



Transports Canada
Transport Canada

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JUL 03 2003

Your file Votre référence

Our file Notre référence
5500-8-21

Mr. Robert Armstrong
President
Canadian Importers and Exporters Association
438 University Avenue
Suite 1618, Box 60
Toronto, Ontario
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Dear Mr. Armstrong:

This letter is to thank you for the excellent contributions of Canadian Importers and Exporters Association during the recent Civil Aviation Dangerous Goods Stakeholders Committee meeting held in Ottawa June 9 and 10, 2003. This meeting brought together communications and technical experts from Transport Canada Safety and Security, the Air Transport Association of Canada, the Association of Canadian Travel Agents, the Canadian Business Aviation Association, the Canadian Association of Importers and Exporters, the Tourism Industry Association of Canada, the Canadian Air Transport Security Authority, Purolator Courier Ltd., Jazz Air Inc., and Bearskin Airlines to work toward a common goal, the creation of a Multi-year Civil Aviation Transportation of Dangerous Goods Public Awareness Plan.

The work done by the Committee in that two day period provided a first-rate working model of the partnering envisioned in the Civil Aviation Safety Framework document, Flight 2005. With the combined efforts of all the participants a Strategic Plan and a fiscally responsible Implementation Program were established that will provide the basis for Canada's future Civil Aviation Dangerous Goods Public Awareness Program. (A copy of the Terms of Reference has been included for your information.)

Building on the support of Canadian Importers and Exporters Association and the other Committee members I feel confident that a Public Awareness campaign will go forward which will be effective in eliminating or reducing incidents such as those described below:

- A soap dispensing bottle containing acid (drain purging liquid) leaked its contents when an overhead bin was opened after arrival at the airport. Two passengers were transported to the hospital and treated for third degree burns. Three flight crew, the airport Customer Service Manager and one paramedic were overtaken by fumes and also hospitalized. Before it could be cleaned the fluid had damaged the overhead bins, the seats, the floor and the baggage hold below.
- An undeclared flammable liquid in a passenger's luggage inadvertently ignited in the cargo locker of a DHC-6 Twin Otter 300 causing an in flight fire. Two crew members and all 13 passengers were killed.

Canada

- A nine-volt battery shorted out against a piece of metal causing a pilot's flight case to overheat and explode in the baggage compartment of a Cessna 182.
- A misdeclared fibreboard drum containing five gallons of 50 % hydrogen peroxide and 25 lbs of a corrosive agent leaked during a flight on a DC-9 causing an inflight fire in the cargo compartment. Just before landing, smoke began to fill the passenger cabin.

We look forward to your continued involvement in this important and worthwhile project. Again would you please extend my thanks to John Bescec for a job well done.

Sincerely,

A handwritten signature in black ink, appearing to read 'Merlin Preuss', written in a cursive style.

Merlin Preuss
Director General
Civil Aviation

Enclosure

**Civil Aviation Dangerous Goods
Public Awareness Program
Stakeholders Committee
Terms of Reference**

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1. Introduction

Given the threat to aviation safety associated with the release of dangerous goods during flight both government and industry have a vested interest in ensuring that the public is encouraged to comply with the requirements that ensure the safe transport of these goods.

The Civil Aviation Dangerous Goods Public Awareness Program Stakeholders Committee, made up of both government and industry, has been created to address the issue of Public Awareness in the safe transport of dangerous goods by air.

A 'Civil Aviation Dangerous Goods Public Awareness Program' designed by this Committee will work toward informing the public of the:

- hazards associated with the transport of dangerous goods by air, and
- mechanisms for determining how these goods can be transported safely on board an aircraft.

2. Name of the Committee

The Committee shall be called the "Civil Aviation Dangerous Goods Public Awareness Stakeholders Committee".

3. Membership

The Committee will represent government and industry stakeholders.

4. Mandate of the Committee

The Committee's mandate is to increase the Public's awareness of the:

- hazards associated with the transport of dangerous goods by air, and
- mechanisms for determining how these goods can be transported safely on board an aircraft

5. Responsibilities of the Committee

To achieve its mandate, the Committee shall participate in the:

- a) Development of a strategic plan;
- b) Accessing of strategic partnerships;
- c) Definition of needs;
- d) Establishment and re-evaluation of goals;
- e) Identification of communication tools;
- f) Evaluation of outcomes;
- g) Consolidation of awareness capabilities through leveraging, networking, and sharing expertise;
- h) Obtaining of strategic stakeholder buy-ins;
- i) Implementation of effective, timely, and cost effective strategic information delivery;
- j) Development of a short and long term data collection mechanisms.

6. Meetings

- a) The Committee shall be consulted prior to amending the Terms of Reference;
- b) The Committee shall be consulted prior to scheduling meetings;
- c) The Committee meetings will be held during regular working hours;
- d) A request for a special meeting may be made by two Committee members;
- e) A quorum shall consist of seventy-five percent of the members;
- f) The Committee shall work toward achieving a consensus on all decisions; if a consensus can't be reached then a decision can be taken with seventy-five percent of the Committee members support.

7. Agendas and Decision Records

- a) An agenda will be prepared and distributed to the members of the Committee prior to each meeting and a Decision Record will be prepared by Transport Canada as soon as possible after the meeting;
- b) After approval, the Decision Record (in both official languages), shall be distributed to all members of the Committee, and will be made available upon request to any interested party, and shall be posted on the Commercial and Business Aviation Dangerous Goods Standards Website;
- c) Confidential information shall be identified during meetings and protected;
- d) A copy of all Decision Records will be kept by Transport Canada, and will be readily available for examination by government and industry stakeholders.

8. Composition of the Committee

- a) The Committee shall consist of members of government and industry;
- b) A Secretary/Administrator shall be provided by Transport Canada;
- c) Where a Committee member resigns or ceases to be a member for any other reason, the vacancy is to be filled on the Committee at the earliest opportunity with someone of similar expertise;
- d) A professional facilitator will be contracted by Transport Canada to facilitate the meetings;
- e) The Committee shall have two coordinators one from Transport Canada and one from industry.

9. Roles and duties of Committee Members

- a) The facilitator is responsible for facilitating the Committee meetings and ensuring that they are carried out in an orderly fashion;
- b) The co-coordinators are responsible for appointing the facilitator, preparing the agenda, promoting participation of members, and making meeting arrangements;
- c) Committee members may be required to provide technical advice when required;
- d) The Committee members are to participate in meetings and to further the mandate of the Committee.

10. Amendments

These Terms of Reference may be reviewed and amended by a majority vote of the Committee members.