



Agenda Item 2: Terms of Reference (ToRs) and Work Methodology Review

REVIEW OF THE TERMS OF REFERENCE AND WORK METHODOLOGY OF THE ANI/WG

(Presented by Secretariat)

SUMMARY	
This Working Paper presents the Terms of Reference and the Work Programme for the review of the ANI/WG/01.	
References:	
<ul style="list-style-type: none"> • Teleconference: 1st NAM/CAR Air Navigation Implementation Working Group Coordination (28 January 2013, 1500 UTC) • Teleconference: 2nd NAM/CAR Air Navigation Implementation Working Group Coordination (8 May 2013, 1500 UTC) • 4th Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/4), San Pedro Sula, Honduras, from 20 to 24 June 2011 • 96th Meeting of Directors General of Civil Aviation of Central America and Panama (DGAC/CAP/96), Mexico City, Mexico, from 22 to 25 May 2012 • 12th Meeting of Directors of Civil Aviation of the Central Caribbean (C/CAR/DCA/12), Punta Cana, Dominican Republic, from 10 to 13 July 2012 • 24th Meeting of Directors of Civil Aviation of the Eastern Caribbean (E/CAR/DCA/24), Martinique, France, from 2 to 5 October 2012 • ICAO State Letter EMX0944 dated 24 October 2012 on the New NAM/CAR Air Navigation Implementation Working Group (NAM/CAR ANIWG) 	
Strategic Objectives	<i>This working paper is related to Strategic Objectives: A. Safety – Enhance global civil aviation safety and C. Environmental Protection and Sustainable Development of Air Transport</i>

1. Introduction

1.1 The proposed version of the Terms of Reference and the Work Programme of the ANI/WG was discussed by the 1st. and 2nd NAM/CAR Air Navigation Implementation Working Group Coordination Teleconferences in accordance with the conclusion adopted during the NACC/DCA/4 Meeting transcribed as follows:

NACC/DCA
CONCLUSION 4/9

**CONSOLIDATION OF SUB-REGIONAL WORKING GROUPS IN
THE CAR REGION**

That ICAO study options to seek improved efficiency and effectiveness in the existing sub-regional working group mechanism, which supports air navigation implementation and present the results and proposal to the sub-regional Directors of Civil Aviation meetings scheduled in 2012.

2. Discussion

2.1 States and Territories in the Region should develop their implementation plans in a harmonized manner as defined in the guidelines contained in ICAO Doc 9750 – *Global Air Navigation Plan* and the Regional Performance Based Air Navigation Implementation Plan (NAM/CAR RPBANIP), which is the main reference for the work programme of the ANI/WG regarding the scope, tasks, established dates, responsible entities and deliverables.

2.2 The Working Group Terms of Reference should be a mechanism to coordinate relevant activities for the implementation and improvement in air navigation services in the sub-regions.

2.3 The ANI/WG/01 Meeting should review the defined tasks in its work programme to implement operational improvements of air navigation services in ATM, CNS and AIM in the NAM and CAR Regions. The **Appendix** to this WP presents the Terms of Reference (ToRs) and Work Programme of the ANI/WG for review.

2.4 The Chairperson and Vice–Chairperson of the ANI/WG shall be elected during the ANI/WG/01 Meeting for a three-session period, thus in accordance with the ANI/WG ToRs.

3. Suggested action

3.1 The Meeting is invited to:

- a) review the ANI/WG ToRs and Work Programme presented in the Appendix to this Working Paper;
- b) elect the Chairperson and Vice–Chairperson of the ANI/WG, as mentioned in paragraph 2.4; and
- c) recommend other appropriate actions.

APPENDIX
TERMS OF REFERENCE AND WORK PROGRAMME OF THE
NAM/CAR AIR NAVIGATION IMPLEMENTATION WORKING GROUP (ANIWWG)

1. Background

The NAM/CAR Air Navigation Implementation Working Group (ANIWG) was established in response to the agreed Conclusion 4/9 - *Consolidation of Sub-Regional Working Groups in the CAR Region* in the Fourth Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/4), and endorsed by the 96th Meeting of Directors General of Civil Aviation of Central America and Panama (DGAC/CAP/96), held in Mexico City, Mexico, from 22 to 25 May 2012, the Twelfth Meeting of Directors of Civil Aviation of the Central Caribbean (C/CAR/DCA/12), held in Punta Cana, Dominican Republic, from 10 to 13 July 2012, and the Twenty-fourth Meeting of Directors of Civil Aviation of the Eastern Caribbean (E/CAR/DCA/24) held in Martinique, France, from 2 to 5 October 2012.

This objective of the ANI/WG is to consolidate the existing sub-regional working groups, reduce the number of meetings, avoid duplication, expedite the work progress, and improve regional harmonization focused on the Air Traffic Management (ATM), Communications, Navigation and Surveillance (CNS) and Aeronautical Information Management (AIM) air navigation fields.

2. Terms of Reference

- a) promote development of operational initiatives related to AIM, ATM and CNS fields, according to the ICAO Doc 9750 - *Global Air Navigation Plan*;
- b) recommend the implementation of air navigation systems and services identified in the CAR/SAM and NAM Air Navigation Plans related to the AIM, ATM and CNS fields according to the ICAO Doc 9750 - *Global Air Navigation Plan*;
- c) harmonise operational improvements and associated implementation activities to update the NAM/CAR Regional Performance-based Air Navigation Implementation Plan (NAM/CAR RPBANIP);
- d) promote ICAO Strategic Objectives related to safety, efficiency and environment; and
- e) report its work programme progress to the NAM/CAR Directors General of Civil Aviation and the North American, Central American and Caribbean Working Group (NACC/WG) Meetings.

3. Work Programme

The ANI/WG Work Programme will be based on the Regional Performance Objectives (RPO) activities/tasks contained in the NAM/CAR Regional Performance-based Air Navigation Implementation Plan (RPBANIP), for the AIM, ATM and CNS fields. Representatives are expected to present their work progress in the NAM/CAR ANI/WG meetings having decision-making authority on behalf of the State/Territory/International Organization, according to the following:

- a) associate the implementation of operational improvements with the seven components of Doc 9854, (Airspace Organization and Management (AOM), Demand/Capacity Balancing (DCB), Aerodrome Operations (AO), Traffic Synchronization (TS), Conflict Management (CM), Airspace User Operations (AUO) ATM Service Delivery Management (ATMSDM)) as appropriate;
- b) provide recommendations to develop proposal for amendments to the Doc 7030, the Doc 8733 and the NAM Air Navigation Plan to satisfy the ATM community expectations;
- c) develop guidelines and make recommendations for States/Territories to implement their Air Navigation Services (ANS) national plans related to the AIM, ATM and CNS fields, according to the RPBANIP;
- d) monitor and recommend harmonised implementation of air navigation facilities and procedures to ensure interregional interoperability,
- e) coordinate contributions from the Aerodromes, and Ground Aids (AGA), Aeronautical Meteorology (MET), and Search and Rescue (SAR) fields through the respective Point of Contact as required;
- f) promote close cooperation between States, Territories and International Organizations to optimize the use of available expertise and resources;
- g) provide recommendations to improve human resources planning and development in line with ICAO guidelines; and
- h) quantify cost/benefit analysis of performance measurements, deadlines, responsible body and results in terms of safety and environmental benefits for each implementation activity.

4. Membership

All ICAO Contracting States, Territories and International Organizations to which the ICAO NACC Regional Office is accredited shall be members of the ANI/WG. Other States adjacent to the CAR and NAM Regions may be invited to participate in the ANI/WG.

5. Working Methods

- a) the ANI/WG will use the following classification/definitions to record recommendations in the meeting reports:
 - Decisions: Internal actions of the ANI/WG;
 - Draft Conclusions: Actions requiring communication to States and Territories and/or endorsement by the NAM and CAR DCA Meetings;
- b) the Chairperson of the ANI/WG will be a representative from the the CAR or NAM States/Territories designated by the Meeting for a two-session period. A Vice-Chairperson will be elected for the same period. The duties of the Chairperson are the following:

- chair the ANI/WG Meetings;
 - coordinate the fulfillment of the tasks and action plans;
 - keep close coordination with the Secretariat for the development of the Agenda meetings and other issues concerning the ANI/WG; and
 - inform the Directors of Civil Aviation meetings of the CAR and NAM regions on the results of the ANI/WG meeting.
- c) the ANI/WG may form Ad hoc Groups, Task Forces or Committees valid for the time of the meeting to analyse specific topics. Task forces and Committees will be valid until the completion of the assigned tasks. All tasks and activities should be clearly defined by time and deliverables. Nomination for the Rapporteur of Committees and/or Task Forces may be made by any State, Territory, COCESNA or ECCAA;
- d) the ANI/WG will avoid duplication of work and maintain close coordination between States/Territories/International Organization;
- e) the ANI/WG will conduct activities in the most efficient manner with a minimum of formality and documentation, using electronic tools and teleconferences to ensure timely exchange of information, as required;
- f) the Members of the ANI/WG and its Committees and Task Forces will conduct coordination of works as follows:
- via written correspondance, i.e. e-mail, fax, etc.
 - via phone and teleconference calls
 - via a dedicated page on the ICAO NACC Regional Office Website
 - hold meetings when necessary
- g) the ANI/WG will receive support and inputs from other regional implementation groups and States, as needed;
- h) the ANI/WG meetings will be convened every year; except in years when the NACC/WG meets, or whenever necessary; and
- i) The ICAO NACC Regional Office will provide Secretariat service.

5. Meeting Sites

- a) the ICAO NACC Regional Office will convene the ANI/WG Meeting at least six months before holding it;
- b) the ANI/WG will meet in accordance with the following rotational scheme: Central America, ICAO, North America, ICAO, Eastern Caribbean (E/CAR), ICAO and Central Caribbean (C/CAR); and
- c) any member States/Territory/International Organizations may, at any time, offer to host a ANI/WG meeting.