



Agenda Item 6: 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 the Terms of Reference and Work Programme for the Eastern Caribbean Working Group that were approved by the 19 th Meeting of Directors of Civil Aviation of the Eastern Caribbean.
References: • Final Report of the 29th E/CAR Working Group Meeting (Saint Vincent and the Grenadines, 9 – 12 May 2005). • Second Meeting of North American, Central American and Caribbean Directors of Civil Aviation (Tegucigalpa, Honduras, 11-14 October 2005).

1. Introduction

The Twenty-Ninth Eastern Caribbean Working Group Meeting, held in Saint Vincent and the Grenadines, 9 to 13 May 2005, reviewed and updated the Terms of Reference and Work Programme for the Eastern Caribbean Working Group.

2. Discussion

2.1 The **Appendix** presents for the review by the Meeting, the updated version of the Terms of Reference and Work Programme of the Eastern Caribbean Working Group, approved electronically (Ref: ND8/14-EMX0602 dated 6 June 2005) by the Directors of Civil Aviation of the Eastern Caribbean.

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.

APPENDIX

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

1. Terms of reference

- a) The 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 WG 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	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		Completed *
2	AIS	Implement the AIS/MAP Automation System for the E/CAR area. (1)	A	<i>WG to indicate a start date</i>	TBD
3	AIS	Establish procedures to access on line AIS information in accordance with ICAO guidelines	B	2004	TBD
4	AIS	Analyse the requirements for world aeronautical charts and, if applicable, prepare a proposal of their production for the E/CAR area	B	2004	Dec. 2006
5	ATM	Develop an implementation strategy for GNSS procedures in the E/CAR area. (2)	A		On-going
6	ATM	Identify, study and make recommendations to resolve air navigation deficiencies 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		On-going
9	ATM	Develop and implement a Human Resources Training Plan considering the requirements for the next five years and the Guidance Manual for the Training of Human Resources on CNS/ATM Systems. (2)	B		On-going
10	ATM	Develop operational strategy for the integration of ATS automated systems in applications of the CNS/ATM Implementation Plan in the Piarco FIR (2)	B		Dec. 2006
11	ATM	Prepare a proposal to establish a common transition altitude in the TMAs of the Piarco FIR	A	2004	Dec. 2006

TASK NUMBER	FIELD	TASK DESCRIPTION	Priority	Date	
				Start	End
12	CNS	Implementation of a Frame Relay network to support a number of services including protocols X.25 and TCP/IP (4) Follow-up to the improvement and development of the E/CAR AFS Digital Network	A		TBD
13	CNS	Establishment of a common seamless ATS surveillance system in the E/CAR area through radar data sharing. (3)	A		On-going
14	CNS/ ATM	Maintain up-to-date a CNS/ATM Implementation Plan for the E/CAR area. (5)	B		On-going
15	MET	Establish quality control mechanisms for OPMET exchange messages	B	2004	On-going

Notes:

- (1) denotes tasks assigned to the AIS Committee (Rapporteur: Barbados – Shirley Ford)
- (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 TTCAA
- (5) denotes tasks assigned to the E/CAR CNS/ATM Committee (Coordinator: TTCAA).

* *Also refer to e-mail EMX0613 dated 30 June 2006 on "Implementation Status of WGS-84 System" on the matter.*

Priority

- A** High priority tasks, on which work should be speeded up.
- B** Medium priority tasks, on which work should commence 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.

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, IATA, IFALPA, IFATCA, and ECCAA.

4. Working Methods

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

- b) the host State or Territory of the E/CAR WG 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 WG;
- 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 WG 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**DRAFT CONCLUSIONS**

Internal actions of the E/CAR WG

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

5.**Meeting Sites**

- a) the following meeting host rotation programme has been adopted for the E/CAR Working Group Meetings;
- b) any other States and International Organizations normally invited to participate in the E/CAR Working Group meetings may at any time offer to host a meeting;
- c) should a State or Group of Territories be unable to host a particular Working Group meeting as per the programme, it may exchange positions with another State or Group of Territories through bilateral discussions and the ICAO 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
2007	Trinidad and Tobago
2008	Antigua and Barbuda
2009	Netherlands Antilles
2010	Barbados
2011	French Antilles
2012	United States
2013	Saint Kitts and Nevis
2014	UK Overseas Territories (Anguilla, British Virgin Islands, Montserrat)
2015	Saint Vincent and the Grenadines