

## **ICAO PROGRAMME FOR AVIATION VOLUNTEERS (IPAV)**

### **1. Background, Purpose and Objectives**

The programme provides a framework for the deployment of aviation professionals, working as volunteers, to respond to emergencies affecting the aviation system in a State, to develop capabilities in the implementation of ICAO SARPs, and to foster self-reliance and growth. Volunteerism is universal and has been used as a powerful tool to make significant contributions to economic and social development. As with other volunteer programmes, volunteerism in the aviation sector seeks to accomplish the goal of bringing benefits to both the client States and the volunteers. The client States will benefit from the wealth of experience of the volunteer at a minimal cost or at no cost. The volunteer on the other hand will have the opportunity to maintain and possibly update his/her skills and make valuable contributions to the development of civil aviation. Activities under this programme are intended to complement other initiatives that address the challenges faced by some States in meeting their obligations under the Chicago Convention.

The ICAO Programme for Aviation Volunteers, in the immediate term will be part of a larger ICAO strategy for assisting States in addressing shortcomings identified during audits, in order to achieve high levels of effective implementation of ICAO SARPs. Assistance could also be provided in non-audit areas in response to requests from States, subject to availability of experts with the required skill sets.

Skilled and experienced volunteers will be engaged through ICAO to provide short term assistance to States in the performance of specified tasks related to their field of expertise, for a specific period of time.

### **2. Scope of Application**

Short term assistance will be provided to States in the resolution of deficiencies in discharging their civil aviation oversight responsibilities. Volunteer assistance may also be provided during crisis and emergency situations which affect the civil aviation system of a State. Such assistance will be provided at the request of a State or a UN or other international agency on behalf of the State. ICAO will endeavour to match the identified needs with expertise available under the IPAV. Requests may include institution/capacity building activities, operational advice, assessing the needs of States in their civil aviation system, review or development of documentation, delivering workshops, seminars and non-certification on-the-job-training. Volunteers will not be deployed to execute licensing, certification, approval or surveillance duties.

Assignments will be of short duration normally not exceeding one month and may involve working from home, at ICAO Headquarters/Regional Offices or undertaking field missions.

If the assignment involves undertaking field missions, the client State will be responsible for providing the volunteer with:

- a) duty travel tickets, travel allowances and insurance coverage as may be required for the performance of duties;
- b) office space, working facilities, secretarial support, local transport and such other facilities required for the performance of duties while on mission; and
- c) appropriate orientation, documentation and technical support to ensure that the volunteer's input is productive and beneficial to the client State.

If, however, the assignment is sponsored by another entity or by a voluntary mechanism, such entity or mechanism will only be responsible for a) above while the State remains responsible for b) and c).

States and External funding entities will be required to deposit the necessary funds at ICAO to cover the travel and insurance costs. In both cases, travel and insurance will be arranged by ICAO in accordance with established policies. Insurance will include medical and occupational insurance under existing schemes at ICAO.

While performing duties related to the assignment, as per the Agreement between the International Civil Aviation Organization and the State for the provision of experts under the ICAO Aviation Volunteers Programme, the client State will ensure that the Volunteer is accorded all privileges and immunities similar to those provided to ICAO experts.

### **3. Implementation Process**

When assistance under IPAV is deemed appropriate by ICAO or a request for assistance is received from a State, the UN or other Organization, it is reviewed at ICAO to determine the scope of work and corresponding resources needed to respond to the request. If the necessary expertise is available, the State is presented with a list of candidates for its consideration. Following the State's selection of the volunteer, administrative arrangements for the deployment of the volunteer will commence.

### **4. Agreement between ICAO and the State**

There will be an Agreement between ICAO and the State which clearly defines the functions and responsibilities of either party with regard to the deployment of volunteers. A detailed description of the tasks and deliverables for each assignment shall be set out in terms of reference that will be designated as Annexes to the Agreement.

### **5. Reporting and Evaluation**

The volunteer provides a detailed report to ICAO for review and eventual submission to the State. ICAO will ensure that a quality assurance review of the work by the volunteers is done within the Secretariat.

At the completion of each assignment, the State will be required to provide feedback on the work done.

### **6. Remuneration and other conditions of Service**

A Letter of Assignment will be issued with remuneration set at a nominal fee of US\$1. This will be considered a formal agreement for legal, financial and procedural reasons. The Letter of Assignment will specify the obligations of the volunteer and ICAO.

## **7. Funding**

Funding for the assignment of volunteers will come from client States, voluntary third party contributions or other UN/international agencies. Where such funding is available, the funds will be deposited in a Voluntary Fund managed by ICAO in accordance with the ICAO Policy on Establishment and Management of Voluntary Funds.

## **8. Eligibility**

Participation in the IPAV is open to all aviation professionals from ICAO, the aviation industry, States and private sector, subject to review of their credentials by ICAO. A minimum of 7 years of experience in their field of specialization will be required. In the case of retirees, only individuals who retired from active work within the preceding 5 years will be considered.

Eligible individuals would be requested to indicate their interest or readiness to participate in the IPAV.

## **9. Selection and Assignment of Volunteers**

The determination of the suitability of volunteers and selection for assignment shall be managed by A specific roster for the programme will be maintained. Final selection and approval of a proposed volunteer is the responsibility of the client State.

The principal factors in the selection of volunteers for assignment shall be educational/professional qualifications, knowledge, expertise and competence in the desired field, proficiency in the required working language and an expressed interest to serve under the IPAV.

Access to Computer Based Training CBT in the eight critical elements of a safety oversight system will be provided to Volunteers who are selected for assignment where such training is required.

## **10. Legal Status and Obligations of Volunteer Personnel under the Programme**

Volunteer personnel under the Programme are considered as non-staff. They will have the responsibility to execute the terms of reference established in the Annexes to the Agreements between the State and ICAO. They will report functionally to the State in their day-to-day activities while performing duties related to their assignment. ICAO will administer the agreements signed with the State and with the volunteer.

## **11. Conduct**

During their assignment with ICAO, volunteer personnel will refrain from any conduct that would adversely reflect upon ICAO and will not engage in any activity that is incompatible with the discharge of their duties. Volunteer personnel are expected to conduct themselves in a manner consistent with the Standards of Conduct for the International Civil Service.

## **12. Intellectual Property Rights**

With regard to material and any related part of the work to be performed by the volunteer or is made in consequence of, the services provided to the State under the IPAV, the State shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks,

**13. Non-Disclosure**

Unless otherwise authorized by the appropriate official, volunteer personnel may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with the State, which they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the assignment.

**14. Conflict of Interest**

All volunteers once engaged, will be required to sign a Conflict of Interest statement.

**16. Security evacuation**

Should there be a security risk in the context of UN security advisory, ICAO will be responsible to coordinate with the local UN agency for the safety and security of the volunteer.