



**WORKING ARRANGEMENT**

**relating to the provision of advice and assistance on matters relating to  
civil aviation safety and security**

**between the CIVIL AVIATION AUTHORITY OF NEW ZEALAND (CAANZ)**

**and**

**the PACIFIC AVIATION SAFETY OFFICE (PASO)**

Dated: 14<sup>th</sup> June 2011

Two handwritten signatures in blue ink are located in the bottom right corner of the page. The first signature is more legible, appearing to be 'AN', while the second is more stylized and less legible.

## 1 Introduction

1.1 PASO is an international organisation with its headquarters in Port Vila, Vanuatu. PASO was established under the Pacific Islands Civil Aviation Safety and Security Treaty (PICASST).

1.2 PICASST provides that, in relation to airworthiness, flight operations, airports, security and personnel licensing, regulatory oversight of civil aviation to international standards is to be met in a regional and collaborative manner.

1.3 Under Article 7 of PICASST, one of the principal functions of PASO is to conduct aviation safety and security regulatory tasks as requested by and agreed with any member state.

1.4 A number of member states have signed service level agreements (SLAs) with PASO to fulfil certain aviation safety and security oversight tasks and provide aviation advice and assistance on a fee for service basis.

1.5 PASO has a certain number of technical staff available to provide assistance to States pursuant to the SLAs. However, PASO recognises that, in providing assistance under the SLAs, it will require additional technical resources, from time to time.

1.6 CAANZ is the statutory authority established under the Civil Aviation Act 1990 (NZ) to regulate and provide safety and security oversight of civil aviation in New Zealand.

1.7 While CAANZ resources are primarily devoted to its own national regulatory obligations, CAANZ has some ability to provide technical resources to PASO to assist PASO in its performance of the SLAs.

1.8 PASO also recognises that CAANZ has the skills to provide general advice and assistance on regulatory matters to PASO.

## 2 Purpose

2.1 This Working Arrangement supplements the Memorandum of Cooperation (MOC) between CAANZ and PASO signed in 2005. It will guide the procedures for the provision of technical advice and assistance by the CAANZ to PASO.



### 3 General

3.1 The following procedures are established to enable inspectors employed by CAANZ to assist PASO in the provision of advice and assistance to PASO member states; and for CAANZ to provide advice and assistance to PASO directly on the administration and application of New Zealand civil aviation rules.

3.2 PASO and CAANZ jointly accept that:

- 3.2.1 The provision of CAANZ staff to assist a PASO member state that has sought assistance from PASO may only be conducted after a request from PASO to CAANZ ("the request").
- 3.2.2 The request will be communicated well in advance of the work being required to allow CAANZ to plan its workload.
- 3.2.3 The request will be addressed to the CAANZ contact persons identified in this Working Arrangement.
- 3.2.4 A decision about the request will be made by CAANZ as soon as possible and communicated to the PASO contact person identified in this document.
- 3.2.5 Email communication is sufficient for the purposes of paragraphs 3.2.2, 3.2.3 and 3.2.4 above.
- 3.2.6 CAANZ does not have to action the request if either it considers that the request was not communicated within a reasonable time in advance of the requested work, or it considers that it would interfere with its ability to comply with its national obligations.

3.3 Charges to PASO for work done under this Working Arrangement will be invoiced, at the time of completion of the work, subject to paragraphs 3.4 and 3.5, at an hourly rate of \$NZ175.00 being less than the estimated costs for audit inspections and certifications within the New Zealand aviation regulatory system. The invoice to PASO will, where applicable, also include travel and accommodation as arranged by CAANZ, and other actual and reasonable costs.

3.4 Where the work to be done under this Working Arrangement is ongoing beyond a month CAANZ may issue partial invoices.

3.5 A request from PASO for technical advice and assistance on the administration and application of New Zealand civil aviation rules may be made outside of the parameters of paragraph 3.2 and, if CAANZ decides to provide such technical advice and assistance, CAANZ will record all time required to provide the advice and assistance required and will invoice PASO on a monthly basis.

3.6 CAANZ must be satisfied that PASO has systems in place to ensure that any charges made by CAANZ can be met, before commencing any work in accordance with this Working Arrangement.

3.7 PASO understands that failure to pay all invoices for work performed by the CAA in a timely fashion may result in the CAA declining to conduct work or provide technical advice until such time as all outstanding invoices are paid.

3.8 PASO acknowledges that each CAANZ inspector who undertakes work for PASO in member states as a PASO contracted agent will need to be provided with all the relevant authorisations and indemnities as provided for in the service level agreements between member states and PASO. PASO recognizes that without these legal authorizations or indemnities, the CAA may not permit the CAANZ inspector to conduct inspection work for PASO.

3.9 Each participant will advise the other if it becomes aware of any conflict of interest or potential conflict of interest which may affect the services provided under this Working Arrangement.

#### 4 Differences

4.1 In the event of differences under this Working Arrangement, the participants accept that such differences shall be resolved by consultations.

#### 5 Notices

5.1 The contact points for the Working Arrangement are:

##### For PASO

Seiuli Alvin Tuala  
General Manager  
The Pacific Aviation Safety Office  
PO Box 139  
Port Vila  
Republic of Vanuatu  
[alvin@paso.aero](mailto:alvin@paso.aero)

##### For CAANZ

Felicity Steel  
Senior Adviser - International Relations  
Civil Aviation Authority  
PO Box 3555, Wellington  
New Zealand  
[felicity.steel@caa.govt.nz](mailto:felicity.steel@caa.govt.nz)

#### 6 Entry into Effect and Duration

6.1 This Working Arrangement will enter into effect upon signature and remain in effect for twelve months. It may be extended for another twelve months if both Parties consent in writing.

**7 Amendment and Termination**

7.1 The Participants may amend this Working Arrangement by mutual determination in writing.


**Signed in duplicate as a Working Arrangement**

For the  
The Pacific Aviation Safety Office

For the  
Civil Aviation Authority of NZ

  
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General Manager  
**Seiuli Alvin Tuala**



  
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Director of Civil Aviation  
**Steve Douglas**

Place:

Place: *Wellington, NZ*

Date:

Date: *30 June 2011*

