



ICAO

**The Fourth Meeting of the Aerodrome Operations Personnel  
Competency Small Working Group (AOPC SWG/4)**

*Yangon, Myanmar, 10 – 14 February 2020*

**Agenda Item 4: AOPC SWG Task List**

**WORK PROGRAMME AND TASK LIST OF AOPC SWG**

(Presented by the Secretariat)

**SUMMARY**

This Paper presents the work programme and task list of the AOPC SWG.

**1. INTRODUCTION**

1.1 As per amended Terms of Reference of the AOPC SWG, the Working Group shall complete its work by September 2019.

1.2 Considering the additional time required to complete the remaining tasks as per TOR, the AOP/SG/3 Meeting (Bangkok, Thailand, 24-26 June 2019) agreed to extend the timeframe of the AOPC/SWG until September 2020.

**2. DISCUSSION**

Work Programme

2.1 The Work Programme, developed by the AOPC SWG/2 with proposed amendment, is placed in **Appendix A** for review by the Working Group.

Task List

2.2 The Task List, developed by the AOPC SWG/2 and placed in **Appendix B**, shall be reviewed and updated by the Working Group with the aim of completing all tasks by September 2020.

**3. ACTION BY THE MEETING**

3.1 The Meeting is invited to:

- a) review and update the work programme and task list of the AOPC SWG; and
- b) discuss any relevant matters as appropriate.

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**APPENDIX A**

The AOPC/SWG/2 Meeting developed and endorsed the Work Programme as placed below:

Sr. No	AOPC SWG Work Programme	Responsible	Date
1	Develop training syllabus/curriculum for following functional areas: a) Monitoring and reporting of runway surface conditions b) Inspection of the movement areas c) Maintenance of the movement areas d) Apron safety e) Runway safety	AOPC SWG	30 April 2019
2	Complete <b><u>Draft Final APAC Guidance on Aerodrome Operations Personnel Competency</u></b> <u>Face to face meeting</u>	AOPC SWG	28 – 29 June 2019
3	Present Final report with recommendations ( <b><u>Draft Final APAC Guidance on Aerodrome Operations Personnel Competency</u></b> ) to APANPIRG AOP/SG/4	WG Leader	June 2020

**APPENDIX B**

**AOPC SWG Task List  
(Updated on 29 March 2019)**

**Scope of work as per TOR of the AOPC SWG:**

- a) Study/review the best practices available in the APAC Region and other Regions related to aerodrome Operations Personnel competency requirements;
- b) develop description of the functions and competency requirements of the various key aerodrome operations personnel, including responsibilities;
- c) formulate aerodrome operations personnel competency assessment areas, and training curriculum; and
- c) be consistent with ICAO Annex 1, Doc 9774 and other requirements where applicable.

<b>Task No.</b>	<b>Description of Task</b>	<b>Responsible Party</b>	<b>Time Frame</b>	<b>Status</b>	<b>Remarks</b>
1/1	Develop basic template Matrix – to be shared among members	Singapore /Cambodia	Initial template by 28 Feb. 2018	Completed	Prepared a draft template
1/2	Aerodrome Operations Personnel 1- officer/technician 2- supervisor/ coordinator 3- Head of Operations/Maintenance 4- Accountable Executive			Completed	
1/3	Populate the AOPC Matrix for Runway surface conditions assessment and reporting	Maldives	End of April 2018	Completed	
1/4	Populate the AOPC Matrix for Aerodrome movement area maintenance	Maldives	End of April 2018	Completed	
1/5	Populate the AOPC Matrix for Inspection of the movement area	Maldives	End of April 2018	Completed	
1/6	Populate the AOPC Matrix for Work in progress	Group Leader (Macao)	End of April 2018	Completed	
1/7	Populate the AOPC Matrix for FOD	China	End of April 2018	Completed	

Task No.	Description of Task	Responsible Party	Time Frame	Status	Remarks
1/8	Populate the AOPC Matrix for Wildlife Hazard Management	Singapore	End of April 2018	Completed	
1/9	Populate the AOPC Matrix for Apron safety	ACI	4 May 2018	Completed	
1/10	Populate the AOPC Matrix for Runway Safety	ACI	4 May 2018	Completed	
1/11	Populate the AOPC Matrix for Aerodrome driver permit scheme and vehicle/equipment safety requirement	Group Leader (Macao)	End of April 2018	Completed	
2/1	Develop training syllabus/curriculum for following functional areas: f) Monitoring and reporting of runway surface conditions (Maldives) g) Inspection of the movement areas (Maldives) h) Maintenance of the movement areas (Maldives) i) Apron safety (ACI) j) Runway safety (ACI)	AOPC SWG Members (Maldives and ACI)	30 April 2019		
2/2	Circulate the <u>Draft Final APAC Guidance on Aerodrome Operations Personnel Competency</u> for review by the AOPC SWG Members	Secretariat	30 April 2019		
2/3	Comment on the <u>Draft Final APAC Guidance on Aerodrome Operations Personnel Competency</u>	AOPC SWG Members	31 May 2019		
2/4	Finalize the <u>Draft Final APAC Guidance on Aerodrome Operations Personnel Competency</u> <u>Face to face meeting</u>	AOPC SWG/3	28 – 29 June 2019		

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