



STANDING COMMITTEE ON SOCIAL AFFAIRS

Consolidated Review Report of the Civil Aviation Authority of Fiji 2021 and 2022 Annual Reports



PARLIAMENT OF THE REPUBLIC OF FIJI
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CHAIRPERSON'S FOREWORD

I am pleased to present the report of the Standing Committee on Social Affairs on the *Consolidated Review Report of the Civil Aviation Authority of Fiji 2021 and 2022 Annual Reports*.

As mandated under Standing Orders 109(2) (b), the Committee looks into issues related to health, education, social services, labour, aviation, culture and media.

The Civil Aviation Authority of Fiji also known as "CAAF" in trying to adjust to the changes in its operations because of COVID 19, the authority had undertaken certain measures to adhere to the restrictions of the pandemic and simultaneously allow the operations of the authority to continue.

The former committee had undertaken a site visit to the CAAF office and held its public submission with the senior CAAF officials. Furthermore, the Committee noted and concerns raised and identified recommendations to better address its findings.

The Committee commended the establishment of the International Civil Aviation Organization (ICAO) Office for Pacific Small Island Developing States in Nadi and for being awarded the International Civil Aviation Organization (ICAO) Council President Certificate.

I thank the Chief Executive (CE) and management of the Civil Aviation Authority of Fiji for the assistance rendered during this review process.

Finally, I take this opportunity to thank the former Chairperson of the Committee Hon. Alitia Bainivalu for her leadership and guidance. The former committee members; the Hon. Parveen Bala, and alternate member Hon. Ketan Lal for their constructive input and tremendous teamwork, and the Current Committee members for the finalization of this Committee report.

On behalf of the Standing Committee on Social Affairs, I commend this report to Parliament.



.....
Hon. Iliesa Vanawalu
Chairperson

ACRONYM

Acronym	
CAAF	Civil Aviation Authority of Fiji
CE	Chief Executive
MP	Member of Parliament
ICAO	International Civil Aviation Organisation
SO	Standing Order

COMMITTEE REMIT AND MEMBERS

The Standing Committee on Social Affairs (**‘Committee’**) is established under Section 70 of the Constitution and SO 109. The Committee’s mandate and functions are provided under SO 109 (2) and 110 (1) (a)-(d) & (f). The Committee consist of the following members:



Chairperson

Government Member



Deputy Chairperson

Government Member



Member

Government Member



Member

Opposition Member



Member

Opposition Member

RECOMMENDATION

The Standing Committee on Social Affairs conducted the review of *Review Report of the Civil Aviation Authority of Fiji 2021 and 2022 Annual Reports* and recommends that Parliament take note of this report.

1. INTRODUCTION

The Standing Committee on Social Affairs (**‘Committee’**) was referred the Civil Aviation Authority 2021 and 2022 Annual Reports on the 15th of April 2024, as pursuant to SO 38 (2). Therefore, the Committee was referred to review the annual report as pursuant to its mandate as stipulated in SO 110 (1) (c).

1.1. Committee Procedure

The former Committee held its Deliberation and formulation of questions pertaining to the *Civil Aviation Authority Annual Report for the Year 2021 and 2022* were undertaken. Following this, the former Committee conducted a Site Visit to the CAAF Office in Nadi and held its Public Submission with the Civil Aviation Authority of Fiji on 17 May 2024. The executive management presented its responses. Upon receipt of all relevant information, the current committee compiled and endorsed its findings.

The committee received a written response from the Civil Aviation Authority for this annual review. It is available on the Parliament website at the following link: <https://www.parliament.gov.fj/committees/standing-committee-on-social-affairs/>

2. Civil Aviation Authority of Fiji

2.1. Background

The Civil Aviation Authority of Fiji (Authority) is an independent statutory authority established under the CAAF Act 1979. The main objective of this Act is to establish CAAF with functions relating to civil aviation and matters incidental thereto. It provides for the establishment of a regulatory framework for maintaining, enhancing and promoting the safety and security of civil aviation in Fiji, with particular emphasis on preventing aviation accidents and incidents.

3. KEY FINDINGS

Below are the key findings that the committee compiled through its deliberation and review of Consolidated Civil Aviation Authority 2021 and 2022 annual report:

- 3.1 The Civil Aviation Authority of Fiji was awarded the International Civil Aviation Organization Council President Certificate, this signifies the progress that CAAF has made in Aviation, Safety and Oversight. This award indicates the status of the organization in terms of the implementation of ICAO's regulations.
- 3.2 The Civil Aviation Authority of Fiji status on the Safety Security Audit programme was successfully completed with no significant security concerns for Fiji.
- 3.3 The establishment of the International Civil Aviation Organization (ICAO) Office for Pacific Small Island Developing States (PSIDS) in Nadi presents a significant and unique opportunity for Fiji to play a leading role in promoting regional aviation safety and security development.
- 3.4 The Civil Aviation Authority of Fiji faces continuous shortage of technical skilled and specialised workers as they migrate for more lucrative opportunities abroad.
- 3.5 The Civil Aviation Authority of Fiji is working on the draft legislation for the Civil Aviation Bill, in consultation with ICAO and the Solicitor-Generals Office.

4. COMMITTEE RECOMMENDATIONS

Upon deliberation and review of the annual reports, the committee recommends.

- 4.1. The Civil Aviation Authority of Fiji to expedite the Civil Aviation Bill to amalgamate the Civil Aviation Act 1976, the Civil Aviation Authority of Fiji Act 1979, and the Civil Aviation (Reform) 1999.
- 4.2. Civil Aviation Authority of Fiji to fill the current vacant specialized positions at the earliest.
- 4.3. Civil Aviation Authority of Fiji strengthens its Scarce Skills Framework policies to enable them to recruit suitable specialized personnel with suitable positions and benefits.
- 4.4. Government to urgently ratify the three ICAO Aviation Security International Conventions, to better address aviation security issues namely;
 - i) The Beijing Convention
 - ii) Beijing protocol; and
 - iii) The Montreal Convention
- 4.5. Civil Aviation Authority of Fiji to set aside emergency funding to cater for future unexpected pandemics such as COVID.
- 4.6. The timely submissions of the CAAF Annual Reports to Parliament.

5. Sustainable Development Goals

Aviation and UN Sustainable Development Goals

Aviation activity under the International Civil Aviation Organization (ICAO) aligns with, and supports, the United Nations Sustainable Development Goals (SDGs). ICAO's initiatives, regulations, standards and global forums promote safe, secure and sustainable aviation, which complements many of the SDGs. Herein lies the foundation and catalyst for the realisation of the SDGs either totally or in part. Progressing and meeting the SDGs through aviation continues to be a work in progress. As a Contracting State to ICAO, CAAF supports the SDG through the respective pathways provided by aviation that influence or promote the realisation of the SDG.

The ICAO's Objectives are strongly linked to 15 of the 17 SDGs which cascades into CAAF's objectives and activities, and in turn, influences to a certain extent, the prerequisite conditions for achieving the SDG or reducing negative impact. CAAF is fully committed to working in close cooperation with stakeholders to support SDG targets and contributing to make the world a better place for all.

UN SDG		Overview of alignment
1	No Poverty	<p>Economic Growth - CAAF ensures a safe, secure and efficient aviation system through the implementation of the ICAO standards through national standards that are reviewed annually to ensure they are fit for purpose and remain relevant. This in turn enables the licensing of aviation personnel, and the certification and approval of service providers and facilities, to enable performance of their respective safety and security functions and earn a living, this mitigates poverty to a certain degree on the one hand and promotes safe and secure air transportation required for connectivity, trade and economic growth.</p> <p>Normally, when there is safety and security in any human endeavour, there is stability on all other fronts; socially, economically and politically. Trade and tourism flourishes and much needed investment and revenue is generated.</p>
2	Zero Hunger	<p>Food Transport – CAAF ensures, through robust audits, inspections, tests and surveys that national regulations and standards that contribute to a reliable, safe and secure air transport system are implemented consistently so that operators maintain the competitive advantage that allows them to stay in front of events and adapt better to their operating environment. This is crucial for the timely delivery of food supplies and agricultural products, enhancing food security in Fiji and beyond. Under the regulated agent regime, CAAF facilitates global exports by air. For example, dalo, cassava, fish, fresh vegetables, turmeric and</p>

		kava contribute to meeting market demand but also, reducing global hunger.
3	Good Health and Well-being	<p>Medical Transport – national aviation regulations and standards ensure the safety and efficiency of medical evacuations and the transport of medical supplies. CAAF is working on implementing standards for remotely piloted aircraft systems (RPAS) that are able to assist in delivery of medical supplies to remote inaccessible areas. Furthermore, in collaboration with the Ministry of Health and Medical Services and other facilitation partners, CAAF coordinates and provides oversight support for the establishment of the National Aviation Plan to deal with pandemics at Fiji’s borders. The National Aviation Plan is currently work in progress, although certain aspects of the plan have already been tested. The significance of this plan is it ensures that our people are protected at the border from any diseases like COVID-19. The Plan ensures early identification and mitigation of diseases to control spread to pandemic status.</p>
4	Quality Education	<p>Accessibility – national aviation regulations and standards ensure safe and secure air transportation which enables improved connectivity, allowing for better access to educational opportunities (on Viti Levu and Vanua Levu as well as abroad).</p> <p>Training and Capacity Building – CAAF provides and supports aviation-related education and training programs to enhance skills and knowledge in the sector; CAAF certifies/approves pilot training schools, air navigation service schools, airport rescue firefighting service training and aviation maintenance training. In addition, aviation safety and aviation security training courses are facilitated by CAAF either through its inspectors or bringing in international subject matter experts.</p> <p>Effective oversight of aviation training ensures that persons undergoing the specific training have access to quality training, equipment and/or facilities. CAAF also hosted ICAO specific training for international audiences.</p> <p>CAAF released its inspectors to conduct ICAO courses and audits for other ICAO Contracting States. In 2023, an aviation security inspector assisted with aviation security training in Samoa and Niue.</p> <p>CAAF is an enabler of the work-place attachment programmes of the various Universities in Fiji. In excess of 10 graduating students were attached to CAAF in 2023.</p>

		<p>These activities contribute to SDG 4 by increasing the number of youth and adults who have relevant knowledge, skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship</p>
5	Gender Equality	<p>Inclusion – CAAF promotes gender equality within the aviation sector through initiatives aimed at increasing the participation of women in various roles; heightened awareness via articles in the Aviation Safety Bulletin Magazine and the local daily newspapers on women roles in aviation. CAAF also celebrated International Women’s Day and participated in the Careers Expo Lautoka in 2023 to encourage greater women participation.</p> <p>CAAF is an equal opportunity employer and encourages women participation in aviation. Through the passage of time, CAAF has improved its documentation and policies to reflect greater gender parity. For the first time since its inception, CAAF recruited and trained female personnel to become aerodrome and aviation security inspectors. The Corporate Services Department expanded to facilitate an increase in female graduates and the Board also appointed Fiji’s first female Chief Executive for aviation. At the end of 2023, 50% of CAAF’s executive leadership are women.</p>
6	Clean Water and Sanitisation	<p>Recognising the importance of clean water and sanitisation, CAAF supports the Fiji Government’s initiatives to provide access to clean drinking water to as many people as possible. This also includes access to good sanitization.</p>
7	Affordable and Clean Energy	<p>Sustainable Practices – CAAF encourages and facilitated the approvals for the use of sustainable aviation fuels (SAFs) by our national carrier and the implementation of performance-based navigation (PBN) by our air navigation service provider. These practices reduce our carbon footprint.</p> <p>CAAF continues to participate in ICAO working groups to progress globally planned initiatives as outlined in the Global Air Navigation Plan. It is to be noted that progress is being achieved with respect to operational improvements by the air navigation service provider and airport operator, for instance by realising more efficient flight paths using PBN, bringing increased flexibility in our approach to airspace use and route design. This generates significant benefits which contribute to SDG 7 by improving energy efficiency.</p>

		Furthermore, guidelines for the adoption of energy-efficiency technologies such as solar panels in the vicinity of airports has been published.
8	Decent Work and Economic Growth	<p>Employment – CAAF provides jobs to 76 personnel, and contributes to the creation of jobs in the aviation industry through the approval of aviation training, licensing of aviation personnel and certification of aviation service providers and facilities. This in turn allows for the growth of our aviation industry which in turn creates thousands of jobs nationwide, contributing to economic growth and providing decent work opportunities.</p> <p>Tourism and Trade – CAAF ensures through the implementation of national aviation regulations and standards, safe, secure and efficient air transport services, the injector for tourism and international trade, thus facilitating economic growth.</p>
9	Industry, Innovation, and Infrastructure	<p>Technological Innovation – CAAF issues authorisations and permissions for the use of Remote Piloted Aircraft Systems (RPAS) to support the inspection of infrastructure and land; monitoring of people, agriculture and the environment; coverage of media events, real estate footage, filming and humanitarian activities (small medical supplies delivery), to name a few.</p> <p>CAAF works in partnership with Fiji Airports and its international partners like TSA to conduct security surveys to establish aviation security needs at the airport, with a long-term view to improving screening equipment and facilitation of passengers in a timely and efficient manner.</p> <p>Furthermore, CAAF is in the process of moving to cloud based operations, enabling staff to access information and work from remote locations, and conduct audits and oversight activities more effectively and efficiently.</p>
10	Reduced Inequality	<p>Connectivity – safe and secure air transport services facilitates safe air connectivity to remote and underserved parts of Fiji, reducing inequalities in access to services and opportunities.</p> <p>CAAF works with the airport operators to have land aerodromes certified. CAAF has also implemented helicopter and water landing site standards to enable registration of these sites for safe movement of helicopters and seaplanes to areas where there are no land airports established.</p>

11	Sustainable Cities and Communities	<p>Urban Mobility – through the implementation of national aviation regulations and standards, CAAF ensures an efficient air transport system which enhances urban mobility and connectivity, contributing to the development of sustainable cities.</p> <p>Emergency Response – CAAF ensures aviation infrastructure supports emergency response and disaster management. This forms part of our aerodrome certification process and is audited/surveilled to ensure compliance.</p>
12	Responsible Consumption and Production	<p>Resource Efficiency – CAAF encourages the implementation of practices that enhance resource efficiency and reduce waste in aviation operations. To this end, CAAF is moving towards digitalisation, it has commenced with the scanning of its archives (archived documents) which freed up an entire building to be used as the ICAO PSIDS Liaison Office, furthermore, field inspection tools such as tablets/laptops are being used in lieu of paper checklists and examinations administered to aviation license applicants are moving online. Standards Documents, Aeronautical Information Circulars and the Aviation Safety Bulletin have gone digital and available for download via the CAAF website.</p>
13	Climate Action	<p>Emissions Reduction – CAAF has facilitated the approvals for the use of sustainable aviation fuels (SAFs) by our national carrier and the implementation of performance-based navigation (PBN) by our air navigation service provider. These practices contribute to the reduction of emissions from aviation activities (reducing our carbon footprint).</p> <p>CAAF contributed to the review of Fiji's State Action Plan for the Reduction of Greenhouse Gas Emissions. This is currently being finalised by the Ministry.</p>
14	Life Below Water	<p>CAAF supports the Fiji Government's initiatives to protect life below the water and to explore innovative ways to explore this further.</p>
15	Life on Land	<p>Biodiversity Protection – CAAF facilitates/approves initiatives by the national carrier and the air navigation service provider that work to mitigate the impact of aviation on terrestrial ecosystems and biodiversity; SAF and PBN.</p> <p>CAAF has participated in ICAO working groups that seek to foster the development and deployment of SAFs. We support the</p>

		<p>Ministry of Civil Aviation's call to consider SAF production in Fiji. We believe this will contribute to a sustainable use of terrestrial ecosystems.</p> <p>In 2023, CAAF organized a cleanup campaign in Namaka, bringing together several aviation stakeholders to assist in this endeavor.</p>
16	Peace, Justice, and Strong Institutions	<p>Safety and Security – CAAF ensures high standards of aviation safety and security, which in turn contribute to a stable and peaceful society. The robust Security Programmes and Safety Management Systems ensure nil acts of unlawful interference and zero accidents.</p> <p>Regulatory Frameworks – CAAF is undertaking a review of the Civil Aviation Acts. These acts are the primary legislative documents that define the rules, responsibilities, and procedures for civil aviation within Fiji. The review aims to update and strengthen these laws to enhance the governance and institutional framework of the aviation sector.</p> <p>Apart from the above, CAAF has actively participated and contributed to strengthening Fiji's Counter Terrorism Strategy, the National Narcotics Strategy and the Melanesian Spearhead Group Security Strategy. CAAF is also working with stakeholders and the UN Office of Drugs and Crime (UNODC), CTED and other UN agencies to establish and develop the framework for API/PNR in Fiji.</p>
17	Partnerships for the Goals	<p>Global Cooperation – CAAF collaborates with international organisations like ICAO and regional partners to support global aviation standards and sustainable development initiatives. CAAF actively participates in the various ICAO working groups and implementation task force groups to progress this.</p>

Through these contributions, CAAF is working towards advancing the SDGs, promoting sustainable development and ensuring that aviation serves as a catalyst for economic and social progress.

6. Committee Site Visit and Public Submission at the CAAF Office.




7. CONCLUSION

In this review report, the Committee commends CAAF of the measures taken in the operations during the pandemic, and the other achievements that CAAF has attained. The Committee looks forward to the implementation of the recommendations put forward.

COMMITTEE MEMBERS' SIGNATURE

We, the Members of the Standing Committee on Social Affairs, hereby agree with the contents of this report:

Committee Member	E-Signature
Hon. Iliesa Vanawalu Chairperson	
Hon. Ratu Rakuita Vakalalabure Deputy Chairperson	
Hon. Sashi Kiran Member	
Hon. Viam Pillay Member	
Hon. Ioane Naivalurua Member	
Date: 2 nd September 2024	

ANNEXURE

Published evidence

Written evidence, transcripts and supporting documents can be viewed on the Parliament website at the following link:

<https://www.parliament.gov.fj/committees/standing-committee-on-social-affairs/>

[VERBATIM REPORT]

STANDING COMMITTEE ON **SOCIAL AFFAIRS**

ANNUAL REPORT

2021-2022 Annual Report

SUBMISSION: Civil Aviation Authority of Fiji (CAAF)

VENUE: CAAF Conference Room, Nadi Airport

DATE: Friday, 17th May, 2024

VERBATIM REPORT OF THE STANDING COMMITTEE ON SOCIAL AFFAIRS
MEETING HELD AT THE CIVIL AVIATION AUTHORITY OF FIJI CONFERENCE
ROOM ON FRIDAY, 17TH MAY, 2024, AT 11.05 A.M.

Submittee: Civil Aviation Authority of Fiji

In Attendance:

- | | | |
|----|---------------------------------|--|
| 1. | Ms. Theresa Levestam | - Chief Executive Officer |
| 2. | Mr. Rigamoto Aisake | - Executive Manager - Aviation Security and Facilitation |
| 3. | Mr. Niroshana Perera | - Executive Manager - Corporate Services |
| 4. | Ms. Sereima Tuiketei Bolanavatu | - Executive Manager - Standards and Compliance |

MADAM CHAIRPERSON.- Honourable Members, executives and staff of Civil Aviation Authority of Fiji (CAAF), the Secretariat, ladies and gentlemen; a very good morning to you all and it is a pleasure to be here this morning.

For information purposes, pursuant to the Standing Orders of Parliament, specifically Standing Order 111, all Committee meetings are to be open to the public, except in few specific circumstances which includes, national security matters, third-party confidential information, personal or human resource matters, and meetings whereby the Committee deliberates on all issues before it develops its recommendations and reports.

This public hearing will be open to the public and media so for any sensitive information containing this inquiry that cannot be disclosed in public, this can be provided to the Committee either in private or in writing.

At the outset, I wish to remind honourable Members and our witnesses that all questions asked are to be addressed through the Chair. This is a Parliamentary inquiry and all information gathered is covered under the Parliamentary Powers and Privileges Act. However, please, note that the Committee does not condone libel or slander of any sort.

In terms of the protocol of this Committee meeting, please, be advised that movement within the meeting room will be restricted, minimise the usage of mobile phones and all mobile phones are to be on silent mode when the meeting is in progress.

[Introduction of Committee Members]

As clearly outlined under Standing Order 109(2)(b), the Standing Committee on Social Affairs is mandated to look into matters related to health, education, social services, labour, culture and media.

The Standing Committee on Social Affairs is currently deliberating on the Civil Aviation Authority of Fiji 2021-2022 Annual Report and the Committee is here to engage and have a fruitful discussion with you on issues and achievements during the period of the Reports, and some of the future plans that the Authority has in moving forward.

Honourable Members, before us is the Executive Team at CAAF. They will make their

Honourable Members, before us is the Executive Team at CAAF. They will make their presentation to us before summarising their responses on the questions that was send by the Committee to them.

(Introduction of CAAF Officials)

MADAM CHAIRPERSON.- Once again, thank you for availing yourselves to be part of the meeting today. Please, note if there is any question on the presentation or the responses, we will leave that until you have completed the responses.

MS. T. LEVESTAM.- *Bula vinaka*, Madam Chairperson and honourable Members, a very warm CAAF welcome to you all. We feel very fortunate and extremely honoured that you have made the trip to come and visit us here in CAAF. Normally, we have to travel to Suva, so this is really a welcome change and we would like to have you here on board with us so we can speak about things and be able to show you as we go along.

The presentation that we have made for the Committee stems from our 2021-2022 Annual Report and the 10 questions that were provided by the Standing Committee. So, to help me in this presentation, I have my three Executive Managers so they will be coming in to answer few questions. What we have done is, we have actually embedded the questions that you have asked into our presentation.

Our presentation will basically give you an overview of the importance of why CAAF is here. Not many people know about CAAF. They know about Fiji Airports, Fiji Airways, all the moneymaking entities, but behind the moneymaking entities, there is a small little entity called the CAAF. So, we hope to provide some insights into what we do.

The brief today will cover a few points. As I have said, it will touch on some of the questions, so we will cover:

- International Civil Aviation, basically, what is required of CAAF;
- State Safety and Security and Security Oversight System;
- what makes up CAAF.
- some of our achievements that also stem from some of the questions that you have asked;
- Challenges;
- Looking ahead, again, touching on some of the questions that you have asked; and
- a quick wrap-up and then discussion session.

We are happy to answer any questions that you have and most importantly, we are happy to take on board guidance from you on any comments you may have on how we can function better.

International civil aviation is governed by a body called International Civil Aviation Organization (ICAO). This body is a United Nations agency that was established in 1944 by means of the International Civil Aviation Convention, more commonly known as the Chicago Convention.

Madam Chairperson, Fiji did not ratify the Chicago Convention until 1973. Basically, what ICAO did after World War II, the year 1944 onwards, there was a big increase in the number of aircrafts that was transiting different countries so there was a lot of chaos. So, if you look back, there were a lot of accidents and incidents happening, so 50 plus States came together and identified, “Listen, we need to get together and put in place something that standardises all the standards or

regulations so when one aircraft flies from one country to another, they can anticipate to maintain that high level of safety and security standards.” So, based on this, ICAO was formed.

The ICAO actually assists all of the States to come together and achieve a highest possible degree, not ultimate, but the highest possible, because there are still some States that cannot comply, and they identified that. So, the highest possible degree of harmonisation amongst all the States in terms of our regulations, legislations, standards, policies and procedures.

Madam Chairperson, from the Chicago Convention, ICAO then puts into place annexes - there are 19 in total. So, there are more than 12,000 Standards and recommended practices that States are required to implement. That is where CAAF comes in, to make sure that our operators are actually implementing this. So, ICAO is not a global regulator, but they do come and audit CAAF. Their audit is not on industry but on CAAF, to see that CAAF is doing the job that is supposed to do to maintain safety within our aviation industry.

There are seven regional offices. Fiji comes under the Asia Pacific Region Office and from the regional office, stems the Authority or CAAF.

In order for them to be standardised and harmonised, ICAO has put in place pillars and those are shown in this wheel - the eight critical elements that it requires every Aviation Authority around the world to implement. So, when they come and audit us, this is what they come and look at – these eight critical areas. So, this actually provides us the guidance or the direction for CAAF. We do not even look elsewhere other than international best practices, but this guides us and says, “Alright, you need to do this, to establish the system, and you need to do this to implement”, meaning, to make sure that the system is working.

There are eight critical elements and that stems from:

1. Primary aviation legislation to be in order.
2. Operating regulations to be in order.
3. The country has established an organisation, such as the CAAF, and that the structure is fit for a purpose.
4. We have in place technical inspectors or personnel, required to do the job because you cannot just bring anyone in and expect them to know all the technical standards. The need for the Authority to actually train these people and keep them on par. So, if you see in our budget, that is one of the high areas in terms of our expenditure.
5. CAAF provides sufficient guidance to our industry to ensure that they are able to operate safely and securely, or that we have a legislation in place, and we are more prescriptive in what they are supposed to do.
6. Implementation which is the orange portion, and this goes out to Fiji Airports, Fiji Airways and all the small operators is critical element No. 6 where CAAF is required to certify, meaning, that we have gone in, we have done the audit against what ICAO requests and we say, “Yes, they are fit to fly, they are safe to carry passengers, et cetera.” So, that certification and licensing that we ensure that all the pilots that fly, the air traffic controllers that control the aircraft, et cetera, are licensed. They have done the proper training, they have got the experience, and they have the appropriate qualifications, and any approvals that need to be provided. For example, drone approvals, permissions, et cetera, all . All of that is encompassed in this critical element.
7. After you have done the auditing and you have given the certificate and the licence, et cetera, we do not just leave it there. There is a requirement that the State or CAAF goes in

and constantly checks to make sure that, “Alright, we are good here”, but we continue to be good until the next certification. So, that is where Critical Element 7 comes in.

8. This is an important one and is basically the resolution of any safety and security concerns. If there is anything that is raised, how fast does CAAF work with partners and industries to actually rectify this. So, all of these, when ICAO comes to audit us, we are rated on all these critical elements.

Madam Chairperson and honourable Members, we have gone from international and what is required of us, so now we are on to CAAF. How is CAAF ensuring that we are meeting what the international requirements are?

To give effect to this, the Civil Aviation Act 1976 was put in place, so as to give effect to the International Civil Aviation Convention or the Chicago Convention that I had mentioned earlier. From that, the Civil Aviation Authority of Fiji Act 1979 where CAAF was actually established. Then the Civil Aviation Security Act 1994 which has been put in place for the protection of Civil Aviation from any forms of unlawful interference. It covers airport security, et cetera. Last but not least, the Civil Aviation Reform Act 1999, this was the reorganisation under the Public Enterprises Act and that is where CAAF came away from being a service provider and a regulator, to become a standalone regulator on its own.

For us, here in CAAF, we have our officers and employees who make up a bulk of CAAF. They are our assets because they are the ones who do majority of the heavy lifting. From that, we have the Chief Executive and the Executives. The Chief Executive is appointed by the Board. The Executive is recommended by the Chief Executive but endorsed by the Board.

The CAAF Board consists of six members and maximum of nine members and the Board is appointed by the Minister of Public Enterprises. The CAAF Board reports to the Ministry of Tourism and Civil Aviation.

In terms of our functions, again, it is all very clearly stipulated or laid down in the Civil Aviation Authority of Fiji Act 1979. As I had touched on earlier, it is basically to discharge obligations, on behalf of Fiji as a member to the Chicago Convention and ensure that we regulate the safety of Civil Aviation operations in Fiji and any other safety-related functions and I will give you an example. When we notice that there has been an increase in laser incidents or drones, I do not know if you have seen billboards that come out, that is when we put out our safety education, et cetera. All that comes under our safety-related functions.

In terms of funding, again, this is covered for in the Civil Aviation Authority of Fiji Act 1979 and it covers any of CAAF’s property that CAAF is allowed to have property and investments, and any money earned from this is to assist us in our operations. We are allowed to put in place fees and charges which we have under another set of regulations, called the Fees and Charges Regulation 2007. The ability to borrow funds which we try not to do, and any other sums or property that may be payable or invested in CAAF Government Grant, et cetera.

In addition to this, we have additional funds which make up the bulk of our revenue and, that is, Departure Tax. So, Departure Tax comes under the Airport Departure Tax Regulations 1986. So, from the total, CAAF get \$5, before they deduct VAT. So, after VAT, we get \$4.25 for each international passenger that has not been exempted.

What is our vision? Our vision really is to be a model aviation regulator, with the mission to promote effective aviation safety and security in Fiji and the region. For us, this vision and mission

actually pushes to what our purpose is. Our purpose really, if you look at it, to the very end, it is for the protection of the livelihood of Fijians. So, for us, that is what tell our staff - tourism is one of the biggest earner in Fiji, so to protect that, without aviation and whatever work we do here. So, we will not have tourism, unless we rely on those coming by boats. For us, it is very important that we try and instil in our staff, "Listen, at the end of the day, we are doing all these because it is for the protection of the livelihood of all Fijians".

In terms of our values, we promote professionalism; accountability, as we are here today, being accountable to the Government for our actions and for what we do; our commitment to the work; and most importantly, integrity. We cannot stress that enough, so integrity in all that we do.

Madam Chairperson, just one snapshot on the Executive Structure. As I alluded to earlier, I report to the CAAF Board, along with my CAAF Executives. There are five CAAF Executives in total, plus myself. There are two who are not - the Executive Manager Air Safety and Executive Manager Ground Safety. So, apart from the two, the other three are here with me and have introduced themselves already.

This is just to give you a quick snapshot of the CAAF structure - we are small, but we play big. There is a total of 76 budgetted positions. We had huge problems with our vacancies previously, prior to COVID then during COVID, so I am really happy to say that as of today, we have 68 staffing position. Like in the 1950s, we were just trying to bring in 15 to 20 extra all the time and we have always been short on that amount. So, now I am happy to say that we have got only eight vacant positions in place.

So, the green basically shows you the core business so those are our expatriate staff, licensing staff, pilots, air traffic controllers, et cetera, that we have to bring in from industry because of their technical expertise. We have our business support which is in the blue, who are basically our legal and quality assurance. Our corporate services support which is in salmon/pink colour and partnership up on the top.

Madam Chairperson, I will ask my Team members to come in and answer some of the questions.

MS. S.T. BOLANAVATU.- Madam Chairperson, with your permission, may I answer questions No. 1 and 2.

Question No. 1

Please, provide all the policies in place that guide the implementation of all the programmes provided by the Authority?

CAAF is guided by international policies, primarily ICAO policies and principles, that are in place as a member State of the Chicago Convention that we are expected to uphold. So, CAAF, like we have heard, discharges ICAO's obligations on behalf of the State. International policies include, the:

- International Civil Aviation Convention (Chicago Convention) and the 19 Annexes;
- International Aviation Security Convention;
- International Civil Aviation Organization Procedures for Air Navigation Services; and
- International Civil Aviation Organization Documents and Circulars.

Those international policies are mandated into our national legislations and regulations. As we have heard, they are primarily primary aviation Legislations.

We also have Regulations, which include:

- Air Navigation Regulations 1981;
- Civil Aviation (Security) Regulations 1994;
- Civil Aviation (Fees and Charges) Regulations 2007; and
- Civil Aviation (Occurrence Reporting and Investigations) Regulations 2009.

We also have National Programmes which are really a set of integrated regulations and activities that are in place to manage the aviation safety and security for the State. These national programmes include the:

- National Civil Aviation Security Programme (NCASP);
- National Civil Aviation Security Quality Control Programme (NCASQCP);
- National Civil Aviation Security Training Programme (NCASTP);
- National Air Transport and Facilitation Programme (NCATP); and
- State's Safety Programme in Fiji

Now, further to that, we have Standards Document. These are part of our Aviation Legislation Framework. We have the three regulations. So, basically there are 44 Standard Documents in total. They are more prescriptive to what is stipulated in the Legislations and Regulations. You may refer to Appendix A of the Report for the list of the 44 Standard Document.

We also have guidance materials. These are published by CAAF to provide guidance to the industry and also to CAAF on the different areas that we oversight.

We also have aeronautical information circulars and manuals so basically, we have CAAF in-house policies and procedures that are also submitted and you would have in front of you.

Question No. 2

What does this mean to the nation and what can we expect from being awarded the International Civil Aviation Organization Council President Certificate?

Fiji was awarded the International Civil Aviation Organization Council President Certificate (ICAO Council President Certificate) in 2022. This signified the progress that we have made in Aviation, Safety and Oversight. So, to answer the question, there are four points that have been noted:

1. Assurance of a strong safety and security focus

Earning this Certificate simply means that Fiji has the capability to provide safety and oversight to other States in terms of our activities, for example, with our national carrier where they operate to. This Certificate basically means that airlines meet the robust safety and security standards that are oversighted by CAAF.

Also responsible for the granting of Foreign Airline Operating Certificate for airlines that fly into the country. So, basically, this award indicates our focus and our standing

in terms of our implementation of the ICAO's safety oversight system and our capabilities as regulator.

2. Economic Benefits — we all understand the important role that aviation places towards tourism. This signifies that for the Certificate, it basically attracts more airlines and passengers who chose to fly to Fiji. Not only that, it is also for airlines that are flying through our airspace - Nadi Flight Information Region (FIR) into or out of our airports.
3. Advancement of National Interests – basically as staff, we are able to advance our national interests in the sense that for our staff, we are members of ICAO working groups. We are able to basically influence ICAO in terms of their policies and decision making on the initiatives that they wish to implement or progress that for us, as a Small Pacific Island State with a good standing and also with recognition of the certificate, we are able to influence ICAO with their policies on that end.

With this certificate, we also have a positive platform to negotiate air service and bilateral agreements. Just recently, we had open skies on a case by case basis, so having this certificate, we will be able to provide more opportunities in generating more flight into the country.

4. Global Alignment - with ICAO's SARPs, basically, like I have said, we have influence in promoting our regulations across, for us as a national State and also to ICAO, on how we are able to contribute towards ICAO's efforts and also in considering where we are at and what are the challenges that we face as a State.

MS. T. LEVESTAM.- Madam Chairperson, the first achievement that has been touched on by Ms. Bolanavatu was the issuance of the President Certificate to CAAF. The other achievement that CAAF has recently seen to fruition was the successful ICAO's SARPs audit.

MR. R. AISAKE.- Madam Chairperson, with your permission, may I respond to Questions 7 and 8.

Question No. 7

What is the status of the Universal Security Audit Programme, which was scheduled to be held in June 2023?

The USAP-CMA audit has been successfully completed, with no significant security concern raised in Fiji. What that basically means is whilst the audit had highlighted findings regarding our Aviation Security Measures here in Fiji, there were no significant security concerns. In ICAO Aviation Security terms, a significant security concern refers to a serious operational finding in relation to three areas:

1. Access control into the security restricted areas;
2. Cargo and mail security; and
3. Passenger and whole baggage security.

In very simple terms, a significant security concern is this - someone is able to access the aircraft, which is in the sterile area, without being screened. That is basically the absence of any screening for persons, for baggage, catering, cargo, or anything or anyone who has direct access to the aircraft without being screened, that is a significant security concern, basically meaning that the State has no measure to secure that aircraft. You cannot guarantee that, that aircraft is sterile.

Most States focus on having lesser findings but they end up with significant security concerns. Our approach to the audit was to focus on nil significant security concerns, basically meaning that access control and security controls were applied, whether to passengers, baggage, cargo, catering supplies, and the protection of the aircraft. So, Fiji did not have a significant security concern, so that was a plus for us.

We also have a healthy security posture, which is related to the significant security concern. When we say, 'healthy security posture', it means that our security measures meet the minimum requirements for aviation security as per ICAO Annex 17, which is the guideline for aviation security measures in any State. We have a healthy security posture, but that does not mean that we can rest on our laurels. It means that we need to continue to maintain and push forward, given the emerging threats to aviation that we currently face today.

We also had the privilege of hosting the ICAO Auditor Training in the last nine days. What that signifies to us is ICAO's acknowledgement of Fiji and the aviation security measures that we implement in support of ICAO Annex 17 requirements for Standards and Recommended Practices. The ICAO had requested the State to host the ICAO Certification of Auditors. Just for the information of the Committee, we had three participants from Fiji, who successfully completed this gruelling nine-day course. What that means is from there, they move on to the practical session and become ICAO Certified AVSEC for Aviation Security Auditors for Fiji. So, in total, for a small State like Fiji, we now have four certified ICAO AVSEC auditors.

Question No. 8

How will Fiji benefit from the establishment of the International Civil Aviation Organization (ICAO) Pacific Small Island Developing States (PSIDS) Liaison Office in Nadi?

First and foremost, through enhanced communication and collaboration, we have direct access to ICAO expertise and Fiji has a dedicated point of contact for raising concerns, seeking clarifications and providing feedback on Fiji and PSIDS specific challenges.

Prior to that, we had to go through the regional office in Bangkok, or with Montreal. Here, we have down the road, the ICAO PSIDS Liaison Office for the Pacific. So, we have enhanced communication and collaboration.

We also have real time engagement with ICAO. We do not need to wait until ICAO responses from Montreal or Bangkok. We discuss or liaise with the ICAO PSIDS Liaison Officer here, and we are able to have real time engagement and they provide us with up to date information on ICAO initiatives, upcoming regulations and global aviation developments. This real-time engagement allows for proactive planning and adaptation to evolving aviation standards.

Tailored Assistance for Fiji and the PSIDs - Fiji can work with the Liaison Officer, to ensure ICAO assistance programmes directly address the unique needs of Fiji and the PSIDs in areas such as safety and security regulations, infrastructure development and capacity building of our people. This targeted approach can lead to more effective and impactful support for the entire region.

Capacity Building Expertise - Fiji can leverage its experience and knowledge to assist the Liaison Officer in developing training programmes and workshops for PSIDS aviation professionals. This regional leadership role can strengthen Fiji's position within the Pacific aviation sector.

Promoting Regionalism and Global Safety and Security - by advocating for PSIDS needs, Fiji can contribute to a more inclusive and effective International Civil Aviation System. A focus on regional safety and security can benefit all stakeholders, including airlines, passengers and the broader aviation industry.

In Country Capacity Development - the presence of the Liaison Office can lead to increase training opportunities and workshops held within Fiji, making them more accessible for PSIDS participants and Fiji. This reduces travel costs and improves access to vital skills development for the region.

Free promotion and publicity - hosting the Liaison Office generates positive international exposure for Fiji, showcasing its commitment to aviation safety and regional development.

International Diplomacy - by taking a leadership role in PSIDS aviation issues, Fiji can strengthen and promote diplomatic ties with other ICAO member States and enhance its international reputation.

Overall, hosting the ICAO PSIDS Liaison Office presents a significant and unique opportunity for Fiji to play a leading role in promoting regional aviation safety and security development, while also reaping benefits for its own aviation sector and international standing.

MS. T. LEVESTAM.- Madam Chairperson, that covered the CAAF achievements to date as stipulated in the Annual Reports. So, now we will move on to the CAAF challenges, focussing on the areas that were highlighted in the Annual Report and have been provided as questions from the Standing Committee.

So, with your permission, I would request the Executive Manager Corporate Services to cover staff retention and recruitment, and then I will cover COVID-19, the other challenge.

MR. N. PERERA.- Madam Chairperson, I will respond to Question No. 3 and Question No. 4.

Question No. 3

Did the Job Evaluation Exercise (JEE) process effectively retain the staff of CAFF?

Yes, it did up to some extent. By the JEE process, the staff average salary went up by 10 percent. This gave all the staff an opportunity for them to upgrade their salary and then it gave an opportunity for them to have a better salary in every other aspect.

After COVID-19, flying restrictions have been lifted and then all the airlines came into full operation, we lost most of the staff to other airlines as well as the Pacific nations and then some of the staff migrated overseas. With that, we had a big challenge of recruiting staff to fill the gaps that we had with our recruitment.

If you really look at the JEE process, has it really helped us to completely recover? Up to a certain extent, yes, but not on a full extent because if you look at airlines that are profit making entities, us being a statutory organisation and competing with them, we will never be able to compete with some of the salaries which has been offered to certain staff. For example, if you take an officer who looks after flight operation what we could offer is within the range of \$80,000 to \$90,000 but it can vary for certain staff when it comes to the airlines. So, that was one of the area that we could not meet requirements.

The JEE process was successfully introduced. We did implement it successfully to improve staff retention up to a certain extent, but we are looking at other ways and means that we can increase staff retention.

Question No. 4

Given the low retention of staff, have we managed to have the right staff at the right place at the right time?

Yes, CAAF does have robust policies in place for recruitment. If you do not meet the minimum MQR, you will not go to the next stage, and we will really look into that. But with every process, it is sometimes not perfect, we do have issues sometimes when selecting staff. Some staff, coming into the job, think that they could have their needs and wants fulfilled but sometimes it may not be. For example, before you come in, you know they can do more flying but when you come into the job, there are operational aspects they might find very challenging. So, they might leave due to that.

Madam Chairperson, that is one of the areas that we are currently looking into – the JEE. Yes, it did help most of the staff but still, with other airlines offering, we have had lots of issues where staff are leaving just because they are being offered much more or better salaries from other airlines.

The issue that we are currently addressing is not having the right staff in the right place, but it is having the right salary to that particular position. That is our biggest challenge, and to address this issue, what we have done is we introduce certain programmes. One is called the Scare Skills Framework whereby we are looking at the scarcity of certain jobs. We can bring in staff with scarce skills from overseas, even if we have to. That is something that we are looking into. We are looking at continuous improvement into our hiring process.

MS. T. LEVESTAM.- Madam Chairperson, I will close up with the last challenge that will be addressed in this session and, that is, COVID-19.

Question No. 9

2021 was a year of adversity for the aviation industry in Fiji, battled its second wave of COVID-19, with lockdowns and travel restrictions for both, international and domestic flights. How has this affected the operations of CAAF?

Madam Chairperson, as with every other industry or stakeholder in aviation, the travel restrictions and lockdowns had a significant impact on CAAF's operations. If I can just touch on the four main ones, as follows:

1. Reduced regulatory activities - the reduction in aviation activities, saw a significant reduction in international and domestic flights overflying Fiji and into and out of Fiji, which resulted in the reduction of passenger numbers as well.

With this reduction in aviation activities, there was a reduction in our oversight activities, in terms of several aircrafts been grounded so there was less airworthiness inspections that we were doing. The pilots and aircraft engineering licencing activities were reduced and operator oversight in terms of several private aerodromes and helicopter landing sites that had actually closed down during that period because they service private aerodromes or private resorts in the islands and the Flight Information Service Units in Matei, Savusavu,

Labasa and Rotuma also closed down. So, our oversight activities in those areas also reduced.

2. Reduced revenue as a result of reduced regulatory activity - despite the fact that we have that portion of the regulatory activity being reduced, we still had to maintain the other portion of the regulatory activity and, that is, to ensure that we were keeping pace and when aviation did restart, that we are ready. So, as a result of this reduced regulatory activities, there was a significant reduction in revenue. As stated earlier, a great portion of our revenue came from departure tax. So, with the close of international borders and very restricted flights, mainly repatriation flights in and out of Nadi, there was a reduction in passenger numbers, plus reduction in departure tax. From serving about 60 percent of our budget, our total revenue that went almost zero overnight with a few repatriation flights coming in between, also saw a reduction in revenue in terms of our fees and charges. So, for our oversight in terms of certification and licensing, we charge stakeholders a fee and charge so that was significantly reduced as well. But we are also grateful to the Government for assisting us during this time with the increase in our government grant.
3. In addition to that, another impact was, we had to shift our focus on how we were doing our regulatory duties. So, we were not going out for more inspection, et cetera, we had to adapt to the actual changing environment. By this, I mean, we were providing or increasing our issuance of exemptions and special approvals for abnormal operations. So, we had flight crews, repatriation of flight going all the way to Los Angeles. Normally, on a normal flight, the crew can only go, get off there and stay overnight and come back a few days later but because the US was not letting that happen and they had to go in there and get quarantined, which would mean a huge number of days in between before they could fly again, we had to put in place exemptions based on risk assessments provided by the airlines to allow the aircrafts to go up with two sets of crew. The way they organised the aircraft itself was for the crew going up to bring the aircraft back was rested well within the aircraft before they actually bring the aircraft back. So, there were a lot of mitigations that were put in place.

In addition to that, pilots are required to do a certain number of hours proficiency, as well as air traffic controllers with the certain number of traffic, but with the reduction in traffic that could not happen so they could not keep their competence or proficiency in terms of re-life flying and re-life traffic. So, in that, we had to provide special approvals and exemptions, or things like simulated training, to actually complement and mitigate the risks in those areas.

How we oversight the industry, changed. We were not allowed to be in contact with most people. There were no flights going out to the outer islands, but the outer islands had to be kept open in the event of any repatriation of flights. So, we shifted our focus from being in person to a lot of virtual. So, we did a lot of desktop audits, virtual meetings with operators, working in bubbles, working from home, and being able to do all of that and keep operations running.

4. Another area that had significant impact on our operations was the implementation of austerity measures. So, come 2020, we were at the cast, just about to implement our digitisation and ICT upgrade. But because of the austerity measures and the fact that all the money that we had forecasted to come was not going to come in anymore, we had to put that on hold. All of that was shelved, until just recently. So, those were some of the areas. A lot of those projects - our hiring, we slowed it down because as I have said, we had

reduced aviation activity and we had to prioritise what was the high, medium and low, and then we just focussed on those.

In addition, we had reduced number of work hours where we had a meeting with staff and putting to them that we have this issue with funding. The staff voluntarily took four days on and one day off, which resulted in 20 percent pay cut across the board for CAAF during that period.

So, those were the austerity measures that were implemented but in everything, wherever there is a challenge, we found some opportunities. We are grateful for those opportunities because that has actually continued into how we are doing the operations today.

During that time, we had a lot of standards, technical guidance materials, security programmes et cetera, that required review but because we were short of staff prior to COVID-19, there was an increase in activity prior to COVID-19, we did not have time to do some of those critical tasks. So, this allowed and gave us the opportunity to actually go back, review and update all our technical manuals.

Also, in terms of training and development, ICAO and the main training organisations, like Civil Aviation Authority of Singapore Training Academy, has always had in-person training, they have never offered virtual. But COVID actually pushed them to say, "Alright, we need to keep people current, the capacity needs to keep building", so they started offering virtual training. That was where we took advantage of it and there was great savings that were able to be put in place through virtual training. So, a lot of the training that had been put on hold previously were all done virtually, as well as meetings. Madam Chairperson, yes, we faced a lot of challenges but we managed to adapt our activities during this difficult period to see us through to where we are today.

Question No. 10

In the recent weeks, it has been announced that the departure tax will be increased. What were the reasons for CAAF's request?

Just to clarify here that CAAF's share of the Departure Tax is *status quo* at \$5 for each international departing tax per passenger and we have yet to request an increase to this Departure Tax. So, we will not see any change in our Departure Tax when this comes into place.

Our intention is and always has been for many years now, in the future, to seek a small increase, say \$2.20 extra per departing passenger, which would then allow us to move away from our dependency on Government grant and to become a more autonomous Civil Aviation Authority.

Looking ahead, one of the questions and we thought fit best here was our ICT upgrade and digitisation, which is something that we were doing and that we were going to continue to do in the future.

Question No. 5

On Page 6, paragraph 7, stated the CAAF's project on ICT upgrade and digitization was on hold and was to recommence in 2023. What is the status of this project?

In 2023, the ICT upgrade and digitisation project commenced. This was following Board approval for the use of the funds to carry this out. So, we have already started towards the end of the JIWA Payroll and HR systems upgrade. This upgrade will also allow us to move to cloud. We have

had a lot of issues with our Disaster Recovery Unit and our service is very old, parts are hard to get and it keeps dropping. So, what we have done is we have been very much behind, so now we are moving with the rest and trying to go to cloud. Our target is 30th June. We have an aviation quality database that we utilise for all our audits, inspections, investigations, so this has been upgraded and moved to cloud.

I want to stress here that we were actually 11 versions behind. So, this project is taking longer because they have had to upgrade each at a time to get to the 11th one. So, they have already done the upgrade, they have done the training of the staff, so now we are into the user testing which is currently in progress for any little areas that we want amended. Again, our target is 30th June, 2024.

A part of our ICT upgrade was a replacement of laptops and monitors because we had old monitors here at CAAF. We found it as a big challenge during COVID when inspectors did not have laptops. So, in order to work from home, it was quick, trying to purchase the cheapest laptops we could get at that time, to be able to give it into the group so that they could take it home and be able to work from home, et cetera.

Now, what we have done within our plans was a replacement of all the laptops across CAAF. So, all desktops have been replaced to laptops and the monitors have also been put in place. So, for all the staff, that has been completed. For the executive committee, that is still in progress - the tender processes, et cetera, before we actually implement. We are also doing an upgrade on the systems in the exam room. So, for that, there is a requirement, so we do the exams through Australia Civil Aviation Safety Authority, and they have a requirement for their systems and when it needs to be upgraded. So, that is all part of this process.

There is a requirement that was put on hold as well in ICT upgrade for tablets. These tablets are basically utilised by the inspectors when they go out on the field where they can actually input the findings that they make and pictures or whatever, and that gets uploaded into the cloud and by the time they come back to the office, it is already here at the office. At the moment, they cannot do that because we do not have that capability. They write it, come down, type it into word, then input it into the aviation quality database. So, that should make us more efficient and effective in how we do our work. So, that is in progress.

We are currently in coordination with e-exam providers. Again, this is another costly exercise and so we want to ensure that we do it right. This is still in progress.

The Microsoft Office 365 upgrade has also gone to the Board. We have tendered that out. We have got all the quotations, so we have given our recommendation to the Board, and we are just waiting on their approval to be able to move this forward.

So, with all of these in place, as I had mentioned earlier, we have had issues with disaster recovery and our service. So, we currently have in place hired equipment that we hire from a vendor that provides this because it will cost a lot of money to actually get a brand new one. Because our intention is to move to cloud, it was not feasible for us to spend this big amount of money here, and then move to cloud, and then we have this big set of equipment that is sitting here that costs a lot of money. So, we have one on an interim basis that has been hired. Once the full migration to cloud has occurred, we will then give that back to the vendor.

Looking ahead, again, it is on the legislation. Our National Plans are the National Aviation Safety Plan and the Civil Aviation Management Plan.

Question No. 6

What is the update on the review of Fiji's primary aviation legislation and the draft Civil Aviation Bill?

If you look back at all the Annual Reports that have been provided, this has been a work in progress for several years. It actually stop start in 2019, then in 2020 just as we were getting back into it COVID happened, but we were still working behind the scenes. So, it sort of been going from 2019 to 2020.

What has happened is the initial draft that we had prepared and that has come back from the Office of the Solicitor-General the year before, there have been several ICAO provisions that have changed. So, from the time we wrote it till now, what we have to do is since we are finalising it, we want to do it right and make sure that is future proof so that we do not have to revise it again another year or two down the line. So, we are doing another final review of this, which we intend to put back to the Office of the Solicitor-General by next month. Our target is 30th June.

Following that, once the Office of the Solicitor-General has vetted and approved it, we can then take it out for consultation with the industry. So, this is a huge, and a big priority for us is consultation because at the end of the day, we want the industry to comply, so they need to be on board with what we are trying to do, and for us to be able to explain to them why changes are happening and what we are trying to align with. It is very important to educate and persuade them first before we actually regulate. So, we hope that this modernisation of the Fiji Civil Aviation legislation will bring us on par with global practices and make it fit for purpose.

Just in summary, I have a few points. I just wanted to raise that Fiji has obligations as a signatory to the Chicago Convention, that is vested in CAAF. Therefore, CAAF must ensure that in everything that it does, we ensure a robust, safe and secure oversight system, so that is the wheel that I had shown. We have had many achievements along the way. We are small, but regardless of our size, we are still able to match or operate with those in more advanced countries - large civil aviation authorities. We have experienced quite a few challenges just with everyone else, I am sure, but in those challenges, we try and look for opportunities. Focussing on that, hopefully, builds us to be more resilient in future.

Madam Chairperson, looking ahead, we want to ensure that Fiji's Civil Aviation System will continue to evolve, and it will remain sustainable and fit for purpose for the future. *Vinaka vakalevu.*

MADAM CHAIRPERSON.- Thank you for the comprehensive presentation on CAAF and the responses to the questions that was sent by the Committee. Before I give the floor for questions, I would, firstly, like to declare my interest, I think I should have done that at the beginning of this meeting, as Assistant Minister for Tourism and Civil Aviation.

I have a question for the Team. I note that there are four legislations that govern the work of CAAF. Are there any plans to consolidate these four legislations into one because I understand the first one looks after your obligation under the Chicago Convention and the second one on the establishment of CAAF.

MS. T. LEVESTAM.- Thank you, Madam Chairperson. You have hit the nail right on the head. You should be an ICAO auditor because ICAO came to us and said, "You have all these Acts all over the place", and they are quite confused. So, the whole purpose of our current Civil Aviation Bill that we are working on is actually amalgamating all of it, with the exception of security, so the Civil Aviation (Security) Act 1994 will remain as it is and will just be revised but all the other three

Act will be put into one. So, the Civil Aviation Act will cover the Civil Aviation Act 1976, the Civil Aviation Authority of Fiji Act 1979 and the Civil Aviation (Reform) Act 1999.

MADAM CHAIRPERSON.- My other question is on the eight vacant positions. What is CAAF currently doing to fill the eight positions that you have?

MS. T. LEVESTAM.- In terms of operations, in air safety, we have got Flight Operations Inspector - Rotary Wing and Flight Operations Inspector - International (Boeing). So, those have been our two hardest to try and obtain people on to, but we currently have consultants in place who are actually doing the work for us in those areas. We have had a very aggressive recruitment advertising that we have been trying to do. We have actually gone abroad now. Previously, it was maintained locally. We would advertise locally on our website and social media sites but now, we have actually gone to the international aviation sites to advertise. We have had quite a few come in, so we are in the process of selection at the moment.

In the other operational area is from aviation security and this is in the area of facilitation, that is also work in progress. We are yet to advertise, but we intend to advertise it in the second half of this year. So that will be the two. Then the other positions are support positions from the ICT section and they are currently in the selection process as well.

MADAM CHAIRPERSON.- I will give the floor now to the honourable Members to ask their questions.

HON. RATU R.S.S. VAKALABURE.- Thank you, CEO and your Team, for your submission this morning. I just have a couple of questions. Do you have an inhouse legal team?

MS. T. LEVESTAM.- Yes, Sir.

HON. RATU R.S.S. VAKALABURE.- Do you have matters that is before the court? I am asking this because it will be costly for you.

MS. T. LEVESTAM.- Yes, Sir, that is correct. We do have matters before the court, and we have actually built up our legal team inhouse. Previously, there was only one doing everything, from legislative drafting to enforcement and legal cases, so we actually hire from outside. We have some firms that we retain and go to for these legal matters but now, with the increase in our legal team, we now have three, we have one person specifically there to assist and that is going to slowly start taking over these areas.

HON. RATU R.S.S. VAKALABURE.- It is very good because it will cut your costs.

MS. T. LEVESTAM.- Very true and I agree.

HON. RATU R.S.S. VAKALABURE.- *Vinaka*, I am not sure if this is part of what you do. There are these pilot schools, do you also work with them? Do you go through the curriculum? In what way does CAAF involve themselves with those pilot schools in training pilots? Are you affiliated somehow with them?

MS. T. LEVESTAM.- Through you, Madam Chairperson, with regards to the pilot school, yes, absolutely. First, we have the regulations that say that they must be certified, even before they can do pilot training. Second, we have standards that stipulate what these schools need to comply with so that CAAF then goes and checks them to ensure when they apply to us, they meet all these

criteria, their syllabus contained what we have got in our guidance material, so based on that, then we do Critical Element No. 6 - we certify them to say, "Yes, you are certified to conduct this flying training". All the syllabus is checked, and inspections are ongoing throughout the year to ensure that they continue to comply so that by the time it comes to licensing of the individual, everything is already covered. You know that you have already clear the flying school and you have done your due diligence on that.

HON. RATU R.S.S. VAKALABURE.- I noted CEO that you mentioned the Departure Tax. As of now, you are still sitting on \$5 and that you have noted that you are willing to go more than that, is there a reason why you are not asking for more than \$5?

MS. T. LEVESTAM.- We intend to, yes, it was discussed at the recent Budget submission. However, I believe there are other priorities in terms of the Departure Tax. We are coming there, we have made our intentions known and, hopefully, next year we will then come to the Ministry of Finance to try and spearhead that through the budget next year.

HON. RATU R.S.S. VAKALABURE.- Mr. Perera, you are basically saying about skills framework, can you just expand on that? You are explaining about scarce skills framework, are you planning to bring these people from outside the country to come and train our staff?

MR. N. PERERA.- Yes, Sir. Some of the skills, we are unable to find them here in Fiji. What we are trying to do and as the CEO has mentioned to you, especially the Rotary Wing and the Boeing. We have advertised overseas to see if we can get some people to come and work for us and in the long process, if we could have someone understudying them so that we can train our staff to be one of them.

The biggest challenge that we have is that you need to have the capacity of checking pilot. You need to be qualified for that. So, these are scarce skills that we are currently having that we do not have in Fiji. The people who have that in Fiji have all gone overseas, so it is very difficult for us to find one.

HON. RATU R.S.S. VAKALABURE.- So, you are bringing people to come and train ours here. There are two aviation terms there, so for the benefit of the Committee, what is the Rotary Wing and Boeing that you have just said. Just for our benefit, we do not what are those.

MR. N. PERERA.- I am sorry, Sir. Rotary Wing is helicopter and Boeing is the normal aircraft.

HON. RATU R.S.S. VAKALABURE.-Thank you very much, Sir.

MS. T. LEVESTAM.- Through you, Madam Chairperson, if I may just add a little bit more to what Mr. Perera said, in terms of scarcity skills that has been identified in the slides, the current JEE that was conducted provided a point system and provided people in certain areas for remuneration. However, it does not take into account the scarcity of that skill. So, what we have to do is once we have done the JEE, now we have to do with our internal mechanics so, that is, putting that in place.

We are working on a framework with HR to put in place a framework that can identify the scarce skill roles and how much more in percentage in terms of pay do we give these people. You can have two Pilots or two Flight Operations Inspector positions. Out of the two, for example, to get an International Boeing or an Air Bus Captain to come in, it would be harder or more scarce than

bringing in someone that is a pilot on one of the smaller aircraft. So, the scarcity levels are different for different positions. The same thing you would do with an Air Traffic Controller, an Aerodrome Inspector, et cetera. So, it is just working out a framework that we are doing so that we can differentiate and, in addition to what the JEE has done, where we can then put them to make sure that they are content and happy and getting the pay that they deserve.

HON. HON. RATU R.S.S. VAKALABURE.- Just a follow-up question to that, these expertise that will be coming in, are we paying them, or is it a grant, or working relationship with another organisation?

MS. T. LEVESTAM.- Through you, Madam Chairperson, just with regards to whoever we will be bringing in, they will be hired as a normal employee on an expatriate basis. At the moment, it looks like two roles. Both roles were expatriate positions previously, but then we had localised the roles, however, our locals have moved away and gone to greener pastures. So, that is what we are trying to do, bring them in for a specific period of time until we can get someone in the place.

HON. HON. RATU R.S.S. VAKALABURE.- So, the two roles will not be part of your structure?

MS. T. LEVASTAM.- It is, Rotary Wing and International Boeing.

HON. HON. RATU R.S.S. VAKALABURE.- I mean, the CAAF structure?

MS. T. LEVASTAM.- Yes, Sir.

HON. HON. RATU R.S.S. VAKALABURE.- So, they will try and fill the eight vacant positions?

MS. T. LEVASTAM.- Correct, yes, Sir.

HON. HON. RATU R.S.S. VAKALABURE.- I was going to give you a follow-up question on that; are you intending to fill those eight vacant positions in the next Budget?

MS. T. LEVASTAM.- This year, we are currently aggressively trying to fill it, yes.

HON. V. PILLAY.- Thank you, CEO and the Team for the presentation and also responding to the questions.

Firstly, I would like to congratulate the Team on the achievement - the International Civil Aviation Organisation Council President Certificate. I understand this is not a day's work or a year's work, but a lot of work was put in over the years. What are some of the challenges in keeping it to that standard on a daily basis because it is all part of safety and security? You have met all the requirements. The audit has been done and you have also received the Certificate. So, to maintain that at that level, are there some challenges you are facing?

MS. S.T. BOLANAVATU.- Madam Chairperson, if I may respond to the question posed by honourable Pillay, that is a very good question. Currently, there is a huge challenge on CAAF to basically continue to maintain that standard. Now, for us to be able to move or progress further or advance in our level of effective implementation, there are those eight critical elements that Madam CEO has discussed about and one of them is our legislation. There are certain areas actually need to

be addressed. For us, as a State, we need like enough staff to be able to drive that in all the eight critical elements. That is first and foremost.

We also need the staff to be working on the regulations, like what the honourable Vakalalabure had mentioned about the regulations. So, on all the eight critical elements, there are certain areas that we need to improve on. So, for that, we need staff that needs to be trained to be able to work on these areas. We also heard this morning that there are more than 12,000 Standards and recommended Practices (ICAO SARPS) that we need to basically adopt as a State. So, we need to establish that in our regulations, in our standard documents, and with the rapid advancement of technology and ICAO initiatives which is always progressing forward, we need to be keeping up with ICAO's initiatives.

Even with these 12,000 SARPS every year, basically there are always newly adopted amendments to these SARPS and it is always ongoing. We need to be catching up in making sure that whatever SARPS that ICAO has published, we need to be mandating that as well. Not only in the establishment, but we also need to be implementing what is required by ICAO. That is a huge challenge for CAAF in discharging the obligations on behalf of the State to ICAO.

We need to have the people, we need to have a good organisation structure and we need to be basically continuously publishing and reviewing our legislations, making sure that we mandate ICAO SARPS and publishing guidance materials. So, we need the people to be doing that work on behalf of CAAF. As I have said, it is a huge challenge. We need to be able to recruit the right people and attract them to these positions to come and work for the Authority to do the work on behalf of the State.

MS. T. LEVESTAM.- Through you, Madam Chairperson, just to add to what Ms. Bolanavatu has said, we have also established the Standards and Compliance Department which was a result of our 2019 audit, and that is the Department that is currently headed by Ms. Bolanavatu, so looking at all our standards and ensuring that we comply with ICAO. So, all the areas that she had mentioned that we are below, so that is the Team is working on to try and ensure that we close all the gaps.

MR. R. AISAKE.- Madam Chairperson, may I add on to what our CEO and my colleague has mentioned, one of the challenges from an aviation security perspective in terms of maintaining the standards, we seek Government assistance in terms of ratification of the Aviation Security International Conventions - the Beijing Convention, for example, which criminalises the use of aircraft as a weapon of massive destruction.

Unfortunately, in the absence of the ratification of some ICAO Aviation Security Conventions, we do not have the relevant legislations in place to be able to address issues such as that. This ties in also with the Counter Terrorism Bill that the Ministry of Home Affairs is working on. We have ratified 16 of the Conventions, but the three Conventions we have not ratified are all Aviation Security Conventions. So, in order to be able to implement consistently both, in aviation as well as in the Counter Terrorism Bill, we seek Government assistance in that regard to ratify the three existing Conventions.

In terms of challenges, we are working closely with Government, with the United Nations Office of Counter Terrorism and United Nations Office on Drugs and Crimes in relation to the development of the framework for Advance Passenger Information and Passenger Name Record. This is work in progress, as we speak. This is a requirement of Annex 9 – Facilitation, the security provisions of Annex 9. So, we are working closely with the Ministry of Home Affairs, as well as the

respective border agencies and the UN Office of Counter Terrorism and the UN Office on Drugs and Crimes and UN Agencies to develop this framework.

We have had working groups established with one of this subject matter experts leading each working group to have that in place. In the last audit that we had of Fiji, this was an area that was highlighted in terms of compliance that we did not have, or we had not implemented the standard for Advance Passenger Information and Passenger Name Record. That is critical both, in terms of Aviation Security Profiling, as well as in counter terrorism. So, that is our humble request to the Government.

HON. HON. RATU R.S.S. VAKALABURE.- I am sorry, honourable Pillay, what are three Conventions?

MR. R. AISAKE.- The Beijing Convention, Beijing Protocol and Montreal Convention.

HON. V. PILLAY.- Madam Chairperson, through you, thank you very much for the response.

Also, in regards to the review of the Fiji's Primary Aviation Legislation and the Draft Civil Aviation Bill, I think this is very important, with the new provisions from ICAO. Is there any timeframe you are looking at to continue to meet those Standards and also need incorporate the new provisions?

MS. T. LEVESTAM.- Through you, Madam Chairperson, we are currently working on that. We have given ourselves until the end of June. So, one more month to go, before we finalise that and send it to the Solicitor-Generals Office. So, our target is 30th June, 2024, and we are hoping and crossing our fingers that nothing will detract us from that particular deadline.

HON. V. PILLAY.- (Inaudible)

MS. T. LEVISTAM.- Yes, correct.

HON. HON. RATU R.S.S. VAKALABURE.- Madam CEO, you have highlighted COVID-19 so should something like that come again, are you ready? God forbid it does not come, but is CAAF ready for something like that? Are there policies and mechanisms in place because COVID-19 really taught us to be vigilant and resilient? It hit us all over a sudden. I am just thinking out loud, if something like that should ever come again because our backbone is tourism and it was really affected, is CAAF ready?

MS. T. LEVESTAM.- Through you, Madam Chairperson, absolutely! We have learnt, we have taken away lots of lessons from COVID and one of them I had alluded to earlier was on the laptops. So, if anything should happen again, our staff can work from home. We have put in place remote work policies that we did not have in place before. There is quite a bit of policies, lots of changes that have been down to our documents in terms of that.

In terms of industry, making our risk assessments more robust so we are able to issue exemptions and any approvals for abnormal special circumstances more quicker than we did back then. Back then, we were still trying to find our feet because we had never encountered that before.

In addition to that, from a financial point of view, our financial policies have also been upgraded. We are actually doing what ICAO has said, to put in place a reserve fund, so there is

contingency and there is reserve. So, there is a requirement for CAAs to have in place reserve funds. We have actually documented that now and that all came out of COVID-19.

Reserve funds are put aside to ensure that a CAA can operate for a minimum of one year. So, you take into account your operational expenses and you put that through. So, yes, we have learnt our lessons and we have put in place policies. We are not saying that we are going to be 100 percent ready, but I think it will good to go.

HON. RATU R.S.S. VAKALABURE.- Just for the information of the Committee, the audit that you have been speaking about is it on an annual basis? The ICAO audit, do they come in every year and do the audit or two years or three years?

MR. R. AISAKE.- Through you, Madam Chairperson, may I respond to the question, previously under the Universal Security Audit Programme (USAP) methodology, ICAO conducts the audit every four years. Now, you have a new methodology and that was the first time that we were audited last year (2023). That was the continuous monitoring approach where the eight critical elements that you saw in the presentation were all audited.

How ICAO does is they do a risk assessment of States, considering the respective security information taken from the United Nations Department for Safety and Security's (UNDSS) Security Threat Assessment. They also use the data that is collected previously for States, for example, Fiji's data is with ICAO, and have that together with threat levels and then make a determination based on the threat assessment as to which State is a higher priority. If they look at Fiji, they look at our past USAP results and how we performed previously. They compare that with the other States on the chain database. So, they determine, based on which is the higher risk.

For the use USAP Continuous Monitoring Approach (CMA), it will be based again on that. So, if we performed well in this audit, but they notice that going forward, we have not addressed the corrective action successfully, then we may be picked out again for another audit within the next two to three years, but they are looking at if you continue to perform consistently eight years down the line. So, that means we need to provide them with corrective action and we need to ensure that, that corrective action is implemented so that when they come and do the validation, they can see that we have been implementing. But if we say, "We will do this", and they validate and find that we have not done it, then our next audit could be just on the horizon. So, that is how they determine which State is to be audited and the frequency of those audits, for aviation security.

MS. S.T. BOLANAVATU.- Madam Chairperson, if I may add, what my colleague explained was the security which is the ICAO's Universal Safety Oversight for Security Audit Programme. It is also the same for safety oversight, in that ICAO also has the Universal Safety Oversight Audit Programme (USOAP) for safety with the continuous monitoring approach, which is the same approach where ICAO assesses the safety risk profile of the State and based on the information that they receive, they make an assessment. So, this information would also be submitted on the level of accidents, so they look at the State's risk level.

The accidents that have occurred, serious incidents, and in terms of providing information on what we are actually doing in terms of the eight critical elements, there is a portal called the Online Framework that ICAO continuously audits the State.

In terms of the corrective actions for findings that they may have raised previously in their audit activity, States are expected to progress these corrective actions and basically submit evidence and submit that on the Online Framework. So, looking at all that information, ICAO is able to charge how is the State performing for Aviation Safety and Security Oversight, and that will determine on

where we will be placed - that placement list on their audit programme for the next year. They determine that, but it is based on how we perform as a State.

HON. HON. RATU R.S.S. VAKALABURE.- Thank you, CEO and the Team. I have no more questions, but I have some comments. Firstly, with regards to your legislation, there is a lot that you want to do, you want to do this and this, but it will have to be encompassed in the law, given your laws are very archaic. I know you are very strongly doing your part, there is always this and that in the Officer of the Solicitor-General but we, the Committee, will take this on board. We will throw this in Parliament so that it can push the Minister responsible to look into this because looking at what you are trying to work with, this has to be all encompassed in the law. As my good friend here had alluded to from my Ministry as well on this Beijing Protocol, the implementation part. That is a biggest challenge for you right now, just from our discussions.

Secondly, I thank you very much for your Annual Report. For your information, some Reports that come to Parliament and we are dealing with are from 2016. You are actually on par, coming up, and we are looking forward to your most recent reports. Thank you very much, CEO and your Team.

With your approval, may we have a copy of your presentation because it will help the Committee formulate its recommendations to Parliament.

MADAM CHAIRPERSON.- I just have one more question. We have received a lot of complaints from transit passengers from the US of their goods been confiscated during transit. Were they made aware of this, not to buy dutyfree or other goods because they are transit passengers? Is there enough awareness been done on this? Some of them say that they have been through security from the US and what they have purchased is their duty free or a pack of beauty products which is nicely sealed and yet gets confiscated at Nadi?

MR. R. AISAKE.- May I respond to your question, Madam Chairperson. In terms of awareness for passengers, the Airline has put out quite a lot of awareness. From the last point of departure, there is a number of areas. One is the ticket where we actually advise passengers who are transferring or transiting not to purchase PLAGs - Powders, Liquids, Aerosols or Gels, because it will be confiscated upon transit. They also have in some last points of departure, small awareness board – if you are transiting, you do not purchase PLAGs. Likewise, when the passenger fronts up to the concessionaire at the last point of departure, he or she will ask, “Are you transiting?” before they leave.

So, in terms of awareness, this has been done from the airline perspective. We have had this discussions with the airline for many years in terms of PLAGs. Before it was PLAGs, it was LAGs requirements, so that has been done. The thing is, some passengers just do not take it on board, and the sad thing is, when they arrive here, it is our persons at the first security point that are being blamed for confiscating of the PLAGs whereas, in fact, they were advised or awareness had been created at the last point of departure. So, what we found is, we have this recurring issue continuously. We have been in discussions with the Airlines on how best we can address this issue.

We are still discussing in terms of validation inspections. When we say validation inspection, it is validating the Security Tamper-Evident Bags (STEBs) from source which means, if they are travelling from the USA, we will need to validate the respective manufacturers of STEBs - inspect their premises, the measures that they put in to secure the bags, the process for storing, transporting and actually until they store the PLAGs in the STEB together with the receipt. So, that is quite a comprehensive exercise.

We have discussed that with the Airlines and said, “You want us to validate. If you have 250 manufacturers, how are you going to validate each manufacturer? How are you going to identify that Tomasi & Company is the only one that has been validated? If the passenger comes with the stamp of his or her duty free from Mereoni’s Company, what do we do? We have only validated Tomasi & Company. Do we allow the passenger carrying Mereoni’s company stamp?

The validation process gives us an indicator of what security measures they have on the ground to be able to give us comfort, “Yes, we can approve the stamp on the STEB with which they carry their duty free.” One of the things they say, “But we came from the USA and they are a much bigger country.” Yes, of course, they are much bigger country, Fiji too is a sovereign country. What makes you think you can bring a STEB without respecting the legislation and requirement that is already in place? Those are always the exchanges that we have. It is always, “Fiji confiscates. You guys did not tell us at the last port of arrival”, but when we discussed with the Airlines and they go back to the last point of departure, they have this and they have been made aware. If you are transiting or transferring, you cannot carry duty free. So, it is an ongoing issue.

HON. V. PILLAY.- Madam Chairperson, through you, what happens to the items that are taken out?

MR. R. AISAKE.- Through you, Madam Chairperson, the items are disposed of. They are documented in a logbook, register, disposal of in front of the passenger. If you would notice, we have big green bins with padlock, so in some cases, you just tilt over the whisky or whatever it is so they see that it is being disposed of and that it is not going to be used by the security team that is there. But that is a sad fact, Madam Chairperson.

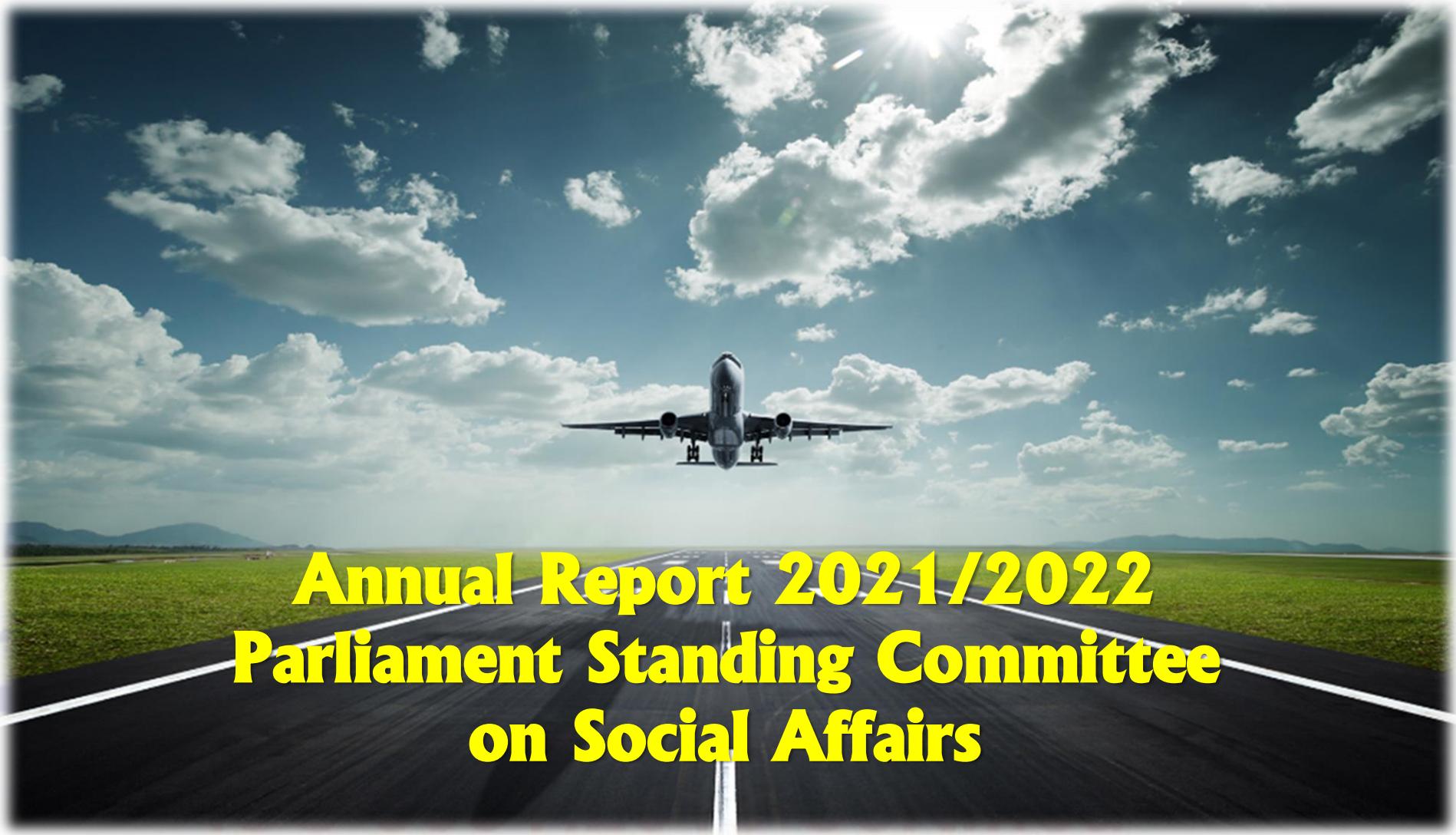
MADAM CHAIRPERSON.- Vinaka. Since there are no other questions, on behalf of the Committee, I would like to thank the CEO and Team for the very fruitful and very constructive discussions that we had this morning until this afternoon.

Thank you, again, for availing yourselves to this meeting. The Committee has taken note of all our discussions - all the issues and all the challenges that have been raised in the submission this morning. We will definitely highlight this when we compile our Committee Report which will then be tabled to Parliament at a later sitting.

I thank you again and the Committee looks forward to your 2022-2023 Annual Report. *Vinaka vakalevu* and have a blessed afternoon.

The Committee adjourned at 12.40 p.m.

CIVIL AVIATION AUTHORITY OF FIJI



Annual Report 2021/2022 Parliament Standing Committee on Social Affairs

17th May 2024

CONTENT OF BRIEFING

- International Civil Aviation
- State Safety & Security Oversight System
- Civil Aviation Authority of Fiji
- Achievements
- Challenges
- Looking ahead
- Wrap-up & Discussion



INTERNATIONAL CIVIL AVIATION

ICAO

Established 1944 – Chicago convention
Fiji ratified the convention in 1973

Assist States achieve the highest possible degree of uniformity in civil aviation regulations, standards, procedures, and organization
19 Annexes with >12,000 SARPs

**ICAO
Regional
Offices (7)**

**Civil Aviation
Authorities
(CAAF)**

■ CORE FUNCTIONS

- **SUPPORT** member States' diplomatic interactions and cooperation in air transport,
- **RESEARCH** new air transport policy, priorities and standardization of innovations endorsed by States,
- **PROVIDE** States with advice on establishment of new international standards and recommended practices for civil aviation internationally,
- **REALIZE** safe, secure and sustainable air operations on a global basis through worldwide alignment of national regulations once diplomatic consensus/adoption of new standards by the 193 States,
- **SERVE** as a critical coordination platform in civil aviation through its seven Regional Offices,
- **CONDUCT** educational outreach, develops coalitions, and conducts auditing, training, and capacity building activities worldwide.

■ NOT A GLOBAL REGULATOR



ICAO STATE SAFETY & SECURITY OVERSIGHT SYSTEM

International Oversight System (eight critical elements) adopted by ICAO .

Discharge of responsibilities/functions - compliant with Chicago Convention.

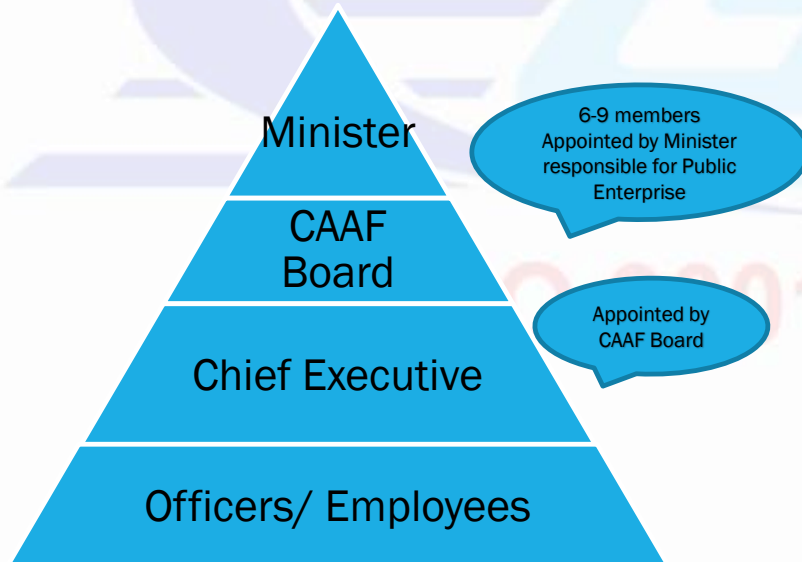
Implementation - provides assurance of an effective and sustainable Safety/Security Oversight System.

ISO 900



CIVIL AVIATION AUTHORITY OF FIJI (CAAF)

- **Civil Aviation Act 1976** – gives effect to the International Civil Aviation Convention
- **Civil Aviation Authority of Fiji Act 1979** – establishes CAAF
- **Civil Aviation (Security) Act 1994** – protection of civil aviation from acts of unlawful interference and airport security.
- **Civil Aviation Reform Act 1999** - reorganization under the Public Enterprise Act of CAAF



Functions of CAAF (section 14 CAAF Act 1979)

- Civil Aviation Act 1976, CAAF Act 1979, or Civil Aviation Reform Act 1999;
- Fiji's obligations as a member of ICAO;
- regulating the safety of civil aviation operations in Fiji;
- safety-related functions.

Funding (section 20 CAAF Act 1979)

- CAAF's property, investments, mortgages and debentures and any money earned from this;
- fees and charges levied by CAAF (F&C Regs);
- sums borrowed by CAAF to meet our obligations;
- other sums or property payable to or vested in CAAF in respect of matters incidental to our duties

Additional Funds (Airport Departure Tax Regulations 1986)

- \$5 shall be paid to CAAF



VISION

To be a model aviation regulator.



MISSION

To promote effective aviation safety and security in Fiji and the region.

VALUES

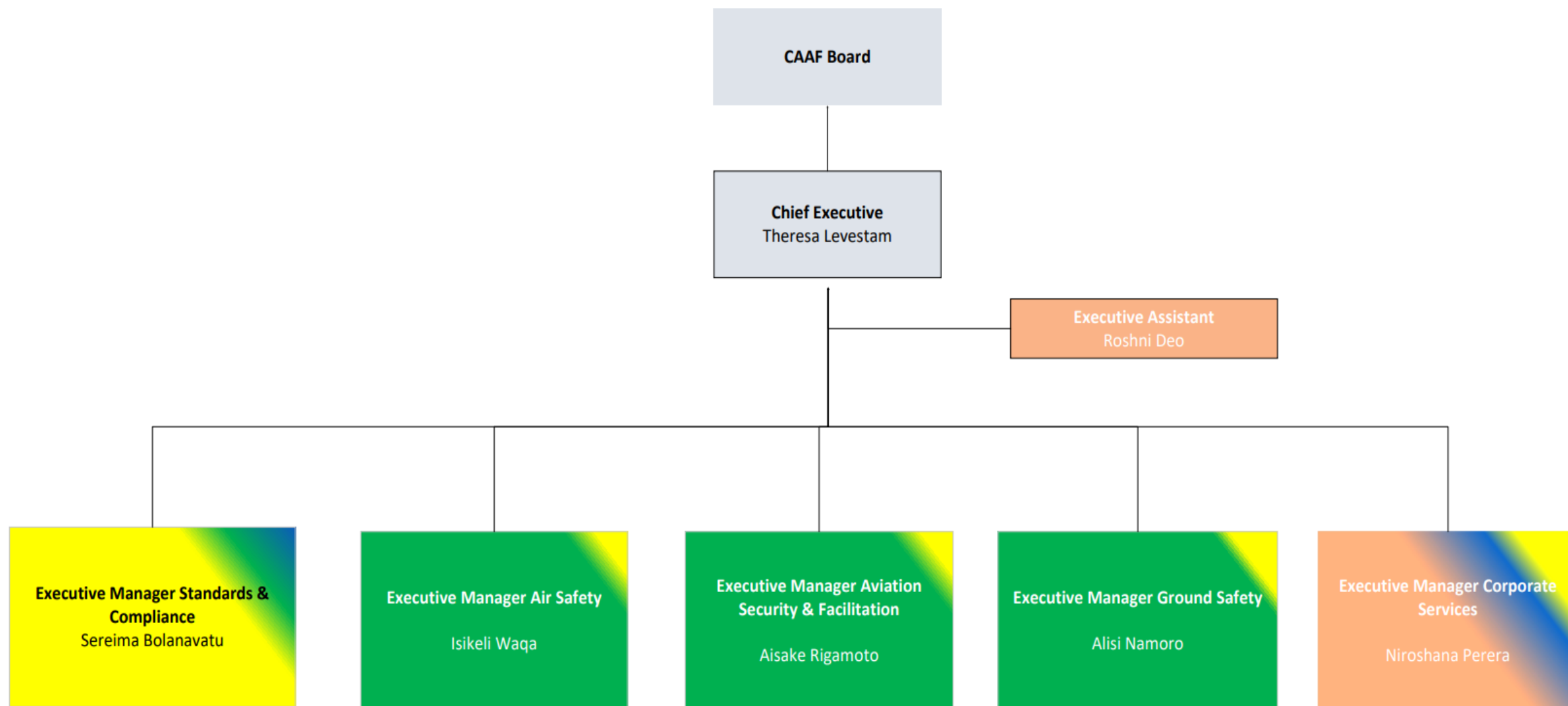
Strive to reflect professionalism, accountability, commitment, and integrity in our conduct.

ISO 9001:2015 Certified

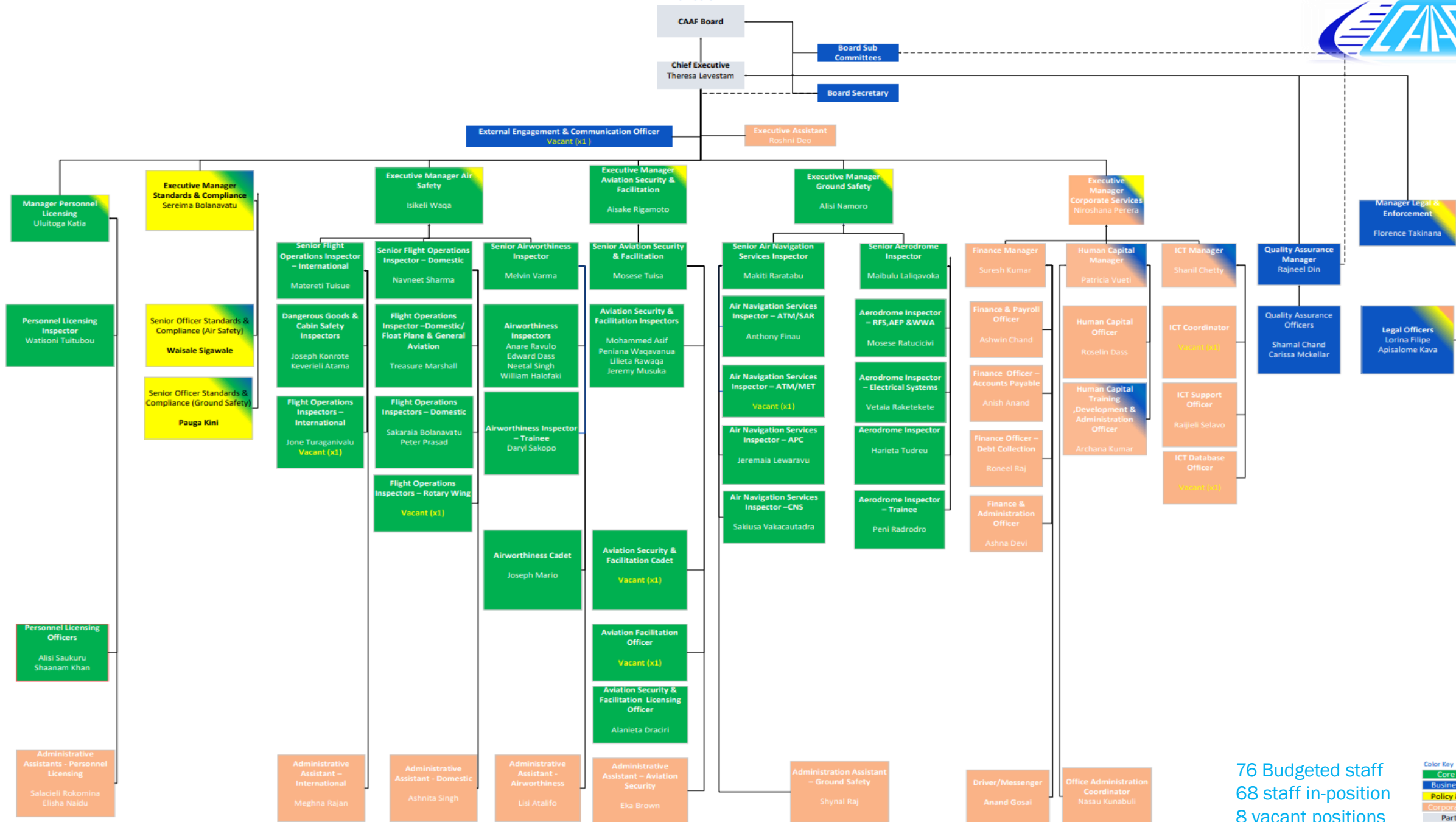
PROTECT THE LIVELIHOOD OF FIJIANS



CIVIL AVIATION AUTHORITY OF FIJI
EXECUTIVE STRUCTURE



CIVIL AVIATION AUTHORITY OF FIJI ORGANISATION STRUCTURE



76 Budgeted staff
68 staff in-position
8 vacant positions

Color Key
Core Business
Business Support
Policy & Planning
Corporate Support
Partnership

CAAF – WHAT ARE WE GUIDED BY?

Q1 - POLICIES THAT GUIDE THE IMPLEMENTATION OF ALL THE PROGRAMS PROVIDED BY AUTHORITY

International - Chicago Convention (19 Annexes), International Aviation Security Conventions, ICAO PANS, Documents and Circulars

Legislation and Regulations - Civil Aviation Act 1976, Civil Aviation Authority of Fiji Act 1979, Civil Aviation (Security) Act 1994, Civil Aviation (Reform) Act 1999, Air Navigation Regulations 1981, Civil Aviation (Security) Regulations 1994, Civil Aviation (Fees and Charges) Regulations 2007, Civil Aviation (Occurrence Reporting and Investigation) Regulations 2009

National Programmes; Aviation Security Programmes (x4) and the State Safety Programme

CAAF Standards – Safety and Security Standards Documents (x44)

Guidance Documents - Guidance Material for CAAF and industry (x15) and Aeronautical Information Circulars

Policies and Procedures:

- Manual of Occurrence Reporting & Investigation (Part 1 and 2)
- Personnel Licensing Procedures Manual
- CAAF Aviation Safety Inspector Guidance Manual (includes CAAF Recruitment and Training of Aviation Safety Inspector Guidance Manual)
- Inspectors Manuals; Airworthiness Technical Procedures Manual, Ground Safety Department Inspectors Manual, Aviation Security & Facilitation Department Manual
- Fit and Proper Person Policy & Guidance Manual
- Corporate Governance Manual & Personnel Policies and Administration Manual (includes CAAF Aviation Safety Inspector Training Policy)
- Finance Manual
- Risk Management Manual, Quality Manual, and ICT Manual
- OHS Policy and Crisis Management Plan



CAAF ACHIEVEMENTS - ICAO'S COUNCIL PRESIDENT CERTIFICATE

Q2 - WHAT DOES THIS MEAN TO THE NATION AND WHAT CAN WE EXPECT FROM BEING AWARDED THE INTERNATIONAL CIVIL AVIATION ORGANIZATION COUNCIL PRESIDENT CERTIFICATE.

- Assurance of a strong safety and security focus
- Economic Benefits
- Advancement of National Interests
- Global Alignment



Shows that even small island developing states can continue to raise the bar in terms of effective implementation through collaboration and commitment.

Expectations - higher for Fiji to maintain consistency and do better.

Must continue to invest in human resources and training to keep abreast of new standards in aviation.

Q7 - WHAT IS THE STATUS OF THE UNIVERSAL SECURITY AUDIT PROGRAMME, WHICH WAS SCHEDULED TO BE HELD IN JUNE 2023?

- SUCCESSFUL COMPLETION OF THE ICAO USAP-CMA AUDIT IN JUNE 2023
- NIL SIGNIFICANT SECURITY CONCERN
- ACHIEVED A HEALTHY SECURITY POSTURE
- PRIVILEGE OF HOSTING ICAO AUDITOR TRAINING – 3 PARTICIPANTS FROM FIJI

Q8 - HOW WILL FIJI BENEFIT FROM THE ESTABLISHMENT OF THE ICAO PSIDS LIAISON OFFICE IN NADI?

- Enhanced Communication and Collaboration
- Tailored Assistance for Fiji and the PSIDs
- Capacity Building Expertise
- Real-Time Engagement with ICAO
- Promoting Regionalism and Global Safety and Security
- In-Country Capacity Development
- Free Promotion and Publicity
- International Diplomacy

Significant opportunity for Fiji to play a leading role in promoting regional aviation safety and development, while also reaping benefits for its own aviation sector and international standing

Q3 –THE CAAF JEE - HOW EFFECTIVE WAS THIS JEE IN STAFF RETENTION?

(PG. 6 PARA 5)



- CAAF JEE - positive but partial impact on staff retention.
- Staff salaries increased by over 10% - better retention compared to the scenario without.
- JEE - couldn't completely stop staff departures. Employees enticed away by even higher salaries offered (airlines local and international) and migration abroad.
- Exit interviews – remuneration, airline benefits and return to operations were the primary reasons for staff resignation. Although JEE helped, it did not fully match competitor offerings.
- Overall –JEE was a successful initiative; improved staff retention through fairer compensation and increased job satisfaction. However, not a complete solution; higher salaries from airlines remained a significant draw for some employees.

Q4 - GIVEN THE LOW RETENTION OF STAFF, ARE THE RIGHT QUALIFIED PEOPLE BEEN GIVEN/APPOINTED TO THE RESPECTIVE POSITIONS?

- CAAF - robust policies and procedures to ensure right person for the role
- No system is perfect - hiring process may not have effectively identified best fit for the role; people who still wanted to be at the coal face (e.g. operations - flying).
- JEE helped – but competitors (airlines) offer more attractive salaries and benefits. Major factor for resignations, even if the right people were in the roles. Not a case of right person for the role but rather right salary for the role. CAAF unable to match.
- Addressing this – refinement of scarce skills framework, continuous improvement of our hiring process and greater focus placed on capacity building of its people.



Q9 - 2021 WAS A YEAR OF ADVERSITY FOR THE AVIATION INDUSTRY IN FIJI, BATTLED ITS SECOND WAVE OF COVID-19, WITH LOCKDOWNS AND THE TRAVEL RESTRICTIONS FOR BOTH INTERNATIONAL AND DOMESTIC FLIGHTS, HOW HAS THIS AFFECTED THE OPERATIONS OF CAAF??

- Reduced regulatory activities
- Reduced revenue
- Shift in focus
- Implementation of austerity measures.

Opportunities

- The review and update of technical guidance
- Training and Development of staff

ISO 9001:2015 Certified



Q10 - IN THE RECENT WEEKS IT HAS BEEN ANNOUNCED THAT THE DEPARTURE TAX WILL BE INCREASED AND WHAT WERE THE REASONS FOR CAAF'S REQUEST?

- CAAF's share of Departure Tax - status quo at \$5.00VIP per international departing passenger.
- CAAF has not as yet requested an increase.
- Intention to request a small increase (next year) to allow for less dependency on 'Government Grant' - move towards an autonomous civil aviation authority, thus easing the burden on the government.

LOOK AHEAD – ICT UPGRADE/DIGITISATION

- **Q5 - CAAF'S PROJECT ON ICT UPGRADE AND DIGITIZATION WAS ON HOLD AND WAS TO RECOMMENCE IN 2023 WHAT IS THE STATUS ON THIS PROJECT? (PG 6 PARA 7)**
- 2023 - ICT upgrade and digitisation project commenced.
- JIWA Payroll and HR systems – upgraded and system moved to cloud. Training and User testing ongoing (target 30 June 2024).
- Aviation Quality Database - upgraded and moved to cloud. Training (system administrators and users) complete. User testing in progress (target 30 June 2024).
- Replacement of laptops and monitors (staff – complete, ExCom – in progress, Exam rooms – in progress)
- Tablets (audit, inspection and investigations) in progress.
- Coordination with E-exams providers for aviation exam software - in progress.
- Microsoft Office 365 across CAAF – in progress (CAAF's email and file-sharing infrastructure will be moved to the cloud).
- Disaster Recovery Server installed (interim) - till migration complete (i.e. all services on cloud).

LOOK AHEAD – LEGISLATION, NATIONAL PLANS (NASP, NCAMP)

- **Q6 - WHAT IS THE UPDATE ON THE REVIEW OF THE FIJI'S PRIMARY AVIATION LEGISLATION AND THE DRAFT CIVIL AVIATION BILL?**
- Final review to incorporate new provisions of the ICAO SARPs and PQs (due to length of time – new provisions).
- Target to SG's office – 30/06/24
- Consultation process with industry stakeholders
- The 'modernisation' of Fiji's Civil Aviation Legislation - bring Fiji's legislation on par with best global practices and make it fit for purpose.

WRAP UP & DISCUSSION

- Fiji - obligations as a signatory to the Chicago Convention (CAAF)
- CAAF - ensure a robust safety and security oversight system
- Achievements – small but able to perform in par with larger CAAs
- Challenges and Opportunities
- Look Ahead - ensure Fiji's civil aviation system evolves and remains sustainable





RESPONSE TO THE PARLIAMENT STANDING COMMITTEE ON SOCIAL AFFAIRS QUESTIONS RAISED ON THE CAAF ANNUL REPORTS 2021/2022

1. Please provide all the policies in place that guide the implementation of all the programs provided by Authority.

International

- International Civil Aviation Convention (Chicago Convention) and the 19 Annexes
- International Aviation Security Conventions
- International Civil Aviation Organization (ICAO) Procedures for Air Navigation Services
- ICAO Documents and Circulars

National Legislation and Regulations

- Civil Aviation Act 1976
- Civil Aviation Authority of Fiji Act 1979
- Civil Aviation (Security) Act 1994
- Civil Aviation (Reform) Act 1999
- Air Navigation Regulations 1981
- Civil Aviation (Security) Regulations 1994
- Civil Aviation (Fees and Charges) Regulations 2007
- Civil Aviation (Occurrence Reporting and Investigation) Regulations 2009

National Programmes

- National Civil Aviation Security Programme (NCASP)
- National Civil Aviation Security Quality Control Programme (NCASQCP)
- National Civil Aviation Security Training Programme (NCSTP)
- National Air Transport and Facilitation Programme (NATFP)
- State's Safety Programme - Fiji

CAAF Standards, Guidance Documents, Policies and Procedures

- Standards Documents (x44 – refer Appendix A)
- Guidance Material (x15 – refer Appendix B)
- Aeronautical Information Circulars
- Manual of Occurrence Reporting & Investigation (Part 1)
- Manual of Occurrence Reporting & Investigation (Part 2)
- Personnel Licensing Procedures Manual
- CAAF Aviation Safety Inspector Guidance Manual
 - CAAF Recruitment and Training of Aviation Safety Inspector Guidance Manual
- Fit and Proper Person Policy & Guidance Manual
- Airworthiness Technical Procedures Manual
- Ground Safety Department Inspectors Manual
- Aviation Security & Facilitation Department Manual

- Corporate Governance Manual
- Personnel Policies and Administration Manual
 - CAAF Aviation Safety Inspector Training Policy
- Finance Manual
- Risk Management Manual
- Quality Manual
- OHS Policy
- Crisis Management Plan
- ICT Manual (2nd Edition)

2. What does this mean to the nation and what can we expect from being awarded the International Civil Aviation Organization Council President Certificate.

Fiji was awarded the International Civil Aviation Organization Council President Certificate (ICAO Council President Certificate) in 2022, signifying our significant progress in aviation safety and security oversight. The certificate is a prestigious award from the ICAO Council, acknowledging Fiji's commitment to improving our aviation oversight systems.

Assurance of strong safety and security focus - Earning the certificate indicates Fiji's progress in implementing ICAO's Standards and Recommended Practices (SARPs) in safety and security. This provides assurance, to countries where our national carrier operates or intends to operate, that the airline meets robust safety and security standards and contributes to the granting of a Foreign Airline Operating Certificate from these countries.

Economic Benefits – a robust safety record is essential for attracting airlines and passengers. The certificate signifies Fiji's commitment to a safe air transport system, potentially boosting its aviation industry. Strong oversight translates to a safer and more secure national airspace which in turn provides assurance to potential users (airlines, aircraft operators, passengers) of our airspace and our airports of safe and secure operations when they choose to fly through the Nadi Flight Information Region (FIR) or into our airports. More flights through the FIR and more aircraft and passengers through our airports translates to more revenue through air navigation service and airport charges.

Advancement of National Interests – provides opportunities to advance our national interests in civil aviation; advocating for favorable policies, participating in decision-making processes that impact aviation regulations and standards, representing Fiji's priorities and perspectives within the international aviation community and having a positive platform from which to negotiate Air Services/Bi-lateral Agreements. The recognition of expertise and leadership at the international level has enhanced Fiji's standing and influence in global aviation affairs which has resulted in our membership on several aviation working groups. On a regional level, the expectation is that Fiji will continue to assist other Pacific Small Island States improve the implementation of their Safety/Security Oversight Systems.

Global Alignment - ICAO's SARPs promote consistency in aviation regulations across its member states. Thus, the certificate highlights Fiji's contribution to this global effort, ensuring smoother international air travel.

This certificate shows that even small island developing states can continue to raise the bar in terms of effective implementation through collaboration and commitment. Expectations will be higher for Fiji to maintain consistency and do better and we can only grow from strength to strength by investment in human resources and training to keep abreast of new standards in aviation.

3. On page 6 para 5 the CAAF Job Evaluation Exercise (JEE), how effective was this JEE in staff retention?

The CAAF Job Evaluation Exercise (JEE) had a positive but partial impact on staff retention.

The JEE successfully boosted staff salaries by over 10%, leading to better retention compared to the scenario without it. Many employees who might have left due to underpayment stayed because of the raise. However, the JEE couldn't completely stop staff departures. Some employees were still enticed away by even higher salaries offered by operators (airlines local and international) and migration abroad.

Despite the JEE's success, exit interviews indicated that remuneration, airline benefits and returning to operations were still the primary reasons for staff resignation. This suggests that while the JEE helped, it had not fully matched competitor offerings.

Overall, CAAF's JEE was a successful initiative that improved staff retention through fairer compensation and increased job satisfaction. *However*, it was not a complete solution, as higher salaries from operators (airlines) remained a significant draw for some employees.

4. Given the low retention of staff, are the right qualified people been given/appointed to the respective positions?

CAAF has in place robust policies and procedures to ensure that, as much as possible, the right person is appointed to the role. In saying this, no system is perfect so it is possible that the hiring process may not have effectively identified the best fit for the role which could have led to people leaving because they did not feel challenged (i.e. wanted to be at the coal face, the operational environment, as flying) or not a good fit for CAAF's team dynamic.

While the JEE helped, some competitors (airlines) offer more attractive salaries and benefits. This was a major factor for departures, even if the right people were in the roles. The low retention rate for some roles is not due to the right person for the role but rather the right salary for the role. CAAF is a non-profit organisation that finds it difficult to keep up to the same level of remuneration as offered by the commercial operators in the aviation industry.

To address these issues, CAAF is working to refine its scarce skills framework, continuous improvement of our hiring process and putting a greater focus on capacity building of its people.

5. On page 6 para 7 stated the CAAF's project on ICT upgrade and digitization was on hold and was to recommence in 2023 what is the status on this project?

In 2023, following approval of the ICT budget by the CAAF Board, we have advanced our ICT upgrade and digitisation project. The ICT upgrade and digitisation projects have been progressed as follows:

- The JIWA Payroll and HR systems (a fully integrated Payroll/HR module that simplifies the complexity, streamlines and manages all facets of paying staff, control labour timesheet and managing employee and HR administration) – upgraded and system moved to cloud (should see issues with our current server resolved). Training and User testing is ongoing (finance and HR team) following which, CAAF will move to the upgraded version on cloud (target 30 June 2024).
- The Aviation Quality Database which is used by CAAF for tracking audits, inspections and investigations was 11 versions behind. CAAF has upgraded to the latest version which is now on cloud and completed training for the system administrators and the users. The final stage of user testing is in progress, following which we will fully migrate to the new system (target 30 June 2024).
- Replacement of laptops and monitors for staff has been completed.
- Replacement of laptops for Executives is in progress, request for tender issued.
- Purchase of tablets to enable efficient onsite entry of audit, inspection and investigation findings – in progress, request for tender issued.
- Coordination with E-exams providers for aviation exam software is in progress; 2 proposals received to date – this is being reviewed.
- Exam rooms being upgraded (computer and software systems); target 31 July 2024.
- Implementation of Microsoft Office 365 across CAAF; provider has been selected; target July 2024. CAAF's email and file-sharing infrastructure will be moved to the cloud.
- Disaster Recovery Server installed (hired basis) till complete migration of all services to cloud.
- Rollout of multi-factor authentication (MFA), encryption, and quarterly cybersecurity awareness training to bolster cloud security scheduled for July 2024.

6. What is the update on the review of the Fiji's primary aviation legislation and the draft civil aviation bill?

This is a work in progress. CAAF is conducting a final review of the primary aviation legislation (draft civil aviation bill) to incorporate new provisions of the ICAO standards and recommended practices as well as the state's oversight protocol questions that have come into effect since the initial draft was circulated.

Our target is to get this to the SG's office before the end of June for their review before consultation is undertaken. The consultation process with industry stakeholders on the final draft of the civil aviation bill is a priority.

The 'modernisation' of Fiji's Civil Aviation Legislation is expected to bring Fiji's legislation on par with best global practices and make it fit for purpose.

7. [What is the status of the Universal Security Audit Programme, which was scheduled to be held in June 2023?](#)

The USAP-CMA Audit has been successfully completed with no Significant Security Concern (SSeC) raised on Fiji. Fiji achieved a healthy security posture.

This is testimony to the collaborative efforts of our stakeholders and Government's commitment to growing aviation within a secure environment. As part of the process of continuous improvement, we need Government's commitment and support to continue to work in collaboration with stakeholders to continue to raise our aviation security standards.

8. [How will Fiji benefit from the establishment of the International Civil Aviation Organization \(ICAO\) Pacific Small Island Developing States Office in Nadi?](#)

Fiji benefits in many ways from hosting the ICAO PSIDS Liaison Office here in Fiji.

- Enhanced Communication and Collaboration
 - direct access to ICAO expertise - Fiji has a dedicated point of contact for raising concerns, seeking clarifications, and providing feedback on Fiji/PSIDs' specific challenges.
 - improved understanding of ICAO processes - faster and more efficient communication can lead to better-informed decision-making for Fiji and other PSIDs.
- Tailored Assistance for Fiji and the PSIDs
 - Fiji can work with the Liaison Officer to ensure ICAO assistance programs directly address the unique needs of Fiji and the PSIDs in areas like safety regulations, infrastructure development, and capacity building of our people.
 - This targeted approach can lead to more effective and impactful support for the entire region.
- Capacity Building Expertise
 - Fiji can leverage its experience and knowledge to assist the Liaison Officer in developing training programs and workshops for PSID aviation professionals.
 - This regional leadership role can strengthen Fiji's position within the Pacific aviation sector.
- Real-Time Engagement with ICAO
 - The Liaison Officer is able to provide Fiji and PSIDs with up-to-date information on ICAO initiatives, upcoming regulations, and global aviation developments.
 - This real-time engagement allows for proactive planning and adaptation to evolving aviation standards.
- Promoting Regionalism and Global Safety and Security
 - By advocating for PSIDs' needs, Fiji can contribute to a more inclusive and effective international civil aviation system.
 - A focus on regional safety and security can benefit all stakeholders, including airlines, passengers, and the broader aviation industry.

- In-Country Capacity Development
 - The presence of the Liaison Office can lead to increased training opportunities and workshops held within Fiji, making them more accessible for PSID participants and Fiji. This reduces travel costs and improves access to vital skills development for the region.
- Free Promotion and Publicity - hosting the Liaison Office generates positive international exposure for Fiji, showcasing its commitment to aviation safety and regional development.
- International Diplomacy - by taking a leadership role in PSID aviation issues, Fiji can strengthen its diplomatic ties with other ICAO member states and enhance its international reputation.

Overall, hosting the ICAO PSIDS Liaison Office presents a significant opportunity for Fiji to play a leading role in promoting regional aviation safety and development, while also reaping benefits for its own aviation sector and international standing.

9. 2021 was a year of adversity for the aviation industry in Fiji, battled its second wave of COVID-19, with lockdowns and the travel restrictions for both international and domestic flights, how has this affected the operations of CAAF?

The travel restrictions and lockdowns due to COVID-19 had a significant impact on CAAF's operations in several ways:

Reduced regulatory activities due to reduction in aviation activities. With a significant decrease in both international and domestic flights there was a reduction in activities relating to oversight of activities; i.e. reduction in, airworthiness inspections, pilot/aircraft engineering/air traffic services licensing activities, operator oversight (certification and surveillance of private aerodromes/helicopter landing sites, flight information service units in Matei, Savusavu, Labasa and Rotuma, airlines and aviation schools) to name a few.

Reduced revenue as a result of the reduced regulatory activity. The anticipated revenue from fees that would have been obtained from normal regulatory activities such as licensing, certifications and approvals was greatly reduced. Furthermore, the closure of international borders resulted in a reduction in international flights and saw a significant shortfall in CAAF's largest source of revenue, the international departure tax. CAAF was fortunate that the Government increased its grant to CAAF to cater for the shortfall.

Shift in focus and procedures to adapt to the changing environment. This involved targeted focus on safety/risk assessments to support exemptions from standards and special approvals for abnormal operations; flight crew rest period on long haul flights, pilot and air traffic control competencies using other means such as simulator training, safety protocols for repatriation flights and conversion of passenger aircraft for cargo operations, to name a few. Focus on ensuring the uninterrupted provision of vital regulatory services to uphold the secure functioning of civil aviation and navigate the regulatory challenges posed by the rapidly changing environment of international travel restrictions and health guidelines to

ensure compliance while also supporting the safe resumption of air travel. During this time CAAF exhibited resilience, flexibility, and effective resource management in order to sustain the continuity of our services through remote working, working in bubbles, desktop audits and virtual meetings/inspections etc.

Implementation of austerity measures due to the financial strain experienced. This involved the shelving of major projects such as the ICT upgrade and digitization, and implementation of reduced work hours where staff voluntarily agreed to work four (4) days (Monday-Thursday) and take the fifth day off (20% reduction in salary). CAAF's contingency funds were utilised to ensure operations were able to continue and CAAF would be ready for the restart of aviation activity.

However, out of the challenges came the opportunity for CAAF to shift its focus to:

- The address the pending review/update of technical guidance such as Standards Documents and Guidance Materials to ensure alignment with the latest ICAO standards and best practices.
- Training and development of staff via virtual means. ICAO and other international aviation training organisations offered training online, a mode, that was readily available prior to COVID. CAAF also benefitted from sponsored on-line training to ensure Fiji would be ready for the restart in aviation activity; namely the Aerodrome Restart and the Public Health Corridor implementation packages.

CAAF's activities were adapted to meet the challenges during this period.

10. In the recent weeks it has been announced that the departure tax will be increased and what were the reasons for CAAF's request?

CAAF's share of Departure Tax remains status quo at \$5.00VIP per international departing passenger. We have not requested an increase in our share of the departure tax. However, it is our intention in the coming years to request a small increase to allow for less dependency on 'Government Grant' as we slowly move towards an autonomous civil aviation authority, thus easing the burden on the government.

APPENDIX A – CAAF STANDARDS DOCUMENTS (SD)

1. SD - Aeroplane Flight Simulators Training Devices
2. SD – Aerodrome
3. SD - Aeronautical Charts
4. SD - Aeronautical Facility Technician Licensing
5. SD - Aeronautical Information Service Provider
6. SD - Aeronautical Meteorological Service Provider (Certification & Operations)
7. SD - Aeronautical Telecommunications
8. SD - Aeroplane Upset Prevention & Recovery Training (UPRT)
9. SD - Air Operators' Certificate
10. SD - Air Traffic Service
11. SD - Aircraft Nationality & Registration Marks
12. SD - Aircraft Weight & Performance
13. SD - Airworthiness of Aircraft
14. SD - All Weather Operations (AWO) Low Visibility Ops (LVO)
15. SD - ANR145B Aviation Training Institutions
16. SD - ANR-145C Approval of Aircraft Maintenance Organisations
17. SD - ATM Synthetic Training Device
18. SD - Avoidance of Fatigue
19. SD - Carriage of Dangerous Goods
20. SD - Certification of Aviation Training Institutions
21. SD - Designation & Classification of Airspace
22. SD – Extended Diversion Time Operations
23. SD - Electronic Flight Bag
24. SD - Foreign Air Operator Certificate
25. SD - Guidance & Procedures for Check captains and Examiners of Airmen
26. SD - Instrument Flight Procedure
27. SD - International Commercial Air Transport
28. SD - Medical Standards, Tests and Certification
29. SD - Mercy Flights
30. SD - Performance Based Navigation
31. SD - Personnel Licencing
32. SD - RNAV (GNSS) Approaches
33. SD - Safety Management System
34. SD - Search and Rescue
35. SD - Single Engine IFR Operations
36. SD – Units of measure to be used in air and ground operations
37. Aviation Security Standards Documents (x8)

APPENDIX B – CAAF GUIDANCE MATERIAL

1. Guidance Material - Issuance of SNOWTAM
2. Guidance Material - Aerodrome Manual
3. Guidance Material - Aeronautical Study and Safety Assessment
4. Guidance Material - Calculation of Declared Distances
5. Guidance Material - Certification and Registration Approval of Aerodromes
6. Guidance Material - Control of Obstacles
7. Guidance Material - Establishment of Runway Safety Teams (RST)
8. Guidance Material - Flight Inspection
9. Guidance Material - GRF for Aerodrome Operators
10. Guidance Material - Procedure for Accepting Non-Compliances at Aerodromes
11. Guidance Material - Runway Surface Friction Characteristics and Friction Testing
12. Guidance Material - Siting and Maintaining Wind Sensors on Aerodromes
13. Guidance Material - Strength Rating of Aerodrome Pavements
14. Guidance Material - Training Aeronautical Maintenance Organisations CNS
15. Guidance Material - Wildlife Hazard Management