

22ND COSCAP-SEA STEERING COMMITTEE MEETING (SCM/22)

(19-20 June 2025, Manila, Philippines)

Working Paper 1 (WP/1)

Agenda Item 3: Follow-up on the 21st Steering Committee Meeting Conclusions

(Presented by the COSCAP-SEA Secretariat)

EXECUTIVE SUMMARY

This paper provides a follow-up on the previous Steering Committee Meeting (SCM/21) and its associated conclusions. It refers to the official report of the last SCM, with each conclusion distinctly highlighted in boxed sections for enhanced visibility.

The corresponding actions taken are presented in blue italicized text to ensure clear differentiation and ease of reference.

Action: Meeting may take note of the content in this paper and discuss additional actions, if necessary.

COSCAP-SEA -SCM/21 -REPORT

Introduction

The 21st COSCAP-SEA Steering Committee Meeting (SCM/21) was held in Manila Philippines from 24 to 25 April 2024. All COSCAP-SEA Member States attended the meeting, as well as the following Partners: United States (FAA), the European Union Aviation Safety Agency (EASA), the Flight Safety Foundation (FSF), the International Air Line Pilots' Associations (IFALPA), Airbus and Boeing, in addition to ICAO APAC RO and COSCAP-SEA. A total of 70 delegates participated in the 21st COSCAP-SEA Steering Committee Meeting.

The Meeting commenced with the welcome remarks by, Capt. Manuel Antonio Tamayo, DG-CAA, Philippines, followed by opening remarks by Mr. Tao Ma, Regional Director ICAO Asia and Pacific (APAC). The incumbent COSCAP-SEA Chairman Mr. Ho Minh Tan, Deputy Director General, CAA-Viet Nam during his remarks welcomed all participants and recalled some of the challenges faced by Member States during the COVID-19 pandemic. He also highlighted the opportunities offered by the extension of COSCAP-SEA into Phase V.

1. Agenda 1 Election of Chair

1.1 The meeting convened to nominate and elect a chairperson.

Viet Nam assumed the Chairmanship of COSCAP-SEA during the 19th Steering Committee Meeting held

in Ha Long, Viet Nam, from 20-21 November 2019. During the 20th Steering Committee Meeting, Conclusion 20/1 was adopted, agreeing to extend Viet Nam's chairmanship until the 21st Steering Committee Meeting.

1.2 The Meeting recognized and expressed appreciation for the leadership of Chairman Mr. Ho Minh Tan, particularly for sustaining COSCAP-SEA activities during the challenging pandemic period.

1.3 The meeting elected Captain Manuel Antonio Tamayo, Director General of the Civil Aviation Authority of the Philippines, as the new Chairperson for COSCAP-SEA, following a nomination by Viet Nam and secondment by Indonesia.

1.4 Captain Manuel Antonio Tamayo accepted the position of COSCAP-SEA Chairperson. In his welcome remarks, he expressed his commitment to the role and anticipated continued support from COSCAP-SEA Members States. He invited the Heads of Delegations to introduce themselves and their delegation members.

2. Agenda 2 Approval of the Meeting Agenda

2.1 The Chairman COSCAP-SEA proposed the provisional agenda for SCM/21, which was approved by the Meeting without any modification.

3. Agenda 3 Follow-up and Reports

Agenda 3a. Follow-up conclusions from SCM/20 (WP-1)

3.1 The CTA/PC provided the Meeting with information (WP-1) regarding the follow up on conclusions from SCM/20 (held in virtual platform from Bangkok from 30 to 31 March 2020). The information was noted by the Meeting.

3.2 Discussion on Conclusion SCM-20/2:

- a) The proposed COSCAP-SEA Institutional Framework was presented by the CTA/PC during SCM/20. The proposed update had been prepared in alignment with COSCAP-SEA Phase V and in consultation with the ICAO APAC Regional Office and the ICAO Capacity Development and Implementation Bureau (CDI).
- b) In addition, it was aligned with ICAO's global and APAC regional aviation safety plans (GASP and AP-RASP):
- c) Earlier, Meeting supported the proposed updated COSCAP-SEA Institutional Framework and were requested to provide respective comments by 30 April 2021. Post processing of comments and approval by COSCAP-SEA Chairman, CTA/PC circulated amended and final version of Institutional Framework to Member States for concurrence and final approval in Nov 2021.
- d) Only one Member State responded till the last date (10 Nov 2021) stipulated then. Institutional framework was presented again during SCM/21 in 2024 with few editorial changes.

3.3 Following discussions on WP/1, the Meeting adopted Conclusion SCM-21/1:

Conclusion SCM-21/1:

The COSCAP-SEA Steering Committee supported the proposed updated COSCAP-SEA Institutional Framework presented at the SCM/20 meeting, and endorsed that:

- a) The CTA/PC will process the comments received from Member States and would provide the updated version of the COSCAP-SEA Institutional Framework to Member States by 10 May 2024.
- b) Member States to review and forward their concurrence to the Institutional Framework by 31 May 2024.
- c) CTA/PC will publish COSCAP-SEA updated Institutional Framework on the secure portal.

COMPLETED

Agenda 3b. Follow up on actions from SEARAST/22 (WP-2)

3.4 The CTA/PC provided the Meeting with information (WP-2) regarding the follow-up on actions from the 22nd COSCAP-SEA Regional Aviation Safety Team (SEARAST) and National Coordinators (NC) Meeting (held on 17-18 November 2021 using a virtual platform). The information was noted by the Meeting.

3.5 Discussion on action SEARAST-22/2

- a) During SEARAST 22, COSCAP-SEA was requested to support Member States in developing their respective NASPs in alignment with GASP and AP-RASP including SEIs for the considered period.
- b) COSCAP-SEA Member States were asked to take actions to develop periodic NASPs demonstrating State's strategy, priority of actions, clear goals, targets and indicators.
- c) Member States were asked to monitor progress in the effective implementation of the SEIs contained in their NASPs and assess the effectiveness of those SEIs.
- d) COSCAP-SEA Member States to upload their data on the "ICAO APAC SEI Monitoring Tool" and COSCAP-SEA in coordination with the ICAO APAC Regional Office, to report on its Member States' progress at SCM /21 meeting.
- e) The status update was discussed during Interim SEARAST on 27th March 2024, only six States have published their NASPs and only two Member States maintain their NASPs as current.

3.6 Following discussions on WP/2, the Meeting adopted Conclusion SCM-21/2:

Conclusion 21/2:

The COSCAP-SEA Steering Committee noted the progress update on National Aviation Safety Plans (NASP) in Member States and requested COSCAP-SEA to further support Member States in development and periodic updating of their National Aviation Safety Plans (NASP).

COMPLETED: ICAO APAC RO conducted two workshops (5 days each):

- 1. *Fiji :* 18-21 November 2024
- 2. *Singapore:* 03-06 December 2024

Agenda 3c. Review of 3rd ICAO-EASA Forum On Civil Aviation in South East Asia.

3.7 Third ICAO – EASA Forum was conducted on 23 April 2024 at Hilton Manila, hosted by the Civil Aviation Authority of the Philippines. The forum was attended by 83 participants. The forum was opened by Hon. Jaime J. Bautista, Secretary of Transportation, Department of Transportation of the Philippines, and he delivered the Keynote Address. There were three panel discussions conducted on the following topics, participated by four speakers in each panel and facilitated by a moderator.

Panel 1 – Connectivity and regional integration: a) Enhancing connectivity in South East Asia, b) ASEAN air transport integration and liberalization, c) Overcoming obstacles towards seamless skies,

Conclusion 21/3:

The COSCAP-SEA Steering Committee urged to upload and update their SEI data on the “ICAO APAC SEI Monitoring Tool” in coordination with the ICAO APAC Regional Office and to report the progress during each SCM meeting.

ICAO APAC RO has developed a website/ dashboard for the SEI data update and monitoring; the portal is managed by CAA Bangladesh. The Member States faced the challenge due to non-availability of login/ password, which was taken up with the concerned office and the login credentials were provided.

To ease out the process, a SEI Tracker (Word) was created by COSCAP-SEA and circulated to all Member States. About 60% of the Member States have now provided the status through the Tracker; few States have yet to update the status of implementation of SEIs.

and d) The role of RSOOs and RAIOS in regional integration

Panel 2 – Addressing the Beijing Declaration: a) Where does South East Asia currently stand? b) What are the areas could the South East Asia region could address collaboratively? c) Addressing human resource challenges, and d) How to strengthen the aircraft accident and incident investigation area?

Panel 3 – Sustainable Aviation:

- a) Working towards the Long-Term Aspirational Goal (LTAG),
- b) Gearing Sustainable Aviation at the regional level,
- c) States’ preparedness towards decarbonization of air transport, and
- d) Challenges and opportunities in the decarbonization of aviation: A practical example

3.8 Discussions during Third ICAO-EASA Forum on Civil Aviation in South East Asia

- a) Panel 1 emphasized enhancing air transport connectivity in South East Asia through seamless integration, industry involvement, and partnership collaborations for improved safety and efficiency.
- b) Panel 2 discussed substantial air traffic growth in South East Asia amidst challenges like slow implementation of safety commitments from Beijing declaration, emphasizing the need for skilled human resources, regional collaboration, and support from organizations like COSCAP- SEA.
- c) Panel 3 highlighted international commitment to decarbonize air transportation, stressing leadership, collaboration, and innovation in sustainable aviation initiatives, including SAF

development and regulatory frameworks for Net Zero emissions by 2050.

The Third ICAO-EASA Forum notes are available on ICAO APAC RO website at:
<https://www.icao.int/APAC/Meetings/Pages/2024-ICAO-EASA-Forum.aspx>

4. Agenda 4. Programme Progress Report (WP-3)

4.1 The CTA/PC presented WP/3 on the progress achieved in implementing the COSCAP-SEA Programme for the period from SCM/20 (30-31 March 20) until March 2024 inclusive and replied to related questions from meeting participants.

4.2 During the vacancy of the COSCAP-SEA CTA/PC position, from May 2022 to July 2023, the ICAO APAC Regional Office appointed one of their officers as acting CTA/PC for ensuring continuation of the programme. The new CTA/PC joined the programme on 26th July 2023.

4.3 COSCAP-SEA meetings, training activities and on-site technical assistance missions in the Member States continued virtual platform despite COVID-19 since April 2020. In the reporting period, COSCAP-SEA provided 50 training activities to 2294 participants in both, on-site and virtual classroom delivery mode with the valuable support from the FAA, European Union Aviation Safety Agency (EASA), CAA UK, DGAC France, Airbus, Boeing, and IATA. After the easing out of COVID-19 restriction, COSCAP-SEA conducted six on-site technical assistance missions in a total of six-Member States.

4.4 Further to the 18th COSCAP-SEA Steering Committee Meeting, which requested Member States and Safety partners to consider offering experts to work in COSCAP-SEA Programme office. Meeting acknowledged the support extended by DGCA of Indonesia by secondment of an airworthiness expert on a full-time basis to COSCAP-SEA Programme.

4.5 Discussion on Programme Progress Report (WP-3)

- a) During SCM/19, Singapore highlighted the need to advance the COSCAP-SEA activities during the COVID-19 pandemic using virtual platforms leading to Conclusion SCM-20/3.
- b) This initiated the discussion initiated by Airbus on the efficacy of virtual meetings and training and opinion about their continuation.
- c) Most of the Member States opined that face-to-face activities are more productive, and inclusion of OJT would enhance the effectiveness of the training, however, the importance of virtual activities cannot be overlooked, and that the requirement will hinge on the subject, scope, coverage and number of participants.
- d) Singapore and Indonesia stressed upon the need for training evaluation to measure its intended effectiveness.

4.6 Following discussions on WP/3, the Meeting adopted Conclusion SCM-21/4.

Conclusion 21/4:

The COSCAP-SEA Steering Committee, having reviewed the programme progress report for the period April 2021-March 2024 and subsequent discussions, and requested:

- a) COSCAP-SEA and Member States to give preference to face-to face training, workshops, and provision for more OJTs. Online/ Hybrid activities may continue based on the context, content, duration, and benefits needed for wider participation.
- b) COSCAP-SEA to introduce evaluation of the training activities to map its effectiveness and to draw input for future alignment with the objectives of COSCAP-SEA.

During the assessment period, all the training/ workshops were delivered on face-to-face mode except two; these two webinars were related to discuss implementation roadmap for transition of pavement strength from PCN to PCR.

COSCAP-SEA has also introduced the feedback survey for measuring effectiveness of training/ workshops. In addition to the post training/ workshop feedback form, a follow-up survey is being carried out, typically 4-5 months after the initiative and it includes the performance assessment by the supervisor and the participant. We have administered 3 such surveys in last two months and intend to circulate 3 more by the end of this month. The Kirkpatrick Model is used to measure the KSA. Request States to submit the feedback so that overall effectiveness can be measured and next level of support can be planned.

5. Agenda 5. Financial and Contributions Report (WP-4)

5.1 The CTA/PC presented WP/4 on the status of the budget, finances and contributions of the COSCAP- SEA Programme from March 2021 to March 2024.

5.2 The Meeting was informed that:

- a) Most Member States were up to date with the COSCAP-SEA Phase IV annual financial contributions except one Member State,
- b) Most Member States were up to date with the COSCAP-SEA Phase V annual financial contributions except three Member States, whereas one Member State committed to make transfer of funds,
- c) The Programme had benefitted from the valuable support from Airbus and Boeing over the years, with the utilization of their voluntary financial contributions for COSCAP-SEA training and technical assistance activities,
- d) The Programmes savings (USD 272,493 till March 2024) mainly resulted from the vacancy of the CTA/PC position from 01 May 2022 to 26 July 2023, and savings from mission travel budget owing to the travel restrictions due to the COVID-19 pandemic; and
- e) The estimated funds available in the COSCAP-SEA Programme amounted to USD 1,350,840.

5.3 The information contained in WP/4 was noted by the Meeting, which adopted Conclusion SCM-21/5

Conclusion SCM-21/5

The COSCAP-SEA Steering Committee, having reviewed the financial report for the period from March 2021 to March 2024 agreed to:

- a) urge Member States who had not yet contributed to make the necessary transfer of funds as soon as practicable.
- b) encourage Member States to make timely annual financial contributions for the implementation of the Programme annual work plan and
- c) encourage its donor States, agencies, and organizations to continue with their contributions to COSCAP-SEA, as these are vital to the success of the Programme.
- d) propose to include COSCAP-SEA Financial Statements for review for better understanding of the Programme expenditure. *(The details are provided in WP-4, to be presented by ICAO)*

6. Agenda 6: Programme Work Plan (WP-5)

6.1 The CTA/PC presented WP/5 on the proposed Work Plan for implementing the COSCAP-SEA Programme in 2024/2025. For the development of this proposed Work Plan, activities had been prioritized considering the proposed strategic priorities for Phase V of the Programme, results, and planned activities under the ICAO Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP CMA), needs reported by Member States in the annual assistance needs survey. In addition, due consideration was given to the rescheduling of postponed activities.

6.2 The planned activities are aligned with the Global Aviation Safety Plan (GASP), Asia-Pacific Regional Aviation Safety Plan (AP-RASP) and APAC DGCA Action Item 56/34, as well as the APAC Beijing Ministerial Declaration commitments for the State implementation of safety oversight systems, international aerodromes certification, State Safety Programmes, Performance Based Navigation, and Aircraft Accident and Incident Investigation Authorities.

6.3 Planned training activities comprise webinars, which are generally 1 to 3 hours long and provide information on specific topics, as well as workshops which are generally organized over 1 to 4 days, and which involve interactions with participants. Opportunities for training courses (not included in the Work Plan) would be offered as available. Whenever relevant and possible, training events would be complemented by follow-up events.

6.4 Regarding planned on-site assistance missions, the tentative schedule aimed at covering all Member States by the second half of 2025. This also includes dedicated aerodrome certification assistance to Thailand, Lao PDR and Timor Leste, due to the specific challenges faced by these States in meeting the target contained in the Beijing Declaration with respect to aerodrome certification.

6.5 Additional on-site assistance missions may be added, following requests by Member States and/or proposals by the COSCAP-SEA CTA/PC and with the approval of the Chairperson of the COSCAP-SEA Steering Committee.

6.6 Discussion on Programme Work Plan (WP-5)

- a) Indonesia requested for more support in development and maintenance on NASPs.
- b) From the Beijing Declaration standpoint, 9 airports in 5 States need support to meet, Timor

Leste reported that they have already certified their two International Aerodromes.

- c) FSF volunteered to share their safety report, which includes operational safety and emerging risks in the sub-region.
- d) Singapore advised to enhance the scope of COSCAP-SEA to include industry. Singapore offered workshop support in the areas of SDCPS and AOC in the 3rd/ 4th quarters of 2024.
- e) FAA informed that they are supporting ICAO-APAC Regional Office in GSI and AIG courses, COSCAP-SEA should coordinate with ICAO-APAC Regional Office for participation.

6.7 Following discussions on WP/5, the Meeting adopted Conclusion SCM 21/5:

Conclusion SCM 21/6

- a) The Steering Committee approved the proposed COSCAP-SEA Work Plan for 2024-2025, with more focus on face-to-face activities including OJT for all relevant subjects.
- b) In addition, the COSCAP-SEA Steering Committee endorsed that:
 - i. COSCAP-SEA to organize activities to provide more support on development and updating of National Aviation Safety Plans (NASP) in the second half of 2024; and
 - ii. The approved Work Plan be updated as needed under the approval of the Chairperson of the Steering Committee.

COMPLETED: ICAO APAC RO conducted two workshops (5 days each):

- 1. *Fiji :* 18-21 November 2024
- 2. *Singapore:* 03-06 December 2024

Only 05 of the 11 States have published their NASPs in GASP-library. Follow-up activity to be planned in coordination with ICAO APAC RO, especially on the Monitoring Implementation of National Aviation Safety Plans

6.8 Updates from Member States and Partners

6a. Updates from Member States:

6.9 Thailand made a presentation (IP-2) on their commitment for enhancing aviation safety through the implementation of Just Culture, as a part of State Safety Policy and State Safety Programme (SSP). Safety initiatives include the introduction of the Just Culture survey, organizing safety talks, conducting training to reinforce a safety culture and encourage collaboration between CAA Thailand and stakeholders. Thailand introduced training and structured models for determining acceptable and unacceptable behavior to obviate challenges related to Asian or Seniority culture and organizational practices.

6.10 Singapore, through their paper (IP-3) highlighted that they were the first State to undergo ICAO's State Safety Programme Implementation Assessment (SSPIA) under Phase 2 in April 2022 and shared their experience and lessons learnt arising from SSP implementation. Singapore suggested that States should strengthen the implementation of their SSP, conduct gap analysis using ICAO iSTARS SSP GAP Analysis; and requested COSCAP-SEA to organise a workshop to demonstrate the use of ICAO iSTARS SSP GAP Analysis and for States to share their experience and lessons learnt from SSP implementation.

6.11 Singapore also presented (IP-4) on Suspected Unapproved Parts. Singapore advocated for the sharing of information and best practices on SUP between Member States in the future as it may help contain and reduce the spread of SUP. Such information sharing would allow Member States to learn from one another and improve the collective efforts of preventing SUP from entering the aviation systems.

6.12 Timor-Leste's shared their progress on aviation safety oversight systems and need for continues assistance through (IP-5). Paper provided information on the progression of Timor-Leste safety oversight activities and further requirements for continued support for the development of the Timor-Leste's Aviation Sector. Timor-Leste acknowledged the support extended by ICAO, COSCAP- SEA, Asian Development Bank, World Bank and the governments of Australia, Indonesia and Japan and requested for COSCAP-SEA and other donors to continue providing technical support to Timor- Leste in the development of their aviation sector.

6b. Updates from Partners

6.13 EASA made a presentation (IP-1) on proposed contributions to the COSCAP-SEA work plan in 2024-25 to enhance Member States' capacity for safety oversight. After discussions with COSCAP-SEA Member States, COSCAP-SEA Safety Partners and the COSCAP-SEA Chief Technical Advisor, EASA has identified seven priority topics, such as UPRT, SSP, SMS, Safety Culture, ATO, DGR and mandatory and voluntary reporting, to be addressed at the sub-regional level under the EASA SCOPE APP work plan for 2024.

6.14 The United States Federal Aviation Administration (FAA) made presentation (IP-6) on FAA Engagements with Southeast Asia to support safety enhancements in civil aviation to help civil aviation authorities create safer systems by increasing training capabilities, partnering with regional organizations (e.g., ICAO, ASEAN, APEC) to enhance collaboration opportunities, promoting positive safety culture, promoting pilot mental health, and identifying needs to prioritize FAA assistance. FAA in Partnership with ICAO is sponsoring Government Safety Inspector (GSI) courses in South Asia and Southeast Asia for areas of Continuing Airworthiness (AIR), Flight Operations (OPS), and Personnel Licensing (PEL) these courses will also include "Train-the-Trainer" program. FAA is also funding Aircraft Accident Investigation training for the region in 2024.

6.15 Boeing shared information on Perceived Risk: Hard Landings Ensuring a Balanced & Proportionate Approach through their paper (IP-7). Paper highlighted sequence of events during landing, and explained the concept of hard landings, its consequences, and ways to avoid unintended and undesired outcomes. The risk of tail strikes, long landings and runway overruns can be reduced by discouraging the inappropriate use of the CG Load Factor as an SP. Airlines and regulators should work together to ensure hard landings are not disproportionately prioritized as an SPI compared to the actual risk they pose.

7. Next Steering Committee Meetings

7.1 It was proposed during SCM/19 that SCM/22 would be held in Indonesia. However, delegate from Indonesia expressed certain constraints in hosting the SCM/22 in 2025. Chairman requested the Member States to volunteer for hosting the SCM/22, Chairman also requested that in case of no volunteers, it may be decided on alphabetical order. On this, Brunie Darussalam asked for some time and would revert after necessary internal coordination.

7.2 The Secretariat will coordinate the locations, dates, organization, and preparation with the volunteering host State. In the absence of any volunteers, the SCM/22 would be held in ICAO-APAC Regional Office in Bangkok Thailand.

- END -