅会议室
	1400 - 1420	SC15 19	Presentation – Introduction on PEPEC Language Test System, Mr. Zeng Ming, General Aviation Division of FSD  中国民航飞行人员英语等级考试语言测试系统介绍  曾鸣（中国民航局飞行标准司通用处）		

	1420 - 1440	SC15 20	<p>Presentation –NARAST Database Improvements, COSCAP-NA ROK Intern Hyungkyu Woo</p> <p>北亚地区航空安全小组 (NARAST) 数据库改进介绍</p> <p>Hyungkyu Woo (北亚地区运行安全及持续适航合作项目韩国实习生)</p>		
	1440 - 1500	SC15 21	<p>Presentation - EDTO and Polar Region Operation, Mr. Yu Kejia, Senior vice manager of General Dispatch Office of Air China</p> <p>延程运行和极地运行</p> <p>于可佳 (国航运控制中心总签派室高级副经理)</p>		
<b>14 May 2015 2015年 5月 14日</b>	1500 - 1530		<p><b>Tea Break kindly arranged by the CAAC</b></p> <p>茶歇 (CAAC 安排)</p>		<p><b>Grand Ballroom</b></p> <p><b>4<sup>th</sup> Floor of the hotel</b></p> <p><b>四楼金鹰厅会议室</b></p>
	1530 - 1600	SC15 22	<p>Presentation - PBN Implementation, Mr. Zhao Zhigang, Deputy General Manager of Operation Standard Management Division of China Southern Airlines</p> <p>PBN 程序的应用</p> <p>赵志刚 (南航运行标准管理部副总经理)</p>		<p>Grand Ballroom</p> <p>4<sup>th</sup> Floor of the hotel</p> <p>四楼金鹰厅会议室</p>
	1600 - 1620	SC15 23	<p>Presentation – Pilot’s Psychology Assessment and Management, Mr. Zhang Zhentao, Vice General Manager of Flight Training Company of China Eastern Airlines</p> <p>飞行人员心理素质评估和管理</p> <p>张振涛 (东航飞行训练公司副总经理)</p>		<p>Grand Ballroom</p> <p>4<sup>th</sup> Floor of the hotel</p> <p>四楼金鹰厅会议室</p>

	1620 - 1640	SC15 24	<p>Presentation –Flight Standards Training System, Mr. Liu Bin, Deputy Dean of Flight Standards Department (Training Center) of CAMIC</p> <p>飞行标准培训体系</p> <p>刘槟（中国民航管理干部学院飞标系培训中心副主任）</p>		
	1800		<p><b>Dinner kindly organized by Xiamen Airlines</b></p> <p>晚餐（厦航安排）</p>		<p><b>JinYan Hall on 3<sup>rd</sup> Floor of the Hotel</b></p> <p>酒店三楼金雁厅</p>

**Day 3**

	<b>Time</b> 时间	<b>AIN.</b>	<b>Subjects</b> 主题	<b>Paper</b> 文稿	<b>Venue</b> 地点
	0900-0920	SC15 25	<p>Presentation 介绍 – Aircraft State Awareness and resulting Safety Enhancements, Captain Brit Etzold, Deputy Chief Engineer – Aviation System Safety of Boeing</p> <p>飞机情景意识及安全改进方面的工作报告</p> <p>Brit Etzold 机长 (波音公司航空安全体系副总工程师)</p>		
<p align="center"><b>15 May 2015 年 5 月 15 日</b></p>	0920 - 0940	SC15 26	<p>Presentation - Sports Aircrafts Maintenance and Personnel licensing, Mr. Lv Xinming, Director of Continuous Airworthiness Division of FSD</p> <p>运动类航空器的维护与人员执照管理</p> <p>吕新明 (中国民航局飞行标准司持续适航维修处处长)</p>		<p align="center">Grand Ballroom 4<sup>th</sup> Floor of the hotel 四楼金鹰厅会议室</p>
	0940 - 1000	SC15 27	<p>Presentation – SMS Implementation Situation in China –Regulator and Airlines, Dr. Li Tong, CAMIC</p> <p>中国 SMS 实施情况介绍——局方和公司角度</p> <p>李彤博士 (民航管理干部学院)</p>		
	1000-1015		<p><b>Tea Break kindly arranged by the CAAC</b></p> <p>茶歇 (CAAC 安排)</p>		

	1015 - 1035	SC15 28	<p>Presentation – CAST Update, Captain Brit Etzold, Deputy Chief Engineer of Aviation System Safety of Boeing</p> <p>美国航空安全小组最新工作进展 报告</p> <p>Brit Etzold 机长（波音公司航空安 全体系副总工程师）</p>		
	1035 - 1100	SC15 29	<p>Any other matters</p> <p>其他问题</p>		<p>Grand Ballroom 4<sup>th</sup> Floor of the hotel 四楼金鹰厅会议室</p>
	1100 - 1115	SC15 30	<p>Venue and date for 16<sup>th</sup> Steering Committee Meeting</p> <p>第十六次指导委员会会议的时间 与地点</p>		
	1115 - 1145	SC15 31	<p>Adoption of Conclusions and Recommendations</p> <p>通过结论及建议措施</p>		
	1145 - 1200	SC15 32	<p>Closing of the Meeting</p> <p>闭会</p>		
	1200 - 1315		<p><b>Lunch kindly arranged by CAAC</b></p> <p>午餐（CAAC 安排）</p>		