

Aviation Sector Support Programme to Zambia

Minutes from the

12th Technical Working Group Meeting

Date:	19 November 2020
Place:	Lusaka, Zambia (WebEx conference).
Purpose of the meeting:	The 12 th Technical Working Group (TWG) 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 of the ASSP II-Zambia project.
Chairman:	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 – 12 th TWG presentation v1.
Meeting documents:	EASA Presentation. Meeting minutes of the previous project Technical Working Group (9 July 2020).

The meeting documents above have been distributed to the Steering Committee members via email and uploaded on the project website <https://www.eu-assp-z.org/2020-12th-twg> 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.

Official opening

The meeting was officially open at 0940am on 19th November 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.

He informed the participants that the MoT&C is undergoing some staff changes and new representatives will be replacing Mr Chikwenia and Mr Kafuli in future meetings.

The **ASSP II Project Manager, Mr Carlos Tortosa** referring to the data shown in the presentation related to the meeting, is announcing that due to the travel restrictions imposed by the pandemic, and to the most likely extension of the project by another 12 months, the resulting savings in the budget will be reallocated to be used for external consultants to deploy more activities in the next years.

The forecast of the activities for the next reporting period has been discussed in side meetings with the CAA and project experts and is here presented based on the ICAO responses to PQs (Protocol questions) uploaded regularly in the CMA.

The improvements in these ICAO Indicators are visible and well identifiable, this being already a very significant achievement of the support of the ASSP II project.

One area that needs to be followed on more strictly to recover the gap towards the initial planning, would be Accident and Incident Investigation, where an EASA expert (Mr. Mario Colavita) is already offering remote support. Mr Lesa, is well aware of the slowdown in this area that is caused as well to some internal change in personnel in the MoT&C, but foresees an improvement in the close future.

Mr Tortosa, is expressing satisfaction towards the commitment that the ZCAA is showing and is thanking the Authority's team to participate and engage so well in the activities even though the setup due to the COVID 19 has drastically changed their delivery.

The situation is not likely to change in the closest future therefore it has been considered that the future activities planned will follow the same modus.

One of the main achievements showing the maturity of the project in the past activities has been the involvement of the Zambian Industry, with a large participation and positive feedback.

From the contractual point of view, the project is subject to a freeze in the procurement of external services since August. A request to change the Grant Agreement is being processed by the EU Delegation to Zambia and COMESA: once this is approved, new contracts with external suppliers will be launched to restart delivering support. The project team foresaw the situation in Q1 2020 and enough resources were allocated to overcome this situation.

In the meanwhile, in EASA two new Procurement Framework Contracts are prepared, one of which is already fully viable for the scope of recruiting suitable experts for the activities in planning and the other is currently in the official process of being published after awarding.

Last but not least, in case of interest on EASA's approach to the COVID 19 limiting measures can be provided at any time on request by the participants.

Mr Tortosa and Mr Menendez, presented the detail of the overview on the activities delivered.

- The SSP implementation support has been productive and fruitful: most of the line manager were involved successfully.
It is a work in progress and it will be continued. Dr Courtney had a very good interaction with the ZCAA team. The SSP implementation is one of the pillars of the project and will shape the future areas of activity next year.

Mr Lesa, is acknowledging the good results and thanking for this essential support. The resolution of safety concerns is definitely a priority and needs to continue. For his understanding the work with Dr. Courtney was very fruitful and the ZCAA is now entering in Phase 3 of the plan.

- Focus on AOC OPS SPEC has been given mainly in the first half of the year and some shorter update in the current month. Mr Vaz Pinto was satisfied with the past achievements and is willing to support further in the future, maybe by reviewing the regulation in this area but with a more long term view for a solid knowledge building for the future for a sustainable system.
Industry will continue to be involved as well in this case.

Mr Lesa confirms that the practical approach offered by the expert has been very beneficial and is welcome for the future; same applies for the SSP expert Dr Courtney and for the AI support delivered by Mr Colavita.

- Mr Tortosa is reporting on the webinars in SMS/ QMS and HF that have been delivered to the ZCAA and then replicated for the Industry. Common sessions would have been desirable but the number of participants and ensuring a good interactive participation lead to the decision to keep the two audiences separated.
For the future and if the budget allows it, the project aims to introduce some practical activities for the industry; of course depending on the actors involved (Maintenance or Airport Operators e.g.) the practical implementation is rather different, therefore a close check on the needs and priorities will need to be done on a case by case basis.

Mr Lesa is welcoming this approach that allows Industry and inspectors to proceed hand in hand in the progress of the standards.

- The support in the AIG area commenced in Q2 2020. The support provided by Mr Colvita was initially focused in reviewing internal AIB documents and MoU.
The AIB reported some changes in their organisation and that was the cause on some delays on the implementation. Nevertheless the AIB members and the expert from EASA agreed to resume the activity as soon as possible with a focus on reviewing internal processes and outstanding protocol questions. The support will continue in Q1 and Q2 2021.
- Mr Tortosa continue to present the work programme and notifies that the support on Aerodrome (AGA) is postponed in agreement with ZCAA.
- The ICAO conference as well needed to be postponed until further notice
- Beside the Project Steering Committee Meeting in December, one more activity will close this year plan and it will be dedicated to Gender Equality. If possible the first session will happen still in December 2020.

Mr Lesa reminds everyone, that the activity on AVSEC was in fact a great success and that his staff showed a great appetite for more of these activities in connection with AVSEC.

Mr Menendez is praising the expert chosen, who is up to date and knowledgeable and is working for the Spanish authority.

The project manager Mr Tortosa is suggesting as tentative date for next Technical Working Group Meeting the 31 March 2021.

For the next activities the project is forecasting some on Airport surveillance but would need specific inputs from ZCAA staff side to understand better the needs and this dormant phase until the begin of the next year (due to the Christmas time, the EASA budget closure and the reopening of the procurement possibilities for the project, related to the contract and to framework contract in EASA) is ideal to prepare it.

The ZCAA DG mentions as well to be included activities on ramps inspections, this will be further discussed with the team.

The EASA Operations Manager Mr Menendez is expressing full support in including these activities as they are topics that are appearing during the SSP implementation outcomes: this is the whole purpose of the SSP, identifying real needs and address them.

Mr Tortosa is announcing as well that even though the official end of the project is August next year, most likely the contract will be extended for another 12 months and more man days will be available making it possible to include these needs in the activities planned.

Tour de table and AOB

Speaking of the contract and about the two component of the Programme, **Mr Lesa** is asking how the integration of the components will happen.

Mr Tortosa is explaining that from the budget point of view there will not be any commonalities but that in the past was agreed to share the same technical working group meetings and Steering Committee Meetings to ensure a good knowledge sharing between the two components.

Mr Juan Bautista Fernandez Osuna representing the **EUD to Zambia and COMESA** after having remarked the good work delivered by the ASSP II project, informs the participants that the target was to have the signature for the contract of the 1st component by the MoT (who is not present to the meeting) before the end of the current week, and asks the representative of the NAO if this is still the case.

Mr Alex Chikwese, representing the **Ministry of Finance as NAO (National Authorising Officer)** confirms that the service contract and the programme estimate has been signed on this very day.
The comments on the activities will be presented on the 11 of January. On NAO side the financing agreement has been extended by 2 years until November 2024.

The news has been welcomed by all the participants.

Conclusions and Closure

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

Mr Chikwenya as the meeting Chairman closed the 12th Technical Working Group meeting officially closed at 1200 hours on the 19th November 2020.

Next Technical Working Group Meeting will take place on the 31st March 2021 as tentative date.