E/CAR/NTG/10 & E/CAR/RD/8 — WP/11
24/08/21

Tenth Eastern Caribbean Network Technical Group and Eighth Eastern Caribbean Radar Data Sharing Ad hoc Group Meetings (E/CAR/NTG/10 & E/CAR/RD/8)
Online, 6 to 7 September 2021

Agenda Item 5: Update of E/CAR/NTG and E/CAR/RD Terms of Reference and Work Programme

E/CAR/NTG WORK PROGRAMME AND TERMS OF REFERENCE

(Presented by the Rapporteur)

EXECUTIVE SUMMARY	
This Working Paper provides an update to the E/CAR/NTG work programme and terms of reference	
Action:	Suggested actions are presented in Section 3.
Strategic Objectives:	• Safety • Air Navigation Capacity and Efficiency • Economic Development of Air Transport • Environmental Protection
References:	• E/CAR/NTG/09 & E/CR/RD/7 Final Report

1.   Introduction

1.1   The Eastern Caribbean Network Technical Group (E/CAR/NTG) was established as a standing group in accordance with E/CAR/WG/31 Meeting, Conclusion 31/7, approved by the E/CAR/DCA/22 Meeting (Port of Spain, Trinidad and Tobago, 8-11 December 2009). By 2013, the E/CAR/NTG has fulfilled the objectives agreed in 2009, with an efficient IP Network and well established stable services; however the continuous monitoring, analysis and follow-up to Network improvements and resolution of failures were considered necessary by the E/CAR AFS Network participants.

2.   Discussion

2.1   E/CAR/NTG FUTURE MEETINGS

2.1.1   Pending the fluidity of the present global pandemic situation, the NTG and RD Groups shall review the duration of the meetings to match them with the one of the E/CAR/CATG Meeting for 2022. Meanwhile the E/CAR/NTG and CNS Committee Rapporteur will continue to hold periodic teleconferences hosted by the E/CAR AFS Network provider, Telecommunications Services of Trinidad and Tobago (TSTT) with the support of the ICAO NACC Regional Office.

2.2   **UPDATE TO TERMS OF REFERENCE**

2.2.1   At the E/CAR/NTG/9 & E/CAR/RD/7 meetings the terms of reference were reviewed. The meeting agreed that for the activities related to the analysis and monitoring of the status of the current E/CAR AFS Network, the E/CAR/NTG is required to make recommendations on measures to improve the reliability of the E/CAR AFS Network for the immediate/ near term. The updated work programme and terms of reference aligning them to the RPBANIP and ASBU methodology is presented in the **Appendix**.

2.3   The E/CAR/RD Group is an adhoc group of the E/CAR CNS Committee and as such the CNS Committee shall amend the tasks assigned to the Radar Data Sharing now relating them as Surveillance data activities in line with the RPBANIP and ASBU methodology.

3.   **Suggested actions**

3.1   The meeting is invited to:

a) analyse the proposal for the next E/CAR/NTG Meeting;

b) review and approve the update to the E/CAR/NTG work programme and terms of reference; and

c) agree to any other actions as deemed appropriate.

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APPENDIX

EASTERN CARIBBEAN NETWORK TECHNICAL GROUP (E/CAR/NTG)
TERMS OF REFERENCE

1.   Background

1.1   The Eastern Caribbean Network Technical Group (E/CAR/NTG) was established as a standing group in accordance with E/CAR/WG/31 Meeting, Conclusion 31/7, approved by the E/CAR/DCA/22 Meeting (Port of Spain, Trinidad and Tobago, 8-11 December 2009) The terms of reference of the E/CAR/NTG were approved by the E/CAR/DCA/22 Meeting, - Decision 22/6. The following main objectives are assigned:

      a)   analysis and monitoring of the status of the current E/CAR AFS Network;
      b)   recommend measures to improve reliability of the E/CAR AFS Network for the immediate/near term; and
      c)   study, analyze and follow-up on the planning, documentation and implementation of the replacement of the existing E/CAR AFS Network.

1.2   By 2013, the E/CAR/NTG has fulfilled these objectives, with an efficient IP Network and well established stable services; however the continuous monitoring, analysis and follow-up to Network improvements and resolution of failures were considered necessary by the E/CAR AFS Network participants.

2.   Terms of Reference

      For the activities related to the analysis and monitoring of the status of the current E/CAR AFS Network, the E/CAR/NTG is required to make recommendations on measures to improve the reliability of the E/CAR AFS Network for the immediate/ near term. These activities include:

      a)   review the current status of the Network (maintenance and reporting procedures, technical personnel involved, spare parts, tools for monitoring the Network status, identify common network points of failure, etc.) and submit recommendations;
      b)   ensure compliance of the Network services with ICAO SARPs, Regional Air Navigation Plans and user expectations (Aviation System Block Upgrades (ASBU) Block 0 Modules);
      c)   assist the TTCAA and the E/CAR States with technical coordination and solutions of problems that occurred with the implementation and operation of the AFS including the E/CAR AFS Network and to consider and make recommendations on measures to improve implementation and operation; and
      d)   Study and propose to the E/CAR/DCA intra and inter-regional coordination for the E/CAR AFS Network connectivity with other regional and domestic digital communications networks of the CAR and SAM Regions.

e) inform and advise the E/CAR AFS Network users, if a major failure or network concern that affects the entire network occurs or may occur or an event that doesn´t allow achieving the Network Service level agreement, recommending solutions for its recovery and actions by the E/CAR AFS Network Service Provider.

3.   **Work Programme**

See attached project file.

4.   **Working Methods**

a) E/CAR/NTG work programme should present their activities in terms of objectives, responsible and deliverables. Further details can be provided in the form of Work Breakdown Schedule (WBS);

b) E/CAR/NTG will avoid duplication of work within the E/CAR/CATG and maintain close coordination among the existing entities (like the Air Navigation Implementation Technical Group: ANI/WG) to optimize the use of available resources and experience;

c) E/CAR/NTG may designate, as necessary, ad-hoc groups to work on specific topics and activities; all tasks and activities should be clearly defined by time and deliverables;

d) E/CAR/NTG should co-ordinate and advance its works as follows to maximize efficiency and reduce costs:
   - conduct work via electronic written correspondence
   - conduct work via phone and teleconference calls
   - hold meetings when necessary

e) E/CAR/NTG meetings shall be conducted as possible, jointly with other E/CAR Meetings like the E/CAR/CATG meetings.

f) E/CAR/NTG will report and coordinate the progress of assigned tasks to the E/CAR/CATG as well as to the E/CAR Directors.

5.   **Membership**

See attached Membership List. ICAO will act as technical adviser to the E/CAR/NTG.

6.   **Rapporteur**

Ms. Veronica Ramdath (Trinidad and Tobago).

**STATE/TERRITORY MEMBERS OF THE E/CAR
NETWORK TECHNICAL GROUP (E/CAR/NTG)**

ANTIGUA

Shenneth Phillips, Chief Air Traffic Services
V.C. Bird Air Traffic Services
Tel. +268-562-0301
Email: shennethp@yahoo.com; Shenneth.phillips@ab.gov.ag

Lorraine Davis, Deputy Chief of Air Traffic Services
Tel. +268-562-5232
Email: lorraine.davis@ab.gov.ag

BARBADOS

Richard Odle, Electronics Manager, Engineering Department
Grantley Adams International Airport Inc.
Tel. + 1 246 428 0917 | M + 1 246 243 5107
Email: rodle@gaiainc.bb

DOMINICA

Jean Williams
Tel. 767-617-2803 or 767-275-2803
Email: dcamgr@daspa.dm

GRENADA

Desmond Baptiste
Tel. 14734039335
Email: dessemuzz@gmail.com

FRANCE

Jean-Jacques Deschamps, Deputy Director SNA/ Antilles Guyane
Tel. + 596 596 422507 | M +596 696 961107
Email: jean-jacques.deschamps@aviation-civile.gouv.fr

Michel Humbert, Head of ATM Technical Services
Tel. + 596 5964 22493 | M +596 696 449072
Email: michel.humbert@aviation-civile.gouv.fr

ST. KITTS AND NEVIS

Daron Sutton, Airport Manager
Tel. +869.469.9050

Email: deltas74@hotmail.com

SAINT LUCIA

Amy Charles, Manager Air Traffic Services
Tel. 1 758 457 6116/ 457 6100 Ext. 6116 | M: 1 758 728 4854
Email: amy.charles@slaspa.com

SAINT VINCENT

Andrea Best, Director of Airports (Ag)
Tel. + 1 784-458-4011/M: 784-493-6800
Email: andreabest.airports@gmail.com

TRINIDAD AND TOBAGO

Veronica Ramdath, Manager Communication Navigation Surveillance
Tel: M +868 681 4407
Email: vramdath@caa.gov.tt

Steve Saroop, Supervisor, CNS
Tel: +868 668 8222 ext 2565
Email: ssaroop@caa.gov.tt

UNITED KINGDOM

Steven Riley, Senior Air Traffic Controller (Ag.)
John A Osborne Airport
Montserrat
Email: ryans@gov.ms

UNITED STATES

Dulce Maria Roses, Program Manager, International Telecommunications Caribbean and South America
Tel. +1 305 716 1830
Email: dulce.roses@faa.gov

Albert O'Neill, Telecommunications Specialist
Tel. +404 474 5169
Email: Al.O'Neill@faa.gov

ECCAA

Trevor Davis, Manager CNS Unit
Tel. +268 -462-0000
Email: tdavis@eccaa.aero

E/CAR/NTG WORK PROGRAMME

No.	Activities	Objectives	Responsible	Deliverables
1	To assist the E/CAR AFS Network Members in coordination for the solutions to problems presented in this operation, and in the implementation of services and parts.	Keep E/CAR AFS Network SLA levels	NTG	E/CAR AFS Network assistance
2	To study and implement technical/operational measures that may be agreed upon to improve the operation and implementation of E/CAR AFS Network services, and that do not impact significant cost, investments and objectives of the Network.	Satisfactory operation and service levels	NTG	Implementation of Network improvements
3	Keep E/CAR AFS Network Members aware of the status of the E/CAR AFS Network performance and conditions of operation.	E/CAR AFS NETWORK Network awareness	NTG	• Reliable E/CAR AFS Network website • Network Performance revision
4	Maintain valid and up-to-date E/CAR AFS Network Contingency Procedures, taking into consideration the contingency plans of each E/CAR AFS Network Member and of the Service Provider and in keeping with the CAR Region General Contingency Plan.	Readiness for contingencies	NTG	E/CAR AFS NETWORK Contingency Procedures
5	To assist the E/CAR AFS Network Members, in finishing the data and voice circuits implementation, according to the requirements shown in the ANP CAR/SAM (ASBU BO modules and Regional/National Priorities).	Fulfill Air Navigation requirements	Taskforces-Adhoc Groups	Data and voice circuit implementation
6	To study and propose solutions for AFS connectivity of the E/CAR AFS Network with other regional and domestic CAR/SAM networks.	Fulfill Air Navigation requirements	Taskforces-Adhoc Groups	Data and voice circuit implementation
7	Keep and validate with the E/CAR AFS Network Service Provider a procedural handbook on management, operation and maintenance of the E/CAR AFS Network telecommunication circuits.	Ensure proper E/CAR AFS Network maintenance and operation	NTG	Maintenance Procedural Handbook/Manual

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