

**TERMS OF REFERENCE OF
WILDLIFE HAZARD MANAGEMENT WORKING GROUP (WHM/WG)
(Proposal for amendment to AP-WHM/WG's TOR)**

Objective:

To assist States to establish a National Wildlife Hazard Management Committee and ~~an 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 (NWHMC);
- 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 ~~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 ~~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 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~~ Support States with limited resources (human and financial) to enhance their capacity in Wildlife Hazard Management through workshops and technical assistance, such as, ICAO Asia/Pacific WHM Go-Team Mission, as needed;
- 10) Monitor and assist States in the establishment and implementation of National Wildlife Hazard Management Programme; and
- 11) Maintain the register of WHM Experts nominated by States and Industry Partners.

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 NWHMC or in International Organizations or Aerodrome Operations at international airports in wildlife hazard management field;
- (2) Familiar with Annex 14 and related guidance materials (PANS-Aerodromes (Doc 9981); Airport Services Manual (Doc 9137), Part 3 – Wildlife Hazard Management, ICAO Bird Strike Information System (Doc 9332); 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~~ The Working Group will hold at least one face-to-face meeting a year. Onsite assistance may be provided to States, if required, on cost-recovery basis through ICAO Asia/Pacific WHM Go-Team missions. The ICAO APAC Office would do necessary coordination. The ICAO COSCAPs will support the implementation of Tasks.

Time frame:

The Working Group would complete its work by September ~~2023~~ 2026.

AP-WHM/WG TASK LIST

[Status Update: – ~~27 April 2022~~ Updated by AP-WHM/WG/5]

	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)	Completed	AP-WHM WG/2 – WP/07 from Fiji AP-WHM WG/3 – WP/08 (WBA, Australia, Fiji, India and AAPA) AP-WHM WG/4 – WP/04 (Australia, Fiji, India, AAPA, ACI, IFALPA and WBA)
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.

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
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 Completed Completed	Possible timing: Australian Aviation Wildlife Hazard Group (AAWHG) Forum in September 2021 in Adelaide, Australia ICAO/AAWHG WHM Webinar on 18 May 20 Conducted: Reporting and Recording Data on Wildlife Strikes on 20 July 2021 Wildlife Safety Risk Assessment on 14 September 2021 (WHMP) Workshop on National Wildlife Hazard Management Programme conducted on 2 May 2023

	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 2022</p> <p>Before AP-WHM/WG/5</p> <p>July 2023</p>	Ongoing	<p>Upload on ICAO APAC eDocuments:</p> <p>1) Australian Airports Association, Practice Note 6 – Managing Bird Strike Risk – Species Information and Practice Note 9 – Wildlife Hazard Management at Airports.</p>
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/5	Completed	Report of the Survey analysis (AP-WHM WG/3 – WP/04 from WBA) AP-WHM/WG/4-Flimsy 1 presented by 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)	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	Completed	AP-WHM WG/4 – WP/03

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
3/2	IBIS Webinar/Workshop (Tentative) in conjunction with AP-WHM/WG Meeting (as summary update on IBIS)	ICAO WHM Expert Group Members	In conjunction with AP-WHM/WG/5		Update on IBIS Manual provided by Mr. John Weller, US FAA
4/1	Presentation/WP by Australia on planning consideration in safeguarding framework in the vicinity of aerodromes	Australia	AP-WHM/WG/5 AP-WHM/WG/6		
4/2	Summary presentation on assistance provided to States	Secretariat	AP-WHM/WG/5 AP-WHM/WG/6		
AP-WHM/WG/5, 3 - 5 May 2023					
5/1	Response to WHM questionnaire circulated by WBA	Participants of AP-WHM/WG/5 (CAAs and Service Providers)	By July 2023		
5/2	Present WP based on analysis of the responses to WBA's WHM questionnaire	WBA	AP-WHM/WG/6		
5/3	Sharing State's/aerodrome operator's experience in managing WHM issues (IP)	Thailand (CAAT in coordination with Aerodrome Operators/other stakeholders) India/Goa Airport	AP-WHM/WG/6		
5/4	State's Action Plan for Establishment and Implementation of the WHMP – State's progress update	India Pakistan	AP-WHM/WG/6		
5/5	Develop ICAO APAC WHM Go-Team Mission Programme (Hybrid)	ACI (Lead), Australia/AAWHG, WBA, India, Thailand	Sept./Dec. 2023		

Dear Participants of the AP-WHM/WG/5 meeting. There is no right or wrong answer for these questions but urge you to provide your views to the best of your ability.

WHM QUESTIONNAIRE

1. What is wildlife hazard management?
2. What are the primary objectives of wildlife hazard management?
3. What are the different types of wildlife hazards that airports commonly face?
4. What is a wildlife hazard assessment?
5. What are some of the techniques used in wildlife hazard management?
6. What is the role of an airport wildlife biologist in wildlife hazard management?
7. What are some of the challenges associated with wildlife hazard management at airports?
8. What are the consequences of not managing wildlife hazards at airports?
9. How can technology be used in wildlife hazard management?
10. What are some effective practices for wildlife hazard management at airports?

ICAO Asia-Pacific Wildlife Hazard Management Go-Team Methodology

1. Purpose

This document provides a step-by-step methodology for ICAO, States, Industry Partners and International Organizations to plan, execute and follow up on “Go-Team” missions to States in need of technical assistance in the area of Wildlife Hazard Management (WHM), in particular in the establishment of a National WHM Committee and a National WHM Programme.

2. What is an “WHM Go-Team”?

A WHM Go-Team is a team of voluntary WHM experts from States, Industry Partners and International Organizations formed to provide technical assistance in WHM to a State, hereinafter referred to as the “Host State”, in need of such assistance in particular in the establishment of a National WHM Committee and a National WHM Programme. The key activity of the team is a mission to the Host State, during which detailed discussions and coaching can be conducted in a face-to-face setting.

3. Outline of Methodology of Go Team

This methodology recommends the following steps to provide technical assistance Go-Team missions to States in WHM:

- Planning of mission;
- Coordination;
- Execution; and
- Follow Up.

These steps are described in the following.

4. Planning of Mission

4.1 Identify Needs of States

Identify the States that need technical assistance in WHM and in what particular areas that needs are required, for example, the establishment of National WHM Committee or a National WHM Programme. Prioritize States and their needs based on safety risks these deficiencies pose and levels of resources available locally.

This may be done based on ICAO USOAP CMA results, ICAO regional surveys on WHM, the existence of significant safety concerns, and through consultation with the Host State.

4.2 Agreement with States concerned

ICAO should then seek agreement with the Host State that they need technical assistance in WHM in the form of a Go-Team mission. This is usually the case when WHM issues that the Host State encounters cannot be easily resolved via telecommunications means and that in-person discussions and coaching are urgently required.

4.3 Team Formation

States of Asia-Pacific and other ICAO regions, Industry Partners and International Organizations such as ICAO and COSCAPs, ACI, WBA, FAA and EASA may be invited to voluntarily join the mission.

4.4 Scheduling

Unless otherwise agreed by all parties, the mission should take no more than a week.

ICAO should coordinate with the Host State, and volunteering States and International Organizations to agree on the dates of the mission.

4.5 Cost Reimbursement

Go-Teams are not-for-profit missions. Participation shall be voluntary. Members of the Go-Team and their employers shall not be remunerated for their services. The costs of the mission shall either be fully reimbursed by the Host State or a third-party sponsor willing to promote WHM. An estimate of costs should be presented to the Host State or the sponsor to seek their agreement before any travel bookings are made. The seating class of air travel with consideration of flight durations should also be agreed upon beforehand.

Partners participating in the mission should book their airline tickets and the costs reimbursed by the Host State via an invoice issued by ICAO consolidating all requests for reimbursement.

The Host State should arrange, book and pay for the hotel accommodation, meals and local transport for Go-Team members while they are on-site.

4.6 Technical Analysis of Needs Before Mission

At least four weeks before the mission:

- The Host State should provide relevant documents such as aerodrome manual and, if existent, national WHM programme, regulations and guidance materials as well, to all Go-Team members for review via ICAO; and
- ICAO should provide to Go-Team members relevant results of USOAP CMA activities and surveys relevant to WHM.

Two weeks before the mission ICAO should organize a briefing session with the Go-Team to discuss the logistics and workplan for the mission.

4.7 Coordination with APEX and COSCAP

Go-Team missions should be as much as possible coordinated with ACI's APEX in Safety peer review assessments and COSCAP technical assistance missions to avoid duplication of efforts, schedule conflicts and optimize the use of resources.

4.8 MOU with Host State

ICAO and the Host State should agree on the dates and purpose of the mission, costs recovery and responsibilities of all parties.

5. Execution of Mission

Once onsite the Go-Team should meet with the Host State and seek to:

- Better understand the issues identified before the mission, any other issues not discovered before the mission, and challenges met in dealing with these by reviewing documents and discussing with the Host State;
- Share experience and best practices in dealing with similar issues in other States;

- Share and explain documents, such as, Asia-Pacific regional guidance materials in WHM [e-documents](#) (under the AGA tab) available on the ICAO APAC website and other global guidance materials; and
- Suggest relevant training materials and courses available.

The Go-Team may split into subgroups working concurrently such as one for wildlife hazard control in the airfield and another for document review in the office to enhance work efficiency.

During discussions the Go-Team should seek agreement with the Host State on recommended actions aimed at enhancing WHM and a roadmap to accomplish these.

A brief draft report should be presented to the Host State at the end of the mission and feedback should be sought.

6. Confidentiality

Unless expressly agreed by the Host State, members of the Go-Team mission shall not reveal information received and recommendations made to third parties.

7. Post Mission Follow Up

A final report focusing on the action items and a roadmap to achieve these, aimed at achieving the objectives of the mission, should be delivered to the Host State within two months after the mission.

The Host State should review the recommended action items and roadmap, make feedback on any potential challenges, and in consultation with the Go-Team make adjustments, and commit itself to the implementation of the roadmap.

ICAO should seek to follow up with the Host State regularly after the mission, with inputs from members of the Go-Team, if necessary, at least in the first two years.

-End -

State	ICAO Region	Focal Point	Position	Email	Others to include in copy
Afghanistan	APAC				
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Solomon Islands	APAC				
Sri Lanka	APAC	Rangana Samanpriya	Director, Aerodromes Operations	dae@caa.lk; scaiae@caa.lk;	
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Tonga	APAC				
Tuvalu	APAC				
Vanuatu	APAC				
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ICAO

Fifth Meeting of the Asia/Pacific Wildlife Hazard Management Working Group (AP-WHM/WG/5)
Bangkok, Thailand, 3 to 5 May 2023

List of Experts

Asia/Pacific Wildlife Hazard Management Working Group (AP-WHM WG)

[As of 20 May 2021 5 May 2023]

	State/Administration and Name		Organization/Title	E-mail and Telephone Numbers
1.	Australia			
	1.	Ms. Donna Kerr	Secretariat - Australian Aviation Wildlife Hazard Group (AAWHG). Data Analyst - Aviation Statistics. Department of Infrastructure, Transport, Regional Development Communications and the Arts Secretary of the Australian Aviation Wildlife Hazard Group International Standards Section Aviation Environment Branch Aviation and Airports Division Department of Infrastructure, Regional Development and Cities Canberra	InternationalICAO@infrastructure.gov.au ; Janice.Ho@infrastructure.gov.au ;
	2.	Mr. Ashley McAlpine	Chairman of the Australian Aviation Wildlife Hazard Group (AAWHG) and Safety Performance and Management Specialist (CASA – Australia)	Ashley.Mcalpine@casa.gov.au
2.	Bangladesh			
	3.	Md. Ayub Khan	Assistant Director & Senior Aerodrome Inspector - Asia/Pacific Civil Aviation Authority Headquarters Kurmitola, Dhaka-1229	dfsr@caab.gov.bd ;

	State/Administration and Name	Organization/Title	E-mail and Telephone Numbers
3.	China		
4.	Mr. TU Kun	Principal Staff Member of Division of Airport Safety of Department of Airport, Civil Aviation Administration of China (CAAC)	jr_yang@caac.gov.cn ;
4.	India		
5.	Mr. V Haridasan	Senior Manager WHM Bangalore International Airport Limited – BIAL	haridasan@bialairport.com
5.	Nepal		
6.	Mr. Deo Chandra Lal Karn	Director, Domestic Airport and Facilitation Department Deputy Director General, Civil Aviation Authority of Nepal Head Office, Babar Mahal, Kathmandu, Nepal	dgca@caanepal.org.np ;
7.	Mr. Chhabi Lal Khanal	Manager, Tribhuvan International Airport, Civil Aviation Office, Aerodrome Safety Inspector Civil Aviation Authority of Nepal Head Office, Babar Mahal, Kathmandu, Nepal	dgca@caanepal.org.np ;
6.	Thailand		
8.	Mr. Pongsathorn Chantaragon	Specialist Aerodrome Standardization and Safety Department Airports of Thailand Public Co., Ltd.	pongsathorn.c@airportthai.co.th ;
7.	World Birdstrike Association (WBA)		
9.	Ms. Lalita Vaswani	Vice -President, WBA World Birdstrike Association	lalita@worldbirdstrike.com
10.	Mr. Raman Emani	Board Member, WBA South Asia World Birdstrike Association	raman@worldbirdstrike.com

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