



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)**

Port of Spain, Trinidad and Tobago, 9 to 12 December 2003

18th E/CAR DCA – WP/03

29/10/03

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

27th E/CAR IWG MEETING CONCLUSIONS AND DECISIONS

(Presented by the Chairman)

SUMMARY
This working paper presents to the Meeting the conclusions and decisions of the 27 th E/CAR IWG meeting for their review, information or approval, as applicable.
References: <ul style="list-style-type: none">Report of the 27th E/CAR Informal Working Group Meeting (St. John's, Antigua and Barbuda, 21 to 24 July 2003)

1. Introduction

1.1 This Working Paper presents a summary of the status, actions and follow-up of the conclusions adopted by the 27th E/CAR Informal Working Group meeting held in St. John's, Antigua and Barbuda, 21 to 24 July 2003 for the Meeting's information and/or approval as required.

2. Suggested Action

2.1 The Directors of Civil Aviation of the E/CAR are invited to review the **Appendix** to this Working Paper, to review, take note and approve the respective conclusions and decisions adopted by the 27th E/CAR Informal Working Group Meeting.

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, Grenada, Sint Maarten, Nevis, Saint Lucia, Saint Vincent and United States.	Superseded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 not available.	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	The Administrations are expected to inform the Meeting on the action taken.	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. The remaining Administrations are expected to inform the Meeting on the steps taken.	Valid.
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	Trinidad and Tobago CAA is expected to inform the Meeting accordingly.	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	IACL and the Administrations are expected to inform the Meeting on this matter. However, the Chairman of the E/CAR IWG is of the opinion that States/Administrations are responsible for providing this service and not IACL. The e-mail address for Point Salines AIS is gnd_ais@caribsurf.com	Completed.
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	The Administrations are expected to inform the Meeting. France has already sent its comments. Barbados, as coordinator of the AIS Committee, has advised that they have not received the documents. This item is not completed.	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	The Administrations are expected to inform the Meeting on the measures taken to implement QA and Automation systems.	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	The AERMETSG/6 agreed to update the transition plan for the final phase of WAFS in the CAR/SAM Regions. ICAO, in coordination with WMO, provided the pertinent information to the E/CAR States/Territories.	Valid
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	This Tropical Cyclone Advisory (TCA) is being issued by TCAC Miami using standard format of FK messages (TCA) according to ICAO Annex 3. States to inform of readiness.	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 ongoing. Follow up by the ICAO NACC Office.	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 San Jose, Costa Rica, from 29 September to 3 October 2003.	Superseded
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. This item is completed.	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.	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 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	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.	Valid

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>	<p>Barbados has advised that this is completed. Notwithstanding, ICAO has not received an official confirmation of this completion.</p>	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>	<p>Antigua and Barbuda</p>	<p>State to inform.</p>	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>	<p>States/ Territories</p>	<p>Information was received from French Antilles, Grenada and Trinidad and Tobago/IACL.</p> <p>States/Territories are expected to provide the requested information</p>	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	States/Territories are expected to take note of this Conclusion	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	This matter should have been discussed under Agenda Item 2b of the E/CAR-SAM-NE ICG/2, held in Caracas from 1 to 5 December	Valid
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	Note	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	Approve	Valid

See Draft Conclusion 27/21
APPENDIX E

**Table – INFORMATION ON THE VHF STATIONS OF THE AERONAUTICAL MOBILE
SERVICE REGARDING AREA AND APPROACH CONTROL SERVICES**

EXPLANATION OF THE TABLE

Column:

- 1 The name of the State and the locations within the same where the service is provided.
- 2 The required services or functions are provided. Suitable abbreviations for these services or functions are listed below.

<i>ACC-L</i>	<i>Area control service for flights up to FL250.</i>
<i>ACC-SR-I</i>	<i>Area radar control service up to FL250.</i>
<i>ACC-SR-U</i>	<i>Area radar control service up to FL450.</i>
<i>ACC-U</i>	<i>Area control service up to FL450.</i>
<i>APP-L</i>	<i>Approach control services below FL120.</i>
<i>APP-I</i>	<i>Approach control service below FL250.</i>
<i>APP-PAR</i>	<i>Precision approach radar service up to FL40.</i>
<i>APP-SR-I</i>	<i>Surveillance radar approach control service up to FL250.</i>
<i>APP-SR-L</i>	<i>Surveillance radar approach control service up to FL120.</i>
<i>APP-SR-U</i>	<i>Surveillance radar approach control service up to FL450.</i>
<i>APP-U</i>	<i>Approach control service below FL450.</i>

- 3 Assigned frequency (MHz) in the band 117.975 to 137.000 MHz.
- 4 Place name of the VHF station (transmitters/receivers) for the corresponding services indicated in column 2.
- 5 Geographical coordinates of the location/site for the corresponding station indicated in column 4.
- 6 Transmitted frequency (MHz) from the corresponding station indicated in column 4.

Note:

The transmitted frequency can be the same as the assigned frequency, except when are used off-set carrier system the transmitted frequency should be spaced from the assigned frequency, as indicated in Annex 10, Volume III, Attachment A to Part II. Examples:

- a) 2 – carrier system:
 - *Assigned frequency (F) plus (+) 5 kHz, and*
 - *F minus(-) 5 kHz.*
- b) 3 – carrier system:
 - *$F \pm 0$*
 - *$F + 7.3 \text{ kHz}$*
 - *$F - 7.3 \text{ kHz}$*

c) 4 – carrier system:

- $F + 2.5 \text{ kHz}$
- $F - 2.5 \text{ kHz}$
- $F + 7.5 \text{ kHz}$
- $F - 7.5 \text{ kHz}$

d) 5 – carrier system;

- $F \pm 0$
- $F + 4 \text{ kHz}$
- $F - 4 \text{ kHz}$
- $F + 8 \text{ kHz}$
- $F - 8 \text{ kHz}$

- 7 Radio frequency output power (Watts) of the transmitter installed in the station indicated in column 4
- 8 Ground elevation (meter or feet) of the site/station indicated in column 4.
- 9 Height (meter or feet) of VHF antenna associated to the transmitter installed in the station indicated in column 4.
- 10 Type / specifications of VHF antenna used in the station indicated in column 4.
- 11 Radiation pattern of the VHF antenna indicated in column 10.
- 12 Remarks. Any remark, example: VHF_ER (VHF – extended range).

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Table – Information on the VHF Stations of the Aeronautical Mobile Service Regarding Area and Approach Control Services

No	State and Location/	Service or Function/	Assigned Frequency/ [MHz]	Site or Station/	Coordinates/	Transmitted Frequency/ [MHz]	RF Output power/ [W]	Ground elevation/ [M or Ft]	High of antenna/ [M or Ft]	Type of antenna/	Radiation pattern/	Remarks/	
	1	2	3	4	5	6	7	8	9	10	11	12	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													

See Draft Conclusion 27/25

**APPENDIX
REVISED**

**EASTERN CARIBBEAN INFORMAL WORKING GROUP (E/CAR IWG)
TERMS OF REFERENCE AND WORK PROGRAMME**

1. Terms of reference

- a) The Informal E/CAR Working Group was established for the purpose of examining problems affecting airspace organization and utilization in the Eastern Caribbean area for States and Territories in the PIARCO and San Juan FIRs.
- b) Its terms of reference were expanded at the 18th E/CAR IWG Meeting (Saint Lucia, October 1994) to include the examination on a continual basis of problems affecting all fields of Air Navigation in the Eastern Caribbean area.

2. Work Programme

TASK NUMBER	FIELD	TASK DESCRIPTION	PRIORITY	COMPLETION DATE
1	AIS	Coordinate common WGS-84 points information with neighbouring States for the full implementation of WGS-84 in the E/CAR area. (1)	A	Dec. 2003
2	AIS	Implement the AIS/MAP Automation System and the AIS/MAP Quality Assurance Programme for the E/CAR area. (1)	A	May 2004
3	AIS	Identify, study and take actions to resolve deficiencies in all AIS/MAP facilities in the E/CAR area. (1)	A	On-going
4	ATM	Develop an E/CAR Contingency Plan to support the ICAO Regional Contingency Plan. (2)	A	May 2004
5	ATM	Develop an implementation strategy for GNSS procedures in the E/CAR area. (2)	A	May 2004
6	ATM	Identify, study and make recommendations to resolve deficiencies in all ATS facilities in the E/CAR area. (2)	A	On-going
7	ATM	Review and make recommendations to enhance the airspace configuration, ATC procedures and ATS route network in the E/CAR area. (2)	A	On-going
8	ATM	Develop and implement a RNAV Routes Regional Plan compatible with the CAR/SAM RNAV Programme, analysing the impact on the airspace provision of Air Traffic Services and establishing the relevant coordination to enable the integrated, harmonious and timely implementation. (2)	B	May 2004

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TASK NUMBER	FIELD	TASK DESCRIPTION	PRIORITY	COMPLETION DATE
9	ATM	Develop and implement a Human Resources Training Plan considering the requirements for the next five years, in accordance with RVSM Implementation and the Guidance Manual for the Training of Human Resources on CNS/ATM Systems. (2)	B	July 2004
10	ATM	Support the development, acquisition and installation of the automation systems necessary to implement future ATM/CNS enhancements. (2)	B	On-going
11	CNS	Develop and recommend improvements to the performance in the implementation and maintenance of the new aeronautical communications network in the E/CAR area (4).	A	June 2004
12	CNS	Develop and make recommendations on the establishment of a common seamless surveillance image in the E/CAR region through radar data sharing. (3)	A	May 2006
13	CNS	Conduct a study on GNSS augmentation system in the E/CAR area. (4)	B	May 2004
14	CNS/ATM	Develop and maintain up-to-date a CNS/ATM Transition Plan for the E/CAR area. (5)	B	On-going

Notes:

- (1) denotes tasks assigned to the AIS Committee (Rapporteur: Barbados - Hugh Brathwaite)
- (2) denotes tasks assigned to the ATM Committee (Coordinator: Trinidad and Tobago - Trevor Dowrich)
- (3) denotes tasks assigned to the Radar Data Sharing Task Force (Rapporteur: France - Roger Prudent)
- (4) denotes tasks assigned to IACL
- (5) denotes tasks assigned to the E/CAR Regional CNS/ATM Committee (Coordinator: IACL).

Priority

- A** High-priority – Tasks on which work should be speeded up.
- B** Medium priority – Tasks on which work should be undertaken as soon as possible, but without detriment to Priority A tasks.
- C** Low priority – Tasks on which work should be undertaken as time and resources permit, but without detriment to Priority A and B tasks.

3. Composition

Anguilla, Antigua and Barbuda, Aruba, Barbados, British Virgin Islands, Dominica, France, Grenada, Guyana, Montserrat, Netherlands Antilles, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, United Kingdom, United States, Venezuela, ACI, IACL, IATA, IFALPA, IFATCA, and OECS.

4. Working Methods

- a) the E/CAR IWG has established a standing Chairperson for its meetings with a term of 3 years on a rotational basis to lead the E/CAR IWG meetings providing continuity to its work and establishing a communication link between the ICAO NACC Regional Office and the members of the E/CAR IWG in between meetings;
- b) the host State or Territory of the E/CAR IWG Meetings will serve as Vice-Chairperson of the Meeting;
- c) nomination for the position of Rapporteur of Committees and/or Task Forces may be presented by any State or Territory which is a member of the E/CAR IWG;
- d) the Committees and Task Forces should co-ordinate and advance their works between meetings as follows;
 - conduct work via written correspondence, i.e. e-mail, fax, etc.
 - conduct work via phone and teleconference calls;
 - hold meetings when necessary;
- e) when required, the Secretariat, in consultation with the Chairperson, should establish the first day of the E/CAR IWG Meeting as a Committee/Task Force meeting day for these groups to advance their work; and
- f) classification/definitions to record recommendations in the meeting reports:

DECISIONS

Internal actions of the E/CAR IWG

CONCLUSIONS

Actions requiring communications to States and Territories and/or endorsement by the E/CAR DCAs Meeting.

5. Meeting Sites

- a) the following meeting host rotation programme has been adopted for the E/CAR Informal Working Group Meetings;
- b) any other States and International Organizations normally invited to participate in the E/CAR Informal Working Group meetings may at any time offer to host a meeting;

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- c) should a State or Group of Territories be unable to host a particular Working Group meeting as per the programme, it may exchange positions with another State or Group of Territories through bilateral discussions and the ICAO Regional Office should be informed of the change at the latest six months before the convening of the meeting;
- d) should a State or Group of Territories be unable to host a particular Working Group meeting as per the programme and not have exchanged positions in the programme with another State or Territory, the ICAO Regional Office should be advised at least six months before the convening of the meeting, where upon the next State on the list should take on the responsibility of hosting the meeting; and
- e) Meeting Host Rotation Programme:

YEAR	STATES OR GROUP OF TERRITORIES
2004	UK Overseas Territories (Anguilla, British Virgin Islands, Montserrat)
2005	Saint Vincent and the Grenadines
2006	Saint Lucia
2007	Trinidad and Tobago
2008	Antigua and Barbuda
2009	Netherlands Antilles
2010	Barbados
2011	French Antilles
2012	United States
2013	Saint Kitts and Nevis