



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

TERMS OF REFERENCE OF THE E/CAR/WG COMMITTEES

(Presented by the Secretariat)

SUMMARY	
Considering the update to the Terms of Reference and Work Programme of the E/CAR/WG, this paper proposes a review and completion of the corresponding Terms of Reference of the E/CAR/WG Committees.	
References:	
- Report of the Twenty Seventh Eastern Caribbean Informal Working Group Meeting (27th E/CAR IWG), St. John's, Antigua, July 2003 - 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/DCA/22 Meeting (Port of Spain, Trinidad and Tobago, 8-11 December 2009), the DCAs approved the E/CAR/WG/31 Meeting Report, with its revised Terms of Reference (ToRs) and Work Programme. The revised E/CAR/WG ToRs considers a performance-based approach to carry out the activities and adopted the performance objectives contained in the NAM/CAR Regional Performance-based Air Navigation Implementation Plan (NAM/CAR/RPBANIP) as the Work Programme of the E/CAR/WG.

1.2 As part of the work method of the E/CAR/WG ToRs, Ad-hoc Groups, Task Forces or Committees may be formed to work on specific topics and activities. The ToRs establish that Ad-hoc Groups will be valid for the time of the meeting and 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.

1.3 Within the E/CAR/WG, the following groups were established by previous meetings:

Name of Group	Rapporteur
AIM Committee	Shirley Ford, Barbados
ATM Committee	Samuel Lampkin, Trinidad and Tobago
SAR Committee	Trevor Dowrich, Trinidad and Tobago
CNS Committee	Veronica Ramdath, Trinidad and Tobago
Radar Data Sharing Task Force	Roger Prudent, France

1.4 The E/CAR/WG/31 decided to disband the Radar Data Sharing Task Force by the end of 2009. Therefore, the activities of this group were to be incorporated by the CNS Committee in its work programme. In addition, this meeting proposed a new AGA Committee. However, the new AGA Committee has not yet been established, has no members and its work programme is not considered to justify the establishment of a Committee. The Secretariat therefore, proposes to abandon the intention to establish an AGA Committee until such time a Committee is required and justified.

1.5 Due to the major activities related with the E/CAR AFS Network, the Eastern Caribbean Network Technical Group (E/CAR/NTG) was established as a standing group in accordance with E/CAR/WG/31 Meeting, Conclusion 31/7 and approved by Decision 22/6 of the E/CAR/DCA/22 Meeting. The terms of reference of the E/CAR/NTG and membership are presented in the **Appendix** to this paper.

2. Discussion

2.1 Based on the adoption of the current work programme of the E/CAR/WG, the E/CAR/WG/31 meeting recognized that several AIS, ATM, CNS and SAR activities were to be developed, therefore, maintaining the operation of the AIS, ATM, CNS and SAR Committees valid. In this regard, the Secretariat considers that the ToRs are no longer valid, nor applicable nor required for the Committees. The E/CAR/WG shall ensure that the tasks of each Committee are properly defined and developed in accordance with the E/CAR/WG work programme, being understood that the same work method and considerations of the E/CAR/WG work programme shall be applied. Nevertheless, in order to make the work more efficient, the membership of each Committee shall be updated with its corresponding point-of-contact (PoC).

2.2 Considering the formation of the E/CAR/NTG and in order to comply with the mandate of the E/CAR/DCA/22 Meeting Decision 22/6 item b), *“the meeting is requested to update the Terms of Reference of the CNS Committee taking into consideration the ToR of the E/CAR/NTG to avoid the duplication of activities and tasks,”* since the E/CAR/NTG membership and PoCs are already defined as indicated in the Appendix, the Secretariat proposes that this mandate will be accomplished by assigning the tasks to each group in an appropriate manner.

3. Suggested Actions

3.1 The Meeting is invited to:

- a) agree on the proposal of the Secretariat for the E/CAR/WG work programme to incorporate the tasks of the Committees as detailed in section 2; and
- b) define the Membership and PoCs of each Committee.

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APPENDIX

EASTERN CARIBBEAN NETWORK TECHNICAL GROUP (E/CAR/NTG) TERMS OF REFERENCE

1. Background

The Eastern Caribbean Network Technical Group (E/CAR/NTG) was established as a standing group in accordance with E/CAR/WG/ 31 Meeting, Conclusion 31/7, approved by the E/CAR/DCA/22 Meeting (Port of Spain, Trinidad and Tobago, 8-11 December 2009). The terms of reference of the E/CAR/NTG were approved by the E/CAR/DCA/22 Meeting, Decision 22/6, to accomplish the following main objectives:

- a) analysis and monitoring of the status of the current E/CAR AFS Network;
- b) recommend measures to improve reliability of the E/CAR AFS Network for the immediate/near term; and
- c) study, analyze and follow-up on the planning, documentation and implementation of the replacement of the existing E/CAR AFS Network.

2. Terms of Reference

For the activities related to the analysis and monitoring of the status of the current E/CAR AFS Network, the E/CAR/NTG is required to make recommendations on measures to improve the reliability of the E/CAR AFS Network for the immediate/ near term. These activities include:

- a) follow-up on the immediate agreed activities for the recovery of the existing E/CAR AFS Network as well as the near term solution activities for its timely implementation;
- b) review the current status of the Network (maintenance and reporting procedures, technical personnel involved, spare parts, tools for monitoring the Network status, identify common network points of failure, etc.) and submit recommendations;
- c) ensure compliance of the Network services with ICAO SARPs and user expectations;
- d) assist the T TCAA and the E/CAR States with technical coordination and solutions of problems that occurred with the implementation and operation of the AFS including the E/CAR AFS Network and to consider and make recommendations on measures to improve implementation and operation; and
- e) study and propose to the E/CAR/DCA intra and inter-regional coordination for the E/CAR AFS Network connectivity with other regional and domestic digital communications networks of the CAR and SAM Regions.

For the activities related to the replacement of the existing E/CAR AFS Network:

- a) study and assist the E/CAR States with technical measures to facilitate the transition of the current E/CAR AFS terrestrial network towards the ATN infrastructure and its air-ground and ground-ground sub-networks of air navigation services according to GREPECAS Conclusions and Recommendations and ICAO SARPs and technical guidance;
- b) assist the T TCAA in the preparation of the RFP and related technical documentation for the replacement process of the E/CAR AFS Network including considerations for contingency planning;
- c) provide technical assistance and follow-up to the replacement process of the E/CAR AFS Network during its preparation, implementation and operation; and
- d) provide advice on schedule activities for the network replacement process.

3. **Work Programme**

See attached project file.

4. **Working Methods**

- a) E/CAR/NTG work programme should present their activities in terms of objectives, responsibilities, deliverables and timelines;
- b) E/CAR/NTG will avoid duplication of work within the E/CAR/WG and maintain close coordination among the existing entities to optimize the use of available resources and experience;
- c) E/CAR/NTG may designate, as necessary, ad-hoc groups to work on specific topics and activities; all tasks and activities should be clearly defined by time and deliverables;
- d) E/CAR/NTG should co-ordinate and advance its works as follows to maximize efficiency and reduce costs:
 - conduct work via electronic written correspondence
 - conduct work via phone and teleconference calls
 - hold meetings when necessary
- e) E/CAR/NTG will report the progress of assigned tasks to the E/CAR/DCA and provide a quarterly progress report to E/CAR Directors.

5. **Membership**

Richard Odle, Barbados
 Jean-Jacques Deschamps, France
 Jan Brown, Netherlands Antilles
 Veronica Ramdath, Trinidad and Tobago
 James Prideaux and Steven Riley, United Kingdom
 Dulce Roses, United States
 Rudyard Ashe, OECS States.

6. **Rapporteur**

Ms. Veronica Ramdath (Trinidad and Tobago)

**STATE/TERRITORY MEMBERS OF THE E/CAR
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