



ICAO

The Fourth Meeting of the Asia/Pacific Aerodrome Assistance
Working Group (AP-AA/WG/4)
Video Teleconference, 14 to 16 March 2022

Agenda Item 8: AP-AA/WG Task List

AP-AA/WG TOR & TASK LIST

(Presented by the Secretariat)

SUMMARY

This paper presents the AP-AA/WG Terms of Reference (TOR) and Task List for review and update by the meeting.

1. INTRODUCTION

1.1 This Working Paper provides the AP-AA/WG TOR and Task List for review and update by the meeting.

2. DISCUSSION

2.1 The amendment to AP-AA/WG TOR approved by AOP/SG/5 is available in **Attachment A**.

2.2 The AP-AA/WG Task list is provided in **Attachment B**.

3. ACTION BY THE MEETING

3.1 The meeting is invited to review the amended TOR and update the task list of AP-AA/WG.

Asia/Pacific Aerodrome Assistance Working Group (AP-AA WG)

TERMS OF REFERENCE

(Amendment Proposed by AP-AA/WG/3 and approved by AOP/SG/5 in highlight)

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)~~ last until September 2023.

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Attachment B

AP-AA/WG TASK LIST (amended in AP-AA/WG/3)

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
1/1	Develop 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	India to lead Bangladesh, Nepal and Thailand to assist	December 2019	Open Closed	From TOR Conclusion AOP/SG/4-8 agreed to circulate the survey to APAC States / Administrations Circulated through SL AN 3/3 – AP258/20 (AGA) dated 18 December 2020 Interim results presented in AP-AA/WG/3 WP/12 [Continued in Task 3/1]
1/2	Review the status of 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	States COSCAPs to support	Continuous	Open	From TOR
1/3	To assist States which have not completed the implementation of aerodrome certification for all international aerodromes and/or with an AGA EI below 75% in establishing an aerodrome certification process, develop a set of	Thailand to lead (c & d) Philippines – item (c) Bangladesh – item (d) India – item (e) & (f) Nepal – item (g) Malaysia (lead), India and Nepal – item (a), (b) & (h)	January 2020	Open Closed – Item (a), (b), (c), (e), (f), (g) & (h) Open -	From TOR Tasks 1/3 (c) and (g) completed and documents are posted on APAC Website https://www.icao.int/APAC/Pages/eDocs.aspx Agreed by Decision AOP/SG/4-7 SL AN 3/3 – AP257/20 (AGA) dated 18

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
	generic documents, such as: (a) specific operating regulations; (b) organization structure of the aerodrome regulatory unit; (c) aerodrome certification procedure manual; (d) generic aerodrome inspector handbook with checklists; (e) generic template of the aerodrome manual; (f) training programme and training plan; (g) procedures for accepting non compliances; and (h) surveillance programme.	Secretariat to support Request support from TCB/IPAV Thailand – item (d) Malaysia (lead), India and Nepal - item (h)	 May 2021 December 2021	Item (d) and (h)	December 2020 Task 1/3 (a), (b), (e), & (f) completed. Task 1/3 (h) – A Generic Procedural Manual for Surveillance of Certified Aerodromes by CAA incorporating a sample of surveillance programme and plan yet to be developed
3/1	For the aerodrome assistance survey questionnaire: (a) Recirculate to States / Administration which have yet to respond (b) Conduct analysis and recommend way forward	Secretariat India and Nepal	May 2021 December 2021	Open	