

Aviation Sector Support Programme to Zambia

Minutes from

6th Steering Committee and

11th Technical Working Group Meeting

Date:	9 July 2020
Place:	Lusaka, Zambia (WebEx teleconference).
Purpose of the meeting:	The 6 th Steering Committee Meeting was organised with the objective of reviewing the activities carried out so far and the results achieved, as well as the plan of the activities for next reporting period.
Chairman:	Mr Chikwenya Nicholas (Director of Transport, Ministry of Transport and Communications, MoTC). Mr Gabriel Lesa (Director General, Zambian Civil Aviation Authority, ZCAA) acted as Chairman for the opening on behalf of the Ministry of Transport and Communications.
Participants:	Refer to Annex 2.
Annexes:	Annex 1 – Agenda Annex 2 – Attendance List Annex 3 – 6 th SCM Progress Report
Meeting documents:	EASA Presentation. Meeting minutes of the previous project Steering Committee Meeting (SCM) and Technical Working Group (TWG).

The meeting documents above have been distributed to the Steering Committee members via email for their information prior the meeting.

Introduction, adoption of the agenda, remarks

The Steering Committee Meeting (SCM) Master of Ceremonies, Mr Carlos Tortosa (ASSP II Project Manager, EASA), officially introduced the meeting by adopting the agenda without any changes. He acknowledged the efforts of the delegates to support the implementation of the project especially their flexibility to adapt after the COVID 19 outbreak in January 2020 to new ways of implementation, such as video conferences, calls, webinars etc.

Mr Tortosa encouraged the participants to actively interact during the meeting.

Official opening

The meeting was officially open at 0920am on 9th July 2020 by **Mr Gabriel Lesa Director General ZCAA**, on behalf of the Chairman. He stated the importance and impact of the actions implemented by the project for the Zambian aviation community. He insisted on the importance to continue working with the project and the stakeholders, especially those from the industry, to make the system more robust and sustainable.

Mr Gabriel Lesa, provided an overview on the improvements within the ZCAA and main activities being carried out during the period. Besides, he recognised the efforts from all sides to continue to implement activities using distance means.

Mr Juan Bautista Fernandez Osuna representing the **EUD to Zambia and COMESA** noted that despite the COVID 19 pandemic the beneficiary and EASA presented a contingency plan to smoothly continue to implement activities as per the work plan.

He also highlighted the remarkable efforts from the ZCAA (and the project team) to continue implementing activities with all the challenges caused by the pandemic.

He relies on the project team and the beneficiary in assessing the workload of their teams to prevent picks of work: the ZCAA has to continue to focus on their core business, even if at this moment the ASSP II project is delivering 4 activities at the same time.

Mr Osuna encouraged the ZCAA, the MoTC and all the beneficiaries to make use of the project to the maximum extend and to make proposals and changes; the project team will work to accommodate the requests and link them to the already established objectives, bearing in mind that this project component will come to an end in August 2021.

Now that the project has reached its point of maturity for that, he recommends that ZCAA/EASA make efforts to involve the industry.

Finally, he reminded the ZCAA the importance to continue to remain independent in their functions of certification and oversight and to report regularly (at least twice a year) to the European Commission (Air Safety Committee) on the improvements of the ZCAA.

Mr Alex Chikwese, representing the **Ministry of Finance as NAO (National Authorising Officer)** noted the efforts and highlighted the importance to continue to deliver activities even with the current constraints.

The **ASSP II Project Manager, Mr Carlos Tortosa** with the support of the Operations Manager **Mr Carlos Menendez de Solas** and **Ms Caroline Beth** as Project Assistant (in substitution of Ms Gabriella Garaffa) thanked the contributions from the speakers and provided a briefing of the activities performed by the experts deployed during the previous six months.

The indicators from ICAO showed a slight improvement in the process to provide answers to open PQs (Protocol Questions) during the first quarter 2020. Nevertheless at the moment of the meeting there were still PQs to answer. The ZCAA team stated that they are working on these items and they will be uploaded soon.

Mr Tortosa indicated that the project is working with the EUD in other contractual aspects such as possible budget amendments and to overcome constraints such as the D+3 for component 1.

Mr Miguel Vaz Pinto, OPS (Flight Operations) and AIR (Airworthiness) expert provided the delegates a briefing of the activities related to AOC Certification and of the review of the related procedures and documents.

Dr Hazel Courtney (SSP expert) presented a summary of the evolution on the implementation of the SSP (State Safety Programme) in Zambia. The core activity will continue until the end of the year. In 2021 it is expected that the activity continues.

It was agreed as well to continue to deliver the support during the second half of the year 2020, with special emphasis to invite the industry to some of the activities:

- SSP Implementation,
- AOC (Aircraft Operator Certificate) Certification workshops,

- QMS (Quality Management Systems and auditing) Training (including Authority and Industry),
- HF (Human Factors) Training (including Authority and Industry),
- SMS (Safety Management Systems) training (including Authority and Industry),
- AIG, Accident and incident investigation workshop.

Mr Stanley Sitaly representing **ZACL** stressed the importance of opening seats for representatives of the local industry and service providers. The project manager informed that the industry will be invited to webinars in QMS, SMS and HF during August and September.

Mr Chikwenya had questions about the status of the 2nd ASSP II Project's Component, about the Aviation Strategy by the MoTC and which kind of measures are being taken due to the pandemic.

Regarding the second component the EUD stated that the draft was circulated with the Zambian authorities and the NAO replied that they will speed up the process.

In relation to the Aviation Strategy, the MoTC will start an assessment and hopefully will be soon ready.

Finally, regarding the COVID measures, the project team explained the process established a communication channel with the CAA to share relevant documents issued by EASA and the EU. The project team remain available for any query the ZCAA may have.

Mr Chikwese stressed the importance to seek for solutions to finalize the tender for the second component as the deadline is November 2020.

Mr Chikwenya pointed out that within AIG (Accident and Incident Investigation) most of the PQs are still open, and the SMC members agreed to prioritise that activity.

Mr Eyob Estifanos representing **ICAO-ESAF** (Eastern and Southern African) insisted on the importance of coordinating actions among all stakeholders and institutions to deliver sustainable results within Zambia. Besides he offered support in the area of Accident and Incident Investigation and insisted in the importance of coordinating actions when deploying

Conclusions and Closure

The Members of the Steering Committee indicated a high level of satisfaction with the project progress and thanked both the EU Delegation and EASA for their support in the growth of the Zambia Aviation subsector.

The project was fully supported including the methodology suggested and the activities proposed.

A note of appreciation was given with regards to maintaining the flexibility to adapt and update the work plan when needed by the Stakeholders.

Mr Chikwenya as the meeting Chairman closed The 6th Steering Committee Meeting officially closed at 1200 hours on the 9th July 2020.

Next Steering Committee Meeting will take place on a date TBD, as a placeholder the 2nd of December 2020 has been set.

Next Technical Working Group Meeting will take place on a date TBD (Late October / early November 2020).