



International Civil Aviation Organization

NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN OFFICE

Fourth Central Caribbean Working Group Meeting (C/CAR WG/4)

Santo Domingo, Dominican Republic, 9 to 13 February 2004

C/CAR WG/4-WP/11

21/01/04

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

TERMS OF REFERENCE AND WORK PROGRAMME OF THE C/CAR WG

(Presented by the Secretariat)

SUMMARY
This paper presents the current Terms of Reference and Work Programme of the C/CAR WG.
References: <ul style="list-style-type: none">• Report of the Sixth Meeting of Directors of Civil Aviation of the Central Caribbean (C/CAR DCA/6) Nassau, Bahamas, 2 to 4 July 2003.• WP/05, WP/09 and WP/10 of this C/CAR WG/4 Meeting

1. Introduction

1.1 The **Appendix** to this paper presents the current version of the Terms of Reference and Work Programme of the C/CAR WG, as approved by the Sixth Meeting of Directors of Civil Aviation of the Central Caribbean (C/CAR DCA/6).

2. C/CAR MET Task Force

2.1 The aforementioned meeting also noted the concerns transmitted by the C/CAR Working Group on the fact that during the C/CAR WG meetings held to date, no MET experts had participated from the C/CAR States/Territories, which had made difficult dealing with important MET tasks. The Meeting considered that it would be appropriate to activate a MET Task Force subordinated to the Central Caribbean Working Group. On this matter, Cuba offered to designate a MET expert to work in this new group and it recommended the use of electronic communication means in order to minimize the need for meetings. Therefore, the Meeting, considering the importance and the existence of several deficiencies in the MET systems and services of the Central Caribbean, adopted the following Conclusion:

CONCLUSION 6/9

**ATTENTION TO THE IMPLEMENTATION OF AERONAUTICAL
METEOROLOGICAL DEVELOPMENT-RELATED TASKS IN THE
CENTRAL CARIBBEAN**

That,

- a) *the C/CAR Working Group activate the C/CAR MET Task Force to foster the development of MET tasks, using mainly electronic communication means amongst its members for development and coordination; and*
- b) *Civil Aviation Authorities of the C/CAR States/Territories, in coordination with their respective Meteorology authorities, make all efforts to support the work of the Task Force mentioned in item a) above.*

3. SAR Activities

3.1 The C/CAR DCA/6 Meeting received a report from the Central Caribbean MCI/SAR Task Force, as well as a working paper from the Secretariat. Based on the above, the Meeting took note on the progress reached by the MCI/SAR Task Force on the development of its tasks consisting 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 Also, the C/CAR DCA/6 Meeting took note that in spite of the efforts carried out by the MCI/SAR Task Force, its work has been hindered due to the lack of quorum in the meetings that were convened.

3.3 With respect to Search and Rescue (SAR) tasks, the C/CAR DCA/6 Meeting also took note that the C/CAR Working Group had assigned SAR tasks in its work programme constituting a duplicity in tasks assignment due to the fact that both groups reported their work to these Directors of Civil Aviation Meetings. Likewise, it recalled that the Chairman of this last Group when presenting his report under Agenda Item 2 of the C/CAR DCA/6 Meeting, informed that up to now the C/CAR Working Group had not been able to perform its SAR tasks due to the fact that SAR specialists normally do not attend its meetings.

3.4 The Meeting, noted the effort and difficulties to perform the abovementioned SAR tasks, and taking into account the importance that the C/CAR States/Territories comply with the Table SAR 1 requirements contained in the CAR/SAM ANP FASID, considered that efforts of the C/CAR States/Territories Civil Aviation Administrations should be increased in order to improve the Search and Rescue Plans (SAR) and the coordination among States/Territories in compliance with the International Civil Aviation Chicago Convention, recommending the priority need of adopting appropriate actions for the homogeneous development and implementation of this service in the Central Caribbean.

3.5 Taking into account the facts and considerations expressed in the above paragraphs, as well as the convenience of not to continue increasing the creation of task forces, the C/CAR DCA/6 Meeting adopted the following Conclusion:

CONCLUSION 6/10

REORGANIZATION OF THE WORK AND ATTENTION TO THE IMPLEMENTATION OF MCI AND SAR PLANS IN THE CENTRAL CARIBBEAN

Taking into account the important need of improving and performing search and rescue (SAR) and mass casualty incident (MCI) response plans in the Central Caribbean, it was agreed that:

- a) through the ICAO NACC Regional Office, the Central Caribbean States/Territories be requested to combine the development of the MCI activities of the Central and Eastern Caribbean into one Task Force, renaming the existing MCI Task Force in the Eastern Caribbean the CAR MCI Task Force;*
- b) if action described in item a) above is accepted, the C/CAR MCI/SAR Task Force combine its MCI efforts with the Group renamed as CAR MCI Task Force;*
- c) the C/CAR States/Territories send SAR contributions and experts to the Central Caribbean Working Group so that this Group may develop the SAR tasks assigned;*
- d) the offer of Venezuela to participate in the SAR work was accepted; and*
- e) the C/CAR Working Group inform on the status of the results of its work on SAR tasks to the next meeting of C/CAR DCAs.*

3.6 Considering the content of Working Papers 5, 9 and 10, and the proposed inclusion of additional tasks to the C/CAR WG work programme, a draft updated version is presented in the Appendix to this paper.

4. Suggested Action

4.1 The Meeting is invited to:

- a) review the contents of this paper, as well as WP/05, WP/09 and WP/10; and
- b) review, amend as necessary, and adopt the draft updated Terms of Reference and Work Programme of the C/CAR WG presented in the Appendix to this paper.

APPENDIX

DRAFT UPDATED TERMS OF REFERENCE AND WORK PROGRAMME OF THE CENTRAL CARIBBEAN WORKING GROUP (C/CAR WG)

1 Background

The Central Caribbean Working Group was established by Conclusion 4/10 of the Fourth Meeting of Directors of Civil Aviation of the Central Caribbean, held in the Cayman Islands from 17 to 20 May 2000, to deal with the development of air navigation systems/service issues in the Central Caribbean. The aforementioned Meeting also agreed that ICAO should assist in the establishment of the Working Group and provide Secretariat services. A draft of the Terms of Reference and Work Programme was circulated to States/Territories/International Organizations of the Central Caribbean inviting them to nominate their respective member to the Working Group. The Meeting also felt it necessary to transfer the work of the C/CAR ATS Task Force to the Central Caribbean Working Group, incorporating it into its tasks.

The First Central Caribbean Working Group Meeting (C/CAR WG/1) was held at the ICAO NACC Regional Office in Mexico City, from 19 to 23 February 2001. The Second Central Caribbean Working Group Meeting (C/CAR WG/2) was held in Pétiön Ville, Haiti, from 18 to 22 February 2002. The Third Central Caribbean Working Group Meeting (C/CAR WG/3) was held in Willemstad, Curaçao, Netherlands Antilles from 24 to 28 March 2003.

Conclusion 4/10 Establishment of the Central Caribbean Work Group (C/CAR/WG)

That,

- a) an informal work group dealing with the air navigation areas be established for the Central Caribbean;
- b) the ICAO Regional Office prepare the Terms of Reference and Work Programme for the work group and provide Secretariat services;
- c) the ICAO Regional Office, by 30 July 2000, should circulate the Terms of Reference and Work Programme for the work group to all States/Territories in the Central Caribbean as well as to relevant International Organizations for comments and invite the nomination of members of the working group;
- d) the work of the C/CAR ATS Task Force be incorporated into the tasks of the work group and that the ATS Task Force be disbanded, with the appropriate note of gratitude being sent to its members by the ICAO Regional Office on behalf of the States/Territories of the Central Caribbean; and
- e) a meeting of the work group be scheduled prior to the Fifth Meeting of the C/CAR Directors of Civil Aviation.

2 Terms of Reference

- a) The Central Caribbean Working Group (C/CAR WG) will examine on a continual basis the sub-regional problems in all fields of Air Navigation (AIS/AGA/ATM/CNS/MET/SAR) for States and Territories within the geographic limits of the Curaçao, Havana, Kingston, Miami Oceanic, Houston Oceanic, Nassau, Port-au-Prince, and Santo Domingo FIRs;
- b) The C/CAR WG will promote, coordinate and follow-up the implementation of the AIS/AGA/ATM/CNS/MET/SAR requirements established in the CAR/SAM Air Navigation Plan of the States/Territories in its area of responsibility and in compliance with GREPECAS conclusions and the ICAO SARPs; and
- c) The C/CAR WG will identify and propose actions to correct the air navigation systems/services deficiencies affecting international civil aviation in its area of responsibility.

3 Objectives

The objectives of the C/CAR WG in each air navigation field are as follows:

Aerodromes (AGA)

To study AGA issues and recommend actions to be implemented associated with the planning and implementation of regional developments related to airport operations, physical characteristics, facilities, services and safeguarding in relation to airport safety, security and efficiency, as well as environmental protection at and around airports.

Communications, Navigation and Surveillance (CNS)

To study CNS issues associated with solutions to deficiencies, the planning and implementation of regional developments related to communications, navigation and surveillance systems, proposing action plans and contributing to the coordination and follow-up of their implementation.

Air Traffic Management (ATM)/Search and Rescue (SAR)

To study ATM and SAR issues and recommend actions, to contribute to the coordination and follow-up associated with the planning and implementation of regional developments related to airspace management (ASM), air traffic services (ATS), air traffic flow management (ATFM), search and rescue (SAR) and the ATS quality assurance programmes.

Meteorology (MET)

To study MET issues and recommend actions to be implemented, contributing to the coordination and follow-up associated with the planning and implementation of regional developments related to observation, forecasting and exchange of operational meteorology (OPMET) information, functioning and utilization of WAFS.

Aeronautical Information Services (AIS)

To study planning and implementation of regional developments related to automation of aeronautical information services, aeronautical databases and the Integrated Aeronautical Information Package, as well as the standardization of aeronautical mapping and its evolution toward providing electronic formats and quality assurance programmes, proposing action plans and contributing to the coordination and follow-up of these issues.

4 Work Programme

No.	Field	Task	Priority	Completion	Responsible
1	<u>GEN</u>	Review, promote, contribute to the coordination and propose relevant actions for the implementation of AIS/AGA/ATM/CNS/MET/SAR requirements established in the CAR/SAM ANP.	A	Permanent	C/CAR WG
2	<u>GEN</u>	Review, propose actions and follow-up the implementation of the recommendations/conclusions of the CAR/SAM/3 RAN and the conclusions of GREPECAS related to all air navigations fields.	A	Permanent	C/CAR WG
3	<u>GEN</u>	Review the database of deficiencies in the AIS/AGA/ATM/CNS/MET/SAR fields for each State/Territory and propose corrective actions.	A	Permanent	C/CAR WG
4	<u>CNS / ATM</u>	Contribute to maintaining up-to-date the domestic CNS/ATM Implementation Plans for the Central Caribbean States/Territories.	A	Permanent	C/CAR WG
5	<u>ATM</u>	Review Letters of Agreement of ACCs in the Central Caribbean and adjacent FIRs, contribute to the coordination and recommend corrective actions if necessary.	B	Permanent	States, Territories, C/CAR WG
6	<u>ATM</u>	Review the ATS Route Network in the Central Caribbean, recommend changes if required in coordination with the adjacent FIRs and recommend solutions to the congestion on some ATS routes crossing the sub-region.	A	C/CAR WG/4	ATM Task Force
7	<u>ATM</u>	Follow-up on the implementation of the mandatory use of the SSR Mode C transponder in the Central Caribbean.	A	C/CAR WG/4	C/CAR WG, Secretariat
8	<u>ATM</u>	Follow-up on the implementation of the mandatory use of the ACAS II in the Central Caribbean.	A	C/CAR WG/4	C/CAR WG, Secretariat
9	<u>AGA</u>	Identify, evaluate and recommend actions to improve matters relating to operational safety in international Central Caribbean airport movement areas resulting from deficiencies in the AGA, ATS, CNS and OPS .	B	C/CAR WG/5	C/CAR WG

No.	Field	Task	Priority	Completion	Responsible
10	<u>ATM</u>	Study ATS incidents and propose the implementation of ATS quality assurance programmes in the Central Caribbean.	A	C/CAR WG/4	C/CAR WG, Secretariat
11	<u>ATM</u>	Examine and propose solutions to ATS staffing/training and administrative aspects of ATS units in the Central Caribbean.	B	C/CAR WG/5	C/CAR WG
12	<u>ATM</u>	Study and propose solutions to the use of non-standard ATS phraseology and especially of the English language for the non-English speaking States in the Central Caribbean.	A	C/CAR WG/4	C/CAR WG, Secretariat
13	<u>AIS</u>	Recommend the necessary actions to develop and assist States/Territories with implementing an AIS Automation Plan and, developing the relevant databases..	A	C/CAR WG/4	C/CAR WG, Secretariat
14	<u>AIS</u>	Carry out the coordination, assistance and follow-up of the implementation of a standard AIS/MAP Quality Assurance System, in the Central Caribbean States/Territories.	A	C/CAR WG/4	C/CAR WG, Secretariat
15	<u>MET</u>	Identify training needs of all personnel that uses MET information in their operations, including the installation, maintenance and repair of high technology electronic meteorological equipment.	A	C/CAR WG/4	C/CAR WG
16	<u>CNS</u>	Assist and contribute to the coordination among the C/CAR States/Territories for the implementation of radar data sharing in the Central Caribbean.	B	C/CAR/WG/5	Radar Data Sharing Task Force
17	<u>CNS</u>	Review the VHF AMS (R) communications coverage in the Central Caribbean airspace and recommend actions for its development.	A	C/CAR WG/4	VHF/AMS Coverage Task Force
18	<u>AIS</u>	Contribute to the coordination and follow-up of the total implementation of WGS-84 in the States/Territories in the Central Caribbean and adjacent regions as well as recommend actions to solve the discrepancies of the information published in the AIPs.	A	Permanent	C/CAR WG
19	<u>CNS</u>	Conduct a study and recommend a plan for GNSS implementation, including its augmentation system.	B	To be determined	To be determined
20	<u>CNS</u>	Assist and contribute to the coordination and follow-up of the implementation of VHF air-ground data links (VDL).	B	To be determined	To be determined
21	<u>CNS</u>	Propose a C/CAR subregional action plan for the implementation of ATN and its applications, contributing to its coordination and follow-up.	B	To be determined	C/CAR WG
22	<u>CNS/ATM</u>	Identify and study ATM and CNS scenarios in the C/CAR Subregion with a view to improving and implementing these systems/services.	A	C/CAR/WG/5	C/CAR/WG
23	<u>CNS/ATM</u>	Develop a C/CAR CNS/ATM Implementation Subregional Plan	B	C/CAR/WG/5	C/CAR WG
24	<u>ATM</u>	Follow up the 10-minute and/or 80 NM RNAV longitudinal separation.	A	C/CAR WG/4	Secretariat
<u>25</u>	<u>SAR</u>	<u>Develop an Action Plan to introduce improvements to the National SAR Plans with a view to developing a C/CAR SAR Plan</u>	<u>A</u>	<u>C/CAR/WG/5</u>	<u>C/CAR/WG</u>

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No.	Field	Task	Priority	Completion	Responsible
26	ATM	<u>Develop an Action Plan for the development of an ATM automation in the Central Caribbean in a gradual, interoperable and evolutionary manner.</u>	A	C/CAR/WG/5	C/CAR/WG

5 Priority

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

6 Members

Aruba, Bahamas, Cayman Islands, Cuba, Dominican Republic, Haiti, Jamaica, Netherlands Antilles, Turks and Caicos Islands, United Kingdom, United States, ACI, IATA, IFALPA and IFATCA.

Note: Colombia, Mexico, Panama, Venezuela and COCESNA will be invited to attend C/CAR WG Meetings to deal with co-ordination issues with adjacent FIRs of the Central Caribbean.

7 Chairman and Vice-Chairman of the C/CAR Working Group

The chairperson will serve a term of 3 years to provide continuity and a communications link between the ICAO NACC Regional Office and members of the C/CAR WG between meetings. A participant from the host State/Territory will be elected as vice-chairperson of the corresponding meeting.

The chairperson of the C/CAR Working Group will present the results of each meeting of the Group to the corresponding meeting of Directors of Civil Aviation of the Central Caribbean.

- END -