



ICAO

INTERNATIONAL CIVIL AVIATION ORGANIZATION

A UN SPECIALIZED AGENCY



Regional USOAP Continuous Monitoring Approach (CMA) Workshop



Module 2 Role of the NCMC

Module Objective

The objective of this module is to understand and explain:

- USOAP CMA MOU (State NCMC Responsibilities);
- Role and Responsibilities of the NCMC;
- NCMC Qualifications and Experience; and
- NCMC Training Requirements.

USOAP CMA

- *Whereas* the 37th Session of the Assembly directed the Secretary General to evolve the USOAP to a CMA
- *Whereas* the 37th Session of the Assembly urged all Contracting States to sign a bilateral Memorandum of Understanding (MOU) with the Organization

USOAP CMA MOU

- *The State*, will facilitate the USOAP CMA by designating one or more appropriately-qualified, persons to act as National Continuous Monitoring Coordinator(s) (NCCM(s)) on a permanent basis.
- *The NCCM(s)*, will act as facilitators and as the primary points of contact for all USOAP CMA processes and activities.
- *The NCCM(s)*, will ensure the State provides ICAO with USOAP CMA information and updates on an *ongoing basis*.

USOAP CMA MOU *(cont'd)*

Information to be submitted and updated regularly by the State through the USOAP CMA online framework (OLF) will include the following:

- Responses to the State Aviation Activity Questionnaire (SAAQ),
- Self- assessment, status of the USOAP protocol questions (PQs),
- Responses to ICAO Mandatory Information Requests (MIRs),
- Information relating to Significant Safety Concerns (SSCs),
- Updates to the State Corrective Action Plan (CAP), including information regarding implementation status, and
- As far as practicable, any other relevant safety information, as requested by ICAO.

USOAP CMA MOU *(cont'd)*

The State, will complete and maintain up-to-date Compliance Checklists (CCs), which contain information on the implementation of the specific provisions of the relevant Annexes to the Chicago Convention.

The State, will provide this information through the Electronic Filing of Differences (EFOD) system.

NCMC Roles and Responsibilities

The main duties of a NCMC are to:

1. Act as the focal person (i.e., State Coordinator) and project manager for all matters related to the USOAP CMA activities.
2. Monitor, manage and coordinate the State's participation in the USOAP CMA.
3. Ensure the regular maintenance and update on all USOAP CMA documentation and associated ICAO information using the On-Line Framework (OLF), such as:
 - State Aviation Activity Questionnaire (SAAQ)
 - Compliance Checklists/Electronic Filing of Differences (CC/EFOD)
 - Protocol Question (PQ) Self-Assessments
 - Corrective Action Plans (CAP)
 - Mandatory Information Requests (MIR)
 - Significant Safety Concerns (SSC), as applicable, and
 - Any other relevant safety information, as requested by ICAO.

NCMC Roles and Responsibilities *(cont'd)*

4. Coordinate with ICAO HQ and the appropriate ICAO Regional Office to evaluate the State's progress in implementing its CAPs to address USOAP CMA findings and mitigating measures to address SSCs, if applicable, in a timely manner.
5. Provide support to State SMEs within their areas of responsibilities in addressing USOAP CMA requirements.
6. Coordinate with the appropriate ICAO Regional Office to monitor the State's safety risk indicators and provide input to the selection and prioritization of USOAP CMA activities.
7. Provide pertinent and available information to the USOAP Team Leaders for the preparation of USOAP CMA on-site activities.
8. Participate in training and seminars on the USOAP CMA as provided by ICAO and its safety partners.



NCMC Qualifications and Experience

Basis Qualifications and Experience

- a) Minimum of 4 years experience working within a civil aviation organization in a technical or associated aviation safety role;
- b) Fluency in the spoken and written language necessary to support the assigned duties;
- c) Ability to use Microsoft Office software (i.e., Word, Outlook, Excel and PowerPoint);
- d) Knowledge of ICAO organization, functions and activities;
- e) Knowledge of the USOAP CMA; and
- f) Knowledge of the *Convention on International Civil Aviation* (Doc 7300), of Annex Standards and Recommended Practices (SARPs), and related ICAO documentation and guidance material

NCMC Qualifications and Experience *(cont'd)*

Desirable Qualifications and Experience

- g. Specialized experience in any of the civil aviation authority technical areas;
- h. Experience in performing assessments or audits;
- i. Experience working in an international environment;
- j. Experience in implementing quality management systems and or safety management systems; and
- k. Programme or project management experience.
- l. Languages for the USOAP activities and a command of English

NCCMC Training Requirements

- ICAO CBT Training
- USOAP CMA training as provided by ICAO and its Safety Partners.
- Approved Auditor Training (e.g., ICAO, ISO, etc.)
- Safety management system, quality management system, human factors, etc.

ICAO Document 9735, Appendix F

- Guidelines for National Continuous Monitoring Coordinators (NCCMC) is available in Appendix F of ICAO Document 9735.
- It should be referenced for additional information regarding the role of the NCCMC.

GUIDELINES FOR NATIONAL CONTINUOUS MONITORING COORDINATORS

1. GENERAL

1.1 The national continuous monitoring coordinators (NCCMCs) play an integral and pivotal role in supporting a State's participation in ICAO's Universal Safety Oversight Audit Programme (USOAP). The NCCMCs serve as the primary point of contact of the Member State in interacting with ICAO on all matters related to USOAP. This includes familiarizing, implementing and completing all of the State's responsibilities and duties as part of USOAP continuous monitoring approach (CMA) processes and activities.

1.2 These guidelines relate to the responsibilities, functions, and duties of NCCMCs in compliance with an ICAO Member State's obligations with respect to aviation safety oversight as signatories to the *Convention on International Civil Aviation* (Doc 7300, hereafter referred to as the "Convention") and Member States' responsibilities under the USOAP CMA Memorandum of Understanding (MOU). It is directed at State authorities and intended as a guide to assist States in selecting NCCMCs and supporting their roles and responsibilities.

2. WHY STATES NEED A NATIONAL CONTINUOUS MONITORING COORDINATOR?

2.1 State Obligations under USOAP

2.1.1 As a signatory to the Convention, each Contracting State is obligated to promulgate ICAO provisions in its national legislative and regulatory framework in support of ICAO's primary mandate – "...that international civil aviation may be developed in a safe and orderly manner and that international air transport services may be established on the basis of equality of opportunity and operated soundly and economically."

2.1.2 In support of ICAO's primary objective to ensure the safety of international civil aviation, USOAP was launched in 1999 per Assembly Resolution A32-11 (32nd Assembly, 22 September to 2 October 1998) and expanded per Assembly Resolution A33-8 (33rd Assembly, 22 September to 5 October 2001). The objective of USOAP is to ensure that Contracting States are adequately discharging their responsibilities for safety oversight over their civil aviation system through regular, mandatory, systematic and harmonized safety audits carried out by ICAO, as well as a systematic reporting and monitoring mechanism on the States' implementation of safety-related SARPs.

Review



**USOAP CMA MOU
(State NCMC
Responsibilities)**



**NCMC Training
Requirements**



**Role and
Responsibilities of the
NCMC**



**NCMC Qualifications
and Experience**



Thank You!