AIR ACCIDENT AND INCIDENT INVESTIGATION GROUP OF EXPERTS TERMS OF REFERENCE AND RULES OF PROCEDURE

Objectives

The Group of experts on air accident and incident investigation (ACC) has as its main objectives:

a) To enhance the effectiveness of ECAC Member States’ safety investigation capabilities through the sharing of knowledge and experience in the field of air accident investigation; and

b) To promote European experience and know-how in safety investigation within the wider international aviation community.

Mandate

ACC has the mandate to:

a) Define and monitor the implementation of the ECAC Work Programme in field of accident investigation.

b) Promote the sharing of expertise, experience and information between safety investigation bodies, including through the development and promulgation of best practice and specially focused presentations by invited guests from outside the investigators’ community, in particular from industry, academia and foreign States.

c) Identify difficulties met by ECAC Member States in the course of safety investigations, and frame possible actions to address and resolve them.

d) Review annually the results of investigations undertaken and the recommendations issued by ECAC Member States, including the identification of possible trends and areas where follow-up work by ACC might be appropriate.

e) Organise at least one workshop bi-annually on important and relevant investigative issues.

f) Widen the adoption by ECAC Member States of the Code of Conduct on Co-operation in the field of Civil Aviation Accident/Incident Investigation; and keep the Code’s implementation under review by discussing this in ACC meetings.

g) Coordinate and co-operate with the European Network of Civil Aviation Safety Investigation Authorities (ENCASIA), with the goal to avoid duplication and add value to the work of both ACC and ENCASIA by participating in the ENCASIA meetings and inviting the European Commission to participate in ACC meetings.

h) Monitor developments in ICAO in respect of safety investigation issues, and participate actively in ICAO fora (e.g., proposals for new/amended SARPs) in order to share European expertise and promote the use or recommendation by ICAO of accident investigation concepts, tools, systems and processes developed within Europe.

i) Share with ICAO safety and investigative material that is developed by ACC workshops and the wider aviation investigative community.

1 Adopted in September 2019
RULES OF PROCEDURE

1. Chairmanship of the ACC Group

The Chair and Deputy Chair shall be representatives from an ECAC Member State. Directors General of ECAC Member States shall appoint the Chair and Deputy Chair upon nomination by the ACC Group.

Each mandate is limited to three (3) years. The Chair and Deputy Chair may serve a maximum of two consecutive mandates in any given appointment.

1.1. Appointment of the Chair/Deputy

The appointment procedure is as follows:

a) No later than two (2) months before the next meeting of the ACC Group, at which the Chair/Deputy Chair is to be considered, Member States are invited to nominate candidates from the ACC Group members;
b) The nominations received are presented by the ECAC Secretariat to the ACC Group for consideration;
c) The ACC Group considers the applications received, and nominates a candidate;
d) The nomination is communicated to the ECAC Directors General at the following DGCA meeting for decision, and formal appointment; and
e) ECAC Directors General (according to Article 11.1 of ECAC Constitution) appoint the Chair/Deputy Chair based upon the proposal made by the ACC Group.

1.2. Role and duties of the Chair

The Chair is responsible for:

a) Promoting discussion, collaborating and achieving consensus among members and observers of the ACC Group;
b) Leading the ACC Group with regard to its achievement of the annual work programme;
c) Approving the draft agenda of the meetings, on the basis of the draft prepared by the ECAC Secretariat, and facilitating discussions;
d) Approving the draft List of Decisions of the meetings, on the basis of the draft prepared by the ECAC Secretariat;
e) Reporting on an annual basis to Directors General; and
f) Representing the ACC Group at relevant meetings.

The Chair ensures that new ACC Group members and observers agree to respect the Rules of Procedure.

In case the Chair would not be available for a meeting due to urgent and important reasons, he/she shall inform the ECAC Secretariat as soon as possible.

1.3. Role and duties of the Deputy Chair

The Deputy Chair, who should be from another Member State than the Chair, is responsible for:

a) Assisting as required the Chair in leading the ACC Group with respect to the implementation of its annual work programme.
b) Acting as chair of meeting in the absence of the Chair for urgent and important reasons. In such cases, the same Rules of Procedures apply and the Deputy Chair leads the meeting in the same capacity as the Chair.

c) Representing the ACC Group at relevant meetings, when the Chair is not available to do so or upon request of the Chair.

2. Membership in the ACC Group

The ACC Group shall be composed of the heads of the safety investigation authorities in each ECAC Member States and/or, in the case of a multimodal authority, the head of its aviation branch, or their representatives, and shall be open to participation by all ECAC Member States. The ECAC Secretariat acts as secretary of the meetings.

2.1 Procedures for becoming member

The head of the safety investigation authority, and/or, in the case of a multimodal authority, the head of its aviation branch, in each ECAC Member state is automatically nominated as a member of the ACC Group. The names of said individuals shall be submitted in writing to the ECAC Secretariat, who will forward same to the Chair/Deputy Chair.

Where the head wishes to delegate his/her position in the Group to a representative from his/her organisation, an application for membership of the Group for that particular individual shall be made to the ECAC Secretariat and the Chair, stating that the proposed replacement is acting in the same capacity as the member.

2.2. Participation in meetings

Members or their replacement shall sign an attendance list at each meeting. A record of attendance by members is disseminated to the ACC Group after the meeting.

3. Observers

International organisations, non-ECAC Member States or non-governmental aviation wishing to join the ACC Group as observer, shall submit a written request to the ECAC Secretariat. This request will be considered by the Chair and Deputy Chair to determine whether participation is considered to be conducive to the work assigned to the ACC Group.

4. Experts’ participation

The Chair may invite particular experts to participate on an ad-hoc basis (for a meeting or part of a meeting), if such participation is considered to be conducive to the work on subject matters assigned to the ACC Group.

5. Role of the ECAC Secretariat

The ECAC Secretariat attends all meetings of the ACC Group and is responsible for:

a) Making all administrative arrangements in the preparation of the meetings (i.e. circulation of all documents, such as agendas, working/information papers) in liaison with the Chair;

b) Maintain an up-to-date list of members and observers of the ACC Group; this list is used to communicate about ACC Group meetings and activities;

c) Preparing the agenda of the meetings;

d) Preparing a List of Decisions after each meeting, which will be circulated to all ACC Group members, once approved by the Chair;
e) Submitting working papers and information papers, when required;
f) Preparing an annual report of the ACC Group activities, which will be submitted to the Directors General, once approved by the Chair; and
g) Conducting a permanent monitoring of the ACC Group membership, including in particular a regular review and update of the ACC Group mailing list.

6. Meetings of the ACC Group

a) All members and observers shall actively contribute to the work of the ACC Group. These contributions should include:

- Produce Working or Information Papers (WP/IPs);
- Comment on Working and Information Papers exchanged;
- Contribute to the discussions held during meetings;
- Contribute to the work of the ACC Group between regular meetings.

b) The ACC Group will organise a maximum of two (2) meetings per year. At least one workshop on important and relevant investigative issues shall be held bi-annually and this may be inclusive of one of the two annual meetings. When deemed necessary in consideration of specific work priorities additional meeting(s) may be convened.

c) All papers shall be submitted to the ECAC Secretariat at least ten (10) working days in advance of the meeting in order to give members an opportunity to inform their preparation for the meeting. Papers received less than three (3) working days before the meeting will not be disseminated by email to other members.

A maximum of two (2) participants per entity (excluding the Chair) may participate in the ACC Group although the Chair may allow three (3) participants based on the specific expertise of these persons and their potential contribution to the ACC Group.

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