



ICAO

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North American, Central American and Caribbean Office

INFORMATION PAPER

AIM/TF/6 — IP/05

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**Sixth North American, Central American and Caribbean Working Group (NACC/WG)
Aeronautical Information Management Implementation Task Force Meeting
(AIM/TF/6)**

Mexico City, Mexico, and virtually, 21 – 24 August 2023

**Agenda Item 7: AIM Training Curriculum TRAINAIR PLUS Submission Documentation
Creation**

**Training and Development – Deployment of the Implementation Package ‘Improving the
Quality of NOTAM for safe Flight Operations’**

(Presented by Trinidad and Tobago)

EXECUTIVE SUMMARY

In support of the need for accurate and valid aeronautical data and to raise awareness of the importance of current/valid NOTAM, the TTCAA’s AIM Department accepted and implemented the iPack ‘Improving the Quality of NOTAM for safe Flight Operations’.

<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Strategic Objective 1 – Safety• Strategic Objective 2 – Air Navigation Capacity and Efficiency
<i>References:</i>	<ul style="list-style-type: none">• ICAO Annex 15 AIS• ICAO Document 8126 AIS Manual• ICAO Document 10066 PANS AIM

1. Introduction

1.1 In compliance with its legislative requirements including the states’ Air Navigation Plan and to achieve ICAO’s Standards and Recommended Practices (SARPs), the Trinidad and Tobago Civil Aviation Authority (TTCAA) continuously analyses its processes/procedures and implements developmental projects and initiatives accordingly.

1.2 ICAO’s Technical Co-operation Bureau (TCB) Systemic Assistance Programme (SAP) supports state’s aviation development and enhancement initiatives by offering ‘Implementation Packages’ (iPACK).

1.3 These self-contained packages can include documents, training, tools, and subject matter expert assistance provided remotely as well as workshops and guidance for procurement.

2. iPACK Planning

2.1 ICAO offered an iPack to Trinidad and Tobago Civil Aviation Authority's (TTCAA) and the TTCAA's Director General accepted the deployment of the iPACK '*Improving the Quality of NOTAM for safe Flight Operations*'.

2.2 The iPACK was structured into three (3) main phases:

- a) Acceptance
- b) Data Collection/Analysis
- c) Reporting

2.3 In planning for the acceptance of the iPACK, ICAO's Technical Cooperation Bureau (TCB) conducted a 'Needs Analysis' for the TTCAA's AIM Department. The resultant analysis determined the specific deliverables and prioritized the initiatives that the NOTAM Subject Matter Expert (SME) would address to achieve the objectives of the iPACK.

2.4 The TTCAA provided the resources and support to accomplish the project tasks in the allotted period during which the SME spent 15 workdays over a period of three months, remotely working to achieve the iPACK's objectives.

2.6 The iPACK commenced in September 2022 and was completed in December 2022.

3. iPack - Actions taken

3.1 The iPACK's major objectives included:

- a) Understanding of the applicable regulatory framework, including Annex 15, and identifying gaps
- b) Identifying of gaps and trends derived from the comparative analysis of NOTAM from their states/data originators
- c) Facilitating the adaptation of State's NOTAM processes and procedures to avoid the reoccurrence of non-compliant NOTAM
- d) Supporting development/updating of formal arrangement between AIS (NOF) and data originators/external providers.

3.2 The TTCAA provided all requested data, including the TTCAA Legal Notice 181/2016, Formal Agreements, standard operating procedure documents and staff training records.

3.3 Data analysis showed that NOTAM from the state Trinidad and Tobago were general compliant, however NOTAM from several Eastern Caribbean states were identified as being either 'OLD' or 'Very Old.' States responsible for 'Old' or 'Very Old' NOTAM were requested to take actions to address the issue.

3.4 Formal Agreement analysis showed that several agreements between data originators and the TTCAA AIM Department were dated and were subject for updating/revision.

3.5 The iPACK SME's final report consisted of four (4) documents/deliverables

- a) The Deployment Report
- b) The Regulation and Formal Agreements Gap Analysis
- c) The NOTAM Analysis
- d) The Training Needs Analysis.

3.6 There were five (5) recommendations and a Follow-Up Plan with twelve (12) proposed action items for the TTCAA's attention.

4. Conclusion

4.1 The Meeting is invited to take note of the information submitted and the actions taken by the TTCAA's AIM Department to continuously provide accurate and valid aeronautical data, and the employment of the ICAO's Implementation Package- *Improving the Quality of NOTAM for safe Flight Operations*' to advance the TTCAA's AIM Department developmental goals.