



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

WORKING PAPER

E/CAR/CATG/10 — WP/03
06/17/26

Tenth Eastern Caribbean Civil Aviation Technical Group Meeting (E/CAR/CATG/10)
Fort-de-France, Martinique, 15 to 17 July 2026

Agenda Item 3: Review and follow-up to Conclusions/Decisions

Update of the E/CAR/CATG Terms of Reference

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
This Working Paper presents a proposal for the approval of a revised terms of reference for the E/CAR/CATG, complying with a pending Decision.	
Action:	Suggested actions are included in Section 5.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Every Flight is Safe and Secure• Aviation is Environmentally Sustainable• Aviation Delivers Seamless, Accessible, and Reliable Mobility for All• No Country Left Behind
<i>References:</i>	<ul style="list-style-type: none">• Summary of Discussions for the Ninth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/9) Meeting Miami, United States, 28 to 31 July 2025

1. Introduction

1.1 The Eastern Caribbean Civil Aviation Technical Group (ECAR/CATG), established in 1975, is one of the oldest support groups in the Region. Although it has changed its name several times, its objective remains the same: to promote improvements and performance-based implementation in air navigation in the Eastern Caribbean.

1.2 The Eastern Caribbean is a complex subregion with distinct air navigation services characteristics and challenges. Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG) is considered the most suitable framework to identify the main needs of this subregion and guide its support implementation activities tailored to this context.

2. Background

2.1 During the Ninth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/9) Meeting (Miami, United States, 28 to 31 July 2025) The Meeting discussed the Terms of Reference (ToRs) of the E/CAR/NTG and of the E/CAR/RD. These groups, as Communication, Navigation and Surveillance (CNS) working groups, have been integrated into the E/CAR/CATG CNS Committee, and their activities and work programmes are maintained.

2.2 Taking as a reference the discussion of the integration of the E/CAR/NTG and of the E/CAR/RD into the E/CAR/CATG CNS Committee, Decision E/CAR/CATG/9/02 UPDATE OF THE E/CAR/CATG TERMS OF REFERENCE was made, requesting the Secretariat to present a proposal of revised terms of reference to the E/CAR/CATG/10 Meeting to reflect the integration of the Eastern Caribbean Network Technical Group (E/CAR/NTG) and the Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/RD) activities into the E/CAR/CATG CNS Committee.

3. Terms of Reference for the E/CAR/CATG

3.1 The current terms of reference (TOR) of the E/CAR/CATG, approved during the E/CAR/CATG/1 that was held in Martinique, from 19 to 21 June 2013, provides the framework for the Group by defining its objectives, work programme requirements, working methods, Chairperson responsibilities, and membership.

3.2 Since the date of the approval of the TORs several components of the CAR Region ICAO implementation framework have changed. The Regional Performance-based Air Navigation Implementation Plan (RPBANIP) was discontinued, the E/CAR Directors of Civil Aviation (E/CAR/DCA) Meetings were integrated to the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA) Meetings, the NAM/CAR Air Navigation Implementation Group (ANI/WG) was discontinued and the Group was integrated to the North American, Central American and the Caribbean Working Group (NACC/WG) and Dominica ratified the Chicago Convention formally joining ICAO.

3.3 Another matter for review is the permanent status assumed by the E/CAR/CATG Committees. In principle, the Committees were intended to be temporary and remain in place only until completion of their assigned task or group of tasks. Their activities should therefore be clearly defined in terms of deliverables and timelines; however, in practice, the Committees have become permanent bodies without clearly established tasks, deliverables, or timeframes.

3.4 In addition, under the Group's current framework, which focuses on identifying special implementation projects to address national limitations in service provision, coordination with the Caribbean Meteorological Organization is no longer relevant.

4. Conclusions

4.1 The TOR of the E/CAR/CATG must be updated, to accurately reflect its current role and the changes to the CAR Region ICAO implementation framework.

4.2 A key aspect to be reflected in the TORs is the need to report to GREPECAS, through the NACC/WG, on the operational context, challenges, and limitations affecting the provision of air navigation services in the Eastern Caribbean. This is essential to ensure ICAO's overall awareness of the limitations faced by Eastern Caribbean States and to support the approval of required resources.

4.3 Finally, the E/CAR/CATG Committees should revert to their temporary nature and remain in place only until completion of their assigned task or group of tasks. Any Committee unable to clearly define its activities, deliverables, and timelines should be discontinued.

5. Suggested Actions

5.1 The Meeting is invited to:

- a) Take note of the information provided in this Working Paper;
- b) Review and approve the revised Terms of Reference included in the Appendix; and
- c) Suggest any other action deemed necessary.

TERMS OF REFERENCE (ToRs) OF THE EASTERN CARIBBEAN CIVIL AVIATION TECHNICAL GROUP (E/CAR/CATG)

1 Background

The Eastern Caribbean Civil Aviation Technical Group was established in October 2012 by the Directors of Civil Aviation of the Eastern Caribbean at their 24th Meeting (E/CAR/DCA/24) through Conclusion 24/7 - *New NAM/CAR Air Navigation Implementation Working Group*, item b) to continue the performance-based work programme for the implementation and improvement in all air navigation fields in the Eastern Caribbean area. This work programme was originally carried out by the Eastern Caribbean Working Group (E/CAR/WG), which was created from 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 Flight Information Regions (FIRs).

2. Terms of Reference

- a) foster implementation of the CAR/SAM Regional Air Navigation Plan, and other relevant regional documentation in compliance with ICAO Standards and Recommended Practices (SARPs), as required;
- b) address the air navigation services implementation requirements specific to the Eastern Caribbean that cannot be effectively accommodated within the work programme and activities of the North American, Central American and the Caribbean Working Group (NACC/WG);
- c) facilitate the development of emerging aviation issues focusing on continued improvements to operational efficiency through coordinating harmonized procedures and promoting interoperability of networks and implementation of new technologies;
- d) develop operational improvement initiatives and implementation strategies to improve safety, increase operational and economic efficiency and/or capacity of regional Air Navigation Services;
- e) develop and implement performance objectives related to Regional Air Navigation Services with regard to Doc 9750 - *Global Air Navigation Plan*;
- f) share information on implementation initiatives for enhancing compatibility of air traffic operations; and
- g) provide GREPECAS, through the NACC/WG, with technical advice on the operational context, challenges, and opportunities related to air navigation services in the Eastern Caribbean.

3. Work Programme

3.1 The E/CAR/CATG Work Programme must reflect the Air Navigation Services implementation requirements contained in the *CAR/SAM Regional Air Navigation Plan*, applicable to the E/CAR Area, taking the following into consideration:

- a) avoid duplicating or overlapping with the NACC/WG work programme and activities;
- b) adherence to deadlines for implementation of facilities, services and procedures to improve air navigation services in the E/CAR Area;
- c) development of guidelines and recommendations for States/Territories to implement their national air navigation plans;
- d) recommendations for implementation of air navigation facilities and services to ensure interregional harmonization, taking into account performance metrics, environmental benefits and operational issues;
- e) provision of recommendations to improve human resource planning and development in line with ICAO guidelines;
- f) support the identification of air navigation services implementation priorities and the formulation of targeted implementation initiatives to address urgent operational requirements.; and
- g) quantify cost/benefit analysis in terms of performance measures, deadlines, responsible body for implementation and results, as well as human factors performance.

3.2 The E/CAR/CATG must report its work programme progress to the North American, Central American and Caribbean Working Group (NACC/WG).

4. Working Methods

- a) The Chairperson of the E/CAR/CATG will be a representative from the E/CAR States/Territories designated by the E/CAR Members for a three-year period. The duties of the Chairperson are the following:
 - Preside over the formal E/CAR/CATG meetings
 - Coordinate fulfilment of tasks included in the E/CAR/CATG Work Programme
 - Closely coordinate with the Secretariat for meeting agenda development and other issues concerning the E/CAR/CATG
 - Inform the NACC/WG Meetings on the progress of the E/CAR/WG Work Programme, activities and meetings.
- b) the E/CAR/CATG will avoid duplication of work and maintain close coordination among States/Territories/International Organizations and users to optimize the use of available resources and experience;
- c) the E/CAR/CATG will carry out coordination of tasks using electronic tools and teleconferences to guarantee efficient exchange of information, when required;

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- d) the E/CAR/CATG 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 respective 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.
- e) Nomination for the position of Committee and/or Task Force Rapporteurs may be presented by any State or Territory that is a member of the E/CAR/CATG;
- f) committees and task forces should coordinate and advance their work 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
 - hold meetings when necessary
- g) all committee and task force rapporteurs must present their report on the progress of assigned tasks to the E/CAR/CATG, The Committee and/or Task Force plan of activities will be reviewed annually. If no activities are identified, the Committee and/or Task Force will be discontinued until a need for its re-establishment is identified;
- h) the E/CAR/CATG will use the following classification/definitions to record recommendations in meeting reports:
- ***Decisions*** Internal actions of the E/CAR/CATG
 - ***Draft Conclusions*** Actions requiring communication to States and Territories and/or endorsement by the E/CAR/DCAs
- i) In-person meetings will usually be convened every year.

5. Membership

Antigua and Barbuda, Barbados, Dominica, France, Grenada, Netherlands (Saba and Sint Eustatius), Sint Maarten, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United Kingdom, United States and ECCAA. Other international organizations may be included as observers.

6. E/CAR/CATG Committees and Task Forces

AIM Committee
ATM Committee
SAR Committee
CNS Committee
MET Committee