
STATES OF JERSEY



DIRECTOR OF CIVIL AVIATION ANNUAL REPORT 2023

**Presented to the States on 23rd February 2024
by the Minister for External Relations**

STATES GREFFE

The Office of the Director of Civil Aviation 2023 Annual Report

1.0 Introduction

In early 2023, the Director of Civil Aviation (DCA) provided an outline business plan for the future of the Office of Director of Civil Aviation (ODCA), following a review of the two ODCA offices in the Bailiwick of Jersey and Bailiwick of Guernsey.

The business plan recommended some fundamental changes, including closer working between the offices, developments to stakeholder engagement and the development of a joint procedures manual to demonstrate how the office undertakes its activities. This annual report provides detail on the delivery of such work.

An update is also provided on the ODCA preparation for an external audit by the International Civil Aviation Organisation (ICAO).

2.0 ICAO & DfT Audit

The United Kingdom (UK) is a member of ICAO, and this membership includes the Crown Dependencies. The UK is subject to periodic ICAO audits that may include an audit of any of the Crown Dependencies. The ODCA must ensure that its activities, processes and procedures demonstrate compliance to ICAO Standards & Recommended Practices (SARPS) and seeks to provide the DfT with assurance of compliance. While regular meetings are held with the DfT to maintain a positive dialogue, the ODCA also uses a computer database which breaks down the SARPS into individual questions to which evidence is uploaded. Typical uploads may include: Details of the oversight activities, extracts of relevant Jersey legal statute and ODCA and service provider requirements, procedures and reports that collectively provide evidence of compliance with relevant ICAO requirements. Preparatory work continues and will develop into an ongoing day-to-day activity to ensure compliance can be demonstrated at any time. ICAO did not visit any Crown Dependency in 2022. A preliminary audit being performed by the DfT is scheduled in the last quarter of 2024 as a precursor to ICAO auditing directly in 2025.

3.0 Joint Working

The ODCA undertakes compliance monitoring of all Channel Islands-based approval-holders providing aviation services within the Bailiwick of Jersey and Bailiwick of Guernsey, in addition to aircraft owners and international operators flying into the Channel Islands. Compliance monitoring assures the DCA that these activities are being performed safely and

in compliance with International and National obligations and the law. To undertake this work, the ODCA employs a team of people with specialist technical skills, related to Aerodromes, Air Traffic, Security, Airworthiness and Flight Operations. While the volume of work for each discipline differs in the Bailiwicks, all these skills are needed in the ongoing oversight of Jersey, Guernsey, Alderney, and the airspace they are located in.

To improve oversight and enhance safety the ODCA has been working on developing a pan-island approach to regulation during this year. This has been enabled by the signing of a Memorandum of Understanding between the Government of Jersey, the States of Guernsey and the DCA. The pan-island approach has the additional benefit of improving business resilience and continuity and reduces costs in both Islands with the pooling of resources and a general reduction in the use of external contractors. The ODCA has now restructured to formally share resources and skills across the Channel Islands, and while some recruitment is needed as the model develops, the sharing of skill sets has already provided benefit to both Islands in the support of aviation activities. For example, the two Island Flying Displays in September, and Airport Infrastructure changes were both supported by the ODCA, thereby demonstrating the improvement of services provided to customers.



Future developments are planned, including the use of common processes and procedures, and sharing safety data, all of which will contribute to maturing the safety management system. The MoU provides a solid foundation for the development of a ‘pan-island’ ODCA, if such a decision is taken by Ministers in the future.

Reducing single point failures is also a key area of development enabled by the use of shared email addresses:

This includes:

odca@cidca.aero A general inbox for all ODCA.

permits@cidca.aero Dedicated email for all Permit applications.

consultation@cidca.aero Dedicated email for all consultation feedback.

General.Aviation@cidca.aero Dedicated email for General Aviation users.

4.0 Engagement & Safety Promotion

During 2023, the ODCA has developed a stakeholder engagement plan in recognition of the need for greater visibility in the community. This includes regular presentations provided to General Aviation Aero Clubs in Jersey, Guernsey, and Alderney on topical issues and regular meetings with both Airport Operators. The presentations have provided an opportunity for the ODCA team to discuss safety initiatives with light aircraft owners and maintenance companies and have been well attended by the Aero Club members across the Bailiwicks.

Regular meetings are also now in place with the Airport operators to discuss ongoing oversight activities, in addition to updates on development projects and safety and security matters.

To highlight the development of pan-island working, I have also rebranded the ODCA. A visible signal of change showing the commitment to a joint Channel Island team working across the Islands in support of both Governments and communities.

5.0 General Aviation Safety

In 2023, we also held a General Aviation (GA) Forum in Jersey. The forum was aimed at discussing GA Safety matters with community representatives jointly considering measures to improve safety for the GA community. Attendees represented light aircraft owners, maintenance companies and airport operators. I intend to develop the forum in 2024, as part of measures in which the ODCA can work with the GA community to improve awareness of safety matters and recognise the unique features of flying light aircraft in the Channel Islands.

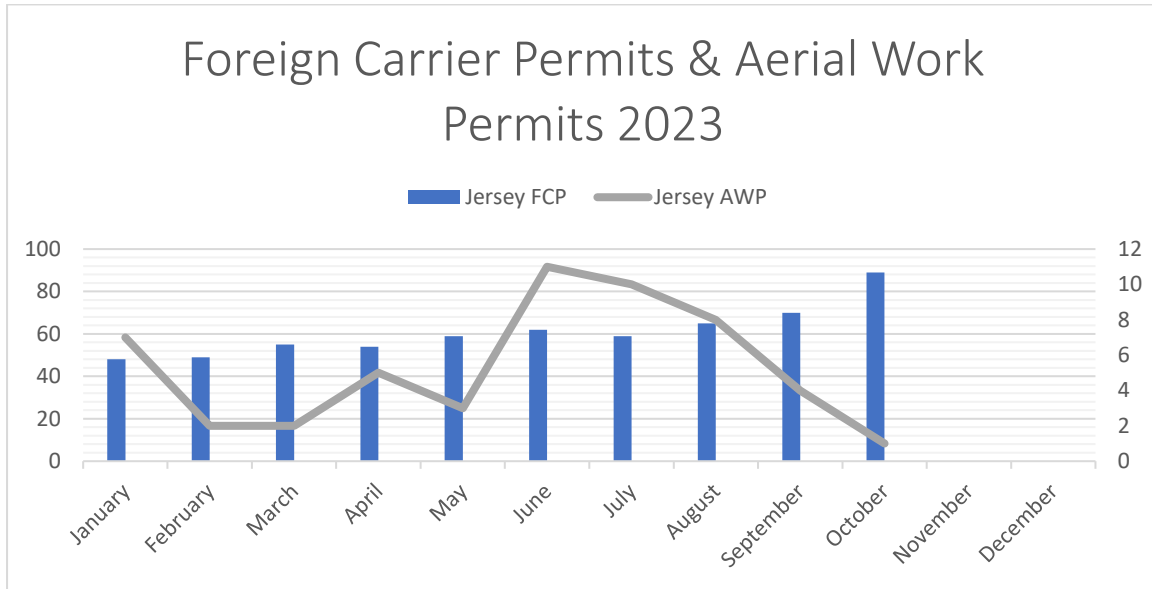
The ODCA website has also been updated and is due for further review in 2024. The importance of the website being up to date, relevant and of interest to the flying community is a recurrent theme to which I have responded.

6.0 Volumes & Metrics

The ODCA is developing a dashboard to assist in the management of the day-to-day activities of the office, including the monitoring of workload volumes and metrics such as internal audit activity, mandatory occurrence reports and chargeable activity e.g., permit applications.

The number of non-UK or Channel Islands air carriers wishing to undertake commercial services into the Channel Islands has continued to grow along with requests to undertake Aerial Work Activities. Many requests relate to 'drones' (UAS).

Having a pan-island team available to support this work provides a high level of customer service, and I am finalising service standards to be published on the ODCA website. Additional services will also be introduced in 2024, subject to consultation and necessary legal changes.



J Nicholas
2023