

# **ICAO Asia-Pacific Wildlife Hazard Management Go-Team Methodology**

Approved by APANPIRG/34

Hong Kong, China, 11 - 13 December 2023

## **1. Purpose**

This document provides a step-by-step methodology for ICAO, States, Industry Partners and International Organizations to plan, execute and follow up on “Go-Team” missions to States in need of technical assistance in the area of Wildlife Hazard Management (WHM), in particular in the establishment of a National WHM Committee and a National WHM Programme.

## **2. What is an “WHM Go-Team”?**

A WHM Go-Team is a team of voluntary WHM experts from States, Industry Partners and International Organizations formed to provide technical assistance in WHM to a State, hereinafter referred to as the “Host State”, in need of such assistance in particular in the establishment of a National WHM Committee and a National WHM Programme. The key activity of the team is a mission to the Host State, during which detailed discussions and coaching can be conducted in a face-to-face setting.

## **3. Outline of Methodology of Go Team**

This methodology recommends the following steps to provide technical assistance Go-Team missions to States in WHM:

- Planning of mission;
- Coordination;
- Execution; and
- Follow Up.

These steps are described in the following.

## **4. Planning of Mission**

### **4.1 Identify Needs of States**

Identify the States that need technical assistance in WHM and in what particular areas that needs are required, for example, the establishment of National WHM Committee or a National WHM Programme. Prioritize States and their needs based on safety risks these deficiencies pose and levels of resources available locally.

This may be done based on ICAO USOAP CMA results, ICAO regional surveys on WHM, the existence of significant safety concerns, and through consultation with the Host State.

### **4.2 Agreement with States concerned**

ICAO should then seek agreement with the Host State that they need technical assistance in WHM in the form of a Go-Team mission. This is usually the case when WHM issues that the Host State encounters cannot be easily resolved via telecommunications means and that in-person discussions and coaching are urgently required.

### **4.3 Team Formation**

States of Asia-Pacific and other ICAO regions, Industry Partners and International Organizations such as ICAO and COSCAPs, ACI, WBA, FAA and EASA may be invited to voluntarily join the mission.

#### 4.4 Scheduling

Unless otherwise agreed by all parties, the mission should take no more than a week.

ICAO should coordinate with the Host State, and volunteering States and International Organizations to agree on the dates of the mission.

#### 4.5 Cost Reimbursement

Go-Teams are not-for-profit missions. Participation shall be voluntary. Members of the Go-Team and their employers shall not be remunerated for their services. The costs of the mission shall either be fully reimbursed by the Host State or a third-party sponsor willing to promote WHM. An estimate of costs should be presented to the Host State or the sponsor to seek their agreement before any travel bookings are made. The seating class of air travel with consideration of flight durations should also be agreed upon beforehand.

Partners participating in the mission should book their airline tickets and the costs reimbursed by the Host State via an invoice issued by ICAO consolidating all requests for reimbursement.

The Host State should arrange, book and pay for the hotel accommodation, meals and local transport for Go-Team members while they are on-site.

#### 4.6 Technical Analysis of Needs Before Mission

At least four weeks before the mission:

- The Host State should provide relevant documents such as aerodrome manual and, if existent, national WHM programme, regulations and guidance materials as well, to all Go-Team members for review via ICAO; and
- ICAO should provide to Go-Team members relevant results of USOAP CMA activities and surveys relevant to WHM.

Two weeks before the mission ICAO should organize a briefing session with the Go-Team to discuss the logistics and workplan for the mission.

#### 4.7 Coordination with APEX and COSCAP

Go-Team missions should be as much as possible coordinated with ACI's APEX in Safety peer review assessments and COSCAP technical assistance missions to avoid duplication of efforts, schedule conflicts and optimize the use of resources.

#### 4.8 MOU with Host State

ICAO and the Host State should agree on the dates and purpose of the mission, costs recovery and responsibilities of all parties.

### **5. Execution of Mission**

Once onsite the Go-Team should meet with the Host State and seek to:

- Better understand the issues identified before the mission, any other issues not discovered before the mission, and challenges met in dealing with these by reviewing documents and discussing with the Host State;
- Share experience and best practices in dealing with similar issues in other States;

- Share and explain documents, such as, Asia-Pacific regional guidance materials in WHM [e-documents](#) (under the AGA tab) available on the ICAO APAC website and other global guidance materials; and
- Suggest relevant training materials and courses available.

The Go-Team may split into subgroups working concurrently such as one for wildlife hazard control in the airfield and another for document review in the office to enhance work efficiency.

During discussions the Go-Team should seek agreement with the Host State on recommended actions aimed at enhancing WHM and a roadmap to accomplish these.

A brief draft report should be presented to the Host State at the end of the mission and feedback should be sought.

## **6. Confidentiality**

Unless expressly agreed by the Host State, members of the Go-Team mission shall not reveal information received and recommendations made to third parties.

## **7. Post Mission Follow Up**

A final report focusing on the action items and a roadmap to achieve these, aimed at achieving the objectives of the mission, should be delivered to the Host State within two months after the mission.

The Host State should review the recommended action items and roadmap, make feedback on any potential challenges, and in consultation with the Go-Team make adjustments, and commit itself to the implementation of the roadmap.

ICAO should seek to follow up with the Host State regularly after the mission, with inputs from members of the Go-Team, if necessary, at least in the first two years.

- End -

**ICAO APAC WHM Go Team Assistance Mission Programme Document**

Approved by APANPIRG/35

25 – 27 November 2024, Bangkok, Thailand

**1. Purpose**

This document offers a structured program for a five-day mission of an ICAO Wildlife Hazard Management (WHM) Go Team. The program content may be customised to align with the specific needs and environment of the Host State.

**2. Preparations Before the Mission**

The leader of the Go Team mission should send an ICAO APAC [questionnaire](#) on WHM to the Host State at least 6 weeks before the mission. The Host State is expected to complete the questionnaire at least two weeks before the mission, enabling a better understanding of their WHM requirements and challenges. The Host State is also expected to identify and invite well in advance relevant stakeholders in their State to participate in the Go Team activities.

Members of the Go Team mission should send necessary documents to the Host State for security clearance and preparation of airside permits. The onus of obtaining the necessary permits and clearances for airside access shall be the sole responsibility of the State in coordination with the airport well in advance taking into consideration the duration of the Go Team program, as the State specific security regulations may vary and the application process take time.

**3. Mission Program**

The Go Team may follow or adapt the mission program detailed below to suit the needs of the Host State. The program should be communicated at least two weeks in advance to the Host State for effective coordination and planning with relevant stakeholders.

| Day          | Activities                                                                                                                                                                                   | Action By or Participants |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Day 1</b> | Initial meeting and introductions                                                                                                                                                            | Host State and Go team    |
|              | Explain mission by Go Team, including objective of mission, ICAO requirements and guidance on WHM e.g. Annex 14, doc 9137 Part 3, and industry guidance (WBA, ACI guidance)                  | Go Team                   |
|              | Explain the framework of State Safety Programme (SSP) to establish a national plan and procedures related to wildlife hazard management, not only at the aerodrome but also in its vicinity. | Host State                |
|              | Present an overview of WHM in State, including regulations, SSP, national plan, procedures, established committees, and wildlife strikes data.                                               | Host State                |
|              | Identify and review key WHM concerns and adjust mission program as needed based on the questionnaire completed by Host State before the mission and the discussions in the morning of Day 1. | Host State and Go Team    |

| Day          | Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Action By or Participants                                          |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>Day 2</b> | <p>Morning session - discussion on key concerns and actions taken so far.</p> <p>Considering location, resourcing, and any environmental factors, discuss potential practical mitigation options available.</p> <p>Afternoon session - Fieldwork to assess current WHM practices such as:</p> <ul style="list-style-type: none"> <li>• Habitat management;</li> <li>• Risk assessment and mitigation;</li> <li>• Identification of species, wildlife survey and monitoring, and strike data; and</li> <li>• Wildlife hazard control measures.</li> </ul>                                                                                                                                             | Host State and Go Team                                             |
| <b>Day 3</b> | <p>Based on discussions and evidence gathered on previous days and in consultation with the Go Team, Host State to propose an outline action plan and to prepare roadmap to progress and complete action plan.</p> <p>Reference documents for preparation of action plan and roadmap:</p> <ul style="list-style-type: none"> <li>• State WHM Program and documents, e.g. audit procedure</li> <li>• Airport WHM Plan (agree on an alternative if Airports do not have a WHMP, e.g. any relevant documents available providing essential elements of a WHM Plan)</li> <li>• State regulations and procedures related to WHM</li> </ul>                                                                | Go Team accompanied by the relevant stakeholders of the Host State |
| <b>Day 4</b> | <p>In the morning, continuation of discussion on recommendations and action plan.</p> <p>In the afternoon draft initial report consisting of:</p> <ul style="list-style-type: none"> <li>• <u>Key observations:</u> <ul style="list-style-type: none"> <li>• Summary of Key WHM Concerns: Go-Team members should compile a concise summary of the most critical WHM concerns identified during the mission (Day 1-4). These should be the issues that have the highest potential impact on aviation safety.</li> </ul> </li> <li>• <u>Observations:</u> <ul style="list-style-type: none"> <li>• Achievements and opportunities for improvements in the Host State's existing</li> </ul> </li> </ul> | <p>Host State and Go Team</p> <p>Go Team</p>                       |

| Day          | Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Action By or Participants                                                            |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|              | <p>WHM program covering aspects such as documentation, training, monitoring, reporting, and coordination.</p> <ul style="list-style-type: none"> <li>Detailed WHM Findings: Provide details of the WHM situation in the host state based on the mission's observations.</li> <li>Implementation of ICAO SARPs recommended practices of international associations guidance related to WHM. Identify and document any areas where there may be deviations or room for improvement.</li> <li><u>Recommendations</u>: <ul style="list-style-type: none"> <li>Mitigation Measures and enhancements to existing practices: Offer specific recommendations for addressing the identified and emerging WHM concerns. These recommendations should be actionable and tailored to the context of the Host State. These may include suggestions to improve existing regulatory framework, protocols, equipment, or training programs.</li> <li>Discussions of potential improvements in implementation of ICAO SARPs.</li> </ul> </li> <li><u>Roadmap</u> <ul style="list-style-type: none"> <li>Timelines: Develop a timeline for implementing the recommended actions. Specify short-term and long-term goals, indicating when each action should be completed.</li> <li>Action Items: List the specific tasks or actions required to achieve each recommendation. These action items should be detailed, outlining the steps needed to carry out the recommendations effectively.</li> </ul> </li> </ul> |                                                                                      |
| <b>Day 5</b> | <p>Presentation of initial report with preliminary observations and recommendations, recommended action plan and roadmap to undertake and complete agreed actions.</p> <p>Discussions and comments on initial report</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Go Team and Relevant Stakeholders</p> <p>Host State and relevant Stakeholders</p> |

#### **4. Follow Up After the Mission**

The Go Team should submit a final report on the mission based on the agreed initial report to the Host State with a copy to the Regional Office of ICAO APAC within 6 weeks after the mission.

The Host State should review and provide any comment on the report back to the Go Team via the Regional Office of ICAO APAC within 3 months after receiving the report.

## **References**

- Annex 14 Aerodromes
- Annex 19 Safety Management
- Doc 9981 PANS Aerodrome
- Doc 9137 Part 3 on Wildlife Hazard Management of the Airport Services Manual
- Doc 9332 Manual on the ICAO Bird Strike Information System (IBIS) (new 2024 edition expected)
- WHM Go Team Methodology (Appendix D to [WHM-WG/5 Report](#))
- [ACI Wildlife Hazard Management Handbook](#)
- [ICAO APAC Regional WHM documents \(under the AGA tab\)](#)
- [Survey Questionnaire - State's problems /issues /deficiencies on Wildlife Hazard Management \(Attachment to State Letter T 11/5.9 — AP069/19 \(AGA\)\)](#)
- [WBA guidance documents](#)

## **Additional References**

- Australian Airport Association (AAA) Airport Practice Note 9 - Wildlife Hazard Management at Airports
- Australian Airport Association (AAA) Airport Practice Note 6 - Managing Bird Strike Risk-Species Information
- [Australian Aviation Wildlife Hazard Group \(AAWHG\) Recommended Practice 1.3 Wildlife Risk Assessment and Analysis](#)