

Terms of Reference for Standing Committee on Aircraft Accident and Incident Investigation for the Caribbean Aviation Safety and Security Oversight System.

Background

The CASSOS Board has directed that CASSOS will cooperate and share scarce technical resources in the process of Aircraft Accident and Incident Investigation and Reporting.

This direction is consistent with the CARICOM Treaty of Chaguaramas' goals and objectives for the transportation sector in CARICOM, by achieving harmonization in Aircraft Accident and Incident Investigation and Reporting.

The CASSOS Board named members of the individual authorities to a standing committee tasked with development of common, harmonized procedures and functional guidance for CASSOS Members with regard to Aircraft Accident and Incident Investigation and Reporting, and develop procedures to aid cooperative efforts in accident investigation and sharing of technical investigator resources.

The standing committee will examine the needs for Aircraft Accident and Incident Investigation and Reporting and will follow the procedures and guidelines prepared by ICAO, as published in ICAO Annex 13 and the ICAO Manual of Accident Investigating in developing a CASSOS Manual of Accident Investigation for use by all Members of CASSOS. The standing committee will assist member states to meet their ICAO responsibilities for Aircraft Accident and Incident Investigation and Reporting and will utilize the resources named in a go team list of trained investigators, and will develop the necessary procedures.

This will facilitate use of each CASSOS member state's personnel who have been trained in accident investigation and help to make them available to all Member States and will also make it simpler for the regional system to operate. The standing committee will make progress reports at the first

meeting of the CASSOS Board subsequent to each AIG standing committee meeting.

Objectives

The main objective for the standing committee is to develop, and present to the CASSOS Board a plan for the creation of an Aircraft Accident and Incident Investigation and Reporting system for all member states, and to implement that plan.

The process should meet all CASSOS member state's regulatory requirements and should be developed in a format that is suitable for electronic data sharing and that can be readily adopted by CASSOS member states within existing or revised regulations.

Scope and Methodology

The standing committee will follow the ICAO Guidance for Aircraft Accident and Incident Investigation and Reporting, and will use ICAO Annex 13 and associated ICAO Manuals as standards and criteria for Aircraft Accident and Incident Investigation and Reporting.

The end product will be a system for Aircraft Accident and Incident Investigation and Reporting to be used in all CASSOS Member States, and a CASSOS Accident Investigation Manual that can be used by all CASSOS Member States.

The standing committee shall rely on email and conference calls to the maximum extent practicable to avoid the very high cost of travel for meetings.

Costs of travel, accommodation, meals and incidentals incurred by the individual standing committee members for Aircraft Accident and Incident Investigation and Reporting shall be the responsibility of each standing committee members' home nation organization.

Each participating state shall provide sufficient copies of its Aircraft Accident and Incident Investigation and Reporting rules and guidelines to each member of the standing committee.

The standing committee shall compare each state's Aircraft Accident and Incident Investigation and Reporting procedures with the standards in the ICAO Annexes and the guidance contained in the ICAO Manuals. In this manner, any major differences between CASSOS Member States' procedures and ICAO requirements, as well as differences between States, will be identified. The standing committee will develop a uniform plan for Aircraft Accident and Incident Investigation and Reporting for all member states.

Forms and checklists developed by the standing committee for use in Aircraft Accident and Incident Investigation and Reporting shall bear the CASSOS logo and shall have a part that is reserved for the specific state's logo and a place to identify the State Authority that is using the form(s) and checklists and the name and identification of the investigator and their parent organization.

Where on-site investigation and meetings with officials of the state of occurrence are required, this shall be authorized by the state of occurrence in advance and such travel shall be funded by the state.

Development of the forms and checklists for completion of the various phases of the investigation shall be an integral part of this project. The standing committee shall also advise CASSOS Members regarding the recommended contents of "accident go-kits" to be maintained in each State to be available for use by accident investigation personnel.

Members

Chairperson: Christopher Raleigh Bickford (Jamaica).

Other Members:

- David Jordan (Barbados).
- Richard Lindsay (The OECS).
- Anjulio Wolf (Suriname).
- Garnet Smart (Trinidad and Tobago).
- Others to be named, as necessary, shall have CNS/ATM expertise, AGA expertise and Legal Expertise.

The primary function of the chairperson is to coordinate the efforts of the group and to facilitate the proceedings of the standing committee.

The chairperson will be responsible for notifying members of meetings (including teleconferences), meeting or teleconference dates, preparing agendas, approving minutes and reports, distribution of documents, interaction with various members and presenting briefings and tabling reports to the CASSOS Board.

The standing committee members will action requests for information relative to their state's legislation, standards, procedures and guidance material and forms, prepare briefs for the standing committee and participate in discussions and preparation of reports.

The standing committee will strive toward consensus but if it is not achievable, dissenting views will be included in the report.

Reporting

Draft reports will be prepared and circulated to all members for comment prior to submission to the Chairman/CEO of the CASSOS. (Dissenting views shall be in writing, shall be timely and will be attached to the report when submitted). The progress reports shall include copies of forms developed to date and the final report of the initial few meetings shall include the

draft CASSOS Accident Investigation Manual and a uniform and complete set of draft checklists and recommended forms.

Each standing committee member shall be responsible for reporting to their respective organization all decisions reached, recommendations, unresolved issues or concerns, and planned action.

Unless pre-approved by the CASSOS Board, only the standing committee group members identified by the individual board members and those CASSOS HQ staff authorized by the CASSOS CEO shall attend standing committee meetings and provide input to working group discussions, with the exception that ICAO, NTSB, CTSB or AIB experts may attend from time to time to provide technical advice.

The standing committee chairperson shall make progress reports to the Chairman of CASSOS Board via the CASSOS Office and shall present findings and recommendations to the CASSOS Board as requested by the Coordinator. The reports shall include recommendations, the rationale for those recommendations and supporting information and shall also include dissenting views.

The chairperson shall also be required to keep the CASSOS CEO advised of the progress of the standing committee so that information may be disseminated to CASSOS Board members as required.

CASSOS Review

Following presentation of a report to the CASSOS Board, the Chairman may return a report to the standing committee with a request for clarification or justifications of the recommendations or the Board may add its own comments or views to a report. However, the standing committee report remains the product of the standing committee and will not be amended or revised by the CASSOS Board.

Schedule

The chairperson shall establish contact with each member of the standing committee and when a meeting or teleconference has been convened the Chairperson shall produce a progress report to be available prior to the next CASSOS Board meeting. Meetings shall be scheduled to minimize travel costs and inconvenience to standing committee members.

The first teleconference shall be held in early 2013 and this shall be informative and exploratory. Task assignments shall be agreed upon at that time and the date for the next teleconferences or meetings shall be set. The chairperson shall provide a draft record of the meetings/teleconferences within 10 working days of each meeting/teleconference.

The first progress report shall be due at the first CASSOS Board Meeting in 2013 following the AIG Standing Committee Meeting.

Finances

Each Member State shall bear the cost of travel, accommodation and meals and incidental expenses for its standing committee member. Member states will not be reimbursed for salary and benefits costs for their standing committee members. Travel is to be discussed with the CASSOS Office in advance, in case it may be possible to take advantage of reduced rate airfares.

As previously noted, costs of travel, etc. related to accidents/incidents, and meetings with regard to accidents/incidents shall be the responsibility of the state requesting such assistance.

All administrative costs associated with the production and distribution of standing committee documents and preparation of reports and briefings for CASSOS shall be recorded and, in the event additional funds become available, may be reimbursed from the CASSOS budget. Where there are documents or reports related to specific accidents/incidents these costs shall be the responsibility of the state of occurrence. In any event,

maximum use of electronic transmission of data and reports shall be made to keep costs down.

Administrative Support

The state of the chairperson shall provide administrative support to the chairperson. Where meetings take place in another state, the host state shall provide meeting space and administrative support to the standing committee. Administrative support related to specific accidents/incidents shall be the responsibility of the state of occurrence.

Final copies of the standing committee reports and the distribution of these to the CASSOS Board shall be the responsibility of the CASSOS Office, and administrative support to the Standing Committee Chairperson or Member presenting these reports at board meetings shall be provided by the Coordinator office.

Signed this _____ day of _____, 2013 at _____,

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Ramesh Lutchmedial

Chairman CASSOS Board

Christopher Raleigh Bickford

Chairperson, AIG group.