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SAFETY

Sending an expert to the State of Occurrence as a State having suffered fatalities or serious injuries to its citizens

6.397 Has the State, as a State having suffered fatalities or serious injuries to its citizens, established and implemented procedures to send an expert to the State of Occurrence?



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Let's build it together

- ✈ Stage 1 – Gathering relevant information
- ✈ Stage 2 - Defining the framework
- ✈ Stage 3 - Writing the procedure



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Let's build it together

- ✈ Exercise: Sending an expert to the State of Occurrence as a State having suffered fatalities or serious injuries to its citizens
 - ✈ To do the exercises, we will use our fictional scenario:
 - ✈ State – Coronaland
 - ✈ Authority – Civil Aviation Authority of Coronaland (CAAC)
 - ✈ The accident investigation unit is not independent, being part of the CAAC



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Let's build it together

✈ Stage 1 – Gathering relevant information

✈ Stage 2 - Defining the framework

✈ Stage 3 - Writing the procedure



Stage 1 – Gathering relevant information

✈ Gather all information relevant to the development of the procedure

✈ Since the procedure of our exercise comes out from a PQ, we need to know the content of:

✈ the question of the Protocol USOAP

✈ the ICAO references to that PQ

✈ the Guidance for Review of Evidence



Sending an expert to the State of Occurrence as a State having suffered fatalities or serious injuries to its citizens

6.397 Has the State, as a State having suffered fatalities or serious injuries to its citizens, established and implemented procedures to send an expert to the State of Occurrence?

6.397 Has the State, as a State having suffered fatalities or serious injuries to its citizens, established and implemented procedures to send an expert to the State of Occurrence?

Key elements:

1. Suffered fatalities or serious injuries
2. Established and implemented
3. To send an expert

6.397 Has the State, as a State having suffered fatalities or serious injuries to its citizens, established and implemented procedures to send an expert to the State of Occurrence?

Suffered fatalities or serious injuries

- That relates to accidents only

6.397 Has the State, as a State having suffered fatalities or serious injuries to its citizens, established and implemented procedures to send an expert to the State of Occurrence?

Established and implemented

- This PQ requires evidence of implementation

6.397 Has the State, as a State having suffered fatalities or serious injuries to its citizens, established and implemented procedures to send an expert to the State of Occurrence?

To send an expert

- Not necessarily an investigator
- Probably used to be a pathologist in the past



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Stage 1 – Gathering relevant information

ICAO references

STD

A13

5.27



PARTICIPATION IN THE INVESTIGATION

STATES HAVING SUFFERED FATALITIES OR SERIOUS INJURIES TO THEIR CITIZENS

Rights and entitlement

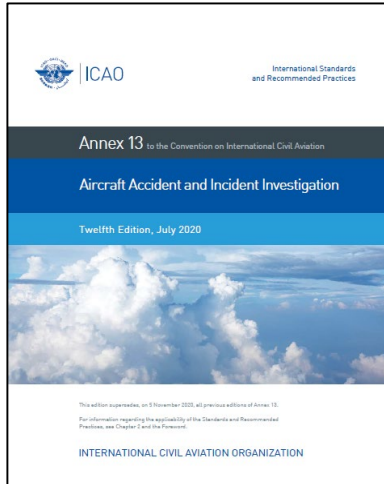
5.27 A State which has a special interest in an accident by virtue of fatalities or serious injuries to its citizens shall be entitled to appoint an expert who shall be entitled to:

- visit the scene of the accident;
- have access to the relevant factual information which is approved for public release by the State conducting the investigation, and information on the progress of the investigation; and
- receive a copy of the Final Report.

This will not preclude the State from also assisting in the identification of victims and in meetings with survivors from that State.

Note.— Guidance related to assistance to aircraft accident victims and their families is provided in the Manual on Assistance to Aircraft Accident Victims and their Families (Doc 9973).

ANNEX 13





Guidance for Review of Evidence

- 1) Review procedures issued (to address where the expert will come from, by whom he/she will be accompanied, with what mandate and guidance, etc.).
- 2) Review evidence to confirm effective implementation, if available



Stage 2 – Defining the framework

- ✈ “Brainstorm” to find out which tasks would be part of the procedure
- ✈ We may use the template we developed to guide us in the process

| NUMBER: | | TITLE: | | | |
|--------------------|--|--|---|--|--|
| Process: | | | | | |
| Reference: | | | | | |
| Step | WHAT <small>(Detailed description of the task)</small> | WHO <small>(Designated person responsible for the execution)</small> | HOW <small>(Determination of the way the task will be performed and means to be used)</small> | WHEN <small>(Establish the timeline for the procedure, determining the deadlines for relevant tasks)</small> | In COORDINATION with whom <small>(Identify the persons to coordinate the execution of the task with whom applicable)</small> |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| ... | | | | | |
| n | | | | | |
| NOTES | | | | | |
| N1 | | | | | |
| N2 | | | | | |
| ... | | | | | |
| Nn | | | | | |
| ATTACHMENTS | | | | | |
| # | TITLE | | DESCRIPTION | | |
| A | | | | | |
| B | | | | | |
| ... | | | | | |
| n | | | | | |

| NUMBER: | | TITLE: | | | |
|--------------------|---|---|--|---|---|
| Process: | | | | | |
| Reference: | | | | | |
| Step | WHAT <small>(Detailed description of the task)</small> | WHO <small>(Designated person responsible for the execution)</small> | HOW <small>(Determination of the way the task will be performed and means to be used)</small> | WHEN <small>(Establish the timeline for the procedure, determining the deadlines for relevant tasks)</small> | In COORDINATION with whom <small>(Identify the persons to coordinate the execution of the task with whom applicable)</small> |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| ... | | | | | |
| n | | | | | |
| ATTACHMENTS | | | | | |
| # | TITLE | | DESCRIPTION | | |
| A | | | | | |
| B | | | | | |
| ... | | | | | |
| n | | | | | |

Note – the template is just a tool, and even after filling its fields we won't have the procedure



ICAO

SAFETY

Stage 2 – Defining the framework

NUMBER: ...

TITLE: Sending an expert to the State of Occurrence as per fatalities or serious injuries to our citizens

Process: Reporting

Reference:

PQ 6.397 – Has the State, as a State having suffered fatalities or serious injuries to its citizens, established and implemented procedures to send an expert to the State of Occurrence?



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 1 | Determine whether to appoint an expert or not | | | | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 1 | Determine whether to appoint an expert or not | Chief Investigator | | | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|--|---|--|--|
| 1 | Determine whether to appoint an expert or not | Chief Investigator | <p>When there has been fatalities or serious injuries to national citizens due to an aviation accident, the Chief Investigator will, after consulting the Director of Civil Aviation of Coronaland (DG-CAAC), and in coordination with the Chief of the Flight Safety Department (C-FSD) and the Public Relations Officer, determine whether Coronaland intends to appoint an expert.</p> <p>Note 1: Both consultation and coordination can be made in person, by phone, video call or email.</p> <p>Note 2: If a decision is made not to appoint an expert, no further action is required, otherwise move to step 2.</p> | | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
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Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
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Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 2 | Contacting the State of the Occurrence | | | | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|-------------|---|---|--|---|---|
| 2 | Contacting the State of the Occurrence | Chief Investigator | | | |



| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|------|--|--|--|--|--|
| 2 | Contacting the State of the Occurrence | Chief Investigator | <p>The Chief Investigator will contact the accident investigation authority of the State of the Occurrence, by email, with a copy to the Administrative Assistant, to inform the intention of Coronaland to appoint an expert in accordance with STD 5.27 of Annex 13.</p> <p>Note: The contact information of the investigation authority shall be obtained at https://www.icao.int/safety/AIA/Pages/default.aspx.</p> | | |



Stage 2 – Defining the framework

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Stage 2 – Defining the framework

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Stage 2 – Defining the framework

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| 3 | Request for an expert | | | | |



Stage 2 – Defining the framework

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Stage 2 – Defining the framework

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| 3 | Request for an expert | Chief Investigator | <p>The Chief Investigator will request the C-FSD, by email (with copies to the Administrative Assistant and the Public Relations Officer), to propose an expert to be sent to the State of the Occurrence.</p> <p>Note 1: The expert shall be a physician, a psychologist or a social worker, preferably from the CAAC.</p> <p>Note 2: The email request shall emphasize that a response from the C-FSD (with either a proposal or not) is expected within five business days, after which the appointment will be made of an expert from the AIG Section.</p> | | |



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Stage 2 – Defining the framework

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|------|---|---|--|---|---|
| 4 | Interested in officially accompanying the expert | | | | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|-------------|---|---|--|---|---|
| 4 | Interested in officially accompanying the expert | Public Relations Officer | | | |



Stage 2 – Defining the framework

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|-------------|---|---|---|---|---|
| 4 | Interested in officially accompanying the expert | Public Relations Officer | <p>The Public Relations Officer will try to contact the victims' next of kin to offer them the possibility of joining the expert in an official entourage.</p> <p>Note: It will be noted that all expenses arising from the trip will be borne by the interested parties, without any burden to CAAC.</p> | | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
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| 4 | Interested in officially accompanying the expert | Public Relations Officer | The Public Relations Officer will try to contact the victims' next of kin to offer them the possibility of joining the expert in an official entourage. Note: It will be noted that all expenses arising from the trip will be borne by the interested parties, without any burden to CAAC. | During the seven days following the decision to appoint the expert | |



Stage 2 – Defining the framework

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|------|---|---|--|---|---|
| 5 | List of accompanying family members | | | | |



Stage 2 – Defining the framework

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| 5 | List of accompanying family members | Public Relations Officer | | | |



Stage 2 – Defining the framework

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|------|---|---|---|---|---|
| 5 | List of accompanying family members | Public Relations Officer | <p>The Public Relations Officer will send to the Chief Investigator, by email (with a copy to the Administrative Assistant), the list of family members willing to accompanying the expert.</p> <p>Note: The list must contain the full name and relationship with the accident victim.</p> | | |



Stage 2 – Defining the framework

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| 5 | List of accompanying family members | Public Relations Officer | The Public Relations Officer will send to the Chief Investigator, by email (with a copy to the Administrative Assistant), the list of family members willing to accompanying the expert. Note: The list must contain the full name and relationship with the accident victim. | Up to eight days after the decision to appoint the expert | |



Stage 2 – Defining the framework

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| 6 | Appointment of the expert | | | | |



Stage 2 – Defining the framework

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| 6 | Appointment of the expert | Chief Investigator | | | |



Stage 2 – Defining the framework

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|------|--|--|--|--|--|
| 6 | Appointment of the expert | Chief Investigator | <p>The Chief Investigator will appoint the expert proposed by the C-FSD, through the Form 17/AIG (Appointment of expert to travel to the State of the Occurrence).</p> <p>Note: If no proposal is received within five business days after the request to the C-FSD, the Chief Investigator will appoint an expert from the AIG Section.</p> | | |



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Stage 2 – Defining the framework

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|------|---|---|--|---|---|
| 7 | Travel arrangements for the expert | | | | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
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| 7 | Travel arrangements for the expert | Administrative Assistant | | | |



Stage 2 – Defining the framework

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|------|---|---|---|---|---|
| 7 | Travel arrangements for the expert | Administrative Assistant | <p>The Administrative Assistant will make the administrative arrangements for the expert's travel, coordinating with the expert and Chief Investigator the date and period of travel.</p> <p>Note 1: Travel arrangements will be made in accordance with the administrative practices in use at the CAAC.</p> <p>Note 2: It is the responsibility of the expert to timely provide the Administrative Assistant with the necessary documentation for the travel.</p> | | |



Stage 2 – Defining the framework

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| 7 | Travel arrangements for the expert | Administrative Assistant | <p>The Administrative Assistant will make the administrative arrangements for the expert's travel, coordinating with the expert and Chief Investigator the date and period of travel.</p> <p>Note 1: Travel arrangements will be made in accordance with the administrative practices in use at the CAAC.</p> <p>Note 2: It is the responsibility of the expert to timely provide the Administrative Assistant with the necessary documentation for the travel.</p> | Within ten calendar days after the appointment of the expert | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
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| 7 | Travel arrangements for the expert | Administrative Assistant | <p>The Administrative Assistant will make the administrative arrangements for the expert's travel, coordinating with the expert and Chief Investigator the date and period of travel.</p> <p>Note 1: Travel arrangements will be made in accordance with the administrative practices in use at the CAAC.</p> <p>Note 2: It is the responsibility of the expert to timely provide the Administrative Assistant with the necessary documentation for the travel.</p> | Within ten calendar days after the appointment of the expert | Chief Investigator Expert |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
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| 8 | Preparing communication to the State of the Occurrence with travel details | | | | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
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| 8 | Preparing communication to the State of the Occurrence with travel details | Administrative Assistant | | | |



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| 8 | Preparing communication to the State of the Occurrence with travel details | Administrative Assistant | <p>The Administrative Assistant will prepare and send to the Chief Investigator a draft email addressed to the accident investigation authority of the State of the Occurrence containing all information regarding the expert, as well as the details of his/her travel.</p> <p>Note 1: The list of family members willing to accompanying the expert, if any, will be attached to the email.</p> <p>Note 2: Unless provided a different contact information after the first communication (step 2), the contact information of the investigation authority shall be obtained at https://www.icao.int/safety/AIA/Pages/default.aspx.</p> | | |



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| 8 | Preparing communication to the State of the Occurrence with travel details | Administrative Assistant | <p>The Administrative Assistant will prepare and send to the Chief Investigator a draft email addressed to the accident investigation authority of the State of the Occurrence containing all information regarding the expert, as well as the details of his/her travel.</p> <p>Note 1: The list of family members willing to accompanying the expert, if any, will be attached to the email.</p> <p>Note 2: Unless provided a different contact information after the first communication (step 2), the contact information of the investigation authority shall be obtained at https://www.icao.int/safety/AIA/Pages/default.aspx.</p> | Within three business days after the appointment of the expert | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
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| 8 | Preparing communication to the State of the Occurrence with travel details | Administrative Assistant | <p>The Administrative Assistant will prepare and send to the Chief Investigator a draft email addressed to the accident investigation authority of the State of the Occurrence containing all information regarding the expert, as well as the details of his/her travel.</p> <p>Note 1: The list of family members willing to accompanying the expert, if any, will be attached to the email.</p> <p>Note 2: Unless provided a different contact information after the first communication (step 2), the contact information of the investigation authority shall be obtained at https://www.icao.int/safety/AIA/Pages/default.aspx.</p> | Within three business days after the appointment of the expert | Administrative Assistant |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 9 | Providing the State of the Occurrence with travel details | | | | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|-------------|---|---|--|---|---|
| 9 | Providing the State of the Occurrence with travel details | Chief Investigator | | | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 9 | Providing the State of the Occurrence with travel details | Chief Investigator | <p>The Chief Investigator will forward to the accident investigation authority of the State of the Occurrence the email containing all information regarding the expert, as well as the details of his/her travel.</p> <p>Note: If there is any needs of amendment the draft email prepared by the Administrative Assistant, the Chief Investigator will coordinate immediately the corrections with the Administrative Assistant, in a way not to delay its delivery.</p> | | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|--|--|--|--|
| 9 | Providing the State of the Occurrence with travel details | Chief Investigator | <p>The Chief Investigator will forward to the accident investigation authority of the State of the Occurrence the email containing all information regarding the expert, as well as the details of his/her travel.</p> <p>Note: If there is any needs of amendment the draft email prepared by the Administrative Assistant, the Chief Investigator will coordinate immediately the corrections with the Administrative Assistant, in a way not to delay its delivery.</p> | Within one business day after the appointment of the expert | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|-------------|---|---|--|---|---|
| 9 | Providing the State of the Occurrence with travel details | Chief Investigator | <p>The Chief Investigator will forward to the accident investigation authority of the State of the Occurrence the email containing all information regarding the expert, as well as the details of his/her travel.</p> <p>Note: If there is any needs of amendment the draft email prepared by the Administrative Assistant, the Chief Investigator will coordinate immediately the corrections with the Administrative Assistant, in a way not to delay its delivery.</p> | Within one business day after the appointment of the expert | Administrative Assistant |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 10 | Briefing to the expert | | | | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 10 | Briefing to the expert | Chief Investigator | | | |



| Step | WHAT <small>(Detailed description of the task)</small> | WHO <small>(Designated person responsible for the execution)</small> | HOW <small>(Determination of the way the task will be performed and means to be used)</small> | WHEN <small>(Establish the timeline for the procedure, determining the deadlines for relevant tasks)</small> | In COORDINATION with whom <small>(Identify the persons to coordinate the execution of the task with when applicable)</small> |
|------|---|---|---|---|---|
| 10 | Briefing to the expert | Chief Investigator | <p>The Chief Investigator will brief the expert about the expected entitlements as per STD 5.27 of Annex 13, and other relevant matters.</p> <p>Note 1: This task can be delegated to a senior investigator.</p> <p>Note 2: STD 5.27 of Annex 13 establishes that:</p> <p><i>“5.27 A State which has a special interest in an accident by virtue of fatalities or serious injuries to its citizens shall be entitled to appoint an expert who shall be entitled to:</i></p> <ul style="list-style-type: none"> <i>a) visit the scene of the accident;</i> <i>b) have access to the relevant factual information which is approved for public release by the State conducting the investigation, and information on the progress of the investigation; and</i> <i>c) receive a copy of the Final Report.</i> <p><i>This will not preclude the State from also assisting in the identification of victims and in meetings with survivors from that State.”</i></p> | | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
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| 10 | Briefing to the expert | Chief Investigator | <p>The Chief Investigator will brief the expert about the expected entitlements as per STD 5.27 of Annex 13, and other relevant matters.</p> <p>Note 1: This task can be delegated to a senior investigator.</p> <p>Note 2: STD 5.27 of Annex 13 establishes that:</p> <p><i>“5.27 A State which has a special interest in an accident by virtue of fatalities or serious injuries to its citizens shall be entitled to appoint an expert who shall be entitled to:</i></p> <ul style="list-style-type: none"> <i>a) visit the scene of the accident;</i> <i>b) have access to the relevant factual information which is approved for public release by the State conducting the investigation, and information on the progress of the investigation; and</i> <i>c) receive a copy of the Final Report.</i> <p><i>This will not preclude the State from also assisting in the identification of victims and in meetings with survivors from that State.”</i></p> | <p>No later than three days before the departure to the State of the Occurrence</p> | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
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| 10 | Briefing to the expert | Chief Investigator | <p>The Chief Investigator will brief the expert about the expected entitlements as per STD 5.27 of Annex 13, and other relevant matters.</p> <p>Note 1: This task can be delegated to a senior investigator.</p> <p>Note 2: STD 5.27 of Annex 13 establishes that:</p> <p><i>“5.27 A State which has a special interest in an accident by virtue of fatalities or serious injuries to its citizens shall be entitled to appoint an expert who shall be entitled to:</i></p> <ul style="list-style-type: none"> <i>a) visit the scene of the accident;</i> <i>b) have access to the relevant factual information which is approved for public release by the State conducting the investigation, and information on the progress of the investigation; and</i> <i>c) receive a copy of the Final Report.</i> <p><i>This will not preclude the State from also assisting in the identification of victims and in meetings with survivors from that State.”</i></p> | No later than three days before the departure to the State of the Occurrence | N/A |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 11 | Mission report | | | | |



Stage 2 – Defining the framework

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|------|---|---|--|---|---|
| 11 | Mission report | Appointed expert | | | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|-------------|---|---|---|---|---|
| 11 | Mission report | Appointed expert | The appointed expert will present a written report to the Chief Investigator a comprehensive report of the activities carried out. Note: The CAAC Mission Report template shall be used for this report. | | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
|-------------|---|---|---|---|---|
| 11 | Mission report | Appointed expert | The appointed expert will present a written report to the Chief Investigator a comprehensive report of the activities carried out. Note: The CAAC Mission Report template shall be used for this report. | Within 15 business after the return from the mission | |



Stage 2 – Defining the framework

| Step | WHAT (Detailed description of the task) | WHO (Designated person responsible for the execution) | HOW (Determination of the way the task will be performed and means to be used) | WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable) |
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Let's build it together

- ✈ Stage 1 – Gathering relevant information
- ✈ Stage 2 – Defining the framework
- ✈ Stage 3 – Writing the procedure**



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Writing the procedure

✈ After this “brainstorm” and with the template completed, we will probably be able to write the procedure

DISCLAIMER



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The following procedure is purely fictitious, intended exclusively for educational purposes, and ICAO is not responsible for the adoption of its text without due care for adapting to the characteristics of the civil aviation system in place.

PROCEDURE No 18/CAAC-AIG – SENDING AN EXPERT TO THE STATE OF OCCURRENCE AS PER FATALITIES OR SERIOUS INJURIES TO OUR CITIZENS

INTRODUCTION

As per Standard 5.27 of Annex 13, States who have a special interest in an accident by virtue of fatalities or serious injuries to their citizens shall be entitled to appoint an expert to visit the scene of the accident, have access to certain information, and to receive a copy of the Final Report.

The purpose of this procedure is to support this entitlement for the citizens of Coronaland.

PROCEDURE

- 1 When there has been fatalities or serious injuries to national citizens due to an aviation accident, the Chief Investigator will determine, within two business days after becoming aware of the accident, and after consulting the Director of Civil Aviation of Coronaland (DG-CAAC) and in coordination with the Chief of the Flight Safety Department (C-FSD) and the Public Relations Officer, whether Coronaland intends to appoint an expert.

Note 1: Both consultation and coordination can be made in person, by phone, video call or email.

Note 2: If a decision is made not to appoint an expert, no further action is required, otherwise move to step 2.

- 2 The Chief Investigator will contact, within one business day after the decision to appoint the expert, the accident investigation authority of the State of the Occurrence, by email, with a copy to the Administrative Assistant, to inform the intention of Coronaland to appoint an expert in accordance with STD 5.27 of Annex 13.

Note: The contact information of the investigation authority shall be obtained at <https://www.icao.int/safety/AIA/Pages/default.aspx>.

- 3 The Chief Investigator will request the C-FSD, within one business day after the decision to appoint the expert, by email (with copies to the Administrative Assistant and the Public Relations Officer), to propose an expert to be sent to the State of the Occurrence.

Note 1: The expert shall be a physician, a psychologist or a social worker, preferably from the CAAC.

Note 2: The email request shall emphasize that a response from the C-FSD (with either a proposal or not) is expected within five business days, after which the appointment will be made of an expert from the AIG Section.

- 4 The Public Relations Officer will try, during the seven days following the decision to appoint the expert, to contact the victims' next of kin to offer them the possibility of joining the expert in an official entourage.

Note: It will be noted that all expenses arising from the trip will be borne by the interested parties, without any burden to CAAC.

up to eight days after the decision to appoint the expert, to the copy to the Administrative Assistant), the list of family members

and relationship with the accident victim.

through the Form 17/AIG (Appointment of expert to travel to the State proposed by the C-FSD, within one week after receiving the

request, five business days after the request to the C-FSD, the Chief Investigator and the AIG Section.

to make the administrative arrangements for the expert's travel within the State of the Occurrence, coordinating with the expert and Chief Investigator.

The Administrative Assistant shall ensure, in accordance with the administrative practices in use at the CAAC, that the expert is able to timely provide the Administrative Assistant with the necessary

information. The Administrative Assistant shall prepare and send to the Chief Investigator, within three business days after the decision to appoint the expert, a draft email addressed to the accident investigation authority containing all information regarding the expert, as well as

information to accompany the expert, if any, will be attached to the email.

After the first communication (step 2), the contact information of the investigation authority shall be obtained at <https://www.icao.int/safety/AIA/Pages/default.aspx>.

to the accident investigation authority of the State of the Occurrence, within one business day after the appointment of the expert, the email containing all information regarding the expert, as well as the details of his/her travel.

The Administrative Assistant shall ensure that the draft email prepared by the Administrative Assistant, the Chief Investigator, and the Public Relations Officer, immediately the corrections with the Administrative Assistant, in a way not to

be later than three days before the departure to the State of the Occurrence, and other relevant information as per STD 5.27 of Annex 13, and other relevant

information.

that:

States who have a special interest in an accident by virtue of fatalities or serious injuries to their citizens shall be entitled to appoint an expert who

is:

an expert in the field of investigation, and information on the accident; and

to

assist in the identification of victims and survivors from that State."

written report to the Chief Investigator a comprehensive report within 15 business days after the return from the mission. The report shall be used for this report.

FOR INTERNAL PURPOSES ONLY

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**PROCEDURE No 18/CAAC-AIG – SENDING AN EXPERT TO THE STATE OF OCCURRENCE
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INTRODUCTION

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- 4 The Public Relations Officer will try, during the seven days following the decision to appoint the expert, to contact the victims' next of kin to offer them the possibility of joining the expert in an official entourage.

Note: It will be noted that all expenses arising from the trip will be borne by the interested parties, without any burden to CAAC.

- 5 The Public Relations Officer will send, up to eight days after the decision to appoint the expert, to the Chief Investigator, by email (with a copy to the Administrative Assistant), the list of family members willing to accompanying the expert.

Note: The list must contain the full name and relationship with the accident victim.

- 6 The Chief Investigator will appoint, through the Form 17/AIG (Appointment of expert to travel to the State of the Occurrence), the expert proposed by the C-FSD, within one week after receiving the proposal.

Note: If no proposal is received within five business days after the request to the C-FSD, the Chief Investigator will appoint an expert from the AIG Section.

- 7 The Administrative Assistant will make the administrative arrangements for the expert's travel within ten calendar days after the appointment of the expert, coordinating with the expert and Chief Investigator the date and period of travel.

Note 1: Travel arrangements will be made in accordance with the administrative practices in use at the CAAC.

Note 2: It is the responsibility of the expert to timely provide the Administrative Assistant with the necessary documentation for the travel.

- 8 The Administrative Assistant will prepare and send to the Chief Investigator, within three business days after the appointment of the expert, a draft email addressed to the accident investigation authority of the State of the Occurrence containing all information regarding the expert, as well as the details of his/her travel.

Note 1: The list of family members willing to accompanying the expert, if any, will be attached to the email.

Note 2: Unless provided a different contact information after the first communication (step 2), the contact information of the investigation authority shall be obtained at <https://www.icao.int/safety/AIA/Pages/default.aspx>.

- 9 The Chief Investigator will forward to the accident investigation authority of the State of the Occurrence, within one business day after the appointment of the expert, the email containing all information regarding the expert, as well as the details of his/her travel.

Note: If there is any needs of amendment the draft email prepared by the Administrative Assistant, the Chief Investigator will coordinate immediately the corrections with the Administrative Assistant, in a way not to delay its delivery.

10 The Chief Investigator will brief the expert, no later than three days before the departure to the State of the Occurrence, about the expected entitlements as per STD 5.27 of Annex 13, and other relevant matters.

Note 1: This task can be delegated to a senior investigator.

Note 2: STD 5.27 of Annex 13 establishes that:

“5.27 A State which has a special interest in an accident by virtue of fatalities or serious injuries to its citizens shall be entitled to appoint an expert who shall be entitled to:

- a) visit the scene of the accident;*
- b) have access to the relevant factual information which is approved for public release by the State conducting the investigation, and information on the progress of the investigation; and*
- c) receive a copy of the Final Report.*

This will not preclude the State from also assisting in the identification of victims and in meetings with survivors from that State.”

11 The appointed expert will present a written report to the Chief Investigator a comprehensive report of the activities carried out within 15 business after the return from the mission.

Note: The CAAC Mission Report template shall be used for this report.



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Final Report and Interim Statement

- 6.405 Has the State, as the State conducting the investigation, established and implemented procedures to ensure that the final report is completed as soon as possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?