

**55th CONFERENCE OF
DIRECTORS GENERAL OF CIVIL AVIATION
ASIA AND PACIFIC REGIONS**

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**AGENDA ITEM 8: TECHNICAL AND REGIONAL
 COOPERATION**

**COSCAP SOUTH ASIA
ELECTRONIC SOUTH ASIA CAPACITY BUILDING MATRIX
(E-SACBM)**

Presented by COSCAP South Asia

SUMMARY

The objective of this Discussion Paper is to present and discuss the E-South Asia Capacity Building Matrix (E-SACBM) in order to determine its applicability and adoptability within other sub-regions of the Asia Pacific region. The E-SACBM is an electronic tool used to identify and locate Regional Experts for the purpose of providing regional assistance to other States. Types of assistance that could be provided would be training and/or Technical assistance. In the future, once the legal framework has been established, the E-SACBM could also be used for the purpose of identifying experts who could provide oversight and accident investigation assistance among participating States.

COSCAP SOUTH ASIA ELECTRONIC SOUTH ASIA CAPACITY BUILDING MATRIX (E-SACBM)

1. INTRODUCTION

1.1 Capacity building within South Asia can be challenging at times. Recruitment and retention are major contributors (to this challenge). In addition, trying to identify and locate potential regional experts who could provide assistance to other States through regional cooperation can be difficult. Keeping a list of regional experts up-to-date is almost impossible.

1.2 So begs the question: Would it be possible to build a capacity building tool that could identify regional experts with just a few clicks and a simple "push of a button"? Would it be possible to update the tool's expert database in less than a few minutes? Could this tool be easily accessible by all Member States at anytime? Hence, the concept and realization of the South Asia Capacity Building Tool (SACBM) had materialized.

2. DISCUSSION

2.1 With the approval of the 24th COSCAP SA SCM, the South Asia Capacity Building Matrix (SACBM) project was launched in January 2016. The core objective of the SACBM was to identify inspectors/officers within South Asia Civil Aviation Authorities/DGCAs who could provide support in terms of training and technical assistance to other Member States within the sub region (South Asia). In addition, the SACBM would also identify retired inspectors/officers who could continue to provide support to Member States.

Note: At a later stage, it is also intended to include South Asian experts within the aviation industry on the SACBM. Those identified on the SACBM would be referred to as "Regional Experts".

2.2 Active participation on the SACBM would also allow Member States experts to share their experiences and to learn and develop from other States "best practices" based purely on regional cooperation. One of the key goals is for the SACBM to mature and evolve to having higher levels of expertise. Additional training in the form of OJT and "Train the Trainer" courses will be provided to the SACBM experts in order to enhance their skills accordingly.

2.3 METHODOLOGY

2.3.1 Phases of Development

The SACBM was developed in several phases as such:

2.3.2 Phase One - Qualification Criteria and Basic Framework Development:

Six SACBM Qualification Criteria (QC) were developed within the areas of Flight Operations, Cabin Safety, Personnel Licensing, Airworthiness, Aerodromes and Air Navigation Service. Note that more areas of expertise may be added at a later time.

Final drafts were reviewed by Member State COSCAP SA National Coordinators (NCs) and then presented to the 25th Steering Committee Meeting (SCM) for approval. DGCAs/Chairpersons of all Member States were present during the SCM, which was an essential requirement in getting a standardized approach across the entire sub region.

In addition to approving the QCs, several critical decisions in the administration of the SACBM were unanimously agreed upon as such travel arrangements including payment of DSAs, mission pre, on site and post preparations; mission tracking and Expert Performance Review and mission report writing requirements.

To maximize and recognize the level of knowledge and experience of SACBM experts, three different “Levels of Expert” categories were created as such:

- **Level 1:** Basic Expert who has established the minimum of 5 years experience in his/her area of expertise within a CAA/DGCA +USOAP*
- **Level 2:** Intermediate Expert who has established a minimum 8 years experience in his/her area of expertise within a CAA/DGCA + USOAP* + Train the Trainer + 10 SACBM Missions
- **Level 3:** Senior Expert who has established 10 years or more experience in his/her area of expertise within a CAA/DGCA + USOAP* + Train the Trainer + Accident Investigation + 20 SACBM Missions

Note: A unique SACBM ID number and a certificate will be provided to each expert to recognize their “SACBM Level of Expert” as they progress through the different levels.

In order to establish a level of standardization in the knowledge of the ICAO SARPs, experts are expected to undergo the ICAO USOAP* CBT training.

2.3.3 Phase Two - Assessment of Inspectors/Officers:

An assessment of inspectors/officers (vis a vis the SACBM QC), as applicable, in each Member State was conducted in 2017. Those who met the core elements (K&E) of the qualification criteria and had 5 years or more experience with the CAA/DCGA in their area(s) of expertise were placed on the matrix (SACBM). The matrix not only identified the inspectors/officers who meet the QC requirements but also collected data points on the specific type of qualification/experience they each possessed (i.e. # of years with the CAA, Type Endorsements, EDTO, CAT II/III, Reliability, PANs Ops, SAR etc.).

2.3.4 Phase Three - Implementation:

The SACBM was implemented in March 2017 on a trial basis with Bhutan being the first host State to request assistance through the SACBM. An expert from Sri Lanka was deployed to Bhutan for a PEL mission and was concluded very successfully. Currently, five States are actively engaged in the utilization of the SACBM. Four SACBM missions have been successfully completed, with three more in the works.

2.3.5 Phase Four - Computerization of the SACBM into an E-SACBM:

Phase four involved moving from a paper based (Excel Sheets) to an electronic version of the SACBM called the E-SACBM. The primary purpose of the E-SACBM was to ensure the sustainability and accessibility of the SACBM at all times.

During the 26th SCM, the Civil Aviation Authority of Bangladesh (CAAB) had offered to provide IT programming support to the COSCAP SA. The support was greatly appreciated and the hard work duly recognized.

Access to the E-SACBM primarily allows Member States to search (directly from their computers) for potential experts to provide them with the required assistance, and secondly, to keep their own State SACBM expert database current by regularly updating the qualification/experience of their experts who are already on the SACBM, and also to add “new experts” who meet the qualification criteria for entry into the SACBM.

The SACBM has been designed in a matter that it is very flexible and user friendly for Member States to use. For example when adding a newly qualified inspector on the SACBM, it would take less than 5 minutes to fill up the applicable expert datasheet. It is also very easy to update existing expert profiles to add newly acquired skills/years of experience. Note that it is recommended that the SACBM updating process take place when Member States are conducting (at regular intervals) performance evaluations of their staff. The COSCAP SA CTA will conduct periodic quality assurance reviews to ensure data accuracy accordingly.

Note that access to the E-SACBM is protected and can only be accessed by DGCA approved SACBM State Administrators.

Prior to be granted a SACBM restricted password, COSCAP SA CTA will be providing training to all Member States SACBM Administrators on how to use and update the SACBM. In addition, an E-SACBM SOP will be provided to guide them through the process.

2.3.6 E-SACBM Standard Operating Procedures (SOPs) Manual for Member States:

An E-SACBM SOP manual has been developed in order to guide Member States on how to use the E-SACBM.

2.3.7 Expansion of the E-SACBM to other sub regions:

The SACBM can be expanded easily to other sub regions by adding “sub-pages” for each sub region. Direct access to the E-SACBM will be done through the COSCAP SA website however, if expanded to other sub-regions, may be also accessed through other APAC COSCAP websites. Other arrangements can be made accordingly.

When building the sub-pages for a region, the title of the SACBM would change to, for example SEACBM (South East Asia), NACBM (North Asia), etc.

To manage the Matrixes, the three APAC COSCAPs CTAs would be the contact points in their respective sub regions. They would undertake the coordination required between Member States and other sub regions when requesting regional expert assistance. Services from retired and/or other organizations/industry would be contracted out by the respective COSCAPs and/or directly from the Member State requesting assistance. The COSCAPs would also conduct quality assurance on data integrity to ensure accuracy accordingly.

3. ACTION BY THE CONFERENCE

3.1 The Conference is invited to:

- a) note the information contained in the paper;
- b) discuss if the expansion of the SACBM and/or modified version would be of interest to other COSCAPs and/or the APAC Region.

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