International Civil Aviation Organization
NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN OFFICE
Twenty-Eighth Eastern Caribbean Working Group Meeting (28 E/CAR WG)
Montserrat, 26 to 30 April 2004

Agenda Item 4: **Review of the Terms of Reference and Work Programme**

**TERMS OF REFERENCE AND WORK PROGRAMME
OF THE EASTERN CARIBBEAN WORKING GROUP**

(Presented by the Secretariat)

SUMMARY
This Working Paper presents for the review by the Meeting proposals for amendments to the Terms of Reference and Work Programme for the Eastern Caribbean Working Group.
References:
• Final Report of the 27th E/CAR Informal Working Group Meeting (Antigua and Barbuda, 21 to 24 July 2003)

1.   Introduction

1.1   The Twenty-Seventh Eastern Caribbean Working Group Meeting, held in St. John's, Antigua and Barbuda, from 11 to 24 July 2003, reviewed and updated the Terms of Reference and Work Programme for the Eastern Caribbean Informal Working Group.

2.   Discussion

2.1   The **Appendix** presents for consideration by the Meeting, new proposals for amendment to the Terms of Reference and Work Programme of the Eastern Caribbean Working Group. A change in the table format and in the Priority text has been done in order to keep the E/CAR WG Work Programme in line with the Work Programmes of GREPECAS and its Contributory Bodies.

3.   Suggested Action

3.1   The Meeting is invited to review the Appendix to this Working Paper in order to propose the required updates and/or changes to the Terms of Reference and Work Programme that the Group may deem appropriate, especially in relation to completion dates, most of which have been superseded.

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APPENDIX

TITLE

REVISED
EASTERN CARIBBEAN ~~INFORMAL~~ WORKING GROUP (E/CAR ~~I~~WG)
TERMS OF REFERENCE AND WORK PROGRAMME

1.   **Terms of reference**

a)   The ~~Informal~~ E/CAR Working Group was established 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.

b)   Its terms of reference were expanded at the 18th E/CAR IWG Meeting (Saint Lucia, October 1994) to include the examination on a continual basis of problems affecting all fields of Air Navigation in the Eastern Caribbean area.

2.   **Work Programme**

TASK NUMBER	FIELD	TASK DESCRIPTION	PRIORITY	DATE START	DATE END
1	AIS	Coordinate common WGS-84 points information with neighbouring States for the full implementation of WGS-84 in the E/CAR area. (1)	A		Dec. 2003
2	AIS	Implement the AIS/MAP Automation System and the AIS/MAP Quality Assurance Programme for the E/CAR area. (1)	A		May 2004
3	AIS	Identify, study and take actions to resolve deficiencies in all AIS/MAP facilities in the E/CAR area. (1)	A		On-going
4	ATM	Develop an E/CAR Contingency Plan to support the ICAO Regional Contingency Plan. (2)	A		May 2004
5	ATM	Develop an implementation strategy for GNSS procedures in the E/CAR area. (2)	A		May 2004
6	ATM	Identify, study and make recommendations to resolve deficiencies in all ATS facilities in the E/CAR area. (2)	A		On-going
7	ATM	Review and make recommendations to enhance the airspace configuration, ATC procedures and ATS route network in the E/CAR area. (2)	A		On-going
8	ATM	Develop and implement a RNAV Routes Regional Plan compatible with the CAR/SAM RNAV Programme, analysing the impact on the airspace provision of Air Traffic Services and establishing the relevant coordination to enable the integrated, harmonious and timely implementation. (2)	B		May 2004
9	ATM	Develop and implement a Human Resources Training Plan considering the requirements for the next five years, in accordance with RVSM Implementation and the Guidance Manual for the Training of Human Resources on CNS/ATM Systems. (2)	B		July 2004

TASK NUMBER	FIELD	TASK DESCRIPTION	PRIORITY	DATE	
				START	END
10	ATM	Support the development, acquisition and installation of the automation systems necessary to implement future ATM/CNS enhancements. (2)	B		On-going
11	CNS	Develop and recommend improvements to the performance in the implementation and maintenance of the new aeronautical communications network in the E/CAR area (4).	A		June 2004
12	CNS	Develop and make recommendations on the establishment of a common seamless surveillance image in the E/CAR region through radar data sharing. (3)	A		May 2006
13	CNS	Conduct a study on GNSS augmentation system in the E/CAR area. (4)	B		May 2004
14	CNS/ ATM	Develop and maintain up-to-date a CNS/ATM Transition Plan for the E/CAR area. (5)	B		On-going

Notes:

(1)   denotes tasks assigned to the AIS Committee
     (Rapporteur: Barbados - Hugh Brathwaite)
(2)   denotes tasks assigned to the ATM Committee
     (Coordinator: Trinidad and Tobago - Trevor Dowrich)
(3)   denotes tasks assigned to the Radar Data Sharing Task Force
     (Rapporteur: France - Roger Prudent)
(4)   denotes tasks assigned to IACL
(5)   denotes tasks assigned to the E/CAR Regional CNS/ATM Committee
     (Coordinator: IACL).

3.   **Priority**

A   High priority *tasks*, ~~Tasks~~ on which work should be speeded up.
B   Medium priority *tasks*, ~~Tasks~~ on which work should *commence* ~~be undertaken~~ as soon as possible, but without detriment to priority **A** tasks.
C   *Tasks of lesser priority, on which work should commence as time and resources allow, but without detriment to Priority A and B tasks.* ~~Low priority   Tasks on which work should be undertaken as time and resources permit, but without detriment to Priority A and B tasks.~~

4.3.   **Composition**

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

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5.4. **Working Methods**

a) the E/CAR IWG has established a standing Chairperson for its meetings with a term of 3 years on a rotational basis to lead the E/CAR IWG meetings providing continuity to its work and establishing a communication link between the ICAO NACC Regional Office and the members of the E/CAR IWG in between meetings;

b) the host State or Territory of the E/CAR IWG Meetings will serve as Vice-Chairperson of the Meeting;

c) 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 IWG;

d) 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;
- hold meetings when necessary;

e) when required, the Secretariat, in consultation with the Chairperson, should establish the first day of the E/CAR IWG Meeting as a Committee/Task Force meeting day for these groups to advance their work; and

f) classification/definitions to record recommendations in the meeting reports:

DECISIONS	Internal actions of the E/CAR IWG
CONCLUSIONS	Actions requiring communications to States and Territories and/or endorsement by the E/CAR DCAs Meeting.

6.5. **Meeting Sites**

a) the following meeting host rotation programme has been adopted for the E/CAR Informal Working Group Meetings;

b) any other States and International Organizations normally invited to participate in the E/CAR Informal Working Group meetings may at any time offer to host a meeting;

c) should a State or Group of Territories be unable to host a particular Working Group meeting as per the programme, it may exchange positions with another State or Group of Territories through bilateral discussions and the ICAO Regional Office should be informed of the change at the latest six months before the convening of the meeting;

d)   should a State or Group of Territories be unable to host a particular Working Group meeting as per the programme and not have exchanged positions in the programme with another State or Territory, the ICAO Regional Office should be advised at least six months before the convening of the meeting, where upon the next State on the list should take on the responsibility of hosting the meeting; and

e)   Meeting Host Rotation Programme:

YEAR	STATES OR GROUP OF TERRITORIES
2004	UK Overseas Territories (Anguilla, British Virgin Islands, **Montserrat**)
2005	Saint Vincent and the Grenadines
2006	Saint Lucia
2007	Trinidad and Tobago
2008	Antigua and Barbuda
2009	Netherlands Antilles
2010	Barbados
2011	French Antilles
2012	United States
2013	Saint Kitts and Nevis

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