International Civil Aviation Organization

Sixth Meeting of the Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG/6)

Bangkok, Thailand, 2 to 5 April 2024

Agenda Item 7:   Technical Assistance/Cooperation in AGA Field

COLLABORATION BETWEEN COSCAP-SEA AND ASIA/PACIFIC AERODROME ASSISTANCE WORKING GROUP

(Presented by COSCAP-SEA)

SUMMARY

This paper presents need for collaboration between COSCAP-SEA and Asia/Pacific Aerodrome Assistance Working Group to assist SEA States in AGA Areas.

1.   INTRODUCTION

1.1   The COSCAP-SEA Programme aims to enhance the safety and efficiency of air transport in the Member States through coordination, assistance and harmonization efforts aiming to strengthen States' safety oversight and safety management capabilities, and their compliance with the applicable ICAO provisions in an effective, sustainable, and resilient manner.

1.2   APANPIRG/34 has approved Aerodrome Assistance Go-Team Methodology. This Go-Team was established for States in need of technical assistance in Aerodromes and Ground Aids (AGA) area including aerodrome certification and surveillance of aerodromes as per Conclusion APANPIRG/33/3.

2.   DISCUSSION

COSCAP-SEA Objectives and Deliverables

2.1   COSCAP-SEA Programme Phase-V aims at supporting States along the 7 strategic priorities, which are in line with ICAO's global and regional priorities. The relevant ones are:

   a) SP1 Identifying and mitigating potential immediate risks for safety;

   b) SP2 Fulfilling certification/licensing/surveillance and enforcement responsibilities;

   c) SP4 Effective/sustainable, and resilient enhancement of State's safety oversight system.

2.2   Germane activities under Phase-V includes training sessions (courses, seminars, and workshops), on-site technical assistance missions, meetings at strategic or operational level, and coordination activities with all stakeholders.

2.3   WP/05 presented in this meeting has highlighted about that there are 39 States, 2 Special Administration Regions and 8 overseas territories of 3 States in Asia and Pacific Regions including 12 member States of COSCAP-SEA. As of 25 March 2024, out of 96 international aerodromes in SEA, 87 aerodromes have been certified, which corresponds to 90.62%. SEA States yet to achieve the 100% meet the Beijing Declaration target are Brunei Darussalam, Lao PDR, Malaysia, Thailand, and Timor-Leste.

2.4   Secretariat has also presented APANPIRG Air Navigation Deficiency in AOP Field under Agenda 5 and WP/09. Out of 12 SEA States, Brunei Darussalam, Lao PDR, Malaysia, Myanmar, Philippines, Thailand, Timor Leste and Vietnam have deficiencies and may decide for assistance, where needed.

2.5   In addition to the above, nine States of COSCAP-SEA have lower EI percentage than global average and far from the target of 75%. These States are being supported by COSCAP-SEA through its annual work plans, in collaboration with other COSCAPs, ICAO Regional Office and Industry Partners.

2.6   One such initiative is the Aerodrome Assistance Go-Team. It is a team of voluntary AGA experts from States, Industry Partners and International Organizations formed to provide technical assistance to a State in need of such assistance primarily to improve USOAP-CMA Effective Implementation in AGA area, and certification of its international aerodromes.

2.7   The Methodology of this Go Team i.e., identification of needs and its technical assessment, agreement/ MOU with the State, team formation, scheduling, cost of the mission, execution of the mission and follow-ups can be accessed at **Attachment -A**.

3.   ACTION BY THE MEETING

3.1   The meeting is invited to:

    a)   note the information contained in this paper;

    b)   discuss any relevant matters as appropriate; and

    c)   carry out need for such assistance and coordinate through COSCAP-SEA.

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ICAO Asia-Pacific Aerodrome Assistance Go-Team Methodology

Approved by APANPIRG/34

Hong Kong, China, 11 - 13 December 2023

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 Aerodromes and Ground Aids (AGA) area including aerodrome certification and surveillance of aerodromes as per Conclusion APANPIRG/33/3.

2. **What is an "Aerodrome Assistance Go-Team"?**

An Aerodrome Assistance Go-Team is a team of voluntary AGA experts from States, Industry Partners and International Organizations formed to provide technical assistance to a State, hereinafter referred to as "Host State", in need of such assistance primarily to improve EI (Effective Implementation) in AGA, in particular the certification of international aerodromes. The key activity of the team is a mission to the Host State, during which detailed discussions and coaching can be conducted.

3. **Outline of Methodology of Go Team**

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

- 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 AGA and in what particular areas that needs are required, for examples, what specific deficiencies are required to be rectified. 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, status of aerodrome certification, the existence of significant safety concerns, and through consultation with the Host State. The identification of needs in assistance can also be done through survey. Such a survey was conducted in 2022 and its results were reported in WP/9 to AP-AA/WG/4 in 2022.

4.2 Agreement with States concerned

ICAO should then seek agreement with the Host State that they need technical assistance in specific AGA areas in the format of a Go-Team mission. This is usually the case when safety issues that the Host State encountered 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 ACI, COSCAP, and EASA may be invited to join voluntarily 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 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 aerodrome safety. 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 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 consolidating all request for reimbursement issued by ICAO.

The Host State should 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 to all Go-Team members for review via ICAO; and

- ICAO should provide to Go-Team members relevant results of USOAP CMA activities and list of air navigation deficiencies in AOP field.

Two weeks before the mission ICAO should organize a briefing session with the Go-Team.

4.7 Coordination with APEX and COSCAP

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

4.8 MOU with Host State

ICAO and the Host State should consider jointly signing a brief MOU stating 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 AGA area [e-documents](#) available on the ICAO APAC website and other global guidance materials; and

- Suggest training materials and courses available.

The Go- Team may split into subgroups working concurrently by subject matter such as wildlife hazard management, runway safety and safety management system, to make better use of time during the mission.

During discussions the Go-Team should seek agreement with the Host State on recommended actions aimed at enhancing AGA EIs or rectifying deficiencies, and a roadmap to accomplish these.

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

6. **Confidentiality**

Unless otherwise agreed by the Host State, members of the Go-Team mission should keep information received and recommendations made confidential.

7. **Post Mission Follow Up**

A final report focusing on the action items and a roadmap, aimed at achieving the objectives of the mission such as improving EI on AGA and helping the States certify their international aerodromes, should be delivered to the Host State within two months after the mission.

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

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

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