



Agenda Item 6: Review of the Terms of Reference and Work Programme

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

(Presented by the Secretariat)

<p style="text-align: center;">SUMMARY</p>
<p>This paper presents the current Terms of Reference and Work Programme of the C/CAR WG.</p>
<p style="text-align: center;">References:</p> <ul style="list-style-type: none">• 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 1st July 2004.

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 Seventh Meeting of Directors of Civil Aviation of the Central Caribbean (C/CAR DCA/7).

2. Suggested Action

2.1 The Meeting is invited to:

- a) review the content of this paper; and
- b) review, amend as necessary, and update the Terms of Reference and Work Programme of the C/CAR WG presented in the Appendix to this paper.

APPENDIX

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 Pétion 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 a 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 them for 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, as well as the compliance of GREPECAS conclusions taking into account 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, 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 information services 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	GEN 1	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	GEN 2	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	GEN 3	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	AGA 1	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
5	AIS 1	Recommend actions to solve the discrepancies of information published in the AIPs.	A	C/CAR/DCA/7	AIS/MAP TF
6	AIS 2	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..	A	30/11/04	AIS/MAP TF

No.	Field	Task	Priority	Completion	Responsible
7	AIS 3	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/5	AIS/MAP/TF
8	AIS 4	Impel, with the assistance of the ICAO NACC Office, training actions related with the correct application and effective compliance with the quality requirements of the aeronautical data established in the ICAO Annexes 15, 11 and 14, in support of the AIS/MAP Quality Management Systems.	A	February 2005	AIS/MAP TF
9	AIS 5	Recommend the necessary actions to develop and assist States/Territories with implementing the AIS Automation Plan in the Central Caribbean and, developing the relevant databases.	A	Permanent	AIS/MAP TF
10	ATM 1	Follow up the 10-minute implementation and/or 80 NM RNAV longitudinal separation.	A	10/06/04	ATM TF
11	ATM 2	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/5	ATM TF
12	ATM 3	Follow-up on the implementation of the mandatory use of the ACAS II in the Central Caribbean.	A	C/CAR WG/5	ATM TF
13	ATM 4	Study ATS incidents and propose the implementation of ATS quality assurance programmes in the Central Caribbean.	A	C/CAR WG/5	ATM TF
14	ATM 5	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/5	ATM TF
15	ATM 6	Examine and propose solutions to ATS staffing/training and administrative aspects of ATS units in the Central Caribbean.	B	C/CAR WG/5	ATM TF
16	ATM 7	Develop an action plan for the modernization of ATM automation systems considering flexibility and interoperability.	B	C/CAR WG/5	ATM TF
17	ATM 8	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	ATM TF
18	CNS 1	Review the VHF AMS (R) communications coverage in the Central Caribbean airspace and recommend actions for its completion.	A	C/CAR WG/5	VHF/AMS Coverage Task Force
19	CNS 2	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
20	CNS 3	Conduct a study and recommend a plan for GNSS implementation, including its augmentation system.	B	To be determined	To be determined
21	CNS 4	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

No.	Field	Task	Priority	Completion	Responsible
22	CNS 5	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
23	CNS/ ATM 1	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, ATM TF
24	CNS/ ATM 2	Contribute to maintaining up-to-date the National CNS/ATM Implementation Plans for the Central Caribbean States/Territories.	A	Permanent	C/CAR WG
25	CNS/ ATM 3	Develop a C/CAR CNS/ATM Implementation Subregional Plan	B	C/CAR/WG/6	C/CAR WG
26	MET 1	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/5	MET TF
27	SAR 1	Develop an Action Plan to introduce improvements to the National SAR Plans and develop a C/CAR SAR Plan	A	C/CAR/WG/5	SAR TF

5 Priority

- A** Tasks of high priority on which work should be completed as soon as possible.
- B** Tasks of medium priority on which work should be undertaken as soon as possible, but without detriment to Priority **A** tasks.
- C** Tasks of low priority 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.

8 Task Forces

C/CAR ATM TASK FORCE

1. Terms of Reference

The C/CAR ATM Task Force is responsible to the C/CAR/WG for the review, assessment and analysis of all ATM related matters specifically delegated by the Working Group and to recommend/propose action plans to correct deficiencies and implement solutions.

2. Work Programme

No	Task	Priority	Completion
1	Review Letters of Agreement between ACCs in the Central Caribbean and update action if required.	B	Permanent
2	Review ATS Route issues and recommend changes/solutions if required in coordination.	A	C/CAR WG/5
3	Follow-up on the implementation of the mandatory use of ACAS II in the Central Caribbean.	A	C/CAR WG/5
4	Study ATS Incident Reports and propose solutions through Quality Assurance Programmes.	A	C/CAR WG/5
5	Examine and propose solutions to ATS staffing/training and administrative aspects of ATS units.	B	C/CAR WG/5
6	Study and propose solutions to the use of non-standard ATS phraseology and especially of the English language for the non-English speaking States.	A	C/CAR WG/5
7	Identify ATM matters relating to ATM/CNS implementation with a view to improving and implementing these systems/services.	A	C/CAR WG/5
8	Follow-up on the implementation of 10 minute and/or 80 NM RNAV longitudinal separation.	A	10 June 2004
9	Develop an action plan for the modernization of ATM automation systems considering flexibility and interoperability.	B	C/CAR WG/5
10	Coordinate with the C/CAR Radar Data Sharing Task Force on the use of radar data for operational purposes.	B	C/CAR WG/5

3. Priority

- A** Tasks of high priority on which work should be completed as soon as possible.
- B** Tasks of medium priority on which work should be undertaken as soon as possible, but without detriment to Priority **A** tasks.
- C** Tasks of low priority on which work should be undertaken as time and resources permit, but without detriment to Priority **A** and **B** tasks.

4. Composition

Cayman Islands, Cuba, Haiti, Jamaica*, Netherlands Antilles and United States

*Rapporteur – Randolph Jones

C/CAR RADAR DATA SHARING TASK FORCE

1. Terms of Reference

Study and assist the C/CAR Working Group on the feasibility of implementing the radar data exchange in the Central Caribbean area based on the Surveillance Plan contained in Table CNS 4A of the FASID and the relevant GREPECAS Conclusions and guidelines with a view to proposing a Subregional C/CAR Radar Data Exchange Plan and to advising actions to arrange bilateral and multilateral agreements for the implementation of radar data exchange.

2. Work Programme

No.	Task	Priority	Completion date
1	Based on the updated information of the Surveillance Plan – Table CNS 4A corresponding to the Central Caribbean and neighbouring areas, to analyze the information of the radar facilities of the States/Territories/Organizations of the Central Caribbean and to compile their respective radar coverage diagrams at flight levels 12.000 for terminal area and 25.000 ft for en-route functions.		May 2003
2	Propose the primary and secondary radar data sources, as well as the ATS units that might benefit from the exchange of those radar data sources.		November 2003.
3	Develop an Action Plan for the implementation of radar data in the C/CAR area.		
4	Contribute to keep data up-to-date with any new implementation or change that may be produced regarding the closing of any radar facility service (during the working period of the Group).		
5	Conduct a cost/benefit analysis for the implementation of radar data exchange projects.		June 2004
6	Prepare a radar data exchange plan for the Subregion that allows to share resources for the use of a surveillance radar service in an efficient and safe manner.		October 2003
7	Develop and recommend a prototype Letter of Agreement for bilateral and/or multilateral agreements		November 2004
8	Assess the available information on traffic density in the FIRs and other airspace comprised within the Central Caribbean in order to recommend the use of radar as well as radar data exchange.		February 2004.
9	Assist and contribute to the coordination among the States and Territories of the Central Caribbean for the implementation of radar data exchange.		December 2005
10	Distribute the results of the Work Programme to the members of the Task Force of the Working Group for their consideration.		November 2003
11	Inform the 4 th Meeting of the Central Caribbean Working Group on the results of the work of this Task Force.		February 2004.

3. Composition

Cuba, Jamaica, Netherlands Antilles*, United States and IFATCA.

* Rapporteur: Vilmo Pieter

C/CAR VHF/AMS COVERAGE TASK FORCE**1. Terms of Reference**

Review the information of the VHF/AMS Stations of the Area Control and Approach Services and to identify lack of coverage deficiencies and to recommend solutions.

2. Work Programme

No.	Task	Priority	Completion
1	Review the VHF AMS (R) communications coverage in the Central Caribbean airspace and recommend actions for its development.	A	C/CAR WG/4

3. Priority:

- A** Tasks of high priority on which work should be completed as soon as possible.
- B** Tasks of medium priority on which work should be undertaken as soon as possible, but without detriment to Priority **A** tasks.
- C** Tasks of low priority on which work should be undertaken as time and resources permit, but without detriment to Priority **A** and **B** tasks.

4. Composition

Colombia, Haiti, Jamaica*, United States and IATA

* Rapporteur

C/CAR AIS/MAP TASK FORCE**1 Terms of Reference:**

- a) To examine on a continual basis the sub-regional problems in the fields of Air Navigation related to AIS/MAP of States/Territories within the geographical limits of the Curaçao, Havana, Kingston, Miami Oceanic, Houston Oceanic, Nassau, Port-au-Prince, and Santo Domingo FIRs;
- b) To foster , coordinate and follow-up the implementation of the AIS/MAP requirements established in the CAR/SAM Air Navigation Plan of the States/Territories in the area of responsibility of the C/CAR WG, as well as the compliance with GREPECAS conclusions taking into account the ICAO SARPs;
- c) To identify and propose corrective actions to the AIS/MAP deficiencies affecting international civil aviation in the area of responsibility of the C/CAR WG; and
- d) To act as advisor group, within the C/CAR WG, for the Meeting of Directors of Civil Aviation in AIS/MAP aspects, and follow-up the implementation of the Conclusions approved by them in these areas.

2 Work Programme

No.	Task	Priority	Completion
1	Resolve, under the ICAO NACC Office coordination, the discrepancies of the WGS-84 coordinates of common points in the adjacent FIRs, published in the AIPs of the States/Territories of the Central Caribbean and their adjacent regions.	A	C/CAR DCA/7
2	Contribute to the coordination and follow-up of the total implementation of WGS-84 in the States/Territories in the Central Caribbean.	A	November 30 th 2004
3	Carry out the coordination, assistance and follow-up the implementation of a standard AIS/MAP Quality Assurance System, in the Central Caribbean States/Territories.	A	C/CAR/WG/5
4	Impel, with the assistance of the ICAO NACC Office, training actions related with the correct application and effective compliance with the quality requirements of the aeronautical data established in the ICAO Annexes 15, 11 and 14, in support of the AIS/MAP Quality Management System.	A	February 2005
5	Recommend the necessary actions to develop and assist States/Territories with implementing the AIS Automation Plan approved for the Central Caribbean, and developing the relevant databases.	A	Permanent
6	Review, promote, contribute to the coordination and propose relevant actions for the implementation of AIS/MAP requirements established in the CAR/SAM ANP.	A	Permanent

No.	Task	Priority	Completion
7	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 the AIS/MAP fields of air navigation.	A	Permanent
8	Review the database of deficiencies in the AIS/MAP fields for each State/Territory and propose corrective actions.	A	Permanent

3 **Priority:**

- A** Tasks of high priority on which work should be completed as soon as possible.
- B** Tasks of medium priority on which work should be undertaken as soon as possible, but without detriment to Priority **A** tasks.
- C** Tasks of low priority on which work should be undertaken as time and resources permit, but without detriment to Priority **A** and **B** tasks.

4 **Members:**

Cayman Islands, Cuba *, Dominican Republic, Jamaica, and United States.

* Rapporteur: Mirta Crespo

C/CAR MET TASK FORCE

1. Terms of Reference

- a) Assess the current status of the MET systems and services in the States/Territories of the Central Caribbean;
- b) Promote, coordinate and follow-up the implementation of the MET requirements established in the CAR/SAM Air Navigation Plan for the States/Territories in the C/CAR WG area of responsibility, as well as the compliance with GREPECAS conclusions considering the ICAO SARPs; and
- c) Identify and propose actions to correct the international civil aviation MET services deficiencies in the C/CAR WG area of responsibility.

2 Work Programme

No.	Task	Priority	Completion
1	Identify training needs for all personnel that uses MET information in their operations, including the installation, maintenance and repair the meteorological equipment of high technology.	A	C/CAR/WG/5
2	Follow-up on a regular basis OPMET information exchange and propose actions in order to achieve a high degree of reliability and efficiency in OPMET information exchange, in accordance with the requirements of the FASID Tables MET2A and MET2B (CAR/SAM ANP, Doc 8733).	A	C/CAR/WG/5
3	Develop a C/CAR MET Contacts Database	A	30 April 2004

3 Priority

- A** Tasks of high priority on which work should be completed as soon as possible.
- B** Tasks of medium priority on which work should be undertaken as soon as possible, but without detriment to Priority **A** tasks.
- C** Tasks of low priority on which work should be undertaken as time and resources permit, but without detriment to Priority **A** and **B** tasks.

4 Composition

Fred Sambula (Cayman Islands), Guillermo Armengol (Cuba)*, Enrique Reyes (Dominican Republic), Andrés Campusano (Dominican Republic), Steven Albersheim (United States).

* Rapporteur

C/CAR SAR TASK FORCE

Terms of Reference and Work Programme to be developed by 30 April 2004 and to be presented at the next C/CAR/WG/5 Meeting.

Composition: Cuba, Dominican Republic (Rapporteur), Haiti and United States.

- END -