



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

First Regional Contingency and Emergency Planning and Response Meeting

(NAM/CAR/CONT/1)

Final Report

Mexico City, Mexico, 12 – 14 March 2019

The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

List of Contents

Contents	Page
Index	i-1
Historical	ii-1
ii.1 Place and Date of the Meeting.....	ii-1
ii.2 Opening Ceremony.....	ii-1
ii.3 Officers of the Meeting	ii-1
ii.4 Working Languages	ii-1
ii.5 Schedule and Working Arrangements.....	ii-1
ii.6 Agenda	ii-2
ii.7 Attendance	ii-2
ii.8 Conclusions and Decisions.....	ii-2
ii.9 List of Working and Information Papers and Presentations	ii-3
List of Participants	iii-1
Contact Information	iv-1
Agenda Item 1	1-1
<i>ICAO Requirements for Air Navigation Services (ANS) Contingency Planning</i>	
Agenda Item 2	2-1
<i>CAR Air Traffic Services (ATS) Regional Contingency Plan</i>	
Agenda Item 3	3-1
<i>NAM/CAR ATS Contingency Plans</i>	
Agenda Item 4	4-1
<i>2019 Hurricane Season Tabletop Exercise</i>	
Agenda Item 5	5-1
<i>Other Business</i>	

HISTORICAL

ii.1 Place and Date of the Meeting

The First Regional Contingency and Emergency Planning and Response Meeting (NAM/CAR/CONT/1) was held at the ICAO NACC Regional Office in Mexico City, Mexico, from 12 to 14 March 2019.

ii.2 Opening Ceremony

Mr. Julio Siu, Deputy Regional Director of the North American, Central American and Caribbean (NACC) Regional Office of the International Civil Aviation Organization (ICAO) provided opening remarks, highlighting the importance of the validity, timeline update and harmonious coordination of the contingency plans, the need of a regional plan for contingency and response to emergency and ICAO NACC Regional Office efforts to support the Region with the NACC Command Center. He welcomed the participants to the Regional Office and officially opened the meeting.

ii.3 Officers of the Meeting

Mrs. Crystal Oseana-Rodriguez, Curaçao, chaired the meeting plenary. Mr. Eddian Méndez, Regional Officer Air Traffic Management and Search and Rescue of the ICAO NACC Regional Office served as Secretary of the Meeting.

ii.4 Working Languages

The working languages of the Meeting were English and Spanish. The working papers, information papers and report of the meeting were available to participants in both languages.

ii.5 Schedule and Working Arrangements

It was agreed that the working hours for the sessions of the meeting would be from 09:00 to 15:30 hours daily with adequate breaks. Ad hoc Groups were created during the Meeting to do further work on specific items of the Agenda.

ii.6 Agenda

- Agenda Item 1 ICAO Requirements for Air Navigation Services (ANS) Contingency Planning**
- Agenda Item 2 CAR Air Traffic Services (ATS) Regional Contingency Plan**
- Agenda Item 3 NAM/CAR ATS Contingency Plans**
- Agenda Item 4 2019 Hurricane Season Tabletop Exercise**
- Agenda Item 5 Other Business**

ii.7 Attendance

The Meeting was attended by 10 States/Territories from the CAR Region and 3 International Organizations, totalling 33 delegates as indicated in the list of participants.

ii.8 List of Conclusions and Decisions

Number	Title	Page
1/1	<i>PUBLICATION AND PERIODIC REVIEW OF ATS CONTINGENCY PLANS</i>	1-2
1/2	<i>CAR REGION ATS CONTINGENCY PLAN</i>	2-2
1/3	<i>ATS CONTINGENCY TABLETOP EXERCISES</i>	4-2

An executive summary of these conclusions/decisions is presented in **Appendix A** to this report.

ii.9 List of Working and Information Papers and Presentations

Refer to the Meeting web page:
<https://www.icao.int/NACC/Pages/meetings-2019-cont1.aspx>

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01 REV	--	Review and Approval of the Provisional Agenda and Schedule of the Meeting	06/03/19	Secretariat
WP/02	1	ICAO Requirements for Planning and Response to Contingencies and Emergency Situations by ATS Providers	28/02/19	Secretariat
WP/03	2	Caribbean Region Air Traffic Services (ATS) Contingency Plan	08/03/19	Secretariat

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	List of Working, Information Papers and Presentations	19/03/19	Secretariat

PRESENTATIONS

Number	Agenda Item	Title	Presented by
1	3	Operational Readiness, System Operations Services	United States
2	2	MEVA Network Improvements to the ATS Voice Link	Secretariat

LIST OF PARTICIPANTS

CAYMAN ISLANDS/ISLAS CAIMANES

Jeremy Jackson
Erick Bodden

COSTA RICA

Rolando Richmond Padilla

CURAÇAO/CURAZAO

Crystal Oseana-Rodriguez

DOMINICAN REPUBLIC/REPÚBLICA DOMINICANA

Felix Alejandro Rosa Martinez

FRANCE/FRANCIA

Raphaël Gamess

GUATEMALA

Juan Carlos Alvarado Castellanos
Mynor Stuardo Xoy Chiquin

MEXICO/MÉXICO

Juan Mauricio Carriola Jiménez
Alvaro Edgar Pérez Galindo
Lizbeth Sánchez Labastida
Macario López Dolores
Paz Elena Barrón García
Tonatiuh González Rosales
Marcos Edgar González Cholico
Angélica Guadalupe Baca Cruz
Sandra Fabiola Carrera Peña
Alberto Armando Olivan Arroyo
José Inés Gil Jiménez
Roberto Prado Benito
Andrés Román Araujo
Gustavo González Carmona

TRINIDAD AND TOBAGO/TRINIDAD Y TABAGO

Barry Phirangee
Curtis A. Peters

TURKS AND CAICOS ISLANDS/ISLAS TURCAS Y CAICOS

Floyd Ingham
Darrak Williams

UNITED STATES/ESTADOS UNIDOS

Alejandro Rodriguez
Deborah Brady
Lisa Ryan

COCESNA

Victor Manuel Andrade Salgado
Pablo Alexander Luna Servellon

IATA

Marco Vidal

IFALPA

Marco Antonio Díaz Cabrera

ICAO/OACI

Eddian Méndez

CONTACT INFORMATION

Name / Position Nombre / Puesto	Administration / Organization Administración / Organización	Telephone / E-mail Teléfono / Correo-e
Cayman Islands/Islas Caimanes		
Erick Bodden Air Traffic Control Manager	Cayman Islands Airports Authority	Tel. +1 345 943 7070 Cel. +1 345 916 5774 E-mail erick.bodden@caymanairports.com
Jeremy Jackson Quality and Compliance Manager	Cayman Islands Airports Authority	Tel. +1 345 926 0955 Cel. +1 345 943 7070 E-mail jeremy.jackson@caymanairports.com
Costa Rica		
Rolando Richmond Padilla Jefe Unidad de Supervisión de Navegación Aérea	Dirección General de Aviación Civil	Tel. +506 2290 0089 Cel. +506 8706 1718 E-mail rrichmond@dgac.go.cr
Curaçao/Curazao		
Crystal Oseana-Rodriguez Quality Assurance and Safety Manager	Dutch Caribbean Air Navigation Service Provider	Tel. +5999 839 3550 E-mail c.oseana-rodriguez@dc-ansp.org
Dominican Republic/República Dominicana		
Felix Alejandro Rosa Martinez ATM Department Manager	Instituto Dominicano de Aviación Civil (IDAC)	Tel. +1 809-274-4322 Ext. (2139) E-mail felix.rosa@idac.gov.do
France/Francia		
Raphaël Gamess ATM Manager	French West Indies and French Guiana ANS	Tel. +596 596 422 489 Cel. +596 696 966 979 E-mail raphael.gamess@aviation-civile.gouv.fr
Guatemala		
Mynor Stuardo Xoy Chiquin Gerencia de Navegación Aérea	Dirección General de Aeronáutica Civil	Tel. +502 2321 5103 Cel. +502 5173 5418 E-mail mynor.xoy@dgac.gob.gt
Juan Carlos Alvarado Castellanos Coordinador de Seguridad Operacional ATS	Dirección General de Aeronáutica Civil	Tel. +502 2321 5036 Cel. +502 4426 0277 E-mail juan.alvarado@dgac.gob.gt
Mexico/México		
Lizbeth Sánchez Labastida Subdirectora de Certificación SMS	Dirección General de Aeronáutica Civil (DGAC)	Tel. +55 5723 9300 Ext. 18057 E-mail llabasti@sct.gob.mx

NAM/CAR/CONT/1
List of Participants – Contact Information

iv – 2

Name / Position Nombre / Puesto	Administration / Organization Administración / Organización	Telephone / E-mail Teléfono / Correo-e
Mexico/México		
Paz Elena Barrón García Inspector Verificador Aeronáutico	DGAC	Tel. +5255 5482 4100 ext18945 E-mail pbarrong@sct.gob.mx
Sandra Fabiola Carrera Peña Inspector Verificador Aeronáutico	DGAC	Tel. +52 55 5723 9300 ext18071 E-mail scarrera@sct.gob.mx
Macario López Dolores Inspector SMS	DGAC	Tel. +5255 5723 9300 ext18290 Cel. +52155 6463 7034 E-mail macario.lopez@sct.gob.mx
Alberto Armando Olivan Arroyo Inspector Verificador Aeronáutico	DGAC	Tel. +5255 5482 4100 ext18928 E-mail aolivana@sct.gob.mx
Juan Mauricio Carriola Jiménez Inspector SMS	DGAC	Tel. +5255 5723 9300 ext18056 Cel. +52155 6988 8879 E-mail juan.carriola@sct.gob.mx
Gustavo González Carmona Inspector SMS	DGAC	Tel. +5255 5723 9300 ext18132 E-mail gustavo.gonzalez@sct.gob.mx
Alvaro Edgar Pérez Galindo Inspector Verificador Aeronáutico	DGAC	Tel. +52 55 5723 9300 ex 18071 E-mail aperegal@sct.gob.mx
Andrés Román Araujo Encargado de la Dirección de Tránsito Aéreo	Servicios a la Navegación en el Espacio Aéreo Mexicano (SENEAM)	Tel. +52 55 5786 5513 E-mail andres.roman@sct.gob.mx
Roberto Prado Benito Encargado de la Subgerencia de los Servicios de Tránsito Aéreo	SENEAM	Tel. +5255 5716 6640 Cel. +52155 4766 9720 E-mail subgerenciasta@sct.gob.mx
José Inés Gil Jiménez Responsable del Área para la Coordinación Normativa	SENEAM	Tel. +5255 5786 5513 E-mail joegil@hotmail.com
Tonatiuh González Rosales Jefe de Ingeniería y Proyectos	Aeropuerto Internacional de la Ciudad de México	Tel. +5255 2482 2229 E-mail tgonzalez@aicm.com.mx
Marcos Edgar González Cholico	Aeropuerto Internacional de la Ciudad de México	Tel. +5255 2482 2229 E-mail mgonzalezc@aicm.com.mx
Angélica Guadalupe Baca Cruz Jefe de Departamento	Servicio Meteorológico Nacional	Tel. +5255 5781 6971 +5255 2636 4600 ext 3350 Cel. +52155 62514469 E-mail angelica.bacac@conagua.gob.mx
Trinidad and Tobago		
Curtis A. Peters Unit Chief ACC/APP Operations	Trinidad and Tobago Civil Aviation Authority (TTCAA)	Tel. +1 868 668 8222 ext 2511 Cel. +1 809 796 1392 E-mail cpeters@caa.gov.tt
Barry Phirangee Air Traffic Management Officer	TTCAA	Tel. +1 868 662 2888 ext2557 E-mail bphirangee@caa.gov.tt

NAM/CAR/CONT/1
List of Participants – Contact Information

iv – 3

Name / Position Nombre / Puesto	Administration / Organization Administración / Organización	Telephone / E-mail Teléfono / Correo-e
Turks and Caicos Islands/Islas Turcas y Caicos		
Darrak Williams ATS Inspector	Turks and Caicos Islands Airports Authority	Tel. +1 649 331 1625 E-mail Dwilliams.caa@tcway.tc
Floyd Ingham Chief Operations Officer	Turks and Caicos Islands Airports Authority	Tel. +1 649 946 4420 E-mail floydingham@tciairports.com
United States/Estados Unidos		
Alejandro Rodriguez Senior Representative for the Caribbean, Guyana and Suriname	Federal Aviation Administration (FAA)	Tel. +1 305 726 1270 E-mail alejandro.rodriguez@faa.gov
Lisa A. Ryan Program Manager - Air Traffic Organization - System Operations Services, Operational Readiness	FAA	Tel. +1 202 267 3380 E-mail lisa.a.ryan@faa.gov
Deborah Brady Group Manager, Contingency Planning and Integration - System Operations Services, Operational Readiness	FAA	Tel. +1 202 267 0584 E-mail deborah.brady@faa.gov
COCESNA		
Victor Manuel Andrade Salgado Gerente Operativo	COCESNA	Tel. +504 2275 7090 ext. 1510 E-mail victor.andrade@cocesna.org
Pablo Alexander Luna Servellon Coordinador SMA	COCESNA	Tel. +504 2279 7090 ext. 1507 E-mail pablo.luna@cocesna.org
IATA		
Marco Vidal Macchiavello Manager Safety and Flight Operations – The Americas	IATA	Tel. +1 786 536 3476 E-mail vidalm@iata.org
IFALPA		
Marco Antonio Díaz Cabrera Miembro Comité HUPER de IFALPA	Aeromexico	Tel. 55 5091 5954 E-mail madiaz@aeromexico.com mad_4schneider@hotmail.com
ICAO/OACI		
Eddian Méndez Regional Officer, Air Traffic Management and Search and Rescue/Especialista Regional de Gestión del Tránsito Aéreo y Búsqueda y Salvamento	North American, Central American and Caribbean Office / Oficina para Norteamérica, Centroamérica y Caribe (NACC)	Tel. +5255 5250 3211 E-mail emendez@icao.int

Agenda Item 1 ICAO Requirements for Air Navigation Services (ANS) Contingency Planning

1.1 The Meeting elected Mrs. Crystal Oseana-Rodriguez, Quality Assurance and Safety Manager at the Dutch Caribbean Air Navigation Service Provider (DC-ANSP) from Curaçao, as the Chairwoman of the Meeting.

1.2 The Secretariat presented WP/01 and invited the Meeting to approve the Provisional Agenda and Schedule. The Meeting approved the Agenda and Schedule as presented.

1.3 Under this Agenda Item the Meeting reviewed WP/02, which provides details of the ICAO requirements for planning and response to contingencies and emergency situations by Air Traffic Service (ATS) providers in the CAR Region and the status of compliance by States.

1.4 This Working Paper reviews Annex 11 – *Air Traffic Services* and Annex 19 – *Safety Management* requirements, and regional agreements. According to the results of the ICAO Universal Safety Oversight Audit Program (USOAP) it can be verified that currently 8 States of the CAR Region (42%) do not ensure that contingency plans have been prepared and implemented to deal with interruptions or possible interruptions of ATS or supporting related services. Other States, which have promulgated their contingency plans, have not updated them periodically, despite having undergone significant changes in their ATS system, changes in authorities, different operational contexts, etc. In addition, the ICAO NACC Regional Office has not established and implemented a systematic process to keep updated and publish the contingency plans that, according to the regional arrangements, must be sent by the NACC States and Territories.

1.5 Even though the first regional requirements for the preparation, coordination and remittance to the ICAO NACC Regional Office of the ATS contingency plans were established in 2005, the response has been unsatisfactory, inconsistent and unsystematic.

1.6 When analysing the situation, the Meeting identified the following causes:

- Lack of establishment and implementation by the ICAO NACC Regional Office of a procedure for the request, publication and periodic review of the ATS contingency plans of States, Territories and International Organizations of the CAR Region.
- Lack of harmonization of the terminology, nomenclature and strategies in relation to ATS contingency among States, Territories and International Organizations.
- Challenges regarding the coordination of ATS contingency plans between upper and lower airspace service providers.

- Lack of awareness at decision makers level about the impact and consequences of the non-elaboration and publication of the ATS contingency plans.

1.7 In addition, some air traffic service providers in the CAR Region have developed well-prepared and comprehensive contingency plans, which, in many cases, include privileged information about the functioning of their systems, which cannot be shared, as they provide details that could be used to breach controls for the integrity of their systems.

1.8 In line with the information provided by the Secretariat and the discussion amongst participants, the Meeting reached the following conclusion.

CONCLUSION	
NAM/CAR/CONT/1/1	PUBLICATION AND PERIODIC REVIEW OF ATS CONTINGENCY PLANS
<p>What:</p> <p>That, in order to provide an adequate regional response to contingencies, and to reduce the harmful impact of these contingencies to the continuous flow of air traffic:</p> <p>a) States, Territories and International Organizations that provide air traffic services in the CAR Region submit information on their contingency plans following the guidelines included in Appendix B to this report, by 15 June 2019. This information, regarding the ATS contingency plans, will be published on the website that the ICAO NACC Regional Office will establish for such purposes; and</p> <p>b) the ICAO NACC Regional Office establish a procedure for the systematic request, publication and annual review of the ATS contingency plans, for States, Territories and International Organizations that provide Air Traffic Services in the CAR Region by 15 June 2019.</p>	<p>Expected impact:</p> <p><input type="checkbox"/> Political / Global</p> <p><input checked="" type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Operational/Technical</p>
<p>Why:</p> <p>To support contingency planning, coordination and response at State and Regional level</p>	
<p>When: 15 June 2019</p>	<p>Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p>Who: <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	<p>International Organizations</p>

Agenda Item 2 CAR Air Traffic Services (ATS) Regional Contingency Plan

2.1 Under this Agenda Item the Secretariat presented WP/03, with a proposal to develop a Caribbean Region ATS Contingency Plan, in order to ensure timely, harmonized and appropriate responses to all events resulting in disruption to the provision of ATS, or in which ATS is involved in the CAR Region.

2.2 While some States, Territories and Air Navigation Service Providers (ANSPs) have developed very well thought contingency plans, they have done so from their individual perspective, although coordinated with their neighbours; they have not been conceived to take into consideration the failures of multiple ATS systems, disruptions of more than one Flight Information Region (FIR), or different simultaneous threats (social unrest during hurricane season, for example).

2.3 Recent experience proved the need to take concrete actions to address emergency and contingency situations from a regional perspective. Hurricanes, earthquakes, volcanic eruptions, social unrest, equipment failures, among others, recurrently represent a threat to the continuity of air traffic services.

2.4 The critical need and the benefit of contingency plans are constantly demonstrated. However, the need for more coherent and aligned regional contingency response was also identified. This contingency response must also involve industry, as a key ally with resources strategically deployed to support the development of its day to day operations. In line with that, the International Air Transport Association (IATA) and the ICAO NACC Regional Office took the initiative to establish the CAR Regional Contingency and Emergency Response Coordination Team (CAR CERT), which takes into consideration the main threats that periodically attack the Region, to provide regional operational steps to address them. This team should be the cornerstone for the Caribbean contingency planning and response.

2.5 Conclusion ANI/WG/4/03 – *CAR Regional Contingency Planning and Response Strategy* approved the establishment of the CAR CERT. Formal operational procedures and Terms of Reference are pending to be developed. Also, in order to enhance its role for regional coordination of contingencies, the ICAO NACC Regional Office is in the process to establish a crisis and contingency coordination room in its new premises. This would greatly support the Region, allowing an improved support from ICAO. The Meeting agreed the following decision:

DECISION	
NAM/CAR/CONT/1/2	CAR REGION ATS CONTINGENCY PLAN
<p>What:</p> <p>That, in order to ensure timely, harmonized and appropriate responses to all events resulting in disruption to the provision of ATS, or in which ATS is involved, and hence to normal aircraft movement, the Meeting:</p> <p>a) supports the development and implementation of the Caribbean Region ATS Contingency Plan; and</p> <p>b) establishes an Ad hoc Group, comprised by Dominican Republic, Mexico, Trinidad and Tobago, COCESNA and IATA to draft the Caribbean Region ATS Contingency Plan. This Ad hoc Group shall present the first draft of this plan to the Fifth NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/5). To develop the draft of this plan the Ad hoc Group shall:</p> <ul style="list-style-type: none"> i. take into account varying levels of necessary contingency response; ii. take into account varying levels of State and Territories capabilities; iii. provide principles for regional ATM contingency planning; iv. provide a contingency response framework for the Caribbean States and Territories; v. include operational procedures and Terms of Reference for the CAR Regional Contingency and Emergency Response Coordination Team (CAR CERT); and vi. propose a periodic review and drill, especially to prepare for hurricane seasons. 	<p>Expected impact:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
<p>Why:</p> <p>To ensure a timely, harmonized and appropriate response to unforeseen events, contingencies and undesired circumstances related to ATS at regional level.</p>	
<p>When: 27 May 2019</p>	<p>Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p>Who: <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	<p>International Organizations</p>

2.6 The Secretariat presented P/02 to provide information regarding the MEVA Telecommunication Network, and its critical importance to support the safety and regularity of air traffic operations in our Region, as well as the contingency actions available in emergency situations or affectations due to natural disasters. The Meeting recognized that this information should be considered in the future work of contingency plans of the Region.

Agenda Item 3 **NAM/CAR ATS Contingency Plans**

3.1 Under this Agenda Item the Meeting reviewed the status of the ATS Contingency Plans for each State/Territory and International Organization participating.

3.2 Participants provided detailed information on the level of progress for ATS contingency implementation, challenges and current response to contingency scenarios.

3.3 Despite the time that has elapsed since the regional guidelines for the promulgation and publication of the ATS contingency plans were agreed, due to the causes identified in the Agenda Item 1, the Region has not progressed as expected with respect to this issue. It is necessary that the ICAO NACC Regional Office continue its efforts to ensure that all the ATS Contingency plans for States, Territories and International Organizations providing ATS in the Region, are promulgated, published and periodically updated. The Meeting agreed that the attention from the ICAO NACC Office to this issue should be permanent.

3.4 United States presented P/01, providing the Meeting with valuable information regarding the FAA Air Traffic Organization Operational Readiness and System Operations Services.

Agenda Item 4 2019 Hurricane Season Tabletop Exercise

4.1 Under this Agenda Item the Meeting performed an ATS Contingency tabletop exercise.

4.2 Two scenarios were rehearsed:

- Scenario 1: Torrential rains and flooding in a Caribbean island
- Scenario 2: Volcanic eruption and tropical storm in Central America

4.3 These are the main lessons learned from these two exercises:

- An approved and coordinated ATS contingency plan is vital for a proper response. In the cases where the ATS provider has not approved and coordinated a contingency plans, response to contingencies are reactive and totally ineffective.
- The permanent coordination with the meteorological offices is fundamental for a timely and organized response.
- Coordination among ATS service providers in adjacent airspaces must be strengthened, especially between those that provide service in the lower and upper airspace.
- It must be ensured that contingency plans between adjacent airspaces are adequately complemented to ensure that operations can be carried out in the event of total or partial interruption of services and ensure that no airspace is left uncovered.
- States and Territories should consider having available Area navigation (RNAV) departures, arrivals and routes, in order to maintain operations in the event of the loss of NAVAIDS that support their main conventional routes.
- Traffic flow management is one of the main tools to manage traffic in the case of service degradation.

4.4 In general, the participants considered as positive the tabletop exercises, because it helps identifying gaps in the planning, especially when there are no approved plans to rehearse.

4.5 As an opportunity for improvement, some points were identified that should be taken into account for the next realization of this exercise:

- Focus on the facility that is going to be impacted, related services and the supporting facilities.
- Propose an estimate of the duration of the contingency, level of impact and/or levels of degradation of the services.

4.6 The Meeting suggested that for these exercises also the recovery phase should be rehearsed, until full restoration of the services, to cover, for example, the measures taken to handle relief flights. The following conclusion was formulated:

CONCLUSION	
NAM/CAR/CONT/3	ATS CONTINGENCY TABLETOP EXERCISES
<p>What:</p> <p>That, in order to improve the preparation of air traffic service providers in contingency situations, identify possible gaps in planning and strengthen regional resilience in the provision of air traffic services:</p> <p>a) the ICAO NACC Regional Office annually schedules the implementation of ATS contingency simulation exercises, in which scenarios that are attached to real cases are proposed, with a high probability of occurrence or as a result of identified improvement opportunities; and</p> <p>b) States, Territories and International Organizations that provide air traffic services in the CAR Region, support performing these simulation exercises, contributing their operational experience and accepting identified improvement opportunities to improve their ATS contingency plans, the preparation in the event of contingency situations and the integrity of air navigation services.</p>	<p>Expected impact:</p> <p><input type="checkbox"/> Political / Global</p> <p><input checked="" type="checkbox"/> Inter-regional</p> <p><input checked="" type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input type="checkbox"/> Operational/Technical</p>
<p>Why:</p> <p>Improve the regional response in contingency related to ATS.</p>	
<p>When: Permanently</p>	<p>Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p>Who: <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	<p>International Organizations</p>

Agenda Item 5 **Other Business**

5.1 IATA recognized the importance of the contingency plans for the air traffic services. However, based on the cases reported in 2018, it is also important to consider the contingency plans for ANS supporting services, Aeronautical Fixed Telecommunication Network (AFTN), Aeronautical Message Handling System (AMHS) or meteorological information services.

5.2 On previous events, airlines were not able to get Notice to Airmen (NOTAMS), weather reports or transmit Filed Flight Plan (FPLs) impacting the safe continuity of operations.

**APPENDIX A
EXECUTIVE LIST OF CONCLUSIONS/DECISIONS**

Number	Conclusion/Decision	Responsible for action	Deadline
1/1	PUBLICATION AND PERIODIC REVIEW OF ATS CONTINGENCY PLANS		
	That, in order to provide an adequate regional response to contingencies, and to reduce the harmful impact of these contingencies to the continuous flow of air traffic:		
	a) States, Territories and International Organizations that provide air traffic services in the CAR Region shall submit information on their contingency plans following the guidelines included in Appendix B to this report, by 15 June 2019 . This information, regarding the ATS contingency plans, will be published on the website that the ICAO NACC Regional Office will establish for such purposes; and	States, Territories and International Organizations	15 June 2019
	b) the ICAO NACC Regional Office establish a procedure for the systematic request, publication and annual review of the ATS contingency plans, for States, Territories and International Organizations that provide Air Traffic Services in the CAR Region by 15 June 2019 .	ICAO NACC Regional Office	15 June 2019

Number	Conclusion/Decision	Responsible for action	Deadline
1/2	CAR REGION ATS CONTINGENCY PLAN		
	That, in order to ensure timely, harmonized and appropriate responses to all events resulting in disruption to the provision of ATS, or in which ATS is involved, and hence to normal aircraft movement, the Meeting:		
	a) supports the development and implementation of the Caribbean Region ATS Contingency Plan; and	States, Territories, International Organizations and ICAO NACC Regional Office	27 May 2019
	b) establishes an Ad hoc Group, comprised by Dominican Republic, Mexico Trinidad and Tobago, COCESNA and IATA to draft the Caribbean Region ATS Contingency Plan. This Ad hoc Group shall present the first draft of this plan to the Fifth NAM/CAR Air Navigation Implementation Working Group Meeting (ANI/WG/5). To develop the draft of this plan the Ad hoc Group shall:	Ad Hoc Group	27 May 2019
	i. take into account varying levels of necessary contingency response;		
	ii. take into account varying levels of State and Territories capabilities;		
	iii. provide principles for regional ATM contingency planning;		
	iv. provide a contingency response framework for the Caribbean States and Territories;		
	v. include operational procedures and Terms of Reference for the CAR Regional Contingency and Emergency Response Coordination Team (CAR CERT); and		
vi. propose a periodic review and drill, especially to prepare for hurricane seasons.			

Number	Conclusion/Decision	Responsible for action	Deadline
1/3	ATS CONTINGENCY TABLETOP EXERCISES		
	That, in order to improve the preparation of air traffic service providers in contingency situations, identify possible gaps in planning and strengthen regional resilience in the provision of air traffic services:		
	a) the ICAO NACC Regional Office annually schedules the implementation of ATS contingency simulation exercises, in which scenarios that are attached to real cases are proposed, with a high probability of occurrence or as a result of identified improvement opportunities; and	ICAO NACC Regional Office	Permanent
	b) States, Territories and International Organizations that provide air traffic services in the CAR Region, support performing these simulation exercises, contributing their operational experience and accepting identified improvement opportunities to improve their ATS contingency plans, the preparation in the event of contingency situations and the integrity of air navigation services.	States, Territories and International Organizations	Permanent

GRP 13

CONCLUSIÓN 13/68 PLANES DE CONTINGENCIA ATM PARA LAS REGIONES CAR/SAM

Que, los Estados/Territorios/Organizaciones Internacionales CAR/SAM que aún no lo hayan hecho:

- a) elaboren sus planes de contingencia ATM para el espacio aéreo bajo su jurisdicción;
- b) celebren acuerdos bilaterales y/o multilaterales con Estados/Territorios/Organizaciones Internacionales responsables del espacio aéreo adyacente, en coordinación con las Oficinas Regionales de la OACI, para elaborar un Plan de Contingencia ATM utilizando las guías presentadas en el **Apéndice AO** a esta parte del Informe; y
- c) envíen a la Oficina Regional de la OACI correspondiente una copia de su Plan de Contingencia ATM a más tardar el **30 de junio 2006**.

CONCLUSION 13/68 ATM CONTINGENCY PLANS FOR THE CAR/SAM REGIONS

That CAR/SAM States/Territories/International Organizations that have not yet done so:

- c) develop their ATM contingency plans for their airspace under their jurisdiction;
- d) establish bilateral or multi-lateral agreements with States/Territories/International Organizations responsible for the adjacent airspace, in coordination with the ICAO Regional Offices, in order to develop an ATM Contingency Plan, using the guidelines presented in **Appendix AO** to this part of the Report; and
- e) send to the corresponding ICAO Regional Office a copy of their ATM Contingency Plan by **30 June 2006**.

APPENDIX B

ACTION PLAN FOR THE DEVELOPMENT OF ATM CONTINGENCY PLANS

This plan is made of the following phases:

- Phase I Development of ATM contingency plans
- Phase II Harmonization of ATM contingency plans with and neighbouring States/Territories/International Organizations
- Phase III Submission of ATM contingency plans to the ICAO Regional Offices.

Phase I. Development of ATM contingency plans

In this phase, the States shall complete the respective ATM Contingency Plans using as a basis Appendix D to Annex 11.

Phase II. Harmonization of ATM contingency plans with neighbouring States

During this phase the necessary coordination will be carried out among the concerned parties, in order to harmonize the ATM contingency plans. The coordination may be made through electronic mail or through bilateral or multilateral meetings, depending on the case.

Phase III. Submission of national ATM contingency plans to the ICAO Regional Offices

The States will keep the corresponding ICAO Regional Office informed on the status of their ATM contingency plans.

ATM REGIONAL CONTINGENCY PLAN FOR CTA/UTA/FIR

OBJECTIVE: This contingency plan contains arrangements to ensure the continued safety of air navigation in the event of partially or total disruption of air traffic services (ATS) and is related to ICAO Annex 11- *Air Traffic Services* Chapter 2, paragraph 2.28. The contingency plan should be designed to provide alternative routes, using existing airways in most cases, which will allow aircraft operators to fly through or avoid airspace within the (XXX) CTA/UTA/FIR.

AIR TRAFFIC MANAGEMENT

ATS Responsibilities

Tactical ATC considerations during periods of overloading may require re-assignment of routes or portions thereof.

Alternative routes should be designed to maximize the use of existing ATS route structures and communication, navigation and surveillance services.

In the event that ATS cannot be provided within the (XXX) CTA/UTA/FIR, the Civil Aviation Authority shall publish the corresponding NOTAM indicating the following:

- a) Time and date of the beginning of the contingency measures;
- b) Airspace available for landing and overflying traffic and airspace to be avoided;
- c) Details of the facilities and services available or not available and any limits on ATS provision (e.g., ACC, APP, TWR and FIS), including an expected date of restoration of services if available;
- d) Information on the provisions made for alternative services;
- e) ATS contingency routes;
- f) Procedures to be followed by adjacent ATS units;
- g) Procedures to be followed by pilots; and
- h) Any other details with respect to the disruption and actions being taken that aircraft operators may find useful.

In the event that the CAA is unable to issue the NOTAM, the (alternate) CTA/UTA/FIR will take action to issue the NOTAM of closure airspace upon notification by corresponding CAA or the ICAO Regional Office.

Separation

Separation criteria will be applied in accordance with the *Procedures for Air Navigation Services-Air Traffic Management* (PANS-ATM, Doc 4444) and the *Regional Supplementary Procedures* (Doc 7030).

Level Restrictions

Where possible, aircraft on long-haul international flights shall be given priority with respect to cruising levels.

Other measures

Other measures related to the closure of airspace and the implementation of the contingency scheme in the (XXX) CTA/UTA/FIR may be taken as follows:

- a) Suspension of all VFR operations;
- b) Delay or suspension of general aviation IFR operations; and
- c) Delay or suspension of commercial IFR operations.

TRANSITION TO CONTINGENCY SCHEME

During times of uncertainty when airspace closures seem possible, aircraft operators should be prepared for a possible change in routing while en-route, familiarization of the alternative routes outlined in the contingency scheme as well as what may be promulgated by a State via NOTAM or AIP.

In the event of airspace closure that has not been promulgated, ATC should, if possible, broadcast to all aircraft in their airspace, what airspace is being closed and to stand by for further instructions.

ATS providers should recognize that when closures of airspace or airports are promulgated, individual airlines might have different company requirements as to their alternative routings. ATC should be alert to respond to any request by aircraft and react commensurate with safety.

TRANSFER OF CONTROL AND COORDINATION

The transfer of control and communication between ATS units should be at the common FIR boundary unless there is mutual agreement between adjacent ATS units. ATS providers should also review current coordination requirements in light of contingency operations or short notice of airspace closure.

PILOTS AND OPERATOR PROCEDURES

Pilots need to be aware that in light of current international circumstances, a contingency routing requiring aircraft to operate off of normal traffic flows, could result in an intercept by military aircraft. Aircraft operators must therefore be familiar with international intercept procedures contained in ICAO Annex 2 –*Rules of the Air*, paragraph 3.8 and Appendix 2, Sections 2 and 3.

Pilots need to continuously guard the VHF emergency frequency 121.5 MHz and should operate their transponder at all times during flight, regardless of whether the aircraft is within or outside airspace where secondary surveillance radar (SSR) is used for ATS purposes. Transponders should be set on a discrete code assigned by ATC or select code 2000 if ATC has not assigned a code.

If an aircraft is intercepted by another aircraft, the pilot shall immediately:

- a) Follow the instructions given by the intercepting aircraft, interpreting and responding to visual signals in accordance with international procedures;
- b) Notify, if possible, the appropriate ATS unit;
- c) Attempt to establish radio communication with the intercepting aircraft by making a general call on the emergency frequency 121.5 MHz and 243 MHz if equipped; and
- d) Set transponder to code 7700, unless otherwise instructed by the appropriate ATS unit.

If any instructions received by radio from any source conflict with those given by the intercepting aircraft, the intercepted aircraft shall request immediate clarification while continuing to comply with the instructions given by the intercepting aircraft.

OVERFLIGHT APPROVAL

Aircraft operators should obtain overflight approval from States/Territories/International Organizations for flights operating through their jurisdiction of airspace, where required. In a contingency situation, flights may be rerouted at short notice and it may not be possible for operators to give the required advanced notice in a timely manner to obtain approval. States/Territories/International Organizations responsible for the airspace in which contingency routes are established should consider making special arrangements to expedite flight approvals in these contingency situations.

CONTINGENCY UNIT

The ATM national contingency unit assigned the responsibility of monitoring developments that may dictate the enforcement of the contingency plan and coordination of contingency arrangements is:

Name of Agency:

Contact Person:

Telephone:

Fax:

Email:

During a contingency situation, the National Contingency Unit will liaise with the adjacent ATS units through the ICAO Regional Office.

The ICAO Regional Office will:

- a) closely oversight the situation and coordinate with all affected States/Territories/International Organizations and the IATA Regional Office, so as to ensure air navigation services are provided to international aircraft operations in the CAR Region;

- b) take note of any incidents reported and take appropriate action;
- c) provide assistance as required on any issue with the Civil Aviation Administrations involved in the contingency plan; and
- d) keep the President of the Council of ICAO, the Secretary General, C/RAO, D/ANB and C/ATM continuously informed on developments, including activation of the contingency plan.

CONTINGENCY ROUTING SCHEME

Aircraft operators should file their flight plans using the alternative contingency routes listed in the scheme below in order to operate in the airspace under the jurisdiction of (XXX).

Present ATS ROUTE	CONTINGENCY ROUTINGS	FIRs INVOLVED
In lieu of:	(ATS unit) provides ATC on the following routings: <i>CR1:</i> <i>CR2:</i> <i>CR3:</i>	XXX: In coordination with XXX
In lieu of:	(ATS unit) provides ATC on the following routing: <i>CR4:</i>	XXX: In coordination with XXX

All aircraft should establish and maintain contact on published VHF or HF frequencies with the (XXX) ATS unit (APP/ACC/FIC) responsible for the airspace being traversed.

List of points of contact of all concerned States/Territories/International Organizations, IATA and ICAO Regional Office.

State /International Organization	Point of contact	Telephone/Fax	E-mail
		Tel. Fax.	
		Tel. Fax.	
		Tel. Fax.	
IATA		Tel. Fax:	
ICAO (Regional Office)		Tel.: Fax: AFTN:	