



ICAO

International Civil Aviation Organization

The Eighth Meeting of the Asia/Pacific
Aerodrome Assistance Working Group (AP-AA/WG/8)

Bangkok, Thailand, 21 to 24 April 2026

Agenda Item 10: Any other business

PROPOSAL FOR AN AMENDMENT TO TERMS OF REFERENCE OF AP-AA/WG

(Presented by the SECRETARIAT)

SUMMARY

This paper presents a proposal for an amendment to the terms of reference of AP-AA/WG.

1. INTRODUCTION

1.1 The Terms of Reference (TOR) of AP-AA/WG detailed the objectives, scope of works, composition, working methods and time frame.

2. DISCUSSION

2.1 The TOR of AP-AA/WG approved by AOP/SG/2 (Bangkok, Thailand, 27 – 29 June 2018) had been second amended through the following Decision of AOP/SG/7 in July 2023:

Decision AOP/SG/7-7 (AP-AA/WG/5-5): Proposal for Amendment to AP-AA/WG's TOR

*That, the Terms of Reference of the Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG) be amended as in **Appendix F** to the Report of AOP/SG/7.*

2.2 At that time, the tenure of this Working Group was extended for three years from September 2023 to September 2026, considering that the AP-AA/WG would achieve its objectives by September 2026. In addition, the TOR was amended its scope to include assistance to States through “Asia-Pacific Aerodrome Assistance Go-Team” missions 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.**

2.3 As work under new scope added to the TOR of AP-AA/WG which was approved by AOP/SG/7 in July 2023 is yet to be progressed and there would be need to address future challenges due to periodic amendments to Annex 14, Volume I and II, PANS-Aerodromes (Doc 9981) and other ICAO Documents related to aerodrome design and operations, the Secretariat proposes to amend the TOR of AP-AA/WG and function on a permanent basis, until it is dissolved by the AOP/SG.

2.4 Therefore, AP-AA/WG/8 is invited to support the following Draft Decision for consideration by AOP/SG/10:

Draft Decision AP-AA/WG-X: Proposal for Amendment to AP-AA/WG’s TOR	
What: That, the Terms of Reference of the Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG) be amended as in Appendix A of WP/15.	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 allow Working Group to continue its work on the on-site technical assistance to States for certification and surveillance of aerodromes, new tasks under the TOR, and to function on a permanent basis, until it is dissolved by the AOP/SG.	Follow-up: <input type="checkbox"/> Required from States
When: 17-Jul-26	Status: Draft to be adopted by Subgroup
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	

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) review the proposed amendments to AP-AA/WG’s TOR;
- b) endorse the Draft Decision contained in paragraph 2.4; and
- c) discuss any relevant matters as appropriate.

Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG)

TERMS OF REFERENCE
(Proposal for Amendment to AP-AA/WG's TOR)

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, support the certification of heliports used for international operations, 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 and meet Global Aviation Safety Plan 2023—2025 targets.

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, safety oversight of ground handling, establishing runway safety programme, and implementation of Global Reporting Format (GRF) using existing platforms, such as COSCAPs, PASO and introducing a new methodology, such as, Asia Pacific Aerodrome Assistance Go-Team;
- (4) **Assist** States which have not implemented heliport certification to establish a heliport certification process, including developing specific operating regulations, training programme and training plan, guidance material for all technical areas, heliport inspector handbook with checklists, procedures for accepting non-compliances, and surveillance programme;
- (5) **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 and heliport certification, implementation of Safety Management System (SMS) and other technical areas such as aerodrome emergency planning, runway safety, ground handling, etc.; and
- (6) **Maintain** the register of AGA Experts nominated by States and Industry Partners in accordance with *Conclusion APANPIRG/33/3 - Assistance to APAC States that require assistance in AGA area including certification and surveillance of aerodromes.*

Composition: The AP-AA/WG would be composed of subject matter experts nominated by APAC States/Administrations and International Organizations, familiar with Annex 14, PANS-Aerodromes

(Doc 9981) 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. The Working Group will hold at least one face-to-face meeting a year. The AP-AA/WG may be assembled on need basis to assist States. On-site assistance may be provided to States, if required, on cost-recovery basis through Asia Pacific Aerodrome Assistance Go-Team platform. The ICAO APAC Office would do necessary coordination. The ICAO COSCAPs will support the implementation of Tasks.

Time frame: The tenure of the AP-AA/WG would last until ~~September 2026~~ it is dissolved by the AOP/SG.
