EAST AFRICAN COMMUNITY
CIVIL AVIATION SAFETY AND SECURITY OVERSIGHT AGENCY

MINUTES OF THE SECOND BOARD MEETING FOR CASSOA HELD ON 25TH OCTOBER 2007 IN MANYARA ROOM OF THE AICC IN ARUSHA, TANZANIA

THIRD CASSOA BOARD MEETING

ARUSHA TANZANIA
31st January 2008

Ref: CAS/BD/03/WP2

BOARD SECRETARIAT
Arusha, Tanzania
January 2008
MINUTES OF THE SECOND BOARD MEETING FOR CASSOA HELD ON 25TH OCTOBER 2007 IN MANYARA ROOM OF THE AICC IN ARUSHA, TANZANIA – CAS/BD/03/WP2

Present:

1. Mr. Ambrose Akandonda Managing Director Civil Aviation Authority Uganda Chairman
2. Mrs. Margaret T. Munyagi Director General Tanzania Civil Aviation Authority Member
3. Eng. Ochieng J.P. Director Aviation Safety Standards & Regulations Kenya Civil Aviation Represented DG KCAA
4. Mr. Mtesigwa Mugo Executive Director CASSOA Member

In Attendance:

1. Mr. Robert Mwesigwa Nviiri Technical Coordinator – CASSOA
2. Mr. Ladislaus Matindi Principal Civil Aviation Officer – EAC Secretariat
3. Mrs. Lillian Mwenda Office Management Assistant – CASSOA
4. Mr. John Njawa Ag, Director Safety Regulation – Tanzania Civil Aviation Authority Manager Licensing – Kenya Civil Aviation Authority
5. Ms. Gladys Murani
6. Mr. Andrew Opolot Corporation Secretary – Civil Aviation Authority, Uganda Director Air Transport and Regulatory Services – Civil Aviation Authority, Uganda
7. Mr. John Kabbs Twijke

Observers:

1. Mr. Alloys Mutabingwa Ministry of Foreign Affairs Republic of Rwanda
2. Amb Joseph Bangurambona Director Civil Aviation Authority, Burundi
3. Mr. Reverien Harahagazwe Chief of Air Transport Services, Burundi
4. Mr. Lambart Ndiwaita Technical Officer ICAO – ESAF Office
5. Mr. Stanley Mono Accountant EACJ assigned to CASSOA by EAC Secretariat.

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Min. CAS/BD/02/01

Preliminaries
Opening of the Meeting and Adoption of the Agenda

The Chairman Mr. Ambrose Akandonda, the Managing Director of Civil Aviation Authority, Uganda opened the Meeting at 9:15 a.m. and welcomed Members and other participants to the Second Board Meeting.

The Agenda was adopted with the following amendments:

(i) Item 9 of the Agenda "Qualifications and Sharing of Safety Inspectors" was deferred to the next meeting because it had to first be discussed by the relevant Working Group and Technical Committee.

(ii) The Draft Rules of Procedures for the Board that had been presented as an Annex to Matters Arising became a substantive item to be discussed later during the meeting.

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Minutes of the First Board Meeting

Minutes of the first Board Meeting were reviewed and found to be the true record of what had been discussed.

The Board:

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<td></td>
<td>a) Confirmed the Minutes as a true record of the proceedings of the first Board Meeting; and</td>
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<td>b) Commended the Secretariat for having recorded the Minutes correctly.</td>
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Min. CAS/BD/02/03

Matters Arising from Minutes of the First Board Meeting

(1) Rules of Procedure for the Board

The Agency Secretariat presented a draft Rules of Procedures for the Board in line with the requirement of Article 8(5) of the Protocol in form of an Annex to the Matters Arising. The Meeting decided that the procedure be discussed later as a separate item.

(2) Staff Recruitment

The Secretariat reported that the post of Accountant was advertised as directed and the short listing exercise completed. In the meantime, the EAC has seconded Mr. Stanley Mono, an accountant with EACJ, to assist CASSOA in matters of Finance. He is being

Minutes of the Second Board Meeting of CASSOA
paid USD 240.70 (10% of his basic salary as per recommendation from the EAC Secretariat).

The Secretariat reported that the training needs for the OMA in procurement were being pursued.

The Secretariat informed the Board on the Council Directive allowing Executive staff to recruit personal drivers whose contacts are tied to the duration of the Executives’ contracts and the Board noted the need to review the recruitment procedure of the driver for the Executive Director.

(3) Financial Budget 2007/2008

The Secretariat reported that during the submission of the approved annual programme of activities and budget to the Council, it was pointed out that CASSOA being a self-accounting institution the Council is only to take note.

The Meeting noted that so far only Tanzania had remitted the agreed commitment of USD 150,000. It was proposed that CASSOA should get a direct link with the Finance departments of the Partner States Authorities in order to expedite the process of transfer of funds. The Burundian delegation promised quick remittance of funds as soon as they meet the requirements to come on board.

(4) TOR for F&A

The Secretariat presented the draft TORs for the Finance and Administration Committee. The Board noted the need to have a balance of professionals to cover administration, human resource and finance on the Committee and therefore agreed to include a provision requiring ensuring the balance when forming the Committee.

(5) Logo for CASSOA

The Secretariat presented the best six works from participants of the Logo Competition. The Board chose three works (from Mr. Kituku Kinyae, Mr. Philip Azangalala and Ms. Irene Ogendo) to be forwarded to a Partner States for consultation with graphic experts for further professional analysis, after which the winning presentation should be picked.

(6) Burundi and Rwanda Joining the Community

The Board noted the absence of Rwanda civil aviation representative despite his previous confirmation to attend. After the explanation by the Rwanda delegate on the subject it was proposed that all communications to Rwanda be copied to the Rwanda Government Representative to ICTR who is resident in Arusha in order to ensure that the intended parties get the communication and follow-up on their clearance.

The Board:

a) Noted and thanked the EAC Secretariat for the secondment of an accountant from the EAC Secretariat Mr Stanley Mono;

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b) Directed the Secretariat to get a direct link with the Finance departments of the Partner States in order to follow up on the remittance of funds.

c) Approved the TOR for F&A Technical Committee subject to inclusion of a provision requiring the State’s to consult and ensure balance of professions when convening the Committee.

d) Directed the Secretariat to forward the three Logos (together with their write up) picked among the best six picked by the Committee to the Partner States for further analysis and final decision of the winner.

e) Advised the Secretariat to copy all communication between the Agency and Rwanda to the Rwanda Government Representative to ICTR resident in Arusha.

Min. CAS/BD/02/04

Management Report

The Secretariat presented a Management Report highlighting activities carried out by the Agency from 1st June to 14th October 2007 including meetings attended or convened by the Agency.

The Board noted that it is good governance when after an official mission outside, officials write a Mission Report highlighting the objectives and benefits gained from that Meeting. Furthermore, before undertaking such missions, the Executive Director should consult with the Chairman.

In order to facilitate the publicity of the Agency it was suggested that its website be developed which could be linked to ICAO website.

The Board:

a) Took Note of the presented information in the Management Paper;

b) Directed the Executive Director to make consultation with the Chairman before taking any decision on missions and make Mission Reports upon conclusion of Meetings or mission they make;

c) Directed the Secretariat to fast track the establishment of a website and report the status in the next Board Meeting.

Min. CAS/BD/02/05

Preparation for the ICAO Safety Oversight Audit under the Comprehensive Systems Approach

The Secretariat presented to the Board the paper on preparations for the ICAO safety oversight audit and Members observed that there is an urgent need of establishing a system of sharing inspectors.

ICAO informed the meeting of changes in the planned seminar-workshop to assist States in the preparation for the USOAP audits and auditors’ course from 14-18 and 21-
25 January 2008 respectively to 21-25 April, 2008 and the auditors’ course to 28 April to 5th May 2008.

The meeting noted the offer of ICAO ESAF in coordination with CASSOA to conduct missions to assist the Partner States in the preparation for the ICAO audits and directed the experts to meet and agree on the dates.

Burundi observed that a safety audit programme for Burundi had not been drawn up by ICAO and that it is currently completing SAAQ and CCs which are to be delivered to ICAO by January 2008.

The Board:

a) Directed the Secretariat to fast track the establishment of a system for sharing of inspectors within the region;

b) Approved the preparatory technical missions to be conducted by ICAO ESAF regional officers in assisting States for USOAP audit preparations and directed CASSOA to coordinate and spearhead the process;

c) Directed CASSOA and responsible Senior Officials of the Partner States with the involvement of ICAO to meet and agree on the missions’ dates before they return to their respective States;

d) Directed CASSOA in coordination with the EAC Secretariat to undertake a mission to Burundi and carry out a gap analysis in the area of safety and security.

Min. CAS/BD/02/06

Implementation of the English Language Proficiency for Holders of Pilot, Air Traffic Control, Flight Engineers and Flight Radio Telephony Licences

The Secretariat presented the Paper on the implementation of English Language Proficiency, an ICAO Standard which is also included in the Partner States’ harmonised civil aviation safety Regulations coming into force on 5th March 2008.

ICAO informed the Meeting that there is a training for English Language Proficiency to be conducted in Nairobi from 11th – 15th February, 2008.

The Board:

(a) Approved the convening of a meeting by CASSOA for personnel that have been trained in English Language Proficiency testing, personnel licensing officials and training institutions to consider and propose a regional approach in the implementation of the requirement. ICAO should be invited to participate.
(b) Urged Partner States to participate in the planned ICAO training in Nairobi from 11th to 15th February.

Min. CAS/BD/02/07

Proposed TOR for the Consultancy in developing the 5-Year Medium Term Strategic Plan for CASSOA

The Secretariat presented to the Meeting proposed TOR for the Consultancy in developing the first 5-Year Medium Term Strategic Plan for CASSOA. It was noted that the previous amount set aside for the exercise of USD 10,000 was not enough; and require to be supplemented by funding to be sourced from developing Partners.

It was advised that Stakeholders must be involved in the process of developing the Strategic Plan and also EAC consultancy procurement processes must be used. With this in mind therefore the projected two months as the duration for carrying out and completing the consultancy was deemed too short a period.

The Board:

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<th>a)</th>
<th>Approved the draft TOR for the Consultancy subject to improvement;</th>
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<td>b)</td>
<td>Resolved that Partner States look at the proposed TORs and submit any improvement to CASSOA;</td>
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<td>c)</td>
<td>Directed CASSOA to submit the completed TORs to possible donors for financing the consultancy; and</td>
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<td>d)</td>
<td>Directed that bidding and procurement processes be in line with the EAC procedures where required.</td>
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Min. CAS/BD/02/08

Harmonised Civil Aviation Safety Regulations Implementation Status

The Partner States presented the Status of implementation to the Board.

The three Partner States (Kenya, Uganda and Tanzania) all reported that currently they issue licences and certificates to cover the full one year validity using the old Regulations. However, the organisations and personnel are advised of the new requirements which will become applicable by January 2008.

The Partner States also confirmed the challenges faced in meeting the transition period due to the late publication of both the Regulations and guidance materials.

Uganda and Tanzania reported that they have conducted implementation sensitisation workshops to their industries and the result is that the industry perception was positive.

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Kenya reported that they intend to start sensitization soon with the target to complete it by December 2007 and CASSOA will be involved. The sensitization approach will involve three categories, as they each have specific needs different from the others;
(i) The Airlines
(ii) General Aviation
(iii) Aviation Schools
Kenya also reported some negative reception by the general aviation in the implementation of the new Regulations.

It was noted that in order for CASSOA to be able to participate and coordinate assistance, where required, Partner States should update regularly CASSOA with the implementation status and programmes.

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<td>a) Urged Partner States to update CASSOA regularly on the implementation programmes.</td>
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<td>b) Noted the implementation status of the new Regulations by the different Partner States.</td>
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<td>c) Directed CASSOA to assist Kenya into bringing on board the Stakeholders, in particular the general aviation, as far as the implementation is concerned.</td>
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Min. CAS/BD/02/09


The Secretariat presented to the Meeting a paper on the development of the technical Guidance Materials for implementation of Aerodrome Regulations and Aviation Security Regulations. The Secretariat also reported that the exercise for the identified guidance materials was completed during the Experts Meeting on 1st to 12th October 2007.

The completed draft technical guidance materials are:

**Aviation Security**

a) Aviation Security Inspectors Manual (ASIM);

b) Appendices to the Aviation Security Inspectors Manual;

c) The Model East Africa National Civil Aviation Security Quality Control Programme (NCASQCP);

d) The Model East Africa National Civil Aviation Security Training Programme (NCASTP); and

e) The Model East Africa National Civil Aviation Security Programme (NCASP).

**Aerodrome**

a) Aerodromes Inspector’s Hand Book. This document includes orders, the resolutions of safety concerns, enforcement procedures, processes and sample letters and checklists;

b) Template for Development of Wildlife Hazard Management Plan at Aerodromes;

*Minutes of the Second Board Meeting of CASSOA*
c) Manual of Aerodrome Standards; and  
d) Runway Safety Guidance Material.

The Secretariat also presented recommendations by the experts for implementation and future continuation of technical guidance materials development.

### The Board

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<td>a)</td>
<td>Took note of the completed technical guidance materials and appreciated the efforts shown by the team of experts and individual dedication on the assignment;</td>
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<td>b)</td>
<td>Directed CASSOA to work on the experts recommendations in the appropriate way;</td>
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<td>c)</td>
<td>Accepted interim use of the draft guidance materials while the Agency is processing its approval by the Board.</td>
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Min. CAS/BD/02/10

### Draft Rules of Procedure for the Board of CASSOA


### The Board:

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<td>a)</td>
<td>Directed that Rule 4 (Attendance at Board Meetings) should include a provision to allow the Board to invite observers to attend Board Meetings;</td>
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<td>b)</td>
<td>Directed that a Rule requiring all documents to be tabled for Board consideration be developed in accordance with an approved format be added; and</td>
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<td>c)</td>
<td>Directed that Rule 9 (Notice of Board Meetings) be amended to include that documents shall be submitted not less than seven days prior to the meeting.</td>
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Min. CAS/BD/02/11

### Staff Report (Closed)

This agenda was discussed under closed session. Two issues presented by the Executive Director were considered:  
(a) Confirmation of Office Management Assistant (OMA) Mrs Lillian Mwenda after her three months probation period expired in September 2007; and  
(b) Approval of applicants for the position of Accountant.

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The Board:

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<td>a)</td>
<td>Approved the confirmation of Mrs Lillian Mwenda in her position of Office Management Assistant in Grade G5;</td>
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<td>b)</td>
<td>Directed the Agency to put in place performance contracts or performance plan to assist in objective performance evaluation of staff;</td>
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<td>c)</td>
<td>Approved the following candidates/applicants to be called for interview in the Accountant position:</td>
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<td>(i) Kenya: Mr, Alphonse Werah; Ms Wanjiru Muita; Mr Mwagambo Nyamawi</td>
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<td>(ii) Tanzania: Mr Masanja D. Kiloba; Mr Robert Ephraim Shemhilu; and Ms Arafu Ayubu Jumaa;</td>
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<td>(iii) Uganda: Mr Zephrine Begumisa; Mrs Mary Kiggundu; and Mr Anthony Kintu Mwanje;</td>
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<td>(iv) Burundi: Mr Juvenal Ndimuriwe; and</td>
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<td>(v) Rwanda: Ms Marie Kansanga Ndairo.</td>
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<td>d)</td>
<td>Approved the interview panel for the Accountant position comprising of:</td>
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<td>(i) The EAC Director of Human Resources and Administration (chairperson);</td>
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<td>(ii) The Executive Director; and</td>
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<td>(iii) Senior officials, one from each Partner State dealing with administrative/finance management,</td>
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Min. CAS/BD/02/12

Date and venue of the next Board meeting

The next Board meeting will be held at the Agency’s Headquarters on the 31\textsuperscript{st} January, 2008.

Min. CAS/BD/02/13

Closing of the Meeting

The Board Meeting was closed at 5:00 p.m.

These minutes are hereby signed by the Heads of Civil Aviation Authorities, of the EAC Partner States, on this 3\textsuperscript{rd} day of January 2007 in Arusha, Tanzania.

Mr. Ambrose Akandonda  
Chairman of the Board  
EAC – CASSOA  
January 2008

Mr. Mtesigwa O. Maugo  
Secretary to the Board

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