



| ICAO

CAPACITY & EFFICIENCY

Review of Action Items from NOV AIG Meeting

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Agenda Item 2

Mexico City, Mexico 12 March 2019





Action Items from NOV AIG Meeting

- ✈ LEG & REG expert assistance
- ✈ States AIG point of contact
- ✈ Sharing of AIG reference documents
- ✈ AIG training needs
- ✈ IA investigator experience and roster
- ✈ ACC/INC DB and case management software – TSBC update
- ✈ ECCAIRS/ADREP training
- ✈ AIG on-site assistance missions



Drafting of AIG LEG & REG

- ✈ Several States advised as to their ongoing or impending effort towards the creation of Investigation Authorities (IAs) that are separate and independent from the State's Civil Aviation Authority (CAA).
- ✈ The Secretariat will continue to help arrange for the provision of assistance from ICAO Technical Cooperation Bureau (TCB) LEG Expert in reviewing the States draft AIG LEG & REG, as necessary and as requested by States.
- ✈ The action is included in the ICAO NACC Regional AIG Work Plan.



States AIG point of contact

- ✈ Several States IA representatives advised that they do not always readily receive information from ICAO on meetings and other workshops or proceedings that may be of interest to them, with such information being routinely addressed by ICAO to the States CAAs but not necessarily forwarded to the attention of the AIs.
- ✈ States to inform by **30 January 2019** to the ICAO NACC Regional Office, their AIG/IA Point of Contact and provide the appropriate contact and addressing information.



Sharing of AIG Reference Documents

- ✈ All States favourably commented on the collaboration and the sharing of best practices and reference documents.
- ✈ That, to foster the exchange and networking of AIG good practices, implementation experiences, procedural material, and other relevant documentation, the ICAO NACC Regional Office develops by **15 December 2018** an AIG Repository webpage for States usage and benefit.



NACC_AIG_REF Group Home Page information

- ✦ *NACC_AIG_REF Group is accessible through the ICAO Portal*
- ✦ *Group full title (header): **AIG REFERENCES REPOSITORY***

- ✦ *Group purpose statement (body):*
- ✦ **OBJECTIVE** - The objective of this ICAO Portal Group is to facilitate the sharing of AIG information and best practices, and to provide CENTRAL AMERICAN and CARIBBEAN States designated AIG/IA staff with controlled access to AIG documents and reference material that would not normally be available publicly.
- ✦ **NOTE** - ICAO AIG documents and reference material (e.g. Annexes and Guidance Material) are already available elsewhere through the ICAO Portal.

- ✦ *Group User Agreement and Privacy Warning:*
- ✦ **WARNING** - This AIG reference repository may contain privileged, sensitive, proprietary or restricted AIG documents and reference material that are graciously provided by participating States and organizations.
- ✦ **USER AGREEMENT** - Group users agree to strictly limit and restrict the use and distribution of such documents and material to assisting the States in improving their own documents only.



AIG TRAINING COURSES AND TRAINING NEEDS

- ✈ In addition to the current Declaration of Intent for regional collaboration among CAR Training centres, some of the States advised as to the existence of approved aviation training centres in their region that could potentially help address regional AIG and investigator training needs.
- ✈ That, to support States of progressing in the AIG implementation and improvements, by **15 December 2018**, States to identify and draft a list of desirable AIG training sources and providers for Basic and Recurrent investigator training, and in the drafting of their requirements for the content and curriculum for such investigation courses, with the view to assist existing regional aviation training organizations.



AIG TRAINING COURSES AND TRAINING NEEDS

- ✈ INV Training Curriculum to be in line with ICAO Cir. 298
- ✈ AIG Training Providers
 - ✈ TSBC (MoU), NTSB, FAA, UK-AAIB, FRA-BEA
 - ✈ SCSi, USC, UK-Cranfield, SAA
- ✈ Potential RTOs
 - ✈ El Salvador ICCAE
 - ✈ Trinidad & Tobago CATC
 - ✈ Mexico SCT



AIG INVESTIGATORS – EXPERIENCE AND ROSTER

- ✈ States commented on the challenges in identifying and selecting which investigators from other States have suitable experience and qualifications to actively join their investigation team, especially with regard to the coordinating and sharing of investigator resources within the RAIO framework.

- ✈ That, to coordinate and share of investigator resources within the RAIO framework, States:
 - ✈ Draft/share the minimum requirements in terms of qualifications and experience for investigators to actively participate in their investigations;
 - ✈ Provide information on the current experience and qualifications of each of their individuals actively tasked with investigation duties;
 - ✈ Provide this information by **15 February 2019**.



AIG INVESTIGATORS – EXPERIENCE AND ROSTER

✈ Training Standard (Draft)

✈ Investigator Experience & Training (MsExcel Form)

✈ Sent out in January 2019

✈ Possible addition of INV Inoculation Info



Training Standard

Investigator Training Type	Providers	Validity/Recency	INV Roles	Comments
BBP/Site Safety	From recognized providers as deemed acceptable to the Investigation Organization - e.g. TSBC, NTSB, SCSI, USC, etc.	24-36 months, as shown on the course certificate	All: IIC, Group Chair, Accred.Rep, INV Team Member, Observer/Advisor	Mandatory requirement prior to any investigator being allowed access to an investigation site.



Training Standard

Initial Training (indoctrination)	Investigation Authority / Organization	As required; usually one time, unless significant changes in legislation, techniques or procedures.	All: IIC, Group Chair, Accred.Rep, INV Team Member, Observer/Advisor	Indoctrination-type activities to ensure new investigator candidates familiarity with the investigation organization legislation, policies and procedures, and other documents that are essential for the duties to be assigned. Ordinarily carried out by the Investigation Organization upon candidate investigator entry into service, but may include additional or periodic similar activities as necessary (e.g. change in duties or procedures, etc.).
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Training Standard

OJT (On-the-job-training)	Investigation Authority / Organization	As required, subject to changes in techniques or procedures.	All: IIC, Group Chair, Accred.Rep, INV Team Member, Observer/Advisor	Supervised training carried out by the Investigation Organization during candidates assigned duties until investigator qualification is obtained. May include assignment as observer to foreign investigations.
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Training Standard

Basic Training	From recognized providers as deemed acceptable to the Investigation Organization - e.g. TSBC, NTSB, SCSI, USC, etc.	As required; usually one time and subject to timely completion of recurrent training. Requalification to be considered for investigators with no recurrent or advanced training completed within 60 months.	IIC, Group Chair, Accred.Rep, INV Team Member, Observer/Advisor	Typically of one-week (minimum) or more duration. Mandatory qualification training of candidate investigators conducted as soon as practicable after initial training and prior to being allowed to carry out investigation duties or to actively participate on site, whether under direct supervision or not.
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Training Standard

Recurrent Training	Internal training or from recognized providers as deemed acceptable to the Investigation Organization - e.g. TSBC, NTSB, SCSi, USC, etc.	24-60 months, subject to completion of additional training or investigation recency.	All: IIC, Group Chair, Accred.Rep, INV Team Member, Observer/Advisor	Typically of less than one-week duration. May include Active participation in specialized seminars and workshops. May include completion of specialized courses. Recent or continued active investigation experience as investigator or observer may obviate the need for more frequent recurrent training.
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Training Standard

Advanced Training	From recognized providers as deemed acceptable to the Investigation Organization - e.g. TSBC, NTSB, SCSi, USC, etc.	As required; 36-60 months or as necessary, subject to completion of additional training or investigation recency.	IIC, Group Chair	Designed to update or increase the knowledge of qualified investigators and prepare them for IIC or Group Chair role and duties. Recent or continued active investigation experience may obviate the need for more frequent training.
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Training Standard

<p>Specialized Training</p> <ul style="list-style-type: none">• Helicopter• Drone/UAV (Unmanned Air Vehicle)• Gas Turbine• Crash Survival• Fire & Explosion• Sea Recovery• Family Assistance• Media Relations• Legal Aspects• SMS/SSP (Safety Management System, State Safety Program)• Human/Org. Factors	<p>From recognized providers as deemed acceptable to the Investigation Organization - e.g. TSBC, NTSB, SCSI, USC, etc.</p>	<p>As required; usually one-time, subject to changes in technology or methodologies related to the specialty.</p>	<p>As required for the specific nature of the investigation</p>	<p>Specialist investigation training necessary for the conduct of specific tasks or investigations.</p> <p>May be subject to investigator prior qualification and experience, and may include specialized technology or aircraft type-specific training (e.g. A/C design, maintenance or operation; FBW, composite, etc.).</p> <p>Recent or continued active investigation experience may obviate the need for different or more frequent training.</p>
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Investigator Experience & Roster Form

✈ INV Roster Form Fields and Definitions

✈ Ms Excel Form



Investigator Experience & Roster Form (Form Fields & Definitions)

Form Fields/Definitions

- State (Name)
- Organization (Name)
 - Investigation Authority
 - Regulatory Authority
- Individual/Investigator (Name)
- Current Main Duty/Role (Title, No. Years):
 - Investigator
 - Inspector
- Aviation/Investigation Disciplines/Fields (No. Years):
 - Operational
 - FOP (Flight Operations)
 - CAB (Cabin Operations)
 - ANS/ATM/CNS/SAR (Air Nav., Air Traffic Mgmt, Communications, Search & Rescue)
 - AIM/AIS/MET (Aviation Info Mgmt, Aviation Info Serv., Meteorological Serv.)
 - Technical:
 - MAINT/ENG (Aircraft Maintenance or Engineering)
 - MANUF/DESIGN/CERTIF (Aircraft Manufacturing, Design or Certification)
 - GRH/AGA (Ground Handling or Aerodrome Operations)
 - CARGO/DG (Cargo, Dangerous Goods)
 - Specialty:
 - FDA/FOQA (Flight Data Analysis, Flight Operations Quality Assurance)
 - SMS/SSP/QMS (Safety Management System, State Safety Program, Quality Management System)
 - ORG/HF/AVMED (Organizational, Human or Medical Factors)
 - AVSEC/FAL (Aviation Security, Facilitation)
- Aviation Qualifications (Certificate Title, Level/Category/Types; Certif. Auth.; Year of Issue)
 - Pilot/ATC/Dispatch
 - Maintenance/Engineering
- Investigation roles (No. Years, No. Investigations):
 - IIC (Investigator-In-Charge)
 - Group Leader
 - Inv. Team Member
 - Accredited Representative
 - Advisor/Observer
- Investigation Training (Date last completed):
 - BBB/Site Safety (Blood Borne Pathogens)
 - Initial
 - OJT (On-the-Job Training)
 - Basic
 - Recurrent
 - Advanced
 - Specialty
 - Helicopter
 - Drone/UAV (Unmanned Air Vehicle)
 - Gas Turbine
 - Crash Survival
 - Fire & Explosion
 - Sea Recovery
 - Family Assistance
 - Media Relations
 - Legal Aspects
 - SMS/SSP (Safety Management System, State Safety Program)
 - Human/Org. Factors



ECCAIRS/ADREP TRAINING

- ✈ States commented on the continued need for ECCAIRS/ADREP training, not only for basic user level training (i.e. installation/set-up and data entry) but also the need for more advanced training that would allow extraction and analysis of ECCAIRS safety data.
- ✈ That, considering the continued need for ECCAIRS/ADREP training, not only for basic user level training (i.e. installation/set-up and data entry) but also the need for more advanced training that would allow extraction and analysis of ECCAIRS safety data, States advise by **15 December 2018** of their plan and their need for ECCAIRS basic training, with the view for the ICAO NACC Regional Office to schedule ECCAIRS training in 2019.



TSB Canada MoU

- ✈ TSBC INV Training Calendar 2019
- ✈ ACC/INC database and Investigation management software
 - ✈ The Secretariat will continue to discuss and explore with TSBC the availability of their safety database and investigation management software to CAR States and organizations.



2019 AIG WORKSHOP

- ✈ All meeting attendees recognized the importance of SMS and SSP, and the need to continue to foster AIG networking, sharing and collaboration between States within CAR Region.
- ✈ That, to ensure the best benefits and meeting results for the next AIG Meeting,
 - ✈ ICAO organize the next AIG Meeting together with an AIG Workshop for March 2019 with the foreseen participation of other States and industry AIG leaders; and
 - ✈ States provide their suggested topics for the proposed AIG workshop before **15 December 2018**.



ONSITE AIG ASSISTANCE MISSIONS

- ✈ The Secretariat will schedule the conduct of an on-site AIG evaluation and assistance mission to GRIAA and to CASSOS, as part of its Continuous Assistance Approach.
- ✈ That, to ensure that ICAO can provide an adequate review and analysis for assisting in developing an action Plan to implement the Central American RAIO and the Caribbean RAIO,
 - ✈ GRIAA inform ICAO by **12 December 2018** of the best dates and venue for conducting ICAO AIG Assistance Mission;
 - ✈ CASSOS inform ICAO by **12 December 2018** of the best dates and venue for conducting ICAO AIG Assistance Mission.



ONSITE AIG ASSISTANCE MISSIONS

✈ CASSOS RAIO-C: 5-7 February 2019 (Jamaica)

✈ GRIAA: conducted 26-28 February 2019 (Nicaragua)

✈ Bahamas AAIA: October 2018 and February 2019



ICAO NACC AIG REGIONAL WORK PLAN – 2019-03-12

	AIG Elements/Activities	Start/Finish	Responsible	Status	Notes
1	Drafting of AIG LEG & REG – Provision of assistance from ICAO TCB LEG Expert in reviewing the States draft AIG LEG & REG, as necessary and as requested by States.	N/A	ICAO NACC / TCB	Ongoing	Ref. RAIOCAR01 meeting record
2	ICAO Correspondence to Investigation Authorities (IA) - States to inform ICAO NACC of their IAs Point of Contact information and correspondence address.	By 30 January 2019	States	Ongoing Awaiting States input	Ref. Draft Conclusion RAIO/CAR/01/01
3	Sharing of AIG Reference Documents – The Secretariat will undertake the creation of a Regional AIG Reference Repository for AIG LEG & REG, MoUs, Manuals and other reference materials to be made available to CAR States.	By 15 December 2018	ICAO NACC	Completed Awaiting States contribution	Ref. Draft Conclusion RAIO/CAR/01/02



ICAO NACC AIG REGIONAL WORK PLAN – 2019-03-12

4	<p>AIG Investigators – Experience and roster – That, to coordinate and share investigator resources within the RAIO framework, States to:</p> <ul style="list-style-type: none">a) draft/share the minimum requirements in terms of qualifications and experience for investigators to participate in investigations;b) provide information on the current experience and qualifications of each of their individuals actively tasked with investigation duties; andc) provide this information by 15 February 2019.	By 15 February 2019	States	Ongoing Draft Standard Form completed Awaiting States input	Ref. Draft Conclusion RAIO/CAR/01/04
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ICAO NACC AIG REGIONAL WORK PLAN – 2019-03-12

4	<p>AIG Investigators – Experience and roster – That, to coordinate and share investigator resources within the RAIO framework, States to:</p> <ul style="list-style-type: none">a) draft/share the minimum requirements in terms of qualifications and experience for investigators to participate in investigations;b) provide information on the current experience and qualifications of each of their individuals actively tasked with investigation duties; andc) provide this information by 15 February 2019.	By 15 February 2019	States	Ongoing Draft Standard Form completed Awaiting States input	Ref. Draft Conclusion RAIO/CAR/01/04
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ICAO NACC AIG REGIONAL WORK PLAN – 2019-03-12

5	AIG training courses and training needs - States to identify and draft a list of desirable AIG training sources and providers for Basic and Recurrent investigator training, and draft their requirements for the content and curriculum for such investigation courses, with the view to assist existing regional aviation training organizations.	By 15 December 2018	States	Ongoing Awaiting States input	Ref. Draft Conclusion RAIO/CAR/01/03
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ICAO NACC AIG REGIONAL WORK PLAN – 2019-03-12

	AIG Elements/Activities	Start/Finish	Responsible	Status	Notes
6	2019 AIG Workshop - That, to ensure the best benefits and meeting results for the next AIG Meeting, a) ICAO to organize the next AIG Meeting together with an AIG Workshop for March 2019 with the foreseen participation of other States and industry AIG leaders; and a) States to provide their suggested topics for the proposed AIG workshop before 15 December 2018.	By March 2019 By 15 December 2018	ICAO NACC States	Completed Closed	Ref. Draft Conclusion RAIO/CAR/01/06



ICAO NACC AIG REGIONAL WORK PLAN – 2019-03-12

7	ACC/INC database and Investigation management software – The Secretariat will continue to discuss and explore with TSBC the availability of their safety database and investigation management software to CAR States and organizations.	By end of March 2019	ICAO NACC	Ongoing	Ref. RAI0/CAR/01 meeting record
8	ECCAIRS/ADREP Training - That, considering the continued need for ECCAIRS/ADREP training, not only for basic user level training (i.e. installation/set-up and data entry) but also the need for more advanced training that would allow extraction and analysis of ECCAIRS safety data, States to advise by 15 December 2018 of their plan and their need for ECCAIRS basic training, with the view for ICAO NACC to program ECCAIRS training in 2019.	By 15 December 2019	States	Ongoing	Ref. Draft Decision RAI0/CAR/01/05



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ICAO NACC AIG REGIONAL WORK PLAN – 2019

✈ Any other suggestions?



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and Caribbean
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Lima

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Headquarters
Montréal

Western and
Central African
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Dakar

European and
North Atlantic
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Middle East
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Nairobi

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[APAC] Sub-office
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THANK YOU