

THIRD MEETING OF THE ALLPIRG/ADVISORY GROUP

(Montreal, 6 – 8 April 1999)

Agenda Item 5.7: Interregional coordination and harmonization mechanism – Y2K date change preparations

STATUS OF Y2K PREPARATIONS AND CONTINGENCY PLANNING IN THE CARIBBEAN REGION

(Presented by the Secretariat)

SUMMARY

This paper presents information on the status of Y2K Preparations and Contingency Planning in the CAR Region. The paper outlines what actions have been taken and what actions are planned by the ICAO NACC Regional Office in the event that ATS facilities and services are interrupted in the change-over to the year 2000 with the goal of allowing international aircraft to continue flight operations in and through the CAR Region with minimal disruption to services while maintaining an adequate level of safety.

1. INTRODUCTION

1.1 The ICAO NACC Regional Office deems it important and of the highest priority to prepare a contingency plan on the year 2000 (Y2K) problem. The plan will serve as a basis for the continuance of ATS services for the CAR Region States in the event of possible failures that may arise caused by this well known computer problem.

1.2 The Y2K problem may affect not only computers, but also other technological systems, and thus to ensure that a failure in the communications, surveillance, navigation and air traffic control systems of some of the main ATS units in the region do not cause the total closing of the airspace, a contingency plan is needed. Therefore, the main objective of the plan will be to ensure that the main CAR Region ATS routes remain open, complying with the safety requirements that international air operations require. This Contingency Plan will be later coordinated with the adjacent NAM and SAM Regions.

1.3 We all know that, normally, States have contingency procedures already established for different situations; nevertheless, it is extremely important to make sure that ATS services and their auxiliary

services (AIS, COM, MET, etc.) are adequately covered in order to face the problems that may arise from the unique circumstances associated with Y2K.

1.4 Moreover, as it is not possible to know exactly which systems may fail on that date, and even if we know that most of the States are working hard to ensure essential systems keep on operating without difficulties associated with Y2K, it is essential that measures be taken at domestic and international levels for the timely elaboration and application of a Contingency Plan anticipating even the application of alternative systems, so that these services are not interrupted dramatically, thus achieving an adequate level of air navigation safety.

2. DISCUSSION

2.1 The ICAO NACC Regional Office has taken the following actions in preparation for the upcoming year 2000 date change.

2.2 Contact with the World Bank Group

2.2.1 On 22 November 1998, the ICAO NACC Regional Office made contact with the World Bank Group regarding assistance for Y2K initiatives. The written response from the World Bank Group was received on 25 November 1998, and was forwarded to ICAO Headquarters.

2.3 Appointment of Regional Y2K Coordinator

2.3.1 The Regional Office appointed one of the Regional Officers as the Y2K Coordinator for the NAM/CAR Regions.

2.4 Letters to States regarding the ICAO Year 2000 Assessment Survey

2.4.1 The Regional Office forwarded and communicated the importance of completing the Year 2000 Assessment Criteria to all States to whom it is accredited to with reference to the actions required in the State letter AN 13/46.1-99/16, dated 29 January 1999, Subject: Year 2000 (Y2K) date change computer problem.

2.5 Discussion of the importance of Y2K preparation at meetings

2.5.1 The Regional Office has taken the opportunity to discuss the importance of Y2K preparation and contingency planning at DCA Meetings and other regional meetings to the extent that it is placed as a specific agenda item for discussion.

2.6 Joint ICAO/IATA Y2K Missions to States

2.6.1 The Regional Office has participated with IATA on a joint Y2K mission to Costa Rica. An addition visit is being planned with IATA to meet with Officials of COCESNA in Honduras.

2.7 Seminar

2.7.1 The Regional Office held a seminar in Antigua, Guatemala, from 22 to 26 March 1999, entitled “Air Navigation in the New Millennium” in which a presentation on the ICAO Y2K Action Plan was

presented to the attendees. In addition, a discussion was held with regards to the problems associated with the year 2000 changeover date and what problems could be anticipated in the Air Navigation Services field and appropriate solutions to the problems.

2.8 ICAO Regional Y2K Contingency Plan for the CAR Region

2.8.1 According to the ICAO Y2K Action Plan, the ICAO Regional Office in Mexico has organized a regional task force in order to prepare a Regional Y2K Contingency Plan that assures the air navigation services in the main air navigation routes of the CAR Region before, during and after the millennium change.

2.8.2 The methodology that this Regional Office is using to develop the Y2K Contingency Plan is the following.

2.8.2.1 Through the activation of a task force conformed by ATS experts of the NAM/CAR Region States/international organizations, with a high level of technical expertise, experience in contingency situations, availability to participate in the activities of this task force and preferably of a high hierarchical level, and with the support in their respective States/organizations of CNS, computer science and other related subjects experts, which, together with personnel from the ICAO NACC Office, prepare a Y2K Regional Contingency Plan including the possible scenarios that may arise due to this millennium problem, and make the correspondent recommendations.

2.8.2.2 The task force is working with the terms of reference contained at Appendix A to this working paper and the membership which is comprised of one ATS expert with the characteristics expressed in paragraph 2.8.2.1 above, for each one of the following States/international organizations responsible for the CAR/NAM Region flight information regions (FIRs): Canada, Cuba, Dominican Republic, Haiti, Jamaica, Mexico, Netherlands Antilles, United States, Trinidad and Tobago, COCESNA, IATA, IFALPA, and IFATCA, and Regional Officers of the ICAO NACC Regional Office.

2.8.3 *Results of the First Meeting of the Y2K Contingency Planning for the CAR Region Task Force (Y2K/TF/1)*

2.8.3.1 The First Y2K Contingency Planning for the CAR Region Task Force Meeting was held in the premises of the ICAO NACC Office, Mexico City, Mexico, from 22 to 24 February 1999. The meeting was attended by twenty-six (26) participants from ten (10) States and four (4) international organizations.

2.8.3.2 The objectives of the meeting were to:

- a) review Y2K problem actions taken by ICAO and States' preparation for implementation of the compliance requirements;
- b) exchange views in finding regional solution to problems; and
- c) develop a framework for Y2K contingency planning and a common action plan to progress Regional Contingency Plans for the CAR Region.

2.8.3.3 The task force was successful in developing the following draft documents:

- a) Draft CAR Region Y2K ATS Contingency Plan Guidelines and Information Request;
- b) Draft Regional Y2K Caribbean Region Coordination and Information Centre Plan; and
- c) Draft National Y2K Contingency Plan Guidelines.

2.8.3.4 In order to carry out the work of the Y2K Task Force in a timely manner, the task force created a Core Group. The First Core Group Meeting was held from 18 to 19 March 1999 in Miami, Florida. The Core Group is composed of several task force members, IATA, IFALPA and ICAO with the goal of ensuring a coordinated and standardized approach in the development of all Y2K Contingency Plan activities. This Core Group will co-ordinate with the ICAO NACC Regional Office Secretariat the progress of the work of the Task Force and will recommend a plan for the delivery of these contingency measures to the CAR States.

2.8.3.5 In addition, the task force, based on the discussions of the different agenda items, developed 22 action items which are reproduced at Appendix B.

2.8.3.6 The next Y2K Task Force Meeting for the CAR Region will be held from 26 to 30 April 1999 in the ICAO NACC Regional Office in Mexico City.

3. CONCLUSION

3.1 It is anticipated that, with the creation of the Y2K Core Group to facilitate the rapid movement of the coordination, development and implementation of a Y2K CAR Contingency Plan, this work can be accomplished by August 1999.

4. ACTION BY THE ALLPIRG

4.1 It is recommended that the meeting note the information contained in this working paper with regard to actions being taken by the ICAO NACC Regional Office in respect of Y2K preparations and contingency planning.

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APPENDIX A

Y2K CONTINGENCY PLANNING FOR THE CAR REGION TASK FORCE
TERMS OF REFERENCE

- A. The Task Force is required to develop a framework by which contingency arrangements during the Y2K changeover may be coordinated among States/International Organizations in the CAR Region.
- B. This framework should address issues such as:
1. The availability and arrangements for the CAR Region international ATS routes during the contingency period;
 2. Manage the development of contingency ATS routing arrangements where these routes need to be established;
 3. Protocols for determining priorities and arrangements for the continued passage of international air traffic in the CAR Region;
 4. Coordination of CAR Region ATS routes and communications with adjacent regions that would be available during the contingency period;
 5. Establish and apply in a timely manner bilateral or multilateral agreements to dispose of additional communication means among the Area Control Centres (ACC) of the CAR Region States/International Organizations and other ATS units;
 6. Establish measures to grant air and ground communications and the navaid systems, implementing, if necessary, additional communication means;
 7. Facilitating rapid communication among Area Control Centres (ACC) of the States/International Organizations, among users and other service providers during the contingency period;
 8. Establishment of crisis management teams within the CAR Region to provide assistance in the conduction of necessary actions during the contingencies, and to co-ordinate these arrangements with adjacent regions; and
 9. To develop letters of agreement required to establish the implementation of the agreed contingency arrangements, if necessary.
- C. In pursuing its work, the Task Force will take into account the current status of Y2K system renovation and contingency planning by States in the Region.

Composition: Canada, Cuba, Dominican Republic, Haiti, Jamaica, Mexico, Netherlands Antilles, United States, Trinidad and Tobago, COCESNA, IATA, IFALPA, and IFATCA.

Secretariat: ICAO NACC Regional Office.

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APPENDIX B

**Y2K CONTINGENCY PLANNING FOR THE CAR REGION TASK FORCE
ACTION ITEMS**

Action 1:

That, ICAO, as a matter of urgency, arrange Y2K Contingency Planning for the CAR Region Task Force meetings, for the purpose of developing harmonized plans to cover the Caribbean area. The next meeting of the Task Force will be held from 26 to 30 April 1999 in the ICAO NACC Regional Office in Mexico City.

Action 2:

That, ICAO assist States in their development of State Y2K contingency plans and ensure that State plans harmonize along major traffic flows.

Action 3:

That, ICAO ensure that Y2K contingency plans developed in the Caribbean region harmonize with plans of adjacent regions.

Action 4:

That, ICAO assist States in the development of Y2K Operational Letters of Agreement between neighbouring States.

Action 5:

That the ICAO NACC Regional Office establish a Y2K Coordination Center that will coordinate with the CAR Y2K Regional Coordination and Information Center (CAR CIC), located in (site to be determined), to assist in coordination with States, IATA, ICAO Headquarters and other ICAO Regional Offices during the critical times of the Year 2000 change-over.

Action 6:

That States recognize that Y2K contingency plans should be based on international major traffic flows described in Appendix B to Agenda Item 3 of the CAR Y2K/TF1 Meeting Report.

Action 7:

That States, when developing their State plans, ensure that they harmonize with adjacent States plans.

Action 8:

That States accept the need to activate contingency plans well in advance of 1.1.2000 and continue these plans for a period after this critical time. Activation and cessation of Y2K plans requires coordination along the major traffic flow through the CAR CIC and NCICs.

Action 9:

That each State/Organization responsible for a FIR should have its own National Coordination and Information Center (NCIC) established that would specifically deal with decisions of that FIR as well as being a point of contact with the CAR CIC, other NCICs, ICAO, and IATA if and when required. The States in the Caribbean Region that are not responsible for a FIR should have a National Coordination and Information Unit (NCIU).

Action 10:

That States be aware of the importance of co-operation and coordination with adjacent States and the aviation industry as well as other State authorities including the military.

Action 11:

That States accept that contingency plans for international major traffic flows are designed to provide for international operations. Domestic operations should be catered for within State's contingency plans so as not cause interference or disruption to overflying international aircraft.

Action 12:

That States ensure their Y2K contingency plans and arrangements are coordinated, finalized and agreed to by adjacent States no later than 1 August 1999.

Action 13:

That States, when developing their Y2K contingency plans understand that search and rescue facilities should also be checked for Y2K compliance. In addition, search and rescue procedures should be addressed in the contingency plans to ensure that this service remains available and ready to assist international aircraft when necessary. These plans should be extensive to other air navigation fields as MET and AIS.

Action 14:

That States note the need to keep operational staff fully aware of Y2K issues in the lead-up to the year 2000 change-over. In addition, States should conduct coordinated simulation exercises with adjacent States involving National Coordination and Information Units (NCIU), National Coordination and Information Centers (NCIC) and CAR Regional Coordination and Information Center (CAR CIC) using various scenarios of system failures prior to the critical time.

Action 15:

That the United States issue a Notam that will be shared with ICAO and distributed by the ICAO NACC Regional Office to the States of the CAR Region to take the necessary actions to publish and disseminate through the corresponding aeronautical information means (AIC Circular), the information related to the date discontinuity with GPS receivers that do not comply with TSOC129 compliant that will take place on 21 August 1999. This text is included as Appendix to Agenda Item 1 of this Report.

Action 16:

That a CAR Y2K Regional Caribbean Coordination and Information Center (CAR CIC) be established at (site to be determined), in order to coordinate with the National Coordination and Information Centers (NCIC) of each one of the Caribbean Region FIRs all the actions required related to the critical period of the millennium change-over. Additionally, this CAR CIC will coordinate with the ICAO NACC and IATA LATAM Regional Offices.

Action 17:

That IATA will present to the next Meeting of the Task Force a study on those equipment that will not be affected by the Y2K problem with the aim of making the corresponding adjustments to the Contingency plans for the Caribbean Region.

Action 18:

That CAR Region States coordinate with their respective PTTs the Y2K compliance, with the purpose to ensure the continuous and reliable service during the millennium change-over.

Action 19:

A "Core Group" of the Task Force is established with the purpose of coordinating all the activities and works to be carried out by the Y2K Contingency Planning for the CAR Region Task Force in order to develop the CAR Region Y2K Contingency Plan. The following members conform the Core Group: José Manuel Vega, Cuba, Carlos Alcántara, Dominican Republic, Jaime Zapiaín, Mexico, Dennise Roseman, United States, Terrence Wallen, Trinidad and Tobago, Uriel Urbizo, COCESNA, Miguel Marín, IFALPA, IATA and ICAO.

Action 20:

Y2K Task Force's Members will collect information on their respective FIRs and will submit their work to the next Y2K Contingency Planning for the CAR Region Task Force Meeting to continue working on the detailed Regional Contingency Planning.

Action 21:

It is expected that the Core Group will review the draft documents that have been prepared by this Meeting with the purpose of improving the same in order to distribute them to the Task Force members as soon as possible.

Action 22:

That the Core Group submit to the next Task Force Meeting a plan on the work developed by this Task Force concerning Contingency Planning, and on how it will be officially distributed to the CAR Region States/International Organizations as well as how to coordinate the same with adjacent States.

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