

**17th STEERING COMMITTEE MEETING
Discussion Paper 4****Work Plan 2017-2018
(Presented by CTA)****SUMMARY**

The purpose of this paper is to present the proposed COSCAP-NA 2017 - 2018 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 Programme Secretary supported by a Flight Operations Intern from China and an Intern from the Republic of Korea.

The 2017-2018 Work Plan is shown at *Attachment I*. Emphasis for this work plan will be placed in part on continuing the implementation of SMS and the SSP, GASP safety priorities as well as monitoring USOAP Audit Corrective Action Plan (CAP) updating 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 2017 – 2018 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), an Annual Work Plan needs to be prepared by the CTA and presented to the Steering Committee at its annual meeting.

2 Discussion

- 2.1 *Steering Committee Meetings:* The CTA is 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 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 ICAO 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 COSCAP-NA 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. 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 (2017-2018)

- 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 2017 - 2018.

- 4.2 Based on the decisions of the Steering Committee, the CTA is to finalize the Work Plan for 2017 – 2018, adjust the Summary Report and forward to Members for review, comment and confirmation as appropriate.

COSCAP-NA 2017 Work Plan

Attachment I

MEMBER	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2017	JUL 2017	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017
China							FAO Main Operation Base Checklist - CTA		FRMS for ATC Workshop – Experts (T)	Flight Safety Oversight Programme Foreign Air Operation Subsystem development - CTA		
DPRK				Regulatory Audit Procedures Workshop - CTA		PBN Operational Approval and SSP Workshop - Expert	CMA/CAP Update Workshop - CTA			Reliability Programme/Structural Integrity Program (SIP) Workshop - Experts		
Mongolia				Regulatory Audit Procedures Workshop - CTA		QA Audit Procedures Workshop; Aerodrome ERP Workshop - Expert						
ROK							Technical Assistance Mission		Technical Assistance Mission		Technical Assistance Mission	
COSCAP-NA Events				21 st NARAST Beijing, China	17 th SCM Busan, ROK					22 nd NARAST Beijing, China		
Regional Events				APRAST 10 Bangkok, Thailand			RASG Bangkok, Thailand	DGCA Conference Ulaanbaatar, Mongolia			APRAST 11 Bangkok, Thailand (tentative)	

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

NARAST = North Asia Regional Aviation Safety Team
APRAST = Asia Regional Aviation Safety Team

COSCAP-NA 2018 Work Plan

MEMBER	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUN 2018	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018
China			Technical Support Mission		Technical Support Mission			Technical Support Mission		Technical Support Mission		
DPRK		Technical Support Mission		Technical Support Mission		Technical Support Mission			Technical Support Mission			
Mongolia		Technical Support Mission			Technical Support Mission						Technical Support Mission	
ROK			Technical Support Mission			Technical Support Mission		Technical Support Mission		Technical Support Mission		
COSCAP-NA Events			23 rd NARAST (T)	18 th SCM (T)				24 th NARAST (T)				
Regional Events	Bangkok – DG Recurrent Training (T)			APRAST 12 (T)					APRAST 13 (T)			

CTA = Chief Technical Advisor
 DG = Dangerous Goods
 SCM = Steering Committee Meeting
 T = Tentative

NARAST = North Asia Regional Aviation Safety Team
 APRAST = Asia Pacific Regional Aviation Safety Team

Summary Report by Activity Area for COSCAP-NA Since the 16th 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. GASP/GASR, Safety Team work, Implementation support)
- Administration
- Cooperation

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

CTA Report by Activity Area to the 17th 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: Mission to DPRK and Mongolia in support of USOAP CAP updating was completed in 2016 Assistance provided on request
2	USOAP –CMA support for all States.	- Briefing & familiarization for Management - Support for updating of EFoD - Assistance for NCMC and lead technical staff - Assistance 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: Assistance provided on request

CTA Report by Activity Area to the 17th 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: SSP Planning and Implementation support provided to DPRK and Mongolia in 2016/2017 Assistance provided on request
4	SSP & SMS	At the 4th ARAST (February 2011) members proposed that COSCAP SSP support efforts focus on ICAO SSP elements: - 1.4 Enforcement Policy - 2.2 Agreement on Service Provider Performance - 3.1 Oversight; and, - 3.2 Safety Data Collection Analysis and Exchange	On-demand from Members States support related to: 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. 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. 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. 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.	States having a high level of <u>Effective Implementation</u> of SARPs must begin work on the development of their respective SSPs. Average EI for NA States: China EI= 86.4 DPRK EI= 76.7 Mongolia EI= 87.8 ROK EI= 98.6 Assistance provided on request

CTA Report by Activity Area to the 17th 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>AIG EI for NA States: China – 70.10% DPRK – 87.63% Mongolia – 94.85% ROK – 96.84%</p> <p>Delivered: Delivered Aircraft Accident Investigation Workshop in Ulaanbaatar, Mongolia Dec 2016</p> <p>Assistance provided on request</p>
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CTA Report by Activity Area to the 17th 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>Delivered: Supported Aerodrome assessment mission to Ulaanbaatar, Mongolia August 2016</p> <p>Assistance provided on request</p>
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CTA Report by Activity Area to the 17th 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	Support Implementation of Regional Database	On request from Member States
10	PBN Implementation Support	Support implementation of past PBN Operational approval training / workshops	OJT using an actual PBN/RNP application and Job Cards	<p>To be delivered in coordination with the FPP Office</p> <p>Delivered: Provided PBN expert for a one day workshop in advance of the PBNICG Meeting in Bangkok, Thailand</p> <p>Planned: PBN Ops Approval Workshop in June in Pyongyang, DPRK</p> <p>On request from Member States</p>
11	Approved Training Organization Approval and Oversight	Workshop to train inspectors on approval and oversight of ATOs	On-demand from Members State	On request from Member States
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 	<p>Ongoing: Awaiting ANB EDTO Workshop to be delivered in APAC</p> <p>Delivered:</p> <p>On request from Member States</p>
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 	<p>Delivered: ECCAIRS Training delivered in Bangkok, Thailand June 2016</p> <p>On request from Member States</p>

CTA Report by Activity Area to the 17th COSCAP-NA Steering Committee Meeting

No.	Initiatives	Brief Description	Activity	Status
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 	
15	Airworthiness	Technical support and on-job-training		<p>On request from Member States</p> <p>Planned: Reliability Programme and Aging Aircraft Workshop in October in Pyongyang, DPRK</p>
16	Flight Operations & Cabin Safety Inspection Refresher	Technical support and on-job-training		<p>Delivered On request from Member States</p>
17	Dangerous Goods – Inspection Training	<i>DG Train the Trainer Training Course</i> <i>Initial and Recurrent Inspector Training</i>	On request from Members States	<p>Delivered: Recurrent DG Inspector Training held in Bangkok, Thailand Jan. 2017</p> <p>Planned: Initial/Recurrent Training for Instructors Only 2018</p>
	Safety Enhancements			

CTA Report by Activity Area to the 17th COSCAP-NA Steering Committee Meeting

No.	Initiatives	Brief Description	Activity	Status
18	<p>*NEW Regional Aviation Safety Teams</p>	<p>CTA to support Member implementation of safety actions from NARAST and the RASG / APRAST. 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. 	<p>Ongoing - Monitor implementation status of safety enhancements Focus is GASP safety priorities – runway safety, controlled flight into terrain (CFIT) and loss of control (LOC)</p>	<p>Monitoring</p>
19		<p>NARAST: The CTA will report to the COSCAP-NA Steering Committee on the implementation status of safety enhancements.</p>	<p>Ongoing - To be presented to COSCAP-NA Steering Committee Meeting</p>	<p>Ongoing Delivered: 17th Steering committee Meeting Discussion Paper 3</p>
20		<p>In coordination with other COSCAPs submit Information Papers or Discussion Papers to the APRAST on emerging safety issues.</p>	<p>Ongoing – coordinate with COSCAP-NA Member States</p>	<p>Ongoing</p>
	<p>Administration</p>			
21	<p>Safety Team</p>	<p>COSCAP-NA will plan a NARAST meeting prior to scheduled APRAST meetings. COSCAP-NA will canvas members for agenda items in advance of the NARAST meeting and request updates on OPEN safety enhancement items.</p>	<p>NARAST Meeting</p>	<p>Ongoing</p> <p>Delivered: 20th and 21st NARAST Meetings held in Beijing, China</p>

CTA Report by Activity Area to the 17th COSCAP-NA Steering Committee Meeting

No.	Initiatives	Brief Description	Activity	Status
22	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 Delivered: 17 th COSCAP-NA Steering Committee meeting Busan, ROK
Cooperation				
23	COSCAP Performance Measurement	The COSCAP project document does not include performance measurement Reporting to SCM is based against activity ex workshops, missions, courses, etc. related to priorities Observation that there should be improved performance measurement 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. Development of a performance measurement framework is needed Once developed for a specific COSCAP, the performance measurement would be included in the programme document Significant differences exist between COSCAPs, requiring tailored performance assessments	<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. 	Monitoring: COSCAP-NA will monitor activity and participate as requested.
24	Support for APAC COSCAP Members	Providing technical support to COSCAP Members upon request in the area of Flight Operations	<ol style="list-style-type: none"> 1. Conduct technical support mission to APAC COSCAP Members upon request. 	Ongoing Delivered: Conducted Combined Action Team missions to Jakarta, Indonesia, Manila, Philippines and Myanmar.