



Agenda Item 5: Air Navigation Matters
**5.1 Thirty-First Eastern Caribbean Working Group Meeting
(E/CAR/WG/31) Report**

EXECUTIVE SUMMARY OF THE 31ST E/CAR WORKING GROUP MEETING

(Presented by the E/CAR/WG Chairman)

SUMMARY	
This working paper presents an executive summary of the Thirty-First Eastern Caribbean Working Group Meeting, emphasizing the relevant actions and discussions, as well as the draft Conclusions formulated by the meeting.	
References: • Final Report of the Thirty-First Eastern Caribbean Working Group Meeting (E/CAR/WG/31) (St. John's, Antigua and Barbuda, 5 to 8 October 2009) • ICAO NACC Letters ND 8-14-EMX0999 dated 14 October 2009 and ND 8-14- EMX 1049 dated 28 October 2009	
Strategic Objectives	<i>This working paper is related to Strategic Objective D.</i>

1. Introduction

1.1 The Thirty-First Eastern Caribbean Working Group Meeting (E/CAR/WG/31), was held in St. John's, Antigua and Barbuda, from 5 to 8 October 2009, with the participation of 32 delegates from 11 States/Territories of the E/CAR Region and 2 International Organizations. As a result of the E/CAR/WG/31 Meeting, the group adopted the Report, containing the agreements and results of the discussions on the safety management and air navigation matters, as well as the follow-up on actions for valid conclusions/decisions and the revision of the working group terms of reference.

1.2 Based on the urgent matters related with the deficiencies in the current E/CAR AFS Network services, as informed by the E/CAR/WG/31 Meeting, expressing its concern over the faulty and degraded services provided by the E/CAR AFS network and the deficiencies in both data and voice circuits, the ICAO NACC Regional Office sent a letter to E/CAR States/Territories (Ref.: ND 8-14 EMX0999 dated 14 October 2009), requesting comments and proposed actions with reference to the recommendations and required actions proposed in the draft E/CAR/WG/31 conclusions related to the Missing Flight Plans and the deficient service provided by the E/CAR AFS Network (31/4, 31/5, 31/6 and 31/7).

1.3 Furthermore, the ICAO NACC Regional Office sent a follow-up letter (Ref. ND 8-14 EMX1049 dated 28 October 2009), following the responses received from Barbados, French Antilles, Trinidad and Tobago, United Kingdom, United States and ECCAA to letter Ref.: ND 8-14 EMX0999. Through this State Letter, the four referred E/CAR/WG/31 draft conclusions were considered approved by the E/CAR Directors of Civil Aviation.

2. Discussion

2.1 **Appendix A** contains an executive summary of the Thirty-First Eastern Caribbean Working Group Meeting Report. Based on the Meeting's discussions, several short-term relevant actions were agreed:

- a) E/CAR States and Territories should develop an action plan to ensure the safety and efficiency of ATC coordination in the lower airspace and to submit it to the ICAO NACC Regional Office no later than **26 February 2010**.
- b) E/CAR States and Territories are to submit to the ICAO NACC Regional Office by **30 January 2010**, their tentative AIS-AIM Transition work programme and their action plan to resolve AIM deficiencies.
- c) Participation in the AIM Training Seminar that may be scheduled to take place in **August 2010**.

2.2 The draft conclusions formulated by the E/CAR/WG/31 Meeting are shown in **Appendix B**.

2.3 Based on the performance-based approach, the E/CAR/WG/31 reviews its Terms of Reference, including the functional organization of the group, the different Committees' work and membership of the E/CAR Working Group. The draft revised E/CAR/WG Terms of Reference are presented in **Appendix C** to this paper.

2.4 It is necessary to have a commitment from the E/CAR States and Territories for the follow-up and conduct of the activities of the E/CAR/WG work programme, therefore, it is very important to confirm the focal points designated by the States/Territories/International Organizations for the E/CAR/WG (name, telephone number and e-mail address), as well as the membership for the Committees, to the ICAO NACC Regional Office.

3. Next Meeting venue

3.1 The Meeting was informed on the rotation programme of meetings, which is included as **Appendix D** to this working paper. The host for the Thirty-Second Eastern Caribbean Working Group Meeting (E/CAR/WG/32), is scheduled to be held from 15 to 18 June 2010, in Sint Maarten, Netherlands Antilles, subject to confirmation. Dominica offered to host the E/CAR/WG/32 meeting, if Netherlands Antilles are unable to host for any reason.

4. Suggested actions

4.1 The Meeting is invited to:

- a) review the different actions agreed by the E/CAR/WG/31 Meeting as summarized in Appendix A and paragraph 2.1 and approve the E/CAR/WG/31 Meeting Report,
- b) review and approve the draft conclusions formulated by the E/CAR/WG/31 as detailed in Appendix B;
- c) approve the Draft Revised Terms of Reference and Work Programme of the Eastern Caribbean Working Group (E/CAR/WG) as detailed in Appendix C;
- d) inform the ICAO NACC Regional Office of the E/CAR States/Territories/International Organizations focal points-of-contact mentioned in paragraph 2.4 of this paper; and
- e) comment on the Future E/CAR/WG Meeting Host Rotation Programme presented in Appendix D.

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APPENDIX A

EXECUTIVE SUMMARY OF THE 31ST E/CAR WORKING GROUP MEETING

1.1 The Meeting was informed of the update on the status of air navigation deficiencies reported for the States and Territories in the Eastern Caribbean Region, which included the review undertaken of the priority classification methodology for deficiencies using the ICAO SMS Risk Assessment Matrix and the reclassification of deficiencies from “U” to “A” and that “U” deficiencies were no longer reported for any E/CAR States/Territories. The Meeting was reminded that the current version of the database of deficiencies is always available on the ICAO NACC Regional Office website at the following link: www.mexico.icao.int/gandd2.html.

1.2 The Meeting noted that 148 of the 181 unresolved deficiencies reported for E/CAR States/Territories are classified Priority “A,” which are safety-related. The Meeting also reviewed the distribution of outstanding priority “A” deficiencies reported for the E/CAR Region, which showed the highest percentage of safety-related deficiencies in the AGA (62 percent), AIS (24 percent), and MET (8 percent) areas, highlighting the need to focus improvements in these particular areas. As a result of this discussion, draft Conclusion 31/1 *RESOLUTION OF AIR NAVIGATION DEFICIENCIES* was formulated.

1.3 A briefing was provided on the actions approved by GREPECAS Conclusion 15/36 to reduce operational errors in the ATC coordination loop between adjacent Area Control Centres (ACCs), including early implementation of ATS Interfacility Data Communication (AIDC). Information was given on ICAO Circular 314, Threat and Errors Management (TEM) and Normal Operations Safety Survey (NOSS).

1.4 The Meeting agreed that meetings between two or more facilities with common Letters of Agreement (LOAs) should be convened to discuss procedures and actions to be done from facility to facility to reduce ATC coordination loop errors. Also the Meeting concurred that ATC units should make efforts to move forward and continue to look for opportunities to improve the working relationship between facilities. Possible topic meetings to be analyzed between ATC units were presented (Appendix C to Agenda Item 1).

1.5 The Meeting identified further actions for E/CAR States/Territories to ensure ATC coordination in the lower airspace, and so the E/CAR States and Territories should develop an action plan (to be submitted to the ICAO NACC Regional Office no later than 26 February 2010) and conduct tests in their ATS surveillance system, in accordance with the airspace classification, as well as determine other automation requirements to satisfy future operational applications of the ATM community.

1.6 Regarding SSP and SMS Implementation, the Meeting emphasized that States that have not already done so, were urged to develop an SSP implementation plan and commence related activities at the earliest opportunity to comply with ICAO SARPs. In relation to safety oversight training, it was recognized that the SMS/SSP concept requires a particular training programme for ATS inspectors/supervisors on comprehensive ATC performance-based frameworks to support safety performance goals.

1.7 In respect to Global and CAR/SAM Air Navigation Activities, the Meeting was informed on the performance-based approach and its metrics, ICAO electronic ANP framework, ICAO tools for analyzing and facilitating decision-making, CAR/SAM ANP, frequency Assignment lists updates and ICAO activities on the harmonization of the United States NextGen and European SESAR Programmes.

1.8 The Meeting took note of the requested actions for the ICAO SARPs proposals for amendment, the information on Amendments 84 and 85 to Annex 10, Amendments to Annex 14, questionnaire on proficiency in the English language used for radiotelephony and proposal for amendment to Annex 10 Vol. III and Vol. IV.

1.9 Under the discussion of the E/CAR SAR matters, the Meeting noted that some States in the E/CAR have difficulty in the implementation of some of the recommendations of the CAR/SAM RAN/3 and GREPECAS/11 Meetings, as several actions require the establishment of high level institutional agreements. In addition, States are required to gather information from collaborating Agencies and Organizations to provide SAR service in jurisdictional airspace and overseas within Piarco FIR/SRC.

1.10 The Meeting agreed that the SAR checklist (Appendix B of Agenda Item 2 of the E/CAR/WG/31 Report) may be used by States to assess their SAR Capabilities and details on resources available, and that SAR information from individual States should be sent by their point of contact to the Piarco Aeronautical Information Services (AIS) or directly to the Chairman of the E/CAR SAR Committee, by **15 November 2009** in order to have the results discussed at the E/CAR/DCA/22 Meeting. This information will also form the basis for the convening of an **E/CAR SAR Meeting in 2010**, and so the Meeting agreed to formulate draft CONCLUSION 31/2 *E/CAR HIGH LEVEL SAR MEETING*.

1.11 In relation to PBN implementation, the Meeting recalled Assembly Resolution 36-23 on the implementation of RNAV/RNP procedures, which resolved that States and GREPECAS complete a PBN implementation plan by the end of 2009, and so agreed the draft CONCLUSION 31/3 *PBN IMPLEMENTATION IN THE NATIONAL AIR NAVIGATION SYSTEMS*. It was also considered that since several airports have implemented GNSS procedures in the E/CAR there are still additional tasks that should be developed in the near future. The Meeting agreed that E/CAR States/Territories should issue PBN regulations and procedures so as to allow operational enhancements to the airspace capacity and benefits for aircraft operators in the near term, for which it is necessary also to review the ATS routes network, assign particular RNAV or RNP navigation specification to the ones already implemented and publish related information in the AIP as soon as practicable.

1.12 Regarding ATM matters, the Meeting recalled that GREPECAS encouraged States and international organisations to implement the AIDC as a means to improve safety and bilateral coordination, and that for ATM Automation Interface; the NACC/DCA Conclusion 3/7 covers the necessary actions to accomplish automated system interface in the short-term. Also the Meeting took into account that GREPECAS considered that ATFM implementation in the CAR/SAM Regions would require development of detailed guidelines for States and international organisations.

1.13 In relation to the transition to the new Flight Plan format, the Meeting noted the many implications affecting a wide range of automated flight plan processing systems and the associated operating practices, and that the planned activities should assess compatibility of existing automated systems, human factors, training, etc. Any incompatibility with the processing capability in few States could have significant impact on operations in other States of the E/CAR region that has the potential to create a significant degradation of ATM services. In this regard and based on the ICAO Guidelines for the New Flight Plan format, the Meeting proposed a new performance framework form on the transition to the new flight plan format to be included in the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan to meet the proposed implementation date of 15 November 2012.

1.14 The Meeting was also informed that ICAO will publish a website that will contain the implementation status of new provisions in all Flight Information Regions (FIRs) and issues related to implementation. This website will be available for discussions among subject matter experts and State designated points-of-contact. One of the main concerns of airspace users is the possible post-implementation challenge that will be faced by States and service providers who are not able to implement by the deadline.

1.15 The Meeting raised concerns regarding the increasing number of missing flight plans within the Piarco FIR and concurred that this deficiency impacts safety, therefore the Meeting agreed that it is necessary to set up urgent actions to reverse that trend with proper investigations on the loss of AFTN messages between E/CAR ATC units and formulated draft Conclusion 31/4 URGENT ACTIONS TO MITIGATE NUMBER OF MISSING FLIGHT PLANS IN ATS UNITS OF THE EASTERN CARIBBEAN. Reasons for the missing flight plans were mentioned based on the SAT12 Meeting in 2005, one of them being the lack of reliability of the E/CAR AFS network.

1.16 For the global deployment of the 5LNC ICARD, the Meeting was informed on the progress achieved in the CAR Region for the registration of route planners and the operation of ICARD 5LNC.

1.17 The Meeting was informed by United States of their projects: the San Juan (ZSU) Sector 10 Surveillance and Communication Enhancement Project and the Atlantic Interoperability Initiative to Reduce Emissions (AIRE).

1.18 The Meeting was informed of the status of the radar data sharing activities in the E/CAR: the completion of the project on radar data provision from Martinique to Saint Lucia and the project on radar data provision from Martinique to Trinidad and Tobago Piarco ACC; as well as the on-going-plans for the RDPS seamless common radar image utilizing the radar data from Antigua, Barbados, French Antilles (combined Martinique and Guadeloupe radars), Trinidad and Tobago and Sint Maarten; and that multiradar data feed may be exported to interested States from the ATM Systems from Martinique and/or Trinidad and Tobago.

1.19 The Meeting was informed of the status and activities carried out by the VSAT digital networks in the CAR Region, and the follow-up of implementation of the interconnection of the MEVA II and REDDIG VSAT Networks. Also the meeting took note of the E/CAR AFS Network's architecture and its process for its second upgrade as well as the consideration of a VSAT network to replace the terrestrial E/CAR network in the near term.

1.20 Regarding the current performance of the E/CAR AFS Network, and based on the comments provided by the E/CAR States and Territories, the Meeting expressed its concern for the faulty and degraded services that are provided by the E/CAR AFS network in both data and voice circuits and that the current E/CAR AFS network deficiencies are impacting safety, making coordination more complicated between air traffic centres, due to lack of flight plans or unreliable voice communication services; resulting that the current E/CAR AFS network does not fit operational requirements in terms of availability, maintenance reactivity [response times to resolution of faults], and information about the network status to users. Based on this information, the Meeting agreed to formulate the following draft conclusions:

- 31/5 URGENT ACTIONS TO IMPROVE E/CAR AFS NETWORK OPERATIONAL PERFORMANCE,
- 31/6 E/CAR AFS NETWORK IMMEDIATE RECOVERY ACTIONS, and

- 31/7 *REPLACEMENT OF THE E/CAR AFS NETWORK*

1.21 The Meeting was informed on the advances in the GREPECAS planning documents for AMHS implementation and ATN deployment, the current status of the United States National Airspace Data Interchange (NADIN) Message Switch Network (MSN), their Air Traffic Services (ATS) Message Handling System (AMHS) Programs and the short-to-medium term agreement between EUROCONTROL and ICAO for the coordination of the allocation and management of AMHS addresses, Directory Services, and the training offered to users for the AMC Operations.

1.22 Due to the importance of the communication infrastructure as an enabler of the ATM operational concept, the importance of aeronautical radio spectrum and the involvement of navigation and surveillance related actions for the achievement of several performance objectives, the Meeting agreed to include in the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan the following new performance objectives (Performance Framework Forms) and action plans:

- a) Performance Objective on the Protection and Optimum Use of Radiofrequency Spectrum
- b) Performance Objective on Optimization and Modernization of Communication Infrastructure
- c) Action Plan on Follow-Up and Implementation of Air-Ground and Ground-Ground Communications
- d) Action Plan on Follow-Up and Implementation of Navigation Systems
- e) Action Plan on Follow-Up and Implementation of Surveillance Systems

1.23 The Meeting was informed on the United States Surveillance and Broadcast Services Programme and on Trinidad and Tobago's modernization project.

1.24 The Meeting was briefed on the latest actions and results regarding the update made to the radio frequency assignment lists for the CAR Region, about the prototype frequency assignment tool being developed by ICAO and on several suggested actions for States' support for ICAO final position for ITU WRC-2012. Regarding this latter, the Meeting agreed to support the idea to carry out a seminar on the management of the radio frequency spectrum for aviation and preparations for WRC-2012, and agreed to the draft Conclusion 31/8 *SEMINAR ON AVIATION RADIO ELECTRIC SPECTRUM MANAGEMENT AND PREPARATION FOR THE WRC-2012*.

1.25 The meeting was requested to complete and send the States' survey on aerodrome aeronautical studies and to review, update and send to the ICAO NACC Regional Office the information regarding Aerodrome certification and SMS implementation. Also the meeting was informed by the United States about the Airport Cooperative Research Program (ACRP) and on their aerodrome pavement maintenance workshops being conducted in the region.

1.26 The Meeting agreed to include into the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan new performance objectives related to aerodrome certification and solutions to the principal AGA deficiencies, but it was also referred that the GREPECAS AGA/AOP Subgroup (AGA/AOP/SG) will propose several regional actions in this respect. The United States proposed the establishment of an AGA Committee in the E/CAR/WG to develop the AGA related PFFs of the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan.

1.27 The meeting was informed on activities to maintain MET information up-to-date, the preparation, dissemination and use of SIGMET messages, WAFS protection considerations, the importance of MET-ATS-AIM coordination and the implementation of quality management system for meteorological information. The meeting was also informed that the Civil Aviation Authority of Jamaica will host an ICAO Seminar / Workshop on the “Development of a Quality Assurance System to enhance the Aeronautical Meteorological Service” to be held in Montego Bay, Jamaica, from 25 to 27 November 2009.

1.28 The Meeting agreed to include within the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan a new performance objective (Performance Framework Form) for the improvement of Availability of Meteorological Information.

1.29 Under the AIM matters, the Meeting was informed that the transition from AIS to AIM will be discussed at the GREPECAS AIM/SG/12 Meeting, and several changes are foreseen to the AIM activities and implementation projects due to the application of the Performance-Based Approach (PBA). The Meeting recognized the need for E/CAR States and Territories to establish a tentative work programme for the transition from AIS to AIM and to present an AIS/MAP action plan for resolving deficiencies to be submitted to the ICAO NACC Regional Office by 30 January 2010.

1.30 The Meeting agreed that all States should review and update their individual AIS LOAs as a matter of urgency and that the E/CAR States and Territories need to take all necessary actions to ensure attendance of AIS specialists at the AIM Training Seminar that could be scheduled to take place in August 2010, as well as the importance for the E/CAR States and Territories to establish AIS units with dedicated staff was stressed since progress to AIM cannot take place with staff temporarily assigned to AIS.

1.31 In accordance with GREPECAS *Conclusion 15/1: “Development of Performance Based Regional and National Plans”* and *Decision NACC/DCA/3/3: “Approval of the NAM/CAR Implementation Plan”*, the Meeting noted that accomplishing the work associated with performance objectives will require efforts for working in close coordination amongst all air navigation fields and the establishment of new performance objectives in line with ICAO guidelines will allow the dynamic identification of needs and periodic follow-up of attained implementation results and the optimum assignment of resources by States/Territories/International Organizations. In this regard, a consolidated E/CAR version of the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan was agreed.

1.32 The Meeting unanimously agreed to the performance based approach, including the revision of the terms of reference of the E/CAR/WG. It was recalled that one of the key aspects of the performance based approach to air navigation planning is the development of performance objectives with related measurable indicators and metrics in areas that envelopes access, capacity, cost effectiveness, efficiency, environment, flexibility, predictability and safety. In this sense, the meeting formulated the draft conclusion 31/9 *AIR NAVIGATION PERFORMANCE MONITORING AND MEASUREMENT*.

1.33 In relation to the *Human Resources and Training Planning* matters, the Meeting was informed of guidelines on human resource and training planning and on information related to strategic guidelines to develop regional training programmes. It was noted that ATS deficiencies in the E/CAR States and Territories are related to insufficient appropriately qualified and experienced personnel, inadequate training, certification and licensing systems, and authorities' capability to oversee performance proficiency and regulate service providers. It was noted that training development should include a documented process to identify new training requirements and a validation process that measures the effectiveness of training. However, E/CAR States and Territories are facing strong difficulties and budgetary constraints to develop training programmes for the next generation professionals in air navigation services.

1.34 The Meeting reviewed the valid Conclusions/Decisions from the NACC/DCA, NACC/WG, E/CAR/DCA, E/CAR/WG and GREPECAS meetings and noted the following:

Eastern Caribbean Working Group (E/CAR/WG):

Conclusions that were completed or superseded by time, events, incorporated into the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan or a subsequent NACC/WG Conclusion: 30/1, 30/2, 30/3, 30/4, 30/5, 30/6, 30/8, 30/9, 30/10, 30/11, 30/12, 30/13, 30/14, 30/15, 30/16, 30/17, 30/18, 30/19, 29/2, 29/4, 29/6, 29/7, 28/4, 28/11, 27/20, 27/21, 27/22, and 27/23. The only outstanding valid conclusion from previous E/CAR/WG meetings is Conclusion 30/7.

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Conclusions that were completed or superseded in the E/CAR region: 2/5, 1/1, 1/4 and 1/8. Remaining as outstanding for the E/CAR Region were the following NACC/WG Conclusions: 2/1, 2/2, 2/3 and 2/4.

Comments to E/CAR/DCA, NACC/DCA and GREPECAS Outstanding conclusions were provided to the E/CAR/WG/ in Appendices D and E of WP/23.

1.35 The Meeting adopted the draft revised Terms of Reference and Work Programme of the E/CAR/WG, to be presented to the E/CAR DCAs for approval. The Secretariat informed the Meeting about the importance of confirming the focal points designated by the States/Territories/international organisations for the E/CAR/WG to conduct proper coordination and to be responsible for progressing committed activities.

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APPENDIX B

E/CAR/WG/31 MEETING CONCLUSIONS

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CONCLUSION 31/1

RESOLUTION OF AIR NAVIGATION DEFICIENCIES

That E/CAR States/Territories:

- a) immediately inform the ICAO NACC Regional Office of any changes in the GANDD National Coordinator;
- b) reassess the priority of deficiencies using the ICAO safety management risk assessment methodology presented in Appendix A to this part of the report and inform the ICAO NACC Regional Office of any changes in the priority of deficiencies by **30 January 2010**;
- c) prepare and update action plans for the resolution of each reported deficiency using the template in **Appendix B** to this part of the report, and submit these to the ICAO NACC Regional Office by **30 January 2010**; and,
- d) periodically update the GANDD with any new information on changes in priority and/or resolution for reported deficiencies.

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CONCLUSION 31/2

E/CAR HIGH LEVEL SAR MEETING

That the Directors of Civil Aviation of the Eastern Caribbean convene a high level SAR Meeting in the E/CAR during the first quarter of 2010 with an aim to:

- a) review and update existing SAR Agreements as well as to seek permission for SAR Units from other States to provide SAR assistance within the jurisdiction of another State;
- b) establish proper Coordination between civil and military authorities for efficient use of all available resources;
- c) review SAR staffing requirements and response capacity within Piarco Flight Information Region (FIR); and
- d) review other related activities to improve SAR service in the E/CAR and the Piarco FIR.

DRAFT**CONCLUSION 31/3****PBN IMPLEMENTATION IN THE NATIONAL AIR NAVIGATION SYSTEMS**

That Eastern Caribbean States/Territories report on their national PBN Plan and implementation progress achieved with their national air navigation systems to the ICAO NACC Regional Office by **30 January 2010**.

CONCLUSION 31/4**URGENT ACTIONS TO MITIGATE NUMBER OF MISSING FLIGHT PLANS IN ATS UNITS OF THE EASTERN CARIBBEAN.**

That

- a) the E/CAR States and Territories:
 - i) conduct an evaluation of their flight plan processing system in an internal investigation by all local AIS units to verify that all repetitive flight plans (RPL) and flight plans (FPL) are correctly disseminated;
 - ii) review the RPL system used in their ATS units;
 - iii) analyze and assess the loss of AFTN messages between E/CAR ATS units;
 - iv) undertake a regional investigation on missing FPLs between **1 to 30 November 2009**, utilizing the guidelines and form provided in Appendix E of the Report; and
 - v) submit to the ICAO NACC Regional Office the results obtained from the above-mentioned actions by **15 December 2009**.
- b) the ICAO NACC Regional Office propose other remedial actions to ensure proper coordination of flight plan data between ATS units, and follow-up on the actions listed in item a), and assist States and Territories of the Eastern Caribbean, as required.

CONCLUSION 31/5**URGENT ACTIONS TO IMPROVE E/CAR AFS NETWORK OPERATIONAL PERFORMANCE**

Due to the current poor performance and unreliability of the E/CAR AFS Network service, and its inadequate management, which may have an impact on ATS safety, the E/CAR States and Territories urge Trinidad and Tobago Civil Aviation Authority (TTCAA) to:

- a) provide feedback by **16 October 2009** on all failure reports submitted in the E/CAR region. This feedback shall include:

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- the identified causes
 - the corrective actions undertaken
 - the foreseen planning
- b) consider changing the current service provider managing the network.

CONCLUSION 31/6**E/CAR AFS NETWORK IMMEDIATE RECOVERY ACTIONS**

In order to ensure normal operations of the E/CAR AFS Network and due to the frequent and continuous failures in voice and data communications, the following immediate actions are required:

- a) that TTCAA immediately send the corresponding technical personnel and adequate spare parts to unserviceable sites to restore the network (including Barbados and Guadeloupe) by **16 November 2009**;
- b) each E/CAR Network member State shall facilitate the transportation of spare parts of the system, to avoid delays due to VAT payments or customs formalities;
- c) under TTCAA management, adequate spare parts shall be available on sites,
- d) that TTCAA study the possibility for first intervention actions to be performed by local maintenance teams; and
- d) progress on these actions is to be reported by TTCAA to E/CAR Network members and ICAO by **23 November 2009**.

CONCLUSION 31/7**REPLACEMENT OF THE E/CAR AFS NETWORK**

Due to the current condition and performance of the E/CAR AFS Network with its maintenance difficulties (equipment, spare parts, logistics) and the need of a telecommunication network capable of supporting the future Air Navigation services and systems (AIDC, AMHS, Surveillance data sharing, etc), that:

- a) an E/CAR Network Technical Group (E/CAR/NTG) be formed to study, analyze and follow-up on the planning, documentation and implementation of the replacement of the E/CAR AFS Network;
- b) TTCAA conduct the replacement process of the E/CAR Network, assisted by the E/CAR/NTG and the ICAO NACC Regional Office; and
- c) the new AFS Network should be a VSAT solution operational **by mid 2011**.

DRAFT**CONCLUSION 31/8****SEMINAR ON AVIATION RADIO ELECTRIC SPECTRUM
MANAGEMENT AND PREPARATION FOR THE WRC-2012**

That, in view of the preparation and support for the ICAO position for the ITU World Radiocommunication Conference 2012 (WRC-12):

- a) the ICAO NACC Regional Office request headquarters to organize in the NACC Office by the first semester of 2010, a bilingual Seminar for the CAR Region on Aviation Radio Electric Spectrum Management, in which all the necessary topics are included to prepare States to understand and support the ICAO position for the ITU WRC-2012; and
- b) States/Territories/International Organizations facilitate the participation of their experts in this seminar, as well as inform the designated point-of-contact to support the ICAO position by June 2010.

DRAFT**CONCLUSION 31/9****AIR NAVIGATION PERFORMANCE MONITORING AND
MEASUREMENT**

That the E/CAR States/Territories:

- a) assign the E/CAR/WG to establish a set of metrics related to key performance areas including access, capacity, cost effectiveness, efficiency, environment, flexibility, predictability and safety by the 32th E/CAR/WG meeting to be held in 2010;
- b) incorporate agreed metrics into the performance monitoring process by the end of 2010, collect and submit relevant data to the ICAO NACC Regional Office on a regular basis; and
- c) coordinate with the ATM community members to promote information and data collection.

APPENDIX C

DRAFT REVISED TERMS OF REFERENCE AND WORK PROGRAMME OF THE EASTERN CARIBBEAN WORKING GROUP (E/CAR/WG)

1 Background

The Eastern Caribbean Working Group was established by Agreement No. 2/1 of the Informal ATS CAR/SAM 1/75 Meeting held in Bridgetown, Barbados from 14 to 17 October 1975, for the purpose of examining problems affecting airspace organization and utilization in the Eastern Caribbean area for States and Territories in the PIARCO and San Juan FIRs. The terms of reference were expanded at the E/CAR/WG/18 Meeting (Saint Lucia, 1994) to include the continuous examination of problems affecting all air navigation fields in the Eastern Caribbean area. The Terms of Reference were revised at the E/CAR/WG/31 Meeting (Antigua and Barbuda, 2009) with a performance based approach for the implementation and improvement in all air navigation fields in the Eastern Caribbean area.

2. Terms of Reference

- a) coordination of the implementation of the CAR/SAM Air Navigation Plan and other relevant regional documentation, in compliance with ICAO SARPs, as required;
- b) facilitation for the development of emerging aviation issues focusing on continued improvements to operational efficiency through coordinating harmonised procedures and promote interoperability of networks and implementation of new technologies;
- c) development of implementation initiatives and associated technologies to improve safety, increase operational and economic efficiency and/or capacity of regional Air Navigation Services;
- d) coordination to implement the performance objectives related to Regional Air Navigation Services with regard to Global Plan Initiatives (GPIs);
- e) share information on implementation initiatives for enhancing compatibility of air traffic operations; and
- f) technical advice to the E/CAR Directors General of Civil Aviation, as required, in relation to the *NAM/CAR Regional Performance-Based Air Navigation Implementation Plan* and any other necessary steps for implementation.

3. Work Programme

The E/CAR/WG Work Programme are the Performance Framework Forms (PFFs) activities/tasks contained in the *NAM/CAR Regional Performance-Based Air Navigation Implementation Plan*, applicable to the E/CAR Area, taking the following into consideration:

- a) consider the deadlines for implementation of facilities, services and procedures to improve ANS in the E/CAR Region;
- b) develop guidelines and recommendations for States/Territories to implement their national plans;

- c) recommend the implementation of air navigation facilities and services to ensure interregional harmonization, taking account of performance metrics, environmental benefits and operational issues;
- d) provide recommendations to improve human resources planning and development in line with ICAO guidelines;
- e) coordinate the implementation of initiatives with the seven components of Doc 9854, (AOM, DCB, AO, TS, CM, AUO, ATMSDM) as appropriate; and
- f) quantify cost/benefit analysis in terms of performance measures, deadlines, responsible body for implementation and results as well as human factors performance.

The Eastern Caribbean Working Group (E/CAR/WG) must report its work programme progress to the E/CAR Directors General of Civil Aviation (E/CAR/DCA) and the North American, Central American and Caribbean Working Group (NACC/WG).

4. Working Methods

- a) the Chairperson of the E/CAR/WG will be a representative from the E/CAR States/Territories designated by the Meeting for a three-session period;
- b) the E/CAR/WG will avoid duplication of work and maintain a close coordination between States/Territories/International Organization and users to optimise the use of available resources and experience;
- c) carry out the coordination of tasks using electronic tools and teleconferences to guarantee an efficient exchange of information, when required;
- d) the E/CAR/WG may form Ad-hoc Groups, Task Forces or Committees to work on specific topics and activities. Ad-hoc Groups will be valid for the time of the meeting. Task forces and committees will be valid until the completion of their assigned task or group of tasks. All tasks and activities should be clearly defined by time and deliverables. Nomination for the position of Rapporteur of Committees and/or Task Forces may be presented by any State or Territory which is a member of the E/CAR/WG;
- e) the Committees and Task Forces should co-ordinate and advance their works between meetings as follows;
 - conduct work via written correspondence, i.e. e-mail, fax, etc.;
 - conduct work via phone and teleconference calls;
 - conduct work via a dedicated page on the ICAO NACC Regional Office Website (under development);
 - hold meetings when necessary;
- f) all Committee and Task Force Rapporteurs must present their report on the progress of assigned tasks to the E/CAR/WG;

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- h) the E/CAR/WG will use the following classification/definitions to record recommendations in the meeting reports:

<i>Decisions</i>	Internal actions of the E/CAR/WG
<i>Draft Conclusions</i>	Actions requiring communication to States and Territories and/or endorsement by the E/CAR/DCAs.

- i) the meetings will be usually convened every year, except in years when the NACC/WG meets, or whenever necessary. The ICAO NACC Regional Office will be requested to provide Secretariat services for E/CAR/WG Meetings.

5. Membership

Anguilla, Antigua and Barbuda, Aruba*, Barbados, British Virgin Islands, France, Grenada, Guyana*, Montserrat, Netherlands Antilles, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname*, Trinidad and Tobago, United Kingdom, United States, Venezuela*, ACI, CANSO, ECCAA, IATA, IFALPA and IFATCA.

** To be invited*

6. E/CAR/WG Committees and Task Forces

To be periodically reviewed based on the work programme activities.

AIS Committee	Rapporteur: Barbados – Shirley Ford
ATM Committee	Rapporteur: Trinidad and Tobago – Samuel Lampkin
SAR Committee	Rapporteur: Trinidad and Tobago – Trevor Dowrich
CNS Committee	Rapporteur: Trinidad and Tobago – Veronica Ramdath
Radar Data Sharing Task Force	(To be disbanded by the end of 2009)
AGA Committee (to be established)	Rapporteur: United States – Paul Friedman

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APPENDIX D

FUTURE E/CAR/WG MEETING HOST ROTATION PROGRAMME INCORPORATING THE NACC/WG MEETING SCHEDULE

- a) The following meeting host rotation programme has been adopted for the E/CAR Working Group Meetings incorporating the NACC/WG Meeting schedule;
- b) any other States and International Organizations normally invited to participate in the E/CAR Working Group meetings may at any time offer to host a meeting;
- c) should a State or Group of Territories be unable to host a particular Working Group meeting as per the programme, it may exchange positions with another State or Group of Territories through bilateral discussions and the ICAO NACC Regional Office should be informed of the change at the latest six months before the convening of the meeting;
- d) should a State or Group of Territories be unable to host a particular Working Group meeting as per the programme and not have exchanged positions in the programme with another State or Territory, the ICAO NACC Regional Office should be advised at least six months before the convening of the meeting, where upon the next State on the list should take on the responsibility of hosting the meeting; and
- e) Meeting Host Rotation Programme:

YEAR	STATES OR GROUP OF TERRITORIES
2007	Trinidad and Tobago (NACC/WG/1)
2008	Ocho Rios, Jamaica (NACC/WG/2)
2009	Antigua and Barbuda (E/CAR/WG/31)
E/CAR/WG/32	Netherlands Antilles
NACC/WG/3	ICAO NACC Regional Office
E/CAR/WG/33	Barbados
E/CAR/WG/34	French Antilles
NACC/WG/4	ICAO NACC Regional Office
E/CAR/WG/35	United States
E/CAR/WG/36	Saint Kitts and Nevis
NACC/WG/5	ICAO NACC Regional Office
E/CAR/WG/37	Grenada
E/CAR/WG/38	UK Overseas Territories (Anguilla, British Virgin Islands, Montserrat)
NACC/WG/6	ICAO NACC Regional Office
E/CAR/WG/39	Saint Vincent and the Grenadines
E/CAR/WG/40	Saint Lucia