

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

1. Background

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

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

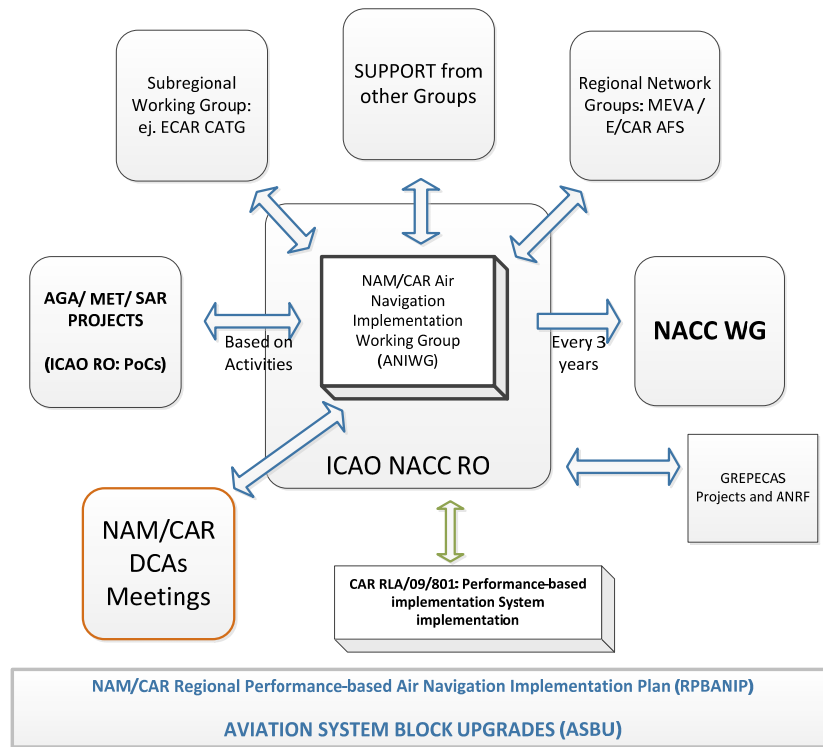
2. Terms of Reference

- a) Promote development of operational initiatives and Aviation System Block Upgrades (ASBUs) related to the AIM, ATM and CNS fields according to ICAO Doc 9750 - *Global Air Navigation Plan*
- b) Support air navigation system(s) implementation and services identified in the ICAO electronic Regional Air Navigation Plans for the CAR and NAM Regions related to the AIM, ATM and CNS fields in line with the *Global Air Navigation Plan* ICAO Doc 9750.
- c) Harmonize operational improvements and associated implementation activities in accordance with the NAM/CAR Regional Performance-based Air Navigation Implementation Plan (NAM/CAR RPBANIP) and update the NAM/CAR RPBANIP as required
- d) Promote ICAO Strategic Objectives
- e) Report work programme progress to the NAM and CAR Directors of Civil Aviation and the North American, Central American and Caribbean Working Group (NACC/WG) Meetings
- f) Promote the development of operational initiatives to support the ICAO efforts to assist States in implementing ICAO Standards and Recommended Practices (SARPs) supporting the campaign of No Country Left Behind (NCLB) to ensure a better harmonized implementation of the Port-of-Spain Declaration targets and as to resolve Significant Safety concerns related with air navigation matters.

3. Work Programme

The ANI/WG Work Programme is based on Regional Performance Objectives (RPO) activities/tasks contained in the NAM/CAR Regional Performance-based Air Navigation Implementation Plan (RPBANIP) for the AIM, ATM and CNS fields.

The ANI/WG will coordinate and be linked with other groups and projects as shown below:



Representatives are expected to present their work progress and provide inputs to the NAM/CAR ANI/WG meetings on behalf of their State/Territory/International Organization according to the following:

- a) Associate implementation of operational improvements with the seven components of Doc 9854, (Airspace Organization and Management (AOM), Demand/Capacity Balancing (DCB), Aerodrome Operations (AO), Traffic Synchronization (TS), Conflict Management (CM), Airspace User Operations (AUO) ATM Service Delivery Management (ATMSDM)) as appropriate
- b) Provide recommendations to develop proposals for amendment to ICAO Doc 7030, Doc 8733 and the Air Navigation Plans of the NAM Region ANSPs to satisfy ATM community expectations
- c) Develop guidelines to assist States/Territories/International Organizations to develop and implement their Air Navigation Services (ANS) National Plans related to the AIM, ATM and CNS fields so as to align with the RPBANIP

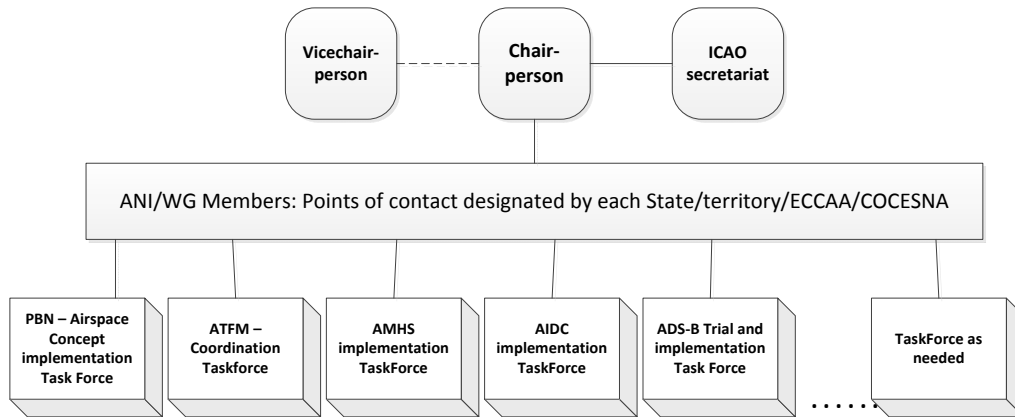
- d) Monitor implementation of air navigation facilities and procedures and take appropriate action to resolve intraregional and interregional interoperability issues
- e) Coordinate contributions from the Aerodromes, and Ground Aids (AGA), Aeronautical Meteorology (MET), and Search and Rescue (SAR) fields through the respective Points-of-Contact, as required
- f) Promote close cooperation among States, Territories and International Organizations to optimize the use of available expertise and resources
- g) Provide recommendations to improve human resource planning and development in line with ICAO guidelines
- h) Quantify cost/benefit analysis of performance measurements, deadlines, stakeholders and results in terms of operational safety and environmental benefits for each implementation activity undertaken to address the RPBANIP

4. Membership

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

5. Working Methods

- a) The ANI/WG will use the following classification/definitions to record recommendations in t meeting reports:
 - Decisions: Internal actions of the ANI/WG
 - Draft Conclusions: Actions requiring communication to States and Territories and/or endorsement by Meetings of the NAM and CAR DCAs
- b) The Vice-Chairperson, who will also be a representative from a CAR or NAM State or Territory, will be elected for the same period as the Chairman and will carry out the duties of the Chairperson when requested to do so by him/her. The duties of the Chairperson are the following:
 - Chair ANI/WG meetings
 - Coordinate fulfillment of tasks and action plans
 - Closely coordinate with the Secretariat on development of agendas and planning, and conduct ANI/WG meetings
 - Inform the CAR and NAM Region Directors of Civil Aviation meetings on ANI/WG meeting results
- c) The ANI/WG may form committees to analyze specific topics whose duration will be valid for the time of the meeting. Task forces and Ad hoc Groups will be valid until the completion of the assigned tasks or until disbanded by the ANI/WG. All tasks and activities should be clearly defined by time and deliverables. Nominations of committee rapporteurs and/or task forces may be made by any State, Territory, COCESNA or ECCAA. For illustration, consider the following functional structure of the ANI/WG:



- d) The ANI/WG will avoid duplication of work and maintain close coordination with States/Territories/International Organizations
- e) The ANI/WG will conduct activities in the most efficient manner with a minimum of formality and documentation, using electronic tools and teleconferences to ensure timely exchange of information, as required
- f) The ANI/WG Members will conduct coordination of works as follows:
- Via written correspondance, i.e., e-mail, fax, etc.
 - Via phone and teleconference calls
 - Via a dedicated page on the ICAO NACC Regional Office Website
 - Hold meetings when necessary
- g) The ANI/WG will consider inputs from other regional implementation groups and States, as appropriate
- h) The ANI/WG meetings will be convened every year except in years when the NACC/WG meets, or whenever necessary
- i) The ICAO NACC Regional Office will provide Secretariat service

5. Meeting Sites

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