



ICAO

International Civil Aviation Organization  
North American, Central American and Caribbean Office

WORKING PAPER

CARAIO — WP/06  
15/02/17

**First Meeting for the Establishment of CASSOS Regional AIG Organization (CARAIO)**  
Mexico City, Mexico, ICAO NACC Regional Office, 21 to 22 February 2017

**Agenda Item 6: Draft Terms of Reference (ToRs) for AIG – RAIO Expert**

**DRAFT TERMS OF REFERENCE (TORS) FOR Accident Investigation (AIG) EXPERT**

(Presented by the Secretariat)

<b>EXECUTIVE SUMMARY</b>	
This WP presents the draft Terms of Reference (TORs) to contract an AIG expert to support the development of the CARAIO/GRIAA development.	
<b>Action:</b>	The Meeting is requested to review and accept the TORs for contracting an AIG expert.
<b>Strategic Objectives:</b>	<ul style="list-style-type: none"><li>• Safety</li></ul>
<b>References:</b>	<ul style="list-style-type: none"><li>• SAFE Fund CARAIO Project – Implementation Schedule</li></ul>

**1. Introduction**

1.1 Under the CARAIO Safe Fund Project, an initial Project Schedule has been proposed, with timelines, activities and responsible as detailed in WP03. One of the key activities to organize is the hiring of an AIG Subject matter Expert (SME) for the following deliverables:

- a) Perform the feasibility analysis;
- b) Development of training plan;
- c) Present and support the deliverables in the first RAIO Workshop.

**2. Discussion**

2.1 In order to initiate the definition of the profile of the AIG Subject Matter Expert (SME), the draft TORs are presented in the **Appendix** for the Meeting review and comments.

**3. Suggested Actions**

3.1 The Meeting is invited to review and update the draft ToR for the AIG SME, including the deliverables and contracting timeframe and defining the approval process for the deliverables to be provided.

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**APPENDIX****DRAFT TERMS OF REFERENCE (TORs) FOR CARAIO****AIG EXPERT**

**Title:** AIG Subject Matter Expert

**Duration:** 6 months

**Qualification Requirements:**

1. University degree in aeronautical engineering or equivalent. Recognized professional qualifications gained over a period of at least 10 years of experience in operations, airworthiness, quality assurance, etc.
2. Five years of experience at a supervisory level of governmental regulatory practices in accident investigations administration, including surveillance and audit.
3. To have served as IIC (Investigator in charge) in charge of the management of the investigation of accidents and incidents.
4. Working knowledge of ICAO Standards and Recommended Practices (SARPs) and related documentation.
5. Fluent in the English language. Proven ability in preparing inspection reports and similar documents.
6. Initiative, tact, sound judgment and ability to maintain harmonious relationships.

**Competencies:**

1. **Judgment/decision-making:** Proven ability to take ownership of all responsibilities and to honour commitments, to exercise mature judgment, to recognize key issues and analyse relevant information, to make feasible recommendations and to take sound decisions.
2. **Communication:** Ability to write clearly and concisely and to present articulate verbal reports.
3. **Teamwork:** Ability to work with colleagues to achieve the project goals and maintain harmonious working relationships in a multinational environment.
4. **Client Orientation:** Ability to establish and maintain partnerships with external collaborators, to work and advocate effectively in a consensus-based system and to successfully manage and resolve conflict.
5. **Technological awareness:** Ability to use contemporary office automation equipment, software, databases.

**Deliverables:**

**Perform the feasibility analysis, which includes:**

- a) Performing an AIG gap analysis in the CASSOS States following ICAO AIG SARPs and Guidance Material
- b) Review and identify update for CARAIO implementation in the State's regulations, directives and other national procedures regarding its compliance with ICAO SARPs and guidelines, identifying improvements for its compliance and filling of differences.
- c) Impact evaluation of CARAIO implementation in the improvement of AIG Effective Implementation (EI).
- d) Develop an action plan to improve the EI of CASSOS States in the AIG area
- e) Review and identify updates for CARAIO implementation on AIG inspector documentation as the Inspector Manual including oversight policy, functions, procedures, checklists and provide the necessary guidance to AIG inspectors for their application and documentation maintenance.

**Duration:** Three (3) weeks

**Development of training plan**

- a) Perform evaluation of AIG qualified inspector in CASSOS Members States
- b) Define the necessary training programme (basic, recurrent and specialized courses) and its corresponding on-the-job training for AIG qualified/certified personnel.
- c) Develop a Training Programme and Training Plan for CARAIO implementation

**Duration:** Two (2) weeks

**Presentation of deliverables in the first RAIO Workshop**

- a) Present results and other AIG implementation guidance in CARAIO/GRIAA AIG workshop.

**Duration:** Five (5) days