International Civil Aviation Organization
NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN OFFICE
Twentieth Meeting of Directors of Civil Aviation of the Eastern Caribbean (20th E/CAR DCA)
Miami, Florida, United States 4 to 7 December 2006

Agenda Item 3   **Air Navigation Matters**
                3.2   E/CAR AIS Committee Report

(Presented by the Rapporteur of the E/CAR AIS Committee)

SUMMARY
This working paper summarizes the activities outlined in the Action Plan Task List for Aeronautical Information Services in the E/CAR.

References:
• Report of 30th Meeting of the E/CAR WG

1.   Introduction

1.1   The 30th Meeting of the E/CAR WG convened in Castries, St Lucia, 7 to 11 August 2006, at Agenda Item 4, paragraph 4.1 acknowledged the growing importance of AIS in the global concepts of CNS/ATM systems and its impact on aviation safety in terms of the timely provision of crucial information. Recognizing that since its inception at the 24th E/CAR WG Meeting in San Juan, Puerto Rico, this Committee had faced a number of constraints in being able to fulfill its mandate, it was now deemed essential to regularize its the activities.   To this end a twenty-two (22) point action plan with stated timelines was developed to guide the work of the Committee during the next twelve months and beyond. The action plan is contained in **Appendix A** to this paper.

2.   Discussion

2.1   Specifically, the activities outlined in the action plan can be grouped under three categories as set out below:

1)   **Tasks associated with The ICC Cricket World Cup 2007 that must be accomplished by AIS in the region;**

The meeting noted that given the magnitude of this event and its likely impact on Air Traffic, AIS facilities will have a significant role in disseminating information both leading up to and during the event. Those tasks associated with Cricket World are denoted by the letters CWC in the first column of the action plan. The CWC tasks associated with the dissemination of information are being coordinated with the Regional Task Force charged with Air Traffic Flow Management for Cricket World Cup 2007. The other tasks in this category address the preparation of staff to meet this challenge, the functionality of equipment and contingency planning.

2)   **Outstanding tasks from the on-going work programme assigned to the AIS Committee, such as:**

- The production of a World Aeronautical Chart for the E/CAR. It has been agreed that the information required to produce this chart can be obtained from a former survey contractor. Therefore, this matter should be shortly concluded.
- There are some WGS 84 coordinates still to be finalized, as well as, harmonization of ENR boundary coordinates. Trinidad and Tobago AIS has undertaken the responsibility of having these issues resolved.

3)   **Tasks geared towards the development of AIS in the region.**

The issues of AIS Automation and Quality System Implementation have been on the work programme of the AIS Committee since its inception, but now these are two areas are considered critical to the development of AIS in the region. In addition, given the scope of these two areas and the limited technical expertise to address these matters, the meeting in St. Lucia agreed that:

a) A full AIS Committee meeting should be held in 2007. Trinidad and Tobago is considering hosting this meeting;

b) ICAO in conjunction with France and the United States be urged to make available to the meeting, experts in Quality Management and Aeronautical Information Management implementation; and

c) E/CAR member states support the visit of the Piarco AIS Chief Technical Officer to for the purpose of identifying deficiencies in accordance with the list contained in **Appendix B** to this working paper.

3.   **Action Required**

3.1   The Meeting is requested to:

a) approve the meeting of the AIS Committee in the second half of 2007;

b) urge ICAO in conjunction with France and the United States to make experts in Quality Management and Aeronautical Information Management implementation available to the meeting;

c) approve the visit of the Piarco AIS Chief Technical Officer to E/CAR member states; and

d) to generally support the efforts of the AIS Committee in the fulfillment of its mandate.

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ACTION PLAN TASK LIST FOR E/CAR STATES' AIS

Revision (1)

Task No	TASK	DEADLINE	RESPONSIBILITY	REMARKS
1	Invitation to E/CAR States to send their AIS Staff on a 2 day visit to Piarco AIS	15-Sep-06	Trinidad and Tobago Civil Aviation Authority AIS (TTCAA AIS)	Invitations to be sent via email and fax and estimated costing (hotel, etc) also to be done and issued later (about end of September)
2 CWC	Issue of general AIC relating to world cup 2007	15-Sep-06	Barbados, Martinique and Piarco AIS Units	Each responsible state will issue an AIC requiring the following: That all ACFT operators intending to operate into the Piarco FIR and the TMAs and CTRs within it during March and April should send particular information to AIS Units of Piarco, Martinique and Barbados This information mayinclude Airline name, Aircraft type, Date of flight, Departure AD/ Time, Destination AD/Time, Estimated parking time at destination
3 CWC	Collection of information as stated in AIC and issue to Trinidad and Tobago POC	15-Nov-06	Piarco AIS Unit	
4	Reply to invitation	30-Nov-06	All E/CAR States CAA's	Reply needed so that Piarco AIS staff can be in readiness to receive visits
5	Submit to ICAO completed form re: status of implementation of E/CAR AIS MAP Systems	30-Nov-06	All E/CAR States CAA's	To be sent thereafter on a quarterly basis. (Form is found as Appendix to Working Paper 06 - (30th ECWG Meeting).
6	Visit of Barbados AIS Staff to Piarco AIS	31-Dec-06	Barbados CAA	Visit expected by Piarco at end of September
7	Production of WAC for E/CAR	31-Dec-06	All E/CAR States CAA's	This maybe accomplished through use of the former survey contractor who has indicated possession of all needed info to complete this task
8	Correction of exisiting AIP Coordinates which are not clearly WGS 84 compliant	31-Dec-06	Venezuela CAA AIS TTCAA AIS	Piarco will request confirmation of all dubious points from E/CAR states

ACTION PLAN TASK LIST FOR E/CAR STATES' AIS

Revision (1)

Task No	TASK	DEADLINE	RESPONSIBILITY	REMARKS
9 CWC	Familiarization of AIS Staff	1-Jan-07	All E/CAR States	Each state will ensure that their AIS staff are familiar with the basic ATFM strategies developed for use during the world cup
10 CWC	Refresher training of AIS Staff	31-Jan-07	All E/CAR States	Each State's AIS Administrator will ensure that their AIS staff are refreshed on basic flight planning, NOTAM and other ATS message issue
11 CWC	Issue of NOTAM or AIP SUP relating to activity including any ATS flight status status restrictions-IFR/VFR and advanced FPL notification via AFTN email, website posting, fax etc.	31-Jan-07	Barbados, Martinique and Piarco AIS Units	Coordination required between the AIS units of Piarco, Barbados and French Antilles with their respective ATS units
12 CWC	Equipment Availability and Accessibility	28-Feb-07	All E/CAR States	Each State's AIS Administrator will ensure that AFTN Terminals, Telephones, Telefaxes, Internet/email are accessible to AIS Staff and are in good working order
13 CWC	Contingency Planning			Each State's AIS Administrator will work on contingency arrangements with neighbouring AIS Units. Example in the event that AFTN at State A malfunctions then State B will transmit ATS Messages on their behalf etc.
14 CWC	Human resource availability			Each State's AIS administrator will ensure that AIS staffing is adequate including possible extra staff for the Mar-Apr period
15 CWC	Issue of Trigger NOTAM (if AIRAC SUP was issued as at 11) above) to herald start of ATFM from Mar 3rd to May 5th	1-Mar-07	Barbados, Martinique and Piarco AIS Units	

ACTION PLAN TASK LIST FOR E/CAR STATES' AIS

Revision (1)

Task No	TASK	DEADLINE	RESPONSIBILITY	REMARKS
16	Harmonization of ENR boundary Coordinates between Piarco and Maiquetia	31-May-07	TTCAA AIS and Venezuela AIS	Venezuela has indicated that their WGS 84 Survey will be complete by Dec 06. At that time they have requested a bilateral meeting to discuss the points in question
17	Visit of TTCAA AIS Chief to E/CAR AIS Units to identify deficiencies	30-Jun-07	TTCAA and E/CAR States AIS	The list of areas to be examined are attached to the report of the 30th ECWG Meeting
18	Visit of E/CAR States AIS Staff to Piarco AIS Unit	30-Jul-07	E/CAR States CAA AIS. TTCAA AIS	Visits are in accordance with the schedule as well as the topics for consideration attached to the Report of the 30th ECWG Meeting .
19	2nd Meeting of the E/CAR AIS Committee	31-Dec-07	E/CAR AIS Committee Members	Meeting to be held for the purpose of discussing the issues included in draft conclusion 30/05 in the report of the 30 ECWG Meeting.
20	Meeting with Technical Experts in Quality Assurance and AIM	31-Dec-07	France CAA, US FAA, ICAO, E/CAR AIS Committee	Preferably to be held during the E/CAR AIS Committee Meeting
21	Implementation of E/CAR AIS Quality Assurance	31-Dec-08	All E/CAR States CAA's	Some States have started this implementation
22	Establishment of a Strategy for E/CAR AIS MAP Automation	31-Dec-08	E/CAR AIS Committee	The meeting with Technical experts in AIM is expected to yield ideas for this strategy

APPENDIX B

List of Areas of Examination by Chief Technical Officer Piarco AIS

- Level of training and number of AIS staff

- Organization and efficiency of AIS office

- Level of available documentation available in the AIS

- Degree of computerization

- Availability or access to the internet

- Status of implementation of a quality programme

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