



Agenda Item 3: Follow-up on actions taken concerning valid Conclusions/Decisions of previous meetings and review of Terms of Reference (ToRs) and Work Programme

3.2 Review of the E/CAR/WG Terms of Reference (ToRs) and Work Programme

Agenda Item 4: Other business

4.1 Next meeting site and dates

E/CAR/WG TERMS OF REFERENCE AND WORK PROGRAMME

(Presented by the Secretariat)

SUMMARY	
This paper presents a draft version of the E/CAR/WG Terms of Reference (ToRs) and Work Programme, which should be reviewed by the Meeting based on the NACC/WG Terms of Reference and the <i>NAM/CAR Regional Performance-Based Air Navigation Implementation Plan</i> .	
References:	
• Final Report of the E/CAR/WG/30 Meeting Castries, Saint Lucia, August 2006 • Final Report of the E/CAR/DCA/21 Meeting Tortola, British Virgin Islands, February 2008 • Final Report of the NACC/WG/2 Meeting Ocho Rios, Jamaica, May 2008 • Final Report of the NACC/DCA/3 Meeting Punta Cana, Dominican Republic, September 2008	
Strategic Objectives	<i>This working paper is related to Strategic Objective D – Efficiency</i>

1. Introduction

1.1 The NACC/DCA/3 Meeting held in Punta Cana, Dominican Republic in September 2008, reviewed the outcome of the NACC/WG/2 Meeting held in Ocho Rios, Jamaica in May 2008, which, among other things, was convened to harmonize work programmes for air navigation services infrastructure implementation in the NAM and CAR Regions. As a result of this revision, the NACC/DCA/3 Meeting decided the following:

3.1.6 *The Meeting analyzed the summary of activities being carried out in the NAM/CAR Regions as part of the work and actions of the NACC/WG during its two meetings regarding the implementation of air navigation systems, the approval of its terms of reference and work programme, and conclusions reached. In view of the above, the Meeting formulated the following Decision:*

**DECISION NACC/DCA/3/2 APPROVAL OF THE NORTH AMERICAN,
CENTRAL AMERICAN AND CARIBBEAN
WORKING GROUP (NACC/WG)**

*The North American, Central American and Caribbean Directors approved the NACC/WG Terms of Reference and Work Programme included in **Appendix A** to this part of the Report.*

3.1.7 *In this regard, the Meeting agreed that not later than **July 2009**, each subregional working group (C/CAR/WG, CA/ANE/WG, E/CAR/WG, CAN/MEX/USA) should present their updated Work Programmes and Terms of Reference in accordance with the NACC/WG.*

1.2 Taking the abovementioned into account and the fact that the E/CAR Working Group Terms of reference and work programme require updating with reference to the NACC/WG ToRs, this working paper presents the NACC/WG Terms of Reference (ToRs) and Work Programme (**Appendix A**) as approved by the Third Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/3); for ease of reference, the last version of the E/CAR/WG ToRs are contained in **Appendix B** as revised by the E/CAR/WG/30 and approved by the E/CAR/DCA/21 Meetings.

1.3 Considering the performance objectives contained in the *NAM/CAR Regional Performance-Based Air Navigation Implementation Plan* (WP/07 refers), **Appendix C** presents a draft version of the new E/CAR/WG terms of reference and work programme. Also, **Appendix D** contains a table with an explanation on how the last version of the E/CAR/WG work programme activities have been updated to be included in the new E/CAR/WG work programme. Appendices C and D should be carefully reviewed and amended by the Meeting.

1.4 In addition, it should be noted that the last E/CAR/WG Meeting was held in Saint Lucia in 2006, and that Trinidad and Tobago hosted the First Caribbean Working Group Meeting (renamed North American, Central American and Caribbean Working Group Meeting) in 2007, therefore complying with the rotational scheme.

1.5 It should also be taken into account that the Twenty-First Meeting of Directors of Civil Aviation of the Eastern Caribbean agreed the following (Agenda Item 6 of its Final Report refers):

6.4 *After productive discussions, the Meeting agreed that the E/CAR/WG should continue working on specific implementation topics of interest to the E/CAR. It also was agreed that hosting States will fund the expenses for ICAO NACC Officers to participate in future E/CAR/WG Meetings. To this end, the Meeting agreed the following conclusion:*

CONCLUSION 21/7**Organization and Holding of E/CAR/WG Meetings**

That, when E/CAR States find it necessary to convene E/CAR/WG Meetings, they should fund expenses for the participation of ICAO NACC Officers at the convened E/CAR/WG Meeting and support the participation of their specialists in the E/CAR/WG; and that the next E/CAR/WG meeting be held jointly with the NACC/WG/2 Meeting scheduled in Jamaica; and that ICAO develop a rotational list for NACC Working Group Meetings.

1.6 For ease of reference, the historical and future meeting hosts are contained in **Appendices E and F**, respectively.

2. Suggested Actions

2.1 The Meeting is invited to:

- a) review the contents of this working paper;
- b) considering paragraphs 1.2 to 1.6 and Appendices A, B and D, review, update and amend the Terms of Reference and Work Programme of the E/CAR/WG, as detailed in the draft proposal in Appendix C to this paper;
- c) provide the focal points designated by the E/CAR/WG members, the names, telephone number and e-mail address for the Working Group, Committees and Task Forces, and review the meeting host rotation programme; and
- d) agree on the next meeting venue using the rotational scheme contained in Appendix F.

— — — — —

APPENDIX A

TERMS OF REFERENCE OF THE NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN WORKING GROUP (NACC/WG)

1. Terms of Reference

- a) promote development of the CAR/SAM and NAM Air Navigation Plans and other relevant regional documentation, in compliance with ICAO SARPs, as required;
- b) facilitate the implementation of air navigation systems and services as identified in the CAR/SAM and NAM Air Navigation Plans;
- c) address emerging aviation issues focusing on continued improvements to operational efficiency through enhanced coordination, harmonised procedures, interoperability of networks and implementation of new technologies;
- d) promote implementation initiatives and associated technologies to improve safety, increase operational and economic efficiency and/or capacity of regional Air Navigation Services (ANS);
- e) harmonise implementation of performance objectives related to ANS with regard to the GPIs of Doc 9750;
- f) enhance airspace organisation and management (AOM) structure through the improvement of ATS/RNAV routes and/or tracks with entry/exit points on Flight Information Region (FIR) boundaries;
- g) develop air traffic flow management (ATFM) procedures designed to improve efficiency and economy, increase capacity, and overcome existing limitations;
- h) share information on implementation initiatives for enhancing compatibility of air traffic operations;
- i) support the implementation initiatives associated with ICAO's strategic objectives; and
- j) recommend to the NAM/CAR Directors General initiatives to the NAM/CAR Regional Implementation Plan and any necessary steps for implementation.

2. Work Programme

- a) review and recommend deadlines for implementation of facilities, services and procedures to improve ANS in the CAR/NAM Regions;
- b) develop guidelines and make recommendations for States/Territories/International Organizations to implement their ANS national plans;

- c) make recommendations to prepare proposal for amendments to the Doc 7030 and Doc 8733 to satisfy ANS expectations and requirements;
- d) monitor the implementation of air navigation facilities and services to ensure interregional harmonization, taking due account of performance measurements, environmental benefits and operational issues;
- e) provide recommendations to improve human resources planning and development in line with ICAO guidelines;
- f) promote close cooperation between States, Territories and International Organizations and users to optimize the use of available expertise and resources;
- g) conduct activities in the most efficient manner with a minimum of formality and documentation, using electronic tools and telephone conferences to ensure complete exchange of information, when required;
- h) associate in a logical manner the implementation of initiatives with the seven components of Doc 9854, (AOM, DCB, AO, TS, CM, AUO ATMSDM) as appropriate;
- i) avoid duplication of work; and
- j) quantify cost/benefit analysis in terms of performance measures, deadlines, responsible body for implementation and results as well as human factors performance;

3. **Membership**

All ICAO Contracting States, Territories and International Organizations which are accredited to the ICAO NACC Regional Office and Colombia shall be members of the NACC/WG. Other States adjacent to the CAR and NAM Regions may be invited to participate in the NACC WG.

4. **Working Methods**

- a) the Chairperson of the NACC/WG will be a representative from the host State/Territory/International Organization for the duration of the Meeting;
- b) at the beginning of each Meeting, a Vice-Chairperson will be elected for the duration of the Meeting; and
- c) the Members of the NACC/WG will conduct coordination of works as follows:
 - via written correspondence, i.e. e-mail, fax, etc.
 - via phone and teleconference calls;
- d) meetings will be convened every three years or when necessary;

5. Meeting Sites

- a) the ICAO NACC Regional Office will convene the NACC/WG Meeting at least six months before holding it;
- b) the NACC/WG will meet in accordance with the following rotational scheme: Central America, North America, Eastern Caribbean (E/CAR) and Central Caribbean (C/CAR); and
- c) any member States/Territory/International Organizations may, at any time, offer to host a NACC/WG meeting.

— — — — —

APPENDIX B

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

(As last updated at the E/CAR/WG/30 Meeting and approved by the E/CAR/DCA/21 Meeting)

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 E/CAR/WG/18 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.
- c) Identify, study and recommend action plans to solve air navigation deficiencies in the E/CAR.
- d) Maintain up-to-date the CNS/ATM Implementation Plan for the E/CAR.

2. Work Programme

TASK NUMBER	FIELD	TASK DESCRIPTION	PRIORITY	DATE	
				START	END
1	AIS	Coordinate and implement common WGS-84 points information with neighbouring States for the full implementation of WGS-84 in the E/CAR area. (1)	A		E/CAR/WG/31
2	AIS	Establish strategy for the AIS/MAP Automation System for the E/CAR area. (1)	A	2007	TBD
3	AIS	Establish procedures to access on line AIS information in accordance with ICAO guidelines	B	2007	2008
4	AIS	Analyse the requirements for world aeronautical charts and, if applicable, prepare a proposal of their production for the E/CAR Region.	B	2004	Dec. 2006
5	ATM	Improve airspace and route network structure through the implementation of RNAV routes and RNP procedures in the E/CAR area. (2)	A		2012
6	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		E/CAR/WG/31
7	ATM	Prepare a proposal to establish a common transition altitude in the TMAs of the Piarco FIR.	A	2004	Dec. 2008
8	CNS	Follow up to the improvement and development of the E/CAR AFS Digital Network. (4)	A		On going
9	ATM CNS	Establishment of a common seamless ATS surveillance system in the E/CAR area through radar data sharing and integration of ATM automated systems. (3)	A		2010
10	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
(Rapporteur: Trinidad and Tobago - Samuel Lampkin)
- (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 CNS Committee
(Coordinator: TTCAA).

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 will appoint 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 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

Internal actions of the E/CAR/WG

DRAFT CONCLUSIONS

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

APPENDIX C

DRAFT REVISED 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.

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 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 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 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 in the ICAO NACC Website (to be developed);
 - 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;

- h) 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/DCA Meeting.

- i) the meetings will be 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

Anguilla, Antigua and Barbuda, Aruba*, Barbados, British Virgin Islands, 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, CANSO, ECCAA, IATA, IFALPA and IFATCA.

** To be invited*

6. E/CAR/WG Committees and Task Forces

To be reviewed based on the work programme activities.

AIS Committee

Rapporteur: Barbados – Shirley Ford

ATM Committee

Rapporteur: Trinidad and Tobago – Samuel Lampkin

Radar Data Sharing Task Force

To be determined by the E/CAR/WG/31 Meeting

CNS Committee

Coordinator: TTCAA – Veronica Ramdath

— — — — —

APPENDIX D

EXPLANATION OF THE EASTERN CARIBBEAN WORKING GROUP (E/CAR/WG)
WORK PROGRAMME ACTIVITIES

The following table presents the relation of the activities contained in the E/CAR/WG Work programme (last updated at the E/CAR/WG/30 Meeting and approved by the E/CAR/DCA/21 Meeting) and those included in the new Work programme, which is based on the Performance based Air Navigation Implementation Plan for the NAM/CAR Regions

E/CAR/WG/30 WORK PROGRAMME				COMMENTS FOR THE INCLUSION OF ACTIVITIES WITHIN THE NEW WORK PROGRAMME
TASK NUMBER	FIELD	TASK DESCRIPTION	END	
1	AIS	Coordinate and implement common WGS-84 points information with neighbouring States for the full implementation of WGS-84 in the E/CAR area. (1)	E/CAR/WG/31	To be included under a new PFF on Implementation of WGS-84 and e-Tod
2	AIS	Establish strategy for the AIS/MAP Automation System for the E/CAR area. (1)	TBD	Tasks no longer valid, to be superseded by eAIP, GIS technology and AIXM implementation. New Performance Objective to be developed under GREPECAS AIM/SG/12 Meeting.
3	AIS	Establish procedures to access on line AIS information in accordance with ICAO guidelines	2008	
4	AIS	Analyse the requirements for world aeronautical charts and, if applicable, prepare a proposal of their production for the E/CAR Region.	Dec. 2006	
5	ATM	Improve airspace and route network structure through the implementation of RNAV routes and RNP procedures in the E/CAR area. (2)	2012	Included under the performance objectives on Optimise the ATS route structure en-route airspace, optimise the ATS route structure in terminal area airspace and implement RNP approaches
6	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)	E/CAR/WG/31	To be included under the activities of the Performance based Air Navigation Implementation Plan for the NAM/CAR Regions
7	ATM	Prepare a proposal to establish a common transition altitude in the TMAs of the Piarco FIR.	Dec. 2008	To be included under the Performance Objective on Align upper airspace classification
8	CNS	Follow up to the improvement and development of the E/CAR AFS Digital Network. (4)	On going	To be included under a new Performance Objective on Optimisation and modernisation of communication infrastructure
9	ATM CNS	Establishment of a common seamless ATS surveillance system in the E/CAR area through radar data sharing and integration of ATM automated systems. (3)	2010	To be included under the Performance Objective on Improve ATM situational awareness
10	MET	Establish quality control mechanisms for OPMET exchange messages.	On-going	To be included under a new PFF on Improve availability of meteorological information

Notes:

- (1) denotes tasks assigned to the AIS Committee (Rapporteur: Barbados – Shirley Ford)
- (2) denotes tasks assigned to the ATM Committee (Rapporteur: Trinidad and Tobago - Samuel Lampkin)
- (3) denotes tasks assigned to the Radar Data Sharing Task Force (Rapporteur: To be determined by the E/CAR/WG/31 Meeting)
- (4) denotes tasks assigned to TTCAA
- (5) denotes tasks assigned to the CNS Committee (Coordinator: TTCAA – Veronica Ramdath)

APPENDIX E

HISTORICAL E/CAR/WG AND NACC/WG MEETINGS HOSTS

YEAR	MEETING	VENUE
1976	1 st E/CAR Informal Working Group Meeting	St. John's, Antigua and Barbuda
1977	2 nd E/CAR Informal Working Group Meeting	Port of Spain, Trinidad and Tobago
1978	3 rd E/CAR Informal Working Group Meeting	Barbados
1979	4 th E/CAR Informal Working Group Meeting	Guadeloupe, French Antilles
1980	5 th E/CAR Informal Working Group Meeting	Port of Spain, Trinidad and Tobago
1980	6 th E/CAR Informal Working Group Meeting	Mexico City
1981	7 th E/CAR Informal Working Group Meeting	Antigua and Barbuda
1982	8 th E/CAR Informal Working Group Meeting	Saint Lucia
1983	9 th E/CAR Informal Working Group Meeting	St. Maarten, Netherlands Antilles
1984	10 th E/CAR Informal Working Group Meeting	Barbados
1986	11 th E/CAR Informal Working Group Meeting	Saint Lucia
1987	12 th E/CAR Informal Working Group Meeting	San Juan, Puerto Rico
1988	13 th E/CAR Informal Working Group Meeting	Port of Spain, Trinidad and Tobago
1989	14 th E/CAR Informal Working Group Meeting	Grenada
1991	15 th E/CAR Informal Working Group Meeting	Saint Vincent and the Grenadines
1992	16 th E/CAR Informal Working Group Meeting	San Juan, Puerto Rico
1993	17 th E/CAR Informal Working Group Meeting	Montserrat
1994	18 th E/CAR Informal Working Group Meeting	Castries, Saint Lucia
1995	19 th E/CAR Informal Working Group Meeting	Tobago
1996	20 th E/CAR Informal Working Group Meeting	Antigua and Barbuda
1997	21 st E/CAR Informal Working Group Meeting	Aruba
1998	22 nd E/CAR Informal Working Group Meeting	Barbados
1999	23 rd E/CAR Informal Working Group Meeting	Fort-de-France, French Antilles
2000	24 th E/CAR Informal Working Group Meeting	San Juan, Puerto Rico
2001	25 th E/CAR Informal Working Group Meeting	Grenada
2002	26 th E/CAR Informal Working Group Meeting	Barbados
2003	27 th E/CAR Informal Working Group Meeting	St. John's, Antigua and Barbuda
2004	28 th E/CAR Working Group Meeting	Old Towne, Montserrat
2005	29 th E/CAR Working Group Meeting	Saint Vincent and the Grenadines
2006	30 th E/CAR Working Group Meeting	Castries, Saint Lucia
2007	First Caribbean Working Group Meeting (CAR/WG/1)	Port of Spain, Trinidad and Tobago
2008	Second North American, Central American and Caribbean Working Group Meeting (NACC/WG/2)	Ocho Rios, Jamaica
2009	Thirty-First Eastern Caribbean Working Group Meeting	St. John's, Antigua

APPENDIX F

AGREED FUTURE E/CAR/WG MEETING HOST ROTATION PROGRAMME INCORPORATING THE NACC/WG MEETING SCHEDULE

- a) the following meeting host rotation programme has been adopted for the E/CAR Working Group Meetings incorporating the NACC/WG Meeting schedule;
- 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 (NACC/WG/1)
2008	Ocho Rios, Jamaica (NACC/WG/2)
2009	Antigua and Barbuda (E/CAR/WG/31)
E/CAR/WG/32	Netherlands Antilles
NACC/WG/3	ICAO NACC Regional Office
E/CAR/WG/33	Barbados
E/CAR/WG/34	French Antilles
NACC/WG/4	ICAO NACC Regional Office
E/CAR/WG/35	United States
E/CAR/WG/36	Saint Kitts and Nevis
NACC/WG/5	ICAO NACC Regional Office
E/CAR/WG/37	Grenada
E/CAR/WG/38	UK Overseas Territories (Anguilla, British Virgin Islands, Montserrat)
NACC/WG/6	ICAO NACC Regional Office
E/CAR/WG/39	Saint Vincent and the Grenadines
E/CAR/WG/40	Saint Lucia