International Civil Aviation Organization
North American, Central American and Caribbean Office
Second North American, Central American and Caribbean Working Group Meeting (NACC/WG/2)
Ocho Rios, Jamaica, 12-16 May 2008

Agenda Item 5:   **AIS (AIM) Developments and Follow-up**
           5.1   **Follow-up to activities and regional implementation related with the objectives of Aeronautical Information Services AIS/MAP (AIM)**

FOLLOW-UP AIS/MAP – AIM ACTIVITIES

(Presented by the Secretariat)

SUMMARY
This working paper presents outstanding issues requiring follow-up on AIS/MAP-AIM matters.
References:
- Report of the GREPECAS AIS/MAP/SG/10 Meeting (Caracas, Venezuela, 26 February-02 March 2007).   - Report of GREPECAS/14 Meeting (San José, Costa Rica, 16-20 April 2007).   - FASID AIS Tables.   - C/CAR/WG/1 meeting.

1.   **Introduction**

1.1   AIS/MAP related Conclusions and Decisions from previous GREPECAS and AIS/MAP Subgroup Meetings are still pending in the Region and should be reviewed by States. The updated implementation status for digital production of aeronautical cartography, regional planning and implementation of Integrated Documentation of the Aeronautical Information Package digital process, and creation of digital Geographic Information System (GIS) database, including obstacle/terrain spatial data, as well as the respective AIS/MAP (AIM) quality management programmes has not been reported to the ICAO NACC Regional Office.

2.   **Discussion**

2.1   AIS/MAP (AIM) Tasks

2.1.1   According to the defined Work Programme, outstanding tasks that remain pending are listed hereunder and including the status of compliance prior this meeting:

Task No. 1: resolve, under the ICAO NACC Office coordination, the discrepancies of the WGS-84 coordinates of common border fixes in the adjacent FIRs, published in the AIPs of Caribbean States/Territories and their adjacent regions.
The common fixes of reference in the FIRs are in coordination process between PIARCO (Trinidad and Tobago) and Venezuela through the NACC and SAM Regional Offices.   It is requested to notify NACC Office on the developments in the agreements of the WGS84 coordinates publication.
Task No.2: carry out the coordination, assistance and follow-up implementation of a standard AIS/MAP Quality Assurance System in the Caribbean States/Territories.
A conclusion for the adoption of Part 4 of the *Guidance Manual for the Implementation of a Quality Management System for AIS/MAP in the CAR/SAM Region* was approved by GREPECAS/14 Meeting.   It is requested to notify NACC Regional Office the implementation level of the Quality Management System.
Task No. 3: impel, with the assistance of the ICAO NACC Office, training actions related with the correct application and compliance with the quality requirements of the aeronautical data established in the ICAO Annex 15, in support of the obstacle/terrain electronic data e-Tod mentioned in Doc. 9881 – Guidelines for Electronic Terrain, Obstacle and Aerodrome Mapping Information (available in ICAO NET only in English).
The "e-TOD Seminar" was successfully held in Dominican Republic in November 2007.
Task No. 4: recommend the necessary actions to assist States/Territories with implementing the AIS Automation Plan and the digital data interchange.
COCESNA is planning a CAR/SAM Seminar on Aeronautical Information Exchange Model (AIXM) for September 2008, possibly in Tegucigalpa, Honduras (English/Spanish).   It is requested to notify NACC Regional Office on the participation of this important Seminar.
Task No. 5: review actions and carry out the follow-up the implementation deficiencies of the AIS/MAP requirements established in the CAR/SAM Air Navigation Plan.
The deficiencies table tracks the AIS/MAP implementation requirements established in the ANP. This table, in most of the cases, is not updated.   It is requested to notify NACC Regional Office on the action plans for the AIS/MAP Deficiencies solution.
Task No. 6: prepare the application of human factors applied to AIS/MAP, in accordance with AIS/MAP/SG/10 meeting results and with the TF QM works.
GREPECAS/14 Meeting reviewed the Application of the human factors principles in the Aeronautical Information Management (AIM), considering that the AIM Subgroup set out the need to elaborate a Manual containing the guidelines on human factors and a Plan for their implementation. Task completed by the QM TF.   It is requested to notify NACC Regional Office the application of the human factors guidelines in AIM.

2.2   States/Territories are requested to follow-up and to implement AIM GREPECAS Conclusions as soon as possible. The next AIM/SG Meeting will be held in Bogota, Colombia, from 16-20 June 2008 (see **Appendices A, B** and **C**).

2.3   States/Territories are requested to update the FASID AIS Tables of the CAR/SAM Air Navigation Plan and to facilitate their respective amendments. Additionally, States/Territories are requested to provide updated information on progress to the ICAO NACC Office (e-mail: icao_nacc@mexico.icao.int), especially updated Deficiencies and the Action Plans to resolve them.

3.   Suggested action

The Meeting is invited to:

a) inform the ICAO NACC Office of developments with the items in the task table presented in par. 2.1.1 no later than **26 September 2008;**

b) encourage States/Territories/ International Organizations to participate in the next AIM/SG/11 Meeting to be held in Bogota, Colombia, from 16-20 June 2008; and

c) update the FASID AIS Tables of the CAR/SAM ANP and send the respective information to ICAO NACC Office in order to proceed with the amendment.

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         ICAORD, Lima (for onward transmission to the SAM States)

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Subject: **Eleventh Meeting of the GREPECAS Aeronautical Information Management Subgroup (AIM/SG/11)**
     (Bogotá, Colombia, 16-20 June 2008)

**Action
required:** **Your reply by 20 May 2008**

Sir/Madam:

  I have the honour to invite your Administration to the Eleventh Meeting of the GREPECAS Aeronautical Information Management (AIM/SG/11), which will be held in Bogotá, Colombia, from 16 to 20 June 2008. The Task Forces will meet during the first day (no interpretation will be provided), and the work of the Subgroup will follow on the second day. Simultaneous interpretation services will be provided in English and Spanish.

  I would appreciate receiving confirmation of your participation by sending the names of your delegation along with your proposed Working/Information Papers in electronic format by **15 May 2008,** in order to permit timely translation. If the working papers are provided in both languages, the deadline is **20 May 2008**. Information papers (IP) will be provided only in the language in which submitted and will not be translated. All documentation for this meeting will be available on the GREPECAS website: www.lima.icao.int GREPECAS (username: carsamrpg; password: ccretkode).

  Please find Information Paper (IP/01) with the General Information enclosed. The Draft Agenda will be provided at a later date.

  Accept, Sir/Madam, the assurances of my highest consideration.

       Original signed by

       Loretta Martin
       Regional Director
       ICAO NACC Office

Enclosure: IP/01

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ICAORD, Lima (for onward transmission to the SAM States)

Subject: **Eleventh Meeting of the GREPECAS Aeronautical Information Management Subgroup (AIM/SG/11)**
                 (Bogotá, Colombia, 16-20 June 2008)

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            Loretta Martin
            Regional Director
            ICAO NACC Office

Enclosure: IP/01

International Civil Aviation Organization
CAR/SAM REGIONAL PLANNING AND IMPLEMENTATION GROUP (GREPECAS)
Eleventh Meeting of the GREPECAS Aeronautical Information Management Subgroup (AIM/SG/11)
Bogotá, Colombia, 16-20 June 2008

GENERAL INFORMATION

(Presented by the Secretariat)

1.   **Place and Date**

The Eleventh Meeting of the GREPECAS Aeronautical Information Management Subgroup will be held in Bogota, Colombia, from 16 to 20 June 2008.

2.   **Address and Telephone Contact Numbers**

Centro de Estudios y Ciencias Aeronáuticas (C.E.A.), Avenida El Dorado N° 103-23, Bogotá.

Tel:	++571 266-3769 ++571 266-3626 ++571 266-2952
Fax:	++571 266-2562
E-mail:	luz.gonzalez@aerocivil.gov.co
	nsanchez@aerocivil.gov.co
Website:	www.aerocivil.gov.co

3.   **Languages**

The meeting will be carried out in English and Spanish.

4.   **Opening Session**

Monday, 16 June 2008

Registration of participants:	08:30 – 09:00 hours
Opening session:	09:30 – 09:45 hours

Schedule of plenary sessions

Monday 16	1000-1500 hours
Tuesday, Wednesday and Thursday:	0900-1500 hours
Friday 20:	1000-1300 hours

5.   **Registration of Participants**

Registration of delegates shall be carried out Monday, 16 June 2008, at 0830 hours. The registration desk will be located at the registration desk of the C.E.A. For identification purposes, it is required that delegates wear the badge be provided at registration.

6.   **Passport and Visa Requirements**

A valid passport and visa are required for citizens of certain countries. To this effect, it is required that delegates comply with requirements with **sufficient time in advance** in order to obtain the visa from any Colombian Embassy prior to departure.

7.   **Temperature**

During the month of June, temperature in Bogota varies from 08 ° C to 22° C. The average humidity is 70% to 80%.

8.   **Money Exchange and Credit Cards**

The currency in Colombia is the Colombian peso. Currently the exchange rate is 1,910 Colombian pesos per US $ 1.00. It is preferable to exchange money in banks or money exchange houses, **avoiding exchange in other places** such as the street.. Credit cards usually accepted are Visa, Diners, Master Card and American Express. Most stores and restaurants accept payment in US$.

9.   **Hotels**

Bogota has excellent hotels. The Civil Aviation Administration has negotiated corporate rates with Habitel Hotel (located 5 min. from the event site), Hotel Capital and Hotel Tequendama. To consult other hotels, you may access website: www.hoteles-bogota.com/

Following are suggested hotels:

HOTEL HABITEL	TARIFA "Corporativa" (Aeronáutica Civil)
Address: Avenida El Dorado No. 100 – 97 Tel + 57 (1) 419 99 99 Ext. 720 Fax: +57 (1) 419 99 99 Ext. 789 Contact: Claudia P. Guerrero R. Key: Aeronáutica Civil Colombiana Reservations: claudia.guerrero@hotelhabitel.com www.hotelhabitel.com	Executive room USD 157 Junior Suíte USD 159 Suíte USD 206 Additional person USD 30 **Note: These rates are valid until 30 June 2008**
Includes: Transport hotel/airport/Hotel; buffet breakfast, daily variation, internet services at no cost, Business Center service; Concierge services, gym, Jacuzzi	
Does not incluye IVA tax of 10% on the rate, **Hoteler Insurance $4.500,oo** per person per night.	

HOTEL CAPITAL	TARIFA "Corporativa" (Aeronáutica Civil)
Address: Calle 25B No. 69ª - 50 Tel: +57 (1) 423 30 01 Fax: +57 (1) 423 30 03 Contact: Susana Salcedo Key: Aeronáutica Civil Colombiana Reservations: susana.salcedo@ghlhoteles.com E-mail: hotel.capital@ghlhoteles.com	Single room USD 124 Double room USD 140 Superior single room USD 140 SuperiorDouble room USD 155 Single Junior Suíte USD 182 Double Junior Suite USD 197 **Note: Rates are effective until 30 June 2008**
Please add: 10% of IVA tax on the lodging rate, $ 5.000 for hotel insurance per person per night and $1.000 per room only once during stay for the Agreement & visitors Bureau (subject to changes as per current law)	
Includes: Transportation airport/hotel/airport, Buffet breakfast served at El Paso restaurant, courtesy snack from 8:00 p.m. Monday through Friday, gym, sauna, jacuzzi and squash court, life music at night– Lobby Bar from Tuesday through Friday, medical assistance round the clock (emergency) safety box, shoe polish	

HOTEL CROWNE PLAZA TEQUENDAMA BOGOTA	"Corporative" Rate (Aeronáutica Civil)
Address: Carrera 10 No. 26 – 21 Tel: +57 (1) 3822929 Fax: +57 (1) 3424739 Contact: Heidy Rodríguez D. Key: Aeronáutica Civil Colombiana Reservations: heidy.rodriguez@ihg.com www.cptenquendama.com	Deluxe Single room USD 134 Double room USD 148 Junior Suite Executive floor single USD 199 Junior Suite Executive floor double USD 214
Includes: these rates have included the 10% of IVA tax and $6.000 of hotel insurance per person per night, breakfast buffet, free wireless in the room, sleep amenities kit from the exclusive programme "Sleep Advantage"**; also includes transportation hotel/CEA/hotel during the week of the event.**	

RESERVATION CONDITION BY HOTELS. Kindly guarantee reservations with a company letter and/or credit card accepting no show charges. When reservations have not been guaranteed the room will not be available until 06:00 PM of the arrival date. If cancellation is necessary, kindly inform the hotel 24 hours in advance, otherwise, a no-show charge will be assessed to the company or corresponding credit card.

Kindly make reservations directly with the hotel and send a copy of the reservation to Ms. Nubia Inés Sánchez Medina, e-mail: nsanchez@aerocivil.gov.co fax: 571-2662562.

10.   **Taxis**

Participants are recommended to use authorized taxi services to their hotels.

11.   **Hospitals**

There are hospitals and private clinics close to the meeting; in addition, the Unidad Administrativa Especial de Aeronautica Civil has a Civil Aviation Medical Center can assist with first-aid for participants as required.

12.   **Electricity**

110 Volts.

16.   **Airport Tax**

Airport taxi s US$ 63.00.

END

APPENDIX A

ELEVENTH MEETING OF THE GREPECAS AIM/SG
(AIM/SG/11)

DRAFT AGENDA

Agenda Item 1: **Follow-up actions taken by the AIS/MAP/SG/10 Meeting**

1.1 Review of the actions adopted by the GREPECAS/14 Meeting in reference to the AIS/MAP/SG/10 Meeting report.

1.2 Actions adopted by the Air Navigation Commission in reference to the GREPECAS/14 Meeting report regarding actions of the AIS/MAP/SG/10.

1.3 Follow-up on implementation of actions adopted by the CAR/SAM 11th Air Navigation Conference regarding the new AIM concept.

Agenda Item 2: **Review of the AIM Subgroup Contributory Bodies Reports**

2.1 Report of the Third Meeting of the AIM Quality Management Task Force (AIM/QM/TF/3), and follow-up on the initiative to develop an implementation plan for AIM services quality systems.

2.2 Report of the Ninth Meeting of the Aeronautical Information Management Training Task Force (AIM/TRAIN/TF/9).

2.3 Report of the First Meeting of Aeronautical Information Management Electronic Aeronautical Charts Task Force (AIM/e-MAP/TF/1).

Agenda Item 3: **Review of AIM Planning and Transition issues**

3.1 Development of a CAR/SAM transition plan to AIM.

3.2 Proposal to CAR/SAM Region States regarding the identification and designation of current AIS, NOTAM and MAP (AIM) areas, such as restricted access areas, especially areas that manage aeronautical information/data from the WEB Server and NOTAM and GIS databases.

3.3 Review of adopted actions regarding the implementation of the ICAO/PAIGH Technical Cooperation Project for the production of 1:1000,000 and 1:500,000 IFR and VFR aerodrome aeronautical charts.

3.4 Review of development of AIM human factors applications (AIS/MAP), relating to ICAO strategic objectives **A:** Safety and **D**: Efficiency in the ICAO operational safety areas.

3.5 Review of the survey for using the AIP Audits Assistant (AAA) and application in the quality process.

Agenda Item 4:   **Review of the Implementation Process**

4.1   Proposal for the use of GIS systems for the development of aeronautical charts and AIP database integration.

4.2   Initiative for Spanish speaking States to comply with the requirement in Annex 15, Chap. 3, para. 3.6.1, regarding the publication of the Integrated Aeronautical Information Package in the English language, especially in digital formats.

4.3   Review of CAR/SAM State Action Plans regarding the resolution of existing deficiencies in AIM areas (AIS/MAP), and review of actions taken by the ASB/8 Meeting held in Lima, Peru, from 5-6 March 2008, in ICAO SAM Office regarding reclassification of "U" deficiencies using SMS methodology as a means for risk assessment.

4.4   Suggest action to endorse and apply the ICAO Annex 15 and Doc 8126 format 100% in development of the e-AIP in preparation for AIXM implementation.

4.5   Follow-up on e-TOD implementation (electronic terrain and obstacle data), actions taken by CAR/SAM States regarding Annex 15, Chap. 10, Appendix 8 SARPS and guidance from Doc. 9881 (Conclusions 9/7 and 9/9 of the AIS/MAP/SG/9 Meeting).

Agenda Item 5:   **Review of Administrative Aspects of AIM Subgroup**

5.1   Review of the Terms of Reference and Work Programme of the AIM Subgroup and their task forces.

5.2   Consideration of restructuring the AIM Subgroup. Substitution of AUTO/TF with the creation of GIS/TF.

Agenda Item 6:   **Other issues according to the AIM/SG Terms of Reference**

6.1   MET integration in AIM services initiative.

**EXPLANATORY NOTES ON THE DRAFT AGENDA OF THE
ELEVENTH MEETING OF THE GREPECAS AIM/SG/11**

Agenda Item 1:   **Follow-up on Actions Taken by the AIS/ MAP SG/10 Meeting**

Under this agenda item, the Meeting will review and take note of the actions taken by GREPECAS as well as the Air Navigation Commission concerning the AIM Subgroup related to the Fourteenth GREPECAS Meeting.

Agenda Item 2:   **Review of the Reports of the AIS/MAP Subgroup Contributory Bodies**

The reports of the Third Meeting of the QM Task Force (QM/TF/3); AIM/TRAIN/TF/9 and AIM/e-MAP/TF/1 will be reviewed by the AIM/SG under this agenda item. Any other aspect related to these issues may be discussed by the Subgroup.

Agenda Item 3:   **Review of Planning Aspects and Transition to AIM**

During this item, aspects of planning that have an effect on aeronautical information services will be reviewed. The proposal to designate AIM areas (AIS, MAP and NOTAM) as restricted areas, the application of the human factors in AIM, a CAR/SAM plan for transition to the new AIM concept and developments on a technical cooperation project for aeronautical charts will be discussed.

Agenda Item 4:   **Review of Implementation Processing**

Under this agenda item, the AIM Subgroup will review aspects related to implementation of various issues that have an effect on aeronautical information management such as e-TOD implementation, action plans for deficiency resolution, enforcement of English language proficiency requirements in integrated documentation, and the presentation of a proposal for the use of a geographical information system for aeronautical information management, among other related topics.

Agenda Item 5:   **Review of Administrative Aspects of the AIS/MAP Subgroup**

Taking into account the Conclusions of the Seventh Meeting of the GREPECAS Administration Coordination Group (ACG/7), the AIM Subgroup will review the Terms of Reference and Work Programme and will designate the executive bodies during discussion of administrative aspects on this matter. Likewise, the need for restructuring the task forces of the AIM Subgroup, such as the Aeronautical Information Management Automation Task Force (AIM/AUTO/TF), will be discussed.

Agenda Item 6:   **Other Business within the Terms of Reference of the AIM Subgroup**

Under this agenda item, any other matters of interest will be considered.

- END -