

ICAO Asia-Pacific Wildlife Hazard Management Go-Team Methodology

Approved by APANPIRG/34

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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 the area of Wildlife Hazard Management (WHM), in particular in the establishment of a National WHM Committee and a National WHM Programme.

2. What is an “WHM Go-Team”?

A WHM Go-Team is a team of voluntary WHM experts from States, Industry Partners and International Organizations formed to provide technical assistance in WHM to a State, hereinafter referred to as the “Host State”, in need of such assistance in particular in the establishment of a National WHM Committee and a National WHM Programme. The key activity of the team is a mission to the Host State, during which detailed discussions and coaching can be conducted in a face-to-face setting.

3. Outline of Methodology of Go Team

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

- 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 WHM and in what particular areas that needs are required, for example, the establishment of National WHM Committee or a National WHM Programme. 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, ICAO regional surveys on WHM, the existence of significant safety concerns, and through consultation with the Host State.

4.2 Agreement with States concerned

ICAO should then seek agreement with the Host State that they need technical assistance in WHM in the form of a Go-Team mission. This is usually the case when WHM issues that the Host State encounters 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 ICAO and COSCAPs, ACI, WBA, FAA and EASA may be invited to voluntarily join 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 and their employers 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 WHM. 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 seating 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 issued by ICAO consolidating all requests for reimbursement.

The Host State should arrange, 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 and, if existent, national WHM programme, regulations and guidance materials as well, to all Go-Team members for review via ICAO; and
- ICAO should provide to Go-Team members relevant results of USOAP CMA activities and surveys relevant to WHM.

Two weeks before the mission ICAO should organize a briefing session with the Go-Team to discuss the logistics and workplan for the mission.

4.7 Coordination with APEX and COSCAP

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

4.8 MOU with Host State

ICAO and the Host State should agree on 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 WHM [e-documents](#) (under the AGA tab) available on the ICAO APAC website and other global guidance materials; and
- Suggest relevant training materials and courses available.

The Go-Team may split into subgroups working concurrently such as one for wildlife hazard control in the airfield and another for document review in the office to enhance work efficiency.

During discussions the Go-Team should seek agreement with the Host State on recommended actions aimed at enhancing WHM and a roadmap to accomplish these.

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

6. Confidentiality

Unless expressly agreed by the Host State, members of the Go-Team mission shall not reveal information received and recommendations made to third parties.

7. Post Mission Follow Up

A final report focusing on the action items and a roadmap to achieve these, aimed at achieving the objectives of the mission, should be delivered to the Host State within two months after the mission.

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

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

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