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Subject: Short-term Secondment of Experts to the USOAP CMA

Action required: Nomination of qualified candidates as
USOAP CMA subject matter experts (SMEs)

Sir/Madam,

1. I have the honour to refer to discussions of the Council of ICAO at the fourth meeting of its 204th Session (2 March 2015) during which the ICAO Secretariat expressed the need for qualified experts for the conduct of the required number of Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP CMA) activities and related assessments and validations.

2. The efforts of States in resolving their safety deficiencies are creating increased demand for ICAO to validate their progress by conducting more off-site validations (as defined in Attachment A). However, the demand exceeds the current capacity of ICAO staff.

3. To cope with the need for qualified subject matter experts (SMEs), States are hereby invited to support USOAP CMA by nominating experts that meet the criteria for one of the USOAP audit area outlined in Attachments B to G. Attachment H outlines the process for qualification and approval of nominees.

4. ICAO agrees to waive the computer-based training (CBT) fee for State-nominated experts if ICAO determines that they meet the criteria outlined in Attachments B to G. If experts do not meet the criteria, States are still encouraged to register them for CBT as a familiarization tool to enhance the experts' knowledge and the State's in-house expertise on the USOAP CMA methodology and the technical audit areas. The CBT fee in that case is USD 1 500 per applicant.

5. States agree to release experts for the conduct of two USOAP CMA activities per year, including off-site validations as required. States are responsible for covering all costs relating to salary and benefits of their experts for the duration of the USOAP CMA activity. ICAO in turn, is responsible for covering costs associated with participation in the activity.

6. To nominate experts, States are invited to refer to the USOAP CMA CBT website at <http://www.icao.int/usoapcma-cbt> for additional information and registration requirements.

Accept, Sir/Madam, the assurances of my highest consideration.

for Raymond Benjamin
Secretary General

Enclosures:

- A — USOAP CMA off-site validation activity
- B — Required qualifications and experience in OPS and PEL
- C — Required qualifications and experience in AIR
- D — Required qualifications and experience in Design Certification and Production
- E — Required qualifications and experience in AIG
- F — Required qualifications and experience in ANS
- G — Required qualifications and experience in AGA
- H — Qualification and approval of nominees

USOAP CMA OFF-SITE VALIDATION ACTIVITY

1. States are putting more effort into resolving their safety deficiencies and improving their effective implementation (EI) rates, creating more demand for ICAO to validate their progress. To respond to this demand in a timely manner, ICAO is expected to conduct more off-site validation activities. However, the existing demand exceeds the current capacity of ICAO staff and causes a shortage of trained and approved subject matter experts (SMEs) to conduct such activities on behalf of ICAO.

2. An off-site validation activity is a USOAP CMA activity during which a team of SMEs assesses corrective action plans (CAPs) implemented by a State and validates submitted supporting evidence without an on-site visit to the State.

3. The objective of an off-site validation activity is to assess and validate CAPs implemented by a State to address certain protocol question (PQ) findings without conducting an on-site activity, i.e. an audit or ICAO Coordinated Validation Mission (ICVM). CAPs typically addressing PQ findings associated with critical elements (CEs) 1 to 5 (collectively known as “establishment” CEs) are best suited for an off-site validation activity, if the State submits evidence of their full implementation.

4. CEs 1 through 5 are generally related to “establishment”, i.e. they indicate that the addressed provision must be fully and effectively established within the State’s safety oversight system. CEs 6 through 8 are related to “implementation”, i.e. they indicate that the addressed provision must be fully and effectively implemented within the State’s safety oversight system.

5. CAPs related to the majority of PQ findings associated with CEs 6, 7 and 8 (collectively known as “implementation” CEs) do not qualify for an off-site validation activity and must be assessed and validated through an on-site activity.

6. Off-site validation activities are currently conducted at ICAO Headquarters. However, experts seconded by States on a short-term basis will conduct this type of activity at their duty stations and will report the results to ICAO based on established USOAP CMA processes.

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**REQUIRED QUALIFICATIONS AND EXPERIENCE
FOR AUDITORS AND ICVM SUBJECT MATTER EXPERTS (SMEs) SPECIALIZING IN
AIRCRAFT OPERATIONS (OPS) AND PERSONNEL LICENSING AND TRAINING (PEL)**

- a) Holder of an air transport pilot licence (ATPL) with commercial flight experience or a university degree in engineering or an aviation-related area.
- b) Minimum five years' experience as an aircraft operations inspector/auditor in a civil aviation authority (CAA) or regional safety oversight organization (RSOO).
- c) Completion of aircraft operations inspector/auditor training programme.
- d) In-depth knowledge of the process for the issuance of air operator certificates (AOCs) and operations specifications (OPSPECs) and for granting authorizations for the safe transport of dangerous goods by air.
- e) In-depth knowledge of personnel licensing processes.
- f) In-depth knowledge of ICAO Annex 1 — *Personnel Licensing*, Annex 2 — *Rules of the Air*, Annex 6 — *Operation of Aircraft* (Parts I, II, III), Annex 18 — *The Safe Transport of Dangerous Goods by Air*, Annex 19 — *Safety Management*, and related procedures and guidance material.
- g) Knowledge of the functions and activities of ICAO.
- h) Working knowledge and experience related to civil aviation codes and regulations, including familiarity with at least one internationally recognized regulatory system, such as those developed by the European Aviation Safety Agency (EASA), or the United States Federal Aviation Administration (FAA).
- i) Complete fluency in English, both spoken and written.
- j) Ability to use Microsoft Office (Word, Outlook, Excel and PowerPoint) software.
- k) Possess initiative, tact, judgement, thoroughness, and the ability to maintain harmonious working relationships in a multicultural environment, including appreciation of, and sensitivity to, cultural differences.

**REQUIRED QUALIFICATIONS AND EXPERIENCE
FOR AUDITORS AND ICVM SUBJECT MATTER EXPERTS (SMEs) SPECIALIZING IN
CONTINUING AIRWORTHINESS**

- a) Holder of an aviation maintenance licence or a university degree in engineering or an aviation-related area, with experience working with an airline or approved maintenance organization.
- b) Minimum five years' experience as an airworthiness inspector in a civil aviation authority (CAA) or regional safety oversight organization (RSOO).
- c) Completion of airworthiness inspector/auditor training programme.
- d) In-depth knowledge of the airworthiness aspects for the issuance of air operator certificates (AOCs) and operational approvals such as minimum equipment lists (MELs), configuration deviation list (CDL), extended diversion time operation (EDTO), CAT II/III, reduced vertical separation minima (RVSM), maintenance control manual (MCM) and aircraft maintenance programmes.
- e) In-depth knowledge of the process for the approval of maintenance organizations, including review of the maintenance procedures manual and training programmes.
- f) In-depth knowledge of the airworthiness elements associated with ICAO Annex 1 — *Personnel Licensing*, Annex 6 — *Operation of Aircraft* (Parts I, II, III), Annex 7 — *Aircraft Nationality and Registration Marks*, Annex 8 — *Airworthiness of Aircraft*, Annex 16 — *Environmental Protection*, Annex 19 — *Safety Management*, and related procedures and guidance material.
- g) Knowledge of the functions and activities of ICAO.
- h) Working knowledge and experience related to civil aviation codes and regulations, including familiarity with at least one internationally recognized regulatory system, such as those developed by the European Aviation Safety Agency (EASA), or the United States Federal Aviation Administration (FAA).
- i) Complete fluency in English, both spoken and written.
- j) Ability to use Microsoft Office (Word, Outlook, Excel and PowerPoint) software.
- k) Possess initiative, tact, judgement, thoroughness, and the ability to maintain harmonious working relationships in a multicultural environment, including appreciation of, and sensitivity to, cultural differences.

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**REQUIRED QUALIFICATIONS AND EXPERIENCE
FOR AUDITORS AND ICVM SUBJECT MATTER EXPERTS (SMEs) SPECIALIZING IN
DESIGN CERTIFICATION AND PRODUCTION**

- a) In the area of design certification: a university degree in engineering with experience working with an approved design organization performing design or certification activities of aeronautical products.
- b) In the area of manufacturing and production: an aviation maintenance licence or a university degree in an aviation-related area with experience working with a production organization.
- c) Minimum five years' experience as an engineer performing design or certification approvals of aeronautical products in a civil aviation authority (CAA), or five years' experience as a manufacturing inspector in a CAA or regional safety oversight organization (RSOO).
- d) In the area of design certification: in-depth knowledge of aeronautical products type certification activities, including the approval of design organizations.
- e) In the area of production: in-depth knowledge of the process for the approval of production and manufacturing organizations.
- l) In-depth knowledge of the airworthiness requirements associated with ICAO Annex 8 — *Airworthiness of Aircraft*, Annex 16 — *Environmental Protection*, Annex 19 — *Safety Management*, and related procedures and guidance material.
- f) Knowledge of the functions and activities of ICAO.
- g) Working knowledge and experience related to civil aviation codes and regulations, including familiarity with at least one internationally recognized regulatory system, such as those developed by the European Aviation Safety Agency (EASA), or the United States Federal Aviation Administration (FAA).
- h) Complete fluency in English, both spoken and written.
- i) Ability to use Microsoft Office (Word, Outlook, Excel and PowerPoint) software.
- j) Possess initiative, tact, judgement, thoroughness, and the ability to maintain harmonious working relationships in a multicultural environment, including appreciation of, and sensitivity to, cultural differences.

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**REQUIRED QUALIFICATIONS AND EXPERIENCE
FOR AUDITORS AND ICVM SUBJECT MATTER EXPERTS (SMEs) SPECIALIZING IN
AIRCRAFT ACCIDENT AND INCIDENT INVESTIGATION (AIG)**

- a) A university degree in engineering or aviation-related area or holder of a commercial pilot licence with minimum five years' active experience as commercial pilot.
- b) Minimum five years' experience working full-time as an aircraft accident investigator, preferably in an independent aircraft accident investigation authority.
- c) Full completion of investigator training programme.
- d) In-depth knowledge of ICAO Annex 13 — *Aircraft Accident and Incident Investigation*, and related guidance material.
- e) Experience as investigator-in-charge in major investigations and as accredited representative.
- f) Experience in aircraft accident and incident database management (ECCAIRS or ECCAIRS-compatible).
- g) Knowledge of the functions and activities of ICAO.
- h) Working knowledge and experience related to civil aviation codes and regulations, including familiarity with at least one internationally recognized regulatory system, such as those developed by the European Aviation Safety Agency (EASA), or the United States Federal Aviation Administration (FAA).
- i) Complete fluency in English, both spoken and written.
- j) Ability to use Microsoft Office (Word, Outlook, Excel and PowerPoint) software.
- k) Possess initiative, tact, judgement, thoroughness, and the ability to maintain harmonious working relationships in a multicultural environment, including appreciation of, and sensitivity to, cultural differences.

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**REQUIRED QUALIFICATIONS AND EXPERIENCE
FOR AUDITORS AND ICVM SUBJECT MATTER EXPERTS (SMEs) SPECIALIZING IN
AIR NAVIGATION SERVICES (ANS)**

- a) Holder of an air traffic controller certificate or licence and minimum of five years' active controller experience in either the terminal or en-route specialties.
 - b) Minimum five years' experience as an ANS inspector/auditor in a safety oversight role in a civil aviation authority (CAA) or regional safety oversight organization (RSOO).
 - c) Completion of ANS inspector/auditor training programme.
 - d) In-depth knowledge of ICAO Annex 2 — *Rules of the Air*, Annex 11 — *Air Traffic Services* and Doc 4444 — *Air Traffic Management*; familiarity with ICAO Annex 3 — *Meteorological Service for International Air Navigation*, Annex 4 — *Aeronautical Charts*, Annex 5 — *Units of Measurement to be Used in Air and Ground Operations*, Annex 10 — *Aeronautical Telecommunications*, Annex 12 — *Search and Rescue*, and Annex 15 — *Aeronautical Information Services*.
 - e) Knowledge of the functions and activities of ICAO.
 - f) Working knowledge and experience related to civil aviation codes and regulations, including familiarity with at least one internationally recognized regulatory system, such as those developed by the European Aviation Safety Agency (EASA), or the United States Federal Aviation Administration (FAA).
 - g) Complete fluency in English, both spoken and written.
 - h) Ability to use Microsoft Office (Word, Outlook, Excel and PowerPoint) software.
 - i) Possess initiative, tact, judgement, thoroughness, and the ability to maintain harmonious working relationships in a multicultural environment, including appreciation of, and sensitivity to, cultural differences.
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**REQUIRED QUALIFICATIONS AND EXPERIENCE
FOR AUDITORS AND ICVM SUBJECT MATTER EXPERTS (SMEs) SPECIALIZING IN
AERODROMES AND GROUND AIDS (AGA)**

- a) A university degree in civil, electrical or other engineering discipline related to aerodromes, or a university degree in civil aviation, or equivalent technical qualification and experience.
- b) Minimum five years' experience as an aerodrome inspector/auditor in a civil aviation authority (CAA) or regional safety oversight organization (RSOO).
- c) Completion of aerodrome inspector/auditor training programme.
- d) Experience in certification duties, conduct of safety oversight audits or aerodrome inspections, covering core sub-areas such as aerodrome physical characteristics, electrical systems, visual aids, wildlife management and emergency planning.
- e) In-depth knowledge of ICAO Annex 14 — *Aerodromes*, and related procedures and guidance material.
- f) Knowledge of the functions and activities of ICAO.
- g) Working knowledge and experience related to civil aviation codes and regulations, including familiarity with at least one internationally recognized regulatory system, such as those developed by the European Aviation Safety Agency (EASA), or the United States Federal Aviation Administration (FAA).
- h) Complete fluency in English, both spoken and written.
- i) Ability to use Microsoft Office (Word, Outlook, Excel and PowerPoint) software.
- j) Possess initiative, tact, judgement, thoroughness, and the ability to maintain harmonious working relationships in a multicultural environment, including appreciation of, and sensitivity to, cultural differences.

QUALIFICATION AND APPROVAL OF NOMINEES

1. Experts nominated by States are invited to submit their curriculum vitae to ICAO for review (through the USOAP CMA CBT website at <http://www.icao.int/usoapcma-cbt>). If ICAO determines that the nominee meets the criteria outlined in any of the Attachments B to G for USOAP CMA audit areas, and the State agrees to release the expert for the conduct of two USOAP CMA activities per year, the nominee will be asked to register for USOAP CMA computer-based training (CBT). ICAO agrees to waive the CBT fee for these nominees.
2. The first step towards being qualified as a USOAP CMA SME is for the nominee to successfully complete all relevant parts of the CBT. The CBT provides an understanding of the USOAP CMA methodology and the essential knowledge required to conduct USOAP CMA activities.
3. ICAO conducts a technical interview with nominees who complete the CBT in order to verify their qualification and experience and to determine whether they need additional training in the relevant audit area.
4. Nominees who meet the requirements of the technical interview are scheduled to participate in an appropriate USOAP CMA activity. Before the activity, ICAO provides familiarization to the nominee on the methodology, processes and tools of the activity and the USOAP CMA protocol questions (PQs) in the respective audit area.
5. To be approved as a qualified USOAP CMA SME, the nominee will subsequently receive on-the-job training (OJT) during an activity from an experienced USOAP CMA SME. The OJT provider evaluates the trainee's competency and ability to conduct assigned tasks and reports the OJT results to ICAO.
6. Based on the recommendation of the OJT provider, ICAO determines the trainee's readiness to participate in a future USOAP CMA activity and, if needed, identifies any additional training required.
7. Once ICAO approves a nominee who has received and completed all reviews, familiarization and training, ICAO adds them to the list of approved USOAP CMA SMEs.