



FINAL VERSION

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN OFFICE**

**EIGHTEENTH MEETING OF DIRECTORS OF CIVIL
AVIATION OF THE EASTERN CARIBBEAN**

18TH E/CAR DCA

SUMMARY OF CONCLUSIONS AND DECISIONS

**PORT OF SPAIN, TRINIDAD AND TOBAGO
9 TO 11 DECEMBER 2003**

The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

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HISTORICAL

ii.1 Establishment of the meeting

The Eighteenth Meeting of Directors of Civil Aviation of the Eastern Caribbean was intended to address, at the Directors' level, the civil aviation development and problems of the Eastern Caribbean area since the last meeting of the Directors of Civil Aviation.

ii.2 Site and duration of the meeting

The Meeting took place at the Ambassador Hotel, St. James, Port of Spain, Trinidad and Tobago, from 9 to 11 December 2003. Mr. Ramesh Lutchmedial, DGCA/TTCAA, on behalf of Mr. Rudin Austin, Deputy Permanent Secretary from the Ministry of Works and Transport welcomed the participants and opened the meeting. Mr. Raymond Ybarra, Regional Director, ICAO Regional Office for North America, Central America and the Caribbean, also welcomed the participants and informed them of the work programme for the Meeting.

ii.3 Officers of the meeting

Mr. Ramesh Lutchmedial, Director General of Civil Aviation of the Trinidad and Tobago Civil Aviation Authority acted as Chairman of the Meeting. Mr. Raymond Ybarra, Regional Director, ICAO Regional Office for North America, Central America and the Caribbean, served as Secretary, supported by Mr. Michiel Vreedenburgh, Regional Officer, Aviation Security and Aerodromes and Ground Aids also from the ICAO NACC Regional Office.

ii.4 Working arrangements

It was agreed that the working hours of the Meeting on the first day would be from 10:00 to 14:00 hours, and thereafter from 09:00 to 14:30 hours. During the three days the Meeting worked until a convenient recess time.

The Meeting approved the Draft Agenda and Work Programme as presented in WP/01 with the addition proposed by the OECS delegate on the ICAO Council Representation.

ii.5 Agenda

- Agenda Item 1:** Meeting Agenda and Schedule
- Agenda Item 2:** Valid Conclusions/Decisions of previous E/CAR/DCA, NACC/DCA and GREPECAS Meetings relevant to the E/CAR Region
- Agenda Item 3:** 27th E/CAR/IWG Meeting Report
- Agenda Item 4:** E/CAR SAR Committee and MCI Task Force Activities
- Agenda Item 5:** CNS/ATM and other Air Navigation Developments
- Agenda Item 6:** Air Navigation Deficiencies
- Agenda Item 7:** Safety Oversight
- Agenda Item 8:** Aviation Security
- Agenda Item 9:** Next Meeting Site
- Agenda Item 10:** Other business
10.1 ICAO Council Representation

ii.6 List of Working Papers

WORKING PAPERS				
Number	Agenda Item	Title	Date	Presented by
WP/01	1	Approval of the Meeting Agenda and Schedule	28/10/03	Secretariat
WP/02	2	Status of E/CAR DCA Meeting Conclusions	29/10/03	Secretariat
WP/03	3	Review of the 27 th E/CAR IWG Meeting Conclusions and Decisions	29/10/03	E/CAR IWG Chairman
WP/04	4	The Eastern Caribbean States Civil Aviation Accident MCI Response Plan	21/11/03	E/CAR SAR Committee Chairman
WP/05	5	Follow-up Meeting of the COM/MET Special Implementation Project Recommendations for the CAR Region (2002)	07/11/03	Secretariat
WP/06	6	Air Navigation Deficiencies	28/10/03	Secretariat
WP/07 Restricted	8	ICAO Aviation Security Developments	27/11/03	Secretariat
WP/08	5	Proposal for Special E/CAR CNS Meeting	01/12/03	Secretariat

WORKING PAPERS

Number	Agenda Item	Title	Date	Presented by
WP/09	5	Status of E/CAR Digital AFS Network	03/12/03	IACL
WP/10	5	Eastern Caribbean ATM/CNS Regional Committee Implementation of the E/CAR ATM/CNS Plan	03/12/03	IACL
WP/11	4	SAR Operation costs	08/12/03	E/CAR SAR Committee Chairman
WP/12	10	Caribbean Seat on the International Civil Aviation Organization (ICAO) Council	09/12/03	OECS

ii.7 List of Information Papers

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	List of Working, Information and Discussion Papers	09/12/03 Revised 2	Secretariat
IP/02	2	Summary of NACC/DCA/1 and GREPECAS/11 Meetings Conclusions and Decisions relevant to the E/CAR Region	29/10/03	Secretariat
IP/02 Appendix A	2	Status of the GREPECAS/11 Meeting Conclusions and Decisions relevant to the E/CAR IWG	08/12/03 Revised	Secretariat
IP/02 Appendix B	2	Status of the NACC/DCA/1 Conclusions relevant to the E/CAR Region	08/12/03 Revised	Secretariat
IP/03	7	ICAO Universal Safety Oversight Audit Programme	17/11/03	Secretariat
IP/04	9	Rotation of E/CAR DCA Meeting Sites	29/10/03	Secretariat
IP/05	4	Changes to Annex 12, Search and Rescue	14/11/03	United States
IP/06	10	Tentative Schedule – 2004 ICAO NACC Office – Meetings, Seminars, Courses and Workshops	21/11/03	Secretariat

ii.8 Conclusions

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HISTORICAL

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18/9	Caribbean Regional Civil Aviation Accident Mass Casualty Incident Response Plan	4-2
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18/11	Survey questionnaire on the current status of implementation of the COM/MET SIP Second Phase recommendations	5-2
18/12	Updated information for the E/CAR ATM/CNS Implementation Plan	5-2
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LIST OF PARTICIPANTS

ARUBA

Louis Reed

BARBADOS

Anthony Archer

FRANCE

Roger Prudent

GUYANA

Chabeenanan Ramphul

OECS

Herald Wilson

TRINIDAD AND TOBAGO

Ramesh Lutchmedial

Francis Pedro

Francis Regis

Trevor Dowrich

Veronica Ramdath

Samuel Lampkin

Gunness Sonnilal

UNITED STATES

Ruben D. Quiñones

Dulce Roses

Allan Hurr

Frank Baron

IACL

Keith Cassiram

Arnim Rudder

Ewart Boisselle

IATA

Angel Lucas

Colin D. Hume

Kathy Gilmore

IFALPA

Wayne Adamira

George DeCabral

EIGHTEENTH MEETING OF DIRECTORS OF CIVIL AVIATION OF THE EASTERN CARIBBEAN
LIST OF PARTICIPANTS – GENERAL INFORMATION

iv - 1

NAME POSITION	ADDRESS TELEPHONE FAX E-MAIL
ARUBA	
Louis Reed Head of Air Traffic Service	Sabana Berde # 73 b Aruba Tel.: (297) 583 2665 Fax: (297) 582 3038 E-mail: dca-aua@setarnet.aw louisvreed@hotmail.com
BARBADOS	
Anthony Archer Technical Director – Aviation	Air Traffic Services Building Grantley Adams International Airport Christ Church, Barbados Tel.: (246) 428 0930 Fax: (246) 428 2539 E-mail: civilav@sunbeach.net
FRANCE	
Roger Prudent Head of ATC Division	Direction Régionale de l'Aviation Civile aux Antilles et Guyane 11, rue des Hibiscus BP 644 Clairière 97262 Fort-de-France, Martinique Tel.: (596 596) 55 60 22 Fax: (596 596) 60 02 09 E-mail: roger-gabriel.prudent@aviation-civile.gouv.fr
GUYANA	
Chabeenanan Ramphul Director General	Guyana Civil Aviation Authority 82 Premniranjan Place Prashad, Nagar, Guyana Tel.: (592) 225 6822 Fax: (592) 225 6800 E-mail: dg@gcaa-gy.org
OECS	
Herald Wilson Director of Civil Aviation	Directorate of Civil Aviation Organisation of Eastern Caribbean States Corner Factory Road and Nugent Avenue P.O. Box 1130, St. John's, Antigua Tel.: (268) 462 0907 Fax: (268) 462 0082 E-mail: oeecs.dca@candw.ag
TRINIDAD AND TOBAGO	
Ramesh Lutchmedial Director General of Civil Aviation	Administrative Centre Golden Grove Road Piarco, Trinidad and Tobago Tel.: (868) 669 4302 Fax: (868) 669 5397 E-mail: ttcaa@tsstt.net.tt

EIGHTEENTH MEETING OF DIRECTORS OF CIVIL AVIATION OF THE EASTERN CARIBBEAN
LIST OF PARTICIPANTS – GENERAL INFORMATION

iv - 2

NAME POSITION	ADDRESS TELEPHONE FAX E-MAIL
Francis Pedro Executive Manager, Air Navigation Services	Trinidad and Tobago Civil Aviation Authority P.O. Box 2163 National Mail Centre Golden Grove Road, Piarco Trinidad and Tobago Tel.: (868) 669 4302 Fax: (868) 669 5397 E-mail: fpedro@caa.gov.tt
Francis Regis Executive Manager Safety Regulation	Trinidad and Tobago Civil Aviation Authority P.O. Box 2163 National Mail Centre Golden Grove Road Piarco, Republic of Trinidad and Tobago Tel.: (868) 669 4251 Fax: (868) 669 5438 E-mail: fregis@caa.gov.tt
Trevor Dowrich Manager Air Traffic Services	Trinidad and Tobago Civil Aviation Authority Administrative Centre P.O. Box 2163 National Mail Centre Golden Grove Road Piarco, Trinidad and Tobago Tel. (868) 669 4302 Fax (868) 669 5397 E-mail tdowrich@caa.gov.tt tdowrich@tsst.net.tt
Veronica Ramdath Electronics Engineer	Trinidad and Tobago Civil Aviation Authority P.O. Box 2163 National Mail Centre Golden Grove Road Piarco, Trinidad and Tobago Tel. (868) 669 4706 Fax (868) 669 5239 E-mail vramdath@caa.gov.tt
Samuel Lampkin Air Traffic Control Supervisor	Trinidad and Tobago Civil Aviation Authority P.O. Box 2163 National Mail Centre Golden Grove Road Piarco, Trinidad and Tobago Tel. (868) 669 4806 / 669 0635 Fax (868) 669 0635 E-mail ttcaa@tsst.net.tt samlampk@tsst.net.tt
Gunness Sonnilal Telecommunications Technician III	Trinidad and Tobago Civil Aviation Authority P.O. Box 2163 National Mail Centre Golden Grove Road Piarco, Trinidad and Tobago Tel. (868) 669 4706 Fax (868) 669 5239 E-mail gsonnilal@caa.gov.tt

EIGHTEENTH MEETING OF DIRECTORS OF CIVIL AVIATION OF THE EASTERN CARIBBEAN
LIST OF PARTICIPANTS – GENERAL INFORMATION

iv - 3

NAME POSITION	ADDRESS TELEPHONE FAX E-MAIL
UNITED STATES	
Ruben D. Quiñones Senior FAA International Representative	8600 NW 36 St., Suite 501 Miami, Florida, 33166 United States Tel.: (305) 716 3300 ext. 11 Fax: (305) 716 3309 E-mail: ruben.d.quinones@faa.gov
Dulce M. Roses Program Manager International Telecommunications	Federal Aviation Administration 5600 NW 36 th . Street Suite 433 Miami, Florida 33166 United States Tel. (305) 526 2187 Fax (305) 526 2188 E-mail dulce.roses@faa.gov
Allan Hurr TSA Representative	8600 NW 36 St., Suite 502 Miami, Florida, 33166 United States Tel.: (305) 716 3361 Fax: (305) 716 3360 E-mail: allan.hurr@dhs.gov
Frank Baron Senior Analyst	901 D St. SW, Suite 222 Washington D.C. 20024 United States Fax (202) 314 5910 E-mail: fbaron@faa.gov
IACL	
Keith Cassiram Managing Director	66 Pembroke Street P.O. Box 1255 Port of Spain Trinidad and Tobago, West Indies Tel.: (868) 623 6501 / 625 6122 Fax: (868) 625 8803 E-mail: kciac1@tsst.net.tt
Arnim Rudder Telecommunications Consultant	66 Pembroke Street P.O. Box 1255 Port of Spain Trinidad and Tobago, West Indies Tel.: (868) 623 6501 / 625 6122 Fax: (868) 625 8803 E-mail: kciac1@tsst.net.tt
Ewart Boisselle Operations Consultant	66 Pembroke Street P.O. Box 1255 Port of Spain Trinidad and Tobago, West Indies Tel.: (868) 623 6501 / 625 6122 Fax: (868) 625 8803 E-mail: kciac1@tsst.net.tt

EIGHTEENTH MEETING OF DIRECTORS OF CIVIL AVIATION OF THE EASTERN CARIBBEAN
LIST OF PARTICIPANTS – GENERAL INFORMATION

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NAME POSITION	ADDRESS TELEPHONE FAX E-MAIL
IATA	
Angel Lucas Assistant Director	703 Waterford Way Suite 600 Miami, Florida 33126 United States Tel.: (305) 266 7552 Fax: (305) 266 7718 E-mail: lucasa@iata.org
Colin D. Hume Manager ATS	British Airways Compass Centre 5734 London Heathrow Airport Hounslow, Midax, TWG, IJJ Tel.: (44) 208 513 0327 Fax: (44) 208 513 0443 E-mail: colin.d.hume@britishairways.com
Kathy Gilmore Analyst	American Airlines Dallas Fort Worth Airport Texas, 76155 United States Tel.: (817) 931 9441
IFALPA	
Wayne Adamira RVP Eastern Caribbean	13B Schneider Gardens Petit Valley Trinidad and Tobago Tel.: (868) 637 6664 Fax: (868) 632 0660 E-mail: adamira@tstt.net.tt
George DeCabral	35A Brunton Road St. James Trinidad and Tobago Tel.: (868) 628 6556 Fax: (868) 628 2418 E-mail: suntan@tstt.net.tt
ICAO	
Raymond Ybarra Regional Director	North American, Central American and Caribbean Office Av. Presidente Masaryk 29 – 3rd floor Col. Chapultepec Morales México D.F., 11570, Mexico <i>Postal Address: Apartado Postal 5-377 C.P. 06500 México, D.F., MÉXICO</i> Tel: (5255) 5250 3211 Fax: (5255) 5203 2757 E-mail: icao_nacc@mexico.icao.int Website: www.icao.int/nacc

EIGHTEENTH MEETING OF DIRECTORS OF CIVIL AVIATION OF THE EASTERN CARIBBEAN
LIST OF PARTICIPANTS – GENERAL INFORMATION

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NAME POSITION	ADDRESS TELEPHONE FAX E-MAIL
Michiel Vreedenburgh Regional Officer, Aviation Security and Aerodromes and Ground Aids	North American, Central American and Caribbean Office Av. Presidente Masaryk 29 – 3rd floor Col. Chapultepec Morales México D.F., 11570, Mexico <i>Postal Address: Apartado Postal 5-377 C.P. 06500 México, D.F., MÉXICO</i> Tel: (5255) 5250 3211 Fax: (5255) 5203 2757 E-mail: mvreedenburgh@mexico.icao.int icao_nacc@mexico.icao.int Website: www.icao.int/nacc

Agenda Item 1: Meeting Agenda and Schedule

1.1 The Meeting was presented with the draft agenda and work schedule for the Meeting adding the matter of representation from the Caribbean Island States to the Council of ICAO and approval was given as presented.

Agenda Item 2: Valid Conclusions/Decisions of previous E/CAR/DCA, NACC/DCA and GREPECAS Meetings relevant to the E/CAR Region

2.1 The Meeting initiated discussion of this Agenda Item through a review of the valid Conclusions/Decisions of the previous E/CAR/DCA meetings presented in WP/2. Supporting documentation regarding Conclusions/Decisions from the First North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/1), held in Cayman Islands from 8 to 11 October 2002 and the GREPECAS/11 Meeting, held in Manaus, Brazil from 3 to 7 December 2002) was provided in IP/02.

2.2 The Meeting also noted that several of their previous Conclusions would be dealt with under different Agenda Items of the Meeting as follows:

Agenda Item 4 E/CAR Committee and MCI Task Force Activities

Conclusions 17/1, 17/2

Agenda Item 5 CNS/ATM and other Air Navigation Developments

Conclusion 17/5

Agenda Item 6 Air Navigation Deficiencies

Conclusion 17/7

Agenda Item 7 Safety Oversight

Conclusion 17/8

2.3 Several Conclusions were determined to be finalized or superseded as follows:

Conclusions: 13/12, 16/9, 16/13, 16/5, 16/16, 17/3, 17/4, 17/6, 17/7, 17/8

2.4 The Meeting also considered Conclusion 16/2, Implementation of an ATS Traffic Services Quality Assurance Programme as valid, and therefore renumbered it as follows:

CONCLUSION 18/1 IMPLEMENTATION OF AN ATS QUALITY ASSURANCE PROGRAMME

That,

- a) States/Territories/ATS Service Providers within the E/CAR sub-region develop and implement an ATS Quality Assurance Programme with associated supporting documents. The Programme should outline the purpose, goals, objectives and responsibilities of the programme, and
- b) each ATS unit should establish such a programme.

2.5 Although Conclusion 16/9 WGS-84 was considered complete, a fair amount of discussion developed. It was noted that Trinidad and Tobago, Barbados, France, and the OECS States had fully implemented WGS-84 requirements although in some cases the coordinates had not yet been published. The Observer from IATA pointed out that in order for the airlines to take full advantage of their navigation capabilities the coordinates needed to be published and procedures developed.

2.6 Additional comments from the Delegate from France regarding the need to provide periodic maintenance of the WGS-84 requirements were noted. This was fully understood and supported by the Meeting noting that this was a requirement for WGS-84 implementation. Information was also provided by France, Barbados, United States, and Trinidad and Tobago regarding the provision of WGS-84 related training. IACL also indicated that they would be willing to support training at the request of States.

2.7 Conclusion 16/19 Training for MET/ATS/AIS/SAR Personnel was also discussed at length. The Meeting noted that one of the problems is that MET personnel are not under the civil aviation administrations and therefore is difficult at times trying to get their cooperation. This was precisely the reason for this conclusion, to get MET personnel familiar with aviation functions and responsibilities and vice versa. It was suggested that familiarization visits to ATS facilities and MET offices could be scheduled to accomplish this. The Directors considered it important to carry out these types of activities and decided to retain the conclusion assigning it a new number:

CONCLUSION 18/2 TRAINING FOR MET/ATS/CNS/AIS/SAR PERSONNEL

That, the Directors of Civil Aviation of the E/CAR organise a series of training activities for ATS/CNS/AIS/SAR and aeronautical meteorological personnel covering the following issues:

- a) operational coordination procedures concerning the provision of aeronautical MET service;
- b) respective roles and responsibilities of ATS/CNS/AIS/SAR units and meteorological offices in the provision of aeronautical MET service; and
- c) interpretation of aeronautical meteorological products available to ATS/COM/AIS/SAR units and meteorological offices, in order to ensure the safety of aircraft operations.

2.8 The Meeting continuing its discussion on MET matters noted that the visit by the ICAO MET expert under the COM/MET Special Implementation Project carried out in 23 September-29 October 2003 had resulted in numerous recommendations for the improvement of the exchange of OPMET information. The Meeting was also informed that a proposal would be made to hold a follow-up meeting to deal with the SIP recommendations and that this would be discussed under Agenda Item 5. Noting the importance of this matter, the Directors agreed to retain Conclusion 16/21 OPMET Information Exchange in E/CAR States and renumber it:

CONCLUSION 18/3

OPMET INFORMATION EXCHANGE IN E/CAR STATES

That,

- a) the Directors of Civil Aviation of the E/CAR Region implement, as soon as possible, the establishment of coordination committees among AIS/ATM/CNS/MET units; and
- b) the E/CAR/IWG establish quality control mechanisms for OPMET exchange messages.

2.9 The Meeting also reviewed the Conclusions/Decisions emanated from the NACC/DCA/1 and GREPECAS/11 Meetings. It noted that the issue of War Risk Insurance was still valid and that additional information needed to be provided by ICAO as stipulated in NACC/DCA Conclusion 1/29. As a result, the Directors adopted the following Conclusion:

CONCLUSION 18/4

WAR RISK INSURANCE

Recognizing the importance of the issue of War Risk Insurance, particularly for developing States, the Directors of the Eastern Caribbean request that ICAO conduct briefing exercises, Workshops or Seminars, on War Risk Insurance matters, in order that States may be fully apprised of the merits of application of Globaltime to their particular circumstances.

Agenda Item 3: 27th E/CAR/IWG Meeting Report

3.1 On behalf of the Chairman of the E/CAR IWG, who did not attend the Meeting, the Secretariat presented WP/03 on the 23 Conclusions and 2 Decisions adopted by the 27th E/CAR Informal Working Group meeting held in Antigua and Barbuda from 21 to 24 July 2003. The Directors of Civil Aviation of the E/CAR reviewed, commented on, and approved the respective Conclusions and Decisions adopted by the 27th E/CAR IWG Meeting, ten of which were noted to have been completed, as reflected in the **Appendix** to this Agenda Item.

3.2 In relation to Conclusion 27/7, it was proposed that the E/CAR IWG develop procedures for the use of e-mail by AIS units and the Meeting therefore adopted the following Conclusion:

CONCLUSION 18/5 PROCEDURES FOR THE USE OF E-MAIL BY AIS UNITS

That the E/CAR/IWG, through the AIS Committee and considering guidance available from ICAO, establish procedures for the use of E-mail by AIS Units in States/Territories.

3.3 In relation to Conclusion 17/5 of the 17th E/CAR DCA Meeting, the matter of different transition altitudes in the region and its impact on operations was discussed and it was decided that this Conclusion remained valid and should be renumbered and that a common transition altitude in the region was desirable. The Meeting therefore adopted the following:

CONCLUSION 18/6 IMPLEMENTATION OF FL245 IN THE PIARCO FIR

That, in support of the principle for the modification of the plane of division between the lower and upper airspace throughout the PIARCO FIR, Trinidad and Tobago analyze the impact on operational matters and lateral airspace changes resulting from the raising of the lower airspace in the entire PIARCO FIR to FL245.

CONCLUSION 18/7 COMMON TRANSITION ALTITUDE FOR THE E/CAR REGION

That;

- a) IFALPA prepare and send to ICAO a proposal for a common transition altitude for the E/CAR region;
- b) ICAO circulate the proposal to States/Territories for comments to be discussed at the 28th E/CAR/IWG Meeting; and
- c) E/CAR/IWG, through its ATM Committee, analyse the proposal and submit recommendations to the 19th Meeting of E/CAR DCAs.

FIELD	CONCLUSION/DECISION	ACTION FOR	COMMENTS AND FOLLOW UP	STATUS
GEN	<p>DRAFT CONCLUSION 27/01 ACTION PLANS FOR THE RESOLUTION OF AIR NAVIGATION DEFICIENCIES</p> <p>That E/CAR States/Territories prepare Action Plans for the resolution of the outstanding deficiencies and submit these to the ICAO NACC Regional Office as soon as possible, and definitely by 30 September 2003.</p>	States/ Territories	Action Plans received from: AGA Action Plans: Antigua, Barbados, Grenada, Sint Maarten, Nevis, Saint Lucia, Saint Vincent and United States. An Action Plan for Trinidad and Tobago was developed under Agenda Item 6.	Superseded
AIS	<p>DRAFT CONCLUSION 27/02 ICAO REGIONAL TECHNICAL COOPERATION PROJECT TO SUPPORT IMPLEMENTATION OF AIS/MAP AUTOMATED INTEGRATED AND AIS/MAP QUALITY ASSURANCE SYSTEMS</p> <p>That, the States/Territories in the Eastern Caribbean, in order to undertake actions toward effective implementation of the AIS/MAP Automated Integrated and AIS/MAP Quality Assurance Systems, in view of the problems reflected by the AIS/MAP Deficiencies, agree:</p> <p>a) to develop, within the ICAO Technical Cooperation Programme, a regional project aimed at resolving the deficiencies presented in the Aeronautical Information services;</p> <p>b) that the Technical Cooperation Project will focus on the effective implementation of the AIS/MAP Automated Integrated Systems and AIS/MAP Quality Assurance Systems;</p> <p>c) that the project will have as frame of reference the activities and developments by Cuba, COCESNA and EUROCONTROL in their respective systems; and</p> <p>d) that the ICAO Regional Office will prepare a Technical Cooperation Project Document, which will be submitted for consideration by the E/CAR DCAs at its 18th Meeting in December 2003.</p>	ICAO/States	The NACC Office referred this issue to D/TCB at ICAO HQs to have them prepare the Project Document and quantify its cost by State/Territory.	Valid.
AIS	<p>DRAFT CONCLUSION 27/03 TRANSLATION OF THE CAR/SAM AIS/MAP DATA MODEL STRUCTURE INTO ENGLISH</p> <p>That ICAO,</p> <p>a) translate the CAR/SAM AIS/MAP Data Model Structure into English and send it to the E/CAR States and Territories by 31 January 2004; and</p> <p>b) consider holding future GREPECAS AIS/MAP/SG Database and Automation Task Force (DB/AUTO) meetings in English.</p>	ICAO	Funding is not available for translation and interpretation in the ICAO Regional Office. Translation has been requested from ICAO Headquarters and interpretation should be provided by the Meeting host organisation.	Valid

FIELD	CONCLUSION/DECISION	ACTION FOR	COMMENTS AND FOLLOW UP	STATUS
 AIS	DRAFT CONCLUSION 27/04 SURVEY INVENTORY QUESTIONNAIRE ON THE STATUS OF WGS -84 IMPLEMENTATION That, the Eastern Caribbean States and Territories complete the Survey Inventory Questionnaire on the status of the WGS -84 implementation and submit it to the ICAO NACC Regional Office by 30 September 2003 .	States/ Territories	ICAO to re-send request to States/Territories. Barbados and Trinidad and Tobago provided to the Secretariat. OECS reported that they would submit soon.	Valid.
 AIS	DRAFT CONCLUSION 27/05 OUTSTANDING AIS LOAs That, Trinidad and Tobago, Anguilla and British Virgin Islands take the necessary action to sign LOAs with PIARCO NOF by 30 September 2003 .	Anguilla, British Virgin Islands and Trinidad and Tobago	Trinidad and Tobago advised that this has been completed.	Completed.
 AIS	DRAFT CONCLUSION 27/06 E/CAR AIS NOTAM DATABASE That, Trinidad and Tobago take measures towards the upgrading of the NOTAM database, as part of the CAR/SAM AIS Integrated Automated System, by 30 November 2004 .	Trinidad and Tobago		Valid.
 AIS	DRAFT CONCLUSION 27/07 E-MAIL SUPPORT FOR AIS That, IACL support E/CAR States/Territories in providing EMail service at the AIS Units, as an alternate communication channel required for submission of raw data to AIS, taking into consideration the CNS/ATM Subgroup contribution in this matter, by 31 December 2003 .	States/ Territories and IACL	Barbados, France and Grenada reported to have implemented.	Valid.
 AIS	DECISION 27/08 AIS COMMITTEE REVIEW OF THE AIS/MAP QUALITY SYSTEM GUIDES That, the task of reviewing and coordinating the comments, and proposing any modifications to the documents that form part of the AIS/MAP Quality System Guides be carried out by the AIS Committee and sent to the GREPECAS AIS/MAP Subgroup AIS/MAP Quality Management Task Force, through the ICAO NACC Regional Office, by 28 November 2003 .	AIS Committee	France sent its comments. Barbados, as coordinator of the AIS Committee, has advised that they have not received other comments.	Valid.

FIELD	CONCLUSION/DECISION	ACTION FOR	COMMENTS AND FOLLOW UP	STATUS
AIS	<p>DRAFT CONCLUSION 27/09 FULL IMPLEMENTATION OF AIS/MAP SERVICES PRIOR TO ICAO USOAP ANNEX 11 AND ANNEX 14 AUDITS</p> <p>That, given the direct impact of complete, accurate and timely availability of AIS/MAP information in the required format, including WGS-84 coordinates, on the safety of aircraft operations, States and Territories shall complete full implementation of AIS/MAP Quality Assurance and Automation systems, including the Integrated Aeronautical Information Package, in preparation for the ICAO USOAP ATS and Aerodromes audits that are scheduled to commence in April 2004.</p>	States/ Territories	Trinidad and Tobago to advise strategy for implementation of AIS Automation, also task of the AIS Committee.	Valid.
MET	<p>DRAFT CONCLUSION 27/10 IMPLEMENTATION OF THE UPDATED PROGRAMME FOR THE TRANSITION PLAN TO THE FINAL PHASE OF THE WAFS IN THE E/CAR STATES/TERRITORIES</p> <p>The E/CAR States/Territories are urged to:</p> <p>a) implement the replacement of STAR 4 stations with workstations that are capable of receiving and sending in TCP/IP by 1 January 2004; and</p> <p>b) follow-up on the results of the Sixth Aeronautical Meteorology Subgroup Meeting (AERMETSG/6) and other valid GREPECAS Conclusions.</p>	States/ Territories		Completed
MET	<p>DRAFT CONCLUSION 27/11 NEW ICAO FORMAT FOR TROPICAL CYCLONE ADVISORY MESSAGES</p> <p>That, the Civil Aviation Authorities, in co-ordination with the Meteorological Authorities of the Eastern Caribbean States/Territories be prepared to receive and use the new tropical cyclone advisory message that is being issued by TCAC Miami following Amendment 72 to ICAO Annex 3/WMO Technical Regulations [C.3.1].</p>	States/ Territories	France and Trinidad and Tobago reported to have implemented.	Valid
ATM	<p>DRAFT CONCLUSION 27/12 SUPPORT FOR IMPLEMENTATION OF ATM DEVELOPMENTS</p> <p>That,</p> <p>a) States/Territories/International Organizations send to the ICAO NACC Regional Office their ATS Quality Assurance Programmes, ATS Contingency Plans, ATS Incident Reports, ATC Evaluations, and, as required, random ATC voice tapes; and</p> <p>b) the ICAO NACC Regional Office assist States/Territories/International Organizations in implementing improvements to ATS Quality Assurance Programmes, ATS Contingency Plans, ATC evaluations and ATS incidents.</p>	States/ Territories ICAO	This is an ongoing task to be followed-up by the ICAO NACC Office. States/Territories to improve ATS Incident reporting to ICAO.	Completed

FIELD	CONCLUSION/DECISION	ACTION FOR	COMMENTS AND FOLLOW UP	STATUS
ATM	DRAFT CONCLUSION 27/13 RVSM IMPLEMENTATION That, Trinidad and Tobago participate in the AP/ATM/6 Meeting.	Trinidad and Tobago	Trinidad and Tobago attended the AP/ATM/6 Meeting, which was held in Costa Rica, from 29 September to 3 October 2003.	Completed
ATM	DRAFT CONCLUSION 27/14 IMPLEMENTATION OF TMAs/CTRs OF GRENADA AND SAINT VINCENT AND THE GRENADINES That, a) Grenada and Saint Vincent and the Grenadines implement their CTR/TMAs on AIRAC date 2 October 2003 ; and b) the OECS Directorate of Civil Aviation, in collaboration with the appropriate ATS Authorities of Grenada and Saint Vincent and the Grenadines, ensure that all requirements for this implementation be met accordingly.	Grenada and Saint Vincent and the Grenadines OECS DCA	TMAs were implemented on 2 October 2003.	Completed
ATM	DRAFT CONCLUSION 27/15 IMPLEMENTATION OF RNAV ROUTE UL337 That, ICAO support the States involved in the implementation of RNAV Route UL337 by coordinating and facilitating the signing of the necessary Letters of Agreement between Netherlands Antilles, United States and Venezuela.	ICAO	ICAO has written to Venezuela. This matter should have been discussed at the E/CAR-SAM-NE ICG/2, held in Caracas from 1 to 5 December. ICAO to follow-up with Netherlands Antilles and United States	Valid
ATM	DRAFT CONCLUSION 27/16 IMPLEMENTATION OF THE UPPER LIMIT OF THE ADAMS, FORT-DE-FRANCE, POINTE-A-PITRE AND V.C. BIRD TMAs FROM FL195 TO FL245 That, Trinidad and Tobago and Barbados sign a new Letter of Agreement by 30 September 2003 and that Trinidad and Tobago should verify by that date that all elements of the implementation are complete and notify Antigua and Barbuda, Barbados and France accordingly.	Barbados and Trinidad and Tobago	Trinidad and Tobago advised that this is still not completed	Valid
ATM	DRAFT CONCLUSION 27/17 LOA BETWEEN TRINIDAD AND TOBAGO/VENEZUELA That, ICAO support Trinidad and Tobago and Venezuela by coordinating and facilitating the signing of the Letter of Agreement.	ICAO	Trinidad and Tobago reported the LoA has been signed.	Completed

FIELD	CONCLUSION/DECISION	ACTION FOR	COMMENTS AND FOLLOW UP	STATUS
ATM	<p>DRAFT CONCLUSION 27/18 E/CAR REGIONAL ATS CONTINGENCY PLAN</p> <p>That,</p> <p>a) Trinidad and Tobago circulate the existing E/CAR Regional ATS Contingency Plan to States and Territories with TMAs for review and comment;</p> <p>b) Trinidad and Tobago update the E/CAR Regional ATS Contingency Plan based on the comments received;</p> <p>c) Barbados, France and Trinidad and Tobago publish the E/CAR Regional ATS Contingency Plan in their respective AIPs by May 2004; and</p> <p>d) Trinidad and Tobago coordinate periodic table-top exercises of the revised E/CAR Regional ATS Contingency Plan, first of which by May 2005.</p>	<p>Trinidad and Tobago</p> <p>Trinidad and Tobago</p> <p>Barbados , France and Trinidad and Tobago</p> <p>Trinidad and Tobago</p>		Valid
ATM	<p>DRAFT CONCLUSION 27/19 BARBADOS RADAR TRAINING</p> <p>That,</p> <p>a) Barbados send to the ICAO Regional Office information related to the radar training offered; and</p> <p>b) ICAO disseminate this information to States and Territories and coordinate the participation.</p>	<p>Barbados</p> <p>ICAO</p>	Barbados advised that the training preparation is ongoing.	Valid
ATM	<p>DRAFT CONCLUSION 27/20 RADAR IMPLEMENTATION IN ANTIGUA</p> <p>That, Antigua and Barbuda expedite the commissioning of the new radar in Antigua.</p>	Antigua and Barbuda	DCA OECS reported that the radar has been flight-checked and the controllers have been trained, but still need to be certified. Antigua and Barbuda have embarked on a new effort for completion by mid-2004.	Valid
CNS	<p>DRAFT CONCLUSION 27/21 REVIEW OF THE VHF AIR-GROUND VOICE COMMUNICATIONS COVERAGE</p> <p>That, States/Territories/International Organizations send to the ICAO NACC Regional Office information on their respective VHF air-ground voice communications stations using the form shown in Appendix E, and calculated theoretical graphic coverage and/or in-flight inspection measures, where available, by 30 November 2003.</p>	States/ Territories	Information was received from French Antilles, Grenada and Trinidad and Tobago/IACL. States/Territories are expected to provide the requested information	Valid

FIELD	CONCLUSION/DECISION	ACTION FOR	COMMENTS AND FOLLOW UP	STATUS
CNS	<p>DRAFT CONCLUSION 27/22 GUIDANCE FOR THE WORK REGARDING THE VHF AIR-GROUND VOICE COMMUNICATIONS COVERAGE</p> <p>That, States/Territories with TMAs</p> <p>a) should calculate coverage for its terminal areas considering the minimum in-flight levels to be 4,000 ft and the maximum 12,000 ft and for control areas the minimum of 7,600 m (25,000 ft) and the maximum of 13,700 m (45,000 ft) flight level in accordance with the specifications of Annex 10, Volume III, Part II, Chapter II, on the required field intensity levels;</p> <p>b) propose corrective measures if range gaps are identified; and</p> <p>c) present this information at the 28th E/CAR IWG Meeting.</p>	States/ Territories		Valid
CNS	<p>DRAFT CONCLUSION 27/23 IMPROVEMENT TO AFTN CIRCUITS</p> <p>That, ICAO support Trinidad and Tobago by coordinating and facilitating the convening of bilateral meetings with the United States and Venezuela with the aim of agreeing to the details of implementation of the Caracas–Port of Spain AFTN circuit, utilizing 2400 bps or higher, and X.25.</p>	ICAO	Trinidad and Tobago reported that resolution by the implementation of a VSAT REDDIG node at Piarco by the last quarter of 2004.	Completed
CNS	<p>DECISION 27/24 DISOLUTION OF THE E/CAR AFS TECHNICAL COMMITTEE</p> <p>That, the E/CAR AFS Technical Committee be disbanded.</p>	E/CAR IWG	Noted	Completed
GEN	<p>DRAFT CONCLUSION 27/25 E/CAR IWG TERMS OF REFERENCE AND WORK PROGRAMME</p> <p>That the E/CAR IWG adopt the revised Terms of Reference and Work Programme as presented in the Appendix to this part of the report.</p>	E/CAR IWG	Approved	Completed

Agenda Item 4: E/CAR SAR Committee and MCI Task Force Activities

4.1 In accordance with Conclusion 17/1, the Chairman of the E/CAR SAR Committee presented WP/11 with a breakdown of typical SAR Operations Costs. The United States presented IP/05 on the proposed Amendment to Annex 12 – Search and Rescue, emphasising the importance of coordination between aviation and maritime authorities, and informed the Meeting on the USCG's plans to hold a regional SAR conference in 2004. The Meeting also recalled the outstanding Conclusion 17/2, recognised the importance of continued development of SAR planning in the region and therefore adopted the following Conclusion:

CONCLUSION 18/8 SEARCH AND RESCUE PLANNING

That,

- a) States/Territories provide copies of their respective National SAR Plans to the E/CAR SAR Committee by **30 March 2004**;
- b) States/Territories review the SAR Operations Costs presented in **Appendix A** to this part of the report, establish how these costs could be covered and provide this information to the E/CAR SAR Committee for further analysis by **30 June 2004**; and
- c) E/CAR SAR Committee prepare a programme for a table-top exercise of the E/CAR Regional SAR Plan to be presented at the 19th E/CAR DCA Meeting for consideration and approval.

4.2 In accordance with Conclusion 17/3, the Chairman of the E/CAR SAR Committee, on behalf of the E/CAR MCI Task Force, presented WP/04 with the draft Eastern Caribbean Civil Aviation Accident Mass Casualty Incident Response Plan (E/CAR CAAMCIRP).

4.3 The Meeting also noted that the DCAs of the C/CAR Region, at their 6th Meeting held in Bahamas in July 2003, had recognised the progress made in the E/CAR Region with the development of the CAAMCIRP as part of CDERA's Caribbean Regional Coordination Plan. The C/CAR DCAs had therefore adopted Conclusion 6/10 that C/CAR CDERA member States should be incorporated into the same plan which would then become the Caribbean (CAR) CAAMCIRP. Similarly, to achieve this objective, the MCI element of the C/CAR MCI/SAR Task Force should be incorporated into the E/CAR MCI Task Force to then become the CAR MCI Task Force which could then report directly to both the E/CAR and C/CAR DCAs. The E/CAR DCAs agreed with this proposal and therefore adopted the following Conclusion:

CONCLUSION 18/9

**CARIBBEAN REGIONAL CIVIL AVIATION ACCIDENT MASS
CASUALTY INCIDENT RESPONSE PLAN (CAR CAAMCIRP)**

That,

- a) E/CAR States/Territories review the draft Eastern Caribbean Civil Aviation Accident Mass Casualty Incident Response Plan (E/CAR CAAMCIRP), included in **Appendix B** to this part of the report, and provide any comments to the E/CAR SAR Committee for the final revision by **30 June 2004**;
- b) CDERA, in collaboration with PAHO, coordinate the development of the expanded Caribbean Regional Civil Aviation Accident Mass Casualty Incident Response Plan (CAR CAAMCIRP) for its member States in the Caribbean Region, to be completed by **October 2004**;
- c) the MCI part of the C/CAR MCI/SAR Task Force and the E/CAR MCI Task Force be combined to become the Caribbean (CAR) MCI Task Force, with PAHO as Rapporteur, which will report to the C/CAR and E/CAR DCAs;
- d) C/CAR and E/CAR States, ICAO, PAHO, RSS and the USCG actively support CDERA and the CAR MCI Task Force in its related activities, as required;
- e) CDERA consider the establishment of MOUs/LOAs with CDERA non-member States in the Caribbean Region to incorporate them in the coverage of the CAR Regional CAAMCIRP; and
- f) CDERA, through ICAO, provide IACL the communications requirements to enable the consideration of the provision of an E/CAR Digital AFS Network node to CDERA, the coordinator of the CAAMCIRP.

APPENDIX A

SEARCH AND RESCUE OPERATIONS COSTS

1. PREAMBLE

1.1 The Eastern Caribbean States form a 500-mile chain of small islands located in a vast area of water. The total land area is less than one percent of the total surface area of the Piarco Flight Information Region that extends eastwards to the mid-Atlantic Ocean.

1.2 Some of our islands have small airports that cater only for small and medium aircraft as they cannot accommodate today's large commercial airplanes. Non-the-less, all of these islands are situated along or within close proximity to major ATS routes and as a result are over-flown by many aircraft of all types and sizes. There is therefore the need for the Authorities to be prepared to provide appropriate services as may be required.

1.3 Search and Rescue Service is one such service that is required to be provided and in this case, it is equally important to plan for SAR operations on land as well as on the sea.

1.4 Annex 12 to the Convention on International Civil Aviation deals with Search and Rescue and is supported by DOC 7333 - Search and Rescue Manual and DOC 8733 - Caribbean and South American Regional Air Navigation Plan. This Annex is also supplemented by the International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual, Volumes I, II and III.

1.5 SAR plans outline the use of specialized equipment and services that must be made available in order to effect a proper SAR operation. Much of this is owned and routinely operated by National Security Services and by various Industries/Operators. However, although on humanitarian grounds or by prior agreements these organizations may respond and make the equipment available, a cost will always be incurred by the owner, and consideration must be given to the fact that this cost or part of it may be passed to the authority responsible for SAR.

2. RESCUE CO-ORDINATION CENTRE (RCC)

2.1 The RCC is the centre established for the purpose of directing SAR operations.

2.2 This unit must be staffed and prepared with all appropriate office furnishings and equipment including computers with Internet connection and with capability of communicating by voice and data links with key Units and Personnel involved in the SAR operation.

2.3 A conference room/briefing room must be available for strategy meetings and for media briefing by the appropriate Briefing Officer.

2.4 A Rescue Sub-Centre (RSC) may be set up as needed in a strategic location, close to the SAR site with instant communications with the RCC and key persons utilizing frequencies in accordance with the provisions of the ITU Radio regulations.

2.5 A hospital Unit, set up on-scene, must provide for the injured until their condition is stable enough for them to be transported elsewhere. Services ranging from First Aid to Emergency Operations may be required. There may be need for a temporary morgue for collection and storage of human remains.

2.6 A large warehouse or hangar can serve as a collection area for salvaged materials.

2.7 All of these units should operate 24 hours everyday until the operations are completed. A proper supply of electricity with no-break standby must be provided.

3. EQUIPMENT

3.1 The actual SAR activities will involve the use of the following vehicles:

3.2 Airborne SAR operations would require the use of Landplanes, seaplanes, helicopters and amphibian aircraft, which may be provided by the Military Services, Police and commercial and private operators.

3.3 Maritime operations rely on the use of Rescue vessels, Rescue boats, Dinghies, Tugs and Barges from Military, Police, Port Authority and Off-shore Heavy Industries (oil and gas exploration etc.). While Merchant vessels, fishing vessels, yachts, small-craft from commercial and private operators can be included.

3.4 Road transport is achieved by Fire and Rescue Trucks, Ambulances, Army transport type trucks, heavy duty flat-bed trucks, buses, jeeps and cars for the movement of persons and equipment. Off-road operations must depend on the use of 4 wheel drive vehicles and vehicles with caterpillar traction.

3.5 Some of these trucks must be outfitted with special equipment such as winches and lifting equipment (Cranes).

3.6 Some costs associated with such equipment would be for fuel, oils and water as well as hangars for aircraft, mooring facilities for marine vehicles and garages. These facilities must be suitable for the conduct of maintenance checks and repairs.

3.7 Other mechanical equipment include portable generators and associated lighting systems, SCUBA and other equipment to support diving operations. As far as practical, vehicles and key personnel must be supplied with appropriate communication equipment.

3.8 In the case of the setting up of a morgue, adequate refrigeration and specialist personnel would be needed.

4. MAN POWER

4.1 The personnel required for the SAR operation may comprise:

- The RCC Chief and a support team;
- Fire and Rescue;
- Army, Police and other Security personnel;
- Coast Guardsmen, Divers and support personnel;

- Aircraft and Ship crews including Pilots, Navigators and Mechanics and Engineers;
- Drivers and loaders
- Hazardous Material expert;
- Doctors, Nurses, Paramedics and support personnel for hospital and morgue;
- Customs, Immigration and Health Officers;
- Communications Engineers and Technicians;
- Land guides and Forest Rangers for forested terrain;
- Caterers, cooks and support personnel;

4.2 Where Specialist SAR personnel are not readily available, having them come in from another State can result in direct costs for airline tickets, transportation, hotel accommodation and meals.

5. SUPPLIES

5.1 Personnel participating in the SAR operations must be provided with the following:

- Meals, water, ice and medicine;
- Safety and protective gear such as hard hats, boots, rope, cutlasses and blankets;
- Toilet facilities;

5.2 Units such as RCC, RSC, Hospital and Morgue must be provided with the following:

- Electricity by way of portable generators;
- Hospital Linens;
- Office Stationary supplies;
- Office equipment such as Computer, Telephone/Facsimile, Copier;

6. TRAINING

6.1 Search and Rescue operations require specialist personnel such as a RCC Chief and a team of knowledgeable persons for planning, executing and coordinating the activities in an efficient and effective manner. It is therefore in the interest of the States to have selected persons trained to fill the many roles required in such operation. In so doing, expertise would be available to ensure a high degree of achievement during SAR operations.

7. CONCLUSION

7.1 This Working Paper does not go into great details as it merely presents to the Directors of Civil Aviation a breakdown of possible types of costs incurred during a SAR operation and like most lists of its kind, it should be updated from time to time. It is suggested that the documents named in paragraph 1.4 of the preamble to this appendix be referenced in conjunction with this working paper.

APPENDIX B

**EASTERN CARIBBEAN STATES
CIVIL AVIATION ACCIDENT
MASS CASUALTY INCIDENT RESPONSE
PLAN
(E/CAR CAAMCIRP)**



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AMENDMENTS

[illegible]

DEFINITIONS & ABBREVIATIONS

Aircraft Accident: An occurrence associated with the operation of an aircraft: That takes place between the time the first person boards the aircraft with the intention of flight and the last person has disembarked, in which a person suffers death or serious injury, causes substantial damage to the aircraft.

Aircraft Incident: An occurrence, other than an accident, associated with the operation of an aircraft that affects or could affect the safety of operations.

Mass Casualty Incident: Any event resulting in a number of victims large enough to disrupt the normal course of emergency and health care services.

Stabilization: The medical measures used to restore basic physiologic equilibrium to a patient, to facilitate future definitive care, in order to ensure survival.

Triage: The sorting of casualties according to the nature and severity of their injuries.

Command Post: The location at the scene where command, coordination, control and communication for the activities are centralized.

ABBREVIATION	MEANING
AMP	Advance Medical Post
ATC	Air Traffic Control
CAA	Civil Aviation Authority
CDERA	Caribbean Disaster Emergency Response Agency
Coord	Coordination
CP	Command Post
DCA	Director of Civil Aviation
Demob	Demobilization
E/CAR	Eastern Caribbean
E/CAR CAAMCIRP	Eastern Caribbean Civil Aviation Accident Mass Casualty Incident Response Plan
EOC	Emergency Operation Centre
ICAO	International Civil Aviation Organization
MCI	Mass Casualty Incident
MCM	Mass Casualty Management
Med	Medical

ABBREVIATION	MEANING
MOH	Ministry of Health
NDO	National Disaster Organization
PAHO	Pan American Health Organization
RCC	Rescue Coordination Centre
SAR	Search and Rescue
SITREP	Situation Report
SOP	Standard Operating Procedures
VIP	Very Important Persons

SCENARIO:

Accidents and incidents involving aircraft have the potential and do occur occasionally in the Eastern Caribbean states. Commercial air traffic is commonplace today with its associated risks.

Risk: Commercial planes that traffic the Eastern Caribbean flight routes have the capacity to carry as much as four hundred (400) passengers. These figures as potential victims may increase in the event of a land-crash in a densely populated area of a country. Accidents in E/CAR states may prove complex as they can occur over land or sea, as well as in territorial or international waters thus affecting operational responses. Many island airports are near to the sea and many flight sectors are over water. Accidents can occur with or without early warning and at any location.

Capabilities: In many E/CAR states national response capabilities are limited. The emergency medical response capability in many individual E/CAR states may be insufficient to effectively manage mass casualties resulting from aircraft accidents. Inter agency and inter-country cooperation would be crucial in order to effect response and to save lives. A framework for collective preparedness and response in support of an affected state is therefore highly desirable. That framework is provided in this E/CAR CAAMCIRP. Prevention arrangements are addressed elsewhere.

THE PLAN

References:

Agreement Establishing the Caribbean Disaster Emergency Response Agency (July 1991).

Caribbean Regional Coordination Plan: CDERA.

Record of Proceedings of the 11th-17th E/CAR DCA Meeting.

Record of Proceedings of the 1-3rd E/CAR SAR Committee Meeting.

Record of Proceedings of the 1st E/CAR MCI Task Force Meeting.

Agreement between CDERA and the PAHO, 1992.

National Disaster Plans.

National Search and Rescue Plans.

1. GENERAL:

Eastern Caribbean (E/CAR) states are exposed to risk of aviation accidents which can result in mass casualties. National capabilities of individual states may be inadequate to manage some incidents. This E/CAR Civil Aviation Accident Mass Casualty Incident Response Plan (E/CAR CAAMCIRP) provides a framework for collective preparedness and response in support of an Affected State.

2. OBJECTIVE:

To provide coordinated support for the medical management of mass casualties arising from aviation accidents.

3. EXECUTION:**General Outline:**

At every moment in time each serviceable aircraft comes under the jurisdiction of some civil aviation authority and when in traffic it comes under the control of an Air Traffic Control Unit. Should circumstances develop with the potential of causing or actually resulting in mass casualties it is contemplated that the following system for medical management of mass casualties will be implemented in support of those national authorities exercising responsibility for emergency medical management of victims in particular and those exercising responsibility for management of the incident generally. The system is effected through a chain that starts with an alerting process, continues with activation, mobilization and deployment if and as needed, search and rescue of victims, emergency care and treatment in the field and transfer of victims to appropriate health facilities prepared to receive them. It ends when the victims have received all emergency care needed to stabilize them.

Phases:**Alerting**

Air Traffic Control Unit; Civil Aviation; NDO ---CDERA---
PAHO

**Activation of the
E/CAR CAAMCIRP**

CDERA --->Appropriate National Disaster Organizations

Mobilization & Deployment

Affected State: Local First Response agencies

Supporting States:As requested.(Coord.CDERA)

Search & Rescue	Affected State: First Response/SAR assets -Coord by CAA; NDO/SAR Agencies External Support: Additional assets as requested. Coord by RCC & CDERA
Field Management	Incident Command: As pre-determined by Affected State
Site Safety	Affected state
Patient Care	Local Health & First Responder Agencies; additional assets as requested under supervision of MOH of Affected State. External Assets: All to operate under authority of appropriate National offices of Affected State.
Coordination	In Affected State: CAA&NDO External Support: RCC;CDERA;PAHO
Demob & Redeployment	Affected State: As determined and agreed to by National Authorities. Supporting States and Agencies as agreed by parties concerned. Coord. by RCC,CDERA,PAHO

Each local state or district will have to respond initially with its own resources to the incident. It may be necessary to maintain this response for prolonged periods until support requested from other states arrives. Therefore it is highly desirable that each state develop in coordination with the NDO its own mass casualty management plan that is integrated either directly into the National Disaster Plan or as a component of health sector disaster plans.

This plan is designed to support a medical chain that relies on the existence of a local MCM system or at least a National Disaster Plan. The existence of the following is important:

1. An efficient Accident and Emergency department
2. A basic radio communication network
3. Coordinating mechanisms/procedures among all sectors involved
4. Skilled multi-sectoral rescue teams

Details:

Alert & Warning Process:

The Alerting process is implemented to give early warning and to have placed on standby those resources that have been pre-determined or that are anticipated, will be needed for future operations. When an alarm is raised the Alert and notification TO EFFECT THIS PLAN will be issued through the ATC or CAA of the affected state to its NDO and the RCC. Without prejudice to SOPs for activating local resources the NDO shall alert and notify the RCC & CDERA. RCC & CDERA shall coordinate alert and notification to: Appropriate neighboring states; appropriate Regional and International partners – including SAR; Maritime; Health as needed. Notification should provide the following minimum information:

1. Who is calling (name and agency, post/title of caller, and telephone number).
2. Nature/type of incident.
3. Location of the incident.
4. Estimated number of casualties.
5. The degree of alert

The Alert stages: As follows:

1. Green Alert. Responding agencies/states must organize themselves to make a response while awaiting confirmation of the incident and/or required response.
2. Amber Alert. Requires assets of responding agencies/states be on 1 Hour Notice To Move.
3. Red Alert. Requires responding agencies to deploy to incident site. This may be preceded by the previous stages or it may be declared from the outset.

Activation:

Following the alert and notification process the decision to activate the plan and the required level of response would be made by CDERA in consultation with the Affected State and the RCC. The plan shall be activated by CDERA issuing an appropriate notification which shall include words to the effect “MCI Response Plan is activated” and which shall indicate the level of response anticipated. The level of response will be determined based on demands in the Affected State and may expand or contract over time.

<u>Level I response:</u>	Only Affected State assets required.
<u>Level II response:</u>	Limited specific assistance required or call out of closest neighboring states for a defined limited response.
<u>Level III response:</u>	Call out of all states and possible request for additional support from other regions and international agencies anticipated.

Field Organization & Management:

Field organization encompasses all procedures used to arrange the disaster area in order to facilitate medical management of victims. Scene assessment, scene safety, field layout, Incident Command shall be as provided for under plans/SOPs of the Affected State. All external assets shall operate under authority of appropriate national offices of the Affected State. Primary coordinating authorities – CAA & NDO.

Search & Rescue:

As provided for under national SAR policies and procedures of the Affected State. First Response/SAR assets - Coord by CAA & NDO. Requested support as per ECAR/SAR arrangements. Coordination of external support by RCC and CDERA. Procedures for Hand-off of rescued/recovered victims-to be determined. SAR assets to hand-off to Med assets operating under authority of MOH of Affected State.

Patient Care:

MOH of the Affected State would be responsible for medical management and emergency care and treatment of victims. The nature and scope of such management and care is intended to save life and to stabilize victims. Patient care would be provided both on-site and at health care facilities. It is anticipated that under the MCI system rescued/recovered victims will be triaged, treated and transferred to an appropriate health care facility. Transfer to health care facilities shall be based on the system of triage. Transfer may be effected by land, sea or air and may be effected to a health facility in the Affected State, or to an appropriate facility in another state. Transferring authorities are to communicate and ensure reception of transferred victim is agreed to and coordinated with the receiving facility. Receiving facilities are to be prepared to receive and manage expected victim(s). Transferring facilities are to provide all relevant information for emergency care and treatment of the transferred victim. Without

prejudice to the rights of the victim transfers to health facilities outside of the Affected State may be effected based on medical grounds or at the request of an appropriate authority. Arrangements to be as agreed/determined by interested parties. External Med assets providing med care in the Affected State are to do so under authority of the MOH (or equivalent) of the Affected State.

Coordination:

Overall Coordination:

CDERA; in collaboration with CAA & NDO of Affected State and RCC.

Requests for assistance under the plan:

By Affected State (Oral requests to be put into writing as soon possible).

Mobilization of requested external resources & assets:

CDERA, PAHO & RCC.

Deployment of mobilized assets/resources to affected state:

On order of CDERA, RCC as appropriate.

SAR:

Under coord of authorities of Affected State; CAA & NDO.

Scene Safety:

All Overall Coord by Affected State.

Scene Assessment & Incident Command:

Affected State.

SITREPS:

To be issued by CDERA.

Demob of External Assets:

When no longer in demand, as negotiated or upon realization of condition(s) agreed to. Affected State to provide all relevant advice and information to all parties concerned. Demob of assets of Affected State as provided for under national plans.

Deactivation:

To be issued by CDERA-following consultation with Affected State. Implemented by issue of notification to effect "MCI Response Plan DEACTIVATED". To be issued when it is anticipated that assets/resources of the Affected State will be adequate to ensure all victims have been accounted for, transferred to an appropriate health care facility and been in receipt of emergency care and treatment to stabilize them.

Debriefing:

In Affected State: as arranged by national authorities.

Final Report:

In Supporting States: as arranged by Supporting State.

Prepared by CDERA in collaboration with Affected State and all supporting parties. Dissemination/Publication as arranged by CDERA in consultation with Affected State.

4. ADMIN & LOGISTICS:

Plan:

Repository:

CDERA to be repository of authoritative original (inclusive of any amendments).

Dissemination:

CDERA to make available to ICAO, PAHO, RCC and CAA, NDO & MOH of each E/CAR state, e-copy. Each CAA, NDO and MOH to disseminate as appropriate and maintain hard copies.

Exercises/Testing:

To be determined by agreement. It is anticipated this will be undertaken at least once biannually. As far as possible

Amendments & Updates:
Incident Reports:

this E/CAR MCIRP is to be integrated into Regional exercises.

To be determined by agreement.

Prepared by CDERA in collaboration with Affected State and all supporting parties. Dissemination/Publication as arranged by CDERA in consultation with Affected State.

Cost Recovery:

Without prejudice to the rights of the Affected State and other interested parties it is understood and agreed in principle that all external support duly requested by Affected States and provided by Supporting States under this plan are done on the basis that cost may be recovered by the providing state at prevailing market rates. Parties may negotiate waivers, mechanisms and all other matters attendant hereto.

Dispute Resolution:

Mechanisms for dispute resolution to be determined as may be agreed to by parties concerned.

5. COMMUNICATIONS:

Details Annexed.

6. AUTHORITY:

Effective Date:

This plan comes into effect on theday of2004.

Authority:

This plan was developed under authority articulated in the documents referenced and is duly authorized and authenticated by the signatories hereto.

Signed:.....

D. HAPPYMAN

Title, Agency

Authenticated:.....

J. COLLYMORE

Coordinator, CDERA

List of Annexes:

A. MCI Standard Operating Procedures: *Procedure 001 – Field Organization; Procedure 002 – On-site Emergency Care and Treatment; Procedure 003 –Hospital Organization; Procedure 004 - Medical Management.*

B. List of Health Disaster Coordinators.

C. Key Health Resources.

D. Civil Aviation Resources.

E Disaster Management Resources.

ANNEX A TO
E/CAR CAAMCIRP
DATED 2003

STANDARD OPERATING PROCEDURES

Procedure 001 **Field organization procedure.**

Agencies Responsible NDO, First Response Agencies

Objective **To facilitate the medical management of victims in a safe and secure environment.**

Steps:

Permanent

1. Must ensure that the necessary communication equipment is available.
2. Must train officers in mass casualty management and incident command.
3. Keep updated maps showing population, routes etc. (for use in the CP).
4. Keep and verify monthly an updated communication network directory of all response agencies i.e. a complete and current list of inter agency contact and communication data.
5. Keep and test an alert procedure for all agencies expected to respond.
6. Keep a quantity of road traffic control kit and equipment.

During

1. On arrival at the incident site the first responders team would conduct an initial assessment and report immediately to the local command center, identifying and confirming the following:
 - i. Precise location of incident
 - ii. Access routes
 - iii. Details of aircraft
 - iv. Estimated of number of casualties
 - v. Any additional potential risk and exposed population
 - vi. Proposed Location of the on-site CP
2. The team should then identify/establish the following field areas:
 - i. The work areas i.e. impact zone (strictly restricted area), secondary area (restricted area) and tertiary area (buffer zone);
 - ii. A command post with (radio) communication, at the external boundary of the impact zone. It should be sited to facilitate on-site overall command, coordination and control. Where appropriate it may be close to the AMP (if established) and the evacuation area.
 - iii. An AMP with an Evacuation area,
 - iv. A VIP/media area, and
 - v. Access routes.

3. Set up either a basic or a standard AMP (a minimum of approx. 85 sq. yards) within walking distance (50-100 meters) of the impact zone: in a safe area; with direct access to evacuation routes; at a short distance from the CP; and in a clear radio communication zone.
4. Must implement safety measures to protect victims, responders and exposed populations.
5. Must implement crowd and traffic control measures.
6. Must establish congestion free ingress and egress roads i.e. traffic detour, for the emergency vehicles.
7. Identify rendezvous point or staging area to prevent obstruction of the access route and confusion/jam at the accident scene.

After

8. Debriefing and Report(s) to NDO.

END OF PROCEDURE

Procedure 002	On-site Emergency Care and Treatment.
Agencies Responsible	MOH & health services
Objective	To reduce loss of life by providing prompt and effective triage and field stabilization of victims, allowing them to tolerate delayed transfer to appropriate health care facilities.

Steps***Permanent***

1. Train staff in MCM, trauma and triage.
2. Establish and maintain specifically trained medical teams (medical mobile response teams).
3. Establish and maintain an emergency medical service or a patient care transport service.
4. Establish and maintain mobile response kit (medical supplies and equipment).

During

1. Dispatch to site expeditiously medical response team with mobile response kit, triage tags, medical record forms and AMP supplies.
2. Dispatch to site emergency medical service or a patient care transport service.
3. Establish the internal organization of AMP.
4. Conduct medical triage to determine level of care utilizing color code triage tag (red, yellow, green and black).
5. Provide field stabilization care to patients (intubations, tracheotomy, chest drainage, drug treatment of shock, analgesia, fluid replacement, faciotomy, fracture immobilization and dressing).
6. Organize patient transfer to adapted health care facility ensuring that the health care facility is correctly informed and ready to receive the patient.
7. Conduct evacuation triage prioritizing victims for transfer to ready-to-receive health care facility.
8. Maintain direct communication (by radio/phone) between the local responding health care facility and AMP via the CP.
9. Ensure adequate supplies and equipment are available.
10. Register and keep record, including names, destination and status of all patients passing through the AMP.
11. Ensure that all casualties have received attention before the operation is terminated.

After

16. Report to CP.
17. Report to MOH details of on-site patient care delivered.
18. Debriefing.

END OF PROCEDURE***Attachments***

Directory of medical mobile response team.
 Mobile response kit (medical equipment and supplies).
 Medical records forms.
 Triage tags.

Procedure 003	Organization of hospitals.
Responsible Agency	Hospitals.
Objective	To prepare for the medical management of MCI victims through effective mobilization and management of available resources.
Steps	
<i>Permanent</i>	
1.	Maintain updated hospital MCM procedures which form part of the hospital emergencies/contingency plan or the National MCM plan.
2.	Ensure adequate staff is trained in MCM.
3.	Establish and maintain a mobile team comprised of persons capable of effecting emergency care and treatment/emergency medicine.
4.	Establish and maintain a contingency plan for blood donation.
5.	Establish and maintain arrangements including MOUs for the availability of adequate human resource (doctors and nurses) and facilities (operating rooms, ambulances, laboratory etc.) including arrangements with private sector facilities as appropriate.
6.	Establish a two-way communication system to provide a link between the hospital and the other responding entities.
<i>During</i>	
7.	Activate the hospital MCM procedures or emergency/contingency plan.
8.	Activate hospital EOC or CP with communication network.
9.	Dispatch mobile team if within appropriate radius of the scene.
10.	Reinforce key departments: Accident and Emergency, Surgery, Operating theatre(s), ICU.
11.	Determine/estimate hospital capacity (beds, human resources services and equipment) to deliver care at that point in time.
12.	Make beds available to accommodate victims.
13.	Establish a reception area where hospital triage would be conducted with direct access from the ambulance off loading area and easy access to key care sectors of the hospital.
14.	Provide medical care to the casualties that arrive.
15.	Inform the field CP when it cannot receive more "red" patients.
16.	Maintain constant communication between the hospital EOC/CP, the field CP and the AMP.
17.	Keep record of all victims seen/admitted to the hospital.
<i>After</i>	
18.	Report to Incident Commander.
19.	Report to MOH (patient care delivered).
20.	Debriefing.

END OF PROCEDURE

Attachments

Medical record forms
Communication network
Hospital MCM procedures
Memoranda of Understanding

Procedure 004	Medical Management of MCI.
Agencies Responsible	MOH of E/CAR states.
Objective	To provide medical care to victims both on-site and at appropriate health facilities.

Steps***Permanent***

1. Train staff in MCM and keep updated information on trained personnel.
2. Keep updated MCM procedures and health facilities emergencies/contingency plan.
3. Establish mobile response team.
4. Keep updated directory of medical personnel (mobile response team).
5. Keep supply of emergency medical supplies available.

During

6. Activate MCI and health facility disaster response plans.
7. Be in contact with health facility and AMP.
8. Provide control and dispatch of casualties to appropriate external hospitals by land, sea or air.
9. Maintain an accurate list of casualties including those sent to external destinations for treatment.
10. If additional resources (manpower and equipment) are needed assist in obtaining and sending them to requesting/responding unit.
11. Ensure that all casualties have received medical attention before confirming termination of the operation.

After

12. Debriefing.
13. Written report from AMP and responding health facilities.
14. Prepare final report and submit to all relevant authorities.

END OF PROCEDURE***Attachments***

List of personnel trained in MCM.
MCM procedures .
Health facilities emergencies/contingency plan(s).
Directory of mobile response team.
List of health facilities key and essential personnel and contacts.
List of emergency medical supplies.

**ANNEX B TO
E/CAR CAAMCIRP
DATED 2003-12-XX**

LIST OF HEALTH DISASTER COORDINATORS

E/CAR Country	Health Disaster Coordinators	Address	Phone	Email
Antigua and Barbuda	Dr. Carlos Mulrairie Chief Medical Officer	Ministry of Health Cecil Charles Building Cross Street, St. John's	T (268) 462-5522 /2675 F (268) 462-5003	healthandsocial_2001@hotmail.com
Barbados	Dr. Beverly Miller Chief Medical Officer Of Health	Ministry of Health Jemmotts Lane St. Michael	T (246) 426-3470/ 5080 F (246) 427-3741	bmiller@sunbeach.net
Dominica	Dr. Niniola Aderibigbe Acting Director, Primary Health Care Services	Ministry of Health 33 Fields Lane, P.O. Box 2149 Roseau	T (767) 448-2401 Ext. 3462 / 3464 F (767) 448-6086	smohsouth@sunbeach.net
Grenada	Dr. Satnarine Maharaj Chief Medical Officer	Ministry of Health c/o St. David's Post office, St. David's	T (473) 440-2962 F (473) 440-4127	min.healthgrenada@caribsurf.com
Guadeloupe	Mr. Jean Hamlet Deputy Major	Hotel De Ville Boite Postale 374 97054 St. Martin, Cedex	T (590 590) 875 004 F (590 590) 878 853	
Martinique	Dr. Valerie Cicchelero Médecin Inspecteur de Santé Publique	Direction de la Santé et du Développement Social 37 Av. Pasteur, Bp 658 Fort De France	T (596 596) 606 008 F (596 596) 60 32 82	valerie.cicchelero@sante.gouv.fr dsds972-secretariat- direction@sante.gouv.fr
St. Kitts and Nevis	Mr. Llewellyn Newton Disaster Preparedness Coordinator	Nevis Island Government P.O. Box 88 Charlestown	T (869) 469-1423 F (869) 469-5407	newton@caribsurf.com odpnevis@caribsurf.com
St. Lucia	Dr. McDonald Chase Health Disaster Coordinator	Ministry of Health, Human Services, Family Affairs & Gender Relations Chausse Rd., Castries	T (758) 453-2195 F (758) 453-1080	health@candw.lc
St. Vincent and the Grenadines	Dr. Simone Keizer Senior Register	Kingstown General Hospital Kingstown	T (784) 456-1955 F (784) 457-1014	mosimi@caribsurf.com
Trinidad and Tobago	Dr. Rohit Doon Principal Medical Officer Environmental Health	Ministry of Health Independence Square Port of Spain	T (868) 625-0110 F (868) 628-9523	rdoon@tstt.net.tt

**ANNEX C TO
E/CAR CAAMCIRP
DATED 2003-12-XX**

LIST OF HEALTH RESOURCES

Country	Main Hospitals	Capabilities							Emergency Contacts
		Beds	Burn Unit	Pediatrics	Gynecologist	Obstetrician	Surgery	A&E	
Antigua and Barbuda	Holberton Hospital Hospital Rd. P.O. Box 2797, St. Johns						y		All Depts. Tel: (268) 462-0251-3
	Adelin Medical Centre P.O. Box 1123 Fort Road St. John's								Tel: (268) 462-0866-7
	Fiennes Institute Queen Elizabeth High Way								Tel: (268) 462-0419
	Mental Hospital Skerritts								Tel: (268) 462-0617
Barbados	Queen Elizabeth Hospital Lower Collymore Rock, St. Michael	600		y	y	y	y	y	Tel: (246) 436-6450
	Bayview Hospital Ltd. St. Paul's Ave. Bayville, St. Michael						y		Tel: (246) 436-5446 Fax: (246) 429-3081
	Psychiatric Hospital								
Dominica	Princess Margaret Hospital Goodwill, Roseau	247					y		Tel: (767) 448-2231
	Portsmouth Hospital, Portsmouth								Tel: (767) 445-5237
	Marigot Hospital, Marigot								Tel: (767) 445-7091
	Grand Bay Hospital								Tel: (767) 446-3706
Grenada	Grenada General Hospital, St George's			y	y	y	y		Tel: 440-2051
	Mount Gay Hospital, St George's, psychiatric hospital								
	St Augustine's Medical Services, St Paul's, St George's	120							Tel: (473) 440-6173
	Princess Alice Hospital, Mirabeau, St Andrew's								Tel: (473) 442-7251
	Princess Royal Hospital, Carriacou								

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**ANNEX D TO
E/CAR CAAMCIRP
DATED 2003-12-XX**

CIVIL AVIATION CONTACTS

Country	Main Airports	Key Persons	* ATC	** CAA
Antigua and Barbuda	VC Bird Airport PO Box 1051, Coolidge T (268) 462-0358 F (268) 462-0642, 562-3042 vcbia@candw.ag	<i>Operations Director:</i> Joshua James +1 268 460-7903 <i>Security Manager:</i> Peter Abraham +1 268 460-4670 <i>Superintendent:</i> Errol George	Eugene Thomas (268) 562-0302 Email: vcbia@candw.ag	Herald Wilson (268) 462 3401 Email: oece.dca@candw.ag
Barbados	Grantley Adams Bridgetown Airport, Seawell, Christ Church T (246) 428-7101 F (246) 420-7069 adamsair@sunbeach.net		Reynold Allman (246) 428-7377 Email : civilav@sunbeach.net	Ezra A. Archer (246) 428-0930 Email : civilav@sunbeach.net
Dominica	Canefield Airport, Roseau T (767) 449-1199 F (767) 449-2020 Melville Hall Airport, Melville Hall, Roseau T (767) 445-7100/1, 445-7109 F (767) 445-7405		Don Corriette (767 449 2020) Email: dcorriette@hotmail.com metoffice@cwdom.dm Jean Williams (767 449 2020) Email: metoffice@cwdom.dm	 Herald Wilson (268) 462 3401 Email: oece.dca@candw.ag
Grenada	Grenada Airport, PO Box 385 St George's T (473) 444-4150, 444-4555, 444-4101 F (473) 444-4838 gaa@caribsurf.com	<i>Managing Director:</i> Philippe Baril <i>Operations Director:</i> Sydney Charles <i>Security Manager:</i> Augustine Belfon	Simon Lewis (473) 444 4148 Email: lewisgaa@caribsurf.com	Herald Wilson (268) 462 3401 Email: Oecs.dca@candw.ag
Guadeloupe	Point-a-Pitre Le Raizet International Airport, Guadeloupe Pole Caraibes Airport, Morne Mamiel, 97139 Les Abymes T (590 590) 21 14 32 F (590 590) 21 14 28 contact@aeroport.gp www.aeroport.gp Grande Case, Aeroport L'Esperance Saint Martin Airport, 97150 St Martin T (590 590) 87.53.03 F (590 590) 87.09.77	<i>Managing Director:</i> Alain Bievre (590 590) 211 453 o 211 426 <i>Operations Director:</i> Claude Pineau 21 14 15 <i>Security Manager:</i> Fred Jacquin +590 93 73 71	Daniel Picandet (596 596) 48 21 01	Jean-Marc Sansovini (596 596) 55 60 10 Email: drac-ag-dir@wanadoo.fr Jean-marc.sansovini@aviation-civile.gouv.fr

Country	Main Airports	Key Persons	* ATC	** CAA
Martinique	Lamentin Airport Aéroport Int'l De Fort de France, BP 279, 97285 Le Lamentin Cedex 2 T (596 596) 42.16.00 F (596 596) 42.18.77 ccim@cgit.com / cyrille@martinique.cci.fr		Roger Treutenaere (596 596) 42 24 90 Email: roger.treutenaere@aviation-civile.gouv.fr	Jean-Marc Sansovini (596 596) 55 60 10 Email: drac-ag-dir@wanadoo.fr Jean- marc.sansovini@aviation-civile.gouv.fr
St. Kitts and Nevis	Golden Rock PO Box 186, Basseterre T (869) 465-8472, 465-8972, 465-1699 F (869) 465-9122, 465-8124		Bernard Rawlins (St. Kitts) (869) 465 2750 /2749 / 466- 5598 Email: skbmetof@caribsurf.com	Herald Wilson (268) 462 3401 Email: Oecs.dca@candw.ag
	Nevis-Newcastle Airport Ministry of Communications, Charlestown, Nevis T (869) 469-9040	<i>Managing Director:</i> Carlisle Powell	Brian Dyer (Nevis) (869) 469 8460 / 8463 / 9040 Email: nevistwr@caribsurf.com	
St. Lucia	Hewanorra International Airport Vieux-Fort Airport, PO Box 373, Vieux Fort T (758) 454-6355 F (758) 454-6900	<i>Managing Director:</i> Peter Jean +1 758 456-0339 <i>Operations Director:</i> Teddy Matthews +1 758 454-6355 <i>Security Manager:</i> Frances Nelson +1 758 452-2893 <i>Deputy Chief:</i> Paul Charlery <i>Inspector:</i> Kennedy Francis	Errol Cherubin (758) 454-6355 / 454-6343, F 454-5146 Email: amscaspa@caribsurf.com	Herald Wilson (268) 462 3401 Email: Oecs.dca@candw.ag
	Vigie Airport PO Box 651, Castries Apia T (758) 452-1156 F (758) 452-1180			
St. Vincent and the Grenadines	E T Joshua Airport, Arnos Vale T (784) 458-4011 F (784) 457-2152		Corsel Robertson (784) 458 4011 Email : etjoshua@caribsurf.com	Herald Wilson (268) 462 3401 Email: Oecs.dca@candw.ag
Trinidad and Tobago	Piarco Port of Spain Airport, Airports Authority of Trinidad & Tobago, Caroni North Bank Road, Piarco T (868) 669-8047/9 F (868) 669-0228 www.caribinfo.com/aatt/piarco.html	<i>Operations Director:</i> Trevor Benjamin +1 868 669-8047 Ext 101 <i>Security Manager:</i> Dennis John +1 868 669-8047 Ext 227	Leslie Payne (868) 669 0635 / 4806 Email: civilav@tsst.net.tt	Ramesh Lutchmedial (868) 669 4302 Email: dgca@caa.gov.tt tcaa@tsst.net.tt ; civilav@cablenett.net
	Crown Point Airport Tobago Airport, Administration Office, Crown Point T (868) 639-8547 F (868) 639-8146			

* Air Traffic Control

** Civil Aviation Authority

**ANNEX E TO
E/CAR CAAMCIRP
DATED 2003-12-XX**

DISASTER MANAGEMENT CONTACTS

E/CAR Country	NDC	Other Key Staff	Address	Phone
Antigua and Barbuda	Mrs. Patricia Julian Director/Coordinator	Mr. Philmore Mullin Deputy director filaman43@hotmail.com	National Office Of Disaster Services (NODS) P.O.B.1399 American Rd St. John's nods@candw.ag	W (268) 461 4747; 460 7075; 562 2144 F 462-4742/5003
Barbados	Ms. Judy R. Thomas Director jthomas@barbados.gov.bb	Mr. Clive Lorde Deputy Director cliveclorde@yahoo.com	Central Emergency Relief Org. (CERO) Bnb Building Cnr. James And Lucas Streets St. Michael ceroc@caribsurf.com	W (246) 427-8513; 436 6624/9945 F 429-4055
Dominica	Mr. Cecil Shillingford j73cs@yahoo.com		Office Of Disaster Management Government Headquarters, Post Office Building, Bay Front mincomwh@cwdom.dm	W (767) 448-7777 F 448-2883
Grenada	Mr. Sylvan McIntyre	Ms. Ann-Denise Ashton Technical Officer anndenise@caribsurf.com	National Emergency Relief Organization (NERO) Mt. Wheldale Upper Lucas Street St. George's nero@caribsurf.com	W (473) 440-8390 / 0838 F 440-6674
Guadeloupe	Ms. Annick Belfort Directeur de la Protection Civil		Préfecture de la Guadeloupe Rue Lardenoy 97109 Basseterre prefecture.region.guadeloupe@wanadoo.fr	W (590 590) 993-940 F 993-949
Martinique	Mr. Launay Lt. Col. Subregional Coordinator		Chef de Bureau Préfecturaux Protection De La Martinique 97292 Fort De France Cedex emz-martinique@interieur.gouv.fr	W (596 596) 393 930; 393 914 F 716 326; 714 029
St. Kitts and Nevis	Mr Carl Herbert	Mr. Goldwyn Caines Deputy	National Emergency Management Agency (NEMA) Tayolar's Basseterre nemaskb@caribsurf.com	W (869) 466-5100; 465 2688 F 466-5310

E/CAR Country	NDC	Other Key Staff	Address	Phone
St. Lucia	Ms. Dawn French Director	Ms. Maria Mombelli Secretary mmombelli@hotmail.com	National Emergency Management Office (NEMO) Red Cross Building Vigie Po Box 1517. Castries eoc@candw.lc slunemo@yahoo.com	W (758) 452-3802/2611 F 453-2152
St. Vincent and the Grenadines	Mr. Howie Prince	Ms. Polette Lavia Secretary	National Emergency Management Office (NEMO) Prime Minister's Office Kingstown hprince@caribsurf.com	W (784) 457-1456 F 457-1691
Trinidad and Tobago	L/Col Dave L. Williams Director	Ms Nicole Marie Johnson	National Emergency Management Agency (NEMA) NBS Radio 610 Bldg.,17 Abercromby St. Port-Of-Spain nematt@wow.net	W (868) 623-1943 F 625-8926 C 628-5040

Agenda Item 5: CNS/ATM and other Air Navigation Developments

COM/MET SIP Follow-up Meeting for the CAR Region

5.1 The Meeting noted the GREPECAS/9 Conclusion 9/7 on a COM/MET Special Implementation Project for the CAR Region to deal with improvement in the exchange of OPMET information. The Council of ICAO had approved the COM/MET SIP in two phases, Phase 1 covering Central America and Phase 2 the Caribbean Island States.

5.2 Phase 2 had been carried out from 23 September-29 October 2002 by an ICAO MET expert. The expert addressed the following issues:

- a) the identification of difficulties related to the OPMET information exchange;
- b) the coordination amongst MET units and other operational units in the air navigation field;
- c) to provide assistance on the local and international procedures for the preparation and the dissemination of the SIGMET messages, especially those related to tropical cyclone and volcanic and; and
- d) to develop recommendations to identify problems aimed at achieving a reliable and efficient OPMET information and its exchange, as well as availability in the States/Territories requiring it, in accordance with requirements of the FASID Table MET 2A – Exchange of the operational meteorological information and the FASID Table MET 2B – Exchange of SIGMET and special AIREP messages of the FASID CAR/SAM Regional Air Navigation Plan (CAR/SAM ANP, Doc 8733).

5.3 The mission by the ICAO expert identified areas where improvement was necessary in order to more effectively and efficiently provide the required OPMET information to the user. A report was submitted to the States visited, which included the following: Antigua and Barbuda, Barbados, Cuba, Dominican Republic, Grenada, Haiti, Jamaica, Martinique (France), Saint Lucia, Saint Vincent and the Grenadines and Trinidad and Tobago. As follow-up, and in an effort to assist States in the implementation of the report recommendations, the Secretariat proposed a Meeting to be held for that purpose in the third Quarter of 2004. In light of the fact that the training facility of the Caribbean Meteorological Organization (CMO), the *Caribbean Institute for Meteorology and Hydrology* (CIMH), is located in Barbados, the Meeting felt that that would be the ideal venue for such a Meeting. Additionally, the Directors noted that information was required on the status of implementation of the recommendations prior to the Meeting. As a result of the discussions the following Conclusions were agreed:

**CONCLUSION 18/10 FOLLOW-UP MEETING ON THE IMPLEMENTATION OF THE
RECOMMENDATIONS FORMULATED IN THE COM/MET SIP
SECOND PHASE REPORT FOR THE CAR REGION**

That the Directors of Civil Aviation of the E/CAR ensure that the COM and MET specialists from the respective States/Territories attend the follow-up meeting on the implementation of the recommendations of the COM/MET SIP second phase scheduled for 2004, tentatively in Barbados.

**CONCLUSION 18/11 SURVEY QUESTIONNAIRE ON THE CURRENT STATUS OF
IMPLEMENTATION OF THE COM/MET SIP SECOND PHASE,
RECOMMENDATIONS**

That, the Eastern Caribbean States/Territories complete the Survey Questionnaire on the current status of implementation of the relevant COM/MET SIP recommendations and to submit it to the ICAO NACC Regional Office by a date to be specified.

*Eastern Caribbean ATM/CNS Regional Committee
Implementation of the E/CAR ATM/CNS Plan*

5.4 The Observer from IACL informed the Meeting of the E/CAR Regional ATM/CNS Committee which had been established under the E/CAR Working Group to deal ATM/CNS matters including updating the E/CAR ATM/CNS Implementation Plan. An effort had been made in October 2003 by IACL as coordinator of the E/CAR ATM/CNS Regional Committee to hold a meeting to obtain updated information from all States regarding their National ATM/CNS Plans to be used for updating the Regional ATM/CNS Plan. The Meeting was not held due to a lack of response from States.

5.5 The Meeting noted that an updated E/CAR ATM/CNS Implementation Plan should be submitted to the next GREPECAS ATM/CNS Subgroup Meeting (Rio de Janeiro, Brazil 15-19 March 2004). It was noted that States could provide the information required by the ATM/CNS Committee electronically without the need for a Meeting. The Meeting also noted that the forthcoming results from the 11th Air Navigation Council (Montreal, Canada 22 September to 3 October 2003) could affect ATM/CNS implementation and require changes to the Plan. The Directors agreed that the ATM/CNS Implementation Plan should be updated electronically prior to the ATM/CNS/SG/3. The Meeting adopted the following Conclusion:

**CONCLUSION 18/12 UPDATED INFORMATION FOR THE E/CAR ATM/CNS
IMPLEMENTATION PLAN**

That States/Territories/International Organizations in the E/CAR provide electronic copies of or updated information on their respective latest National ATM/CNS Plans to the E/CAR Regional ATM/CNS Committee by no later than **15 February 2004** in order to update the E/CAR ATM/CNS Implementation Plan for presentation to the GREPECAS ATM/CNS Subgroup Meeting scheduled to be held in Rio de Janeiro, Brazil from 15 to 19 March 2004.

E/CAR Digital AFS Network

5.6 Under this Agenda Item, the Meeting was presented with two documents dealing with the status of the E/CAR digital AFS network and a proposal for an E/CAR CNS Meeting. The Meeting noted the historical dissatisfaction with the operation of the digital AFS network that resulted in the decision to change service providers from TSTT to Cable and Wireless. The Directors were also presented with information on the status of the project to make this change. They noted that an extensive restructuring program at Cable and Wireless had delayed the transition for at least three months. They also noted that the take over of the E/CAR Digital AFS Network would result in an upgraded network with improved reliability and suited to the international network platform (Frame Relay Technology) presently managed by Cable and Wireless. The Meeting also noted that draft Contracts and Service Level Agreements would be provided to the Directors of Civil Aviation with the hopes of finalizing them by the end of December 2003 with full take over of the Network by Cable and Wireless in January 2004.

5.7 It was pointed out that the timelines presented by IACL did not seem realistic in light of the fact that this was already the middle of December and the draft Contract and Service Level Agreements, which required analysis by each Administration before giving approval to IACL to sign these documents on their behalf, had not been provided on a timely basis. There was also a concern voiced by the Meeting that the Directors did not have clarity with regard to the ongoing change over process and there was a request made for a monthly report of activities as well as an action plan from IACL detailing the future process from this date on, as well as historical data on activities prior to this date. The Directors also made it clear that assurance was needed that legal and financial action with TSTT had been taken in order to avoid litigation in the future.

5.8 IACL provided draft copies of the Contract and Service Level Agreements with Cable and Wireless in electronic format to all of the Directors for their analysis and comments. IACL also agreed to the need for providing more information on the change over process through Monthly Activities and Progress Reports as well as an Action Plan with appropriate timelines. As a result, the Directors adopted the following:

**CONCLUSION 18/13 E/CAR DIGITAL AFS NETWORK ACTION PLAN AND
MONTHLY ACTIVITIES AND PROGRESS REPORTS**

That IACL provide by **17 December 2003**, to each E/CAR Director of Civil Aviation an Action Plan, with appropriate timelines, on the process for the change over of the management of the E/CAR Digital AFS Network from TSTT to Cable and Wireless and thereafter Monthly Activities and Progress Reports.

5.9 The Meeting, finalizing this Agenda Item, agreed to the necessity for holding the proposed Special E/CAR CNS Meeting in Trinidad and Tobago at a date to be coordinated with ICAO. The agenda of the Meeting would not only include the E/CAR Digital AFS Network and interconnectivity with other Regional Networks, but would also deal with Navigation and Surveillance issues. As a result, the following was agreed:

CONCLUSION 18/14

SPECIAL E/CAR CNS MEETING

The Directors of Civil Aviation agree to the holding of the Special E/CAR CNS Meeting to:

- a) deal with Communications, Navigation and Surveillance matters in the Eastern Caribbean, including interoperational issues of the E/CAR Digital AFS Network with other networks, and
- b) be hosted by Trinidad and Tobago at a date in 2004 to be coordinated by the ICAO NACC Office.

Agenda Item 6 Air Navigation Deficiencies

6.1 The Secretariat presented WP/06 with the current version of the ICAO database of the reporting form on air navigation deficiencies in the Eastern Caribbean area, including those that were reported to have been corrected. The relevant Conclusions of the GREPECAS/11 (Brazil, December 2002) and NACC/DCA/1 (Cayman Islands, October 2002) Meetings and ICAO State Letter M 6/1-02/79 dated 27 September 2002 requesting States to prepare and submit to ICAO an Action Plan for the resolution of deficiencies were discussed. It was noted that most States in the region had submitted Action Plans however many of these were incomplete as they only addressed AGA deficiencies. The Meeting noted that Actions Plans for some States/Territories were outstanding or incomplete and therefore adopted the following Conclusion:

CONCLUSION 18/15 ACTION PLANS FOR THE RESOLUTION OF DEFICIENCIES

That, States/Territories prepare or complete, as applicable, Action Plans for the resolution of the outstanding air navigation deficiencies and submit these to the ICAO NACC Regional Office by **28 February 2004**.

6.2 An Ad hoc Group was established comprising the TTCAA, AATT and ICAO. The Group developed an Action Plan for the resolution of outstanding deficiencies reported for Trinidad and Tobago. The resulting Action Plan is included in the **Appendix** to this part of the report, which can serve as an example for the preparation of such Action Plans by other States/Territories.

6.3 In reviewing the list of deficiencies reported for Trinidad and Tobago, the Ad hoc Group updated the list to reflect the implementation of corrective action in 2002 and 2003 related to several AGA, AIS, ATM and MET deficiencies. The ICAO deficiencies database will be updated accordingly in due course.

6.4 In relation to an AIS deficiency reported for many E/CAR States/Territories regarding the lack of production of world aeronautical charts, the Meeting agreed that this was perhaps not necessarily applicable to smaller States/Territories, and decided that the E/CAR IWG analyse this matter further and adopted the following Conclusion:

CONCLUSION 18/16 WORLD AERONAUTICAL CHARTS

That the E/CAR/IWG, through the AIS Committee, analyse the requirement for World Aeronautical Charts and if applicable, prepare a proposal of their production for the E/CAR Region.

ACTION PLAN FOR RESOLVING AIR NAVIGATION DEFICIENCIES

State/Territory: Trinidad and Tobago

Date: 10 December 2003

Deficiency reported	Planned Corrective Action	Entity responsible for correction	Target date for correction	Remarks
A 31 AGA C Port of Spain, Piarco Obstacles (Annex 14, Vol. I, Chap. 4) Facilities located north of the western runway end are obstacles infringing in the transitional surface	Relocation of hangars planned.	AATT/BWIA	2015	
U 84 AGA C Port of Spain, Piarco Pavement Surface Conditions (Annex 14, Vol. I, Chap. 9.4, 9.4.3, 4 & 10) Runway pavement surface condition deficient. Excessive rubber deposits on the runway surface	Rubber has been removed. Runway upgrading project ongoing.	AATT	9/2004	
A 295 AGA C Scarborough, Crown Point International Pavement Surface Conditions (Annex 14, Vol. I, Chap. 9.4 - 9.4.3) Apron pavement surface has some irregularities and FOD along the slab joints	Apron pavement upgrading project planned.	AATT	6/2005	
A 34 AGA C Scarborough, Crown Point International Radio Aids (ANP, Table AOP 1) No ILS and VOR	Replacement and relocation of NDB and new LLZ/DME planned.	TTCAA	12/2005	
U 71 AGA C Port of Spain, Piarco Rescue and Fire Fighting Service and Airport Emergency Planning (Annex 14, Vol. I, Chap. 9.1 & 9.2) RFFS facilities are inadequate- Ref Annex 14 Vol. I Sections 9.2.21, 22, 29 & 30	New RFFS facility under construction.	AATT	6/2004	

Deficiency reported	Planned Corrective Action	Entity responsible for correction	Target date for correction	Remarks
U 291 AGA C Scarborough, Crown Point International Runway End Safety Area (Annex 14, Vol. I, Chap. 3.4 - 3.4.1) No runway end safety area is provided at the western runway end	1. Publish lack of RESA in AIP 2. Analyse operational impact of reducing runway declared distances	TTCAA / AATT	3/2004	
U 290 AGA C Scarborough, Crown Point International Runway Strip (Annex 14, Vol. I, Chap. 3.3 - 3.3.2) The runway strip length is insufficient at the western runway end.	1. Publish lack of runway strip in AIP 2. Analyse operational impact of reducing runway declared distances	TTCAA / AATT	3/2004	
A 20 AGA C Port of Spain, Piarco Runway Strip (Annex 14, Vol. I, Chap. 3.3) Taxiways B and aircraft maintenance apron infringe on the runway strip	Taxiway B realignment planned. Relocation of apron planned.	AATT AATT/BWIA	2006 2015	
B 8 AGA C Port of Spain, Piarco Taxiway Parallel to Runway (Annex 14, Vol. I, Chap. 3.8.1 & 2 and ANP, Table AOP 1) No full-length parallel taxiway	Extension of taxiway planned.	AATT/BWIA	2015	
A 58 AGA C Port of Spain, Piarco Visual Aids (Annex 14, Vol. I, Chap. 5 and ANP, Table AOP 1) No airfield signs are provided on taxiways B and C	New signs to be installed.	AATT	6/2004	
A 293 AGA C Scarborough, Crown Point International Visual Aids (Annex 14, Vol. I, Chap. 5 - 5.3.5.1 & ANP FASID Table AOP1) Runway 29 is not provided with a visual approach slope indicator system	Installation of Runway 29 VASIS planned	AATT	12/2005	

Deficiency reported	Planned Corrective Action	Entity responsible for correction	Target date for correction	Remarks
A 294 AGA C Scarborough, Crown Point International Visual Aids (Annex 14, Vol. I, Chap. 5 - 5.4.1.1) No airfield signs are provided	Installation of airfield signs planned.	AATT	12/2005	
A 3 CNS C AFTN Plan (Table CNS 1A) AFTN Circuits – Caracas (M)/Port of Spain (M) Venezuela- Trinidad & Tobago/AFTN COM Centres The circuit is implemented by a LTT/a circuit with velocity of 300 bps and IA5 code and it has some deficiencies of capacity and availability. The circuit is out of service during temporary periods since September 2001.	Corrective action being undertaken. Resolution by the implementation of a VSAT REDDIG node at Piarco.	TTCAA	12/2004	
A 2 CNS C AFTN Plan (Table CNS 1A) AFTN Circuits Georgetown's-Port of Spain (M) Guyana- Trinidad & Tobago/AFTN COM Centres The circuit was upgraded to 300 baud as interim measure.	Corrective action being undertaken. Resolution by the implementation of a VSAT REDDIG node at Piarco.	TTCAA	12/2004	
A 4 CNS C ATS Speech Circuits Plan (Table CNS 1C) – Piarco ACC/Georgetown ACC (CM5 Circuit) Trinidad and Tobago-Guyana The circuit is reliable only at 90%. 03/98 Reported by the NACC and SAM Regional Offices.	Corrective action being undertaken. Resolution by the implementation of a VSAT REDDIG node at Piarco.	TTCAA	12/2004	
A 5 CNS C ATS Speech Circuits Plan (Table CNS 1C) – Piarco ACC/Maiquetia ACC Trinidad and Tobago- Venezuela The circuit is reliable only at 80%. 03/98 Reported by the NACC and SAM Regional Offices.	Corrective action being undertaken. Resolution by the implementation of a VSAT REDDIG node at Piarco.	TTCAA	12/2004	

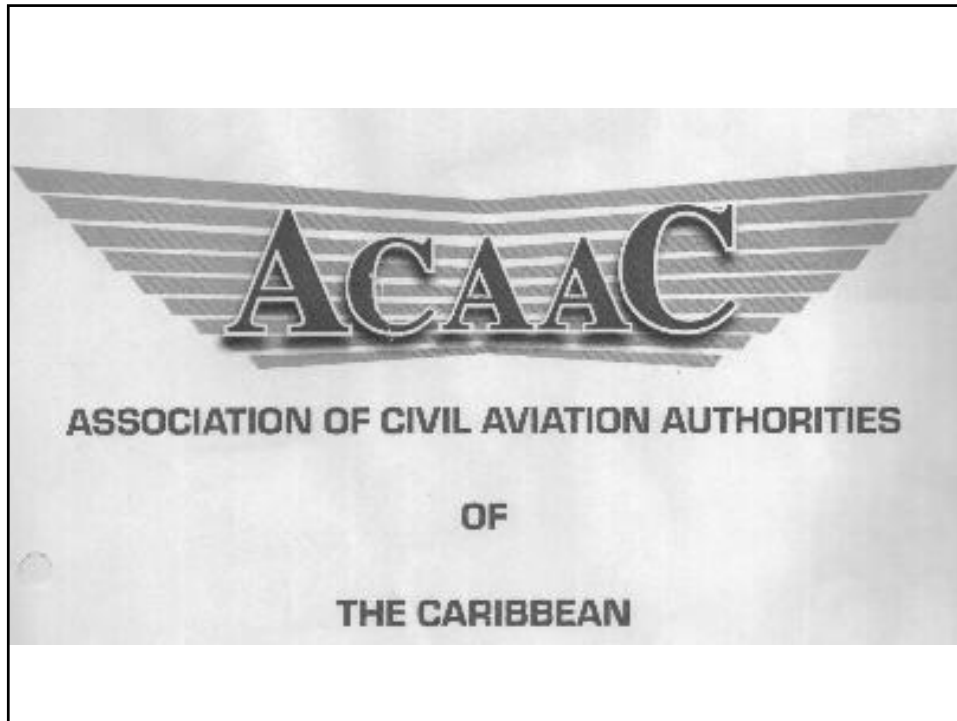
Deficiency reported	Planned Corrective Action	Entity responsible for correction	Target date for correction	Remarks
U 22 CNS C VHF/HF-AMS Communications Plan (Table CNS 2A) TTZP Piarco HF Voice Trinidad and Tobago/CARA(3), CAR-B(1), SAM-2(2) Several reports of pilots indicated that Piarco ACC was not available via HF frequencies. The Piarco centre has not implemented all required frequency, so it does not has 24 hours a day communication availability.	New equipment being installed.	TTCAA	4/2004	
B 43 MET C CAR/SAM ANP MET Requirements, Table AOP 1. RVR have not been implemented.	Procedures for manual/conventional RVR measurement and reporting to be implemented.	TTCAA	06/2004	
A 57 MET C CAR/SAM ANP, Part VI, Meteorology, para. 3. Trinidad and Tobago Do not transmit regularly the special AIREPs in accordance with requirements.	Corrective action to be undertaken.	TTCAA	03/2004	
U 2 SAR C Search and Rescue facilities CAR/SAM/3 Rec. 6/2 SRR partially implemented	Procurement of equipment ongoing.	TTCAA/ Ministry of National Security	12/2004	
A 291 AIS C Annex 15 Chap. 8; Doc. 8733 Basic ANP, Part VIII, Para. 25; FASID Tables AIS 1 and 2 Pre- flight information (implementation of required AIS aerodrome units).	Procurement of equipment ongoing.	TTCAA	12/2004	
A 297 AIS C Annex 15. Chap. 8, Para. 8.1.3; Doc 8733 Basic ANP, Part VIII, Para. 26 Pre- flight information (provision of pre-flight bulletins in all the designated aerodromes).	Procurement of equipment ongoing.	TTCAA	12/2004	

Deficiency reported	Planned Corrective Action	Entity responsible for correction	Target date for correction	Remarks
A 239 AIS C Annex 4 Chap. 5; Doc 8733 Basic ANP, Part VIII, Paras. 59 b) and 64 2); FASID Table AIS 6 Non production of Aerodrome obstacle chart-ICAO Type C or the concerned data in the AIP.	Requirement will be confirmed and considered	TTCAA	12/2004	
B 200 AIS C Annex 4 Chap. 11; Doc. 8733 Basic ANP, Part VIII, Paras. 59 i) and 64 5); FASID Table AIS 6 Trinidad and Tobago Partial application of ICAO requirements for the production of Instrument approach charts.	Updating of charts planned	TTCAA	12/2004	
B 182 AIS C Annex 4 Chap. 17. Production of the VFR chart, scale 1:500,000-with non ICAO specifications.	Requirement will be confirmed and if required by standard will be implemented.	TTCAA	12/2004	

Agenda Item 7: Safety Oversight

7.1 The Meeting was provided with information on the ICAO Universal Safety Oversight Audit Program (IUSOAP) including history, results of audits to Annexes 1, 6, and 8, continuation of the Programme, expansion to cover audits in Annexes 11, 13, and 14 and the possible consequences of these audits to the E/CAR Region. The Meeting also noted the latest information coming out of ICAO Headquarters dealing with the USOAP expansion. The Council is reviewing the possibility of carrying out audits of all ICAO Annexes through a systematic approach, which in theory would entail one audit covering all areas. If agreed, the concept would be presented to the 35th Session of the Assembly in September 2004 for approval. This would delay the start of the expanded USOAP audits to 2005.

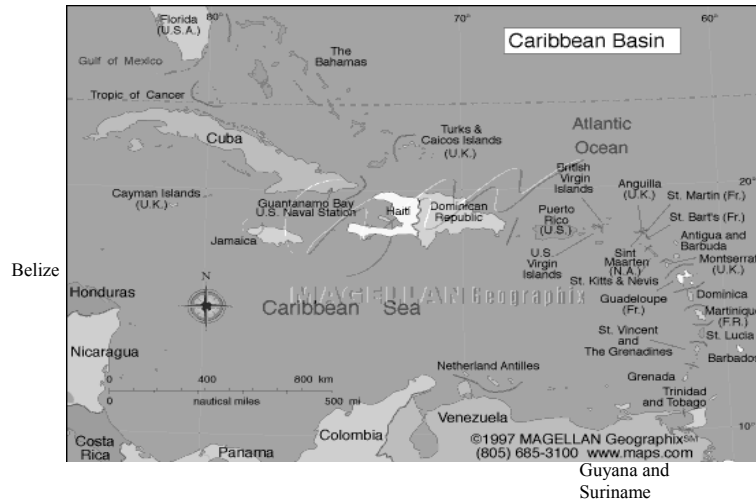
7.2 The Meeting was also apprised of the developments of the CARICOM Regional Aviation Safety Oversight System (RASOS) by the Deputy Chairman of RASOS, Mr. Herald Wilson, a copy of the presentation is included in the **Appendix** to this part of the Report. He noted that RASOS is functional and as such is receiving attention from interested parties particularly those able to provide necessary financial and human resources. The Meeting noted that RASOS has agreed to deal with all ICAO Annexes resources permitting. The Meeting applauded the establishment of RASOS as a cooperative means to assist States in complying with their Safety Oversight responsibilities. The Meeting also supported the participation of IATA and IFALPA in RASOS activities.



**REGIONAL AVIATION
SAFETY OVERSIGHT SYSTEM**

RASOS

RASOS REGION



RASOS Members

- **Barbados**
- **Belize (active with ACSA)**
- **Guyana**
- **Haiti**
- **Jamaica**
- **OECS (7 states)**
- **Suriname**
- **Trinidad and Tobago**

RASOS Developments

- **Budget and administrative rules in place.**
- **Member contribution mechanism in place.**
- **Funds through CARICOM trust or directly.**
- **Interim office active since May 2002.**
- **Job descriptions completed.**
- **Staffing almost complete.**
- **Records and filing system active.**

RASOS Developments

- **Common inspector technical qualification and skill record template in use.**
- **Template for inspection and surveillance work planning in use.**
- **Matrix of all member authority inspectors qualifications and skills in use.**

RASOS Developments

- **RASOS office computers, copier, fax, etc.**
- **SATCOM project (on hold).**
- **RASOS Web Page and online data-link capability active.**
- **Web page active <www.rasos.org>**
- **email: rasos@cwjamaica.com or coordinator @ rasos.org**
- **aircraft register developed (except Haiti)**

RASOS Developments

- **Detailed needs assessment completed.**
- **Final report contains matrix of needs.**
- **First priority inspector training.**
- **Second priority harmonization of operating rules and standards for licensing and certification.**
- **Follows CARICOM Treaty of Chaguaramas transportation goals for barrier reduction.**

RASOS Developments

- **FAA assistance: technical experts, needs assessment, on job training, formal training.**
 - basic airworthiness inspector course- (6 persons)
 - basic operations inspector course- (5 persons)
 - accident and incident investigation course-(30 persons)
 - major presenter at ICAO DG seminar (40 persons)
 - various advanced airworthiness technical courses
 - aerodrome certification course (25 persons)
 - personnel licensing course 2004
 - dangerous goods course later in 2003

RASOS Developments

- **Projects commencing or in progress:**
 - computerized personnel licensing system
 - common written examinations
 - aerodrome certification (>20 international aerodromes)
 - common inspection forms
 - central aircraft register database
 - central audit group
 - central incident and accident investigation group and response kit
 - shared list of approved foreign repair stations

RASOS Developments

- **Working groups with formal terms of reference:**
 - harmonization of safety oversight regulations and/or standards
 - harmonization of personnel licensing standards
 - harmonization of flight test standards and reports
 - harmonization of inspection and surveillance forms
 - aerodrome certification to meet Nov. 2003 target date.
 - Harmonized foreign workstation approval guidelines

RASOS Developments

- **Technical Cooperation (provided/received)**
 - Suriname CASAS (received)
 - Trinidad and Tobago CAA (received)
 - Jamaica CAA (provided/received)
 - Barbados DCA (received)
 - Guyana CAA (received)
 - OECS DCA (provided/received)
 - Haiti OFNAC (provided/received)
 - mutual assistance includes A320 and A340 safety oversight, CAT II and III operations approvals, AS-350, DHC-6 and MD-80 safety oversight and certification assistance, aerodrome certification inspections and manuals reviews.

RASOS Developments

- **2004 -2007 operational and strategic plans developed.**
- **RASOS funds available to RASOS Office.**
- **Airlines continue to assist with transportation.**
- **2002 & 2003 RASOS activities fully paid for now.**
- **2004-2005 budget approved.**

RASOS Developments

- Continuing to seek donor funding especially for ongoing training and technical development assistance in RASOS.
- Agreement on use of each others' inspectors and on method of funding the assistance.
- Working on legal mechanisms to authorize "trans-national inspectors"
- Possibility for future widening of RASOS membership.
- Potential for future technical cooperation with UK CAA Caribbean office.

RASOS Developments

- **Upcoming work:**
 - continue with working groups
 - formation of additional working groups
 - investigate regional security projects
 - develop and implement regional inspection and surveillance work plan
 - continue to develop regional human resources through training
 - strategy and vision workshop
 - potential for transition to CARICOM institution

Thank You.

**Presented by Captain Gregory Fox
RASOS Coordinator
2 Winchester Road
Kingston 10, Jamaica
office 876-960-4364
fax 876-920-0194
www.rasos.org**

Agenda Item 8: Aviation Security

8.1 The Secretariat presented WP/07 informing the Meeting of ICAO AVSEC Global and Regional developments since the previous 17th meeting. Matters discussed included the following:

- ICAO Publications;
- ICAO AVSEC Panel;
- ICAO AVSEC Training Packages;
- ICAO AVSEC Mechanism;
- ICAO Universal Security Audit Programme (USAP);
- GREPECAS AVSEC/COMM;
- ICAO Aviation Security Training Courses;
- ICAO/Canada CAR/SAM Aviation Security Awareness Training Programme; and
- E/CAR AVSEC Contacts in States/Territories.

8.2 States/Territories were invited to take note of the information provided in the paper and encouraged to take the following actions:

- request ICAO AVSEC Mechanism assistance to undertake crisis management exercises;
- nominate AVSEC experts for ICAO ASTP and Auditor courses held in the ASTC in Port of Spain;
- offer to host the ICAO/Canada AVSEC workshops (Barbados and Trinidad and Tobago offered to host);
- consider nomination of AVSEC experts for the ICAO AVSEC Regional Officer vacancy in the NACC Office;
- consider joining the GREPECAS AVSEC/COMM and attend its 3^d Meeting to be held in Santiago, Chile, in March 2004;
- complete and return the GREPECAS AVSEC/COMM Questionnaire; and
- provide ICAO updates for the AVSEC contacts list.

8.3 Trinidad and Tobago reported to the Meeting on its positive experience of having received the only ICAO AVSEC audit in the E/CAR Region and the importance of maintaining adequate national AVSEC programmes. The OECS reported on the development of AVSEC regulations and World Bank and IDB-MIF assistance ongoing in the OECS States to prepare for the ICAO USAP AVSEC audits. The United States informed the Meeting that it would be distributing information and holding educational events on the physical security of air navigation systems and facilities, particularly those located off-airport.

8.4 The Meeting adopted the following Conclusion to encourage regional cooperation and timely implementation by States/Territories of the new AVSEC requirements:

CONCLUSION 18/17

AVIATION SECURITY

That the States and Territories of the Eastern Caribbean Region commit to:

- a) take advantage of ICAO AVSEC Mechanism assistance, courses, seminars and workshops;
- b) prepare adequately to receive the ICAO USAP AVSEC Audits; and
- c) support the GREPECAS AVSEC Committee activities and results.

Agenda Item 9: Next Meeting Site

9.1 Based on the approved rotation for E/CAR DCA Meetings, the Directors agreed that the 19th Meeting will be held in Barbados.

Agenda Item 10: Other business

10.1 *ICAO Council Representation*

10.1.1 The DCA OECS presented WP/12 informing the Meeting on the new rotation agreement for the Caribbean Seat on the ICAO Council and that St. Lucia had been selected by the OECS Ministers to represent CARICOM States to be nominated for representation on the ICAO Council during the next triennium to commence in October 2004. The Meeting discussed at length the importance of another CARICOM State to act as alternate during the same period, as well as the need to improve the consultation process between the Caribbean States and their representation on the Council. The Meeting therefore adopted the following Conclusion:

CONCLUSION 18/18 CARIBBEAN SEAT ON THE ICAO COUNCIL

That,

- a) States support the candidature of St Lucia to represent the Caribbean on the ICAO Council by commencing the lobby process with its foreign ministries, embassies and overseas missions;
- b) States establish a mechanism and procedures for effective communications and consultations between the representative and the relevant Caribbean States;
- c) States support the appointment of a CARICOM State to be an alternate on the ICAO Council based on the options presently available; and
- d) ICAO NACC Office facilitate the necessary contacts and lobby arrangements with LACAC.

10.2 Tentative Schedule of 2004 ICAO NACC Office Meetings, Seminars, Courses and Workshops

10.2.1 The Secretariat presented IP/06 informing the Meeting of the tentative Schedule of 2004 ICAO NACC Office Meetings, Seminars, Courses and Workshops including updates to the venue for the GREPECAS ATM/CNS/SG/3 and dates for the MEVA/10 and C/CAR/DCA/7 Meetings.