

15th STEERING COMMITTEE MEETING
Work Plan 2015-2016
Discussion Paper 4
(Presented by CTA)

SUMMARY

The purpose of this paper is to present the proposed COSCAP-NA 2015-2016 Work Plan. The proposed Work Plan has been developed based on the available resources and the priorities established by the COSCAP-NA Steering Committee. The COSCAP-NA has available one Chief Technical Advisor (CTA) and one full-time National Administrative Assistant supported by an Intern from the Republic of Korea.

The *2015-2016 Work Plan* is shown at Attachment I. Emphasis for 2015-16 will be placed in part on continuing the implementation of SMS and the SSP as well as monitoring USOAP Audit CAP activities. In addition, a *Summary Report by Activity Area for COSCAP-NA* appears at Attachment II.

Based on the decisions of the Steering Committee, the CTA is to finalize the Work Plan for 2015 – 2016 and the Summary Report and then forward the documents to Members for review, comment and confirmation as appropriate.

1 Background

- 1.1 Pursuant to the Institutionalization Framework and Administrative Procedures Manual (IFAPM), Annual Work Plans need to be prepared by the CTA.

2 Discussion

- 2.1 *Steering Committee Meetings:* The CTA will be required to prepare numerous Discussion Papers for review by the SC Meeting in order that they can establish the priorities for the programme for the period following the 15th Meeting of the Steering Committee and to update Members on recent developments.
- 2.2 *Safety Team Meetings:* With the establishment of the ICAO Regional Aviation Safety Group, and the Asia-Pacific Regional Aviation Safety Team (APRAST), COSCAP-NA will be required to prepare for the RASG, APRAST and NARAST meetings to enable meaningful consideration of safety issues. In addition, COSCAP-NA will support member States to implement the safety enhancement priorities in the areas of LOC, CFIT and Runway Safety that are emerging from the RASG/ APRAST activities.
- 2.3 *Technical Assistance:* COSCAP-NA is planning to provide approximately 3 missions to each State for in-country technical assistance during the next cycle. In addition, other support in

USOAP-related areas will be provided if resources are available. This allotment may be altered depending on specific needs of the State. States are requested to notify the CTA preferably 3 months in advance regarding the activities which COSCAP-NA is required to attend or assist with. The Work Plan is subject to revision and will be updated periodically throughout the year.

- 2.4 *Performance Based Navigation:* The FPP is established with a goal of developing States' capabilities in the instrument flight procedure domain, especially in the areas of procedure design, regulatory oversight of the procedure design service provider and operational approvals. COSCAP-NA Members are encouraged to seek the support of the FPP and Asia COSCAPs as required to support the development, amendment, and implementation of their respective PBN Plans.
- 2.5 *Safety Management:* The implementation of safety management practices under both the State Safety Programme (SSP) and Safety Management Systems (SMS) is a priority of ICAO (See DP 6 — ICAO SSP and SMS Implementation). COSCAP-NA in cooperation with ICAO and the other APAC COSCAPs will support both SSP and SMS implementation through training, workshops and consultation as requested by Members.
- 2.6 *Training and Programme Support:* Where appropriate, training will be conducted in close collaboration with COSCAP-SEA, COSCAP-SA and ICAO Regional Office Bangkok.

When possible, training courses will be conducted in more than one Member State subject to availability of resources and support from the funding safety partners. In situations when there will not be a possibility of conducting more than one activity for the whole Region, the location will be selected taking into account the number of personnel to benefit.

- 2.7 Member States may request training in areas which are not mentioned in the Work Plan. Requests for such training should be made to the COSCAP-NA office as early as possible and steps will be taken to provide such training depending on the availability of resources.

3 Summary Report by Activity Area for COSCAP-NA

- 3.1 The *Summary Report by Activity Area* (Attachment II) is designed to map and track specific programme activity and feed into the COSCAP-NA Work Plan. While it is understood that Member needs are often dynamic in some areas, the focus of the Summary Report is on the priorities as defined in the Programme Document and the strategic priorities of the GASP. The Summary Report will be presented to the Steering Committee on an annual basis along with the Work Plan and adjusted as necessary to meet the needs of the Member States.

4 Actions of the Meeting

- 4.1 The COSCAP-NA Steering Committee is invited to review the proposed Work Plan and the Summary Report by Activity Area and take decisions on the priorities for 2015 - 2016.
- 4.2 Based on the decisions of the Steering Committee, the CTA is to finalize the Work Plan for 2015 – 2016, adjust the Summary Report and forward to Members for review, comment and confirmation as appropriate.

COSCAP-NA 2015 Work Plan

Attachment I

MEMBER	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015	JUL 2015	AUG 2015	SEP 2015	OCT 2015	NOV 2015	DEC 2015
China				LOSA – China Eastern						Technical Support Mission - SMS		
DPRK				CMA Support/SSP FAOSD/ - CTA		Security Screening Training – CAMIC Expert		Technical Support Mission - SMS		SSP Implementation Support		
Mongolia	PBN Stakeholder Meeting - CTA		CMA Support - CTA				SSP Implementation Support				Technical Support Mission - SMS	
ROK		SMS Assessment Support - CTA							Technical Support Mission - SMS		Technical Support Mission - SMS	
COSCAP					HIRM Workshop Macau, China - CTA							
COSCAP-NA Events					15 th SCM China					SMS Seminar Beijing, China - Expert		
Regional Events				APRAST 6 17 th NARAST Bangkok, Thailand					APRAST 7 18 th NARAST			

CTA = Chief Technical Advisor – Flight Operations
 DG = Dangerous Goods
 SCM = Steering Committee Meeting

NARAST = North Asia Regional Aviation Safety Team
 APRAST = Asia Regional Aviation Safety Team
 SMS = Safety Management Systems

COSCAP-NA 2016 Work Plan

MEMBER	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016	OCT 2016	NOV 2016	DEC 2016
China			Technical Support Mission - CMA		Technical Support Mission - SMS					Technical Support Mission - SMS		
DPRK				Technical Support Mission – CMA/SSP				Technical Support Mission – SMS/SSP	Technical Support Mission – Inspector Training			
Mongolia	Technical Support Mission - SMS					Technical Support Mission - SMS			SSP Implementation Support			
ROK			Technical Support Mission - SMS					Technical Support Mission - SMS			Technical Support Mission - SMS	
COSCAP												
COSCAP-NA Events	Beijing – DG Recurrent Training – <i>Train the Trainers</i>			16 th SCM TBD								
Regional Events				<i>APRAST 8 19th NARAST Tentative</i>					<i>APRAST 9 20th NARAST Tentative</i>			

CTA = Chief Technical Advisor – Flight Operations

NARAST = North Asia Regional Aviation Safety Team

APRAST = Asia Regional Aviation Safety Team

SCM = Steering Committee Meeting

DG = Dangerous Goods

T = Tentative

SMS = Safety Management Systems

Summary Report by Activity Area for COSCAP-NA Since the 14th Steering Committee Meeting

The following table outlines the work proposed and accomplished within the following areas for review and comment:

- Effective Safety Oversight (e.g. Legislation, Regulation, SARPS, USOAP, CAP, etc.)
- Safety Management (e.g. SSP, SMS,)
- Capacity Building (e.g. Training, Seminars, Workshops, Experts, etc.)
- Safety Enhancement (e.g. Safety team work, Implementation support)
- Administration
- Cooperation

Note: *The Activity Areas are Aligned Where Possible with the GASP 2013 and the RAGS-APAC Priorities and Targets*

CTA Report by Activity Area to the 15th COSCAP-NA Steering Committee Meeting

No.	Initiatives	Brief Description	Activity	Status
	Effective Safety Oversight			
1	USOAP Corrective Action Plan Follow-up for all States	Review of CAP implementation status Review of CC & SAAQ status as part of on-site support Updating/Implementation of CAPs Facilitation with ICAO Regional resources Engagement of experts as needed & feasible	1) Support provided on-demand to Members States; 2) Will be conducted as part of regular missions, and; 3) Member States to identify needed expertise.	Delivered: Missions to DPRK and Mongolia in support of USOAP CAP updating were completed in 2014/2015 Assistance provided on request
2	USOAP –CMA support for all States.	- Briefing & familiarization for Management - Support for transition to EFoD - Training and OJT for NCMC and lead technical inspections - Training on use of CMA Framework by CAA personnel - Assistance with the development of related procedures for CAP approval prior to posting to CMA framework - Identify possible CAPs where COSCAP could assist in providing evidence for validation by ICAO - Support Member’s self-assessment (ex. Annex 19) for new PQs as required	1. Support provided on-demand to Members States; 2. To be conducted as part of regular missions, and; 3. Member States to identify needed expertise.	Delivered: Missions to DPRK and Mongolia in support of CMA activities were completed in 2014/2015 Assistance provided on request

CTA Report by Activity Area to the 15th COSCAP-NA Steering Committee Meeting

No.	Initiatives	Brief Description	Activity	Status
	Safety Management			
3	SSP & SMS	SSP & SMS Concept training and support	On request from Members States: 1) support related to performance measures and hazard identification and risk management 2) support in the conduct of GAP analysis 3) support in developing SSP Implementation Plan 4) support in acceptance and assessment of service provider SMS	Delivered: <ul style="list-style-type: none"> • Safety Performance Measures Workshop delivered in China, DPRK, Mongolia and ROK. • HIRM Workshops delivered in Mongolia and DPRK in 2014. • Gap Analysis support provided to DPRK and Mongolia in 2014/2015. • SSP Planning and Implementation support provided to DPRK and Mongolia in 2014/2015

CTA Report by Activity Area to the 15th COSCAP-NA Steering Committee Meeting

4	SSP & SMS	<p>At the 4th ARAST (February 2011) members proposed that COSCAP SSP support efforts focus on ICAO SSP elements:</p> <ul style="list-style-type: none"> - 1.4 Enforcement Policy - 2.2 Agreement on Service Provider Performance - 3.1 Oversight; and, - 3.2 Safety Data Collection Analysis and Exchange 	<p>On-demand from Members States support related to:</p> <p>1. SSP Element 1.4 Enforcement policy The State has promulgated an enforcement policy that establishes the conditions and circumstances under which service providers are allowed to deal with, and resolve, events involving certain safety deviations, internally, within the context of the service provider’s safety management system (SMS), and to the satisfaction of the appropriate State authority. The enforcement policy also establishes the conditions and circumstances under which to deal with safety deviations through established enforcement procedures.</p> <p>2. SSP Element 2.2 Agreement on the service provider’s safety performance The State has agreed with individual service providers on the safety performance of their SMS. The agreed safety performance of an individual service provider’s SMS is periodically reviewed to ensure it remains relevant and appropriate to the service providers.</p> <p>3. SSP Element 3.1 –Safety Oversight The State has established mechanisms to ensure effective monitoring of the eight critical elements of the safety oversight function. The State has also established mechanisms to ensure that the identification of hazards and the management of safety risks by service providers follow established regulatory controls (requirements, specific operating regulations and implementation policies). These mechanisms include inspections, audits and surveys to ensure that regulatory safety risk controls are appropriately integrated into the service provider’s SMS, that they are being practised as designed, and that the regulatory controls have the intended effect on safety risks.</p> <p>4. SSP Element 3.2 Safety data collection, analysis and exchange – The State has established mechanisms to ensure the capture and storage of data on hazards and safety risks at both an individual and aggregate State level. The State has also established mechanisms to develop information from the stored data, and to actively exchange safety information with service providers and/ or other States as appropriate.</p>	<p>States having a high level of <u>Effective Implementation</u> of SARPs should begin work on the development of their respective SSPs.</p> <p>Average EI for NA States: China EI= 86.4 DPRK EI= 76.7 Mongolia EI= 87.8 ROK EI= 98.6</p> <p>Assistance provided on request</p>
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CTA Report by Activity Area to the 15th COSCAP-NA Steering Committee Meeting

5	<p>*NEW “RASG-APAC should facilitate initiatives to develop regional data collection, analysis and sharing systems, including collaboration with existing data sharing systems ASIAs and IATA FDX programmes, with support from States and industry.”</p>	<ul style="list-style-type: none"> • “RASG-APAC should establish an action plan that facilitates the use of standardised taxonomies for data collection in the region. Standardised taxonomies, for example in the description of safety occurrences, ramp inspection outcomes and definitions of audit findings, would facilitate the benchmarking and sharing of data among States. • In the longer term, RASG-APAC should put in place a structure for the collection, analysis and sharing of safety and operational data in the region in support of predictive risk management.” • States should consider it a priority to implement the APAC AIG’s recommendations. it a priority to implement the APAC AIG’s recommendations. • States should consider it a priority to implement the APAC AIG’s recommendations. <p>Targets: States to achieve at least 60% EI in AIG of USOAP CMA by 2017; To develop regional mechanism for data collection, analysis and sharing by 2017. 50% of APAC air operators participating in flight data sharing initiative by 2016, and; APAC States to provide assurance that predictive risk management is fully effective by 2027</p> <p>Metrics: States’ ICAO USOAP CMA EI rate for AIG module</p>	<ol style="list-style-type: none"> 1. Support regional initiatives to develop data collection, analysis, and sharing systems including collaboration with existing data sharing systems ASIAs and IATA FDX programmes, 2. Support flight data sharing by NA air operators, and; 3. Support the implementation of APAC’s AIG recommendations. 	<p>FDA Workshop held in Seoul, ROK 2014</p> <p>AIG EI for NA States: China – 70.10% DPRK – 87.63% Mongolia – 94.85% ROK – 96.84%</p> <p>Assistance provided on request</p>
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CTA Report by Activity Area to the 15th COSCAP-NA Steering Committee Meeting

6	<p>*NEW Aerodromes</p>	<p>Action – Promotion of Effective Implementation of AGA RASG-APAC should promote effective implementation of AGA, with focus on <u>runway safety programmes</u> that support the establishment of Runway Safety Teams (RSTs) and <u>implementation of inter-organisational SMS and Collaborative Decision Making schemes</u>.</p> <p>Targets:</p> <ul style="list-style-type: none"> • Implement structures between RASG and APANPIRG to facilitate collection and sharing of ATM data by end 2015; • States to achieve at least 60% EI in AGA of USOAP CMA by 2017; • Promote runway safety through workshops and seminars at least yearly, and; • All aerodromes in APAC region that are used for international operations to have RSTs by 2017. <p>Metrics:</p> <ul style="list-style-type: none"> • Structures in place to collect and share regional ATM data; • States’ ICAO USOAP CMA EI rate for AGA module; • Number of runway safety seminars, workshops or other events at APRAST or RASG-APAC, and; • Number of aerodromes with RSTs in APAC region that are used for international operations. 	<ol style="list-style-type: none"> 1. Support Member States in implementing RST where required; 2. Support Member States in addressing USOAP CMA AGA findings, and; 3. Support runway safety seminars, workshops, etc. in North Asia. 	<p>AGA EI for NA States: China - 87.12% DPRK - 84.24% Mongolia - 85.92% ROK - 98.64%</p> <p>Assistance provided on request</p>
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CTA Report by Activity Area to the 15th COSCAP-NA Steering Committee Meeting

No.	Initiatives	Brief Description	Activity	Status
	Capacity Building			
7	Foreign Air Operators	Approval and Surveillance of Foreign Air Operators, to be delivered in cooperation with ICAO Regional Office & Training on Foreign Air Operator inspection database	<ol style="list-style-type: none"> 1. Training, procedures and model regulations 2. Support for implementation of Regional FAO programme (Validation and surveillance) 	On request from Member States
8	Foreign Air Operators	Approval and Surveillance of Foreign Air Operators training to be delivered in cooperation with ICAO Regional Office & Training on Foreign Air Operator inspection database	Implementation of Regional Database	Delivered: Familiarization training provided in China, Mongolia and DPRK 2014/2015.
10	PBN Implementation Support	Support implementation of past PBN Operational approval training / workshops	OJT using an actual PBN/RNP application and Job Cards	To be delivered in coordination with the FPP Office
11	Approved Training Organization Approval and Oversight	Workshop to train inspectors on approval and oversight of ATOs	On-demand from Members State	Delivered: Workshop in DPRK 2014
12	Extended Diversion Time Operations (EDTO)	Workshop intended to train Inspectors (Ops and AIR) on the Annex 6 and 8 requirements and EDTO approval processes	<ol style="list-style-type: none"> 1. Workshops delivered in Beijing and Seoul 2. To be arranged by ICAO Regional Office 3. COSCAP to facilitate in consideration of Members needs 	Ongoing: Discussions ongoing with ICAO HQ for the development of web based training and onsite workshops
13	ECCAIRS Training	Last provided under COSCAP 2008 APRAST-AIG seeking additional ECCAIRS training	<ol style="list-style-type: none"> 1. APRAST-AIG AWG to organize training per demand to RO 2. To be arranged by ICAO Regional Office 3. COSCAP to facilitate in consideration of Members needs and available donor funding 	Awaiting RO to arrange training for North Asia
14	Wildlife Hazard	Workshops to be developed in cooperation with FAA and ICAO RO	<ol style="list-style-type: none"> 1. Location and Specifics to be determined 2. To be arranged by ICAO Regional Office 3. COSCAP to support 	Awaiting RO to arrange training for North Asia
15	Airworthiness	Technical support and on-job-training	On request from Members States	Delivered: Planned:
16	Flight Operations & Cabin Safety Inspection Refresher	Technical support and on-job-training	On request from Members States	Delivered: Planned:
17	Dangerous Goods – Inspection Training	CTA to organize DG Train the Trainer Recurrent Training Course as required	On request from Members States	Delivered: Recurrent DG Inspector Training held in Beijing Jan. 2015 Planned: Recurrent Training <u>for Instructors Only</u> 2016

CTA Report by Activity Area to the 15th COSCAP-NA Steering Committee Meeting

No.	Initiatives	Brief Description	Activity	Status
	Safety Enhancements			
18	*NEW Regional Aviation Safety Teams	<p>CTA to support Member implementation of safety actions from NARAST and the RASG / APRAST.</p> <p>Action – Implement priority Safety Enhancement Initiatives (SEIs)</p> <ul style="list-style-type: none"> • RASG-APAC should continue its focus on the development of the current SEIs to address the priority areas of LOC-I, CFIT and Runway Safety. • RASG APAC should continue to provide implementation support to States and industry. • States and industry should likewise accord priority to the implementation of these SEIs. <p>Targets:</p> <ul style="list-style-type: none"> • RASG-APAC to complete the development of currently identified priority SEIs by end 2016. • States and industry to complete the implementation of all priority SEIs in RASG APAC work programme by 2018. • Reduction in the number of fatal accidents in 2018 compared to 2014 irrespective of the volume of air traffic in the APAC region <p>Metric:</p> <ul style="list-style-type: none"> • Number of fatal accidents irrespective of the volume of air traffic in the APAC region. 	Ongoing - Monitor implementation status of safety enhancements Focus is GASP safety priorities – runway safety, controlled flight into terrain (CFIT) and loss of control (LOC)	Monitoring
19		NARAST: The CTA will report to the COSCAP-NA Steering Committee on the implementation status of safety enhancements.	Ongoing - To be presented to COSCAP-NA Steering Committee Meeting	Ongoing
20		COSCAP-NA to develop a priority list for implementation of safety enhancement initiatives.	To be presented to COSCAP-NA Steering Committee Meeting	Ongoing
21		In coordination with other COSCAPs submit Information Papers or Discussion Papers to the APRAST for emerging issues.	Ongoing – coordinate with COSCAP-NA Member States	Ongoing

CTA Report by Activity Area to the 15th COSCAP-NA Steering Committee Meeting

No.	Initiatives	Brief Description	Activity	Status
	Administration			
22	Safety Team	COSCAP-NA will plan a NARAST meeting immediately following the APRAST meeting. COSCAP-NA will canvas members for agenda items in advance of the NARAST meeting.	NARAST Meeting	16 th NARAST Meeting held in Bangkok, Thailand 16-19 September in conjunction with the 5 th APRAST. 17 th NARAST held in Bangkok, Thailand 6-10 April in conjunction with 6 th APRAST
23	Steering Committee Meeting	COSCAP-NA CTA will plan COSCAP-NA Steering Committee Meeting (SCM) in accordance with decision of the previous SCM. COSCAP-NA CTA will canvas members/safety partners for agenda items in advance of the SCM.	COSCAP-NA Steering Committee Meeting	Ongoing

CTA Report by Activity Area to the 15th COSCAP-NA Steering Committee Meeting

No.	Initiatives	Brief Description	Activity	Status
	Cooperation			
24	COSCAP Performance Measurement	<p>The COSCAP project document does not include performance measurement</p> <p>Reporting to SCM is based against activity ex workshops, missions, courses, etc. related to priorities</p> <p>Observation that there should be improved performance measurement</p> <p>Current programme measurement is activity based ICAO has previously completed various forms of programme audit on COSCAPs worldwide ICAO concluded that a traditional approach to programme audit is not adequate to assess programme effectiveness.</p> <p>Development of a performance measurement framework is needed</p> <p>Once developed for a specific COSCAP, the performance measurement would be included in the programme document</p> <p>Significant differences exist between COSCAPs, requiring tailored performance assessments</p>	<ol style="list-style-type: none"> 1. ICAO Air Navigation Bureau, coordinated by the Implementation Support and Development Section (ISD), has responsibility for technical support to safety assistance activities, including COSCAPs, RSOOs as well as the newly formed Regional Aviation Safety Groups 2. ISD has commenced work to develop a performance framework, with initial work available in 2014. 	<p>Planned: COSCAP-NA will monitor activity and participate as requested.</p>