International Civil Aviation Organization
North American, Central American and Caribbean Office
Third Central Caribbean Working Group Meeting (C/CAR WG/3)
Curacao, Netherlands Antilles, 24-28 March 2003

AGENDA, EXPLANATORY NOTES, WORKING METHOD, ORGANIZATION AND SCHEDULE

(Presented by the Secretariat)

SUMMARY

This Working Paper presents for the Meeting's consideration, the Draft Agenda, Working Schedule and Working Methods suggested for the Third Central Caribbean Working Group Meeting (C/CAR WG/3).

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1.   Suggested Agenda

1.1   Based on agenda items to be dealt with, the Secretariat circulated a Draft Agenda for the Third Central Caribbean Working Group Meeting. This proposed Draft Agenda and a work programme for the discussion of the different agenda items are included as **Appendices A** and **B** to this Working Paper.

2.   Proposed work schedule

2.1   Taking into account the needs of the Meetings and the administrative support provided to it, the following work schedule [1] is suggested:

0900 - 1100	Review on the Agenda Items
1100 - 1130	Coffee break
1130 - 1300	Review on the Agenda Items
1300 - 1330	Coffee break
1330 - 1530	Review on the Agenda Items

2.2   It is suggested that the Chairman, according to the progress reached, and in use of his rights, may alter the suggested schedule, as necessary, in order to have all Agenda Items examined and discussed within the available time frame of the Meeting.

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[1] *This work schedule will vary the first and last day of the Meeting, as shown in Appendix B.*

3.   Working Method

3.1   The contents of the proposed agenda and work method established for the Group require that items be discussed and agreed upon as a whole. Notwithstanding, it is suggested to activate Ad hoc Groups to deal with ATM and CNS matters in detail, and if such were the case, the Chairman of the Group may, at any moment, create other Ad hoc Groups to study and provide more detailed solutions of some matters on AGA, AIS/MAP, MET or other issues which so require throughout the Meeting. In this way, the reports of the work of the Ad hoc groups would be reviewed and approved as a whole.

3.2   It is therefore suggested that working sessions be held under the modality of Working Group as a Whole to deal with agenda items 1, 2, 3, 6, 7, 8, to review the reports of the ATM and CNS Ad hoc Groups, and that the Chairman decide the eventual creation of other Ad hoc Groups, as deemed necessary.

4.   Suggested Actions

4.1   The Meeting is invited to note the information contained in this working paper and to review and approve the contents of the proposed Agenda, work schedule and working methods, based on the information shown in Appendices A and B to this paper.

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APPENDIX A

International Civil Aviation Organization
North American, Central American and Caribbean Office
Third Central Caribbean Working Group Meeting (C/CAR WG/3)
Curacao, Netherlands Antilles, 24-28 March 2003

DRAFT AGENDA

Agenda Item 1:   **General matters**

Agenda Item 2:   **AGA Developments**

Agenda Item 3:   **AIS Developments**

Agenda Item 4:   **ATM Developments**

Agenda Item 5:   **CNS Developments**

Agenda Item 6:   **MET Developments**

Agenda Item 7:   **Review of the Terms of Reference and Work Programme of the Central Caribbean Working Group**

Agenda Item 8:   **Other business**

THIRD CENTRAL CARIBBEAN WORKING GROUP MEETING (C/CAR WG/3)
DRAFT AGENDA
EXPLANATORY NOTES

Agenda Item 1:   **General matters**

Under this agenda item, the Meeting is expected to review general matters on the development of the air navigation systems/services, bearing in mind the relevant results of the GREPECAS/11 and NACC/DCA/1 meetings, such as:

a)   Review of the previous conclusions/decisions of the Group, as well as of the NACC/DCA/1 Meeting.

b)   Air Navigation deficiencies in the Central Caribbean area
 • Status of the deficiencies.
 • Action plan to solve the deficiencies.

c)   CNS/ATM development scenarios in the Central Caribbean and neighbouring airspace.

Agenda Item 2:   **AGA Developments**

Concerning AGA matters, and bearing in mind the relevant results of the previous meetings of the Group and of the GREPECAS/11 and NACC/DCA/1 meetings, the Meeting is expected to review and update the status of implementation of aerodrome certification in the States/Territories of the Central Caribbean area, based on updated information that the Group Members designated by the States/Territories may provide to the Meeting on the implementation of the aerodrome certification process in their respective State/Territory. Likewise, other AGA matters could be discussed.

Agenda Item 3:   **AIS Developments**

Under this agenda item, the Meeting is expected to follow-up AIS/MAP matters dealt with in the previous meetings of the Group, taking into account the relevant results of the GREPECAS/11 and NACC/DCA/1 meetings. Basically, these matters are the following:

a)   WGS-84 implementation and follow-up to the WGS-84 inventory questionnaire.
b)   Implementation of the AIS/MAP Automated Integrated System.
c)   Implementation of the Quality Assurance System.
d)   Other AIS/MAP-related matters.

Agenda Item 4:   **ATM Developments**

Under this agenda item, the Meeting is expected to follow-up the ATM development efforts listed hereunder, designed and initiated by the previous meetings of this Group, taking also into account the relevant results of the GREPECAS/11 and NACC/DCA/1 meetings.

    a)   Air Space Management (ASM) matters:
- Review of ATS routes.
- RVSM implementation.

    b)   Air Traffic Services (ATS) matters:
- Letters of Agreement among the Central Caribbean ACCs and units of the adjacent airspace.
- ATS Contingency Plan for the Central Caribbean.
- ATS Quality Assurance Programmes.
- ATS incidents investigation.

    c)   Other ATM matters.

Agenda Item 5:   **CNS Developments**

Under this agenda item, the Meeting is expected to follow-up the CNS C/CAR development efforts listed hereunder, designed and initiated by the previous meetings of this Group, also bearing in mind the relevant results of the GREPECAS/11 and NACC/DCA/1 meetings.

    a)   Communications:
- Improvement of VHF AMS coverage.
- Review of the status of AFS communications.
- Implementation of ATN.

    b)   Navigation:
- GNSS implementation.

    c)   Surveillance:
- Implementation of radar data exchange.

    d)   Other CNS matters.

Agenda Item 6:   **MET Developments**

Under this Agenda Item the Meeting is expected to follow-up MET issues dealt with during the first meeting of the Group, basically on the updating of Tables FASID MET 2 and MET 2A, as well as other MET matters, taking into account the relevant results of GREPECAS/11 and NACC/DCA/1 meetings.

Agenda Item 7: **Review of the Terms of Reference and Work Programme of the Central Caribbean Working Group**

The Meeting would review and update, if necessary, the Terms of Reference and Work Programme of the Central Caribbean Working Group.

Agenda Item 8: **Other business**

The Meeting might review any other issue related with the work programme as deemed appropriate.

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APPENDIX B

PROPOSED WORK PROGRAMME

TIME	MONDAY 24	TUESDAY 25	WEDNESDAY 26	THURSDAY 27	FRIDAY 28	TIME
08:15 - 09:00	Registration				Reading of the Summary of Conclusions and Decisions.	**08:00 - 08:30**
09:00 - 09:20	**Opening ceremony and election of the Vice-chairperson**	Work in Ad hoc Groups. Agenda Items 4, 5 and other.	Work in Ad hoc Groups. Agenda Items 4, 5 and other.	Review of the reports of the Ad hoc Groups.	Review of the Summary of Conclusions and Decisions.	**08:30 - 10:25**
09:20 - 09:30	Break					
09:30 - 11:00	Approval of the Agenda. Agenda Item 1.				Coffee break	**10:25 - 10:45**
					Closing ceremony	**10:45 - 11:00**
11:00 - 11:30	Coffee break					
11:30 - 13:00	Agenda Item 1 (cont.) Agenda Item 2.	Work in Ad hoc Groups. Agenda Items 4, 5 and other.	Work in Ad hoc Groups. Agenda Items 4, 5 and other.	Agenda Item 7.		
13:00 - 13:30	Coffee break					
13:30 - 15:30	Agenda Item 3. Agenda Item 6.	Work in Ad hoc Groups. Agenda Items 4, 5 and other.	Work in Ad hoc Groups. Agenda Items 4, 5 and other.	Agenda Item 8.		

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