



Agenda Item 4: Review of the Terms of Reference and Work Programme

**TERMS OF REFERENCE AND WORK PROGRAMME
OF THE EASTERN CARIBBEAN INFORMAL WORKING GROUP**

(Presented by the Secretariat)

SUMMARY

This Working Paper presents for the review by the Meeting proposals for amendments to the Terms of Reference and Work Programme for the Eastern Caribbean Informal Working Group.

References:

- Report of the Twenty Fourth Eastern Caribbean Informal Working Group Meeting (San Juan, Puerto Rico, 22 to 26 May 2000).
- Report of the Twenty Sixth Eastern Caribbean Informal Working Group Meeting (Bridgetown, Barbados, 3 to 7 June 2002).

1. Introduction

1.1 The Twenty Fourth Eastern Caribbean Informal Working Group Meeting, held in San Juan, Puerto Rico, from 22 to 26 May 2000, reviewed and updated the Terms of Reference and Work Programme for the Eastern Caribbean Informal Working Group.

2. Discussion

2.1 Based on the results of a recent review of the Terms of Reference and Work Programme of the Eastern Caribbean Informal Working Group carried out by the Secretariat, the **Appendix** presents for consideration by the Meeting, new proposals for amendment.

3. Suggested Action

3.1 The Meeting is invited to review the Appendix to this Working Paper in order to propose the required updates and/or changes to the Terms of Reference and Work Programme that the Group may deem appropriate, especially in relation to completion dates, most of which have been superseded.

APPENDIX

DRAFT PROPOSED 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 ~~region~~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

<u>TASK No-UMBER</u>	<u>FIELD</u>	<u>TASK DESCRIPTION</u>	<u>PRIORITY</u>	<u>COMPLETION DATE</u>
<u>15</u>	<u>GEN</u>	Develop an E/CAR Contingency Plan to support the ICAO Regional Contingency Plan. (1)	A	May 2001
<u>24</u>	<u>GEN</u>	Develop and maintain up-to-date a CNS/ATM Transition Plan for the E/CAR area. (2) <u>(6)</u>	B	On-going
<u>32</u>	<u>AIS</u>	Monitor <u>Coordinate common WGS-84 points information with neighbouring States for the full</u> implementation of WGS-84 in the E/CAR area. (3)	A	Jan 2001 <u>December 2003</u>
<u>48</u>	<u>AIS</u>	Study and make recommendations to improve AIS and to implement an the AIS/MAP Automation Plan System and the AIS/MAP Quality Assurance Programme for the E/CAR area. (3)	B <u>A</u>	May 2004 <u>2004</u>
<u>53</u>	<u>AIS</u>	Identify, study and make recommendations <u>take actions</u> to resolve shortcomings and deficiencies in all AIS/ <u>MAP</u> facilities in the E/CAR area. (3)	A	Jan 2001 <u>On-going</u>
<u>64</u>	<u>ATM</u>	Develop guidance for States and Territories in the E/CAR area with respect to ATS incidents. (1)	A	May 2001
<u>76</u>	<u>ATM</u>	Identify, study and make recommendations to resolve shortcomings and deficiencies in all ATS facilities in the E/CAR area. (1)	A	May 2001
<u>8</u>	<u>ATM</u>	<u>Develop an implementation strategy for GNSS procedures in the E/CAR area. (1)</u>	<u>A</u>	<u>Dec. 2003</u>
<u>9</u>	<u>ATM</u>	<u>Develop and implement Quality Assurance Programmes based on the guidance material approved by GREPECAS. (1)</u>	<u>A</u>	<u>Dec. 2003</u>

<u>TASK NO-UMBER</u>	<u>FIELD</u>	<u>TASK DESCRIPTION</u>	<u>PRIORITY</u>	<u>COMPLETION DATE</u>
<u>10</u>	<u>ATM</u>	<u>Develop and implement National Contingency Plans considering bilateral and/or multilateral agreements with other States/Territories/International Organizations in case of disruption or potential disruption of Air Traffic Services. (1)</u>	<u>A</u>	<u>Dec. 2003</u>
<u>119</u>	<u>ATM</u>	Develop <u>an</u> implementation strategy for 10-minute/80 NM RNAV longitudinal separation in the Piarco and San Juan FIRs. (1)	B	July 2001
<u>1243</u>	<u>ATM</u>	Review and make recommendations to enhance the airspace configuration, ATC procedures and ATS route network in the E/CAR area. (1)	B	On-going
<u>13</u>	<u>ATM</u>	<u>Develop RVSM Regional Procedures in accordance with the RVSM Implementation Programme of GREPECAS. (1)</u>	<u>B</u>	<u>May 2004</u>
<u>14</u>	<u>ATM</u>	<u>Implementation of modifications and/or upgrade ATC automated systems, taking into account operational requirements for Minimum Safe Altitude Warning (MSAW) and the RVSM Implementation Programme. (1)</u>	<u>B</u>	<u>May 2004</u>
<u>15</u>	<u>ATM</u>	<u>Develop and implement a RNAV Routes Regional Plan compatible with the CAR/SAM RNAV Programme, analyzing the impact on the airspace provision of Air Traffic Services and establishing the relevant coordination to enable the integrated, harmonious and timely implementation. (1)</u>	<u>B</u>	<u>May 2004</u>
<u>16</u>	<u>ATM</u>	<u>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. (1)</u>	<u>C</u>	<u>July 2004</u>
<u>174</u>	<u>CNS</u>	Develop and implement a new aeronautical communications network in the E/CAR area. (5)	A	Sept 2000
<u>1840</u>	<u>CNS</u>	Develop and make recommendations on the establishment of a common seamless surveillance image in the E/CAR region through radar data sharing. (4)	B	May 2002
<u>1942</u>	<u>CNS</u>	Monitor GPS trials and demonstrations, and collect and analyse the results. (1)	B	On-going
<u>2045</u>	<u>CNS</u>	Conduct a study on GNSS augmentation system in the E/CAR <u>area</u> subregion . (2)	C	TBD
<u>2144</u>	<u>MET</u>	Review and provide guidance to States and Territories on issues pertaining to Volcanic Ash. (1)	B	May 2001

TASK No-UMBER	FIELD	TASK DESCRIPTION	PRIORITY	COMPLETION DATE
<u>227</u>	<u>OPS</u>	Develop and implement a transition strategy for the mandatory use of ACAS in the E/CAR area. (1)	B	May 2001

Notes:

- (1) denotes tasks ~~currently under~~ assigned to the ATS Committee
(Rapporteur: Trinidad and Tobago - Trevor Dowrich)
- (2) denotes tasks ~~currently~~ assigned to IACL
- (3) denotes tasks ~~now~~ assigned to the AIS Committee
(Rapporteur: Barbados - Hugh Brathwaite)
- (4) denotes tasks ~~currently~~ assigned to the Radar Sharing Task Force
(Rapporteur: France - Roger Prudent)
- (5) denotes tasks assigned to the Technical AFS Committee
(Rapporteur: IACL)
- (6) 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. Participants 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 Chairperson elected by the 24th Meeting, **Mr. Evaristus Narcisse** from Saint Lucia (later replaced at the 25th meeting by Vice-Chairman **Mr. Simon Lewis** from Grenada) commenced his functions at the end of the 24th meeting, the term ending at the end of the 27th E/CAR WIG meeting of the third year of his term;

- c) the host State or Territory of the E/CAR IWG Meetings will serve as Vice-Chairperson of the Meeting;
- d) 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;
- e) the Committees and Task Forces should co-ordinate and advance their works between meetings as follows;
 - conduct work via written correspondence, i.e. mail, fax, etc.
 - conduct work via phone and teleconference calls;
 - hold meetings when necessary;
- f) when required, the Secretariat, in consultation with the Chairperson, should establish the first day of the E/CAR IWG Meeting as a Conclusion/Task Force meeting day for these groups to advance their work; and
- g) 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;
- c) any other 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 discussion 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, it may exchange positions with another State or Group of Territories through bilateral discussion and the ICAO Regional Office should be informed of the change at the latest six months before the convening of the meeting; and

- 5 -

e) Meeting Host Rotation Programme:

YEAR	STATES OR GROUP OF TERRITORIES
2003	Saint Vincent and the Grenadines
2004	UK Overseas Territories (Anguilla, British Virgin Islands, Montserrat)
2005	Saint Lucia
2006	Trinidad and Tobago
2007	Antigua and Barbuda
2008	Netherlands Antilles
2009	Barbados
2010	French Antilles
2011	United States
2012	Saint Kitts and Nevis

- END -