



ICAO

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

Second Meeting of Caribbean Regional Accident and Incident Investigation Organization (RAIOC)

Summary of Discussions

Georgetown, Guyana, 26 to 30 June 2017

Second Meeting of Caribbean Regional Accident and Incident Investigation Organization (RAIOC)

Summary of Discussions

Date	26 to 30 June 2017
Location	Guyana Civil Aviation Authority Head Office, Georgetown, Guyana
Meeting Opening	<p>The Meeting was attended by 9 participants from Guyana, the Caribbean Aviation Safety and Security Oversight System (CASSOS), <i>Corporacion Centroamericana de Servicios de Navegacion Area/Agencia Centroamericana de Seguridad Aérea</i> (COCESNA/ACSA), Eastern Caribbean Civil Aviation Authority (ECCAA), and ICAO SAM and NACC Regional Offices as shown in Appendix A. Suriname sent excuses for not attending the Meeting.</p> <p>Mr. Egbert Field, Director General, Guyana Civil Aviation Authority, welcomed the participants and highlighted the relevance of continuing the works for the establishment of Caribbean RAIO (RAIOC).</p> <p>Mr. Eduardo Chacin, Regional Officer, Flight Safety, ICAO NACC Regional Office, served as Secretary of the Meeting.</p>
Discussion Items	
Agenda Item 1:	<p>Approval of the Provisional Agenda and Work Schedule</p> <p>1.1 The Meeting adopted the agenda and approved the working schedule presented in the invitation letter. The documentation for the Meeting is available at the following website: https://www.icao.int/NACC/Pages/meetings-2017-RAIOC2.aspx</p>
Agenda Item 2:	<p>Review of the Summary of Discussions of the First Meeting for the Establishment of Caribbean Regional Accident and Incident Investigation Organization (RAIOC)</p> <p>2.1 The Meeting reviewed the Summary of Discussions of the First Meeting for the Establishment of Caribbean Regional Accident and Incident Organization (RAIOC). The matters discussed were the following:</p> <ol style="list-style-type: none">1. It was noted that Guyana and Suriname as SAM States are part of the Accident Investigation and Prevention (AIG) Regional Cooperation Mechanism (ARCM) of South America, and also that CASSOS participates as observer in the ARCM.2. The Meeting was informed by the Secretariat that the RAIOC was not only for CASSOS Member States, but also for other CAR States as required.

3. Regarding paragraph 2.8 of the Summary of Discussions, it was agreed that the the CASSOS AIG group needs to have a collective AIG training plan.
4. Regarding paragraph 2.9 of the Summary of Discussions, the Memorandum of Agreement (MoA) of RAIOC was drafted and sent to the CASSOS Board of Directors for comments. The Meeting noted that ECCAA sent a legal comment on the Agreement and Guyana’s comments were pending. See **Appendix B** to this Summary of Discussion.

Agenda Item 3:**Project Description – Phase I**

3.1 ICAO NACC Regional Office delivered a presentation about the tasks and activities for the establishment of RAIOC as agreed in the first Meeting. The presentation was divided in the following areas: Legislation, Regulations and Procedures, Human Resources, Material Resources, and Support Services. The Meeting agreed on the required steps for the establishment of RAIOC as presented. See **Appendix C** of this Summary of Discussion.

3.2 The Meeting reviewed the draft document for the Establishment of a Regional Aircraft Accident Investigation Authority (White Paper) that was presented to the Caribbean Community - Council for Trade and Economic Development (CARICOM-COTED). The Meeting agreed that the CASSOS AIG Standing Committee would consider whether it would be necessary to rewrite this “White Paper” to reflect the needs of the RAIOC, and then to determine whether the document would need to be resubmitted to CASSOS Board of Directors for approval.

3.3 ICAO NACC Regional Office briefed the Meeting about the status of CASSOS, which contains 12 States in CAR and SAM Regions, and its current average of the Universal Safety Oversight Audit Programme (USOAP) score is 53.57% Effective Implementation (EI), which is below the world average of 63.76%. The Meeting reviewed the AIG Protocol Questions (PQs) of CASSOS States, and acknowledged that the current AIG EI is 46.84%, being the Critical Element (CE) 4 EI 35.24%, which are below the global target of 60% EI, as suggested by the Global Aviation Safety Plan (GASP).

3.4 The Meeting was aware that this low score may negatively affect the establishment of RAIOC. Therefore, the Meeting acknowledged that CASSOS Member States need to streamline the works in these identified areas of opportunity by getting technical assistance from the ICAO NACC Regional Office under the No Country Left Behind (NCLB) initiative, and in a later stage from RAIOC, once it is established and functioning.

3.5 The Meeting agreed that the lack of AIG harmonized regulations by CASSOS Member States would complicate the work to be done by the Subject Matter Expert (SME) to be contracted under the project. The Meeting agreed that the next step for the CASSOS AIG Standing Committee is to work collectively with the CASSOS Legal Standing Committee to achieve harmonization among CASSOS Member States of their AIG regulations. The Meeting also agreed that Haiti needs assistance for improving its AIG regulations and associated documentation.

3.6 The ICAO NACC Regional Office highlighted that the role of RAIOC and its scope of activity is similar to any AIG organization of a State, i.e. to investigate accidents for enhancing safety in a non-punitive environment, and that in order to do that properly, it would be necessary to protect safety information and informants.

3.7 In regard to the non-punitive aspect, Guyana shared with the Meeting that in its AIG regulations, it is stated that the accident investigator was not compellable to participate in court to provide evidence in a case where punitive action was being taken. The Meeting proposed that CASSOS Member States must embrace this concept.

3.8 In respect to the legal aspect, the Meeting was informed that for Barbados, the signing of documents regarding legislation was done at the Ministerial level and that the Barbados Civil Aviation Department (BCAD) is not an independent body in the structure of the government.

3.9 The Meeting agreed that the CASSOS AIG Standing Committee needs to be aware of the process for signing of documents regarding any change in legislation for each CASSOS Member State, in order to consider the necessary period of time for implementing any change on this matter.

3.10 The Meeting noted that the approval of the amended AIG regulations for Guyana is still pending with the Minister of Public Infrastructure. Mrs. Paula McAdam, AIG representative of Guyana, was asked to approach the Director General of Civil Aviation Authority on that specific matter so that he could speed up the approval process.

3.11 Regarding training aspects the Meeting discussed the following:

1. The Meeting agreed that the information regarding investigation and training should be included in the RAIOC AIG Organizational and Procedures Manual
2. The Meeting reviewed the ICAO Training Guidelines for Aircraft Accident Investigation
3. The Meeting acknowledged that Aviation Medical Examiners should be exposed to the Specialized Human Factors Course for Aircraft Accident Investigation

4. The Meeting agreed that the RAIOC would need additional experts/man power to tackle the numerous activities as needed
5. The Meeting acknowledged that the Safety Data Collection and Processing System (SDCPS) was related to the European Coordination Centre for Accident and Incident Reporting Systems (ECCAIRS) system. Therefore, the Meeting agreed that there was a need for training on ECCAIRS, and also for having a regional instructor on this system

3.12 Regarding the AIG documentation, the Meeting agreed that the AIG Manuals for Barbados, Guyana, Jamaica, Suriname and ECCAA need to be updated to reflect the role of RAIOC. It was noted that Haiti does not have an AIG Manual.

3.13 The Meeting reviewed the CASSOS Aircraft Accident Investigation Manual, and it was noted that biohazard kits were to be included in the list of items for the “go kits”. The Meeting agreed that the protocol for deployment of CASSOS AIG Team in case of a major accident must be reviewed by the CASSOS AIG Standing Committee.

3.14 The Meeting agreed that the RAIOC needed an AIG Organizational and Procedures Manual due to its unique role. Therefore, the Manual needs to be developed and then reviewed from a legal perspective. COCESNA/ACSA provided its Manual as a model. The Meeting discussed and decided that the RAIOC Agreement should not be included in the above mentioned Manual.

3.15 In regard to the information related to the number of accident investigators in CASSOS Member States, the Meeting agreed that the CASSOS States Implementation Status document must include a column for this information (See **Appendix D**). The Meeting also reviewed and discussed the Guyana AIG Manual- *Staffing Needs methodology*, and considered it very useful for the calculation, and encouraged its use by CASSOS Member States.

Agenda Item 4:

Review of RAIOC Project Schedule

4.1 The Meeting noted that funds granted by ICAO were for Phase 1 of the RAIOC Project, and that successful completion of this Phase was necessary for getting funding to continue with Phase 2. The Meeting was clear on the scope of Phase 1 of the RAIOC Project, and concurred with the need of a feasibility study.

4.2 The Meeting reviewed the updated version of the RAIOC Project Phase 1 Plan, and agreed on the changes made, as presented in **Appendix E**.

Agenda Item 5:

Feasibility Study for the establishment of the RAIOC

5.1 As part of this Agenda Item, the Meeting discussed the difference between a pre-feasibility study, a feasibility study and a business case.

5.2 The Meeting learned that a feasibility study is an analysis of the viability of an idea and focuses on helping answer the essential question of *“Should we proceed with the proposed project idea?”*; and that all activities of the study are directed toward helping answer this question, based on the two criteria to judge feasibility such as cost required and value to be attained. It must therefore be conducted with an objective, unbiased approach to provide information upon which decisions can be based.

5.3 The Meeting considered that there is not expertise in the group to conduct a pre-feasibility and a feasibility study; therefore, the Meeting emphasized that the SME to be contracted must have the required expertise in order to conduct the feasibility study as established in Phase 1 of the RAIOC Project.

5.4 The Meeting reviewed the Terms of Reference (TORs) and the role of the RAIOC Project AIG SME and concurred with them.

Agenda Item 6:

Other Business

6.1 The ICAO SAM Regional Office briefed the Meeting on the planned ICAO SAM AIG training. It will be available online, and will consist of three phases:

1. Phase 1, one week course to commence in October 2017
2. Phase 2, two-week course to follow and be completed by the end of 2017
3. Phase 3 would be done in 2018

6.2 The course will be available in English, French, Spanish and Portuguese. This was acceptable for CASSOS Member States interested in participating in the course, and it was suggested to indicate about this to CENIPA Brazil through a letter.

6.3 The Meeting also viewed a presentation on the SAM AIG Regional Cooperation Mechanism of South America (ARCM) done by ICAO SAM Regional Office, that included its achievements.

6.4 The ICAO SAM Regional Office invited all participants to the “Safety week” to be held in Buenos Aires, Argentina, from 6 to 9 September 2017, that will include fundamental activities of accident investigation and accidents investigation. The ICAO NACC Regional Office will inform the AIG representatives of the NAM/CAR Regions accordingly.

6.5 COCESNA delivered a presentation about the latest developments of Regional Aviation Accident Investigation Group (GRIAA).

6.6 The Meeting agreed that the date for the Third Meeting of the Caribbean Regional Accident and Incident Investigation Organization (RAIOC) would be from 7 to 11 August 2017, in Georgetown, Guyana, hosted by the CAA of Guyana.

6.7 Appreciation was extended to those who provided presentations at the Meeting and to everyone present for the role that they played in making the meeting a success, with special recognition to Mrs. Cleonie Sammuels, Office Manager, CASSOS. The CASSOS AIG Standing Committee appreciated ICAO’s assistance and acknowledged the need for ICAO expertise to guide the works of the Group.

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APPENDIX A

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LIST OF PARTICIPANTS

Name / Position	Administration / Organization	Telephone / E-mail
Barbados		
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APPENDIX B

DRAFT AGREEMENT BETWEEN THE CASSOS GROUP OF STATES FOR THE ESTABLISHMENT AND MANAGEMENT OF A REGIONAL ACCIDENT AND INCIDENT INVESTIGATION ORGANIZATION

Preamble

The parties to this agreement are Jamaica/ Trinidad and Tobago/ OECS/ Suriname/ Guyana/ Barbados and Haiti.

Whereas the International Civil Aviation Organization (ICAO) is the international body created by the Convention on International Civil Aviation of 1944 (the Chicago Convention) having as its main objectives the safe and orderly development of the international civil aviation, the implementation and adoption of the principles and provisions of the Chicago Convention, including Standards and Recommended Practices concerning accident and incident investigation and any other matters connected with the safety and efficiency of air navigation;

Whereas Article 26 of the Convention provides that a State in which an accident to an aircraft occurs within the terms of the Article “will institute an inquiry into circumstances of the accident in accordance, so far as its laws permit, with the procedure which may be recommended by the International Civil Aviation Organization”;

Whereas Annex 13 to the Convention specifies Standard and Recommended Practices (SARPs) for the conduct of aircraft accident and incident investigations on the part of the States to meet their obligations under the order of Article 26 of the Convention;

Recognizing that ICAO USOAP audits and other ICAO missions have shown that many Contracting States have not established and/or managed effective accident and incident investigation organizations, primarily because sufficient resources have not been allocated meet States’ obligations under the Convention and Annex 13 to the Convention;

Taking into account the recommendations of the Accident Investigation and Prevention (AIG) Divisional Meeting (2008) (AIG/08) held in Montreal, Canada from 13 to 18 October 2008, and in particular Recommendation 6/3 a), urging Contracting States to conduct safety investigations pursuant to Article 26 of the Chicago Convention and Annex 13 when an accident occurs in the territory, and to obtain regional support if required capabilities or resources are not available;

Taking into account Recommendations 6/1 of AIG/08 that proposed amendments to Chapter 5 of Annex 13 that would make it possible for the State of Occurrence to delegate the whole or any part of the conducting of an investigation to a regional accident and incident investigation organization by mutual agreement and consent;

Recalling Recommendations 4/5 of the Special AFI RAN meeting held in Durban, South Africa, from 24 to 29 November 2008, on the establishment of Regional and Accident Investigation Organizations alongside the development and establishment of Regional Safety Oversight Organizations, thus enabling States to meet their international obligations in the area of accident investigation by joining forces and sharing resources that they may otherwise fail to obtain;

Therefore, the States of Jamaica/ Trinidad and Tobago/ OECS/ Suriname/ Guyana/ Barbados and Haiti

HAVE AGREED AS FOLLOWS:

ARTICLE 1

Definitions

In this agreement unless the context otherwise requires:

“Accident” means an occurrence associated with the operation of an aircraft as defined in the current edition of ICAO Annex 13—*Aircraft Accident and Incident Investigation*.

“Agreement” means this Agreement and any Appendix, Annex or Amendment hereto.

“Board” means the Board established under Article 8 of this Agreement, which is an advisory body to the Chairman.

“Chairman” means the chief spokesman for the RAIO and the principal liaison between the Board and the Member States.

“Chicago Convention” means the Convention on International Civil Aviation signed in Chicago on the 7th day of December 1944.

“GASP” means the ICAO Global Aviation Safety Plan.

“GASR” means Global Aviation Safety Roadmap developed by the Industry Safety Strategy Group and agreed to by the ICAO Council on 15 June 2006.

“ICAO” means the International Civil Aviation Organization.

“Incident” means an occurrence, other than an accident associated with the operation of an aircraft, as defined in the current edition of ICAO Annex 13—*Aircraft Accident and Incident Investigation*.

“Investigation” means a process conducted for the purpose of accident prevention which includes the gathering and analysis of information, the drawing of conclusions, including the determination of causes and/or contributing factors and, when appropriate, the making of safety recommendations.

“Investigation team” means a group of aircraft accident and incident investigators who are on call for immediate assignment to investigate an accident or incident.

“Investigator-in-charge” means a person charged, on the basis of his or her qualifications, with the responsibility for the organization, conduct and control an investigation.

“Member State” means RAIO Member State that is party to this Agreement.

“Serious Incident” means an incident involving circumstances indicating that there was a high probability of an accident as defined in the current edition of ICAO Annex13—*Aircraft Accident and Incident Investigation*.

ARTICLE 2

Application of the Agreement

The Agreement will govern the Member States’ cooperation in the investigation of accidents and incidents.

ARTICLE 3

Establishment

The Member States hereby establish the RAIO as an independent accident and investigation organization reporting to the Member States.

ARTICLE 4

Objectives of the RAIO

The principal objectives of the RAIO will be to:

- a) ensure, in accordance with the ICAO Global Aviation Safety Plan, the establishment of an adequately funded, professionally trained, independent and impartial aircraft accident and incident investigation body within CARICOM;
- b) enhance cooperation and collaboration among the Member States, with respect to the investigation of aircraft accidents and incidents;
- c) enhance cooperation within the RAIO and internationally, with respect to the sharing of information on aircraft and incidents;

- d) ensure that all aircraft accidents and incidents occurring in Member States are investigated in strict compliance with the provisions of ICAO Annex 13—*Aircraft Accident and Incident Investigation*, taking into account other ICAO documents pertaining to accident/incident investigation, particularly Doc 9756, Manual of Aircraft Accidents and Incidents;
- e) ensure the independence of all investigations into aircraft accidents and incidents that are carried out by Member States, from the political or other inference or pressure;
- f) ensure the provision of adequate resources, including funding and qualified personnel, for the carrying out of all investigations;
- g) promote, by all Member States, the use of common set of regulations compliant with the provisions of Annex 13—*Aircraft Accident and Incident Investigation*, including regulations for the protection of safety data collection and processing systems (SDCPS) as set forth in Attachment E to Annex 13;
- h) promote, by all Member States, the use of common guidance material, investigator manuals and handbooks;
- i) Promote the use of best accident prevention practices; and
- j) enhance the qualifications and experience of accident investigators in all Member States.

ARTICLE 5

Functions of the RAIO

The functions of RAIO will be to:

- a) strengthen cooperation and collaboration between Member States with respect to the investigation of aircraft accidents and serious incidents;
- b) develop a common set of regulations in the area of accident and incident investigation compliant with the provisions of Annex 13—*Aircraft Accident and Incident Investigation* and taking into account the delegation of conduct of an investigation to the RAIO, by any one of the Member States;
- c) develop common guidance material and investigator handbook, manuals and checklists for use in the investigation of accidents and incidents that occur in all Member States;
- d) develop and implement procedures for the sharing of information on accidents and incidents within the RAIO and internationally, ensuring that all that data system is compatible with the ICAO ADREP system;

- e) develop and implement procedures aimed at facilitating relations between investigation teams and local authorities in States of Occurrence within RAIO, to enable the unimpeded investigation of accidents and incidents;
- f) coordinate accident and incident investigation activities among the Member States;
- g) support the accident and incident prevention efforts of Member States;
- h) monitor the accident and incident investigation activities of the Member States to ensure that they are in line with the ICAO objectives and plans;
- i) monitor and provide input to the formulation of ICAO SARPs in the area of accident and Incident investigation;
- j) Establish appropriately equipped and trained accident and incident investigation teams;
- k) conduct either the whole or any part of an investigation into an aircraft accident or incident upon delegation by a State of Occurrence in the RAIO, by mutual arrangement and consent between State of Occurrence and RAIO;
- l) mobilize and solicit technical and financial resources from external sources for the purpose of investigating accidents and incidents;
- m) provide technical and on-the-job training for accident and incident investigators; and
- n) perform any other function that may be necessary for the proper investigation of accidents and incidents under this agreement.

ARTICLE 6

Organizational Structure of the RAIO

The RAIO will consist of:

- a) the Chairman;
- b) the Board;
- c) the Head/Chief Investigator; and
- d) a Training and Administrative Coordinator.

ARTICLE 7
The Chairman

1. The Chairman will be appointed by Member States preferably for a period of three years on such terms and conditions as the Member States may determine, including possible reappointments for additional terms of three years.

2. The Chairman will preferably have a minimum of five years' experience as an aircraft accident investigator and experience as an investigator-in-charge (IIC).

3. Subject to the policy directions of the Member States, the Chairman will carry out the following functions:

- a) convene the meetings of the Board;
- b) supervise and coordinate the work of his/her Office with respect to the development of common accident and incident investigation regulations for the adoption and use by the Member States;
- c) supervise and coordinate the work of his/her Office with respect to the development of common guidance material, investigator handbooks and manuals and checklists for use in investigations in Member States;
- d) coordinate with Member States the deployment of the Board's investigation teams for the purpose of carrying out investigations into aircraft accidents and incidents, upon delegation by the State of Occurrence;
- e) supervise and coordinate the establishment and maintenance of a database of aircraft accidents and incidents compatible with the ICAO ADREP system;
- f) supervise and coordinate the establishment and maintenance of a list of aircraft accident investigators available as members of the Board's investigation teams;
- g) supervise the development and implementation of a training programme for accident and incident investigators;
- h) supervise the exchange and sharing of information with Member States and relevant agencies on accidents and incidents;
- i) supervise the development of staff regulations, rules and procedures and undertake the general management of the Office of the Chairman.
- j) manage the delivery of technical support to Member States in the area of accident and incident investigation;

- k) prepare an annual programme of activities and budget for the RAIO and implement the approved programme, once approved by Member States;
 - l) prepare an annual report of activities of the RAIO, including the conduct of accident and incident investigations and status of reports and safety recommendations issued;
 - m) service meetings of the Board and provide support to the Board;
 - n) assess and approve applications by third States outside of the RAIO seeking assistance from the RAIO; and
 - o) perform any other duty assigned by the Member States.
4. The Chairman will be the chief spokesperson of the RAIO and the principal liaison between the Member States and the RAIO.
5. The Chairman will be responsible to the Member States.

ARTICLE 8

Establishment, Composition and Functions of the Board

1. The Board or similar body will act as an advisory body to the Chairman.
2. The Board will consist of the following members:
- a) the Chairman; and
 - b) one Board member from each of the RAIO Member States.
3. Members of the Board, other than the Chairman, will be nominated by each of the Member States.
4. Members of the Board, other than the Chairman, will:
- b) have preferably a minimum of five years' experience in a technical position in the aviation industry; and
 - c) have been appointed as an investigator or investigator-in-charge in their respective Member States.

5. The Chairman will preside at all meetings of the Board and in his/her absence, he/she will delegate one of the members of the Board to preside over a meeting on his/her behalf.
6. If a member of the Board is unable to attend a meeting of the Board, that member may designate a representative to attend the meeting.
7. The designated representative will, for the purpose of that meeting, have all powers, duties and responsibilities of the member of the Board for whom that person is action.
8. The functions of the Board will be to advise on the performance and affairs of the RAIO and to give general directions on the implementation and achievement of the objectives and functions of the RAIO.
9. Without limiting the generality of Paragraph 8 of this Article the Board will:
 - a) review reports submitted to it by investigators-in-charge of the investigation of an aircraft accident or incident, prior to their submission to the State of Occurrence of the accident/incident;
 - b) consider all other reports submitted to it by the Chairman for review;
 - c) review safety recommendations resulting from the investigation of accidents and incidents and ensure their implementation by all Member States concerned or determine why implementation did not take place;
 - d) review accident and incident investigation regulations drafted by the Office of the Chairman prior to their approval and adoption for use by the Member States;
 - e) review accident and incident investigation guidance material and procedures drafted by the Office of the Chairman for use by the Member States and the Board;
 - f) recommend to the Member States a suitable candidate to be appointed as the Chairman and review the qualifications and suitability of staff to be appointed by the Chairman and review their performance;
 - g) review the annual programme of activities and budget estimates for the RAIO for submission to the Member States for approval;
 - h) review the annual report of the RAIO for submission to the Member States; and
 - i) exercise such other powers and perform such other functions as may be conferred on it by the Member States necessary for the proper implementation of this Agreement.

ARTICLE 9
Meetings of the Board

1. The Board will meet at least once in every six calendar months and may hold extraordinary meetings as and when necessary, particularly to review and adopt accident and incident investigation reports and safety recommendations.
2. Meetings of the Board will be held at the Office of the Chairman or such other place as the Chairman may decide.
3. The quorum for any meeting of the Board will be a simple majority of the members of the Board.
4. Decisions of the Board will be by a simple majority vote by the members present and voting.
5. Subject to this Article, the Board will determine its own rules of procedure including the convening of meetings and for the conduct of business at the meetings and the recording of its decisions and minutes.

ARTICLE 10
Office of the Chairman

1. The Headquarters of the RAIO will be the Office of the Chairman which will be located in such Member State as the Member States may determine.
2. The Office of the Chairman will consist of the Chairman and any other staff as may be determined by the Board as being required to assist the Chairman in his/her functions.
3. All staff will be appointed by the Chairman on the terms and conditions proposed by the Board.
4. In the appointment of professional staff, consideration will first be given to suitably qualified and experienced candidates from the Member States prior to consideration being given to any other candidates.

ARTICLE 11
Relationship between the RAIO and the Member States

1. The RAIO will at the end of each financial year prepare an annual report on the performance of its functions during that year for submission to the Member States.

2. Member States may give policy directions of a general nature to the RAIO in respect of the performance of the functions of the RAIO provided that such directions are consistent with the provisions of this Agreement.

ARTICLE 12

Role of Member States

Member States will:

- a) implement safety recommendations received resulting from the investigation of accidents and incidents or state the reasons why such safety recommendations were not implemented;
- b) promulgate common regulations developed by the RAIO in the area of accident and incident investigation that are compliant with the provisions of ICAO Annex 13 — *Aircraft Accident and Incident Investigation*;
- c) participate in activities of the RAIO with the aim of assisting other Member States in the area of accident and incident investigation; and
- d) adopt and support measures and programmes for the training of accident and incident investigators and other technical staff in the RAIO.

ARTICLE 13

Financial Provisions of the RAIO

The funds of the RAIO will consist of the following:

- a) contributions of the governments of Member States that cover the annual financial needs of the RAIO, as well as contingency emergency funds to cover the investigations that involve extraordinary costs;
- b) donations, grants or loans from sources approved by the Member States;
- c) revenue derived from the activities of the RAIO, to include conduct of investigations, training, consultancies and other services performed; and
- d) any other sources as may be approved by the Member States

ARTICLE 14
Privileges and Immunities

1. Member States will grant RAIO the privileges and immunities necessary for the fulfilment of its objectives and the exercise of its functions.
2. In addition to the privileges and immunities to be accorded to RAIO, the RAIO will enter into a complementary agreement relating to the privileges and immunities to be accorded to the RAIO by the Member State in which the Office of the Chairman will be located.

ARTICLE 15
Settlement of Dispute

In the event of a dispute between a Member State and the RAIO, the Member State concerned and/or the RAIO will first seek solution by means of negotiation and conciliation before raising the issue with all Member States.

ARTICLE 16
Arbitration

Where a Member State and/or the RAIO fail to resolve a dispute the decision of the Member States will be binding.

ARTICLE 17
Entry into Force, Duration and Withdrawal

1. This Agreement will enter into force immediately upon signature by a simple majority of Ministers responsible for accident and incident investigation within the Member States. Thereafter, it will come into force for other RAIO Member States which subsequently sign this Agreement.
2. Any Party that elects to withdraw from the Agreement will forward a formal notification of the intent to withdraw to the Chairman of RAIO. The withdrawal will take effect one year after the date of the receipt by the Chairman. The withdrawal will be without prejudice to any obligation incurred by the withdrawing Party under this Agreement prior to such withdrawal. This Agreement will continue to be in force thereafter with respect to the other Parties.

ARTICLE 18

Accession

1. Any additional State, which wishes to become a party to this Agreement, may do so upon approval by Member States and upon Signature to the Agreement.
2. In cases of accession, this Agreement will enter into force for the party acceding, thirty days after the date of signature.

ARTICLE 19

Dissolution

1. The RAIO may be dissolved by the Member States.
2. On dissolution, the rights, assets and liabilities of the RAIO will revert to Member States.

ARTICLE 20

Amendment of the Agreement

1. This Agreement may be amended by the agreement of Member States.
2. Any Member State may submit proposals for the amendment of this Agreement.
3. Any proposals for amendment will be submitted in writing to the Chairman who will, within thirty (30) days of its receipt, communicate the proposed amendment to Member States.
4. Member States that wish to comment on the proposal will do so within ninety (90) days from the date of dispatch of the proposal by the Chairman.
5. After expiration of the period prescribed under paragraph 4 of this Article, the Chairman will convene the Board to consider the proposals and any comments thereon received from Member States. The recommendations of the Board will be submitted to the Member States.
6. Any amendment to this Agreement will be valid only when adopted by the Member States and will enter into force when signed by all Member States.

IN FAITH WHEREOF, the undersigned have appended their signatures here on this day of..... in the year two thousand and

<i>State</i>	<i>Name and title of Representative</i>	<i>Signature/date</i>
Jamaica		
Trinidad and Tobago		
OECS		
Suriname		
Guyana		
Barbados		
Haiti		

DRAFT



ICAO

SAFETY

NO COUNTRY LEFT BEHIND



CARAIO Tasks/Activities Ahead

Appendix C

Eduardo Chacin

*Regional Officer, Flight Safety
ICAO NACC Regional Office*

Second Meeting for the Establishment of CARAIO
Georgetown, Guyana, 26-30 June 2017





Legislation

Determine responsibilities that States would transfer to RAIO

Prepare proposal of MoU/MoC to present it to States

Signature of MoU/MoC and ICAO Registration



Regulations and procedures

Establishment of RAIO
organizational chart

Establishment of duties
and responsibilities of
Units/States/Represent
atives

Prepare a proposal of the
organization, including
duties and responsibilities
of the participants to be
approved



Regulations and procedures cont.

Gather all AIG regulations of the participant States

Review the gathered documents and prepare a proposal of a common AIG regulation

Review and agree with the national experts the proposal of a common regulation

Approve the proposed regulation by the participant States



Human Resources

Gather all procedures on accident investigations and operations of a RAIO

Analyze and complete the gathered documents as necessary to conduct an investigation by a RAIO and prepare a proposal of procedures

Review and agree on the proposal of necessary procedures for the RAIO functioning

Approval of procedures as applicable



Human Resources cont.

Develop a proposal on a training programme for accident investigators and any other specialized area

Agree on the training programme proposal with the experts

Approve the agreed programme as required



Material Resources

Prepare a list of accident investigators of the Region and their currency according the training programme

Determine the training needs and priorities

Establish and approve a training plan, as deemed necessary



Material Resources cont.

Establishment of the necessary resources for the appropriate functioning

Conduct a Gap analysis between the existing and required resources

Propose a procurement plan for equipment and materials

Provide necessary economic support and acquire equipment



Support Services

Determine the existence of support services within the area or outside

Determine the procedures to establish the necessary agreements with laboratories and other organizations for the functioning of the RAIO

Establish the necessary agreements



ICAO

SAFETY

NO COUNTRY LEFT BEHIND



Comments, questions...

Thank you!



ICAO

SAFETY

NO COUNTRY LEFT BEHIND



THANK YOU!

APPENDIX E

PROJECT FOR THE ESTABLISHMENT OF RAIOC
PHASE I v2.3
2017

ID	Task Name	Start	Finish	Responsible	Status	Remarks ICAO	Remarks CASSOS
1	1 st Meeting, Mexico City, Mexico	21/02/17	22/02/17	ICAO	Completed		
2	Update of ToRs of CASSOS AIG Standing Committee RAIOC	23/02/17	11/08/17	CASSOS	On-going	Reference to NACC/DCA/6 Decision	
3	Update of MoA of RAIOC		11/08/17	CASSOS	On-going		<p>Comments provided by ECCAA Barbados gave interim approval Pending for comments from other States for approval by the board</p> <ul style="list-style-type: none"> The following CASSOS States need to appoint AIG working group members: Haiti, Jamaica and Barbados. Note: <ol style="list-style-type: none"> Suriname has ceded responsibility for the AIG to the Attorney General Guyana has established an AAIA with a qualified accident investigator in charge. <p>This item is not finalized as the RAIOC will have to fall under the umbrella of CARICOM. This body will have to be involved in any of the legal processes to finalize the RAIOC. MoA will be sent to CARICOM.</p>
4	Update of CASSOS AIG Protocol following ICAO guidance and integrate it into AIG Manual	23/02/17	11/08/17	CASSOS	On-going		The TORs will be applied to the RAIOC AIG Manual
5	Develop RAIOC AIG Organizational and Procedures Manual	30/06/17	11/08/17	CASSOS	Pending		Draft to be presented by 11/08/17. COCESNA/ACSA AIG Procedures Manual must be used as a guide

**PROJECT FOR THE ESTABLISHMENT OF RAIOC
PHASE I v2.3
2017**

ID	Task Name	Start	Finish	Responsible	Status	Remarks ICAO	Remarks CASSOS
6	Inform of CASSOS pool of accident investigators including current training status and areas of expertise	23/02/17	31/03/17	CASSOS	On-going		This was forwarded to Officer Manager for transmission to Deputy Director ICAO NACC RO. Needs to be updated (30/06/17)
7	Resulting from CASSOS deliberations, inform ICAO on new actions to be included or change to existing RAIOC Action Plan	23/02/17	19/04/17	CASSOS	Completed		None
8	COCESNA/ACSA to share their AIG Manual to CASSOS for RAIOC documentation development	23/02/17	31/03/17	COCESNA/ACSA	Completed		
9	Contact other organizations to seek training support for RAIOC establishment	23/02/17	29/12/17	ICAO	On-going		Asked ICAO assistance with TIKa, ARCM and Regional Training Centres (30/06/17)
10	Development of AIG course for the CAR Region	23/02/17	29/12/17	ICAO	On-going	Coordination with CPAM, COCTAM, ASPA, CIMA, etc. is on-going. Next meeting at ICAO NACC RO 01/06/17 (done). A recurrent training is under development for 2017 and a basic course for 2018	
11	ToR of Subject Matter Expert for feasibility study, training plan and support for workshop	23/02/17	08/03/17	ICAO	Completed		
12	Data gathering for CASSOS AIG Standing Committee	09/03/17	30/06/17	All	Completed	ICAO Model AIG Regulation and Model AIG Act delivered	
13	20 st Meeting of the CASSOS Board of Director - RAIOC update	16/05/17	18/05/17	ICAO	Completed	Report from the First Meeting presented including the Project Phase I, work plan, MoA	

**PROJECT FOR THE ESTABLISHMENT OF RAIOC
PHASE I v2.3
2017**

ID	Task Name	Start	Finish	Responsible	Status	Remarks ICAO	Remarks CASSOS
14	2 nd Meeting, Georgetown, Guyana	26/06/17	30/06/17	ICAO	Completed		The Director General of Guyana has agreed to host the 2 nd Meeting
15	SME contracting period	01/07/17	30/09/17	ICAO	Pending	Pending by TCB	
16	SME work - part 1 (feasibility analysis, training plan)	01/07/17	30/09/17	SME	Pending		
17	Documentation review and updates development	01/07/17	30/09/17	SME	Pending		
18	3 rd Meeting, Georgetown, Guyana	07/08/17	11/08/17	ICAO	Pending		The Director General of Guyana CAA has agreed to host the 3 rd Meeting
19	Presentation of Working Paper on RAIOC at NACC/DCA/7 Meeting	19/09/17	22/09/17	CASSOS	Completed		Need assistance/guidance to prepare the Working Paper. To add deadline for WP
20	Adoption of Amendment 15 to Annex 13 Meeting/Workshop, Mexico City, Mexico	25/10/17	27/10/17	ICAO	On-going		
21	AIG Seminar, Mexico City, Mexico TBC	30/10/17	03/11/17	ICAO	On-going		
22	4 th Meeting, Georgetown, Guyana	13/11/17	17/11/17	ICAO	Pending		The Director General of Guyana, CAA has agreed to host the 4 th Meeting
23	21 st Meeting of the CASSOS Board of Directors - RAIOC update - Phase II proposal, Barbados	11/10/17	12/10/17	ICAO	Completed		MoA and the ToRs will be tabled
24	Transition Phase for RAIOC separation from CASSOS	01/06/18	30/06/18	CASSOS	Pending		
25	RAIOC establishment agreement to be registered in ICAO as per Art. 83 of Chicago Convention	31/07/18	31/08/18	CASSOS	Pending		

**PROJECT FOR THE ESTABLISHMENT OF RAIOC
PHASE I v2.3
2017**

ID	Task Name	Start	Finish	Responsible	Status	Remarks ICAO	Remarks CASSOS
26	Consultation to CASSOS RSC about: <ul style="list-style-type: none"> • Differences in AIG regulations among CASSOS Member States • If the regulations of CASSOS Member States include Annex 13 Amendment 15 and Annex 19 provisions 	30/06/17	11/08/17	CASSOS	Pending	To be provided to the SME	
27	CASSOS AIG Standing Committee is to work collectively with the legal experts to achieve harmonization among CASSOS Members States of the AIG regulations	01/07/18	31/12/18	CASSOS	Pending		
28	Haiti needs assistance for improving its AIG regulations.	01/07/17	31/12/18	CASSOS	Pending		
29	AIG Manuals for Barbados, Guyana, Jamaica, Suriname and ECCAA need to be updated to reflect the role of RAIOC. Haiti does not have an AIG Manual.	01/07/17	31/05/18	CASSOS	Pending		
30	Aviation Medical Examiners should be exposed to the Specialized Human Factors Course for Aircraft Accident Investigation	01/01/18	31/12/18	CASSOS	Pending		
31	Need for training on ECCAIRS and also for having a regional instructor on this System	01/01/18	31/12/18	CASSOS	Pending		
