

17th STEERING COMMITTEE MEETING
National Coordinators for COSCAP-NA
Discussion Paper 7
(Presented by CTA)

SUMMARY

The purpose of this paper is to propose that each Member State appoint a COSCAP-NA National Coordinator (NC) to enhance programme coordination, efficiency and cooperation.

1.0 Introduction

1.1 Currently members in the COSCAP-NA have varying modalities to coordinate programme activities and communicate important safety initiatives. With the potential addition of two Members to our programme we need to review our processes and procedures in the area of programme coordination and communication.

1.2 Other COSCAPs within APAC currently use a “national coordinator” framework to coordinate programme matters. The overall purpose of having similar focal points for COSCAP-NA issues is to facilitate communications and programme coordination.

1.3 The creation of officially designated COSCAP-NA National Coordinators (NCs) would improve communication and coordination of important safety and programme related information between the Member States, the Chief Technical Advisor (CTA), and other interested parties.

2.0 Objective

2.1 The objectives for this initiative includes the need to enhance coordination in the development of our Work Plan, identify and address Members needs in a timely manner and generally improve communication and coordination between Members.

2.2 The appointment of a staff member as a NC would also contribute towards improved on-going assistance to the Steering Committee Members to meet their obligations under the COSCAP-NA programme amidst their many and diverse tasks.

3. Discussion of National Coordinator initiative

3.1 The NC will play a crucial and critical role in the COSCAP NA Programme. Individuals who are appointed will be the key points of contact within the Member State and will enhance the crucial sharing of safety and programme information.

3.2 Fully implementing the NC concept in COSCAP-NA Member States will improve the communication with other Members, ICAO, safety partners and all of the other interested parties.

3.3 The NC would provide the coordination and planning assistance for COSCAP-NA related activities including the work plan, training, and all COSCAP-NA activities within the member state. This will improve the effectiveness and implementation of the programme and assist respective Members in enhancing safety and improving and maintaining its Effective Implementation of ICAO SARP's.

3.4 The NCs will help to reduce the workload of the Steering Committee Member by handling routine communications and providing the information and assistance needed by the Steering Committee Member.

3.5 The NCs will also play a key role in planning future Steering Committee Meetings to ensure that the issues and concerns of all of the Member States are adequately addressed in the preparations and content of the Steering Committee Meeting.

3.6 The NCs would be instrumental in coordinating COSCAP-NA Project Document and Institutional Framework and Administrative Procedures Manual (IFAPM) revisions/interpretations as well as other important programme documentation as efficiently and effectively as possible.

4. Implementation

4.1 To ensure that this important initiative is implemented and working properly an initial meeting of the NC's is proposed for October 2017 in Beijing at the ICAO Regional Sub-Office. Regular communications will be maintained through correspondence, scheduled conference calls, and face to face meetings prior to each SCM.

4.2 If there are no objections the NC's will be listed on the COSCAP-NA web site with their contact information. This will provide public acknowledgement of their additional duties and help to improve communications.

4.3 The crucial first step to this initiative is for the Member States to nominate a suitable individual that will be performing these duties and inform the CTA. Please find the "National Coordinator Identification Form" which is attached at Appendix 1 for this purpose.

4.4 A more detailed list of the proposed qualifications of the NCs and Terms of Reference is included at Appendix II. If the Steering Committee is in agreement with the proposal the COSCAP-NA IFAPM will be revised as necessary along the lines of the wording in Appendix II.

5. Recommendations

5.1 The Steering Committee is invited to take note of the contents of this paper and confirm or revise as they see fit.

5.2 If the Steering Committee is in agreement, Members are urged to ensure that a suitable qualified candidate is nominated to the CTA as soon as practical.

National Coordinator Identification Form	
Member State	
Name	
Title	
Position	
Address	
Office phone	
Cell phone	
Email	
Summary of experience or attach resume.	

DRAFT IFAPM Wording**COSCAP-NA National Coordinators****1.0 Objective**

1.1 *With the potential of having two additional Members in our programme, there is a need to ensure that the effectiveness and productivity of the COSCAP-NA programme and communications between Members meets our needs.*

1.3 *One of the ways to meet our needs is to adopt a best practice in use in other COSCAPs by creating National Coordinators (NCs).*

1.2 *The objective of having NCs in each Member Administration is to enhance efficiency and productivity of the program by improving communication and coordination amongst all parties involved.*

1.3 *For this purpose, there are specific tasks and functions expected from each National Coordinator to be performed.*

2.0 Rationale

2.1 *COSCAP-NA is a cooperative arrangement between the respective member Civil Aviation Administrations for the development of safety, efficiency and regularity in civil aviation, with the support of the International Civil Aviation Organization and applicable donor organizations who have interests in the field of aviation safety.*

2.2 *The work and functions of the COSCAP-NA are determined and monitored by a Steering Committee which comprises the Heads of the respective member Civil Aviation Administrations. The volume and success of the work undertaken by COSCAP-NA including its progress, is therefore primarily dependent on the degree of cooperation and coordination of matters with participating Administrations.*

2.3 *In order to help COSCAP-NA carry forward its planned activities and programmes with a desired level of efficiency and productivity while maintaining the momentum that has been achieved, it is considered necessary to have a dynamic mechanism in each member Civil Aviation Administration which will readily assist the Steering Committee Member of that administration to perform his/her duties, functions and obligations towards the COSCAP-NA more diligently amidst many diverse tasks. Nomination of a senior staff member attached to each Civil Aviation Administration as the NC is therefore proposed under the following framework.*

3. Qualification & Experience Requirements

3.1 *The nominee for designated COSCAP-NA focal point shall have:*

- (i) Technical qualifications in an aviation discipline or equivalent qualifications in any of the civil aviation related fields at a senior level in a civil aviation administration;*
- (ii) A minimum of three years of experience in the respective civil aviation administration, which nominates the candidate;*

- (iii) Detailed knowledge and understanding of the established principles, practices and procedures relevant to the regulatory functions in regard to initial certification and continued surveillance;*
- (iv) enforcement action of aviation personnel and organizations, including the associated ICAO SARPS, as well as applicable guidance material relating to the regulation and operation of civil aviation system in the country;*
- (v) Fully familiar with the organization and the mode and manner of the conduct of the COSCAP-NA Programme;*
- (vi) Fluency in the English Language;*
- (vii) Computer literacy; and,*
- (viii) Initiative, tact, sound judgment and ability to maintain harmonious working relations with multi-disciplined teams.*

4.0 Method of Selection & Designation

4.1 The respective Steering Committee Member is expected to identify a suitable staff member attached to the member Civil Aviation Administration to be the National Coordinator of the respective Civil Aviation Administration.

5.0 Terms of Reference

5.1 Subject to the direction, guidance and close supervision of the Steering Committee Member of the respective Civil Aviation Administration and in close liaison with the relevant civil aviation staff, industry representatives, service recipients or beneficiaries of COSCAP-NA who are domiciled in the Member State, the National Coordinator of a Member State/Administration shall:

- (i) Liaise with the Chief Technical Advisor/Programme Coordinator on all matters that are connected with or incidental to the planning, implementation and monitoring of the tasks, work programmes and activities undertaken by COSCAP-NA.*
- (ii) Establish and maintain a harmonious working relationship with the National Aviation Safety Team of the respective Member's State and provide feedback to COSCAP-NA.*
- (iii) Coordinate and/or follow up as may be required, the level of implementation of Steering Committee Resolutions and Recommendations of the NARAST for Safety Enhancements in the respective Civil Aviation Administration and provide feedback to the COSCAP-NA.*
- (iv) Coordinate and facilitate the conduct of in-country Technical Missions of International/Regional Experts which may be programmed by COSCAP-NA, take necessary follow up actions on the Experts' Mission Reports and provide feedback to the COSCAP-NA.*
- (v) Coordinate with the Chief Technical Advisor/Programme Coordinator COSCAP-NA in regard to preparation and implementation of the Annual Work Programme for the respective Member State, which may require assistance from COSCAP-NA.*

(vi) Coordinate with the Chief Technical Advisor/Programme Coordinator COSCAP-NA in regard to preparation and implementation of the Specific Training Programmes for the respective Member State, which may require assistance from COSCAP-NA.

(vii) Coordinate with the Chief Technical Advisor/Programme Coordinator COSCAP-NA in regard to providing assistance to the respective Member State for preparation of USOAP audits, preparation of Corrective Action Plans, depending on the decisions of the respective Civil Aviation Administration.

(viii) Supply and frequently update the necessary data, statistics and other relevant information on behalf of the respective Civil Aviation Administration to COSCAP-NA to support its work, functions and activities.

(ix) Monitor the fulfillment of the obligations of the Members States towards the operation of the COSCAP-NA by ensuring timely completion of signatory requirements of the applicable Project/Programme Documents and payment of the annual contributions.

(x) Keep the respective Steering Committee Member adequately briefed and constantly updated in regard to all on-going and planned activities of the COSCAP-NA which has relevance to the particular civil aviation administration and which is known to the National Coordinator.

(xi) Assist the Steering Committee Member to prepare for the Steering Committee Meetings or similar meetings and activities by providing the relevant data and information in liaison with the Chief Technical Advisor.

(xii) Perform any other tasks as assigned by the Steering Committee Members.