



ICAO

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WORKING PAPER

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

Agenda Item 4: Follow-up of the activities of the E/CAR/CATG
4.2 Progress report of the Aeronautical Information Management (AIM)
Committee

PROGRESS REPORT OF THE AERONAUTICAL INFORMATION MANAGEMENT COMMITTEE

(Presented by AIM Committee Rapporteur)

EXECUTIVE SUMMARY	
This Working Paper outlines the provisions that would assist States with the preparation of the transition from AIS to AIM. The biggest challenge for States appears to be training initiatives. The AIM committee has made some proposals that seek to strengthen AIM capabilities, enhance data quality and support compliance with ICAO Annex 15 and PANS-AIM requirements.	
Action:	Suggested actions are included in Section 5
<i>Strategic Objectives:</i>	• 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>	• Annex 15 – Aeronautical Information Service • Procedures for Air Navigation Services – Aeronautical Information Management (PANS-AIM /Doc 10066) • Training Development Guide Competency-Based Training Methodology - (ICAO Doc 9941) • E/CAR/CATG AIM Committee follow up meeting June 03, 2026 • Doc 10066

1. Introduction

1.1 Following the E/CAR/CATG/9 meeting held in Miami 28 to 31 July 2025, the AIM committee held discussions of the following topics

1. Transition from AIS to AIM readiness
2. Training
3. Letters of Agreement
4. Regional training gaps

2. Discussion

2.1 Transition from AIS to AIM readiness:

- Trinidad has put measures in place to achieve the steps of the transition from AIS to AIM.
- Barbados is working with a consultant on the transition from AIS to AIM.
- States are requesting assistance from ICAO for the establishment of a QMS in each State, as well as assistance with the transition.
- States have indicated that their lack of readiness for the transition is insufficient human and financial resources.
- As part of the Consolidation phase Luana Isaac of ECCAA prepared an Advisory Circular, AIS to AIM Transition guide to assist states with restructuring. St. Kitts indicated they will adopt the organizational structure.
- Antigua has adopted the organizational chart, SLA and work instructions sections of the Circular. They have not adopted the QMS portion since training is required.

2.2 Training

2.2.1 The biggest issue for most states relating to the transition is training.

AIM Training Status (ICAO Courses) - to date, the following states have completed the AIQM (EN), Data-Centric AIS OPS & Training Developers Courses.

STATE	AIQM (EN)	DATA CENTRIC AIS OPS	TRAINING DEVELOPERS COURSE
Antigua	2	1	1
Anguilla	0	0	
Barbados	1 1 (2022) 2(2023)	1 1(2022)	1
Dominica	0	1	
ECCAA	0	1	1
Grenada	0	0	
Nevis	0	0	
St. Kitts	0	0	
St. Lucia	1	1	
St. Vincent	1	2	
Trinidad	3	7	3

2.2.2 The need for Refresher Training in the AIS/AIM of all the Eastern Caribbean States is another area that needs to be considered as long-serving personnel would not have trained in AIS since their initial training.

2.2.3 Refresher training should be provided for all AIS staff on a two-year cycle on the ICAO Standards and Recommended Practices for the AIS (Annex 15) and the Fundamentals of an AIS.

2.2.4 Refresher training was conducted in Trinidad and Tobago for all staff members in NOTAM Management, ATS Messages and AFTN/AMHS Refresher Training. While SNOWTAM refresher training is addressed when NOTAM Refresher training is conducted, Trinidad and Tobago in an effort to keep staff up to date on the SNOWTAM processes, proposes to conduct an annual briefing on SNOWTAM before the rainy season comes into effect.

2.2.5 Antigua and St. Kitts have expressed an interest in having personnel participate in OJTI course.

2.2.6 Barbados will be hosting an OJTI course from July 06-10, however it is fully subscribed. There is the intention to host another one since Barbados and other states have persons requesting to participate in this course.

2.3 Letters of Agreement

2.3.1 Trinidad and Tobago have been working with the Eastern Caribbean States, Anguilla and the BVI in updating the Letters of Agreements.

2.3.2 To date, updated drafts have been sent to all the Eastern Caribbean States, Anguilla and BVI. Responses have only been received from Antigua and the BVI.

2.3.3 Barbados has received the LOA and is in the process of reviewing it for later discussion with Piarco.

2.4 Regional Training Gaps and Recommendations

2.4.1 States are encouraged to complete the ICAO Training Developers Course to educate course developers on the requirements for the transition from the current training structure to a competency-based training framework.

3. Training.

3.1 The following are a list of the proposed training initiatives to strengthen AIM capabilities, enhance data quality and support compliance with ICAO Annex 15 and PANS-AIM requirements:

- ICAO Data-Centric AIS Operations Course
- To support the transition to data-centric AIM operations, with focus on improving aeronautical data quality, traceability, and regulatory compliance.
- AIM Fundamentals Training
- To develop and sustain foundational operational knowledge and competencies within AIM personnel.
- Quality Management Systems (QMS) Training
- To introduce and support the implementation of quality management principles, enabling structured compliance monitoring and continuous improvement within AIM operations.
- Competency-Based Training Developers Course (ICAO)

- To strengthen internal capacity to design, develop, and implement competency-based training programmes aligned with ICAO guidance (Doc 9941).

3.2 These proposed projects are intended to address current capability gaps and to support States at varying levels of AIM maturity in achieving a structured and sustainable transition.

4. Key Recommendations

- States are asked to review draft LOAs and provide feedback as soon as possible in order to ensure that the updated agreements capture the responsibilities more accurately.
- Sensitize managements with the requirements for state's transition from AIS to AIM and have an appointed transition champion at a senior level. States to provide a representative champion to commence this process.
- Following a GAP Analysis on QMS implementation and sensitization to managements with the requirements for a state's establishment and implementation of a QMS, states are asked to appoint a champion to spearhead this process.

5. Action Items

5.1 The Meeting is invited to:

- a) Take note of the content of this paper and discuss any relevant matters.
- b) Request ICAO to give advice on assistance to Eastern Caribbean state for the establishment of a QMS as well as assistance with the Transition from AIS to AIM.
- c) Encourage States to determine the AIS/AIM training/refreshers training requirements.