INTERNATIONAL CIVIL AVIATION ORGANIZATION

MIDDLE EAST OFFICE

ICAO REGIONAL AVIATION SECURITY AUDIT SEMINAR
(CAIRO, EGYPT, 26 - 28 JANUARY 2015)

SUMMARY OF DISCUSSION

1. INTRODUCTION

1.1 The Middle East Regional Aviation Security Audit Seminar was held at the ICAO Middle East Regional Office in Cairo, Egypt from 26 to 28 January 2015. The Seminar was organized by ICAO and attended by a total of thirty three (33) participants from ten (10) States (Bahrain, Egypt, Jordan, Lebanon, Oman, Qatar, Saudi Arabia, Sudan, United Arab Emirates and Yemen). The list of participants is at APPENDIX A to this Summary of Discussion.

1.2 The main objective of the Audit Seminar, the first to be held in the Middle East Region, was to familiarize the participants with the new ICAO Universal Security Audit Programme Continuous Monitoring Approach (USAP-CMA) and with the tools and methodology used for the preparation, conduct and reporting of security audits and other monitoring activities under the new approach. (The USAP-CMA commenced full implementation in 2015.) The Seminar was designed to enable participants to assist their States throughout the various phases of the USAP-CMA process. It also provided them with an opportunity to share audit experiences with colleagues from other States and to discuss aviation security issues of mutual interest. The audience for the Seminar included persons nominated or likely to be nominated as the National USAP-CMA Coordinator by their States and/or those responsible for the oversight of the preparation for USAP-CMA audits.

1.3 The Seminar was delivered by Mr. Nelson Pérez Meneses, Aviation Security Audit Team Leader, ICAO Headquarters and Mr. David Wilkinson, Aviation Security Officer, ICAO Headquarters. Mr. David Sterland, RO/AVSEC/FAL was the ICAO MID Regional Office focal point and facilitator supported by Ms. Dina El Karimy, Technical Assistant, ICAO MID.

2. DISCUSSION

2.1 Mr. Mohamed Khonji, Regional Director, ICAO MID Regional Office, opened the Seminar and addressed the participants. After welcoming the aviation security officials from the Middle East Region, Mr. Khonji highlighted the objectives of the Seminar and mentioned some of the topical aviation security issues including developments related to the work of the Task Force on Risks to civil aviation arising from Conflict Zones, air cargo security, measures relating to Man-Portable Air Defence Systems (MANPADS), and the outcome of the recent Symposium on Innovation in Aviation Security. Mr. Mohamed Smaoui, Deputy Regional Director, ICAO MID Regional Office, was also present at the opening of the Seminar.
2.2 The Seminar comprised two days of modules (26-27 January) presented by ICAO and one day of audit reporting exercises (28 January) undertaken by the participants and facilitated by ICAO. The seminar programme is attached to this Summary of Discussion (APPENDIX B).

2.3 The first day of the seminar provided an introduction to the objectives, structure and methodology of the Seminar (Module 1). The second module then familiarized participants with the background, objectives, principles and implementation status of the first and second cycles of the ICAO Universal Security Audit Programme (USAP). A short discussion took place regarding the role of ICAO aviation security guidance material with regards to the implementation and auditing of Standards. The third module of the day sought to familiarize participants with the USAP Continuous Monitoring Approach methodology and the different types of activities for monitoring ICAO Member States. Participants discussed the desirability of conducting ICAO audits in Arabic language, including avoiding the need to translate programmes into English. While this desire was recognized and understood by ICAO, it was explained that current resources made available to the USAP only allow audit activities to be conducted in English, French and Spanish. Where possible, ICAO would aim to deploy at least one Arabic speaker on audit activities in the Middle East Region.

2.4 The discussion associated with Module 3 also addressed how ICAO decides which types of USAP-CMA activities are applied to any particular State. It was also acknowledged that Doc 9985 (Air Traffic Management Security Manual) and Doc 9984 (Manual on Access to Air Transport by Persons with Disabilities) should be referenced as USAP-CMA related documents as they address aviation security requirements. Finally, the role of the new generic USAP-CMA Memorandum of Understanding (MoU) which will govern the implementation of the USAP-CMA was discussed. States were reminded about ICAO Electronic Bulletin EB 2014/45 (14 August 2014) which explains the importance of the MoU and urges States to complete, sign and return the MoU to ICAO as soon as possible. ICAO Electronic Bulletin EB 2014/45 is attached to this Summary of Discussion (APPENDIX C – Arabic and English versions). Unlike the MoU used during the second cycle of USAP audits, the new MoU is not limited to a single activity or period of time, although it may be subject to subsequent amendments.

2.5 The second day of the seminar provided a description of the Critical Elements of a State’s Aviation Security Oversight System (Module 4). The fifth module then familiarized participants with the overall structure and contents of the USAP-CMA Protocol Questions used in the conduct of aviation security audits under USAP-CMA, including the reference material associated with the protocol questions. Modules 6 and 7 respectively addressed the nature, scope and sequence of processes carried out during the USAP-CMA Activity Preparation and Activity Conduct phases and the associated interactions between ICAO and the State’s authorities. Module 8 sought to provide participants with a clear understanding of the requirements and timelines both for member States and ICAO during the Reporting phase of a USAP-CMA activity. Amongst other things, the role of the State’s National Coordinator during all phases of USAP-CMA activity was highlighted and discussed.

2.6 The third day of the seminar provided an exercise opportunity for participants to familiarize them with the Corrective Action Plans (CAPs) associated with the Reporting phase of USAP-CMA activities (related to Module 8). Critically, a State’s CAP should provide detailed and specific actions with realistic implementation dates to enable the resolution of audit findings. The action office within the State responsible for each rectification action should be clearly identified. Amongst other things, the role and nature of the CAP template was also described.
2.7 The third day concluded with Module 9 which gave participants a final review of the main elements of the USAP-CMA methodology and the scope of activities undertaken both by Member States and by ICAO under the USAP-CMA. The seminar was provided with a closing ceremony where Mr. M. Khonji thanked participants and presented certificates of attendance to all those concerned.

3. CONCLUSION

3.1 The Seminar was successful in familiarizing the participants with all aspects of the new ICAO USAP-CMA. The attendees appreciated the material delivered by the ICAO presenters and actively contributed their views and experience relating to ICAO USAP activities.

3.2 All the presentations and hand-outs from the Seminar have been posted on the ICAO MID website for ease of access and use by participants (see http://www.icao.int/MID/Pages/2014/A aviation%20Security%20Audit%20Seminar.aspx). Each delegate was also provided with a copy of the same materials on a disc along with additional USAP-related materials. Participants were encouraged to remain in close contact with ICAO (HQ Aviation Security Audit Section (ASA) and MID Regional Office) to seek support and guidance on issues relating to the implementation of the USAP-CMA. (Further information on ICAO’s USAP is also available at http://www.icao.int/Security/USAP/Pages/default.aspx).

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# USAP-CMA

## LIST OF PARTICIPANTS

<table>
<thead>
<tr>
<th>STATES</th>
<th>NAME</th>
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| BAHRAIN | Mr. Adel Ebrahim Al Hadi | Head of Security  
Civil Aviation Affairs (CAA)  
Ministry of Transportation & Telecommunications |
| | Mr. Yusuf Hasan Yusuf | ASTC Coordinator  
Gulf Aviation Academy (GAA/ASTC) |
| EGYPT | Mr. Ahmed Kamal Sobieh | Aviation Security Inspector  
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| | Mr. Ayman Sabry Mahmoud Hashem | Aviation Security Inspector  
Egyptian Civil Aviation Authority (ECAA) |
| | Mr. Karim Mostafa Demerdash | Aviation Security Inspector  
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| | Mr. Khaled Mohamed Abd El-Latif | Aviation Security Inspector  
Egyptian Civil Aviation Authority (ECAA) |
| | Mr. Mahmoud Mohamed Ali | Head of Central Administration for Aviation Security  
Egyptian Civil Aviation Authority (ECAA) |
| | Mr. Medhat Ismail Disouky | General Manager of Civil Aviation Security  
Egyptian Civil Aviation Authority (ECAA) |
| | Mr. Mohamed Adel Soliman | Aviation Security Inspector  
Egyptian Civil Aviation Authority (ECAA) |
| JORDAN | Mr. Mahmoud Hasan El-Kurdi | Acting AVSEC and Facilitation Director  
Civil Aviation Regulatory Commission (CARC) |
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<tr>
<td><strong>LEBANON</strong></td>
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<tr>
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<td>X-Ray Inspection&lt;br&gt;Interior Security Forces</td>
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<td>Assistant Director CERSA&lt;br&gt;Lebanese Internal Security Forces (ASTC/CERSA)</td>
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<td>Lieutenant Colonel Peter Kareh</td>
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<td>General Director Security Airports&lt;br&gt;Royal Oman Police - Directorate General of Airport Security (ROP)</td>
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<td><strong>QATAR</strong></td>
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<td>Mr. Ian G Gilchrist</td>
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<td>Major Saad Al Ahbabi</td>
<td>Major, Manager of Inspection Branch Abu-Dhabi Police</td>
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<td>Mr. Tariq Al Marzooqi</td>
<td>Aviation Security Inspector General Civil Aviation Authority (GCAA)</td>
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<td><strong>YEMEN</strong></td>
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<tr>
<td>Mr. Ali Naji Murshed</td>
<td>AVSEC Manager Yemen Civil Aviation and Meteorology Authority (CAMA)</td>
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<tr>
<td>Mr. Yahya Ahmed Al-Gumaei</td>
<td>National AVSEC Inspector</td>
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<td>Yemen Civil Aviation and Meteorology Authority (CAMA)</td>
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ICAO Regional Aviation Security Audit Seminar
USAP-CMA

**Agenda**

Module 1. Introduction and Seminar Overview

Module 2. Overview of the Universal Security Audit Programme (USAP)

Module 3. USAP Continuous Monitoring Approach (USAP-CMA)

Module 4. Critical Elements (CEs) of a State’s Aviation Security Oversight System

Module 5. Introduction to the USAP-CMA Protocol Questions

Module 6. USAP-CMA Activity Process – Preparation

Module 7. USAP-CMA Activity Process – Conduct

Module 8. USAP-CMA Activity Process – Reporting

Module 9. Final Review

Cairo, Egypt, 26 to 28 January 2015
**ICAO Regional Aviation Security Audit Seminar**  
**USAP-CMA**

<table>
<thead>
<tr>
<th>SCHEDULE</th>
<th>26 January 2015</th>
<th>27 January 2015</th>
<th>28 January 2015</th>
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| **08:30 – 09:15** | Opening Ceremony  
Module 1  
Introduction and Seminar Overview | Module 5  
Introduction to the USAP-CMA Protocol Questions | Module 8  
USAP-CMA Activity Process - Reporting (Exercise) |
| **09:15 – 10:00** | Module 2  
Overview of the USAP | Module 6  
USAP-CMA Activity Process – Preparation | Module 8  
USAP-CMA Activity Process - Reporting (Exercise) |
| **10:00 – 10:30** | **COFFEE BREAK** | **COFFEE BREAK** | **COFFEE BREAK** |
| **10:30 – 11:15** | Module 2  
Overview of the USAP | Module 6  
USAP-CMA Activity Process – Preparation | Module 8  
USAP-CMA Activity Process - Reporting (Exercise) |
| **11:15 – 12:00** | Module 3  
USAP Continuous Monitoring Approach (USAP-CMA) | Module 7  
USAP-CMA Activity Process – Conduct | Module 8  
USAP-CMA Activity Process - Reporting (Exercise) |
| **12:00 – 12:45** | **LUNCH BREAK** | **LUNCH BREAK** | **LUNCH BREAK** |
| **12:45 – 13:30** | Module 3  
USAP Continuous Monitoring Approach (USAP-CMA) | Module 7  
USAP-CMA Activity Process - Conduct | Module 9  
Final Review |
| **13:30 – 14:15** | Module 3  
USAP Continuous Monitoring Approach (USAP-CMA) | Module 8  
USAP-CMA Activity Process – Reporting | Closing Ceremony |
| **14:15 – 14:45** | **COFFEE BREAK** | **COFFEE BREAK** | **COFFEE BREAK** |
| **14:45 – 15:30** | Module 4  
Critical Elements (CEs) of a State’s Aviation Security Oversight System | Module 8  
USAP-CMA Activity Process – Reporting (Introduction to Exercise) |  

*Cairo, Egypt, 26 to 28 January 2015*
UNIVERSAL SECURITY AUDIT PROGRAMME – CONTINUOUS MONITORING
APPROACH (USAP-CMA) MEMORANDUM OF UNDERSTANDING

1. In 2013, the Council of ICAO approved the Universal Security Audit Programme (USAP) transition to a Continuous Monitoring Approach (USAP-CMA), beginning in 2015. The Assembly endorsed this decision and requested the Council to oversee the activities of the USAP-CMA. The Assembly also urged all Member States to give full support to ICAO in implementing the USAP-CMA.

2. A key element of the transition to the USAP-CMA is the signature, by all ICAO Member States, of the new generic USAP-CMA Memorandum of Understanding (MoU) which will govern the implementation of the USAP-CMA. Unlike the MoU used during the second cycle of USAP audits, the new MoU is not limited to a single activity or period of time, although it may be subject to subsequent amendments.

3. The USAP-CMA MoU can be found in all ICAO languages on the ICAO Secure Portal at http://portal.icao.int/. States are urged to complete, sign and return the USAP-CMA MoU to ICAO before the end of 2014. Instructions on how to access, complete and return the document to ICAO for subsequent signature by the Secretary General are attached. States are also requested to designate and provide contact details for a National Coordinator for the USAP-CMA.

Enclosure:
USAP-CMA MoU Instructions

Issued under the authority of the Secretary General
ATTACHMENT TO EB 2014/45

INSTRUCTIONS ON HOW TO COMPLETE THE USAP-CMA MOU
AND RETURN IT TO ICAO FOR SIGNATURE


2. a) If you already have a password, request access to the ATB-USAP-MOU group as follows:

   i) Access the “Profile” link on the left;
   ii) Under the heading “User”, access the “Group Subscribe” link;
   iii) In the group name field, enter “ATB-USAP-MOU”;
   iv) In the justification field, enter your name, job title and the name of your State; and
   v) Click on “submit changes”.

   b) If you do not have a password for the ICAO Portal, click on the “Request an account” link and:

   i) Indicate that you wish to join the “ATB-USAP-MOU” group;
   ii) Fill in the form provided; and
   iii) In the justification field, enter your name, job title and the name of your State.

3. Access the ATB-USAP-MOU group.

4. Select your State’s name from the drop-down menu. Please note that your State’s language of correspondence with ICAO will be automatically applied to the text of the MoU, but that the language of the interface will be in English.
5. Complete the blank fields.

6. Click the export button.

7. You will be prompted to download the file to your computer.

8. Print two copies of the MOU.

9. Sign and date both copies.

10. Forward both completed copies to:
    
    International Civil Aviation Organization
    Aviation Security Audit Section
    999 University Street
    Montréal, Quebec
    H3C 5H7
    Canada

11. Both copies will then be signed by the Secretary General of ICAO and one copy will be returned to your State.

— END —
مذكرة تفاهم بشأن البرنامج العالمي لتفعيل أمن الطيران – نهج الرصد المستمر

1- أقرت مكاتب الإيكاو، في عام 2013، انتقال البرنامج العالمي لتفعيل أمن الطيران إلى نهج الرصد المستمر بدءًا من عام 2015. وأيدت الجمعية العمومية هذا القرار وطلبت إلى المجلس الإشراف على تنظيم البرنامج العالمي لتفعيل أمن الطيران – نهج الرصد المستمر. كما حثت الجمعية العمومية الدول الأعضاء على تقديم الدعم الكامل لإيكاو في تنفيذ البرنامج.

2- ومنعاً للأنشطة الإدارية لعملية الانتقال إلى البرنامج العالمي لتفعيل أمن الطيران – نهج الرصد المستمر توقيع جميع الدول الأعضاء في الإيكاو على النموذج الجديد لمذكرة التفاهم التي ستوضح تنفيذ البرنامج العالمي لتفعيل أمن الطيران – نهج الرصد المستمر. وعلى عكس مذكرة التفاهم التي استخدمت خلال الدورة الثانية من عمليات التدقيق في إطار البرنامج العالمي، فإن مذكرة التفاهم الجديدة لا تحتكر نشاط واحد أو فترة زمنية محددة بالرغم من أنها قد تخضع لتعديلات لاحقة.


المرفق:

التعليمات بشأن مذكرة التفاهم الخاصة بالبرنامج العالمي لتفعيل أمن الطيران – نهج الرصد المستمر

صدرت بموجب السلطة المفوضة للأمين العام
المرفقات النشرة الإلكترونية 2014/45

تعليمات بشأن كيفية استيفاء مذكرة التفاهيم الخاصة بالبرنامج العالمي لتفاهيم أمن الطيران

1- يرجى الدخول إلى موقع الايكاو الأمون على النحو الآتي:
   أ) إذا كان لديك كلمة السر، يرجى طلب الدخول إلى مجموعة "ATB-USAP-MOU"
   ب) أدخل إلى وصلة "Profile"
   ج) تحت مدخل "User" أدخل إلى الوصلة "Group Subscribe"
   د) "ATB-USAP-MOU" في حقل اسم المجموعة، أدخل "Submit changes"
   ه) "justification"
   "Request an account"
   "ATB-USAP-MOU"
   "justification"
   "Submit changes"
   "Group Subscribe" "Profile"

2- إذا لم تكن لديك كلمة السر لولوج موقع الايكاو الأمون، أُفرِّق وصلة "Request an account"
   أ) في حقل اسم المجموعة، أدخل "ATB-USAP-MOU"
   ب) "justification"
   "ATB-USAP-MOU" "justification"
   "Request an account"
   "ATB-USAP-MOU"

3- أدخل إلى مجموعة "ATB-USAP-MOU".

4- اختيار اسم دولتك من القائمة المضللة. لاحظ أن لغة التواصل مع دولتك هي التي ستتصدر بها مذكرة التفاهيم تلقائياً، في حين أن لغة التفاعل هي الإنجليزية.
- 5. امال الحقول الشاغرة.

- 6. أنقر زر الإرسال.

- 7. سيطلب منك تنزيل الملف في جهازك.

- 8. اطبع نسختين من مذكرة التفام.

- 9. وقع النسختين مع التاريخ.

- 10. ارسل النسختين إلى:

International Civil Aviation Organization
Aviation Security Audit Section
999 University Street
Montréal, Quebec
H3C 5H7
Canada

- 11. سوف يوقع الأمين العام للأيام النسختين ويعيد واحدة إلى دولتك.

- انتهاء -