

4th Teleconference of NAM/CAR TASK FORCE ON IMPLEMENTATION OF PERFORMANCE-BASED NAVIGATION (PBN) AIRSPACE CONCEPT

MINUTES

Thursday February 13th 2014 | 1400 UTC | WEBEX | Meeting #4

Meeting called by	Riaaz Mohammed	<u>Attendees</u>
Type of meeting	PBN Taskforce	Shenneth Phillips – Antigua and Barbuda
Facilitator	Trinidad and Tobago Civil Aviation Authority	Julio Mejia - Dominican Republic
	WEBEX	Riaaz Mohammed (Rapporteur)- Trinidad and Tobago
		Orville Shaw – Jamaica
		Lorraine Davis – Antigua & Barbuda
		Armando Hernandez - Cuba

1.0 AGENDA TOPICS

- 1.1 Final discussion on PBN Survey Form
- 1.2 Volunteers for tasks for work program
- 1.3 PBN Taskforce report to ANI-WG Chairman
- 1.4 Any other matters

2.0 MEETING TIME/CONNECTION ISSUES

- 2.1 The meeting began at approximately 1410 UTC as time was allowed for more participants to join in and was conducted in English. Apparently there was an issue with the time displayed by the WEBEX Software. The email introducing the meeting specified 1400 UTC, however, the WEBEX software is unable to display UTC. The time set on the WEBEX Invitation was (Time: 10:00 am, Atlantic Standard Time (Halifax, **GMT-04:00**)). It was decided that the UTC time in the email should be the time for members to use. Orville Shaw missed the meeting due to this mix-up.
- 2.2 Armando Hernandez from Cuba continues to have issues with audio but was able to use the chat feature to communicate.
- 2.3 RO Victor Hernandez advised that he was unable to connect to the WEBEX meeting.

3.0 PBN SURVEY FORMS

- 3.1 The rapporteur advised the group that the draft survey form that was distributed was really done just for comments on its contents. Some members filled out the form and it proved to be valuable in the sense that they were provided better feedback on the forms usability.
- 3.2 It was decided that a cover letter should be attached to the form to explain the objective.

4.0 VOLUNTEERS FOR TASKS FOR WORK PROGRAM

- 4.1 The Rapporteur asked the group to look through the PBN taskforce work program and to advise on which of the tasks they would like to volunteer for.
- 4.2 One of the issues that was identified by the group as an area that needs to be developed for PBN implementation is CDM. The group decided that the taskforce would work on a template action plan to assist States/Organizations with introducing the CDM process into their PBN planning and design.

5.0 PBN TASKFORCE REPORT / NACC WG4

- 4.1 The Rapporteur reminded the group that the invitation letters were out for the Fourth North American, Central American and Caribbean Working Group Meeting (NACC/WG/4) to be held in Ottawa, Canada, March 24th -28th 2014, and that the members of the group should make every effort to attend.
- 4.2 The Rapporteur advised the group that he was working on the report and it will be submitted to the ANI/WG Chairman.

6.0 ACTION ITEMS ORIGINATING OUT OF DISCUSSIONS

- 6.1 **ACT 01:** The rapporteur asked the group to submit all comments on the draft work program by Monday 17th February 2014.
- 6.2 **ACT 02:** The rapporteur will submit the survey form with cover letter to ICAO by Friday 21st February 2014.
- 6.3 **ACT 03:** The rapporteur will submit the PBN Taskforce report to the ANI/WG Chairman.
- 6.4 **ACT 04:** The PBN Taskforce will work via email on an action plan for assisting States with the CDM in PBN implementation, first draft to be completed by March 17th 2014

7.0 PBN TASKFORCE REPORT / NACC WG4

- 7.1 The next PBN Teleconference is tentatively scheduled for March 21st 2014, time to be determined.