International Civil Aviation Organization
North American, Central American and Caribbean Office (NACC)
Twenty-fifth Meeting of Directors of Civil Aviation of the Eastern Caribbean (E/CAR/DCA/25)
St. John's, Antigua and Barbuda, 3–5 December 2013

Agenda Item 5:   **Air Navigation Matters**
        5.3   **Review results from the E/CAR/CATG/1 and ANI/WG/1 Meetings and valid conclusions of these meetings**

FIRST EASTERN CARIBBEAN CIVIL AVIATION TECHNICAL GROUP MEETING (E/CAR/CATG/1) - NEW ECAR/DCA TECHNICAL SUPPORT BODY

(Presented by E/CAR/CATG Chairman)

SUMMARY
This working paper presents an overview of the results of the first ECAR Civil Aviation Technical Group Meeting, organization of the ECAR Civil Aviation Technical Group, and implementation progress achieved to-date. The suggested action for the Meeting is indicated in paragraph 3.

References:
• First Eastern Caribbean Civil Aviation Technical Group Meeting (E/CAR/CATG/1), Martinique, French Antilles, France, 19 to 21 June 2013 • Twenty-fourth Directors of Civil Aviation of the Eastern Caribbean Meeting (E/CAR/DCA/24) Martinique, France, 2 to 5 October 2012

Strategic Objectives	*This working paper is related to Strategic Objectives:* *A. Safety – Enhance Global Civil Aviation Safety* *C. Environmental Protection and Sustainable Development of Air Transport*

1.   **Introduction**

1.1   The Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG) was established by E/CAR/DCA Conclusion 24/7 – *New NAM/CAR Air Navigation Implementation Working Group,* items b) and c); transcribed here for ease of reference

> b) *E/CAR States/Territories continue the sub-regional work independently with a newly named E/CAR Civil Aviation Technical Group, still reporting to the E/CAR DCAs as well as to the new NAM/CAR Air Navigation Implementation Working Group (ANI/WG), and retaining the existing Chairperson and Committees, with continued remote support from ICAO; and*
>
> c) *in the event ICAO attendance at E/CAR Civil Aviation Technical Group meetings is requested, the E/CAR States will provide funding to accommodate travel expenses.*

1.2   This conclusion was adopted in consideration of the benefits to establish an E/CAR sub-regional working group to facilitate participation of E/CAR States at meetings, minimize travel distance, time, and cost, and safeguard sub-regional outcomes.

1.3   The E/CAR/CATG conducted its first meeting in June 2013 in continuation of the works carried out by the former E/CAR/WG since its last meeting (E/CAR/WG/33).

1.4   Through ICAO State Letter ref EMX0596, dated 21 August 2013, the E/CAR/CATG/1 Meeting final report was approved together with the E/CAR/CATG Terms of Reference (ToRs). The ECAR/CATG ToRs are shown in **Appendix A** to this paper.

2.   Discussion

2.1   An overview of the results and organization of the E/CAR/CATG/1 Meeting is shown in **Appendix B** to this paper.

2.2   Since the E/CAR/CATG/1 Meeting, the following progress has been achieved and reported by the Committees:

> a) The Aerodromes, Air Routes and Ground Aids (AGA) Committee has a new designated rapporteur from Trinidad and Tobago. An initial progress report was submitted as shown in **Appendix C.**
>
> b) The AIM Committee presented progress on implementation with the transition to AIM, AIM Quality Management System (QMS), and Flight Plan improvements as detailed in **Appendix D.** It was recommended that the existing Flight Plan Format (FPL) template be utilized more in the SPATIA system to reduce erroneous FPLs.
>
> c) The progress on Communications and Radar Data Sharing are presented by the Eastern Caribbean Network Technical Group and Eastern Caribbean Radar Data Sharing Ad hoc Group (E/CAR/NTG - E/CAR/RD) in WP/09.
>
> c) An agreement on Meteorology (MET) matters was finally completed with the Caribbean Weather Organization as detailed in **Appendix E**.
>
> d) SAR progress is shown in **Appendix F** to this paper.
>
> e) The updated PBN Plan carried out by Trinidad and Tobago is shown in **Appendix G** to this paper

2.3   **Appendix H** includes follow-up to the valid E/CAR/CATG/1 Conclusions/Decisions.

3. **Suggested Actions**

3.1 The Meeting is invited to:

a) take note of the results of the E/CAR/CATG/1 Meeting and the progress reported to date;

b) analyze and agree on the necessary actions for streamlining the E/CAR/DCA and E/CAR/CATG conclusions;

c) support participation of AIS Specialists at the familiarization programme in Trinidad and Tobago in April 2014 and other participants to ICAO events, such as the electronic Terrain and Obstacle Data (eTOD) Seminar in Mexico City in 2014;

d) provide experts from E/CAR States to participate in the different E/CAR/CATG Committees; and

e) agree on any action as deemed necessary.

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APPENDIX A

TERMS OF REFERENCE (ToRs) AND WORK PROGRAMME 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 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 Air Navigation Plan, the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP) and other relevant regional documentation in compliance with ICAO Standards and Recommended Practices (SARPs), as required.

b)   Facilitate development of emerging aviation issues focusing on continued improvements to operational efficiency through coordinating harmonised procedures and promoting interoperability of networks and implementation of new technologies.

c)   Develop operational improvement initiatives through action plans and implementation strategies and associated technologies to improve safety, increase operational and economic efficiency and/or capacity of regional Air Navigation Services.

d)   Develop and implement performance objectives related to Regional Air Navigation Services with regard to Doc 9750 - *Global Air Navigation Plan*.

e)   Share information on implementation initiatives for enhancing compatibility of air traffic operations.

f)   Provide technical advice to the E/CAR Directors of Civil Aviation, as required, in relation to the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan and any other necessary steps for implementation.

3. **Work Programme**

3.1 The E/CAR/CATG Work Programme reflects the Regional Performance Objectives (RPOs) activities/tasks contained in the *NAM/CAR Regional Performance-Based Air Navigation Implementation Plan*, applicable to the E/CAR Area, taking the following into consideration:

   a) Adherence to deadlines for implementation of facilities, services and procedures to improve air navigation services in the E/CAR Area

   b) Development of guidelines and recommendations for States/Territories to implement their national plans

   c) Recommendations for implementation of air navigation facilities and services to ensure interregional harmonization, taking into account performance metrics, environmental benefits and operational issues

   d) Provision of recommendations to improve human resource planning and development in line with ICAO guidelines

   e) Coordinate implementation of initiatives with the seven components of Doc 9854, (AOM, DCB, AO, TS, CM, AUO, ATMSDM) as appropriate

   f) 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 E/CAR Directors of Civil Aviation (E/CAR/DCA), the NAM/CAR Air Navigation Implementation Working Group (ANI/WG) and 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 term.. 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 action plan
   - Closely coordinate with the Secretariat for meeting agenda development and other issues concerning the E/CAR/CATG
   - Serve as coordinator with the Caribbean Meteorological Organization (CMO) on coordination/exchange of aeronautical MET matters
   - Coordinate with other implementation groups related to E/CAR air navigation implementation activities
   - Inform the Directors of Civil Aviation of the Eastern Caribbean Meetings on the results of the E/CAR/WG meetings

b)   The E/CAR/CATG will avoid duplication of work and maintain close coordination among States/Territories/International Organizations and users to optimise the use of available resources and experience.

c)   The E/CAR/CATG will carry out task coordination using electronic tools and teleconferences to guarantee efficient exchange of information, when required.

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. 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.

e)   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

f)   All committee and task force rapporteurs must present their report on the progress of assigned tasks to the E/CAR/CATG.

g)   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

h)   Meetings will usually be convened every year, except in years when the NACC/WG meets or whenever necessary. The ICAO NACC Regional Office will continue remote support of the E/CAR/CATG, and in the event ICAO attendance at E/CAR/CATG meetings is requested, the E/CAR States/Territories will provide funding to accommodate associated travel expenses.

5.   Membership

Antigua and Barbuda, Barbados, 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/WG Committees and Task Forces** (to be reviewed by the E/CAR/ATG/1 Meeting)

AIS Committee   Rapporteur: Barbados – Shirley Ford
ATM Committee   Rapporteur: Trinidad and Tobago – Ian Gomez
SAR Committee   Rapporteur: Trinidad and Tobago – Rohan Garib
CNS Committee   Rapporteur: Trinidad and Tobago – Veronica Ramdath
AGA Committee   Rapporteur: Barbados – Kellman Walcott

MET issues will be coordinated with the Caribbean Meteorological Organization.

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APPENDIX B

SUMMARY OF E/CAR/CATG/1 MEETING - RELEVANT ACTIONS AND RESULTS

1.   The First Meeting of the Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/1) was held at the Carayou Hotel, Martinique, French Antilles, France, from 19 to 21 June 2013.

2.   The E/CAR/CATG Chairman, with the assistance of ICAO, conducted several teleconferences in support of the transition to the E/CAR/CATG, highlighting the explanation of the activities and work programme to be continued from the E/CAR/WG, the scope of the activities, need to improve efficiency and coordination, follow-up on the E/CAR Committees, and E/CAR/CATG support to the ANI/WG

3.   Terms of Reference (ToRs) and Work Methodology for the ECAR/CATG was developed using the former E/CAR/WG ToRs, agreeing that the former E/CAR/WG structure of committees should be maintained and that the working methodology through Task Forces be more extensively used.

4.   Regarding MET matters, the E/CAR/CATG decided to establish a liaison/functional cooperation with the Caribbean Meteorological Organization (CMO) as follows:

      a)   Determine and agree on how to work together and exchange information. This exchange and follow-up will be done mainly via email, teleconference, , telephone calls, or by formal paper exchange.

      b)   Participation in meetings of the two organizations by regional air navigation and MET personnel is encouraged.

5.   The ECAR/CATG/1 Meeting carried out a review and follow-up on the conclusions/decisions of the E/CAR/WG/33 (all previous valid conclusions of the E/CAR/WG/33 were superseded or completed by E/CAR/DCA/24), as well as a review of outstanding conclusions and decisions from the Sixteenth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/16), Piarco Policy Group, Fourth Meeting of North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/4), and Third North American, Central American and the Caribbean Working Group Meeting (NACC/WG/3). The following results were indicated:

- PIARCO/FIR/PG Meeting Conclusion 4/3 is completed.
- Regarding the previous NACC/WG conclusions, the Meeting identified the following progress by the E/CAR Committees:

    o   NACC/WG 3/1: on-going work by ATM Committee
    o   NACC/WG 3/2: testing of New Flight Plan format included in Centralized Flight Plan Activities (AIM Committee)
    o   NACC/WG 3/3 and NACC/WG 3/4: on-going work by AIM Committee
    o   NACC/WG 3/5: on-going work by SAR Committee
    o   NACC/WG 3/6: on-going work by CNS Committee

    o   NACC/WG 3/7: on-going work by E/CAR States

    o   E/CAR/DCA/24 Conclusion 24/2 was completed with the work of the E/CAR Radar Data Sharing Ad-hoc Group and that Conclusions 24/3, 24/4 and 24/11 are still valid with on-going work by the AIM and SAR Committee

6.   The ECAR/CATG/1 Meeting followed-up on implementation of the NAM/CAR Regional Performance Based Air Navigation Implementation Plan (RPBANIP) in the Eastern Caribbean through progress reports of the AIM, AGA, ATM, CNS, MET and SAR Committees, as well as through the E/CAR NTG and Radar Data Sharing Report. Similarly, a review of performance-based metrics and benefits achieved was completed.

7.   All committees reviewed the status of air navigation implementation within their committee, and as a result of their discussions, the following issues were highlighted:

- Since the E/CAR/WG/33 Meeting, the ATM Committee held three ATM Committee teleconferences, two ATM Sub-Committee teleconferences and one Ad hoc Group teleconference to address PBN implementation activities in the Eastern Caribbean, Amendment to the Caribbean and North Atlantic part of ICAO Doc 7030 - *CAR/Region Supplementary Procedures,* and review of Air Traffic Services (ATS) coordination issues between Antigua and Barbuda, San Juan, Sint Maarten, and Trinidad and Tobago.

- ***PBN Implementation activities in the Eastern Caribbean:*** Several National PBN Implementation Plans for inclusion into the Regional E/CAR PBN Implementation Plan have been collected, except for UK Territories, Netherlands (Saba and Sint Eustatius), Saint Lucia, Dominica, and Saint Kitts and Nevis. Feedback on the Antigua and Barbuda National PBN Implementation Plan was given.

- ***PBN Training:*** A phased training approach was adopted. Barbados stated an interest in having selected persons from their State receive PBN training from IATA and offered their training facility for the "In Group" training option. States/Territories were advised to take advantage of the online training available on the ICAO website: www.icao.int/safety/pbn

- ***PBN support for Implementation:*** Trinidad and Tobago informed of their support, if needed, to visit States to deliver basic PBN awareness. It was suggested that each State/Territory select a person(s) who would be solely dedicated to the PBN implementation process.

- ECAR/CATG´s active support and evaluation for the regional ATS impact when the new Argyle Airport in Saint Vincent is commissioned in 2014.

- Revision of the achievements and progress made in accordance with its Action Plan following AIM conclusions/matters including Implementation of a Quality Management System (QMS) for the region; develop a proposal on an E/CAR plan for implementation of Electronic Terrain Obstacle Database (e-TOD) for areas 1 to 4; support for preparatory and implementation activities to be carried out for the New Flight Plan Form in the E/CAR; elimination of missing and duplicate flight plans in the region; and development of an E/CAR plan proposal for the implementation of the ICAO Roadmap for the transition from AIS to AIM.

- *Implementation of a PIARCO AIS/NOTAM Contingency Plan:* Several considerations were formulated:

  o The implementation of the new web-based AIS systems in Trinidad and Tobago allows remote access to the systems in situations where the Piarco AIS staff must evacuate their work area but the equipment is still functional; the web-based SPATIA allows for remote access to Flight Plans, NOTAMS and MET data.
  o Efforts are on-going to address a complete shutdown of the entire network (AFTN/SPATIA).
  o Discussions regarding a proposal for reciprocal measures took place with both Curacao and Jamaica. Curacao also has a SPATIA system and is very interested in establishing the agreement.

- *AIM QMS implementation:* The ECAR/CATG Meeting recalled on the need for the development of national AIS (AIM) QMS plans and on the activities carried out by the team of persons formed by ICAO, UK CAA, and ECCAA, who recently visited Trinidad and Tobago from 18 to 20 March 2013, specifically to consider the progress made by Piarco AIS in the development of their QMS.
- *Central Flight Planning Unit:* The centralized database, SPATIA, is under implementation with tests for October/November and completion of implementation by December 2013. This solution would resolve the issue of missing and duplicate FPLs at the FDPs in the E/CAR.
- *AIS Familiarization Programme:* The Meeting recalled the scheduled training and adequate staff required for the new AIM systems as agreed by E/CAR/WG Conclusion 33/2. Trinidad and Tobago confirmed their commitment to host this programme and expressed regret that it had to be rescheduled due to the delayed installation of all of the new AIM systems. Trinidad and Tobago also indicated that the invitation and details of the programme will be disseminated by 1 November 2013
- Progress with CNS matters were reviewed, highlighting:

  o Barbados advised that they have completed a survey and feasibility studies to implement MLAT/ADS-B in Barbados, to be implemented by Q1-2014.
  o ECCAA advised they are conducting feasibility studies in the OECS States regarding implementation of ADS-B.
  o Trinidad and Tobago formalized an agreement with ARINC for the provision of High Frequency (HF) service in Piarco Oceanic airspace.
  o Trinidad and Tobago has completed the requirements to host the radar data sharing server, presently receiving the radar system tracks from Guadeloupe and Martinique, and is working on adding the inputs from Barbados, Sint Maarten and Venezuela.
  o Review of the progress with planning and implementation of AMS communication improvements, AMHS and AIDC implementation, and ADS-B activities recalling the operational benefits from AIDC implementation as agreed in E/CAR/WG Conclusion 33/8.

o   Review of solutions for communication between the Piarco and Dakar FIRs, and Sal and Santa Maria, which is currently achieved via the Public Switched Telephone Network (PSTN) using the Communication Satellite Network (CAFSAT) Network.

- SAR Committee presented an update on the activities carried out by the SAR Committee since the E/CAR/WG/33 Meeting and the progress of SAR activities.

8.   The Meeting expressed their support for the ICAO Position for the International Telecommunication Union (ITU) World Radio Communication Conference (2015) when developing their proposals and delegation briefs in preparation for WRC-15 to ensure that decisions taken by the conference are in favor of aeronautical requirements (Assembly Resolution A36-25 refers).

9.   The E/CAR/CATG coordinated their support for the ANI/WG/1 Meeting.

10.   The E/CAR/CATG adopted the same rotational scheme followed by the former E/CAR/WG. In 2014, a face-to-face meeting of the CATG is not expected, but necessary coordination and teleconferences will be required for the CATG´s contribution to the NACC/WG Meeting, and the E/CAR/CATG/2 shall be carried out in 2015 and hosted by United States.

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APPENDIX C
AGA COMMITTEE REPORT

Considering the absence of a functioning AGA Committee, and in an effort to determine the way forward with AGA matters, the E/CAR CATG Chairperson attempted to convene an introductory teleconference involving the ICAO Regional Officer/AGA, Jaime Calderon; Kellman Walcott, AGA Rapporteur, Barbados; and Kingsley Herreira, Trinidad and Tobago, to formulate and prioritize the AGA issues for consideration by the E/CAR/CATG. The decision to convene the teleconference was taken at the E/CAR/CATG/1 held in Martinique, French Antilles, France, 19 – 21 June 2013. The teleconference did not take place as planned due to the unavailability of different members at various times. During the first week in September 2013, the ICAO/RO/AGA was informed that Kellman Walcott would be unable to continue as Rapporteur of the AGA Committee. Trinidad and Tobago informed the ICAO/RO/AGA on 17 September 2013, that Trinidad and Tobago, through Kingsley Herreira, would accept responsibility as Rapporteur of the AGA Committee. On 25 September 2013, the ICAO/RO/AGA accepted Kingsley Herreira as the new Rapporteur.

The ICAO/RO/AGA and the new Rapporteur met during the week of 14 – 18 October 2013, to formulate a work plan. The proposed Regional Performance Based Air Navigation Implementation Plan (RPBANIP) regarding AGA related topics was discussed. The Regional Project is still in the process of review and shall include the Aviation System Block Upgrades (ASBUs). The ICAO/RO/AGA and the Rapporteur decided that when the final version is available they would conduct a teleconference to discuss the RPBANIP.

Kellman Walcott subsequently informed the Rapporteur that he was still available to function as a member of the AGA Committee.

CONCLUSION

The lack of a functioning AGA Committee in the E/CAR resulted in the lack of a previous work plan or any continuity through which the new AGA Committee could immediately function. The inability to meet via teleconference as mandated by the E/CAR/CATG/1 and the change of Rapporteur also affected the work progress of the AGA committee. The Rapporteur, Kingsley Herreira and the ICAO/RO/AGA, shall meet as soon as the Regional Project is finalized and develop a work plan in accordance with the mandates of the RPBANIP and the Regional GREPECAS Project F1 – *Aerodrome Certification Improvements*.

E/CAR/CATG/AGA RAPPORTEUR
Kingsley Herreira
Manager Licensing Standards
Safety Regulations
Trinidad and Tobago Civil Aviation Authority

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APPENDIX D
AIM COMMITTEE REPORT

This appendix reports on the activities of AIS in the E/CAR as they relate to the Regional Performance Objectives (RPOs) listed in the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (NAM/CAR RPBANIP), as well follow-up on the AIM work programme and valid conclusions.

1.   Introduction

1.1   This report details the activities of the E/CAR AIM Committee since the E/CAR CATG/1 Meeting convened in Martinique, France, 26-28 June 2013. The AIM Committee is comprised of Barbados, France, Trinidad and Tobago, United States, and ECCAA. This Committee did not meet during the intervening period since the E/CAR CATG/1 Meeting. Nevertheless, efforts were made to address some of the issues identified at that meeting.

2.   Discussion

Flight Planning and Related Issues

2.1   The discussion relating to flight planning and related issues at the E/CAR CATG/1 Meeting revealed that flight plan errors were being received at the Trinidad and Tobago switching centre. As a consequence, the following decision was formulated:

DECISION
E/CAR/CATG 1/16   INVESTIGATION OF 2012 NON-COMPLIANT FPLS

          That in order to investigate the amount of 2012 non-compliant flight plans:

          a)   *Trinidad and Tobago carry out a survey of all flight plans being disseminated by E/CAR States and Territories during the period 1 to 31 July 2013;*

          b)   *Trinidad and Tobago provide a report on the survey analysis to E/CAR States, E/CAR/CATG and the ICAO NACC Regional Office by 31August 2013;*

          c)   *E/CAR States note the contents of the report and take appropriate action to correct their respective deficiencies;*

          d)   *Trinidad and Tobago continue to monitor FPLs and inform States when errors occur; and*

          e)   *the E/CAR/CATG Chairman report the progress of these activities to the E/CAR/DCA/25 Meeting.*

2.1.1   The survey was completed as stated, and the resulting report is shown in the **Attachment**.

Centralized Flight Planning System (CFPS)

2.2   Following extensive investigations into the problem of missing and duplicate flight plans carried out by the E/CAR AIS Committee, a centralized flight planning system was identified as a possible solution. It was expected that this system would be installed in Trinidad and Tobago along with FPL 2012 - compliant workstations as part of the Aeronautical Information Services (AIS) and Air Traffic Services Message Handling System (AMHS).

2.3   The manufacturer (IDS) is still working to deliver the Centralized Flight Planning System (CFPS) with all of the specifications as detailed by Trinidad and Tobago, and it is now anticipated that the CFPS will be installed in Trinidad and Tobago during the second quarter of 2014. In addition to reducing/eliminating missing and duplicate flight plans, the system is expected to further improve the capacity of existing systems to check for errors related to the FPL2012 format.

Quality Management System (QMS)

2.4   Barbados and Trinidad and Tobago have both established teams to develop a QMS that meets the Standards established by ICAO for an AIM-QMS. Trinidad and Tobago expects to be ready for certification during the first half of 2014. In Barbados, air traffic services have a QMS that is ISO9001 2008-certified; however, it has been long accepted that the AIS-QMS needed to be expanded and refined to meet ICAO Standards. It is expected that Barbados will achieve this goal during 2014.

2.5   Barbados and Trinidad and Tobago will use their respective experiences and documentation in a collaborative effort to assist the rest of the E/CAR in developing a certifiable AIS-QMS in each State. It is expected that this objective will be achieved by December 2014.

Regional Data Base

2.6   In order to ensure that each E/CAR State is keeping pace with the requirements for the transition to AIM, the ICAO NACC Regional Office is in the process of creating a database outlining each of the three phases for transition from AIS to AIM according to the ICAO Roadmap. The NACC Regional Office will be able to monitor implementation so that possible support can be provided as necessary. The ICAO NACC Regional Office will utilize data from the database to determine the percentage of implementation in each State under its jurisdiction.

electronic Terrain and Obstacle Data (eTOD)

2.7   There has been little progress in this area due to a lack of expertise in this field. Consequently, following a mission to the E/CAR in November 2012, the Regional Officer, Aeronautical Information Management from the ICAO NACC Office, has suggested that this is an area where a technical assistance programme could be developed. Additionally, the ICAO NACC Office is proposing to host a seminar on the implementation of eTOD during the first half of 2014 at the Regional Office in Mexico City.

AIM Familiarization Programme

2.8   Since June 2012 at the E/CAR/WG/33, it was recommended that Trinidad and Tobago host an AIM familiarization programme for AIM specialists from E/CAR States. April 2014 is proposed for this programme to be conducted.

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ATTACHMENT TO APPENDIX D

REPORT ON THE SURVEY OF 2012 NON – COMPLIANT FLIGHT PLANS
FROM E/CAR STATES - 1 TO 31 JULY 2013

1.   Introduction

1.1   ICAO's new Flight Plan format (FPL) became effective on 15 November 2012. In order to facilitate this new FPL format, Trinidad and Tobago installed and commissioned new upgraded AIS systems, SPATIA and CADAS.

1.2   These new systems could not be installed in the States of the Eastern Caribbean prior to the 15 November 2012 transition date. However, by the end of February 2013 both systems were installed throughout all 12 E/CAR States, and the relevant personnel were trained.

2.   Discussion

2.1   At the E/CAR/CATG/1 held in French Antilles, France, from 19 to 21 June 2013, discussion on flight planning matters revealed that, even though the new systems have provisions to check for errors, flight plans with errors were still being transmitted to the Piarco switching centre.

2.2   This led to the formulation of Decision 1/16 – *Investigation of 2012 Non-Compliant FPLS*.

2.3   The flight plan data collected for the period 1 – 31 July 2013, are shown in the Tables below:

Total Flight Plan Messages: 2739				
Total Rejected Messages: 850 (31% of Total Flight Plan Messages)				
STATION	*TOTAL NUMBER OF REJECTED MESSAGES*	*PERCENTAGE IN RELATION TO TOTAL FLIGHT PLANS*	*SUBTOTAL OF FLIGHT PLANS BY STATION*	*PERCENTAGE IN RELATION TO FLIGHT PLANS BY STATION*
Antigua	26	0.9%	40	65%
Barbados	67	2.4%	192	34.9%
Dominica	134	4.9%	150	89.3%
Grenada	95	3.5%	119	79.8%
Guadeloupe	371	13.5%	887	41.8%
Martinique	53	1.9%	63	84.1%
Montserrat	4	0.1%	4	100%
Nevis	3	0.1%	3	100%
St. Kitts	6	0.2%	8	75%
St. Lucia	33	1.2%	93	35.5%
St. Vincent	26	0.9%	184	14.1%
Trinidad and Tobago	32	1.2%	996	3.2%

STATION	FLIGHT PLANS WITH MORE THAN ONE (1) ERROR	TOTAL NUMBER OF FLIGHT PLANS BY STATION	PERCENTAGE OF FLIGHT PLANS WITH MORE THAN ONE ERROR
Antigua	6	40	15%
Barbados	9	192	4.7%
Dominica	52	150	34.7%
Grenada	34	119	28.6%
Guadeloupe	42	887	4.7%
Martinique	9	63	14.3%
Montserrat	-	4	-
Nevis	-	3	-
St. Kitts	-	8	-
St. Lucia	10	93	10.8%
St. Vincent	3	184	1.6%
Trinidad & Tobago	14	996	1.4%

3.   Analysis

3.1   States with the most errors relative to the number of flight plans issued by each State:

- Dominica
- Grenada

3.2   The main cause of the higher percentages relates to the fact that the flight plans that were rejected contained more than one error. In Dominica and Grenada, 35% and 29%, respectively, of all flight plans contained more than one error.

3.3   The main errors found were:

a)   Missing Date-Of-Flight
b)   Routing Errors: apart from the few syntax errors in the route such as missing reporting points (e.g., ANADA, DAREK, ILURI etc.) the majority of route errors were that the "DCT" and VOR/DME identification (e.g., BGI, FOF, PPR, DOM, ANU) were missing
c)   Wrong field 18 format: this refers to the "Equipment and other information" missing. For example, the values for DOF, PBN, NAV, COM with respect to the corresponding values in fields 10 (a) and 10 (b)

3.4   Errors also refer to the chronological order in which the data was provided. This data must be placed in the order as specified by the ICAO FPL.

3.5   In cases for States such as Montserrat and Saint Kitts and Nevis, where few flight plans were received, special attention should be paid to routing since all of the erroneous flight plans were due to routing errors.

3.6   States need to pay special attention to items listed, especially routing and date of flight.

3.7   Piarco is working with the software provider for system improvement to further reduce the number of errors being transmitted.

4.   Recommendation

4.1   States should use the "Equipment and Other Information wizard" provided on the Flight Plan Register Form of the SPATIA system to assist with elimination of date-of-flight and aircraft equipage errors. It can also be used as a guideline for inputting the correct information and in the correct order as required. This can be accessed by clicking on the boxes for Items 18 and 19 of the ICAO FPL.

REASONS FOR THE REJECTION OF FLIGHT PLANS WITHIN THE PIARCO FIR													
ERROR	**Antigua**	**Barbados**	**Dominica**	**Grenada**	**Guadeloupe**	**Martinique**	**Montserrat**	**Nevis**	**St. Kitts**	**St. Lucia**	**St. Vincent**	**T&T**	**Total**
Duplicate Flight Plans	4	9	19	6	4	2	0	0	1	5	1	3	**54**
Missing Date of Flight	11	47	98	28	52	6	0	0	2	21	11	17	**293**
No Alternate Aerodrome	0	1	0	34	3	7	0	0	0	6	1	3	**55**
No EET Data (Elapse time to FIR Boundaries)	0	2	1	6	1	0	0	0	0	1	3	8	**22**
Routing Errors	17	14	68	13	353	46	4	3	3	9	10	11	**551**
Wrong Field 18 Format	0	3	0	42	0	1	0	0	0	1	3	4	**54**
Total Error	32	76	186	129	413	62	4	3	6	43	29	46	**1029**
Percentage of Total	80%	40%	124%	108%	47%	98%	100%	100%	75%	46%	16%	5%	
Total Messages Rejected	*26*	*67*	*134*	*95*	*371*	*53*	*4*	*3*	*6*	*33*	*26*	*32*	***850***
Messages with more than 1 error	6	9	52	34	42	9	0	0	0	10	3	14	**179**
Total Flight Plans by Station	**40**	**192**	**150**	**119**	**887**	**63**	**4**	**3**	**8**	**93**	**184**	**996**	**2739**

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APPENDIX E

**MEETING OF DIRECTORS OF METEOROLOGICAL SERVICES OF THE
CARIBBEAN METEOROLOGICAL COUNCIL REPORT
BY CEDRIC H. MURRELL,
CHAIRMAN - E/CAR/CATG**

The meeting of Directors of Meteorological Services of the Caribbean Meteorological Council was held at the Caribbean Institute of Meteorology and Hydrology in Barbados on 16 November 2013.

The Chairman of the E/CAR/CATG, Cedric H. Murrell, attended the meeting at the invitation of Mr. Tyrone Sutherland, Coordinating Director of the Caribbean Meteorological Organization.

The meeting discussed the following matters among others that were of relevance to civil aviation:

1. Training of aeronautical forecasters and technicians and the competency requirements for each position. It was pointed out that the qualification requirement for Forecasters was a University level degree and a lower level of training for technicians. It was noted that Forecasters have to be World Meteorological Organization (WMO)-certified.
2. It was pointed out that Quality Management System (QMS) is required to be established in Meteorological Services worldwide as from 1 December 2013.
3. It was also noted that Meteorological services are to be audited by Civil Aviation Authorities.
4. It was stressed that MET Offices are to have written Memorandums of Understanding (MOUs) or agreements with the local Civil Aviation Authority (CAA).
5. There was discussion on the status and performance of the Caribbean Meteorology Organization (CMO) radar network, an extensive network of weather radars that covers the region.

It was agreed between the Chairman E/CAR/CATG and the Coordination Director- CMO that there will be continue coordination on matters as appropriate.

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APPENDIX F

SAR COMMITTEE UPDATE

1.   Background

1.1   In response to the suggested action in WP/24, the E/CAR/DCA/24 adopted the following conclusion:

CONCLUSION 24/4   SAR ACTIVITIES AND IMPROVEMENTS IN THE E/CAR SUBREGION

That in order to promote and facilitate implementation of SAR activities and improvements with the active participation of all SAR related entities in the E/CAR States/Territories:

a)   the E/CAR SAR Committee assist those E/CAR States/Territories that request to:

   i.   review and update existing SAR Agreements that include permission for SAR Units from other States to provide SAR assistance within the jurisdiction of another State;

   ii.   review other related activities to improve SAR services in the E/CAR sub-region and the PIARCO FIR; and

b)   E/CAR States/Territories:

   i.   in collaboration with the related national agencies, complete the SAR Matrix in Appendix B to WP/24 and submit it to the E/CAR SAR Committee Rapporteur (Mr. Rohan Garib, Trinidad and Tobago, rgarib@caa.gov.tt) by 31 January 2013, for analysis and preparation of a regional SAR status report;

   ii.   establish proper coordination between civil and military authorities for efficient use of all available SAR resources; and

   iii.   review SAR staffing requirements and response capacity within the PIARCO Flight Information Region (FIR).

1.2   At the First Eastern Caribbean Civil Aviation Technical Group Meeting, the SAR Committee presented an update on its activities carried out since the E/CAR/WG/33 Meeting, and the progress report presented to the E/CAR/DCA/24 Meeting.

2.   Discussion

2.1   The E/CAR/CATG/1 Meeting noted that improvements in SAR development were accomplished via updates of the SAR matrix and follow-up meetings.

2.2   The SAR Action Plan was developed and included the following:

   a)   Update Points-of-Contact list
   b)   Follow-up on State submissions of SAR matrix
   c)   Continue work to develop/amend Letters of Agreement (LOAs) between States
   d)   Set up meetings with individual States and their respective agencies with the intention to address individual challenges/issues that may be affecting States
   e)   Harmonize National and Regional plans to meet SAR requirements for the E/CAR and the Piarco Flight Information Region (FIR)

2.3   The SAR Committee emphasized devising strategies to obtain outstanding information from States who had not submitted the SAR Matrix/Checklist. A follow-up meeting held in French Antilles in August 2013 focused on the responsibility of French Guiana, Guadeloupe, Martinique, and Trinidad and Tobago to conclude the respective LOAs.

2.4   The E/CAR/CATG Meeting formulated the following decision:

DECISION E/CAR/CATG 1/19 SAR ACTION PLAN

> *That based on the teleconferences and the exchange of information between the Rescue Coordination Centre (RCC), Rescue Sub-centre (RSC) and other SAR related parties, the SAR Committee submit its action plan (activities, dates, responsible, deliverables) to the E/CAR/CATG **no later than 30 August 2013** for presentation at the E/CAR/DCA/25 Meeting.*

2.5   France informed the CATG Meeting that they had identified a lack of SAR training/expertise within their Air Traffic Management (ATM) system, which is being addressed by conducting training with managers and supervisors. An operational SAR exercise/drill in the French Antilles was planned for October 2013.

2.6   Similarly, the Meeting was advised that Trinidad and Tobago had dedicated human resources to develop a Search and Rescue Unit (SRU). This unit has gained full approval and is now established on the organizational structure in Trinidad and Tobago. It also has a mandate to establish an Aeronautical Rescue Coordination Centre (ARCC) with the necessary equipment and is working towards obtaining the necessary training to develop human resources in Aeronautical SAR that meets international Standards and Recommended Practices (SARPs). The SRU has developed an action plan to meet the objectives   of SAR – nationally (Trinidad and Tobago) and regionally (Piarco FIR), that involves completion of a National SAR Plan and the acquisition of the National SAR Plans of the other concerned States to be used in the regional Operational Plan.

2.7   The Meeting noted that the E/CAR SAR Committee is supporting States with developing a similar regional SAR plan and conducting a test in due course. Trinidad and Tobago will assist individual States with the development of their SAR national and operational plans.

2.8   Work is on-going to complete the LOAs for all States within the Piarco FIR and adjacent States.

2.9   The E/CAR SAR Committee requested the assistance of ICAO to coordinate the exchange of expertise and experiences of other developed Aeronautical Rescue Coordination Centres (ARCCs) to assist E/CAR States with developing and implementing their respective ARCCs. In this regard, the Meeting proposed the following draft conclusion:

CONCLUSION
E/CAR/CATG 1/20   ***EXCHANGE OF INFORMATION FOR SAR IMPLEMENTATION***

> *That ICAO facilitate, through coordination via teleconference, the exchange of expertise and experiences among the SAR Committee, E/CAR States, and other States with mature SAR structures to assist with SAR implementation in E/CAR States by **15 August 2013**.*

3.   Progress of the SAR Committee

3.1   Barbados, French Antilles (Guadeloupe and Martinique) and Trinidad and Tobago provided their analysis of SAR capability. The UK Territories of Anguilla, British Virgin Islands and Montserrat gave a favorable response and commitment to provide the SAR Matrix/Check list. Responses were still outstanding to a request made to Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines.

3.2   Trinidad and Tobago coordinated a meeting with the French Territories, comprising persons from French Guiana, Guadeloupe and Martinique. The meeting was held in Trinidad and Tobago (Trinidad and Tobago Civil Aviation Authority Complex) from 8 to 10 April 2013. Other invitees including the Trinidad and Tobago Coast Guard participated. Discussions were held concerning the responsibility of French Guiana, Guadeloupe, Martinique and Trinidad and Tobago on concluding the respective LoAs. A follow-up meeting was scheduled to take place in French Antilles before August 2013.

3.3   The SAR Plan for the Maritime Rescue Coordination Center of Fort-de-France was submitted by France.

3.4   Trinidad and Tobago has piloted several SAR meetings with the relevant stakeholders to assess their operational capability that influence the SAR Plan.

3.5   The SAR Committee will strategize and develop a similar Regional SAR Plan and conduct test in due course.

3.6   Work is on-going to complete the LoAs for all States within the Piarco FIR and adjacent States to the Piarco FIR.

3.7   The E/CAR/CATG Group SAR Committee Webinar was held on 23 October 2013.

4.   Conclusion

4.1   Significant progress has been made on the development of the SAR capability in the E/CAR. There has been greater coordination among States leading toward the development of LOAs. There is still a need for some States to submit their SAR Matrix and National Plans.

4.2   Trinidad and Tobago has developed a Search and Rescue Unit (SRU) with a mandate to establish an Aeronautical Rescue Coordination Center (ARCC) and will assist other States toward developing a Regional SAR Operational Plan.

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APPENDIX G
TRINIDAD AND TOBAGO PBN IMPLEMENTATION PLAN 2013 - 2014

No.	Objective	Training Requirements/ Meetings	Starting Date	End Date	Remarks
1	Appoint TTCAA PBN Core Implementation Team (PBNCIT) Project Manager (As defined by ICAO)	Project Management Training for Project Manager		-	Completed
2	Formulate Terms of Reference for TTCAA PBN Implementation Project				Completed
3	Designate work/meeting area for PBNCIT Provide necessary resources for PBNCIT				Completed
4	Create PPT Presentations for demonstrations to TTCAA EXEC. Management and external stakeholders				Completed
5	Outline PBN Implementation plan to TTCAA Executive and Line Management		January 2013	December 2013	Partially Completed
6	Appoint members of TTCAA PBNCIT: 1 ATC 1 Procedure Design Specialist 1 AIS 1 T&E 1 Safety Regs. 1 Econ. Regs.		January 2013	March 2013	Completed; in addition to the core team, from time to time, input will be required from IT and Corporate Services Business Analyst
7	Training for PBNCIT members	In-house training conducted by PBNCIT coordinator	February 2013	February 2013	Completed
		Option 1 - IATA PBN 1 (France July 15 - 19) or Option 2 - Contact IATA for course in Trinidad and Tobago (This could be done to include regional members as well)			TBD
		ICAO/CANSO - Regional Workshop on Airspace Concept Redesign and Operational Approval of Performance-Based Navigation (PBN), Mexico City, Mexico, 25 to 29 November 2013	November 2013	November 2013	Valid
		Microsoft Office advanced training for at least two PBNCIT members (SBCS offers Microsoft Office Speacialist course)			TBD
8	Review Trinidad and Tobago PBN Action Plan		January 2013	June 2013	Completed
9	Develop methodology for initiating the CDM process with stakeholders		March 2013	June 2013	Completed
10	Present PBN implementation plan to local stakeholders to nominate AUX members (e.g. AATT)		July 2013	December 2013	Valid

No.	Objective	Training Requirements/ Meetings	Starting Date	End Date	Remarks
11	Present PBN implementation plan to regional TMAs in order to formulate E/CAR PBN Committee to: -Discuss the re-design of the departure/arrival route structure out of/into the regional TMAs in order to effectively pursue ICAO Aviation System Block Upgrades (ASBU) B0-05/B0-20 -Harmonize approach/departure procedures with enroute CDO/CCO points -Improve efficiency and reduce the negative environmental impact of aviation in the E/CAR	Regional PBN Symposium	TBD	TBD	While symposium has not materialized, through E/CAR/CATG/1 and one on one discussions with some States, dialogue has started on these topics
12	Collection of data regarding ACFT fleet navigation capabilities in Oceanic Airspace	Microsoft EXCEL/ACCESS advanced training for at least two PBNCIT member	January 2013	December 2013	DATA collection ongoing
13	Collection of data regarding ACFT fleet navigation capabilities in the Continental Airspace		January 2013	December 2013	DATA collection ongoing
14	Collection of data regarding ACFT fleet navigation capabilities in the National Airspace		January 2013	December 2013	DATA collection ongoing
15	Analyse data collected in 12,13 and14		June 2013	December 2013	Preliminary data analysis has begun
16	Legislation and Regulation Amendment Plan (including scope of amendments required, publication alternatives, approval processes and timelines (if required).		TBD	TBD	
17	Standards and Procedures Plan including ATS, Air Operator, airworthiness and certification processes.		TBD	TBD	
18	Review National Airspace Concept and initiate plans for modification if required	Workshop on ASBU Framework: Planning, Implementation and Monitoring Mexico City, Mexico, 22-26 July 2013	July 2013	July 2014	Process has begun
19	Review Piarco FIR Airspace Concept and initiate plans for modification if required Conduct safety analysis regarding reducing lateral separation between random routes in the oceanic airspace	TBD	July 2013	July 2014	Process has begun
20	Based on 18, decide if re-design of approaches are required and take action to initiate design process	Procedure Design Training	March 2014	December 2014	

No.	Objective	Training Requirements/ Meetings	Starting Date	End Date	Remarks
21	Continue training process of Flight Procedure Design Specialists	FAA/IDS PANSOPS Advanced Course followed by internship under recognized institution (2 team members)	October 2013	September 2014	Process has begun
22	Develop PBN Training plan for ATC		July 2013	July 2014	Valid
23	Introduce Piarco ATC staff to the PBN Concept	Briefing to all ATC staff	July 2013	July 2014	Valid
24	State Electronic Terrain and Obstacle Data (eTOD) implementation		June 2013	July 2014	Valid
25	Develop training plan for Airworthiness adressing certification requirements		TBD	TBD	
26	Based on 19, engage in CDM with adjacent units with regard to aligning new RNAV route structures to ensure harmonization		March 2014	December 2014	Valid
27	Conduct Cost Benefit Analysis of: -Re-design of approaches -Re-design of Airspace		March 2014	December 2014	Valid
28	Conduct Safety Analysis of: -Re-design of approaches Re-design of Airspace		March 2014	December 2014	Valid

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APPENDIX H
FOLLOW-UP TO VALID CONCLUSIONS FROM E/CAR/CATG/1 MEETING

Conclusion / Decision	Text	Follow-up	Status
DECISION 1/1 **MET COORDINATION IN THE E/CAR/CATG**	That in order to follow-up on progress with aeronautical MET matters, considering that Continuous Monitoring and Oversight (CMO) carries out periodic meetings and to avoid duplicating meetings to address MET issues, the E/CAR/CATG Chairperson: a) carry out coordination with the CMO Coordinator as appropriate; b) coordinate with ICAO and the E/CAR/CATG necessary information to be submitted to the November 2013 CMO Meeting for follow-up and response from MET entities reporting to the E/CAR/CATG on this action by 30 October 2013; and c) report the agreements and results reached with the CMO Coordinator on the MET work plan at the E/CAR/DCA/25 Meeting.	The 53rd Session of the Caribbean Meteorological Council was held in Barbados from 14 – 19 November 2013. As Chairman of the E/CAR CATG, Cedric Murrell was invited by Mr Sutherland-Coordinating Director to attend the Directors of Meteorological Services meeting. The agreements and results reached with the CMO Coordinator on the MET work plan are shown on the report.	Completed
DECISION 1/2 **REVIEW OF AGA ACTIVITIES FOR THE E/CAR/CATG**	That considering the absence of a functioning AGA committee, and to determine the way to proceed with AGA matters: a) the E/CAR CATG Chairperson convene an introductory teleconference involving the ICAO-RO/AGA; Kellman Walcott, AGA Rapporteur, Barbados; and Kingsley Herrera, Trinidad and Tobago to formulate and prioritize the AGA issues for consideration by the E/CAR/CATG; and b) the AGA Rapporteur report on the progress of the AGA committee to the CATG Chairperson by 30 October 2013 for onward submission to the E/CAR/DCA Meeting in December 2013.	Attempts were made by the E/CAR CATG Chairman to convene the teleconference; however, Mr. Walcott declined to be the Rapporteur of the AGA Committee. Subsequently, Mr Kingsley Herreira of TTCAA agreed to be the Rapporteur of the AGA Committee. Mr Herreira is expected to provide the report. AGA Committee work to be reviewed, new date January 2014.	Valid
DRAFT CONCLUSION 1/3 **E/CAR/CATG TERMS OF REFERENCE AND MEMBERSHIP**	That considering the newly named E/CAR/CATG, the proposed Terms of Reference and membership shown in Appendices A and B to this part of the report be presented for approval by the E/CAR/DCA/25 Meeting.	Approval already requested in State Letter EMX0596	Completed
DRAFT CONCLUSION 1/4 **ASSISTANCE FOR TRAINING ON ICAO FUEL SAVINGS ESTIMATION TOOL (IFSET)**	That to promote and ensure the use of IFSET: a) E/CAR States/Territories inform ICAO of their need for online IFSET training by 30 July 2013; and b) ICAO provide IFSET online training by 30 September 2013.	This action is being undertaken by the ANI/WG: Antigua and Barbuda, Barbados and Trinidad and Tobago are participating in this sessions.	Superseded by ANI/WG actions
DRAFT CONCLUSION 1/5 **FOLLOW-UP TO AN-CONF/12 RECOMMENDATIONS**	That in order to follow-up on implementation of Recommendations from the AN-Conf/12, the E/CAR/CATG: a) study the corresponding recommendations of the AN-Conf/12; b) initiate and propose follow-up actions to E/CAR States/Territories in coordination with the ANI/WG; c) update its work programme as required; and d) the progress of items a), b) and c) be reported to the E/CAR/DCA/25 Meeting.	This action is being undertaken by the ANI/WG Ad-hoc Group	Superseded by ANI/WG actions

Conclusion / Decision	Text	Follow-up	Status
DECISION 1/6 **E/CAR PBN IMPLEMENTATION PLAN**	That to consolidate and complete the Regional E/CAR PBN Implementation Plan: a) the ATM Rapporteur follow-up on the submission of National PBN Implementation Plans from Netherlands and United Kingdom Territories by 26 June 2013; b) ECCAA follow-up on the submission of the National PBN Implementation Plans from the rest of the OECS (e.g, Dominica, Saint Kitts and Nevis and Saint Lucia) by 26 June 2013; c) the ATM Committee provide feedback to Antigua and Barbuda concerning their National PBN Implementation Plan by 31 August 2013; d) the E/CAR States and Territories take note of Trinidad and Tobago PBN initiatives (E/CAR/CATG/1-IP/07) and that those States/Territories requiring assistance in understanding the PBN airspace concept make use of Trinidad and Tobago's expertise; and e) the ATM Committee present the revised E/CAR PBN Implementation Plan to the E/CAR/DCA/25 Meeting.	a), c) and e): ATM Rapporteur reported the following: a) Further to the ECAR/CATG/1 Meeting, the ATM Rapporteur reminded the Territories of the Netherlands and United Kingdom of the importance of submitting their respective National PBN Implementation Plans. Recently, the Netherlands Territories stated that they have secured an expert to provide the necessary assistance for developing their National PBN Implementation Plan during the first quarter of 2014. c) Trinidad and Tobago provided feedback to Antigua and Barbuda concerning their National PBN Implementation Plan. – Item COMPLETED. d) The ATM Rapporteur has been informed that none of the E/CAR State/Territories has asked for assistance in understanding the PBN airspace concept from Trinidad and Tobago.	Valid
DECISION 1/7 **PBN TASK FORCE**	That in order to propel PBN implementation activities in the E/CAR based on the E/CAR PBN Implementation Plan, a PBN Taskforce under the lead of the ATM Committee be activated with participation of ATM, AIM and CNS specialists and the ATM Committee Rapporteur to: a) coordinate with the AIM and CNS Committees for designation of personnel to participate in the PBN Task Force; b) prepare the PBN Task Force Terms of Reference (ToRs) and work programme; c) report the results of a) and b) to the E/CAR/CATG Chairman by 30 July 2013; and d) present PBN Task Force progress to the E/CAR/DCA/25 Meeting.	The ATM Rapporteur reported the following: a) Initial dialogue has been held with the AIM and AIS Committees regarding the designation of personnel to participate in the PBN Task Force. It was noted that since there is limited staffing, this factor could have an effect on the progress of this activity. b) The ANI/WG PBN Rapporteur has suggested to the ATM Rapporteur that E/CAR States join in and participate in the ANI/WG PBN Task Force. The ANI/WG PBN Rapporteur suggested that there would be a duplication of efforts to have two task forces engaging their work on the same topic. The ANI/WG PBN Rapporteur stated that Antigua and Barbuda has a representative on the ANI/WG PBN Task Force.	Valid

Conclusion / Decision	Text	Follow-up	Status
DRAFT CONCLUSION 1/8 E/CAR PBN TRAINING APPROACH	That in order to streamline E/CAR PBN implementation with a phased training approach: a) E/CAR States and Territories take advantage of the available PBN online web training to improve PBN awareness for certain stakeholders (e.g, ATCOs, Air Operators, Managers); b) E/CAR States and Territories designate, with the assistance of the ATM Committee, personnel for the formation of State Core and Auxiliary PBN Teams; c) the ATM Committee, in coordination with E/CAR States and Territories, continue to consider the option of IATA's "In Group" PBN Training for more structured PBN training; d) the ATM Committee report the progress of these training approach activities to the E/CAR/DCA/25 Meeting; and e) the ATM Committee present the revised E/CAR PBN Implementation Plan to the E/CAR/DCA/25 Meeting.	The ATM Rapporteur reported the following: a) The ATM Rapporteur to date has received no feedback from E/CAR States/Territories regarding the use of available online web training to improve PBN awareness. b) Dialogue continues with the E/CAR States/Territories regarding the formation of State Core and Auxiliary PBN Teams. c) The option of IATA's "In Group" PBN Training programme is still under consideration by the E/CAR States. The ATM Rapporteur held a dialogue with Barbados and they are still interested in participating in this training activity along with the other E/CAR States/Territories mentioned in E/CAR/CATG/1 – DP/01. In the interim, information has been received from the Netherlands Territories that they have secured an expert to provide the required PBN training during the first quarter of 2014. Trinidad and Tobago continues with its Instrument Flight Procedure Design training. Two controllers are currently on an internship program at IDS-North America and are scheduled to complete this programme by September 2014.	Valid

Conclusion / Decision	Text	Follow-up	Status
DECISION 1/9 ATS COORDINATION IMPROVEMENTS BETWEEN V. C. BIRD APP, PRINCESS JULIANA APP, SAN JUAN ACC AND PIARCO ACC	That in order to resolve and improve ATS coordination between V. C. Bird APP, Princess Juliana APP, San Juan ACC and PIARCO ACC that the ATM Committee Rapporteur, in coordination with the United States, Saint Maarten and Antigua and Barbuda: a) continue as lead to get a response on the coordination proposals mentioned in E/CAR/CATG/1-WP16 by 30 August 2013; and b) report the progress to the E/CAR/CATG Chairman for final reporting to the E/CAR/DCA/25 Meeting.	The ATM Rapporteur reported the following: a) A teleconference was held between Antigua and Barbuda and Trinidad and Tobago in August 2013, during which feedback was requested on the progress of the coordination trials as mentioned in E/CAR/CATG/1-WP/16. During this teleconference Antigua and Barbuda stated that there were no significant problems with the trials; however, there were verbal reported instances of resistance from San Juan CERAP. Trinidad and Tobago reported that they had two documented instances of resistance from San Juan CERAP regarding the passing of estimates by Piarco ACC for traffic landing at Sint Maarten. During this Meeting the ATM Rapporteur enquired about the review of the LoA, and both Antigua and Barbuda and Trinidad Tobago stated that there were no requested changes to the LoA between Piarco ACC and VC Bird APCON. Subsequently, in August 2013, Trinidad and Tobago discussed with San Juan on the documented ATS coordination issues and the San Juan Official promised to follow-up on the concerns and provide the necessary feedback on the matter. To date; San Juan has not provided feedback regarding ATS coordination issues to Trinidad and Tobago. Recently, the ATM Rapporteur received verbal feedback from the Chief Pilot of one of the airline carriers that operate into and out of Princes Juliana International Airport, stating that their aircrafts are still subjected to restrictive descent and climb profiles respectively.	Valid

Conclusion / Decision	Text	Follow-up	Status
DRAFT CONCLUSION 1/10 UPDATE TO ATS LETTERS OF AGREEMENT	That in order to streamline updating of all E/CAR ATS Unit LOAs: a) E/CAR State and Territory ATS Units review and inform the ATM Committee of the status of validity and accuracy of their ATS LOAs by 30 September 2013; b) the ATM Committee coordinate and identify those States and Territories whose LOAs need updating for reasons of relevancy, clarity, safety and efficiency in the provision of respective ATS to aircraft operations by 31 October 2013; and c) the E/CAR/CATG Chairman report to the E/CAR/DCA/25 Meeting the status and update progress of the ATS LOAs.	The ATM Rapporteur reported that: The ATM Committee is aware that the E/CAR States/Territories are in the process of reviewing their respective LoAs for reasons of relevancy, clarity safety and efficiency in the provision of ATS. To date the ATM Rapporteur has received no reports from the E/CAR State/Territory in the process of updating their respective LOAs.	Valid
DRAFT CONCLUSION 1/11 PROPOSAL FOR AMENDMENT TO DOC 7030 FOR 50NM LONGITUDINAL SEPARATION MINIMA IN THE NEW YORK FIR AND OCEANIC CONTROL AREA	That in order to complete the proposal for amendment to Doc 7030 for 50NM longitudinal separation minima in the New York FIR and Oceanic Control area: a) the E/CAR States and Territories support the proposal for amendment to ICAO Doc 7030 - CAR/Region Supplementary Procedures, part CAR and NAT Regions, as stated in WP/17; and b) United States submit this amendment to the ICAO NACC Regional Office for coordination and approval as established in Doc 7030.	The ATM Rapporteur and United States reported the following: a) The ATM Committee is aware that the E/CAR States/Territories are in the process of reviewing their respective LoAs for reasons of relevancy, clarity safety and efficiency in the provision of ATS. b) To date the ATM Rapporteur has received no reports from any E/CAR State/Territory that is in the process of actually updating their respective LOAs.	Valid
DRAFT CONCLUSION 1/12 OPERATIONAL USE OF CPDLC AND ADS-C IN THE E/CAR	That in order to prepare for implementation of 50NM longitudinal separation minima in the New York FIR and its application in the E/CAR: a) Trinidad and Tobago analyze and identify the necessary actions for the operational use of CPDLC and ADS-C in the PIARCO FIR, including the necessary automated system adjustments and associated ATS procedures; b) the ATM Committee develop and coordinate the necessary proposal for the inclusion of CPDLC and ADS-C in the corresponding sections of ICAO Doc 7030 – CAR Region Supplementary Procedures by 30 October 2013; and c) Trinidad and Tobago and the ATM Committee inform the E/CAR/CATG Chairman of the progress of a) and b) for corresponding report to the E/CAR/DCA/25 Meeting.	The ATM Rapporteur and Trinidad reported the following: a) Trinidad and Tobago has begun research on the identification of necessary actions for the operational use of CPDLC and ADS-C in the Piarco FIR, inclusive of the necessary automated system adjustments and associated ATS procedures. b) A teleconference was held with Mr Steve Pinkerton, Specialist – AJE-32 Oceanic and Offshore Group on 16 September 2013, during which initial talks were held on matters related to CPDLC and ADS-C (in accordance with FANS-1) and amendments to ICAO Doc 7030. A decision was taken to schedule a trilateral meeting involving New York, Santa Maria and Trinidad and Tobago during the first quarter of 2014 for further dialogue on these and other matters.	Valid

Conclusion / Decision	Text	Follow-up	Status
DRAFT CONCLUSION 1/13 OPERATIONAL ASSISTANCE FOR ARGYLE AIRPORT COMMISSIONING IN SAINT VINCENT AND THE GRENADINES	That considering that the new Argyle Airport will be commissioned in 2014: a) the PBN Task Force (PBNTF) carry out an operational evaluation of impact to regional operations aiming to provide assistance for the commissioning; b) Saint Vincent and the Grenadines and ECCAA keep the E/CAR/CATG informed on the implementation status of the Argyle Airport; and c) the PBNTF, Saint Vincent and the Grenadines and ECCAA report the results of a) and b) to the E/CAR/DCA/25 Meeting	The ATM Rapporteur/PBN TF and Saint Vincent and the Grenadines and ECCAA reported the following: No update has been received by the ATM Rapporteur from the PBN Task Force and ECCAA on the operational evaluation of impact to regional operations and the implementation status of the Argyle Airport respectively.	Valid
DRAFT CONCLUSION 1/14 ACTIONS FOR DEVELOPING THE PIARCO NOTAM/AIS CONTINGENCY PLAN	That in order to update the actions for developing a PIARCO AIS/NOTAM Contingency Plan as requested by the E/CAR Directors: a) the AIS Committee, in collaboration with the Trinidad and Tobago PIARCO AIS Office, develop and circulate a draft PIARCO AIS Contingency Plan to E/CAR States, ECCAA and ICAO by 30 September 2013; b) the AIS Committee Rapporteur continue coordination with Curacao to establish the necessary agreement(s) for formalizing their support of the PIARCO NOTAM/AIS Contingency Plan; c) E/CAR States, ECCAA and ICAO provide the E/CAR AIS Committee with comments on the draft PIARCO AIS Contingency Plan by 30 November 2013; and d) the E/CAR AIS Committee Rapporteur provide the E/CAR/CATG Chairman the initial draft version of PIARCO AIS Contingency Plan for presentation to the E/CAR/DCA/25 Meeting.	Trinidad and Tobago has initiated discussions with Curacao on a reciprocal arrangement for the dissemination of NOTAM and ATS Messages. This matter is still ongoing. Trinidad and Tobago has indicated a preference to wait until all of the new equipment is installed in Piarco to complete the discussion.	Valid
DECISION 1/15 EVALUATION OF RESOLUTION FOR ELIMINATING MISSING AND DUPLICATED FPLS	That in order to evaluate the effectiveness of the centralized FPL system, as resolution to eliminate the missing and duplicated FPLs in the E/CAR, the AIM Committee carry out an evaluation for this purpose once the centralized FPL system is operating with stability, tentatively by January 2014.	The centralized FPL system is now expected to be installed in Piarco during the second quarter of 2014.	Valid
DECISION 1/16 INVESTIGATION OF NON FPL 2012 COMPLIANT FPLS	That in order to investigate the amount of non FPL 2012 compliant flight plans: a) Trinidad and Tobago carry out a survey of all flight plans being disseminated by E/CAR States and Territories during the period 1 to 31 July 2013; b) Trinidad and Tobago provide a report on the survey analysis to E/CAR States, E/CAR/CATG and the ICAO NACC Regional Office by 31 August 2013; c) E/CAR States note the contents of the report and take appropriate action to correct their respective deficiencies; d) Trinidad and Tobago continue to monitor FPLs and inform States when errors occur; and e) the E/CAR/CATG Chairman report the progress of these activities to the E/CAR/DCA/25 Meeting.	The survey was completed as stated. The report of the survey is included in the Attachment to the AIM Committee Report.	Valid

Conclusion / Decision	Text	Follow-up	Status
DRAFT CONCLUSION 1/17 AIS FAMILIARIZATION TRAINING AND ADEQUATE STAFF	That in order to ensure that staff involved in the operation of the Centralized Flight Planning System are adequately qualified to perform flight planning: a) E/CAR States/Territories arrange for training in AIM quality management for key members of staff by 15 December 2013, and that these staff members be mandated to establish a quality system in either their AIS Units or their ATM Units responsible for performing AIS tasks; b) PIARCO AIS, in conjunction with the AIM Committee Rapporteur (Shirley Ford, Barbados), circulate, draft requirements and procedures for the submission of flight plans to the PIARCO Centralized Flight Planning System to E/CAR States by 30 September 2013 for comments to be received by 30 November 2013, and then to publish these procedures by December 2013; c) E/CAR States ensure that approved aircraft handling agents have staff that is adequately trained to perform flight planning; and d) Trinidad and Tobago consider hosting a familiarization programme for AIS operational staff who will interface with the new AIS and CFPL systems within the first half of 2014, submitting an invitation no later than 1 November 2013.	a) Ongoing. Barbados and Trinidad and Tobago are actively working to implement QMS in the respective AIS Offices. b) Delayed, since the centralized FPL System is still to be delivered to Trinidad and Tobago. c) Completed. d) Trinidad and Tobago is committed to hosting this programme. The first week of April 2014 is proposed for this activity.	Valid
DRAFT CONCLUSION 1/18 IMPROVEMENTS TO HF AERONAUTICAL MOBILE SERVICE COMMUNICATIONS IN THE PIARCO FIR	That in consideration of the improvements made by Trinidad and Tobago in the provision of HF AMS service within the oceanic portion of the PIARCO FIR effective May 2011, ICAO obtain feedback from IATA on HF performance and forward it to Trinidad and Tobago by 30 August 2013.	Trinidad and Tobago and IATA are already coordinating some tests	Valid
DECISION 1/19 SAR ACTION PLAN	That based on the teleconferences and the exchange of information between the Rescue Coordination Centre (RCC), Rescue Subcentre (RSC) and other SAR related parties, the SAR Committee submit its action plan (activities, dates, responsible, deliverables) to the E/CAR/CATG no later than 30 August 2013 for presentation at the E/CAR/DCA/25 Meeting.	SAR Rapporteur to report	Valid
DRAFT CONCLUSION 1/20 EXCHANGE OF INFORMATION FOR SAR IMPLEMENTATION	That ICAO facilitate, through coordination via teleconference, the exchange of expertise and experiences among the SAR Committee, E/CAR States, and other States with mature SAR structures to assist with SAR implementation in E/CAR States by 15 August 2013.	ICAO is available, need SAR Rapporteur to support this request with some agenda or topics for teleconference	Valid SAR Chairman out of office temporarily
DECISION 1/21 AGA, AIM, ATM AND CNS ACTION PLANS	That in order to follow-up on air navigation implementation in the E/CAR, the Rapporteurs of the AGA, AIM, ATM and CNS Committees review and update their corresponding action plans and send these updates to the E/CAR/CATG Chairman no later than 30 July 2013.	The ATM Rapporteur reported the following: In order to present a more accurate picture of the E/CAR ATM Action Plan, the ATM Rapporteur disseminated an electronic form requesting inputs from each E/CAR State/Territory in June 2013. Feedback is still being awaited from States/Territories.	Valid

Conclusion / Decision	Text	Follow-up	Status
DRAFT CONCLUSION 1/22 IDENTIFICATION OF TRAINING NEEDS	That in order to support training preparation by the CAR Training Centres, the Committee Rapporteurs identify their respective training needs within the E/CAR and relay such information to the E/CAR/CATG Chairman for the upcoming Civil Aviation Training Centres Meeting of the CAR Region to be held at the ICAO NACC Regional Office, Mexico City, Mexico, from 27 to 30 August 2013.	ICAO provided inputs to the Civil Aviation Training Centres Meeting	Completed
DRAFT CONCLUSION 1/23 ACTIVE STATE SUPPORT FOR THE ICAO POSITION AT THE WRC-2015	That in order to ensure active support by States/Territories for the ICAO position at the WRC-15, for the protection of Aeronautical frequency spectrum and satisfy the future frequency spectrum needs of aviation E/CAR States: a) in preparing their proposals to the ITU WRC 15, include to the maximum extent possible, the ICAO position for WRC-2015; b) fully participate in the development of State positions to ensure support for the ICAO position at the WRC 15; c) include representatives of their civil aviation administrations and experts from aviation in their national delegations, to the extent possible, when participating in the ITU-R and regional preparatory activities for WRC 15; and d) ensure, to the extent possible, that delegations to the WRC 15 include representatives from their civil aviation administrations.	ICAO State Letter on this topic was submitted in July 2013	Valid
DECISION 1/24 ANI/WG/1 MEETING PREPARATION BY THE E/CAR/CATG	That in order to ensure active participation by E/CAR States and Territories at the ANI/WG/1 Meeting and appropriate preparation of E/CAR progress, the E/CAR/CATG Chairperson: a) schedule, with the assistance of ICAO, a teleconference for the E/CAR States/Territories in preparation of the ANI/WG/1 to provide inputs; and b) coordinate and develop the corresponding working paper for the ANI/WG/1 Meeting describing all E/CAR air navigation progress.	E/CAR/CATG was represented in the ANI/WG and supported by Trinidad and Tobago	Completed
DRAFT CONCLUSION 1/25 E/CAR/CATG MEETING ROTATIONAL SCHEME	That in order to continue air navigation implementation matters in the E/CAR, the E/CAR/CATG adopt the rotational scheme included in the Appendix to this part of the report for its future meetings.	Approved through State Letter EMX0596	Completed

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