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When replying please quote:

Ref.: NT-NE31-3 — **E.OSG - NACC76603**

15 January 2019

To: States, Territories and International Organizations

Subject: **Invitation – Second Meeting for Regional Accident and Incident Investigation Organizations (RAIOs) Implementation in the CAR Region (RAIO/CAR/02) and Workshop on Accident Investigation and Prevention (AIG) Implementation**
Mexico City, Mexico, 12 to 15 March 2019

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **1 February 2019**
 - 2) Submission of presentation by the deadlines provided in this letter
 - 3) Register participation by **1 March 2019**

Sir/Madam,

Further to the Eighth North America, Central America and Caribbean, Directors of Civil Aviation Meeting (NACC/DCA/8) in July 2018, a significant Accident Investigation and Prevention (AIG) progress is ongoing in the CAR region with more regional collaboration among States for AIG improvements - the Memorandum of Understanding (MoU) for AIG support and assistance between Canada TSB and Regional Aviation Accident Investigation Group (GRIAA) and Canada TSB and the Caribbean States. Similarly progress has been achieved on the establishment of AIG Regional Organizations (RAIOs) such as the Central American (CA) RAIO and the GRIAA with the agreement on several actions and plans among the CA States including training and procedure development for the GRIAA operation. The initiative for developing the RAIO has been initially supported by ICAO SAFE Fund as conducted in the first two RAIO-C Meetings in 2017. The ICAO NACC Regional Office is leading these activities with the participation of the RAIOs and the different supporting States and industry participants.

Based on the abovementioned, and as a follow-up to the First Meeting for Regional Accident and Incident Investigation Organizations (RAIOs) Implementation in the CAR Region (RAIO/CAR/01), held at this Regional Office in November 2018, I wish to invite your Administration/Organization to participate in the Second Meeting for Regional Accident and Incident Investigation Organizations (RAIOs) Implementation in the CAR Region (RAIO/CAR/02) and Workshop on Accident Investigation and Prevention Implementation to be held at this Regional Office from **12 to 15 March 2019**.

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The main objective of this meeting is to follow-up further on the discussions from the previous meeting to group and align the individual AIG States' Plans, the existing RAIO plans and the regional support and activities for developing and implementing the RAIOs in the Central American and Caribbean (CAR) Region, agreeing in a Regional action plan to continue creating synergies with the different AIG stakeholders/industry such as Canada Transport Safe Board (TSB) support and our ICAO AIG expert. The objective of the workshop is to share and align the latest knowledge and best practices in key AIG areas.

To ensure effective discussion and agreements for this meeting, State RAIO planning staff, State AIG Authorities, AIG planners from each RAIO and State AIG experts/inspectors are expected to participate and support the technical discussion and development of the work programmes for 2019/2020. The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration; however, documentation shall be presented in **English**.

The Provisional Agenda of the meeting is presented at **Appendix A**. RAIO representatives and States are expected to have a presentation of their current implementation and AIG compliance status by **25 February 2019**, including AIG inspector status on training and qualifications and procedures development.

The Provisional workshop Programme is presented at **Appendix B**. Industry and States representatives wishing to present at the workshop are expected to submit their presentation (including subject) by **25 February 2019**.

You are kindly requested to complete and return the Registration Form at **Appendix C** by e-mail for each participant by **1 March 2019**

The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the "Visiting Our Office?" Section of the ICAO NACC Regional Office website (http://www.icao.int/NACC/Pages/visitors_info.aspx). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All event documentation will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/default.aspx> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

Furthermore, I am pleased to inform that each Project RLA/09/801 Member¹ may apply for a fellowship under Project RLA/09/801 within the fellowship offer for the current year. In order to know how many fellowships are available for your Administration for this year, please contact Ms. Claudia López, Technical Cooperation Associate (clopez@icao.int). The fellowship includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to/from Mexico, City, Mexico, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office by **11 February 2019**. The steps to apply for a fellowship, the nomination form and other useful information are published on the Project RLA/09/801 website at: <http://www.icao.int/NACC/Pages/edocs-tc.aspx>


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¹ *RLA/09/801 Project Member States* are: Bahamas, Barbados, Canada, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua).

Regarding the fellowship offered to the Eastern Caribbean States through ECCAA, please note that the candidate appointment decision should be made between your Administration and ECCAA. Once coordination has been completed, the nomination form of the candidate representing the Eastern Caribbean States **should be sent to this Regional Office by ECCAA.**

If you require any further information regarding the events, please contact Mr. Julio Siu, Deputy Regional Director (jsiu@icao.int), Mr. Marc St-Laurent, AIG Consultant (MSt-Laurent@icao.int) or Mrs. Yolanda Terrazas, Assistant, (yterrazas@icao.int).

Accept, Sir/Madam, the assurances of my highest consideration.



Melvin Cintron
for
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

- A – Provisional Meeting Agenda*
- B – Provisional Workshop Programme*
- C – Registration Form*

APPENDIX A

**Second Meeting for Regional Accident and Incident Investigation Organizations (RAIOs)
Implementation in the CAR Region (RAIO/CAR/02)
ICAO NACC Office, Mexico City, 12 March 2019**

PROVISIONAL AGENDA

- Agenda Item 1: Approval of the Provisional Agenda and Work Schedule**
- Agenda Item 2: Review of action items from last RAIO/CAR/01 Meeting**
- Agenda Item 3: Status of Implementation/Planning of RAIO Project Phase I – Planning Update on NACC RAIO missions to CASSOS-RAIO-C and GRIIAA**
- Agenda Item 4: Discussion on AIG implementation matters**
- Agenda Item 5: Review of ICAO Safe Fund activities - Project description – Schedule**
- Agenda Item 6: Other Business**

Explanatory Notes

- Agenda Item 1: Approval of the Provisional Agenda and Work Schedule**

The meeting shall review and adopt the agenda and work schedule proposed by the Secretariat

- Agenda Item 2: Review of action items from last RAIO/CAR/01 Meeting**

The meeting shall review the status of the following action items from the previous meeting:

- a. LEG & REG expert assistance
- b. States AIG point of contact
- c. Sharing of AIG reference documents
- d. AIA investigator experience and roster
- e. AIG training
- f. ACC/INC DB and case management software – TSBC update
- g. ECCAIRS/ADREP training – basic and advanced safety data analysis

- Agenda Item 3: Status of Implementation/Planning of RAIO Project Phase I – Planning Update on NACC RAIO missions to CASSOS-RAIO-C and GRIIAA**

Each RAIO representative and State AIG Authority is expected to present any changes since the last meeting to the status of their planning and implementation on AIG matters and compliance for Annex 13 requirements, and highlighting any need for assistance. GRIIAA and RAIO-C are to present their current AIG status. Champion States are also invited to exchange their current status of implementation

- Agenda Item 4: Discussion on AIG implementation matters**

A detailed review of required AIG implementation elements and aspects will be conducted following the implementation status presented, including staff qualifications, training plans, AIG documentation, AIG agreements and other aspects for planning/implementation. State AIG implementation status will be presented and also their less implemented AIG Sub-areas.

Agenda Item 5: Review of ICAO Safe Fund activities - Project description - Schedule

ICAO shall present the ICAO Safe Fund activities and expectations, including the Phase I and future Phase II. Discussion for agreeing in a regional RAIO/AIG support plan is expected.

Agenda Item 6: Other Business

APPENDIX B**Workshop on Accident Investigation (AIG) Implementation**
(ICAO NACC Regional Office, Mexico City, Mexico, 13 to 15 March 2019)**PROVISIONAL PROGRAMME**

In addition to the representatives from NACC States being invited to contribute and make presentations, we are approaching several leading contributors from investigation authorities, international organizations and industry to support and present at the workshop on the following key AIG topics:

- AIG LEG and regional cooperation and collaboration (incl. RAIO)
- Major ACC preparedness, response and investigation (particularly in remote/inaccessible areas, as well as for maritime search and sea recovery)
- Accident investigation and analysis methodologies (e.g. Bowtie, STAMP, etc.)
- SMS/SSP fundamentals and role of AIAs

We are also planning on conducting an optional Investigation Field Exercise on the last day of the workshop (Friday 15th March).

North American, Central American and Caribbean Office (NACC)
 Oficina para Norteamérica, Centroamérica y Caribe (NACC)

Second Meeting for Regional Accident and Incident Investigation Organizations (RAIOs) Implementation in the CAR Region and Workshop on Accident Investigation and Prevention (AIG) Implementation / Segunda Reunión de Implementación de Organizaciones Regionales de Investigación de Accidentes e Incidentes (RAIO) para la Región CAR y Taller de Implementación en Investigación y Prevención de Accidentes (AIG)
(RAIO/CAR/02)

Mexico City, Mexico, 12 to 15 March 2019 / Ciudad de México, México 12 al 15 de marzo de 2019

REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	Position in your Delegation: <i>(Please select one option)</i>	Chief Delegate / Jefe de la Delegación					
	Posición dentro de su Delegación: <i>(Por favor seleccione una opción)</i>	Delegate / Delegado					
		Speaker / Conferencista					
2.	Country / Organization País / Organización						
3.	Salutation / Encabezamiento	Mr. / Sr.		Mrs. / Sra.		Miss / Srta.	
4.	Name / Nombre						
5.	Official Position or Title / Cargo o Título Oficial						
6.	Official Telephone / Teléfono oficial						
7.	Mobile (to contact you in case of an emergency) / Celular (para contactarle en caso de emergencia)						
8.	Official E-mail / Correo-e oficial						
9.	Hotel and address where you will be staying during the event / Hotel y dirección donde se estará hospedando durante el evento						
10.	Please indicate if accompanied by your family / Por favor indique si lo acompaña su familia	Yes / Sí		#			
11.	Dates of total stay in the venue Country / Fechas de estancia total en el País del evento						
12.	Please indicate if you have any medical condition or allergies / Por favor indique si usted tiene alguna condición médica o alergias						
13.	Emergency contact information in your country of origin / Información de contacto para emergencias en su país de origen	Name / Nombre					
		Relationship / Relación					
		Telephone / Teléfono					

Please send this form to: / Por favor envíe este formulario a:
 E-mail: icaonacc@icao.int