



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office
SUMMARY OF DISCUSSIONS

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Eighth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/08).

México City, Mexico, 8 to 11 July 2025

SUMMARY OF DISCUSSIONS

ii.1 Place and Date of the Meeting

The Eighth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/08) was held at the NACC Regional Office, Mexico City, from 8 to 11 July 2025

ii.2 Opening Ceremony

Mr. Luis R. Sanchez, Regional Officer, Aeronautical Meteorological and Environment, on behalf of Mr. Christopher Barks, Regional Director of the North American, Central American and Caribbean (NACC) Office, welcomed the participants, delivered the keynote address, thanked for the continued commitment to AIM's progress in the NAM/CAR Regions and officially opened the Meeting. The official photo of the participants of the meeting is in the following link: [NACCWG/AIMTF8/Photos/Linkedin](https://www.linkedin.com/photos/NACCWG/AIMTF8/Photos/Linkedin)

ii.3 Officers of the Meeting

The AIM/TF/8 Meeting was led by Mrs. Natasha Leonora-Belefanti (Curaçao), AIM/TF Rapporteur. Ms. Maily Plana, Regional Officer, Aeronautical Information Management (RO AIM) of the ICAO NACC Regional Office, served as Secretary of the Meeting.

ii.4 Working Languages

The working languages of the Meeting were English and Spanish.

ii.5 Schedule and Working Arrangements

It was agreed that the working hours for the sessions of the meeting would be from 09:00 to 16:00 hours daily with adequate breaks. Ad hoc Groups were created during the Meeting to do further work on specific items of agenda item 7.

ii.6 Agenda

- Agenda Item 1: Adoption of the Provisional Agenda, Schedule and Working Method
- Agenda Item 2: Plan Review and update to the NACC/WG AIM TF's Work Programme and Terms of Reference (ToRs).
- Agenda Item 3: Implementation Status of the AIM Collaborative Plan
- Agenda Item 4: Follow up on the AIM/TF Action Plan and the Collaboration with the South American Region (SAM) and Other NACC/WG Task Forces
- Agenda Item 5: AIM Future: International Federation of Aeronautical Information Management Associations (IFAIMA) GLOBAL AIM - ABUJA 2025 Results, Conclusions and Recommendations
- Agenda Item 6: AIM and System wide information management (SWIM) Implementation Roadmap: Tracking Website of the NAM/CAR Regions
- Agenda Item 7: Sub-groups Progress in Breakout Working Sessions
- 7.1 SWIM Implementation Roadmap Development in the NAM/CAR Regions
 - 7.2 Aerospace Aircraft Operations NOTAM
 - 7.3 AIM Training Curriculum and Competency
 - 7.4 Action Plan Review and Update
- Agenda Item 8: Other Business

ii.7 Attendance

The Meeting was attended by 54 participants: 47 delegates from 21 States/Territories, as well as 7 representatives from International Organizations and the industry representatives. The list of participants contained in **Appendix A**.

ii.8 Draft Conclusions and Decisions

The Meeting recorded its activities as Draft Conclusions and Decisions as follows:

Draft

Conclusions: Activities requiring endorsement by the NACC/WG.

Decisions: Deal with matters of concern only to the AIM Task Force (AIM/TF).

ii.9 List of Draft Conclusions and Decisions

ii.9.1 | List of Draft Conclusions

Number	Title	Page
2	<i>Update AIM Implementation Data for States</i>	8

ii.9.2 List of Decisions

Number	Title	Page
1	<i>Approval of the AIM/TF Work Programme and Terms of Reference (ToRs) for the period 2025-2030</i>	7
3	<i>Update the AIM/TF Action Plan</i>	9
4	<i>Coordination between the AIM/TF and the AMCB/TF</i>	10
5	<i>Ad hoc Group FPL Error Management</i>	13
6	<i>Approval of the AIM Regional Tracking Website for AIS to AIM Transition Monitoring</i>	17
7	<i>Ad hoc Group Data Exchange Management SWIM/AIM/MET</i>	20
8	<i>Adoption of the Curriculum and Competencies for AIM Training</i>	23

ii.10 List of Working and Information Papers and Presentations
Refer to the Meeting web page: [AIM/TF8](#)

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Approval of the provisional agenda and schedule.	13/06/25	Secretariat
WP/02	2	Work Programme and Terms of Reference (ToRs) AIM 2025 – 2030.	08/07/25	Secretariat
WP/03	4	AIM/TF Action Plan Update 2025-2026.	30/06/25	Rapporteur
WP/04	3	AIM Collaborative Plan.	30/06/25	Rapporteur
WP/05	4	Actions to Mitigate Flight Plan Duplication and Improve AIP Consistency in Oceanic Airspace Through AMCB/TF and AIM/TF Collaboration.	26/06/25	Secretariat
WP/06	6	Proposal for Mandatory use of the AIM Tracking Website - NACC Region.	06/07/25	Rapporteur
WP/07	6	Enabling SWIM through AIM Implementation.	06/07/25	Rapporteur

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	List of Working, Information Papers and Presentations.	11/07/25	Secretariat
IP/02	6	AIM Geomatics Unit - Verification and Validation of Obstacle and Terrain Data.	18/06/25	Trinidad and Tobago
IP/03	6	AIM - Implementation of Competency-Based Training and Evaluation.	18/06/25	Trinidad and Tobago
IP/04	5	Enhancing AIM Implementation Through Regional Harmonization, Data Originator Engagement, and Competency Certification.	30/06/25	Rapporteur
IP/05	6	Implementation of the AIS-AIM transition in the Santo Domingo FIR	18/06/25	Dominican Republic
IP/06	5	AIM/TF Action Plan Report to IFAIMA Global 2025	08/07/25	Rapporteur

DISCUSSION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
D/01	7	Establishment of a Special Series NOTAM to Treat with Aerospace Operation	11/07/25	Secretariat

PRESENTATIONS

Number	Agenda Item	Title	Presented by
1	4	Development of project to support the transition to AIM through the delivery of two training courses	Secretariat
2	5	IFAIMA Global AIM 2025 Summary	IFAIMA
3	6	Digital AIM and SWIM extending benefit to ATM and Airports	IDS AIRNAV-ENAV Group
4	8	TC-JOC Kathmandu A330: Lessons Learned	Rapporteur
5	4	AIM Activities Coordination	Rapporteur
6	4	Recommendations for the use of NOTAM in RPAS/UAS operations	Secretariat
7	5	Digital Operational Reporting Information Service	Canada
8	6	Digital Datasets: A Compliance Imperative	ADL
9	8	Credentialing Aeronautical Information Specialists	US National Geospatial Intelligence Agency (NGA)
10	4	Global AIM Abuja 2025: Enhancing Competency Certification: Knowledge, Language, Skills.	Rapporteur

Agenda Item 1 Adoption of the Provisional Agenda, Schedule and Working Method

1.1 The Meeting was invited to approve the provisional Agenda and schedule. The Meeting approved the agenda as presented in the WP/01 mentioned and did not made changes to the schedule. Likewise, the objectives and expectations of the meeting were presented.

Agenda Item 2 Plan Review and update to the NACC/WG AIM TF’s Work Programme and Terms of Reference (ToRs).

2.1 The Secretariat introduced Working Paper WP/02 on updating the AIM/TF ToRs and Work Programme. The *Action Plan review and update Ad hoc* Group was tasked with reviewing both documents. The Meeting adopted both documents and proposed the following decision:

DECISION	
AIM/TF/8/1	APPROVAL OF AIM/TF WORK PROGRAMME AND ToRs FOR THE PERIOD 2025-2030
What: That the AIM/TF Work Programme and Terms of Reference (ToRs) for the period 2025-2030 are approved as presented under WP/02.	Expected impact: <input type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
Why: To ensure that the implementation of the AIM in the NAM/CAR region is consistent and compatible with the progress of the Global Air Navigation Plan (GANP), the Aviation System Block Upgrade (ASBU) framework and the progress reports to GREPECAS.	
When: Immediately	Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
Who: <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input type="checkbox"/> Other:	

2.2 The Meeting supported the continuity of the current AIM/TF Rapporteur, Mrs. Natasha Leonora-Belefanti.

Agenda Item 3: Implementation Status of the AIM Collaborative Plan

3.1 The Rapporteur presented WP/04 remarking that The AIM Collaborative Plan is no longer a concept but an operational and strategic framework, elevated by the AIM/TF Action Plan 2023–2034. As the region prepares for full digital transformation and integration with SWIM, the foundation laid up to 2025 must be used as a springboard toward a more harmonized, efficient, and safe air navigation information environment.

3.2 In order to address these challenges, the following steps could be considered:

- ensure each State uploads data via the AIM Tracking Platform
- reinforce AIM's operational importance at Civil Aviation Authority (CAA) leadership levels
- prioritize competency development and ICAO-endorsed training
- establish or update national AIM Contingency Plans
- advocate for regional coordination to ensure that no State is left behind

3.3 Due to the above, the Meeting adopt the following Draft Conclusion to formalize data updates on AIM:

DRAFT CONCLUSION		UPDATE STATES' AIM IMPLEMENTATION DATA	
AIM/TF/8/2			
What: That a) States/Territories update their respective AIM implementation data quarterly or upon remarkable achievements and submit timely reports through the AIM Tracking Platform (2025) - or directly to the AIM/TF Rapporteur until the Tracking Website is officially launched; and b) Members of the AIM/TF submit a follow-up report on the GREPECAS conclusions associated with the AIM by 18 July 2025.		Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical	
Why: To ensure that AIM implementation in the NAM/CAR Regions progresses consistently and is compatible with developments with the Global Air Navigation Plan (GANP), the Aviation System Block Improvements framework (ASBU) and the progress reports to GREPECAS			
When: a) September, December 2025; March, June 2026 and b) 18 July 2025		Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed	
Who: <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:		AIM/TF members	

Agenda Item 4: Follow up on the AIM/TF Action Plan and the Collaboration with the South American Region (SAM) and Other NACC/WG Task Forces

4.1 The Rapporteur presented an updated version on the AIM/TF Action Plan 2025-2026 (WP/03), taken as a reference by the Ad-hoc Group on *Review and Update of the Action Plan* (DP/02). The AIM/TF Action Plan was developed to guide implementation efforts and synchronize cross-cutting tasks with other regional working groups and other regions. In addition, P/05 was provided, explaining the role and responsibilities of States, the Rapporteur and the main activities for Members and the objective of the AIM/TF Action Plan.

4.2 The Ad-hoc Group revised the Action Plan to align task timelines and results with practical progress and implementation realities. States were encouraged to provide input and take ownership of the tasks assigned to support regional harmonization. The following Decision was therefore adopted:

DECISION	
AIM/TF/8/3	UPDATE THE AIM/TF ACTION PLAN
What: That the AIM/TF members: a) approve the Action Plan 2025-2026 b) take the necessary actions to comply with the AIM Action Plan during the 2025-2026 period, and c) present the completion of the planned actions to the Rapporteur on a quarterly basis.	Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
Why: To guide implementation efforts and synchronize cross-cutting tasks with other regional Task Forces and other Regions	
When: a) Immediately b) and c) September, December 2025. March, June 2026	Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
Who: <input type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:	AIM/TF members

4.3 The Secretariat presented WP/05 with the proposes to establishment of coordination among AIM/TF and the Airspace Management and Capacity Balancing (AMCB/TF) work group to ensure tangible follow-up on of the following issues:

- endorse the formal launch of a joint effort between the AMCB/TF, the AIM/TF, and related stakeholders
- schedule the inaugural AIM and AMCB Task Forces coordination meeting for late September 2025 (virtual, 1-hour, followed by quarterly meetings)
- share mitigation strategies to eliminate duplicate flight plans
- increase implementation of Air Traffic Service Interfacility Data Communication/Controller-Pilot Data Link Communications (AIDC/CPDLC) for Oceanic clearances
- establish a harmonized protocol for the Aeronautical Information Publication (AIP)
- advocate for open or reduced-cost access to regional AIP
- create a central AIP repository or ICAO NACC-hosted portal
- ongoing maintenance of AIP links on the NACC website.

4.4 Additionally, it was explained that the formation of the AMCB/TF, former Airspace Optimization Task Force (AO/TF) and other stakeholders was undertaken to address systemic inefficiencies affecting operational safety and regional harmonization.

4.5 According to the exchanges on the subject during the meeting, the following was agreed:

DECISION	
AIM/TF/8/4	COORDINATION BETWEEN THE AIM/TF AND THE AMCB/TF
<p>What:</p> <p>The AIM/TF members consider coordination between the AIM/TF and the AMCB/TF as follows:</p> <p>a) approve the scheduling of the inaugural AMCB/TF coordination meeting in September 2025</p> <p>b) support harmonized actions to mitigate duplication of flight plans and ocean inefficiencies monitored with quarterly follow-up meetings</p> <p>c) promote the harmonization of the AIP through collaborative efforts and platform development.</p>	<p>Expected impact:</p> <p><input type="checkbox"/> Political / Global</p> <p><input type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Operational/Technical</p>
<p>Why:</p> <p>To guide implementation efforts and synchronize cross-cutting tasks with other regional Task Forces and other Regions</p>	
<p>When: September 2025</p>	<p>Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p>Who: <input type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	<p>AIM/TF members</p>

4.6 Dominican Republic informed that its AIP is published and is accessible and cost-free for all users. Work is currently being done on the issue of copyright, but that does not imply that it will be charged, but the users will be authorized to use that information

4.7 The Secretariat noted that the above-mentioned topics were of common interest to such important organizations as the Civil Air Navigation Services Organization (CANSO) and the International Air Transport Association (IATA), as well as to other regional interest groups such as the CANSO-IATA-ICAO Free Route Airspace (CIIFRA) and the CANSO Air Traffic Flow Management Data Exchange Network for the Americas (CADENA) group.

4.8 The Secretariat reported that a State Letter has been sent requesting the information of the flight information regions (FIRs) and that a response has not yet been received from all the States, perhaps due to the fact that this communication has not reached the AIMs, which are the ones who have knowledge of the published information. The request for verification of FIR limits is part of ongoing efforts to improve regional coordination and data accuracy. It was reported that as part of the interaction between both TFs, this copy of the State Letter will be sent to the AIM in order to collect this information as soon as possible.

4.9 Cuba indicated that in Habana FIR there are between 950-1300 operations daily, each one with a Filed flight plan (FPL). However, every day about 3000 FPL are received due to the amount of duplicates FPL. For example, it is said that it is mandatory for the Air Traffic Services Reporting Office (ARO) to send a copy and that generates more aeronautical message traffic, etc. Additionally, he commented that after several exchanges with airlines, it has been found that in some States it is mandatory for ARO to process FPLs even when the airlines themselves have already sent the FPL. This evidently creates FPL's duplicity.

4.10 The Secretariat also explained that the Caribbean and South American Monitoring Agency (CARSAMMA) conducts an annual audit of operations in Reduced Vertical Separation Minimum (RVSM) airspace, for which operators must send a form that has a field for the registration of the aircraft. Thus, CARSAMMA can verify with its database of RVSM certified aircraft whether the certificate was valid or not when the operation was carried out. Historically, CARSAMMA has detected operators who have flown in RVSM airspace without having their certificate updated. There are states and airlines that send FPLs with that field blank. The only way to carry out this audit is for the FPL to enter the registration, but in the current format this field is not mandatory

4.11 Jamaica expressed concern about duplication of flight plans due not only to processing from ARO offices, but also to the fact that airlines may generate their FPLs by not complying with the letters of agreement or simply generating multiple flight plans by different originators of the airlines themselves. Other cause for FPL duplication is when an FIR has a problem with the FPL, it is forwarded to all the FIRs involved and not only to the FIR or unit that had not received it. Another problem is the use by operators of FPL processing websites that do not always use the ICAO format for FPL and being rejected during the verification of the ARO the operation is affected. Jamaica said that for a triennium this issue has been presented as part of the AIM/TF and that it is necessary to retake the issue without losing the human factor, training and the different sources of errors of the FPL.

4.12 Dominican Republic explained its experience on how they rectify errors, but duplication is persistent due to the wide possibility that FPL's processing systems allow. Likewise, arrival operations FPL with error are received because the airline has outdated route database. Emails are sent to them requesting that they update the route. In this way, as the airline has its route base, the already updated changes can be sent to the route database and that mistake is not made again. Even so, there are problems such as a case where they have received flight plans with several different destinations because they did not know exactly where it was going and this is totally inappropriate.

4.13 The Central American Corporation for Air Navigation Services (COCESNA) explained its own FPL Initial Validation Processor solution, consisting of an FPL validator that, once verified/rectified, is sent to each of the countries in Central America knowing that it is an error-free flight plan. In those cases where a malfunction of this process is detected, it is verified in the system why it was allowed to pass, and the errors of the process/system are immediately rectified. With this automatic platform, all FPLs are verified and do not remain on the AIM officer's hand but are returned to the originator. In this way, the error is corrected by the originator himself. Additionally, the system only accepts the first flight plan that arrives and that is the one that is sent to the Aeronautical Information Service (AIS). By having a letter of agreement, the AIS only verifies and processes the FPL that comes from the previously validated system. This entire system is based on concentrating flight plans in a single direction for all Central America published in the AIPs as a centralized system with a single flight plan. All this is supported by a Letter of Agreement with the countries in Central America, what happens is that the AIS only verifies the flight plan that is in the processor, and this is defined in the AIP of each of the members of COCESNA. The contingency is even foreseen for when for some technical reason a country cannot process the FPL through its ARO office, it is redirected to the world through the platform so that there are no delays in operations

4.14 COCESNA mentioned that the relationship between AIM and ATS requires cooperation to minimize this type of error in the FPL as it generates problems of ATS Interfacility Data Communication (AIDC) that are not successful if the FPL is duplicated, which implies more workload for the controller, telephone coordination, etc. Hence the importance of managing this type of error from all its edges

4.15 The Secretariat remarked that all these errors and duplications in FPLs can cause delays in operations, problems with aircraft separation, or safety risk.

4.16 Cuba expanded on this argument by narrating a real incident where with a simple error in the type of aircraft included in the FPL where the aircraft was mistakenly reported as Airbus 320 when in fact it was Airbus 330. This led to an incident due to the aircraft being changing to a runway with the wrong Landing Distance Available (LDA) for its actual type.

4.17 The Secretariat reported that the Scrutiny Working Group (GTE) of the CAR/SAM Planning and Implementation Regional Group (GREPECAS) is the regional forum in both regions that analyses safety events and safety performance data and although its data is limited to RVSM airspace, most of the events occur at the boundary point of two FIRs or the point of transfer of control and many of these reports have FPL errors such as incorrect classification of aircraft capabilities. The GTE presents an annual report where it analyses the information on all these events. The Secretariat suggests that AIM/TF refer to these reports and also considers of great importance the participation of AIM personnel in the GTE meeting or that feedback be requested through the Point of Contact of the States in that group on these cases that also concern the AIM, because there is a basic component that comes from the information in the flight plan. This review of the GTE's reports could be very useful in ranking a set of major failures involving AIM.

4.18 Considering these arguments, the Meeting concurred the following:

DECISION	
AIM/TF/8/5	AD HOC GROUP FPL ERROR MANAGEMENT
What: The AIM/TF establishes an Ad-hoc Group to investigate and mitigate duplication, inconsistencies, and sources of errors in FPL, to which the AIM/TF members should a) provide proposals for members for the work of the Ad hoc by 1 August 2025 b) support the actions of this Ad hoc group aimed at mitigating duplication and errors in flight plans.	Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
Why: To investigate the causes and mitigate duplication, inconsistencies, and sources of errors in FPLs	
When: a) 1 August 2025	Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
Who: <input type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:	AIM/TF members

4.19 The Secretariat explained the process for reaching at GREPECAS with a specific project. The AIM/TF should accurately reflect the initiative you want to promote and make sure to present it to the NACC/WG. If it is approved, it is presented by the NACC/WG itself and discussed in the GREPECAS forum. Subsequently, any project or new initiative that is approved at that level returns to the NACC/WG and then returns to the AIM/TF. For a project to be approved, it cannot conflict with the other interests or agendas presented in GREPECAS and it must be focused on the objectives and priorities of ICAO.

4.20 Jamaica explained that almost all AIM tasks must be done through projects and identified the need for Project Management instruction as part of the training that AIM staff should receive.

4.21 The Secretariat provided P/01 to inform the meeting about the implementation of a CAR/SAM project consisting of two courses to strengthen the skills and knowledge of AIM experts in two main areas: Quality management in the AIM in a digital environment and Data-driven AIM system operation. These courses were through virtual sessions on the ICAO GAT Platform (<https://igat.icao.int/tpems>), only in English and from the NAM/CAR Regions there were 32 participants, representing more than 55% in each session.

4.22 It was an effective example of the collaboration between the NACC and SAM Regional Offices in advising and supporting States based on the common goal of completing the transition from AIS to AIM. It was reported that the next session is scheduled for August 2025, as well as the possibility of holding a third session given the great acceptance of these courses and the use of additional documentation provided by the instructor. The possibility of having a Spanish version of these courses available next year is also being evaluated.

4.23 In addition, the documentation of the courses provided by the instructor will be extended to the members of the AIM/TF to support the States in the implementation of the AIM.

4.24 The Secretariat provided P/06 where the Workshop on Drone Operations, Challenges and Opportunities for NAM/CAR/SAM Regions held from 17 to 19 June 2025 was reported, which had the following purposes: share with States the documentation and guidelines development by ICAO, lessons learned about drone operations. It was recommended to use the ICAO documentation associated with the publication of Notice to Airmen (NOTAM) for this type of operations as indicated in Doc 8126 Manual AIS, mentioning the importance of the correct use of this type of NOTAM in the planning of these operations, including the calculation of fuel to be used. Specifically, in using:

- Code: **WU** (Unmanned aircraft),
- Traffic: **IV** (IFR/VFR),
- Purpose: **BO** (Bulletin and flight Operations (BO)),
- Scope: **W** (Nav warning)

4.25 On this topic there was a wide participation of the States presenting their experience:

- Dominican Republic noted that there is no detailed documentation to determine which drone operations should be published by NOTAM or not, and under what conditions, regulations/approvals to consider AIM for coordinate verification, etc.
- Cuba presented its experience of coordination between CAA, ATM, and safety for these operations.
- Mexico emphasized that there is a format of sighting and damage caused by drones.
- Cayman Islands explained that drone operations are registered and with punitive measures to control their use, but it is not enough considering that sometimes the government itself does not comply with this according to its specific needs.

- Jamaica mentioned that they address this issue with altitude restrictions, established lateral areas, and restricting operations with a mandatory code for drone flight.
- Bahamas provided the link to "DJI Geofencing world map" <https://fly-safe.dji.com/nfz/nfz-query> which shows the approved zones for light unmanned aerial vehicle (UAVs) in China where pilots can consult no-fly zones generally used in this type of operations. It is a very useful visual information that contains areas worldwide and can be useful for consultation.

4.26 To clarify the available documentation regarding the future version of Annex 6 Part IV, the Secretariat explained that such documentation is available on the ICAO website under " Previous and Forthcoming Editions" of Annex 6. The Secretariat also commented on ICAO's suggestion that States can locally apply what is included in this document even if it is not applicable until 2026 and recommended reviewing the experiences of other States on the subject, available at the Workshop on Drone Operations/UAS/RPAS held from 17 to 19 June 2025.

4.27 The Secretariat provided the presentation on the Flight Procedures Program (FPP) project to inform the status of the project, focused on support for the inspection/supervision of the Instrument Flight Procedure Design (IFPD). States were invited to apply for participation in the third phase, On-the-Job Training (OJT). During the first stage of the project (Characterization of the FIR Piarco) some problems related to AIM were identified that will be addressed promptly during subsequent technical assistance, as well as the possibility of including work related to the duplication of flight plans and the quality of flight plans during the future activities of this and other projects given their importance in operational safety.

Agenda Item 5: AIM Future: International Federation of Aeronautical Information Management Associations (IFAIMA) GLOBAL AIM – ABUJA 2025 Results, Conclusions and Recommendations

5.1 The Rapporteur presented P/10 on her participation in IFAIMA Global AIM Abuja 2025, where she presented the vision of Competence in AIM, as well as referred to the proposal of English descriptors for AIS that has been explored in several AIM/TF meetings. The Ad hoc *Curriculum and Competencies for AIM training* group was tasked with including these topics in their analyses.

5.2 IFAIMA showed the results and recommendations of the IFAIMA Global AIM Abuja 2025 event (P/02) highlighting the importance of the topics discussed and pointed out the agreement with the objectives of the AIM/TF. The Rapporteur was thanked and congratulated for her participation in that activity and States were invited to participate in this type of event where experiences of AIMs are exchanged at the global level.

5.3 Collaboration between States to exchange documents, letters of agreement, policies, and technical documentation useful to be able to achieve common objectives is of the utmost importance. Nowadays, the need to use statistics and data forces us to adapt to technological changes and this includes placing the AIM within the company's strategic plan to obtain the appropriate budget for these changes. The use of Artificial Intelligence (AI) can contribute to the development of AIM in several areas such as training, statistical data analysis and other areas. Cybersecurity in these AIM topics is vital.

5.4 ICAO presented the video *Digital Operational Reporting Information Service (DORIS) - Introduction to the concept* on behalf of the Information Management Panel (IMP). This new concept will be a single mechanism to endorse temporary changes involving replace of NOTAM and AIP Supplements, as well as the eventual disappearance of the Trigger NOTAM and the monthly checklist. The presentation included the prerequisites for the implementation of DORIS. This new concept is currently being worked on by the IMP. The reference information on the subject is available on the ICAO website and pointed out that the key milestones on the subject will be:

- 2025; Publication of concept, development of communication material and Publication of Volume 4 - Doc 8126.
- 2026-2028; States and industry to conduct an inventory of systems used to manage, disseminate, consume and display aeronautical data and information; conduct a gap analysis of skills and expertise needed to support change.
- 2028-2030; ICAO Standards and Recommended Practices (SARPs) approved, and State Letters published.
- 2032; SARPs applicable
- 2032-2038; Transition period
- Approximately 2038; NOTAM and AIP SUP discontinued and evolution of other products (AIP, Aeronautical Charts).

5.5 The Secretariat clarified that the transformation of processes and the use of technology is complicated because the requirements of airlines, operators and Air Navigation Service Providers (ANSPs) have been changing over time and will continue to do so. That is why ICAO not only proposes the implementation of these new concepts but also supports the States in the implementation and although in many cases the industry is ahead of the curve, it understands the enormous changes that these processes imply for the States. Hence the proposal for relatively long transition periods without denying the possibility of future changes.

Agenda Item 6: AIM and System wide information management (SWIM) Implementation Roadmap: Tracking Website of the NAM/CAR Regions

6.1 The Rapporteur presented WP/06 with the AIM Tracking Website developed by the ICAO NACC Regional Office proposing its mandatory use by all NACC States. The AIM tracking website serves as a centralized platform to monitor the progress of the transition from AIS to AIM, offering dashboards for State-specific data entry, display and reporting. A live demonstration was conducted.

6.6 IDS AIRNAV held the P/03 where it addressed topics such as the digital future of AIM focusing on data SWIM Paradigm used in AIM environment and System, the mapping of IDS solutions with SWIM and the interoperability of CRONOS (a solution for dynamic aeronautical data management that enables the transition from AIS to AIM), and the advances in digital NOTAM available to them.

6.7 ADL conducted P/08 where they mentioned the need for compliance with documentation of specification including format, accuracy, uniformity of geographic extensions, Data Product Specification (DPS), schema and metadata. It was commented on the application process which should include agency certification with three stages (application, physical audit). He pointed out the importance of validation by the AIM checking the source, quality, temporality, format, confidence level and originator of the data, the exchange model and the publication mechanism.

6.8 Trinidad and Tobago demonstrated its progress in Verification and Validation of Obstacle and Terrain Data through the AIM Geomatics Unit (IP/02). It described the geospatial tools and methodologies employed by the Geomatics Unit of the Trinidad and Tobago Civil Aviation Authority (TTCAA) to verify and validate obstacle and terrain data in accordance with terrain and obstacle data requirements. It highlighted the integration of satellite imagery, ground survey techniques and interagency collaboration, as well as the verification and validation methods they use: Satellite Imagery Verification, Survey Based Validation and Dataset Cross Analysis. Furthermore, it emphasized the key role of the Geomatics Unit in ensuring data accuracy, quality assurance and compliance with international aviation standards.

6.9 Trinidad and Tobago places strong emphasis on stakeholder engagement and collaboration with state agencies, particularly those that generate or manage data which could pose potential obstacles to aviation. These agencies typically provide datasets related to buildings, infrastructure, terrain, and other forms of land development. The TTCAA Geomatics Unit evaluates this information against the Obstacle Collection Surfaces (OCS) and Obstacle Limitation Surfaces (OLS) to identify any structures or features that may infringe on these surfaces. This collaborative approach helps ensure that aeronautical data remains accurate, obstacles are properly identified, and aviation safety is maintained during both planning and operational phases.

6.10 The Secretariat commented that TTCAA can provide advice or services to other States in the region and although ICAO can cooperate with training, it is very important for States to collaborate and exchange experiences in order to move forward as a region.

6.11 Curacao shared its experience with the Airport Mapping Database (AMDB) and commented that this dataset will be available very soon.

6.12 Dominican Republic reported on the implementation of the AIS/AIM transition at the FIR Santo Domingo (NI/05), and it remarked on their strategic project that contemplates the acquisition, installation and operation of a modular AIM system, aligned with ICAO standards and the Global Air Navigation Plan (GANP). It noted that they have reached key milestones in design, customization and testing, and are progressing in the installation and personnel training phase.

Agenda Item 7: Sub-groups Progress in Breakout Working Sessions

SWIM Implementation Roadmap development in the NAM/CAR Regions

7.1 Under this agenda item, the Meeting was divided in in working sessions of Ad hoc Groups. Each of them worked in their respective areas: SWIM Implementation Roadmap development; aerospace aircraft operations NOTAM improvements; progress on the AIM training curriculum and competency, and review and update of the Action Plan. The outcomes and progress of the groups were presented for discussion in the plenary session and then Decisions AIM/TF/8/01 and 03 (priorly submitted), were adopted.

7.2 The work of the Ad hoc Group *SWIM Implementation Roadmap development in the NAM/CAR Regions*, considered the WP/07, presented by the Rapporteur, provided an overview of the fundamental prerequisites for enabling SWIM through a mature AIM framework. The misconceptions that SWIM is a technology or system, rather than a concept and operational framework, were clarified. In addition, it described how AIM must be fully implemented to enable a successful SWIM deployment.

7.3 Concerning the exchange with the Meteorological service (MET), the Secretariat pointed out that in several States MET is provided by non-civil aviation institutions which represents a big challenge to achieve the exchange between both AIM and MET. Each State must assess its status and face the challenges of this situation.

7.4 The Secretariat noted that in the Region some States have implemented the Aeronautical Information Exchange Model (AIXM), the capability to perform the exchange of operational meteorological (OPMET) messages (such as aviation routine weather report/meteorological aerodrome report (METAR), aerodrome forecast (TAF), Significant meteorological information (SIGMET) in Extensible markup language (XML)/ geography markup language (GML) format and the availability of the Aeronautical message handling system (AMHS). This implies that the Region can partially start testing exchanges.

7.5 Cuba proposed to carry out interoperability tests with Dominican Republic considering that both States have the same electronic AIP (eAIP)system. The two States agreed to hold meetings on the subject and to report on the results over the next year.

7.6 The Rapporteur proposed that the Ad hoc Group included all these topics in its analysis. The work of the Ad hoc Group submitted a SWIM implementation checklist which the Meeting approved with the following decision:

DECISION	
AIM/TF/8/7	SWIM/AIM/MET DATA EXCHANGE MANAGEMENT AD HOC GROUP
What: The AIM/TF approve the creation of the SWIM/AIM/MET Data exchange Management Ad Group to achieve the to: a) approving the SWIM implementation roadmap and the technical integration through the SWIM implementation verification list; and b) Inform the achievement progress of the implementation SWIM roadmap quarterly	Expected impact: <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
Why: To guide the States in the SWIM implementation process	
When: a) immediately and b) quarterly	Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
Who: <input type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:	AIM/TF Members

Aerospace Aircraft operations NOTAM

7.7 The *Aerospace Aircraft operations NOTAM* Ad hoc Group outlined a framework for the operation of special series NOTAMs related to the launch of space vehicles. The Ad hoc group recommended the use of the Temporarily Activated Restricted Area (QRTCA) NOTAM code and the inclusion of the text 'DUE SPACECRAFT OPERATIONS' in box E of NOTAMs for further clarification to users. It also recommended the inclusion of the phrase 'SUBJ TO ATC CLEARANCES' if the originator considers it relevant, which can be very useful to speed up the operation if necessary. This framework was submitted to the meeting for consideration and approval.

7.8 United States noted that there are multiple papers submitted in other regional meetings and coordination should be made amongst them to collaborate on language or presentation within NOTAM. For example,

- Asia/Pacific Regional guidance for space object launch and re-entry activities coordination version 1.0, September 2024 approved by ATM/SG/12
- (IMP/WG-A/20) London, 7 to 11 July 2025 Agenda Item 7: Proposed amendments to Annex 4, Annex 15 and PANS-AIM Proposed guidance on NOTAM for rocket re-entry.

7.9 The Secretariat indicated that these proposals would be extended to the CIIFRA group meetings.

AIM Training Curriculum and Competency

7.10 In the case of the particular work of the Ad hoc Group *AIM Training Curriculum and Competency* (DP/03) the curriculum was updated with the inclusion of new topics considered necessary due to their relevance, the change of the duration of Module 1 between 3 and 4 weeks, the passing grade to between 70-80%, the update of the English descriptors for English Language Proficiency (ELP) in AIM. Reference was also made to the possibility of receiving advice/guidance from the Civil Aviation Training Centres working group (NAM/CAR/CATC/WG) to achieve approval of the AIM training curriculum proposed by the ICAO TRAINAIR PLUS harmonised approach meeting.

7.11 On the issue of language requirement, Belize points out that Spanish is necessary for them as they are an English-speaking country located in a primarily Spanish speaking region (Central America). This makes it a necessity for AIM personnel to be trained in Spanish in order to be able to interact with their counterparts in the region, operators and other parties involved in their daily work.

7.12 The Rapporteur expressed that Spanish, although predominant regionally, cannot fulfil this role in the international context - just as French is not used operationally in Africa and Mandarin is not used operationally in Asia. AIM products (AIP, NOTAM, letters) must be readable and usable worldwide. It was recommended that they could use a proposal similar to the English descriptors for the AIS, but to adapt it to the Spanish language in the particular case of Belize. However, she emphasised that the language used in aviation is English and that is why the efforts of the TF are directed to apply the minimum English language requirements.

7.13 Trinidad and Tobago shared its experience in implementing competency-based training and assessment (IP/03) by updating its AIS/AIM training plans to comply with the ICAO recommendation on competency-based training and assessment methodology. The AIM Department's training plans will be sequentially converted to the Competency Based Training and Assessment (CBTA) methodology in accordance with the specific training schedule. The approach considers: the timing of the specific training, available training resources and constraints in the delivery of the training. Additionally, she noted that all training is approved by the CAA.

7.14 Cuba shared its successful experience that the ANSP introduced an extra incentive payment to instructors which helps to give experienced and qualified AIM specialists an incentive to participate in the staff training process.

7.15 Some States shared the distribution of training between theoretical part and on-the-job training (OJT):

- Curaçao has a distribution to execute the OJT in the form of distributed shifts. Between theory and practice there is a period of orientation, interaction and familiarisation required especially for personnel new to aviation. The OJT is practical training with evaluation for release. Its length can be in two versions, short and long, depending on the needs of the personnel. After the familiarisation the practical part takes place. All this training has a checklist; work shifts to ensure that the training enables the performance to be fulfilled. It explained that the training is executed by senior instructors, the examination by a CAA certified examiner. With a minimum required amount of training hours. And with a requirement to meet the training and examination time.
- Jamaica added that they have training for three months interim and evaluation time for six months.
- Cayman Islands shared their challenge like that training is sometimes virtual, or the personnel have no aviation knowledge. As part of the process, an assessment is applied to ascertain compliance with each of the tasks by applying the knowledge. This test is carried out so that regardless of the number of operations, personnel can assimilate an optimal level of operations and if they fail the assessment, the OJT must be repeated. This is done so that after the training, personnel are able to cover a minimum number of shifts at the airport with many operations. This avoids the need to shift staff between low and high operational airports. Although it pointed out that they have had challenges because, by regulation, such staff are hired even while in training, and if they are not able to satisfactorily complete all stages they cannot be released, which hampers other possible hires.
- Trinidad and Tobago added that something similar applies with the characteristic that a specialist is assigned to monitor the training.
- Mexico indicated that it has an international training centre with specific courses to accredit AIS inspectors, as well as to prepare personnel with a certain profile in aviation and train them in AIM. It is of course an accredited training centre. The preparation time takes approximately two months including OJT.

7.16 The Rapporteur recommended that States adopt the CBTA methodology with the approval of the CAA including the specification of training hours, rotations, tasks and examinations to be completed by trainees.

7.17 The Secretariat noted that the CTBA extends to the initial, recurring and specific instruction.

7.18 COCESNA mentioned that they apply a health check-up to obtain a medical certificate that guarantees optimal physical conditions for night shifts and considered that such a medical evaluation should also be part of the AIM certification.

7.19 In this regard, the Rapporteur explained that the medical issue does not have to be at the same level as pilots and air traffic controllers (ATCs) do not have the same requirements, therefore, AIM staff could be different. But as it is not an ICAO requirement it is possible for States to apply it at their discretion. She explained that it is necessary to manage the risk that may occur with some personnel suffering from an illness that may affect their work shift, especially for 24-hour shifts where there is no other personnel to cover for them and operations are affected.

7.20 Costa Rica reported that they have an AIM personnel licence recognised by the CAA.

7.21 United States showed a video on Credentialing Aeronautical Information Specialists used by the National Geospatial-Intelligence Agency (NGA), which explained the process of training and processing of this credential under the authorisation of the Federal Aviation Administration (FAA) for the different skills that must cover the profile for NGA AIM personnel.

7.22 Based on the discussions, the Meeting approved the following decision:

DECISION	
AIM/TF/8/8	ADOPTION OF THE AIM TRAINING CURRICULUM AND COMPETENCIES
<p>What:</p> <p>That,</p> <p>a) the AIM/TF approve the training programme presented at Appendix B as an example for States to align national AIM training programmes with the ICAO CBTA methodology and ensure elements of initial, recurrent and OJT training, including English language descriptors with a focus on oral and written expression and comprehension; and</p> <p>b) the Secretariat coordinate with the NAM/CAR/CATC/WG by December 2025 on the possibility of approval of the AIM training curriculum proposed by the Meeting as provided by the ICAO TRAINAIR PLUS platform.</p>	<p>Expected impact:</p> <p><input type="checkbox"/> Political / Global</p> <p><input type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Operational/Technical</p>
<p>Why:</p> <p>To achieve a harmonised AIM/TF-led approach to the training of AIM personnel in the region</p>	
<p>When:</p> <p>a) Immediately</p> <p>b) December 2025</p>	<p>Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p>Who: <input type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	AIM/TF Membership

Agenda Item 8: Other Businesses

8.1 The Rapporteur presented the lessons learned from the TC-JOC Kathmandu A330 (P/08) event where she highlighted the main contributing factors, and particularly the possible contribution of AIM to this type of event. He explained how failures in the cross-checking mechanism between AIM, ATC and Operations hinder data quality assurance and hence safety. As lessons learned he noted the importance of aeronautical data quality requirements (Accuracy, Resolution, Integrity) and in this event the Timeliness of data was equally crucial.

8.2 The Secretariat commented that upon request for permission from the Global Aviation Training (GAT) platform course instructor it will make available to AIM/TF members documentation on a similar analysis of several safety occurrences with analysis of the AIM contribution to these and the lessons learned from the final reports.



North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

Eighth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/8)
Octava Reunión del Grupo de Tarea para la Implementación de la Gestión de la Información Aeronáutica (AIM/TF/08) del Grupo de Trabajo de Norteamérica, Centroamérica y el Caribe (NACC/WG).
(AIM/TF/08)

Mexico City, Mexico, 8 to 11 July 2025/ Ciudad de México, México 8 al 11 de julio de 2025

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**APPENDIX B
PROPOSED AIM TRAINING SYLLABUS**

Summarized interpretation of the Approved (by the AIM/TF) **Training Module Curriculum:**

a) BASIC TRAINING ALL AIM STAFF – MODULE 1

- Duration: 1 – 4 weeks (excluding exam period).
- Progress tests are recommended at the end of each subject and an exam at the end of each module with a pass rate between 70% to 80%, as determined by the State
- Briefing on the subjects in the form of basic training, in order for personnel to properly be introduced to Aeronautical Information Management (AIM) and Air traffic services reporting office/Filed flight plan/Flight plan (ARO/FPL).
- Provide Basic training upon entry as an employee in the AIM and/or ARO/FPL unit. Subjects to be received are based upon the recommended list below, which include all or part of the following:
 - AVIATION LEGISLATION
 - PRINCIPLES OF AIR TRAFFIC MANAGEMENT
 - AERODROMES
 - AIRCRAFT
 - METEOROLOGY
 - NAVIGATION
 - QUALITY MANAGEMENT SYSTEMS
 - SAFETY MANAGEMENT SYSTEMS
 - HUMAN PERFORMANCE
 - EQUIPMENT AND SYSTEMS
 - CHARTING
 - AIRSPACE
 - SWIM (System wide information management)
 - SEARCH AND RESCUE

b) SKILLED TRAINING – MODULE 2A AIS PERSONNEL

- Duration: 3 – 4 weeks theory (excluding exam period).
- On-the-Job-Training (OJT) between 2 to 6 weeks, depending on the employee's progress.
- Progress tests are recommended at the end of each subject and an exam at the end of each module with a pass rate between 70% to 80%, as determined by the State.
- Specialized and Interactive training in order to properly carry out the AIM function.
- Provide skilled training upon successful completion of Module 1. Subjects to be received are based upon the recommended list below, which include all or part of the following:
 - THE AERONAUTICAL INFORMATION SERVICES
 - AERODROME AIS UNITS
 - GENERAL DATA MANAGEMENT
 - STATIC DATA
 - DYNAMIC DATA
 - PUBLICATIONS
 - CHARTING
 - AIS FUNCTIONS
 - COORDINATION

c) SKILLED TRAINING – MODULE 2B ARO / FPL PERSONNEL

- Duration: 2 – 4 weeks theory (excluding exam period).
- OJT between 2 to 4 weeks, depending on the employee's progress.
- Progress tests are recommended at the end of each subject and an exam at the end of each module with a pass rate between 70% to 80%.
- Specialized & Interactive training in order to properly carry out the AIM function.
- Provide skilled training upon successful completion of Module 1. Subjects to be received are based upon the recommended list below, which include all or part of the following:
 - THE AERONAUTICAL INFORMATION SERVICES
 - ARO and AERODROME AIS UNITS
 - DYNAMIC DATA
 - CHARTING
 - ARO FUNCTIONS
 - COORDINATION

d) SPECIALISATION TRAINING – AIM STAFF

- Duration: depends on training given by vendor, related to the implemented new/changed/updated system or application
- May/can include or excluding exams
- May include OJT
- Specialized & Interactive training in order to properly carry out the AIM function.

- **PERIODIC INSTRUCTION COURSES** A refresher course is a training/workshop course in which the employees improve their knowledge or skills and learn about new developments that are relevant and/or related to the functions they carry out.
- Duration: 1 – 2 weeks theory (no exams/assessment required).
- Based on an analysis carried out on the employee by the State/Unit in order to inquire which needed subjects are to be refreshed in, and in addition conversion training refreshing with regards to the carried-out tasks and functionalities.
- Interactive workshop/training in order to properly carry out the AIM and/or ARO / FPL function.
- Recommendation is at an interval of 2 to 3 years.

Note: Both modules 2A and 2B can be combined, depending on the setup of the State's AIM and/or ARO/FPL unit!