

INTERNATIONAL CIVIL AVIATION ORGANIZATION



FINAL REPORT

**THE THIRD MEETING OF THE ASIA/PACIFIC AERODROME ASSISTANCE WORKING
GROUP (AP-AA/WG/3)**

VIDEO TELECONFERENCE, 23 TO 26 MARCH 2021

The views expressed in this Report should be taken as those
of the Meeting and not the Organization

Approved by the Meeting and published by the
ICAO Asia and Pacific Office, Bangkok

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INTRODUCTION

1. Meeting

1.1 The Third Meeting of Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG/3) was held as a video teleconference from 23 to 26 March 2021.

2. Attendance

2.1 63 participants from 11 Member States and 2 International Organisations attended the meeting.

2.2 The List of Participants is placed at **Attachment 1** to the Report.

3. Opening of the meeting

3.1 Dr. Punya Raj Shakya, Regional Officer/AGA welcomed the participants of the meeting.

4. Officers and Secretariat

4.1 Mr Amit Srivastava, Chairperson of AP-AA/WG presided over the meeting. Mr Steven Ka Ho Pang, Regional Officer/AGA, ICAO Asia/Pacific Office was the Secretary of the Meeting.

5. Language and Documentation

5.1 The working language of the meeting and all documentation was English. There were 18 Working Papers and 4 Information Papers considered by the Meeting. A List of Papers is included at **Attachment 2** to this Report.

6. Draft Conclusions, Draft Decisions and Decisions – Definition

6.1 The AP-AA/WG recorded its actions in the form of Draft Conclusions, Draft Decisions and Decisions within the following definitions:

- a) **Draft Conclusions** deal with matters that, according to APANPIRG Terms of Reference, require the attention of States, or action by the ICAO in accordance with established procedures;
- b) **Draft Decisions** deal with the matters of concern only to APANPIRG and its contributory bodies; and
- c) **Decisions** of the AP-AA/WG relate solely to matters dealing with the internal working arrangements of the AP-AA/WG.

7. Terms of Reference of AP-AA/WG

7.1 The Terms of Reference of AP-AA/WG, approved by the Second Meeting of the Aerodrome Operations and Planning Sub Group (AOP/SG/2) (Bangkok, Thailand, 27 to 29 June 2018) and last amended by AOP/SG/4 (Video Teleconference, 10 to 13 November 2020), includes inter alia the following:

**ASIA/PACIFIC AERODROME ASSISTANCE WORKING GROUP (AP-AA WG)
TERMS OF REFERENCE**

Objective:

The main objective of the establishment of AP-AA WG is to realize the commitment of the “Beijing Declaration” - to certify all aerodromes used for international operations by 2020, fulfil the objectives of the AOP/SG to address identified AOP deficiencies listed in APANPIRG database for their resolution and to improve the AGA EI resulting from USOAP CMA activities.

Scope of works:

To meet the above objective the AP-AA WG shall carry out the following tasks:

- (1) Conduct a survey on States which have not completed the implementation of aerodrome certification for all international aerodromes, with an AGA EI below 75%, and/or AOP air navigation deficiencies to establish the requirements for assistance;
- (2) Review the air navigation deficiencies in the field of AOP (as listed in the APANPIRG air navigation deficiencies database) and assist the concerned State(s) to develop corrective action plans;
- (3) Assist States which have not implemented aerodrome certification, with non-satisfactory aerodrome certification related PQs, and/or aerodrome certification related air navigation deficiencies to establish an aerodrome certification process including developing specific operating regulations, training programme and training plan, guidance material for all technical areas, aerodrome inspector handbook with checklists, procedures for accepting non compliances, and surveillance programme; and
- (4) Assist in conducting seminars/workshops/trainings for the aerodrome regulatory and aerodrome operator staff in APAC region; provide experts to deliver presentations at the seminars/workshops in aerodrome certification, implementation of SMS and other technical areas such as aerodrome emergency planning, runway safety, etc.

Composition: The AP-AA WG would be composed of subject matter experts nominated by APAC States/Administrations and International Organizations, familiar with Annex 14 and its guidance materials and in particular on aerodrome certification procedures and ICAO USOAP CMA.

Working Methods: As far as practicable, the work should be carried out through electronic correspondences and web-conferences. Minimum face-to-face meetings would be planned. The AP-AA WG may be assembled on need basis to assist States. Onsite assistance may be provided to States, if required, on cost-recovery basis. The ICAO APAC Office would do necessary coordination. The ICAO COSCAPs will support the implementation of Tasks.

Time frame: The AP-AA WG would be established initially for three years (until 30 September 2021).

8. List of Draft Conclusions, Conclusions and Decisions

Decision AP-AA/WG/3-1: Survey Questionnaire for Aerodrome Assistance in APAC States	
What: That, The survey questionnaire for aerodrome assistance in APAC States, available in Appendix G to the Report of AOP/SG/4 , be re-circulated to the States and Administrations which had yet to respond.	Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Ops/Technical
Why: To obtain more responses of the survey questionnaire so as to understand the need for aerodrome assistance among APAC States	Follow-up: <input checked="" type="checkbox"/> Required from States
When: 26-Mar-21	Status: Adopted by Working Group
Who: <input type="checkbox"/> Sub groups <input type="checkbox"/> APAC States <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> Other: AP-AA/WG	

Draft Decision AP-AA/WG/3-2: Generic Documents related to Aerodrome Certification	
What: That, a) the generic documents in Appendix B, C, E, F and G to the Report of AP-AA/WG/3 be made available on the ICAO APAC Office Website for the reference by States in the APAC Regions; and b) the draft generic documents in Appendix D to the Report of AP-AA/WG/3 be enhanced jointly by Thailand and the Secretariat and submit to AOP/SG/5 for approval to make it available on the ICAO APAC Office Website for the reference by States in the APAC Regions.	Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Ops/Technical
Why: To provide guidance to States which have yet to complete the aerodrome certification process.	Follow-up: <input type="checkbox"/> Required from States
When: 26-Mar-21	Status: Draft to be adopted by Subgroup
Who: <input checked="" type="checkbox"/> Sub groups <input type="checkbox"/> APAC States <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input type="checkbox"/> Other:	

Draft Decision AP-AA/WG/3-3: TOR of AP-AA/WG	
What: That, the Terms of Reference of the Asia/Pacific Aerodrome Assistance Working Group be amended as in Appendix I of the Report of AP-AA/WG/3.	Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Ops/Technical
Why: To allow additional time to assist States in aerodrome certification and complete the tasks of the Working Group.	Follow-up: <input type="checkbox"/> Required from States
When: 26-Mar-21	Status: Draft to be adopted by Subgroup
Who: <input checked="" type="checkbox"/> Sub groups <input type="checkbox"/> APAC States <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> Other: AP-AA/WG	

Agenda Item 1: Adoption of Provisional Agenda (WP/01)

1.1 The Provisional Agenda (WP/01) was adopted by the Meeting without amendment.

- Agenda Item 1: Adoption of Provisional Agenda
 - Agenda Item 2: Review Outcomes of Relevant Meetings
 - Agenda Item 3: Aerodrome Certification and Safety Management System
 - Agenda Item 4: Runway Safety and GRF Implementation
 - Agenda Item 5: APANPIRG Air Navigation Deficiency in AOP Field
 - Agenda Item 6: USOAP CMA in AGA
 - Agenda Item 7: AP-AA/WG Task List
 - Agenda Item 8: Any Other Business
 - Agenda Item 9: Date and Venue of Next Meeting
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Agenda Item 2: Review Outcomes of Relevant MeetingsReview Outcomes of AOP/SG/4 (WP/02)

2.1 WP/02 provided a summary of the outcomes of the Fourth Meeting of the Aerodromes Operations and Planning Sub-group (AOP/SG/4, video teleconference, 10 – 13 November 2020).

2.2 AP-AA/WG/3 also noted the following Conclusion adopted by AOP/SG/4:

Conclusion AOP/SG/4-2 (AOPC SWG/4-1): Asia/Pacific Regional Guidance on Aerodrome Operations Personnel Competency Requirement Framework

That, the Asia/Pacific Regional Guidance on Aerodrome Operations Personnel Competency Requirement Framework provided in **Appendix B** to the **AOP/SG/4** Report be adopted and published on the ICAO APAC website.

Review Outcomes of APANPIRG/31 (WP/03)

2.3 WP/03 provided a summary of the outcomes of the 31st Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/31, video teleconference, 14 – 16 December 2020).

2.4 AP-AA/WG/3 noted the following Conclusions adopted by APANPIRG/31 regarding Enhanced Global Reporting Format for Assessing and Reporting Runway Surface Conditions (GRF) and Runway Safety Team:

Conclusion APANPIRG/31/5 (AOP/SG/4-10): GRF Implementation Action Plan Template

That,

- a) The GRF Implementation Action Plan Template contained in **Appendix B** to Report on Agenda Item 3.1 be uploaded to ICAO APAC Website for reference by States / Administrations; and
- b) States / Administrations are requested to make reference to the GRF Implementation Action Plan Template and submit their own action plans to ICAO APAC Office by **28 February 2021**.

Conclusion APANPIRG/31/6 (AOP/SG/4-11): Runway Safety Team

That, States/Administrations to urge operators of aerodromes used for international operations to:

- a) establish runway safety teams (RSTs) in accordance with PANS-Aerodromes (Doc 9981) and ICAO RST Handbook; and
- b) participate in the ICAO RST Survey to register their RSTs.

2.5 On aerodrome design matters, AP-AA/WG/3 noted the following Conclusion adopted by APANPIRG/31 subsequent to endorsement by AOP/SG/4:

Conclusion APANPIRG/31/7 (AOP/SG/4-13): Holding Bays and Multiple Entrance Taxiways

That, the ICAO HQ be invited to consider to:

- a) Review Figure 2-2 of ICAO Aerodrome Design Manual (Doc 9157), Part 2 *Taxiways, Aprons and Holding Bays* to tally with SARPs of runway-holding position marking and actual aircraft operations; and
 - b) Review the current SARPs in Annex 14, *Aerodromes – Volume I, Aerodrome Design and Operations* to cater for the design of multiple entrance taxiways.
-

Agenda Item 3: Aerodromes Certification and Safety Management SystemImplementation of Requirements for Certification of Aerodromes in the Asia/Pacific Region (WP/04)

3.1 AP-AA/WG/3 noted that there were still 38 out of 342 aerodromes (approximately 11% of the total) used for international operations in the APAC Region which had yet to be certified, despite the *Beijing Declaration* commitment of certifying all such aerodromes by 2020, **55th DGCA Conference Action Item 55/42** and various APANPIRG Conclusions. In addition, there were 29 States / Administrations which had yet to include the status of certification of aerodromes into their Aeronautical Information Publication (AIP) AD 1.5.

3.2 The identified States, Administrations and aerodromes had been included in the APANPIRG AOP Deficiency List with effect from 1 January 2021, in accordance with **Conclusion APANPIRG/30/4**. A list of the States, Administrations and aerodromes is also available in **Appendix A** to this report.

3.3 AP-AA/WG/3 urged States and their aerodrome operators that have yet to certify aerodromes used for international operations to take an effective action on 55th DGCA Conference Action Item 55/42.

3.4 In order to facilitate understanding and monitoring of the situation, States were urged to provide periodic updates on the progress of the certification of aerodromes and AIP AD 1.5 to the ICAO APAC Office. In addition, AP-AA/WG/3 also urged States that had not published the status of certification of aerodromes in AIP to do so as soon as possible.

3.5 The meeting reminded States and Administrations to request ICAO, regional organizations and/or cooperative programmes (e.g. COSCAP) assistance in aerodrome certification whenever needed. Pacific Aviation Safety Office (PASO) advised that it had a new AGA technical advisor who will work to assist its member States in aerodrome certification and AIP AD 1.5 matters. The Secretariat updated the meeting that Mr Nicholas Rallo had been appointed as the new Chief Technical Advisor of COSCAP-SEA, and reminded COSCAP-SEA member States to approach him if required.

3.6 United States updated the meeting that aerodrome technical assistance had been offered to Micronesia (Federated States of) and neighbouring aerodromes in the form of on-site visits, responses to enquiries, workshops and personnel exchange.

Virtual APEX in Safety (IP/02)

3.7 Submitted by ACI, the information paper introduced that ACI had launched a new safety review service online based on the existing APEX in Safety Review programme, as COVID-19 pandemic had effectively shut down international travels since early 2020.

Agenda Item 4: Runway Safety and GRF ImplementationEnhanced Global Reporting Format for Assessing and Reporting Runway Surface Conditions (GRF), Runway Safety Team (RST) and Runway Safety Go-Team (RSGT) (WP/05)

4.1 AP-AA/WG/3 noted the new applicability date of the SARPs and PANS related to GRF, i.e. 4 November 2021. To create awareness and support States actions on GRF implementation, a number of seminars, webinars and workshops had been conducted at the global, regional and sub-regional levels by ICAO HQ, ICAO ROs/COSCAPs and PASO. In addition, the meeting noted the GRF training courses jointly offered by ICAO and industry partners, which were tailored to meet the needs of various aviation professions. States and Administrations were urged to arrange attendance of such courses.

4.2 The meeting noted **Conclusion APANPIRG/31/5** and urged States / Administrations to submit GRF Implementation Action Plan to ICAO APAC Office if they had yet to do so, and provide periodic updates thereafter. The meeting also noted **Conclusion APANPIRG/31/6** and urged States / Administrations to take actions on runway safety team (RST) establishment and participation in ICAO RST Survey.

4.3 States and Administrations in need of assistance in the areas of runway safety and GRF were urged to request for Runway Safety Go-Team Missions through ICAO APAC Office and/or its corresponding COSCAPs.

4.4 The 2020 edition of USOAP CMA Protocol Questions (PQs) had been made available through USOAP CMA online framework. It is noted that RST establishment had been included in a new AGA PQ.

4.5 On item GRF 5 regarding initial training specified in the implementation action plan, the meeting noted that such training needs might be met by online courses co-organised by ICAO and industry partners, or other courses / training activities recognized by the respective CAAs.

Agenda Item 5: APANPIRG Air Navigation Deficiency in AOP FieldStatus of Air Navigation Deficiencies in AOP Field (WP/06)

5.1 AP-AA/WG/3 reviewed the list of Air Navigation Deficiencies updated and endorsed by APANPIRG/31 (video teleconference, 14 to 16 December 2020) in the AOP field.

5.2 The meeting recalled that APANPIRG/30 (4 to 6 November 2019, Bangkok, Thailand) adopted the following Conclusion formulated by AOP/SG/3:

Conclusion APANPIRG/30/4: Certification of aerodromes used for international operations in Asia Pacific States

That, the Ministers of Asia and Pacific States committed to certify all aerodromes used for international operations by 2020 through the Beijing Declaration. The AOP/SG monitors the aerodrome certification implementation commitment of the Beijing Declaration and reports progress to the annual APAC DGCA Conference through the APANPIRG. States and Aerodrome Operators should take effective actions on Action Item 55/42 agreed at the 55th Conference of the APAC DGCA.

In view of above, the Meeting:

- a) Urged States and their Aerodrome Operators that have yet to certify aerodromes used for international operations to take an effective action on the 55th DGCA Action Item 55/42;
- b) Urged States to provide periodic updates on the progress of the certification of aerodromes to the ICAO APAC Office;
- c) Urged States that have not published the status of certification of aerodromes in State's AIP to publish the status as soon as possible in accordance with Annex 14 Volume I (para. 2.13.1), PANS-Aerodromes (para. 2.3.7) and Appendix 2 to PANS-AIM (Doc 10066);
- d) Agreed that, if any aerodrome used for international operations fails to obtain an aerodrome certificate from the Regulatory Authority by fulfilling ICAO Annex 14 requirements under the aerodrome certification process by 2020, or fails to maintain the aerodrome certificate already obtained, will be subject to being included on the APANPIRG AOP Air Navigation Deficiency list against para. 1.4 (certification of aerodromes) of the Annex 14, Volume I;
- e) Agreed that, if any States fail to achieve the target of the Beijing Declaration on certification of aerodromes by 2020 will be subject to being included on the APANPIRG AOP Air Navigation Deficiency list against para. 1.4 of the Annex 14, Volume I;
- f) Agreed that, if any States fails to publish the status of certification of aerodromes in State's AIP by December 2019 will be subject to being included on the APANPIRG AOP Air Navigation Deficiency list against ICAO Annex 14 para. 2.13.1 a), PANS-Aerodromes, para. 2.3.7 and Appendix 2 to PANS-AIM.

5.3 In connection with **Conclusion APANPIRG/30/4**, the States / Administrations / aerodromes concerned had been included in the APANPIRG AOP Deficiency List after review and endorsement by APANPIRG/31, with effect from 1 January 2021.

5.4 For States and Administrations listed in the Deficiency list, the meeting urged them to establish action plans with defined dates for resolution of deficiencies, update the status on the corrective action taken, and report progress in the Reporting Form of Air Navigation Deficiencies identified in AOP field for further follow-up by ICAO APAC Office.

5.5 The meeting also reviewed a list of AOP Focal Points which was first adopted by AOP/SG/4 (video teleconference, 10 to 13 November 2020) through the following Conclusion:

Conclusion AOP/SG/4–15: AOP Focal Points

That, States / Administrations be urged to review and update contact details of AOP Focal Points, as contained in **Appendix O to AOP/SG/4 Report**, for the coordination of actions to resolve the APANPIRG Air Navigation Deficiencies in the AOP Field and for other AOP matters.

5.6 States who would like to initiate updates on their AOP Focal Points were requested to contact ICAO APAC Office.

Agenda Item 6: USOAP CMA in AGAICAO USOAP and AGA Findings (WP/07)

6.1 AP-AA/WG/3 noted ICAO USOAP CMA activities conducted in APAC States in 2020 and those planned for 2021.

6.2 The meeting also noted the USOAP Effective Implementation (EI) results in the APAC Region, taken from the Integrated Safety Trend Analysis and Reporting System (iSTARS) 3.0 SPACE. APAC average EI in AGA area was **61.43%**, as compared to the global average of **63.02%** as at 9 March 2021 and the Global Aviation Safety Plan (GASP) 2022 Target of **75%**.

6.3 Table 1 below illustrated the APAC Average AGA EI scores in all 8 Critical Elements derived from PQ Tester in iSTARS 3.0 SPACE for 2017 – 2010:

Table 1: APAC Average AGA EI scores in all 8 Critical Elements

	APAC average EI in AGA (in %)	Critical Elements (CEs)							
		CE-1	CE-2	CE-3	CE-4	CE-5	CE-6	CE-7	CE-8
Mar 2021	61.43 <i>[Global Average 63.02]</i>	75.00	71.33	62.56	41.40	68.04	64.51	58.16	46.96
Oct. 2020	61.41 <i>[Global Average 62.65]</i>	75.00	68.64	64.44	42.73	58.61	63.26	58.11	38.42
June 2019	60.52 <i>[Global Average 61.59]</i>	75.68	66.80	62.13	42.30	58.14	63.87	58.87	39.77
June 2018	57.87 <i>[Global Average 59.5%]</i>	68.57	65.78	55.71	38.18	49.60	60.45	53.01	51.13
May 2017	56.29 <i>[Global Average 57.99]</i>	68.57	63.3	53.65	33.17	51.9	59.78	55.2	39.44

6.4 The meeting urged APAC States to:

- a) arrange necessary resources to recruit, train and retain qualified and experienced technical staff to effectively perform safety oversight of aerodromes;
- b) complete and continuously update the compliance checklist/EFOD and SAAQ;
- c) submit/update the Corrective Action Plans (CAPs) on the OLF, informing the ICAO Regional Office when complete and ready for review;
- d) implement the CAPs and complete the self-assessment of the PQs on the OLF, including uploading the evidence documents, to report the progress on the OLF, informing the ICAO Regional Office when complete and ready for validation; and
- e) approach respective COSCAPs, Pacific Aviation Safety Office or ICAO APAC Office if they require assistance in USOAP CMA.

USOAP CMA Protocol Questions – 2020 Edition and State Safety Programme Implementation Assessment (WP/08)

6.5 AP-AA/WG/3 noted ICAO Electronic Bulletin 2021/3 which promulgated the 2020 edition of USOAP CMA PQs. The PQs had been posed on the USOAP CMA online framework (OLF) (<https://www.icao.int/usoap>) under the heading “CMA Library”.

6.6 The 2020 edition of the PQs would become applicable to all USOAP CMA activities starting after 1 June 2021. For those activities starting before 1 June 2021, the 2017 edition of the PQs would continue to apply. The meeting reminded States to perform self-assessment for the newly added or modified PQs.

6.7 The Secretariat supplemented that the priority PQs and other PQs would have equal weighing when calculating the EI scores. Priority PQs was identified in response to a recommendation from the Groups of Experts for the USOAP CMA Structured Review (GEUSR). If priority PQs were found not satisfactory, there might be a lack of capability by a State to identify and/or resolve operational safety and fundamental accident investigation deficiencies effectively.

6.8 The meeting also noted that ICAO had rolled out SSP implementation assessments (SSPIAs), a qualitative (non-quantitative) assessment of a State’s progress in implementing an SSP, under the USOAP CMA using SSP-related PQs that have been updated to reflect Annex 19, ICAO Safety Management Manual (Doc 9859) as well as the lessons learned from the voluntary and confidential SSP implementation assessments conducted previously.

6.9 SSPIA had a set of PQs which fell into various areas including AGA. However, it was noted that the SSPIA PQs were not linked to the critical elements. In addition, the SSPIA PQs would not be assessed as satisfactory, non-satisfactory or not applicable, but in terms of maturity levels. As such, the assessment results of the SSPIA PQs would not affect the USOAP CMA EI scores.

6.10 The meeting noted the criteria for the prioritization of SSPIAs, which were:

- a) A good level of implementation of SSP Foundation PQs and evidence of:
 - (i) a robust and sustainable safety oversight system and aircraft accident / serious incident investigation system; and
 - (ii) an effective mandatory safety reporting system, State aircraft accident and incident database and safety analyses; and
- b) Effective completion and updates of self-assessment of all PQs, including those related to SSP, by the State.

Agenda Item 7: AP-AA/WG Task List

Report on Survey Questionnaire for Aerodrome Assistance in APAC States (WP/12)

7.1 India and Nepal presented the analysis of the survey questionnaire for aerodrome assistance, which was circulated among APAC States and Administrations subsequent to AOP/SG/4.

7.2 The survey questionnaire was sent out to 40 States including United States, and 2 Special Administration Regions of China, Hong Kong and Macao. Till the last date for submission of completed questionnaire i.e., 15 March 2021, only 13 APAC States/Administrations responded to the survey questionnaire. The percentage of States/Administrations responding to survey questionnaire was merely 33.3 %.

7.3 Most of the respondent states had Air Navigation Deficiencies. Meanwhile, in some States no international aerodromes are certified and in a few others not all international aerodromes are certified. The numbers of other aerodromes (i.e. aerodromes not used for international operations) in the responding 13 states are 563. Among them 275 (49%) are certified and 288 (51%) are yet to be certified.

7.4 The questionnaire also highlighted the gap between responses receives from States and USOAP CMA statistics in AGA area particularly related to EIs of CE 4 and CE 8. This shift might be due to possible corrective actions taken by States in the intervening period or maybe there was a need to review the survey questionnaire for its objectivity.

7.5 The questionnaire had clearly underlined the area of action required in respect of Air Navigation Deficiencies. If there would be more responses from the remaining States, action plan could be derived to provide assistance to the concerned States to develop their respective corrective action plans.

7.6 The meeting clarified that the survey questionnaire was intended for all States and Administrations, whether or not they had yet to certified all aerodromes used for international operations, with an AGA EI score below 75% or having Air Navigation Deficiency in AOP Field. Considering the low response rate, AP-AA/WG/3 adopted the following Decision:

Decision AP-AA/WG/3–1: Survey Questionnaire for Aerodrome Assistance in APAC States	
<p>What: That, The survey questionnaire for aerodrome assistance in APAC States, available in Appendix G to the Report of AOP/SG/4, be re-circulated to the States and Administrations which had yet to respond.</p>	<p>Expected impact:</p> <p><input type="checkbox"/> Political / Global</p> <p><input type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Ops/Technical</p>
<p>Why: To obtain more responses of the survey questionnaire so as to understand the need for aerodrome assistance among APAC States</p>	<p>Follow-up: <input checked="" type="checkbox"/> Required from States</p>
<p>When: 26-Mar-21</p>	<p>Status: Adopted by Working Group</p>
<p>Who: <input type="checkbox"/> Sub groups <input type="checkbox"/> APAC States <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> Other: AP-AA/WG</p>	

Generic Aerodrome Certification Specific Operating Regulations (WP/13)

7.7 With reference to AP-AA/WG Task 1/3 (a), Malaysia presented a generic specific operating regulations which was modified from Aerodrome Regulations used in Malaysia and developed based on Model Aerodrome Regulations provided in Doc 9774 – Manual on Certification of Aerodromes.

7.8 With the recommendation from PASO, the generic document would be added with a remark reminding the users to customize the generic documents before adoption, and that links to the regulations or guidance materials developed by selected CAAs would be included for ease of reference. In addition, PASO expressed that, in a number of States, no interim aerodrome certificates would be issued. Instead, those States would issue an aerodrome certificates with conditions and limitations.

7.9 Regarding aeronautical studies related to obstacle limitation surfaces (OLS), the meeting noted that the State would normally be responsible for maintaining the OLS around an aerodrome. In addition, ICAO Technical Cooperation Bureau (TCB) could assist in conducting aeronautical studies upon request by the States.

7.10 The generic document is available in **Appendix B**.

Generic Organization Structure of the Aerodrome Regulatory Unit (WP/14)

7.11 With reference to AP-AA/WG Task 1/3 (b), Malaysia presented a generic organization structure of the aerodrome regulatory unit which was modified from an existing manual used in Malaysia.

7.12 The generic document is available in **Appendix C**.

Generic Aerodrome Inspector Handbook (WP/15)

7.13 With reference to AP-AA/WG Task 1/3 (d) and based on the draft generic aerodrome inspector handbook endorsed by AP-AA/WG/2 (Bangkok, Thailand, 27 to 30 January 2020) and adopted by AOP/SG/4 (Video Teleconference, 10 to 13 November 2020), Thailand presented an updated version of the generic aerodrome inspector handbook.

7.14 The meeting noted that the generic aerodrome inspector handbook was a combination of similar documents used in Thailand and South Asian States. Checklists were updated with ICAO PANS-Aerodromes (Doc 9981), guidance materials and the new USOAP CMA AGA PQs.

7.15 The meeting determined that there were still room for improvement before finalising the generic document, e.g. referencing to regulations. The Secretariat would continue to work with Thailand in enhancing the generic document and submit a final version to AOP/SG/5 scheduled for June 2021 for approval. As such, this generic document would remain in draft status.

7.16 The draft generic document is available in **Appendix D**.

Generic Document for Training Program and Training Plan for Aerodrome Inspectors (WP/16)

7.17 With reference to AP-AA/WG Task 1/3 (f), India presented a generic document for the training program and training plan which was modified from an existing manual used by DGCA India - Training policy of Regulatory Authority.

7.18 The generic document is available in **Appendix E**.

Generic Surveillance Programme at Aerodromes (WP/17)

7.19 With reference to AP-AA/WG Task 1/3 (h), Malaysia presented a generic surveillance programme at aerodromes, which was modified from an existing manual used in some States.

7.20 Malaysia and Nepal supplemented that the inspections performed by aerodrome operators might be conducted by one or multiple aerodrome staff, as long as they were competent with the corresponding inspection areas.

7.21 The generic document is available in **Appendix F**.

Generic Aerodrome Manual (WP/18)

7.22 With reference to AP-AA/WG Task 1/3 (e) and based on the draft generic aerodrome manual endorsed by AP-AA/WG/2 (Bangkok, Thailand, 27 to 30 January 2020) and adopted by AOP/SG/4 (Video Teleconference, 10 to 13 November 2020), India presented an updated version of the generic aerodrome inspector handbook.

7.23 The generic document is available in **Appendix G**.

7.24 The meeting considered the six generic documents presented by States through WP/13 to WP/18, and formulated the following Draft Decision for adoption by AOP/SG/5:

Draft Decision AP-AA/WG/3–2: Generic Documents related to Aerodrome Certification	
<p>What: That,</p> <p>a) the generic documents in Appendix B, C, E, F and G to the Report of AP-AA/WG/3 be made available on the ICAO APAC Office Website for the reference by States in the APAC Regions; and</p> <p>b) the draft generic document in Appendix D to the Report of AP-AA/WG/3 be enhanced jointly by Thailand and the Secretariat and submit to AOP/SG/5 for approval to make it available on the ICAO APAC Office Website for the reference by States in the APAC Regions.</p>	<p>Expected impact:</p> <p><input type="checkbox"/> Political / Global</p> <p><input type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Ops/Technical</p>
<p>Why: To provide guidance to States which have yet to complete the aerodrome certification process.</p>	<p>Follow-up: <input type="checkbox"/> Required from States</p>
<p>When: 26-Mar-21</p>	<p>Status: Draft to be adopted by Subgroup</p>
<p>Who: <input checked="" type="checkbox"/> Sub groups <input type="checkbox"/> APAC States <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input type="checkbox"/> Other:</p>	

AP-AA/WG Task List (WP/09)

7.25 The meeting reviewed and updated the AP-AA/WG task list presented by the Secretariat. The updated task list is placed in **Appendix H**.

7.26 DPR Korea enquired if AP-AA/WG should develop a generic document for GRF implementation. The Secretariat advised the meeting that there were a number of ICAO provisions at current, such as PANS-Aerodromes (Doc 9981), Aeroplane Performance Manual (Doc 10064) and Circular 355 on Assessment, Measurement and Reporting of Runway Surface Conditions. The Secretariat would relay the suggestion to ICAO HQ and explore the development of a comprehensive guidance with industry partners. In the meantime, the meeting noted that the ICAO EUR/NAT office published a regional guidance on issuance of SNOWTAM (EUR Doc 041).

[Post-meeting notes: EUR Doc 041 can be downloaded through this [link](#). Alternatively, States may visit ICAO EUR/NAT Document page at <https://www.icao.int/EURNAT/Pages/EUR-and-NAT-Document.aspx>, then select "EUR Region Documents", again "EUR Region Documents" and look for Doc 041.]

Agenda Item 8: Any Other BusinessTerms of Reference (WP/10)

8.1 The TOR of AP-AA/WG was first adopted by AOP/SG/2 (Bangkok, Thailand, 27 – 29 June 2018) and last amended by AOP/SG/4 (video teleconference, 10 – 13 November 2020):

Decision AOP/SG/4-9 (AP-AA/WG/2–3): Proposal for Amendment to TOR of Asia/Pacific Aerodrome Assistance Working Group

That, the AP-AA/WG/2 Meeting agreed to propose an amendment to the TOR of AP-AA/WG as placed in Appendix H to AOP/SG/4 Report.

8.2 When the TOR was first developed, considering the scope of works, it was determined that the AP-AA/WG should last for three years initially, i.e. until September 2021.

8.3 While the main objective of AP-AA/WG was ‘to realize the commitment of the “Beijing Declaration” – to certify all aerodromes used for international operations by 2020’, it had been identified that there were 38 such aerodromes yet to be certified, as of March 2021. (WP/04 refers.) In addition, some tasks of this Working Group were outstanding as the current COVID-19 pandemic had reorganized priorities among States and Administrations.

8.4 The proposed extension of AP-AA/WG until September 2023 was supported by DPR Korea, India, Nepal and Philippines, and no objection was received from other Members. As such, AP-AA/WG/3 formulated the following Draft Decision for adoption by AOP/SG/5:

Draft Decision AP-AA/WG/3-3: TOR of AP-AA/WG	
What: That, the Terms of Reference of the Asia/Pacific Aerodrome Assistance Working Group be amended as in Appendix I of the Report of AP-AA/WG/3.	Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Ops/Technical
Why: To allow additional time to assist States in aerodrome certification and complete the tasks of the Working Group.	Follow-up: <input type="checkbox"/> Required from States
When: 26-Mar-21	Status: Draft to be adopted by Subgroup
Who: <input checked="" type="checkbox"/> Sub groups <input type="checkbox"/> APAC States <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> Other: AP-AA/WG	

The Theory of Development of Four Characteristics Airport to Improve Airport Operation and Service Capacity (IP/04)

8.5 Presented by China, this information paper introduced the theory of development of Four Characteristics Airports, with the cores being safe, green, smart and humanistic. The meeting noted the benefits brought to a number of Chinese airports and that the theory would be beneficial in promoting high quality development of airports.

Agenda Item 9: Date and Venue of Next MeetingProvisional Agenda, Date and Venue of Next Meeting (WP/11)

9.1 The Meeting reviewed the draft agenda proposed by the Secretariat and agreed on the following Provisional Agenda for the AP-AA/WG/4:

AP-AA/WG/4**DRAFT PROVISIONAL AGENDA**

Agenda Item 1:	Adoption of Provisional Agenda
Agenda Item 2:	Review Outcomes of Relevant Meetings
Agenda Item 3:	Aerodrome Certification and Safety Management System
Agenda Item 4:	Runway Safety and GRF Implementation
Agenda Item 5:	APANPIRG Air Navigation Deficiency in AOP Field
Agenda Item 6:	USOAP CMA in AGA
Agenda Item 7:	AP-AA/WG Task List
Agenda Item 8:	Any Other Business
Agenda Item 9:	Date and Venue of Next Meeting

9.2 The next AP-AA/WG Meeting will be held in February / March 2022 for three to five days. The meeting determined that AP-AA/WG/4 should be in the form of face-to-face meeting if international travel resumes. State/Administration interested to host the AP-AA/WG/4 was requested to contact the Secretariat. The venue of the AP-AA/WG/4 will be communicated to States/Administrations through ICAO APAC Invitation Letter.

9.3 Mr Srivastava, Chairperson of AP-AA/WG congratulated the meeting on the achievements, and sincerely thanked the members for their contribution to and cooperation during the meeting. The Chairperson also expressed appreciation to Mr Steven Ka Ho Pang, the meeting secretary, for his excellent service and support to AP-AA/WG since its establishment, as he was about to depart ICAO APAC Office.



ICAO

The Third Meeting of the Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG/3)

Video Teleconference, 23 to 26 March 2021

LIST OF PARTICIPANTS

TOTAL NO. OF STATES	11
TOTAL NO. OF ORGANIZATION	2
TOTAL NO. OF PARTICIPANTS	61
ICAO	2
GRAND TOTAL	63

CAMBODIA	4	REPUBLIC OF KOREA	7
CHINA	8	THAILAND	9
DPRK	2	USA	4
INDIA	2	VIET NAM	5
MALAYSIA	6	IFALPA	1
NEPAL	6	PASO	1
PHILIPPINES	6	ICAO	2

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The Third Meeting of the Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG/3)

Video Teleconference, 23 to 26 March 2021

LIST OF PAPERS AND PRESENTATION

Paper No.	Agenda Item	Title	Presented by
WORKING PAPERS			
WP/01	1	Adoption of Provisional Agenda	Secretariat
WP/02	2	Relevant Outcomes of AOP/SG/4	Secretariat
WP/03	2	Relevant Outcomes of APANPIRG/31	Secretariat
WP/04	3	Implementation of Requirements for Certification of Aerodromes in the Asia/Pacific Region	Secretariat
WP/05	4	Enhanced Global Reporting Format for Assessing and Reporting Runway Surface Conditions (GRF), Runway Safety Team (RST) and Runway Safety Go-Team (RSGT)	Secretariat
WP/06	5	Status of Air Navigation Deficiencies in AOP Field	Secretariat
WP/07	6	ICAO USOAP and AGA Findings	Secretariat
WP/08	6	USOAP CMA Protocol Questions – 2020 Edition and State Safety Programme Implementation Assessment	Secretariat
WP/08 <i>Addendum</i>	6	Supplementary Information about Priority PQs	Secretariat
WP/09	7	AP-AA/WG Task List	Secretariat
WP/10	8	Terms of Reference	Secretariat
WP/11	9	Provisional Agenda, Date and Venue of Next Meeting	Secretariat
WP/12	7	Report on Survey Questionnaire for Aerodrome Assistance in APAC States	India and Nepal
WP/13	7	Generic Aerodrome Certification Specific Operating Regulations	Malaysia
WP/14	7	Generic Organization Structure of the Aerodrome Regulatory Unit	Malaysia
WP/15	7	Generic Aerodrome Inspector Handbook	Thailand
WP/16	7	Generic Documents for Training Program and Training Plan for Aerodrome Inspectors	India
WP/17	7	Generic Surveillance Programme at Aerodromes	Malaysia
WP/18	7	Generic Aerodrome Manual	India

Paper No.	Agenda Item	Title	Presented by
INFORMATION PAPERS			
IP/01	-	List of Papers	Secretariat
IP/02	3	Virtual APEX in Safety	ACI
IP/03 Revision 1	8	List of Experts Asia/Pacific Aerodrome Assistance Working Group (AP-AA WG)	Secretariat
IP/04	8	The Theory of Development of Four Characteristics Airport to Improve Airport Operation and Service Capacity	China

LIST OF PRESENTATION

Presentation No.	Title	Presented by
PRESENTATION		
01 (WP/05)	Enhanced Global Reporting Format for Assessing and Reporting Runway Surface Conditions (GRF), Runway Safety Team (RST) and Runway Safety Go-Team (RSGT)	Secretariat

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