

APPENDIX I: REGIONAL POOL OF INVESTIGATORS

1. Preamble & Commitment

Member states of the AIG Regional Cooperation Mechanism:

- recognize the international nature of civil aviation and the importance of maintaining high standards of safety;
- aim to promote compliance with the Chicago Convention and its Annexes, in particular Annex 13;
- acknowledge that effective and compliant safety investigations are essential to prevent future accidents and incidents;
- understand the need for coordinated responses to major accidents and simultaneous occurrences;
- seek to optimize resources, share expertise, relevant information and best practices during investigation, and strengthen regional investigation capabilities;

Member states commit to these principles and undertake to collaborate in the establishment and management of the regional pool of investigators, to ensure the effective conduct of independent and compliant investigations across the WACAF region.

2. Rationale for a Regional Pool of Investigators

WACAF region includes States with varying levels of technical and investigation capacity.

Establishing a regional pool of investigators ensures that all member states, regardless of size or resources, can conduct effective and independent safety investigations in compliance with Annex 13 to the Chicago Convention.

The regional pool of investigators also enhances resilience during major or simultaneous events, enabling rapid mobilization of specialized expertise.

By promoting collaboration, standardization and resource optimization, the regional pool of investigators contributes to consistent investigation quality and improved overall aviation safety performance across the region.

This Annex describes the organizational and governance framework, including selection criteria, training requirements and code of conduct for the regional pool of investigators.

3. Governance Framework

The regional pool of investigators is composed of two functional layers:

1. The ICAO Regional Office acts as the Secretariat and is responsible for the overall coordination of the RPI. It shall:

- facilitate the identification and nomination of qualified investigators and specialists to the regional pool of investigators;
 - establish and maintain a mapping of investigation capabilities and specialized expertise across the region;
 - establish and maintain a database of investigators and specialists of the regional pool of investigators;
 - coordinate the deployment of regional investigators and support the assessment of conflict of interest in coordination with the state conducting the investigation;
 - support capacity building activities including workshops and investigation training and exercises, peer reviews and capability assessments of regional investigators;
 - support coordination and information sharing among member states and regional stakeholders;
 - prepare annual performance reports on the activities and functioning of the regional pool of investigators for review by the member states.
2. Member States shall:
- designate a focal point to support the management of the pool;
 - nominate investigators meeting the established criteria of the regional pool of Investigators;
 - develop and maintain the competency of local investigators and specialists and ensure their readiness for deployment, including:
 - the effective implementation of individual development plans, in particular recurrent training on hazards at accident sites;
 - ensuring that investigators are physically and mentally fit for deployment;
 - providing deployed investigators with minimum protective and investigation equipment and materials (Go-Kit);
 - ensure the timely issuance of the necessary legal authorization for deployment to another State
 - update investigators' availability status on regular basis
 - align its investigation procedures and investigators' training program with the harmonized regional investigation documentation.

4. Responsibilities of Stakeholders during deployment of investigators

The activation process of the regional pool of investigators follows the steps described:

1. A State of occurrence submits a request to the ICAO Regional Office to facilitate assistance by the regional pool of investigators, describing the occurrence and specifying the scope of the investigation and the support required.
2. The ICAO Regional Office:
 - identifies the appropriate regional investigators to support the State based on required technical specialization, availability, language, and ensures the absence of conflicts of interest in coordination with the State conducting the investigation and State Focal Points;

- consult Member State Focal Points to confirm availability and readiness of the identified investigators needed;
 - proposes a deployment team to the State of occurrence for validation;
 - coordinates logistical or legal requirements necessary for deployment.
3. The State of occurrence:
- facilitates the deployment of the required regional investigators and/or specialists, including access to the country, transportation and provision of sufficient daily subsistence allowances;
 - grants accreditation to the regional investigators to participate in the investigation under the authority of the IIC, in compliance with Annex 13 and applicable national law;
 - provides adequate equipment, material and relevant information to ensure proper support for the investigation.
4. At the conclusion of the deployment, investigators return to their respective Member States;
5. The ICAO Regional Office, in coordination with Member States, documents lessons learned.

5. Regional Investigators

5.1 Selection criteria

Safety Investigators of States

Safety Investigators of States should meet the following baseline criteria:

Qualification

- Hold a first-level university degree in aeronautical engineering, operations or in another aviation related field; or
- Hold technical qualifications in aviation such as a pilot license, air traffic control license or airframe and power plant technician certification; or
- Have relevant academic and professional qualifications in human factors or medical fields, such as psychology, ergonomics, or human sciences.

Experience

- Have at least five (05) years' experience, for holder of degree and technical qualification, in one of the following domains:
 - airworthiness (aircraft manufacturing, maintenance, repair, and overhaul – structures, engines, avionics)
 - operations (aircrafts operations, air navigation services and aerodrome operations)

- Have a minimum of 1,500 flight hours for aeroplane pilot and 750 flight hours for helicopter pilot; or
- Have at least five (05) years of relevant experience in the fields of human factors and medicine, including aeronautical medicine and legal/forensic medicine, for holders of relevant academic and professional qualifications in human factors or medical fields.

Training

- have successfully completed basic investigation training including familiarization training, initial formal training and on-the-job training.

Member States are encouraged to harmonize their investigator selection criteria, in accordance with the above provisions.

Investigators of the regional pool

Investigators nominated for the regional pool of investigators shall:

- have a minimum of three (03) year experience as an aviation safety investigator with a state's accident investigation authority and meet the minimum qualification and experience described below;
- have demonstrated practical experience in the conduct of accidents and incidents investigation with at least a role played as Investigator-In-Charge (IIC) or head of a group; and
- possess good knowledge of ICAO Standards and Recommend Practices (SARPs) related to Annex 13 and other related provisions;

5.2 Competency development

The development of regional investigator competencies shall be ensured by each Member State concerned.

Member States are encouraged to harmonize investigator training programmes in accordance with the model provided in Attachment A. An individual development plan should be established for each investigator and effectively implemented.

ICAO Regional Office will support the capacity-building of investigators through:

- Workshops on specific AIG topics, including both basic and advanced/specialized accident investigation training and practical exercises;
- A biannual regional aircraft accident investigation forum for the sharing of best practices and to remain informed of new developments.

5.3 Code of conduct

Investigators and specialists of the pool shall:

- perform their duties with integrity, impartiality, professionalism and independence;
- avoid any conflict of interest and refuse any undue advantage or external influence and promptly report any conflict of interest.
- maintain confidentiality and protect sensitive information and materials obtained in the course of their duties;
- demonstrate competence, courtesy, good communication and respect in their interaction with all stakeholders;
- undertake only duties for which they possess the required qualifications and competencies;
- respect the dignity and equality of all persons and refrain from any form of discrimination.

During their deployment and participation in an investigation, the regional investigators shall:

- comply with Annex 13 and with the regulations and investigation procedures in force in the State conducting the investigation;
- comply with applicable safety and security requirements at the accident sites;
- use investigation equipment and resources responsibly and in accordance with applicable procedures;
- handle all shared materials and information in accordance with applicable confidentiality and proprietary protection requirements;
- communicate to the ICAO Regional Office any difficulties encountered in fulfilling their functions, in particular where the ongoing investigation process is not in compliance with Annex 13.

6. Financial Principles

The deployment of regional investigators and specialists to a State in support of an investigation shall be governed by a cost-sharing model designed to ensure sustainability and equitable participation among Member States.

Responsibilities of stakeholders are as follows:

- State providing the investigators and specialists:
 - maintains the expert's salary, benefits, and insurance coverage during deployment.
 - ensures continuity of employment and social protection obligations.
- State of occurrence/conducting the investigation:
 - covers costs associated with travel, accommodation, meals, and in-country deployment expenses.
For harmonization, the Daily Subsistence Allowance (DSA) for deployed investigators is based on United Nations rates.
 - provides accreditation, access to facilities, equipment, and operational support necessary for participation of the deployed investigators and/or specialists

- ICAO Regional Office may:
 - facilitate the mobilization of donor support and partnerships for training activities, specialized deployments and capability-building initiatives related to the regional pool of investigators;
 - support coordination between Member States regarding financial and administrative arrangements for deployments

7. Quality Assurance and Review

The regional pool of investigators shall be subject to an annual review to ensure effectiveness, consistency and continuous improvement.

The review shall cover:

- number and type of deployments conducted during the year;
- lessons learned from investigations;
- gaps in specialist availability and technical coverage;
- updates to investigation standards, procedures, and training requirements;
- feedback from States that benefited from the support of the regional pool of investigators.

8. Amendments

This Annex may be updated through recommendation of the AIG Regional Cooperation Mechanism and validation by Members State.