



## **Reachout No. 1**

**Prague  
Czech Republic  
7- 10 May 2001**

**Hosted by:  
Ministry of Transport and Communications  
Czech Republic**

### **The Beginnings of Reachout Prague**

Following a request from ISASI member, Ladislav Mika, and a formal invitation from the Ministry of Transport and Communications of the Czech Republic, the Reachout Working Group planned the first Reachout for Prague in May 2001. The Czech Ministry identified specific training requirements in five areas of study. The ISASI Reachout Working Group determined they could develop and deliver workshops in three of the subject areas, i.e. accident investigation, airline safety management and emergency response planning. Later, the accident investigation module was expanded to include blood borne pathogen training and qualification.

### **Instructors and Program Development**

During the ISASI seminar in Boston in 1999, final plans were made for the Prague workshop. It was decided to hold a two-day plenary session for all delegates and then break into three separate workshops or streams. Since Reachout is more a training session than a "papers" seminar, we believed we would be able to provide more detail in the areas of interest while meeting the aims of our Czech hosts.

All instructors were asked to prepare their own presentation material and provide their own handouts. Reference to the Reachout quality control panel was not considered necessary since all of the instructors were or had recently been actively employed in the areas they were teaching.

### **Handouts Provided**

All participants received a copy of ICAO Annex 13, including the changes that will become applicable on 1 Nov 2001. The changes to Annex 13 stem from the AIG/99 Divisional Meeting. The participants also received a copy of the draft ICAO Circular on Assistance to Aircraft Accident Victims and their Families, copies of the ICAO Manual of Aircraft Accident and Incident Investigation, Part I - Organization and Planning and a new draft of Part IV - Reporting. In addition, a limited number of the ICAO Manual of Aircraft Accident and Incident Investigation, Part I and the ICAO Human Factors Manual in the Russian language were distributed.

Those attending airline safety management received a CD-ROM of the GAIN committee Air Operators Safety Manual, the latest Transport Canada Safety Management Systems manual and a summary manual of ICAO's Human Factors Digest on Management. Emergency response participants received a technical paper on Emergency Response Planning. As well, all delegates received available copies of the plenary session.

### **Attendance vs. Target Audience**

Invitations for Reachout Prague were sent by the ICAO office in Paris to 25 target countries; Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Georgia, Hungary, Kazakhstan, Kirgystan, Lithuania, Latvia, Macedonia, Poland, Republic of Moldova, Russian Federation, Romania, Slovak Republic, Slovenia, Tajikistan, Turkmenistan and the Ukraine. All invitees were from non-JAA countries in Central and Eastern Europe. The policy was to discourage registrations from non-target countries.

Actual attendance included representatives from 10 states: Albania, Belarus, Bulgaria, Czech Republic, Estonia, Kazakhstan, Poland, Russia, Slovakia and Ukraine. Permission was given for three investigators from Germany to attend following a request by the Czech organisers. Participants represented state regulatory authorities, accident investigation agencies and corporate representatives.

### **Pamphlets, Mailouts and Nametags**

All pamphlets, invitations, schedules and nametags were prepared on a personal computer using MS Word by the Reachout Prague Chairman with support and production handled by Ladislav Mika and the Czech Ministry. All production, printing and mailing costs were absorbed by the Czech Ministry, Airline Pilots Association International and ICAO. There was no budget or expense for Reachout Prague for any of these items.

### **Administrative support**

The Czech Ministry provided a staff of 5 persons to administer the workshop daily and lunches for the instructors each day of the workshop. The Czech Airport Authority provided a driver and vehicle to transport instructors and buses for the delegates to and from the Ministry each day.

### **Audio-Visual Equipment**

There was no budget or expense for audio-visual equipment. All equipment for Reachout Prague was supplied by the Czech Ministry as were all meeting rooms, water and snacks during the sessions. The Czech Air Navigation Service provided an audio-visual technician throughout the workshop. The plenary and all break-out sessions had computer projectors available throughout Reachout.

### **Social Program**

To reduce costs for those attending, we decided not to plan a social program, which would result in the need to charge a registration fee. However, Fisher Air hosted a welcome reception for all delegates and the Air Navigation Service of the Czech Republic hosted a dinner. Both events were successful in furthering communication amongst those participating. Additionally, on the Czech National Day, the Travel Servis-CEDOK provided a city tour to interested delegates and their wives.

### **General Support for Reachout Concept**

As this was the first Reachout, there are valuable lessons to be learned. One of these is how well we have communicated the Reachout vision, concept and benefits to those whose support is critical to success.

## **Corporate Sponsorship**

Sponsorship in Prague through the Czech Ministry and other Czech organisations was well beyond what was anticipated at the beginning of the planning process. Specific sponsors and their contribution are listed at the end of this report.

## **ISASI International Council**

There were a number of questions facing the Reachout organisers and the International Council. Since this was the first Reachout workshop, there were many unknowns. We did not know if we would have a good turnout. Much of the planning was necessarily reactive to the needs as they were identified and this made it difficult for council to be given a detailed picture of what was required and what could be expected. The possible, and later necessary, involvement of ICAO left many questions unanswered until Reachout Prague was completed.

During the presentation to council at the April, 2001 council meeting, council finally received a fairly detailed picture of what was about to unfold in Prague and what it all would cost. Subsequent to that discussion, council decided to provide \$1,000 in sponsorship for Reachout workshops and the Canadian Society of Air Safety Investigators targeted some of the funds from ISASI 2001 in Victoria for the Reachout account.

## **ICAO Montreal/Paris**

ICAO immediately recognised the value and need for Reachout in the international aviation community. In his remarks in Prague, the ICAO Regional Director, Mr. Christian Eigl continually emphasized the importance of the "Reachout" concept and vision. He encouraged ISASI organisers, and through them, ISASI Council, to expand the program. He further confirmed ICAO's willingness to continue to support ISASI Reachout workshops.

The participation and support from ICAO was absolutely critical in establishing the credibility of ISASI and of the Reachout program to potential delegates. Without ICAO, Reachout Prague would not have succeeded. ICAO knows where the need is greatest, they have regional representation, they have the ear of states and international organisations, they can encourage and ensure attendance, they have the capability to provide administrative support and training material.

Through their support and participation in Reachout Prague, ICAO has confirmed that they have understood and embraced the Reachout vision.

## **Conclusions**

Thanks to our Czech hosts, the voluntary contributions and the efforts by the instructors, Reachout Prague was a success and was attended by representatives of the target countries. Reachout was invited to consider future workshops in Belarus and Kazakhstan and we anticipate receiving formal invitations to organise workshops there.

Some instructors and delegates expressed concern regarding the conduct of three simultaneous workshops, as some delegates wished to attend all sessions. There is always a problem with streaming meetings of this nature and future decisions to do so should be based on the subject matter requested and the number of delegates and time available. Close consultation with the host is needed to ensure that the preferences are known and should be balanced with meeting the objectives of the workshop, when determining whether to run parallel streams at future workshops.

## **Corporate Sponsors - Reachout Prague**

Air Line Pilots Association International  
Boeing  
International Civil Aviation Organization  
Continental Airlines  
Air Data Research  
FTI Consulting  
Ministry of Transport & Communications, Czech Republic  
Czech Airlines  
Fisher Air (Czech Republic)  
Air Navigation Services of the Czech Republic  
Czech Airport Authority  
Travel Service and CEDOK- Czech Republic  
Carlson Wagonlit - Prague

### **Special Mention**

We also want to recognise **Transport Canada** for providing Safety Management System Manuals, which were handed out in Prague, the **GAIN Committee** for their Operator's Flight Safety Handbook CD-ROM and the willingness of **QANTAS Airlines** to provide one of the Prague instructors with air travel.