



Agenda Item 4: Other Business

EASTERN CARIBBEAN WORKING GROUP WEB PAGE

(Presented by the Secretariat)

SUMMARY	
This working paper presents the E/CAR/WG with the progress of the E/CAR/WG web page on the ICAO NACC Regional Office Website.	
References:	
• Terms of Reference of the E/CAR/WG	
Strategic Objectives	<i>This working paper is related to all Strategic Objectives.</i>

1. Background

1.1 The new ICAO NACC Regional Office website was launched in late 2008, to provide States/Territories/International Organizations improved functionality in accordance with the evolution of electronic media for the optimization of resources and timely presentation and availability of information.

2. E/CAR/WG website

2.1 The new E/CAR/WG web page will be a link and a tool for the exchange of information and to coordinate relevant air navigation activities for the E/CAR Sub-region. The site will be accessible through the “Regional Groups” icon available at the Home Page of the ICAO NACC Regional Office Website (<http://www.mexico.icao.int/>) and/or through its own address <http://www.mexico.icao.int/ECARWG.html>, as shown below:





2.2 As stated in the E/CAR/WG Terms of Reference, the E/CAR web page is intended to assist the E/CAR/WG, its Committees and Task Forces to co-ordinate and advance their work between meetings.

2.3 The E/CAR/WG web page has been set-up to include the following information:

- E/CAR/WG Terms of Reference
- E/CAR/WG Points-of-Contact (PoCs)
- E/CAR/WG Action Plan
- E/CAR/WG Expected Results
- Historical Meeting Reports & Documentation – available from the 26th E/CAR IWG¹
- E/CAR/NTG Documentation, Meeting Reports, Terms of Reference and Membership
- NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (NAM/CAR RPBANIP)

EASTERN CARIBBEAN WORKING GROUP (E/CAR/WG)

Introduction

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.

E/CAR/WG MEMBERSHIP

ANGUILLA, ANTIGUA AND BARBUDA, BARBADOS, BRITISH VIRGIN ISLANDS, FRANCE, GRENADA, MONTERRAT, 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.

E/CAR/WG COMMITTEES AND TASK FORCES

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)

E/CAR/WG
Terms of Reference

E/CAR/WG
Points-of-Contact

NAM/CAR RPBANIP

Reports &
Documentation

E/CAR/NTG

E/CAR/WG
Action Plan

E/CAR/WG
Expected Results

¹ The E/CAR/WG (Eastern Caribbean Working Group) used to be the E/CAR IWG (Eastern Caribbean Informal Working Group).

2.4 In addition, an E/CAR/WG forum has been set-up within the web page. The quick guide for the use of the working group forum is included in the **Appendix** to this paper. It is important to note that the E/CAR/WG PoCs have already been registered by the E/CAR/WG Secretary and that individual e-mails have been sent to each PoC to start using the E/CAR/WG Forum.



REPORTS & DOCUMENTATION Top / Arriba		
Subject	Documentation	Final Reports
32nd Eastern Caribbean Working Group (E/CAR/WG/32) Meeting Sint Maarten, Netherlands Antilles, 15 to 18 June 2010	WPs, IPs	
31st Eastern Caribbean Working Group (E/CAR/WG/31) Meeting Antigua, 5 – 8 October 2009	WPs, IPs	Final Report
30th Meeting of the Eastern Caribbean Working Group (30 E/CAR WG) Castries, Saint Lucia, 7 – 11 August 2006	WPs, IPs	Final Report
29th Eastern Caribbean Working Group (29th E/CAR WG) Meeting Saint Vincent and the Grenadines, 9 – 13 May 2005	WPs, IPs	Final Report
Twenty-eighth Meeting of the Eastern Caribbean Working Group (28th E/CAR WG) Montserrat, 26 to 30 April 2004	WPs, IPs	Final Report
Twenty-seventh Meeting of the Eastern Caribbean Informal Working Group (27th E/CAR IWG) St. John's, Antigua and Barbuda, 21 to 25 July 2003	WPs, IPs	Final Report
Twenty-sixth Eastern Caribbean Informal Working Group Meeting (26th E/CAR IWG) Barbados, 3 to 7 June 2002	WPs, IPs	

EASTERN CARIBBEAN NETWORK TECHNICAL GROUP Top / Arriba		
Subject	Documentation	Final Reports
Eastern Caribbean Network Technical Group - Terms of Reference	English	
Eastern Caribbean Network Technical Group - Membership	English	

EASTERN CARIBBEAN ACTION PLAN Top / Arriba	
Subject	Documentation
CNS Action Plan for the Eastern Caribbean Working Group (E/CAR/WG)	English

EASTERN CARIBBEAN EXPECTED RESULTS Top / Arriba	
Subject	Documentation
CNS Expected Results for the Eastern Caribbean Working Group (E/CAR/WG)	English

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3. Suggested Action

3.1 The E/CAR/WG Meeting is invited to visit the new web page and use the forum mentioned in paragraph 2.4 and described in the Appendix to this paper.

APPENDIX

QUICK GUIDE FOR THE USE OF THE E/CAR WORKING GROUP'S FORUM

Introduction

phpBB is an application oriented to the **Solution of Discussion Forums** and has been integrated into the ICAO NACC Regional Office Website (http://www.mexico.icao.int/ECAR_F/) to be adopted as a tool to facilitate information exchange among the members of the following Working Groups:

- C/CAR/WG: Central Caribbean Working Group
- E/CAR/WG: Eastern Caribbean Working Group
- CA/ANE/WG: Central America Air Navigation Experts Working Group

Forum Function

There will be a forum for each Working Group; each Working Group will have a **Moderator** and a set of users. The Moderator will normally be the Secretary of the Meeting (ICAO Regional Officer) of each Working Group and the **Users** will be individuals (coordinators) will be designated by States/Territories. The Moderator will be able to adjust the forum to personalize it to the demands of the Working Group. The Users will have to be part of the list of contacts or membership of each Working Group.

The main purpose of the forum is to announce the contributions made by each Working Group user or to have a debate on a particular issue or to contribute with general topics (recommendations, questions, announcements, etc.).

The main advantage of the forum is that the reply to a question will be available for the rest of the Working Group members. If one considers that in many occasions there are frequently asked questions, once an answer is published, this will avoid having to answer the same question repeatedly. In addition, members will have the benefit of the replies or contributions made within the forum to their doubts, if any.

The forum is able to have different topics or categories to group messages on a concrete issue; which makes it a very important communication tool for the members of the Working Groups.

Registry Process

In order to use the forum, the user needs to register. The members of each Working Group will have to register in http://www.mexico.icao.int/ECAR_F/ using the "Login / Register" link, where they need to provide an e-mail address, a password and other personal information necessary for registration. Once registration is complete, an automatic message will be sent to the user and the moderator, who will validate the participant's registration in the group and will assign the topics that he/she will have access to.

Forum Rules

- a) The forum is exclusive for working issues or topics relevant to each Working Group.
- b) Working Group Members should post in a way that is respectful of other users. Flaming or abusing users in any way will not be tolerated and will lead to a warning.
- c) Members should use an appropriate, descriptive subject when posting a new topic.

- d) Posts are to be made in the relevant forum. Users are asked to read the forum descriptions before posting.
- e) Members are asked to not act as “back seat moderators”. If members note an issue which contravenes something in this policy document they are welcome to bring it to the attention of the Moderator.
- f) Spam is not tolerated here under any circumstance. This includes offering hosting services (charged and free), installation services, solicitation etc.
- g) The moderating, support and other teams reserve the right to edit, remove or put on moderation queue any post at any time. Please note that currently any very first post is automatically placed in the moderation queue and will be approved/disapproved according to the present Rules.
- h) The use of the forum does not substitute the use of e-mail nor official communications that need to be approved and sent by the Directors of Civil Aviation and/or the ICAO NACC Regional Office Director.

Use of the forum

Once registered on the forum, the user will have access to the FAQ section (Frequently Asked Questions), which offers in detail how to use the forum and the possibilities and functions available to the user. In the FAQ section a variety of issues are clearly explained for the use of the forum, among them:

Posting Issues

How do I post a topic in a forum?
How do I edit or delete a post?
How do I add a signature to my post?
How do I create a poll?
Why can't I add more poll options?
How do I edit or delete a poll?
Why can't I access a forum?
Why can't I add attachments?
Why did I receive a warning?
How can I report posts to a moderator?
What is the “Save” button for in topic posting?
Why does my post need to be approved?
How do I bump my topic?

Formatting and Topic Types

What is BBCode?
Can I use HTML?
What are Smilies?
Can I post images?
What are global announcements?
What are announcements?
What are sticky topics?
What are locked topics?
What are topic icons?

The above topics are available in English, in accordance with the language selected during the registration process.