



ICAO

Fourth Meeting of the Asia/Pacific Wildlife Hazard
Management Working Group (AP-WHM WG/4)
Video Teleconference, 27 to 29 April 2022

Agenda Item 6: AP-WHM WG TOR and Task List

AP-WHM/WG TOR AND TASK LIST

(Presented by Secretariat)

SUMMARY

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

1. INTRODUCTION

1.1 This Working Paper provides the amendment to Terms of Reference (TOR) of AP-WHM/WG approved by AOP/SG/5 and the Task List of AP-WHM/WG for review and update by the meeting.

2. DISCUSSION

2.1 The amendment to Terms of Reference (TOR) of AP-WHM/WG approved by AOP/SG/5 in July 2021 is provided in **Attachment A**.

2.2 The AP-WHM/WG Task List is available in **Attachment B**.

3. ACTION BY THE MEETING

3.1 The meeting is invited to review and update TOR and Task List of the AP-WHM/WG.

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**TERMS OF REFERENCE OF
WILDLIFE HAZARD MANAGEMENT WORKING GROUP (WHM/WG)
(Amendment to TOR proposed by AP-WHM/WG/3 and approved by AOP/SG/5)**

Objective:

To assist States to establish a National Wildlife Hazard Management Committee and an ~~Airport~~ Aerodrome Wildlife Hazard Management Programme.

Scope of works:

To meet the above objectives the Working Group shall carry out the following tasks:

- 1) Develop a model TOR for National Wildlife Hazard Management Committee;
- 2) Monitor the establishment of a National Wildlife Hazard Management Committee by the States.
- 3) Assist in conducting workshop/seminar on Global and Regional Guidance on WHM;
- 4) Develop Asia Pacific Regional Guidance on ~~Airport~~ Aerodrome Wildlife Hazard Management Programme, as needed;
- 5) Share the best practices on the measures adopted by member States/Administrations to prevent wildlife strike hazards at or in the vicinity of aerodromes;
- 6) Develop a performance measurement metrics to evaluate the effectiveness of the implementation of the ~~Airport~~ Aerodrome Wildlife Hazard Management Programme by the aerodrome operator; and
- 7) Be consistent with ICAO Annex 14, Volume I – Aerodrome Design and Operations, PANS-Aerodromes (Doc 9981), Doc 9137 Airport Services Manual, Part 3 – Wildlife ~~Control and Reduction~~ Hazard Management, ICAO Bird Strike Information System (Doc 9332) and other requirements where applicable.
- 8) Analysis of the regional problems/issues in wildlife hazard management fields.
- 9) To support States with limited resources (human and financial) to enhance their capacity in Wildlife Hazard Management through workshops and technical assistance, as needed

Composition:

The Working Group would be composed of subject matter experts nominated by APAC States / Administrations and International Organization satisfying the criteria:

- (1) Minimum 3 years of work experience in CAA Aerodrome Regulatory Department or in International Organizations or Aerodrome Operations at international airports in wildlife hazard management field;
- (2) Familiar with Annex 14 and related guidance materials; and
- (3) The nominated expert will continue to be a member for a minimum of three consecutive years.

States in other ICAO regions and industry partners with experience in wildlife hazard management may also be invited to participate in the Working Group.

Conduct of the work and timeframe:

As far as practicable, the work would be carried out through electronic correspondences and web-conferences. Minimum face-to-face meetings would be planned.

Time frame:

The Working Group would complete its work by September ~~2021~~ 2023.

AP-WHM/WG TASK LIST
[Status Update – 21 May 2021]

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
1/1	Develop a Generic Composition of National Wildlife Hazard Management Committee	AP-WHM/WG/1	AP-WHM/WG/1	Completed	AP-WHM/WG/1-WP/06
1/2	Develop a Generic Terms of Reference of National Wildlife Hazard Management Committee	AP-WHM/WG/1	AP-WHM/WG/1	Completed	AP-WHM/WG/1-WP/06
1/3	Develop survey questionnaire to analyze the State's problem/issues/deficiencies on wildlife hazards management including ICAO USOAP CMA WHM PQs	Sri Lanka, India, WBA	By the end of June 2019	Completed	
1/4	Send survey questionnaire to States/Member Administrations	Secretariat	By the end of July 2019 (giving 4 months of time for the completion of the Survey Questionnaires by States)	Completed	State Letter T 11/5.6 – AP069/19 (AGA) dated 18 July 2019
1/5	Analyze the State's problem/issues on wildlife hazards management based on completed survey questionnaires and present the report to AP-WHM/WG/2	Sri Lanka, India, WBA	AP-WHM/WG/2	Completed	AP-WHM WG/2-WP/11 Continued in Task 2/5
1/6	Present a case study on airport wildlife strike hazard assessment and implementation of mitigation measures	Thailand, India	AP-WHM/WG/2	Completed	AP-WHM WG/2 – WP/05 from Thailand

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
1/7	Request papers from ACI, CANSO, IFALPA, IFATCA and IATA to present their views on wildlife strike hazards at the Second Meeting of AP-WHM/WG	Secretariat	AP-WHM/WG/2	Completed	AP-WHM WG/2 – WP/03 from ACI and WP/04 from IFALPA
1/8	Develop a Generic Composition of Airport Wildlife Hazard Management Committee and its TOR	Nepal, Bhutan, Lao PDR	By the end of July 2019	Completed	Decision AOP/SG/3-6 Posted in ICAO APAC Website under e-Documents
1/9	Develop a Regional Guidance on Development and Implementation of Airport Wildlife Hazard Management Programme	Australia, Fiji, India, WBA, AAPA	December 2020 (Initial Draft) (Final Draft) AP-WHM/WG/4 (Final document)	In progress	AP-WHM WG/2 – WP/07 from Fiji AP-WHM WG/3 – WP/08 (WBA, Australia, Fiji, India and AAPA)
1/10	Encourage States to use IBIS electronic format or ECCAIRS to submit wildlife strike reports to ICAO	Bangladesh, Bhutan, Cambodia, Fiji, India, Lao PDR, Maldives, Nepal, Philippines, Sri Lanka, Thailand Secretariat	From 1 st June 2019	Completed	State Letter T 11/5.6 – AP043/20 (AGA) dated 2 March 2020 AP-WHM WG/2-WP/02

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
1/11	Develop guidance for establishment of national procedure for recording and reporting wildlife strikes to aircraft	Philippines, Sri Lanka, Nepal, WBA, IFALPA USA, Secretariat	Initial Draft by the end of December 2019 Final Draft by AP-WHM/WG/2 Review by December 2020	Completed Completed Completed	AP-WHM WG/2 – WP/08 from WBA AP-WHM WG/3 – WP/05 (WBA, Nepal, Philippines, Sri Lanka and IFALPA)
1/12	Develop procedures for the collection of information from aircraft operators, aerodrome personnel and other sources on the presence of wildlife on or around the aerodrome constituting a potential hazard to aircraft operations	Philippines, Sri Lanka, Nepal, WBA, IFALPA Secretariat	Initial Draft by the end of December 2019 Final Draft by AP-WHM/WG/2 Review by December 2020	Completed Completed Completed	AP-WHM WG/2 – WP/10 from WBA Continued in Task 2/6 for remaining work AP-WHM WG/3 – WP/05 (WBA, Nepal, Philippines, Sri Lanka and IFALPA)
1/13	Develop performance measurement indicators/metrics to evaluate the effectiveness of the implementation of Airport Wildlife Hazard Management Programme	Bangladesh, India, Thailand, WBA	Initial draft by the end of December 2019 and final draft by AP-WHM/WG/2	Completed	AP-WHM WG/2 – WP/06 from India Continued in Task 2/7

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
2/1	Monitor the establishment of a National Wildlife Hazard Management Committee by the States [Scope of work – 2 as per ToR]	Secretariat – Issue State Letter based on AOP/SG/3 Conclusion.	July 2020	Ongoing	State Letter Ref.: A 3/3 – AP-104/19 (AGA) dated 17 September 2019 Report of the Survey analysis (AP-WHM WG/3 – WP/04 from WBA) 11 among 23 respondent States established NWHMC.
2/2	Assist in conducting workshop/seminar on Global and Regional Guidance on WHM [Scope of work – 3 as per ToR]	Australia, ACI ICAO/ACI Regional Workshop on WHM – ACI to take the lead	TBC in 2021 AWHMP – 18 May 2021 Reporting and recording data on wildlife strikes and observed wildlife – July 2021 Wildlife safety risk assessment – 14 Sep. 2021	Ongoing Completed Planned Planned	Possible timing: Australian Aviation Wildlife Hazard Group (AAWHG) Forum in September 2021 in Adelaide, Australia ICAO/AAWHG WHM Webinar on 18 May 2021 (WHMP)

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
2/3	<p>Share the best practices on the measures adopted by member States/Administrations to prevent wildlife strike hazards at or in the vicinity of aerodromes</p> <p>a) Submission of best practices to Secretariat/ICAO APAC Office</p> <p>b) Review and select/consolidate the best practices for posting in ICAO APAC Website</p> <p>c) Publish the best practices in ICAO APAC Website</p>	<p>All States/Administrations</p> <p>Expert Group composed of the Chairman, Australia, Fiji, New Zealand, USA and WBA</p> <p>Secretariat</p>	<p>By December 2021</p> <p>Before AP-WHM/WG/4</p> <p>July 2022</p>	Ongoing	
2/4	Re-send survey questionnaire to States/Administrations that did not provide responses in Task 1/4	<p>Secretariat</p> <p>COSCAPs and PASO to assist in collection of responses</p>	June 2020 (2 months for States/Administrations to respond)	Completed	<p>Mark questions for responses by CAA and aerodromes</p> <p>State Letter Ref.: T 11 /5.6 – AP122/20 (AGA) dated 4 June 2020</p>

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
2/5	Based on the survey questionnaire responses: a) Compile the results of the survey questionnaire and the problems / issues faced by States b) Conduct needs analysis and present the recommendations on the prioritized actions to provide assistance to States as required, including future tasks for the WHM WG	WBA Australia, China, Fiji, Indonesia, Malaysia, Nepal [Lead], New Zealand, Pakistan, Thailand, WBA	October 2020 AP-WHM/WG/4	Completed	Report of the Survey analysis (AP-WHM WG/3 – WP/04 from WBA)
2/6	Develop a standardised real-time reporting format for aircrew in flight for transmitting the sighting of wildlife presence.	Australia, Philippines, Sri Lanka, Nepal, WBA, IFALPA [WBA to take the lead]	AP-WHM/WG/3 AP-WHM/WG/4 (Draft format)	Partially completed	AP-WHM WG/3 – WP/05 (WBA, Nepal, Philippines, Sri Lanka and IFALPA)
2/7	Review performance measurement indicators/metrics presented in WP/06 (AP-WHM/WG/2)	Australia, USA, ACI, WBA	September 2020	Completed	AP-WHM WG/3 – WP/08 (WBA, Australia, Bangladesh, India, Thailand and ACI)
3/1	Draft a template on State's action plan for establishment and implementation of WHMP	WBA, Australia, IFALPA, ACI, Thailand	December 2021		
3/2	IBIS Webinar/Workshop (Tentative) in conjunction with AP-WHM/WG/4	ICAO WHM Expert Group Members	AP-WHM/WG/4		