



Agenda Item 3: Follow-up on actions taken concerning valid Conclusions/Decisions of previous meetings and review of Terms of Reference (ToRs) and Work Programme

3.2 Review of the C/CAR/WG Terms of Reference (ToRs) and Work Programme.

C/CAR WG TERMS OF REFERENCE AND WORK PROGRAMME

(Presented by the Secretariat)

SUMMARY This paper presents the C/CAR WG Terms of Reference and Work Programme as approved by the NACC/DCA/03 Meeting, which should be updated by the Meeting.	
References: <ul style="list-style-type: none">Report of the Third Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/3) (Punta Cana, Dominican Republic, 8-12 September 2008).	
Strategic Objectives	<i>This working paper is related to Strategic Objective D - Efficiency</i>

1. Introduction

1.1 This paper presents the NACC/WG Terms of Reference and Work Programme as approved by the Third Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/3).

1.2 Additionally, the meeting is suggested to consider the NAM/CAR Implementation Plan contained in WP/05, which presents a proposal for a harmonized work programme including a periodical update to the established and defined tasks in accordance with the performance objectives. Therefore, the Terms of Reference should be carefully reviewed.

2. **Suggested Actions**

2.1 The Meeting is invited to:

- a) review the contents of this working paper;
- b) review, update and amend if applicable, the Terms of Reference of the C/CAR WG, as detailed in the **Appendix** to this paper;
- c) according to paragraph 1.2, update the C/CAR WG work programme; and,
- d) confirm the focal points designated by the C/CAR WG members, the names and e-mail address of the Task Force Group members and review the meeting host rotation programme.

APPENDIX

TERMS OF REFERENCE OF THE NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN WORKING GROUP (NACC/WG) AND APPROVED BY THE NACC/DCA/03

1. Terms of Reference

- a) promote development of the CAR/SAM and NAM Air Navigation Plans and other relevant regional documentation, in compliance with ICAO SARPs, as required;
- b) facilitate the implementation of air navigation systems and services as identified in the CAR/SAM and NAM Air Navigation Plans;
- c) address emerging aviation issues focusing on continued improvements to operational efficiency through enhanced coordination, harmonised procedures, interoperability of networks and implementation of new technologies;
- d) promote implementation initiatives and associated technologies to improve safety, increase operational and economic efficiency and/or capacity of regional Air Navigation Services (ANS);
- e) harmonise implementation of performance objectives related to ANS with regard to the GPIs of Doc 9750;
- f) enhance airspace organisation and management (AOM) structure through the improvement of ATS/RNAV routes and/or tracks with entry/exit points on Flight Information Region (FIR) boundaries;
- g) develop air traffic flow management (ATFM) procedures designed to improve efficiency and economy, increase capacity, and overcome existing limitations;
- h) share information on implementation initiatives for enhancing compatibility of air traffic operations;
- i) support the implementation initiatives associated with ICAO's strategic objectives; and
- j) recommend to the NAM/CAR Directors General initiatives to the NAM/CAR Regional Implementation Plan and any necessary steps for implementation.

2. Work Programme

- a) review and recommend deadlines for implementation of facilities, services and procedures to improve ANS in the CAR/NAM Regions;
- b) develop guidelines and make recommendations for States/Territories/International Organizations to implement their ANS national plans;

- c) make recommendations to prepare proposal for amendments to the Doc 7030 and Doc 8733 to satisfy ANS expectations and requirements;
- d) monitor the implementation of air navigation facilities and services to ensure interregional harmonization, taking due account of performance measurements, environmental benefits and operational issues;
- e) provide recommendations to improve human resources planning and development in line with ICAO guidelines;
- f) promote close cooperation between States, Territories and International Organizations and users to optimize the use of available expertise and resources;
- g) conduct activities in the most efficient manner with a minimum of formality and documentation, using electronic tools and telephone conferences to ensure complete exchange of information, when required;
- h) associate in a logical manner the implementation of initiatives with the seven components of Doc 9854, (AOM, DCB, AO, TS, CM, AUO ATMSDM) as appropriate;
- i) avoid duplication of work; and
- j) quantify cost/benefit analysis in terms of performance measures, deadlines, responsible body for implementation and results as well as human factors performance;

3. **Membership**

All ICAO Contracting States, Territories and International Organizations which are accredited to the ICAO NACC Regional Office and Colombia shall be members of the NACC/WG. Other States adjacent to the CAR and NAM Regions may be invited to participate in the NACC WG.

4. **Working Methods**

- a) the Chairperson of the NACC/WG will be a representative from the host State/Territory/International Organization for the duration of the Meeting;
- b) at the beginning of each Meeting, a Vice-Chairperson will be elected for the duration of the Meeting; and
- c) the Members of the NACC/WG will conduct coordination of works as follows:
 - via written correspondence, i.e. e-mail, fax, etc.
 - via phone and teleconference calls;
- d) meetings will be convened every three years or when necessary;

5. Meeting Sites

- a) the ICAO NACC Regional Office will convene the NACC/WG Meeting at least six months before holding it;
- b) the NACC/WG will meet in accordance with the following rotational scheme: Central America, North America, Eastern Caribbean (E/CAR) and Central Caribbean (C/CAR); and
- c) any member States/Territory/International Organizations may, at any time, offer to host a NACC/WG meeting.
