

## **Record of Decisions and Actions of the 1<sup>st</sup> Meeting of the COSCAP North Asia Member Coordinators**

**Beijing, China  
25-26 October 2017**

### **1. Present**

The 1<sup>st</sup> meeting of the COSCAP North Asia Member Coordinators was attended by representatives from China (CAAC), Democratic People's Republic of Korea (GACA), Hong Kong China (CAD Hong Kong), Macao China (AACM), and Mongolia (CAAM). The Republic of Korea (KOCA) was unable to attend the meeting however they provided input to agenda items through an e-mail submission. The CTA was supported by Ms. Sun Qun Programme Secretary and Captain CHEN Bin Flight Operations Intern with COSCAP-NA. There were a total of 17 participants (see Attachment II for list of participants).

### **2. Venue**

The Meeting was held in Beijing, China in the APAC ICAO Regional Sub-Office.

### **3. Proceedings of the Meeting**

The CTA COSCAP-NA facilitated the meeting, and it progressed in accordance with the agenda a copy of which is placed at *Attachment I*.

3.1 CAAC requested the copy of the RSOO ToR and clarification on the relations between RSOO and respective Authorities so that the issue can be reported back to Member CAAs.

3.2 CTA had a brief review of the RSOO Manual along with the meeting participants and promised to send a copy to the Member Coordinators for their deliberation and internal consultation.

### **4. Review of the Agenda**

4.1 No changes were requested.

### **5. Review of Draft Terms of Reference for the Member Coordinators**

5.1 The CTA led a review of the Terms of Reference for the COSCAP-NA Member Coordinators (MC) along with the meeting participants.

5.2 The Programme Secretary made revisions on the Terms of Reference in accordance with the discussions and decisions of the meeting participants. (See Attachment III for the revised version of ToR for the Member Coordinators)

## **6. Review of Draft Phase IV Programme Document for COSCAP-NA (Reference GASP)**

6.1 The CTA led a review of the COSCAP-NA Phase IV Programme Document (Pro Doc).

6.2 The Programme Secretary made revisions on the COSCAP-NA Phase IV Programme Document in accordance with the discussions and decisions of the meeting participants. The revised Programme Document will be sent to ICAO RO with cc to Member Coordinators.

## **7. Review of the COSCAP-NA Institutional Framework and Administrative Procedures Manual (IFAPM)**

7.1 The CTA led a review of the COSCAP-NA Phase IV IFAPM.

7.2 The Programme Secretary made revisions on the COSCAP-NA Institutional Framework and Administrative Procedures Manual (IFAPM) in accordance with the discussions and decisions of the meeting participants. The revised COSCAP-NA Institutional Framework and Administrative Procedures Manual (IFAPM) will be sent to Member Coordinators once the Programme Document is finalized.

## **8. Development of COSCAP-NA Annual Work Plan**

8.1 The CTA led a review of the COSCAP-NA Annual Work Plan.

8.2 The following actions arose from the review:

8.2.1 Macao China suggested to organize an SSP workshop at the Regional level.

8.2.2 CAAC stated that the discussion records from the 1<sup>st</sup> Member Coordinators Meeting will be reported back to CAAC and seek the views from relevant Departments of CAAC regarding the work which COSCAP-NA may provide assistance on.

8.2.3 CAAM expressed the need on Fatigue Management Workshop and would like to promote the experience sharing between CAAM and CAAC. It is suggested that the generic fatigue management programme including Flight Operations, Maintenance and ATC areas be planned to meet the demand of the Members.

8.2.4 GACA expressed the need on the Air Navigation Inspector workshop. The currently available resources regarding ANS are from Montreal or Singapore. Considering the high cost of inviting ANS instructors from those two sources, the CTA called for Members of COSCAP-NA to recommend a qualified instructors to conduct the training.

8.2.5 Human Factors is another focus area for Members which COSCAP-NA should work to develop a workshop(s).

8.2.7 A Performance Based Communication System workshop was suggested by Hong Kong China. COSCAP-NA will work jointly with the ICAO Regional Sub-office to address the need.

8.2.8 COSCAP-NA will send an email to Members to seek feedback on specific Member annual work plan needs to be listed in priority sequence. Members are to consult internally when developing their work plan needs.



8.2.9 CAAC will advise COSCAP-NA of the dates of 18th Steering Committee Meeting after consulting with the relevant Departments of CAAC.

## **9. Other Business**

9.1 No other business was brought up with.

## **10. Date and Venue of the 2<sup>nd</sup> COSCAP-NA Member Coordinators Meeting**

10.1 A meeting date for the 2<sup>nd</sup> COSCAP-NA Member Coordinators was not scheduled yet, however, the meeting participants agreed the MC meeting should be held in advance of the 18<sup>th</sup> COSCAP-NA Steering Committee meeting. Dates will be advised via email.

<b>1<sup>st</sup> Meeting of the COSCAP North Asia Member Coordinators</b> <b>25-26 October 2017</b> <b>ICAO Regional Sub-Office Beijing, China</b> <b>Proposed Programme</b> <b>Day 1</b>	
0900-0910	1. Welcome and self-introduction
0910-1000	2. Review of agenda – new agenda items 3. Review of DRAFT Terms of Reference for the COSCAP-NA Member Coordinators
1000-1015	<b>Tea Break</b>
1015-1200	4. Review of draft Phase IV Programme Document for COCSAP-NA <b>Reference GASP</b>
1200-1315	<b>Lunch</b>
1315-1500	5. Review of draft Phase IV Programme Document for COCSAP-NA <b>Reference GASP</b>
1500-1515	<b>Tea Break</b>
1515-1600	6. Review of draft Phase IV Programme Document for COCSAP-NA <b>Reference GASP</b>
<b>End of Day 1</b>	

<b>1<sup>st</sup> Meeting of the COSCAP North Asia Member Coordinators</b> <b>25-26 October 2017</b> <b>ICAO Regional Sub-Office Beijing, China</b> <b>Proposed Programme</b> <b>Day 2</b>	
0900-1000	1. Review of Institutional Framework and Administrative Procedures Manual (IFAPM) COCSAP-NA
1000-1015	<b>Tea Break</b>
1015-1200	2. Review of Institutional Framework and Administrative Procedures Manual (IFAPM) COCSAP-NA
1200-1315	<b>Lunch</b>
1315-1500	3. Development of Work Plan 2017-2018/2018-2019
1500-1515	<b>Tea Break</b>
1515-1600	4. Any other business 5. Next meeting date/place 6. Review of Conclusions of the 1 <sup>st</sup> Coordinators meeting 7. Close of the Meeting
<b>End of Day 2</b>	

**1<sup>st</sup> Meeting of the COSCAP North Asia Member Coordinators**

**25-26 October 2017**  
**ICAO Regional Sub-Office Beijing, China**

**PARTICIPANTS SHEET**

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# COSCAP North Asia

## Cooperative Development of Operational Safety & Continuing Airworthiness Programme



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# COSCAP North Asia

## Cooperative Development of Operational Safety & Continuing Airworthiness Programme



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# COSCAP North Asia

Cooperative Development of Operational Safety &  
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**Terms of Reference for the COSCAP-NA Member Coordinators**

COSCAP  
North Asia

Cooperative Development of Operational Safety &  
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