

North American, Central American and the Caribbean Working Group (NACC WG)
Aerodromes and Ground Aids Task Force (AGA/TF)
TERMS OF REFERENCE
(REV 1: AGATF/4 – Mexico City, 21 August 2026)

1. Background

In the Seventh North American, Central American and Caribbean Working Group Meeting (NACC/WG/7), held at the ICAO NACC Regional Office in Mexico City, Mexico, in August 30 to September 01, 2022, the AGA Task Force (NACC/WG/AGA/TF) was approved to support the projects and activities of the NACC/WG in the AGA area according to the NACC/WG/07 meeting final report.

The NACC/WG AGA Task Force (AGA/TF) operates within the framework of the NACC Working Group to support the implementation of ICAO Strategic Plan 2026–2050 priorities and the NACC AGA Programme.

Recognizing the need to transition from activity-based coordination towards results-driven implementation and considering regional initiatives such as the strengthening of Regional Safety Oversight Organizations (RSOOs), , the AGA/TF shall act as a regional implementation and harmonisation mechanism.

2. Objective

The AGA/TF shall lead, coordinate, support, and monitor the implementation of ICAO provisions and regional priorities concerning aerodrome design, safety, certification, and operations, specialized training of AGA inspectors, fostering a harmonized regional approach to AGA solutions throughout the NACC Region and driving measurable improvements in safety, efficiency, and operational performance.

3. Core functions

The NACC/WG/AGA/TF functions are the following:

- a. Regional Harmonisation: Lead and support the development, review, and adoption of harmonized AGA regulatory frameworks, guidance material, implementation packages, model regulations, manuals, and inspector tools, in coordination with RSOOs, to promote regional regulatory alignment and consistent implementation across the NACC Region.
- b. Regional Specialized Training: support the identification of regional training and training requirements for inspectors and aerodrome related personnel, focused on the implementation of ICAO's SARPs, new developments, regional harmonized regulations, and tools that facilitate implementation. Promoting the interregional exchange of best practices and expertise, to increase the availability of trainers and specialists in the Region.

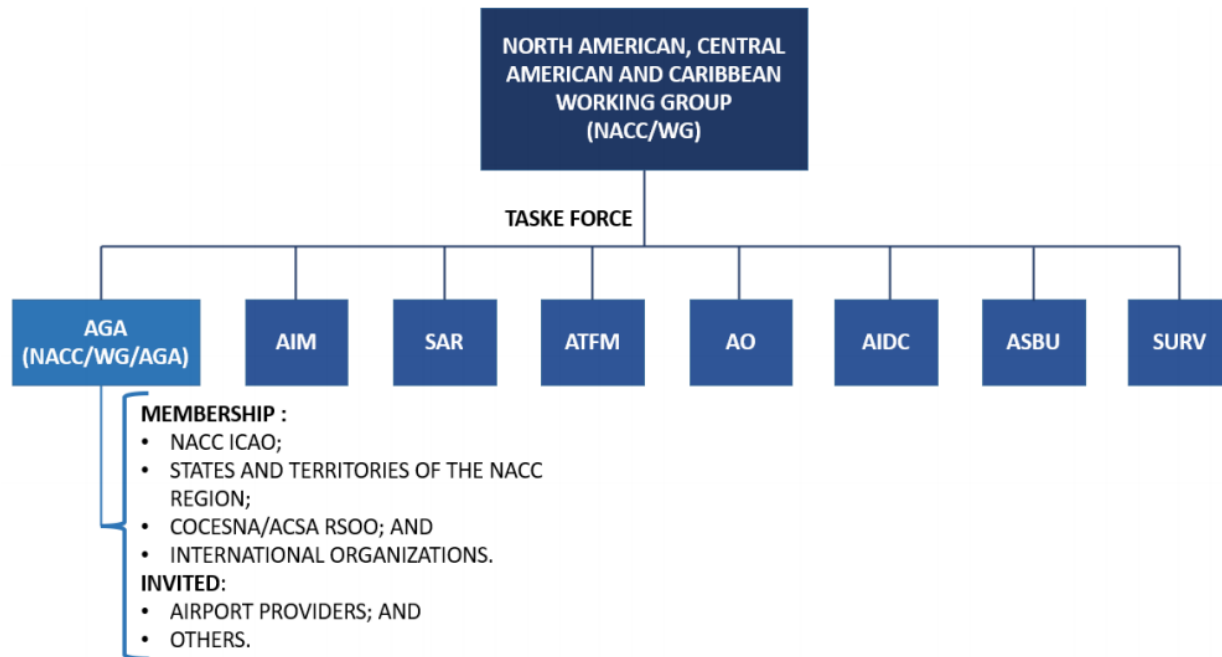
- c. ICAO SARPs, USOAP preparation and Global Plans implementation: supports the delivery of the NACC AGA Programme, with the aim to increase the effective implementation of ICAO Standards and Recommended Practices, aligned with the Global Air Navigation Plan (GANP), the Global Aviation Safety Plan (GASP), and the AGA USOAP audit protocol.
- d. Focus on Practical Implementation: Actively collaborate for the practical implementation of aerodrome certification and other related activities, while facilitating expert deployments, peer-to-peer assistance, and regional collaboration among inspectors to strengthen implementation capacity and promote the consistent application of AGA standards across the NACC Region.
- e. Project based approach: Implement and monitor the NACC AGA Programme through structured projects with clearly defined objectives, deliverables, responsibilities, timelines, and supporting documentation to ensure effective and accountable programme execution.
- f. Performance Monitoring and Accountability: Monitor regional AGA performance through the use of established dashboards, including iSTARS, and agreed key performance indicators related to SARPs effective implementation, aerodrome certification, Runway Safety Teams (RST), and other agreed implementation indicators; identify performance gaps, priority States, and required interventions; and provide periodic reports on implementation progress and the measurable impact achieved, with a focus on outcomes and improvements rather than activities undertaken.
- g. Tiered support: decision making of support activities will use a tiered approach based on State maturity, risk level, number of States supported and available regional resources:
 - Tier 1 (High Priority): foundational support
 - Tier 2 (Medium Priority): targeted improvements
 - Tier 3 (Normal Priority): advanced optimization / leadership

4. Membership and Secretariat

All ICAO States and Territories accredited to the NACC Regional Office and International Organizations. Other stakeholders in the NAM/CAR Region are encouraged to actively participate. In the cases in which the State and Territory agree, the airport services providers in the NAM/CAR region will be able to participate as guests.

States, Territories and International Organizations nominating members to the NACC/WG/AGA/TF shall provide the necessary resources to ensure continued participation in meetings and other activities related to the working group, and guarantee continuity of the work plan and expected results.

Secretariat services shall be provided by ICAO.



5. Working Methods

The AGA/TF shall conduct its work in accordance with the following principles:

- The Rapporteur and the alternate Rapporteur will be a State/Territory representative for a period of three years, extendable, and selected by the Task Force among the representatives of its members. S/he will be responsible to serve as a link to the overarching NACC Working Group, GREPECAS, RASG-PA and other implementing groups and serve as Chair of the Face-to-Face AGA Task Force Meetings.
- The Task Force shall use a combination of yearly Face-to-face meetings, according to the regional program and virtual meetings, asynchronous collaboration mechanisms where appropriate; and bilingual (English/Spanish) communication tools.
- The ICAO NACC Regional Office will act as the Secretariat of the NACC/WG/AGA and will convene Members with a minimum anticipation of three months before holding the face-to-face meeting, or with at least one month before carrying out the virtual meeting.
- The Task Force may establish thematic working groups (e.g. certification, SMS, RST, Wildlife, ARFF, Ground Aids, Operations, Regulatory Harmonisation, Specialized Training, etc.) to support the analysis of topics of interest of the Task Force, and to implement the delivery of specific tasks and outputs.

- e. The Task Force will plan and manage its activities and project implementation thru a Work Programme, in which specific tasks will be provided on individual Job Cards or Work Orders, following project management principles, tools and reporting methods.
 - f. The Group may conduct business and approve decisions by electronic correspondence between meetings. The Secretariat shall circulate the proposed decision and specify a response deadline. In the absence of any objection received by the deadline, the decision shall be deemed approved by consensus and recorded accordingly.
 - g. Any Member State, Territory, or International Organization may offer, at any time, if the meeting is face-to-face, to host a NACC/WG/AGA Meeting.
 - h. Progress shall be monitored through regional performance indicators (to be defined by the AGA/TF or ICAO), dashboards and reporting tools; and periodic review of implementation status.
 - i. Activities shall be organized as projects or work items with defined outputs (deliverables or products), outcomes and benefits; assigned responsible States or organizations; and implementation timelines.
 - j. The Task Force shall coordinate its work with the NACC Working Group, GREPECAS and RASG-PA; the region's Regional Safety Oversight Organizations; ACI-LAC, and other relevant ICAO groups and stakeholders.
 - k. The years in which an annual face-to-face meeting is not held, the NACC/AGA/WG will hold a virtual meeting to monitor the work programme.
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