

**15th STEERING COMMITTEE MEETING
CHANGES TO THE INSTITUTIONAL FRAMEWORK AND ADMINISTRATIVE
PROCEDURES MANUAL AS A RESULT OF ICAO PROGRAMME CHANGES**

**Discussion Paper 8
(Presented by ICAO)**

SUMMARY

This paper presents the revisions to the COSCAP-NA Programme Document (ProDoc) and Institutional Framework and Administrative Procedures Manual (IFAPM).

1. INTRODUCTION

1.1 The 51st Conference of Directors General of Civil Aviation, Asia and Pacific Regions (DGCA/51) held in Hong Kong SAR, China, from 24 to 27 November 2014, following ICAO's presentation of DP/3.6/14, recognized the ongoing improvements to the Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs) for increased and better technical assistance provided to States for raising aviation safety, through the enhanced support from ICAO, alignment with regional aviation safety priorities and targets for regional implementation of the Global Aviation Safety Plan (GASP), and collaboration between the Regional Office, COSCAPs, the Pacific Aviation Safety Office (PASO) and States under the Regional Aviation Safety Group (RASG) framework. With the resulting Action Item 51/29: The Conference requested ICAO to amend the COSCAP programme documents, Chief Technical Advisor/Project Coordinator job descriptions, and the Institutional Framework and Administrative Procedures Manuals (IFAPM) to be presented to the next Steering Committee meeting in each COSCAP. ICAO has revised the COSCAP-NA programme document, including the Flight Operations Expert/ Programme Coordinator job description, and the IFAPM which are presented to the COSCAP-NA Steering Committee in this paper.

2. DISCUSSION

2.1 The 14th Meeting of the COSCAP-NA Steering Committee held in June 2014 was presented the planned COSCAP alignment with the GASP priorities and targets and consequential new working arrangements. Following the discussions arising from the presentation of DP9, the Steering Committee agreed that:

- The CTA will work with the Members States to work through the details of the changes and if consensus is reached amend the necessary documentation to reflect the proposed changes.
- CTA is to submit draft mission reports to the Members for review prior to

submission to the Regional Office.

- ICAO is to submit this paper (DP9) to the RASG APAC meeting in November in Hong Kong.
- The Steering Committee supported the proposed training for the CTA (CBT) and workshop in Montreal planned for October 2014.

2.2 The 51st Conference of Directors General of Civil Aviation (DGCA's), Asia and Pacific Regions was held in Hong Kong in November 2014. DP/3.6/14 presented improved ICAO support to COSCAPs for the alignment with GASP and regional aviation safety priorities and targets and provision of technical assistance to States. The paper noted the measures taken internally within the ICAO Secretariat to enable a better achievement of the objectives of the COSCAP programmes including alignment with the GASP and regional aviation safety priorities and targets in accordance with ICAO Assembly Resolutions A38-2 and A38-5. The Paper also noted that the ICAO Secretariat had improved its working arrangements for the management and implementation of regional technical cooperation projects. ICAO ROs and COSCAPs were aligning implementation work plans based on the GASP and regional aviation safety priorities and targets and to coordinate and collaborate on meetings, training activities and assistance missions to States. The paper invited the Conference to take note of the improvements and to request ICAO to amend the COSCAP programme documents (PRODOC), including Chief Technical Advisor Job Descriptions (CTA JD), and harmonize the Institutional Framework and Administrative Procedures Manuals (IFAPM) to reflect the updated ICAO Secretariat roles, responsibilities and working arrangements.

2.3 During the discussion China CAAC and ROK pronounced no objection but requested the revised PRODOCs, CTA JDs and IFAPMs to be presented to the COSCAP-NA Steering Committee. The Moderator commented that the Paper was noted by the Conference and COSCAP Steering Committees should be informed of the improvements and updates. Recognizing the ongoing improvements to COSCAPs for increased and better technical assistance provided to States for raising aviation safety, through the enhanced support from ICAO, alignment with regional aviation safety priorities and targets for regional implementation of the GASP, and collaboration between the Regional Offices, COSCAPs, PASO and States under the RASG framework, the Conference requested ICAO to accordingly amend the COSCAP Programme documents, Chief Technical Advisor/Project Coordinator job descriptions, and the Institutional Framework and Administrative Procedures Manuals (IFAPM) which will be presented to the next Steering Committee meeting in each COSCAP. This has already been progressed for COSCAP-SA but is also required for COSCAP-NA and COSCAP-SEA.

2.4 The Conference in Action Item 51/29 requested ICAO to amend the COSCAP programme documents, Chief Technical Advisor/Project Coordinator job descriptions, and the Institutional Framework and Administrative Procedures Manuals (IFAPM) which will be presented to the next Steering Committee meeting in each COSCAP. The proposed revised COSCAP-NA PRODOC and IFAPM are presented in Appendices A and B. The changes are based on the revised ICAO Regional Office Manual (ROM) Part 5 on technical co-

operation and technical assistance, and the current regional Technical Cooperation project procedures.

3. ACTION BY THE MEETING

3.1 The Steering Committee meeting is invited to note the information provided in this paper including the revisions to the COSCAP-NA PRODOC and IFAPM.

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