



International Civil Aviation Organization

CAR/SAM REGIONAL PLANNING IMPLEMENTATION GROUP (GREPECAS)

**Fifth Meeting of the GREPECAS Aerodromes and Ground Aids /
Aerodrome Operational Planning Subgroup (AGA/AOP/SG/5)**

Montevideo, Uruguay, 20 to 24 November 2006

AGA/AOP/SG/5-WP/27

18/10/06

Agenda Item 7: Administrative Matters
7.2 ICAO Global and Regional AGA Activities

ADMINISTRATIVE MATTERS

(Presented by the Secretariat)

SUMMARY

Resolutions adopted at the 35th Session of the Assembly in 2004, have produced an intensive Schedule of Activities at ICAO Headquarters for 2006-2009, having as the ultimate objective compliance with the Global Air Navigation Plan. The above is based on the ICAO Strategic Objectives, which will be achieved through the Business Plan developed for this purpose. This Plan establishes in detail a series of activities for each one of the Strategic Objectives. In this Working Paper the main activities in the AGA field during the abovementioned years at Headquarters as well as at Regional level (CAR/SAM) is presented.

References:

- State Letter, A 13/4.06-06/01 dated 20 January 2006, ICAO Meeting Programme;
- Tentative Schedule 2007 – Meetings, Seminars, Courses and Workshops, NACC Office;
- Tentative Schedule 2007 – Meetings, Seminars, Courses and Workshops, SAM Office;
- State Letter, SP 6/1-IND/06/19 dated 25 August 2006, Invitation to the First Meeting of the Aerodromes Panel (AP);
- State Letter, AN12/46-06/52 dated 30 June 2006, Implementation of SMS.

1. Introduction

1.1 The 35th Session of the ICAO Assembly, GREPECAS/13 (November 2006) and the Directors General of Civil Aviation Conference on a Global Strategy for Aviation Safety (March 2006) have generated a series of activities and initiatives that crosses through all areas of the global, regional and local aeronautical system. In view of the above, a very intense Agenda for the ICAO Air Navigation Bureau, as well as for the ICAO Regional Offices has been established, all this aimed at optimizing and harmonizing safety procedures from a systemic perspective. In this perspective, following is a brief description, at global and regional level, of the AGA field activities.

2. ICAO Meeting Programmes 2006 – 2007 – 2008 – 2009**ICAO - Headquarters****2006**

- 173rd Air Navigation Commission 10 October – 8 December
- 1st. Meeting of the Aerodrome Panel (AP) 11 – 15 December

2007

- 174th - 175th - 176th Air Navigation Commission 15 January – 16 March
16 April – 22 June
15 October – 14 December
- *CAEP/7* **February**
- Worldwide Air Navigation and Air Transport Symposium on Performance of the Air Navigation System First quarter

2008

- 177th - 178th - 179th Air Navigation Commission 14 January – 14 March
14 April – 13 June
6 October – 5 December

2009

- 180th - 181st - 182nd Air Navigation Commission 14 January – 14 March
14 April – 13 June
6 October – 5 December
- Two regional Traffic Forecasting Groups In the Region

ICAO – CAR/SAM (AGA) Regions**2007**

- *CAR SMS Workshop (Spanish)* Guatemala, 19 – 23 February
- *CAR SMS Workshop (English)* Mexico City, 26 February – 2 March
- *Aerodrome Demand and Capacity Balancing Workshop* Mexico City, March
- *GREPECAS/14* Costa Rica, 16 – 20 April
- *VI Engineering and Aerodrome Certification Diplomat* Mexico City May-September
- *Aerodrome SMS Workshop* Mexico City June
- *ICAO/FAA Seminar on Pavement Evaluation, Rehabilitation and Overlay Design/FAA Workshop on New Methods for Overlay Design* To be determined, November
- *Aeronautical Studies Seminar* To be determined, August
- *SMS Course* Venezuela - September
- *Aerodrome Environment Management System Seminar* To be determined, September
- *Fifth International Conference on Bird and Wildlife Hazard* To be determined

3. Other matters of interest

3.1 *Implementation of SMS in States and Territories*

3.1.1 ICAO through State Letter AN 12/46-06/52 dated 30 June 2006, informed that having as main challenge the achievement of its Strategic Objectives, in particular Strategic Objective A: *Safety – Enhance global civil aviation safety* – and Key Activity A8 “*Support the implementation of safety management systems across all safety-related disciplines in all States*”, the ICAO Training Unit has been designated to support professionals and technicians working in Civil Aviation Administrations by developing SMS Courses in accordance with ICAO requirements. The programme considers delivering seven (7) courses, three during the remaining part of 2006 and four in 2007. Details of the programme are presented as **Appendix A** to this Working Paper.

3.2 *Avian Influenza*

3.2.1 ICAO is thoroughly working in this issue, so when any emergency is declared, it be prepared for taking prevention and reactive measures. However, a proactive reaction from inside the aeronautical management system, either at global, regional or national level should be taken as from now.

- *Background*

This strain of influenza normally found in wild birds, but having the potential to infect farm and domestic birds (as well as pigs and horses). Spread between humans should become common in the future, due to a mutation in the strain of the virus. Therefore, there is a danger of a worldwide spread of the disease. In this regard, the World Health Organization (WHO) has done much work to put into place a “Global Influenza Preparedness Plan”, with the intention of containing the disease and mitigating its effect on the global population.

Some background on the Avian Influenza

- Cause: Virus H5N1
- Affected parts: the upper respiratory track, the nose, the throat and sometimes the lungs
- Duration: The infection usually lasts a week
- Symptoms: High fever, head ache, general discomfort, cough and sore throat
- Prevention: Vaccine against avian influenza, antiviral and no pharmacological measures.

- *Air Transport*

This mean is likely to be implicated as one of the main methods by which the disease probably be spread internationally, and it is therefore important that ICAO and the aviation industry act in concert with the WHO to reduce the extent of spread.

The WHO has indicated that we are currently in a “Pandemic Alert Period”, equivalent to Phase 3 (out of 6) in the WHO Pandemic Preparedness Plan. This phase does not recommend any air travel restrictions that significantly affect the traveling public but phases 4-6 do. **Appendix B** to this Working Paper presents Actions Recommended by the WHO to be considered by ICAO, States and Territories, IATA and ACI.

3.2.2 Considering Assembly Resolution A35-12, Protection of the health of passengers and crews and prevention of the spread of communicable disease through international travel, had requested the Council, inter alia, to review existing Standards and Recommended Practices (SARPs) related to passenger and crew health and develop new SARPs, where appropriate, and, as a matter of priority, develop SARPs in order to address contingency plans to prevent the spread of communicable diseases by air transport.

3.3 *Reporting of Aircraft Accidents and Incidents at Aerodromes*

3.3.1 As instructed by the Council during its twelfth meeting of its 173rd Session on 15 December 2004, the Secretary General of ICAO through State letter AN 4717-06/47 dated 26 May 2006, requested States to consider the adoption of the regulations requiring the reporting of aircraft accidents and incidents to the appropriate authorities, including the airport operators concerned. In this regard, attention is drawn to the provisions and guidance material indicated in Annex 13, Annex 14, Vol I, compulsory safety management system, Manual on Certification of Aerodromes (Doc 9774), paragraph 3D.4.3, section D; likewise, in Appendix I, Section 4.10 of Doc 9774, amendment 8 of Annex 14, Vol I harmonizes the SMS requirements of Annexes 6, 11 and 14 and finally Doc 9859, Chapter 7, with the guidelines on this point, should be considered.

3.4 *Annex 17 and Annex 14, Vol. I extracts*

3.4.1 The purpose of this point is to address the Meeting's attention to the need of bearing the content of the attachment to Annex 17 in mind, specifically the corresponding to the AGA field. Its importance is based on the fact of the narrow correspondence in the contents of both Annexes (14, Vol. I and 17).

3.5 *Technical Publications*

3.5.1 With respect to this subject, following is a list of ICAO publications that are really important for the work of professionals and technicians in the AGA field.

- Doc 9870 AN/463 Manual for Preventing Runway Incursions, 1st Edition 2006
- Doc 9157 AN/901 Aerodrome Design Manual, Part 6 - Frangibility, 1st Edition 2006
- Doc 9157 AN/901 Aerodrome Design Manual, Part 1 – Runways, 3rd Edition 2006
- Doc 8991 AT/722/3 Manual on Air Traffic Forecasting, 3rd Edition 2006
- Doc 9859 AN/460 Safety Management Manual, (SMM) 1st. Edition 2006
- Doc 9157 AN/901 Part 2 Taxiways, Aprons and Holding bays, 4th Edition 2005

3.6 *Aerodromes Panel (AP)*

3.6.1 Regarding this Panel it is considered appropriate to point out the following: Establishment 11/11/04, Secretary: Mr. A.K.R. Rao (Chief of the AGA Section at Headquarters); the total members are 24 representatives: Australia, Belgium, Brazil, Canada, France, Germany, Ireland, Italy, Japan, Korea, Republic of, Netherlands, Norway, Russian Federation, Singapore, Spain, Sweden, United Kingdom, United States, ACI, IATA, ICCAIA, IFALPA, IFATCA and IFHA; tasks in progress that should be concluded in 2006 are: Visual Aids with 10, Aerodrome Design with 2 and Aerodrome services with 4. Lastly, the next meeting of the Aerodrome Panel (AP) will be held in Montreal from 11 to 15 December 2006.

4. Discussion

4.1 Topics described considered important issues that must be studied, discussed and managed within the civil aviation administrations regarding the AGA field.

5. Suggested Action

5.1 The Meeting is invited to take note, review and comment on this working paper.

APPENDIX A



***ICAO Safety Management
Systems (SMS) Course
Information and outline***

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SAFETY MANAGEMENT SYSTEMS (SMS) COURSE

Course information and outline

Background

Managing any aviation organization, large or small, requires the management of many business processes: financing, budgeting, communicating and allocating resources, and so forth. In recent years, managing safety has been added to the list of business processes. Managing safety is now as much a part of running a business as any of the traditional business processes.

ICAO first introduced the requirement for safety management in Annex 11 — *Air Traffic Services*, and Annex 14 — *Aerodromes, Volume I — Aerodrome Design and Operations*. A need was then identified to expand the concept and to harmonize provisions with Annex 6 — *Operation of Aircraft, Part I — International Commercial Air Transport — Aeroplanes, and Part III — International Operations — Helicopters*, and in a near future the Organization will explore the extension of the concept and requirement to other Annexes of the Chicago Convention.

An SMS is a systematic approach to managing safety, including the necessary organizational structure, accountabilities, policies and processes. In order to reinforce the notion of safety management being a managerial process, the new ICAO safety management requirements include provisions for an organization to establish lines of safety accountability throughout the organization, as well as at the senior management level. The requirements impose upon States the responsibility to establish a safety programme and, as part of such programme, require that air operators, maintenance organizations, air traffic services providers and certified aerodrome operators implement a safety management system (SMS). Lastly, the requirements impose on States the responsibility to establish an acceptable level of safety for the activities/provision of services under consideration.

Course goals

The goals of the *ICAO Safety Management Systems (SMS) Course* are to:

- a) develop participants' knowledge of safety management concepts and ICAO Standards and Recommended Practices (SARPs) on safety management in Annexes 6, 11 and 14, and related guidance material; and
- b) develop participants' knowledge to certify and oversee the implementation of key components of a basic SMS, in compliance with relevant ICAO SARPs and national regulations.

Target audience

Representatives from civil aviation authorities with responsibilities regarding the implementation of safety programmes, and the implementation and/or oversight of safety management systems, in the areas of aircraft operations, air traffic services, maintenance of aircraft and aerodrome operations.

Prerequisites

Participants must have basic technical aeronautical knowledge and a minimum of two years experience in flight, air traffic control or aerodrome operations in a civil aviation administration or the aviation industry.

Class size

The maximum class size for this course is 30 persons.

Course duration

Five days for a total 30 classroom hours, including exercises, case studies and examination.

References

- ICAO Annexes to the Convention on International Civil Aviation
 - *Annex 6 – Aircraft operation, Parts I and III*
 - *Annex 11 – Air Traffic Services*
 - *Annex 14 – Aerodromes – Volume I — Aerodrome Design and Operations*
- ICAO Safety Management Manual (Doc 9859)

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Training material

The instructional strategy will involve case study materials, presentations and group work.

Course time table

	Day 1	Day 2	Day 3	Day 4	Day 5
Period 1	Participants accreditation	Module 3	Module 5	Module 7	Module 10
Period 2	Module 1	Module 3	Module 5	Module 8	Module 10
Coffee/tea break					
Period 3	Module 2	Module 3	Module 5	Module 8	Module 10
Period 4	Module 2	Module 3	Module 5	Module 8	Module 10
Lunch					
Period 5	Module 2	Module 4	Module 5	Module 8	Exam
Period 6	Module 2	Module 4	Module 5	Module 9	Exam review
Coffee/tea break					
Period 7	Module 2	Module 4	Module 6	Module 10	Course feedback and closing

OUTLINE OF MODULE PLANS

Module 1 – SMS course introduction

Introduction

- Objective of the module:
 - ❖ *To introduce the course goals, contents and structure, as well as to allow participants to be acquainted with each other and with the course instructors.*

Main presentation

- Description of the module contents:
 - ❖ **Part I** – *Presentation of ICAO participants and instructors*
 - ❖ **Part II** – *Course goals, contents and structure*
 - ❖ **Part III** – *Administrative information*
 - ❖ **Part IV** – *Evaluation procedures*

Conclusion

- Summary
- Questions by participants.

Module 2 – Basic safety concepts

Introduction

- Objective of the module:
 - ❖ *At the end of this module, participants will be able to describe the limitations of traditional methods to manage safety and describe new perspectives and methods for managing safety.*

Main presentation

- Description of the module contents:
 - ❖ Concept of safety
 - ❖ The evolution of safety thinking
 - ❖ A concept of accident causation – Reason model
 - ❖ The organizational accident
 - ❖ People and safety – SHEL model
 - ❖ Errors and violations
 - ❖ Organizational culture
 - ❖ Safety investigation
 - ❖ Questions and answers
 - ❖ Points to remember

Conclusion

- Progress test: Exercise N° 02/01 – *The Anytown City Airport accident (See Handout N° 1)*
- Exercise answer and feedback.

Module 3 – Introduction to safety management

Introduction

- Objective of the module:
 - ❖ *At the end of this module, participants will be able to explain the need for, the strategies and the key features of safety management.*

Main presentation

- Description of the module contents:
 - ❖ The safety stereotype
 - ❖ The management dilemma
 - ❖ Need for safety management
 - ❖ Strategies for safety management
 - ❖ The imperative of change
 - ❖ Safety management – Nine building blocks
 - ❖ Four responsibilities for managing safety
 - ❖ Questions and answers
 - ❖ Points to remember

Conclusion

- Progress test: Exercise N° 03/01 – *The Anyfield Airport accident (See Handout N° 2)*
- Exercise answer and feedback.

Module 4 – Hazards

Introduction

- Objective of the module:
 - ❖ *At the end of this module, participants will be able to apply the fundamentals of hazard identification and management through a case study.*

Main presentation

- Description of the module contents:
 - ❖ Two fundamental concepts
 - ❖ First fundamental – Understanding hazards
 - ❖ Second fundamental – Hazard identification
 - ❖ Third fundamental – Hazard analysis
 - ❖ Fourth fundamental – Documentation of hazards
 - ❖ Questions and answers
 - ❖ Points to remember

Conclusion

- Progress test: Exercise N° 04/01 – *International airport construction project (See Handout N° 3)*
- Exercise answer and feedback.

Module 5 – Risks

Introduction

- Objective of the module:
 - ❖ *At the end of this module, participants will be able to apply the fundamentals of risk management through a case study.*

Main presentation

- Description of the module contents:
 - ❖ First fundamental – Risk management
 - ❖ Second fundamental – Risk probability
 - ❖ Third fundamental – Risk severity
 - ❖ Fourth fundamental - Risk assessment and tolerability
 - ❖ Fifth fundamental – Risk control/mitigation
 - ❖ Risk management warm-up exercises
 - ❖ Questions and answers
 - ❖ Points to remember

Conclusion

- Progress test: Exercise 05/01 – *Boeing B-747 at Taipei International Airport (See Handout N° 4)*
- Exercise answer and feedback

Module 6 – SMS regulation

Introduction

- Objective of the module:
 - ❖ *At the end of this module participants will be able to describe the safety management requirements included in Annexes 6, 11 and 14, including the relationship between a safety programme and an SMS.*

Main presentation

- Description of the module contents:
 - ❖ AGA, ATS and OPS/AMO safety management
 - ❖ What is a safety programme?
 - ❖ What is an SMS?
 - ❖ Acceptable level of safety
 - ❖ Acceptable level of safety – Implementation, scope and legal considerations
 - ❖ Protection of sources of safety information
 - ❖ Question and answers
 - ❖ Points to remember

Conclusion

- Discussion

Module 7 – Introduction to SMS

Introduction

- Objective of the module:
 - ❖ *At the end of this module, participants will be able to describe the features of an SMS, explain the importance of system description and gap analysis and the relationship between SMS and QMS.*

Main presentation

- Description of the module contents:
 - ❖ ICAO requirements
 - ❖ SMS – Introductory concepts
 - ❖ SMS features
 - ❖ First fundamental – System description
 - ❖ Second fundamental – Gap analysis
 - ❖ Third fundamental – SMS and QMS
 - ❖ Clarifying terms
 - ❖ Questions and answers
 - ❖ Points to remember

Conclusion

- Discussion.

Module 8 – SMS planning

Introduction

- Objective of the module:
 - ❖ *When completing the module the participants will be able to describe the requirements associated to the planning of an SMS, and explain the structure of an SMS implementation plan.*

Main presentation

- Description of the module contents:
 - ❖ The components of SMS
 - ❖ The elements of SMS
 - ❖ Safety policy and objectives
 - ❖ Questions and answers
 - ❖ Points to remember

Conclusion

- Progress test: Exercise 08/01 – *Cuzco International Airport operation (See Handout N° 5)*
- Exercise answer and feedback

Module 9 – SMS operation

Introduction

- Objective of the module:
 - ❖ *When completing the module the participants will be able to describe the requirements associated to the operation of an SMS.*

Main presentation

- Description of the module contents:
 - ❖ Safety hazard identification and risk management
 - ❖ Safety assurance
 - ❖ Safety promotion
 - ❖ Emergency response planning
 - ❖ Questions and answers

- ❖ Points to remember

Conclusion

- Discussion.

Module 10 – Phased approach to SMS Implementation

Introduction

- Objective of the module:
 - ❖ *At the end of this module participants will be able to develop a proposal for an SMS standard, based upon a phased implementation.*

Main presentation

- Description of the module contents:
 - ❖ Why a phased approach to SMS?
 - ❖ The four phases
 - ❖ CAAs – Four steps for SMS implementation
 - ❖ Points to remember

Conclusion

- Progress test: Exercise 10/01 – *Model of SMS regulation – Outline of a SMS Standard.*
- Progress test: Exercise 10/02 – *Collision between two aircraft at Milano-Linate International Airport (See Handout N° 6)*
- Exercise answers and feedback

APPENDIX B

Avian Influenza – ICAO Response (DRAFT)

Problem statement

The risk of a global pandemic of avian influenza requires ICAO to take action to harmonize the response, on a global basis, of the aviation industry

Background

Avian influenza ('bird flu') is a strain of influenza normally found in wild birds, but having the potential to infect farm and domestic birds (as well as pigs and horses). Transfer of the virus from wild birds has occurred in the last few years and in parts of Asia, especially south east Asia, where there is a tradition of humans living in close proximity to farm birds, humans have also been infected. However, if spread between humans should become common in the future, due to a mutation in the strain of the virus, there is a danger of a worldwide spread of the disease, a 'pandemic', with much loss of life. When this might occur, or how severe it will be should it do so, is unknown. For a virus that can spread easily from human to human, it is unlikely that a pandemic can be prevented, but the World Health Organization (WHO) has done much work to put into place a 'Global Influenza Preparedness Plan' with the intention of containing the disease and mitigating its effect on the global population.

Air travel is likely to be implicated as one of the main methods by which the disease is likely to be spread internationally, and it is therefore important that ICAO and the aviation industry act in concert with the WHO to reduce the extent of spread. At present the WHO has indicated that we are currently in a 'Pandemic Alert Period', equivalent to Phase 3 (out of 6) in the WHO Pandemic Preparedness Plan. This phase does not recommend any air travel restrictions that significantly affect the travelling public but phases 4 – 6 do, so contingency planning needs to be in place in advance of the next phases.

The first part of this paper outlines the high level actions that are required promptly, whereas the second part (Appendix) describes in more detail some of the issues and how they might be addressed. The medium term goal (end 2006) is to produce a web- based ICAO influenza preparedness planning manual for aviation.

Resources required (costs to be added)

- Travel and Subsistence for C/MED to attend WHO planning meetings and relevant scientific conferences
- Time spent by Secretariat staff on a task not envisaged in the business plan
- Preparedness planning conference in 2006 (? south east Asia)
- Possible requirement for task team meeting early 2006 (Montreal)
- Possible requirement to employ an aviation medicine consultant to continue routine work of MED section

Recommended actions

Action by ICAO

- Co-ordinate aviation industry response involving:
 - Airports; air traffic control; airlines; legal aspects
- Set up ICAO co-ordinated international task team, to include representatives from ICAO, the WHO, Foreign Affairs Organization (FAO), International Air Transport Association (IATA), and Airports Council International (ACI). It is recommended that the team also include an experienced official from the region most likely to be adversely affected (south east Asia), and who has experience of dealing with the outbreak of Severe Acute Respiratory Syndrome (SARS) in that area in 2003.
- The ICAO team should include representatives from FAL, AGA, ATM, LEB, Flight Safety Section (OPS) and EPO, chaired by C/MED. ICT support would ensure that web based information was quickly and reliably made available.
- The task team would provide advice to States as to how to respond to the threat, in two phases:
 - Initial advice, to be produced quickly (end November) without extensive consultation (based on guidance in the Appendix to this paper)
 - Maturing advice, formulated in slower time after wider consultation to result in the publication of an ICAO influenza preparedness planning manual for aviation. It is envisaged the initial advice will be modified during this period
- The team must be prepared to react at short notice to a changing situation as the threat escalates
- Team members must brief a deputy so that there is continuity if a team member is affected by illness during any pandemic
- Team members must be able to work from home or at another workplace to reduce response times and enable it to function if they, or their own workplace, becomes quarantined
- The team should consider the best way for ICAO and other organizations to provide information to the media in the event of an escalating threat
- ICAO should set up a web site providing general public advice concerning the avian influenza threat. This is not envisaged as a large site, but would utilise links to the WHO web site (for general health advice) and to IATA (airline advice) and ACI (airport advice). Information provided should be coordinated, to provide a consistent message
- ICAO should set up a secure web site providing contact information for State officials in charge of the national aviation response. It could also be used for disseminating/sharing other information
- ICAO should encourage States to develop an influenza preparedness plan for aviation.
- ICAO should organise an aviation specific influenza preparedness planning conference, to include inputs from the WHO, States, IATA, ACI and ICAO to enable direct interchange of views concerning how to contain the threat and to develop the influenza preparedness plan for aviation.
- ICAO should issue a press statement after the WHO conference on 7-9 November outlining the action ICAO is taking

Action requested of States

- Appoint a State official who has responsibility for developing a national influenza preparedness plan for aviation, with sufficient authority to co-ordinate the input of several different service providers (The appointment of such an individual is the single most important action for States to undertake). He/she would be responsible for such aspects as:
 - Developing a national influenza preparedness plan for aviation
 - Developing a national command, co-ordination and communication system to support the plan
 - Setting up a national task team to co-ordinate the input of stakeholders
 - Designating an emergency response room (control centre) for the activation and implementation of the preparedness plan
 - Changing the level of the national response (up or down) in the light of a change in notification of phase from the WHO
 - Drawing up a list, with contacts, of participating agencies
 - Publishing aspects of the influenza preparedness plan relevant to the public on a government web site. Keeping this up-to-date as the situation changes
 - Being prepared to provide information at short notice to the public and the media
 - Being prepared for an escalation of the threat above Phase 3
 - Following advice from the WHO and ICAO and preventing unilateral action that is not in accord with such advice

Action requested of WHO

- Designate an authoritative official to be the WHO representative on the ICAO co-ordinated international task team and who can respond to aviation specific enquiries from the task team.
- Include aviation specific advice (or web-links/references to where it can be found) in its global influenza preparedness plan

Action requested of IATA

- Designate an official to be the IATA representative on the ICAO co-ordinated international task team
- Provide specific advice to airlines as to how to develop an influenza preparedness plan (emergency response plan)
- Respond to enquiries concerning airline operations affected by avian influenza

Action requested of ACI

- Designate an official to be the ACI representative on the ICAO co-ordinated international task team
- Provide specific advice to airports as to how to prepare an influenza preparedness plan (emergency response plan)
- Respond to enquiries concerning airport operations affected by avian influenza

Action requested of FAO

- Designate an official to be the FAO representative on the ICAO co-ordinated international task team and who can respond to aviation specific enquiries from the task team.

Appendix

The following have been summarised primarily from the ICAO SARS contingency plan, the current WHO global influenza preparedness plan and IATA guidelines.

The WHO has categorized the current situation (31 October) as 'Pandemic Alert, Phase 3'. As far as the aviation industry is concerned the primary action at this stage is to prepare for phases 4 – 6 and, for the affected areas, to provide information on local outbreaks to arriving passengers. Once the WHO has announced phase 4 (or higher) is in effect, the following points will need to be promptly addressed:

- Health alert notices (WHO format) to be provided for travellers to/from affected regions
- Advise deferral of non-essential international travel to affected areas
 - Note: It is considered that the enforcement of travel restrictions to/from affected areas is impractical in most countries, but is likely to occur voluntarily. Could be considered as an emergency measure (WHO to advise)
- Advise self-reporting of relevant symptoms in travellers from affected areas (quarantine may be indicated)
- Tracing of passenger contacts (those seated within three rows of a diagnosed case) to advise them to self report relevant symptoms
- Exit screening for passengers leaving affected areas
 - Health declaration/questionnaire (WHO to advise content). Could be done verbally, preferably before, but no later than check-in
 - Thermal scanning or ear temperature measurement (WHO to advise parameters). Other reliable methods could be used. Operating personnel need to be trained in the use of equipment (which must be calibrated and maintained in accordance with manufacturer recommendations) and in their interpretation of results. Should be undertaken as early as possible, before passengers and crew enter secure airside area.
 - Passengers with a temperature above a particular figure (WHO to advise parameters) or who answer the screening questions in the affirmative, to be isolated and evaluated (secondary screening) by a designated health care provider (not necessarily a doctor).
 - Passengers thought to have a risk at secondary screening of being infected with avian influenza to be quarantined and assessed in accordance with national policy; if not the passenger continues his/her journey
 - Unwell passengers not thought to have avian influenza, should be assessed in the normal way (submission of a MEDIF form to the airline's medical service)
 - Attempt at visual detection of symptoms not recommended

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- Entry screening not recommended due to lack of proven benefit but:
 - Consider for purpose of promoting public confidence, or if exit screening suboptimal.
 - If undertaken, the same requirements are followed as for departing passengers

- For passengers developing influenza symptoms on board who have departed from or transitted through an affected area:
 - Self-report to cabin crew
 - Separate from other passengers if possible
 - Pilot-in-command (PIC) to inform destination authority and provide necessary information to the authorities after landing e.g. number of passengers, number affected, time of onset of symptoms
 - Destination authority to inform authority at embarkation and at any transit point
 - PIC to be advised on parking position and disembarkation procedures. Parking will normally be away from the jet bridge and passengers will not be permitted to disembark before medical clearance to do so is received.
 - Potentially infected passengers on arrival to be screened and assessed as per exit procedure (secondary screening) as soon as possible after disembarkation. This should be before passengers are divided into transit and arriving passengers and always before immigration clearance.
Steps should be taken to prevent passengers arriving from affected areas entering any common arrival or transit areas before screening has taken place.
 - In the eventuality that a sick passenger has to be removed from the aircraft before being medically assessed, removal to a designated isolation area should await the arrival of the medical practitioner. In this situation all infection control measures are to be employed including personal protective equipment for persons in close contact with the passenger. Persons using the equipment are to be trained in its proper use
 - All passengers on the affected flight are provided with information about avian influenza symptoms, self-reporting and the appropriate public health contact numbers if available.
 - A sick passenger should be removed directly from the aircraft, without passing through arrival areas used by other passengers. Only if direct removal is impossible should other procedures be employed. In all cases, contact with other passengers and airport staff must be minimized.
 - Airport management and designated public health authorities are immediately alerted.
 - Passengers and crew from this flight are segregated until contact information is obtained and passengers and crew have been advised of the precautionary measures necessary
 - Procedures are in place for immigration and customs clearance of ill passengers taken directly from the arriving aircraft.
 - The necessary infection control measures are implemented by the airport authorities.

Note i: *Personal protective equipment is worn by all persons in close contact with the suspect case. This equipment includes disposable surgical gloves, eye protection (close fitting goggles or face shield), facemask or respirator, disposable outer garment. In all cases a facemask is provided to the ill person. (to be reviewed – may not be needed in all cases)*

Note ii: *Receiving hospital and ambulance service are designated.*

Note iii: *All disposable materials possibly in contact with the suspect case including protective equipment worn by caregivers to be disposed of as biohazardous waste.*

Note iv: *All hard surfaces in contact with or possibly contaminated by the suspect case are to be properly disinfected. Soft surfaces, such as seat cushions, should be disinfected or replaced*

- Consider the effect of many airport and airline staff being unable to work due to infection by avian influenza
- Undertake daily temperature screening for airport workers at the beginning of their work shift.
- Advise by posted information or other means of the obligation of airport workers not to report to work if they are unwell from influenza-like symptoms.

References:

http://www.who.int/csr/resources/publications/influenza/WHO_CDS_CSR_GIP_2005_5.pdf

http://www.icao.int/cgi/goto_m_med.pl?icao/en/trivia/AvMedSARS.htm

http://www.iata.org/whatwedo/health_safety.htm