

## **Civil Aviation Authority of Nepal Human Resource Development Policy- 2070**

### **1. Background**

Civil Aviation Authority of Nepal (CAAN) has been established in accordance to Section 3.1 of Nepal Civil Aviation Authority Act-2053 B.S in order to maintain safe, regular, standard and effective conduct of Flight Operation, Aeronautical Communication, Air Navigation and Air Transportation services in Nepal.

Civil Aviation is a highly sensitive and dynamic sector which requires the adoption and management of advanced technology and is directly concerned with the safety of human life, national and international economic activities together with facilities and services. ICAO has provisioned that the efficiency, capacity, and sensitivity of the human resources involved in Civil Aviation Sector should be of prescribed standard.

Being one of the contracting states of ICAO, Nepal is committed to carry out all the aviation activities in accordance to the Annexes to the Convention on International Civil Aviation, Standards and Recommended Practices (SARPS) and other Manuals and Guidance Materials and hence is subject to ICAO audits in the fields of flight safety and aviation security. Therefore, the need of motivated and skilled human resource of an international standard is indispensable to operate and manage specific aviation services in Nepal.

For the purpose of making the organizational structure of CAAN, its objectives together with its regulatory and service provider roles more effective, it is really challenging, compared to a simple organization, to utilize and manage the human resource with different educational backgrounds, varying levels of intelligence, from different geographical regions, and skilled in various disciplines. Only with the judicious utilization of this kind of Human Resource, positive impact can be made on development and expansion of aviation sector and thus the issues of international concerns can be addressed. Therefore, this policy on HR development 2070 B.S has been formulated with the expectation of creating positive impact on regulatory and services provider function of CAAN through effective management of HR available within CAAN adopting training, which is a component of HR development under HR Management, as a tool.

### **2. Goal**

This policy aims to develop required skilled HR through appropriate training for maintaining safe, regular, standard and effective conduct of aviation services such as Flight Operation, Aeronautical Communication, Air Navigation and Air Transportation taking into account the regulatory and service provider functions of CAAN.

### **3. Objectives**

Following shall be the objectives of this policy:-

- 3.1 To identify in-house and abroad trainings required for CAAN employees pertaining to regulatory and services provider disciplines and working in different service, group, subgroup and level categories in line with the objective of CAAN-establishment.
- 3.2 Nomination of suitable employees and ensure their participation in various appropriate studies, trainings, observation visits, conferences, seminars and meetings in order to enhance their work efficiency and capacity.
- 3.3 To provide advice, as required, to concerned Directorate and Department for the formulation of training plan in a way that can be of help to the employees in their career progression .
- 3.4 To enhance the effectiveness of services delivery of CAAN by bringing about substantial reforms in the development of HR of the Authority.
- 3.5 To provide different kinds of trainings to CAAN employees and involve them in seminars and workshop in a unified way through single door mechanism so as to increase the effectiveness of record-management.
- 3.6 To develop Civil Aviation Academy to International standards by equipping it with necessary resources capable of conducting trainings relating to all disciplines required by CAAN as envisioned by National Civil Aviation Policy 2063B.S

### **4. Policies:**

Following shall be HR Development policies :-

- 4.1 Nomination of staff for study, training, and seminar shall be done on the basis of 'Training Nomination Directives' formulated pursuant to power conferred by rule 15:11 of 'Regulation on Employees Service Facilities and Conditions' and section 35 of CAAN Act-2053B.S
- 4.2 HR department shall, in coordination with Civil Aviation Academy concerned Directorate, Department and Office, formulate annual training programmes like ab-initio, in-service, basic, recurrent, refresher and specialized training on various subjects by classifying them into different topics and subtopics under different service, groups and subgroups to make the role of CAAN as regulator

and service provider more effective. This Programme shall be implemented upon approval by Management.

- 4.3 A complete HR Inventory containing detailed information such as content, duration, date, topic and cost of both in-house and abroad training obtained by the employees shall be maintained and utilized in nomination process. Concerned Department/Divisions also shall maintain the training record of their staffs.
- 4.4 Priority shall be given to scholarship programmes. Provision shall be made for providing a sum equivalent to 40% of daily allowance as pocket money to the employees in order to enhance their participation in scholarship training. Necessary arrangement shall be made to fix the upper limit of training fees for the purpose of economizing on training expenses.
- 4.5 In order to develop Civil Aviation Academy as an international training institute capable of delivering trainings pertaining to all disciplines needed by CAAN together with the trainings of international standard, as necessary, with the help of skilled indigenous and foreign instructors equipping CAA thereby with the all necessary financial, human and technical resources as laid down by National Aviation Policy – 2063 B.S.
- 4.6 Arrangement shall be made for assigning employees, after being nominated by CAAN for training and getting trained, to duty for minimum specified time period on those functional areas of service for which he/she has been trained.
- 4.7 Arrangement shall be made for transfer of knowledge, skill and attitude across the various services groups as well as production of second and third generation of human resources, as required, in order to make the conduct of authority functions regular and smooth as well as to make Authority's services nationally and internationally valid and effective.
- 4.8 Arrangement shall be made for certification of oversight officials including Instructors, Inspectors and Auditors.
- 4.9 Effort shall be made to demand required training courses and enter into agreement /understanding thereof with national and international training institutes for the purpose of enhancing efficiency of the employees of CAAN.
- 4.10 In the process of complying with its regulatory functions effectively, if CAAN requires skilled manpower/experts, not adequately available within the organization, then CAAN shall adopt the policy of hiring skilled manpowers and professional experts through outsourcing. Special remuneration package will be provided for such manpower as per the approved procedure. Until the availability of such approved procedure, hiring and remuneration package of

experts shall be as approved by the CAAN Board and existing CAAN inspectors will also be paid well.

**5. Limitation of Policy Implementation.**

Skilled manpower should be made available in CAAN HRD; a complete and updated training record should be maintained by utilising modern technology and the record should be used in nomination process; nomination process should be free from any kind of undue pressure and influences; a system should be established whereby training is taken more as requirement rather than an opportunity. The above mentioned and other relevant issues should be addressed for effective implementation of the policy.

**6. Monitoring and Evaluation:**

CAAN Board of Directors shall conduct regular monitoring to check whether or not this policy has been effectively implemented.