ICAO Workshop on

Establishment and Management of a State's Safety Oversight System

(Nairobi, Kenya 1-3 December 2014)

Module	Objective	Outline
(Module 1) **Introduction and Seminar/Workshop Overview**	The objective of the Workshop is to enhance participants' knowledge on safety oversight of civil aviation activities and ICAO provisions, with emphasis on main aspects related to: − effectiveness; − accountability; − sustainability; − delegation of tasks; and − planning of activities and resources.	− Workshop objective − Workshop structure − Methodology − Facilitators − Daily work schedule − Administrative issues
(Module 2) ==Online== **Safety Oversight: A State Obligation**	At the end of this module, the participants will be able to identify obligations and responsibilities of Contracting States for safety oversight in accordance with the Chicago Convention and other relevant ICAO documents.	− The basis for safety oversight − The Chicago Convention − Annexes to the Convention − Partners for aviation safety − Nature of Contracting States' responsibilities − General obligations of a Contracting State
(Module 3) ==Online== **Critical Elements of a State's Safety Oversight System (CEs)**	At the end of this module, the participants should be able to describe the critical elements, identify their respective CE number as well as the interrelationships amongst the critical elements.	− A national system for safety oversight − The eight critical elements of an effective safety oversight system − Interrelationship of the critical elements

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(Module 4) **Presentation of the workshop**	At the end of this module, the participants will identify the content of the individual and group exercise activities and have a general overview of the State Civil Aviation System to be used to that effect.	– Presentation of the State Civil Aviation System used for the workshop
(Module 5) **Establishment of a Civil Aviation System: The Institution** **(LEG and ORG, CE 1 and CE 3)**	At the end of this module, the participants will identify the need for the establishment of a legal framework supporting safety oversight activities, as well as an effective organization capable of achieving safety oversight objectives, and will be able to determine the basic legal and organizational elements for the establishment of a civil aviation system.	– General considerations – Why a primary legislation? – Essential contents of a primary aviation legislation – A performance oriented institution – Staffing requirements – Staffing requirements: Filling the gap – Individual exercises – Group exercises
(Module 6) **Establishment of References and Guidance Material** **(CE 2 and CE 5)**	At the end of this module, participants will identify requirements for operating regulations to ensure compliance with ICAO SARPs and guidance material in order to achieve consistency while performing CAA functions including applicability of States' civil aviation operating regulations and supporting procedures.	– General requirements – Establishment of specific operating regulations – Differences between national regulations and SARPs – Exemptions – Supporting procedures and guidelines – Provision of critical information to the industry – Office equipment and working facilities – Tools – Individual exercises. – Group exercises

Module	Objective	Outline

(Module 7)
 	
Building Competencies (CE 4)
	At the end of this module, the participants will be able to identify important concepts and definitions regarding competencies, skills and needs for a Civil Aviation Administration to ensure it employs competent staff to carry out safety oversight functions including establishing and implementing an effective training programme.	– Critical element 4: qualification and training of personnel
		– Definitions and concepts
		– Human Resource Management approach
		– Civil Aviation Administration role
		  o Acquiring competencies
		  o Maintaining and enhancing skills
		  o Training (initial, recurrent, OJT and specialized)
		  o Capacity to retain skilled staff
		– Examples from USOAP protocol questions in different areas
		– Individual exercises
		– Group exercises

Module 8 **Certification and Surveillance (CE 6 and CE 7)**	At the end of this module, the participants will be able to identify processes to be implemented by a CAA for the certification and surveillance of civil aviation activities and recognize main steps leading to the initial approval and assessment of applicants' capabilities and conformance to State regulations as well as the continued surveillance principles and requirements.	– General considerations – Certification and approval processes – Continued surveillance principles – Individual exercises – Group exercises
Module 9 **Enforcement (CE 8)**	At the end of this module, participants will be able to identify enforcement activities related to States (CAA) safety oversight responsibilities and their relationship with certification and approval activities as well as with continuous surveillance.	– General – CAA authority, skills and tools – Resolution of safety concerns – Individual exercises – Group exercises
Presentation of workshop activities	Presentation of each group work and group discussion.	Each group will have 30 min to present their work followed by 30 min discussion.

– Note 1: The Workshop is tailored for 3 days duration and a maximum of 25 participants.
– Note 2: For logistics, need rooms for 5 groups of 5 participants each or sufficient space to accommodate groups in the same room.
– Note 3: Two types of certificates will be provided: completion for those who are from the target audience and attend fully, and who effectively contribute to all workshop activities, and participation certificates to others. A tracking system is established to this effect.
– Participants will be provided with the following reading materials and online module to complete before the face-to-face part:
  ✓ ICAO Doc. 9734 A to read
  ✓ Modules 2 and 3 as online courses (this is approximately 90 min duration for both).