



Agenda Item 3: Follow-up on the Actions Taken on Valid Conclusions/Decisions from Previous Meetings and Review of the Terms and Reference (ToRs) of the E/CAR/WG
3.2 Review of the Terms of Reference (ToRs) of the E/CAR/WG

UPDATE TO THE TERMS OF REFERENCE (ToRS) AND WORK PROGRAMME OF THE E/CAR/WG

(Presented by the Secretariat)

SUMMARY	
This paper proposes an update to the Terms of Reference and Work Programme of the E/CAR/WG.	
References:	
- Report of the 31st Eastern Caribbean Working Group Meeting (E/CAR/WG/31), St. John's, Antigua, 5 to 8 October 2009 - Report of the 22nd Meeting of Directors of Civil Aviation of the Eastern Caribbean (E/CAR/DCA/22), Port of Spain, Trinidad and Tobago, 8 to 11 December 2009	
Strategic Objectives	<i>This working paper is related to Strategic Objectives A and D.</i>

1. Introduction

1.1 During the E/CAR/WG/31 Meeting, the Working Group updated its Terms of Reference (ToRs) and Work Programme using a performance-based approach as requested by the Directors of Civil Aviation (DCAs) in the NACC/DCA/3 Meeting. In addition, the performance objectives contained in the NAM/CAR Regional Performance-based Air Navigation Implementation Plan (NAM/CAR/RPBANIP) were adopted as the Work Programme of the E/CAR/WG.

1.2 During the E/CAR/DCA/22 Meeting, the DCAs approved the E/CAR/WG/31 Meeting Report, as well as its revised Terms of Reference and Work Programme. The E/CAR/WG Membership was modified by the Directors to include the United Kingdom and not its individual Territories. It was also decided by the DCAs that non-E/CAR States/Territories would be excluded from the Membership; however, this did not preclude these States/Territories from being invited to attend the meetings, when applicable.

1.3 Additionally, the DCAs designated their Points-of-Contact (PoCs) for the E/CAR/WG as national coordinators for the execution and follow-up of the E/CAR/WG Work Programme in the different areas (AGA, ATM, CNS, MET, SAR and AIM). The list of PoCs is included in **Appendix A** to this paper. In this regard, only Sint Maarten (Netherlands Antilles) is pending to designate their PoC.

2. Discussion

2.1 Considering the changes made to the Terms of Reference (ToRs) by the other Sub-regional Working Groups (C/CAR/WG, and CA/ANE/WG), **Appendix B** to this paper shows the suggestions and changes made to the ToRs and Work Programme of the E/CAR/WG. This revised version will then be presented for approval at the Twenty-Third Meeting of Directors of Civil Aviation of the Eastern Caribbean (E/CAR/DCA/23).

3. Suggested Action

3.1 The Meeting is invited to review and amend, as necessary, the Terms of Reference and Work Programme of the E/CAR/WG presented in the Appendix to this paper.

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APPENDIX A

STATE/TERRITORY POINTS-OF-CONTACT FOR E/CAR/WG FOLLOW-UP AND IMPLEMENTATION ACTIVITIES

BARBADOS

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FRANCE

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NETHERLANDS ANTILLES

To be determined

TRINIDAD AND TOBAGO

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UNITED KINGDOM

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UNITED STATES

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APPENDIX B

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. The Terms of Reference were revised at the E/CAR/WG/31 Meeting (Antigua and Barbuda, 2009) with a performance based approach for the implementation and improvement in all air navigation fields in the Eastern Caribbean area.

2. Terms of Reference

- a) ~~fostereoordination-of~~ the implementation of the CAR/SAM Air Navigation Plan, *the NAM/CAR Regional Performance-based Air Navigation Implementation Plan (RPBANIP)* 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 *operational improvement initiatives through action plans and implementation strategies* ~~initiatives~~ and associated technologies to improve safety, increase operational and economic efficiency and/or capacity of regional Air Navigation Services;
- d) ~~develop and coordination~~ to implement the performance objectives related to Regional Air Navigation Services with regard to Global Plan Initiatives *Doc 9750* (GPIs);
- e) share information on implementation initiatives for enhancing compatibility of air traffic operations; and
- f) *provide* 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 *Regional Performance Framework Forms (PFFs) Objectives (RPO)* 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 Sub-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 E/CAR Directors General of Civil Aviation (E/CAR/DCA) and 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 E/CAR States/Territories designated by the Meeting for a three-session period. *The duties of the Chairperson are the following:*
 - *preside the formal E/CAR/WG Meetings*
 - *coordinate the fulfilment of the tasks included in the action plan of the E/CAR/WG;*
 - *keep close coordination with the Secretariat for the development of the agenda of the meetings and other issues concerning the E/CAR/WG; and*
 - *inform the Directors of Civil Aviation of the Central Caribbean meetings on the results of the E/CAR/WG meetings;*
- 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;

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- 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 on the ICAO NACC Regional Office Website (<http://www.mexico.icao.int/ECARWG.html>~~under development~~);
 - 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;
- g) 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/DCAs.

- h) the meetings will be usually 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

Antigua and Barbuda, Barbados, France, Grenada, Netherlands Antilles, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United Kingdom, United States, ACI, CANSO, ECCAA, IATA, IFALPA and IFATCA.

6. E/CAR/WG Committees and Task Forces

To be periodically reviewed based on the work programme activities.

AIS Committee	Rapporteur: Barbados – Shirley Ford
ATM Committee	Rapporteur: Trinidad and Tobago – Samuel Lampkin
SAR Committee	Rapporteur: Trinidad and Tobago – Trevor Dowrich
CNS Committee	Rapporteur: Trinidad and Tobago – Veronica Ramdath
AGA Committee (to be established)	Rapporteur: United States – Paul Friedman

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