



**RECORD OF DECISIONS, CONCLUSIONS AND RECOMMENDATIONS
Of the 17th Meeting of the Steering Committee**

**10-11 May 2017
Busan, Republic of Korea**

SC1703 – Adoption of the Agenda

The Agenda of the Meeting was adopted with no changes. (copy at **Annex I**).

SC1704 – Review of the Record of Discussion of the 16th Steering Committee Meeting

Upon completion of the review of IP1 the Steering Committee noted the actions taken.

SC1705 – COSCAP-NA Programme Progress Report – DP 2

Upon completion of the review of DP2 the Steering Committee confirmed the programme priorities and noted the progress made.

SC1706 – COSCAP-NA Work Plan 2017-2018 – DP4

Upon completion of the review of DP4 the Steering Committee confirmed the proposed Work Plan with Mongolia noting that CMA training for CAAM staff would be needed in the near future.

Action(s) to be Taken:

ASC1706.1

The CTA is to finalize the Work Plan for 2017-2018, adjust the proposed mission dates in consultation with Members and circulate for review, comment and confirmation as appropriate.

SC1707 – Contributions and Budget – DP5

Following the discussions arising from the presentation of DP5 the Steering Committee:

- 1 Approved the updated budget for 2017-2018.
- 2 Reminded Member States which have yet to do so to make their contributions for 2017.
- 3 Reminded Member States to make their contribution for 2018 prior to the end of 2017.
- 4 Encouraged donors and partners to continue their contributions to the Programme, in funds and in-kind.

SC1708 – COSCAP-NA Phase IV DP8

Following the discussions arising from the presentation of DP8, Members agreed in principle to proceed with work to prepare the COSCAP-NA Phase IV Project Document for circulation amongst Members for their review signature. The Chairman read into the record a note from a letter received from the Director General of GACA supporting the continuation of the COSCAP-NA programme into Phase IV.

After approval in principle to extend the COSCAP-NA Programme beyond January 2018 the Steering Committee recommended that:

- 1) ICAO be requested to prepare an updated Project Document for review and signature of Member States. Any changes made to the Project Document must be clearly highlighted for ease of reference of Members.
- 2) A review of programme priorities and objectives should be undertaken in consultation with Members in order to ensure the needs of Members are met and that activities continue to be aligned with the Global Aviation Safety Plan (GASP) priorities as the programme moves into Phase IV.
- 3) Member States are to make arrangements for funding to support the programme for the extension period as this is one prerequisite for programme continuation and for continued provision of funds and in-kind assistance from donors.
- 4) The Steering Committee authorized ICAO to approach the donor community for release of funding contributions for COSCAP-NA Programme Phase IV.

Action(s) to be Taken:

ASC1708.1 The CTA is to work with Member States and Administrations as necessary to prepare and coordinate all the required documentation to be considered by Member States and Administrations in making the final decision to proceed with Phase IV.

SC1709 – COSCAP-NA Membership – DP6

Following the discussions arising from the presentation of DP6 Members present agreed to the addition of Hong Kong, China and Macau, China to the COSCAP-NA Programme. The Chairman read into the record a note received from the Director General GACA supporting the membership of Hong Kong and Macau.

Action(s) to be Taken:

ASC1709.1 The Members agreed that:

- 1) In anticipation of moving into Phase IV in February 2018 that any changes to the project documentation involving the addition of Hong Kong and Macau to the COSCAP-NA Programme be completed during the transition into Phase IV and signed by Members accordingly.***
- 2) In the interim, Members recommended that the CTA work with the appropriate officials in both Hong Kong and Macau to identify immediate needs and develop a revised work plan that will be delivered over the remainder of this year as part of the COSCAP-NA programme 2017-18 Work Plan.***

SC1710 – Regional Aviation Safety Team Report – DP3

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

Action(s) to be Taken:

ASC1710.1 The CTA will update the COSCAP-NA NARAST as per Steering Committee approval.

ASC1710.2 The CTA continue to review OPEN items with the respective members during regular missions.

SC1711 COSCAP-NA National Coordinators – DP7

Following the discussions arising from the presentation of DP7 the Steering Committee supported the following recommendations:

1) The Steering Committee took note of the contents of DP7 and confirmed their support for the designation of COSCAP-NA National Coordinators in each Member State and Administration.

2) Members agreed to ensure that a suitable qualified candidate is nominated to the CTA as soon as practical.

3) Members requested that the CTA amend the IFAPM accordingly to include reference to the COSCAP-NA National Coordinators and their roles and responsibilities.

4) It was noted by the Observer from Macau that with the addition of Hong Kong and Macau to the programme document references should be made to “Member States and Administrations”.

The Chairman read into the meeting record a note from the Director General GACA supporting the creation of COSCAP-NA National Coordinators.

Action(s) to be Taken:

ASC1711.1 The CTA will process nominations received from Members and ensure that future COSCAP-NA communications flow through the NCs as appropriate including the preparation and processing of documentation for Phase IV.

ASC1711.2 The CTA is to revise the IFAPM as required and submit the revision for the review and approval of Members and the signature of the Chairman.

SC1712 Update Of The Global Aviation Safety Plan (GASP) ICAO – IP5

Following the discussions arising from the presentation of IP5 the Steering Committee supported the following recommendations:

“That Member States and Administrations:

a) Establish a national safety plan, including priorities and targets consistent with the regional safety plan, in line with the GASP objectives, including the global aviation safety roadmap, and based on their operational safety needs; and

b) Provide ICAO feedback on the new Global Aviation Safety Roadmap and suggestions for the future 2020 – 2022 Edition of the GASP via email to: GASP@icao.int .”

SC1717 – Progress Report On The Implementation Of The ICAO Universal Safety Oversight Audit Programme Continuous Monitoring Approach – ICAO – IP4

Following the discussions arising from the presentation of IP4 the Steering Committee Members note the contents of this paper and endorse the following conclusion:

“Member States and Administrations are to fulfil their obligations under the USOAP CMA Memorandum of Understanding (MOU) and to take actions as needed to provide up-to-date information on their safety oversight systems, with particular attention to:

a) Member States and administrations with an SSC, focusing on implementing sustainable corrective actions to resolve the SSC with a high priority;

b) Updating the content and implementation progress of their CAPs on the OLF;

c) Completing the self-assessment of the PQs on the OLF;

d) Requesting assistance from the ICAO Regional Office, if required; and

e) Informing the ICAO Regional Office once significant updates have been made on the OLF.”

SC1718 – State Safety Programme (SSP) and Safety Management Systems (SMS) Implementation – Update – ICAO – IP3

Following the discussions arising from the presentation of IP3 the Steering Committee noted the contents of this paper and endorsed the following conclusion:

“That Member States and Administrations continue the implementation of SSP and report on progress using the SSP Assessment Tool on iSTARS and completing the USOAP SSP-related PQ self-assessments on the online framework (OLF).”

SC1732 – Any Other Matters

Members expressed their gratitude to MOLIT and KOCA for hosting the 17th Steering Committee meeting and for the opportunity to experience the beautiful city of Busan.

SC1733 — Venue and Date for the 18th 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.

SC1734 — Adoption of Decisions, Conclusions and Recommendations

The Meeting adopted the Conclusions and Recommendations as noted above.

17th Meeting of the Steering Committee of COSCAP-NA
10 to 11 May 2017
Busan, Republic of Korea
Agenda

Date	Time	AIN.	Subjects	Paper	Venue
10 May 2017	0830 - 0900		KOCA to meet and greet Heads of Delegation		Rose Room (2F)
	0900 - 0940	SC17 01	Inaugural Session Opening Remarks Welcoming Remarks – Captain Jin Yibin Opening Remarks by Mr. Sung Youn HWANG, Director General of Aviation Safety Policy KOCA Opening remarks by ICAO – Mr. Raphael Guillet Chief RSO Beijing		Orchid Room (2F)
	0940 - 0950	SC17 02	Self-Introduction by Participants		
	0950 - 1000	SC17 03	Adoption of Agenda		
	1000 - 1015		Group Photo		Orchid Room (2F)
	1015 - 1030		Tea Break kindly arranged by KOCA		Orchid Room Lobby (2F)
	1030 - 1045	SC17 04	Review of Record of Discussions – 16 th Steering Committee Meeting, Wayne Chapin	IP1	Orchid Room (2F)
	1045 - 1100	SC17 05	COSCAP-NA Programme Progress Report Wayne Chapin	DP2	
	1100-1115	SC17 06	COSCAP-NA Work Programme 2017-2018 Wayne Chapin	DP4	
	1115-1130	SC17 07	Contributions and Budget – 2017-2018 Wayne Chapin	DP5	
	1130-1145	SC17 08	COSCAP-NA Phase IV Wayne Chapin	DP8	
	1145-1200	SC17 09	COSCAP-NA Membership – Hong Kong and Macau Wayne Chapin	DP6	
	1200 - 1315		Lunch kindly arranged by KOCA		
10 May	1315 - 1330	SC17 10	Presentation - Regional Aviation Safety Team Reporting Wayne Chapin	DP3	Orchid Room (2F)

2017	1330 - 1345	SC17 11	COSCAP-NA National Coordinators Wayne Chapin	DP7	
	1345 - 1400	SC17 12	Update Of The Global Aviation Safety Plan (GASP) ICAO Secretariat	IP5	
	1400 - 1415	SC17 13	Presentation – Capacity Building for Safety Oversight Captain PU Fenghui, Associate Safety Officer ICAO Bangkok		
	1415 - 1430	SC17 14	Presentation – Transport Canada Civil Aviation Transformation Initiative Captain Denis Guindon Director General, Aviation Safety Oversight and Transformation	IP7	
	1430-1445	SC17 15	Presentation – Air Traffic Management – North Asia Mr. Len Wicks – Regional Officer ATM ICAO Bangkok		
	1445-1500	SC17 16	Presentation – An Introduction to Airport Pavement Management System of Korea Airports Corporation Mr. Jeil LEE, Senior Researcher, Korea Airports Corporation	IP12	
	1500 - 1530		Tea Break kindly arranged by KOCA		Orchid Room Lobby (2F)
	1530 - 1545	SC17 17	Progress Report On The Implementation Of The ICAO Universal Safety Oversight Audit Programme Continuous Monitoring Approach - ICAO Secretariat	IP4	Orchid Room (2F)
	1545 - 1600	SC17 18	Systems (SMS) Implementation State Safety Programme (SSP) and Safety Management – Update ICAO Secretariat	IP3	
	1600 - 1615	SC17 19	Update – Flight Procedures Programme Office Raphael Guillet – Chief ICAO Asia and Pacific Regional Sub-Office		
	1615 - 1630	SC17 20	Presentation - EASA Update Javier Vicedo - EASA Representative for China and North Asia		
	1630 - 1645		Wrap-up for the day		
	1900 - 2100		Welcome Dinner kindly arranged by KOCA		The Bay 101 2F Daedo Restaurant (5 min. by walk from the Hotel)

Day 2

	Time	AIN.	Subjects	Paper	Venue
11 May 2017	0900 - 0915	SC17 21	Implementation of Safety Management Initiatives in Hong Kong, China Mr. Keith CHAN (Operations Officer) CAD Hong Kong, China)	IP6	Orchid Room (2F)
	0915 - 0930	SC17 22	Presentation - Incheon Airport The 3rd Phase Construction Project Mr. Na In-Kie, senior manager of Incheon International Airport	IP11	
	0930 - 0945	SC17 23	Presentation - Foreign Air Operation Surveillance Mr. Zhu Tao, Deputy Director General of Flight Standards Department of CAAC		
	0945 - 1000	SC17 24	Presentation - Aviation Safety IT System (SMIS) and Technical Support Mr. Na In-Kee, research engineer of Korea Transport Institute	IP13	
	1000 - 1030		Tea Break kindly arranged by KOCA		Orchid Room Lobby (2F)
	1030 - 1045	SC17 25	Presentation - FOQA Station Mr. Li Bin, Director of Aviation Safety Information Division, China Academy of Civil Aviation Science and Technology (CASTC)		Orchid Room (2F)
	1045 - 1100	SC17 26	Presentation - CEA EFB Development & Exploration Capt. Bai Xiao, Senior Manager of Operations Management Department of China Eastern Airlines		
	1100 - 1115	SC17 27	Presentation – Minimum Equipment List (MEL) Mr. Ju Hong LEE, General Manager / Captain Air Busan (LCC)	IP9	
	1115 - 1130	SC17 28	Presentation – Fellowship Training Programme Mr. Ji-Hoon PARK Senior Research Engineer Korea Civil Aviation Association	IP10	
	1130 - 1145	SC17 29	Presentation – Why ACPC Mr. Shi Yonghong, General Manager of Flight Training of Spring Airlines		
1145 - 1315		Lunch kindly arranged by KOCA		Peony Room (2F)	

	1315 - 1330	SC17 30	Presentation – KIAST – Role and Vision of the Future Ms. Bo Hyun LEE, Researcher, Korea Institute of Aviation Safety Technology	IP8	Orchid Room (2F)
11 May 2017	1330 - 1345	SC17 31	Presentation – Update on Safety Reporting System of ROK Ms. Kyung Wha SOHN, Assistant Director, Aviation Safety Policy & Licencing Division, KOCA, MOLIT	IP14	Orchid Room (2F)
	1345 - 1400	SC17 32	Presentation - Korea Government's Policy Model on Pilot Training & Supply Mr. Jin Ho CHOI, Deputy Director, Aviation Safety Policy & Licencing Division, KOCA, MOLIT		
	1400 - 1415	SC17 33	Presentation - Lessons from Emergency Evacuation and Suggestions Ms. Hye Sung JEON Aviation Safety Inspector Flight Standards Division, KOCA, MOLIT		
	1415 - 1430	SC17 34	Presentation		
	1430 - 1445	SC17 35	Presentation		
	1445 - 1500	SC17 36	Presentation		
	1500 - 1530		Tea Break kindly arranged by KOCA		Orchid Room Lobby (2F)
	1530 - 1545	SC17 37	Any Other Matters		Orchid Room (2F)
	1545 - 1600	SC17 38	Venue and date for 18 th Steering Committee Meeting		
	1600 - 1620	SC17 39	Adoption of Conclusions and Recommendations		
	1620 - 1630	SC17 40	Closing of the Meeting Announcements for May 12		
1900 - 2100		Farewell Dinner kindly organized by Busan Metropolitan Government		Nurimaru APEC House (2F) (8 min. by walk from the Hotel)	