



INFORMATION PAPER

PA-RAST/31 — IP/03
15/02/18

Thirty First Pan America — Regional Aviation Safety Team Meeting (PA-RAST/31) of the Regional Aviation Safety Group — Pan America (RASG-PA)
South Florida, United States, 20 to 22 February 2018

Agenda Item 3: Information from other Regional Aviation Safety Groups (RASGs) Meetings of Interest to the PA-RAST

STATUS OF THE PROJECT FOR THE IMPLEMENTATION OF RAIO-C

(Presented by Secretariat)

EXECUTIVE SUMMARY	
This Information Paper presents the status of the Project for the implementation of the RAIO-C for CASSOS member States and other CAR States.	
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"> • Safety
<i>References:</i>	<ul style="list-style-type: none"> • Annex 13 – <i>Accident Investigation</i> - of the Convention on International Civil Aviation • Annex 19 – <i>Safety Management</i> - of the Convention on International Civil Aviation • ICAO DOC 9946 - <i>Manual on Regional Accident and Incident Investigation Organization</i> • RAIO-C Summary of Discussions – First and Second Meetings

1. Introduction

1.1 Annex 13 of the Convention on International Civil Aviation establishes that the State of occurrence shall institute an investigation into the circumstances of the accident and be responsible for the conduct of the investigation, but it may delegate the whole or any part of the conducting of such investigation to another State or a regional accident and incident investigation organization by mutual arrangement and consent Annex 19 of the Convention on International Civil Aviation under State Safety Programme (SSP) establishes that States maintain the independence of the accident and incident investigation organization from other State’s aviation organizations

1.2 ICAO Doc 9946 - *Manual on Regional Accident and Incident Investigation Organization* (RAIO) presents guidance to States on how to establish and manage an accident and incident investigation systems. ICAO encourages States to implement an adequately funded, professionally trained accident investigation authority. Central America established GRIAA (*Grupo Regional de Investigación de Accidentes Aéreos*) supported by RASG-PA and lead by COCESNA/ACSA.

1.3 As part of the technical assistance activities under the North America, Central America and Caribbean (NACC) No Country Left Behind (NCLB) Strategy, the ICAO NACC Regional Office promoted the creation of a Regional Accident Investigation Organization (RAIO) for CASSOS member States and other CAR Region States to the Sixth North American, Central American and Caribbean Directors Meeting (NACC/DCA/6) in May 2016 in Nassau, Bahamas. The Meeting agreed and formulated the following conclusion:

CONCLUSION
NACC/DCA/6/4

ESTABLISHMENT OF A RAIO IN THE CAR REGION

That, in order to foster the improvement in the Effective Implementation in the AIG matters in the CAR Region and enhance regional collaboration under the NACC NCLB Strategy through the establishment of a RAIO for CASSOS Member States and other CAR States as required, CAR States led by ICAO NACC Regional Office:

- a) *designate a PoC for this action by 31 May 2016;*
- b) *develop and implement an action plan including as a minimum the Project areas detailed in Appendix C; and*
- c) *present the progress accomplished from item b) by the NACC/DCA/7 meeting.*

1.4 ICAO NACC Office in coordination with CASSOS developed a Project Proposal for the RAIO-C for the CAR States, which is funded by the ICAO Safety Fund (SAFE) that serves as a mechanism for the collection and use of voluntary contributions from States and other donors to support ICAO safety programmes.

1.5 The RAIO-C Project had two Meetings in 2017, and will resume its activities in 2018. The Summaries of Discussions are presented in the **Appendix**.

2. Conclusion

2.1 The establishment of the RAIO-C for CASSOS member States and other CAR States would:

- Provide economies of scale through the sharing of the necessary financial and human resources for AIG matters
- Foster regional training, cooperation and safety information exchange among RAIO-C member States for AIG activities
- Enhance accident and incident investigation quality and quantity
- Enhance reporting of occurrences
- Reduce fatality risk in the CAR Region
- Improve USOAP-CMA results



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

First Meeting for the Establishment of Caribbean Regional Accident and Incident Organization (CARAIO)

Final Report

SUMMARY OF DISCUSSIONS

Mexico City, Mexico

21-22 February 2017

**First Meeting for the Establishment of Caribbean Regional Accident Investigation Organization
(CARAIO)**

Summary of Discussions

Date	21 to 22 February 2017
Location	ICAO North American, Central American and Caribbean Regional (NACC) Regional Office, Mexico City, Mexico.
Meeting Opening	<p>The Meeting was attended by nine participants from CAR Regional Safety Oversight Organizations (RSOOs) and ICAO as shown in Appendix A. United States (National Transportation Safety Board – NTSB) sent excuses for not attending the meeting.</p> <p>Mr. Melvin Cintron, Regional Director, ICAO NACC Regional Office, welcomed the participants, highlighted the importance of launching this ambitious project for the CAR Region, and acknowledged the contribution of Caribbean Aviation Safety and Security Oversight System (CASSOS), <i>Corporacion Centroamericana de Servicios de Navegacion Area/Agencia Centroamericana de Seguridad Aérea</i> (COCESNA/ACSA) and ICAO for this purpose.</p> <p>Mr. Julio Siu, Deputy Regional Director, served as Secretary of the Meeting, assisted by Messrs.; Mr. Marcus Costa, Chief, Accident Investigation (AIG) Section from ICAO Headquarters; Eduardo Chacin, Regional Officer, Flight Safety; and Gilbert Ordoñez, Regional Officer, Flight Safety 2; from the ICAO NACC Regional Office.</p>
Discussion Items	
Agenda Item 1:	<p>Approval of the Provisional Agenda and Work Schedule</p> <p>1.1 The Meeting adopted the agenda and approved the working schedule presented in WP/01. The documentation for the Meeting was available in English at the following website: http://www2010.icao.int/NACC/Pages/meetings-2017-caraio.aspx</p>
Agenda Item 2:	<p>Overview of Accident Investigation and Prevention (AIG) Status in Caribbean and Central American States</p> <p>2.1 The following documentation was presented and discussed by the Meeting: WP/05, P/01, P/02 and P/03.</p>

2.2 The Meeting noted that Annex 13 to the Convention on International Civil Aviation – *Aircraft Accident and Incident Investigation* requires that the State of Occurrence shall institute an investigation into the circumstances of the accident and be responsible for the conduct of the investigation, but it may delegate the whole or any part of the conducting of such investigation to another State or a regional accident and incident investigation organization by mutual arrangement and consent.

2.3 In regard to the Regional Accident and Incident Organization (RAIO) concept, as stated in the ICAO *Manual on Regional Accident and Incident Investigation Organization* (Doc 9946), the Meeting noted that it is an effective and efficient mean for States to achieve the desired level of implementation of accident and incident investigation without giving up their sovereignty or responsibilities. It eliminates duplication of efforts, and achieves economies of scale. Through this concept investigators in the Region will gain experience quicker, and States will achieve independence of investigations.

2.4 It was highlighted that for a RAIO being effective, it is essential that all Member States of the RAIO be represented in its Board.

2.5 The Meeting learned that a RAIO shall be functionally independent from other States aviation organizations such as the RSOOs. Therefore agreed on the following conclusion:

CONCLUSION

CARAIO 1/1 INDEPENDENCE OF RAIO FROM OTHER STATES AVIATION ORGANIZATIONS

That in order to have RAIOS independent-functionally from other States aviation organizations:

- a) *Grupo Regional de Investigación de Accidentes Aéreos* (GRIAA) and the Caribbean Regional Accident Investigation Organization (CARAIO) include in its implementation plans a transition phase for its independence from COCESNA and CASSOS respectively by December 2017;
- b) CASSOS adjust its RAIO name to denote Caribbean Regional Accident and Incident Organization (CARAIO); and
- c) the agreement establishing the CARAIO be registered with ICAO, as per Art. 83 of the Convention on International Civil Aviation, as soon as it is available.

2.6 The Meeting was briefed on the background of the CARAIO proposal and the actions conducted by ICAO and the stakeholders to support Conclusion NACC/DCA/6/5 - *Establishment of a RAIO in the CAR Region*.

2.7 The Meeting agreed that for proper establishment of the CARAIO, a joint effort between CASSOS and COCESNA under the Memorandum of Cooperation (MoC) signed between both RSOOs would be necessary. The ICAO NACC Regional Office will assist in the coordination as required.

2.8 The Meeting acknowledged that for the development of the CARAIO, the following items will be included under 2017 CARAIO outcomes to be defined and arranged, being part of the project development:

- a) Elaboration of the necessary set of regulations and documents in accordance with ICAO guidelines that will allow standardization procedures for carrying out accidents and incidents investigations for CASSOS Member States within a common and harmonized framework.
- b) Revision of Accident Investigation (AIG) related Protocol Questions (PQs) of the Universal Safety Oversight Audit Programme (USOAP), and the impact of CARAIO in resolving them.
- c) Signing of an agreement by the accident and incident investigation authorities of the CARAIO and GRIAA Member States for regional cooperation and for the use of the following resources:
 - 1. Investigators or other specialists related to the field of AIG;
 - 2. technical facilities;
 - 3. equipment related to accidents and serious incidents investigations;
 - 4. training, including On-the-Job Training (OJT);
 - 5. read-out of flight data recorders and cockpit voice recorders;
 - 6. material and fluids trials; and
 - 7. elaboration of documents and other publications.
- d) Establishment of a website where all the documents and activities developed by CARAIO be posted.
- e) Establishment of a safety data collection and processing system to guarantee the collection, storage, and management of accidents and incidents data of Member States. This system will permit establishing the necessary preventive measures to improve safety in the Region.

- f) Consideration of the harmonization of regulations, activities with multinational teams to facilitate accident and incident investigation assistance, training activities, workshops, meetings, and implementation of Accident/Incident Reporting/European Coordination Centre for Accident and Incident Reporting Systems (ADREP/ECCAIRS) in the annual activities programme.

2.9 The Meeting was informed that:

- a) CASSOS Member States need CARAIO due to a number of identified deficiencies regarding AIG issues. Therefore, CASSOS Board supports the creation of CARAIO and acknowledged the assistance of the ICAO NACC Regional Office and COCESNA on this issue.
- b) The CASSOS AIG Standing Committee developed Terms of Reference (TOR), which were approved by the Board, and submitted to ICAO for review. CASSOS will update them based on ICAO guidance by **31 March 2017**.
- c) CASSOS developed an accident protocol for the deployment of an accident investigation team, and submitted it to ICAO for review. CASSOS will update the document based on ICAO guidance and integrate it in the CASSOS AIG Manual by **31 March 2017**.
- d) CASSOS distributed the Jamaica and Barbados' AIG Manual for review.
- e) CASSOS established an aircraft accident investigation "Go-Team" and a "Go-Team kit" for assisting in the initial response to an aircraft accident or incident. CASSOS will inform ICAO of this pool of investigators, including their current training status and areas of expertise by **31 March 2017**.
- f) CASSOS will develop its activities to be integrated into the CARAIO Establishment Plan by **19 April 2017**
- g) CASSOS has the status of observer on the AIG Regional Cooperation Mechanism (ARCM) of South America since 2016.
- h) CASSOS expects from CARAIO the following:
 - a. facilitate regional training and cooperation;
 - b. exchange of safety information;
 - c. improve and enhance accident and incident investigation effectiveness;

- d. improve and enhance reporting occurrences;
- e. reduce fatality risks from accidents and incidents; and
- f. improve USOAP-CMA results in CASSOS Member States.

i) CASSOS will draft a CARAIO Memorandum of Agreement (MoA) based on ICAO Doc 9946 sample to be approved/signed by all CASSOS Members States, **by 31 March 2017**.

j) COCESNA will provide its Aircraft Accident Investigation Manual to CASSOS to assist in the documentation/procedures development, by **31 March 2017**.

2.10 The Meeting agreed on the actions/activities/tasks determined for each stakeholder under this agenda item, which will be incorporated in to the project schedule.

Agenda Item 3:

Project Description - Phase I / Project Composition

3.1 Under WP/02, the Meeting was informed that the ICAO Safety Fund (SAFE) Project for CARAIO presented by ICAO NACC Regional Office to ICAO Headquarters was approved for 2017.

3.2 The Meeting learned that the Project Proposal for the establishment of CARAIO was formulated in two phases.

3.3 Phase 1 – Planning

- a) CARAIO Study: conduct a feasibility study for the establishment of the CARAIO in coordination with ICAO NACC RO, ICAO HQs AIG Section, United States National Transportation Safety Board (NTSB) COCESNA, etc.
- b) CASSOS Member States Accident and Incident Investigation Capacity Building Assessment:
 - a. Conduct study to determine existing capabilities (both human and material) of every CASSOS Member State to carry out their investigation responsibilities, such as number of qualified personnel, research and analysis institutions, and facilities to carry out flight data recorder analysis;
 - b. develop CARAIO models/options that best suits CASSOS Member States, including recommendations and financial resources to ensure its sustainability; and

- c. develop a regional training programme in coordination with ICAO Global Aviation Training (GAT), NAM/CAR Training Centers, etc.
- d. CASSOS Member States Accident and Incident Investigation Action Plan: an action plan for the development of the CARAIO was developed and presented by CASSOS.

3.4 Phase 2 – The establishment of CARAIO will be defined in the Fourth Meeting of the Project, based on the progress achieved during Phase 1 – *Planning*.

3.5 The Meeting agreed with the project proposal and encouraged the ICAO NACC RO to expedite the process of contracting the Subject Matter Expert (SME) needed for Phase 1 – Planning of the Project.

Agenda Item 4:

Proposed CARAIO Project Schedule

4.1 Under WP/03, the Meeting agreed with the timelines, activities, and responsibilities included in the Project Schedule. This included the identification of some tasks that can be mutually beneficial for GRIAA and CARAIO, and that can be executed within this Project. The original schedule was complemented with the actions/tasks discussed under Agenda Items 2 and 5. The schedule is presented at **Appendix B**. The following decision was agreed:

DECISION

CARAIO 1/2 CARAIO PROJECT SCHEDULE

That, in order to start the establishment of the CARAIO, CASSOS Member States and COCESNA Member States agreed on the CARAIO Project Schedule in Appendix B .

Agenda Item 5:

Training Support and In-kind Contributions

5.1 Under WP/07, the Meeting discussed the possibility of getting in-kind contributions and other support for the project execution from the United States NTSB and industry such as Airbus, Boeing, and Embraer.

5.2 The Meeting was informed that GRIAA received support from the Regional Aviation Safety Group – Panamerica (RASG-PA).

5.3 The NACC Regional Office RD mentioned the possibility of getting funding from the Turkish Cooperation Agency (TIKA) in Mexico for the establishment of the CARAIO.

5.4 The Meeting agreed to contact other organizations to seek training support for the activities regarding the establishment of the CARAIO such as: Aeronautical Accidents Investigation and Prevention Center (CENIPA), Brazil; *Bureau d'Enquêtes et d'Analyses* (BEA), France; Singapore Aviation Academy (SAA), Singapore; and *Instituto Centroamericano de Capacitación Aeronáutica* (ICCAE), COCESNA.

5.5 The Secretariat also mentioned the possibility of the development of an AIG course by the *Centro Internacional de Instrucción de Aeropuertos y Servicios Auxiliares "Ing. Roberto Kobeh González"*, (CIIASA) (TRAINAIR PLUS) Center of Excellence, in Mexico City, Mexico, with the participation of other stakeholders such as: *Dirección General de Aeronáutica Civil* (DGAC) of Mexico, *Colegio de Pilotos Aviadores de Mexico* (CPAM), etc.

5.6 In this regard the following conclusion was formulated:

CONCLUSION

CARAIO 1/3 TRAINING SUPPORT AND IN KIND CONTRIBUTION FOR CARAIO

That in order to support the development of the CARAIO ICAO, CASSOS, and COCESNA contact AIG-related entities for support (including NTSB, CENIPA, BEA, and SAA).

Agenda Item 6:

Draft Terms of Reference (ToRs) for AIG – RAIO Expert

6.1 Under WP/06, the Meeting discussed and amended the ToRs for contracting an AIG SME to support CARAIO's implementation according to Phase 1 - *Planning* of the Project. See **Appendix C**. The Meeting agreed on the following decision:

DECISION

CARAIO 1/4 APPROVAL OF TORS FOR AIG RAIO EXPERT

That, in order to proceed with the hiring of the AIG SME for CARAIO, the ToRs included in Appendix C are approved in principle.

6.2 The Meeting agreed that the Secretariat will coordinate with the ICAO Technical Cooperation Bureau (TCB) the recruitment of the SME.

Agenda Item 7:

Other Business

7.1 Under WP/04, the Secretariat informed the Meeting on the ICAO activities to promote the collaboration and agreement on regional solutions, such as the RAIO, as a cost-effective and sustainable solution for resolving AIG issues and achieving safety improvements.

7.2 The Secretariat also informed the Meeting that ICAO is organizing the Forum on Regional Safety Oversight Organizations (RSOOs) for Global Aviation Safety in Mbabane, Swaziland, from 22 to 24 March 2017, with the objective of addressing the sustainability and effectiveness of RSOOs. CASSOS and COCESNA confirmed their participation in the Forum.

7.3 Additionally, CASSOS and COCESNA agreed to present a joint working paper on CARAIO/GRIAA issues at the Seventh Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/07).

APPENDIX A

LIST OF PARTICIPANTS

Name / Position	Administration / Organization	Telephone / E-mail
CASSOS		
Christopher Kirkcaldy Chairman, CASSOS AIG Standing Committee	CASSOS	Tel. +1592-225-6822 E-mail ckirkcaldy@gcaa-gy.org
Cleonie Samuels Office Manager	CASSOS	Tel. +876 960 4364 E-mail adminofficer@cassos.org; cleo.samuels@gmail.com
COCESNA		
Manuel Cáceres Díaz Director	COCESNA/ACSA	Tel. +506 2435 7680 Ext 6101 E-mail manuel.caceres@cocesna.org
Shaun Young Coordinator GRIAA	COCESNA/ACSA	Tel. +506 2435 7680 E-mail shaun.young@cocesna.org
ICAO		
Melvin Cintron Regional Director	North American, Central American and Caribbean (NACC) Office	Tel. + 52 55 5250 3211 E-mail mcintron@icao.int
Marcus Costa Chief AIG Section	ICAO Headquarters	Tel. +1 514 954-8160 E-mail MCosta@icao.int
Julio Siu Deputy Regional Director	North American, Central American and Caribbean (NACC) Office	Tel. + 52 55 5250 3211 E-mail jsiu@icao.int
Eduardo Chacín Regional Officer, Flight Safety	North American, Central American and Caribbean (NACC) Office	Tel. + 52 55 5250 3211 E-mail echacin@icao.int
Gilbert Ordoñez Regional Officer, Flight Safety/2	North American, Central American and Caribbean (NACC) Office	Tel. + 52 55 5250 3211 E-mail gordonez2@icao.int

APPENDIX B

ID	Task Name	Start	Finish	Resource Names	Text1	November	January	March	May	July	September	November	January	March	May	July	September
						0/10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/01/02/03/04/05/06/07/08/09/10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31											
1	Kick-off Meeting	Tue 21/02/17	Wed 22/02/17	CASSOS,NACC,1 HQICAO NACC													
2	Update of ToRs of CASSOS AIG Standing Committee based on ICAO guidance	Thu 23/02/17	Fri 31/03/17	CASSOS	CASSOS actions for CARAIO establishment												
3	Update of CASSOS AIG Protocol following ICAO guidance and integrate it into AIG Manual	Thu 23/02/17	Fri 31/03/17	CASSOS	CASSOS actions for CARAIO establishment												
4	Inform of CASSOS pool of Investigators - including current training status and areas of expertise	Thu 23/02/17	Fri 31/03/17	CASSOS	CASSOS actions for CARAIO establishment												
5	Resulting from CASSOS deliberations- inform ICAO on new actions to be included or change to existing CARAIO Action Plan	Thu 23/02/17	Wed 19/04/17	CASSOS	CASSOS actions for CARAIO establishment												
6	ACSA will share their AIG Manual to CASSOS for CARAIO documentation development	Thu 23/02/17	Fri 31/03/17	COCESNA/ACSA	CASSOS actions for CARAIO establishment												
7	Contact other organizations to seek training support for CARAIO establishment	Thu 23/02/17	Fri 29/12/17	CASSOS,NACC,COCI	In kind support and other contributions												
8	Development of AIG course by CIASA for CARAIO	Thu 23/02/17	Fri 29/12/17	NACC	In kind support and other contributions												
9	ToR of Subject Matter Expert (Feasibility study, training plan and support for workshop)	Thu 23/02/17	Wed 08/03/17	NACC,HQ													
10	Data gathering for CASSOS AIG Committee/CASSOS	Thu 09/03/17	Wed 19/04/17	CASSOS	in house work by CASSOS/NACC												
11	SME contracting period	Thu 09/03/17	Tue 11/04/17	NACC													
12	SME work- part 1 (feasibility analysis, training plan)	Wed 12/04/17	Wed 03/05/17		ICAO NACC												
13	2th Meeting CARAIO	Mon 15/05/17	Fri 19/05/17														
14	3 days workshop - supported by SME	Mon 15/05/17	Wed 17/05/17	CASSOS,NACC,NTSE	CASSOS Facilities: Kingston												
15	2 days CARAIO meeting	Thu 18/05/17	Fri 19/05/17	CASSOS,NACC,HQ	CASSOS Facilities: Kingston												
16	21th CASSOS Board of Director Meeting- CARAIO presentation- results	Mon 15/05/17	Mon 15/05/17	CASSOS,NACC	TBD- approval of activities												
17	Documentation review and updates- development	Tue 16/05/17	Fri 04/08/17	CASSOS,NACC	in house work by CASSOS/NACC												
18	3th CARAIO Meeting/ AIG Workshop	Mon 07/08/17	Fri 11/08/17	CASSOS,NACC,NTSE	NACC facilities												
19	Presentation of Working Paper on CARAIO/GRIAA matters for NACC/DCA/7 Meeting	Thu 23/02/17	Thu 17/08/17	CASSOS,COCESNA/													
20	4th CARAIO Meeting/workshop- II phase formulation	Mon 13/11/17	Fri 17/11/17	CASSOS,NACC,NTSE	CASSOS Facilities: Kingston												
21	22th CASSOS Board of Director Meeting- CARAIO presentation- Phase II proposal	Wed 22/11/17	Wed 22/11/17	CASSOS,NACC	TBD- approval of Phase II activities and seek funds												
22	Inclusion of transition Phase for CARAIO and GRIAA AIG independence	Thu 23/02/17	Fri 29/12/17	CASSOS,COCESNA/													
23	CARAIO establishment agreement to be registered in ICAO as per Art. 83 of Chicago convention	Thu 23/02/17	Fri 29/12/17	CASSOS													

APPENDIX C**DRAFT TERMS OF REFERENCE (TORs) FOR CARAIO AIG EXPERT**

Title: AIG Subject Matter Expert

Duration: 6 months

Qualification Requirements:

1. University degree in aeronautical engineering or equivalent qualification. Recognized professional qualifications gained over a period of at least 10 years of experience in aviation related fields, such as: operations, airworthiness, and quality systems.
2. Five years of experience at a supervisory level of governmental regulatory practices in accident investigations administration.
3. Formal training in aircraft accident investigation
4. Have served as IIC (Investigator in charge) of the management of the investigation of accidents and incidents.
5. Working knowledge of ICAO Standards and Recommended Practices (SARPs) and related documentation.
6. Fluent in the English language. Proven ability in preparing investigation reports and similar documents. Basic knowledge of Spanish is desirable.
7. Initiative, tact, sound judgment and ability to maintain harmonious relationships.

Competencies:

1. **Judgment/decision-making:** Proven ability to take ownership of all responsibilities and to honour commitments, to exercise mature judgment, to recognize key issues and analyse relevant information, to make feasible recommendations and to take sound decisions.
2. **Communication:** Ability to write clearly and concisely and to present articulate verbal reports.
3. **Teamwork:** Ability to work with colleagues to achieve the project goals and maintain harmonious working relationships in a multinational environment.
4. **Client Orientation:** Ability to establish and maintain partnerships with external collaborators, to work and advocate effectively in a consensus-based system and to successfully manage and resolve conflict.
5. **Technological awareness:** Ability to use contemporary office automation equipment, software, databases.

Deliverables:

Perform the feasibility analysis for the establishment of CARAIO, which includes:

- a) perform an AIG gap analysis, including the manpower requirements, in the CASSOS States in accordance with ICAO AIG SARPs and Guidance Material;
- b) review and identify national procedures regarding its compliance with ICAO AIG related SARPs and guidelines;
- c) review and identify updates on AIG documentation for implementation of CARAIO; and
- d) review the draft memorandum of agreement for the establishment of CARAIO.

Duration: Four (4) weeks

Training needs

- a) Assess the training needs of the AIG qualified Investigators in CASSOS Members States; and
- b) identify training programmes necessary for CARAIO Investigators.

Duration: One (1) week

Presentation of deliverables in the first RAIO Workshop

Present the above results at the CARAIO/GRIAA AIG workshop.

Duration: Five (5) days



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

Second Meeting of Caribbean Regional Accident and Incident Investigation Organization (RAIOC)

Summary of Discussions

Georgetown, Guyana, 26 to 30 June 2017

Second Meeting of Caribbean Regional Accident and Incident Investigation Organization (RAIOC)

Summary of Discussions

Date	26 to 30 June 2017
Location	Guyana Civil Aviation Authority Head Office, Georgetown, Guyana
Meeting Opening	<p>The Meeting was attended by 9 participants from Guyana, the Caribbean Aviation Safety and Security Oversight System (CASSOS), <i>Corporacion Centroamericana de Servicios de Navegacion Area/Agencia Centroamericana de Seguridad Aérea</i> (COCESNA/ACSA), Eastern Caribbean Civil Aviation Authority (ECCAA), and ICAO SAM and NACC Regional Offices as shown in Appendix A. Suriname sent excuses for not attending the Meeting.</p> <p>Mr. Egbert Field, Director General, Guyana Civil Aviation Authority, welcomed the participants and highlighted the relevance of continuing the works for the establishment of Caribbean RAIO (RAIOC).</p> <p>Mr. Eduardo Chacin, Regional Officer, Flight Safety, ICAO NACC Regional Office, served as Secretary of the Meeting.</p>
Discussion Items	
Agenda Item 1:	<p>Approval of the Provisional Agenda and Work Schedule</p> <p>1.1 The Meeting adopted the agenda and approved the working schedule presented in the invitation letter. The documentation for the Meeting is available at the following website: https://www.icao.int/NACC/Pages/meetings-2017-RAIOC2.aspx</p>
Agenda Item 2:	<p>Review of the Summary of Discussions of the First Meeting for the Establishment of Caribbean Regional Accident and Incident Investigation Organization (RAIOC)</p> <p>2.1 The Meeting reviewed the Summary of Discussions of the First Meeting for the Establishment of Caribbean Regional Accident and Incident Organization (RAIOC). The matters discussed were the following:</p> <ol style="list-style-type: none">1. It was noted that Guyana and Suriname as SAM States are part of the Accident Investigation and Prevention (AIG) Regional Cooperation Mechanism (ARCM) of South America, and also that CASSOS participates as observer in the ARCM.2. The Meeting was informed by the Secretariat that the RAIOC was not only for CASSOS Member States, but also for other CAR States as required.

3. Regarding paragraph 2.8 of the Summary of Discussions, it was agreed that the the CASSOS AIG group needs to have a collective AIG training plan.
4. Regarding paragraph 2.9 of the Summary of Discussions, the Memorandum of Agreement (MoA) of RAIOC was drafted and sent to the CASSOS Board of Directors for comments. The Meeting noted that ECCAA sent a legal comment on the Agreement and Guyana’s comments were pending. See **Appendix B** to this Summary of Discussion.

Agenda Item 3:**Project Description – Phase I**

3.1 ICAO NACC Regional Office delivered a presentation about the tasks and activities for the establishment of RAIOC as agreed in the first Meeting. The presentation was divided in the following areas: Legislation, Regulations and Procedures, Human Resources, Material Resources, and Support Services. The Meeting agreed on the required steps for the establishment of RAIOC as presented. See **Appendix C** of this Summary of Discussion.

3.2 The Meeting reviewed the draft document for the Establishment of a Regional Aircraft Accident Investigation Authority (White Paper) that was presented to the Caribbean Community - Council for Trade and Economic Development (CARICOM-COTED). The Meeting agreed that the CASSOS AIG Standing Committee would consider whether it would be necessary to rewrite this “White Paper” to reflect the needs of the RAIOC, and then to determine whether the document would need to be resubmitted to CASSOS Board of Directors for approval.

3.3 ICAO NACC Regional Office briefed the Meeting about the status of CASSOS, which contains 12 States in CAR and SAM Regions, and its current average of the Universal Safety Oversight Audit Programme (USOAP) score is 53.57% Effective Implementation (EI), which is below the world average of 63.76%. The Meeting reviewed the AIG Protocol Questions (PQs) of CASSOS States, and acknowledged that the current AIG EI is 46.84%, being the Critical Element (CE) 4 EI 35.24%, which are below the global target of 60% EI, as suggested by the Global Aviation Safety Plan (GASP).

3.4 The Meeting was aware that this low score may negatively affect the establishment of RAIOC. Therefore, the Meeting acknowledged that CASSOS Member States need to streamline the works in these identified areas of opportunity by getting technical assistance from the ICAO NACC Regional Office under the No Country Left Behind (NCLB) initiative, and in a later stage from RAIOC, once it is established and functioning.

3.5 The Meeting agreed that the lack of AIG harmonized regulations by CASSOS Member States would complicate the work to be done by the Subject Matter Expert (SME) to be contracted under the project. The Meeting agreed that the next step for the CASSOS AIG Standing Committee is to work collectively with the CASSOS Legal Standing Committee to achieve harmonization among CASSOS Member States of their AIG regulations. The Meeting also agreed that Haiti needs assistance for improving its AIG regulations and associated documentation.

3.6 The ICAO NACC Regional Office highlighted that the role of RAIOC and its scope of activity is similar to any AIG organization of a State, i.e. to investigate accidents for enhancing safety in a non-punitive environment, and that in order to do that properly, it would be necessary to protect safety information and informants.

3.7 In regard to the non-punitive aspect, Guyana shared with the Meeting that in its AIG regulations, it is stated that the accident investigator was not compellable to participate in court to provide evidence in a case where punitive action was being taken. The Meeting proposed that CASSOS Member States must embrace this concept.

3.8 In respect to the legal aspect, the Meeting was informed that for Barbados, the signing of documents regarding legislation was done at the Ministerial level and that the Barbados Civil Aviation Department (BCAD) is not an independent body in the structure of the government.

3.9 The Meeting agreed that the CASSOS AIG Standing Committee needs to be aware of the process for signing of documents regarding any change in legislation for each CASSOS Member State, in order to consider the necessary period of time for implementing any change on this matter.

3.10 The Meeting noted that the approval of the amended AIG regulations for Guyana is still pending with the Minister of Public Infrastructure. Mrs. Paula McAdam, AIG representative of Guyana, was asked to approach the Director General of Civil Aviation Authority on that specific matter so that he could speed up the approval process.

3.11 Regarding training aspects the Meeting discussed the following:

1. The Meeting agreed that the information regarding investigation and training should be included in the RAIOC AIG Organizational and Procedures Manual
2. The Meeting reviewed the ICAO Training Guidelines for Aircraft Accident Investigation
3. The Meeting acknowledged that Aviation Medical Examiners should be exposed to the Specialized Human Factors Course for Aircraft Accident Investigation

4. The Meeting agreed that the RAIOC would need additional experts/man power to tackle the numerous activities as needed
5. The Meeting acknowledged that the Safety Data Collection and Processing System (SDCPS) was related to the European Coordination Centre for Accident and Incident Reporting Systems (ECCAIRS) system. Therefore, the Meeting agreed that there was a need for training on ECCAIRS, and also for having a regional instructor on this system

3.12 Regarding the AIG documentation, the Meeting agreed that the AIG Manuals for Barbados, Guyana, Jamaica, Suriname and ECCAA need to be updated to reflect the role of RAIOC. It was noted that Haiti does not have an AIG Manual.

3.13 The Meeting reviewed the CASSOS Aircraft Accident Investigation Manual, and it was noted that biohazard kits were to be included in the list of items for the “go kits”. The Meeting agreed that the protocol for deployment of CASSOS AIG Team in case of a major accident must be reviewed by the CASSOS AIG Standing Committee.

3.14 The Meeting agreed that the RAIOC needed an AIG Organizational and Procedures Manual due to its unique role. Therefore, the Manual needs to be developed and then reviewed from a legal perspective. COCESNA/ACSA provided its Manual as a model. The Meeting discussed and decided that the RAIOC Agreement should not be included in the above mentioned Manual.

3.15 In regard to the information related to the number of accident investigators in CASSOS Member States, the Meeting agreed that the CASSOS States Implementation Status document must include a column for this information (See **Appendix D**). The Meeting also reviewed and discussed the Guyana AIG Manual- *Staffing Needs methodology*, and considered it very useful for the calculation, and encouraged its use by CASSOS Member States.

Agenda Item 4:

Review of RAIOC Project Schedule

4.1 The Meeting noted that funds granted by ICAO were for Phase 1 of the RAIOC Project, and that successful completion of this Phase was necessary for getting funding to continue with Phase 2. The Meeting was clear on the scope of Phase 1 of the RAIOC Project, and concurred with the need of a feasibility study.

4.2 The Meeting reviewed the updated version of the RAIOC Project Phase 1 Plan, and agreed on the changes made, as presented in **Appendix E**.

Agenda Item 5:

Feasibility Study for the establishment of the RAIOC

5.1 As part of this Agenda Item, the Meeting discussed the difference between a pre-feasibility study, a feasibility study and a business case.

5.2 The Meeting learned that a feasibility study is an analysis of the viability of an idea and focuses on helping answer the essential question of "*Should we proceed with the proposed project idea?*"; and that all activities of the study are directed toward helping answer this question, based on the two criteria to judge feasibility such as cost required and value to be attained. It must therefore be conducted with an objective, unbiased approach to provide information upon which decisions can be based.

5.3 The Meeting considered that there is not expertise in the group to conduct a pre-feasibility and a feasibility study; therefore, the Meeting emphasized that the SME to be contracted must have the required expertise in order to conduct the feasibility study as established in Phase 1 of the RAIOC Project.

5.4 The Meeting reviewed the Terms of Reference (TORs) and the role of the RAIOC Project AIG SME and concurred with them.

Agenda Item 6:

Other Business

6.1 The ICAO SAM Regional Office briefed the Meeting on the planned ICAO SAM AIG training. It will be available online, and will consist of three phases:

1. Phase 1, one week course to commence in October 2017
2. Phase 2, two-week course to follow and be completed by the end of 2017
3. Phase 3 would be done in 2018

6.2 The course will be available in English, French, Spanish and Portuguese. This was acceptable for CASSOS Member States interested in participating in the course, and it was suggested to indicate about this to CENIPA Brazil through a letter.

6.3 The Meeting also viewed a presentation on the SAM AIG Regional Cooperation Mechanism of South America (ARCM) done by ICAO SAM Regional Office, that included its achievements.

6.4 The ICAO SAM Regional Office invited all participants to the “Safety week” to be held in Buenos Aires, Argentina, from 6 to 9 September 2017, that will include fundamental activities of accident investigation and accidents investigation. The ICAO NACC Regional Office will inform the AIG representatives of the NAM/CAR Regions accordingly.

6.5 COCESNA delivered a presentation about the latest developments of Regional Aviation Accident Investigation Group (GRIAA).

6.6 The Meeting agreed that the date for the Third Meeting of the Caribbean Regional Accident and Incident Investigation Organization (RAIOC) would be from 7 to 11 August 2017, in Georgetown, Guyana, hosted by the CAA of Guyana.

6.7 Appreciation was extended to those who provided presentations at the Meeting and to everyone present for the role that they played in making the meeting a success, with special recognition to Mrs. Cleonie Sammuels, Office Manager, CASSOS. The CASSOS AIG Standing Committee appreciated ICAO’s assistance and acknowledged the need for ICAO expertise to guide the works of the Group.

— — — — —

APPENDIX A

— 1 —

LIST OF PARTICIPANTS

Name / Position	Administration / Organization	Telephone / E-mail
Barbados		
Carlisle Simmons AIG Inspector	Barbados Civil Aviation Department	Tel. +246 535 0008 E-mail civilav@caribsurf.com; 40simmz@gmail.com
Guyana		
Christopher Kirkcaldy Director Air Safety Regulations (ag)	Guyana Civil Aviation Authority	Tel. +592-608-32211 E-mail ckirkcaldy@gcaa-gy.org
Paula McAdam AIG Representative	Guyana Civil Aviation Authority	Tel. +592-608-32211 E-mail pmcadam@gcaa-gy.org
Xaviera Henry Assistant	Guyana Civil Aviation Authority	Tel. +592-608-32211 E-mail dasr@gcaa-gy.org
CASSOS		
Cleonie Samuels Office Manager	Caribbean Aviation Safety and Security Oversight System (CASSOS)	Tel. +876 960 4364 E-mail adminofficer@cassos.org; cleo.samuels@gmail.com
COCESNA		
Shaun Young GRIAA Coordinator	Corporacion Centroamericana de Servicios de Navegacion Area/Agencia Centroamericana de Seguridad Aérea (COCESNA/ACSA)	Tel. +506 7098 2863 E-mail shaun.young@cocesna.org
ECCAA		
Richard Anthony Lindsay Airworthiness Inspector	Eastern Caribbean Civil Aviation Authority (ECCAA)	Tel. +1 268 462 0907 E-mail rlindsay@eccaa.aero
ICAO		
Eduardo Chacin Regional Officer, Flight Safety	ICAO NACC Regional Office	Tel. + 52 55 5250 3211 E-mail echacin@icao.int
Alexandre Prado AIG Specialist	ICAO SAM Regional Office	Tel. +511 611 8686 E-mail aprado@icao.int

APPENDIX B

DRAFT AGREEMENT BETWEEN THE CASSOS GROUP OF STATES FOR THE ESTABLISHMENT AND MANAGEMENT OF A REGIONAL ACCIDENT AND INCIDENT INVESTIGATION ORGANIZATION

Preamble

The parties to this agreement are Jamaica/ Trinidad and Tobago/ OECS/ Suriname/ Guyana/ Barbados and Haiti.

Whereas the International Civil Aviation Organization (ICAO) is the international body created by the Convention on International Civil Aviation of 1944 (the Chicago Convention) having as its main objectives the safe and orderly development of the international civil aviation, the implementation and adoption of the principles and provisions of the Chicago Convention, including Standards and Recommended Practices concerning accident and incident investigation and any other matters connected with the safety and efficiency of air navigation;

Whereas Article 26 of the Convention provides that a State in which an accident to an aircraft occurs within the terms of the Article “will institute an inquiry into circumstances of the accident in accordance, so far as its laws permit, with the procedure which may be recommended by the International Civil Aviation Organization”;

Whereas Annex 13 to the Convention specifies Standard and Recommended Practices (SARPs) for the conduct of aircraft accident and incident investigations on the part of the States to meet their obligations under the order of Article 26 of the Convention;

Recognizing that ICAO USOAP audits and other ICAO missions have shown that many Contracting States have not established and/or managed effective accident and incident investigation organizations, primarily because sufficient resources have not been allocated meet States’ obligations under the Convention and Annex 13 to the Convention;

Taking into account the recommendations of the Accident Investigation and Prevention (AIG) Divisional Meeting (2008) (AIG/08) held in Montreal, Canada from 13 to 18 October 2008, and in particular Recommendation 6/3 a), urging Contracting States to conduct safety investigations pursuant to Article 26 of the Chicago Convention and Annex 13 when an accident occurs in the territory, and to obtain regional support if required capabilities or resources are not available;

Taking into account Recommendations 6/1 of AIG/08 that proposed amendments to Chapter 5 of Annex 13 that would make it possible for the State of Occurrence to delegate the whole or any part of the conducting of an investigation to a regional accident and incident investigation organization by mutual agreement and consent;

Recalling Recommendations 4/5 of the Special AFI RAN meeting held in Durban, South Africa, from 24 to 29 November 2008, on the establishment of Regional and Accident Investigation Organizations alongside the development and establishment of Regional Safety Oversight Organizations, thus enabling States to meet their international obligations in the area of accident investigation by joining forces and sharing resources that they may otherwise fail to obtain;

Therefore, the States of Jamaica/ Trinidad and Tobago/ OECS/ Suriname/ Guyana/ Barbados and Haiti

HAVE AGREED AS FOLLOWS:

ARTICLE 1

Definitions

In this agreement unless the context otherwise requires:

“Accident” means an occurrence associated with the operation of an aircraft as defined in the current edition of ICAO Annex 13—*Aircraft Accident and Incident Investigation*.

“Agreement” means this Agreement and any Appendix, Annex or Amendment hereto.

“Board” means the Board established under Article 8 of this Agreement, which is an advisory body to the Chairman.

“Chairman” means the chief spokesman for the RAIO and the principal liaison between the Board and the Member States.

“Chicago Convention” means the Convention on International Civil Aviation signed in Chicago on the 7th day of December 1944.

“GASP” means the ICAO Global Aviation Safety Plan.

“GASR” means Global Aviation Safety Roadmap developed by the Industry Safety Strategy Group and agreed to by the ICAO Council on 15 June 2006.

“ICAO” means the International Civil Aviation Organization.

“Incident” means an occurrence, other than an accident associated with the operation of an aircraft, as defined in the current edition of ICAO Annex 13—*Aircraft Accident and Incident Investigation*.

“Investigation” means a process conducted for the purpose of accident prevention which includes the gathering and analysis of information, the drawing of conclusions, including the determination of causes and/or contributing factors and, when appropriate, the making of safety recommendations.

“Investigation team” means a group of aircraft accident and incident investigators who are on call for immediate assignment to investigate an accident or incident.

“Investigator-in-charge” means a person charged, on the basis of his or her qualifications, with the responsibility for the organization, conduct and control an investigation.

“Member State” means RAIO Member State that is party to this Agreement.

“Serious Incident” means an incident involving circumstances indicating that there was a high probability of an accident as defined in the current edition of ICAO Annex13—*Aircraft Accident and Incident Investigation*.

ARTICLE 2

Application of the Agreement

The Agreement will govern the Member States’ cooperation in the investigation of accidents and incidents.

ARTICLE 3

Establishment

The Member States hereby establish the RAIO as an independent accident and investigation organization reporting to the Member States.

ARTICLE 4

Objectives of the RAIO

The principal objectives of the RAIO will be to:

- a) ensure, in accordance with the ICAO Global Aviation Safety Plan, the establishment of an adequately funded, professionally trained, independent and impartial aircraft accident and incident investigation body within CARICOM;
- b) enhance cooperation and collaboration among the Member States, with respect to the investigation of aircraft accidents and incidents;
- c) enhance cooperation within the RAIO and internationally, with respect to the sharing of information on aircraft and incidents;

- d) ensure that all aircraft accidents and incidents occurring in Member States are investigated in strict compliance with the provisions of ICAO Annex 13—*Aircraft Accident and Incident Investigation*, taking into account other ICAO documents pertaining to accident/incident investigation, particularly Doc 9756, Manual of Aircraft Accidents and Incidents;
- e) ensure the independence of all investigations into aircraft accidents and incidents that are carried out by Member States, from the political or other inference or pressure;
- f) ensure the provision of adequate resources, including funding and qualified personnel, for the carrying out of all investigations;
- g) promote, by all Member States, the use of common set of regulations compliant with the provisions of Annex 13—*Aircraft Accident and Incident Investigation*, including regulations for the protection of safety data collection and processing systems (SDCPS) as set forth in Attachment E to Annex 13;
- h) promote, by all Member States, the use of common guidance material, investigator manuals and handbooks;
- i) Promote the use of best accident prevention practices; and
- j) enhance the qualifications and experience of accident investigators in all Member States.

ARTICLE 5

Functions of the RAIO

The functions of RAIO will be to:

- a) strengthen cooperation and collaboration between Member States with respect to the investigation of aircraft accidents and serious incidents;
- b) develop a common set of regulations in the area of accident and incident investigation compliant with the provisions of Annex 13—*Aircraft Accident and Incident Investigation* and taking into account the delegation of conduct of an investigation to the RAIO, by any one of the Member States;
- c) develop common guidance material and investigator handbook, manuals and checklists for use in the investigation of accidents and incidents that occur in all Member States;
- d) develop and implement procedures for the sharing of information on accidents and incidents within the RAIO and internationally, ensuring that all that data system is compatible with the ICAO ADREP system;

- e) develop and implement procedures aimed at facilitating relations between investigation teams and local authorities in States of Occurrence within RAIO, to enable the unimpeded investigation of accidents and incidents;
- f) coordinate accident and incident investigation activities among the Member States;
- g) support the accident and incident prevention efforts of Member States;
- h) monitor the accident and incident investigation activities of the Member States to ensure that they are in line with the ICAO objectives and plans;
- i) monitor and provide input to the formulation of ICAO SARPs in the area of accident and Incident investigation;
- j) Establish appropriately equipped and trained accident and incident investigation teams;
- k) conduct either the whole or any part of an investigation into an aircraft accident or incident upon delegation by a State of Occurrence in the RAIO, by mutual arrangement and consent between State of Occurrence and RAIO;
- l) mobilize and solicit technical and financial resources from external sources for the purpose of investigating accidents and incidents;
- m) provide technical and on-the-job training for accident and incident investigators; and
- n) perform any other function that may be necessary for the proper investigation of accidents and incidents under this agreement.

ARTICLE 6

Organizational Structure of the RAIO

The RAIO will consist of:

- a) the Chairman;
- b) the Board;
- c) the Head/Chief Investigator; and
- d) a Training and Administrative Coordinator.

ARTICLE 7
The Chairman

1. The Chairman will be appointed by Member States preferably for a period of three years on such terms and conditions as the Member States may determine, including possible reappointments for additional terms of three years.

2. The Chairman will preferably have a minimum of five years' experience as an aircraft accident investigator and experience as an investigator-in-charge (IIC).

3. Subject to the policy directions of the Member States, the Chairman will carry out the following functions:

- a) convene the meetings of the Board;
- b) supervise and coordinate the work of his/her Office with respect to the development of common accident and incident investigation regulations for the adoption and use by the Member States;
- c) supervise and coordinate the work of his/her Office with respect to the development of common guidance material, investigator handbooks and manuals and checklists for use in investigations in Member States;
- d) coordinate with Member States the deployment of the Board's investigation teams for the purpose of carrying out investigations into aircraft accidents and incidents, upon delegation by the State of Occurrence;
- e) supervise and coordinate the establishment and maintenance of a database of aircraft accidents and incidents compatible with the ICAO ADREP system;
- f) supervise and coordinate the establishment and maintenance of a list of aircraft accident investigators available as members of the Board's investigation teams;
- g) supervise the development and implementation of a training programme for accident and incident investigators;
- h) supervise the exchange and sharing of information with Member States and relevant agencies on accidents and incidents;
- i) supervise the development of staff regulations, rules and procedures and undertake the general management of the Office of the Chairman.
- j) manage the delivery of technical support to Member States in the area of accident and incident investigation;

- k) prepare an annual programme of activities and budget for the RAIO and implement the approved programme, once approved by Member States;
 - l) prepare an annual report of activities of the RAIO, including the conduct of accident and incident investigations and status of reports and safety recommendations issued;
 - m) service meetings of the Board and provide support to the Board;
 - n) assess and approve applications by third States outside of the RAIO seeking assistance from the RAIO; and
 - o) perform any other duty assigned by the Member States.
4. The Chairman will be the chief spokesperson of the RAIO and the principal liaison between the Member States and the RAIO.
5. The Chairman will be responsible to the Member States.

ARTICLE 8

Establishment, Composition and Functions of the Board

1. The Board or similar body will act as an advisory body to the Chairman.
2. The Board will consist of the following members:
- a) the Chairman; and
 - b) one Board member from each of the RAIO Member States.
3. Members of the Board, other than the Chairman, will be nominated by each of the Member States.
4. Members of the Board, other than the Chairman, will:
- b) have preferably a minimum of five years' experience in a technical position in the aviation industry; and
 - c) have been appointed as an investigator or investigator-in-charge in their respective Member States.

5. The Chairman will preside at all meetings of the Board and in his/her absence, he/she will delegate one of the members of the Board to preside over a meeting on his/her behalf.
6. If a member of the Board is unable to attend a meeting of the Board, that member may designate a representative to attend the meeting.
7. The designated representative will, for the purpose of that meeting, have all powers, duties and responsibilities of the member of the Board for whom that person is action.
8. The functions of the Board will be to advise on the performance and affairs of the RAIO and to give general directions on the implementation and achievement of the objectives and functions of the RAIO.
9. Without limiting the generality of Paragraph 8 of this Article the Board will:
 - a) review reports submitted to it by investigators-in-charge of the investigation of an aircraft accident or incident, prior to their submission to the State of Occurrence of the accident/incident;
 - b) consider all other reports submitted to it by the Chairman for review;
 - c) review safety recommendations resulting from the investigation of accidents and incidents and ensure their implementation by all Member States concerned or determine why implementation did not take place;
 - d) review accident and incident investigation regulations drafted by the Office of the Chairman prior to their approval and adoption for use by the Member States;
 - e) review accident and incident investigation guidance material and procedures drafted by the Office of the Chairman for use by the Member States and the Board;
 - f) recommend to the Member States a suitable candidate to be appointed as the Chairman and review the qualifications and suitability of staff to be appointed by the Chairman and review their performance;
 - g) review the annual programme of activities and budget estimates for the RAIO for submission to the Member States for approval;
 - h) review the annual report of the RAIO for submission to the Member States; and
 - i) exercise such other powers and perform such other functions as may be conferred on it by the Member States necessary for the proper implementation of this Agreement.

ARTICLE 9
Meetings of the Board

1. The Board will meet at least once in every six calendar months and may hold extraordinary meetings as and when necessary, particularly to review and adopt accident and incident investigation reports and safety recommendations.
2. Meetings of the Board will be held at the Office of the Chairman or such other place as the Chairman may decide.
3. The quorum for any meeting of the Board will be a simple majority of the members of the Board.
4. Decisions of the Board will be by a simple majority vote by the members present and voting.
5. Subject to this Article, the Board will determine its own rules of procedure including the convening of meetings and for the conduct of business at the meetings and the recording of its decisions and minutes.

ARTICLE 10
Office of the Chairman

1. The Headquarters of the RAIO will be the Office of the Chairman which will be located in such Member State as the Member States may determine.
2. The Office of the Chairman will consist of the Chairman and any other staff as may be determined by the Board as being required to assist the Chairman in his/her functions.
3. All staff will be appointed by the Chairman on the terms and conditions proposed by the Board.
4. In the appointment of professional staff, consideration will first be given to suitably qualified and experienced candidates from the Member States prior to consideration being given to any other candidates.

ARTICLE 11
Relationship between the RAIO and the Member States

1. The RAIO will at the end of each financial year prepare an annual report on the performance of its functions during that year for submission to the Member States.

2. Member States may give policy directions of a general nature to the RAIO in respect of the performance of the functions of the RAIO provided that such directions are consistent with the provisions of this Agreement.

ARTICLE 12

Role of Member States

Member States will:

- a) implement safety recommendations received resulting from the investigation of accidents and incidents or state the reasons why such safety recommendations were not implemented;
- b) promulgate common regulations developed by the RAIO in the area of accident and incident investigation that are compliant with the provisions of ICAO Annex 13 — *Aircraft Accident and Incident Investigation*;
- c) participate in activities of the RAIO with the aim of assisting other Member States in the area of accident and incident investigation; and
- d) adopt and support measures and programmes for the training of accident and incident investigators and other technical staff in the RAIO.

ARTICLE 13

Financial Provisions of the RAIO

The funds of the RAIO will consist of the following:

- a) contributions of the governments of Member States that cover the annual financial needs of the RAIO, as well as contingency emergency funds to cover the investigations that involve extraordinary costs;
- b) donations, grants or loans from sources approved by the Member States;
- c) revenue derived from the activities of the RAIO, to include conduct of investigations, training, consultancies and other services performed; and
- d) any other sources as may be approved by the Member States

ARTICLE 14
Privileges and Immunities

1. Member States will grant RAIO the privileges and immunities necessary for the fulfilment of its objectives and the exercise of its functions.
2. In addition to the privileges and immunities to be accorded to RAIO, the RAIO will enter into a complementary agreement relating to the privileges and immunities to be accorded to the RAIO by the Member State in which the Office of the Chairman will be located.

ARTICLE 15
Settlement of Dispute

In the event of a dispute between a Member State and the RAIO, the Member State concerned and/or the RAIO will first seek solution by means of negotiation and conciliation before raising the issue with all Member States.

ARTICLE 16
Arbitration

Where a Member State and/or the RAIO fail to resolve a dispute the decision of the Member States will be binding.

ARTICLE 17
Entry into Force, Duration and Withdrawal

1. This Agreement will enter into force immediately upon signature by a simple majority of Ministers responsible for accident and incident investigation within the Member States. Thereafter, it will come into force for other RAIO Member States which subsequently sign this Agreement.
2. Any Party that elects to withdraw from the Agreement will forward a formal notification of the intent to withdraw to the Chairman of RAIO. The withdrawal will take effect one year after the date of the receipt by the Chairman. The withdrawal will be without prejudice to any obligation incurred by the withdrawing Party under this Agreement prior to such withdrawal. This Agreement will continue to be in force thereafter with respect to the other Parties.

ARTICLE 18

Accession

1. Any additional State, which wishes to become a party to this Agreement, may do so upon approval by Member States and upon Signature to the Agreement.
2. In cases of accession, this Agreement will enter into force for the party acceding, thirty days after the date of signature.

ARTICLE 19

Dissolution

1. The RAIO may be dissolved by the Member States.
2. On dissolution, the rights, assets and liabilities of the RAIO will revert to Member States.

ARTICLE 20

Amendment of the Agreement

1. This Agreement may be amended by the agreement of Member States.
2. Any Member State may submit proposals for the amendment of this Agreement.
3. Any proposals for amendment will be submitted in writing to the Chairman who will, within thirty (30) days of its receipt, communicate the proposed amendment to Member States.
4. Member States that wish to comment on the proposal will do so within ninety (90) days from the date of dispatch of the proposal by the Chairman.
5. After expiration of the period prescribed under paragraph 4 of this Article, the Chairman will convene the Board to consider the proposals and any comments thereon received from Member States. The recommendations of the Board will be submitted to the Member States.
6. Any amendment to this Agreement will be valid only when adopted by the Member States and will enter into force when signed by all Member States.

IN FAITH WHEREOF, the undersigned have appended their signatures here on this day of..... in the year two thousand and

<i>State</i>	<i>Name and title of Representative</i>	<i>Signature/date</i>
Jamaica		
Trinidad and Tobago		
OECS		
Suriname		
Guyana		
Barbados		
Haiti		

DRAFT



ICAO

SAFETY

NO COUNTRY LEFT BEHIND



CARAIO Tasks/Activities Ahead

Appendix C

Eduardo Chacin

*Regional Officer, Flight Safety
ICAO NACC Regional Office*

Second Meeting for the Establishment of CARAIO
Georgetown, Guyana, 26-30 June 2017





Legislation

Determine responsibilities that States would transfer to RAIO

Prepare proposal of MoU/MoC to present it to States

Signature of MoU/MoC and ICAO Registration



Regulations and procedures

Establishment of RAIO
organizational chart

Establishment of duties
and responsibilities of
Units/States/Represent
atives

Prepare a proposal of the
organization, including
duties and responsibilities
of the participants to be
approved



Regulations and procedures cont.

Gather all AIG regulations of the participant States

Review the gathered documents and prepare a proposal of a common AIG regulation

Review and agree with the national experts the proposal of a common regulation

Approve the proposed regulation by the participant States



Human Resources

Gather all procedures on accident investigations and operations of a RAIO

Analyze and complete the gathered documents as necessary to conduct an investigation by a RAIO and prepare a proposal of procedures

Review and agree on the proposal of necessary procedures for the RAIO functioning

Approval of procedures as applicable



Human Resources cont.

Develop a proposal on a training programme for accident investigators and any other specialized area

Agree on the training programme proposal with the experts

Approve the agreed programme as required



Material Resources

Prepare a list of accident investigators of the Region and their currency according the training programme

Determine the training needs and priorities

Establish and approve a training plan, as deemed necessary



Material Resources cont.

Establishment of the necessary resources for the appropriate functioning

Conduct a Gap analysis between the existing and required resources

Propose a procurement plan for equipment and materials

Provide necessary economic support and acquire equipment



Support Services

Determine the existence of support services within the area or outside

Determine the procedures to establish the necessary agreements with laboratories and other organizations for the functioning of the RAIO

Establish the necessary agreements



ICAO

SAFETY

NO COUNTRY LEFT BEHIND



Comments, questions...

Thank you!



APPENDIX E

PROJECT FOR THE ESTABLISHMENT OF RAIOC
PHASE I v2.3
2017

ID	Task Name	Start	Finish	Responsible	Status	Remarks ICAO	Remarks CASSOS
1	1 st Meeting, Mexico City, Mexico	21/02/17	22/02/17	ICAO	Completed		
2	Update of ToRs of CASSOS AIG Standing Committee RAIOC	23/02/17	11/08/17	CASSOS	On-going	Reference to NACC/DCA/6 Decision	
3	Update of MoA of RAIOC		11/08/17	CASSOS	On-going		<p>Comments provided by ECCAA Barbados gave interim approval Pending for comments from other States for approval by the board</p> <ul style="list-style-type: none"> The following CASSOS States need to appoint AIG working group members: Haiti, Jamaica and Barbados. Note: <ol style="list-style-type: none"> Suriname has ceded responsibility for the AIG to the Attorney General Guyana has established an AAIA with a qualified accident investigator in charge. <p>This item is not finalized as the RAIOC will have to fall under the umbrella of CARICOM. This body will have to be involved in any of the legal processes to finalize the RAIOC. MoA will be sent to CARICOM.</p>
4	Update of CASSOS AIG Protocol following ICAO guidance and integrate it into AIG Manual	23/02/17	11/08/17	CASSOS	On-going		The TORs will be applied to the RAIOC AIG Manual
5	Develop RAIOC AIG Organizational and Procedures Manual	30/06/17	11/08/17	CASSOS	Pending		Draft to be presented by 11/08/17. COCESNA/ACSA AIG Procedures Manual must be used as a guide

**PROJECT FOR THE ESTABLISHMENT OF RAIOC
PHASE I v2.3
2017**

ID	Task Name	Start	Finish	Responsible	Status	Remarks ICAO	Remarks CASSOS
6	Inform of CASSOS pool of accident investigators including current training status and areas of expertise	23/02/17	31/03/17	CASSOS	On-going		This was forwarded to Officer Manager for transmission to Deputy Director ICAO NACC RO. Needs to be updated (30/06/17)
7	Resulting from CASSOS deliberations, inform ICAO on new actions to be included or change to existing RAIOC Action Plan	23/02/17	19/04/17	CASSOS	Completed		None
8	COCESNA/ACSA to share their AIG Manual to CASSOS for RAIOC documentation development	23/02/17	31/03/17	COCESNA/ACSA	Completed		
9	Contact other organizations to seek training support for RAIOC establishment	23/02/17	29/12/17	ICAO	On-going		Asked ICAO assistance with TIKa, ARCM and Regional Training Centres (30/06/17)
10	Development of AIG course for the CAR Region	23/02/17	29/12/17	ICAO	On-going	Coordination with CPAM, COCTAM, ASPA, CIMA, etc. is on-going. Next meeting at ICAO NACC RO 01/06/17 (done). A recurrent training is under development for 2017 and a basic course for 2018	
11	ToR of Subject Matter Expert for feasibility study, training plan and support for workshop	23/02/17	08/03/17	ICAO	Completed		
12	Data gathering for CASSOS AIG Standing Committee	09/03/17	30/06/17	All	Completed	ICAO Model AIG Regulation and Model AIG Act delivered	
13	20 st Meeting of the CASSOS Board of Director - RAIOC update	16/05/17	18/05/17	ICAO	Completed	Report from the First Meeting presented including the Project Phase I, work plan, MoA	

**PROJECT FOR THE ESTABLISHMENT OF RAIOC
PHASE I v2.3
2017**

ID	Task Name	Start	Finish	Responsible	Status	Remarks ICAO	Remarks CASSOS
14	2 nd Meeting, Georgetown, Guyana	26/06/17	30/06/17	ICAO	Completed		The Director General of Guyana has agreed to host the 2 nd Meeting
15	SME contracting period	01/07/17	30/09/17	ICAO	Pending	Pending by TCB	
16	SME work - part 1 (feasibility analysis, training plan)	01/07/17	30/09/17	SME	Pending		
17	Documentation review and updates development	01/07/17	30/09/17	SME	Pending		
18	3 rd Meeting, Georgetown, Guyana	07/08/17	11/08/17	ICAO	Pending		The Director General of Guyana CAA has agreed to host the 3 rd Meeting
19	Presentation of Working Paper on RAIOC at NACC/DCA/7 Meeting	19/09/17	22/09/17	CASSOS	Completed		Need assistance/guidance to prepare the Working Paper. To add deadline for WP
20	Adoption of Amendment 15 to Annex 13 Meeting/Workshop, Mexico City, Mexico	25/10/17	27/10/17	ICAO	On-going		
21	AIG Seminar, Mexico City, Mexico TBC	30/10/17	03/11/17	ICAO	On-going		
22	4 th Meeting, Georgetown, Guyana	13/11/17	17/11/17	ICAO	Pending		The Director General of Guyana, CAA has agreed to host the 4 th Meeting
23	21 st Meeting of the CASSOS Board of Directors - RAIOC update - Phase II proposal, Barbados	11/10/17	12/10/17	ICAO	Completed		MoA and the ToRs will be tabled
24	Transition Phase for RAIOC separation from CASSOS	01/06/18	30/06/18	CASSOS	Pending		
25	RAIOC establishment agreement to be registered in ICAO as per Art. 83 of Chicago Convention	31/07/18	31/08/18	CASSOS	Pending		

**PROJECT FOR THE ESTABLISHMENT OF RAIOC
PHASE I v2.3
2017**

ID	Task Name	Start	Finish	Responsible	Status	Remarks ICAO	Remarks CASSOS
26	Consultation to CASSOS RSC about: <ul style="list-style-type: none"> • Differences in AIG regulations among CASSOS Member States • If the regulations of CASSOS Member States include Annex 13 Amendment 15 and Annex 19 provisions 	30/06/17	11/08/17	CASSOS	Pending	To be provided to the SME	
27	CASSOS AIG Standing Committee is to work collectively with the legal experts to achieve harmonization among CASSOS Members States of the AIG regulations	01/07/18	31/12/18	CASSOS	Pending		
28	Haiti needs assistance for improving its AIG regulations.	01/07/17	31/12/18	CASSOS	Pending		
29	AIG Manuals for Barbados, Guyana, Jamaica, Suriname and ECCAA need to be updated to reflect the role of RAIOC. Haiti does not have an AIG Manual.	01/07/17	31/05/18	CASSOS	Pending		
30	Aviation Medical Examiners should be exposed to the Specialized Human Factors Course for Aircraft Accident Investigation	01/01/18	31/12/18	CASSOS	Pending		
31	Need for training on ECCAIRS and also for having a regional instructor on this System	01/01/18	31/12/18	CASSOS	Pending		

CARAIO Project Planning 2017 revFS-FINAL3

ID	Task Name	Start	Finish	r																			
				January	April	July	October	January	April	July	October	January	April										
22	4th Meeting for the establishment of CARAIO	Mon 06/11/17	Mon 13/11/17	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
23	21st Meeting of the CASSOS Board of Directors, CARAIO Update - Phase II Proposal	Tue 10/10/17	Thu 12/10/17										100%										
24	Transition Phase for CARAIO separation from CASSOS	Mon 13/11/17	Wed 13/12/17											0%									
25	CARAIO establishment agreement to be registered in ICAO as per Art. 83 of Chicago Convention	Wed 13/12/17	Mon 15/01/18												0%								
26	Consultation to CASSOS RSC about: Differences in AIG regulations among CASSOS Member States; and if the regulations of CASSOS Member States include Annex 13 Amendment 15 and Annex 19 provisions	Mon 03/07/17	Mon 14/08/17										0%										
27	CASSOS AIG Standing Committee is to work collectively with the legal experts to achieve harmonization among CASSOS Members States of the AIG regulations	Tue 15/08/17	Wed 13/02/19																				0%
28	Haiti needs assistance for improving its AIG regulations and documentation	Mon 03/07/17	Tue 01/01/19																				0%
29	AIG Manuals for Barbados, Guyana, Jamaica, Suriname and ECCAA need to be updated to reflect the role of CARAIO. Haiti does not have an AIG Manual.	Mon 03/07/17	Fri 01/06/18																				0%
30	Aviation Medical Examiners should be exposed to the Specialized Human Factors Course for Aircraft Accident Investigation	Mon 03/07/17	Mon 02/07/18																				0%
31	Need for training on ECCAIRS and also for having a regional instructor on this System	Mon 03/07/17	Mon 02/07/18																				0%