



*International Civil Aviation Organization*

**Accident and Incident Investigation Group**

**Second MENA ARCM Committee Meeting  
(Jeddah, Saudi Arabia, 11-12 September 2022)**

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**Agenda Item 2: Regional Performance Framework**

**MENA ARCM TECHNICAL ASSISTANCE MECHANISM**

*(Presented by the UAE)*

**SUMMARY**

This paper presents a proposal for MENA ARCM technical assistance mechanism

Action by the meeting is at paragraph 3.

**1. INTRODUCTION**

1.1 The MENA ARCM Memorandum of Understanding (MoU) provides wide spectrum of areas of cooperation among the Parties. This opportunity enables the Parties to expand their investigation capabilities for assuring effective investigations in addition to enhancing their Effective Implementation (EI) within the framework of USOAP-CMA.

1.2 Therefore, for establishing appropriate interaction among the Parties for implementing the terms of the MoU, a simple process for governing the exchange of technical assistance is necessary. This can be achieved by developing a document that incorporates guidance for the Parties on how to request for a technical assistance, and how that request can be fulfilled.

**2. DISCUSSION**

2.1 In order for the document to be reflective of its purpose, it is given the title “MENA ARCM Technical Assistance mechanism (Mechanism)”. It incorporates sections that are structured to consider the scope of technical assistance, procedures statement, and process map.

2.2 The Mechanism directs the technical assistance requests to be through e-form incorporated in the MENA ARCM website. Although the latter is not developed, it will, if developed, provide a comprehensive platform for exchanging resources among which are requests for technical assistance.

2.3 The Mechanism considers different scenarios of Parties’ acceptance for providing a technical assistance. However, this should not be understood as a provision for easy regret from such cooperation.

**3. ACTION BY THE MEETING**

- 3.1 The meeting is invited to discuss and agree on the proposed Mechanism.

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**MENA ARCM TECHNICAL ASSISTANCE MECHANISM**

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**MENA ARCM  
TECHNICAL ASSISTANCE MECHANISM**

**SECTORS:** MENA ARCM Parties

**PROCESS CODE:** ARCM.01

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*Version* [Status]

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## Process Information

<b>Process Name</b>	MENA ARCM Technical Assistance Mechanism	<b>Process ID #</b>	ARCM.01
<b>Process Owner</b>	ARCM	<b>Associated Services</b>	N/A

## Description and Objective

The scope of this mechanism covers the areas of cooperation among MENA ARCM Parties for the aim of exchanging technical assistance in the following areas, where possible:

1. Investigators/specialists in different fields to participate in investigation conducted by another Party (this includes full or partial participation and onsite or remotely).
2. Facilities, tools, and equipment
3. Learning opportunities
4. Participation of investigators/specialists from a Party as observers in other Party's investigation
5. Visits, meetings, and attendance of seminars, conferences, and other fora
6. Information about a specific investigation
7. Research capabilities for supporting safety studies conducted by a Party
8. Support each Party's positions and proposals in international fora.
9. Consultation, benchmarking and peer review.

## Operational Guidelines

The Parties should use the MENA ARCM website as a platform for exchanging the technical assistance.

## Key Performance Indicators

KPI Name	KPI Description	Formula	Type	Unit
Lead time	Time elapsed from submitting the request to the time the technical assistance starts	Time of starting the technical assistance (minus) time of request	Quantitative	Days

## Terms and Definitions

Term	Definition
Parties	The signatory States to the MENA ARCM Memorandum of Understanding
Beneficiary Party	A Party that requests a technical assistance
Providing Party	The selected/alternative Party that provides the technical assistance to the beneficiary Party

Term	Definition
ARCM Coordinator	A person assigned by the ARCM for administering the ARCM activities
ARCM Focal Point	A person representing a Party in the ARCM and carrying out the relevant activities
Technical assistance	An assistance requested under the areas mentioned in <i>Description and Objectives</i> section of this document
Technical assistance request	A request submitted by a Party through the MENA ARCM website e-form for receiving support within the areas mentioned in the <i>Description and Objectives</i> section of this document

## Procedure Statements

#	Procedure Statement
Start	<p>The process is triggered when the Focal Point of a beneficiary Party submits a <i>technical assistance</i> request through MENA ARCM website e-form</p> <p><b>Note 1</b> – The beneficiary Party may review the <i>capability list</i> and select a Party for providing the technical assistance before he/she submits the request through the e-form</p> <p><b>Note 2</b> – Discussion between the Parties for the technical assistance framework may precede the official request</p>
1.	<p><b>Decision Box:</b> Does the selected primary Party <b>accept</b> to provide the requested technical assistance?</p> <p>If <b>Yes:</b> Proceed to 7</p> <p>If <b>No:</b> Proceed to 2</p>
2.	The selected primary Party submits “regret” through the MENA ARCM website e-form with sufficient justification
3.	The ARCM Coordinator assists the beneficiary Party for identifying alternative Party(ies)
4.	<p><b>Decision Box:</b> Does the selected alternative Party accept to provide the technical assistance?</p> <p>If Yes: Proceed to 6</p> <p>If No: Proceed to 5</p>
5.	The selected alternative Party submits “regret” through the MENA ARCM website e-form with sufficient justification.
6.	The beneficiary Party updates the technical assistance request e-form through the MENA ARCM website to mention the alternative Party instead of the primary selected Party
7.	The selected primary/alternative Party accepts the technical assistance request through the MENA ARCM website
8.	<p>The beneficiary and providing Parties agree on the terms of technical assistance delivery</p> <p><b>Note 1</b> – There is no specific format for the technical assistance framework, however terms of agreement should include the ARCM MoU scope, cost, logistics, etc.</p>
9.	The providing Party accomplishes the technical assistance and completes the request e-form in MENA ARCM website
10.	The beneficiary Party completes the e-form in MENA ARCM website.

#	Procedure Statement
END	End of Process

## Process Map

