

INTERNATIONAL CIVIL AVIATION ORGANIZATION



FINAL REPORT

**THE FIFTH MEETING OF THE ASIA/PACIFIC AERODROME ASSISTANCE
WORKING GROUP (AP-AA/WG/5)**

MALDIVES, 13 TO 16 MARCH 2023

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 Fifth Meeting of Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG/5) was held in Maldives from 13 to 16 March 2023.

2. Attendance

2.1 35 participants from 9 Member States and 1 International Organisation attended the meeting.

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

3. Opening of the meeting

3.1 Honorable State Minister, Ministry of Transport and Civil Aviation, Mr. Ahmed Zubair was the Chief Guest for the opening of the Meeting. Mr. Hussain Jaleel, Chief Executive of the Maldives CAA welcomed the delegates and delivered the welcome remarks. Dr. Punya Raj Shakya, Regional Officer/AGA delivered the opening remarks.

4. Officers and Secretariat

4.1 Mr. Amit Srivastava, Chairperson of AP-AA/WG presided over the meeting online. Dr. Punya Raj Shakya, 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 15 Working Papers, 6 Information Papers and 3 presentations 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, with an amendment approved by the Fifth Meeting of the Aerodrome Operations and Planning Sub Group (AOP/SG/5) (VTC, 29 June to 2 July 2021), includes inter alia the following:

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

(With the First Amendment approved by AOP/SG/5)

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 last until September 2023.

8. List of Draft Conclusions, Conclusions and Decisions

Draft Conclusion AP-AA/WG/5 – 1: ICAO Asia-Pacific Aerodrome Assistance Go-Team Methodology

Draft Decision AP-AA/WG/5 – 2: Asia and Pacific Generic Aerodrome Enforcement Policy and Procedures Manual

Draft Decision AP-AA/WG/5 – 3: Asia - Pacific Generic Aerodrome Exemptions Policy and Procedures Manual

Draft Decision AP-AA/WG/5 – 4: Amendments to Generic Aerodrome Inspector Handbook

Draft Decision AP-AA/WG/5 – 5: Proposal for Amendment to AP-AA/WG's TOR

Draft Decision AP-AA/WG/5 – 6: Updated List of Asia/Pacific Generic Guidance Materials Developed by the AP-AA/WG with Details of the Custodians

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: Technical Assistance/Cooperation in AGA Field
- Agenda Item 8: AP-AA/WG Task List
- Agenda Item 9: Any Other Business
- Agenda Item 10: Date and Venue of Next Meeting

Agenda Item 2: Review Outcomes of Relevant MeetingsRelevant Outcomes of AOP/SG/6 (WP/02)

2.1 The Secretariat presented the outcomes of the Sixth Meeting of the Aerodromes Operations and Planning Sub-group (AOP/SG/6, video teleconference, 27 to 30 June 2022) relevant to aerodrome design and operations.

2.2 AP-AA/WG/5 noted that the following regional guidance materials had been approved by AOP/SG/6:

- i) *Generic Surveillance Programme for Certified Aerodromes* developed by the Asia/Pacific Aerodrome Assistance Working Group;
- ii) *Asia Pacific Regional Guidance on Development and Implementation of Wildlife Hazard Management Programme* developed by the Asia/Pacific Wildlife Hazard Management Working Group

and both documents had been published on the ICAO Asia/Pacific Regional Office eDocuments webpage: <https://www.icao.int/APAC/Pages/eDocs.aspx> under AGA heading.

2.3 AP-AA/WG/5 also noted that the AOP/SG/6 had adopted two Conclusions, as below:

- i) *Conclusion AOP/SG/6 – 7: State’s Actions on USOAP CMA On-line Framework (OLF)*; and
- ii) *Conclusion AOP/SG/6 – 9 (AAITF/17-3): Revalidation of Coordinate Data*

2.4 The Final Report of AOP/SG/6 published at <https://www.icao.int/APAC/Meetings/Pages/2022-AOP-SG6.aspx> provided the detailed descriptions of the above Conclusions.

Relevant Outcomes of APANPIRG/33 (WP/03)

2.5 WP/03 provided a summary of the outcomes of the 33rd Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/33) which was held at the Trans Resort Bali, Indonesia from 22 to 24 November 2022 as a hybrid event.

2.6 AP-AA/WG/5 noted APANPIRG/33 had adopted the following Conclusions related to aerodrome design and operations:

- i) *Conclusion APANPIRG/33/1: Proposal for Amendment to Asia/Pacific ANP Volume I, Table AOP I-1 and ANP Volume II, Table AOP II-1*
- ii) *Conclusion APANPIRG/33/2: Publication of procedures for reporting of runway condition report and issuance of the SNOWTAM in AIP*
- iii) *Conclusion APANPIRG/33/3: Assistance to APAC States that require assistance in AGA area including certification and surveillance of aerodromes*
- iv) *Conclusion APANPIRG/33/4: State Action Plan for Establishment and Implementation of WHMP - Generic Template*
- v) *Conclusion APANPIRG/33/14 – Update of Information in APANPIRG Air Navigation Deficiencies Reporting Form*

2.7 The Final Report of APANPIRG/33 published at <https://www.icao.int/APAC/Meetings/Pages/2022-APANPIRG33.aspx> provided the detailed descriptions of the above Conclusions.

ICAO HQ Update on AGA Matters (IP/03)

2.8 IP/03 updated the meeting with information related to aerodrome activities carried out recently in the Airport Operations and Infrastructure Section, Air Navigation Bureau, ICAO Montreal. The IP/03 provided the recent amendments to Annex 14 Vol I, including updates on guidance materials; outcomes of the discussions at the fourth meeting of the Aerodrome Design and Operations (ADOP/4); details of the upcoming amendment proposals in Annex 14, Volume I & II and PANS-Aerodromes; ongoing work of the ADOP-RPASP Joint Task Force; and brief update on the 41st ICAO Assembly.

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

3.1 AP-AA/WG/5 noted that out of **352** aerodromes used for international operations in Asia-Pacific Region **319** aerodromes had been certified corresponding to **90.63%** progress.

3.2 Thailand updated the meeting that Samui Airport was certified on 22 August 2022. The Secretariat informed the Meeting that Lao PDR also certified Wattay International Airport on 12 October 2022. With these two aerodromes, the total number of certified aerodromes in Asia-Pacific Region reached to **321**. The list of the aerodromes yet to be certified in Asia-Pacific Region was provided in **Appendix A**.

3.3 AP-AA/WG/5 noted that there was no progress in 2023 with regard to the publication of the information on the status of certification of aerodromes in national AIP of APAC States.

3.4 The list of the States that had not published or partially published the status of certification of aerodromes in AIP AD 1.5 is placed in **Appendix B**.

3.5 The Meeting was reminded that the *Asia Pacific Regional Guidance on Aeronautical Information Publication – AD 1.5 Status of Certification of Aerodromes* approved by AOP/SG/4 (Video Teleconference, 10 – 13 November 2020) and published by ICAO Asia and Pacific Office, Bangkok on ICAO APAC Website eDocuments under AGA heading (<https://www.icao.int/APAC/Pages/eDocs.aspx>) could be referred by States/Administrations for this purpose.

3.6 AP-AA/WG/5 urged States to provide periodic updates on the progress of the certification of aerodromes and publication of the status of certification in AIP AD 1.5 to the ICAO APAC Office.

Three-Stage Aerodrome Certification Process (IP/06)

3.7 Presented by Maldives, IP/06 provided a three-stage process adopted by Maldives CAA (MCAA) for the certification of aerodromes in Maldives. MCAA had issued *Air Safety Circular 139-11 Guidance on Aerodrome Certification for Prospective Aerodrome Certificate Holders* describing the three-stage process for the Aerodrome Certification, namely, stage 1 – application acceptance; stage 2 – design compliance and construction acceptance and stage 3 - operational acceptance and issue of certificate.

Agenda Item 4: Runway Safety and GRF ImplementationEnhanced Global Reporting Format for Assessing and Reporting Runway Surface Conditions (GRF) (WP/05)*GRF Implementation Monitoring and Status*

4.1 AP-AA/WG/4 noted that ICAO APAC Office had received GRF Implementation Action Plans from 29 States/Administrations in 2021. 15 States implemented GRF in 2021 (14 States on 4 November 2021). Remaining 14 States were in the process of implementation of GRF. 13 States had yet to submit their GRF Implementation Action Plan to ICAO APAC Office.

Publication of procedures for reporting of runway condition report and issuance of SNOWTAM in AIP

4.2 Recognizing the need for the promulgation of the procedures for the reporting of runway condition report and issuance of the new SNOWTAM format by States in their AIP in accordance with 6.3.1.2 of Annex 15 Aeronautical Information Services (AIS), APANPIRG/33 adopted the Conclusion APANPIRG/33/2 formulated by AP-AA/WG/4 and endorsed by AOP/SG/6 which was also supported by ATM/SG/10 (17 – 21 Oct. 2022):

Conclusion APANPIRG/33/2: Publication of procedures for reporting of runway condition report and issuance of the SNOWTAM in AIP*That, Asia Pacific States/Administrations:*

- 1) *are urged to publish the procedures for reporting of runway condition report and issuance of SNOWTAM in their AIP in accordance with 6.3.1.2 of Annex 15 Aeronautical Information Services; and*
- 2) *may consider to publish above information in “AD 1.2.2 Snow plan” (refer to Appendix 2 of PANS-AIM (Doc 10066)).*

4.3 Table 1 provides the list of the Asia - Pacific States/Administrations that had published procedures for assessment and reporting of runway condition report and the issuance of SNOWTAM in AIP.

No.	States/Administrations that have implemented GRF	Procedures for assessment and reporting of runway condition report and issuance of SNOWTAM in AIP	Section of AIP
1	Australia	√	AD 1.2 , 2. Snow Plan; 3. Runway Surface Condition Assessment and Reporting (AIP, 23 Mar. 2022)
2	France (New Caledonia, French Polynesia, and Wallis & Futuna)	√	POLYNÉSIE AD 1.2.2 Runway Surface Condition Assessment and Reporting and Snow Plan (AIP, 29 Dec. 2022)

No.	States/Administrations that have implemented GRF	Procedures for assessment and reporting of runway condition report and issuance of SNOWTAM in AIP	Section of AIP
			NOUVELLE CALEDONIE, WALLIS ET FUTUNA AD 1.2.2 Runway Surface Condition Assessment and Reporting and Snow Plan (AIP, 26 Jan. 2023)
3	Japan	√	AD 1.2, 2.1. SNOWTAM (AIP, 24 Feb. 2022)
4	Pakistan	√	AD 1.1, 5. Assessment and Reporting of Runway Surface Condition
5	Republic of Korea	√	AD 1.2, 2. Snow Plan, Runway Surface Condition Assessment and Reporting, 2. Runway surface condition assessment and reporting (AIP, 09 Feb. 2023)
6	Singapore	√	AD 1.1, 6 Runway Surface Condition Assessment and Reporting
7	Sri Lanka	√	AD 1.1, 7. Runway Surface Condition Assessment and Reporting, 7.2. Responsibility (AIP, 26 Jan. 23)
8	USA	√	ENR 1.1, 11. Runway Condition Reports (AIP, 16 July 2020)
9	Vietnam	√	AD 1.2, 2. Runway Surface Condition Assessment and Reporting at the Airports of Viet Nam

Table 1 – States/Administration that had published procedures for assessment and reporting of runway condition report and issuance of SNOWTAM in AIP

4.4 States who had already published it in other sections of the AIP may wish to consider to change it to “AD 1.2.2 Snow plan”.

4.5 The following States updated the Meeting that they would publish the procedures for assessment and reporting of runway condition report in their respective AIP:

- Thailand with effective from 20 April 2023;
- Sri Lanka would publish the procedure in AD 1.2; and
- India would publish the procedures within 2 – 3 months.

Note: Post meeting, Thailand provided a copy of the AIP which became effective from 20 April 2023 and published the information therein as shown in the Table 1A below:

No.	States/Administrations that have implemented GRF	Procedures for assessment and reporting of runway condition report and issuance of SNOWTAM in AIP	Section of AIP
1	Thailand	√	AD 1.2, 3. Runway Surface Condition Assessment and Reporting (AIP, 20 Apr. 2023)

Table 1A – Publication of procedures for assessment and reporting of runway condition report and issuance of SNOWTAM in AIP by Thailand

4.6 AP-AA/WG/5 urged States to submit GRF Implementation Action Plan to ICAO APAC Office, if yet to do so (*Conclusion APANPIRG/31/5 refers*), and to provide periodic status updates thereafter on actual implementation of GRF Action Items (Milestones) in accordance with GRF Implementation Action Plan developed by States until its full implementation (*Conclusion APANPIRG/32/2 refers*) and to note and take necessary action on *Conclusion APANPIRG/33/2*.

The FAA’s Runway Safety Program (PPT/01)

4.7 USA provided information on the FAA's Runway Safety structure and purpose. The presentation also included information on other initiatives by the FAA associated with the mitigation of runway incursions and the hazards of runway excursions. Website links to the referenced information were also included.

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

5.1 The status of Air Navigation Deficiencies in the AOP field endorsed by APANPIRG/33 (hybrid meeting in Bali, Indonesia, 22 to 24 November 2022) with updates provided by States/Administrations was presented to AP-AA/WG/5 as provided in **Appendix C**.

5.2 AP-AA/WG/5 noted that it is the responsibility of States concerned to establish action plan with defined target dates for resolution of identified deficiencies, update the status on the corrective action taken and report progress in the Reporting Form of Air Navigation Deficiencies in AOP field. The Regional Office would update the deficiency database based on written confirmation with evidences provided by the respective Administrations.

AOP Air Navigation Deficiency related to the Certification of Aerodromes used for International Operations and Publication of their Status in AIP AD 1.5

5.3 In connection with **Conclusion APANPIRG/30/4** and subsequent review by APANPIRG meetings, the States / Administrations / aerodromes identified as deficient from the perspective of certification and publication of their status in AIP AD1.5 had been included in the APANPIRG AOP deficiency list with effect from 1 January 2021.

5.4 Diosdado Macapagal International Airport, Philippines had been added in the APANPIRG Air Navigation Deficiency List as the validity of the temporary aerodrome certificate issued to this airport had been expired on 4 July 2022.

5.5 Thailand updated the meeting that Samui Airport was certified on 22 August 2022 and provided a copy of the aerodrome certificate to the Secretariat on 14 March 2023. The Secretariat informed the Meeting that Lao PDR had certified Wattay International Airport on 12 October 2022. The Secretariat in consultation with Chairpersons of AOP/SG and APANPIRG would process action for removal from the APANPIRG Air Navigation Deficiency Database and ICAO APAC Portal.

5.6 The updated list of the APANPIRG Air Navigation Deficiency List in AOP Field was provided in **Appendix C**.

*Notes:- Post meeting, the validity of the aerodrome certificates of all 5 International Airports of Philippines were updated in **Appendix C** based on the Temporary Aerodrome Certificates reissued to them and copies provided to the Secretariat.*

AOP Focal Points

5.7 For effective and efficient communications between States / Administrations and ICAO APAC Office on AOP matters, including but not limited to the resolution of Air Navigation Deficiencies in the AOP field, AOP/SG maintained contact details of AOP Focal Points. The list of AOP Focal Points was provided in **Appendix D**.

Agenda Item 6: USOAP CMA in AGA

ICAO USOAP and AGA Findings (WP/07)

6.1 AP-AA/WG/5 noted ICAO USOAP CMA activities conducted in APAC States in 2022 and those planned for 2023.

6.2 The Meeting also noted the USOAP Effective Implementation (EI) results in the APAC Region, taken from ICAO’s USOAP CMA Online Framework (OLF). APAC average EI in AGA area was **61.2 %** as compared to the global average of **62.43%** as at 10 March 2023.

6.3 Table 2 below illustrated the APAC Average AGA EI scores in all 8 Critical Elements from 2017 to March 2023:

Table 2: APAC Average AGA EI scores in all 8 Critical Elements

	APAC average EI in AGA (in %)	Critical Elements (CEs) – AGA Area							
		CE-1	CE-2	CE-3	CE-4	CE-5	CE-6	CE-7	CE-8
March 2023 (AP-AA/WG/5)	61.2 [Global Average 62.43] 168 (2017 PQs)→143 (2020 PQs)	65.28 (1→2)	67.45 (28→21)	61.61 (7→7)	41.61 (7→7)	64.29 (20→14)	63.58 (64→51)	60.18 (31→32)	46.60 (10→9)
June 2022 (AOP/SG/6)	60.97 [Global Average 63.37]	72.22	71.53	61.61	40.88	67.46	64.28	57.14	45.69
June 2021 (AOP/SG/5)	61.43 [Global Average 62.72]	75.00	71.33	62.56	41.40	68.04	64.51	58.16	46.96
Oct. 2020 (AOP/SG/4)	61.41 [Global Average 62.65]	75.00	68.64	64.44	42.73	58.61	63.26	58.11	38.42
June 2019 (AOP/SG/3)	60.52 [Global Average 61.59]	75.68	66.80	62.13	42.30	58.14	63.87	58.87	39.77
June 2018 (AOP/SG/2)	57.87 [Global Average 59.5]	68.57	65.78	55.71	38.18	49.60	60.45	53.01	51.13 [Error]
May 2017 (AOP/SG/1)	56.29 [Global Average 57.99]	68.57	63.3	53.65	33.17	51.9	59.78	55.2	39.44

6.4 AP-AA/WG/5 was informed that there was a lower EI score (APAC average AGA EI and its corresponding CEs) for March 2022 compared to EI data for June 2021 despite of improvement in EI by some States that had received ICVM and Offsite Validation Activities. This was primarily due to the adjustment of EI because of the reduction of AGA PQs from 168 (2017 AGA PQs) to 143 (2020 AGA PQs) numbers (please refer to AP-AA/WG/5-IP/04 for USOAP CMA Protocol Questions – 2020 Edition).

6.5 The meeting urged APAC States/Administrations:

- a) to take actions required from States through USOAP CMA OLF;
- b) with EI less than 75% to put more resources and efforts to improve EI to meet the 75% of GASP target by 2024; and
- c) to approach respective COSCAPs, Pacific Aviation Safety Office (PASO) or ICAO APAC Office, if State(s) require assistance in USOAP CMA.

USOAP CMA Protocol Questions – 2020 Edition and State Safety Programme
Implementation Assessment (IP/04)

6.6 IP/04 introduced the 2020 edition of the AGA Protocol Questions (PQs) of the ICAO Universal Safety Oversight Audit Programme Continuous Monitoring Approach and provided the information on the State Safety Programme Implementation Assessment.

Agenda Item 7: Technical Assistance/Cooperation in AGA Field

ICAO Asia-Pacific Aerodrome Assistance Go-Team Methodology (WP/08)

7.1 A survey conducted from 2020 to 2021 suggested that some APAC States needed external technical assistance in a number of USOAP CMA areas, in particular, CE-3 and CE-8.

7.2 AA-WG/4 held in March 2022 reviewed the survey results and tentatively concluded that, inter alia, Champion States and Industry Partners should offer technical assistance to States in the area of AGA highlighted in the survey, in particular aerodrome certification and surveillance of aerodromes and then as per recommendation of AOP/SG/6, APANPIRG/33 in November 2022 adopted **Conclusion APANPIRG/33/3 - Assistance to APAC States that require assistance in AGA area including certification and surveillance of aerodromes.**

7.3 As per experience of ICAO, COSCAPs and the Industry, one of the most effective methods to provide technical assistance to States is “Go-Team missions”, i.e., missions consisting of members from ICAO or COSCAPs, States and Industry Partners with the required expertise and background, spending time on site reviewing documents, conducting joint inspection of aerodrome operations, and coaching the State in need of such assistance.

7.4 To achieve the above purpose, the ACI developed and presented the methodology for planning, coordination, execution and follow up on Go-Team missions to assist States in AGA area including certification and surveillance of aerodromes. The detailed methodology provided in **Appendix E** was reviewed by the AP-AA/WG/5 and the Meeting endorsed the following draft Conclusion for consideration by AOP/SG/7 in July 2023:

Draft Conclusion AP-AA/WG/5 – 1: ICAO Asia-Pacific Aerodrome Assistance Go-Team Methodology	
<p>What: That, as a follow up on <i>Conclusion APANPIRG 33/3 - Assistance to APAC States that require assistance in AGA area including certification and surveillance of aerodromes:</i></p> <ul style="list-style-type: none"> • The needs for technical assistance in the area of AGA for ICAO APAC States be periodically reviewed; • States with such needs be encouraged and invited to host Aerodrome Assistance Go-Team missions; and • The methodology for conducting such Assistance Go Teams Missions provided in Appendix E to the Report of AP-AA/WG/5 be posted on ICAO APAC Website. 	<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 technical assistance to APAC States in AGA area including certification and surveillance of aerodromes</p>	<p>Follow-up: <input checked="" type="checkbox"/> Required from States</p>
<p>When: 6-Jul-23</p>	<p>Status: Draft to be adopted by Subgroup</p>
<p>Who: <input checked="" type="checkbox"/> Sub groups <input checked="" type="checkbox"/> APAC States <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input type="checkbox"/> Other: AP-AA/WG</p>	

Agenda Item 8: AP-AA/WG Task List

Asia-Pacific Generic Aerodrome Enforcement Policy and Procedures Manual (WP/09)

8.1 Presented by Malaysia and India the WP/09 provided the Generic Aerodrome Enforcement Policy and Procedures Manual to assist States in administering their aerodrome safety oversight system.

8.2 AP-AA/WG/5 reviewed the draft Generic Aerodrome Enforcement Policy and Procedures Manual and found acceptable for reference/or use by States/Administrations and endorsed the following Draft Decision for consideration by AOP/SG/7:

Draft Decision AP-AA/WG/5 – 2: Asia and Pacific Generic Aerodrome Enforcement Policy and Procedures Manual	
What: That, the Generic Aerodrome Enforcement Policy and Procedures Manual (Appendix F to the Report of AP-AA/WG/5) developed by the AP-AA/WG be published on the ICAO APAC Website.	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 assist State which have not completed the implementation of aerodrome certification for all international aerodromes and/or with an AGA EI below 75%.	Follow-up: <input type="checkbox"/> Required from States
When: 6-Jul-23	Status: Draft to be adopted by Subgroup
Who: <input checked="" type="checkbox"/> Sub groups <input checked="" type="checkbox"/> APAC States <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input type="checkbox"/> Other:	

Generic Aerodrome Exemptions Policy and Procedures Manual (WP/10)

8.3 Australia and Nepal jointly developed and presented the Generic Aerodrome Exemptions Policy and Procedures Manual with the objective to assist States in administering their aerodrome safety oversight system.

8.4 AP-AA/WG/5 reviewed the draft Generic Aerodrome Exemptions Policy and Procedures Manual and found appropriate for reference/or use by States/Administrations in APAC Region and endorsed the following Draft Decision for consideration by AOP/SG/7:

Draft Decision AP-AA/WG/5 – 3: Asia - Pacific Generic Aerodrome Exemptions Policy and Procedures Manual	
What: That, the generic aerodrome exemptions policy and procedures manual (Appendix G to the Report of the AP-AA/WG/5) developed by the AP-AA/WG be published on the ICAO APAC Website.	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 assist State which have not completed the implementation of aerodrome certification for all international aerodromes and/or with an AGA EI below 75%.	Follow-up: <input type="checkbox"/> Required from States
When: 6-Jul-23	Status: Draft to be adopted by Subgroup
Who: <input checked="" type="checkbox"/> Sub groups <input checked="" type="checkbox"/> APAC States <input checked="" type="checkbox"/> CAO APAC RO <input type="checkbox"/> CAO HQ <input type="checkbox"/> Other:	

8.5 In response to Maldives query on the first sentence of the last paragraph under the section of “*Application Timeframe*” of the Generic Manual (page 6 of the Generic Manual refers), it was agreed to investigate if the modification of the sentence with appropriate wording would be required before submitting to AOP/SG/7 for approval.

Notes: Post meeting the Authors provided the following revised text of the last paragraph in page 6 of the Generic Manual where the texts with strike through were deleted as shown below:

The [Civil Aviation Authority] will not accept poor planning ~~or commercial impact on business~~ as suitable justification. Even if the application is accepted, the exemption will be subject to a full assessment and no guarantees regarding decision time frames.

Amendments to Generic Aerodrome Inspector Handbook (WP/11)

8.6 As the custodian of the Generic Aerodrome Inspector Handbook, Thailand reviewed the document and proposed some changes in the document from editorial perspective.

8.7 As part of the proposed update to the handbook, revisions made to the checklist reference in Chapter 5, Section 5.2 to ensure alignment with the Aerodrome Audit Checklists provided in Appendix – 7.

8.8 Chapter 5, Section 5.2 of the handbook contained several 'to be developed' sections that had been updated as part of the proposed amendments. Specifically, Section 5.2.2, which covered the evaluation of aerodrome physical characteristics, now included detailed guidance on evaluation pavement condition. Similarly, Section 5.2.8, which covered the evaluation of aerodrome operational services, equipment, and installations, now included guidance on evaluation water rescue procedures to be included in Aerodrome Emergency Plan.

8.9 Appendix – 7 of the Generic Aerodrome Inspector Handbook had been updated to include references to relevant standards and best practices, including those found in the Civil Aviation Safety Authority (CASA) Manual of Standards (MOS) Part 139. They were widely recognized as industry best practices and were regularly used by other regulatory bodies. By including these standards in the handbook, inspectors would have access to a more comprehensive set of guidelines to evaluate aerodrome compliance with international standards and best practices.

8.10 Finally, formatting changes were made to improve the overall readability and accessibility of the document. This included adjustments to the font, size, spacing, and alignment of the text to ensure consistency and clarity throughout the handbook.

8.11 All changes made were marked in track changes and the updated document was provided in **Appendix H**.

8.12 The AP-AA/WG/5 reviewed the proposed updates in the Generic Aerodrome Inspector Handbook and endorsed the following Draft Decision for consideration by AOP/SG/7 in July 2023:

Draft Decision AP-AA/WG/5 – 4: Amendments to Generic Aerodrome Inspector Handbook	
What: that, the Generic Aerodrome Inspector Handbook, First Revision, 2023, at Appendix H to the Report of AP-AA/WG/5 be approved by AOP/SG/7 and made available on the ICAO Asia/Pacific Regional Office Website for reference by States/Administrations.	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 inspectors with a more comprehensive set of guidelines to improve the quality of aerodrome inspections	Follow-up: <input type="checkbox"/> Required from States
When: 6-Jul-23	Status: Draft to be adopted by Subgroup
Who: <input checked="" type="checkbox"/> Sub groups <input checked="" type="checkbox"/> APAC States <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input type="checkbox"/> Other: XXXX	

AP-AA/WG Task List (WP/12)

8.13 The meeting reviewed and updated the AP-AA/WG Task List presented by the Secretariat. New task (Task 5/1) to develop a Generic GM for the evaluation of Aerodrome SMS was added in the list. The updated Task List was placed in **Appendix I**.

Agenda Item 9: Any Other Business

Proposal for an Amendment to Terms of Reference of AP-AA/WG (WP/13)

9.1 The Secretariat presented a proposal for an amendment to the current terms of reference of AP-AA/WG.

9.2 Due to COVID-19 pandemic States and Administrations had re-organized their priorities. In addition, the travel restrictions implemented by States and Administrations had made the face-to-face meeting and onsite technical assistance to States impossible necessitating the additional time to fulfil its objective as envisaged.

9.3 Furthermore, out of 352 aerodromes used for international operations in Asia/Pacific Region only 321 aerodromes had been certified and 31 aerodromes were yet to be certified. States were still lagging behind in the establishment of the local runway safety teams at aerodromes and implementation of Global Reporting format (GRF).

9.4 As a result, the TOR was proposed to be amended to include in its scope an assistance to States through “Asia-Pacific Aerodrome Assistance Go-Team” missions as proposed in AP-AA/WG/5-WP/08 presented by ACI and maintain the register of AGA Experts nominated by States and Industry Partners in accordance with the *Conclusion APANPIRG/33/3 - Assistance to APAC States that require assistance in AGA area including certification and surveillance of aerodromes*. The additional scopes of the Working Group were incorporated in the proposed amendment to the TOR of the AP-AA/WG provided in **Appendix J**. This would allow additional time for this Working Group to focus on the implementation aspects, such as, onsite technical assistance to States for certification or surveillance of aerodromes, customization of Asia-Pacific Generic Guidance Materials for developing State’s Guidance Materials, providing on-the-job trainings to States’s Aerodrome Inspectors when necessary, assist States in establishing runway safety programme and implementation of Global Reporting Format (GRF), complete the new task (Task 5/1) added to the Working Group’s Task List to develop Generic Guidance for the Evaluation of Aerodromes SMS and provide some flexibility in the mode of conducting meetings amid the aftermath of COVID-19 pandemic.

9.5 Therefore, AP-AA/WG/5 supported the following Draft Decision proposed by the Secretariat for consideration by AOP/SG/7:

Draft Decision AP-AA/WG-5: Proposal for Amendment to AP-AA/WG’s TOR	
<p>What: That, the Terms of Reference of the Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG) be amended as in Appendix J to the Report of AP-AA/WG/5.</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 allow additional three years of time for Working Group to focus on the onsite technical assistance to States for certification and surveillance of aerodromes, new tasks of the TOR, and to provide some flexibility in the mode of meetings amid the aftermath of COVID-19 pandemic.</p>	<p>Follow-up: <input checked="" type="checkbox"/> Required from States</p>
<p>When: 6-Jul-23</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 checked="" type="checkbox"/> Other: AP-AA/WG</p>	

Asia Pacific Generic Guidance Materials and Custodian (WP/14)

9.6 Procedure for periodic review and update of the Asia/Pacific Generic Guidance Materials approved by the AOP/SG/7 and published on ICAO APAC Website at eDocuments under AGA heading could be accessed using URL: <https://www.icao.int/APAC/Pages/eDocs.aspx>. The list of the GGMs developed by the AP-AA/WG was provided as **Attachment A** to the above procedural document.

9.7 The updated list of GGMs developed by the AP-AA/WG including the following three Draft GGMs presented at this Meeting were incorporated in the above **Attachment A (Appendix K** to the AP-AA/WG/5 Report) for endorsement by this Working Group and for further consideration by AOP/SG/7:

- i) ICAO Asia-Pacific Aerodrome Assistance Go-Team Methodology;
- ii) Asia-Pacific Generic Aerodrome Enforcement Policy and Procedures Manual; and
- iii) Asia-Pacific Generic Aerodrome Exemptions Policy and Procedures Manual

9.8 The list (**Appendix K**) was also updated with a new version of the Asia Pacific Generic Aerodrome Inspector's Handbook presented through AP-AA/WG/5-WP/11 (**Appendix H**) and with custodians as volunteered by States/International Organizations.

9.9 The AP-AA/WG/5 endorsed the following Draft Decision for consideration by AOP/SG/7:

Draft Decision AP-AA/WG/5 - 6: Updated List of Asia/Pacific Generic Guidance Materials Developed by the AP-AA/WG with Details of the Custodians	
<p>What: That, the <i>Attachment A</i> to the <i>Procedure for periodic review and update of the Asia/Pacific Generic Guidance Materials</i> published on the ICAO APAC Website at eDocuments Webpage under the AGA heading be replaced by the updated list of Generic Guidance Materials developed by the AP-AA/WG/5 (Appendix K to the AP-AA/WG/5 Report).</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 incorporate in the list the version control of Generic AI Handbook and include newly developed APAC GGMs.</p>	<p>Follow-up: <input checked="" type="checkbox"/> Required from States</p>
<p>When: 6-Jul-23</p>	<p>Status: Adopted by Subgroup</p>
<p>Who: <input checked="" type="checkbox"/> Sub groups <input checked="" type="checkbox"/> APAC States <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input type="checkbox"/> Other: AP-AA/WG</p>	

Seaplanes Operations in the Maldives (IP/05)

9.10 Maldives presented IP/05 highlighting the developments that had been taken place at Velana International Airport (VIA) water aerodrome since its commencement of operation. This paper also discussed the Maldives CAA requirements for licensing and certification of Water Aerodromes in the Maldives.

Turbojet Operations on Wet Runways (PPT/02)

9.11 The USA made a presentation on “Turbojet Braking Performance on Wet Runways” providing information on hazards associated with excursions on wet and water contaminated runways. Additionally, the material expanded on the actions an aerodrome operator could take to address pavement performance, through a proactive maintenance programme. Lastly, this information also highlighted the importance of timely and accurate runway assessments and reporting, through use of the Runway Condition Assessment Matrix (RCAM).

Latest Development at Velana International Airport (PPT/03)

9.12 Maldives made a presentation highlighting the latest development at Velana International Airport.

Election of the Chairperson

9.13 Dr. Punya Raj Shakya, Secretary of the AP-AA/WG invited the meeting to provide a nomination to the position of the Chairperson of the Working Group. The post would take effect from AP-AA/WG/6 onwards.

9.14 The Head of Delegation from Maldives, Ms. Fathimath Ramiza, Director Air Navigations and Aerodromes, MCAA proposed Mr. Amit Srivastava, Deputy Director of Operations in Aerodrome standards Directorate of DGCA India, to be the Chairperson of AP-AA/WG for next four-year term. Ms. Fathimath Ramiza provided a brief resume of Mr. Srivastava’s illustrious career achievements, wide management experience and expressed confidence that Mr. Srivastava would be able to provide an effective leadership to AP-AA/WG in its current challenging environment. This was supported by the Heads of Delegation from Malaysia and Thailand. The meeting unanimously elected Mr. Amit Srivastava as the Chairperson for the next four-year terms.

9.15 Mr. Srivastava thanked the meeting for re-electing him as a Chairperson of AP-AA/WG for the next four years and expressed appreciation for the tremendous support he received from States/Administrations and looked forward to the similar supports in future.

Agenda Item 10: Date and Venue of Next MeetingProvisional Agenda, Date and Venue of Next Meeting (WP/15)

10.1 The Meeting reviewed the draft agenda proposed by the Secretariat and agreed on the following Provisional Agenda for the AP-AA/WG/6:

AP-AA/WG/6**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:	Technical Assistance/Cooperation in AGA Field
Agenda Item 8:	AP-AA/WG Task List
Agenda Item 9:	Any Other Business
Agenda Item 10:	Date and Venue of Next Meeting

10.2 The next AP-AA/WG Meeting will be held in March 2024 for three to five days.

10.3 The meeting determined that AP-AA/WG/6 should be in the form of face-to-face meeting. State/Administration interested to host the AP-AA/WG/6 was requested to contact the Secretariat. The venue of the AP-AA/WG/6 would be communicated to States/Administrations through ICAO APAC Invitation Letter.

Closing of the Meeting

10.4 Mr Srivastava, Chairperson of AP-AA/WG congratulated the meeting on the achievements and thanked all participants and members of the Working Group for their contribution to the tasks of the Working Group and cooperation during the meeting.
