

**22<sup>ND</sup> COSCAP-SEA STEERING COMMITTEE MEETING (SCM/22)**  
**(19-20 June 2025, Manila, Philippines)**

**Working Paper 5 (WP/5)**

**Agenda Item 7: Programme Work Plan**

**COSCAP-SEA Work plan for 2025/2026**

(Presented by the COSCAP-SEA Secretariate)

**EXECUTIVE SUMMARY**

This paper presents the proposed Work Plan for implementing the COSCAP-SEA Programme in 2025-2026.

**Action:** The COSCAP Southeast Asia Steering Committee is invited to review, comment and approve the proposed COSCAP-SEA Work Plan for 2025-2026, which will be updated as needed under the approval of the Chairperson of the Steering Committee.

**1. INTRODUCTION**

1.1 In accordance with Part J, para 2.1 of the COSCAP-SEA Programme Document, the CTA/PC shall prepare a draft annual Work Plan and present it to the Steering Committee meeting (SCM). This paper presents the proposed Work Plan for implementing the COSCAP-SEA Programme in 2025-2026.

1.2 In accordance with Part F, para 2.1 (ii), as the scope of the programme activities, the Steering Committee will continue to determine work priorities and to approve annual Work Plans.

1.3 For the development of this proposed annual Work Plan, activities have been prioritized considering the proposed strategic priorities for Phase V of the Programme (Proposed Rev. F of the Programme Project Document), results and planned activities under the ICAO Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP CMA) and technical support needs reported by Member States in the annual assistance needs survey. In addition, due consideration has been given to the rescheduling of postponed activities and to the need for following up on some topics already addressed in past activities.

1.4 These priorities and activities are aligned with the Global Aviation Safety Plan (GASP), Asia Pacific Regional Aviation Safety Plan (AP-RASP) and, 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.

## 2. DISCUSSION

### 2.1 Approach and Strategic Priorities

2.1.1 Throughout Phase V, in prioritizing and conducting its activities (especially with respect to coordination, assistance and training activities), COSCAP-SEA will attempt to follow a balanced, risk-based and result-oriented approach, in order to:

- a) address immediate needs (e.g. for the identification and mitigation of potential immediate risks for safety) as well as longer term needs, including for the implementation and continuous maturation of the State Safety Programme (SSP),
- b) address common challenges throughout the sub-region but also specific challenges faced by some of the Member States; and
- c) support States not only in achieving an effective safety oversight system, accident/serious incident investigation system, safety reporting systems and SSP, but also in enhancing the sustainability and resilience of those systems.

2.1.2 Within the available resources and time constraints, the 2025-2026 Work Plan aims at scheduling activities benefiting all Member States and addressing all strategic priorities for Phase V, namely:

- SP1- Identifying and mitigating potential immediate risks for safety,
- SP2- Effectively fulfilling the State's certification/licensing/approval, surveillance, and enforcement responsibilities,
- SP3- Identifying and mitigating key emerging risks as well as specific risks related to the COVID-19 pandemic,
- SP4- Enhancing the State safety oversight system in an effective, sustainable and resilient manner,
- SP5- Ensuring the establishment and implementation of an independent and effective accident and serious incident investigation system in each State,
- SP6- Establishing and implementing effective safety data collection and processing systems and
- SP7- Continuously progressing SSP implementation.

### 2.2 Sub-Regional Training

2.2.1 The regional training activities presented in Attachment A to this working paper address all the above-mentioned strategic priorities for Phase V. Predominantly, most of the activities would be in-person mode, however, few online activities would continue keeping in mind the scope of the activities, participation reach, resource availability, etc.

2.2.2 The training activities offered will comprise webinars, which are generally 1 to

4 hour 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. Prospects for training courses, not included in this work plan, would be offered as and when available/provided.

2.2.3 COSCAP-SEA will clearly specify the following when preparing training events, including during the coordination phase with COSCAP-SEA Partners and when providing registration information to Member States:

- a) associated strategic priority,
- b) specific risk/risks to be mitigated,
- c) targeted categories of personnel from the Member States' authorities,
- d) duration of the training; and
- e) expected outcome for States.

2.2.4 Whenever relevant and possible, training events will be complemented by “follow-up events”, i.e. training events on the same topic organized for example one year later. This will enable us to review the progress made by States in the period between the two events, as well as any challenges encountered by States. This approach will help enhance the effectiveness of the training provided as well as the sustainability of the outcome of the training for States.

2.2.5 COSCAP-SEA introduced a structured approach to measure the effectiveness of its capacity-building activities after SCM/21, focusing on changes in participants' Knowledge, Skills, and Attitudes (KSA). The evaluation is typically conducted 4–5 months post-activity, involves both the participant and their supervisor to assess the training's practical impact.

2.2.6 Findings will be reviewed during the upcoming SEARAST and NC meetings and presented at the next SCM to support data-driven improvements. Member States were requested to proactively provide feedback using the standard format.

## 2.3 On-site Assistance Missions

2.3.1 The **Appendix B** to this Discussion Paper includes the tentative schedule of on-site assistance missions, aimed at covering all Member States in the considered period.

2.3.2 The sequence of on-site assistance missions has been selected considering the following factors:

- a) are scheduled to receive a USOAP CMA on-site activity,
- b) have not yet received an on-site assistance mission,
- c) need assistance in certification of international airports (Beijing / Delhi Declaration),
- d) need assistance in SSP and PBN implementation (Beijing / Delhi Declaration),
- e) need support in implementation of AP-RASP deliverables,
- f) where required, on-site OJT after completion of online/on-site training,

g) any other support requested by a Member State, within programme scope.

2.3.3 Three aerodrome-related on-site assistance missions have been scheduled in coordination with the Asia and Pacific Regional Office of ICAO to support aerodrome certification in two States (Timor-Leste, Malaysia and Lao PDR), due to the specific challenges faced by these States in meeting the target contained in the Beijing / Delhi Declaration with respect to aerodrome certification.

2.3.4 Additional on-site assistance missions may be added, following requests by Member States and/or proposals by the COSCAP-SEA Chief Technical Advisor/Programme Coordinator and with the approval of the Chairperson of the COSCAP-SEA Steering Committee.

2.3.5 Additional on-site assistance missions may be conducted, even if they are not included in the current work plan. These missions will be carried out in collaboration with Partner States and Organizations, subject to the availability of Programme resources, time, and the approval of the Chairman – COSCAP-SEA.

## 2.4 Regional Meetings

2.4.1 **Appendix B** to this Discussion Paper also includes the tentative schedule of meetings in the period considered.

## 2.5 Other annual activities of the COSCAP-SEA CTA/PC and experts

2.5.1 **Appendix C** to this working paper contains the other annual activities of COSCAP- SEA CTA/PC. The **Attachment -1** to this paper is a Matrix created on the basis of the Technical Need Assessment Survey carried out to capture the inputs for development of Annual Work Plan 2025-26

## 3. CONCLUSION

3.1 The proposed COSCAP-SEA work plan for 2025-2026 aims at optimizing the support provided to Member States within the accessible resources and available time. For its effective implementation, the timely receipt of financial contributions from Member States and voluntary contributions from Partners is essential.

3.2 Proposed amendments to this work plan will be submitted to the Chairman for approval on behalf of the Steering Committee. These amendments will in particular reflect the need for introduction of a new deliverable or evolving State needs.

— END —

**WP/5-PROPOSED WORK PLAN (Q2 2025 TO Q2 2026) FOR COSCAP-SEA  
REGIONAL TRAINING ACTIVITIES**

<b>Tentative Period</b>	<b>Location or Virtual platform</b>	<b>Activity (ICAO/Partner support)</b>	<b>Strategic priority/priorities<sup>1</sup></b>
16-19 June 2025	Philippines	COSCAP-SEA & EASA Course for Dangerous Goods for Inspectors	1, 2, 4
30 June -04 July 2025	APAC RO Bangkok	Workshop on transition from AIS to AIM	1, 2, 4 Min. Decl.
16-17 July 2025	Singapore	APAC Regional Aviation Training Symposium.	All areas
11-28 August 2025	APAC RO Bangkok	CAAS -GSI OPS	2, 4
August 2025 (4 Hrs.)	Virtual	COSCAP-SEA session on Status update on Implementation of Amendment 18 AGA.	2
September 2025	Volunteer State	Understanding and implementing risk-based Surveillance. Resolution of Safety Concern and Enforcement	7
September 2025	APAC RO Bangkok	Workshop on Implementation of New SARPs on Obstacle Limitation Surface (OLS) of Annex 14, Volume I,	1, 2, 4
01-03 October 2025	APAC RO Bangkok	COSCAP-SEA & EASA (EU-ASEAN SCOPE APP) Workshop on Wildlife Management	1, 2, 4, 7
14-17 October 2025	APAC RO Bangkok	COSCAP-SEA & EASA (EU-ASEAN SCOPE APP) Ground Handling Workshop (This is open to Operators as well)	1, 2, 4, 7
Oct 2025	APAC RO Bangkok	APRAST /24	1,2, 6, 7
OCT 2025	APAC RO Bangkok	SEARAST & NC /24	
11-13 November 2025	APAC RO Bangkok	Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) Workshop	1, 2, 5
Nov 2025	Volunteer State	Performance Based Navigation Approval and QA	1, 2, 4 Min. Decl.
Nov 2025	APAC RO Bangkok	RASG-APAC/15	1,2, 6, 7

Dec 2025	TBD	Implementation and monitoring of National Aviation Safety Plan (NASP) <i>(Postponed due ICAO NASP WS in Nov &amp; Dec.)</i>	7
Dec 2025	TBD	Aircraft Maintenance Programme Approval	2, 4
Q1-2026	APAC RO Bangkok	Approved Maintenance Organization - Certification	1, 2, 4
TBD-2026	TBD	COSCAP-SA Steering Committee Meeting	1-7
Q1 2026	Bangkok	Aerodrome certification workshop-GAPARI	7
Q1-2026	Bangkok	Workshop on USOAP-CMA SSPIA and SSP PQs.	2, 4
Q2-2026	Bangkok	Approved Maintenance Organization Certification	1, 2, 4

**WP/5-PROPOSED WORK PLAN (Q2 2025 TO Q2 2026) FOR COSCAP-SEA ON  
SITE ASSISTANCE MISSIONS AND REGIONAL MEETINGS<sup>3</sup>**

<b>Tentative Period</b>	<b>State/Location</b>	<b>Activity</b>
19-20 June 2025	Philippines	4 ICAO EASA Forum and 22 COSCAP-SEA Steering Committee Meeting.
July 2025	Thailand	PQ Review Mission in all areas before USOAP CMA audit.
11-15 August 2025	Indonesia	CAT Mission to DGCA in AGA Area
Sept 2025	Malaysia	On-site mission and assistance need review and PQ review in the AGA area.
Nov 2025	Timor Leste	On-site mission and assistance need review and PQ review in the AGA area.
TBD	Philippines	PQ Review Mission in all areas before USOAP CMA audit.
TBD	Papua New Guinea	On-site mission and assistance need review and assistance in the AGA area.
Jan 2024	Cambodia	On-site mission and assistance need review and assistance in AGA area.
Feb 2026	Lao PDR	On-site mission by CTA to assist in certification of remaining international aerodromes (Progress Review)
Feb 2026	Brunei Darussalam	On-site mission by CTA to assist in certification of international aerodrome. (Progress Review)
March 2026	Indonesia	On-site mission and assistance need review and assistance in AGA area.



**TO WP/5-OTHER ANNUAL ACTIVITIES OF THE  
COSCAP-SEA CTA/PC AND EXPERTS**

<b>ACTIVITIES</b>
COSCAP-SEA Follow-up and Technical Assistance Missions by CTA/PC and Experts as requested, prioritized, planned, and resourced
Longer duration targeted technical assistance missions by experts as requested, prioritized, planned and resourced
CTA/PC and experts to participate in other technical meetings of significance for the Programme. Such as Ministerial Conf. DGCA Conf. APRAST, RASG etc.
CTA/PC and experts to participate in APAC RO CAT technical assistance missions
CTA/PC to participate in other COSCAP technical assistance missions in AGA area (Inter-COSCAPs on exchange basis)
CTA/PC to participate in Runway Safety Go-Team missions and other from AGA
CTA/PC to participate in ACI APEX Safety Airport Review missions
ICAO Online courses and on-site Courses.
EASA in-country training delivered under EU-South East Asia Aviation Partnership Project coordinated by COSCAP-SEA
Additional training events as requested, prioritized, planned, and resourced

**- END -**

**1 The proposed strategic priorities for Phase V of the Programme are as follows:**

**SP1-** Identifying and mitigating potential immediate risks for safety.

**SP2-** Effectively fulfilling the State's certification/licensing/approval, surveillance and enforcement responsibilities.

**SP3-** Identifying and mitigating key emerging risks as well as specific risks related to the COVID-19 pandemic.

**SP4-** Enhancing the State safety oversight system in an effective, sustainable and resilient manner.

**SP5-** Ensuring the establishment and implementation of an independent and effective accident and serious incident investigation system in each State.

**SP6-** Establishing and implementing effective safety data collection and processing systems; and

**SP7-** Continuously progressing SSP implementation.



## MATRIX FOR THE ASSESSMENT OF STATE'S NEEDS

## **Annual Work Plan 2025-26**

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S.NO	SUBJECT	BD	CAM	IND	LAO	MAL	MYN	PNG	PHL	SIN	THA	TL	VN	
29.	Reviewing and improving SSP implementation plan.												X	1
30.	Developing, implementing and updating NASP												X	1
31.	Root Cause analysis and risk assessment				X						X		X	3
32.	Medical Assessor and Examiner												X	1
33.	Development of SDCAPS												X	1
<b>On Training Programme / Training Plan and TNA- Willing to Host</b>														
34.	Manual, procedures for AIG										X			1
35.	Disabled aircraft removal										X			1
36.	Crisis Management (BCM)								X					1
37.	Aircraft continuing airworthiness monitoring					X								1
38.	Aircraft mass and balance					X								1
39.	Civil Aviation master Plan (CAMP)			X										1
40.	Evaluation of Wildlife Evaluation Plan			X	X									2
41.	Facilitation			X										1
42.	Seaplane & Water Aerodrome Regulations			X										
43.	Air Transport Economic Analysis and Forecasting and Planning			X										1
<b>In-Country Technical Missions- Short Term (1-2 Week)</b>														
44.	LEG/ORG								X					1
45.	PEL	X				X								2
46.	OPS					X			X		X			3
47.	AIR					X								1
48.	AIG	X									X			1

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