



Agenda Item 2

E/CAR/WG transition to E/CAR CATG

2.2 E/CAR CATG Terms of Reference (ToRs) and Work Methodology

E/CAR/CATG TERMS OF REFERENCE (ToRS) AND WORK METHODOLOGY

(Presented by the E/CAR/CATG Chairperson)

SUMMARY	
This Working Paper presents a proposal for the Terms of Reference and the Working Programme of the E/CAR/CATG.	
References:	
<ul style="list-style-type: none">• 24th Eastern Caribbean Directors of Civil Aviation (E/CAR/DCA/24) Meeting, Martinique, French Antilles, October 2012• 33rd Eastern Caribbean Working Group (E/CAR/WG/33) Meeting, Barbados, June 2012	
<i>Strategic Objectives</i>	<i>This working paper is related to Strategic Objectives: A. Safety – Enhance global civil aviation safety C. Environmental Protection and Sustainable Development of Air Transport</i>

1. Introduction

1.1 During the E/CAR/WG/33 Meeting, the Meeting updated the E/CAR/WG Terms of Reference with the new designation of Rapporteurs for the ATM and SAR and an update to the list of members to the Committees. The AGA Committee Rapporteur was pending to be designated.

1.2 The E/CAR/DCA/24 through its Conclusion 24/7 – *New NAM/CAR Air Navigation Implementation Working Group*, established the new NAM/CAR Air Navigation Implementation Working Group (NAM/CAR ANI/WG) and the E/CAR Civil Aviation Technical Group (E/CAR/CATG). The E/CAR/CATG shall report to the E/CAR DCAs as well as to the new NAM/CAR ANI/WG, and the Directors mandated to retain the existing Chairperson and Committees, with continued remote support from ICAO.

2. Discussion

2.1 Based on the E/CAR/DCA conclusion 24/7, the E/CAR/CATG is to develop their terms of reference (ToR), work programme and membership, for which a proposal of ToR has been prepared taken from the existing E/CAR/WG ToR and is presented for review and approval as **Appendix A** to this paper. The current Committee structure for the working Group needs to be reviewed and a structure aimed toward the achievement of specific operational target is suggested like taskforce for implementation of PBN, AIM, etc, considering the existing Implementation Groups for radar data sharing and the E/CAR/NTG.

2.2 The Meeting should also define the priority of the tasks required to be completed by the established dates for a NAM/CAR harmonized regional implementation using the electronic tools available on the ICAO NACC Regional Office website.

2.3 The Working Group Terms of Reference should be a mechanism to coordinate activities relevant to the implementation of the improvement in air navigation services in each of the sub-regions.

2.4 With these considerations, the E/CAR/CATG should review the defined tasks in their work programmes to implement operational improvements of air navigation services in the NAM and CAR Regions. **Appendix B** includes the points-of-contact for identified for the E/CAR/CATG to follow-up implementation activities and the current Committees and Rapporteurs for its review.

2.6 The current Chairperson of the E/CAR/WG and now E/CAR/CATG is Mr. Cedric Murrell, elected since the last E/CAR/WG/33 Meeting in 2012. Even though the chairperson is elected for a three-session period, the Meeting is invited to reconfirm this election for the E/CAR/CATG.

3. Suggested action

3.1 The Meeting is invited to:

- a) review and update the proposed E/CAR/CATG ToR as presented in Appendix A;
- b) update and confirm the membership of the E/CAR/CATG in reference to the Appendix B;
- c) confirm the chairperson and rapporteurs of the E/CAR/CATG; and
- d) recommend other appropriate actions.

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APPENDIX A

TERMS OF REFERENCE (ToRs) AND WORK PROGRAMME OF THE EASTERN CARIBBEAN CIVIL AVIATION TECHNICAL GROUP (E/CAR/CATG)

1 Background

The Eastern Caribbean Civil Aviation Technical Group was established in October of 2012 by the Directors of Civil Aviation of the Eastern Caribbean in their 24th Meeting (E/CAR/DCA/24) through their Conclusion 24/7 24/7 *NEW NAM/CAR AIR NAVIGATION IMPLEMENTATION WORKING GROUP*, letter b). The E/CAR/CATG was formerly known as the Eastern Caribbean Working Group (E/CAR/WG) which was created from Agreement No. 2/1 of the Informal ATS CAR/SAM 1/75 Meeting held in Bridgetown, Barbados from 14 to 17 October 1975, for the purpose of examining problems affecting airspace organization and utilization in the Eastern Caribbean area for States and Territories in the PIARCO and San Juan FIRs. The terms of reference were expanded at the E/CAR/WG/18 Meeting (Saint Lucia, 1994) to include the continuous examination of problems affecting all air navigation fields in the Eastern Caribbean area. The Terms of Reference were revised at the E/CAR/WG/31 Meeting (Antigua and Barbuda, 2009) with a performance based approach for the implementation and improvement in all air navigation fields in the Eastern Caribbean area.

2. Terms of Reference

- a) foster the implementation of the CAR/SAM Air Navigation Plan, the NAM/CAR Regional Performance-based Air Navigation Implementation Plan (RPBANIP) and other relevant regional documentation, in compliance with ICAO SARPs, as required;
- b) facilitation for the development of emerging aviation issues focusing on continued improvements to operational efficiency through coordinating harmonised procedures and promote interoperability of networks and implementation of new technologies;
- c) development of operational improvement initiatives through action plans and implementation strategies and associated technologies to improve safety, increase operational and economic efficiency and/or capacity of regional Air Navigation Services;
- d) develop and to implement the performance objectives related to Regional Air Navigation Services with regard to Global Plan Plan requirements, Doc 9750;
- e) share information on implementation initiatives for enhancing compatibility of air traffic operations; and
- f) provide technical advice to the E/CAR Directors General of Civil Aviation, as required, in relation to the *NAM/CAR Regional Performance-Based Air Navigation Implementation Plan* and any other necessary steps for implementation.

3. Work Programme

The E/CAR/CATG Work Programme are the Regional Performance Objectives (RPO) activities/tasks contained in the *NAM/CAR Regional Performance-Based Air Navigation Implementation Plan*, applicable to the E/CAR Area, taking the following into consideration:

- a) consider the deadlines for implementation of facilities, services and procedures to improve air navigation services in the E/CAR Sub-Region;
- b) develop guidelines and recommendations for States/Territories to implement their national plans;
- c) recommend the implementation of air navigation facilities and services to ensure interregional harmonization, taking account of performance metrics, environmental benefits and operational issues;
- d) provide recommendations to improve human resources planning and development in line with ICAO guidelines;
- e) coordinate the implementation of initiatives with the seven components of Doc 9854, (AOM, DCB, AO, TS, CM, AUO, ATMSDM) as appropriate; and
- f) quantify cost/benefit analysis in terms of performance measures, deadlines, responsible body for implementation and results as well as human factors performance.

The E/CAR/WG must report its work programme progress to the E/CAR Directors General of Civil Aviation (E/CAR/DCA), the NAM/CAR Air Navigation Implementation Working Group (ANI/WG) and the North American, Central American and Caribbean Working Group (NACC/WG).

4. Working Methods

- a) the Chairperson of the E/CAR/CATG will be a representative from the E/CAR States/Territories designated by the Meeting for a three-session period. The duties of the Chairperson are the following:
 - preside the formal E/CAR/CATG Meetings
 - coordinate the fulfilment of the tasks included in the action plan of the E/CAR/CATG;
 - keep close coordination with the Secretariat for the development of the agenda of the meetings and other issues concerning the E/CAR/CATG;
 - coordinate with other implementation groups related to the E/CAR Air navigation implementation activities and
 - inform the Directors of Civil Aviation of the Eastern Caribbean meetings on the results of the E/CAR/WG meetings;

- b) the E/CAR/CATG will avoid duplication of work and maintain a close coordination between States/Territories/International Organization and users to optimise the use of available resources and experience;
- c) carry out the coordination of tasks using electronic tools and teleconferences to guarantee an efficient exchange of information, when required;
- d) the E/CAR/CATG may form Ad-hoc Groups, Task Forces or Committees to work on specific topics and activities. Ad-hoc Groups will be valid for the time of the meeting. Task forces and committees will be valid until the completion of their assigned task or group of tasks. All tasks and activities should be clearly defined by time and deliverables. Nomination for the position of Rapporteur of Committees and/or Task Forces may be presented by any State or Territory which is a member of the E/CAR/CATG;
- e) the Committees and Task Forces should co-ordinate and advance their works between meetings as follows;
 - conduct work via written correspondence, i.e. e-mail, fax, etc.;
 - conduct work via phone and teleconference calls;
 - conduct work via a dedicated page on the ICAO NACC Regional Office Website;
 - hold meetings when necessary;
- f) all Committee and Task Force Rapporteurs must present their report on the progress of assigned tasks to the E/CAR/CATG;
- g) the E/CAR/CATG will use the following classification/definitions to record recommendations in the meeting reports:

Decisions

Internal actions of the E/CAR/CATG

Draft Conclusions

Actions requiring communication to States and Territories and/or endorsement by the E/CAR/DCAs.

- h) the meetings will be usually convened every year, except in years when the NACC/WG meets, or whenever necessary. The ICAO NACC Regional Office will continued remote support the E/CAR/CATG and in the event ICAO attendance at E/CAR/CATG meetings is requested, the E/CAR States will provide funding to accommodate travel expenses.

5. Membership

Antigua and Barbuda, Barbados, France, Grenada, Netherlands (Saba and Sint Eustatius), Sint Maarten, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United Kingdom, United States and ECCAA. Other international organization may be included as observers to the E/CAR/CATG.

6. E/CAR/WG Committees and Task Forces (To be reviewed by the E/CAR/ATG/1 Meeting)

AIS Committee

ATM Committee

SAR Committee

CNS Committee

AGA Committee

Rapporteur: Barbados – Shirley Ford

Rapporteur: Trinidad and Tobago – Ian Gomez

Rapporteur: Trinidad and Tobago – Rohan Garib

Rapporteur: Trinidad and Tobago – Veronica Ramdath

Rapporteur: TBD

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APPENDIX B

STATE/TERRITORY POINTS-OF-CONTACT FOR E/CAR/CATG FOLLOW-UP AND IMPLEMENTATION ACTIVITIES

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AGA Committee Membership Rapporteur: TBD

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