



ICAO

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

# **Regional Accident and Incident Investigation Organizations (RAIOs) Implementation in the CAR Region**

## **RAIO/CAR/01**

## **Final Report**

ICAO NACC Regional Office, Mexico City, 12 to 14 November 2018

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## **HISTORICAL**

### **ii.1 Place and Date of the Meeting**

The Regional Accident and Incident Investigation Organizations (RAIOs) Implementation in the CAR Region (RAIO/CAR/01) Meeting was held at the ICAO NACC Regional Office, Mexico City, from 12 to 14 November 2018.

### **ii.2 Opening Ceremony**

Mr. Julio Siu, Deputy Regional Director of the North American, Central American and Caribbean (NACC) Regional Office of the International Civil Aviation Organization (ICAO) highlighted the efforts being coordinated in the region to improve the compliance with Annex 13 and the implementation in the area of Accident and Incident investigation (AIG) - one of the less effective implemented as recognized in by the Directors of Civil Aviation in their last Eight North America, Central America, and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/8). He also congratulated the commitment of Central America with their RAIO Regional Aviation Accident Investigation Group (GRIAA) and the Caribbean States like Bahamas for their progress on developing an independent AIG authority. Finally, he pointed out the challenges for improving AIG in the region and the expectations of this meeting toward enhancing regional collaboration for AIG and continue the support for the RAIOs in the region; he welcomed the participants to Mexico and officially opened the meeting.

### **ii.3 Officers of the Meeting**

The RAIO/CAR/01 Meeting was held chaired as a meeting plenary by Mr. Marc St – Laurent, AIG Consultant of the ICAO NACC Regional Office.

### **ii.4 Working Languages**

The working languages of the Meeting were English and Spanish. The working papers, information papers and draft report of the meeting were available to participants in English only. The final report will be available in English and Spanish.

### **ii.5 Schedule and Working Arrangements**

It was agreed that the working hours for the sessions of the meeting would be from 09:00 to 15:30 hours daily with adequate breaks.

## ii.6 Agenda

- Agenda Item 1: Approval of the Provisional Agenda and Work Schedule**
- Agenda Item 2: Presentation of the Status of Implementation/Planning of RAIO Project Phase I – Planning**
- Agenda Item 3: Discussion on AIG implementation matters**
- Agenda Item 4: Review of ICAO Safe Fund activities - Project description – Schedule**
- Agenda Item 5: Other Business**

## ii.7 Attendance

The Meeting was attended by 8 States/Territories from the NAM/CAR Regions and 1 International Organization, totalling 19 delegates as indicated in the list of participants.

## ii.8 Draft Conclusions and Decisions

The Meeting recorded its activities as Draft Conclusions and Decisions as follows:

### DRAFT

**CONCLUSIONS:** Activities requiring endorsement by the Directors of Civil Aviation of North America, Central America and Caribbean (NACC/DCA).

**DECISIONS:** Internal activities of the Regional Accident and Incident Investigation Organizations (RAIOs) Group (GRIAA/RAIO-C).

An executive summary of these conclusions/decisions is presented in **Appendix A** to this report.

### List of Draft Conclusions

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**ii.9 List of Working and Information Papers and Presentations**

*Refer to the Meeting web page:*  
<https://www.icao.int/NACC/Pages/meetings-2018-carraio.aspx>

**WORKING PAPERS**

<b>Number</b>	<b>Agenda Item</b>	<b>Title</b>	<b>Date</b>	<b>Prepared and Presented by</b>
WP/01	1	Approval of the Provisional Agenda and Work Schedule	26/10/18	Secretariat

**INFORMATION PAPERS**

<b>Number</b>	<b>Agenda Item</b>	<b>Title</b>	<b>Date</b>	<b>Prepared and Presented by</b>
IP/01	---	List of Working and Information Papers and Presentations	31/10/18	Secretariat
IP/02	5	Recommendations on AIG/Safety Management matters resulting from the ICAO 13th Air Navigation Conference	07/11/18	Secretariat

**PRESENTATIONS**

<b>Number</b>	<b>Agenda Item</b>	<b>Title</b>	<b>Presented by</b>
P/01	2	Status of AIG in the CAR Region: USOAP EI and overall implementation status	Secretariat/JS
P/02	2	Presentation of the Status of Implementation/Planning of RAIO Project Phase I – Planning	Secretariat/JS
P/03	2	Status of GRIAA Implementation	GRIAA
P/04	2	Status of AIG Implementation in Aruba	Aruba
P/05	2	Status of AIG Implementation in Bahamas	Bahamas
P/06	2	Status of AIG Implementation in Mexico	Mexico
P/07	3	Discussion on AIG implementation matters- needs and expectations- breakdown analysis: MoU, training, etc.	Secretariat/MS
P/08	4	Review of ICAO Safe Fund activities - Project description - Schedule	Secretariat/JS
P/09	2	AIG RAIO Work Plan	Secretariat/MS



**LIST OF PARTICIPANTS**

**ARUBA**

Anthony Kirchner

**BAHAMAS**

Kendall Dorset Jr.

**BELIZE/BELICE**

Shaun Young

**CANADA/CANADÁ**

Ewan Tasker (remote access)

**COSTA RICA**

Luis Giovanni Villalobos García

**HONDURAS**

Mario Enrique Cárcamo Ordoñez

**MEXICO/MÉXICO**

Alejandro René García Pascual  
Jose Armando Constantino Tercero  
Ramón González Castellón  
Alfredo Arellano Herrera  
Francisco Luis Quiroz Pulido  
Alberto Espinoza Trejo  
Carlos Cruz García  
Conrado Macías Vázquez  
Felipe de Jesús Castillo Reyes  
Francisco Trujillo Hernández  
Rubén Martínez Lino

**NICARAGUA**

Carlos Salazar

**TRINIDAD AND TOBAGO/TRINIDAD Y TABAGO**

Francis Regis (remote access)

**CASSOS**

Sylvester Dardaine (remote access)

**COCESNA**

Eveling Arauz Betanco

**ICAO/OACI**

Julio Siu  
Marc St-Laurent

**CONTACT INFORMATION**

**LIST OF PARTICIPANTS / LISTA DE PARTICIPANTES**

<b>Name / Position Nombre / Puesto</b>	<b>Administration / Organization Administración / Organización</b>	<b>Telephone / E-mail Teléfono / Correo-e</b>
<b>Aruba</b>		
<b>Anthony Kirchner</b> Manager Strategy and Policy Unit	Department of Civil Aviation	Tel. +297 5824330 ext. 258 E-mail anthony.kirchner@dca.gov.aw
<b>Bahamas</b>		
<b>Kendall Dorset Jr.</b> Operations Investigator	AAID	Tel. + 1 242 397-5509/3768334 E-mail kdorsett.aaid@gmail.com
<b>Belize/Belice</b>		
<b>Shaun Young</b> Accidents Investigator	Civil Aviation	Tel. +501 225 2014 E-mail shaun.young@civilaviation.gov.bz
<b>Canada/Canadá</b>		
<b>Ewan Tasker</b> Manager, Regional Operations/Air Investigations	Transportation Safety Board of Canada	Tel. +1 905-771-7689 E-mail Ewan.Tasker@tsb-bst.gc.ca
<b>Costa Rica</b>		
<b>Luis Giovanni Villalobos García</b> Jefe de Investigación de Accidentes e Incidentes Aéreos	DGAC	Tel. +506 87-05-6962 E-mail gvillalobos@dgac.go.cr
<b>Honduras</b>		
<b>Mario Enrique Carcamo Ordoñez</b> Investigador de Accidentes	AHAC	Tel. +504 2233-1115/98802287 E-mail mariocarcamo81@gmail.com; mcarcamo@ahac.gob.hn
<b>Mexico/México</b>		
<b>Alejandro René García Pascual</b> Comandante Regional IV	Dirección General de Aeronáutica Civil (DGAC)	Tel. +52 999 946 0796 E-mail rgarciap@sct.gob.mx
<b>Jose Armando Constantino Tercero</b> Director de Análisis de Accidentes e Incidentes de Aviación	DGAC	Tel. + 52 5557 23 9800 Ext 18548 50116413 E-mail jconstan@sct.gob.mx
<b>Ramón González Castellón</b> Comandante Regional - Región III	DGAC	Tel. 3334505575/36295020 ext 51525 E-mail rgonzalc@sct.gob.mx
<b>Alfredo Arellano Herrera</b> Comandante Regional - Región V	DGAC	Tel. +52 229 9380 911 ext67549 E-mail aarellan@sct.gob.mx

RAIO/CAR/01  
List of Participants – Contact Information

iv – 2

<b>Name / Position Nombre / Puesto</b>	<b>Administration / Organization Administración / Organización</b>	<b>Telephone / E-mail Teléfono / Correo-e</b>
<b>MEXICO / MÉXICO</b>		
<b>Francisco Luis Quiroz Pulido</b> Comandante General del AICM	DGAC	Tel. +52 5557239300 Ext 18920 E-mail fquirozp@sct.gob.mx
<b>Alberto Espinoza Trejo</b> Comandante Aeropuerto Toluca	DGAC	Tel. +52 722 285 8681 Cel +526563012515 E-mail uespinoz@sct.gob.mx
<b>Carlos Cruz García</b> Inspector Verificador Aeronáutico	DGAC	Tel. + 55 24277013 E-mail ccruzgar@sct.gob.mx
<b>Conrado Macías Vázquez</b> Comandante de la Región de Inspección Aérea II	DGAC	Tel. +52 81 4000 2800 ext56019 Cel +52 5546121907 E-mail cmaciasv@sct.gob.mx
<b>Felipe de Jesús Castillo Reyes</b> Comandante Regional - Región I	DGAC	Tel. +52 669 982 4561 ext62549 +52 6691470258 E-mail fcastill@sct.gob.mx
<b>Francisco Javier Trujillo Hernández</b> Inspector Verificador Aeronáutico	DGAC	Tel. +52 55 57239300 Ext 189260 E-mail ftrujill@sct.gob.mx
<b>Rubén Gildardo Martínez Lino</b> Mayor FAM	FAM	Tel. + 52 5527629876 E-mail rubalh15@hotmail.com
<b>Nicaragua</b>		
<b>Carlos Salazar</b> Director General	INAC	Tel. +505 2276 8587 E-mail dg@inac.gob.ni
<b>Trinidad and Tobago/Trinidad y Tabago</b>		
<b>Francis Regis</b> Director	CAA	Tel. +868 668 8222 ext 2101 E-mail fregis@caa.gov.tt
<b>ECCAA/CASSOS</b>		
<b>Sylvester Dardaine</b> Director - Flight Safety	ECCAA	Tel. +268 462 0000 E-mail sdardaine@eccaa.aero
<b>COCESNA</b>		
<b>Eveling Arauz Betanco</b> Asesora Legal Regional	COCESNA Secretaría Técnica	Tel. +505 2276 8580 Ext 1160 +505 2233 1115 E-mail eveling.arauz@cocesna.org

ICAO/OACI		
<b>Julio Siu</b> Deputy Regional Director/Director Regional Adjunto	North American, Central American and Caribbean Office (NACC)/Oficina para Norteamérica, Centroamérica y Caribe (NACC)	Tel. + 52 55 5250 3211 E-mail <a href="mailto:jsiu@icao.int">jsiu@icao.int</a>
<b>Marc St-Laurent</b> AIG Consultant/Consultor en Investigación de Accidentes e Incidentes	North American, Central American and Caribbean Office (NACC)/Oficina para Norteamérica, Centroamérica y Caribe (NACC)	Tel. + 52 55 5250 3211 E-mail <a href="mailto:mstlaurent@icao.int">mstlaurent@icao.int</a>

**Agenda Item 1:            Approval of the Provisional Agenda and Work Schedule**

1.1            The Secretariat presented WP/01, inviting the Meeting to approve the provisional agenda and schedule, and referred to IP/01 with the list of associated documentation. The Meeting approved the agenda as presented in the historical section of this report and did not make changes to the schedule.

**Agenda Item 2:           Presentation of the Status of Implementation/Planning of RAIO  
Project Phase I – Planning**

2.1           Under P/01, the Secretariat presented an overview of the AIG implementation status within Central America and the Caribbean (CAR) Region, highlighting some of the common areas requiring improvements – i.e. Legislation (LEG) & Regulation (REG), investigator staffing and training, notification/Accident Incident Data Reporting (ADREP), final investigation report quality and timeliness.

2.2           Through P/03 (GRIAA), P/04 (Aruba), P/05 (Bahamas), P/06 (Mexico), P/10 (Belize) and P/11 (Nicaragua), the participating States and organizations attending the meeting made presentations on their AIG implementation status. Some of the States reported being in transition towards establishing independent investigation authorities. Several States highlighted the challenges from the lack of sufficient resources being provided towards ensuring the availability of an adequate number of trained and qualified investigators.

2.3           States recognized the benefits from opportunities such as this meeting for sharing AIG expertise and best practices within the region and discuss areas for improvement. Several States with more mature AIG implementation highlighted their willingness to share their best practices and documentations in order to foster regional commonality and help other States improve their AIG capabilities with regard to LEG & REG, occurrence reporting culture and programmes, safety data and information systems and analysis, recommendations issuance and follow-up, initial response and coordination with local authorities in the event of major accidents.

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**Agenda Item 3: Discussion on AIG implementation matters**

3.1 Under P/07, the Secretariat presented, and States agreed in principle with, the following Accident Investigation and Prevention (AIG) vision statement:

*The ultimate and overall goal is for States to*

- Establish adequately resourced and staffed Investigation Authorities to respond to and conduct investigations into accidents and incidents or potential safety issues in a competent, and independent and objective manner,
- With the view to actively assume their key role within the States State Safety Programme (SSP) to effectively Identify Hazards and communicate their related Findings in a way that results in prompt and effective Safety Actions being taken by key risk stakeholders to prevent losses from damage or injury and improve aviation safety overall.

3.2 The Secretariat presented information highlighting the role of investigation authorities in relation to Safety Management System (SMS) and SSP, especially with regard to the key role of investigators analysis in Identifying hazards and leading to effective safety actions being taken by stakeholders in mitigating associated risks and preventing accidents. Also highlighted was the need for States investigation authorities in increasing their involvement and affirming their role and contribution within their States' SSP. In that regard, the use of common analysis tools and methodologies such as Bowtie and STAMP for both accident investigations and for safety risk assessments was highlighted and seen as of mutual benefit.

3.3 Several States highlighted the very good level of assistance and contribution from, Canada, France, United States and other States in the course of their investigations, either through Memoranda of Understanding (MoUs) or from their accredited representatives, especially in the conduct of material examination and testing and Flight Data Recorder (FDR)/Cockpit Voice Recorder (CVR) readout. Canada re-iterated their willingness to continue to assist, as part of the recent MoUs with CAR Region States, by providing opportunities for 2 or 3 candidates to attend their annual investigation training, and by sharing their investigation manuals (once amended) for States to use as reference in developing their own AIG manuals and documents. Transportation Safe Board of Canada (TSB) will also continue to explore, in liaison with ICAO NACC Regional Office, the possibility of making available their ASIS safety database and ISIM investigation management software.

3.4 More comprehensive discussions of key AIG elements highlighted the need for:

- sharing AIG LEG & REG and Documents and Manuals, in order to help States improve the robustness of their enabling LEG & REG in meeting ICAO AIG requirements;
- improving AIG preparedness, especially with regard to the coordination with local/national airport and police authorities, as well as sea recovery capacity or assistance considering the relative large expanse of marine areas under most States' jurisdiction; and

- improving the quality and availability of investigation training offered by training organizations in the CAR Region.

3.5 The Meeting congratulated the ICAO NACC Regional Office for fostering the regional collaboration on AIG. The ICAO NACC Regional Office will continue to support the region and this regional Approach for engaging with other parties like NTSB, FAA, industry and other partners on this regional effort.



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**Agenda Item 4: Review of ICAO Safe Fund activities - Project Description – Schedule**

4.1 Under P/09, the Secretariat presented an overview of the action plan from the previous Caribbean Regional Accident and Incident Investigation Organization (RAIO-C) meetings. Even though Caribbean Aviation Security and Safety Oversight System (CASSOS) representative was available by teleconference, no update or new information on the status of the outstanding RAIO-C implementation action items was provided. Due to this lack of information and to continue the assistance to CASSOS, the Secretariat offered RAIO-C an on-site assistance mission to CASSOS in furthering the implementation of the Caribbean RAIO. Similarly the Secretariat offered to have an onsite assistance Accident Investigation and Prevention (AIG) mission to Regional Aviation Accident Investigation Group (GRIAA) on mid-January and to Mexico by the end of January 2019.

4.2 Under P/10, the Secretariat presented how the ICAO NACC Regional Office and the States are working toward the ICAO Global Aviation Safety Plan (GASP) compliance by Pan-American States, highlighting the links with the NACC Systemic Assistance Programme (SAP) towards improving AIG capacity and the main objectives of this meeting to:

- group and align the individual AIG States' Plans, the existing RAIO plans and the regional support and activities for developing and implementing the RAIOS in the Caribbean and Central American; and,
- agree to a Regional action plan to continue creating synergies with the different AIG stakeholders/industry such as Canada TSB support and our ICAO AIG expert.

4.3 COCESNA/GRIAA commented favourably on the usefulness of holding AIG meetings such as this one, and took the opportunity to make a proposal to Mexico towards mutual cooperation in sharing opportunities for AIG expertise and specialists. Mexico advised being open to such collaboration, and both GRIAA and Mexico have indicated their willingness to enter further discussions towards formalizing such an agreement.

4.4 The Secretariat highlighted its support of States collaborating and creating synergies in sharing and providing opportunities to augment the experience and knowledge of their investigators, and encouraged other States in entering similar discussions for collaboration and cooperation agreements.

4.5 Based on the list of key AIG elements previously presented and the comments and discussions throughout the meeting, the Secretariat presented the following draft conclusions and proposed actions from this meeting, based on the development of three Work Plans:

***ICAO NACC Regional AIG Work Plan***

4.5.1 AIG Vision Statement – As presented by the Secretariat during the meeting, participating States agreed in principle with the following AIG Vision Statement to help focus the drive for improvements to Regional AIG capacity:

*The ultimate and overall goal is for States to:*

- establish adequately resourced and staffed investigation authorities to respond to and conduct investigations into accidents and incidents or potential safety issues in a competent, independent and objective manner; and
- actively assume their key role within the States State Safety Programme (SSP) to effectively identify hazards and communicate their related findings in a way that results in prompt and effective safety actions being taken by key risk stakeholders to prevent losses from damage or injury and improve aviation safety overall.

***Drafting of AIG LEG & REG***

4.5.2 Several States advised as to their ongoing or impending effort towards the creation of Investigation Authorities (IAs) that are separate and independent from the State's Civil Aviation Authority (CAA). The Secretariat will continue to help arrange for the provision of assistance from ICAO Technical Cooperation Bureau (TCB) LEG Expert in reviewing the States draft AIG LEG & REG, as necessary and as requested by States. The action is included in the ICAO NACC Regional AIG Work Plan.

***ICAO Correspondence to Investigation Authorities (IA)***

4.5.3 Several States IA representatives advised that they do not always readily receive information from ICAO on meetings and other workshops or proceedings that may be of interest to them, with such information being routinely addressed by ICAO to the States CAAs, but not necessarily forwarded to the attention of the AIs. The Secretariat agreed to take into consideration the ongoing creation of independent IAs separate from the CAAs and will address its correspondence to both the States CAAs and the IAs. The Secretariat requested from States that they each identify an AIG/IA Point of Contact (PoC) and provide the appropriate contact and addressing information, so the following conclusion was made:

<b>DRAFT CONCLUSION</b>	
<b>RAIO/CAR/01/01</b>	<b>ICAO CORRESPONDENCE TO INVESTIGATION AUTHORITIES (IA)</b>
<b>What:</b>  That, to ensure effective communication and involvement of State Investigation Authorities, States to inform by <b>30 January 2019</b> to the ICAO NACC Regional Office, their AIG/IA Point of Contact and provide the appropriate contact and addressing information.	<b>Expected impact:</b>  <input type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
<b>Why:</b> Several States IA representatives advised that they do not always readily receive information from ICAO on meetings and other workshops or proceedings that may be of interest to them, with such information being routinely addressed by ICAO to the States CAAs but not necessarily forwarded to the attention of the AIs.	
<b>When:</b> 30 January 2019	<b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
<b>Who:</b> <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input type="checkbox"/> Other:	

**Sharing of AIG Reference Documents**

4.5.4 All States favourably commented on the collaboration and the sharing of best practices and reference documents. The Secretariat will undertake the creation of a Regional AIG Reference Repository for AIG LEG & REG, MoUs, Manuals and other reference materials to be made available to CAR Region States, with the understanding that States using the repository will strictly respect the privileged, sensitive, proprietary or restricted nature of some of these documents and therefore limit the use and distribution of the material that is graciously provided to improving their own documents only. Therefore, the Meeting formulated the following conclusion:

<b>DRAFT CONCLUSION</b>	
<b>RAIO/CAR/01/02</b>	<b>AIG REFERENCE REPOSITORY WEBPAGE</b>
<b>What:</b>  That, to foster the exchange and networking of AIG good practices, implementation experiences, procedural material, and other relevant documentation, the ICAO NACC Regional Office develops by <b>15 December 2018</b> an AIG Repository webpage for States usage and benefit.	<b>Expected impact:</b>  <input type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
<b>Why:</b>  All States favourably commented on the collaboration and the sharing of best practices and reference documents.	
<b>When:</b> 15 December 2018	<b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
<b>Who:</b> <input type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input type="checkbox"/> Other:	

**AIG Training**

4.5.5 Some of the States advised as to the existence of approved aviation training centres in their region that could potentially help address regional AIG and investigator training needs. The Secretariat recalled the current Declaration of Intent for regional collaboration among CAR Training Centres, and so requested the assistance from States in identifying and drafting a list of suitable AIG training sources and providers for Basic and Recurrent investigator training, and in the drafting of their requirements for the content and curriculum for such investigation courses, with the view to assist existing regional aviation training organizations (e.g. ICCAE in El Salvador, CIASA in Mexico, Trinidad and Tobago, etc.) in developing and making available suitable investigation training within the CAR Region in English and in Spanish languages. The Secretariat will explore with Mexico the availability of AIG training from their State’s training organizations, Therefore, the following conclusion was made:

<b>DRAFT CONCLUSION</b>	
<b>RAIO/CAR/01/03</b>	<b>AIG TRAINING COURSES AND TRAINING NEEDS</b>
<p><b>What:</b></p> <p>That, to support States of progressing in the AIG implementation and improvements, by <b>15 December 2018</b>, States to identify and draft a list of desirable AIG training sources and providers for Basic and Recurrent investigator training, and in the drafting of their requirements for the content and curriculum for such investigation courses, with the view to assist existing regional aviation training organizations.</p>	<p><b>Expected impact:</b></p> <p><input type="checkbox"/> Political / Global  <input checked="" type="checkbox"/> Inter-regional  <input type="checkbox"/> Economic  <input type="checkbox"/> Environmental  <input checked="" type="checkbox"/> Operational/Technical</p>
<p><b>Why:</b></p> <p>In addition to the current Declaration of Intent for regional collaboration among CAR Training centres, some of the States advised as to the existence of approved aviation training centres in their region that could potentially help address regional AIG and investigator training needs.</p>	
<p><b>When:</b> 15 December 2018</p>	<p><b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p><b>Who:</b> <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input type="checkbox"/> Other:</p>	

4.5.6 With reference to the gracious offer from Transportation Safety Board of Canada (TSB) Canada in providing investigation training opportunities to a select and limited number of candidates from the CAR Region as part of the recent MoUs, and with the view to ensure the effective use of scarce training resources and opportunities, the Secretariat urged States to ensure that only individuals genuinely and actively tasked with investigation duties be allowed to attend and participate in such investigation training opportunities.

***Investigators Experience and Qualifications***

4.5.7 Notwithstanding the positive experience and training value from allowing investigators from other States to join active investigations as observers, some States commented on the challenges in identifying and selecting which investigators from other States have suitable experience and qualifications to actively join their investigation team, especially with regard to the coordinating and sharing of investigator resources within the RAIO framework. The Secretariat requested from States their assistance in the drafting of common minimum requirements in terms of qualifications and experience for investigators to participate in investigations. The Secretariat further requested that States provide information on the current experience and qualifications of each of their individuals actively tasked with investigation duties, therefore the following conclusion was made:

<b>DRAFT CONCLUSION</b>	
<b>RAIO/CAR/01/04</b>	<b>AIG INVESTIGATORS –EXPERIENCE AND ROSTER</b>
<p><b>What:</b></p> <p>That, to coordinate and share of investigator resources within the RAIO framework, States:</p> <p>a) draft/share the minimum requirements in terms of qualifications and experience for investigators to actively participate in their investigations;</p> <p>b) provide information on the current experience and qualifications of each of their individuals actively tasked with investigation duties;</p> <p>c) provide this information by <b>15 February 2019</b>.</p>	<p><b>Expected impact:</b></p> <p><input type="checkbox"/> Political / Global</p> <p><input checked="" type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Operational/Technical</p>
<p><b>Why:</b></p> <p>States commented on the challenges in identifying and selecting which investigators from other States have suitable experience and qualifications to actively join their investigation team, especially with regard to the coordinating and sharing of investigator resources within the RAIO framework.</p>	
<p><b>When:</b> 15 February 2019</p>	<p><b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p><b>Who:</b> <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input type="checkbox"/> Other:</p>	

***European Coordination Centre for Accident and Incident Reporting Systems (ECCAIRS/ Accident/Incident Data Reporting System (ADREP) Training***

4.5.8 States commented on the continued need for ECCAIRS/ADREP training, not only for basic user level training (i.e. installation/set-up and data entry) but also the need for more advanced training that would allow extraction and analysis of ECCAIRS safety data. The Secretariat requested that States advise of their plan and their need for ECCAIRS basic training, with the view to schedule ECCAIRS training in 2019. The Secretariat will also approach the ECCAIRS software support and training provider to determine the availability of ECCAIRS safety data analysis training, and the next conclusion was formulated:

<b>DRAFT CONCLUSION</b>	
<b>RAIO/CAR/01/05</b>	<b>ECCAIRS/ADREP TRAINING</b>
<b>What:</b> <p>That, considering the continued need for ECCAIRS/ADREP training, not only for basic user level training (i.e. installation/set-up and data entry) but also the need for more advanced training that would allow extraction and analysis of ECCAIRS safety data, States advise by <b>15 December 2018</b> of their plan and their need for ECCAIRS basic training, with the view for the ICAO NACC Regional Office to schedule ECCAIRS training in 2019.</p>	<b>Expected impact:</b> <input type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
<b>Why:</b> <p>States commented on the continued need for ECCAIRS/ADREP training, not only for basic user level training (i.e. installation/set-up and data entry) but also the need for more advanced training that would allow extraction and analysis of ECCAIRS safety data.</p>	
<b>When:</b> 15 December 2018	<b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
<b>Who:</b> <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input type="checkbox"/> Other:	States

***ACC/INC database and Investigation management software***

4.5.9 The Secretariat will continue to discuss and explore with TSBC the availability of their safety database and investigation management software to CAR States and organizations.

***AIG regional networking and sharing/workshop***

4.5.10 All meeting attendees recognized the importance of Safety Management System (SMS) and SSP, and the need to continue to foster AIG networking, sharing and collaboration between States within CAR Region. The Secretariat encouraged States to participate in AIG and SMS/SSP workshops, and will provide for the continuation of regular ICAO AIG regional meetings such as this one, with the next AIG meeting being combined with a seminar/workshop taking place in the March 2019 timeframe, open to all States in CAR Region and with the foreseen participation of other States and industry AIG leaders. The Secretariat requested that States provide their suggested topics for the proposed AIG workshop before 15 December 2018, and formulated the following:

<b>DRAFT CONCLUSION</b>	
<b>RAIO/CAR/01/06</b>	<b>2019 AIG WORKSHOP</b>
<p><b>What:</b></p> <p>That, to ensure the best benefits and meeting results for the next AIG Meeting,</p> <p>a) ICAO organize the next AIG Meeting together with an AIG Workshop for March 2019 with the foreseen participation of other States and industry AIG leaders; and</p> <p>b) States provide their suggested topics for the proposed AIG workshop before <b>15 December 2018</b>.</p>	<p><b>Expected impact:</b></p> <p><input type="checkbox"/> Political / Global</p> <p><input checked="" type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Operational/Technical</p>
<p><b>Why:</b></p> <p>All meeting attendees recognized the importance of SMS and SSP, and the need to continue to foster AIG networking, sharing and collaboration between States within CAR Region.</p>	
<p><b>When:</b> 15 December 2018, 12-15 March 2019</p>	<p><b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p><b>Who:</b> <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input type="checkbox"/> Other:</p>	

4.5.11 CAR Region Chapter of ISASI – In light of the success of several Regional ISASI Chapters in creating synergies and ensuring the sustainability of AIG improvements through collaboration and cooperation between States, the Secretariat suggested and invited States to consider the opportunity of creating a CAR Region Chapter of ISASI, spearheaded by a cluster of founding States.

The initial version of the ICAO NACC Regional AIG Work Plan is presented in the **Appendix B** to this report.

***ICAO NACC Central America-GRIAA RAIO Work Plan***

4.5.12 The Secretariat will schedule the conduct of an on-site AIG evaluation and assistance mission to GRIIAA, as part of its Continuous Assistance Approach (CMA).

**ICAO NACC Caribbean RAIO Work Plan**

4.5.13 With regard to AIG assistance to RAIO-C implementation, the Secretariat will schedule the conduct of an on-site AIG evaluation and assistance mission to CASSOS, as part of its CMA, therefore the following draft conclusion was formulated:

<b>DRAFT CONCLUSION</b>	
<b>RAIO/CAR/01/07</b>	<b>ONSITE AIG ASSISTANCE MISSIONS</b>
<p><b>What:</b></p> <p>That, to ensure that ICAO can provide an adequate review and analysis for assisting in developing an action Plan to implement the Central American RAIO and the Caribbean RAIO,</p> <p>a) GRIAA inform ICAO by <b>12 December 2018</b> of the best dates and venue for conducting ICAO AIG Assistance Mission; and</p> <p>b) CASSOS inform ICAO by <b>12 December 2018</b> of the best dates and venue for conducting ICAO AIG Assistance Mission.</p>	<p><b>Expected impact:</b></p> <p><input type="checkbox"/> Political / Global</p> <p><input checked="" type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Operational/Technical</p>
<p><b>Why:</b></p> <p>The Secretariat will schedule the conduct of an on-site AIG evaluation and assistance mission to GRIIAA and to CASSOS, as part of its Continuous Assistance Approach.</p>	
<p><b>When:</b> 12 December 2018</p>	<p><b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p><b>Who:</b> <input type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	<p>GRIIAA and CASSOS</p>



**Agenda Item 5:           Other Business**

5.1           The Secretariat directed the attendees' attention to Information Paper IP/02, which presents the recent recommendations from the 13th Air Navigation Conference, pertaining to Safety Management and AIG matters.

5.2           Next AIG Meeting will be in March 2019 together with a workshop as agreed in the AIG Regional Workplan.

**APPENDIX A  
EXECUTIVE LIST OF CONCLUSIONS**

<b>Number</b>	<b>Conclusion</b>	<b>Responsible for action</b>	<b>Deadline</b>
C/01	<b>ICAO CORRESPONDENCE TO INVESTIGATION AUTHORITIES (IA)</b>		
	That, to ensure effective communication and involvement of State Investigation Authorities, States to inform by <b>30 January 2019</b> to the ICAO NACC Regional Office, their AIG/IA Point of Contact and provide the appropriate contact and addressing information.	States, ICAO NACC, ICAO Headquarters	30 January 2019
C/02	<b>AIG REFERENCE REPOSITORY WEB PAGE</b>		
	That, to foster the exchange and networking of AIG good practices, implementation experiences, procedural material, and other relevant documentation, the ICAO NACC Regional Office develops by <b>15 December 2018</b> an AIG Repository webpage for States usage and benefit.	ICAO NACC RO	15 December 2018
C/03	<b>AIG TRAINING COURSES AND TRAINING NEEDS</b>		
	That, to support States of progressing in the AIG implementation and improvements, by <b>15 December 2018</b> , States to identify and draft a list of desirable AIG training sources and providers for Basic and Recurrent investigator training, and in the drafting of their requirements for the content and curriculum for such investigation courses, with the view to assist existing regional aviation training organizations..	States	15 December 2018
C/04	<b>AIG INVESTIGATORS –EXPERIENCE AND ROSTER</b>		
	That, to coordinate and share of investigator resources within the RAIO framework, States to:		
	a) draft/share the minimum requirements in terms of qualifications and experience for investigators to actively participate in their investigations;	States and ICAO NACC RO	15 February 2019
	b) provide information on the current experience and qualifications of each of their individuals actively tasked with investigation duties;		
c) provide this information by <b>15 February 2019</b> .			

Number	Conclusion	Responsible for action	Deadline
C/05	<b>ECCAIRS/ADREP TRAINING</b>		
	That, considering the continued need for ECCAIRS/ADREP training, not only for basic user level training (i.e. installation/set-up and data entry) but also the need for more advanced training that would allow extraction and analysis of ECCAIRS safety data, States advise by <b>15 December 2018</b> of their plan and their need for ECCAIRS basic training, with the view for the ICAO NACC Regional Office to schedule ECCAIRS training in 2019.	States	15 December 2018
C/06	<b>2019 AIG WORKSHOP</b>		
	That, to ensure the best benefits and meeting results for the next AIG Meeting,		
	a) ICAO organize the next AIG Meeting together with an AIG Workshop for <b>March 2019</b> with the foreseen participation of other States and industry AIG leaders; and	States	12 to 15 March 2019
b) States provide their suggested topics for the proposed AIG workshop before <b>15 December 2018</b> .		15 December	
C/07	<b>ONSITE AIG ASSISTANCE MISSIONS</b>		
	That, to ensure ICAO can provide an adequate review and analysis for assisting in developing an action Plan to implement the Central American RAIO and the Caribbean RAIO,		
	a) GRIAA inform ICAO by <b>12 December 2018</b> of the best dates and venue for conducting ICAO AIG Assistance Mission; and	GRIAA, CASSOS	12 December 2018
b) CASSOS inform ICAO by <b>12 December 2018</b> of the best dates and venue for conducting ICAO AIG Assistance Mission			

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**ICAO NACC AIG REGIONAL WORK PLAN – 2018-11-14**

	<b>AIG Elements/Activities</b>	<b>Start/Finish</b>	<b>Responsible</b>	<b>Status</b>	<b>Notes</b>
<b>1</b>	<b>Drafting of AIG LEG &amp; REG</b> – Provision of assistance from ICAO TCB LEG Expert in reviewing the States draft AIG LEG & REG, as necessary and as requested by States.	N/A	ICAO NACC / TCB	Ongoing	Ref. RAIOCAR01 meeting record
<b>2</b>	<b>ICAO Correspondence to Investigation Authorities (IA)</b> - States to inform ICAO NACC of their IAs Point of Contact information and correspondence address.	By 30 January 2019	States	Ongoing	Ref. Draft Conclusion RAI0/CAR/01/01
<b>3</b>	<b>Sharing of AIG Reference Documents</b> – The Secretariat will undertake the creation of a Regional AIG Reference Repository for AIG LEG & REG, MoUs, Manuals and other reference materials to be made available to CAR States.	By 15 December 2018	ICAO NACC	Pending	Ref. Draft Conclusion RAI0/CAR/01/02
<b>4</b>	<b>AIG Investigators – Experience and roster</b> – That, to coordinate and share investigator resources within the RAIO framework, States to: a) draft/share the minimum requirements in terms of qualifications and experience for investigators to participate in investigations; b) provide information on the current experience and qualifications of each of their individuals actively tasked with investigation duties; and c) provide this information by 15 February 2019.	By 15 February 2019	States		Ref. Draft Conclusion RAI0/CAR/01/04
<b>5</b>	<b>AIG training courses and training needs</b> - States to identify and draft a list of desirable AIG training sources and providers for Basic and Recurrent investigator training, and draft their requirements for the content and curriculum for such investigation courses, with the view to assist existing regional aviation training organizations.	By 15 December 2018	States	Ongoing	Ref. Draft Conclusion RAI0/CAR/01/03

	<b>AIG Elements/Activities</b>	<b>Start/Finish</b>	<b>Responsible</b>	<b>Status</b>	<b>Notes</b>
<b>6</b>	<p><b>2019 AIG Workshop</b> - That, to ensure the best benefits and meeting results for the next AIG Meeting,</p> <p>a) ICAO to organize the next AIG Meeting together with an AIG Workshop for March 2019 with the foreseen participation of other States and industry AIG leaders; and</p> <p>b) States to provide their suggested topics for the proposed AIG workshop before 15 December 2018.</p>	<p>By March 2019</p> <p>By 15 December 2018</p>	<p>ICAO NACC</p> <p>States</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ref. Draft Conclusion RAIO/CAR/01/06</p>
<b>7</b>	<p><b>ACC/INC database and Investigation management software</b> – The Secretariat will continue to discuss and explore with TSBC the availability of their safety database and investigation management software to CAR States and organizations.</p>	<p>By end of March 2019</p>	<p>ICAO NACC</p>	<p>Ongoing</p>	<p>Ref. RAIO/CAR/01 meeting record</p>
<b>8</b>	<p><b>ECCAIRS/ADREP Training</b> - That, considering the continued need for ECCAIRS/ADREP training, not only for basic user level training (i.e. installation/set-up and data entry) but also the need for more advanced training that would allow extraction and analysis of ECCAIRS safety data, States to advise by 15 December 2018 of their plan and their need for ECCAIRS basic training, with the view for ICAO NACC to program ECCAIRS training in 2019.</p>	<p>By 15 December 2019</p>	<p>States</p>	<p>Ongoing</p>	<p>Ref. Draft Decision RAIO/CAR/01/05</p>