International Civil Aviation Organization
North American, Central American and Caribbean Office (NACC)
First Eastern Caribbean Civil Aviation Technical Group Meeting (E/CAR/CATG/1)
Martinique, French Antilles, France, 19 to 21 June 2013

Agenda Item 3: **Air Navigation Matters**
  3.1 Follow up on the implementation of the NAM/CAR Regional Performance Based Air Navigation Plan (RPBANIP)
    • **Progress reports of the AIM, AGA, ATM, CNS, MET, SAR Committees, Ad hoc Groups, and the E/CAR/CATG Chairman**

REPORT OF THE AIM AD-HOC GROUP

(Presented by the E/CAR/AIM Committee Rapporteur)

SUMMARY
This paper presents an update for the activities of the AIM Committee following discussions at the E/CAR/CATG/1 on matters which fell under the purview of the AIM Committee of the Eastern Caribbean Technical Group at the first meeting Martinique French Antilles 19-21 June, 2013.
References:
• Report of the 24th Meeting of Directors of Civil Aviation of the Eastern Caribbean (E/CAR/DCA/24), Martinique, French Antilles 2 to 5 October 2012   • Eastern Caribbean (E/CAR/WG/33), Christ Church, Barbados 4 to 8 June 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 Ad-hoc group dealing with AIM matters consisted of Antigua and Barbuda, Barbados, France and Trinidad and Tobago, St. Lucia and Dominica.

1.2 The Ad-hoc group reviewed conclusions from previous E/CAR/WG and E/CAR/DCA Meetings as well as relevant information contained in working and information papers of this meeting.

1.3 The PoC list was updated and is provided in the **Appendix** to this paper.

2.   Discussion

2.1   The group considered Conclusions E/CAR/WG 33/2 and 33/7 as well as E/CAR/DCA 24/3 and acknowledged that these conclusions were either partially or completely still valid but needed to be amended to improve their relevance.

E/CAR/WG
CONCLUSION 33/2   *TRAINING AND ADEQUATE STAFF FOR THE AERONAUTICAL INFORMATION SERVICES SYSTEM (AISS) WHICH INCLUDES THE CENTRAL FLIGHT PLANNING SYSTEM*

> *In order to ensure that the staff involved in the operation of the Centralized Flight Planning System is adequately qualified to perform flight planning, that:*
>
> a)   *E/CAR States/Territories arrange for training in AIM quality management for key members of staff by **15 December 2012**, and that these staff members are 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 by **30 September**, draft requirements and procedures for the submission of flight plans to the PIARCO Centralized Flight Planning System to E/CAR States for comments to be received by **30 November 2012** and then to publish these procedures by **February 2013**;*
>
> c)   *E/CAR States/Territories send appropriate staff to participate in the ICAO Seminar on Transition to AIM: Phases 1-3 to be held in Jamaica from **23 to 27 July 2012**;*
>
> d)   *E/CAR States ensure that approved aircraft handling agents have staff that is adequately trained to perform flight planning; and*
>
> e)   *Trinidad and Tobago consider hosting a familiarization programme for AIS operational staff who will be interfacing with the new AIS and CFPL systems within the **first half of 2013**.*

E/CAR/WG
CONCLUSION 33/7   *PREPARATION OF e-TOD ACTION PLAN*

> *In order to prepare the E/CAR States and Territories for the future implementation of E-TOD, that E/CAR States/Territories:*
>
> a)   *Use the guidance documents such as the e-TOD manual published by EUROCONTROL; and*
>
> b)   *Prepare a national e-TOD implementation action plan using the Guide on e-TOD (available at www.mexico.icao.int/AIM.html) by **30 November 2012**.*

E/CAR/WG
CONCLUSION 24/3   *PIARCO NOTAM/AIS CONTINGENCY PLAN*

That:

a)   the E/CAR 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 26 April 2013;

b)   E/CAR States, ECCAA and ICAO provide the E/CAR AIS Committee with comments on the draft PIARCO AIS Contingency Plan by 31 May 2013; and

c)   the E/CAR AIS Committee Rapporteur or Trinidad and Tobago present the proposed PIARCO AIS Contingency Plan at the next E/CAR Civil Aviation Technical Group Meeting in 2013.

2.2   Implementation of a PIARCO AIS/NOTAM Contingency Plan:

2.2.1   Implementation of the new web based AIS systems in Trinidad and Tobago means that these systems can be accessed remotely therefore in situations where the staff of the Piarco AIS has to evacuate their work space but the equipment is still functional, the web based SPATIA allows for remote access to Flight Plans, NOTAMS and Met data.

2.2.2   Efforts are on-going to address a complete shutdown of the entire network (i.e. AFTN/SPATIA). Discussions regarding a proposal for reciprocal measures took place with both Curacao and Jamaica. However, Curacao also has a SPATIA system and more importantly Curacao is very interested in establishing the agreement.

2.2.3   Given the progress to date the following draft conclusion is proposed:

E/CAR/CATG
DECISION 1/x   **ACTIONS FOR DEVELOPING THE PIARCO NOTAM/AIS CONTINGENCY PLAN**
That:

a)   the E/CAR 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)   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

c)   the E/CAR AIS Committee Rapporteur or Trinidad and Tobago present the proposed PIARCO AIS Contingency Plan at the next E/CAR Directors of Civil Aviation Meeting in **2014**

2.3　　　　　　*Implementation of a QMS for AIS in the Eastern Caribbean*

2.3.1　　　　　　The Ad-hoc group recalled that the 33rd E/CAR/WG Meeting expressed concern for the lack of dedicated AIS staff in their Administrations, as this will negatively impact the implementation of QMS Systems in AIS. The Secretariat recalled to the Meeting that the requirement for skilled adequate staff for AIS is a requirement as established in Annex 15 and detailed in Doc 8126, Section 3.3 'Resources', "As with any other aeronautical service, adequate resources are essential to AIS. Highly skilled and competent staff should be given suitable accommodation and the necessary equipment for the expeditious provision of accurate aeronautical information". In this regard States are to ensure that they have and prepare their staff for the implementation of a QMS System in AIS.

2.3.2　　　　　　It must be emphasized that all E/CAR States must comply with Annex 15 requirement for a QMS, to this end they must have:

　　　　　　a)　　　The commitment of their Senior Management;

　　　　　　b)　　　An AIM Unit with dedicated AIM personnel who are properly trained; and

　　　　　　c)　　　Resources such as furnished office space, equipment including computers, internet access,

　　　　　　d)　　　access to ICAO documents and continuous and recurrent training.

2.3.3　　　　　　Individual States have been working on developing a QMS and the progress is outlined below:

2.3.3.1　　　　　Trinidad &Tobago plans to certify the QMS to the ISO 9001 Standard as required by ANNEX 15, using the Trinidad & Tobago Bureau of Standards as the Registrar, during the 1st Quarter of 2014.

2.3.3.2　　　　　The PIARCO QMS Project Implementation Team has developed a checklist for the development of a QMS for PIARCO AIM including the Summary Tasks to be completed in order to complete the QMS Implementation,

2.3.3.3　　　　　WP/18 refers to the Trinidad and Tobago representative on the Ad-hoc group confirmed the fact that a team of persons from ICAO, UK CAA, and ECCAA recently visited Trinidad and Tobago 18 – 20 March 2013, specifically to consider the progress made by Piarco AIS in the development of their QMS. The group compared the prepared checklist with what has been completed thus far and submitted their comments/observations with regard to each task in a detailed report to the DGCA T&T dated 31 May 2013.

2.3.3.4　　　　　The QMS Project Manager is presently addressing these comments/observations, and will prepare a revised checklist, which will be submitted to the Senior Management of the TTCAA by 20 June 2013.

2.3.3.5　　　　　Barbados has also established a QMS implementation team consisting of four persons who are working closely with the Quality Assurance Officer to complete the documentation including the quality manual and forms so that the QMS can be ISO 9001 2008 certified as is the QMS of the Air Traffic Control Services.

2.3.3.6   Antigua has informed that plans are at an advanced stage for recruitment of eight persons as dedicated AIM staff. It is expected that these persons will be recruited and trained by end of 2013.

2.3.3.7   Antigua has a Quality Officer who has expressed commitment to the development of a QMS for Aeronautical Information.

2.3.3.8   Dominica and St. Lucia both informed that acquired dedicated AIS, where one and three of the officers have been trained respectively.

2.3.3.9   During the course of the discussion on staffing and QMS, the Ad-hoc was informed that during the visit referred to in 2.3.3.3 it was suggested that it was unnecessary for all E/CAR States and Territories to establish AIM units. This is obviously in stark contrast to the insistence to the contrary of the past several years. After a brief discussion the group affirmed its commitment to pursuing the establishment of AIM units and not relinquishing the hard fought gains that have been made.

2.4   Central Flight Planning Unit:

2.4.1   Trinidad and Tobago has a Centralized Database, SPATIA, which contains all FPLs entering and exiting the Piarco FIR through which requests for copies of FPL can be addressed. The Address is TTPPAISS.

2.4.2   The supplier of SPATIA is at this time working on a solution for using a Single Address for Filing of FPL destined to states in the Eastern Caribbean. The Solution would allow SPATIA to analyze the route of Flight and disseminate said FPL to the respective AFTN/AMHS terminals and all FDP systems of the E/CAR. This solution would eliminate the issue of Missing and Duplicate FPLs at the FDPs in the E/CAR. This solution is expected in Trinidad and Tobago by the end September 2013.

2.4.3   Testing and consultation with the E/CAR states is expected to be conducted during the months of October/November 2013. Implementation can be expected during the month of December 2013.

2.5   RPO5- Implementation of the New ICAO Flight Plan (NFPL)

2.5.1   Trinidad and Tobago informed that they have been receiving flight plans which are not consistent with the FPL2012 requirements. Accordingly, the following conclusion is proposed:

E/CAR/CATG
DRAFT
CONCLUSION 1/x   INVESTIGATION INTO THE DISSEMINATION OF FPLs BY E/CAR STATES THAT ARE NOT FPL 2012 COMPLIANT

That Trinidad and Tobago carry out a survey of all flight plans being disseminated by E/CAR States and Territories during the period 1-31 July 2013 and send a report of the analysis of the survey to E/CAR States and the ICAO NACC regional office by 31 August 2013. States should take note of the report and take the appropriate action to correct their deficiencies. Trinidad and Tobago will continue to monitor FPLs and inform States when errors occur.

2.6   *Letters of Agreement (LOA)*

2.6.1   The group was informed that work is on-going on the revised LOA. Completion will occur after the installation of all of the components of the new AIS systems is finalized and no later than March 31, 2013

2.7   *Familiarization Program:*

2.7.1   Trinidad and Tobago confirmed commitment to hosting this program and expressed regret that it had to be re-scheduled due to the delayed installation of all of the new AIM systems. Trinidad and Tobago also indicated that the invitation and details of the program will be disseminated no later than 1 November 2013.

2.8   *Electronic Terrain and Obstacle Data (eTOD)*

2.8.1   The group was informed that the eTOD seminar scheduled for 11-14 November 2013 has been postponed until 2014. The group recalled that since E/CAR/WG/33, the AIM Committee identified eTOD as an area for desired training.

3.   **Suggested Action**

3.1   The meeting is asked to take note of:

      a)   the contents of this discussion paper;

      b)   support the investigation into FPLs not compliant with ICAO FPL2012 format;

      c)   support participation in the proposed familiarization program in Trinidad and Tobago;

      d)   urge ICAO to host the long awaited eTOD seminar; and

      e)   take any other action as deem necessary.

— END —