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6 December 2019

To: COSCAP SEA Programme Member States Directors General of Civil Aviation

Subject: ICAO COSCAP SEA – EASA Performance Based Navigation Operational Approvals Workshop and Risk Based Surveillance Workshop (ICAO Asia and Pacific Regional Office, Bangkok, Thailand, 3 - 7 February 2020)

Dear Sir/Madam,

I am pleased to invite your Administration to nominate participants to attend the Performance Based Navigation (PBN) Operational Approvals Workshop and Risk Based Surveillance (RBS) Workshop to be held at the ICAO Asia and Pacific (APAC) Regional Office, Bangkok, Thailand, from 3 to 5 and 6 to 7 February 2020, respectively. These workshops have been co-organised with the European Union Aviation Safety Agency (EASA) to support the Member States' prioritised training needs for the implementation of the APAC Beijing Ministerial Declaration safety commitment to "Progressively enhance safety oversight capability to achieve a USOAP EI score higher or equal to the global average by 2022", as prioritised for the South East Asia region, and included in the Work Plan approved by the COSCAP SEA Steering Committee.

The Workshops are for States' Civil Aviation Authority (CAA) OPS and AIR Safety Oversight Inspectors and Managers.

The Workshops provisional programmes, bulletin and participant registration form are attached. Participants may register for only one or both events by indicating this on the registration form. There is no participant registration fee. The event information and material will be available on the ICAO APAC Regional Office web site meetings page: <https://www.icao.int/APAC/Meetings/Pages/default.aspx>. Please note that this will be a paperless event and participants are required to bring their own laptop computer.

The Workshops can accommodate a maximum of **24 participants**, 2 from each Member State of the COSCAP SEA Programme. Please submit completed registration forms by **2 January 2020** to reserve the allocated slots for the Workshops. Following that date, the remaining slots for the Workshops will be allocated on a first come first served basis to any COSCAP SEA Member State.

Should you require further information or any assistance, please contact the COSCAP SEA Programme Secretary, Ms. Sudhatai Juntarapratin at sjuntarapratin@icao.int.

Yours sincerely,



Michiel Vreedenburgh
Programme Coordinator
ICAO COSCAP SEA

cc: COSCAP SEA Steering Committee Chairman (vohuycuong@caa.gov.vn)
ICAO APAC Regional Director (apac@icao.int)
COSCAP SEA National Coordinators
EASA Technical Cooperation Project Manager (raquel.sanz@easa.europa.eu; thita.pongdara@eu-sea-app.org)



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Performance Based Navigation (PBN) Operational Approvals Workshop
(ICAO Asia and Pacific Regional Office, Bangkok, Thailand, 3 - 5 February 2020)

PBN Operational Approvals Workshop	
Scope of workshop	Three-day workshop covering Principles of Performance Based Navigation, ICAO Annex 6 PBN Standards, ICAO Doc 9613 (PBN Manual), ICAO Doc 9997 (PBN Approval Manual).
Objectives of the workshop	The workshop is to explain to the inspectors the fundamental concepts of performance-based navigation and to enable discussions on implementation and operational issues encountered by the inspector and the States.
Workshop duration	3-day workshop
Recommended participant profile	Participants should have a basic understanding of PBN.
Key topics	<ul style="list-style-type: none"> • Introduction • What is PBN? Key Definitions • What is an aircraft RNAV systems or FMS? • The three key components to PBN: Navaid Infrastructure, Nav Specification and Navigation Application • Understanding RNAV versus RNP, RNP and ANP Actual Performance, Total System Error • ICAO Doc 9613 <ul style="list-style-type: none"> ○ Airspace Concepts ○ Stakeholder Uses of PBN ○ Implementation matters • Types of PBN Approvals (RNP 1, RNP 2, RNAV1/RNAv2, RNAV5, PNP 4, RNP 10, RNP APCH LNAV and LNAV/VNAV, RNP AR • Approach types and terms LPV and APV • Aeronautical Data • Operational Approval and ICAO Doc 9997: <ul style="list-style-type: none"> ○ Overview ○ State regulatory responsibilities ○ Operational approval (including Ops Manual, Training) ○ Documentation of operational approval, State regulatory material ○ Approval process ○ Foreign operations • Airworthiness approval aspects: <ul style="list-style-type: none"> ○ How do you know what an aircraft is certified for? ○ EASA AMC 20 documents and applicable FAA ACs ○ Maintenance programme Considerations ○ MEL considerations ○ Training considerations ○ PBN Job Aids and Checklists • The AOC Certificate and Ops Specs <ul style="list-style-type: none"> ○ Review ICAO version and discuss how they are completed for PBN aspects • Workshop Close
Method of delivery	Workshop includes PowerPoint presentations, case studies, group discussions, exercises.



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Risk Based Surveillance (RBS) Workshop

(ICAO Asia and Pacific Regional Office, Bangkok, Thailand, 6 - 7 February 2020)

Risk Based Surveillance Workshop	
Scope of workshop	Compliance based oversight is a good starting point for a regulator to understand an Entity or organisation, however, with more demands being placed on the aviation industry, compliance-based oversight may no longer be enough to fully understand the aviation safety threats and risks that exist. Risk and performance-based surveillance is a system which compliments compliance based auditing to fully identify and understand risks, allowing for a better allocation of resource to directly influence and mitigate those conditions that threaten aviation safety the most. The Risk Based Surveillance workshop will give participants a foundation of the principles of a regulatory risk and performance-based oversight system.
Objectives of the workshop	By the end of the workshop, through a combination of structured lectures, multimedia presentations, case studies and group activities, participants will: <ul style="list-style-type: none"> • How to measure an Entity to determine baseline oversight levels. • Identification of the key components of a risk based oversight audit cycle. • The importance of the collaboration between the Entity oversight team members to fully determine the risk picture. • Analytical techniques used to produce safety performance indicators to monitor trends and identify risks. • The fundamental principles of risk measuring and the importance it plays in RBS. • The concept of varying future oversight based on risk and performance profiles.
Workshop duration	2 days
Recommended participant profile	<ul style="list-style-type: none"> • Regulatory personnel within a National Aviation Authority (NAA) or government department • A Safety Manager • Accountable Managers • Working in a safety role and want to assess the effectiveness of your own, or a contracted organisation's SMS • Anyone who requires a generic overview of risk and performance based oversight principles

Key topics	<ul style="list-style-type: none">• Complexity triangles<ul style="list-style-type: none">○ Business rules○ Baseline oversight• Audit Cycle<ul style="list-style-type: none">○ Site visits○ Desktop Audits○ Internal Review Meetings○ Accountable Manager Meetings• Future Oversight Planning• Risk Communication<ul style="list-style-type: none">○ Risk recording○ Risk Elevation○ Resource to risk○ Regulatory Safety Management System• Roles and Responsibilities<ul style="list-style-type: none">○ Auditor/Inspector○ Sector Manager○ Capability Heads
Method of delivery	Classroom training is run in a workshop style format to engage the learner which includes, case studies, multimedia presentations, discussions, activities, providing both the theoretical knowledge, and the practical context to underpin the participants learning.



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**ICAO Cooperative Development of Operational Safety and Continuing Airworthiness
Programme – South East Asia
EASA EU-South East Asia Aviation Partnership Project**

**ICAO COSCAP SEA – EASA Performance Based Navigation Operational Approvals
Workshop and Risk Based Surveillance Workshop
(ICAO APAC Regional Office, Bangkok, Thailand, 3 -7 February 2020)**

- Performance Based Navigation Operational Approvals Workshop (3 - 5 February 2020)
- Risk Based Surveillance Workshop (6 – 7 February 2020)

PARTICIPANT REGISTRATION FORM				
State				
Name	Title	Surname (capitals)	First name	Middle name
Position / Title				
Organization				
Department / Division				
Telephone (office)				
Telephone (mobile)				
E-mail (office)				
E-mail (alternate)				

NOTE: Participants are expected to arrange their own visa, travel and accommodation.

Please send completed form(s) by 3 January 2020 to:
ICAO COSCAP-SEA Programme Secretary
E-mail: sjuntarapatin@icao.int or Fax: +66 2 537 8198



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**ICAO Cooperative Development of Operational Safety and Continuing Airworthiness
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EASA EU - South East Asia Aviation Partnership Project

**ICAO COSCAP SEA – EASA Performance Based Navigation Operational Approvals
Workshop and Risk Based Surveillance Workshop
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BULLETIN

1. Dates and Venue

1.1 The ICAO COSCAP SEA - EASA Performance Based Navigation Operational Approvals Workshop and Risk Based Surveillance Workshop will be held from 3 to 5 and from 6 to 7 February 2020, respectively, at the Meeting Room 1 of the ICAO Asia and Pacific Regional Office Conference Building and will commence at 08:00 hours every day. The ICAO Asia and Pacific (APAC) Regional Office is located at:

252/1 Vibhavadi-Rangsit Road
Chatuchak, Bangkok 10900
Tel: +66-2-537-8189

1.2 Further information for visitors to the ICAO APAC Regional Office can be accessed through the Web page: <https://www.icao.int/APAC/Pages/info-for-visitors.aspx>

1.3 Participants need to be pre-registered for the event to be on the security access list and will have to pass through a security check at the gate house with a valid ID before entry to the ICAO premises.

1.4 Vehicle access for participants is not permitted without prior approval by registration with a minimum of 72 hrs. advance notice. Participants will take full responsibility/liability for the vehicle and any incident that may occur.

1.5 Participants are requested to register for each workshop at the Registration Desk between 08:00 and 08:30 hours on the opening day of each event. Participants are requested to wear the identification badge, which will be issued to them, when they are in the ICAO premises.

2. Secretariat

2.1 For information on the event please contact:

1. Ms. Sudhatai Juntarapratin (Khun Nong)
Programme Secretary, ICAO COSCAP-SEA Programme
Tel: +66 2 537 8197, +66 2 537 8189 ext. 136
E-mail: sjuntarapratin@icao.int
2. Ms. Thita Pongdara
Project Assistant, EASA EU SEA Aviation Partnership Project
Tel: +66 64 956 4239
E-mail: thita.pongdara@eu-sea-app.org



ICAO COSCAP SEA



3. **General information and Event materials**

3.1 General information and materials will be provided on a USB drive and/or available on the Web page: <https://www.icao.int/APAC/Meetings/Pages/default.aspx>

4. **Thailand Entry Visa**

4.1 Please note that participants are responsible for their own travel arrangements, including air tickets, visas, hotel reservations, as well as travel and medical insurance. Before leaving their country of origin, all participants must ensure their travel documentation to and from Thailand is valid.

4.2 Participants may require an entry visa to Thailand. Participants may obtain information on Thailand entry requirements by accessing the Ministry of Foreign Affairs Department Web page: <http://www.mfa.go.th/main/en/services/4908>

5. **Hotel Reservations and Transportation**

5.1 Information on recommended hotels with UN/ICAO rates is provided at the ICAO APAC Regional Office Web page: <https://www.icao.int/APAC/Documents/info/hotellist.pdf>. Participants should contact the hotel directly for reservation. Centara Grand at Central Plaza Ladprao Bangkok is located within walking distance of the ICAO APAC Regional Office.

5.2 Participants are required to make their own arrangements for transportation from the airport to the city. Suggested options are AOT limousine, taxi/Grab taxi and Airport Rail Link.

5.3 Participants are required to make their own arrangements for transportation from their accommodation to the ICAO APAC Regional Office to attend the event. Suggested options are taxi, BTS and MRT to reach the office. An instruction to be given to the taxi driver in Thai language is provided on the ICAO APAC Regional Office Web page: <https://www.icao.int/APAC/Pages/info-for-visitors.aspx>.

5.3.1 The nearest MRT metro station to the ICAO Regional Office is **Phahon Yothin Station** (10 min walk). At the station, take Exit No. 3 and walk across the Vibhavadi-Rangsit Road using the pedestrian bridge located on the west side of the small park.

5.3.2 The nearest BTS Sky Train stations to the ICAO Regional Office are **Ha Yaek Ladphrao Station** (10 mins walk), connected to the Central Plaza shopping mall and then walk across the Vibhavadi-Rangsit Road using the pedestrian bridge located on the west side of the small park, and **Mo Chit Station** (25 min walk or 10 min drive), a taxi to the Office will cost approximately Baht 45.00.

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