Africa Air Navigation Service Providers Coordination Meeting

Saturday 7 March 2015, Madrid, Spain

Summary of Discussions

0.   Introduction

Further to their meeting held in Montreal on 4 February 2015, the African ANSPs agreed that the planned meeting of AFI ANSPs scheduled to take place on Saturday, 7 March 2015, in Madrid, prior to the CANSO ATM Congress, was a suitable juncture to develop a regional framework of cooperation and peer review, as well as terms of reference to benchmark performance in specific areas and to identify best practices that could be shared to improve air navigation performance.
The aforesaid meeting was held effectively on 7 March 2015.

1.   Opening remarks

1.1   Mr. Jeff Poole, Director General, Civil Air Navigation Services Organisation (CANSO), welcomed the participants to the meeting and to the beautiful city of Madrid. He thanked them for their commitment and extended an open invitation to other CANSO events taking place at the same venue during the course of the following week.

1.2   Similarly, Mr. Chris Dalton, Chief, Airspace Management and Optimization (AMO) Section, Air Navigation Bureau, extended on behalf of ICAO a warm welcome to the group and thanked CANSO for facilitating the meeting. He stressed that ICAO was taking the initiative seriously and reiterated the commitment of the Organization to this process, highlighting the fact that both ESAF and WACAF Regional Offices were represented at the meeting. He reiterated the call of the President of the ICAO Council, Dr. Olumuyiwa Benard Aliu to see a regional framework for cooperation and a mechanism for peer review evolve and mature among the African ANSPs. This was followed by the introduction of the participants. The list of participants is at Attachment A to this summary.

2.   Election of a Chairperson

2.1   On a proposal by ATNS which was seconded by Mozambique, Mr. Amadou Ousmane Guitteye, Director General of the Agency for Air Navigation Safety in Africa and Madagascar (ASECNA) was elected as Chairperson of the meeting. Mr. Guitteye thanked the participants for showing confidence in his leadership to steer the discussions of the meeting.

3.   Outcome of the Coordination Meeting of African ANSPs, Montreal, 4 February 2015

3.1   Mr. Guitteye gave a brief summary on the background of discussions leading up to the Montreal meeting on 4 February 2015, which was as a result of the following issues:

   a) current safety level in African ANSPs;
   b) mechanism to monitor the performance of ANSPs globally;
   c) ICAO's concern on lack of effective regulatory oversight in many African States in the air navigation fields; and
   d) lack of an industry safety audit scheme for air navigation services (ANS), akin to those provided by IATA (IOSA) and ACI (APEX).

3.2   CANSO briefed the meeting on the CANSO Standard of Excellence (SOE) in Safety Management Systems and the CANSO Safety Management System Implementation Guide which

provides a comprehensive, step-by-step standard that ANSPs can use to implement safety management systems and increase levels of safety maturity. They are fully aligned to the ICAO Convention on International Civil Aviation Annex 19 International Standard and Recommended Practices (SARPS). CANSO is seeking ICAO acceptance of the SoE, similar to the IATA IOSA and ACI APEX schemes. Forty CANSO ANSP members are using the CANSO Safety Maturity Survey to conduct self-assessments that are then reviewed by EUROCONTROL and the CANSO Safety Steering Committee and discussed with the ANSP. CANSO strongly recommended to use these established documents and processes as the global basis for the initiative to further improve ANSP safety performance in Africa and, conversely, not to create another process.

3.3   It was highlighted by ICAO that the SoE was focused on Annex 19 – *Safety Management* and that a number of other aspects would need to be covered to support an audit process for the many ANS sub-areas and to provide what would be akin to the eight critical elements of the universal safety oversight audit programme.

3.4   ASECNA presented draft Terms of Reference (ToR) for an African ANSP safety and quality assurance (ASQA) programme which were reviewed and adopted in principle by the meeting. Recognition was extended to ASECNA for preparing the draft ToR at short notice to be presented to the meeting. Kenya made reference to the outcome of the APIRG/17 Meeting which proposed a similar initiative and recommended that the draft ToR be submitted to States/ANSPs for further consideration through the ICAO mechanism.

3.5   The meeting noted that having adequate expertise and financial resources were crucial to achieving an effective Peer Review system, and agreed that a project management approach should be adopted. The meeting agreed to the formulation of the following Decisions:

> *a) The CANSO Standard of Excellence , Safety Management System Implementation Guide and Safety Maturity Survey be adopted as well as other documents yet to be identified to support an ASQA programme;*

> *b) The draft Terms of Reference of the ASQA presented by ASECNA be adopted in principle;*

> *c) The documents in (a) and (b) above be harmonized together with other relevant ICAO documentation to develop a consolidated document and processes for a regional framework for cooperation and a mechanism for peer review.*

3.6   AFCAC was of the view that the certification process incorporated in the Terms of Reference was a very important aspect of the whole process as it would provide for the establishment of criteria to be set for the auditors. However, the meeting decided that the Peer Review has to evolve, thus the concept of certification and associated processes would take time to mature.

4.   Mechanism for peer review – Establishment of an African ANSP Steering Group

4.1   The meeting decided the creation of an African ANSP Steering Group (AASG), and formulated the following decisions:

> *a)   The African ANSP Steering Group (referred to as AASG) develop a regional framework and a mechanism for improving ANS safety performance in Africa, including peer review, using a project management approach.*

> *b)   The African ANSP Steering Group be established with the following members:*

> > • *ASECNA - Chair*

- *ATNS   - Vice-Chair,*
- *CANSO - Member and Secretariat*
- *ICAO   - Member*
- *Other Members: Ghana, Kenya, Mozambique and Nigeria;*
- *Observer - AFCAC*

Note 1: The Steering Committee would give consideration to other members wishing to join the group.

c)   **The Steering Group will prepare an Information Paper on the establishment of a mechanism for improving ANS safety performance in Africa, including peer review between and among African ANSPs and present it at the next AFI Plan Steering Committee meeting in May 2015, in Maputo, Mozambique.**

5.   Priority issues to be addressed by the Cooperation mechanism

5.1   The meeting was presented with a list of air navigation services performance indicators approved by the AFI Plan Steering Committee. These indicators were proposed as a 'priority list' which included the implementation of elements of the ASBU Block 0 modules for the Africa-Indian Ocean Region.

5.2 The issue of reliable communications between ANSPs for instance, had been considered critical to the success of the process. -For that purpose, the meeting proposed to establish a mechanism on how best to implement a process for improving ANS safety management performance in Africa, including effective peer review, noting that collaboration between ANSPs will be crucial to the success of the quality assurance process.

5.3 It was also recognized by the meeting that the process might include, in the form of a gap analysis, a review of ANSPs performance against the set of agreed capacity building metrics.

6.   Roles of existing bodies/forum

6.1   The meeting agreed that the AASG would use teleconference as a preferred method of engagement and resort to face-to-face meetings when necessary.

6.2   ATNS agreed to the request to host the Fourth AFI ANSP meeting in South Africa, tentatively in June 2015 which will incorporate agenda items related to the decisions made during the current Madrid meeting.

7.   Next Steps

7.1   Mr. Dalton informed the meeting that ICAO would continue to play an active role in supporting the initiative and that the primary point of contact would rest with the ESAF Deputy Regional Director, who would be the main coordinator for the AFI Regional Offices.
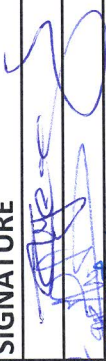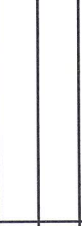
Attachments:
A – List of Participants
B – Terms of Reference
C – CANSO Standards of Excellence presentation

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ICAO-CANSO

AFRICA ANSP COORDINATION MEETING

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MEETING OF THE AIR NAVIGATION SERVICES PROVIDERS (ANSPs) OF THE AFI REGION

Madrid, Spain – Saturday, 7 March 2015

Initiative: ASQA (ANSP Safety and Quality Assurance)

DRAFT TERMS OF REFERENCE

(Presented by ASECNA)

I. Mandate

- The ASQA Initiative is created pursuant to the Coordination meeting between African Air Navigation Services Providers organized by ICAO in Montreal, 4 February 2015;

- The main objective is to establish a peer review mechanism among and between ANSPs (akin to IOSA for airlines and APEX for airports) to improve the capabilities of the ANSPs and enhance the safety and quality of air navigation services in the AFI region.

II. What is ASQA all about?

The ASQA Initiative aims to help ANSPs continuously improve the safety of air navigation in their areas of responsibility. Its activities will be based on:

- cross audits by independent teams of auditors from other ANSPs and other bodies of civil aviation;

- sharing of experiences and best practices;

- mutual assistance;

- data protection.

III. Vision

Define a required minimum level of safety and quality of air navigation services and to assist ANSPs to reach that level by a process of continuous improvement.

IV.   Mission

- Conduct cross audits among ANSPs, upon their request;

- Issue recommendations leading to the improvement of safety and quality;

- Ensure the monitoring of the status of implementation of corrective actions arising from the audits; and

- Promote mutual assistance among ANSPs.

V.   Objectives

- Establish and maintain a uniform level of safety for the AFI region which should at least be equal to the international requirements;

- Assist ANSP members of the initiative to fulfill their obligations stemming from the Chicago Convention, particularly in terms of air navigation services, including: ATS, the design of flight procedures, AIS, mapping, MET, CNS, SAR; and SMS;

- Pooling toolkits, human resources and available training and integrating safety and quality audits within a safety and quality assurance program specific to the ANSPs in order to reduce certification costs.

VI.   Strategy

1.   Establish a mechanism of action

- Create an ASQA coordination team that meets at defined periods of time to organize the implementation of the chosen mechanism. The team, named **CT (Coordination Team)**, is composed of executives appointed by the ANSP members;

- Draft a frame document (MOU) which specifies the terms of cooperation (modalities of assistance and review by peers);

- Define a standardized frame of reference: all ANSPs will have at their disposal a SMS and a SMQ both integrated (or not);

- Establish a partnership (MOU) with other organizations (ICAO, RSOO, CAAs, etc.), in order to take advantage of their experts in air navigation field, if necessary;

- Identify and establish a database of competent experts in all ANS areas of the AFI region;

- Develop the ASQA documentation:

    o A program manual;

    o A referential ASQA standards based on ICAO SARPs, Quality Standards and Best Practices in ANS domain;

    o ANS Audit Protocol Questionnaires (PQs);

    o Checklists of mandatory evaluations;

    o An ASQA audit manual;

    o A Standards of qualification of auditors.

- Establish a mechanism of certification of ASQA auditors in accordance with the attached Appendix A "*Qualifications of ASQA Auditors*".

2. Conduct audits

- Audits are carried out by teams of certified ASQA auditors. No Auditor can be part of the team mandated to audit his own organization;

- The audit reports are sent to the concerned ANSP which will develop the corrective/preventive action plans accordingly;

- The corrective/preventive action plans are returned to the CT which will conduct a regular assessment of the status of implementation.

3. Organize and conduct follow-up of corrective actions resulting from the audits

- The CT will conduct, in coordination with the concerned ANSP, a regular assessment of the status of implementation of ACAP;

- The CT will develop and update an anonymous database of the findings and opportunities for improvement stemming from the various audits and share them with all ANSPs involved in the initiative, in order to enable them to eventually make corrections to their system and/or adopt the best practices implemented by other ANSPs;

- The CT will enable ANSPs to have access to a network of Experts in an ANS area who will be able to provide them support in the implementation of their action plan.

4. Capacity Building

A training program for ASQA audits can be developed in order to build or strengthen capacity within ANSPs.

5. Evaluation of the system

An assessment of the mechanism will be conducted annually in order to correct the imperfections and improve the results.

VII. Benefits

- Pooling of internal monitoring capabilities and cost reduction;
- Sustainability of the results of the audit due to the independence of the system;
- Effective preparation of ANSPs in the process towards safety oversight/certification by Civil Aviation Authorities;
- Assurance on the continuous improvement of the safety and quality of air navigation services in the AFI region;
- Assurance of a minimum level of safety oversight of ANSPs in States where the National Authorities face some difficulties (no ANSP left behind in the oversight process).

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DCSD   26 February 2015

APPENDIX A

QUALIFICATIONS OF ASQA AUDITOR

FUNCTION

- ASQA Auditor

ESSENTIAL QUALIFICATIONS

a) University degree, preferably in an aviation-related technical discipline or equivalent qualifications and experience;

b) Minimum 5 years' experience working with an air navigation services provider (ANSP), as an engineer, an air traffic controller (ATCO), air traffic safety electronics personnel (ATSEP), an inspector, auditor in any one of the following Air Navigation Services (ANS) audit areas:

   o Air Traffic Management (ATM);

   o Meteorology (MET);

   o Aeronautical Information Management (AIM);

   o Communication Navigation Surveillance (CNS);

   o Search and Rescue (SAR); and,

   o Safety Management Systems (SMS).

c) Working knowledge of the Convention on International Civil Aviation (Doc 7300), the adoption and implementation of Annex Standards and recommended Practices (SARPs), and of related ICAO documentation and guidance material related to ANS;

d) Working knowledge of States safety oversight systems and responsibilities of national, regional and supranational safety oversight organizations.

DESIRABLE QUALIFICATIONS

a) Knowledge of ICAO organization, functions and activities;

b) Aviation industry experience with one of the following entities: air operator, aviation training organization, air traffic service provider, aerodrome operator, or aircraft accident and incident investigation authority or similar organizations;

c) Certification as a Quality Management System (QMS) auditor.

CERTIFICATION

The ASQA auditor will be certified upon:

✓ successful completion of appropriate courses delivered by a designated organization or training institution; and

✓ successful on-site audit OJT (on-job training) conducted by a designated organization.