MINUTES OF THE 2ND EXTRA-ORDINARY CASSOA BOARD MEETING

FIFTH CASSOA BOARD MEETING

ARUSHA TANZANIA
30th - 31st October 2008

Ref: CAS/BD/05/WP2-B

BOARD SECRETARIAT
Arusha, Tanzania
October 2008
MINUTES OF THE SECOND EXTRAORDINARY CASSOA BOARD MEETING HELD ON 18TH JULY 2008 IN EALA COMMITTEE ROOM A, AICC ARUSHA, TANZANIA

Present:

1. Mrs. Margaret T. Munyagi
   Director General
   Tanzania Civil Aviation Authority
   Chairperson

2. Mr. Ambrose Akandonda
   Managing Director
   Civil Aviation Authority
   Uganda
   Member

3. Mr. Chris Kuto
   Director General
   Kenya Civil Aviation Authority
   Member

4. Mr. Mtesigwa Maugo
   Executive Director
   CASSOA
   Member

In Attendance:

1. Mr. Robert Mwesigwa Nviiri
   Technical Coordinator – CASSOA

2. Mr. John P. Ochieng
   Director Aviation Safety Standards and Regulations
   - KCAA

3. Mr. John Njawa
   Director Safety Regulation - TCAA

4. Mr. Sam Muneza
   Acting Director for Safety, Security and Economic Regulation – CAA (Uganda)

5. Mr. Stanley Kibunjia
   Senior Airworthiness Inspector - KCAA

6. Mrs. Lillian Mwenda
   Office Management Assistant – CASSOA

Minutes of the Second Extraordinary Board Meeting of CASSOA
Min. CAS/EBD/02/01

Preliminaries
Opening of the Meeting and Adoption of the Agenda

The Chairperson, Mrs. Margaret Munyagi, the Director General of Tanzania Civil Aviation Authority, opened the Meeting at 9:35 a.m. and welcomed Members and other participants to the Second Extraordinary Board Meeting.

The Agenda was adopted without amendments:

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Consideration and approval of Flight Safety Standards (FSS) Inspectors Gap Analysis

(i) The Secretariat introduced to the Board the FSS Inspector Gap Analysis reviewed by the Technical Committee–Regulatory as directed by the Board at its Fourth Meeting. Thereafter the Chairman of the Technical Committee–Regulatory presented to the Board the analysis, findings and recommendations. The Chairperson submitted that after reviewing the analysis done by the HR Working Group, the following table indicates the required, available and existing inspectors’ gap in the three Partner States. The Chairperson also highlighted that even the available inspectors do not cover the aircraft fleet types operated in the region.

<table>
<thead>
<tr>
<th>State</th>
<th>Required Number of Inspectors</th>
<th>Available Number of Inspectors</th>
<th>Gap in Required Number</th>
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<tbody>
<tr>
<td></td>
<td>Mechanical</td>
<td>Avionics</td>
<td>Flight Ops</td>
</tr>
<tr>
<td>Kenya</td>
<td>17</td>
<td>5</td>
<td>19</td>
</tr>
<tr>
<td>Tanzania</td>
<td>5</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>Uganda</td>
<td>4</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Total EAC</td>
<td>26</td>
<td>9</td>
<td>31</td>
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The Board took note of the analysis but raised concern that in calculating the regional requirements it was not considered as one single group with the total operational aircraft as one fleet but rather added the individual Partner States requirements. This does not give the correct indication of the advantages of pooling together all the inspectors in the Partner States and make use of the economies of scale while working out the new Gap Analysis. The Board therefore saw the need for the Secretariat to analyse the regional requirement based on the above principles. The Board approved the Gap Analysis subject to the fulfilment of the proposed approach.

(ii) The Board considered the ability to recruit and retain civil aviation safety inspectors by the CAAs, in particular the pay structures for the Inspectors, and agreed that there is need for the CAAs to review their remuneration structures comparative to what is offered in the industry within the region. The Board also proposed a regional
study to be carried out to consider pay structure harmonisation within the Community Partner States.

(iii) It was noted that in all the three Partner States, there are inspector trainees whose training need to be fast tracked to alleviate the shortage observed. In this aspect the Board required CAAs to determine the training needs for the trainees and submit to CASSOA for coordination. The Board emphasised coordination of the inspectors training and where possible consider utilising the training institutions in the region.

**The Board:**

| a) approved the Gap Analysis of the FSS inspectors subject to analysing the regional gap by considering the entire EAC regional fleet as one group to determine required inspectors in the region; |
| b) directed the Agency Secretariat to write to the EAC Secretariat in order for the latter to convene a meeting of Directors responsible for Safety oversight to deliberate and recommend to the Heads of Civil Aviation and Airport Authorities on the determination and harmonisation of pay structure for inspectors; |
| c) approved to refocus type rating training for inspectors on the type of aircrafts on the Partner States registers for the existing inspectors to enable effective deployment; |
| d) urged the CAAs to determine the training needs for the trainees and submit to the Agency Secretariat for coordination with the objective of fast tracking their training to alleviate the shortage in staffing levels; |
| e) directed the Agency Secretariat in coordination with Partner States CAAs to: |
| (i) arrange for the training of Inspectors, who have not received the training, in harmonised Regulations and Technical Guidance materials; |
| (ii) explore the possibility of arranging aircraft type/system training and other technical training in the region utilising the training institutions in the region; and |
| f) direct the Agency Secretariat to develop a capacity building project in the oversight functions for short and long term strategy to alleviate the shortage of technical experts and source funds/assistance for its implementation. |

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**Consideration and approval of Technical Guidance Materials**

During the fourth Board meeting held on 10th - 11th July, the Board directed the Secretariat to convene a meeting of the Technical Committee – Regulatory in order to consider the TGM before their subsequent submission to the Board for approval. The Secretariat informed the Meeting that the Technical Committee – Regulatory was
convened from 16th - 17th July to consider the TGM and invited the Chairman of the Committee to present to the Board the recommendations of the Committee.

(i) **Flight Safety Standards TGM**

The Technical Committee – Regulatory (TC-R) Chairman presented the Flight Safety Standards TGM which includes the Circulars, Orders, Forms and Checklists, to the Board for consideration and approval. These technical guidance materials were reviewed jointly by the WG consisting of the regional flight safety experts and the USA FAA experts. The Chairman of the TC-R submitted to the Board Statement of Approval for the Board Members’ signatures.

(ii) **Aerodrome TGM**

The Chairman of the TC-R presented the Aerodrome TGM which included:

1. Manual of Aerodrome Standards;
2. Guidance for Preparation of an Aerodrome Manual;
3. Template for Development of Aerodrome Wildlife Management Plan;
5. Manual of Aerodrome Licensing Procedures;
7. Runway Safety Guidance Material; and

to the Board for consideration and approval. The TGM were reviewed by the WG consisting of inspectors and legal experts as directed by the Board during its Third Board Meeting. He submitted to the Board the Statement of Approval for the Board Members’ signatures.

**The Board:**

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<td>a)</td>
<td>approved and signed the Statements of Approval, hereby attached, for the Flight Safety Standards and Aerodromes Technical Guidance Materials; and</td>
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<td>b)</td>
<td>directed the Agency Secretariat to develop standardised numbering systems for the Aerodrome and Aviation Security technical guidance materials in line with the Flight Safety Standards TGM numbering.</td>
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Any Other Related Matter

(1) **Relocation to the Host State**

The Managing Director of CAA Uganda, informed the Meeting that he had written a note to the Secretariat and copied to the Directors General of Tanzania and Kenya CAAs, the EAC Secretariat and Permanent Secretary of the Ministry of East African Community Affairs in Uganda committing the Host State to be ready to receive the Agency in its new
headquarters during the month of September 2008. The meeting was also informed that the concerned parties in Uganda had started negotiating the draft Headquarters Agreement to ensure that the Agency relocates by September 2008 taking into account the civil work required to be made on the proposed facility. The Secretariat affirmed receipt of the letter and informed the Board that it has consulted and directed the letter to the EAC Secretariat for the completion of the hosting process including verification of compliance to the EAC assessment team recommendations on the facilities.

(2) *EALA Bill on the Establishment of CASSOA*

The Executive Director informed the meeting that the EALA Committee for Investment, Communication and Trade will consider the Agency Bill in Nairobi from 11th – 14th August 2008. The Agency and CAAs officials have been invited.

(3) *Minimising Agency Expenditure*

The Board emphasized the need to adhere to the approved budget in line with the approved Annual Programme of Activities in order to avoid expenses outside the programme. The Board also emphasised the need to carry out a Financial Performance evaluation every quarter.

(4) *Stationery for the Board meetings*

The Board noted that the current Stationery being provided for use during the Board meetings was not up to the standards of an Agency like CASSOA. The Secretariat was asked to provide proper writing pads and pens starting with the next Board meeting.

(5) *Start of recertification Process and Enforcement training*

The Secretariat informed the Meeting that following the approval of the FSS TGM the Agency and FAA have agreed that recertification start in the next scheduled technical assistance visit on 18th to 29th August 2008. The identified airlines in the region to kick start the process are Kenya Airways, East African Safari Express (Kenya); Air Tanzania, Precision Air (Tanzania); and Air Uganda, Eagle Air (Uganda). CAAs were required to nominate certification Teams together with certification project mangers (CPMs) for each identified carrier. The Authorities should inform and invite the carriers to attend the pre-application meeting in Arusha to be hosted by CASSOA.

The Meeting was also informed of the planned Enforcement training to be conducted by the FAA legal counsel and will be targeted to both the CAAs legal officers and aviation safety and security inspectors. The training will be held in Arusha from 25th to 29th August 2008. The Authorities are requested to nominate participants.

(6) *English Language Proficiency Implementation*

The Secretariat informed the Board that Uganda air traffic controllers were examined by the examiners from Tanzania and Kenya under the sharing of technical experts arranged and coordinated by the Agency. The region agreed on a programme for testing all flight crew and air traffic controllers involved in the international operations in English Language Proficiency by end of September 2008 and by end of December 2008 the region should be fully compliant on this requirement.
Kenya brought to the attention of the Meeting the challenge of implementing the ELP requirement regulation for the Student Pilot Licence (SPL) holder. The TC-R discussed the subject in relation to the Regulations. The TC-R recommended to the Board that a meeting of the ELP experts to recommend a way forward.

(7) Aviation Security

Kenya reported that they were recently audited by ICAO under the ICAO USAP. The findings indicate need to amend some of the technical guidance materials developed under the region. The Board urged Kenya to share the findings with the Agency and that the Agency convene aviation security experts to consider the findings and develop resolutions to the deficiencies.

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<th>The Board:</th>
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<tbody>
<tr>
<td>a) noted the information about the progress towards relocation of the Agency to the Host State;</td>
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<td>b) noted the upcoming EALA Committee on Communication, Trade and Investment meeting in Nairobi to consider the CASSOA Bill, urged the Authorities to comment on the draft Bill to the Agency Secretariat and directed that the Authorities and the Agency Secretariat attend the Committee Meeting;</td>
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<td>c) noted the efforts by the Agency Secretariat in organising the Pre-application meetings as a kick start of the recertification process for the operators in the region to the harmonised Regulations;</td>
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<tr>
<td>d) noted the enforcement training to be conducted by the FAA legal experts;</td>
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<tr>
<td>e) directed the Agency Secretariat to convene a meeting of ELP experts to consider waiving of the need for Student Pilots applying for a SPL to first sit an ELP exam; and</td>
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<tr>
<td>f) directed the Agency Secretariat to convene AVSEC experts, upon receipt of a copy of the ICAO USAP preliminary report in order to assist developing an action plan to resolving the identified deficiencies.</td>
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Closing of the Meeting

The Board Meeting was closed at 4:00 p.m.

These Minutes are hereby approved and signed on this 30th day of October, 2008

Mrs. Margaret Muyagi
Chairperson

Mr. Mtesigwa O. Maugo
Secretary

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