

Commercial Passenger Air Travel Guidelines

Appendix 98

Introduction

1.

In April 2002, ADB signed a Memorandum of Understanding (MoU) with the United Nations (UN) regarding the coordination of security arrangements. This MoU effectively places ADB under the policies and guidelines of the UN Security Management Network. These guidelines are implemented and enforced by the UN Department of Safety and Security (UNDSS). Where possible and practical, ADB adheres to UNDSS safety and security guidelines and policies.

2.

ADB personnel travel extensively to destinations all over the world. While air travel is one of the safest forms of transportation, it nonetheless poses some risk, given the number of flights taken by personnel.

3.

The Director, Institutional Services Division, Office of Administrative Services (OASIS) shall serve as ADB's Air Travel Focal Point (ATFP), who will compile available information, based on the methodology presented below, and provide advice to travelers using commercial passenger air transport for official travel.

4.

ADB reaffirms that political and financial considerations should not be the overriding factors in determining whether a given airline is utilized for ADB official travel. Rather, risk management, as the overriding principle, should be the first consideration in making flight decisions.

5.

These guidelines should be read in conjunction with all existing ADB travel policies, practices and procedures and should be reflected in ADB's safety and security policies.

6.

Notwithstanding that ADB bears responsibility for ensuring that measures are in place to provide for the overall safety and security of ADB personnel, in accordance with this AO, all personnel have a responsibility for their own safety and security and that of their colleagues, which extends to utilizing safe practices regarding commercial passenger air travel.

Purpose

7.

These guidelines specify the methodology to be employed by ADB in offering to a traveler planning business and non-business travel guidance on aspects of commercial passenger air travel, in order to minimize exposure of the traveler to unnecessary risk.

Scope and Risk Management

8.

ADB is committed to minimizing the risk associated with commercial passenger air travel for its travelers while on official travel, i.e., business and benefits travel. Consistent with this, ADB will:

- a. Assess the risks to its travelers of commercial passenger air travel and adopt procedures that endeavor to reduce these risks, as far as is reasonably practicable;
 - b. Implement and maintain guidelines on commercial passenger air travel;
 - c. Take into account available information to determine the most appropriate means of air travel.
- Management of Risk Associated with Commercial Passenger Air Travel Background

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Part 1

Management of Risk Associated with Commercial Passenger Air Travel

Background

1. The International Civil Aviation Organization (ICAO) has established a framework of requirements for governing international air travel. All States have responsibility to regulate civil aviation within their own air space and for implementing the minimum standards established by ICAO. However there are still wide variations in the application of standards of operation.

2. All air operators must comply with the national regulations. In a world of varying standards of operator safety and overall regulatory control, it is necessary to look, in detail, at the individual operators and put in place procedures for avoiding or limiting flights on operators not meeting internationally established minimum flight standards.

Risk Management Methodology

3. ADB will implement and maintain a common approach for evaluation of risk, associated with the use of commercial passenger airlines for business and non-business travel, in order to minimize risks to its travelers arising from such air travel.

Evaluation Methodology

4. Systems evaluating the relative risk of commercial passenger air travel rely on the analysis of operational data and practices, which can come from a variety of sources to include commercially available safety information and results of aviation safety audits.

Commercially Available Safety Information

5. One commercially available safety database that ADB currently subscribes to includes factors such as the age of the airline, the average fleet age, the type of aircraft flown and details of management, ownership and operational capability. (See factors considered in the Commercial Passenger Airlines Information Scoring System in Annex 1.)

Aviation Safety Audits

6. Audits may be undertaken by recognized aviation organizations to determine if airlines are operating in compliance with internationally accepted flight safety standards. Audit information on selected commercial passenger airlines is available from information published on the International Air Transport Association (IATA) Operational Safety Audits (IOSA) website (<http://www.iata.org>) as well as other sources.

7. Audits may be used where a commercial passenger airline with a high risk score appears to show potential on particular routes or with particular aircraft, or where ADB needs to use these carriers to meet a particular requirement in a given region.

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Assessment Methodology

8.

The assessment methodology to be used by ADB will consider the following elements:

- a. Commercially available safety information on airlines;
- b. Available list of IATA Operational Safety Audits (IOSA);
- c. ICAO Summary Reports;
- d. Available list of accredited air carriers maintained by other members of the UN Security Management Network
- e. Relevant safety information available from other sources (e.g. Country Offices, Member States);
- f. Consideration of banned airlines lists;
- g. Other considerations such as:
 - Number of take-offs and landings,
 - Time of arrival,
 - Prevailing security situations at points of departure and destination,
 - Exposure, i.e., probability and degree of risk based on relevant factors,
 - Mission criticality, and
- h. Alternative options.

9.

Where no commercially available safety information or aviation audit results are available for a particular commercial passenger airline, ADB may consider seeking advice from an independent aviation safety adviser or arranging for an independent aviation safety audit.

Responsibility and Control

10.

It is the responsibility of OAS to ensure that the methodology described above has been applied to the particular commercial passenger flights involved in the traveler's itinerary.

11.

It is the responsibility of the traveler to ensure that travel is undertaken by the safest possible means. Insurance coverage will not be affected by the traveler's decision to fly a particular airline or route. ADB will ensure that the traveler has access to information in order to make an informed decision.

12.

The Travel Unit (OAS-TR) will ensure that AO 4.01 on Business Travel refers to these guidelines, and that ADB's contracted travel agency(ies) implement them, as appropriate.

Categorizing Commercial Passenger Airlines

13.

ADB will establish and maintain documented procedures to categorize commercial passenger airlines, as follows: (See Categories in Annex 1, paragraph 5)

Category A: Recommended

Category B: Traveler Discretion

14.

The nature of ADB's mandate may demand the conduct of operations using commercial passenger airlines that are not yet categorized. In these circumstances, ADB will seek to obtain a category for these airlines. If a category cannot be obtained within a reasonable timeframe and doubt persists as to the safety of an airline, ADB may consider the engagement of an independent aviation safety auditor, to perform inspections of and categorize commercial passenger airlines into the two categories defined above.

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Other Considerations

15.

Should the ADB Head of Office have concerns about commercial passenger air transport used locally, these concerns should be addressed to ADB's ATFP and to the UN Country Security Management Team (SMT), the UN Designated Official, who may, in turn, confer with UNDSS.

16.

The assessment methodology seeks to take into account relevant information from other sources. Locally observed information, on individual commercial passenger airlines, can influence the categorization of an airline, and there can occasionally be circumstances where airlines can be used with confidence, where they show a historically questionable record. New equipment, ownership or management change may have a very marked effect on the airline's rating.

Single Flight Personnel Restrictions

17.

The total number of ADB personnel permitted in one aircraft should be limited to a maximum of 30 persons. This guideline applies to all commercial, international and domestic passenger flights, as well as to all ADB charter flights.

18.

ADB shall apply further guidelines, considering:

- a. The business impact of the loss of a large number of ADB Management traveling on the same aircraft; therefore not more than three members of Management should travel on the same aircraft;
- b. The business impact of the loss of ADB personnel from the same team, project group or discipline in terms of disruption, due to the loss of business knowledge or residual expertise; therefore not more than two managers at director level or above from one department/office should travel on the same aircraft, provided that the Director General and Deputy Director General from the same department/office should not travel in the same flight, and not more than five staff from the same department/office should travel on the same aircraft.

19.

Exceptions from single flight personnel guidelines must be authorized by the Mission Approving Authority.

Reporting of Aviation Risk Management Concerns

20.

Aviation risk management involves ongoing assessments of the performance of commercial airlines and aviation companies, based on established standards. Beyond this formal system, ADB travelers are invited to report to ADB's ATFP any concern about the performance of commercial airlines in meeting these standards.

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Annex 1

Commercial Passenger Airline Information Scoring System

1.

ADB subscribes to the commercially available airline scoring system devised by FlightSafe Consultants Ltd., which employs a non-judgmental and fully quantified process for determining the relative risk of commercial passenger airlines, based on the past accident record and ten other factors related to underlying safety levels.

2.

Airlines score between zero and ten (0-10); zero representing the highest risk airline and ten the lowest risk one. A perfect score is not achievable, in practice, since every airline is assumed to have suffered one “additional” or “notional” accident, above its actual number experienced over the previous twelve years.

Individual Function Scores

3.

The ten individual item scores are awarded for the following factors:

- a. Fleet average age score of zero to 1.00, for the oldest and newest fleets respectively (30 plus to zero years);
- b. Fleet composition score of zero to 1.00, for the worst to best fleet combinations (all newest-technology to all oldest-technology types);
- c. Air traffic control environment score of zero to 1.00, for the worst to best air traffic control environment;
- d. Airfield environment score of zero to 1.00, for the worst to best airfield safety environment;
- e. Airline operations score of zero to 1.00, for the worst to best standards of aircraft operations. The default value is 0.75. Airlines achieving IATA IOSA registration score 1.00;
- f. Regulation score of zero to 1.00, for the worst to best systems of safety regulation. Federal Aviation Administration (FAA) International Aviation Safety Assessment (IASA) category is the main score driver. Airlines, from those countries with an IASA category 1, score 0.75 or 1.00. Airlines, from those countries with an IASA category 2, score 0.00 to 0.25. The score for non-IASA country airlines is 0.25, 0.50 or 0.75. Military-operated quasi-commercial airlines automatically score zero;
- g. Airline ownership score of zero to 1.00, for the worst to best systems of ownership coupled with the extent of airline involvement in industry trade bodies;
- h. Airline management score of zero to 1.00, for the worst to best perceived quality of airline management based on industry reputation. The default value is 0.75. Airlines achieving IATA IOSA registration score 1.00;
- i. Airline strategic alliances score of zero to 1.00, for the degree of involvement of the airline with other respected airlines in technical and commercial strategic alliances. The maximum score of 1.00 is reserved for airlines that are full members of one of the strategic alliances. Zero is awarded to airlines that operate independently;
- j. Airline maturity score of zero to 1.00, for the newest to the oldest airlines respectively (zero to 12-plus years).

4.

A safety multiplier, calculated on a sliding scale based on the accident rate per 100,000 landings, is applied to the sum-total of the other ten factors, each of which presently scores a maximum of one, and a minimum of zero. This safety multiplier takes into account both the number and nature of past accidents and the experience of the airline in terms of scheduled flights made over the previous 12 years. Only operational accidents are included in the calculations.

Category of Airlines

5.

Based on the resultant total score, airlines are assigned to one of two categories:

Total Score Category

> = 5.50 A - Recommended

< 5.50 B - Traveler discretion