



INTERNATIONAL CIVIL AVIATION ORGANIZATION

MIDDLE EAST OFFICE

ICAO REGIONAL AVIATION SECURITY AUDIT SEMINAR (CAIRO, EGYPT, 26 - 28 JANUARY 2015)

SUMMARY OF DISCUSSION

1. INTRODUCTION

1.1 The Middle East Regional Aviation Security Audit Seminar was held at the ICAO Middle East Regional Office in Cairo, Egypt from 26 to 28 January 2015. The Seminar was organized by ICAO and attended by a total of thirty three (33) participants from ten (10) States (Bahrain, Egypt, Jordan, Lebanon, Oman, Qatar, Saudi Arabia, Sudan, United Arab Emirates and Yemen). The list of participants is at **APPENDIX A** to this Summary of Discussion.

1.2 The main objective of the Audit Seminar, the first to be held in the Middle East Region, was to familiarize the participants with the new ICAO Universal Security Audit Programme Continuous Monitoring Approach (USAP-CMA) and with the tools and methodology used for the preparation, conduct and reporting of security audits and other monitoring activities under the new approach. (The USAP-CMA commenced full implementation in 2015.) The Seminar was designed to enable participants to assist their States throughout the various phases of the USAP-CMA process. It also provided them with an opportunity to share audit experiences with colleagues from other States and to discuss aviation security issues of mutual interest. The audience for the Seminar included persons nominated or likely to be nominated as the National USAP-CMA Coordinator by their States and/or those responsible for the oversight of the preparation for USAP-CMA audits.

1.3 The Seminar was delivered by Mr. Nelson Pérez Meneses, Aviation Security Audit Team Leader, ICAO Headquarters and Mr. David Wilkinson, Aviation Security Officer, ICAO Headquarters. Mr. David Sterland, RO/AVSEC/FAL was the ICAO MID Regional Office focal point and facilitator supported by Ms. Dina El Karimy, Technical Assistant, ICAO MID.

2. DISCUSSION

2.1 Mr. Mohamed Khonji, Regional Director, ICAO MID Regional Office, opened the Seminar and addressed the participants. After welcoming the aviation security officials from the Middle East Region, Mr. Khonji highlighted the objectives of the Seminar and mentioned some of the topical aviation security issues including developments related to the work of the Task Force on Risks to civil aviation arising from Conflict Zones, air cargo security, measures relating to Man-Portable Air Defence Systems (MANPADS), and the outcome of the recent Symposium on Innovation in Aviation Security. Mr. Mohamed Smaoui, Deputy Regional Director, ICAO MID Regional Office, was also present at the opening of the Seminar.

2.2 The Seminar comprised two days of modules (26-27 January) presented by ICAO and one day of audit reporting exercises (28 January) undertaken by the participants and facilitated by ICAO. The seminar programme is attached to this Summary of Discussion (**APPENDIX B**).

2.3 The first day of the seminar provided an introduction to the objectives, structure and methodology of the Seminar (Module 1). The second module then familiarized participants with the background, objectives, principles and implementation status of the first and second cycles of the ICAO Universal Security Audit Programme (USAP). A short discussion took place regarding the role of ICAO aviation security guidance material with regards to the implementation and auditing of Standards. The third module of the day sought to familiarize participants with the USAP Continuous Monitoring Approach methodology and the different types of activities for monitoring ICAO Member States. Participants discussed the desirability of conducting ICAO audits in Arabic language, including avoiding the need to translate programmes into English. While this desire was recognized and understood by ICAO, it was explained that current resources made available to the USAP only allow audit activities to be conducted in English, French and Spanish. Where possible, ICAO would aim to deploy at least one Arabic speaker on audit activities in the Middle East Region.

2.4 The discussion associated with Module 3 also addressed how ICAO decides which types of USAP-CMA activities are applied to any particular State. It was also acknowledged that Doc 9985 (Air Traffic Management Security Manual) and Doc 9984 (Manual on Access to Air Transport by Persons with Disabilities) should be referenced as USAP-CMA related documents as they address aviation security requirements. Finally, the role of the new generic USAP-CMA Memorandum of Understanding (MoU) which will govern the implementation of the USAP-CMA was discussed. States were reminded about ICAO Electronic Bulletin EB 2014/45 (14 August 2014) which explains the importance of the MoU and urges States to complete, sign and return the MoU to ICAO as soon as possible. ICAO Electronic Bulletin EB 2014/45 is attached to this Summary of Discussion (**APPENDIX C** – Arabic and English versions). Unlike the MoU used during the second cycle of USAP audits, the new MoU is not limited to a single activity or period of time, although it may be subject to subsequent amendments.

2.5 The second day of the seminar provided a description of the Critical Elements of a State's Aviation Security Oversight System (Module 4). The fifth module then familiarized participants with the overall structure and contents of the USAP-CMA Protocol Questions used in the conduct of aviation security audits under USAP-CMA, including the reference material associated with the protocol questions. Modules 6 and 7 respectively addressed the nature, scope and sequence of processes carried out during the USAP-CMA Activity Preparation and Activity Conduct phases and the associated interactions between ICAO and the State's authorities. Module 8 sought to provide participants with a clear understanding of the requirements and timelines both for member States and ICAO during the Reporting phase of a USAP-CMA activity. Amongst other things, the role of the State's National Coordinator during all phases of USAP-CMA activity was highlighted and discussed.

2.6 The third day of the seminar provided an exercise opportunity for participants to familiarize them with the Corrective Action Plans (CAPs) associated with the Reporting phase of USAP-CMA activities (related to Module 8). Critically, a State's CAP should provide detailed and specific actions with realistic implementation dates to enable the resolution of audit findings. The action office within the State responsible for each rectification action should be clearly identified. Amongst other things, the role and nature of the CAP template was also described.

2.7 The third day concluded with Module 9 which gave participants a final review of the main elements of the USAP-CMA methodology and the scope of activities undertaken both by Member States and by ICAO under the USAP-CMA. The seminar was provided with a closing ceremony where Mr. M. Khonji thanked participants and presented certificates of attendance to all those concerned.

3. CONCLUSION

3.1 The Seminar was successful in familiarizing the participants with all aspects of the new ICAO USAP-CMA. The attendees appreciated the material delivered by the ICAO presenters and actively contributed their views and experience relating to ICAO USAP activities.

3.2 All the presentations and hand-outs from the Seminar have been posted on the ICAO MID website for ease of access and use by participants (see <http://www.icao.int/MID/Pages/2014/Aviation%20Security%20Audit%20Seminar.aspx>). Each delegate was also provided with a copy of the same materials on a disc along with additional USAP-related materials. Participants were encouraged to remain in close contact with ICAO (HQ Aviation Security Audit Section (ASA) and MID Regional Office) to seek support and guidance on issues relating to the implementation of the USAP-CMA. (Further information on ICAO's USAP is also available at <http://www.icao.int/Security/USAP/Pages/default.aspx>).

USAP-CMA

LIST OF PARTICIPANTS

NAME	TITLE
<p><u>STATES</u></p> <p>BAHRAIN</p> <p>Mr. Adel Ebrahim Al Hadi</p>	<p>Head of Security Civil Aviation Affairs (CAA) Ministry of Transportation & Telecommunications</p>
<p>Mr. Yusuf Hasan Yusuf</p>	<p>ASTC Coordinator Gulf Aviation Academy (GAA/ASTC)</p>
<p>EGYPT</p> <p>Mr. Ahmed Kamal Sobieh</p>	<p>Aviation Security Inspector Egyptian Civil Aviation Authority (ECAA)</p>
<p>Mr. Ayman Sabry Mahmoud Hashem</p>	<p>Aviation Security Inspector Egyptian Civil Aviation Authority (ECAA)</p>
<p>Mr. Karim Mostafa Demerdash</p>	<p>Aviation Security Inspector Egyptian Civil Aviation Authority (ECAA)</p>
<p>Mr. Khaled Mohamed Abd El-Latif</p>	<p>Aviation Security Inspector Egyptian Civil Aviation Authority (ECAA)</p>
<p>Mr. Mahmoud Mohamed Ali</p>	<p>Head of Central Administration for Aviation Security Egyptian Civil Aviation Authority (ECAA)</p>
<p>Mr. Medhat Ismail Disouky</p>	<p>General Manager of Civil Aviation Security Egyptian Civil Aviation Authority (ECAA)</p>
<p>Mr. Mohamed Adel Soliman</p>	<p>Aviation Security Inspector Egyptian Civil Aviation Authority (ECAA)</p>
<p>JORDAN</p> <p>Mr. Mahmoud Hasan El-Kurdi</p>	<p>Acting AVSEC and Facilitation Director Civil Aviation Regulatory Commission (CARC)</p>

NAME	TITLE
<p>LEBANON Brigadier General Abdallah Daher</p>	<p>Chief of Bureau of Intelligence Rafic Hariri International Airport, Security Head Quarter</p>
<p>Captain Ahmad Ezzat</p>	<p>Assistant Aviation Security Coordinator Middle East Airlines (MEA)</p>
<p>First Lieutenant Elie Samaha</p>	<p>X-Ray Inspection Interior Security Forces</p>
<p>Colonel Georges Y Nader</p>	<p>Assistant Director CERSA Lebanese Internal Security Forces (ASTC/CERSA)</p>
<p>Lieutenant Colonel Peter Kareh</p>	<p>Officer in Intelligence Bureau Rafic Hariri International Airport, Security Head Quarter</p>
<p>OMAN Mr. AbdulWahab Al Balushi</p>	<p>General Manager Security and Facilitation Oman Airport Management Company (OMAC)</p>
<p>Ms. Asma Al-Dhakhri</p>	<p>Security Specialist Oman Airport Management Company (OMAC)</p>
<p>Mr. Issa Al-Farsi</p>	<p>Quality Control Coordinator and AVSEC Team Member Petroleum Development Oman (PDO)</p>
<p>Mr. Mohamed Hamed Al-Sharji</p>	<p>Quality Control Coordinator & AVSEC Team Member Petroleum Development Oman (PDO)</p>
<p>Captain Naser Nasser Al-Salti</p>	<p>General Director Security Airports Royal Oman Police - Directorate General of Airport Security (ROP)</p>
<p>QATAR Mr. Ian G Gilchrist</p>	<p>Head, Aviation Security Unit Qatar Civil Aviation Authority (QCAA)</p>

NAME	TITLE
<p>SAUDI ARABIA Mr. Ibrahim Ali Alsaggaf</p>	<p>Manager, AVSEC Control & Inspection General Authority of Civil Aviation (GACA)</p>
<p>SUDAN Mr. Elnour Yousif Abdelkarim</p>	<p>Director, AVSEC - Inspection Directorate Sudan Civil Aviation Authority (SCAA)</p>
<p>Mr. Kamil Mahmoud M. Ali</p>	<p>Director, Aviation Security Department Sudan Civil Aviation Authority (SCAA)</p>
<p>UNITED ARAB EMIRATES Mr. Abdulla Almarzooqi</p>	<p>Head of Policies and Aviation Security Systems Dept. Dubai Police - Airport Security Dept.</p>
<p>Mr. Buti Rashed</p>	<p>Head of Airports Security Dubai Airports</p>
<p>Mr. Hamad Al Muhairi</p>	<p>Assistant Director General Aviation Security Affairs General Civil Aviation Authority (GCAA)</p>
<p>Brigadier Khamis Al Marar</p>	<p>Director of Security of Ports and Airports Abu-Dhabi Police</p>
<p>Mr. Obaid Al Nuaimi</p>	<p>Assistant Director, Aviation Security & Accident Investigation Dubai Civil Aviation Authority (DCAA)</p>
<p>Major Saad Al Ahbabi</p>	<p>Major, Manager of Inspection Branch Abu-Dhabi Police</p>
<p>Mr. Tariq Al Marzooqi</p>	<p>Aviation Security Inspector General Civil Aviation Authority (GCAA)</p>
<p>YEMEN Mr. Ali Naji Murshed</p>	<p>AVSEC Manager Yemen Civil Aviation and Meteorology Authority (CAMA)</p>

NAME	TITLE
Mr. Yahya Ahmed Al-Gumaei	National AVSEC Inspector Yemen Civil Aviation and Meteorology Authority (CAMA)

ICAO Regional Aviation Security Audit Seminar USAP-CMA

Agenda

- Module 1. Introduction and Seminar Overview**
- Module 2. Overview of the Universal Security Audit Programme (USAP)**
- Module 3. USAP Continuous Monitoring Approach (USAP-CMA)**
- Module 4. Critical Elements (CEs) of a State's Aviation Security Oversight System**
- Module 5. Introduction to the USAP-CMA Protocol Questions**
- Module 6. USAP-CMA Activity Process – Preparation**
- Module 7. USAP-CMA Activity Process – Conduct**
- Module 8. USAP-CMA Activity Process – Reporting**
- Module 9. Final Review**

Cairo, Egypt, 26 to 28 January 2015

ICAO Regional Aviation Security Audit Seminar USAP-CMA

SCHEDULE			
	26 January 2015	27 January 2015	28 January 2015
08:30 – 09:15	Opening Ceremony Module 1 Introduction and Seminar Overview	Module 5 Introduction to the USAP-CMA Protocol Questions	Module 8 USAP-CMA Activity Process - Reporting (Exercise)
09:15 – 10:00	Module 2 Overview of the USAP	Module 6 USAP-CMA Activity Process – Preparation	Module 8 USAP-CMA Activity Process - Reporting (Exercise)
10:00 – 10:30	COFFEE BREAK		
10:30 – 11:15	Module 2 Overview of the USAP	Module 6 USAP-CMA Activity Process – Preparation	Module 8 USAP-CMA Activity Process - Reporting (Exercise)
11:15 – 12:00	Module 3 USAP Continuous Monitoring Approach (USAP-CMA)	Module 7 USAP-CMA Activity Process – Conduct	Module 8 USAP-CMA Activity Process - Reporting (Exercise)
12:00 – 12:45	LUNCH BREAK		
12:45 – 13:30	Module 3 USAP Continuous Monitoring Approach (USAP-CMA)	Module 7 USAP-CMA Activity Process - Conduct	Module 9 Final Review
13:30 – 14:15	Module 3 USAP Continuous Monitoring Approach (USAP-CMA)	Module 8 USAP-CMA Activity Process – Reporting	Closing Ceremony
14:15 – 14:45	COFFEE BREAK		
14:45 – 15:30	Module 4 Critical Elements (CEs) of a State's Aviation Security Oversight System	Module 8 USAP-CMA Activity Process – Reporting (Introduction to Exercise)	

Cairo, Egypt, 26 to 28 January 2015



International Civil Aviation Organization

APPENDIX C

ELECTRONIC BULLETIN

For information only

EB 2014/45

14 August 2014

UNIVERSAL SECURITY AUDIT PROGRAMME – CONTINUOUS MONITORING APPROACH (USAP-CMA) MEMORANDUM OF UNDERSTANDING

1. In 2013, the Council of ICAO approved the Universal Security Audit Programme (USAP) transition to a Continuous Monitoring Approach (USAP-CMA), beginning in 2015. The Assembly endorsed this decision and requested the Council to oversee the activities of the USAP-CMA. The Assembly also urged all Member States to give full support to ICAO in implementing the USAP-CMA.

2. A key element of the transition to the USAP-CMA is the signature, by all ICAO Member States, of the new generic USAP-CMA Memorandum of Understanding (MoU) which will govern the implementation of the USAP-CMA. Unlike the MoU used during the second cycle of USAP audits, the new MoU is not limited to a single activity or period of time, although it may be subject to subsequent amendments.

3. The USAP-CMA MoU can be found in all ICAO languages on the ICAO Secure Portal at <http://portal.icao.int/>. States are urged to complete, sign and return the USAP-CMA MoU to ICAO before the end of 2014. Instructions on how to access, complete and return the document to ICAO for subsequent signature by the Secretary General are attached. States are also requested to designate and provide contact details for a National Coordinator for the USAP-CMA.

Enclosure:

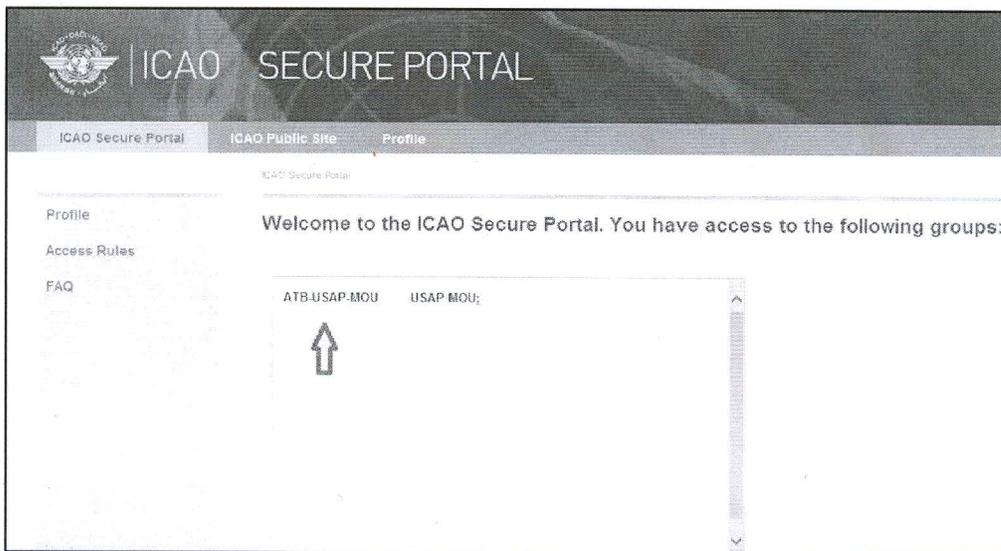
USAP-CMA MoU Instructions

Issued under the authority of the Secretary General

ATTACHMENT TO EB 2014/45

INSTRUCTIONS ON HOW TO COMPLETE THE USAP-CMA MOU AND RETURN IT TO ICAO FOR SIGNATURE

1. Access the ICAO Secure Portal at <http://portal.icao.int/>.
2. a) If you already have a password, request access to the ATB-USAP-MOU group as follows:
 - i) Access the "Profile" link on the left;
 - ii) Under the heading "User", access the "Group Subscribe" link;
 - iii) In the group name field, enter "ATB-USAP-MOU";
 - iv) In the justification field, enter your name, job title and the name of your State; and
 - v) Click on "submit changes".b) If you do not have a password for the ICAO Portal, click on the "Request an account" link and:
 - i) Indicate that you wish to join the "ATB-USAP-MOU" group;
 - ii) Fill in the form provided; and
 - iii) In the justification field, enter your name, job title and the name of your State.
3. Access the ATB-USAP-MOU group.



4. Select your State's name from the drop-down menu. Please note that your State's language of correspondence with ICAO will be automatically applied to the text of the MoU, but that the language of the interface will be in English.

Language: English State: [dropdown menu] Welcome: ATB Mou User Logout Home Help

MOU

MOU / MOU Export

Step 1: Complete the blank fields.
Step 2: Click the export button.
Step 3: You will be prompted to download the file to your computer.
Step 4: Print two copies of the MOU.
Step 5: Sign and Date both copies.
Step 6: Forward both completed documents to the ICAO ASA SECTION.

State formal name: [text box] State short name: [text box]
Signatory Name: [text box] Signatory Title: [text box]
Effective Date: [text box] Signatory Date: [text box] [Export] [Refresh]

State short name	Signatory Name	Signatory Title	Export User	Export Date	Link

5. Complete the blank fields.

Language State

Welcome:ATB Hou User [Logout](#)

MOU / MOU Export

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Signatory Name	<input type="text"/>	Signatory Title	<input type="text"/>
Effective Date	<input type="text"/>	Signatory Date	<input type="text"/>

State short name	Signatory Name	Signatory Title	Export User	Export Date	Link
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6. Click the export button.

Language State

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Effective Date	<input type="text"/>	Signatory Date	<input type="text"/>

State short name	Signatory Name	Signatory Title	Export User	Export Date	Link
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7. You will be prompted to download the file to your computer.

8. Print two copies of the MOU.

9. Sign and date both copies.

10. Forward both completed copies to:

International Civil Aviation Organization
Aviation Security Audit Section
999 University Street
Montréal, Quebec
H3C 5H7
Canada

11. Both copies will then be signed by the Secretary General of ICAO and one copy will be returned to your State.

— END —

منظمة الطيران المدني الدولي

النشرة الالكترونية

للعلم فقط



EB 2014/45

٢٠١٤/٨/١٤

مذكرة تفاهم بشأن البرنامج العالمي لتدقيق أمن الطيران - نهج الرصد المستمر

١- أقرّ مجلس الايكاو، في عام ٢٠١٣، انتقال البرنامج العالمي لتدقيق أمن الطيران إلى نهج الرصد المستمر بدءاً من عام ٢٠١٥. وأيدت الجمعية العمومية هذا القرار وطلبت إلى المجلس الإشراف على أنشطة البرنامج العالمي لتدقيق أمن الطيران - نهج الرصد المستمر. كما حثت الجمعية العمومية الدول الأعضاء على تقديم الدعم الكامل للايكاو في تنفيذ البرنامج.

٢- ومن العناصر الأساسية لعملية الانتقال إلى البرنامج العالمي لتدقيق أمن الطيران - نهج الرصد المستمر توقيع جميع الدول الأعضاء في الايكاو على النموذج الجديد لمذكرة التفاهم التي ستنظم تنفيذ البرنامج العالمي لتدقيق أمن الطيران - نهج الرصد المستمر. وعلى عكس مذكرة التفاهم التي استخدمت خلال الدورة الثانية من عمليات التدقيق في إطار البرنامج العالمي، فإن مذكرة التفاهم الجديدة لا تنحصر بنشاط واحد أو فترة زمنية محددة بالرغم من أنها قد تخضع لتعديلات لاحقة.

٣- ويمكن الاطلاع على مذكرة التفاهم بشأن البرنامج العالمي لتدقيق أمن الطيران - نهج الرصد المستمر بجميع لغات الايكاو على الموقع الشبكي المأمون <http://portal.icao.int/>. ويحث الدول على ملء هذه المذكرة وتوقيعها وإعادتها إلى الايكاو قبل نهاية العام ٢٠١٤. وترد في المرفق تعليمات بشأن كيفية الوصول إلى المذكرة واستيفائها وإعادتها كي يوقع عليها الأمين العام لاحقاً. كما يطلب من الدول أن تعين منسقا وطنيا للبرنامج العالمي لتدقيق أمن الطيران - نهج الرصد المستمر وتقدم أرقام وعناوين الاتصال به.

المرفقات:

تعليمات بشأن مذكرة التفاهم الخاصة بالبرنامج العالمي لتدقيق أمن الطيران - نهج الرصد المستمر

صدرت بموجب السلطة المفوضة للأمين العام

مرفق النشرة الإلكترونية EB 2014/45

تعليمات بشأن كيفية استيفاء مذكرة التفاهم الخاصة بالبرنامج العالمي لتدقيق أمن الطيران - نهج الرصد المستمر وإعادتها إلى الايكاو لغرض التوقيع

1- يرجى الدخول إلى موقع الايكاو المأمون <http://portal.icao.int>.

2- (أ) إذا كان لديك كلمة السر، يرجى طلب الدخول إلى مجموعة ATB-USAP-MOU على النحو الآتي:

(أ) أدخل إلى وصلة "Profile" إلى اليسار؛

(ب) تحت مدخل "User" أدخل إلى الوصلة "Group Subscribe"؛

(ج) في حقل اسم المجموعة، أدخل "ATB-USAP-MOU"؛

(د) في حقل المسوّج "justification"، سجل اسمك ووظيفتك وأسم دولتك؛

(هـ) أنقر "submit changes".

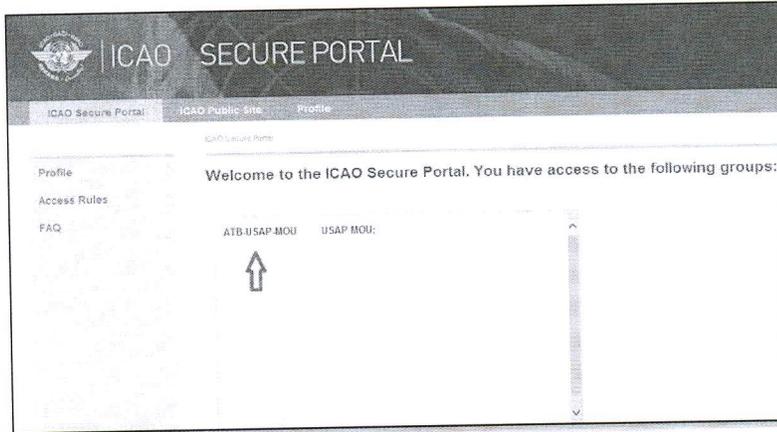
(ب) إذا لم تكن لديك كلمة السر لولوج موقع الايكاو المأمون، أنقر وصلة "Request an account" ثم:

(أ) بيّن إنك تريد الانضمام إلى مجموعة "ATB-USAP-MOU"؛

(ب) استوفِ الاستمارة؛

(ج) سجل اسمك ووظيفتك واسم دولتك في حقل المسوّج "justification"؛

3- أدخل إلى مجموعة ATB-USAP-MOU.



4- أختار اسم دولتك من القائمة المُنزلة. لاحظ أن لغة التواصل مع دولتك هي التي ستصدر بها مذكرة التفاهم تلقائياً، في حين أن لغة التفاعل هي الإنجليزية.

Language: English | State: [] | Welcome: ATB Mou User | Logout Home Help

MOU

MOU / MOU Export

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Step 3: You will be prompted to download the file to your computer.
Step 4: Print two copies of the MOU.
Step 5: Sign and Date both copies.
Step 6: Forward both completed documents to the ICAO ASA SECTION.

State formal name: [] | State short name: []
Signatory Name: [] | Signatory Title: []
Effective Date: [] | Signatory Date: []

Export Refresh

State short name	Signatory Name	Signatory Title	Export User	Export Date	Link
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٥- املأ الحقول الشاغرة.

Language: English State: [dropdown]
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Welcome:ATB MoU User Logout

Step 1: Complete the blank fields.
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Signatory Name	[text box]	Signatory Title	[text box]
Effective Date	[calendar icon]	Signatory Date	[calendar icon]

Export Refresh

State short name Signatory Name Signatory Title Export User Export Date Link

٦- انقر زر الإرسال.

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Effective Date	[calendar icon]	Signatory Date	[calendar icon]

Export Refresh

State short name Signatory Name Signatory Title Export User Export Date Link

٧- سيطلب منك تنزيل الملف في حاسوبك.

٨- اطبع نسختين من مذكرة التفاهم.

٩- وقع النسختين مع التاريخ.

١٠- ارسل النسختين إلى:

International Civil Aviation Organization
Aviation Security Audit Section
999 University Street
Montréal, Quebec
H3C 5H7
Canada

١١- سوف يوقع الأمين العام للايكاو النسختين ويعيد واحدة إلى دولتك.

- انتهى -