

AIR TRAFFIC FLOW MANAGEMENT (ATFM) TASK FORCE TERMS OF REFERENCE (TOR)

1. Background

1.1 During the first ANI/WG meeting, an ATFM Implementation Task Force was formed in order to streamline related air navigation implementation activities. This Task Force shall complete ATFM implementation in accordance with the Regional Performance Objectives (RPO) with emphasis on the Implementation of Flexible Use Airspace (FUA) and Improve Demand and Capacity Balancing (DCB) of the RPBANIP processes, as well as update and report progress to the ANI/WG based on the action plan for these tasks.

2. Responsibilities

2.1 The Task Force is responsible for:

- a) Develop and implement a Work Program to ensure the continuous and coherent development of ATFM in NAM/CAR Regions according with the NAM/CAR Regional Performance-based Air Navigation Implementation Plan (RPBANIP) and agreed targets in a manner that is harmonized with adjacent regions, consistent with ICAO SARPs and the Global Air Navigation Plan;
- b) Appoint the Task Force Rapporteur from its members;
- c) Facilitate and support the implementation of the ATFM system by States and ANSPs, according to the different requirements and level of maturity; and
- d) Review, identify and address deficiencies that impede the implementation or adequate provision of efficient ATFM in the NAM/CAR Regions, propose actions to address them to improve ATFM operations.

2.2 Responsibilities of the members

- a) Attend Task Force meetings and Teleconferences.
- b) Collaborate with the development and implementation of the Task Force work program.
- c) Comply with the agreed tasks and activities as assigned.

2.3 Responsibilities of the Rapporteur

- a) Lead the development and implementation of the Task Force work programme and activities.
- b) Follow up on the compliance with the RPOs.
- c) Report to the ANI/WG the compliance with the Task Force Work Programme and RPOs related tasks.

2.4 Responsibilities of the Secretariat

- a) The ICAO NACC ATM/SAR Regional Officer will serve as the Secretary of the Task Force.
- b) He/she is responsible to support the Task Force activities, providing guidance to the connection for the Task Force work program and the RPBANIP;
- c) In coordination with the Rapporteur, develop and present to the members the annual programme of activities;
- d) In coordination with the Rapporteur, convene the Task Force activities, teleconferences and meetings; and
- e) Maintain up to date the Task Force documentation, work programme and membership in the ANI/WG website information.

2.5 Responsibilities of the States

- a) Support the participation of its members, according to the role and responsibilities assigned.
- b) Request accountability for the development and implementation of ATFM work program in the NAM/CAR Region.

3. Membership

3.1 The ATFM Task Force shall be comprised of representatives of up to 11 States, Territories and International Organizations members of the ANI/WG.

3.1.1 States, Territories, International Organizations and members of the ANI/WG are encouraged to nominate points of contact to the ATFM Task Force, who will be actively involved with the work of the group.

3.2 States, Territories and International Organizations nominating members to the ATFM Task Force shall provide the adequate support and authority in order to make decisions on behalf of the State/ANSP to comply with the requirements of the Task Force.

4. Working Methods

4.1 The Task Force will:

- a) Present its work programme containing activities in terms of objectives, responsibilities, deliverables and timelines.
- b) The Task Force Rapporteur and the Secretariat will coordinate an annual programme of activities to comply with the requirements of the approved work programme.
- c) Avoid duplicating work within the ANI/WG and maintain close coordination among the existing entities to optimize use of available resources and experience.

- d) Designate, as necessary, Ad hoc Groups to work on specific topics and activities and organize clearly defined tasks and activities.
- e) Convene annual face to face meetings and quarterly teleconferences to maximize efficiency and reduce costs.
- f) Report on and coordinate the progress of assigned tasks to the ANI/WG.

5. Task Force Members and Points of Contact

State/Territory/International Organization	ATFM Task Force Members	Remarks
United States	Greg Byus	Co Rapporteur
Mexico	Oscar Vargas Antonio Álvaro Edgar Pérez Galindo	
COCESNA	Fernando Soto	
Cuba	Jorge Centella Ricardo Martínez	
Jamaica	Deano Ledford	
Haiti	TBD	
Dominican Republic	Roosevelt Peña	Co Rapporteur
Curacao	Jacques Lasten	
Trinidad and Tobago	Curtis Fraser	
CANSO	Kapri Kupper	
IATA	Marco Vidal	

Points of Contact

State/Territory/International Organization	ATFM Task Force Points of Contact	Remarks
Antigua and Barbuda	TBD	
Bahamas	TBD	
Barbados	TBD	
Belize	TBD	
Canada	TBD	
Costa Rica	Mario Sequiera msequeira@dgac.go.cr Fernando Naranjo	
El Salvador	TBD	
Grenada	TBD	
Guatemala	TBD	
Honduras	TBD	
Nicaragua	TBD	
Saint Kitts and Nevis	TBD	
Saint Lucia	TBD	
Saint Vincent and the Grenadines	TBD	