

TERMS OF REFERENCE (ToRs) OF THE TASK FORCE FOR THE IMPLEMENTATION OF AERONAUTICAL INFORMATION MANAGEMENT (AIM/TF)

1. *Background*

During the first meeting of the ANI/WG, it was agreed to activate an AIM Implementation Working Group formed to support and make more efficient the activities of implementation of AIM in accordance with the Roadmap for the transition from aeronautical information service (AIS) to aeronautical information management (AIM). This Task Force will enhance processes and coordination among States, Territories, and international organizations, while also supporting planning groups and States by providing practical guidance for developing AIM implementation strategies. Additionally, it will propose specific tasks and implementation timelines and will report progress to the NACC/WG in alignment with the established action plan.

2. *Responsibilities*

The AIM Task Force is responsible for:

- a) managing of the work programme based on the latest version of the GANP;
- b) supporting States to complete the transition to AIM;
- c) supporting States with the implementation of Phase 2 and Phase 3 of the ICAO Roadmap, in preparation for the establishment of System-wide Information Management (SWIM), in consideration of performance-based AIM;
- d) periodically request data from States to compile statistics to monitor their status of AIM implementation; and
- e) developing a standardized training curriculum, both basic and specialized, for the AIM community to ensure that, at the international and regional levels, all AIM personnel are consistently and properly trained in AIM products and support functions.

Rapporteur of the AIM Task Force and Secretariat:

- a) The AIM/TF will be led by a Rapporteur who will be elected for a three-year term.
- b) The AIM/TF shall have a Vice-Rapporteur for the same three-year period and shall assist the Rapporteur in the performance of his/her duties and shall replace him/her in his/her functions in the event of absence.
- c) If for any reason there is a need to replace the Rapporteur or Vice-Rapporteur before the established period, a new election will be held to fill the vacancies during the next session. This will also determine the length of the mandate assigned to the new Rapporteur (Rapporteur or Vice-Rapporteur) and will not exceed more than three years.
- d) The duties of the Rapporteur of the AIM/TF are as follows:
 - i. chair NACC/WG/AIM/TF meetings;

- ii. coordinate the fulfilment of the tasks and work program;
 - iii. manage the planning and monitoring of calls for face-to-face or virtual meetings, work planning, preparation and approval of reports; and
 - iv. coordinate closely with the Secretariat the preparation of the Agenda and the planning of the working sessions.
 - v. Report to the meetings of North American, Central American and Caribbean Working Group (NACC/WG) Rapporteurs on the outcomes of the AIM/TF meetings; and
- e) The Secretariat will be provided by the ICAO NACC Regional Office.

3. **Work Methods**

The AIM Task Force:

- a) present its work program containing activities in terms of objectives, responsibilities, deliverables and timing;
- b) avoid duplication of work within the ANI/WG and maintain close coordination between existing entities and other task groups within the NACC/WG in accordance with the GANP, to optimize the use of available resources and expertise;
- c) appoint, if it deems it necessary, Ad hoc Groups to work on specific themes and activities and to organize clearly defined tasks and activities;
- d) coordinate tasks to maximize efficiency and reduce costs through electronic means including email, telephone, and teleconferencing, and convene meetings when necessary; and
- e) notify and coordinate the progress of the assigned tasks to the ANI/WG.

4. **Membership**

The AIM Task Force is composed of Antigua and Barbuda, Anguilla, Aruba, Bahamas, Barbados, Belize, Bonaire, Canada, Costa Rica, Cuba, Curaçao, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Cayman Islands, Jamaica, Martini, Mexico, Montserrat, Nicaragua, United States, Saba, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Sint Maarten, Sint Eustatius, Trinidad and Tobago, CANSO, COCESNA and IFAIMA:

	Focal Point	State, Territory, International Organization	Email
1.	Natasha Mussington	Antigua and Barbuda	natasha.mussington@ab.gov.ag ;
2.	Sheila Hodge	Anguilla	Sheila.hodge@aaspa.ai ;
3.	Shekimea Romney		Shekimea.romney@aaspa.ai ;
4.	Mr. Leonel Jarzagaray	Aruba	leonel.jarzagaray@ansa.aw ;
5.	Mr. Rashad Penn	Bahamas	rashad.penn@bansabahamas.com ;
6.	Mrs. Kenya Knowles		Kenya.knowles@bansabahamas.com ;
7.	Mrs. Karen Arty-Farquharson		Karen.Farquharson@bansabahamas.com ;
8.	Mrs. Donna Archer	Barbados	donna.archer@barbados.gov.bb ;
9.	Mrs. Denielle Callender		denielle.callender@barbados.gov.bb ;

	Focal Point	State, Territory, International Organization	Email
10.	Mr. Hadley Bourne		hadley.bourne@barbados.gov.bb ;
11.	Mrs. Ashaida Brackett	Belize	AIMChief@gobmail.gov.bz ;
12.	Mr. Nigel Carter		Nigel.Carter@civilaviation.gov.bz ;
13.	Mrs. Caroline Doucet	Canada	DoucetC@navcanada.ca ;
14.	Mrs. Genista Elizabeth Parchman	Cayman Islands	genista.parchman@caymanairports.com ;
15.	Mrs. Bernardita Mora	Costa Rica	bmora_cr@yahoo.es ; bmora@dgac.go.cr ;
16.	Mr. Gerardo Agüero Agüero		gaguero@dgac.go.cr ;
17.	Mrs. Maytte Maciñeira	Cuba	maytte.macineira@iacc.avianet.cu ;
18.	Mrs. Natasha Leonora-Belefanti (<i>AIM TF Rapporteur</i>)	Curaçao (<i>Aruba, Bonaire, Sint Maarten, Saba, St. Eustatius</i>)	leonorabelefanti.n@gmail.com ; N.Leonora-Belefanti@DC-ANSP.ORG ;
19.	Winston Nixon	Dominica	wnixon@daspa.dm ;
20.	Elisha Charles		echarles@daspa.dm ;
21.	Mr. José Antonio Pérez Pérez	Dominican Republic	jose.perez@idac.gov.do ;
22.	Mr. Juan Miguel Díaz		juan.diaz@idac.gov.do ;
23.	Mr. Baldwin Montas Hernández		baldwin.montas@idac.gov.do ;
24.	Mr. Alexander Gabirondo		alexander.gabirondo@idac.gov.do ;
25.	Mr. Gilberto Martínez	El Salvador	gmartinez@aac.gob.sv ;
26.	Mr. José Cesar Balmaceda		jbalmaceda@aac.gob.sv ;
27.	Mr. Sheldon Thomas	Grenada	Sheldon.thomas@gaa.gd ;
28.	Mrs. Jeaneth Herrera	Guatemala	Jeaneth.herrera@dgac.gob.gt ;
29.	Mr. Jean Claude Pierre	Haiti	jeanclaudepierre@gmail.com ; jeanclaude.pierre@ofnac.gouv.ht ;
30.	Mr. Miguel Mejia	Honduras	mmejia@ahac.gob.hn ;
31.	Mrs. Patricia Sanchez		esanchez@ahac.gob.hn ; dsanchez@ahac.gob.hn ;
32.	Mr. Christopher Chambers	Jamaica	Christopher.Chambers@jcaa.gov.jm ;
33.	Mrs. Suzilee McLean-Chambers		Suzilee.mclean-chambers@jcaa.gov.jm ;
34.	Mrs. Merline Richards		Merline.richards@jcaa.gov.jm ;
35.	Mr. Kevin Miller		kevin.miller@jcaa.gov.jm ;
36.	Mr. Michael Joseph-Rose	Martinique	Michael.joseph-rose@aviation-civile.gouv.fr ;
37.	Mrs. Catherine Mayaud		Catherine.mayaud@aviation-civile.gouv.fr ;
38.	Mr. Edgar Gonzalez Flores	México	edgar.gonzalez@afac.gob.mx ;
39.	Mr. Jorge Junior Ruiz Velasco Ramirez		Jorge.ruizvelasco@afac.gob.mx ;
40.	Mr. Joseph Irish	Montserrat	irishjl@gov.ms ;
41.	Mrs. Kiah Wilkes	Nevis	kiahwilkes@gmail.com ;
42.	Mrs. Thelma Gomez	Nicaragua	aimaro@inac.gob.ni ;
			thelma_gomez05@hotmail.com ;
			Thelma.gomez@inac.gob.ni ;
43.	Mrs. Marlin Javiera Quiroz Mejía	Nicaragua	Marlin.quiroz@inac.gob.ni ;
44.	Mr. Lius Josuha Bobby Montoya		unavio@inac.gob.ni ; bellerin473@gmail.com ;
45.	Mr. Leon Phillip	St. Kitts	leon.phillip@scaspa.com ;
46.	Mrs. Amy Charles	St. Lucia	amy.charles@slaspa.com ;
47.	Mr. Ricardo Charles		ricardo.charles@slaspa.com ;
48.	Mr. Remy Avril		remy.avril@slaspa.com ;
49.	Mr. Kazx Hacksaw	St. Vincent	saosvg22@gmail.com ;
50.	Mr. Stanton Gomes		ddcasvg@gmail.com ;

	Focal Point	State, Territory, International Organization	Email
51.	Admin Office		airportsdep@gmail.com ;
52.	Mr. Neil Ali	Trinidad and Tobago	nali@caa.gov.tt ;
53.	Mr. Steve Ramgoolam		sramgoolam@caa.gov.tt ;
54.	Mrs. Faadia F. Mohammed		famohammed@caa.gov.tt ;
55.	Ms. Ceronne Johnson		cjohnson@caa.gov.tt ;
56.	Mrs. Lauren Priem	United States / FAA	Lauren.E.Priem@faa.gov ;
57.	Mr. Christopher Criswell		Christopher.Criswell@faa.gov ;
58.	Mr. Brian M. Murphy		Brian.M.Murphy@faa.gov ;
59.	Mrs. Melissa Wishy		Melissa.wishy@faa.gov ;
60.	Mr. Matthew Bourvic	United States / NGA	Matthew.J.Bourvic@nga.mil ;
61.	Mrs. Jodi Brainard		Jodi.A.Brainard@nga.mil ;
62.	Mrs. Jenny Lee	COCESNA	Jenny.Lee@cocesna.org ;
63.	Mrs. Luana Isaac	ECCAA	lisaac@eccaa.aero
64.	Mr. Javier Vanegas	CANSO	javier.vanegas@canso.org ;
65.	Mr. Alexis Amézquita	IFAIMA	alexis.amezquita@ifaima.org ;
66.	Mr. Luis Fernando Cruz Alburqueque	IFAIMA SAM Region	LuisCruza@ifaima.org ;

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