

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
SOUTH AMERICAN OFFICE**

**SECOND MEETING OF THE INFORMAL COORDINATION GROUP OF THE EAST
CARIBBEAN AND NORTH EASTERN SOUTH AMERICAN
(E-CAR/SAM-NE ICG/2)**

(Caracas, Venezuela, 1 to 5 December 2003)

AGENDA, WORKING METHODS, SCHEDULE AND WORK PLAN

(Presented by the Secretariat)

1. Agenda

1.1 The tentative agenda and the corresponding explanatory notes of the Second Meeting of the Informal Coordination Group of the East Caribbean and North Eastern South American (E-CAR/SAM-NE ICG/2), is attached as **Appendix A** of this working paper.

1.2 Those matters that are not contemplated in the Agenda could be considered under agenda item 4: Other matters.

2. Working methods

2.1 For the development of this meeting, it is expected to work in plenary session and Ad-Hoc groups, to deal with particular agenda items.

2.2 During the course of the Meeting, a Summary of Conclusions will be prepared and, when necessary, a brief reference of the discussion of those matters that due to their relevance might need to be included. Afterwards, a detailed report of the Meeting will be distributed to interested States and international organizations for their approval.

2.3 The administrative issues and documentation process of the meeting will be in charge of Secretariat of the ICAO South American Regional Office.

3. Schedule

3.1 Subject to modifications and as required, the following schedule is suggested for adoption:

09.00 to 10.45	Discussion of Agenda Items
10.45 to 11.00	Recess
11:00 to 12:45	Discussion of Agenda Items
12:45 to 13:00	Recess
13:00 to 14.00	Discussion of Agenda Items

4. **Work Plan**

4.1 **Appendix B** to this working paper includes the tentative work programme.

5. **Suggested Action**

5.1 The approval of this tentative plan is suggested, taking into consideration that, in the light of the progress reached, the meeting shall adopt the modifications deemed pertinent.

Appendix A

Second Meeting of the Informal Coordination Group of the East Caribbean and North Eastern South American (E-CAR/SAM-NE ICG/2)

(Caracas, Venezuela, 1 to 5 December 2003)

DRAFT AGENDA

Agenda Item 1: Review of ATM matters

- a) Review of the status of implementation of the CAR/SAM AIS/ATM/CNS 02/00 Informal Meeting Conclusions related to the ATM area
- b) Conclusions/Decisions adopted by GREPECAS/10 in the ATM area
- c) Follow-up of ATM and SAR deficiencies identified in the area
- d) Review of operational letters of agreement between ACCs
- e) Review of SAR agreements

Agenda Item 2: Review of CNS matters

- a) Review of the status of implementation of the CAR/SAM AIS/ATM/CNS 02/00 Informal Meeting Conclusions
- b) Review of matters related with AFS (Aeronautical Fixed Service) System
- c) Review of matters related with AMS (Aeronautical Mobile Service) System
- d) Review of matters related with navigation systems
- e) Review of surveillance plans

Agenda Item 3: Review of AIS matters

- a) Review, and follow up on the actions adopted by the CAR/SAM AIS/ATM/CNS 02/00 Informal Meeting, concerning the AIS matter.*
- b) Follow-up of AIS deficiencies identified in the AIS area*

Agenda Item 4: Other matters

TENTATIVE AGENDA AND EXPLANATORY NOTES

Agenda Item 1: Review of ATM matters

Under this Agenda Item the meeting shall review and make a follow-up of Conclusions formulated during the CAR/SAM AIS/ATM/CNS 02/00 Informal Meeting, in the ATM area. Likewise, the meeting is invited to make a review of conclusions formulated by GREPECAS/10 and which are applicable in the meeting's area of coverage. Likewise, it will be very important to review matters related with the progress of each participating States in the national environment, as regards deficiencies identified in the ATM and SAR areas and in ATS quality assurance programmes. Finally, it is expected to review and updated the Letters of Operational Agreement signed between the participating States, and SAR agreements, as follows:

- Maiquetía ACC/Curaçao ACC
- Maiquetía ACC/Piarco ACC
- Maiquetía ACC/Georgetown ACC
- Maiquetía ACC/Manaus ACC (Amazonas ACC)
- Manaus ACC (Amazonas ACC)/Georgetown ACC
- Belem ACC(Amazonas ACC)/Paramaribo ACC
- Belem ACC (Amazonas ACC)/Rochambeau ACC
- Piarco ACC/ Georgetown ACC
- Piarco ACC/Paramaribo ACC
- Piarco ACC/Rochambeau ACC
- Paramaribo ACC/Rochambeau ACC
- Review and/or preparation of SAR agreements between Venezuela and adjacent States.

Agenda Item 2: Review of CNS matters

The meeting shall review the status of application of the Conclusions formulated by the CAR/SAM AIS/ATM/CNS 02/00 informal meeting. Also, the main deficiencies in aeronautical fixed services will be reviewed (ATS Speech circuits, AFTN system), as well as the progress in the implementation of national digital networks. Likewise, the main deficiencies will be analysed in the mobile communications services (VHF communication coverage in the FIRs of the area under study). Finally a review will be made to the aspects related with air navigation (deficiencies, implementation plans and radio navigation aids test flights) and a review of the surveillance systems (implementation and radar data exchange).

Agenda Item 3: Review of AIS matters

Under this Agenda Item, the meeting shall review the Conclusions formulated by the First Informal Group Meeting E-CAR/NESAM/ICG/1 concerning the AIS matter; as well as, under this agenda item, a follow-up should also be made on the AIS deficiencies status, identified for the meeting's area of coverage.

Agenda Item 4: Other matters

Under this Agenda Item, the meeting may deal with any other matter of common interest for the administrations involved.

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APPENDIX B

Work Plan

Hour	MONDAY 1	Hour	TUESDAY 2	WEDNESDAY 3	THURSDAY 4	HOUR	FRIDAY 5
08:30-09:00	Registry						
09:00-09:15	Meetings with Heads of Delegation	09:00-10:45	Cont. Item 1	Cont. Item 2	Cont. Item 3	09:00-10:45	Review of the preliminary report
09:30-09:45	Opening						
09:45-10:00	Recess						
10:00-12:30	Item 1	10:45-11:00	Recess	Recess	Recess	10:45-11:00	Recess
		11:00-12:45	Cont. Item 1	Cont Item 2	Item 4	11:00-12:45	Approval of the Report by the Meeting
12:30-13:30	Recess	12:45-13:30	Recess	Recess	Recess	12:45-13:00	Closing
13:30-14:30	Cont. Item 1	13:30-14:30	Item 2	Item 3	Cont. Item 4		