
SOUTH AMERICAN AIG REGIONAL COOPERATION MECHANISM (ARCM)**FOURTH AIG AUTHORITIES MEETING**

(Brasilia, Brazil, 23 to 25 May 2017)

Agenda Item 12: Other matters**FUNDING TO SUPPORT THE SOUTH AMERICAN AIG REGIONAL COOPERATION MECHANISM (ARCM)**

(Presented by Argentina)

Summary

The purpose of this working paper is to present the activities carried out to raise funds to give sustainability to the South American AIG Regional Cooperation Mechanism (ARCM) so that it may continue conducting the scheduled activities and achieve the objectives set forth since its inception.

1 Introduction

1.1 To date, 11 out of the 13 AIG authorities of SAM States have signed the Multinational AIG technical cooperation agreement aimed at facilitating cooperation among its States. This agreement is based on the concept of horizontal cooperation among member States, which has enabled AIG authorities to share their knowledge and resources.

1.2 During its initial stages, the States agreed on the benefits that could be obtained from the implementation of the mechanism, and that it could be the solution for States facing difficulties for meeting their international accident investigation obligations.

1.3 The resources to be shared under this agreement are: investigators or other AIG-related experts; technical facilities; equipment associated with the investigation of accidents and serious incidents; training, including on-the-job training (OJT); reading of flight data recorders and cockpit voice recorders; testing of materials and fluids; and drafting of documents and other publications.

1.4 Likewise, regulations and AIG-related documents have been developed in accordance with ICAO standards and recommended practices for regional harmonisation. Furthermore, a safety data collection and processing system (SDCPS) has been established, different courses have been conducted, and virtual assistance has been provided to SAM States. All this work has been possible thanks to the support of the States and through horizontal cooperation, and especially, thanks to in-kind contributions by Argentina, Brazil, and the Regional Office.

1.5 Although concrete results have been obtained so far by the ARCM thanks to the cooperation of States and the contributions of Argentina and Brazil, it is necessary to start exploring ways to obtain additional financial resources and establish administrative mechanisms to manage them.

2 Background

2.1 In June 2016, on occasion of the visit of the Secretary General of ICAO, Dr. Fang Liu, to the Civil Aviation Accident Investigation Board (*Junta de Investigación de Accidentes de Aviación Civil – JIAAC*), accompanied by the ICAO Regional Director of the South American Office, a presentation and an explanation of the ARCM were offered, emphasising that it is supported by the voluntary contributions of SAM States. To this, the SG requested that a funding project be submitted to ensure the sustainability of the ARCM, given the results obtained in only 2 years.

2.2 In order to develop the funding project, the assistance of the ICAO South American Regional Office was requested, given its experience in this field. Work was carried out on the project and the final document (**Annex A**) was requested by the Ministry of Foreign Affairs of Argentina for submission to ICAO in November 2016. This project was personally discussed by the Chairperson of the ARCM Executive Committee with the Secretary General of ICAO in March 2017 in Brazil, their considerations to be discussed under item 3 of this working paper.

3 Analysis

3.1 To date, the ARCM has operated on the basis of voluntary contributions by States and, especially, by the *Junta de Investigación de Accidentes de Aviación Civil (JIAAC)* of Argentina, which made available to the ARCM the following staff: a full-time aircraft accident and incident investigator, a part-time aircraft accident and incident investigator, a full-time IT expert, and an English/Spanish translator. It has also hosted the ARCM safety data collection and processing system (SDCPS) in its facilities (until it can be transferred to the SAM Office). It is also in charge of the web page and has borne the cost of meetings and missions of its staff. Likewise, Brazil has seconded an official to the safety area of the SAM Regional Office (since February 2015), who is working full time in the AIG area.

3.2 Finally, the ARCM has the support of the Regional Safety Officer, who acts as secretary of the Regional Mechanism and is in charge of coordinating and articulating ARCM activities. The technical assistance missions conducted under this mechanism have been funded by the State requesting the mission and with SAFE funds in States that have technical assistance projects already approved.

3.3 The ARCM is based on the concept of horizontal cooperation among its members. At present, it relies for its operation on the voluntary contributions of Argentina, Brazil, and the SAM Office, and as shown by the progress made, it has been a good strategy that has saved the remaining SAM States significant expenses. However, it presents the risk of not being sustainable over time and of compromising the continuity of the Regional Mechanism. In almost 2 years since the creation of the ARCM (June 2015), its concrete gains have been well received worldwide, and other cooperation mechanisms are trying to replicate it. The road ahead before achieving the desired maturity is still long, and the only possible way to ensure continuity and sustainability of the ARCM is to obtain funding for its operation and stop relying 100% on the voluntary contributions of the States.

3.4 The Technical Committee has planned a series of activities for this year and the same for 2018, including training, virtual and on-site assistance, and certification of ARCM multinational investigators, which will require moving from one State to the other, participation in various events to acquire experience (OJT), etc., which will largely depend on additional funds to obtain positive results.

3.5 In order to support States, on-site assistance should be provided by experts to work on the deficiencies hindering effective implementation (EI) of protocol questions (PQs) and on other aspects that AIG organisations seek to strengthen, such as the independence of AIG organisations.

3.6 Accordingly, a strategy should be designed to ensure ARCM sustainability, quantifying ARCM operational costs based on planned activities. This strategy would be submitted by the Technical Committee for approval by the ARCM Executive Committee, to be followed by discussions on the institutionalisation of the ARCM with guaranteed funding.

3.7 In order to secure funds for the ARCM, a project document (**Appendix A**) was produced in 2016 at the request of the Secretary General of ICAO. The document described the activities and resources required to ensure the continuity and sustenance of the ARCM. The document was to be submitted to potential donors that might be interested in providing funds for ARCM activities. In March of this year, the funding project was discussed with the Secretary General of ICAO (Brazil). The discussions revealed that there was a possibility of obtaining funds for the various activities scheduled for this year and probably for those in 2018. Accordingly, SAM/AIG organisations must advance on this issue following two possible paths.

3.8 The first possibility is to create an ICAO regional technical cooperation project through the Technical Cooperation Bureau (TCB), in compliance with all the administrative requirements. Technical cooperation projects include charges for administrative operating costs.

3.9 The advantage of this option is the independence it offers. However, its implementation would require a memorandum of understanding among its members and donors, in addition to signing a project document, which involves a cumbersome process of approvals and signatures.

3.10 The second option would be to request the support of the Regional safety oversight cooperation system (SRVSOP) for use of the existing regional project (RLA/99/901) to mobilise all of its resources.

3.11 This second possibility might be more simple and would involve the submission of working papers to the SRVSOP General Board explaining ARCM activities. The purpose would be for the SRVSOP General Board to approve the budget prepared by the ARCM Executive Committee. In some cases, the members of the SRVSOP General Board are also members of the ARCM (Authorities whose AIG is imbedded in their organisation). The fund would be managed separately and a financial statement and a report of activities would be submitted at all AIG authorities meetings. For this option to be taken forward, each AIG organisation would have to negotiate with the corresponding authorities of each State the funds to be allocated to the ARCM, which should be independent of the funds allocated to project RLA/99/901.

3.12 In general, a common feature of regional initiatives that have been successful in obtaining funds is that they have clearly identified the products to be developed, they have a clear strategy for obtaining such products, they have identified the resources required for conducting the various activities, the implementation timetable, costs, and, of course, have effective monitoring and control mechanisms; in sum, a project scheme.

4. **Suggested action**

4.1 The Meeting is invited to:

- a) take note of the information provided in this working paper and the ARCM funding project shown in **Appendix A**;
- b) analyse and define the best mechanism to deal with the logistic and administrative aspects of the funding required for the operation of the ARCM; and
- c) entrust the ARCM TC with an analysis of the activities proposed in **Appendix B** (developed by the SAM Office), the results of which would be submitted to the ARCM Executive Committee. The proposed activities could become projects to be submitted to potential donors.

- END -



APPENDIX A

PROJECT

Title: Implementation of the AIG Regional Cooperation Mechanism (ARCM) of South America.

Duration: 5 years, expandable by equal terms

Estimated start-up date: November 2016

Government executing agencies: AIG Authorities

International executing organisation: ICAO

Total budget of the project: US\$ 1,482,000.00

Participating States: Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Panamá, Paraguay, Perú, Suriname, Uruguay and Venezuela.

Brief description: The purpose of this project is to establish and operate an AIG Regional Cooperation Mechanism (ARCM) of South America with the required technical, logistic and administrative support, in accordance with the provisions related to Annex 13 to the Convention on International Civil Aviation about Aircraft Accident and Incident Investigation.

A. CONTEXT

1. Description of the sub-sector

1.1 The Convention on International Civil Aviation, signed in Chicago on 7 December 1944 (Chicago Convention), establishes certain principles and arrangements for the safe and orderly development of international civil aviation and for the establishment of sound and economic international air transport services based on equal opportunities.

1.2 The Chicago Convention gave origin to the International Civil Aviation Organization (ICAO), whose purpose and objectives are to develop international air navigation principles and techniques and to promote the organisation and development of international air transport in order to achieve a safe and orderly development of international civil aviation worldwide.

1.3 All the States that will benefit of this project are party to the Chicago Convention, and therefore, members of ICAO.

1.4 The Chicago Convention provides a suitable frame of reference for the identification and definition of the responsibilities of the States regarding the administration of civil aviation and the organisation and methods to be applied to meet their mandate.

1.5 In order to achieve global uniformity in the adoption of standards, recommended practices and international procedures, each contracting State undertakes to contribute to the highest possible level of uniformity in regulations, standards, procedures and organisation in relation to aircraft, personnel, airways, and auxiliary services, on all issues in which such uniformity will facilitate and improve air navigation.

1.6 To this end, ICAO has adopted and amends, as necessary, standards, recommended practices, and international procedures dealing with all matters concerned with the safety, regularity, and efficiency of air navigation. Among these is the Annex 13 - *Aircraft Accident and Incident Investigation*;

1.7 The details of the procedures, training aspects and acceptable means of compliance with the corresponding Annexes are contained in other ICAO documents, circulars, and guidance material.

1.8 A key to maintaining the vitality of civil aviation in face of its continuous growth is to ensure a safe, secure, efficient, and environmentally sustainable air navigation system. This requires the implementation by civil aviation authorities of a safety system that ensures compliance with the established standards, procedures and practices.

2. **Strategy of host countries**

2.1 As ICAO contracting States, the governments that will benefit of this project have taken on specific obligations with respect to the adoption of standards, recommended methods and internationally agreed procedures to regulate international civil aviation. The civil aviation administrative authority of each State is responsible for ensuring that the civil aviation administration meets all these international obligations under the Convention on International Civil Aviation.

2.2 Amongst such obligations, civil aviation administrations are normally responsible for the development and implementation of the standards, procedures, and facilities required for the regularity, safety, and efficiency of air operations.

3. **Regional institutional framework for the sub-sector**

3.1 ICAO has Regional Offices in Lima (for South America) accredited to the States that participate in this project, which are responsible for promoting the implementation of the standards, recommended procedures and international procedures established in the Annexes to the Chicago Convention and for the implementation of the regional air navigation plan.

3.3 Regional Project RLA/99/901 *Regional Safety Oversight Cooperation System (SRVSOP)* is a regional safety oversight organisation (RSOO) established in 1998 through a memorandum of understanding signed between ICAO and the Latin American Civil Aviation Commission (LACAC), which started operations in 2002 with the purpose of creating and operating a regional safety system in Latin America with the technical, logistic, and administrative support required. The objectives of this project include the promotion, together with ICAO, of the harmonisation and adoption of harmonised regulations and procedures, the provision of advice to member States regarding compliance with their safety oversight obligations, and an increase of safety levels in the Region using the means it has available. At present, it is made up by 11 South American States and Cuba. To date, this project has developed more than 30 Latin American Aeronautical Regulations (LAR) that meet the requirements of Annex 1; Annex 2; Annex 7; Annex 6; Annex 8; Annex 11, Annex 14, Annex 16, Annex 18 and Annex 19, and model regulation for Annex 7, Annex 10 and RPAs.

3.4 The AIG Regional Cooperation Mechanism (ARCM) of South America, as one of the forms of a regional accident and incident organization (RAIO), established in 2015 where AIG authorities of 13 States of South America formally established the ARCM, and approved the first version of the regulations and guidance material of the AIG mechanism. In March 2016 AIG authorities of SAM States signed a multinational technical cooperation agreement to facilitate the cooperation among its States. Up to date, 11 of the 13 States

have adhered to this Agreement. The main objective of the SAM AIG Regional Cooperation Mechanism is to improve and achieve an appropriate level of cooperation between the countries of the SAM region, taking into account the capabilities of each State, through the respective agencies responsible for aircraft accident investigation in order to help achieve the goals set in the Declaration of Bogotá.

B. RATIONALE

1. Problems to be addressed: Current situation

1.1 Safety oversight is a function whereby States guarantee effective compliance with the safety standards, recommended practices and procedures contained in the Annexes to the Convention on International Civil Aviation and in other documents. At regional level, the organisations, regulations, human resources, and technical capacity to efficiently fulfil safety oversight responsibilities vary significantly between States.

1.2 The SAM Region analysis of the last results of Universal Safety Oversight Audit Programme (USOAP) up to 2014, determined that one of the audit areas with less effective implementation (EI) regarding the safety oversight capability was the area of aircraft accidents and incidents investigation (AIG), showing **69.64%** of compliance. In this regard, it was principally observed that the aspects related to investigation policies and procedures; development, completion and release of the final report; organization and personnel staffing and training; development, issuance, and recording of safety recommendations and accident/incident data reporting (ADREP) are the ones that have the highest number of not satisfactory Protocol Questions (PQ) as the SAM States general average. .

1.3 The implementation of a regional AIG cooperation mechanism in the region (ARCM) was considered an acceptable solution to improve the SAM Region effective implementation and support the decrease of accidents and incidents in the region. Also the establishment of the ARCM could be one of the solutions to improve their national system of investigating accidents and incidents in the States that not have the resources to investigate the full range of aviation accidents and incidents or to carry out an exhaustive analysis of data on accidents and incidents that are received.

1.4 The ARCM currently is being implemented with voluntary contributions in kind of SAM States; but in order to have a better effectiveness in the implementation of the work plan and assistance to the States is needed to implement a fund management mechanism that ensures continuous operation of this system.

2. Expected results of the project

2.1 Become an AIG Regional Cooperation Mechanism that ensures the highest standards in aircraft accident and incident investigation processes conducted by South American AIG Authorities, and be recognised in the regional aeronautical environment for its contribution to safety.

2.2 ARCM member States will have a mechanism to keep up to date the set of regulations for AIG, with guiding manuals, training programmes, and a core of investigators who may come together in multinational teams to conduct accidents investigations.

2.3 The AIG authorities will have operating a mechanism in an effective and efficient way, comply with the annual activities programme allowing the management of regional safety in the field of AIG, improve effective implementation (EI) of member States, and reduce aircraft accidents and incidents rate in

the Region. The annual activities programme contemplates the harmonization of regulations, activities with multinational teams to facilitate AIG assistance, training activities and workshops, AIG meetings, implementation of ADREP/ECCAIRS systems in all the States of the region

3. Expected beneficiaries

3.1 ARCM member States, Civil Aviation Authorities, industry will benefit from this project as a result of increased safety in air transport.

4. Project strategy and institutional arrangements

4.1 The strategy of the project, which seeks the establishment and operation of a regional cooperation mechanism for adequate oversight of air navigation service providers by civil aviation authorities, is based on the support provided by States or donor organisations to cover the implementation of this system. Subsequently, the ARCM would ensure the sustainability of the results achieved, the continuous improvement of the harmonised documents in area of AIG, and the continuous development of competencies.

5. Rationale behind ICAO assistance

5.1 As an international inter-governmental organisation specialised in civil aviation, ICAO is responsible for providing the frame of reference for virtually all civil aviation administrations of its 191 contracting States, and has ample experience in the provision of technical cooperation to civil aviation.

5.2 ICAO has a unique capacity to efficiently execute civil aviation development projects, including the global recruitment of high-skilled technical experts, the management of training programmes, and the procurement of equipment at competitive prices. The same experts that provide assistance for the development and maintenance of the structure of the Organization also provide the technical support to the ICAO Technical Cooperation Programme. Accordingly, ICAO has been executing technical assistance projects in an objective, non-profit-seeking, and thus cost-effective manner for its contracting States since 1952.

6. Special considerations

6.1 The project will maintain links with Regional Project RLA/99/901 – SRVSOP and national technical cooperation projects being implemented by the participating States in the same sub-sector, with a view to coordinating and supplementing the required activities at country level with the support of such projects.

7. Coordination arrangements

7.2 The Director of the ICAO Regional Office in Lima, as General Coordinator of the SRVSOP, will be responsible for the management and general coordination of the project (ARCM), with the technical and logistic support of the ARCM Technical Committee, the Regional Office and, as necessary, the SRVSOP Technical Committee, in accordance with the relevant ICAO procedures and guidelines.

C. DEVELOPMENT OBJECTIVE

The project will help maintain a safer, more efficient and economic air transport system, as a means for social, economic, and cultural development of the Region.

D. IMMEDIATE OBJECTIVES, RESULTS AND ACTIVITIES

These are described in the following pages. The abbreviations used have the following meaning:

| | |
|-------------|---|
| AIG | Qualified and experienced accident investigator |
| ARCM | South American AIG Regional Cooperation Mechanism |
| ARCM EC | ARCM Executive Committee |
| CAA | Civil aviation authority |
| ARCM TC | ARCM Technical Committee |
| Coordinator | ARCM General Coordinator |
| ICAO | International Civil Aviation Organization |
| RO | ICAO Regional Office in Lima |
| SRVSOP | Regional Safety Oversight Cooperation System |



Immediate Objective N° 1

Maintenance, management and operate the AIG Regional Cooperation Mechanism (ARCM) of South America, in accordance with the Global aviation safety plan (GASP), with the technical, logistic and administrative support required, as per its regulations.

Success criterion: Proper implementation of the working plan of ARCM and technical assistance required.

| | | |
|--|--|-------------------------------|
| 1.1 Regional regulations and procedures harmonised and proposed for application by SAM States in relation to AIG | 1.1.1 Identify and select the experts required for the maintenance and follow-up of regulations, guiding documents and procedures consistent with the relevant ICAO standards, recommended practices and procedures and related guidelines for AIG. | ARCM TC, AIG, Coordinator |
| | 1.1.2 Maintain, develop and follow-up uniform regional regulations and procedures concerning AIG, for their harmonisation and adoption by SAM States. | ARCM TC, AIG, Coordinator, RO |
| | 1.1.3 Maintain the procedural handbook for AIG investigators. | ARCM TC, AIG, Coordinator |
| | 1.1.4 Implement activities such meetings and training, to ensure the updating and dissemination of AIG procedures developed. | ARCM TC, AIG, Coordinator |
| | 1.1.5 Coordinate so that member States may have adequate resources, including equipment and qualified personnel, for conducting one or all investigations. | ARCM TC, AIG, Coordinator |
| | 1.1.6 To foster the use by all member States of a common set of regulations that are consistent with the provisions of Annex 13 – Aircraft accident and incident investigation, including regulations for the protection of information obtained through safety data collection and processing systems (SDCPS) as set forth in Attachment E to Annex 13. | ARCM TC, AIG |
| 1.2 Maintenance of the ARCM website | 1.2.1 Make arrangements for the hiring of an ICT service that ensures the upgrade, maintenance and operation of the website | ARCM TC, AIG, Coordinator |
| | 1.2.2 To develop and apply procedures in the website for the exchange of information on accidents and incidents within the ARCM and at international level, making sure that the data system is compatible with the ICAO ADREP/ECCAIRS system. | ARCM TC, AIG, Coordinator |
| | 1.2.3 To develop and apply procedures in the website using ARCM database information, to conduct a risk management process to identify trends and propose mitigation measures at regional level in order to contribute in the reduction of the rate of accidents and | ARCM TC, AIG |

| | | |
|--|--|--------------|
| | incidents in the SAM Region and maintain an acceptable level of safety performance. | |
| | 1.2.4 To develop and apply procedures in the website to the implementation of a SAM AIG database in order to facilitate, through the risk management process, the effective analysis of information obtained on accidents, serious incidents, incidents and latent conditions, so as to mitigate risks and establish performance indicators, targets and the corresponding alerts in the SAM Region. | ARCM TC, AIG |

Immediate Objective N° 2

Establish a programme for the conduction of multinational team of investigators, together with a competency and training programme for ARCM multinational investigators of the Region.

Success criteria: Conduction of at least three multinational investigations in SAM State.

| Results | Activities | Party responsible for each activity |
|--|---|-------------------------------------|
| 2.1 Implementation of the ARCM multinational investigators competency and training programme | 2.1.1 Develop competency and certification requirements for ARCM multinational investigators. | ARCM TC, Coordinator |
| | 2.1.2 Develop a training plan for ARCM multinational investigators. | ARCM TC, Coordinator, ARCM EC |
| | 2.1.3 Prepare and conduct four courses on AIG area oversight procedures for ARCM multinational investigators. | ARCM TC, Coordinator |
| | 2.1.4 Implement the ARCM multinational investigators database. | ARCM TC, ARCM EC, Coordinator |
| 2.2 Conduction of multinational AIG area assistance | 2.2.1 Develop guiding documents for the conduction of multinational AIG area assistance process | ARCM TC, Coordinator, ARCM EC |
| | 2.2.2 Call upon States to participate in the multinational AIG area assistance process, and design the plan for the conduction of such process. | ARCM TC, ARCM EC; Coordinator |
| | 2.2.3 Implement the multinational AIG area assistance process plan in the 13 ARCM member States. | ARCM, TC; Coordinator |

| | | |
|--|---|-------------------------------------|
| | 2.2.4 Prepare the final report of the results of the multinational AIG area assistance process for presentation to the ARCM Chairperson of the Executive Committee. | ARCM TC; Coordinator, ARCM EC |
|--|---|-------------------------------------|

Immediate objective N° 3

Recommend the necessary measures so that States may overcome the problems detected during the audits and ensure compliance with their safety oversight responsibilities as Contracting States, increasing the level of civil aviation safety within the region in AIG area.

Success criteria: Member States will participate in ARCM activities aimed at assisting other member States in the area of accident and incident investigation.

| Results | Activities | Party responsible for each activity |
|---|--|-------------------------------------|
| 3.1 Assistance provided to participating States, as required, to overcome the problems detected during the assistance missions. | 3.1.1 Determine the assistance required by AIG authorities regarding AIG. | ARCM TC, AIG, Coordinator, RO |
| | 3.1.2 Advice participating States in the preparation of assistance mission for overcoming the problems detected, as required. | ARCM TC, AIG, Coordinator |
| | 3.1.3 Advice concerned States on the formulation of the arrangements for assistance that might be necessary to implement the action plans and their financing. | ARCM TC, AIG |
| | 3.1.4 Coordinate and supervise the technical assistance deployed. | ARCM TC, AIG, Coordinator |

E. INPUTS

1. Donor input

1.1 Donor organisations will make financial contributions to cover project costs.

2. Executing organisation input

2.1 Project personnel

2.1.1 International professionals will be provided in the following specialties:

11-01 Qualified and experienced accident investigator

Note: At moment Brazil is provided a secondment for this area.

2.2 Administrative support

2.2.1 The budget includes an item covering the cost of the administrative support required for conducting project activities.

2.3 Official trips and missions

2.3.1 Funds will be provided to cover official travel expenses of project personnel and of coordination, supervision or review missions as necessary.

2.4 Training

2.4.1 Funds will be provided to cover the cost of training of inspectors to be designated by participating States for the conduction of project activities. Likewise, for training courses offered by the project, 2 fellowships will be granted to each participating State.

2.5 Equipment

2.5.1 Funds are provided for the procurement of equipment, supplies, and training material as required.

2.6 Miscellaneous

2.6.1 The budget covers miscellaneous project expenses, the drafting of reports, the translation of documents, and project management costs.

F. RISKS

1. The factors that might cause delays or prevent the achievement of project results are: lack of timely payment of contributions by donor organisations, delay in the selection of project professionals, and bureaucratic delays in the approval of candidates for training programmes and project missions.

2. A factor that, in time, could cause serious delays or prevent the achievement of project results and objectives

would be a drastic change in the political or economic situation in the participating countries.

G. PRIOR OBLIGATIONS AND REQUIREMENTS

1. Donated funds shall be deposited following project approval, on the dates established in the payment schedule, so that the executing organisation may begin activities.
2. ICAO's assistance to the project will be subject to compliance or probable compliance with the aforementioned prior obligations and requirements. If one or more of the prior requirements are not met, ICAO may, at its discretion, suspend or cancel the assistance.

H. PROJECT OVERSIGHT AND REPORTING

1. The project will be subject to a joint review by the ARCM Executive Committee; the annual report will be prepared and submitted by the ARCM General Coordinator. The Executive Committee will meet at least once a year, and may hold extraordinary sessions as needed, especially for reviewing and adopting safety reports and recommendations on accident and incident investigation. Executive Committee meetings can be face-to-face or virtual, as it may agree.
2. The ARCM Executive Committee is made up by the AIG Authorities of each ARCM Member State or by representatives designated by these Authorities. The Executive Committee will have a Chairperson, who will be elected from its members for a period of three years.
3. The Chairperson of the Executive Committee will preside over Executive Committee sessions and, in his/her absence, will delegate the chairing function to one of the members of the Executive Committee.
4. The functions of the Executive Committee will consist of advising on ARCM operation and matters, and providing general guidance on the performance and achievement of ARCM objectives and functions.
5. The Executive Committee will have the following functions:
 - a) review the reports submitted by the investigators in charge of investigating an aircraft accident or incident in case it has been conducted by an ARCM investigation team, prior to its presentation to the State of Occurrence of the accident/incident;
 - b) consider all the other reports submitted by the General Coordinator for review;
 - c) analyse safety recommendations resulting from accident and incident investigations and promote their implementation by all member States involved or determine the reasons for non-implementation;
 - d) review regulations concerning accident and incident investigation drafted by the Chairperson's office prior to their approval and adoption for use by member States;
 - e) review accident and incident investigation guidelines and procedures drafted by the Chairperson's office for use by member States and the Executive Committee;
 - f) review the annual programme of activities for its approval;
 - g) review the annual report on ARCM activities for its submission to member States;
 - h) provide assistance to participating States that so request, in the fulfilment of their obligations concerning aircraft accident and incident investigation;
 - i) establish the number of experts that will participate in the ARCM Technical Committee and approve

the terms and conditions for such assignments;

- j) propose amendments to the ARCM regulations, as necessary;
- k) agree on the exit from the ARCM of one or more States on the basis of the analysis conducted by the Technical Committee in these cases; and
- l) exercise other powers and functions granted by member States and required for proper implementation of the Agreement.

6. Executive Committee sessions will be held at the office of the General Coordinator in Lima, Peru, or at some other location determined by the Chairperson through the General Coordinator.

7. A simple majority of members of the Executive Committee will constitute quorum for the sessions of that body.

8. Conclusions and decisions of the Executive Committee will be reached by simple majority of votes of voting members attending the session.

I. BUDGET

The budget of the project is shown in the following pages.





APPENDIX A-1

| TENTATIVE PROJECT BUDGET | | | | | | | | | | | |
|--------------------------|--|-------|---------|------|---------|------|--------------------------|------|---------|------|---------|
| (In US Dollars) | | | | | | | | | | | |
| Country: | Regional for the Americas | | | | | | Start date: 1 March 2017 | | | | |
| Project N°: | Implementation of the AIG Regional Cooperation Mechanism (ARCM) of South America | | | | | | End date: 31 Dic 2020 | | | | |
| Title: | | | | | | | | | | | |
| Line | Component | TOTAL | | 2017 | | 2018 | | 2019 | | 2020 | |
| | | m/m | USD | m/m | USD | m/m | USD | m/m | USD | m/m | USD |
| 10.- | PROJECT PERSONNEL | | | | | | | | | | |
| 11.- | International professionals | | | | | | | | | | |
| 11-01 | AIG Expert | 45,0 | 560.000 | 9,0 | 110.000 | 12,0 | 145.000 | 12,0 | 150.000 | 12,0 | 155.000 |
| 11-06 | Consultants | | 40.000 | | 10.000 | | 10.000 | | 10.000 | | 10.000 |
| 11-99 | SUB-TOTAL | 45,0 | 600.000 | 9,0 | 120.000 | 12,0 | 155.000 | 12,0 | 160.000 | 12,0 | 165.000 |
| 13.- | Administrative Support | | | | | | | | | | |
| 13-01 | Bilingual executive secretary (SSA G4) | 45,0 | 108.000 | 9,0 | 21.600 | 12,0 | 28.800 | 12,0 | 28.800 | 12,0 | 28.800 |
| 13-99 | SUB-TOTAL | 45,0 | 108.000 | 9,0 | 21.600 | 12,0 | 28.800 | 12,0 | 28.800 | 12,0 | 28.800 |
| 15.- | Official trips | | 40.000 | | 10.000 | | 10.000 | | 10.000 | | 10.000 |
| 15-99 | SUB-TOTAL | | 40.000 | | 10.000 | | 10.000 | | 10.000 | | 10.000 |
| 16.- | Cost of missions | | 320.000 | | 80.000 | | 80.000 | | 80.000 | | 80.000 |
| 16-99 | SUB-TOTAL | | 320.000 | | 80.000 | | 80.000 | | 80.000 | | 80.000 |

| | | | | | | |
|---------------|---|-----------|---------|---------|---------|---------|
| 17.- 17-08 | Local professionals Consultants | - | - | - | - | - |
| 17-99 | SUB TOTAL | - | - | - | 0,0 | 0,0 |
| 19.- | TOTAL OF THE COMPONENT | 1.068.000 | 231.600 | 273.800 | 278.800 | 283.800 |
| 20.- | SUB-CONTRACTS | | | | | |
| 21-01 | Local sub-contracts | 80.000 | 20.000 | 20.000 | 20.000 | 20.000 |
| 21-02 | International sub-contracts | - | - | - | - | - |
| 29.- | TOTAL OF THE COMPONENT | 80.000 | 20.000 | 20.000 | 20.000 | 20.000 |
| 30.- | TRAINING | | | | | |
| 31-01 | Individual scholarships | 320.000 | 80.000 | 80.000 | 80.000 | 80.000 |
| 32-98 | Group training | - | - | - | - | - |
| 39.- | TOTAL OF THE COMPONENT | 320.000 | 80.000 | 80.000 | 80.000 | 80.000 |
| 40.- | EQUIPMENT | | | | | |
| 45-01 | Equipment | 10.000 | 5.000 | 2.000 | 2.000 | 1.000 |
| 49.- | TOTAL OF THE COMPONENT | 10.000 | 5.000 | 2.000 | 2.000 | 1.000 |
| 50.- | MISCELLANEOUS | | | | | |
| 53-01 | Various expenditures | 4.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| 59.- | TOTAL OF THE COMPONENT | 4.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| 99.- | TOTAL OF THE PROJECT | 1.482.000 | 337.600 | 376.800 | 381.800 | 385.800 |

APPENDIX B

PROGRAMME OF ACTIVITIES IN SUPPORT OF THE ARCM - 2017
(Donors)

| Tasks | Deliverables | Place and dates (start and end) | Responsible parties and resources |
|---|---|---|--|
| Improvement of regional EI by XX | a) 5 SAM States will receive on-site assistance missions to assist in the implementation of their CMA USOAP CAP. | a) | a) Regional expert (1) and AIG secondment (R). |
| Conduction of online course for AIG investigators | <p>a) Plan</p> <ul style="list-style-type: none"> • Preparation of online courses – development of courses, with a workload of fifteen (15), thirty (30) or forty (40) hours, based on raw contents provided by the ARCM Secretariat; • Remote training of teachers-tutors – Online training courses for tutors; • Operational management – conduction and management of sessions offered in each course so as to complete Phase II – Tutoring course, remote teacher-tutor training stage. | <p>Lima - PE</p> <p>Start: 30/Jun/2017</p> <p>End: 31/12/2019</p> | a) Regional experts (2) (1 month) and AIG secondment (R) 1 scholarship per State. Translation. |
| | <p>b) System acquisition</p> <p>Step 1: the ARCM Secretariat will submit a job request to the entity, specifying workload, module menu, and additional information, such as contents, audience, supplementary material, etc.; in one (1) day;</p> <p>Step 2: The hired party will conduct a study of the contents and will prepare the content map, within a period of three (3) days;</p> <p>Step 3: The ARCM Secretariat will analyse the content map, and will approve it or suggest changes to be made by the hired party, up to the final approval of map content by the ARCM within a period of two (2) days;</p> | | b) Software acquisition RO. |

| Tasks | Deliverables | Place and dates (start and end) | Responsible parties and resources |
|-------|---|---------------------------------|-----------------------------------|
| | <p>Step 4: Following approval of content maps, the hired party shall deliver to the ARCM Sec. a work schedule proposal within three (3) days;</p> <p>Step 5: The ARCM Sec. will review and approve the work programme within one (1) day;</p> <p>Step 6: Following approval of the work programme, the hired party will complete the <i>storyboard</i> of approx. 40% of the course, in twenty (20) days.</p> <p>Step 7: The ARCM Sec. will examine the <i>storyboard</i>, and will approve or suggest modifications to be made by the contractor for full approval of the <i>storyboard</i> by the ARCM Secretariat, in five (5) days;</p> | | |
| | <p>c) Development</p> <p>Step 1: The hired party will start producing the unit (one by one), the approved content, and will then submit each course produced to the approval of the ARCM Secretariat;</p> <p>Step 2: At the same time, the hired party will conduct the <i>storyboard</i> of the remaining 60% of the course, for up to forty (40) days;</p> <p>Step 3: The ARCM Secretariat will start assessing the unit (one by one), approving or suggesting modifications to be made by the hired party, until approval of the full content by the ARCM Secretariat, in five (5) days per course;</p> <p>Step 4: The ARCM Secretariat shall review the content of the remaining <i>storyboard</i> (60%), and approve or suggest modifications to be made by the hired party until approval of the full <i>storyboard</i>, in five (5) days;</p> <p>Step 5: The hired party will start producing the last part of the course contents (remaining 60%), including all additional resources, such as downloading and printing contents, up to 55 (fifty-five) days.</p> | | <p>c) AIG secondment (R).</p> |

| Tasks | Deliverables | Place and dates (start and end) | Responsible parties and resources |
|-------|---|------------------------------------|--------------------------------------|
| | <p>d) Tests</p> <p>Submission of the service provided and migration of the course - duration: up to 10 calendar days:</p> <p>Step 1: The hired party will make a presentation to the ARCM Secretariat at the end of each course. At the end, the ARCM Secretariat will make a final assessment, allowing for adjustments.</p> <p>Step 2: The ARCM Secretariat will review and approve the final product in 1 (one) day;</p> <p>The presentations and approvals foreseen in the various stages may take place through meetings and the exchange of electronic information, and must be documented by the hired party through monthly activity reports approved by the ARCM Secretariat.</p> | | |

| Tasks | Deliverables | Place and dates (start and end) | Responsible parties and resources |
|--|--|---|--|
| <p>Training of the team of international investigators</p> | <p>Work areas involved:</p> <ul style="list-style-type: none"> • Operations: 10 investigators • Human factors: 10 investigators • Maintenance: 10 investigators • Air traffic: 5 investigators • Airworthiness: 10 investigators <p>a) Refresher courses: 1 course every 2 years</p> <p>b) Deployment of AI team: 5 full teams per year</p> | <p>Lima - PE and SAM Region</p> <p>Start: 30/Jun/2017</p> <p>End: 31/Dec/2019</p> <p>Lima - PE</p> <p>Start: 30/Jun/2018</p> <p>End: 10/Jul/2018</p> <p>SAM Region</p> <p>Start: 30/Jun/2017</p> <p>End: 31/Dec/2019 SAM Region</p> | <p>ARCM States</p> <p>a) 45 scholarships for one week. Two instructors (2 weeks).</p> <p>b) 5 international investigators for 1 week w/mission. Car rental (4x4): 5 times a year. Delivery of parts for analysis in another State: air delivery + investigator (engines, CVR, FDR)</p> |

| Tasks | Deliverables | Place and dates (start and end) | Responsible parties and resources |
|-------|---|---|---|
| | <p>Identification cards;</p> <p>Minimum investigation teams.</p> <p>Personal protection equipment: outfits, filter masks, gloves, boots, etc.</p> | <p>SAM Region</p> <p>Start: 30/Jun/2017</p> <p>End: 31/Dec/2019</p> <p>SAM Region</p> <p>Start: 30/Jun/2017</p> <p>End: 31/Dec/2019</p> <p>SAM Region</p> <p>Start: 30/Jun/2017</p> <p>End: 31/Dec/2019</p> | <p>Acquisition of cards.</p> <p>Acquisition / maintenance of investigation equipment</p> <p>Acquisition of equipment.</p> |
| | <p>Training course for investigators</p> | <p>Start: 2-27 Oct 2017</p> | <p>Three regional investigators (8 weeks); 2 scholarships per State; simultaneous interpretation and translation.</p> |
