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Tulum, Mexico, from 8 to 12 September 2025

Agenda Item 4: Presentation of NACC/WG Task Forces

ENDORSEMENT OF AIM/TF/08 DECISIONS FOR REGIONAL IMPLEMENTATION OF AERONAUTICAL INFORMATION MANAGEMENT

(Presented by the AIM Task Force Rapporteur)

EXECUTIVE SUMMARY

The AIM Task Force (AIM/TF) held its Eighth Face-to-Face Meeting (AIM/TF/08) in Mexico City from 8 to 11 July 2025 with the participation of 44 delegates from 19 States/Territories, two international organizations, and industry. The meeting reached key decisions and recommendations necessary to continue the AIS to AIM transition in alignment with ICAO Annex 15, Doc 8126, and PANS-AIM (Doc 10066), and as the base for the implementation of SWIM.

This paper seeks the endorsement of the NACC/WG/10 to integrate AIM/TF/08 outcomes into the regional work programme, ensuring harmonized implementation, monitoring, and GREPECAS alignment.

Action:	See Section 3.
Strategic Objectives:	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Environmental Protection
References:	<ul style="list-style-type: none">• ICAO Annex 15 — Aeronautical Information Services• ICAO Doc 8126 — AIS Manual• ICAO Doc 10066 — PANS-AIM• ICAO Doc 9854 — Global ATM Concept• GANP (7th Edition)• AIM/TF/08 Meeting and Draft Summary Report (July 2025)• AIM/TF Action Plan

1. Introduction

1.1. The AIM Task Force under the NACC/WG was established to guide the Aeronautic Information Service (AIS) to Aeronautic Information Management (AIM) transition, to comply with the Aviation System Block Upgrade (ASBU) and Basic Building Blocks (BBBs) requirements, including System wide information management (SWIM) implementation, and ensure the implementation of ICAO standards and regional initiatives, throughout its member States.

1.2. The AIM/TF/08 meeting, held in Mexico City from July 8th to 11th of 2025, reviewed the Task Force's Terms of Reference, Action Plan, and progress across key areas: AIM implementation, AIM Collaborative Plan, SWIM roadmap, NOTAM for aerospace operations, AIM training and competencies, and the AIM Tracking Website.

1.3. This paper highlights the agreed outcomes of AIM/TF/08, which is also based on all previously held meetings of the AIM TF, and requests NACC/WG endorsement to ensure regional adoption.

2. Discussion

2.1. The AIM/TF/08 revised its ToRs and work programme for 2025 to reflect the outcomes of the 41st ICAO Assembly (A41, 2022), the ASBU updates, and the 7th Edition of the GANP.

In particular, A41 emphasized:

- The digital transformation of AIS to AIM, including the implementation of SWIM and digital NOTAM as enablers for efficiency;
- The need for data-centric and performance-based approaches, aligning with global data standards (AIXM, IWXXM, FIXM);
- Adoption of competency-based training (CBTA) across operational domains, including AIM, to ensure uniform and qualified personnel;
- Strengthening human performance and English Language Proficiency (ELP) frameworks, recognizing that AIM personnel also perform essential operational roles;
- Enhancing cybersecurity and resilience of digital aeronautical information services;
- Linking AIM activities to sustainability and airspace optimization goals, in support of ICAO's environmental commitments.

2.2 The updated AIM/TF programme therefore ensures that regional AIM work remains consistent with ICAO global priorities while responding to NAM/CAR-specific implementation challenges.

2.3 The AIM/TF approved the regional AIM Tracking Website as the official monitoring tool for the AIS to AIM transition. This platform provides transparency and accountability by enabling States to report progress against ICAO provisions (Annex 15, Doc 8126, PANS-AIM Doc 10066):

- The Ad-hoc test concluded successfully in July 2025.
- States must designate Points of Contact (PoCs) for access and reporting.

Table 1. AIM Tracking Website – Key Features and State Responsibilities

Feature / Deliverable	Expected Action from States	Regional Impact
Online platform for AIS→AIM monitoring	Nominate PoCs and provide contact info	Ensures accountability and harmonized reporting
Dashboard with progress indicators (data quality, eAIP, NOTAM, SWIM)	Regular updates by PoCs with approvals from ICAO AIM RO / AIM TF Rap.	Transparency and benchmarking across NAMCCAR
Integration with GREPECAS monitoring	Provide national inputs on implementation	Regional progress visible at GREPECAS level

2.4 Regional AIM Tracking Website — Approved as the official regional monitoring tool for AIS to AIM transition. Ad-hoc testing concluded in August of 2025, with States required to designate their PoCs. These PoCs are the same members of the current AIM TF, who are submitting AIM Transition status data to the AIM TFV rapporteur. Which is then reflected in reports presented by the Rapporteur for each State’s AIM implementation progress report. This report reflects not only the status, but also how the States progress from 2021 and forward, where it can also be noticed where States are maybe stuck to complete the AIM implementation.

2.5 **Subgroup Deliverables:**

Table 2. AIM/TF Subgroup Deliverables:

Workstream	Outcome from AIM/TF/08	Next Step for NACC/WG/10
SWIM Roadmap Development	Draft roadmap and interoperability testing plan (AIM–MET–SWIM data exchange)	Endorse roadmap and encourage State participation in testing
NOTAM for Aerospace Operations	Framework developed for aerospace NOTAMs	Validate framework and promote harmonization
AIM Training & Competencies	Draft CBTA-based training curriculum (initial, recurrent, OJT)	Endorse curriculum and mandate alignment at State level
ELP for AIM Personnel	Draft criteria for operational English proficiency in AIM	Endorse AIM TF proposal and recommend ICAO amendment

2.6 Operational and Regulatory Enhancements

- **Recognition of AIM staff as operational personnel:** AIM/TF recommended that AIM personnel be officially recognized under Annex 19, with a request to ICAO to amend Annex 15 to include a definition of AIM personnel.
- **Training alignment:** AIM/TF emphasized that competency-based training is required under Annex 15, Doc 8126, and PANS-AIM 10066; national programmes must integrate these requirements.
- **English Language Proficiency:** The AIM/TF recognized urgent safety and efficiency risks from non-standardized English. A regional model was agreed on. The intention is to drive this regional model to an ICAO global adoption. States are not obligated to implement this ELP tailored to AIM personnel, yet all SARPs and required knowledge point to the English requirements for all the published AIM products and services.

2.7 Sub-groups and Ad-Hoc Groups

The AIM/TF/08 meeting continued the work of its established **sub-groups**, which reported tangible progress on key areas of the AIS to AIM transition:

- **SWIM Roadmap Subgroup** — finalized a draft SWIM implementation roadmap and interoperability testing plan (including AIM/MET data exchange scenarios). This work supports gradual integration into the regional SWIM environment.
- **NOTAM for Aerospace Operations Subgroup** — developed a preliminary framework for harmonized aerospace NOTAMs, ensuring consistency and reducing ambiguity in international dissemination.
- **Training and Competency Subgroup** — presented a draft CBTA-based AIM training curriculum covering initial, recurrent, and OJT phases, and highlighted the need for AIM staff to be formally recognized as operational personnel.
- The Curriculum is split into the following training sections:
 - ✓ **Module 1.** Basic Training, which serves as a basic training session on Aviation & AIM personnel functions, the related subjects, in the form of a foundation training (Appendix A), and
 - ✓ **Module 2.** This section includes the Skilled Training section, which is a specialized and interactive training course for the AIM personnel: AIS, ARO and/or FPL personnel, once Module 1 is completed. This ensures that the related AIM (Module 2A) and ARO/FPL functions (Module 2B) are properly carried out and includes an 'On-The-Job' training as well after completion of the theory part of the training.
 - ✓ Continuing the improvement of the AIM personnel's knowledge and skills, the Module 2 training should be followed by CONVERSION TRAININGS. These training types remain an active part of the continuity in training for the AIM personnel, namely: AIM SYSTEM & SPECIALIZED TRAINING.

- ✓ This conversion training is therefore provided to the AIM personnel when implementation of new equipment and software related to the AIM personnel's functionality (AIXM functionality, AD Mapping, eCharting, eTOD, Digital NOTAM and all other AIM, SWIM and IM platform related products etc.
- ✓ The AIM Approved Training Curriculum is founded on a competency-based training and assessment (CBTA) approach, which systematically defines the Knowledge, Skills, and Abilities (KSA) required of AIM and ARO/FPL personnel. This ensures that competencies are clearly identified, consistently taught, observed, and assessed across different contexts, with reliable performance criteria set by training providers. Functional areas include AIS Offices, ARO/FPL Units, NOTAM Offices, Databases, Publications, and Cartography, reflecting the broad scope of AIM responsibilities.
- ✓ The shift from AIS to AIM, supported by amendments to Annexes 15 and 4, Docs 8126, 8697, 9839, and 10066, highlights the need for standardized, performance-oriented training to maintain uniformity and ensure the safe, efficient, and sustainable flow of aeronautical information globally. Training under this CBTA model emphasizes measurable performance standards, directly linking competencies to training and assessment, and enabling States to close gaps in AIM staff qualifications while strengthening regional and global air traffic management.
- ✓ The following is the 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 70% pass rate.
 - Briefing on the subjects in the form of basic training, in order for personnel to properly be introduced to AIM and 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 / CARTOGRAPHY
 - AIRSPACE

- b. SKILLED TRAINING – MODULE 2A AIS PERSONNEL**
 - Duration: 3 – 4 weeks theory (excluding exam period).
 - OTJ 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 70% pass rate.
 - 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 & AIM
 - 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).
 - OTJ 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 70% pass rate.
 - 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 & AIM
 - ARO and AERODROME AIS UNITS
 - DYNAMIC DATA
 - CHARTING / CARTOGRAPHY
 - ARO FUNCTIONS
 - COORDINATION

- d. CONVERSION 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 OTJ
 - Specialized & Interactive training in order to properly carry out the AIM function.

e. REFRESHER TRAINING AIM STAFF

- 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).
- Annual or at least every two years.
- 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!

- As a continuous part of the AIM personnel's training, regular REFRESHER TRAINING is recommended as well. This includes repeated training, i.e., every 2 to 3 years, based upon knowledge and/or performance gaps noticed by the AIM task executions. This form part of the QMS for AIM as well. **See Appendix B**
- **Action Plan/ToRs Subgroup** — reviewed and updated the AIM/TF Action Plan and Terms of Reference, ensuring alignment with A41 outcomes, GANP 7th Ed., and regional implementation priorities.

In addition, AIM/TF/08 established two **Ad-Hoc Groups** to address urgent operational matters:

- **Flight Plan (FPL) Error Management Ad-Hoc Group** — tasked with identifying duplication, inconsistencies, and error sources in flight planning, and recommending mitigation strategies.
- **AIM/MET Data Exchange Ad-Hoc Group** — created to test and validate interoperability across AIM and MET systems as part of SWIM preparations.

These ongoing Subgroups and newly established Ad-Hoc Groups ensure that AIM/TF work remains both **strategic** (through roadmaps and curricula) and **operational** (through targeted error reduction and data exchange testing).

2.8 GREPECAS Linkages

The AIM/TF/08 outcomes directly contribute to GREPECAS objectives by:

- Supporting airspace optimization through SWIM and data quality.
- Enabling contingency planning through harmonized NOTAM and data exchange.
- Enhancing training and human performance through CBTA and ELP initiatives.

Table 3. AIM/TF Contributions to GREPECAS Goals:

GREPECAS Objective	AIM/TF/08 Contribution
Airspace optimization	SWIM Roadmap, aerospace NOTAM framework
Contingency preparedness	AIM Tracking Website, harmonized NOTAM
Human performance	CBTA-based AIM training, recognition of AIM staff, ELP proposal
Data-driven efficiency	Regional monitoring platform, data exchange testing

3. The following requests are presented directly by the AIM Task Force members, representing their respective States and Territories. As subject-matter experts, the AIM TF members have worked collaboratively on these items and now seek their timely endorsement to ensure that the agreed requirements and actions take concrete effect.

3.1 The Meeting is Invited to:

- a) Endorse the AIM/TF/08 Decisions (as listed in Appendix A) as part of the NACC/WG/10 work programme;
- b) Urge States/Territories to align national AIM training programmes with ICAO CBTA methodology, including OJT and certification, based on the training curriculum created by the AIM TF (as listed in Appendix B);
- c) Officially recognize AIM staff as operational personnel per ICAO Annex 19, and agree to have this placed as a definition as an amendment request to Annex 15;
- d) Support ICAO's initiative to establish standardized ELP provisions for AIM professionals, based on the criteria created and approved by the AIM TF (as listed in Appendix C);
- e) Mandate the use of the regional AIM Tracking Website for monitoring AIS to AIM progress upon its official release;
- f) Include and proceed with these approvals to GREPECAS; and
- g) Ensure GREPECAS integration and follow-up on the AIM/TF Action Plan.

APPENDIX A

Draft Summary of AIM/TF/08 Decisions, Conclusions, and Recommendations**DECISIONS (D):**

- **D/01:** Approval of updated AIM/TF ToRs and Work Programme for 2024–2025.
- **D/02:** Approval of the Regional AIM Tracking Website as the official tool for monitoring the AIS to AIM transition.
 - Ad-hoc testing to be completed by July 2025.
 - States to nominate Points of Contact (PoCs) with roles and contacts.
- **D/03:** Establishment of Ad-hoc Groups:
 - Flight Plan (FPL) Error Management.
 - AIM/MET/SWIM Data Exchange.
- **D/04:** Acknowledgement and approval of subgroup deliverables (SWIM Roadmap, Aerospace NOTAM framework, AIM training and competency proposals).
- **D/05:** Members submit national inputs reporting compliance with GREPECAS conclusions.

Conclusions (C):

- States must adopt standardized CBTA training, including OJT planning (minimum hours and checklist guidance).
- AIM staff to be recognized as **operational personnel**, per ICAO Annex 19.
- ICAO should advance AIM English Language Proficiency (ELP) standardization to ensure uniform operational English.
- Subgroups to continue SWIM roadmap and technical integration activities.

Recommendations (R):

- States align national AIM training programmes with ICAO CBTA methodology.
 - Establish ad-hoc coordination for AIM–FPL data quality and duplication mitigation.
 - ICAO urged to develop a **dedicated ELP framework for AIM**, covering oral expression, comprehension, reading, and writing.
 - Maintain English as the standardized global language for AIM outputs (per Annex 15, Doc 8126).
 - States to actively use the AIM Tracking Website for monitoring AIS→AIM progress.
 - Promote MET–AIM collaboration in upcoming SWIM tests.
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APPENDIX B

AIM TF Draft Training Curriculum (CBTA-Based)

Objective: Ensure AIM staff possess competencies required under Annex 15, Doc 8126, and PANS-AIM (Doc 10066).

Training Phase	Competency Areas	Description
Initial Training	General aviation knowledge, Annex 15 provisions, AIS/AIM fundamentals, QMS basics, English proficiency	Foundation for new AIM staff.
Functional Training	AIP, Charts, NOTAM operations, Data validation/verification, Workflow management	Job-specific modules aligned with AIM tasks.
Specialized Training	SWIM, eAIP, Digital NOTAM, GIS, Cybersecurity, Aeronautical databases	Advanced AIM applications.
On-the-Job Training (OJT)	Practical tasks, supervised operations, performance checklists	Hands-on training with minimum hours and competency demonstration.
Recurrent/Refresher Training	Updates to ICAO SARPs, new technologies, regulatory changes	Maintains currency and compliance.

See Excel File! [Link](#)

APPENDIX C

AIM TF Proposal on English Language Proficiency (ELP) for AIM

Rationale: AIM staff handle internationally disseminated data (NOTAM, AIP, charts). Misinterpretation / Ambiguity due to non-standard English, compromises safety, timeliness, accuracy requirements and efficiency.

Framework Proposed:

- **Scope:** Applies to all AIM professionals.

- **Skills to be assessed (see tables below):**
 - Oral expression
 - Oral comprehension
 - Reading comprehension
 - Written expression

- **Levels:** Equivalent to ICAO Language Proficiency Requirements (Levels 4–6), with AIM staff required to achieve **minimum Level 4 (Operational)**. Levels/Rating Scales presented are reflected on the AIM area for a more appropriate evaluation. The **Basic Required level**, is equivalent to the ICAO English Proficiency Level 4, and the **Superior Level** to an ICAO English Proficiency Level 5 or 6.

- **Implementation:**
 - Short term: Regional adoption of AIM TF model.
 - Medium term: ICAO to develop and publish dedicated ELP provisions for AIM in Annex 15/Doc 8126.
 - Long term: Harmonized global AIM ELP framework.

ENGLISH DESCRIPTORS FOR THE AERONAUTICAL INFORMATION SERVICES

PERSONNEL TYPE / AREA OF FUNCTION	LEVEL	COMPREHENSION		ORAL EXPRESSION		WRITING
		AUDITIVE COMPREHENSION	READING COMPREHENSION	ORAL INTERACTION	ORAL EXPRESSION	WRITTEN EXPRESSION
A I M S & A R O	BASIC REQUIRED LEVEL	Fully understand the main ideas when the speech is clear, whenever everyday matters and/or matters of professional interest are discussed, although clarification strategies may sometimes be needed.	Understand the vocabulary included in forms and spreadsheets necessary to perform the job properly, with the help of reference materials.	Simply exchange information on day-to-day and/or work-related matters, using the correct grammatical structures and classification strategies if necessary.	Explain, in simple terms, the personal and / or work reality. Respond concisely to any questions or requests made in the workplace. Clarification strategies may sometimes be needed.	Know how to complete forms and forms necessary to properly perform the job. Compose short, simple notes on work needs, with the help of reference materials.
	SUPERIOR LEVEL	Fully understand the main ideas when the speech is clear, as long as everyday matters and/or matters of professional interest are discussed.	Understand the vocabulary included in forms and spreadsheets necessary to successfully perform the job.	Exchange information on day-to-day and/or work-related matters, using grammatical structures correctly.	Explain personal and/or work reality. Respond concisely to any questions or requests made in the workplace.	Be able to complete forms and templates necessary to properly perform the job. Compose notes regarding work needs.

PERSONNEL TYPE / AREA OF FUNCTION	LEVEL	COMPREHENSION		ORAL EXPRESSION		WRITING
		AUDITIVE COMPREHENSION	READING COMPREHENSION	ORAL INTERACTION	ORAL EXPRESSION	WRITTEN EXPRESSION
P U B L I C A T I O N S	BASIC REQUIRED LEVEL	Understand Quotes about Topics of personnel or professional interest, with the possible Use of clarification Strategies.	Understand simple texts on everyday and/or work-related topics, with the help of reference materials.	Exchange information on daily and/or work matters in a simple way, using clarification strategies if necessary.	Explain, with simple structures, the personal and / or work reality, although sometimes clarification strategies may be needed.	Translate and/or write texts on technical topics and/or topics of professional interest, with the help of reference materials.
	SUPERIOR LEVEL	Fully understand the main ideas when the speech is clear, whenever everyday matters and/or matters of professional interest are discussed.	Understand texts on everyday and/or work-related topics without the aid of reference materials. Knowing how to find specific information in simple writings, fundamental-work-related minds.	Exchange in a simple, direct and autonomous way, the information on daily and / or work matters.	Explain, with more complex structures, the personal and / or work reality with ease and fluency.	Translate and/or write texts on technical topics and/or topics of professional interest autonomously.

PERSONNEL TYPE / AREA OF FUNCTION	LEVEL	COMPREHENSION		ORAL EXPRESSION		WRITING
		AUDITIVE COMPREHENSION	READING COMPREHENSION	ORAL INTERACTION	ORAL EXPRESSION	WRITTEN EXPRESSION
N O T A M	BASIC REQUIRED LEVEL	Understand phrases and vocabulary on topics related to daily life and / or work, although sometimes clarification strategies may be needed.	Understand very short and simple texts on topics of personal and/or work interest, with the support of reference materials.	Exchange information on daily and/or work matters in a simple way, using clarification strategies if necessary.	Explain, with simple structures, the personal and / or work reality, although sometimes clarification strategies may be needed.	Compose notes and short and simple messages related to the work. Complete forms and documents related to work activity, with the help of reference materials.
	SUPERIOR LEVEL	Understand phrases and vocabulary on topics of personal and/or work interest.	Understand moderately complex texts on topics of personal and/or work interest without the help of reference materials.	Exchange in a simple, direct and autonomous way information on daily and / or work matters.	Explain, with more complex structures, the personal and / or work reality with relative ease and fluency.	Compose and/or translate notes and messages related to the work. Know how to fill out forms and documents related to work activity.

Recommendation:

That the NACC/WG/10 endorses the AIM TF proposal as the regional model and requests ICAO HQ to establish a dedicated global standard. In addition, that a **tailored training programme and dedicated examinations for AIM English Language Proficiency (ELP)** be developed, in order to ensure that AIM personnel are evaluated under a **fit-for-purpose ELP framework** that reflects the specific operational functions and maintains the correct balance for AIM.