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**Agenda Item 5: Review of Administrative Aspects of AIM Subgroup**

- 5.1 Review of the Terms of Reference and Work Programme of the AIM Subgroup and their task forces.

**TERMS OF REFERENCE AND WORK PROGRAMME OF AIM SUBGROUP**  
(Presented by the Secretariat)

<p style="text-align: center;"><b>SUMMARY</b></p> <p>This working paper presents the work programme and the terms of reference of the AIM Subgroup approved by GREPECAS/14 and reviewed by ACG/7.</p>
<p style="text-align: center;"><b>References:</b></p> <ul style="list-style-type: none"><li>• GREPECAS/14 Report</li><li>• ACG/7 Report</li></ul> <p>In line with ICAO Strategic Objectives: A (Safety) D (Efficiency)</p>

**1. Introduction**

- 1.1 The terms of reference and work programme of the AIM/SG approved by GREPECAS/14, is attached as **Appendix A-1** to this working paper.

**2. Discussion**

- 2.1 The AIM Subgroup should review the terms of reference and work programme, **Appendix A-2**, that were discussed in the ACG/7 Meeting, should be reviewed.

- 2.2 Also, the AIM Subgroup should review de terms of reference and work programme contained in **Appendix B**, for their consideration and analysis.

**3. Suggested Action**

- 3.1 The Meeting is invited to:
- a) Take note of the information presented in this working paper, and
  - b) Define its internal organization to designate directive panels of administrative matters during the discussion.

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**APPENDIX A-1****TERMS OF REFERENCE AND WORK PROGRAMME OF THE AERONAUTICAL INFORMATION MANAGEMENT SUBGROUP (AIM/SG) REVIEWED BY GREPECAS/14****1. Terms of reference**

Foster and ensure the evolution of CAR/SAM Aeronautical Information Services from a manual operational environment to an environment where digital aeronautical information of high quality and integrity is processed and exchanged electronically to support the implementation of CNS/ATM systems, GNSS, operational ATM and a state-of-the-art FMS.

**2. Work Programme**

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AIM /1	Foster and ensure the evolution of CAR/SAM Aeronautical Information Services from a manual operational environment to an environment where digital aeronautical information of high quality and integrity is processed and exchanged electronically to support the implementation of CNS/ATM systems, GNSS, operational ATM and a state-of-the-art FMS.	A	2007	2010
AIM /2	Coordinate the application of quality systems in AIM services, according to the relevant ISO standards. Propose action plans for the implementation by CAR/SAM States of these systems; and assess the problems facing AIM services for the implementation of the cited systems.	A	2007	2008
AIM /3	Define the requirements to ensure due process when evaluating personnel of human factor within the framework of effective aeronautical information management, together with the consistent application of CAR/SAM AIM training programmes, taking also into account the need for basic criteria to ensure to development of an English language training programme related to effective aeronautical information management.	B	2007	2010

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AIM /4	Coordinate the development of basic operational requirements and the required strategies for adoption of aeronautical information conceptual and exchange models (AICM/AIXM) in the CAR/SAM Regions, in order to facilitate the electronic exchange of digital aeronautical information/data between operational systems and their manual inter-functionalities, both within the CAR/SAM Regions, as well as between these and other ICAO Regions.	B	2008	2010
AIM/5	Implement practical guides to assist the States in the provision of electronic terrain and obstacle data, Doc 9881, for the electronic representation of aeronautical charts, as well as in the drafting of electronic aerodrome obstacle charts, as required.	A	2007	2008
AIM/6	Conduct the required relevant studies for the use of Geographical Information Systems (GIS) in AIM, as well as to prepare technical guides for the production by CAR/SAM States of VFR Aeronautical Charts (Scales between 1:500,000 and 1:1,000,000) in digital format.	A	2007	2010
AIM/7	Update periodically the CAR/SAM Regional Navigation Plan (Part VIII, AIS), in order to ensure its effective evolution in respect to the Global CNS/ATM Plan according to the SARPS contained in ICAO Annexes 4 and 15.	B	2007	
AIM/8	Promote and follow-up the effective implementation of AIM requirements according to the established procedures in order to take the corresponding corrective actions to resolve deficiencies affecting air operations.	A	2007	2008
AIM/9	To keep permanent coordination with all GREPECAS contributory bodies, in order to ensure proper integration of all areas contributing CNS/ATM implementation.	B	2007	

3. **Priority**

- A** High priority tasks, on which work should be speeded up.
- B** Medium priority tasks, on which work should commence as soon as possible, but without detriment to priority **A** tasks.
- C** Tasks of lesser priority, on which work should commence as time and resources allow, but without detriment to Priority **A** and **B** tasks.

4. **Composition**

Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, France, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Venezuela, COCESNA, IATA and PAIGH.

5. **Presidents**

President: Mrs. Noemí Carta (Cuba)  
Vice-Chairman: Mr. Rafael Torres (Venezuela)

**APPENDIX A-2****TERMS OF REFERENCE AND WORK PROGRAMME OF THE AERONAUTICAL INFORMATION MANAGEMENT SUBGROUP (AIM/SG) REVIEWED BY ACG/7****1. Terms of reference**

Foster and ensure the evolution of CAR/SAM Aeronautical Information Services from a manual operational environment to an environment where digital aeronautical information of high quality and integrity is processed and exchanged electronically to support the implementation of CNS/ATM systems, GNSS, operational ATM and a state-of-the-art FMS

1.1 Aeronautical Information Management (AIM) apply in a global and in a interoperable basis the provision of aeronautical information and data covering the needs of the present and future ATM system needs and all the phases of flight for use by pilots, air traffic controllers, and other data users.

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AIM /1	Foster and ensure the evolution of CAR/SAM Aeronautical Information Services from a manual operational environment to an environment where digital aeronautical information of high quality and integrity is processed and exchanged electronically to support the implementation of CNS/ATM systems, GNSS, operational ATM and a state-of-the-art FMS.	A	2007	2010
AIM /2	Coordinate the application of quality systems in AIM services, according to the relevant ISO standards. Propose action plans for the implementation by CAR/SAM States of these systems; and assess the problems facing AIM services for the implementation of the cited systems.	A	2007	2008
AIM /3	Define the requirements to ensure due process when evaluating personnel of human factor within the framework of effective aeronautical information management, together with the consistent application of CAR/SAM AIM training programmes, taking also into account the need for basic criteria to ensure to development of an English language training programme related to effective aeronautical information management.	B	2007	2010

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AIM /4	Coordinate the development of basic operational requirements and the required strategies for adoption of aeronautical information conceptual and exchange models (AICM/AIXM) in the CAR/SAM Regions, in order to facilitate the electronic exchange of digital aeronautical information/data between operational systems and their manual inter-functionalities, both within the CAR/SAM Regions, as well as between these and other ICAO Regions.	B	2008	2010
AIM/5	Implement practical guides to assist the States in the provision of electronic terrain and obstacle data, Doc 9881, for the electronic representation of aeronautical charts, as well as in the drafting of electronic aerodrome obstacle charts, as required.	A	2007	2008
AIM/6	Conduct the required relevant studies for the use of Geographical Information Systems (GIS) in AIM, as well as to prepare technical guides for the production by CAR/SAM States of VFR Aeronautical Charts (Scales between 1:500,000 and 1:1,000,000) in digital format.	A	2007	2010
AIM/7 *	Update periodically the CAR/SAM Regional Navigation Plan (Part VIII, AIS), in order to ensure its effective evolution in respect to the Global CNS/ATM Plan according to the SARPS contained in ICAO Annexes 4 and 15.	B	2007	
AIM/8	Promote and follow-up the effective implementation of AIM requirements according to the established procedures in order to take the corresponding corrective actions to resolve deficiencies affecting air operations.	A	2007	2008

TASK NUMBER	TASK DESCRIPTION	PRIORITY	DATE	
			START	END
AIM/9	<p>To keep permanent coordination with all GREPECAS contributory bodies, in order to ensure proper integration of all areas contributing CNS/ATM implementation.</p> <p>To develop methods in order to limit the access, to merge and present anonymous sources. Regarding the Aeronautical Information Management System, it is recognized that certain data therein contained are sensitive and, therefore, it is necessary to protect the information/data from an unauthorized use.</p>	B	2007	

These tasks remain without changes

\* It is propose to cancel it

3. **Priority**

- A** High priority tasks, on which work should be speeded up.
- B** Medium priority tasks, on which work should commence as soon as possible, but without detriment to priority **A** tasks.
- C** Tasks of lesser priority, on which work should commence as time and resources allow, but without detriment to Priority **A** and **B** tasks.

4. **Composition**

Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, France, Paraguay, Peru, Spain, Trinidad and Tobago, United States, Venezuela, COCESNA, IATA and PAIGH.

5. **Presidents**

President: Mrs. Noemí Carta (Cuba)  
Vice-Chairman: Mr. Rafael Torres (Venezuela)

**APPNDIX B - 1**

**TERMS OF REFERENCE AND WORK PROGRAMMA OF THE AERONAUTICAL  
INFORMATION MANAGEMENT QUALITY MANAGEMENT TASK FORCE  
(AIM/QM/TF)**

1. **Terms of reference**

Promote effective aeronautical information management, through the development of guides that ensure that all involve procedures in electronic exchange of digital aeronautical information/data have strict quality assurance control and management systems to guarantee the integrity of that type of information.

2. **Work Programme**

- a) Complete the development of guidance material and action plans to foster de implementation of quality systems in AIS/MAP services based on the relevant ISO standards.
- b) Prepare guidance material under ISO standards in order to ensure the integrity of aeronautical information/data provided by manually and through data banks and AIM automated systems operational and to be implemented.
- c) Develop guidance material depicting the flow when conducting ISO audits in AIS/MAP different areas at regional level.
- a) In coordination with AIM/SG relevant bodies, develop quality specifications requirements for Automated AIS systems, AIS training programmes and electronic aeronautical charts.

3. **Composition**

Argentina, Bolivia, Brazil, Chile, Cuba, Guatemala, Paraguay, Venezuela and COCESNA.

4. **Rapporteur:** Mr. Enrique Echarri (Cuba)

**Alternate Rapporteur:** Argentina

**APPENDIX B-2**

**TERMS OF REFERENCE AND WORK PROGRAMME OF THE AERONAUTICAL  
INFORMATION MANAGEMENT TRAINING TASK FORCE  
(AIM/TRAIN/TF)**

**1. Terms of reference**

Encourage the development of human factor within and effective aeronautical information management environment, according the operational requirements of a system for the electronic exchange of aeronautical information of high quality and integrity, through the development of required training guidance and procedural manuals.

**2. Work Programme**

- a) Define the necessary requirements to ensure due process when evaluating the human factor component within an effective aeronautical information management environment, through the verification of proficiency, training, specialization, maintenance and re-qualification of AIS officials in CAR/SAM Regions.
- b) Analyze the level of consistency between the global AIS training programme and the CAR/SAM Regional Standard Programme AIS/021, in order to ensure the consistent application of an AIS training programme in CAR/SAM Regions.
- c) Continue the feasibility studies for the development of a high-level AIS course based on basic operational requirements and state-of-the-art technical criteria under the AIS/024-CAR/SAM nomenclature.
- d) Study and define basic criteria to ensure the development of an English language training programme within the context of effective aeronautical information management.
- e) Study and define the quality criteria for human factor within the context of effective aeronautical information management, to be submitted to the AIM/QM/SG for the development of the corresponding specifications.

**3. Composition**

Argentina, Bolivia, Costa Rica, Cuba, Dominican Republic, Guatemala, Paraguay, Spain, Venezuela and COCESNA.

**4. Rapporteur:** Mrs. Mery Frontalilla (Bolivia)

**Alternate Rapporteur:**

**APPENDIX B-3****TERMS OF REFERENCE AND WORK PROGRAMMA OF THE AERONAUTICAL  
INFORMATION MANAGEMENT AUTOMATION TASK FORCE  
(AIM/AUTO/TF)****1. Terms of reference**

Promote within the effective aeronautical information management, the harmonized and coherent development of technical specifications for the implementation of the appropriate automated systems that will ensure the electronic exchange of digital aeronautical information/data of high quality and integrity in the CAR/SAM Regions, within the context of global exchange information.

**2. Work programme**

- a) Define basic requirements and planning criteria for the final implementation of CAR/SAM automated AIS integrated system, considering the agreed criteria by the CAR/SAM/3 RAN Meeting.
- b) Develop required technical guidance to promote in the CAR/SAM Regions for the application of automated AIS systems for direct CNS/ATM Systems support, GNSS System, operational ATM, and even the evolved flight management system (FMS).
- c) Expedite the relevant studies on the development of technical criteria for the harmonization and integrated automated processing of PIB/AIS, MET, and FPL products to support the electronic provision of a preflight and post-flight information service in CAR/SAM international airports.
- d) Based on existing specifications, define the basic operational requirements and planning criteria for the development and implementation of the AICM and AIXM concepts, for their regular use in all automated AIS systems in the CAR/SAM Regions.
- e) Support the evolution and implementation of the AIM concept in the CAR/SAM Regions.

**3. Composition**

Argentina, Bolivia, Brazil, Chile, Cuba and Venezuela.

**4. Rapporteur: Mr. Raul Octaviano de Sant'Anna (Brazil)**

**Alternate Rapporteur:**