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WORKING PAPER

E/CAR/CATG/3 — WP/02  
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**Third Eastern Caribbean Civil Aviation Technical Group Meeting (E/CAR/CATG/3)**  
Basseterre, Saint Kitts and Nevis, 19 to 21 October 2016

**Agenda Item 2: Review and follow-up to Conclusions/Decisions of E/CAR/CATG/2, E/CAR/DCA/26, ANI/WG/3, NACC/DCA/6, and PPRC/4 Meetings**

**FOLLOW-UP ON E/CAR/CATG/02 CONCLUSIONS AND DECISIONS**

(Presented by the E/CAR/CATG Chairperson)

**EXECUTIVE SUMMARY**

This paper invites the Meeting to follow-up on E/CAR/CATG/02 Conclusions and Decisions. From the E/CAR/CATG/02 Meeting all conclusions and decisions were considered completed or superseded, except for Conclusions 1/14 – Actions for developing the PIARCO NOTAM/AIS Contingency Plan, 1/17 – AIS familiarization training and adequate staff, Decision 1/15 – Evaluation of resolution for eliminating missing and duplicated FPLs, and 1/19 – SAR Action Plan due to the delay in the implementation of the centralized flight planning system and Aeronautical Information Management (AIM) matters.

The E/CAR/CATG Rapporteur provided a follow-up to the E/CAR/DCA/26 Meeting (2015).

During the ANI/WG/3 Meeting the E/CAR/CATG/2 Conclusions were not reviewed considering that the E/CAR/CATG will hold its meeting in October 2016.

<b>Action:</b>	The Meeting is invited to review the follow-up made and agree on actions to complete the agreed decisions and conclusions action, Refer to the <b>Appendix</b> .
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"><li>• Safety</li><li>• Air Navigation Capacity and Efficiency</li><li>• Environmental Protection</li></ul>
<i>References:</i>	<ul style="list-style-type: none"><li>• Second Eastern Caribbean Civil Aviation Technical Group Meeting (E/CAR/CATG/2), Miami, United States, 15 to 17 July 2015</li></ul>

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**APPENDIX**  
**FOLLOW-UP TO VALID CONCLUSIONS FROM E/CAR/CATG/2 MEETING**

Conclusion	Text	Follow-up	Status
<b>CONCLUSION 1/14</b> <b>ACTIONS FOR DEVELOPING</b> <b>THE PIARCO NOTAM/AIS</b> <b>CONTINGENCY PLAN</b>	<p>That in order to update the actions for developing a PIARCO AIS/NOTAM Contingency Plan as requested by the E/CAR Directors:</p> <p>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;</p> <p>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;</p> <p>c) E/CAR States, ECCAA and ICAO provide the E/CAR AIS Committee with comments on the draft PIARCO AIS Contingency</p>	<p>Trinidad and Tobago has signed a Letter of Intent with Curacao for reciprocal assistance In case of an emergency as a contingency</p> <p>The Trinidad and Tobago and Curacao circuit has been informed for the MEVA III-REDDIG Interconnection.</p> <p>To be reported by the AIM</p>	Valid
<b>DECISION 1/15</b> <b>EVALUATION OF</b> <b>RESOLUTION FOR</b> <b>ELIMINATING MISSING</b> <b>AND DUPLICATED FPLS</b>	<p>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.</p>	<p>The CFPS will be installed by 3 Q 2015.</p> <p>Trinidad and Tobago to report on the implementation status</p>	Valid

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<p><b>CONCLUSION 1/17 AIS FAMILIARIZATION TRAINING AND ADEQUATE STAFF</b></p>	<p>That in order to ensure that staff involved in the operation of the Centralized Flight Planning System are adequately qualified to perform flight planning:</p> <p>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;</p> <p>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;</p> <p>c) E/CAR States ensure that approved aircraft handling agents have staff that is adequately trained to perform flight planning; and</p> <p>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.</p>	<p>Awaiting CFPS implementation</p> <p>AIM Committee to report</p>	<p>Valid</p>
<p><b>DECISION E/CAR/CATG 1/19 SAR ACTION PLAN</b></p>	<p>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.</p>	<p>E/CAR SAR Committee to report.</p> <p>No action Plan was presented to the E/CAR/DCA/26 Meeting</p>	<p>Valid</p>

Conclusion	Text	Follow-up	Status
<p><b>CONCLUSION ECAR/CATG/2/1 ATFM IMPLEMENTATION IN THE PIARCO FIR</b></p>	<p>That, E/CAR States/Territories, in order to ensure the ATFM implementation in the Piarco FIR:</p> <p>a) encourage signing or updating the ATFM LoAs to facilitate the implementation of Traffic Management Initiatives (TMIs) in the Piarco FIR, as required;</p> <p>b) encourage participation of their specialists in the ATFM/CDM workshop to be hosted by Trinidad and Tobago in November 2015;</p> <p>c) publish the capacity of their international aerodromes under their jurisdiction by <b>31 December 2015</b>; and</p> <p>d) conduct ATFM teleconferences in the E/CAR applying the format suggested in E/CAR/CATG/2 WP/17 Appendix A.</p>	<p>AIM Committee to report</p>	<p>Valid</p>
<p><b>CONCLUSION ECAR/CATG 2/2 ACTIONS TO ADDRESS THE PERSISTENT PROBLEM OF MISSING/DUPLICATE AND ERRONEOUS FLIGHT PLANS</b></p>	<p>In order to support the ANI/WG FPL Monitoring Group effort to solve the missing/duplication/erroneous flight plans in the E/CAR area, the E/CAR States and Territories:</p> <p>a) ensure that corresponding flight plan related regulations are in place identifying the requirements for the submission of Flight Plans in the States; where Regulations are not in place, make the necessary recommendations for the development of such regulations;</p> <p>b) at the aerodrome of departure, address problems at the source, ensuring that airlines/aircraft operating agencies and all originators of flight plans should be contacted each time an error is detected and be asked to make the necessary corrections; and</p> <p>c) report the progress to these actions by the E/CAR/CATG/3 Meeting.</p>	<p>The PIARCO FPL Mon Group representatives are actively participating in these activities as observed in the Second round of FPL error data collection conducted in this second Semester 2015.</p> <p>The PIARCO FPL Mon Group has Completed four (4) data collections and has decided on duplicated FPLs as this problem was the most prevalent.</p> <p>Trinidad and Tobago FPL representative to report to meeting</p> <p>Trinidad and Tobago representative to the FPL Mon Group to inform progress.</p>	<p>Valid</p>

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<b>CONCLUSION ECAR/CATG 2/3 POS AIM TARGET – ACHIEVEMENT IN THE E/CAR AIM</b>	<p>That, in order to identify all the challenges and deficiencies related to AIS and aligned to the fulfilment of the POS, targets review and complete the efforts for achieving the AIM POS target, and the AIM Committee convene a Meeting to be hosted by Antigua and Barbuda by November 2015 in order to develop action plans to assist States in meeting the aforementioned target.</p>	<p>Meeting of AIM experts agreed for Antigua and Barbuda for March 2016.</p> <p>Meeting was convened 14-18 March 2016.</p>	<p>Completed</p>
<b>DECISION ECAR/CATG 2/4 IMPLEMENTATION OF A SINGLE QMS CERTIFICATION FOR THE EASTERN CARIBBEAN</b>	<p>in order to facilitate the implementation of AIM QMS in the E/CAR area:</p> <p>a) Trinidad and Tobago continue with the actions to achieve a QMS certified by ISO 9001 standard as required in Annex 15 and the POS Declaration; and</p> <p>b) the AIM Committee Rapporteur liaise with the NACC AIM RO and the Rapporteur of the ANI/WG AIM Task Force for support on the matter of a single certification and report findings to the ECAR/DCA/26 meeting.</p>	<p>Development of LoAs on the Quality Management System (QMS) for AIS (AIM), and to present a proposal to Trinidad and Tobago to allow the OECS Territories to operate under the umbrella of its AIM QMS: To be complete –continue by 2016 AIM Implementation Meeting Revised LoAs to be disseminated during October with November 30th 2016 as the target date to complete signing.</p>	<p>Ongoing</p>
<b>CONCLUSION ECAR/CATG 2/5 REGULATORY FRAMEWORK ON OECS STATES FOR AERODROME CERTIFICATION</b>	<p>That, in order to support the achievement of the POS target on Aerodrome certification, the OECS States publish by 30 December 2015 the regulatory framework to allow the certification of international aerodromes in accordance with Annex 14 requirements and the ICAO Universal Safety Oversight Audit Programme (USOAP).</p>	<p>To be reported by ECCAA</p>	<p>Valid</p>
<b>CONCLUSION E/CAR/CATG/2/6 AGA COMMITTEE POCS</b>	<p>That, in order to reactivate and continue the work of the AGA Committee, the E/CAR States/Territories nominate Points of Contact (PoCs) (Authority and Airport Service Providers) to the AGA Committee, reporting to ICAO, the ECAR/CATG Chairperson and the AGA Committee Rapporteur by 31 August 2015.</p>	<p>Still lack of participants to this Committee. E/CAR DCA's support is requested.</p>	<p>Valid</p>

Conclusion	Text	Follow-up	Status
<b>DECISION E/CAR/CATG/2/7 COORDINATION OF MET MATTERS</b>	<p>That, in order to continue the coordination between the E/CAR/CATG Chairperson and the Caribbean Meteorological Office (CMO) to follow-up on Aeronautical implementation matters, the E/CAR/CATG Chairperson:</p> <ul style="list-style-type: none"> <li>a) Follow-up on the CMO/ E/CAR/CATG agreement to coordinate regional aeronautical meteorology matters;</li> <li>b) determine and agree on how to work together and exchange information;</li> <li>c) develop with the CMO the MET Action Plan based on the RPBANIP MET Regional Performance Objective (RPO);and</li> <li>d) report the progress on these actions by the E/CAR/DCA/26 Meeting.</li> </ul>	<p>The CMO was contacted in the person of Mr. G. De Souza.</p> <p>Exchange of information was decided on and will be via Email.</p> <p>The Action plan based on the RPBANIP was shared and is presently been worked on</p>	Valid
<b>CONCLUSION ECAR/CATG 2/8 HARMONIZATION OF SAR SERVICES IN THEE/CAR</b>	<p>That,</p> <ul style="list-style-type: none"> <li>a) E/CAR States/Territories submit to the SAR Committee Rapporteur by 30 October2015: <ul style="list-style-type: none"> <li>i. information of their Points of Contact (POCs) in the civil and military areas for coordination of the SAR services;</li> <li>ii. improvements made to SAR services based on the analysis of their respective SAR capabilities; and</li> <li>iii. their respective implementation Projects to be harmonized with the Regional SAR Implementation Project; and</li> </ul> </li> <li>b) E/CAR States/Territories convene a high level meeting in the second quarter of 2016 with the participation of civil aviation Authorities and maritime authorities of the E/CAR States/Territories and States of adjacent FIRs, for the harmonized provision of SAR servicers in the E/CAR. FIRs, for the harmonized provision of SAR servicers in the E/CAR.</li> </ul>	SAR Committee to report	Valid

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<b>DECISION E/CAR/CATG/2/9</b>	That, in order to continue the work of the E/CAR Committees, the E/CAR/CATG approves the update of the ATM, AIM, AGA and CNS Committees work programme.	All Committees to update and confirm valid action plan version to ICAO Secretariat	Completed
<b>CONCLUSION ECAR/CATG 2/10</b>	That, taking into account the required operational coordination between Civil Aviation Authorities of adjacent airspaces to Saint Vincent and the Grenadines Argyle International Airport, Saint Vincent and the Grenadines Civil Aviation Authority as a matter of urgency: a) begin official coordination and share relevant information with adjacent E/CAR States/Territories so that they are better informed in order to ensure safety within their respective airspaces of jurisdiction through a proper Air Navigation Services (ANS) implementation project; b) submit to ICAO NACC Regional Office the relevant information concerning the CAR/SAM ANP requirements associated with ANS operations for Argyle International Airport; and c) review the performance-based metrics and benefits achieved (Air Navigation Report Forms(ANRFs).	No progress was reported by Saint Vincent and the Grenadines Civil Aviation Authority	Valid
<b>DECISION E/CAR/CATG/2/11</b>	That, in order to measure and monitor the progress achieved in the E/CAR area related to air navigation matters, the E/CAR/CATG Rapporteurs review the air navigation targets as detailed in the preliminary analysis done by the ANI/WG/2 Meeting and collect the data in the revised ANRFs by <b>15 October 2015</b> .	Task has been delayed due to reviewed of corresponding action plans and progress reported by Committees. New target date is for NACC/WG Meeting (2017)	Valid
<b>CONCLUSION E/CAR/CATG/2/12</b>	That, the E/CAR/CATG Terms of reference (ToRs) and Work programme as shown in Appendix L be considered approved.	This has been approved as 20 October 2015	Completed

Conclusion	Text	Follow-up	Status
<p><b>CONCLUSION</b> <b>E/CAR/CATG/2/13</b></p>	<p>That. E/CAR States/Territories, in coordination with CASSOS:</p> <p>a) establish an operational regulatory framework for the use of RPAs in the ATS airspace and international aerodromes under their jurisdiction in order to:</p> <ul style="list-style-type: none"> <li>i. facilitate the implementation of safety risk management tools related to RPAs operation;</li> <li>ii. use the existing mechanisms for the purpose of sharing critical information related to RPAs operations and airspace use restrictions;</li> <li>iii. facilitate educational means by media and other tools for users regarding RPAs operations;</li> <li>iv. conduct risk assessment of non-regulated use of RPAs in the vicinity of aerodromes;</li> <li>v. support coordination between Civil/Military Authorities to ensure the safety of civil aircraft operations as outlined in ICAO Cir 330 — Civil/Military Cooperation in Air Traffic Management; and</li> <li>vi. request assistance to ICAO NACC Regional Office regarding regulatory framework as outlined in ICAO Cir 328 —Unmanned Aircraft Systems (UAS); and</li> </ul> <p>b) report on the progress of regulatory development and implementation of RPAs to the E/CAR/DCA/27Meeting.</p>	<p>Ongoing</p> <p>AGA Committee to report progress</p>	<p>Valid</p>