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WORKING PAPER

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Second Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/2) Meeting
Miami, United States, 15 to 17 July 2015

Agenda Item 5: Review E/CAR/CATG Terms of Reference (ToRs) and Work Programme

**REVIEW OF THE TERMS OF REFERENCE (ToRS) AND WORK PROGRAMME
OF THE E/CAR/CATG**

(Presented by E/CAR/CATG Chairperson)

EXECUTIVE SUMMARY	
This Working Paper presents proposed changes for the Terms of Reference and the Working Programme of the E/CAR/CATG.	
Action:	Suggested action as indicated in section 3.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• Report - 24th Eastern Caribbean Directors of Civil Aviation (E/CAR/DCA/24) Meeting, Martinique, French Antilles, October 2012• Report - 33rd Eastern Caribbean Working Group E/CAR/WG/33) Meeting, Barbados, June 2012• Report - 1st Eastern Caribbean Civil Aviation Technical Group Meeting, Martinique, French Antilles, June 2013• ICAO Doc 9750 – Global Air Navigation Plan

1. Introduction

1.1 The E/CAR/CATG/1 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. At that time, the designation of the AGA Committee Rapporteur was pending, but has since been assigned to Trinidad and Tobago, with Mr. Kingsley Herreira identified as Rapporteur.

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 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 developed its terms of reference (ToR), work programme and membership, based primarily on the then existing E/CAR/WG ToR. The current Committee structure for the working Group was reviewed with an accepted structure aimed toward the achievement of specific operational targets such as the 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 also defined 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 are 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 reviewed the defined tasks in its work programmes to implement operational improvements of air navigation services in the NAM and CAR Regions. **Appendix B** includes the points-of-contact for E/CAR/CATG follow-up and implementation activities and the current Committees and Rapporteurs for its review.

2.5 The original Chairperson of the E/CAR/CATG was Mr. Cedric Murrell, elected during the preceding E/CAR/WG/33 Meeting in 2012 and reconfirmed as Chairperson for the remaining two years of the three-year period. Mr. Murrell retired from the Barbados Public Service with effect from July 2014 and was replaced by Ms. Shirley Ford as Chairperson for the remainder of the Term.

3. Suggested action

3.1 The Meeting is invited to:

- a) review and update the 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) Select a Chairperson of the E/CAR/CATG for the 2015 – 2018 period ; and
- d) recommend other appropriate actions.

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~~ *facilitate* the development of emerging aviation ~~issues~~ *initiatives* 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~~ *harmonise implementation of* regional performance objectives (*RPOs*) related to *Block 0 selected modules of ASBU methodology* of ~~Regional Air Navigation Services with regard to the~~ *Global Air Navigation Plan (ICAO Doc 9750) Plan requirements, Doc 9750; and included in the NAM/CAR Regional Performance-based Air Navigation Implementation Plan (RPBANIP) for NAM/CAR Regions ;*

- e) share information on implementation initiatives for enhancing compatibility of air traffic **management** 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;
- g) **promote development of operational initiatives to support the ICAO efforts to assist States in implementing the ICAO Standards and Recommended Practices (SARPs) in support of the No Country Left Behind (NCLB) campaign and in order to ensure better harmonization of the implementation of the Port of Spain Declaration targets and resolution of Significant Safety Concerns related to Air Navigation matters.**

3. Work Programme

The E/CAR/CATG Work Programme ~~are~~ *is based on* 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. *To comply with this strategy, the E/CAR/CATG should:*

- 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 *the ATM Community expectations*, performance metrics, environmental benefits and ~~operational~~ *safety* 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~~ *indicators*, deadlines, responsible body for implementation and results as well as human factors performance *and provide this information/results to the ICAO NACC Regional Office.*

The E/CAR/~~WG~~ *CATG* 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 *over* the formal E/CAR/CATG Meetings
 - coordinate the fulfilment of the tasks included in the action plan of the E/CAR/CATG;
 - ~~keep~~ *maintain* 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~~ *CATG* 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 continue^d remote support *of* 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

AIS Committee	Rapporteur: Barbados – Shirley Ford
ATM Committee	Rapporteur: Trinidad and Tobago – Ian Gomez
SAR Committee	Rapporteur: Trinidad and Tobago – Rohan Garib
CNS Committee	Rapporteur: Trinidad and Tobago – Veronica Ramdath
AGA Committee	Rapporteur: <i>Trinidad and Tobago – Kingsley Herreira</i>

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

BARBADOS

Cedric Murrell, Chief Air Traffic Control Officer
E-mail: catcobgi@sunbeach.net/civilav@sunbeach.net

Dianne Skeete, Chief Air Traffic Officer
E-mail: catcobgi@gmail.com

FRANCE

Olivier Jouans, Director Antilles Guyane ANSP
E-mail: Olivier.jouans@aviation-civile.gouv.fr

SINT MAARTEN

Raul Van Heyningen, Director of Air Traffic Services Division, PJIAE
E-mail: rvanheyningen@pjiae.com

TRINIDAD AND TOBAGO

Rohan Garib, (Ag.) Executive Manager Air Navigation Services
E-mail: rgarib@caa.gov.tt

UNITED KINGDOM

Maria P. Boyle, Chief Executive Officer, Caribbean Air Safety Support
International Director of Civil Aviation for Anguilla, the British Virgin Islands and
Montserrat E-mail: Maria.Boyle@airsafety.aero

UNITED STATES

Michael Polchert, Air Traffic Organization, Federal Aviation Administration
E-mail: michael.polchert@faa.gov

ECCAA

Donald McPhail, Director General (ag)
E-mail: contact@eccaa.aero

Anthony Meade, Director Air Navigation Services (ag)
E-mail: ameade@eccaa.aero

AGA Committee Membership Rapporteur: *Kingsley Herreira, Trinidad and Tobago*

Anguilla, Antigua and Barbuda, Barbados, Dominica, Montserrat, Netherlands, Sint Maarten, Saint

Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United States, ECCAA and IFATCA.

STATE	MEMBER	E-MAIL ADDRESS	TEL / CELL / FAX
Anguilla	Lindon Hodges Deputy Airport Manager Anguilla Air and Seaports Authority	lindon.hodge@gov.ai hodgelindon@yahoo.com	T + 1 264-497-2384 C + 1 264-476-3121
Antigua and Barbuda	Edward Gilkes Director of Operations Antigua and Barbuda Airport Authority V.C. Bird International Airport	ee.gilkes@abairportauthority.com	T + 1 484 2310 C + 1 720 9544
Barbados	Kellman Walcott ADRs/ATS Inspector Barbados Civil Aviation Department	Kelman.Walcott@barbados.gov.bb	T + 1 246-420-5472 PX: +1 246-428-0930 F: +1 246-428-2539 C: +1 253-0285
	Jason Inniss Operations Manager Grantley Adams International Airport Inc.	JInniss@gaiainc.bb	T: +1 246-418-4242 F: +1 246-418-0957 C: +1 246-243-1262
Dominica	Jean Williams Airport Manager, Dominica Air and Sea Ports Authority	melvillehallairportmanager.daspa@cwdom.dm daspa@cwdom.dm	T + 1 767-448-4009 T + 1 767-445-7101
Montserrat	Denzil Jones Aerodrome Manager	jonesd@gov.ms	T + 1 664-491-6218
	Joseph Irish SATCO	irishjl@gov.ms	T + 1 664-491-6218
Netherlands (Saba and Sint Eustatius)	Robin Valkenburcht	robin.valkenburcht@minvenw.nl	T + 31 70 456 7492
Sint Maarten	Raul Van Heyningen Director of Air Traffic Services Division, Princess Juliana International Airport	rvanheyningen@pjjiae.com	T + 1 599 546 7536
	Mirto Breell Director Technical Division, Princess Juliana International Airport	mbreell@pjjiae.com	T + 1 599 546 7540
Saint Lucia	Errol Cherubin Senior Air Traffic Controller, Saint Lucia Air and Seaports Authority	errol.cherubine@slaspa.com	T + 1 758 454 6355
	Michael Lee Manager Air Traffic Services, Saint Lucia Air and Sea Ports Authority	michael.lee@slaspa.com	T + 1 758 452 4418 T + 1 758 452 2893/4 F + 1 758 452 2062
Saint Vincent and the Grenadines	Corsel Robertson Director of Airports, Airports Department, Ministry of National Security Air and Sea Port Development	etjoshua@vincysurf.com	T + 1 784 458 4011 F + 1 784 458 4786
Trinidad and Tobago	Terence Wallen Licensing Inspector II, TTCAA, Golden Grove Road, Piarco, Republic of Trinidad and Tobago	twallen@caa.gov.tt	T/F + 1 868 669 4302 / 5397

STATE	MEMBER	E-MAIL ADDRESS	TEL / CELL / FAX
United States (Puerto Rico and the Virgin Islands)	Randy Moseng Airport Safety and Operations Specialist	randy.moseng@faa.gov	T +1 404 474 5114
ECCAA Grenada, Saint Kitts and Nevis	Charles Anthony Meade Acting Director, Air Navigation Services Eastern Caribbean Civil Aviation Authority	ameade@eccaa.aero contact@eccaa.aero	T + 1 268 462 0000
IFATCA	Alexis Brathwaite President and Chief Executive Officer International Federation of Air Traffic Controllers' Associations	pcx@ifatca.org brathwaite.alexis@gmail.com	T + 1 868 620 5969

AIM Committee Membership Rapporteur: Shirley Ford, Barbados

Antigua and Barbuda, Barbados, France, Grenada, Netherlands, Montserrat, Saint Lucia, Trinidad and Tobago, United States and ECCAA.

STATE	MEMBER	E-MAIL ADDRESS	TEL / CELL / FAX
Antigua and Barbuda	Eloise Denise Silston Quality Assurance Officer V.C. Bird International Airport	denisesilston@yahoo.com	T + 1 268 764-6694 /562 5231
Barbados	Shirley Ford Chief Aeronautical Information Service Officer Barbados Civil Aviation Department	aisbarbados@caribsurf.com	T + 1 246 428 0952
France	Catherine Arnaud SNA/AG Aéroport Martinique Aimé Césaire	Catherine.arnaud@aviation-civile.gouv.fr	T+1 596 42 2429
Grenada	Roselyn Charles Manager of Air Traffic Services	rcharles@mbia.grenada.com	T +1 473 444 4148 / 534 5219
Montserrat	Joseph Irish Senior Air Traffic Controller	irishjl@gov.ms	T +1 664 491 6218
Netherlands (Saba and Sint Eustatius)	Robin Valkenburcht	robin.valkenburcht@minvenw.nl	T + 31 70 456 7492
Saint Lucia	Errol Cherubin Senior Air Traffic Control Officer	cherubine@slaspa.com	T + 1 758 454 6355/ 1 758 454 5146
Trinidad and Tobago	Randy Gomez Chief Technical Officer, AIS Trinidad and Tobago Civil Aviation Authority	rgomez@caa.gov.tt	T + 1 868-669-4128 F + 1 868-669-1716
United States (Puerto Rico and the Virgin Islands)	George Sempeles	George.P.Sempeles@faa.gov	T + 1 202 267-9290
ECCAA Dominica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines)	Charles Anthony Meade Acting Director, Air Navigation Services Eastern Caribbean Civil Aviation Authority	ameade@eccaa.aero contact@eccaa.aero	T + 1 268 462 0000

ATM Committee Membership Rapporteur: Ian Gomez, Trinidad and Tobago

Antigua and Barbuda, Barbados, France, Grenada, Netherlands, Trinidad and Tobago, United States, ECCAA and IFATCA.

STATE	MEMBER	E-MAIL ADDRESS	TEL / CELL / FAX
Antigua and Barbuda	Shenneth Phillipps ATS Operations Officer V.C. Bird Int'l Airport Antigua and Barbuda	catsvcbird@yahoo.com shennethp@yahoo.com	T + 1 268 562 0301
	Lorraine Davis	sivad81@hotmail.com	T + 1 268 562 0302
Barbados	Cedric Murrell Samuel Philgence Unit Chief - Air Traffic Services Barbados Civil Aviation Department	ucats@caribsurf.com Samuel.philgence@barbados.gov.bb	T + 1 246 418 4167
	Dianne H Skeete Chief Air Traffic Control Officer	catcobgi@gmail.com	T + 1 246 428 7377
France	Patrick Amouroux Head of Air Traffic Division French Civil Aviation Directorate Air Navigation Services Antilles-Guyana	patrick.amouroux@aviation-civile.gouv.fr	T + 596 596 422492
Grenada	Roselyn Charles Manager of Air Traffic Services	rcharles@mbia.grenada.com	T + 1 473 444 4148 /534 5219
	Willard De Allie	wdealie@mbiagrenada.com	T + 1 473 534-5247
Netherlands (Saba and Sint Eustatius)	Robin Valkenburcht	robin.valkenburcht@minvenw.nl	T + 31 70 456 7492
Trinidad and Tobago	Dayanand Rajnath (Ag) Manager Air Traffic Services	drajnath@caa.gov.tt	T + 1 868 6694806 F + 1 868 669 0635
United States	Susan E. Horn Air Traffic Organization, En Route & Oceanic Safety & Operations Support	susan.e.horn@faa.gov	T + 1 202-385-8461
	Dan Eaves	dan.eaves@faa.gov	T + 1 202 385 8492
ECCAA (Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines)	Charles Anthony Meade Acting Director, Air Navigation Services Eastern Caribbean Civil Aviation Authority	ameade@eccaa.aero contact@eccaa.aero	T + 1 268 462 0000
IFATCA	Alexis Brathwaite President and Chief Executive Officer International Federation of Air Traffic Controllers' Associations	pcx@ifatca.org brathwaite.alexis@gmail.com	T + 1 868 620 5969

SAR Committee Membership Rapporteur: Rohan Garib, Trinidad and Tobago

Antigua and Barbuda, Barbados, France, Netherlands, Trinidad and Tobago, United States, ECCAA and IFATCA

STATE	MEMBER	E-MAIL ADDRESS	TEL / CELL / FAX
Antigua and Barbuda	Shenneth Phillipps ATS Operations Officer V.C. Bird Int'l Airport Antigua and Barbuda	catsvcbird@yahoo.com shennethp@yahoo.com	T + 1 268 562 0301
Barbados	Cedric Murrell Dianne Skeete Chief Air Traffic Control Officer Barbados Civil Aviation Department	catcobgi@gmail.com	T + 1 246 428 7377
France	Jean Michel Pubellier	jean-michel.pubellier@aviation-civile.gouv.fr	T +
Netherlands (Saba and Sint Eustatius)	Robin Valkenburcht	robin.valkenburcht@minvenw.nl	T + 31 70 456 7492
Trinidad and Tobago	Rohan Garib, MSc. (UWI) Executive Manager Air navigation Services (Ag) Trinidad and Tobago Civil Aviation Authority	rgarib@caa.gov.tt	T + 1 868 669 4806
United States	Dave Edwards U.S. Coast Guard Search and Rescue ICAO IMO	David.L.Edwards@uscg.mil	T + 1 202 372 2087 F + 1 202 372 2912 C + 1 202 286 3155
ECCAA Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines)	Charles Anthony Meade Acting Director, Air Navigation Services Eastern Caribbean Civil Aviation Authority	ameade@eccaa.aero contact@eccaa.aero	T + 1 268 462 0000
IFATCA	Alexis Brathwaite President and Chief Executive Officer International Federation of Air Traffic Controllers' Associations	pcx@ifatca.org brathwaite.alexis@gmail.com	T + 1 868 620 5969

CNS Committee Membership Rapporteur: Veronica Ramdath, Trinidad and Tobago, Antigua and Barbuda, Barbados, France, Trinidad and Tobago, United Kingdom, United States and ECCAA.

STATE	MEMBER	E-MAIL ADDRESS	TEL / CELL / FAX
Antigua and Barbuda	Shenneth Phillips ATS Operations Officer V.C. Bird Int'l Airport Antigua and Barbuda	shennethp@yahoo.com	Tel: + 268 562 0301
Barbados	Suzanne Griffith Technical Officer – Training & Systems	suzanne.griffith@barbados.gov.bb	T + 1 246 420-7342 / 428 6667
France	Jean-Jacques Deschamps Head of Technical Division French Civil Aviation Directorate Air Navigation Services Antilles-Guyana	jean-jacques.deschamps@aviation-civile.gouv.fr	T + 596 596 422507
Trinidad and Tobago	Veronica Ramdath Manager Telecommunications & Electronics Trinidad and Tobago Civil Aviation Authority	vramdath@caa.gov.tt	T + 1 868 669 4706
United Kingdom	James Prideaux Assistant Manager Caribbean	james.prideaux@caribairsafety.aero	T + 284 495 7143 C + 284 541 9413
United States	Dulce M. Rosés Program Manager, International Telecommunications CAR/SAM	Dulce.roses@faa.gov	T + 1 305 716-1830
ECCAA (Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines)	Rudyard Ashe Manager, CNS Unit Eastern Caribbean Civil Aviation Authority	rashe@eccaa.aero contact@eccaa.aero	T + 1 268 462 0000