**Fourth North American, Central American and Caribbean Working Group Meeting
(NACC/WG/4)**

Ottawa, Canada, 24 to 28 March 2014

Agenda Item 3: **Follow-up on the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (NAM/CAR RPBANIP) Progress**
3.3 **ANI/WG and other regional group progress reports**

PROGRESS REPORT OF AERONAUTICAL INFORMATION MANAGEMENT (AIM) TASK FORCE

(Presented by the AIM Task Force Rapporteur)

EXECUTIVE SUMMARY	
This note presents the progress of the AIM Task Force since the ANI/WG/1 Meeting following the Task Force work programme and its results, the note also includes some recommendations for improving their coordination.	
Action:	The suggested action is presented in section 3
Strategic Objectives:	• Safety • Air Navigation Capacity and Efficiency • Environmental Protection
References:	• AIM/TF meeting via Tel-Conf.12 December 2013 • RPBANIP • First meeting of the Working Group on implementation of air navigation for the regions NAM/CAR (ANI/WG), city of Mexico, Mexico, July 29 to the August 1, 2013

1.   Introduction

1.1   During the Meeting ANI/WG/1 based on its Terms of References (ToR) and its work programme of work, the creation of different working groups in support of the implementation was considered, such as the AIM Task Force with aim to provide continuity of the implementation.

2. **ToRs, Work Programme and Annual Report.**

2.1 Revised ToR and AIM TF work programme are included in **Appendixes A,** and the first report of its meeting via Tel-Conf., dated 12 December 2013, it is presented in **Appendix B** to this working paper.

3. **Suggested Action**

3.1. The meeting is invited to:

a) review and approve the ToR and the work programme of the AIM TF;

b) comment on the AIM Task Force progress; and

c) propose any other action or task, as deemed necessary.

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APPENDIX / APÉNDICE A
TASK FORCE FOR THE IMPLEMENTATION OF
AERONAUTICAL INFORMATION MANAGEMENT
(AIM) / GRUPO DE TAREA PARA LA
IMPLEMENTACIÓN DE LA GESTIÓN DE
INFORMACIÓN AERONÁUTICA (AIM)

1.   Background

During the first meeting of the ANI/WG, it was agreed to activate a group working for the AIM implementation formed to support and make more efficient the implementation activities AIM in accordance with the road map for the transition from AIS to AIM. This task group will have to improve processes and coordination among States, Territories and international organizations, as well as offer to the regional planning groups and States, practical guidance and advice for the development of implementation strategies of aeronautical information management. On the other hand, propose the tasks that have to be done and corresponding implementation schedule, as well as update and report its progress to the ANI/WG based on the plan of action for these tasks

2.   Responsibilities

The Task Force is responsible for:

  a) Management of the work programme
  b) Support States to complete the transition to the AIM
  c) Assisting States with the implementation of Phase 2 and Phase 3 of the ICAO Roadmap, in preparation for the establishment of the System Wide Information Management (SWIM), in consideration of the AIM based on performance
  d) Periodically ask States for data which allows producing statistics to monitor their status of AIM implementation

3.   Work Methods

The Task Force:

  a) It shall submit its work programme containing activities in terms of: objectives, responsibilities, deliverables results and times
  b) Prevent duplication of work within the ANI/WG and will maintain close coordination between existing entities to optimize the use of available resources and expertise
  c) Designate if so deemed Ad hoc groups to work on specific activities and issues and organize tasks and clearly defined activities
  d) Coordinate tasks to maximize efficiency and reduce costs through electronic media including emails, phone and teleconferencing, and convene meetings where necessary
  e) It will be notified and will coordinate the progress of the tasks assigned to the ANI/WG

1.   Antecedentes

Durante la primera reunión del ANI/WG, se acordó activar un Grupo de Trabajo para la Implementación AIM formado con el fin de apoyar y hacer más eficientes las actividades de implementación AIM de acuerdo con la Hoja de ruta para la transición del AIS al AIM. Este Grupo de Tarea habrá de mejorar los procesos y la coordinación entre los Estados, Territorios y organizaciones internacionales, así como, ofrecer a los grupos de planificación regionales y a los Estados, orientación práctica y asesoramiento para el desarrollo de las estrategias de implantación de la gestión de información aeronáutica Por otra parte, proponer las tareas que han de realizarse y el calendario de implantación correspondiente, así como actualizar y notificar su avance al ANI/WG con base en el plan de acción para estas tareas.

2.   Responsabilidades

El Grupo de Tarea es responsable de:

  a) Gestión del Programa de Trabajo
  b) Apoyar a los Estados para finalicen la transición a la AIM
  c) Apoyar a los Estados con la implementación de la Fase 2 y Fase 3 de la Hoja de Ruta de OACI, en preparación para el establecimiento de Gestión de la información de todo el sistema (SWIM), en consideración de AIM basada en performance
  d) Solicitar periódicamente a los Estados datos que permitan elaborar estadísticas para monitorear su estado de implementación AIM

3.   Métodos de trabajo

El Grupo de Tarea:

  a) Presentará su programa de trabajo conteniendo actividades en términos de: objetivos, responsabilidades, resultados entregables y tiempos
  b) Evitará duplicación de trabajo dentro del ANI/WG y mantendrá estrecha coordinación entre las entidades existentes para optimizar el uso de recursos y experiencia disponibles
  c) Designará si así lo considera Grupos Ad hoc para trabajar en temas y actividades específicas y organizar las tareas y actividades claramente definidas
  d) Coordinará las tareas para maximizar eficiencia y reducir costos a través de medios electrónicos incluyendo emails, teléfono y teleconferencias, y convocará reuniones cuando sea necesario
  e) Notificará y coordinará el avance de las tareas asignadas al ANI/WG

4.   **Work Programme / Programa de trabajo**

AIM TASKFORCE (AIM/TF) / GRUPO DE TAREA AIM
2013-2016

No	Activity Actividad	Objective Objetivo	Responsible Responsible	Deliverable Entregable	Date Fecha	Status Estado
1	Review of the AIM part for updating the draft of the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (NAM/CAR RPBANIP) Revisión de la parte AIM para la actualización del borrador del Plan de Implementación de navegación aérea basado en la performance para las regiones NAM/CAR (NAM/CAR RPBANIP)	Comply with the requested in the DECISION ANI/WG/1/13 Cumplir con lo solicitado en la DECISIÓN ANI/WG/1/13	ICAO AIM/TF OACI/AIM/TF	Report to ANIWG Informe al ANIWG	15 October 2013	
2	Develop AIM TF work programme Elaborar programa de trabajo del AIM TF	Manage AIM/TF activities Gestionar actividades del AIM/TF	ICAO AIM/TF OACI AIM/TF	Report to ANIWG Informe al ANIWG	31 October 2013	
3	Follow-up progress of amendments of ICAO Annexes 4 and 15, existing and new ICAO Manuals to support digital requirements as eAIP, eCharts, using GIS, etc. Seguimiento a los avances de enmiendas de los Anexos 4 y 15 de OACI, Manuales existentes y nuevos de OACI para soportar los requerimientos digitales como eAIP, cartas aeronáuticas electrónicas, usando GIS, etc.	Comply with the process of introducing and implementing Amendments to Annexes 4 and 15 of the Chicago Convention and related Manuals Cumplir con el proceso de introducción e implementar enmiendas a los Anexos 4 y 15 del Convenio de Chicago y Manuales relacionados	ICAO OACI	Report to ANIWG Informe al ANIWG	2015	
4	Develop a format for progress reports and propose it to the States/Territories/International Organizations Elaborar formato de avance de informes y proponerlo a los Estados/Territorios y Organizaciones Internacionales	Report regularly on the generation and distribution of Integrated Aeronautical Information Package(IAIP) Informar periódicamente sobre la generación y distribución de la Documentación integrada de información Aeronáutica (IAIP)	States AIM/TF Estados AIM/TF	Progress report format Formato de informe de avance	2016	
5	Develop a methodology for the implementation of QMS processes and quality management of the electronic automation in States, Territories and International Organizations that ensures the quality, safety and effectiveness related to the production and distribution of electronic information Desarrollar una metodología para la implementación de los procesos QMS y gestión de la calidad en la automatización electrónica en los Estados, Territorios y Organizaciones Internacionales que asegure la calidad, la seguridad operacional y la efectividad relacionada con la producción y distribución electrónica de la información	Ensure the quality in the aeronautical information management according to requirements of users Asegurar la calidad en la gestión de información aeronáutica de acuerdo a los requerimientos de los usuarios	ICAO AIM/TF OACI AIM/TF	Consultation to States that have QMS, by reference OR NACC ICAO Realizar consulta a Estados que cuentan con QMS, mediante referencia de OR NACC OACI	2016	

No	Activity / Actividad	Objective / Objetivo	Responsible / Responsible	Deliverable / Entregable	Date / Fecha	Status / Estado
6	Advising States in collaboration and coordination of information requirements through a system of domains allowing wide information management in preparation for the implementation of the SWIM, with the contribution of other States and Organizations sharing the experience in taking decisions and progress of its programmes / Asesorar a los Estados en la colaboración y coordinación de los requerimientos de información a través de un sistema de dominios permitiendo amplia gestión de información en preparación para la implementación del SWIM, con la contribución de otros Estados y Organizaciones compartiendo la experiencia para la toma de decisiones y avance de sus programas	Assist States, Territories and International Organizations in making appropriate decisions related to current aeronautical information services towards transition to the AIM and define acceptable levels of safety and performance / Asistir a los Estados, Territorios y Organizaciones Internacionales con la toma de decisiones apropiadas relacionada con los servicios actuales de información aeronáutica hacia la transición a la AIM y definir los niveles aceptables de seguridad y performance	ICAO AIM/TF OACI AIM/TF	Prepare periodic Bulletins Elaborar boletines periódicos	2015	
7	Coordinate activities such as Workshops and Seminars to train human resources in the interpretation and application of new SARPS and technological advances that provide the framework for an interoperable Global System. / Coordinar actividades como Talleres y Seminarios para capacitar al Recurso Humano en la interpretación y aplicación de nuevos SARPS y avances tecnológicos que proporcionen el marco para un sistema Global interoperable	Assist States, Territories and International Organizations with the process of transition to AIM, in order to implement ICAO standards to establish a harmonized operating environment performance-based / Asistir a los Estados, Territorios y Organizaciones Internaciones con el proceso de transición a AIM, con el fin de implementar las Normas de la OACI para establecer un entorno operativo armonizado basado en el performance	ICAO AIM/TF OACI AIM/TF	Perform a Seminar or Workshop Realizar Seminario o Taller	2016	
8	Encourage the adoption of cooperation agreements between NOTAM offices (NOF), and the update of contingency plans (for weather events and/or volcanic) in harmonization with ATM contingency plans / Incentivar la adopción de convenios de cooperación entre oficinas NOTAM (NOF) y la actualización de planes de contingencia (por eventos climatológicos y/o vulcanológicos) en armonización con los planes de contingencia ATM	Develop AIM to support the Air traffic management operational concept; including NOTAM contingency plans / Desarrollar AIM para apoyar el Concepto Operacional de Gestión del Tránsito Aéreo; incluyendo los planes de contingencia NOTAM	ICAO AIM/TF OACI AIM/TF	Generate support through reference OR. NACC. ICAO Generar apoyo mediante referencia de OR NACC OACI	2015	
9	Consult the experience of States in the acquisition of integrated solutions to provide guidance and assistance to the States to implement a performance-based approach / Consultar la experiencia de los Estados en la adquisición de soluciones integradas para brindar orientación y ayuda a los Estados para implementar un enfoque basado en performance	Ensure that AIM solutions should be harmonized and integrated at a regional and international level, in preparation for the SWIM implementation / Asegurar que las soluciones AIM se armonicen e integren a nivel regional e internacional, en preparación para la implementación del SWIM	ICAO AIM/TF OACI AIM/TF	Make consult through reference OR NACC ICAO Realizar consulta mediante referencia de OR NACC OACI	2016	
10	Coordinate activities such as Workshops and Seminars to train human resources and in the eTOD topic / Coordinar actividades como Talleres y Seminarios para capacitar al Recurso Humano y en el tema eTOD	Share experiences and resources in the implementation of the eTOD through the establishment of an eTOD Regional Working Group / Compartir experiencias y recursos con la implementación del eTOD a través del establecimiento de un Grupo de Trabajo Regional eTOD Implement technical ICAO Doc 9881 requirements, as required / Implementar requerimientos técnicos del Doc 9881 de la OACI, según sea necesario	ICAO AIM/TF OACI AIM/TF	Perform Seminar or Workshop Realizar Seminario o Taller	2016	

No	Activity Actividad	Objective Objetivo	Responsible Responsible	Deliverable Entregable	Date Fecha	Status Estado
11	Develop a format for progress reports and propose it to the States/Territories/International Organizations Elaborar formato de avance de informes y proponerlo a los Estados/Territorios y Organizaciones Internacionales	Report requirements and monitor the status of eTOD implementation using electronic media to the ICAO NACC Regional Office Reportar requerimientos y monitorear el estado de implementación del eTOD usando medios electrónicos a la Oficina Regional NACC de la OACI	ICAO AIM/TF OACI AIM/TF	Progress report format Formato de informe de avance	2016	
12	Develop a format for progress reports and propose it to the States/Territories/International Organizations Elaborar formato de avance de informes y proponerlo a los Estados/Territorios y Organizaciones Internacionales	Develop an agreement of high-level management of a nationwide Et OD programme Desarrollar un acuerdo de alto-nivel para gestión de un programa nacional eTOD	ICAO AIM/TF OACI AIM/TF	Agreement format Formato de acuerdo	2016	
13	Provide and promote the aeronautical information management implementing exchange and conceptual models Proporcionar y promover la gestión de información aeronáutica implementando modelos conceptuales y de intercambio	Assist States, Territories and International Organizations in the implementation of the AICM and the AIXM Asistir a los Estados, Territorios y Organizaciones Internacionales en la implementación del AICM y el AIXM	ICAO AIM/TF OACI AIM/TF	Perform Seminar or Workshop Realizar Seminario o Taller	2016	

5.   Membresía/Membership:

Name of the Task Force Member Nombre del miembro del Grupo de Tarea	State/Territory/International Organization Estado/Territorio/Organización Internacional	E-mail address Correo-electrónico
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Alfredo Santos Mondragón (Relator)	COCESNA	alfredo.mondragon@cocesna.org

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APPENDIX / APÉNDICE B
SUMMARY OF DISCUSSIONS (SOD) OF THE 1ST. AIM TF TELE-CONFERENCE MEETING.

Introduction.   In accordance with the contribution from States to the AIM TF Resources the Secretariat emphasized the meeting about the importance that States provide the necessary human resources to participate in the initial projects defined for the AIM Work Plan (see **Appendix A**).

1.   The Meeting was conducted by the Rapporteur and the Secretariat in a bilingual format, and in preparation for the 1st. Tel-conference Meeting it was approved the Agenda developed by the Rapporteur and the Secretariat that included the following topics as presented in the Tel-Conf. as follows:
    1. Opening
    2. Work plan
    3. Distribution and assignation of tasks
    4. Determination of time-outs for tasks
    5. Comments and date of next Tel-conference
    6. Closing

2.   Meeting participants expressed their concern to the Secretariat about the closeness of the dates for some activities mentioned in the discussion and requested that it be reconsidered to be modified and moved to 2018, thus allowing CAR States to plan their participation and guarantee their compliance.

3.   The Rapporteur of the AIM Task Force (AIM TF) informed about the AIM implementation status considering that in order to consolidate Phase 1 of the Transition from AIS to AIM Roadmap it will be necessary to request the Secretariat to forward the following Draft Conclusion to the NACC WG:

DRAFT CONCLUSION xx/xx   HIGH PRIORITY TO THE IMPLEMENTATION OF THE TRANSITION TO AIM
            States and Territories who have not yet implemented the transition to AIM are urged to:
            a)   consider giving the highest priority in their Administration to the requirements contained in ICAO Roadmap for the transition from AIS to AIM, and to take urgent actions for its implementation;
            b)   establish a date for the implementation of the AIM no later than **31 December 2016**; and
            c)   send reports on the progress of the AIM implementation in the **months of July and December** of each year to the ICAO NACC Regional Office.

4.   By analyzing the tasks that would remain outstanding following the designation of the Task Force resulted from the implementation of the TF methodology accepted by the meeting deemed appropriate that they be considered as activities to be developed, which is proposed under **Appendix A Work Programme** to this WP-09.

5.   The Secretariat clarified that the Activities represent high-level Tasks and that the deliverables and dates involved are an initial approach for the progress in the AIS to AIM transition based on the ICAO AIS to AIM Transition Roadmap (including the AIM performance-based) and within the context of the performance-based air navigation implementation.

6. The meeting commented that it would be important to define the type of communication and coordination to be carried out between the members of the TF in order to avoid duplication of efforts by the different levels of coordination and to maintain the efficiency objectives to accomplish the results represented as deliverables in the defined tasks.

7. After a detailed review of the initial Work Plan proposed under the AIM RPO from the RPBANIP, the Meeting determined to consider as valid the Tasks contained in **Appendix A** to this WP-09.

8. **Designation of State members.** The Secretariat proposed to define the assignment of human resources for the AIM TF, which includes a series of tasks to be completed of the Work programme, in line with and to follow up on the requirements of the AIM TF by itself. The participants identified the proposed activities defined for the AIM Work Programme contained in **Appendix A**. Initial Participants are Barbados, Cuba, Dominican Republic, Jamaica and COCESNA, in addition and until the moment of the Tel-Conf. could be confirmed Costa Rica, Nicaragua and Trinidad and Tobago to participate in TF activities defined in **Appendix A**.

9. In addition, the Meeting expressed its considerations regarding the lack of Annex 15 standards and recommended practices (SARPs) for the implementation of AIM conceptual models (aeronautical information conceptual model and aeronautical information exchange model). To this end, the Secretariat informed that ICAO is currently in the process of preparing Amendments 37 and 38 to Annex 15 with a date of implementation of 2013 and 2016 respectively. These amendments will introduce AIM SARPs, including the digital data exchange requirements.

10. Finally, the Secretariat provides the following internet link which is related with the topics mentioned in the previous paragraphs that will be included on the AIM TF progress:
http://www.icao.int/NACC/Pages/regional-group-AIM.aspx

11. Members participants in the 1st. Tel-conference Meeting:
- Barbados
- Cuba
- Dominican Republic
- Jamaica
- COCESNA (Rapporteur)

— END —