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## TENTATIVE AGENDA, SCHEDULE AND PROPOSED WORKING METHODS

(Prepared by the Secretariat)

### Summary

This working paper presents for consideration and approval of the Meeting, the Tentative Agenda, explanatory notes, the schedule and the proposed working methods of the AIG-SAM/3 Meeting.

1. **Approval of the agenda and its explanatory notes**
  - 1.1 The agenda and its explanatory notes proposed for consideration and approval by the Meeting are presented in **Appendix A**.
2. **Organization and working schedule**
  - 2.1 Taking into consideration this working paper, as well as administrative aspects, it is suggested that the Meeting carry out its work in plenary sessions and adopt the organization and working schedule indicated in **Appendix B**.
3. **Suggested action**
  - 3.1 The Meeting is invited to:
    - a) consider and approve the agenda and its explanatory notes presented in Appendix A;
    - b) consider and approve the organization and working schedule proposed in Appendix B.

- END -

**APPENDIX A  
THIRD AIG AUTHORITIES MEETING OF SOUTH AMERICAN  
(AIG-SAM/3)**

(Lima, Peru, 07 to 09 March 2016)

**TENTATIVE AGENDA**

**Agenda Item 1: ARCM implementation progress**

**Agenda Item 2: Proposal review of the AIG Cooperation Agreement among the ARCM States**

- a) AIG Cooperation Agreement proposal among the ARCM States

**Agenda Item 3: AIG regulations review**

- a) Proposals for the amendment of the AIG State regulation
- b) Proposals for the amendment of LAR 113

**Agenda Item 4: ARCM AIG procedures manual review**

- a) Proposals for the amendment of the accidents and incidents investigation procedures manual

**Agenda Item 5: ARCM AIG training programme review**

- a) Proposal for the amendment of the ARCM AIG training programme

**Agenda Item 6: Safety data collection and processing system (SDCPS) procedures review**

- a) Proposal on procedures for the implementation of the ARCM safety data collection and processing system (SDCPS)

**Agenda Item 7: Investigation of incidents that are not serious**

- a) Clarification on the organizations involved in the investigation of incidents that are not serious

**Agenda Item 8: 2016 ARCM activities programme approval**

- a) 2016 ARCM activities programme proposal

**Agenda Item 9: South American ARCM multinational investigator certification**

- a) South American ARCM multinational investigator certification manual proposal

**Agenda Item 10: Other matters**

- a) ARCM web page proposal review
- b) ARCM logo review
- c) Venue proposal for the AIG-SAM/4 Meeting

## **EXPLANATORY NOTES TO THE TENTATIVE AGENDA**

### **Agenda Item 1: ARCM implementation progress**

Regarding this agenda item, the Meeting will take note of the present AIG status in the SAM Region, and of the progress attained by the South American Regional in the ARCM implementation. These issues will be addressed through two presentations.

### **Agenda Item 2: ARCM States AIG Cooperation Agreement proposal review**

Under this agenda item, the Meeting will analyse through a working paper the ARCM Cooperation Agreement among the ARCM States.

If pertinent, the AIG authorities present in the meeting will proceed to sign this agreement.

### **Agenda Item 3: AIG regulations review**

Under this agenda item, the Meeting will analyse through working papers the proposals for the amendment of the following regulations:

- a) State AIG Regulation
- b) LAR 113 Regulation

### **Agenda Item 4: AIG ARCM procedures manual review**

Regarding this agenda item, the Meeting will analyse through a working paper the proposals for the amendment of the accidents and incidents investigation procedures manual.

### **Agenda Item 5: ARCM AIG instruction programme review**

Regarding this agenda item, the Meeting will analyse through a working paper the proposals for the amendment of the ARCM AIG training programme.

### **Agenda Item 6: Safety data collection and processing system (SDCPS) procedures review**

Under this agenda item, the Meeting will analyse the procedures proposal for the implementation of the ARCM safety data collection and processing system (SDCPS). The proposal will be analysed through a working paper.

### **Agenda Item 7: Investigation of incidents that are not serious**

With regard to this agenda item, the Meeting will analyse through a working paper on the organizations involved in the investigation of incidents that are not serious.

### **Agenda Item 8: 2016 ARCM activities programme approval**

Under this agenda item, the Technical Committee will present for approval, through a working paper, the proposal of the activities to be developed in 2016 by the ARCM, in order to consolidate the implementation progress of this mechanism.

**Agenda Item 9: South American ARCM multinational investigator certification**

Under this agenda item, the Technical Committee will present through a working paper the manual proposal for the South American ARCM multinational investigator certification.

**Agenda Item 10: Other matters**

Under other matters, the Meeting will analyse through working papers the following proposals:

## a) ARCM web page

The meeting will analyse the functionality and use of the web page under this subject.

## b) ARCM logo

Regarding the logo, the Meeting will select the logo to be used in representation of the ARCM.

## c) Venue for the AIG-SAM/4 Meeting

Under this item, the Meeting will propose a venue for the Fourth South American ARCM AIG Authorities Meeting (AIG-SAM/4).

Besides the above items, any other convenient subject to the Meeting will be discussed.

**APPENDIX B**  
**THIRD AIG AUTHORITIES MEETING OF SOUTH AMERICA, LIMA, PERU, FROM 07 TO 09 MARCH 2016**  
**AGENDA SCHEDULE**

<b>Time</b>	<b>Monday, 7 March</b>	<b>Time</b>	<b>Tuesday, 8 March</b>	<b>Time</b>	<b>Wednesday, 9 March</b>
08:30 09:00	Registration	08:30 09:30	<b>Agenda Item 6:</b> Safety data collection and processing system (SDCPS) procedures review (WP/07)	08:30 09:00	Time available for the Secretariat
09:00 09:30	Welcome and opening words Mrs. Ana Pamela Suarez, ARCM Chairperson Mr. ICAORD, SAM Office Mr. Marcus Costa, Chief AIG Section, ICAO				
09:30 10:00	Election of the meeting chairperson, Approval of the agenda, schedule and proposed working methods (WP/01)	09:30 10:00	<b>Agenda Item 7:</b> Investigation of incidents that are not serious (WP/08)	09:00 10:00	Report review by participants
10:00 10:30	<b>Group Picture / Coffee Break</b>	10:00 10:30	<b>Coffee Break</b>	10:00 10:30	<b>Coffee Break</b>
10:30 11:30	<b>Agenda Item 1:</b> ARCM implementation progress: Messrs. Marcelo Ureña and Marcio Abreu	10:30 11:30	<b>Agenda Item 8:</b> 2016 ARCM activities programme approval (WP/09)	10:30 11:30	Report review in plenary
11:30 12:15	<b>Agenda Item 2:</b> Proposal review of the AIG Cooperation Agreement among the ARCM States (WP/02)	11:30 12:15	<b>Agenda Item 9:</b> South American ARCM multinational investigator certification (WP/10)	11:45 12:15	Closing Mrs. Ana Pamela Suarez, ARCM Chairperson Mr. ICAORD, SAM Office Mr. Marcus Costa, Chief AIG Section, ICAO
12:15 14:00	<b>Lunch</b>	12:15 14:00	<b>Lunch</b>		
14:00 15:00	<b>Agenda Item 3:</b> AIG regulations review (WP/03, WP/04)	14:00 15:00	<b>Agenda Item 10:</b> Other matters (WP/11, WP/12, WP/13)		
15:00 16:00	<b>Agenda Item 4:</b> ARCM AIG procedures manual review (WP/05)				
16:00 16:30	<b>Coffee Break</b>				
16:30 17:30	<b>Agenda Item 5:</b> ARCM AIG training programme review (WP/06)				