



Agenda Item 4

Terms of Reference (ToRs) and Work Methodology Review

4.1 E/CAR/WG Terms of Reference (ToRs) and Work Methodology review and update

E/CAR/WG TERMS OF REFERENCE (ToRS) AND WORK METHODOLOGY REVIEW AND UPDATE

(Presented by the Secretariat)

SUMMARY	
This Working Paper presents the Terms of Reference and the Working Programme for the review of the E/CAR/WG.	
References:	
Report from the 23rd Meeting of the Eastern Caribbean Directors of Civil Aviation (ECAR/DCA/23) held in Christ Church, Barbados, 9 – 12 November 2010.	
<i>Strategic Objectives</i>	<i>This working paper is related to Strategic Objectives A and C.</i>

1. Introduction

1.1 The approved version of the Terms of Reference and the Working Programme of the E/CAR/WG, were endorsed by the 23rd Meeting of the Eastern Caribbean Directors of Civil Aviation (ECAR/DCA/23) celebrated in Christ Church, Barbados, 9 – 12 November 2010.

2. Discussion

2.1 Some States have initiated preparation of their Air navigation systems national plans in different formats for their implementation. However, it is necessary to harmonize those short and medium term tasks to facilitate implementation of air navigation services (ANS) in the NAM/CAR Regions. The long term tasks would be progressively incorporated in accordance with the guidelines contained in ICAO Doc 9750 – *Global Air Navigation Plan* as the results from the implementation are achieved.

2.2 States and Territories should develop their implementation plans in accordance with the tasks defined in the Regional Performance Based Air Navigation Implementation Plan (NAM/CAR RPBANIP) for the NAM/CAR Regions, which is the base for the working programme of the E/CAR/WG regarding the scope, tasks, responsible entities and deliverables.

2.3 The Meeting should also define the priority of the tasks required to be completed by the established dates for a NAM/CAR harmonized regional implementation using the electronic tools available on the ICAO NACC Regional Office website.

2.4 The Working Group Terms of Reference, should be a mechanism to coordinate activities relevant to the implementation of the improvement in air navigation services in each of the sub-regions.

2.5 With these guidelines, the E/CAR/WG Meeting should review the defined tasks in their work programmes to implement operational improvements of air navigation services in the NAM and CAR Regions. **Appendix A** presents the **Terms of Reference and Work Programme Eastern Caribbean Working Group (E/CAR/WG)** and **Appendix B** includes the points-of-contact for E/CAR/WG to follow-up implementation activities and the current Committees and Rapporteurs for its review.

2.6 The current Chairperson of the E/CAR/WG, Mr. Anthony Meade was elected in October 2009 during the E/CAR/WG/31 Meeting for a three-session period. Thus, in accordance with the E/CAR/WG ToRs, the Meeting needs to select a new Chairperson for the forthcoming three-session period.

3. Suggested action

3.1 The Meeting is invited to:

- a) review and update the E/CAR/WG points of contact and Rapporteurs of the ECAR/WG and Work Programme presented in the Appendix A and B to this Working Paper; and
- b) Convene on election of the president of the E/CAR/WG, as mentioned on paragraph 2.6; and
- c) recommend other appropriate actions.

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APPENDIX A

TERMS OF REFERENCE (ToRs) 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) foster 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 and associated technologies to improve safety, increase operational and economic efficiency and/or capacity of regional Air Navigation Services;
- d) develop and 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 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;

- 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>);
 - 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

APPENDIX B

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

BARBADOS

Mitchinson Beckles, Technical Officer, Training & Systems
E-mail: civilav@sunbeach.net

FRANCE

Philippe Guivarc'h, Chief of Air Navigation Services Antilles-Guyana
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SINT MAARTEN (NETHERLANDS ANTILLES)

Eugene B. Holiday, President of Princess Juliana International Airport (PJIAE)
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TRINIDAD AND TOBAGO

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UNITED KINGDOM

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UNITED STATES

Michael Polchert, Air Traffic Organization, Federal Aviation Administration
E-mail: michael.polchert@faa.gov

ECCAA

Donald McPhail, Director General (ag)
E-mail: contact@eccaa.aero

Anthony Meade, Director Air Navigation Services (ag) and Chairman of the E/CAR/WG
E-mail: ameade@eccaa.aero

Name of Committee	Rapporteur	Membership	Work programme / Action Plan
AGA Committee	Paul Friedman United States	• Anguilla • Dominica • Montserrat • Saint Vincent and the Grenadines • Trinidad and Tobago • United States • ECCAA • IFATCA	Attachment 1
AIM Committee	Shirley Ford Barbados	• Barbados • France • Trinidad and Tobago • United States • ECCAA	Attachment 2
ATM Committee	Samuel Lampkin Trinidad and Tobago	• Antigua and Barbuda • Barbados • France • Grenada • Saint Vincent and the Grenadines • Trinidad and Tobago • United States • ECCAA • IFATCA	<i>To be developed by the Rapporteur</i>
SAR Committee	Trevor Dowrich Trinidad and Tobago	• Antigua and Barbuda • Barbados • France • United States • ECCAA	<i>To be developed by the Rapporteur</i>
CNS Committee	Veronica Ramdath Trinidad and Tobago	• Anguilla • Antigua and Barbuda • Barbados • Dominica • France • Grenada • Montserrat • Saint Kitts and Nevis • Saint Lucia • Saint Vincent and the Grenadines • Trinidad and Tobago • United Kingdom • United States • ECCAA • IFATCA	<i>Refer to DP/02</i>