



**INTERNATIONAL CIVIL AVIATION ORGANIZATION
NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN OFFICE**

**TWENTY SECOND MEETING OF DIRECTORS OF CIVIL
AVIATION OF THE EASTERN CARIBBEAN**

E/CAR/DCA/22

FINAL REPORT

**PORT OF SPAIN, TRINIDAD AND TOBAGO
8 TO 11 DECEMBER 2009**

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HISTORICAL

ii.1 Place and Date of the Meeting

The Twenty-Second Meeting of Directors of Civil Aviation of the Eastern Caribbean (E/CAR/DCA/22) was held at the Hyatt Regency Hotel in Port of Spain, Trinidad and Tobago, from 8 to 11 December 2009.

ii.2 Opening Ceremony

Mrs. Loretta Martin, Regional Director of the North American, Central American and Caribbean Office of the International Civil Aviation Organization, provided opening remarks and thanked the Trinidad and Tobago Civil Aviation Authority for hosting the meeting. Mr. Ramesh Lutchmedial, Director General of Civil Aviation of Trinidad and Tobago welcomed the participants to Trinidad and Tobago, and Major General Ralph Brown, Chairman of the Trinidad and Tobago Civil Aviation Authority, officially opened the meeting.

ii.3 Officers of the Meeting

Barbados, supported by ECCAA, nominated Mr. Ramesh Lutchmedial, Director General of Civil Aviation of Trinidad and Tobago, to chair the meeting. He was duly elected and served as Chairman of the meeting. Mrs. Loretta Martin, ICAO Regional Director, served as Secretary with the assistance of Mr. Michiel Vreedenburgh, Deputy Regional Director ICAO NACC Regional Office; Mr. Hindupur Sudarshan, Air Navigation Bureau at ICAO Headquarters, and Mr. Julio Siu, Regional Officer, Communications, Navigation and Surveillance, ICAO NACC Regional Office.

ii.4 Working Arrangements

The working language of the meeting was English. The working papers, information papers and the draft report of the meeting were available to participants in English.

ii.5 Agenda

Agenda Item 1 Review and Approval of the Draft Meeting Agenda and Schedule

Agenda Item 2 Review of Valid Conclusions from Previous E/CAR/DCA Meetings

Agenda Item 3 Review of Valid Relevant Conclusions from other Related Meetings

- 3.1 Third Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/3)
- 3.2 Fifteenth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/15)
- 3.3 First and Second Meetings of the Regional Aviation Safety Group – Pan American (RASG-PA/1 and /2)

Agenda Item 4 Aviation Safety Matters

- 4.1 Air Navigation Deficiencies
- 4.2 ICAO Universal Safety Oversight Audit Programme (USOAP)
- 4.3 State Safety Programme/Safety Management Systems (SSP/SMS)
- 4.4 Regional Aviation Safety Group – Pan American (RASG-PA)
- 4.5 Caribbean Aviation Safety and Security Oversight System (CASSOS)
- 4.6 Other Aviation Safety Matters

Agenda Item 5 Air Navigation Matters

- 5.1 Thirty-first Eastern Caribbean Working Group Meeting (E/CAR/WG/31) Report
- 5.2 E/CAR Aeronautical Fixed Services (AFS) Network
- 5.3 Regional Performance Based Air Navigation Implementation Plans
- 5.4 Performance Based ICAO Technical Co-operation Project (RLA/09/801) for the CAR Region
- 5.5 Other Air Navigation matters

Agenda Item 6 Aviation Security (AVSEC) Matters

- 6.1 ICAO Universal Security Audit Programme (USAP)
- 6.2 AVSEC Training
- 6.3 ICAO NAM/CAR/SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG)
- 6.4 Other Aviation Security Matters

Agenda Item 7 Regional and Technical Co-operation Matters

- 7.1 ICAO Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel (CAPSCA) – Americas Project (RLA/08/901)

Agenda Item 8 Environment Matters

Agenda Item 9 Air Transport Matters

- 9.1 ICAO Air Services Negotiation Conference (ICAN)
- 9.2 Facilitation – Machine Readable Travel Documents (MRTD) and Public Key Directory (PKD)
- 9.3 Conference on the Economics of Airports and Air Navigation Services (CEANS)
- 9.4 Statistics Activities

Agenda Item 10 Other Business

- 10.1 Planned ICAO Events 2010
- 10.2 Priority NACC Regional Office Events and Activities for the next ICAO Triennium 2011 – 2013
- 10.3 Host and Dates for the Next Meeting
- 10.4 Other Matters

ii.6 Schedule and Working Method

The Meeting agreed to hold its daily sessions from 09:00 to 14.30 hours, with two breaks. The Meeting also agreed to work in plenary. Ad-hoc Groups were created during the Meeting to do further work on specific items of the agenda.

ii.7 Attendance

The meeting was attended by 5 E/CARSub-Region States/Territories and 3 International Organizations, totalling 27 delegates as indicated in the list of participants.

ii.8 Conclusions and Decisions

The Directors of Civil Aviation of the Eastern Caribbean recorded its activities as Conclusions and Decisions as follows:

CONCLUSIONS: Activities requiring action/communication by States/Territories/International Organizations.

DECISIONS: Internal activities of the Meetings of Directors of Civil Aviation of the Eastern Caribbean

ii.9 List of Conclusions

LIST OF CONCLUSIONS ADOPTED BY THE E/CAR/DCA/22 MEETING

NO.	CONCLUSION	PAGE
22/2	Analysis of SAR capability and Resources in E/CAR States	2-1
22/3	Resolution of Air Navigation Deficiencies	4-2
22/4	Improvement of Safety Oversight Systems	4-4
22/5	Regional Aviation Safety Group – Pan America (RASG-PA)	4-8
22/7	Establishment of Agreements for Piarco FIR Policy Issues	5-6
22/8	Performance Based ICAO Technical Co-operation Project (RLA/09/801) for the CAR Region	5-9
22/9	ICAO Regional Technical Cooperation Project RLA/03/902 – GNSS Augmentation Solution for the Caribbean, Central and South America (SACCSA)	5-10
22/10	ICAO Universal Security Audit Programme (USAP)	6-1
22/11	ICAO AVSEC Training Programmes	6-2
22/12	ICAO NAM/CAR/SAM Aviation Security and Facilitation/Regional Group (AVSEC/FAL/RG)	6-4
22/13	ICAO Cooperative Arrangement for the Prevention of Spread of Communicable Disease Through Air Travel (CAPSCA) – Americas Project	7-3

ii.10 List of Decisions

LIST OF DECISIONS ADOPTED BY THE E/CAR/DCA/22 MEETING

NO.	DECISION	PAGE
22/1	Common Transition Altitude for the E/CAR Sub-Region	2-1
22/6	E/CAR Network Technical Group (NTG) Terms of Reference and First Meeting	5-3

ii.11 List of Working and Information Papers

WORKING PAPERS				
Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Draft Agenda, Working Method and Schedule of the E/CAR/DCA/22 Meeting	22/10/09	Secretariat
WP/02	2	Status of Conclusions of Previous Meetings of the Eastern Caribbean Directors of Civil Aviation Outstanding after the Twenty First Meeting	22/10/09	Secretariat
WP/03	4.1	Status Update on Air Navigation Deficiencies Reported for the E/CAR Region	24/11/09	Secretariat
WP/04	4.2	Progress Report on ICAO USOAP Activities in the E/CAR Region	14/11/09	Secretariat
WP/05	4.3	ICAO SMS/SSP Evolution and Current Status	20/11/09	Secretariat
WP/06	4.4	Framework and Achievements of the Regional Aviation Safety Group – Pan America (RASG-PA)	12/11/09	Secretariat
WP/07	5.1	Executive Summary of the 31 st E/CAR Working Group Meeting	09/11/09	E/CAR/WG Chairman
WP/08	5.2	E/CAR AFS Network	09/11/09	Secretariat
WP/09	5.3	Update of the Performance Based Air Navigation Implementation Plan for the NAM/CAR Regions	12/11/09	Secretariat
WP/10	5.4	Repositioning of the ICAO Technical Co-operation Project for the CAR Region (RLA/09/801 previously RLA/08/000)	28/10/09	Secretariat
WP/11	5.5	ICAO Regional Technical Co-operation Project RLA/03/902 – Transition to GNSS in the CAR/SAM Regions – Augmentation Solution for the Caribbean, Central and South America (SACCSA)	28/10/09	Secretariat
WP/12	6.1	ICAO Universal Security Audit Programme (USAP)	27/10/09	Secretariat

WORKING PAPERS				
Number	Agenda Item	Title	Date	Prepared and Presented by
WP/13	6.2	The ICAO AVSEC Training Programme	27/10/09	Secretariat
WP/14	6.3	Establishment and Future Activities of the ICAO NAM/CAR/SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG)	28/10/09	Secretariat
WP/15	7.1	ICAO CAPSCA – Americas Project	7/12/09	Secretariat
WP/16	10.2	States' Priorities for ICAO NACC Regional Office Work Programme Activities during the Next Triennium (2011 – 2013)	16/11/09	Secretariat
WP/17	5.2	PIARCO Flight Information Region (FIR)	23/11/09	OECS States
WP/18	5.1	Search and Rescue (SAR) Activities	30/11/09	SAR Committee Rapporteur
WP/19	5.2	Advances in E/CAR Network Activities by TTCAA	30/11/09	CNS Committee Rapporteur

INFORMATION PAPERS				
Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01 REV2	--	General Information	18/11/09	Secretariat
IP/02 REV2	--	List of Working and Information Papers	9/12/09	Secretariat
IP/03	3	Status of the Conclusions of the NACC/DCA/3, GREPECAS/15 and RASG-PA/1 and 2 Meetings	09/11/09	Secretariat
IP/04	4.2	Continuous Monitoring Approach	10/11/09	Secretariat
IP/05	4.2	ICAO International Financial Facility for Aviation Safety (IFFAS)	10/11/09	Secretariat
IP/06	4.5	CASSOS Information Paper	08/11/09	CASSOS
IP/07	4.6	Convening of a High-Level Safety Conference	19/11/09	Secretariat
IP/08	4.6	Eighth Accident Investigation and Prevention (AIG) Divisional Meeting	13/11/09	Secretariat
IP/09	4.6	Flags of Convenience	13/11/09	Secretariat

INFORMATION PAPERS				
Number	Agenda Item	Title	Date	Prepared and Presented by
IP/10 REV	5.3	New ICAO Flight Plan (FPL) Form - Implementation Tracking Systems (FITS)	25/11/09	Secretariat
IP/11	7.1	ICAO Council Declaration related to the current Influenza A(H1N1) Pandemic	11/11/09	Secretariat
IP/12	7.1	Influenza A(H1N1) – Encouraging a Harmonized Response	19/11/09	Secretariat
IP/13	8	Summary of CAEP Work	24/11/09	Secretariat
IP/14	8	Aviation and Climate Change	25/11/09	Secretariat
IP/15	9.1	ICAO Air Services Negotiation Conference (ICAN)	10/11/09	Secretariat
IP/16	9.2	ICAO Public Key Directory	10/11/09	Secretariat
IP/17	9.3	ICAO Conference on the Economics of Airports and Air Navigation Services (CEANS)	26/10/09	Secretariat
IP/18	9.4	Scope of the ICAO Statistics Activities	30/11/09	Secretariat
IP/19	10.1	ICAO NACC Regional Office Tentative Schedule of Meetings, Seminars, Courses and Workshops - 2010	24/11/09	Secretariat
IP/20	10.3	Rotational Scheme for States/Territories Hosting the E/CAR/DCA Meetings	13/11/09	Secretariat
IP/21	4.6	Airfield Safety in the United States	24/11/09	United States
IP/22	4.6	Managing Wildlife Hazards to Aircraft	25/11/09	United States
IP/23	5.5	PIARCO Flight Information Region (FIR)	9/11/09	Trinidad and Tobago
IP/24	4.3	The Elements of SSP/SMS (Safety Culture and Just Culture Critical)	8/12/09	IFATCA
IP/25	10.1	Next Generation of Aviation Professionals	8/12/09	IFATCA
IP/26	10	The International Federation of Air Traffic Controllers' Associations	8/12/09	IFATCA

Note: Working and information papers are available at the following web link:
www.icao.int/nacc/meetings/2009/ECARDCA22/

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TWENTY SECOND MEETING OF DIRECTORS OF CIVIL AVIATION OF THE EASTERN CARIBBEAN
LIST OF PARTICIPANTS

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TWENTY SECOND MEETING OF DIRECTORS OF CIVIL AVIATION OF THE EASTERN CARIBBEAN
LIST OF PARTICIPANTS

iii - 4

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Agenda Item 1: Review and Approval of the Draft Meeting Agenda and Schedule

1.1 The Secretariat presented WP/01 inviting the Meeting to approve the draft meeting agenda and schedule noting that at the request of France, who could only attend the first day of the meeting, it was proposed to swap Agenda Items 4 and 5 in the schedule. The Meeting approved the meeting agenda as presented in the historical section of this Report with the proposed modification to the meeting schedule. The Meeting was also informed that Telecommunications Services of Trinidad and Tobago (TSTT) would provide a presentation on behalf of Trinidad and Tobago Civil Aviation Authority (TTCAA) regarding the planned replacement of the E/CAR AFS Network at the end of the first day of the meeting.

Agenda Item 2: Review of Valid Conclusions from Previous E/CAR/DCA Meetings

2.1 The Secretariat presented WP/02, which reviewed the status of conclusions from previous meetings of the Eastern Caribbean Directors of Civil Aviation outstanding since the E/CAR/DCA/21 Meeting held in February 2008. The Meeting agreed that the following conclusions were completed or superseded by time, events or a subsequent NACC/DCA/3 Conclusion: 19/6, 19/20, 19/28, 20/2, 20/8, 21/1, 21/3, 21/4 (items a – d)), 21/5, 21/6, 21/7 and 21/8.

2.2 In relation to Conclusion 21/2, the Meeting commented on the lack of progress and considered the conclusion valid. The Meeting emphasized the need for the required action as concluded by the DCAs to be taken with priority. The Meeting therefore adopted the following replacement decision:

DECISION 22/1 COMMON TRANSITION ALTITUDE FOR THE E/CAR SUB-REGION

That the E/CAR ATM Committee (Rapporteur: Trinidad and Tobago) develop a proposal for a common transition altitude within the Piarco FIR to be submitted for review and finalization to the E/CAR/WG/32 Meeting (June 2010), and subsequently presented to the E/CAR/DCA/23 Meeting (December 2010).

2.3 In relation to the valid parts of Conclusion 21/4 (items e and f) on Search and Rescue (SAR), the Meeting also referred to E/CAR/WG Conclusion 31/2 (Section 5.1 of this Report) and Trinidad and Tobago, as Rapporteur of the E/CAR SAR Committee, presented WP/18. The Meeting discussed the long-outstanding tasks in the SAR field due to the apparent lack of commitment and participation by States. It was considered that this matter was the responsibility of each State and merited attention with urgent priority and at a high-level in order to also involve national authorities other than civil aviation. The Meeting therefore adopted the following replacement conclusion:

CONCLUSION 22/2 ANALYSIS OF SAR CAPABILITY AND RESOURCES IN E/CAR STATES

That E/CAR States/Territories, in collaboration with the related national agencies:

- a) designate a SAR Point-of-Contact and inform the E/CAR SAR Committee (Rapporteur: Trinidad and Tobago) by 31 January 2010; and
- b) complete the SAR Matrix/Checklist (Appendix B to the report on Agenda Item 2 of the E/CAR/WG/31 Meeting) and submit this to the E/CAR SAR Committee by 28 February 2010, for its analysis and presentation of a regional SAR status report to the E/CAR/WG/32 Meeting (June 2010) and E/CAR/DCA/23 Meeting (December 2010).

In this regard, ECCAA agreed to coordinate the submissions from OECS States.

Agenda Item 3: Review of Valid Relevant Conclusions from other Related Meetings

- 3.1 Third Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/3)**
- 3.2 Fifteenth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/15)**
- 3.3 First and Second Meetings of the Regional Aviation Safety Group – Pan America (RASG-PA/01 and RASG-PA/02)**

3.1 The Meeting was informed on the status of valid relevant Conclusions and Decisions from the NACC/DCA/3, GREPECAS/15 and RASG-PA/01 and RASG-PA/02 Meetings and the work progressed by the E/CAR/WG to implement the actions. The detailed descriptions are presented in Appendixes A, B and C to IP/03 and States and Territories were urged to implement actions, as applicable, in accordance with the relevant conclusions and decisions resulting from the Meetings.

Agenda Item 4: Aviation Safety Matters

4.1 Air Navigation Deficiencies

4.1.1 The Secretariat presented WP/03, which provided an update on the status of air navigation deficiencies reported for the States and Territories in the Eastern Caribbean Region. 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.

4.1.2 The Meeting noted that E/CAR States/Territories had made efforts to correct deficiencies classified with priority “U” and that ICAO, in coordination with States in preparation for the GREPECAS/15 Meeting held in 2008, had undertaken a review of the priority classification methodology for deficiencies using the ICAO SMS Risk Assessment Matrix. As a result, the Meeting noted that only 11 Priority “U” deficiencies were reported for E/CAR States/Territories, all in the CNS area and related to the E/CAR AFS Network. However, it was noted that 153 (84%) of the 183 unresolved deficiencies reported for E/CAR States/Territories are classified Priority “U” and “A” which are all safety-related. The Meeting also reviewed the distribution of outstanding priority “A” deficiencies reported for the E/CAR Sub-Region, which showed the highest percentages of safety-related deficiencies in the AGA (63%), AIS (23%), and MET (9%) areas, highlighting the need to focus improvements in these particular areas.

4.1.3 The Meeting noted that the E/CAR States/Territories need to improve the resolution of air navigation deficiencies in several areas. In this regard, the following bodies are able to provide effective assistance to States/Territories:

- ICAO NACC Regional Office;
- ICAO Technical Cooperation programme;
- GREPECAS Aviation Safety Board; and
- Regional Aviation Safety Group – Pan America (RASG-PA).

4.1.4 This assistance can be provided in the following forms:

- experts to prepare deficiency resolution action plans;
- experts to advise and assist with the implementation of action plans;
- experts to develop procedures and guidance documents for services;
- projects to procure, install and commission new equipment and systems;
- projects to expand or develop new facilities and infrastructure; and
- projects to repair or upgrade existing equipment, systems, facilities and infrastructure.

4.1.5 E/CAR States/Territories were therefore encouraged to request assistance from ICAO, the GREPECAS Aviation Safety Board (ASB) and/or RASG-PA to assess the priority of deficiencies, prepare action plans and resolve their air navigation deficiencies.

4.1.6 The Secretariat noted that it was likely that more deficiencies currently identified in the database had been resolved but the resolution had not yet been reported to ICAO by the States/Territories’ GANDD National Coordinator.

4.1.7 States/Territories were invited to submit updates on the priority and status of deficiencies to the Secretariat during the Meeting; Barbados submitted updates during the meeting. United States and ECCAA informed on planned update to their respective identified deficiencies. Updates will be reviewed by ICAO, in coordination with the States/Territories concerned and International Organizations where appropriate, and the applicable updates will be entered into the GANDD by ICAO. ECCAA informed the meeting that with respect to deficiencies, it was arranging for aeronautical studies to be done at all OECS Member States and would inform ICAO of the results of these as soon as they are available.

4.1.8 As a result of the discussion under this agenda item, the Meeting decided to adopt the following conclusion:

CONCLUSION 22/3

RESOLUTION OF AIR NAVIGATION DEFICIENCIES

That E/CAR States/Territories:

- a) resolve each reported deficiency based on an action plan as soon as practicable; and
- b) request assistance from ICAO, GREPECAS ASB and /or RASG-PA to prepare action plans and resolve deficiencies, if required.

4.2 ICAO Universal Safety Oversight Audit Programme (USOAP)

4.2.1 The Secretariat presented WP/04, which provided an overview of the progress and results of the ICAO Universal Safety Oversight Audit Programme (USOAP) safety oversight audits for the States in the Eastern Caribbean Region. It was noted that all E/CAR States had completed the audit process and were implementing their corrective action plans.

4.2.2 The Meeting noted that the audit results for E/CAR States as a sub-regional group reflected a similar percentage of lack of effective implementation, (41%) to the global average (42%), overall and in each critical element (CE). However, the grouping did not reflect the range of individual audit results among the audited States from poor to good results.

4.2.3 The critical elements in which E/CAR States as a group had the highest percentage of lack of effective implementation were the following:

- CE4 – Qualification and Training of Technical Staff – 63%
- CE3 – Civil Aviation System and Safety Oversight Functions – 48%
- CE7 – Surveillance Obligations - 48%
- CE5 – Procedures and Technical Guidance – 42%

4.2.4 The ICAO USOAP audit results demonstrated that the E/CAR States need to improve their safety oversight systems in several critical elements. The areas where most corrective actions are required are those where the following bodies are able to provide effective assistance to States:

- ICAO NACC Regional Office;
- ICAO Technical Cooperation programme;
- ICAO International Financial Facility For Aviation Safety (IFFAS);
- ICAO Implementation Support and Development (ISD) Programme;
- Regional Aviation Safety Group – Pan America (RASG-PA);
- Caribbean Aviation Safety and Security Oversight System (CASSOS); and
- other States on a bilateral basis.

4.2.5 In response to the critical elements in which E/CAR States as a group had the highest percentage of lack of effective implementation, assistance could be provided in the following forms:

- experts to conduct educational events for training personnel;
- experts to support safety oversight activities;
- experts to prepare corrective action plans; and
- experts to develop procedures and guidance documentation.

4.2.6 E/CAR States were therefore encouraged to request assistance, if required, from ICAO, RASG-PA, CASSOS and other States to improve their national safety oversight systems, resolution of audit findings, preparation and implementation of corrective action plans, the provision of training for staff, and development of documentation. In this regard, the United Kingdom offered assistance through ASSI training activities, and the United States offered FAA assistance on a reimbursable basis.

4.2.7 The Secretariat also presented IP/05 on the ICAO International Financial Facility for Aviation Safety (IFFAS) and highlighted that its objective is to finance safety related projects to correct deficiencies primarily identified through USOAP audits when States cannot otherwise provide or obtain necessary financial resources. However, since its establishment, no safety-related projects funded by IFFAS were located in the Americas regions. States were encouraged to seek details and the application form for assistance from IFFAS on its website at www.icao.int/iffas.

4.2.8 The Secretariat also made reference to the ICAO Implementation Support and Development (ISD) Programme, which focuses on facilitating assistance to States for resolving safety oversight and security deficiencies identified by USOAP and Universal Security Audit Programme (USAP) audits. However, since its establishment, the only project reported by ISD for the Americas regions was the ICAO/Canada Aviation Security Awareness Training Programme in the CAR/SAM Regions, discussed under Agenda Item 6.2. States were therefore encouraged to consider seeking assistance from ISD through the ICAO NACC Regional Office.

4.2.9 Barbados commented that the ICAO NACC Regional Office should keep States informed of assistance available through ICAO mechanisms such as had been achieved by providing the WP/04. Barbados also informed of CASSOS actions in collecting and analysing State Corrective Action Plans to identify regional trends and priorities for coordinated assistance initiatives.

4.2.10 As a result of the discussion under this agenda item, the Meeting decided to adopt the following conclusion:

CONCLUSION 22/4

IMPROVEMENT OF SAFETY OVERSIGHT SYSTEMS

It is urged that:

- a) E/CAR States, if so required, consider seeking assistance from ICAO, RASG-PA, CASSOS and/or any other State, on a bilateral basis, to improve their safety oversight systems, including the resolution of audit findings, preparation and implementation of corrective action plans, the provision of personnel training, and development of procedures and guidance documentation; and
- b) the ICAO NACC Regional Office, once the USOAP Comprehensive Systems Approach (CSA) audit cycle has been completed, conduct an analysis of the results of audits conducted in the E/CAR States and submit a report to States indicating the probable reasons and possible solutions for the lack of implementation of the eight critical elements of a safety oversight system.

4.2.11 The Secretariat presented IP/04 on the ICAO Council's decision to approve the Continuous Monitoring Approach (CMA) for the continuation of the ICAO USOAP beyond 2010, to be presented to the ICAO Assembly for Resolution during its 37th Session to be held in 2010. The paper also described one of the intervention activities planned within the framework of the USOAP CMA referred to as ICAO Coordinated Validation Missions (ICVMs), launched in 2009, for implementation during the transition period between the CSA and CMA cycles to support Audit Results Review Board (ARRB) objectives. The Meeting was informed that the ICAO Secretariat will provide States with formal notification of the decision of the Council to adopt the CMA and provide all States with regular updates through electronic bulletins.

4.2.12 The ICAO Secretariat at ICAO Headquarters is developing methodology and tools required to implement the CMA, including necessary detailed guidance to States and conducting targeted ICAO Coordinated Validation Missions (ICVMs) during the transition phase. The Secretariat suggested that States submit comments to ICAO as they receive formal notification(s) of CMA developments, as well as during the ICAO High-Level Safety Conference and the ICAO 37th Assembly Session, both being held in 2010.

4.3 State Safety Programme/Safety Management Systems (SSP/SMS)

4.3.1 The Secretariat presented WP/05 on the evolution of safety concepts and subsequent implementation of Safety Management Systems (SMS) and State Safety Programmes (SSP) and the challenges for industry and regulators. The paper provided a perspective on the evolution, challenges and a few implementation issues associated with the migration process to the SMS/SSP environment.

4.3.2 The Meeting was informed that ICAO is enabling the strategic approach to safety management implementation projects around the world and that ICAO support to States with their SMS/SSP implementation plans can facilitate their efforts. ICAO has developed an ICAO State Safety Programme (SSP) Implementation Course and an ICAO Safety Data Management (ECCAIRS) Training Course.

4.3.3 In this regard, the Meeting was informed that ICAO had conducted an SSP training course in English for CAR Region States/Territories in Curacao in December 2009. States were invited to consider requesting the ICAO NACC Regional Office for ICAO to deliver more SSP implementation courses for civil aviation authority staff. The details of the SSP/safety data management training courses and the conditions and requirements for hosting a course were provided in ICAO State Letter dated 13 November 2008 (Ref.: AN 12/52.1-08/70).

4.3.4 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. Barbados informed that CASSOS was addressing SSP implementation in States with a high priority and would be seeking further training from ICAO to be provided in the Caribbean region; Trinidad and Tobago agreed. ECCAA commented that it was also important for DGCAs to receive SSP training and that the training be provided in the E/CAR Sub-Region. In this regard, the Secretariat informed that a reduced duration SSP training course for DGCAs was being developed by ICAO.

4.3.5 The United States requested information on the availability of the Integrated Safety Data Collection and Analysis System (ISDCAS). The Secretariat clarified that the ISDCAS is being designed as an internal tool that will support ICAO's safety analyses and will be operational in the first half of 2010. ISDCAS is not being designed to support State SSP activities. However, ICAO is also considering development of a related tool, which would be tailored to the needs of States in support of their Safety Risk Management and Safety Assurance processes. While a specific plan for an external tool is not yet in place, ICAO is seeking feedback from States to determine the justification for such a system.

4.3.6 IFATCA presented IP/24 highlighting that States need to work expeditiously to develop a safety culture that includes just culture as a necessary element, as well as implementing the various elements of SSP/SMS in a phased approach.

4.4 Regional Aviation Safety Group – Pan America (RASG-PA)

4.4.1 The Secretariat presented WP/06, which provided the background, objectives, structure and activities of the Regional Aviation Safety Group – Pan America (RASG-PA), established as the major forum for bringing together key stakeholders in addressing flight safety risks in the North American, Central American, Caribbean and South American Regions.

4.4.2 The First and Second RASG-PA Meetings were held in November 2008 and 2009, respectively, and were attended by States/Territories of the NAM/CAR/SAM Regions, International Organizations, airlines, airport operators and aircraft manufacturers. The first meeting approved the RASG-PA Terms of Reference and agreed on the organizational structure, which defined the membership, the Executive Steering Committee composition, and the criteria for election of chairpersons representing the sub-regions.

4.4.3 The inaugural meeting of the RASG-PA also established a new framework and mechanism for regional cooperation and collaboration between government aviation agencies and industry. The initiative, a first in civil aviation, was designed to fill the gap between air navigation and operational safety implementation activities involving States, international organizations, airlines, air navigation services providers, airports, manufacturers and regional aviation safety organizations throughout the Americas. The new safety group serves as a focal point to ensure harmonization and coordination of safety efforts aimed at reducing aviation hazards and risks in NAM/CAR/SAM Regions.

4.4.4 RASG-PA represents regionalization of international civil aviation safety initiatives for States to pool their aviation expertise resources to achieve real safety improvements in a timely and sustainable manner through international cooperation. The basis for the group's work is the ICAO Global Aviation Safety Plan (GASP) and the ISSG Global Aviation Safety Roadmap (GASR), which provide a strategy for all stakeholders to work together to improve civil aviation safety. Government and industry will work together to identify potential safety hazards and to mitigate risks to an acceptable level thereby achieving significant civil aviation safety enhancements. At the regional level, GREPECAS is the body in charge of developing and promoting the implementation of the Regional Air Navigation Plan in accordance with the Global Air Navigation Plan (GANP). Likewise, RASG-PA is the body in charge of developing and promoting the implementation of the GASP and GASR in the region.

4.4.5 RASG-PA planning focuses on eliminating duplication of efforts and reducing human resource and financial expenditures, which are extremely limited in the CAR/SAM Regions. All participating stakeholders are looking for alternative funding sources from organizations that have a clear stake in reducing aviation safety risks in the area thereby reducing the need to rely solely on States for funding.

4.4.6 The establishment of RASG-PA for regional cooperation and harmonization of safety initiatives and enhancements is fulfilling the objectives of GASP GSI/5 and strategy of GASR Focus Area 5 to ensure consistent coordination of regional aviation safety programmes. The achievements and results of the RASG-PA to date have included workshops on GSI/3, GSI/5, GSI/7 and GSI/12; projects on GSI/2, GSI/3 and GSI/12; and the commencement of safety information sharing, analysis and consolidation. Additionally, a RASG-PA website has been created as a source for archived information and to provide updated information on RASG-PA activities (<http://www.mexico.icao.int/RASGPA.html>).

4.4.7 RASG-PA Project GSI/3.A has produced a comprehensive report that introduces a legislative framework for the protection of safety information, including guidance on the protection of privacy, prevention of self-incrimination and proper apportionment of criminal liability. The framework provides guidance for States to introduce legislative changes to provide a legal umbrella to promote the free flow of safety hazard information, which aligns with the initiatives of the GASP and the GASR. The report can be accessed on the RASG-PA website.

4.4.8 During the RASG-PA/02 Meeting, participants were provided with updates and status reports on Conclusions and Decisions from RASG-PA/01 and received progress reports on several ongoing RASG-PA projects and follow-up plans. During a workshop, using the GASR process, meeting participants developed and identified mitigation actions to address the top three regional data-driven risk areas: runway excursions, controlled flight into terrain (CFIT) and loss of control in-flight (LCIF). In addition, several notable presentations from ICAO, Canada, Colombia, ISSG, Costa Rica, FAA, COCESNA/ACSA, ALTA, and IATA.

4.4.9 Some other key results of the RASG-PA/02 Meeting are summarized as follows:

- RASG-PA/02 received implementation status and perspectives on SMS/SSPs from several States and organizations, which included: ICAO, Transport Canada, IATA, ALTA, Airbus and CASSOS.
- The Meeting agreed to create an Annual Safety Report that will continue as a “living document” to assist RASG-PA with the development of future work programmes. It was also agreed that the data gathered and analyzed should create a more proactive and predictive approach towards risk analysis.
- Multi-recognition of approved maintenance organizations (AMOs). The Meeting agreed to forward the positive results gained by RASG-PA members regarding this item to the ICAO High Level Safety Conference, which will be held in Montreal in March 2010.
- RASG-PA Safety Risk Mitigation Training Conference. A two to three-day training conference that will include ALAR training provided by FSF and other risk mitigation training as identified by the RAST Team is under development for 2010. (to be held in conjunction with ALTA safety conference)
- The Meeting agreed to establish, assess, identify and categorize available flight safety training and make it available to all RASG-PA members through the RASG-PA website. Identified training will also be aligned to the three data-driven risk areas.
- Three working groups were established to implement RASG-PA Conclusions and Decisions: Regional Aviation Safety Team (RAST); Flight Safety Training Working Group and the Annual Safety Report Working Group.

4.4.10 However, the continued success of the RASG-PA is dependent on the commitment, participation and contributions of its members from States and industry alike, with financial and in-kind support. Results to date have been achieved through financial and in-kind support from RASG-PA members as event hosts, provision of experts, input to projects, and sharing of proprietary safety information and tools, and delivery of training. In-kind support donors include Colombia, Costa Rica, Jamaica, United States (CAST), ACI/LAC, ALTA, Boeing, COCESNA (ACSA), IATA, IFALPA and FSF. The in-kind support needs to continue and grow, and funding needs to be secured in order for the RASG-PA to continue meeting its objectives.

4.4.11 The Meeting also noted that some E/CAR States require financial assistance to fully implement RASG-PA goals, including participation in its activities and attendance at meetings. The Secretariat also highlighted the importance for IFATCA to participate in RASG-PA.

4.4.12 RASG-PA is the first regional body to be established that addresses flight safety hazard risk mitigation, and ICAO is now considering the same mechanism for implementation in the other ICAO Regions. This proposal will be presented to the ICAO Council during the 189th Session in 2010.

4.4.13 As a result of the discussion under this agenda item, the Meeting decided to adopt the following conclusion:

CONCLUSION 22/5 REGIONAL AVIATION SAFETY GROUP – PAN AMERICA (RASG-PA)

That E/CAR States and Territories, re-affirming their full support for RASG-PA and its goals:

- a) assign appropriate level representatives to attend meetings and participate in projects;
- b) provide contributions including experts, training, hosting events, and sharing safety information, experience and tools; and
- c) ensure the attendance of high-level safety managers from their CAAs, and promote attendance by their respective airport operators, ANSPs, airlines and maintenance organizations at the RASG-PA/03 Meeting to be held in the Dominican Republic in 2010.

4.5 Caribbean Aviation Safety and Security Oversight System (CASSOS)

4.5.1 Barbados, as Chairman of the Caribbean Aviation Safety and Security Oversight System (CASSOS), the Regional Safety Oversight Organization (RSOO) established by CARICOM, presented IP/06. The Meeting was informed of the transformation from RASOS to CASSOS under CARICOM to avail of the necessary political status and support, although membership in CARICOM is not a pre-requisite for membership in CASSOS. In addition, the original remit of RASOS to cover Annexes 1, 6 and 8 had been expanded in CASSOS to cover all ICAO Annexes. CASSOS is focused on sharing technical resources for safety oversight activities, in particular the qualification and training of personnel. CASSOS expressed gratitude to the United States FAA and TSA for supporting RASOS since its establishment and is looking forward to CASSOS receiving the same and continued support.

4.6 Other Aviation Safety Matters

4.6.1 The Secretariat presented IP/07, which provided information regarding the ICAO High Level Safety Conference scheduled in Montreal from 29 March to 1 April 2010; E/CAR States/Territories were encouraged to attend. The conference will bring together the appropriate level of senior management within States' civil aviation authorities to build consensus, obtain commitments and formulate decisions deemed necessary for the effective and efficient progress of key safety activities by ICAO and States. The conference's proposed draft global objectives and outcomes include the following:

- the ICAO safety framework;
- the evolution of the safety oversight audit process by ICAO;
- managing the transition to the implementation of an State Safety Programme (SSP) environment;
- the relationship between SSP and Continuous Monitoring Approach (CMA);
- sharing of safety information;
- the protection of sources of safety information;
- new Safety Management Annex; and
- harmonization of rules and processes to address other safety issues

ECCAA stressed that E/CAR States should attend the conference and support RASG-PA.

4.6.2 The Secretariat presented IP/08, which provided information on the 8th Accident Investigation and Prevention (AIG) Divisional Meeting held in Montreal in October 2008. The theme of the meeting was “Developing Investigations to Enhance Safety Worldwide.” The meeting addressed a number of important provisions in Annex 13 — *Aircraft Accident and Incident Investigation* with a view to further improving and amplifying the scope of investigations in a cost-effective environment. Further information concerning the AIG/08 Meeting, including reports of the outcomes and recommendations, is available on the meeting’s website www.icao.int/aigdiv08.

4.6.3 The Secretariat presented IP/09, which provided a progress report on measures being taken by ICAO to address the issue of flags of convenience and the development of an international register of Air Operator Certificates (AOC). E/CAR States/Territories were encouraged to use the new edition of ICAO Doc 8335 *Manual of Procedures for Operations Inspection, Certification and Continued Surveillance*, which will help States ensure implementation of a safety oversight programme for all commercial air operations, including those by foreign operators. E/CAR States/Territories were also urged to participate in the databases being developed by ICAO, e.g., the International Aircraft Information System and the International Register of AOCs when they become operational.

4.6.4 The United States requested confirmation on the timing for the availability of the ICAO International Aircraft Information System (IIAIS). The Secretariat informed that the IIAIS is expected to be fully operational by the end of the first quarter of 2010. The United States expressed support for the ICAO initiatives and described the ongoing rulemaking for the new requirement for the re-registration of aircraft and other activities the United States is carrying out with the same objectives.

4.6.5 The United States presented IP/21 on airfield safety in the United States informing the Meeting that the FAA places a high priority on improving airfield safety, and in partnership with industry, airport operators, and air traffic controllers has implemented many measures to reduce the risk of runway incursions. Improvements in procedures and the introduction of new technology can improve runway safety. A measure that has already been incorporated by ICAO in Annex 14 - *Aerodromes* is the enhanced taxiway centre line marking. Issues currently being reviewed by the ICAO Aerodromes Panel and its aerodrome design and visual aids working groups for possible proposed amendments to Annex 14 include technological solutions to runway incursions (e.g., runway status lights - RWSL and final approach runway occupancy signal - FAROS), runway end arresting systems (e.g., EMAS) and design issues such as runway end-around taxiways.

4.6.6 The United States presented IP/22 on managing wildlife hazards to aircraft informing the Meeting on the FAA requirements for education and training for wildlife biologists conducting wildlife hazard assessments and training for airport personnel involved in implementing wildlife hazard management plans at certificated airports. The FAA requires certificated airports that have a record of bird strikes to conduct a wildlife hazard assessment. Based on the results of the wildlife hazard assessment, the airport may need to develop a wildlife hazard management plan that documents what procedures the airport will implement to control wildlife at or near the airport.

4.6.7 The Secretariat expressed appreciation to ECCAA and Grenada for hosting and the United States for the FAA and USDA contribution to the annual conference of the CAR/SAM Bird/Wildlife Hazard Prevention Committee (CARSAMPAF) that was held in Grenada in November 2009. CARSAMPAF was established by the GREPECAS AGA/AOP/SG to address the deficiencies reported in the regions in relation to wildlife/bird hazard management at aerodromes.

Agenda Item 5: Air Navigation Matters

5.1 Thirty-First Eastern Caribbean Working Group Meeting (E/CAR/WG/31) Report

5.1.1 The E/CAR/WG Chairman presented WP/07 with an executive summary of the Thirty-First Eastern Caribbean Working Group Meeting Report, informing on the relevant actions and discussions, as well as the draft conclusions formulated by the meeting. The DCAs approved the E/CAR/WG/31 Meeting report, as well as the revised terms of reference and work programme of the E/CAR/WG. The E/CAR/WG membership was modified to include the United Kingdom and not its individual Territories. It was also decided by the DCAs that non-E/CAR States/Territories would be excluded; however, this did not preclude these States/Territories from being invited to attend the meetings when applicable, as had always been the practice. The terms of reference and work programme of the E/CAR/WG are presented under **Appendix A** to this part of the Report.

5.1.2 In reference to the E/CAR/WG/31 conclusions, it was noted that Conclusions 31/4, 31/5, 31/6 and 31/7 had been approved by the DCAs prior to the meeting through a fast-track mechanism by correspondence. The Meeting also agreed to change the target date of 30 January 2010, in Conclusion 31/1 to the end of the first quarter of 2010. The remaining conclusions were approved as drafted by the E/CAR/WG/31 Meeting.

5.1.3 Regarding the points-of-contact for the E/CAR/WG, States/Territories provided the Secretariat their designated persons as listed in **Appendix B** to this part of the Report. It was noted that Netherlands Antilles were due to host the next E/CAR/WG meeting in Sint Maarten to be held in June; however, the Meeting also noted with appreciation Dominica's offer to host the meeting if Netherlands Antilles were unable to fulfil their obligation for any reason.

5.2 E/CAR Aeronautical Fixed Services (AFS) Network

5.2.1 The Secretariat and Trinidad and Tobago presented WP/08 and WP/19, respectively, on the E/CAR AFS Network. The Meeting was informed of the history of the E/CAR AFS Network since it began operating in 1999; the activities on the operation and management of the network under the Inter-caribbean Aeronautical Communications LTD (IACL) from 1999 to 2005; the network operation and management activities under the Trinidad and Tobago Civil Aviation Authority (TTCAA); and the different actions and agreements made regarding the operation, management and improvements for the network.

5.2.2 The Meeting took note that since 1 February 2005, the responsibility of the E/CAR AFS Network had been transferred to the TTCAA/Caribbean Air Navigation and Advisory Services Limited (CANAS), which had taken over the technical activities, and that a fault reporting form and procedure was developed and approved for monitoring the E/CAR AFS Network operations.

5.2.3 The Meeting was informed of the agreements between the network service provider, TSTT, and the TTCAA regarding the responsibilities, agreements and ownership of the network equipment which are summarized as follows:

- TTCAA ownership of all equipment (A3/A7, AFTN, AFTN interface, Voice);
- TTCAA is responsible for the upgrade/replacement of the AFTN workstations on the Eastern Caribbean States/Territories;
- maintenance agreement between the TTCAA and TSTT for the maintenance of the A3/A7, AFTN interface and voice equipment;
- maintenance agreement between Cable & Wireless and TSTT for the maintenance of the A3/A7 and voice equipment;
- definition that all agreements between TSTT and subcontractors are to be available to the TTCAA for comments prior to final acceptance and signature;
- TTCAA will continue to pay for the backup telephone lines;
- maintenance agreements will include financial penalties for down time of circuits. Details are to be mutually agreed upon;
- TTCAA will pay for all link charges and equipment upgrades.

5.2.4 The Meeting also took note of the E/CAR AFS Network activities conducted by the TTCAA as presented in the E/CAR/WG/31 Meeting (St. John's, Antigua and Barbuda, from 5 to 8 October 2009) regarding:

- the replacement of AFTN hardware, including the provision of printers and uninterruptible power supplies, and AIS software, as well as the provision of AIS operator training (28/01/07 – 26/02/07);
- the addition of a Flight Plan Management (FPL) Module to the Trinidad and Tobago AFTN/AMHS switch (31/01/07 – 22/02/07);
- implementation of ICAO format templates to the AIS software and operator training provision (13/08/07 – 05/09/07);
- activities made for the immediate and near term proposed solutions to problems on the E/CAR AFS network (multiplexers updates, spare parts purchase, etc.);
- formulation of a Request for Proposal (RFP) for the replacement of the existing E/CAR AFS network;
- valid fault reporting and resolution procedures, link failures and proposed solutions (as agreed in E/CAR/WG/29); and
- status of existing E/CAR AFS network contracts.

5.2.5 The Meeting recalled that due to the urgent matter related to the existing E/CAR AFS Network service deficiencies in both data and voice circuits, as informed by the E/CAR/WG/31 Meeting, the ICAO NACC Regional Office sent E/CAR States and Territories letters, Ref.: ND 8-14 EMX0999 dated 14 October 2009, and ND 8-14 EMX1049 dated 28 October 2009, based on which 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) were considered approved by the E/CAR Directors of Civil Aviation.

Organization of the E/CAR/NTG

5.2.6 The Meeting designated the members for the E/CAR Network Technical Group (E/CAR NTG), as presented in **Appendix C** to this part of the Report. An ad hoc group was formed to draft the terms of reference (ToR) for the E/CAR/NTG, which were presented to and approved by the DCAs. In this regard the Meeting adopted the following decision:

DECISION 22/6 E/CAR NETWORK TECHNICAL GROUP (NTG) TERMS OF REFERENCE AND FIRST MEETING

Concerning the formation and operation of the E/CAR/NTG that:

- a) the E/CAR Directors of Civil Aviation approve the Terms of Reference (ToR) for the E/CAR/NTG as presented in **Appendix D** to this part of the Report;
- b) the E/CAR/WG, at its next meeting, update the Terms of Reference of the CNS Committee taking into consideration the ToR of the E/CAR/NTG to avoid the duplication of activities and tasks; and
- c) Trinidad and Tobago, as Rapporteur of the E/CAR NTG, organize the first meeting of the E/CAR/NTG as soon as possible and no later than 31 March 2010.

Description of the failures and urgent actions undertaken to recover the existing E/CAR AFS Network

5.2.7 The Rapporteur of the E/CAR/WG CNS Committee informed the Meeting on:

- a general description of the technical characteristics of the E/CAR AFS Network, the activities performed for the upgrade of the PROMINA multiplexer equipment and the site visits conducted by the E/CAR AFS Network Service to all of the sites of the ECAR AFS Network during the period November 2 - 13, 2009;
- the update of the Contact List for the submission of E/CAR AFS network fault reports and its resolutions, to improve the dissemination of the information concerning the urgent actions to improve the E/CAR AFS network operational performance;
- the actions taken to restore service to the Antigua node as well as other activities for the service restoration; and
- the planning for spare parts distribution and plans for first intervention actions by local maintenance teams.

5.2.8 Regarding the information of the fault report submitted to the E/CAR States and Territories concerning the E/CAR AFS Network, Trinidad and Tobago notified that the VHF failures would no longer be included in the mentioned fault report since these communications are not transported by the E/CAR AFS Network.

5.2.9 The Meeting was briefed by Trinidad and Tobago about the benefits and advantages of a TSTT proposal for a new E/CAR terrestrial network based on TSTT's MPLS (Multiprotocol Label Switching) network, as a near term solution for the E/CAR AFS Network replacement. This proposal, based on CISCO routers, would be capable of supporting ATN and AMHS in an IP environment and its implementation time was estimated to be five months from the contract award. Trinidad and Tobago indicated that this proposal could also become a backup network once the long-term solution was implemented. A presentation by TSTT was provided to the Meeting on this proposal. Because of the technical nature of this matter, the Meeting agreed that this proposal and its corresponding activities would be reviewed by the E/CAR/NTG.

5.2.10 Trinidad and Tobago informed the Meeting that to meet the deadline date indicated in E/CAR/WG Conclusion 31/7 for the operation of the replacement of the E/CAR AFS Network, the Request for Proposal (RFP) for the Network replacement would need to be ready and tendered no later than 30 May 2010. The Meeting agreed that these considerations and other related activities are to be considered in the E/CAR/NTG work programme.

Preliminary analysis and results of the regional investigation on missing FPLs and RPLs in the E/CAR Sub-Region

5.2.11 Regarding E/CAR/WG Conclusion 31/4 - *Urgent Action to Mitigate the Number of Missing Flight Plans in Air Traffic Services Units of the Eastern Caribbean*, Trinidad and Tobago provided the Meeting with the preliminary results of the investigation made during the period 1 – 30 November 2009, in which over 500 items were investigated with data received from all E/CAR States including the French Territories of Guadeloupe and Martinique. These results indicated that:

- a) flight planning agencies and air traffic services units responsible for dissemination of flight plans are not correctly addressing the relevant air traffic control units responsible for various stages of the flight plans;
- b) repetitive flight plans are not being transmitted daily as required;
- c) flight plans are not being received from States not connected to the AFS Network; and
- d) flight plans are not being received due to failures of the Eastern Caribbean Aeronautical Fixed Services (E/CAR AFS) Network.

5.2.12 A detailed report will be forwarded to the ICAO NACC Regional Office by 15 December 2009, as indicated by E/CAR/WG Conclusion 31/4. The Meeting agreed that the E/CAR/WG shall follow-up these activities and continue with the necessary actions to resolve the missing flight plan information matter.

Other Recommended Actions related to the E/CAR AFS Network

5.2.13 The Meeting took note that E/CAR States and Territories are to take actions to facilitate the transportation of spare parts to avoid delays due to VAT payments or custom formalities as well as inform on the availability and capability of their local maintenance team to undertake E/CAR AFS Network first intervention actions.

5.2.14 The Meeting recognized that even though the management, operation, and maintenance of the current E/CAR AFS Network is provided by the TTCAA, adequate use and performance involves all the E/CAR States/ Territories users of this network. Therefore, a complete commitment and support by the States and Territories should be given to the activities of the E/CAR/NTG, including:

- a) the active participation of every State/Territory with the reporting, follow-up and interaction to identify and resolve problems and propose improvements; and
- b) the commitment of necessary resources for the E/CAR/NTG.

Establishment of Agreements for PIARCO FIR Services and Facilities

5.2.15 ECCAA presented WP/17 seeking to review the current status of the Piarco Flight Information Region (FIR) with its stakeholders, which was supported by Barbados. The Meeting recalled that the PIARCO Flight Information Region (FIR) was established by regional agreement in 1950 at an ICAO meeting in Havana, Cuba, for the upper airspace over the Eastern Caribbean ranging from the mid-Caribbean to the mid-Atlantic. The boundaries of the Piarco FIR have periodically been modified by international agreement at Regional Air Navigation meetings, and the current FIR is defined in the CAR/SAM Air Navigation Plan (Doc. 8733).

5.2.16 Since 1950, many events have taken place including the independence of former colonies of the United Kingdom, changes and developments in ICAO Standards and Recommended Practices (SARPs), the formation of the Organization of Eastern Caribbean States (OECS) and the subsequent establishment of the ECCAA as its Civil Aviation Authority, changes in technology, changes in airspace configuration, establishment and demise of IACL, and the establishment of CANAS.

5.2.17 The paper highlighted that pursuant to Art 1 of the Chicago Convention and the 2007 OECS USOAP Audit recommendation related to aviation safety oversight of the airspace over its territory, the OECS States and Barbados indicated that there is a need for an agreement/establishing the FIR responsibilities and resulting arrangements so as to achieve the following:

- a) participative approach to the governance of the FIR, which should result in more effective use of limited resources and give member States a greater voice in the management of the FIR;
- b) agreements defining the roles, responsibilities and rights of the States within the FIR; and
- c) enhancing structures and arrangements.

5.2.18 While most of the criticism from some States of the E/CAR regarding the low level of reliability of the various systems and arrangements in general within the FIR focused on the unreliability of the AFS Network, ECCAA and Barbados stressed that others are related to the lack of transparency and sharing of information.

5.2.19 The Meeting also recognized that while Trinidad and Tobago, as the custodian of the FIR, provides several services and facilities, there are no written agreements between Trinidad and Tobago and several of the stakeholders to govern the terms and conditions of the services provided. Without these agreements, it is extremely difficult for States to provide oversight of these services as their responsibilities have not been articulated and well established. These include but are not limited to:

- a) E/CAR AFS Network;
- b) AFTN Management; and
- c) AIP Publication

5.2.20 In consideration of the foregoing, the Meeting was reminded of the establishment of the Piarco FIR Policy Group counting with membership of the DCAs of the related States, and the Meeting agreed on the following conclusion:

**CONCLUSION 22/7 ESTABLISHMENT OF AGREEMENTS FOR PIARCO FIR
POLICY ISSUES**

In order to establish the necessary agreements for PIARCO FIR policies, services and facilities that:

- a) Trinidad and Tobago, as custodian of the Piarco FIR, convene a meeting of the Piarco FIR Policy Group as soon as possible but not later than 31 March 2010, to discuss the policy issues associated with the development of the FIR; and
- b) the Directors General of Civil Aviation within the E/CAR Sub-Region improve communication among themselves leading to greater levels of information sharing, transparency and coordination within the E/CAR Sub-Region.

5.3 Regional Performance Based Air Navigation Implementation Plans

5.3.1 The Meeting approved the updates to the Performance Based Air Navigation Implementation Plan for the NAM/CAR Regions made by the E/CAR/WG/31 Meeting in accordance with GREPECAS Conclusion 15/1 - *Development of Performance Based Regional and National Plans* and NACC/DCA Conclusion 3/3 - *Approval of the NAM/CAR Implementation Plan* in which seven new performance objectives were included and the existing seven performance objectives were updated. The updated Performance Based Air Navigation Implementation Plan for the NAM/CAR Regions is presented in the Appendix to WP/09.

5.3.2 It was highlighted that among the new performance objectives, a performance objective denoted *Implementation of new Flight Plan Format* was formulated, which described the activities for a transition strategy for the New ICAO Flight Plan Model so that States/Territories/International Organizations in the NAM/CAR Regions might initiate actions to implement the new flight plan model and associated ATS messages to ensure a smooth transition at regional and national levels.

5.3.3 The Meeting was also informed that ICAO is in the final phase to publish the Flight Plan Implementation Tracking System (FITS) where the implementation status of the new provisions in all flight information regions (FIRs) and other information related to the subject will be contained and where issues related to the implementation will be posted and available for discussion among the subject matter experts and points-of-contact designated by the States, Territories and International Organizations. The FITS is available at the following web link: <http://www2.icao.int/en/fits/pages/home.aspx>.

5.3.4 The Meeting also recalled that this updated Performance Based Air Navigation Implementation Plan for the NAM/CAR Regions established the performance-based work and activities of the work programme of the E/CAR/WG and that the E/CAR States/Territories should develop their own National Air Navigation Implementation Plan with a performance based approach taking into consideration this Performance Based Regional Air Navigation Implementation Plan.

5.4 Performance Based ICAO Technical Co-operation Project (RLA/09/801) for the CAR Region

5.4.1 The Meeting recalled that the Third Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/3) held in September 2008 in the Dominican Republic reviewed a proposal for a Regional ICAO Technical Co-operation (TC) project aimed at establishing a mechanism for assisting States/Territories with the implementation of harmonized air navigation systems leading to a seamless Global ATM system. Subsequently, the Meeting agreed that a CAR regional project be developed that included the requirements and priorities for each CAR region State.

5.4.2 However, as a result of recent developments and adoption of performance-based planning by GREPECAS/15, WP 10 was presented outlining the repositioning of the proposed TC project based on four basic principles: focus on operational improvements; build on existing infrastructure; take advantage of existing airframe capabilities; and enhance only what is needed using a menu of prioritized options. The repositioned project proposes five strategic operational improvements (SOIs) consisting of a) enhance airspace capacity and efficiency of en-route airspace; b) enhance airspace capacity and efficiency of terminal airspace; c) enhance aerodrome operations; d) improve flexibility of operations in en-route and TMA airspace; and e) enhance aviation safety.

5.4.3 In terms of implementation, the States (or group of States on the basis of homogenous ATM areas/major traffic flows), depending on current and future scenarios, will decide which of the five SOIs are applicable to its situation. An example of the Performance Framework Form (PFF) for SOI “*enhance airspace capacity and efficiency of en-route airspace*” was illustrated. The Meeting noted that formulation of the airspace concept and determining requirements (an initial step in implementation) calls for a multi-disciplinary team and includes factors such as airspace organization and management, assessing existing fleet capability and available CNS infrastructure, listing airworthiness and operational approvals, etc. This approach would result in identification of “quick wins” that would allow aircraft operators to realize immediate benefits before full implementation. The Meeting noted that the tools for a performance-based approach consist of a safety case and business case. While the safety case addresses any operational changes, the investment decision in air navigation infrastructure must be justified by a business case analysis.

5.4.4 The estimated timeframe for ICAO’s and States’ planning and implementation process for this repositioned TC project was discussed and is reflected in **Appendix E** to this part of the Report. It is expected that States will receive the detailed project document for air navigation systems by 30 April 2010, with planned completion of the entire project by June 2013, depending on projects selected by States. The Meeting welcomed the idea of ensuring the convergence of the project document through extensive coordination and team work comprising of ICAO (ANB, TCB, and NACC Regional Office), States, international organizations and airspace users as partners. The proposal included that project resources be composed of a Project Coordinator supported by the ICAO NACC Regional Officers, short-term experts and experts on loan from the States, the latter being the same persons that contribute to the sub-regional air navigation working groups and GREPECAS sub-groups and task forces.

5.4.5 Concluding the discussions, the Meeting appreciated ICAO’s initiative for developing this performance based TC air navigation project that harmonizes the planning and implementation of air navigation systems in the CAR Region leading to a seamless Global ATM system. Barbados, Trinidad and Tobago, and ECCAA in representation of OECS States, expressed difficulties with the proposed State’s contribution of an annual fee of US\$ 25,000. The Meeting requested ICAO to consider developing a pro-rata based contribution fee mechanism for States instead of a common annual fee for all States. Also, the Meeting called upon ICAO to examine the possibility of seeking external funding or identifying a donor for this project. In order to facilitate CAAs to present justification to its financial authorities for participation in this project, the Meeting suggested that ICAO develop a business case template that would provide the cost differences between States going alone in comparison to joining this regional project for implementing air navigation systems as per the Global and Regional Air Navigation Plans. It was noted that the intention of the performance based regional TC air navigation project is to provide States with a more cost-effective collaborative implementation mechanism. Consequently, the Meeting agreed to the following conclusion:

CONCLUSION 22/8

**PERFORMANCE BASED ICAO TECHNICAL CO-OPERATION
(TC) PROJECT (RLA/09/801) FOR THE CAR REGION**

That:

- a) ICAO finalize the detailed performance-based air navigation project document and disseminate to all CAR States/Territories by 30 April 2010, seeking their participation;
- b) States/Territories of the E/CAR Sub-Region are very strongly urged to support and participate in this performance-based regional ICAO Technical Co-operation (TC) project leading to a seamless and cost effective global ATM system; and
- c) ICAO and States/Territories are urged to seek financial and other assistance to facilitate participation in the TC project.

5.5 Other Air Navigation matters

5.5.1 The Secretariat presented WP/11 on the objectives and expected results of Phase III of the RLA/03/902 Project regarding the augmentation solution for GNSS implementation in the CAR/SAM regions. The Meeting noted that Phase I of the SACCSA Project concluded that it was not technically feasible to extend the existing WAAS (US) and EGNOS (Europe) to the CAR/SAM regions. Consequently, Phase II of the SACCSA Project defined a separate regional SBAS solution and identified its requirements.

5.5.2 The Meeting recalled that the GREPECAS/15 Meeting, through its Conclusion 15/43 – *Support for RLA/03/902 Project – SACCSA*, noted the progress of the Project as well as the proposed way forward. The next phase (Phase III) of the RLA/03/902 Project - *Augmentation Solution for the Caribbean, Central and South America (SACCSA)* aims to perform functional demonstrations of prototype algorithms over the designed SBAS for these regions so as to determine the feasibility of the implementation of its own SBAS. Furthermore, Phase III will undertake studies of ionospheric effects on GNSS signals, particularly in low latitude areas. As part of these efforts, the Project fosters the publishing and sharing of results, experiences and training. At the end of Phase III, the Project will complete the study for an augmentation solution that will be technically feasible, operationally suitable and economically viable for the CAR/SAM Regions. With these outcomes, the Project will provide a solid basis for decision-making by the States of the CAR/SAM Regions for a SBAS solution to augment GNSS implementation for all phases of flight.

5.5.3 The extraordinary coordination meeting of the RLA/03/902 Project, RCC/E Meeting, held in Costa Rica on 24 April 2009, confirmed the plan to execute Phase III in two parts (Phase III-A and Phase III-B) as summarized in the **Appendix F** to this part of the Report. The Meeting was informed that the open international tender process has been completed for launching Phase III scheduled activities.

5.5.4 The current members of the Project RLA/03/902 are Bolivia, Colombia, Costa Rica, Dominican Republic, Guatemala, Panamá, Venezuela, Spain and COCESNA. In the meantime, Argentina had announced its intention to join this RLA/03/902 Project. The annual contribution for each member State/Territory, which was agreed by the RCC/E Meeting for the RLA/03/902 Project Phase III-A, is USD \$25,000.

5.5.5 Barbados expressed its support for the RLA/03/902 Project; however, re-iterating the concern with the annual fee and the request for ICAO to consider to pro-rate the contribution amount by State. ECCAA questioned the membership criteria between States, Territories and International Organizations to which the Secretariat clarified that membership is open to all interested parties, providing as an example that both Costa Rica and COCESNA are participating members of the project.

5.5.6 The Meeting, noting the current status as well as the planned activities for Phase III of the SACCSA Project, agreed to the following conclusion.

**CONCLUSION 22/9 ICAO REGIONAL TECHNICAL COOPERATION PROJECT
RLA/03/902 – GNSS AUGMENTATION SOLUTION FOR THE
CARIBBEAN, CENTRAL AND SOUTH AMERICA (SACCSA)**

Recognizing that the augmentation solution for GNSS is of paramount importance to the E/CAR Sub-Region, States/Territories are therefore strongly urged to take every action possible to participate in the Regional RLA/03/902 Project –SACCSA.

APPENDIX A

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

Decisions

Internal actions of the E/CAR/WG

Draft Conclusions

Actions requiring communication to States and Territories and/or endorsement by the E/CAR/DCAs.

- h) 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

Antigua and Barbuda, Barbados, France, Grenada, Netherlands Antilles, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United Kingdom, United States, ACI, CANSO, ECCAA, IATA, IFALPA and IFATCA.

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

AGA Committee (to be established)

Rapporteur: United States – Paul Friedman

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APPENDIX B

STATE/TERRITORY POINTS-OF-CONTACT FOR E/CAR/WG FOLLOW-UP AND IMPLEMENTATION ACTIVITIES

BARBADOS

Mitchinson Beckles, Technical Officer, Training & Systems
E-mail: civilav@sunbeach.net

FRANCE

Philippe Guivarch'h, Chief of Air Navigation Services Antilles-Guyana
E-mail: philippe.guivarch@aviation-civile.gouv.fr

NETHERLANDS ANTILLES

Trevor Dowrich, Executive Manager ANS
E-mail: tdowrich@caa.gov.tt

TRINIDAD AND TOBAGO

To be determined

UNITED KINGDOM

Margaret Wilson, Manager Caribbean Air Safety Support International
Director of Civil Aviation for Anguilla, the British Virgin Islands and Montserrat
E-mail: margaret.wilson@caribairsafety.aero

UNITED STATES

Michael Polchert, Air Traffic Organization, Federal Aviation Administration
E-mail: michael.polchert@faa.gov

ECCAA

Anthony Meade, Operations Officer, Air Traffic Services and Chairman of E/CAR/WG
E-mail: ameade@eccaa.aero

Donald McPhail, Director, Air Navigation Services
E-mail: dmcphail@eccaa.aero

APPENDIX C

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

BARBADOS

To be determined

FRANCE

Jean-Jacques Deschamps, Head of Air Traffic Division
E-mail: jean-jacques.deschamps@aviation-civile.gouv.fr

NETHERLANDS ANTILLES

To be determined

TRINIDAD AND TOBAGO

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UNITED KINGDOM

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Steven Riley, Caribbean Air Safety Support International
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UNITED STATES

Dulce Maria Roses, Program Manager, International Telecommunications Caribbean and South America
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ECCAA

Rudyard Ashe, Manager CNS Unit
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APPENDIX D

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

1. Background

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, to accomplish the following main objectives:

- 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.

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) follow-up on the immediate agreed activities for the recovery of the existing E/CAR AFS Network as well as the near term solution activities for its timely implementation;
- b) 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;
- c) ensure compliance of the Network services with ICAO SARPs and user expectations;
- d) 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
- e) 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.

For the activities related to the replacement of the existing E/CAR AFS Network:

- a) study and assist the E/CAR States with technical measures to facilitate the transition of the current E/CAR AFS terrestrial network towards the ATN infrastructure and its air-ground and ground-ground sub-networks of air navigation services according to GREPECAS Conclusions and Recommendations and ICAO SARPs and technical guidance;
- b) assist the TTCAA in the preparation of the RFP and related technical documentation for the replacement process of the E/CAR AFS Network including considerations for contingency planning;
- c) provide technical assistance and follow-up to the replacement process of the E/CAR AFS Network during its preparation, implementation and operation; and
- d) provide advice on schedule activities for the network replacement process.

3. Work Programme

See attached project file.

4. Working Methods

- a) E/CAR/NTG work programme should present their activities in terms of objectives, responsibilities, deliverables and timelines;
- b) E/CAR/NTG will avoid duplication of work within the E/CAR/WG and maintain close coordination among the existing entities 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 will report the progress of assigned tasks to the E/CAR/DCA and provide a quarterly progress report to E/CAR Directors.

5. Membership

Barbados - to be determined
Jean-Jacques Deschamps, France
Netherlands Antilles – to be determined
Veronica Ramdath, Trinidad and Tobago
James Prideaux and Steven Riley, United Kingdom
Dulce Roses, United States
Rudyard Ashe, OECS States.

6. Rapporteur

Ms. Veronica Ramdath (Trinidad and Tobago)

ID	Task Name	Start	Finish	2nd Half Qtr 3	1st Half Qtr 4	1st Half Qtr 1	2nd Half Qtr 2	1st Half Qtr 3	2nd Half Qtr 4	1st Half Qtr 1	1st Half Qtr 2
1	First Meeting	Mon 1/18/10	Mon 1/18/10								
2	Review of ToR	Mon 1/18/10	Mon 1/18/10								
3	Definition of procedures and coordination agreement	Mon 1/18/10	Mon 1/18/10								
4	Follow-up of activities and formulation of conclusions	Mon 1/18/10	Mon 1/18/10								
5	E/CAR AFS Network Immediate Recovery actions	Mon 12/14/09	Fri 12/30/11								
6	Follow-up of agreed actions and provide technical assistance when required.	Mon 12/14/09	Fri 12/30/11								
7	Preparation of near term solution (MPLS)	Mon 12/14/09	Fri 1/29/10								
8	Coordination and assistance to implement near term solution	Mon 2/1/10	Fri 4/30/10								
9	Revision of Current Status of Network	Mon 12/14/09	Fri 12/30/11								
10	Revision of Failure Status	Mon 12/14/09	Fri 12/30/11								
11	Spare parts, 1st level Maintenance personnel, documentation, skills and other logistics	Mon 12/14/09	Fri 3/26/10								
12	Replacement of Network	Wed 12/16/09	Fri 7/22/11								
13	Evaluation of current requirements and definition of future requirements	Wed 12/16/09	Mon 2/8/10								
14	Preparation of a RFP	Tue 2/9/10	Wed 3/10/10								
15	Revision of RFP	Thu 3/11/10	Wed 3/24/10								
16	RFP Process - Request proposal	Thu 3/25/10	Wed 6/2/10								
17	Tender Process	Fri 6/25/10	Thu 12/9/10								
18	Network Replace activities	Fri 12/10/10	Thu 3/31/11								
19	Technical followup and review of implementation Plan	Fri 12/10/10	Thu 3/31/11								
20	Technical Pos-implementation	Fri 4/1/11	Tue 6/21/11								
21	Transition process	Wed 6/22/11	Fri 7/22/11								

Task

Split

Progress

Milestone

Summary

Project Summary

External Tasks

External Milestone

Deadline

Project: E CAR NTG Wok Programme

Date: Wed 12/9/09

Page 1

APPENDIX E

ICAO Technical Co-operation Project (RLA/09/801) for the CAR Region Performance-based air navigation systems implementation

ICAO PLANNING PHASE

PHASE I – Timescale

PROJECT/TASK	MILESTONE
1. Initial presentation of the TC project	August 2008 – Completed
2. NACC/DCA/3 endorsement of the NAM/CAR Regional Implementation Plan and Technical Cooperation Project for the CAR Region	September 2008 – Completed
3. Adoption of performance framework by GREPECAS/15	October 2008 – Completed
4. Project Document Revision	March 2009 – Completed
5. Project Objectives Review	May 2009 – Completed
6. Conduct of performance framework workshop	July 2009 – Completed
7. Repositioning of TC project	August – December 2009 - Completed
8. Conduct of Business case workshop	October 2009 - Completed
9. Send repositioned draft TC project document along with proposed timelines, work plan, schedule, budget and mechanism for financial contributions to all CAR States for review and comment	30 October 2009 - Completed
10. CAR Regional Project Consultation Meeting	April 2010
11. Develop and send final performance based TC project document to States for their participation	30 April 2010
12. States confirm participation in the project	31 May 2010
13. Deposit of annual fee of US \$ 25,000 per State	30 June 2010
14. Project Commencement	01 July 2010
15. Establishment of an on-line host infrastructure in the ICAO NACC Regional office to facilitate project monitoring along with supporting electronic air navigation planning tools.	31 August 2010

ICAO Technical Cooperation Project (RLA/09/801) for the CAR Region
Performance-based air navigation systems implementation

STATES PLANNING AND IMPLEMENTATION PHASE

PHASE II – Suggested timescale

PROJECT/TASK	MILESTONE
1. Develop operational scenario: - current traffic density - traffic forecast 2020 - deficiencies and metrics - gap analysis	Determine the appropriate Strategic Operational Improvement/national performance objective September 2010
2. Analysis of airspace concept and determining requirements that would result in immediate benefits for aircraft operators before full implementation. It calls for multidisciplinary team and includes factors such as airspace organisation and management, assessing existing fleet capability and available CNS infrastructure, listing airworthiness and operational approvals etc.	Formulation of airspace concept and finalising the requirements December 2010
3. a) Identification of enablers in the field of ATM/CNS/AIM/MET/AGA through technical audit and economic analysis using GANP (for SOIs 1 to 4) b) Identification systems and procedures through GASP analysis (for SOI 5)	Determination of projects that meets SOIs 1 to 5 February 2011 (based on SOIs to be determined) February 2011 (based on SOIs to be determined)
4. Agreement by States for an implementation plan	April 2011
5. Deposit of funds by States (Amount depends on projects selected by State)	May 2011
6. Procurement /installation/ Commissioning of air navigation systems/procedures	May 2013
7. Completion report of the project	June 2013 (tentative to be determined on the basis of the final project scope and schedule to be defined)

APPENDIX F

RLA/03/902 – SACCSA PROJECT PHASE III SCHEDULED ACTIVITIES

PHASE III-A:

- o Monitoring and control network
- o Further completion in system definition
- o SACCSA UCP Prototype and its operation
- o Definition of support activities for system validation and certification
- o Analyse other complementary options in areas of poor or limited provisions
- o SACCSA WEB Page
- o Institutional aspects
- o Courses, Seminars and Workshops

PHASE III-B:

- o Cost / benefit study
- o Financing Study
- o Courses, Seminars and Workshops

Agenda Item 6: Aviation Security (AVSEC) Matters

6.1 ICAO Universal Security Audit Programme (USAP)

6.1.1 The Secretariat presented WP/12, which provided an overview of the progress and results of the ICAO Universal Security Audit Programme (USAP) audits for all the States in the North American and Caribbean Regions, except for Haiti. In this regard, the Meeting noted that it would be beneficial for analysing regional trends and related actions if the audit results were available for the Eastern Caribbean sub-region, as is the case with USOAP safety audit results.

6.1.2 It was noted that the results of USAP follow-up visits in most States of the NAM/CAR Regions demonstrated some important improvements with regard to Annex 17 SARP's implementation. Based on the results of the first cycle audits, the overall compliance with Annex 17 Standards averaged 28% in the NAM/CAR regions, below the global average of 34%, highlighting several areas of concern. However, it was reported that the average compliance in NAM/CAR States that had received a follow-up visit increased to 49% demonstrating the effectiveness of the ICAO USAP in improving aviation security in States. States were urged to resolve outstanding issues for effective implementation of security requirements and to meet the implementation dates identified in their corrective action plans. In this regard, the following primary aviation security areas of concern were noted:

National level

- National Civil Aviation Security Programme (NCASP)
- National Civil Aviation Security Committee (NCASC)

Airport level

- access control
- passenger and cabin baggage security
- cargo and catering security

6.1.3 As a result of the discussion under this agenda item, the Meeting decided to adopt the following conclusion:

CONCLUSION 22/10 ICAO UNIVERSAL SECURITY AUDIT PROGRAMME (USAP)

That Eastern Caribbean States:

- a) ensure support for the AVSEC organization within their Administration for the establishment, approval and effective implementation of their AVSEC National Civil Aviation Security Programme (NCASP) and the activation of their National Civil Aviation Security Committees (NCASC), or similar arrangements;
- b) ensure complete and effective implementation of their corrective action plans regarding the recommendations of the USAP first cycle audit report before receiving the USAP second cycle audit, notifying the progress on their action plans to ICAO; and
- c) notify ICAO should any differences identified during the USAP audit remain unaddressed.

6.2 AVSEC Training

6.2.1 The Secretariat presented WP/13 on the ICAO aviation security (AVSEC) training activities provided under the ICAO Aviation Security Regular Training Programme and the ICAO/Canada Aviation Security Awareness Training Programme in the CAR/SAM Regions – Phase II. The Meeting was informed of the establishment of a new English language ICAO Regional Aviation Security Training Centre (ASTC) in the United States to complement the other English language ASTC in the NAM/CAR regions located in Port of Spain. The Meeting was also informed of the completion of Phase II of the ICAO/Canada Aviation Security Awareness Training Programme in the CAR/SAM Regions earlier in 2009 and the proposal to extend the programme to Phase III, which could comprise more training or alternatively direct implementation assistance to States. States/Territories were reminded that the ICAO AVSEC training activities are dependent on the continued loan of Short-Term Experts (STE) by States to ICAO as instructors under the AVSEC Plan of Action.

6.2.2 States/Territories were reminded to inform the ICAO NACC Regional Office of any changes in their AVSEC and FAL points-of-contact (PoC) and to provide ICAO with reports on acts of unlawful interference in their States in a timely manner.

6.2.3 States/Territories were reminded of the importance of the Annex 17 Standard, which establishes that civil aviation authorities should ensure that the personnel carrying out security audits, tests, surveys and inspections are trained to appropriate standards for these tasks in accordance with the national civil aviation security programme. States/Territories were therefore encouraged to take advantage of the ICAO AVSEC training activities and ensure participation of their AVSEC representatives in these training events to improve their level of aviation security in the States.

6.2.4 As a result of the discussion under this agenda item, the Meeting decided to adopt the following conclusion:

CONCLUSION 22/11 ICAO AVSEC TRAINING PROGRAMMES

That Eastern Caribbean States/Territories:

- a) keep the ICAO NACC Regional Office informed of their points-of-contact for Facilitation (FAL) and Aviation Security (AVSEC);
- b) ensure that AVSEC personnel from their administrations participate in ICAO training activities;
- c) support the ICAO AVSEC Plan of Action by providing qualified personnel as instructors and/or hosting ICAO AVSEC training activities; and
- d) recognizing the benefit attained from Phase I and II of the ICAO/Transport Canada Programme, encourage ICAO and Canada to extend the Programme to Phase III.

6.2.5 Barbados requested information regarding modifying and delivering ICAO ASTPs at a TRAINAIR centre. The Secretariat noted that ASTPs are not part of the TRAINAIR programme; however, ASTPs may be modified and delivered by an instructor in any facility as part of the National Civil Aviation Security Training Programme (NCASTP), but these would not qualify for the provision of ICAO certificates to participants, even if delivered in a TRAINAIR centre by a TRAINAIR instructor. If ICAO certificates are required for participants, the ASTP may not be modified and must be delivered by an ICAO certified AVSEC instructor, such as is the case for those ASTPs delivered at ASTCs. On request, ICAO provides certified AVSEC instructors to deliver ASTPs to any State on an assistance or reimbursable basis. Barbados noted that their TRAINAIR centre has an AVSEC STP to which the Secretariat suggested further clarification be sought from ICAO.

6.3 ICAO NAM/CAR/SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG)

6.3.1 The Secretariat presented WP/14 on the creation of the ICAO NAM/CAR/SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) that replaced the former GREPECAS Aviation Security Committee (AVSEC/COMM).

6.3.2 The Meeting was informed that the ICAO Council had amended the GREPECAS terms of reference to exclude aviation security issues as the Air Navigation Commission (ANC) is not the appropriate body to manage those issues. Due to the importance of continuing the regional security activities previously assigned to the GREPECAS AVSEC/COMM, the Meeting was informed of the creation of the new ICAO NAM/CAR/SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG) to replace the former GREPECAS AVSEC/COMM. The AVSEC/FAL/RG will function as an independent and multi-regional forum to harmonize and efficiently unify the efforts of smaller AVSEC regional groups in order to avoid duplication of efforts and exhausting limited State and ICAO resources. The membership and terms of reference for the new AVSEC/FAL/RG will start with the same as those of the previous AVSEC/COMM. In addition, the Chairman of the former AVSEC/COMM will continue as Chairman through the first meeting of the AVSEC/FAL/RG, and ICAO will continue as Secretariat of this group through the AVSEC Regional Officer.

6.3.3 The Meeting was informed that the first meeting of the AVSEC/FAL/RG is planned to be held in early 2010 subject to confirmation of a host. In this regard, E/CAR States were invited to consider offering to host the event to which Trinidad and Tobago responded with an offer to host the meeting and associated seminar in May 2010 for which the Meeting and Secretariat expressed its appreciation. States/Territories were also encouraged to participate in the future activities of the AVSEC/FAL/RG by allowing the AVSEC and FAL personnel from their civil aviation and aviation security and facilitation authorities to attend the meetings.

6.3.4 As a result of the discussion under this agenda item, the Meeting decided to adopt the following conclusion:

**CONCLUSION 22/12 ICAO NAM/CAR/SAM AVIATION SECURITY AND
FACILITATION REGIONAL GROUP (AVSEC/FAL/RG)**

That Eastern Caribbean States/Territories:

- a) support the AVSEC/FAL/RG by ensuring the participation of their aviation security and facilitation experts at meetings and other activities in order to maintain continuous improvement and sustainability of AVSEC measures and procedures for the protection of international civil aviation;
- b) support the AVSEC/FAL/RG by hosting future meetings and other related events; and
- c) ensure attendance of high-level security and facilitation personnel at the first AVSEC/FAL/RG meeting to be held in Trinidad and Tobago in May 2010.

6.4 Other Aviation Security Matters

6.4.1 United States informed the Meeting that the Transportation Security Administration (TSA) plans to present a regional assistance proposal at the next CASSOS Board Meeting to be held on 14 and 15 January 2010, in Port au Prince, Haiti.

Agenda Item 7: Regional and Technical Co-operation Matters

7.1 ICAO Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel (CAPSCA) – Americas Project (RLA/08/901)

7.1.1 The Secretariat presented WP/15 on the ICAO Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel (CAPSCA) – Americas Project, which was launched in April 2009. The paper also provided the results of both the First Steering Committee Meeting held at the ICAO NACC Regional Office in Mexico City on 25 and 26 June 2009, which approved the Project's organization, steering committee and work plan and the first Regional Aviation Medicine Team Meeting held in the ICAO South American (SAM) Regional Office in Lima from 2 to 4 December 2009, which trained the initial group of airport evaluators nominated by States.

7.1.2 The Meeting was informed that the ICAO CAPSCA-Americas Project objectives are as follows:

- Public Health Protection – aviation personnel, air travellers and general public.
- States establish national aviation pandemic preparedness plans involving civil aviation authorities, public health authorities, airports, air traffic services, and airlines, thereby satisfying:
 - adherence to Article 14 of the Convention on International Civil Aviation;
 - compliance with related ICAO SARPs (Annexes 6, 9, 11 and 14) and Procedures (PANS-ATM);
 - compliance with WHO IHR (2005) regulations; and
 - implementation of ICAO, WHO, ACI and IATA guidelines.
- Regional cooperation among States and Territories – the Project provides a mechanism for pooling and sharing expertise and resources.
- Provision of advice, personnel training and airport evaluations for States and Territories.
- Further development and improvement of guidelines for the aviation sector.

7.1.3 A grant of approximately USD \$400,000 from the UN Central Fund for Influenza Action (CFIA) has been allocated to ICAO for the CAPSCA-Americas Project. The purpose of this contribution is to meet the costs of the activities to be conducted during the first phase of implementation of the project for an expected duration of 24 months. No financial contributions are required from States and Territories for the first phase of the project. However, State contributions during the initial phase of the project are requested the form of in-kind loans of personnel who will be trained and periodically undertake airport evaluation missions to participating member States and Territories, and to host the project's meetings and training events.

7.1.4 In this regard, the Meeting was informed that Brazil, Canada, Chile, Cuba, Dominican Republic, El Salvador, Mexico, Nicaragua, Panama, Peru, United States and Venezuela have confirmed participation in the project. In addition, experts have been nominated to the Regional Aviation Medicine Team (RAMT) and trained as airport evaluators from the following States: Argentina, Canada, Chile, Colombia, Cuba, Dominican Republic, Mexico, Peru, United States, Uruguay and Venezuela.

7.1.5 The first airports that have been evaluated by the CAPSCA-Americas Project are Lima and Cuzco International Airports in Peru. It is planned to evaluate international airports in all States which are participating in the project during 2010. Each airport evaluation mission will evaluate two States, of one international airport in each State, conducted by two evaluators over a one-week period, including travel time. The airport evaluation missions will also serve to provide OJT to the airport evaluators who did not complete the training in Peru in December 2009. The airport evaluators' travel and subsistence costs will be covered by the project.

7.1.6 E/CAR States and Territories were encouraged to join the ICAO CAPSCA-Americas Project to receive the assistance and training that the project offers for States and Territories to assist them with meeting their international aviation, health and social obligations by improving their preparedness for a future pandemic or a development of the current pandemic (which may be more severe than the Influenza A(H1N1) pandemic that is currently being experienced). The ICAO NACC Regional Office sent a letter to States/Territories on 7 August 2009 (Ref.: EMX681), attaching the Project Document and reiterating the invitation to participate in the project.

7.1.7 E/CAR States and Territories were also encouraged to nominate experts to join the RAMT and attend future meetings, training, and airport evaluations, which are planned to take place in 2010. The 2nd Steering Committee Meeting (SCM) and 2nd RAMT Meeting are planned in May and November 2010, respectively, for which States are invited to consider hosting and to advise the ICAO NACC Regional Office accordingly. The SCM/2 Meeting will be combined with an awareness seminar and/or an airport exercise. The RAMT/2 Meeting will be combined with further airport evaluator training and/or an airport exercise.

7.1.8 Given the joint responsibility of the civil aviation authorities and public health authorities in the prevention of spread of communicable disease through air travel, it was recognized that the collaborative approach between the two sectors and their respective national authorities is necessary and requires greater awareness. Barbados expressed an interest in hosting one of the CAPSCA-Americas Project meetings in 2010 and would advise ICAO if confirmed to be feasible.

7.1.9 As a result of the discussion under this agenda item, the Meeting decided to adopt the following conclusion:

**CONCLUSION 22/13 ICAO COOPERATIVE ARRANGEMENT FOR THE
PREVENTION OF SPREAD OF COMMUNICABLE DISEASE
THROUGH AIR TRAVEL (CAPSCA) – AMERICAS PROJECT**

That E/CAR States and Territories are encouraged to:

- a) prepare, test and update aviation pandemic preparedness plans in collaboration with public health authorities;
- b) become participating members of the ICAO CAPSCA-Americas Project by informing the ICAO NACC Regional Office;
- c) nominate experts to join the ICAO CAPSCA-Americas Regional Aviation Medicine Team (RAMT) who will be trained by ICAO and undertake airport evaluations at international airports of States and Territories, which are participating in the project, and inform the ICAO NACC Regional Office; and
- d) volunteer international airports to be evaluated by the ICAO CAPSCA-Americas Project and inform the ICAO NACC Regional Office.

7.1.10 The Secretariat presented IP/11, which informed the Meeting of the ICAO Council Declaration on the Influenza A(H1N1) Outbreak of 2009, regarding ICAO actions for pandemic contingency plans for the aviation sector and, in particular, in relation to there being neither rationale nor WHO or ICAO recommendations for air travel restrictions.

7.1.11 In addition, the Secretariat presented IP/12, which encouraged a harmonized response to the Influenza A(H1N1) Outbreak of 2009 through the consistent implementation of Annex 9 provisions for the reporting procedure by pilots-in-command of a suspected case of communicable disease and completion of the General Declaration – Health Part and Passenger Locator Card.

Agenda Item 8: Environment Matters

Summary of CAEP Work

8.1 The Meeting, through IP/13, was provided with an overview of the work of ICAO's Committee on Aviation Environmental Protection (CAEP), which was established in 1983 by the Council. It summarizes ongoing work on CAEP's environmental initiatives related to the assessment and mitigation of noise and local air quality concerns in the vicinity of airports. It also provides an update on operational measures for reducing aviation's contribution to noise, emissions that affect local air quality, and greenhouse gas emissions. In addition, activities between now and the CAEP/8 Meeting, currently planned for February 2010, were outlined.

8.2 The CAEP, while developing number of proposals for amendments to Annex 16 regarding NO_x stringency policy options and noise reduction, has agreed on a fuel efficiency metric that uses the product of payload and distance as the denominator with fuel mass used as the numerator (Commercial Aircraft System Fuel Efficiency Metric = Fuel Mass Consumed / Payload × Distance). Under the CAEP process, substantial work has been undertaken to establish medium (10 years) and long-term (20 years) environmental goals relating to three types of technologies, viz., noise, NO_x, and fuel burn. The CAEP has been tasked with estimating the environmental improvements expected from ATM and other operational initiatives in the mid-term and long-term and will be presenting its final report during the CAEP/8 Meeting.

8.3 The ICAO guidance on *Operational Opportunities to Minimize Fuel Use and Reduce Emissions* (Circular 303) that identifies and reviews various operational opportunities and techniques for minimizing fuel consumption and hence carbon dioxide (CO₂) emissions in civil aviation operations is being updated. With regard to market-based measures, ICAO has developed policies and guidance material and has been collecting information on three market-based measures: 1) voluntary measures; 2) emission-related charges; and 3) emissions trading. The Meeting noted that in April 2009, the UN Environment Management Group (UNEMG) endorsed ICAO's Calculator, available on ICAO public website, as the official tool to compute CO₂ emissions from air travel for the UN system.

8.4 Barbados, ECCAA on behalf of OECS States, and Trinidad and Tobago expressed concern with respect to the emission charges and the imposition of an air passenger duty (APD) by the United Kingdom that is considered discriminatory and has placed the E/CAR States in a most disadvantaged position in terms of the significant negative effect on tourism in this region. The Meeting noted that the APD was intended to ensure that aviation reflects the full costs of its climate change emissions. The Meeting called upon ICAO to address this discriminatory approach taken by the UK in imposing an APD. The Secretariat also advised the concerned States to present their position at appropriate global forums including the Environment High-level Meetings, the ICAO Council and upcoming ICAO Assembly.

Aviation and Climate Change

8.5 The Meeting was provided with IP/14, an overview of ICAO's work on aviation and climate change. In particular, the developments made by the Group on International Aviation and Climate Change (GIACC), High-level Meeting on International Aviation and Climate Change, and Conference on Aviation and Alternative Fuels aimed at addressing greenhouse gas emissions from international aviation.

8.6 The GIACC held its fourth and final meeting in May 2009, developed a Programme of Action on International Aviation and Climate Change and submitted it to the Council for consideration. Results of the Council's deliberations included an agreement on global fuel efficiency goals, the need to adopt a basket of measures to address aviation emissions, the establishment of a mechanism to collect traffic and fuel consumption data, and the concept of States' action plans.

8.7 In response to the mandate of the Assembly, the High-level Meeting on International Aviation and Climate Change, which was convened in October 2009, approved a Declaration as well as Recommendations regarding further work by the ICAO Council on international aviation and climate change. In summary, ICAO and its member States agreed on a global annual fuel efficiency improvement of 2% for the medium-term (up to 2020), and an aspirational global annual fuel efficiency improvement of 2% for the long-term (up to 2050); agreed on the development of a global CO₂ Standard for aircraft; and agreed that ICAO will establish a process to expeditiously develop a framework for market-based measures in international aviation. In November 2009, the ICAO Council fully accepted the outcome of the High-level Meeting and decided on further action for consideration by the 37th Session of the ICAO Assembly in September 2010 and beyond.

8.8 Furthermore, the Meeting was informed that ICAO held a Conference on Aviation and Alternative Fuels in November 2009 as an important step by ICAO to promote improved understanding of the potential use and emission effects of sustainable alternative fuels and to facilitate their development and deployment. The Conference endorsed the use of sustainable alternative fuels for aviation, particularly the use of drop-in fuels in the short to medium-term, as an important means of reducing aviation emissions. To facilitate, on a global basis, the promotion and harmonization of initiatives that encourage and support the development of sustainable alternative fuels for aviation, the Conference established an ICAO Global Framework for Aviation Alternative Fuels. The Global Framework will be a living document that will be made available on the ICAO website and updated whenever new information is provided by member States and International Organizations. The Meeting noted that the UNFCCC COP15 (7 to 18 December 2009, Copenhagen, Denmark) was being presented with highlights of ICAO's strategy, initiatives and achievements in addressing emissions of CO₂ from international aviation and successes in uniting aviation on climate change.

Agenda Item 9: Air Transport Matters

9.1 ICAO Air Services Negotiation Conference (ICAN)

9.1.1 The Secretariat presented IP/15, providing information on the concept and meeting format of the ICAO Air Services Negotiation Conference (ICAN), an innovative approach to facilitate and improve the efficiency of the air services negotiation process between States. The Meeting noted that ICAO held its first Conference, ICAN2008, in November 2008 in Dubai, United Arab Emirates, and the second, ICAN2009, was held in Istanbul, Turkey, in September/October 2009.

9.1.2 The third such event, ICAN2010, will be held in Montego Bay, Jamaica, from 28 June to 2 July 2010, which will be hosted by the Jamaican Civil Aviation Authority. Like previous events, all States will be invited to participate, but it will be especially beneficial to Caribbean States.

9.1.3 More detailed information regarding ICAN2010 will be provided at the conference secure website at: <http://www.icao.int/ICAN2010> (password: marketplace). Queries about ICAN2010 may be directed to the ICAO Secretariat by e-mail to ican2010@icao.int or to the ICAO NACC Regional Office.

9.2 Facilitation – Machine Readable Travel Documents (MRTD) and Public Key Directory (PKD)

9.2.1 The Meeting noted in IP/16 that Public Key Directory Memorandum of Understanding came into effect on 8 March 2007. To date, out of the 17 States who have sent ICAO Participation Notices to the PKD, 16 States have paid their registration fee and have become participants in the PKD. The PKD system contributes to: facilitation of traffic of persons and goods; improved security for travellers; and promotion of efficient border crossing.

9.2.2 The PKD allows document inspectors of ePassports at borders throughout the world to access the Directory and use the public keys to validate ePassports. Validating ePassports with these public keys reveals manipulations of the contactless chip integrated in the passport. As the number of States issuing ePassports has grown to above 60 worldwide, the alternative of each State managing on a bilateral basis, the exchange of certificates and lists with all other States would become unimaginable. The PKD's central role is critical in minimizing the volume of certificates being exchanged, ensuring timely uploads and managing adherence to technical standards with a view to ensuring interoperability is achieved and maintained. The ICAO PKD officially launched into the operational phase 1 January 2009.

9.2.3 The PKD is a database into which digital signatures containing public keys from States issuing ePassports can be deposited and from which States and airlines might download into their own systems for use in the inspection and verification of authenticity of the passports presented to them. The ICAO PKD is designed to provide a centralized distribution of electronic keys for decryption of digital signatures on data loaded by issuing States on integrated circuit chips (ICs) to be imbedded into these passports.

9.2.4 A number of countries have expressed the view that the level of the ICAO PKD registration and annual fees is an obstruction to membership. The Meeting noted that the annual fee is inversely related to the number of participants. The annual fee is set to recover ICAO and the operator's operating costs. With the signing of the operational contract in December 2008, and the ICAO Council approval, the Meeting was informed that the registration fee has been reduced from U.S. \$85,000 to U.S. \$56,000.

9.3 Conference on the Economics of Airports and Air Navigation Services (CEANS)

9.3.1 The Meeting was apprised through IP/17 of the purpose and results of the Conference on the Economics of Airports and Air Navigation Services (CEANS) held in September 2008, including follow-up actions being undertaken by ICAO and States. The agenda of CEANS was divided into four items: issues inter-related and common to airports and air navigation services involving interaction between States, providers and users; specific issues related to airport economics and management; specific issues related to air navigation services economics and management; and implementation of ICAO's policies on charges for airports and air navigation services.

9.3.2 With respect to economic oversight, CEANS confirmed that it was a State responsibility. The main purpose of economic oversight is to achieve a balance between the efforts of autonomous or private providers to obtain the optimal effects of commercialization or privatization and public objectives. The Conference noted that performance management is an important management tool for providers, regulators and users. Appropriate performance management systems should include, as a minimum, four key performance areas (KPAs): safety, quality of service, productivity and cost-efficiency. Additional KPAs can be selected (such as the environment, capacity and security) according to their objectives and their particular circumstances. Under agenda items 2 and 3, the Conference adopted a number of technical recommendations including States should consider the establishment of autonomous entities to operate airports and air navigation services, and review the governance structure of their airports and air navigation services providers (ANSPs) by applying best practices of good corporate governance, and States should implement the global ATM operational concept through international cooperation as well as regional approaches. Regarding the fourth agenda item on the implementation of ICAO's policies on charges, the Conference recommended that States should ensure that their airports and ANSPs adhere to ICAO's policies on charges, and that ICAO should take all relevant actions to ensure widespread awareness and knowledge of the policies.

9.3.3 With reference to follow-up, in January 2009 the ICAO Secretary General dispatched a State letter to draw the attention of the States to the outcome of CEANS and the actions required, which include: State responsibility and objectives of economic oversight; implementation of performance management systems; establishment of a clearly defined, regular consultation process with users; and implementation of ICAO's main policies on charges through national legislation and international agreements; and ICAO/regional organizations to establish a dialogue on economic performance.

9.3.4 On 14 November 2008, the Council approved all the recommendations of CEANS, including the revisions to Doc 9082, which was published as the eighth edition in January 2009. During December 2009, Airports Economic Panel (AEP) and Air Navigation Services Economics Panel (ANSEP) have been tasked to undertake the follow-up work.

9.4 Statistics Activities

9.4.1 In IP/18, the Meeting noted that the need for complete, comprehensive and reliable aviation statistics was recognized at the Chicago Convention in 1944 and Article 67 defines the ICAO mandate to collect data from each Contracting State. The Air Transport Bureau (ATB) is responsible for the management of the Statistics Programme, as well as for studying the needs of users and capabilities of providers to assist the Council in adjusting this programme as required by changing circumstances. This function involves the timely collection, processing, analysis, estimation, and dissemination of civil aviation data relating to commercial air carriers, airports and air navigation services and registered civil aircraft.

9.4.2 It is noteworthy that since September 2002, ICAO has implemented the Integrated Statistical Database (ISDB) system to collect, process and disseminate all the aviation statistics submitted by Contracting States through the ICAO Statistics Programme. As the new database is web-enabled, ICAO Contracting States and regional organizations are able to access the data therein via the Internet through a standard browser.

9.4.3 The Meeting recalled that Tenth Session of the Statistics Division (STA/10) was held from 23 to 27 November 2009, and carried out a comprehensive review of the current Statistics Programme in order to provide recommendations to the Council by taking into account the conclusions of the Fourteenth Meeting of the Statistics Panel (STAP/14) convened in March 2009.

9.4.4 Having noted the level of implementation of STA/9 recommendations, the STA/10 reviewed the Statistics Programme and acknowledged events both within the Organization and in the world at large, necessitating the review of the Organization's data requirements. The adjustments recommended by STA/10 include improvements in the existing collections, analysis and dissemination of data through active participation of Contracting States, cooperation and coordination with other organizations, the adoption of new ICAO classifications and definitions, as well as new data collections.

9.4.5 The STA/10 recommended introducing the new definitions and new data collections in accordance with proposals presented by the Secretariat. The new definitions include: definition and identification of low-cost carriers (LCCs); definition of an ICAO classification and definitions used for civil aviation activities; and reference and use of the Integrated Statistical Database (ISDB) for safety data analyses. In terms of new data collection, it includes: civilian licensed personnel data; fuel consumption by commercial air carriers; aircraft accidents and serious incidents; and an ICAO database on aircraft movements.

9.4.6 The Meeting expressed concern that groupings of States in reporting of statistics by ICAO are not satisfactory as it does not clearly represent the situation in the Caribbean region, and even less for the E/CAR Sub-Region, thus misinforming the readers of the reports and possibly adversely affecting tourism in the region. Although the Secretariat informed that the statistical database has the feature of extracting information of different types and reporting formats for any State or group of States on request, the Meeting emphasized that combining the CAR region with the SAM region in publications is not providing an accurate representation of the trends and characteristics for the States of the E/CAR Sub-Region.

Agenda Item 10: Other Business

10.1 Planned ICAO Events 2010

10.1.1 The Secretariat presented IP/19 with the ICAO NACC Regional Office calendar of meetings, seminars, courses, workshops, conferences and symposia scheduled for 2010. The Meeting was reminded that the latest version of the schedule is always available on the ICAO NACC Regional Office website at the following link: <http://www.mexico.icao.int/Meetings.html>. The events of greater relevance to E/CAR States and Territories were highlighted to the Meeting. E/CAR States and Territories were invited to review the schedule of future ICAO regional and certain global events in order to plan and budget for the participation of their representatives.

10.1.2 IFATCA presented IP/25 highlighting the global shortage of air traffic control professionals and referring to the Next Generation of Aviation Professionals Symposium (NGAP), which will be held at ICAO Headquarters from 1 to 4 March 2010. The paper emphasized that ICAO, IATA and industry stakeholders have joined efforts to develop policies to ensure that enough competent personnel are available to manage and maintain a global air transportation system. In the paper, IFATCA urged States to determine their human resource needs, develop actions plans to address these, and ensure regional representation at the NGAP Symposium in order to address the special requirements of the region.

10.1.3 ECCAA noted that it had been successful in bringing training events to the region by hosting three ICAO educational events in OECS States in 2009. Barbados highlighted that conducting training in the E/CAR Sub-Region provided the opportunity to train more personnel at a lower cost. Trinidad and Tobago informed the Meeting on the aviation management programme to be available in Trinidad.

10.2 Priority NACC Regional Office Events and Activities for the next ICAO Triennium 2011 – 2013

10.2.1 The Secretariat presented WP/16, which provided the results of the global survey carried out by ICAO in 2008 in support of the organizational review of ICAO's regional programme, based on responses from NAM/CAR States and Territories. Only 7 of 21 NAM/CAR States responded to the survey of which only one was from the E/CAR Sub-Region, namely Barbados.

10.2.2 The Meeting was informed that ICAO has commenced the business planning and budget preparation process for the next triennium for the period from 2011 to 2013. The Regional Offices are participating in and contributing to the process to ensure that the Regional Offices are assigned the necessary human and financial resources to enable it to implement projects and meet the Organization's objectives during the next triennium and thereby satisfy States' needs and expectations.

10.2.3 Since the response rate from the E/CAR Sub-Region to the global survey was insufficient to provide confidence that the survey results are representative of the region's needs and expectations and to provide further detail on the projects and activities that will align with States' priorities for the services expected to be provided by the ICAO NACC Regional Office, a survey form was presented to the Meeting for States and Territories to complete and return to the Secretariat during this meeting.

10.2.4 Barbados, ECCAA (on behalf of OECS States), Trinidad and Tobago, the United Kingdom (on behalf of Anguilla, British Virgin Islands and Montserrat) and the United States submitted completed survey forms. The survey responses were consolidated and the results are presented in the **Appendix** to this part of the Report. These will be analyzed by the Secretariat and taken into consideration in planning the ICAO NACC Regional Office work programme and activities for the next triennium.

10.2.5 A summary of the responses to the survey is presented as follows:

Key Activities

E/CAR States/Territories identified the following order of priority for key ICAO NACC Regional Office Activities:

1. Regional educational events
2. Regional guidance material
3. Regional meetings
4. Regional cooperation projects
5. State assistance missions

Regional Educational Events

E/CAR States/Territories identified the following order of priority of areas for ICAO Regional educational events:

1. SMS
2. AGA
3. AIM
4. FS/OPS
5. SSP

Regional Guidance Material

E/CAR States/Territories identified the following order of priority of areas for ICAO Regional guidance material:

1. AIM
2. CNS
3. FS/OPS
4. ATM
5. SAR

Regional Meetings

E/CAR States/Territories identified the following order of priority for the type of ICAO regional meetings:

1. DCA
2. Sub-regional working groups
3. RASG-PA
4. GREPECAS Sub-groups
5. GREPECAS

National and Regional Cooperation Projects

E/CAR States/Territories identified a higher priority for regional cooperation projects than national assistance projects. Furthermore, E/CAR States/Territories identified the following order of priority of areas for ICAO assistance/cooperation projects:

1. Safety oversight, systems, programmes and management
2. Personnel training
3. Air navigation services
4. Airport operations, planning and development
5. Organizational / institutional strengthening

State Assistance Missions

E/CAR States/Territories identified the following order of priority of areas for ICAO NACC Regional Office State assistance missions:

1. AIM
2. ATM/SAR
3. AGA
4. CNS
5. FS/OPS

10.3 Host and Dates for the Next Meeting

10.3.1 The Secretariat presented IP/20, which provided the rotational scheme for States and Territories hosting the E/CAR/DCA Meetings as agreed at the Twenty-first Meeting of Directors of Civil Aviation of the Eastern Caribbean (E/CAR/DCA Conclusion 21/8 refers) and noted that Barbados was identified as the host for the next meeting.

10.3.2 In accordance with the agreed E/CAR/DCA Meeting host rotation scheme, Barbados indicated that it did not foresee any reason for it not to be able to host the next E/CAR/DCA/23 Meeting in December 2011 and this would be confirmed to ICAO.

10.3.3 The DCAs noted that to avoid conflict with activities and commitments associated with International Civil Aviation Day, which is celebrated annually on 7 December, it was agreed that the E/CAR/DCA meetings would be held during the week preceding the week in which 7 December falls every year. In this regard, the E/CAR/DCA/23 Meeting is scheduled for 30 November – 3 December 2010.

10.4 Other Matters

10.4.1 IFATCA presented IP/26 providing the Meeting an overview of the International Federation of Air Traffic Controllers' Associations, its structure and objectives, and attaching a copy of *"A Statement on the Future of Global Air Traffic Management by IFATCA."*

10.4.2 ECCAA and Barbados noted the need for public lobbying by Trinidad and Tobago to promote its pursuit and attainment of a seat on the ICAO Council in representation of the E/CAR Sub-Region for the 2011-2013 triennium at the ICAO Assembly in 2010.

10.4.3 Barbados, ECCAA, and Trinidad and Tobago highlighted the need for harmonization with the application of deadlines, criteria and associated regulations regarding the requirement for ACASII equipped aircraft operating in the E/CAR Sub-Region. It was noted that United States had filed a difference to the related ICAO Standard, but it was recognized that uniformity was required within the region. United States committed to providing more information to E/CAR DCAs on this issue. It was decided that this matter would be discussed at the next CASSOS Board meeting to be held in January in Haiti, and ECCAA would be submitting a paper on the matter.

10.4.4 Barbados raised the issue that operators in TMAs below FL245 within the Piarco FIR are currently not subject to any user charges. It was agreed that user charges for these operations should be applicable based on the ICAO's Policies on Charges for Airports and Air Navigation Services (Doc. 9082) on a cost-recovery basis, avoiding overlap with other charges. It was agreed that a User Charges Committee would be created by the E/CAR States that would analyze this issue and make recommendations to the States.

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APPENDIX

RESULTS OF THE SURVEY TO ESTABLISH E/CAR STATES' AND TERRITORIES' PRIORITIES FOR ICAO NACC REGIONAL OFFICE WORK PROGRAMME ACTIVITIES FOR THE NEXT TRIENNIUM (2011 – 2013)

(Completed during the E/CAR/DCA/22 Meeting on 10 December 2009)

States/Territories

which Barbados, ECCAA, Trinidad and Tobago, United Kingdom
responded:

1. Key Activities

Identify in order of priority (1 – Most important, 5 – Least important) to your State the key ICAO NACC RO Activities:

State Assistance Missions	Regional Meetings	Regional Educational Events	Regional Guidance Material	National and/or Regional Cooperation Projects
5	3	1	2	4

2. State Assistance Missions

Identify in order of priority (1 – Most important, 8 – Least important) to your State the area for ICAO NACC Regional Office State Assistance Missions:

AGA	AIM	ATM/SAR	AVSEC	CNS	FS/OPS	MET
3	1	2	6	4	5	7

3. Regional Meetings

Identify in order of priority (1 – Most important, 7 – Least important) to your State the type of ICAO Regional Meetings:

DCA	Working Group	GREPECAS	GREPECAS Subgroup	GREPECAS Task Forces	RASG-PA	AVSEC/FAL/RG (prev. AVSEC/COMM)
1	2	5	4	7	3	6

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4. Regional Educational Events

Identify in order of priority (1 – Most important, 16 – Least important) to your State the area for ICAO Regional Educational Events:

AGA	AIM	ATM	AVSEC	CNS	FS/OPS	MET	SAR
2	3	6	8	7	4	13	9
Audit	SSP	SMS	SDCPS / ECCAIRS	AIG	MED	ENV	Air Transport
14	5	1	12	10	16	11	15

5. Regional Guidance Material

Identify in order of priority (1 – Most important, 8 – Least important) to your State the area for ICAO Regional Guidance Material:

AGA	AIM	ATM	AVSEC	CNS	FS/OPS	MET	SAR
6	1	4	7	2	3	8	5

6. National and Regional Cooperation Projects

Identify in order of priority (1 – Most important, 2 – Least important) to your State the type of ICAO Assistance/Cooperation Projects:

National Assistance Project	Regional Cooperation Project
2	1

Identify in order of priority (1 – Most important, 8 – Least important) to your State the area for ICAO Assistance/Cooperation Projects:

Organizational / Institutional Strengthening	Air Navigation Services	Safety Oversight, Systems, Programmes and Management	Security Oversight, Systems, Programmes and Services
5	3	1	6
Airport Operations, Planning and Development	Personnel Training	Equipment and Systems Procurement	Other – please specify:_____
4	2	7	