



International Civil Aviation Organization

Accident and Incident Investigation Group

EIGHT MENA ARCM Committee Meeting
(Riyadh, Saudi Arabia, 2-4 November 2025)

Agenda Item 2: Regional Performance Framework for Safety

MENA ARCM Coordinator ToRs and nomination of MEN ARCM Coordinator

(Presented by the Secretariat)

<p style="text-align: center;">SUMMARY</p> <p>This paper presents the Draft of the Terms of References (TORs) of the MENA ARCM Coordinator for its review and approval and nomination of MENA ARCM Coordinator.</p> <p>Action by the meeting is at paragraph 3.</p>
<p style="text-align: center;">REFERENCES</p> <p>MENA ARCM MoU</p>

1. INTRODUCTION

1.1 The MENA ARCM Coordinator is responsible for facilitating cooperation and coordination among MENA ARCM Member States in supporting accident and incident investigation capabilities, sharing expertise, and enabling the effective implementation of ICAO Annex 13 and relevant USOAP requirements.

1.2 The Coordinator acts as a central communication and liaison point between Member States and ICAO

2. DISCUSSION

The proposed Terms of References (TORs) is **at Appendix A.**

3. ACTION BY THE MEETING

3.1 The meeting is invited to review and update the Draft MENA ARCM Coordinator TORs at **Appendix A.**

Terms of Reference (TOR)

MENA ARCM Coordinator

Purpose

The MENA ARCM Coordinator is responsible for facilitating cooperation and coordination among MENA ARCM Member States in supporting accident and incident investigation capabilities, sharing expertise, and enabling the effective implementation of ICAO Annex 13 and relevant USOAP requirements.

The Coordinator acts as a central communication and liaison point between Member States and ICAO.

Appointment & Tenure

- The Coordinator is nominated from one of the Member States participating in MENA ARCM.
- The nomination is endorsed by the MENA ARCM Member States during an ARCM meeting.
- The term of the
- States' consensus.
- If the Coordinator becomes unable to continue the role, the Member States shall assign a replacement to complete the remaining term subject to Member States' endorsement.

Reporting

- The Coordinator reports directly to:
 - MENA ARCM Chair.
 - MENA ARCM Member States collectively through periodic updates.
- The Coordinator submits bi-annual progress reports and leads coordination meetings as required.

Roles & Responsibilities

The Coordinator shall:

A. Coordination & Communication

- Maintain continuous communication between Member States, ICAO, and partners.
- Manage requests for technical assistance or investigator support between the requester State and the provider State.
- Maintain and update the ARCM capabilities database (investigators, facilities, specializations, tools, etc.).

B. Operational Support

- Track operational performance of provided support and promote standardization of investigation practices.

C. Capacity Building

- Coordinate regional training plans, workshops, and knowledge-sharing initiatives.
- Promote harmonization of policies, processes, and investigator qualifications across the region.

D. Governance & Documentation

- Prepare and maintain administrative documentation related to MENA ARCM processes, including:
 - Technical Assistance Request procedures
 - Points of contact database
 - Terms of Reference
 - Work programs and progress reports
- Ensure compliance with ICAO guidance and MENA ARCM MoUs.

E. Meetings & Representation

- Organize Steering and Technical meetings for MENA ARCM as required.
- Represent MENA ARCM in relevant regional and international events, in coordination with the MENA ARCM Chair.
- Document and circulate meeting outcomes and actions.

Decision-Making Authority

- The Coordinator has no regulatory authority over Member States.
- All decisions remain subject to the approval and voluntary commitment of participating States.
- The Coordinator facilitates consensus-based decision-making.

Confidentiality

- The Coordinator ensures secure handling of sensitive information related to investigations and agreement-based support.

Review of TOR

- These Terms of Reference may be reviewed and updated by Member States with support from ICAO to align with evolving regional collaboration needs.

Expected Deliverables

Deliverable	Frequency
MENA ARCM Work Program	Annual
Progress Reports	Bi-annual
Updated Capabilities & Contacts Database	Continuous
Meeting Coordination & Documentation	As required

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