

FINAL VERSION



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

**REPORT OF THE
SEVENTH MEETING OF DIRECTORS OF CIVIL AVIATION
OF THE CENTRAL CARIBBEAN
(C/CAR DCA/7)**

SAN JUAN, PUERTO RICO, 28 JUNE TO 01 JULY 2004

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HISTORICAL

ii.1 Place and Date of the Meeting

The Seventh Meeting of Directors of Civil Aviation of the Central Caribbean (C/CAR DCA/7) was held at the Wyndham Condado Plaza Hotel in San Juan, Puerto Rico, from 28 June to 01 July 2004.

ii.2 Opening Ceremony

Mr. Raymond Ybarra, Regional Director of the North American, Central American and Caribbean Office, thanked the Federal Aviation Administration for hosting the Meeting, explained the scope of the Meeting's Agenda and pointed out the need of continuing the efforts towards the development of air navigation systems in the Central Caribbean.

Mr. Ruben Quiñones, Senior Representative of the Federal Aviation Administration of the United States of America in Miami (FAA), addressed the Meeting and introduced Mr. Miguel Soto Lacourt, Executive Director of the San Juan Ports Authority, representing the Government of Puerto Rico who welcomed the participants and provided interesting information on the Ports Authority and officially opened the Meeting.

ii.3 Organization of the Meeting

The Meeting was chaired by Mr. Ruben Quiñones, Mr. Raymond Ybarra, acted as Secretary with the assistance of Mr. Víctor Hernández, Regional Officer, Air Traffic Management, both from the ICAO NACC Regional Office.

ii.4 Working Languages

The working languages of the Meeting were Spanish and English. The working papers and the Report of the Meeting were available to participants in both languages.

ii.5 **Agenda**

The Meeting adopted the following agenda:

Agenda Item 1: Review of valid conclusions and decisions of the previous meetings of Directors of Civil Aviation of the Central Caribbean as well as the NACC/DCA/1 Meeting

Agenda Item 2: Air Navigation Matters

2.1 Review of the Summary of Discussions of the Fourth C/CAR Working Group Meeting.

2.2 Air Navigation Deficiencies.

2.3 ATS Quality Assurance Special Implementation Project for the Caribbean Region

2.4 Nassau Area Control Centre

2.5 Other Air Navigation issues

Agenda Item 3: Mass Casualty Incidents (MCI)

Agenda Item 4: Safety Oversight matters

4.1 North American Trilateral (NAAT) Safety Model

Agenda Item 5: Aviation Security (AVSEC) matters

Agenda Item 6: Other business

ii.6 **Schedule and Work Mode**

The Meeting agreed to hold its daily sessions from 09:00 to 14:00 hours, with adequate breaks. The Meeting also agreed to work as a whole.

ii.7 **Attendance**

The Meeting was attended by 7 C/CAR Region States and 1 International Organization, making a total of 22 delegates as indicated in the list of participants on page iii-1 a iii-5.

ii.8 **Conclusions**

The Directors of Civil Aviation of the Central Caribbean recorded its activities as Conclusions as follows:

CONCLUSIONS: Activities requiring a communication to States/Territories/International Organizations.

LIST OF CONCLUSIONS ADOPTED BY THE C/CAR DCA/7 MEETING

NO.	CONCLUSIONS	PAGE NO.
7/1	Prioritizing Draft Conclusions referred by the Central Caribbean Working Group	1-3
7/2	AIS/MAP Technical Cooperation Project	1-3
7/3	Caribbean High Level Air Transport Expert Group	1-3
7/4	Support to the efforts for the implementation of RVSM in the Central Caribbean	2-2
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7/9	Total Implementation of WGS-84	2-6
7/10	Air Navigation Deficiencies	2-8
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7/12	Bahamas FIR Implementation	2-9
7/13	Operational Integration of ATM Automated Systems in the C CAR	2-10
7/14	Caribbean Regional Civil Aviation Accident Mass Casualty Incident Response Plan	3-2

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7/15	USOAP-Systems Approach	4-2
7/16	North American, Central American, and Caribbean Directors of Civil Aviation Meeting	6-1

ii.9 **List of Working and Information Papers**

Working Papers

Number	Agenda Item	Title	Date	Presented by
WP/01	--	Draft Agenda, Explanatory Notes, Working Method and Schedule of the C/CAR DCA/7 Meeting	16/06/04 Revised No. 2	Secretariat
WP/02	1	Status of Compliance of the Conclusions of the previous Meetings of Directors of Civil Aviation of the Central Caribbean, as well as the NACC/DCA/1 Meeting	17/05/04	Secretariat
WP/03	2	Executive Summary of the Fourth Meeting of the C/CAR Working Group	05/05/04	Chairman of the WG - Secretariat
WP/04	2.3	Air Traffic Services Quality Assurance Special Implementation Project for the Caribbean Region (CAR ATS QA SIP)	15/06/04	Secretariat
WP/05	2.1	ATM Progress in the Central Caribbean	18/06/04	Secretariat
WP/06	2.1	ATS Safety Management	23/06/04 Revised	Secretariat
WP/07	2.1	Guidelines for a Regional ATM Contingency Plan	16/06/04	Secretariat
WP/08	2.5	Operational Integration of the ATS Automated Systems	21/06/04	Secretariat
WP/09	3	Caribbean Regional Civil Aviation Accident Mass Casualty Incident Response Plan	21/05/04	Secretariat
WP/10	4	Transition to a System Approach for Audits in the ICAO Universal Safety Oversight Audit Programme (USOAP) and ICAO GASP Unified Strategy on Safety Concerns	16/06/04 Revised	Secretariat
WP/11 <i>Restricted</i>	5	ICAO Aviation Security Developments	17/05/04	Secretariat
WP/12	6	Second North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/2)	01/06/04	Secretariat
WP/13	2.1	Brief MET Course for Air navigation Personnel	10/06/04	Cuba
WP/14	2.2	Specific Air Navigation Planning and Implementation Deficiencies in the Central Caribbean	13/06/04	Secretariat
WP/15	2.2	Priority Assessment of Deficiencies	18/06/04	Secretariat
WP/16	2.4	The Bahamas Flight Information Region (FIR)	14/06/04	Bahamas
WP/17	2.2	ICAO CAR/SAM Air Navigation Deficiencies Database SIP	16/06/04	Secretariat
WP/18	1	Cuban Status of Compliance of the Valid Conclusions and Decisions	10/06/04	Cuba
WP/19	2.1	WGS-84 Implementation	21/06/04	Secretariat
WP/20	6	Proposal of actions to improve the work of planning implementation and follow-up to the development of Aviation Systems in the region.	23/06/04	Haiti

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Information Papers

Number	Agenda Item	Title	Date	Presented by
IP/01	--	General Information	19/05/04 Revised	Secretariat
IP/02	--	List of Working and Information Papers	23/06/04 Revised	Secretariat
IP/03	2.5	Federal Aviation Administration International Flight Inspection Support Activities	08/06/04	United States
NI/04	2.5	Servicio Combinado de Meteorología e Información Aeronáutica en los Aeródromos Internacionales de Cuba In Spanish only	10/06/04	Cuba
IP/05	6	Aviation Training Courses	16/06/04	United States
IP/06	4.1	Implementation plan for expanding the North American Aviation Trilateral (NA AT) success to other regions of the world	10/06/04	United States
IP/07	2.5	Steps taken by Haiti in order to comply with standards in Aerodrome Certification	23/06/04	Haiti

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Agenda Item 1: Review of valid conclusions and decisions of the previous meetings of Directors of Civil Aviation of the Central Caribbean as well as the NACC/DCA/1 Meeting

1.1 The Meeting noted that the information presented under this Agenda Item included three appendices with the following information:

- a) outstanding Conclusions and Decisions from previous Central Caribbean Working Group Meetings;
- b) status of Conclusions from previous Central Caribbean Directors of Civil Aviation Meetings; and
- c) valid Conclusions from the NACC/DCA/1 Meeting.

1.2 The Meeting was informed that their attention would only be required for those C/CAR/WG Conclusions which had been modified and the Conclusions from previous C/CAR DCA Meetings. The data on the NACC/DCA/1 Meeting was for information purposes only. The Directors agreed that many of the Conclusions adopted were based on action items from events that applied to all CAR/SAM States and Territories and ICAO SARPs. This being the case, it would be more beneficial to mention the action items in the text of the Report without necessarily developing Conclusions. It was also made quite clear that overriding action items would require follow-up action from the ICAO Regional Office in collaboration with other International Organizations. The Directors would be advised of this information as necessary.

1.3 The Meeting upon review of outstanding C/CAR/WG Conclusions took the following action:

Completed:

- 1/10 Use of Minimum Longitudinal Separation of 10 Minutes and/or 80 NM RNAV in the Caribbean Region.
- 1/15 Implementation of ACAS II in the Central Caribbean.
- 1/16 Mandatory use of Pressure Altitude Reporting Transponders.
- 1/18 Amendments to and Implementation of the Requirements Expressed in CNS Tables 1A and 1B of the CAR/SAM ANP – FASID related to the States/Territories of the Central Caribbean.
- 1/22 Review of the VHF Air-Ground Voice Communications Coverage in the Central Caribbean.
- 1/31 Training for MET/ATS/CNS/AIS/SAR Personnel.
- 1/33 OPMET Information Exchange in C/CAR States.
- 2/3 Standardized Format for Letters of Agreement.
- 2/15 Preparation of a Central Caribbean CNS/ATM Sub regional Plan.
- 3/1 ICAO Regional AIS/MAP Training.
- 3/2 Responses to the Inventory Questionnaire on the Status of Implementation of WGS-84.
- 3/3 ICAO AIP Model in Electronic Format.

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Report on Agenda Item 1

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- 3/4 Full Implementation of AIS/MAP Services prior to ICAO USOAP ATS and AGA Audits.
- 3/6 RVSM Points of Contact.
- 3/7 Review of ATS Letters of Agreement between States/Territories and Venezuela.
- 3/8 Review of the CAR/SAMNAM SSR Code Assignment System.
- 3/9 FASID CNS 4A Table Update.
- 3/10 Complementary Actions for the Improvement of VHF/AMS Coverage in the Central Caribbean.
- 3/11 Implementation of ATN Ground Portion.
- 3/13 Terms of Reference and Work Programme of the Central Caribbean Working Group C/CAR/WG.
- 3/14 Need to Study and Apply solutions to the existing problems in the C/CAR/Working Group to deal with MET and SAR related matters.

1.4 The Directors also undertook a review of the outstanding Conclusions from the C/CAR DCA/6 Meeting (Nassau, Bahamas 2-4 July 2003) and agreed that the following action items had been completed:

- 6/1 Approval of the Conclusions of the Second and Third Meetings of the C/CAR/WG.
- 6/3 Development of Action Plans to Solve Existing Deficiencies in the C/CAR Air Navigation Systems/Services.
- 6/5 Continuation of the Studies on Proposed ATS Route Segments.
- 6/6 Attention and Priority Support to the Development of the ATS Quality Assurance Programmes and Attention to the ATS Incident reports in the Central Caribbean.
- 6/7 Implementation of the Updated Programme for Transition Plan to the final Phase of WAFS in the CAR/SAM Regions.
- 6/8 Actions to use the New ICAO Format on Tropical Cyclone Advisory.
- 6/9 Attention to the Implementation of Aeronautical Meteorological Development Related Tasks in the Central Caribbean.
- 6/10 Reorganization of the work and attention to the Implementation of MCI and SAR Plans in the Central Caribbean.
- 6/11 Preparatory Work for the Compliance of the ICAO Global Aviation Safety Plan (GASP), and the Expansion of the ICAO Universal Safety Oversight Audit Programme (USOAP) in the Central Caribbean.
- 6/12 Aviation Security.
- 6/13 Adherence to Regional Technical Cooperation Projects related to CNS/ATM Systems Implementation.
- 6/14 Personnel in the NACC Regional Office.

1.5 The Meeting considered it still important for the C/CAR Working Group to establish priorities for their Draft Conclusions thus enabling the Directors to make a more informed decision on the work of the C/CAR Working Group. The Meeting therefore restated the following Conclusion:

CONCLUSION 7/1

**PRIORITIZING DRAFT CONCLUSIONS REFERRED BY THE
CENTRAL CARIBBEAN WORKING GROUP**

That the C/CAR Working Group, when referring its Draft Conclusions to the meetings of Directors of Civil Aviation, add information emphasizing those conclusions whose actions are more critical and establishing priority.

1.6 The Meeting discussed Conclusion 6/4 “Top Priority Support to Achieve Implementation of the AIS/MAP Automated Integrated System and AIS/MAP Quality Assurance System in the C/CAR”. The Directors agreed that the issues involved in this Conclusion remained of vital importance and required support. They also felt that more detailed information on a Technical Cooperation Project would be required before a determination was made. The Meeting adopted the following conclusion:

CONCLUSION 7/2

AIS/MAP TECHNICAL COOPERATION PROJECT

The Directors of Civil Aviation of the C/CAR States and Territories, in support of implementation of AIS/MAP integrated systems and Quality Assurance Programmes, agree to:

- a) request a Technical Cooperation Project Document be developed by ICAO Headquarters for the above system and programme by 30 October 2004, and
- b) make a determination on the funding for the Project by 31 December 2004.

1.7 The Meeting also noted the action taken by the NACC Office regarding the establishment of a Caribbean High Level Air Transport Group. A State Letter had been sent in August 2003 without reply from any of the addressees. The Directors noted that several States and Territories had ongoing negotiations with the European Community and agreed that mutual support would be important. Supported by Jamaica, Bahamas, and in their absence, Cuba, the Meeting agreed that an effort be made through the NACC Office to bring this Group together. The Directors adopted the following conclusion:

CONCLUSION 7/3

CARIBBEAN HIGH LEVEL AIR TRANSPORT EXPERT GROUP

That the ICAO NACC Office, in coordination with Bahamas, Cuba, Jamaica and other interested States/Territories, arrange by 30 October 2004 the establishment of a Group of Air Transport Experts for the express purpose of providing mutual support for aviation agreements with the European Community.

1.8 The Meeting also noted information provided by Cuba regarding compliance with the valid conclusions and decisions of previous C/CAR WG and C/CAR DCAS meetings. The Directors applauded the effort made by Cuba and urged all States and Territories to do the same.

Agenda Item 2: Air Navigation issues

2.1 Review of the Summary Discussions of the C/CAR WG/4 Meeting

2.1.1 The Chairman of the Central Caribbean Working Group, Jacques Boursiquot (Haiti), presented the executive summary of the results of the 4th Meeting of the C/CAR WG held in Santo Domingo, Dominican Republic 9-13 February 2004. The Decisions were only provided for information purposes. Several of the Conclusions were to be dealt with under other Agenda Items of the Meeting and therefore not considered under this Agenda Item. Action taken on each Conclusion is as follows:

Conclusion 4/1 C/CAR WG Conclusion Implementation Report

The Meeting felt that this was an internal matter and should not be considered a Conclusion. Therefore, the action item was converted to a Decision.

Conclusion 4/2 Guidance for the Study of RVSM Operational Requirements in ATM Automated Systems

The Directors noted that changes should be made in the dates specified in this Conclusion and restated it as follows:

That States/Territories of the Central Caribbean:

- a) adopt the Guidance shown in the Appendix to this part of the report;
- b) based on the aforementioned Guidance, they present the preliminary results to the 8th Meeting of ATM Authorities and Planners (AP/ATM/8) and the final results be presented to the 9th Meeting of that Group; and
- c) submit the results of item b) above to the ICAO NACC Office

2.1.2 The Directors approved the following Conclusions:

Conclusion 4/8	ATN/AMHS Training
Conclusion 4/17	C/CAR Working Group Work Programme
Conclusion 4/18	C/CAR CNS/ATM Implementation Plan

ATM Matters

2.1.3 The General Directors of Civil Aviation analysed the results of different Air Traffic Management (ATM) efforts undertaken within the framework of meetings of GREPECAS and its contributory bodies, as well as by the Central Caribbean Working Group.

RVSM Implementation

2.1.4 The Meeting analyzed the tasks carried out by the C/CAR WG within the RVSM programme, already approved by GREPECAS, such as ATC simulations in different RVSM scenarios, ATC training for RVSM and RVSM Operating Requirements for the ATC automated systems, which are expected to be completed by the end of 2004 so as to implement RVSM in the CAR/SAM Regions on January 20, 2005, in line with the NAM and PAC Regions.

2.1.5 After a thorough analysis of progress made in the implementation of RVSM, it was determined that these efforts were of utmost importance, and the States/Territories must complete the RVSM programme activities for its successful implementation in the Central Caribbean. For this, the Meeting agreed to offer its full support to the C/CAR WG through the following conclusion;

CONCLUSION 7/4

SUPPORT TO THE EFFORTS FOR THE IMPLEMENTATION OF RVSM IN THE CENTRAL CARIBBEAN

That the States/Territories continue supporting the C/CAR WG so that, in coordination with the ICAO NACC Regional Office, efforts and programme activities be carried out for the implementation of RVSM in the Central Caribbean on **January 20, 2005**.

RNAV Routes

2.1.6 The Meeting reviewed the list of Central Caribbean RNAV Routes proposed by the C/CAR WG that were included in a second phase of the RNAV Route implementation programme agreed to by GREPECAS/12 for the CAR/SAM Regions, where the routes requested by users with detailed information related to weekly operations, savings in distances, annual savings in fuel, and individual savings in operating costs were shown.

2.1.7 Considering that efforts to implement the RNAV Routes have an impact on determining the levels of ATS safety carried out by CARSAMMA to implement RVSM, the Meeting reached the following conclusion:

CONCLUSION 7/5

IMPLEMENTATION OF PHASE TWO OF RNAV ROUTES IN THE CENTRAL CARIBBEAN

That the States/Territories of C/CAR, in coordination with the ICAO NACC Regional Office, implement phase two of RNAV Routes in the C/CAR presented in **Appendix A** to this part of the Report.

Implementation of the RNP

2.1.8 The Meeting also took note of the GREPECAS/12 guidelines for the implementation of RNP 10, 5, and 4 in the CAR/SAM Regions, and agreed that the States/Territories of the Central Caribbean may begin the relevant studies using an **action plan** for the implementation of RNP, considering the characteristics of the CAR Region airspace.

2.1.9 Considering the great importance of initiating studies for the implementation of RNP in the Central Caribbean on the effective and optimal management of airspace, the Meeting reached the following conclusion:

CONCLUSION 7/6 STUDIES FOR THE IMPLEMENTATION OF RNP IN THE CENTRAL CARIBBEAN

That the C/CAR WG in coordination with the ICAO NACC Regional Office, carry out the studies and forward to the C/CAR DCA/8 an action plan for the implementation of the RNP in C/CAR, based of the information in **Appendix B** to this part of the Report.

ATS Safety Management

2.1.10 The Meeting was presented with the ICAO provisions to implement safety management programmes of Annex 11 and PANS-ATM of Air Traffic Services in the airspace and aerodromes, which were effective 27 November 2003.

2.1.11 Safety is considered the most important activity of global aviation, and it is reflected in the objectives and targets of ICAO. The primary objective of air traffic services (ATS), is the safe, orderly and timely flow of air traffic; and that, when applicable, the safety levels and objectives shall be established on the basis of regional air navigation agreements.

2.1.12 Doc. 4444, PANS-ATM expresses the objectives of safety management as ensuring that the established level of safety applicable to the provision of ATS within an airspace or at an aerodrome is met, and that safety-related enhancements are implemented wherever necessary. The provisions relating to implementation of systematic safety management and programmes with levels and objectives of Annex 11 and PANS-ATM were effective 27 November 2003.

2.1.13 The Eleventh Air Navigation Conference presented the *Manual on Safety Management for Aerodromes and Air Traffic Services* in which each element of the system shall be the subject of a safety analysis as an individual element, and as a component that interacts with others as part of a larger system, as indicated in the following definition.

System safety approach. A systematic and explicit approach defining all activities and resources (people, organizations, policies, procedures, time spans, milestones, etc.) devoted to the management of safety. This approach starts before the fact, is documented, planned and explicitly supported by documented organizational policies and procedures endorsed by the highest executive levels. The system safety approach uses systems theory, systems engineering and management tools to manage risk formally, in an

integrated manner across all organizational levels, across all disciplines and all system life cycle phases.

2.1.14 The objective of this Manual is to help States/Territories/International Organizations in the implementation of the provisions of Annex 11, Section 2.26 and Chapter 2 of the PANS-ATM, providing guidance for the implementation of a safety management system and an introduction to the related duties and organizational support requirements, highlighting the application of ATS safety management techniques.

2.1.15 The implementation of an operational ATS safety system, should have two elements; the element of direct responsibility of the State to regulate and monitor safety aspects, and the active element of ATS operational safety management, implemented through ATS providers.

2.1.16 For this, it was considered necessary that States/Territories of the Central Caribbean legislate the required dispositions to implement systematic practices and procedures for the operational safety management and that the appropriate surveillance mechanisms be established to ensure that the ATS providers fulfill these requirements and maintain an acceptable ATS level of safety, through the implementation of ATS safety management programmes in coordination with the ICAO NACC Regional Office.

2.1.17 Due to all the above, the Meeting agreed that the States/Territories of the Central Caribbean, should increase their efforts towards the implementation of safety management programmes, through the following:

CONCLUSION 7/7

INCLUSION IN THE WORK PROGRAMME OF THE C/CAR WG THE DEVELOPMENT OF ATS SAFETY MANAGEMENT PROGRAMMES

That the C/CAR WG develop, in coordination with the ICAO NACC Regional Office, an ATS safety management programme with objectives and minimum acceptable levels for the Central Caribbean so as to ensure safety in the provision of Air Traffic Services and to reduce ATS incidents, and the results be presented to the next C/CAR DCA meeting.

2.1.18 Likewise, the Meeting took note of the database of ATS incidents, based primarily on the IATA reports, which the ICAO NACC Regional Office is carrying out as a follow-up on the ATS Quality Assurance Implementation Programmes in order to register safety measures carried out by States/Territories/International Organizations of the CAR/SAM Regions.

Regional ATM Contingency Plan

2.1.19 The Meeting noted the recent experiences on activation of this type of Contingency Plans in the CAR Region, that the ICAO NACC Regional Office had coordinated with COCESNA, IATA and the ICAO Headquarters for Port au Prince FIR, Santo Domingo FIR and the Costa Rican lower airspace.

2.1.20 Since States/Territories accepted the responsibility of ensuring international civil aviation that the Air Traffic Systems will continue operating and that major international air routes will remain open in the event of partial or total disruption of ATS, the Secretariat presented the Working Paper on Guidelines for a Regional ATM Contingency Plan, based on ICAO dispositions applicable since November 27, 2003 so that the States/Territories/International Organizations elaborate and promulgate

contingency plans to guarantee the air navigation operational safety in the event of a partial or total disruption of ATS and/or related support services for international civil aircraft operations.

2.1.21 The Directors of Civil Aviation agreed that ATM contingency plans should be elaborated through bilateral and/or multilateral agreements. Therefore, all parties involved, particularly States/Territories and the IATA regional office, should participate in the development of the contingency plans and be prepared to implement the related measures, prior to its publication in the respective NOTAM.

2.1.22 Considering all the above, the Meeting recommended that the States/Territories of the C/CAR develop an ATM Regional Contingency Plan through the following:

CONCLUSION 7/8 DEVELOPMENT OF ATM CONTINGENCY PLANS FOR THE CAR REGION

That, C/CAR States/Territories that have not yet done so:

- a) develop their ATM contingency plans for their airspace (CTA/UTA/FIR) and aerodromes under their jurisdiction;
- b) submit to the ICAO NACC Regional Office a copy of their ATM Contingency Plan by **30 November 2004**; and
- c) carry out bilateral and/or multilateral agreements with States/Territories/International Organizations responsible for neighbouring airspace, in coordination with the ICAO NACC Regional Office, to develop an ATM Regional Contingency Plan using the guidelines presented in the **Appendix C** to this part of the Report.

Brief MET Course for Air Navigation Personnel

2.1.23 The Meeting noted the compliance by Cuba of the C/CAR WG/4 Conclusion 4/13 related to a short course on aeronautical meteorological services for air navigation personnel. The course was developed by the Cuban Civil Aviation Institute (IACC), in order to focus attention on MET services as they influence safety, regularity and efficiency of en-route and terminal air navigation systems. The Meeting felt that the C/CAR WG would put the material to good use.

Total Implementation of WGS-84

2.1.24 The Meeting recalled that the Council of ICAO adopted the WGS/84 geodetic system as the standardized global geodetic reference system for international civil aviation, and established 1 January 1998 as the application date in which geographical coordinates on which the air navigation systems are based were to be published by the States.

2.1.25 Likewise, the implementation of the system had been discussed in different regional and subregional meetings such as the CAR/SAM/3 RAN, GREPECAS and Directors of Civil Aviation Meetings of the CAR Region. In all these fora, aviation authorities have always agreed that WGS-84 is a high-priority matter and consequently, have made many efforts to implement the system in their respective countries and regions. Nevertheless, five years since its application date, in the CAR Region the implementation of WGS-84 is still pending and there is a need for States/Territories with adjacent FIRs to coordinate the geographical coordinates in those neighbouring common points. Several Meetings had already highlighted the impact that the WGS-84 system has on air navigation safety and RNAV and RNP systems development that require data of precision and integrity.

2.1.26 The Meeting agreed with the importance of having harmonized coordinates at FIR boundaries and reporting points and recognized that this required a coordinated effort by States/Territories.

2.1.27 In accordance with the experience obtained by Cuba, Jamaica and United States, the Meeting agreed to follow these examples and assign this task to the C/CAR WG to be carried out through their AIS/MAP Task Force in close coordination and follow up by ICAO, and adopted the following Conclusion:

CONCLUSION 7/9

TOTAL IMPLEMENTATION OF WGS-84

Considering that the RNAV and RNP systems, including RVSM, are in an advanced implementation phase, and that for their efficient application the strict accuracy and integrity of data on which they are based is required, the States/Territories of the C/CAR agree to:

- a) carry out a greater and more effective follow-up to the total implementation of the WGS-84 System;
- b) establish **30 November 2004** as the deadline for the total implementation of WGS-84 in the States/Territories of the C/CAR;
- c) develop technical assistance agreements of which the experience obtained by the States that have already implemented the system in their territories may be taken advantage;
- d) designate the C/CAR WG to electronically carry out the task of preparing and completing the tables included in the **Appendix D** to this part of the Report, so that States/Territories with adjacent FIRs determine bilaterally the geographical coordinates of the common points at the boundaries of the FIRs, as well as its standardization and publication by **30 November 2004**; and
- e) request the Regional Office to act as mediator for the quick resolution of the cases where discrepancies may arise.

2.2 Air Navigation Deficiencies

2.2.1 The Directors were presented with a list of Air Navigation Deficiencies for their individual States/Territories along with State Letter M 6/1 dated 15 July 2004 from the Secretary General, urging States/Territories to take all possible measures for correction of Deficiencies (**Appendix E** to this part of the Report). They noted that Deficiencies were classified in accordance with the ICAO Council Methodology for Identification and Prioritization of Air Navigation Deficiencies, that is, “U”, direct impact on safety and requiring immediate attention, “A”, necessary for air navigation safety, and “B”, necessary for the regularity and efficiency of air navigation. The Meeting was also provided with a list of Deficiencies wherein States/Territories had provided Action Plans for correction of Deficiencies as well as a list of Deficiencies, which had been corrected.

2.2.2 The Meeting recognized that a close review of the Deficiencies was a responsibility of the Directors of Civil Aviation as well as the correction of these Deficiencies to keep with the provisions of Article 28 of the Chicago Convention for providing safe, regular and efficient air navigation services. In this regard, the Meeting noted the revised format for the Action Plan for the Resolution of Air Navigation Deficiencies and agreed to its use.

2.2.3 The Directors were also provided more precise information on the Deficiencies that are considered as having a higher risk on aviation safety in the Central Caribbean. They were able to note that the ‘U’ rated Deficiencies were found primarily in the Air Traffic Services and Aerodromes areas.

2.2.4 The Meeting also noted the concern expressed by the Delegate of the US regarding the large number of “urgent” deficiencies, which at first view did not appear to have an immediate impact on safety. The Meeting agreed that all deficiencies should be reviewed keeping in mind the definition of an “urgent” deficiency shown in the ICAO Council Methodology for Identification, Assessment and Reporting of Air Navigation Deficiencies. The Meeting was informed that this was a routine procedure for all Working Groups in the CAR Region as well as GREPECAS Contributory Bodies. The Directors were also informed that all Secretaries of the Working Groups would be instructed to carefully assess each deficiency at their next Meeting.

2.2.5 The Meeting was provided information on a Special Implementation Project approved by the Council of ICAO for the enhancement of the ICAO CAR/SAM Air Navigation Deficiencies Database managed by the ICAO Office in Mexico City. The improvement would consist of placing the Database online to facilitate implementation of the uniform methodology for the identification, assessment and reporting of air navigation Deficiencies. It would allow more effective management of the reporting form of Deficiencies in relation to data management and presentation including States/Territories Action Plans.

2.2.6 The Meeting noted that this project evolved from concerns expressed by States/Territories/International Organizations at several regional meetings that the correction of Deficiencies was not incorporated in the database in a reasonable time frame. The project would resolve these concerns through secure online access to the Deficiencies Database. The project should be completed by the end of **August 2004** improving the currency of the information in the Database and facilitating the management and follow-up of the information.

2.2.7 As a result of the discussion on Air Navigation Deficiencies, the Directors adopted the following Conclusion:

CONCLUSION 7/10

AIR NAVIGATION DEFICIENCIES

The Directors of Civil Aviation of the States/Territories of the Central Caribbean, duly concerned with the large number of Air Navigation Deficiencies and cognizant of their responsibility for correcting them, agree to:

- a) closely review the Air Navigation Deficiencies identified in their States/Territories, particularly those which have the greatest impact on Safety,
- b) use this analysis to develop a strategy and activities for the resolution of these high-risk Deficiencies, and
- c) submit the appropriate Action Plans (**Appendix F** to this part of the Report) for the correction of their respective Air Navigation Deficiencies to the NACC Office by no later than **30 December 2004**.

2.3 ATS Quality Assurance Special Implementation Project for the Caribbean Region (CAR ATS QA SIP)

2.3.1 The Meeting recalled that some studies carried out by the CAR/SAM Regional Planning and Implementation Group (GREPECAS) identified that one of the reasons for the occurrence of ATS incidents was the lack of use of adequate aeronautical phraseology by air traffic controllers and pilots.

2.3.2 As a result of the follow up of GREPECAS/10 Conclusions/Decisions, the Secretary of GREPECAS sent to ICAO Montreal Headquarters in 2003 an Air Traffic Services Quality Assurance Special Implementation Project (SIP) proposal for the Caribbean Region which was approved in two parts. The first part for Central America in 2003 and the second one for E/CAR and C/CAR, which is being held during the second half of 2004 to assist States/Territories/International Organisations in establishing ATS quality assurance (QA) programmes and ATS QA units.

2.3.3 Taking into account the information presented by the Secretariat, the Meeting agreed to fully support carrying out of the project activities for the implementation of ATS Quality Assurance Programmes and ATS Quality Assurance Units through the following:

CONCLUSION 7/11:

ATS QUALITY ASSURANCE SPECIAL IMPLEMENTATION PROJECT IN THE CARIBBEAN REGION

That States/Territories of the Central Caribbean:

- a) foster their participation in the CAR ATS QA SIP that will be held in 2004; and
- b) those States/Territories that have not done so, taking into account that the QA SIP has already started its activities, to provide, as soon as possible, the point of contact data for this SIP to the ICAO NACC Office.

2.4 Nassau Area Control Centre

The Bahamas Flight Information Region (FIR)

2.4.1 Bahamas informed the Meeting of their intentions to provide air navigation services in an expanded Bahamas FIR and the establishment of the Nassau Area Control Centre. Currently the service provider is the FAA. The Meeting was provided with information as to how the process would take place noting that a minimum of 3-5 years would be required.

2.4.2 The Meeting recognized the right and responsibility of a State to provide adequate Air Navigation services. It also noted that these changes would require the involvement of other affected States/Territories and the user community. Discussion centered on the planned dimensions of the new airspace and the need for clarity on this matter since this would determine what other States/Territories would be involved in the process.

2.4.3 The Directors recognized that resolving the dimensions and shape of the proposed Bahamas FIR would require a multi-State approach initially involving Bahamas, Cuba, Haiti and the United States. In addition, the Directors suggested that notwithstanding the previous task, the United States and Bahamas carry out negotiations aimed at resolving operational responsibilities in the new FIR. As a result, the Meeting considered reasonable that initial action be taken, through the following Conclusion:

CONCLUSION 7/12

BAHAMAS FIR IMPLEMENTATION

That,

- a) Bahamas, Cuba, Haiti and the United States clearly identify the airspace dimensions of the proposed Bahamas FIR;
- b) Bahamas and the United States work to define operational responsibilities in the new FIR;
- c) as necessary, ICAO NACC Office invites other involved States/Territories and International Organizations to join in the process; and
- d) the States involved maintain the ICAO NACC Office informed on developments.

2.5 Other Air Navigation issues

Operational Integration of the ATS Automated Systems

2.5.1 The Meeting took note of conclusions and decisions of GREPECAS, that through its contributory bodies has developed several tasks that will provide guidance to the States/Territories/International Organizations of the CAR/SAM Regions for radar systems data exchange, use of the MSAW; as well as the works performed by the Central Caribbean Working Group to define the RVSM operational requirements in the ATS automated systems.

2.5.2 In the frame of these efforts, a strategy for the specification, design and planning of the future ATM system has been defined, as well as the development of standards, procedures and guidance

material necessary for the functional operation of the ATM system that ensures the required links, in order to optimize the capabilities of the services provided to the airspace users.

2.5.3 The Meeting agreed that the provision of meteorological information is also a function that should be integrated to the ATM automated system, in order to provide enough meteorological information to fulfill the requirements of the ATM community.

2.5.4 Therefore, the Meeting considered advisable that States/Territories define their own activities to determine requirements, coordination and implementation of programmes that facilitate the implementation and integration of the ATS automated systems, through bilateral or multilateral agreements. ATM regional automation should be carried out with a gradual, harmonious and evolutionary vision for the interoperability among systems allowing data exchange among ATS units in the CAR Region.

2.5.5 Bearing in mind the progress achieved in ATS automation, the Meeting agreed that States/Territories of the Central Caribbean carry out a strategy for the operational integration of the ATS automated systems adopting the following conclusion

CONCLUSION 7/13: OPERATIONAL INTEGRATION OF ATM AUTOMATED SYSTEMS IN THE CCAR

That the Directors of Civil Aviation of States/Territories of the Central Caribbean, request to the C/CAR WG:

- a) to develop, in coordination with ICAO NACC Regional Office, an action plan for the regional strategy of ATM automation in the C/CAR based on the information in **Appendix G** to this part of the Report; and
- b) to present in the next C/CAR DCA/8 meeting an action plan for regional strategy of ATM automation in the C/CAR.

Information presented on other air navigation matters

2.5 6 The Meeting took note of the combined AIS and MET services provided in Cuba by the Cuban Company for Airports and Aeronautical Services (ECASA). The Directors also noted the steps taken by Haiti to comply with the Airport Certification standard.

APPENDIX A

<p>RNAV ROUTES IMPLEMENTATION PROGRAMME IN THE CAR/SAM REGIONS (Phase II-a)</p>
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EXPLANATION OF THE TABLE

Column 1	Describes the activities to be carried out by the States/Organizations involved
Column 2	Shows the target dates for completion of the activities described in column 1
Column 3	Contains additional information

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Activities under the responsibility of the States and International Organizations, which FIR/s are involved		
ACTIVITY	COMPLETION DATE	REMARKS
1	2	3
States' preliminary analysis	30/04/04	CAR/SAM States should analyse RNAV Routes proposals under their responsibility and send the results to the ICAO NACC and SAM Offices, keeping in mind the planning principles and issues to be considered in the planning process appearing in the Guidance Material.
CAR/SAM analysis regarding the routes implementation impact in the CAR/SAM RVSM implementation programme.	30/11/04	The CARSAMMA shall evaluate the implementation impact of phase 2 of the CAR/SAM RVSM implementation programme in the CAR/SAM RVSM Implementation Programme Safety Assessment
Agreement on the RNAV routes to be implement	23/07/04	Route paths, reporting points, agreements, etc., to be defined at the Meetings/Workshops of ATM Authorities and Planners.
Review of bilateral/multilateral agreements between service suppliers and/or identification of cases requiring their execution	23/07/04	According to the route paths, reporting points (including the geographical coordinates), agreements, etc., established during the Meetings/Workshops of ATM Authorities and Planners.
Distribution of the proposal for amendment to the ANP CAR/SAM – Basic Vol. by the ICAO NACC and SAM Regional Offices.	30/07/04	The distribution of the proposal for amendment will enable parties involved expressing their comments or observations.
Inclusion of agreements and procedures in national operating manuals	30/11/04	If necessary, States shall include the agreements and procedures in their operating manuals
Publication of AIP Supplement	12/04	States affected by RNAV routes should publish a common AIC and AIP Supplement with three AIRAC cycles in advance.
Entry into effect of the Implementation	03/05	

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CAR/SAM RNAV ROUTE PROGRAM - PROGRAMA DE RUTAS RNAV CAR/SAM (FASE II-a - PHASE II-a)								
N° Summary / N° Listado Gral	N°	Trajectory between/ Trayectoria entre		Total weekly operations/ Total operaciones semana	Distance saved in N.M./ Dist. Ahorro en NM	Operational annual savings / Ahorro operacional anual	Annual fuel savings in us gallons / Ahorro anual comb en Galon US	Notes / Notas
13	1	Cancun	Havana	40	29.9	\$355,765	101,538	
20	2	Caracas	Lima	20	24.2	\$137,348	40,684	
26	3	Great Inagua	Kingston	0	0	\$0	0	Traffic unknown, exit route to Europe, requested by Jamaica/Tráfico desconocido, ruta hacia Europa, solicitada por Jamaica
27	4	Great Inagua	Montego Bay	0	0	\$0	0	Traffic unknown, exit route to Europe, requested by Jamaica/Tráfico desconocido, ruta hacia Europa, solicitada por Jamaica
32	5	Guayaquil	San Jose	39	24.2	\$333,505	93,084	
38	6	Lima	Sao Paulo	30	10.6	\$158,395	42,733	Continuation of UM415 to be implemented in Jun 04/Continuación de UM415 a ser implantada en Jun 04
43	7	Mexico	Salvador	22	14.3	\$103,421	26,444	Segment of route Mexico-San Jose/Segmento de ruta México-San José
44	8	Mexico	San Jose	48	9.7	\$185,841	48,139	
53	9	Salvador	San Jose	42	7.2	\$107,180	25,419	Domestic route within Cenamer, route segment Mexico-San Jose/Ruta doméstica dentro de Cenamer, tramo ruta México-San José
57	10	Santa Cruz	Santiago	10	24.6	\$113,108	28,949	
58	11	Santiago	Buenos Aires	107	14.2	\$646,599	190,143	Eastbound only/Solamente en dirección este
62	12	Havana	Santo Domingo	4	92.3	\$169,754	\$43,448	

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CAR/SAM RNAV ROUTE PROGRAM - PROGRAMA DE RUTAS RNAV CAR/SAM (FASE II-b / PHASE II-b)								
N° Summary / N° Listado Gral	N°	Trajectory between/ Trayectoria entre		Total weekly operations/ Total operaciones semanal	Distance saved in N.M./ Dist. Ahorro en NM	Operational annual savings / Ahorro operacional annual	Annual fuel savings in us gallons / Ahorro anual comb en Galon US	Notes / Notas
2	1	Aruba	San Juan	14	8.3	\$37,684	10,549	
3	2	Asuncion	Buenos Aires	42	3.9	\$54,952	14,686	
4	3	Balmaceda	Buenos Aires	0	0	\$0	0	Route requested for operations from Buenos Aires to Australia/Ruta solicitada para operaciones de Buenos Aires a Australia
7	4	Bonaire	Guayaquil	7	6	\$34,028	11,297	
8	5	Bonaire	Lima	7	50	\$283,567	94,144	
9	6	Bonaire	Quito	7	5.7	\$32,327	10,732	
10	7	Buenos Aires	Lima	48	7.7	\$164,300	44,271	
12	8	Buenos Aires	Puerto Montt	0	2.4	\$0	0	Route requested for operations from Buenos Aires to Australia/Ruta solicitada para operaciones de Buenos Aires a Australia
16	9	Cancun	Panama	10	8.6	\$37,315	8,906	
17	10	Cap Haitien	Puerto Plata	0	0	\$0	0	Route requested by Cuba and Haiti, unknown traffic/Ruta solicitada por Cuba y Haití, tráfico desconocido
18	11	Cap Haitien	Santiago de Cuba	0	0	\$0	0	Route requested by Cuba and Haiti, unknown traffic/Ruta solicitada por Cuba y Haití, tráfico desconocido
19	12	Caracas	Havana	0	21.6	\$0	0	At this moment there is not traffic, but in near future traffic will increase/Al momento no hay tráfico pero muy pronto el tráfico aumentará
21	13	Caracas	Mexico	14	81.1	\$402,420	95,439	
23	14	Caracas	San Jose	16	22.7	\$133,512	32,056	
24	15	Cucuta VOR	Villavicencio VOR	10	49.2	\$386,157	128,204	Domestic route in Colombia/Ruta doméstica en Colombia
25	16	Elorza	San Gabriel	0	19.5	\$0	0	Requested by Colombia, unknown traffic/Solicitada por Colombia, tráfico desconocido
33	17	Havana	Panama	48	5.7	\$88,346	24,761	
34	18	La Paz	Lima	22	3.4	\$29,605	7,888	
37	19	Lima	San Jose	22	34.3	\$248,066	63,430	Segment route Lima-Houston/Dallas/Segmento ruta Lima-Houston/Dallas
45	20	Mexico	San Pedro	7	62.3	\$195,166	57,186	
49	21	Panama	Port au Prince	4	21.5	\$37,507	8,964	
11	22	Buenos Aires	Santiago	107	3.6	\$163,926	48,205	Westbound only/En dirección oeste, solamente
31	23	Guayaquil	Lima	42	5.5	\$98,821	26,333	UL 780 segment Guayaquil/Trujillo to Lima/UL 780 segment Guayaquil/Trujillo, then UG436 to Lima/UL 780 Tramo Guayaquil/Trujillo a Lima/UL780 segmento Guayaquil/Trujillo, luego UG436 hasta Lima

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CAR/SAM RNAV ROUTES PROGRAM FROM/TO NAM REGION - PROGRAMA DE RUTAS RNAV CAR/SAM DESDE/HACIA REGION NAM								
N° Summary / N° Listado Gral	N°	Trajectory between/ Trayectoria entre		Total weekly operations/ Total operaciones semanal	Distance saved in N.M./ Dist. Ahorro en NM	Operational annual savings / Ahorro operacional anual	Annual fuel savings in us gallons / Ahorro anual comb en Galon US	Notes / Notas
1	1	Antigua	Miami	34	17.5	\$274,174	78,375	
5	2	Barbados	Miami	39	23.7	\$394,608	107,656	
6	3	Belize	Miami	16	18.2	\$99,368	27,415	
14	4	Cancun	Houston	112	9	\$351,155	94,958	
15	5	Cancun	New York	42	176.8	\$2,899,397	798,946	
22	6	Caracas	Miami	112	20.3	\$1,039,353	285,168	IATA requests to be implemented during the year 2004/IATA solicita se implemente durante el año 2004
28	7	Guadalajara	Houston/Dallas	98	6.4	\$195,318	55,733	
29	8	Guatemala	Houston/Dallas	44	36	\$599,856	163,650	
30	9	Guatemala	Miami	82	12.3	\$407,571	115,301	IATA requests to be implemented during the year 2004/IATA solicita se implemente durante el año 2004
35	10	Lima	Houston/Dallas	28	23.7	\$296,978	87,018	
36	11	Lima	New York	16	77.3	\$646,759	179,335	
39	12	Managua	Miami	62	7.2	\$234,129	67,687	
40	13	Merida	Houston	8	46.7	\$158,760	37,685	
41	14	Mexico	Houston/Dallas	177	11.7	\$791,931	205,899	
42	15	Mexico	Miami	76	24.4	\$897,641	260,559	
46	16	Montego Bay	Miami	60	0.9	\$24,685	6,736	
47	17	Panama	Houston	14	9.7	\$44,040	12,328	
48	18	Panama	New York	14	30.1	\$136,660	38,256	
50	19	Port au Prince	Miami	77	4.9	\$177,460	50,431	
51	20	Salvador	Houston/Dallas	36	67	\$798,364	215,362	
52	21	Salvador	San Francisco	14	42.7	\$211,878	50,249	
54	22	San Jose	Houston	28	24.7	\$309,509	90,689	Segment route Lima-Houston/Dallas/Segmento ruta Lima-Houston/Dallas (IATA comment - Comentario de IATA)
55	23	San Jose	New York	24	71.8	\$580,468	151,607	
56	24	San Pedro	New Orleans	8	7.5	\$17,027	5,043	
59	25	Sao Paulo	Houston/Dallas	28	36.5	\$662,871	187,276	
60	26	Sao Paulo	Memphis	14	39	\$517,711	165,223	
61	27	Tegucigalpa	Miami	29	21.1	\$246,100	65,765	
62	28	Cancun	Miami	42	7.7	\$113,794	32,983	Southbound operations only, northbound no need improvement /Operaciones en dirección norte solamente, no necesitan mejora (IATA comment - Comentario de IATA)

APPENDIX B

ACTION PLAN FOR THE IMPLEMENTATION OF RNP IN THE (INVOLVED) FIRS

Activities	Responsible Area	Starting date	Finalization date	Status of application	Remarks
Regional Agreement for RNP implementation in CAR/SAM Regions.	GREPECAS				The GREPECAS/12 achieved a regional agreement to implement RNP in CAR/SAM Regions.
2. Identification of operational needs (RNP 10, 5, 4).	States				
3. Study of the impact in the airspace.	States				It must consider the use of airspace simulation tools
4. Establishment of procedures to approve RNP	States				- Reference documents: <ul style="list-style-type: none"> • RNP Manual (Doc. 9613). • Leaflet N° 2 Rev. 1: AMJ 20X2 – JAA Guidance Material on Airworthiness Approval and Operational Criteria for the Use of Navigation Systems in European Airspace Designated for Basic RNAV Operations;
5. Cost-benefit analysis between ATS providers and Users	States /Users				
6. AIC for the dissemination of Information.	States				
7. Develop Regional Documentation	GREPECAS /States				
8. Coordination with	States /Users				

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Activities	Responsible Area	Starting date	Finalization date	Status of application	Remarks
ATS providers and users.					
9. Updated maintenance and establishment and maintenance of a record of RNP approved aircraft.	CARSAMMA				
10. Establishment of a minimal amount of RNP approved aircraft before initiating the trials.	States				
11. Programme for airspace safety assessment.	States /CARSAMMA				
12. Data collection programme for the evaluation of airspace safety and operational availability	States / Users				
13. Publication of an AIC that informs the aeronautical community about the introduction of RNP	States				
14. Publication of an AIP Supplement with the applicable procedures and requirements.	States				

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Activities	Responsible Area	Starting date	Finalization date	Status of application	Remarks
15. Notification to the CARSAMMA of: RNP 4/5 approved Aircraft	States				
16. Develop RNP training for air traffic controllers	States				
17. Preliminary Safety assessment	State /CARSAMMA				
18. Final Safety assessment	States /CARSAMMA				
19. Evaluation of the operational availability	CARSAMMA				
20. Decision to continue or postpone the pre-operational trials.	States				
21. Date of the RNP implementation	States				

APPENDIX C

ATM REGIONAL CONTINGENCY PLAN FOR CTA/UTA/FIR

OBJECTIVE: This contingency plan contains arrangements to ensure the continued safety of air navigation in the event of partially or total disruption of air traffic services (ATS) and is related to ICAO Annex 11- *Air Traffic Services* Chapter 2, paragraph 2.28. The contingency plan should be designed to provide alternative routes, using existing airways in most cases, which will allow aircraft operators to fly through or avoid airspace within the (XXX) CTA/UTA/FIR.

AIR TRAFFIC MANAGEMENT

ATS Responsibilities

Tactical ATC considerations during periods of overloading may require re-assignment of routes or portions thereof.

Alternative routes should be designed to maximize the use of existing ATS route structures and communication, navigation and surveillance services.

In the event that ATS cannot be provided within the (XXX) CTA/UTA/FIR, the Civil Aviation Authority shall publish the corresponding NOTAM indicating the following:

- a) Time and date of the beginning of the contingency measures;
- b) Airspace available for landing and overflying traffic and airspace to be avoided;
- c) Details of the facilities and services available or not available and any limits on ATS provision (e.g., ACC, APP, TWR and FIS), including an expected date of restoration of services if available;
- d) Information on the provisions made for alternative services;
- e) ATS contingency routes;
- f) Procedures to be followed by neighbouring ATS units;
- g) Procedures to be followed by pilots; and
- h) Any other details with respect to the disruption and actions being taken that aircraft operators may find useful.

In the event that the CAA is unable to issue the NOTAM, the (alternate) CTA/UTA/FIR will take action to issue the NOTAM of closure airspace upon notification by corresponding CAA or the ICAO NACC Regional Office.

Separation

Separation criteria will be applied in accordance with the *Procedures for Air Navigation Services-Air Traffic Management* (PANS-ATM, Doc 4444) and the *Regional Supplementary Procedures* (Doc 7030).

Level Restrictions

Where possible, aircraft on long-haul international flights shall be given priority with respect to cruising levels.

Other measures

Other measures related to the closure of airspace and the implementation of the contingency scheme with the (XXX) CTA/UTA/FIR may be taken as follows:

- a) Suspension of all VFR operations;
- b) Delay or suspension of general aviation IFR operations; and
- c) Delay or suspension of commercial IFR operations.

TRANSITION TO CONTINGENCY SCHEME

During times of uncertainty when airspace closures seem possible, aircraft operators should be prepared for a possible change in routing while en-route, familiarization of the alternative routes outlined in the contingency scheme as well as what may be promulgated by a State via NOTAM or AIP.

In the event of airspace closure that has not been promulgated, ATC should, if possible, broadcast to all aircraft in their airspace, what airspace is being closed and to stand by for further instructions.

ATS providers should recognize that when closures of airspace or airports are promulgated, individual airlines might have different company requirements as to their alternative routings. ATC should be alert to respond to any request by aircraft and react commensurate with safety.

TRANSFER OF CONTROL AND COORDINATION

The transfer of control and communication should be at the common FIR boundary between ATS units unless there is mutual agreement between adjacent ATS units. ATS providers should also review current coordination requirements in light of contingency operations or short notice of airspace closure.

PILOTS AND OPERATOR PROCEDURES

Pilots need to be aware that in light of current international circumstances, a contingency routing requiring aircraft to operate off of normal traffic flows, could result in an intercept by military aircraft. Aircraft operators must therefore be familiar with international intercept procedures contained in ICAO Annex 2 –*Rules of the Air*, paragraph 3.8 and Appendix 2, Sections 2 and 3.

Pilots need to continuously guard the VHF emergency frequency 121.5 MHz and should operate their transponder at all times during flight, regardless of whether the aircraft is within or outside airspace where secondary surveillance radar (SSR) is used for ATS purposes. Transponders should be set on a discrete code assigned by ATC or select code 2000 if ATC has not assigned a code.

If an aircraft is intercepted by another aircraft, the pilot shall immediately:

- a) Follow the instructions given by the intercepting aircraft, interpreting and responding to visual signals in accordance with international procedures;
- b) Notify, if possible, the appropriate ATS unit;
- c) Attempt to establish radio communication with the intercepting aircraft by making a general call on the emergency frequency 121.5 MHz and 243 MHz if equipped; and
- d) Set transponder to code 7700, unless otherwise instructed by the appropriate ATS unit.

If any instructions received by radio from any source conflict with those given by the intercepting aircraft, the intercepted aircraft shall request immediate clarification while continuing to comply with the instructions given by the intercepting aircraft.

OVERFLIGHT APPROVAL

Aircraft operators should obtain overflight approval from States/Territories/International Organizations for flights operating through their jurisdiction of airspace, where required. In a contingency situation, flights may be rerouted at short notice and it may not be possible for operators to give the required advanced notice in a timely manner to obtain approval. States/Territories/International Organizations responsible for the airspace in which contingency routes are established should consider making special arrangements to expedite flight approvals in these contingency situations.

CONTINGENCY UNIT

The ATM national contingency unit assigned the responsibility of monitoring developments that may dictate the enforcement of the contingency plan and coordination of contingency arrangements is:

Name of Agency:

Contact Person:

Telephone:

Fax:

Email:

During a contingency situation, the National Contingency Unit will liaise with the involved FIRs through the ICAO NACC Regional Office.

The ICAO NACC Office will:

- a) closely monitor the situation and coordinate with all affected States/Territories/International Organizations and the IATA Regional Office, so as to ensure air navigation services are provided to international aircraft operations in the CAR Region;
- b) take note of any incidents reported and take appropriate action;
- c) provide assistance as required on any issue with the Civil Aviation Administrations involved in the contingency plan; and
- d) keep the President of the Council of ICAO, the Secretary General, C/RAO, D/ANB and C/ATM continuously informed on developments, including activation of the contingency plan.

REROUTING SCHEME

In the event of closure the (XXX) CTA/UTA/FIR, aircraft operators should file their flight plans using the alternative contingency routes listed in the scheme below in order to ensure avoidance in that airspace (CTA/UTA/FIR).

Present ATS ROUTE	CONTINGENCY ROUTINGS	FIRs INVOLVED
In lieu of:	(ATS unit) provides ATC on the following routings: CR1: CR2: CR3:	XXX: In coordination with XXX
In lieu of:	(ATS unit) provides ATC on the following routing: CR4:	XXX: In coordination with XXX

All aircraft should establish and maintain contact on published VHF or HF frequencies with the (XXX) ATS unit (APP/ACC/FIC) responsible for the airspace being traversed.

List of points of contact of all concerned States/Territories/International Organizations, IATA and ICAO NACC Office.

State /International Organization	Point of contact	Telephone/Fax Tel. Fax. Tel. Fax.	E-mail
		Tel. Fax.	
IATA		Tel. Fax:	
ICAO	Raymond Ybarra Víctor Hernández	Tel.: (5255) 5250 3211 Fax: (5255) 5203 2757 AFTN: MMMXICOX	rybarra@mexico.icao.int vhernandez@mexico.icao.int icao_nacc@mexico.icao.int

APPENDIX D

EXAMPLES OF THE TABLE WITH INFORMATION OF THE COORDINATES OF THE BOUNDARY POINTS

Harmonization of WGS-84 boundary coordinates FIR/CTA HAVANA – FIR/CTA MIAMI

No.	Significant point name	JEPPESEN COORD	CUBAN COORD	HARMONIZED COORD	RESULTING CHANGES
1	BORDO	24 00 00 N 078 27 30 W	24 00 01 N 078 27 29 W	24 00 00 N 078 27 30 W	
2	CANOA	24 00 00 N 083 03 00 W	24 00 02 N 083 04 00 W	24 00 00 N 083 03 00 W	VINKA-CANOA 108 NM 065°/245°
3	MAXIM	24 00 00 N 082 31 06 W	24 00 02 N 082 31 06 W	24 00 00 N 082 31 06 W	
4	TADPO	24 00 00 N 081 13 00 W	24 00 02 N 081 12 59 W	24 00 00 N 081 13 00 W	
5	TANIA	24 01 48 N 079 31 42 W	24 01 49 N 079 31 38 W	24 01 48 N 079 31 42 W	
6	URSUS	24 00 00 N 079 04 12 W	24 00 01 N 079 04 10 W	24 00 00 N 079 04 12 W	
7	BYGON	These two coordinates were harmonized by e-mail between FAA and IACC as at 17 March 2004.		20 30 20 N/ 073 49 57 W	
8	UMO-ZIN FIR crossing point			20 51 02 N/ 074 06 47 W	

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**Harmonization of WGS-84 boundary coordinates
FIR/CTA HAVANA – FIR/CTA KINGSTON – TMA CAYMAN**

No.	Significant point name	CAYMAN COORD (AIP 27 DEC 2001)	KINGSTON COORD.	CUBAN COORD.	HARMONIZED COORD. WITH KINGSTON	RESULTING CHANGES
1	KARUL	20 00 05 N 081 48 04 W	20 00 00 N 081 48 01 W	20 00 00 N 081 48 00 W	20 00 00 N 081 48 01 W	GERONA-KARUL 121 NM 153°/333°
2	ATUVI	20 00 26 N 081 25 17 W	20 00 00 N 081 25 15 W	20 00 00 N 081 25 30 W	20 00 00 N 081 25 15 W	
3	RIKEL	20 00 34 N 081 02 23 W	20 00 00 N 081 02 40 W	20 00 00 N 081 03 00 W	20 00 00 N 081 02 40 W	DEBOR-RIKEL 207°/27°
4	KANEX	19 59 43 N 080 43 19 W	20 00 00 N 080 43 04 W	20 00 00 N 080 43 12 W	20 00 00 N 080 43 04 W	
5	LESOM	20 00 00 N 080 07 28 W	20 00 00 N 080 07 28 W	20 00 00 N 080 07 24 W	20 00 00 N 080 07 28 W	CAYOLARGO- LESOM 124 NM
6	KATAL	19 59 49 N 079 38 05 W	20 00 00 N 079 38 18 W	20 00 00 N 079 38 00 W	20 00 00 N 079 38 18 W	
7	GAXER				20 00 00 N 079 09 30 W	
8	GONIS		20 00 00 N 078 56 11 W	20 00 00 N 078 57 36 W	20 00 00 N 078 56 11 W	AVILA-GONIS 188°/008°
9	PUTUL		19 58 34 N 078 17 36 W	19 58 36 N 078 17 36 W	19 58 34 N 078 17 36 W	AVILA-PUTUL 125 NM
9	TOTON		19 32 26 N 077 34 02 W	19 32 30 N 077 34 06 W	19 32 26 N 077 34 02 W	
10	MATOS		19 29 23 N 077 28 26 W	19 29 30 N 077 28 30 W	19 29 23 N 077 28 26 W	
11	BEMOL		19 20 26 N 077 05 36 W	19 19 30 N 077 05 48 W	19 20 26 N 077 05 36 W	MANAZANILLO- BEMOL 58 NM
12	PULKA				19 16 20 N 076 57 38 W	
13	GELOG				18 33 42 N 075 10 42 W	

**Harmonization of WGS-84 boundary coordinates
FIR/CTA HAVANA – FIR/CTA CENAMER**

No.	Significant point name	CENAMER COORD	CUBAN COORD	HARMONIZED COORD	RESULTING CHANGES
1	BISTO		20 22 32 N 083 39 00 W		
2	PISIS		20 12 17 N 082 54 04 W		
3	SELEK		20 05 50 N 082 23 48 W		
4	PABEL			20 27 12 N 083 57 06 W	GERONA-PABEL NO CHANGES

**Harmonization of WGS-84 boundary coordinates
FIR/CTA HAVANA – FIR/CTA MIAMI OCEANIC-FIR/CTA NASSAU**

No.	Significant point name	JEPPESEN COORD	NASSAU COORD	CUBAN COORD	HARMONIZED COORD	RESULTING CHANGES
1	DINAH			23 57 00 N 077 56 47 W		
2	ENAMO			23 34 14 N 077 22 14 W		

**Harmonization of WGS-84 boundary coordinates
FIR/CTA HAVANA – FIR/CTA MERIDA**

No.	Significant point name	CENAMER COORD.	CUBAN COORD	HARMONIZED COORD	RESULTING CHANGES
1	ALURU		22 28 14 N 086 00 00 W		
2	EMOSA		21 49 32 N 085 54 42 W		
3	LENUK		22 37 56 N 086 00 00 W		
4	NOSAT		21 57 50 N 085 58 54 W		
5	NUDAL		21 15 32 N 085 37 06 W		
6	NUKAN		21 29 32 N 085 44 18 W		



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国际民用
航空组织

TEL: +1 (514) 954-8219 ext. 8190

Ref.: M 6/1

15 July 2004

Subject: Addressing air navigation deficiencies

Action required: As suggested below in the third paragraph

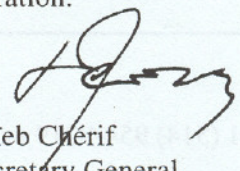
Sir/Madam,

I have the honour to refer to State letter M 6/1-02/79 dated 27 September 2002 drawing your attention to the action by the ICAO Planning and Implementation Regional Groups (PIRGs) in identifying air navigation deficiencies and requesting States to formulate a plan of action in order to eliminate the deficiencies and allocate sufficient resources to this activity.

On the matter of ways and means of resolving air navigation deficiencies, I would like to bring to your attention serious concerns expressed by the ICAO Council in March 2004 that many deficiencies have persisted for a number of years thereby posing a potential threat to the safety of civil aviation. Whilst recognizing that the non-availability of funds was one of the factors in eliminating deficiencies, it was noted that the resolution of some deficiencies did not require significant expenses by the States. In discussing possible solutions, the Council concluded that user charges would be one of the reliable ways for funding the elimination of deficiencies. Furthermore, ICAO itself remains active in providing some form of assistance to States in eliminating the deficiencies through the Technical Co-operation Programme and Special Implementation Projects.

The ICAO Regional Director accredited to your State has once again analysed the regional air navigation deficiencies and, as a result, prepared the attached list of existing deficiencies in your State. Consequently, I kindly request your personal intervention in developing and implementing the action plan of your State to eliminate the deficiencies in the air navigation field and to advise me as well as the Regional Office of the outcome.

Accept, Sir/Madam, the assurances of my highest consideration.



Taïeb Chérif
Secretary General

Attachment:

A — List of air navigation deficiencies in your State

APPENDIX F

ACTION PLAN FOR THE RESOLUTION OF EACH ONE OF THE REGIONAL AIR NAVIGATION DEFICIENCIES PLAN DE ACCIÓN PARA RESOLVER CADA UNA DE LAS DEFICIENCIAS REGIONALES DE NAVEGACIÓN AÉREA

State/Intl. Organization:

Estado/Org. Internacional:

Date/Fecha:

ID	Deficiency/ Deficiencia	Corrective Action/ Acción correctiva	Date of Correction/ Fecha de corrección	Executing Body/ Organo Ejecutor	Difficulties encountered/ Dificultades encontradas
Identificación de la deficiencia usando el formato AREA-NUM-REG	Descripción exacta de la deficiencia tal y como aparece en la Base de Datos	El Estado deberá informar la acción correctiva propuesta o que llevará a cabo, tomando en cuenta la acción ya descrita por la Secretaría	Fecha estimada para concluir la acción correctiva de la deficiencia, indicando al menos el año en que se finalizará	Responsable de llevar a cabo la acción correctiva	Mencionar cualquier dificultad encontrada o que se pueda presentar para la adecuada implementación de la acción correctiva.
Identify the deficiency using the format AREA-NUM-REG	Exact description of the deficiency as appears in the Databank	State must inform the proposed corrective action or to be carried out, taking into account the action described by the Secretariat	Estimated date for the conclusion of the corrective action of the deficiency, indicating at least the year in which it will be completed	Responsible of carrying out the corrective action	Indicate any difficulty encountered or that could appear for the adequate implementation of the corrective action

APPENDIX G

GUIDELINES FOR STRATEGY OPERATIONAL INTEGRATION OF THE ATM AUTOMATED SYSTEMS OF THE CAR/SAM REGIONS

(Appendix K to the Report on Agenda Item 3 of the GREPECAS/12 Meeting)

Objective: Through a committed participation of the States, users and ATS providers of the CAR/SAM Regions,

- 1) to cooperate jointly in the integration of technologies for ATM automation, in accordance with ICAO guidelines available, considering the best regional and global alternatives;
- 2) develop a strategy for the integration of ATM automated systems with a safe, gradual, evolutionary and interoperable vision that facilitates the information exchange and the collaborative decision-making of all the components of the ATM system for a seamless, flexible, optimum and dynamic management of airspace and international aerodromes, and at the same time that it increases the required operational safety levels.
- 3) take into account the data processing and network environment, taking into consideration the use of ground and space segments for an interactive ATS information process, under the criteria of integrity, quality and real time.

FRAMEWORK

- a) identify homogeneous areas on the basis of traffic flows operating in the different airspace and international aerodromes;
- b) analyze the operational environment scenarios of the air traffic services currently provided and those that are planned;
- c) determine the scope, architecture design, characteristics and attributes of the operational requirements for the short-term integration of the current automated systems of the ATS units depending on the current provided service levels, as well as other operational requirements that respond to future expectations of the components of the ATM system, considering:
 - i) arranging the requirements in logical sequence, through the following stages.

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Stage	Function
Stage I	- Flight plan processing (FDPS/Flight Data Processing System)
Stage II	- Radar data processing and ATS surveillance (RDPS/Radar Data Processing System, ADS and exchange of radar information); - Monoradar ; - Multiradar ; - Radar data sharing .
Stage III	- Automated digital communications (radar control transfer/automated traffic hand off, AIDC/CPDLC, etc.).
Stage IV	- Implementation of CDM (Collaborative Decision Making) for other ATM requirements (AOM [Airspace Organization and Management], CM [conflict management], DCB [Demand/Capacity Balancing], AO [Aerodrome Operation], TS [Traffic Synchronization], AUO [Airspace User Operation], ASDM [ATM Service Demand Management], AIS, Meteorology, Statistics, etc.);

NOTE: SAR should be taken into consideration in all the lower airspace stages.

- ii) identify the automation level required according to ATS functions defined in States' classification of airspace and international aerodromes, as follows:

ATS Operational functions required in the automated systems (ATC, FIS, SAR)							
APPLICABLE ATS FUNCTIONS	ATS Airspace						
	A	B	C	D	E	F	G
Identification							
Separation							
Navigation guide							
Surveillance							
Transfer							
Coordination							
Information of flight plans in real time							
Visualization of the geographical position of the aircraft (longitude, latitude, history)							
Statistical data of flight plans (past and forecasted information).							
Radar data processing system (RDPS)							
Flight data processing system (FDPS)							
ATS inter-facility data communications (AIDC)							
Controller-pilot data link communications							

ATS Operational functions required in the automated systems (ATC, FIS, SAR)							
APPLICABLE ATS FUNCTIONS	ATS Airspace						
	A	B	C	D	E	F	G
(CPDLC)							
Flight profile information (altitude, vertical speed, offset speed, predictive vector, turn angle, etc.)							
Automatic alerts (STCA, MSAW, DIAW, emergency, communication failure, unlawful interference, etc.)							
AIS Interface							
Meteorological information							

- iii) define the incoming and outgoing data, and functional interfaces data applicable to functions and sub-functions of the service;
 - iv) define from the highest to lowest level the functional decompositions for all the ATM components;
 - v) successively determine the different operational applications from the functional level or lowest interface to the upper interface;
 - vi) define the current and future operational applications needs;
 - vii) determine the short-term operational requirements; and
 - viii) determine the future operational requirements.
- d) determine the existing facilities and technological equipments in the CAR/SAM Regions, especially in adjacent States/Territories/Organizaitons, as well as the inter-operability technical requirements, data bases, equipped aircraft, software tools, etc., required that ease the integration of automated systems;
 - e) develop a cost-benefit analysis for the integrated implementation of ATM automated systems;
 - f) establish bilateral and multilateral agreements as appropriate, among States/Territories/International Organizations of adjacent airspace and regions

for trials and the operational implementation/integration of ATS automated systems;

- g) develop standards, procedures and guidance material required (as *the Interphase Control Document (ICD) for data communications and common coordination between ATM centres, based on ICAO SARPS*) for the functional operation of ATS automated systems, including critical contingency cases, so as to serve as an aid to users;
- h) take the necessary measures for human resources training on a national and regional basis and allowing the facilitation of the implementation/integration of ATS automated systems;
- i) identify other potential benefits for the ATM community that may be obtained in the long-term; and
- j) document an action plan permitting the interoperable implementation of ATS automated systems.

- END -

Agenda Item 3: Mass Casualty Incidents (MCI)

3.1 The Meeting initiated discussion on this Agenda Item with a progress report on the development of the Caribbean Regional Civil Aviation Accident Mass Casualty Incident Response Plan (CAAMCIRP). The Directors recalled that at their 6th Meeting they had received a report from the Central Caribbean MCI/SAR Task Force on their progress, which consisted mainly on the following achievements:

- A database with the available resources in the Central Caribbean area was developed;
- Information on the focal points in each State/Territory;
- A proposal for the methodology for the establishment of a Regional Focal Mechanism; and
- A proposal for a regional response activating system.

3.2 The Meeting also recalled that in spite of the efforts carried out by the C/CAR MCI/SAR Task Force, its work has been hindered due to the lack of quorum in the meetings that were convened. Regarding mass casualty incidents (MCI), the Meeting, had taken into account that CDERA, with the assistance of PAHO, was coordinating the development of an Eastern Caribbean Regional Civil Aviation Accident Mass Casualty Incident Response Plan, and considered it convenient to join efforts of the Central Caribbean and Eastern Caribbean States/Territories on the development of MCI matters and the establishment of the Caribbean Civil Aviation Accident Mass Casualty Incident Response Plan (CAAMCIRP).

3.3 The Meeting also noted that the E/CAR DCAs had agreed with the proposal and adopted the following conclusion:

CONCLUSION 18/9 CARIBBEAN REGIONAL CIVIL AVIATION ACCIDENT MASS CASUALTY INCIDENT RESPONSE PLAN (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 the 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 (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 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 Caribbean 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 Caribbean Regional CAAMCIRP; and
- f) CDERA, through ICAO, provides 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.

3.4 The Meeting was further informed that the PAHO Rapporteur of the E/CAR MCI Task Force had been re-assigned in early 2004 and the replacement had yet to be appointed, hence little progress had been achieved in implementing E/CAR/DCA Conclusion 18/9. Nevertheless, PAHO have informed ICAO that a new coordinator for the Caribbean and Rapporteur for the E/CAR MCI Task Force would be appointed soon at which time work on the new Caribbean MCI Task Force would commence. The new Caribbean MCI Task Force, would then report directly to the DCAs of both the E/CAR and C/CAR. It was suggested that Jamaica as Rapporteur of the C/CAR MCI/SAR Task Force and the United States (USCG) as strong supporter of this regional initiative, be invited to join the new Caribbean MCI Task Force.

3.5 It was agreed that the new Caribbean MCI Task Force would require a coordination meeting to develop an updated programme for the tasks to be undertaken for the development of the CAAMCIRP utilizing the Draft E/CAR Mass Casualty Incident Response Plan (**Appendix** to this part of the Report). It was also agreed that this meeting be held as soon as possible following the appointment of the new PAHO Rapporteur; that CDERA, ICAO, PAHO, Jamaica, Trinidad and Tobago and the United States (USCG), and other States/Territories/International Organizations indicating interest, be invited to the Meeting which should be held in Bridgetown, Barbados, location of the CDERA and PAHO offices.

3.6 The Meeting agreed to encourage the timely completion of the development and implementation of the Caribbean Regional Civil Aviation Accident Mass Casualty Incident Response Plan and adopted the following Conclusion:

CONCLUSION 7/14 CARIBBEAN REGIONAL CIVIL AVIATION ACCIDENT MASS CASUALTY INCIDENT RESPONSE PLAN

That,

- a) PAHO appoint a Rapporteur for the new Caribbean MCI Task Force,
- b) the Caribbean MCI Task Force initial composition include Jamaica, Trinidad and Tobago, United States (USCG), CDERA, ICAO and PAHO; and
- c) the PAHO Rapporteur convene a meeting of the Caribbean MCI Task Force in Barbados in 2004 to coordinate the completion of the Caribbean Regional Civil Aviation Accident Mass Casualty Incident Response Plan based on expanding the existing draft Eastern Caribbean Civil Aviation Accident Mass Casualty Incident Response Plan to include the C/CAR Region.

APPENDIX

**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
Mobilization & Deployment**

CDERA --->Appropriate National Disaster Organizations
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.
 1. Must implement safety measures to protect victims, responders and exposed populations.
 2. Must implement crowd and traffic control measures.
 3. Must establish congestion free ingress and egress roads i.e. traffic detour, for the emergency vehicles.
 4. Identify rendezvous point or staging area to prevent obstruction of the access route and confusion/jam at the accident scene.

After

5. 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***Permanent***

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.

During

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.

After

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	
<i>Permanent</i>	
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.
<i>During</i>	
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.
<i>After</i>	
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
UPDATED 2003-12-XX**

CIVIL AVIATION CONTACTS

Country	Main Airports	Key Persons	* AIC	** 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: oeacs.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		Don Corriette (767 449 2020) Email: dcorriette@hotmail.com metoffice@cwdom.dm	
	Melville Hall Airport, Melville Hall, Roseau T (767) 445-7100/1, 445-7109 F (767) 445-7405		Jean Williams (767 449 2020) Email: metoffice@cwdom.dm	Herald Wilson (268) 462 3401 Email: oeacs.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: Oeacs.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	* AIC	** 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 Charley <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@tstt.net.tt	Ramesh Lutchmedial (868) 669 4302 Email: dgca@caa.gov.tt ttcaa@tstt.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
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E/CAR Country	NDC	Other Key Staff	Address	Phone
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Agenda Item 4: Safety Oversight matters

4.1 Under this Agenda Item, the Meeting was provided with information on the continuation and expansion of the ICAO Universal Safety Oversight Audit Programme (USOAP) for 2004 and beyond, a summary of the current USOAP activities, and the implementation of a systems approach for USOAP, as an evolution from the Annex-by Annex method, which had been followed since the inception of the Programme.

4.2 The Directors recalled that Assembly Resolution A33-8 had directed ICAO to continue the USOAP from Annexes 1- *Personnel Licensing*, 6- *Operations*, and 8- *Airworthiness* and to expand it to include audits of Annex 11- *Air Traffic Services*, and Annex 14- *Aerodromes*, as of 2004. The resolution further instructed the Secretary General to undertake a study regarding the expansion of USOAP to other safety-related fields, and in particular, on the conduct of audits of these core elements of Annex 13- *Aircraft Accident and incident Investigation*, as soon as possible, without significantly increasing the cost of the expansion.

4.3 The Meeting also noted that an Audit Findings and Differences Database (AFDD) had been developed to achieve findings and differences arising from safety oversight audits and audit follow-ups carried out under the USOAP. Information generated through the AFDD, such as level of aviation activity in a State and the actual findings and differences identified during audits allowed a detailed analysis with the aim of determining possible courses of action for the resolution of safety concerns.

4.4 The Directors also noted that safety oversight audits performed so far have been planned and conducted on an Annex-by-Annex basis, starting with Annex 1, 6 and 8 and a view to progressively introducing other Annexes. While this approach served its purpose and proved to be effective for the establishment of the programme and the initial audits, it became clear that continuing along the same line to assess the capabilities of Contracting States for safety oversight and the implementation of safety-related provisions would be both lengthy and expensive. As a result, the challenge of ICAO is to firmly establish and maintain an effective and efficient safety oversight audit programme, while keeping the overall operating expenses at an acceptable level. On the bases of the experience gained so far, the ICAO Council agreed that it was time for the USOAP to evolve from Annex-by-Annex to a systems approach, which would focus on the States overall safety oversight capabilities. The systems approach would cover all the safety related Annexes and would provide an improved and cost-effective approach to auditing.

4.5 The envisioned systems approach for safety oversight audits would consist of two phases. In the first phase the implementation of Annex provisions and the identification of differences would be determined through the review of a duly completed State Aviation Activity Questionnaire (SAAQ) and Compliance Checklist for all relevant Annexes, along with a review of documents developed by a State to assist in the implementation of SARPs and in maintaining an effective safety oversight system. In the second phase, the State being audited would be visited by an ICAO audit team, who would validate the information provided by the State and also conduct an on-site audit of the State's capability for safety oversight, this would include an audit of organization, processes, procedures and programmes established and maintained by the State to help it fulfil its safety oversight obligation.

4.6 Audits under the systems approach would be tailored to the level and complexity of aviation activities in the State to be audited, taking into account the mechanisms put in place by the State to carry out its oversight responsibility. The periodicity of the visits, as well as the size of the audit team, would be determined through a review of information contained in documents provided by the State, including the completed State Aviation Activity Questionnaire and the Compliance Checklist. The new USOAP would begin in 2005.

4.7 Under the comprehensive systems approach, and given the wide range of subjects to be covered in every audit it is envisaged that in many States, ICAO would have to deal with several entities responsible for safety oversight tasks, in addition to the Civil Aviation Authority. To facilitate the task, States have been requested through the SAAQ, to appoint a National Safety Oversight Coordinator (NSOC), whose responsibility would be to coordinate among the various authorities or departments responsible for safety oversight within the State.

4.8 The Meeting noted that the invaluable support that an appropriately informed National Safety Oversight Coordinator would be to the management of an effective State's safety oversight system, ICAO intended to conduct a one and half day seminar/workshop for national safety oversight coordinators on September 26 and 27, 2004, before opening of the 35th Session of the Assembly.

4.9 The Directors agreed that States should include the National Safety Oversight Coordinator in their respective delegations to the 35th Assembly. However, as all States may not find it economically feasible to send their NSOC to Montreal, the Meeting called upon ICAO to conduct a similar seminar in the Region. As a result of the discussion under this agenda item, the Directors adopted the following conclusion:

CONCLUSION 7/15

USOAP-SYSTEMS APPROACH

That, the Directors of Civil Aviation of the Central Caribbean, noting the effort that will have to be taken in order to meet the requirements of the systems approach of the Universal Safety Oversight Audit Programme, agree:

- a) to appoint a National Safety Oversight Coordinator, where required,
- b) support the attendance of the National Safety Oversight Coordinator at the Seminar/Workshop scheduled for 26-27 September 2004 in Montreal, and
- c) request the ICAO NACC Office to present a similar event in the Region.

4.10 The Directors also received a complete briefing on the CARICOM Regional Aviation Safety Oversight System (RASOS) functions and activities. The Meeting noted that RASOS was open to all CAR Region States.

4.1 North American Trilateral (NAAT) Safety Model

4.11 The Meeting was informed on the efforts by the North American Aviation Trilateral (Canada, Mexico and United States) to offer its activities to interested States and Territories. Of particular interest was the NAAT safety model which could serve to increase global aviation safety and system efficiency. The NAAT safety model includes an accident data system, developed in English, French, and Spanish, which could be useful in the exchange of strategic accident data.

Agenda Item 5: Aviation Security (AVSEC) matters

5.1 The Meeting noted the most recent Aviation Security developments on a global and regional basis. The fact that the C/CAR/DCA/6 Meeting had agreed to take full advantage of ICAO AVSEC courses was highlighted since it was apparent some States/Territories had not been doing so. The Directors also noted information on the recently initiated ICAO Universal Security Audit Programme (USAP). The Meeting also noted the recent activities and results of the GREPECAS AVSEC Committee.

5.2 Information was provided to the Meeting on the courses scheduled by the ICAO Regional Aviation Security Training Centres for the remainder of 2004 as follows:

Trinidad and Tobago:

- AVSEC Management Course 6 - 16 July
- AVSEC National Auditors - Inspectors Course 14 - 22 September
- AVSEC Crisis Management Course 8 - 12 November

Quito, Ecuador

- AVSEC Cargo Course 2 - 7 August
- AVSEC National Auditors-Inspectors Course 12 - 20 October
- AVSEC Hostage Negotiation Course 29 November - 4 December

5.3 The Directors also noted that ICAO is planning an AVSEC Seminar for the NAM/CAR/SAM Regions, "ICAO Seminar for the Americas on Managing Tomorrow's Aviation Security Challenges" in Merida, Mexico, from 26 to 28 October 2004. The preliminary seminar programme is presented in **Appendix A** to this part of the Report.

5.4 The Meeting was also informed on the AVSEC Awareness Training Programme, an initiative of WHTI-GEASA and GREPECAS AVSEC/COMM that will support States and Territories in the CAR and SAM Regions funded by Canada and coordinated by ICAO. On behalf of the GREPECAS AVSEC/COMM, the Secretariat had presented a proposed AVSEC Training Project to the 2nd Meeting of the Western Hemisphere Transportation Initiative (WHTI) Group of Experts on Aviation Safety, Security and Assistance (GEASA) held in Montego Bay, Jamaica in April 2003. It was agreed that ICAO and Canada cooperate to develop a project proposal to apply for funding to finance the initiative. In January 2004, funding for the project was approved by Canada and ICAO launched the project in February 2004. The first workshop was held in Jamaica from 16 to 18 March 2004. The programme consists of 13 sub-regional and national AVSEC implementation workshops and 2 regional AVSEC audit seminars to be held in a period of one year commencing in March 2004. The planned schedule of workshops and seminars is presented in **Appendix B** to this part of the Report.

5.5 The Meeting agreed with the importance of adequate preparation for implementation of Annex 17 and the subsequent audits. The Directors also agreed that every opportunity for AVSEC training should be taken full advantage of. Concern was also expressed with the apparent trend toward charging for participation in ICAO sponsored training events and more should be done to facilitate State participation at these events.

APPENDIX A



ICAO SEMINAR FOR THE AMERICAS ON MANAGING TOMORROW'S AVIATION SECURITY CHALLENGES

26 – 28 October 2004

Fiesta Americana Hotel, Merida, Mexico

PRELIMINARY SEMINAR PROGRAMME

DAY 1 – CURRENT INITIATIVES AND ACTIVITIES

SESSION 1 - ICAO

- | | |
|-------------|---|
| 0900 – 1100 | Opening Ceremony |
| 1100 - 1105 | Moderator's Comments
Introduction of speakers |
| 1105 - 1125 | Addressing Future Challenges: The AVSEC Plan of Action
Report on the progress in the implementation of the AVSEC Plan of Action, including a review of key AVSEC projects |
| 1125 - 1145 | Security Monitoring: The Audit Programme
An appraisal of the Universal Security Audit Programme (USAP), its achievements to date, objectives, and long-term goals |
| 1145-1205 | International Legislation: Incorporation into National Law
An update on the status of incorporation of international aviation security legal instruments into national legislation within the region and beyond, the problems encountered and the assistance available to member States |
| 1205-1225 | Discussion
Open forum |
| 1225-1230 | Conclusion
Conclusion of the session |

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1230-1300 **Refreshment Break**

SESSION 2 - REGIONAL ACTIVITIES

- 1300-1305 **Moderator's Comments**
Introduction of speakers
- 1305-1325 **Regional Offices: Role and Responsibilities**
How ICAO Regional Offices can assist in the development of effective security regimes
- 1325-1345 **GREPECAS AVSEC/COMM: A Report**
A report on the activities of GREPECAS AVSEC/COMM in the Region with particular emphasis on the outcome of the second and third meetings
- 1345-1405 **States' Cooperation with GREPECAS AVSEC/COMM¹ and LACAC²**
Focus on States' cooperation with the GREPECAS AVSEC/COMM and the LACAC AVSEC Group of Experts in order to develop regional initiatives and measures
- 1405-1425 **Discussion**
Open forum
- 1425-1430 **Conclusion**
Conclusion of the session

DAY 2 – AVSEC IMPLEMENTATION - PROBLEMS AND SOLUTIONS

SESSION 3 - SECURITY MEASURES

- 0900-0905 **Moderator's Comments**
Introduction of speakers
- 0905-0925 **National Organization: Problems & Solutions**
Problems encountered with the implementation and maintenance of a national civil aviation security programme in order to ensure its effectiveness
- 0925-0945 **Developments in Airport & Airline Security**
Security measures implemented by airports/airlines as well as difficulties encountered
- 0945-1005 **Sky Marshals**
An exchange of experiences at an international level with States that are already deploying sky marshals and those that intend to do so. The status of sky marshals, jurisdictional matters and protection of sky marshals

¹ GREPECAS AVSEC/COMM - CAR/SAM Regional Planning and Implementation Group (GREPECAS) Aviation Security Committee

² Latin American Civil Aviation Commission (LACAC)

Seventh Meeting of Directors of Civil Aviation of the Central Caribbean (C/CAR/DCA/7)
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5A-4

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|-----------|--|
| 1005-1025 | Discussion
Open forum |
| 1025-1030 | Conclusion
Conclusion of the session |
| 1030-1100 | Refreshment Break |

SESSION 4 - SECURE TRAVEL DOCUMENTS

- 1100-1105 **Moderator's Comments**
Introduction of speakers
- 1105-1125 **Machine Readable Travel Documents (MRTDs)**
An overview of ICAO specifications for machine readable passports, visas and official identity cards that will highlight the importance of standardized, tamper-resistant travel documents to achieving inter-operability of inspection systems, enhancing facilitation in international travel and strengthening aviation security
- 1125-1145 **Universal Implementation of Machine Readable Travel Documents**
Presentation of an ICAO project to assist Contracting States to establish their own systems for issuing MRTDs according to the specifications contained in Doc 9303 - *Machine Readable Travel Documents*
- 1145-1205 **Biometrics in MRTDs: What are they and what can they do for Aviation Security?**
A focus on the ICAO blueprint for the integration of biometric identification information into passports and other MRTDs, and systems using biometrics for identity confirmation in access control systems and border clearance in airports
- 1205-1225 **Discussion**
Open forum
- 1225-1230 **Conclusion**
Conclusion of the session
- 1230-1300 **Refreshment Break**

SESSION 5 - TRAINING

- 1300-1305 **Moderator's Comments**
Introduction of speakers
- 1305-1325 **Aviation Security Training Centres (ASTCs): Challenges & goals**
A report on the progress in strengthening the ASTCs network worldwide and the enhancement of their ability to conduct training and to develop and upgrade training and guidance material. Focus will be placed on the training activities in the Region, particularly on the new means of regional assistance to address States' needs
- 1325-1345 **Industry Management: Principles & best practice**

The development of an Aviation Security Management Overview Programme (AVSEC-MOP) to promote the use of management principles and best practices relevant to the field of AVSEC by applying training strategies including e-learning. Focus on ways of sharing knowledge and information in order to promote intra-regional cooperation and create an AVSEC professional network

1345-1405	Training Initiatives: Case studies States will report on their national training initiatives, the problems encountered and goals reached
1405-1425	Discussion Open forum
1425-1430	Conclusion Conclusion of the session

DAY 3 – FUTURE CHALLENGES

SESSION 6 - NEW CHALLENGES

0900-0905	Moderator's Comments Introduction of speakers
0905-0925	Man-portable Air Defence Systems (MANPADS): Countering the threat The threat posed by man-portable air defence systems (MANPADS) and countermeasures. Presentation of relevant guidance material
0925-0945	New Larger Aircraft: The implications for security The seminar will discuss new challenges to aviation security practitioners presented by new larger aircraft scheduled to enter commercial service in 2006. Issues such as security in check-in areas; passengers and baggage screening; compliance with 100% baggage screening; increased passengers risk will be examined
0945-1005	New Larger Aircraft: Accommodation challenge A discussion that will focus on the requirements for accommodating the new larger aircraft, which includes integration of architectural and infrastructure-related requirements necessary for the optimum implementation of civil aviation security measures into the design and construction of new airport facilities
1005-1025	Discussion Open forum
1025-1030	Conclusion Conclusion of the session
1030-1100	Refreshment Break

SESSION 7 - INDUSTRY ACTIVITIES
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1100-1105	Moderator's Comments Introduction of the speakers
1105-1125	Initiatives & Challenges: Regional bodies' response Participants will be advised on regional initiatives and challenges launched by regional bodies
1125-1145	Initiatives & Challenges: Industry response Regional activities initiated by industry stakeholders
1145-1205	Initiatives & Challenges: The response from States Initiatives and expectations from States
1205-1225	Discussion Open forum
1225-1230	Conclusion Conclusion of the session
1230-1300	Refreshment Break
1300-1330	Conclusion Conclusion of the seminar
1330-1400	Close of Seminar

APPENDIX B

ICAO/CANADA AVIATION SECURITY AWARENESS TRAINING PROGRAMME IN THE LATIN AMERICA AND CARIBBEAN REGIONS

SUB-REGIONAL AVIATION SECURITY IMPLEMENTATION WORKSHOPS

WS No.	STATES/TERRITORIES (Venue)	SCHEDULE
1	BAHAMAS CAYMAN ISLANDS JAMAICA TURKS AND CAICOS	16 – 18 March 2004
2	BOLIVIA CHILE ECUADOR PERU	19 – 21 May 2004
3	COSTA RICA HONDURAS NICARAGUA	15 – 17 June 2004
4	BELIZE EL SALVADOR GUATEMALA	19 – 21 July 2004
5	ARUBA HAITI NETHERLANDS ANTILLES (CURAÇAO)	10 – 12 August 2004
6	COLOMBIA PANAMA VENEZUELA	7 – 9 September 2004
7	ARGENTINA PARAGUAY URUGUAY	5 – 7 October 2004
8	ANTIGUA AND BARBUDA BARBADOS OECS STATES	November 2004
9	CUBA DOMINICAN REPUBLIC	December 2004
10	GUYANA SURINAME TRINIDAD AND TOBAGO	January 2005
11	MEXICO	February 2005
12	BRAZIL	March 2005

REGIONAL AVIATION SECURITY AUDIT SEMINARS

SEM No	LANGUAGE (Venue)	MONTH (3-day seminars)
1	English – Jamaica	24 – 26 August 2004
2	Spanish - Peru	March 2005

- END -

Agenda Item 6: Other business

North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/2)

6.1 The Meeting took note that the Second North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/2) is planned for the second half of 2005 in Tegucigalpa, Honduras. It was also presented with a proposal by the Delegate from Haiti which was consistent with the holding of the NACC/DCA/2.

6.2 The Directors of Civil Aviation considered that the NACC/DCA/2 Meeting represents an important event for the Region, bringing together all NAM/CAR civil aviation authorities and International Organizations and therefore, it was necessary to initiate preparatory actions, in coordination with the ICAO NACC Regional Office, on documentation and working material. They also agreed that the meetings of the Central Caribbean Working Group should be held on an annual basis and that years when the NACC/DCA meeting is held, approval of the Working Group Report should be carried out electronically. Nonetheless, should it be determined that a C/CAR/DCA Meeting is required, coordination can be carried out to hold the Meeting the day prior to the NACC/DCA Meeting.

6.3 Taking into account that CNS/ATM aspects should be worked with a regional and global approach, and in view that States/Territories/International Organizations have the need to rationalize human, economical and material resources, the Directors widely discussed the need to improve the planning of meetings with a view to reduce to the minimum duplication of effort with other meetings, particularly those of the GREPECAS contributory bodies.

6.4 As a result of the discussion, the following was adopted:

CONCLUSION 7/16 NORTH AMERICAN, CENTRAL AMERICAN, AND CARIBBEAN DIRECTORS OF CIVIL AVIATION MEETING

The Directors of Civil Aviation of the Central Caribbean,

- a) support holding the NACC/DCA/2 Meeting as scheduled in Tegucigalpa, Honduras in the second half of 2005;
- b) provide the ICAO NACC Office with suggestions for the Agenda;
- c) consider the results of the C/CAR/WG/5 Meeting electronically; and
- d) only if necessary, call for a Meeting of the C/CAR/DCA the day prior to the NACC/DCA/2 Meeting.