



*International Civil Aviation Organization*

**Accident and Incident Investigation Group**

**First Meeting (AIIG/1)**

*(Virtual Meeting, 7-9 September 2021)*

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**Agenda Item 2: Regional Performance Framework**

**AIIG TERMS OF REFERENCE**

*(Presented by the Secretariat)*

**SUMMARY**

This paper presents the Draft of the Terms of References (TORs) of the AIIG for its review and approval

Action by the meeting is at paragraph 3.

**1. INTRODUCTION**

1.1 The main purpose of the Accident and Incident Investigation Group (AIIG) is to enhance the effectiveness of MID Region States' aircraft accident and incident investigation capabilities through the sharing of knowledge and experience in the field of aircraft accident and incident investigation.

1.2 Support and facilitate cooperation among the MENA States through managing the activities of the MENA Accident Investigation Regional Cooperation Mechanism (MENA ARCM).

**2. DISCUSSION**

2.1 As a subsidiary body of the RASG-MID, the AIIG will support the development of aircraft accident and incident investigation common standards, rules and regulations consistent with the ICAO provisions. In addition, AIIG will monitor developments in ICAO in respect of aircraft accident and incident investigation issues and propose initiatives to the RASG-MID.

2.2 The proposed Terms of Reference (TOR) is at **Appendix A**.

**3. ACTION BY THE MEETING**

3.1 The meeting is invited to review and update the Draft AIIG TORs at **Appendix A** and agree to the following Draft Decision:

***DRAFT DECISION 1/1: TERMS OF REFERENCE (TORs) OF THE AIIG***

*That, the AIIG its Terms of References (TORs) to be presented for review and endorsement by the RASG-MID/9*

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**APPENDIX A**

**DRAFT TERMS OF REFERENCE**

**FOR**

**ACCIDENT AND INCIDENT INVESTIGATION GROUP  
(AIIG)**

**1. PURPOSE OF THE AIIG**

The AIIG is established to:

- 1.1 Enhance the effectiveness of MID Region States' aircraft accident and incident investigation capabilities through the sharing of knowledge and experience in the field of aircraft accident and incident investigation.
- 1.2 Support and facilitate cooperation among the MENA States through managing the activities of the MENA Accident Investigation Regional Cooperation Mechanism (MENA ARCM).
- 1.3 In accordance with its Terms of Reference (ToR), the AIIG shall:
  - a. Encourage and support the development of aircraft accident and incident investigation common standards, rules and regulations consistent with the ICAO provisions
  - b. Identify challenges that face the MID Region States in the course of aircraft accident and incident investigations, and propose solutions
  - c. Review the aircraft accident and incident investigation reports and the safety recommendations issued by MID Region States, including the identification of possible trends
  - d. Cooperate and coordinate with all partners for effective use of AIG resources available in the MID Region States, including expertise, training capabilities, equipment, investigation know-how and information, standards and guidance, etc.
  - e. Develop an agreed and harmonized MID-Region database of accidents and incidents and utilize this database for identifying operational safety risks and their corresponding controls
  - f. Provide safety data and safety information on accidents and incidents to the MID-Annual Safety Report Group (ASRG) for the development of the MID Annual Safety Report
  - g. Monitor developments in ICAO in respect of aircraft accident and incident investigation issues and propose initiatives to the RASG-MID
  - h. Coordinate with SEIG on all Safety Enhancement initiatives (SEIs) related to AIG
  - i. Provide initiatives to the ICAO Accident Investigation Panel (AIGP)
  - j. Manage the activities of the MENA ARCM in coordination with MENA ARCM Committee.

1.4 Roles and responsibilities of MENA ARCM Committee:

- i. Advise and update the Chairperson of AIIG on the progress of the MENA ARCM activities
- ii. Act as a liaison between their States and the AIIG to establish an agile communication link with the AIIG and to regularly attend AIIG and MENA ARCM meetings and teleconferences/video conferences
- iii. Contribute with expertise to conduct the work activities of MENA ARCM
- iv. Develop and update the MENA ARCM plan of action
- v. Facilitate and support the implementation of MENA ARCM MoU
- vi. Identify the assistance requirements of MENA ARCM member States in terms of aircraft accident and incident investigation, training, sharing of information, best practices, etc
- vii. Promote and coordinate MENA ARCM activities within the authorities responsible for aircraft accident and incident investigation of States
- viii. Encourage and recommend to MENA ARCM member States on the implementation of harmonised regulations and procedures

**2. COMPOSITION**

The AIIG is composed of Members designated by the following RASG MID Member States, MENA ARCM Focal Points (FPs), and Partners:

- **States:** MID States
- **MENA ARCM FPs:** Focal Points to be nominated by MENA ARCM member States
- **Partners:** AACO, ACAO, Gulf Flight Safety Council, IATA, IFALPA, IFATCA, International Society of Air Safety Investigations (ISASI), Middle East and North Africa Society of Air Safety Investigators (MENASASI)

**3. ROLES AND RESPONSIBILITIES**

- AIIG Chairperson – Coordinate AIIG activities including the MENA ARCM activities and provide overall guidance and leadership.
- AIIG Vice Chairperson – Assist the Chairperson and when required.
- Members – Accomplish tasks related to AIIG and form representation of their States
- ICAO – Support; and
- Partners – Provide technical expertise as requested by the AIIG Chairperson

**4. MEETINGS ARRANGEMENTS**

- The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the AIIG. The AIIG shall at all times conduct its activities in the most efficient manner possible with a minimum of formality and paper work (paperless meetings). Permanent contact shall be maintained between the Chairperson, Secretary and Members of the AIIG to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (Virtual Meetings) and e-mails.
- Face-to-face meetings will be conducted when it is necessary to do so.