



**Twenty-first Meeting of the CAR/SAM Regional Planning and Implementation Group  
 (GREPECAS/21)**

Santo Domingo, Dominican Republic, 15 to 17 November 2023

**Agenda Item 3: Global and Regional Developments**  
**3.3 CAR/SAM Air Navigation Services (ANS) Implementation Level**

**REPORT OF PROGRESS IN ANS PROGRAMS AND PROJECTS**

**AIS/AIM Program Review**

(Presented by the Secretariat)

**EXECUTIVE SUMMARY**

This working paper refers to the Aeronautical Information Management (AIM) activities of the CAR/SAM regions. In reference to the GREPECAS Programs and Projects within the context of the transition from AIS to AIM, and the progress made by States, Territories and International Organizations in the CAR and SAM Regions, on topics such as: the management and electronic processing of aeronautical information and data with the implementation of the different steps of Phases 2 and 3 of the Roadmap for the transition, the Exchange of Aeronautical Information and the availability by users of electronic data sets. Likewise, the training requirements for AIM personnel.

<b>Action:</b>	Suggested actions are presented in Section 4.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"> <li>• Air Navigation Capacity and Efficiency</li> <li>• Environmental Protection</li> </ul>
<i>References:</i>	<ul style="list-style-type: none"> <li>• Global NOTAM Improvement Campaign</li> <li>• Twentieth Meeting of GREPECAS (GREPECAS/20)</li> <li>• SAM/AIM/16 follow-up meeting</li> <li>• NACC WG AIM/TF/06 Meeting</li> <li>• Document 8126 – AIS Manual;</li> <li>• Doc. 9839 – Quality Management System Manual for the AIS</li> <li>• Doc. 9991 – AIS personnel Training Manual</li> <li>• State Letters AN 2/36-23/6 of 13 February 2023</li> <li>• Complementary NACC WG AIM/TF meetings to advance priority topics</li> </ul>

## 1. Introduction

1.1 ICAO has worked on updating AIS documentation to make it available to the aviation community and support the transition from AIS to AIM, as well as the System-Wide Information Management (SWIM) Reference Framework. The activities were also aligned with air navigation priorities and objectives jointly defined in the CAR and SAM Regions as a result of defining a common strategy for the evolution of the air navigation system to improve capacity and efficiency within the Global Navigation Plan (GANP), and an approach oriented to Aviation System Block Upgrade (ASBU) was considered in the activities of the AIM Projects and activities, as well as the applicable Basic Building Blocks (BBB).

1.2 Furthermore, it is important to emphasize that Terrain and Obstacle Data (TOD) represents significant support for States to the Performance Based Navigation (PBN) implementation project, PANS-OPS, Aeronautical Charts and other applications to air navigation and movement on the surface of aerodromes.

1.3 The Secretariat continues to follow up on the implementation of AIM, the NOTAM Global Campaign, as well as Conclusion 19/3 “**Implementation of Digital Data Sets (DDS), the Data Catalogue, the Standard Data Exchange Model Aeronautical Information and e-AIP**”, of GREPECAS 19.

1.4 At the regional level, the Secretariat has followed up on recommendations and conclusions from regional meetings, as well as supporting the creation of capacities, in the States, to support the implementation of the AIM, providing the CAR/SAM AIM training guide material, applicable mainly to the personnel who join the different AIM Areas and of course to the updating of existing personnel in the AIM Organizations of the States. In the context of two levels in the CAR/SAM region:

- Regional level. ICAO coordinates the review and updating of Regional Air Navigation Plans.
- Nacional level. ICAO facilitates access to resources and technical assistance and promotes the development of capabilities in different ANS areas such as AIM, in preparation for 2023-2025.

1.5 Additionally, the Secretariat follows up on the preparation of contingency plans, in the AIS/AIM, to face situations such as the disruption of the NOTAM Database service, volcanic eruptions or presence of volcanic ash, storms and hurricanes, earthquakes, among others.

## 2. Analysis

2.1 ICAO has updated the AIS/AIM documentations. In addition, it has proposed the creation of a new document, in preparation for the SWIM framework. In relation to this task, the following should be considered:

- a) Document 8126 – AIS Manual: Completed Parts I, II, III and IV (in process); Available in English only;
- b) First Edition of Doc. 9839 – Quality Management System Manual for the AIS (2022); Available in the six official ICAO languages;
- c) First Edition of Doc. 9991 – AIS personnel Training Manual (2023); Available in the six official ICAO languages;
- d) Various Proposals for amendments to Annex 15 – Aeronautical Information Services and Doc. 10066 – PANS-AIM, because of proposals for amendments to ICAO Annexes and Documents, as well as the proposal for the creation of new documents (PANS -MET);

- e) Proposal for the creation of the Air Navigation Services Procedure Document for Information Management (PANS-IM); and
- f) Manual on the concept of SWIM (Doc 10039) / Second edition

2.2 In follow-up to the Global NOTAM Campaign, the review process has been carried out by the States of old and very old NOTAMs, to reduce the number of these types of NOTAMs which are still active in the system, with great improvement results regarding the objectives of the Campaign.

2.3 The Secretariat has monitored, at the regional level, all issues related to the AIS and the Transition from the AIS to the AIM, the results of which are seen below.

### CAR Region

2.4 The AIM Task Force (AIM TF) seeks to complete the implementation of the ICAO Roadmap for the transition from AIS to AIM, and the application of Amendment 42 to ICAO Annex 15 particularly with the methodology and procedures that apply to manage information and data in the electronic and digital environment of DDS, as well as with the new Edition of Manual 8126, reinforcing AIM processes and procedures, aligned to the online GANP.

2.5 The Secretariat thanks the States of the NACC Region that have provided information on their progress in the three Phases of the Roadmap, in its 21 steps, which have been expressed in Excel tables for recording and analysis, thus identifying the assistance requirements from the Regional Office to the States. Encouraging States that have not yet provided their information to do so as soon as possible.

2.6 With reference to the AIM Collaborative Plan for the CAR Region that incorporates the requirements of Annex 15 and the PANS – AIM, it is being updated to integrate the elements of Human Performance in complement of Human Factors in AIM, which will be present in the monitoring website (in development), through information in tables and graphs that indicate the progress of each State on this issue. It will also contain guides to support the transition to AIM.

2.7 It was indicated during the AIM TF 06 Meeting that a survey will be carried out among the States to know the level of implementation of the SARPs of Annex 15 in a first stage and later of Annex 04, with the intention of having an updated profile of the Standards and Recommendations in the Region.

2.8 ICAO remains committed to publishing guides that complement some of the most important Steps for the transition to AIM:

Manual	Updated availability
Doc. 9839 (including steps P-01, P-02, P-17 y P-18)	Published
Doc. 9991 (including step P-16)	
Aeronautical Information Exchange Model (including steps P-08, P-09, P10 y P-19)	Pending – IM Panel (Technical Guidance Material)
Electronic AIP (including steps P-11, and P-15 y P-20)	
SWIM Manual, Doc. 10039 - Draft, not edited	Draft published (Disclaimer)
Doc. 9881 eTOD Manual – Removed from the list of ICAO Documents Awaiting for the new TOD Manual (including steps P-13 y P-14)	Pending – IM Panel

2.9 The Secretariat seeks to accelerate the urgent implementation of the DDS, the Data Catalogue and the Aeronautical Information Exchange Standard Model (AIXM) and certification of the QMS/AIM, to achieve information and data management, in an electronic format that is essential for data exchange and building the SWIM environment.

2.10 For greater detail on the activities and scope of the AIM TF in the CAR Region, the Meeting can refer to **Appendix E** (AIM TF 06 Meeting Report) to this Working Paper.

### SAM Region

2.11 In the SAM Region, a follow-up teleconference has been held on the SAM/AIM/14 Recommendations. The follow-up has been given on the following topics:

- a) Implementation of SNOWTAM
  - b) Implementation of the QMS/AIS-AIM
  - c) Planning for the implementation of Phase 2 of the Transition Roadmap from AIS to AIM (Elements of Module B1-DAIM), which includes P01, P02, P6-P8, P11 and P13-P15 Steps
  - d) Follow-up to the NOTAM Global Campaign in the SAM Region
- In **Appendices A, B, C, and D**, you can find the monitoring tables for each of the mentioned topics, indicating that the progress presented is since GREPECAS/20.

2.12 Additionally, in line with the creation of capacities for the Transition from AIS to AIM, the SAM Region has contracted the courses of:

- a) Course on Standard Model for Aeronautical Information Exchange;
- b) Electronic AIP course; and
- c) Lead Auditor Course, IRCA certification, Quality Management System

2.13 Coordination of ATS/AIS/MET Services: Coordination and Contingency Plans

## **3. Conclusions**

3.1 The Secretariat accompanies the implementation of Phase 2 of the AIS Roadmap with the purpose of specifying Aeronautical Information Management in an electronic environment and preparing the enablers, from the AIM area for SWIM.

3.2 The Secretariat, once again, would like to draw the attention of the Meeting to the importance of States observing the deadline of GREPECAS Conclusion 19/03 (2024), related to the implementation of DDS, in order not to delay the implementation of SWIM.

3.3 Additionally, the Meeting can consider and highlight the importance of betting on the creation of capabilities to manage all aeronautical information in an electronic environment. Training is one of the fundamental pillars to implement all the steps of the Transition Roadmap from AIS to AIM, and thus finally, implement SWIM.

3.4 The meeting must observe that the AIS/AIM, that the providers and users of aeronautical information services, need to have Contingency Plans to face extreme situations, in order to ensure continuity in the provision of essential services, related to aeronautical information and data, for the planning, monitoring and execution of safe air operations.

3.5 The Meeting, to complete phase 2 of the AIS to AIM transition roadmap without delaying SWIM enablers in the AIS area, to disseminate the new ICAO AIS/AIM documentation, and to include in the ICAO dashboards implementation of SNOWTAM in its new format, may wish to consider adopting the following Draft Conclusion:

<b>Draft CONCLUSION</b>	
<b>GREPECAS/21/XX</b>	<b>COMPLETION OF THE AIS TO AIM ROADMAP PHASE AND INCLUSION OF SNOWTAM IN THE GREPECAS DASHBOARDS</b>
<p><b>That:</b></p> <p>That, to expedite the implementation of the activities of the Implementation of the AIS to AIM Roadmap,</p> <p>a) States/Territories complete the implementations of the digital sets, the e-AIP and all the steps of Phase 2; reporting their progress to the respective ICAO NACC and SAM Regional Offices by the third quarter of 2024;</p> <p>b) the Secretariat include in the GREPECAS dashboard, the follow-up of SNOWTAM implementation, in its new format by December 2022; and</p> <p>c) the Secretariat continue disseminating, through Workshops and Seminars, the new ICAO documentation on AIS/AIM Quality Management System, AIS/AIM Staff Training and PANS-IM by GREPECAS/22.</p>	<p><b>Expected impact:</b></p> <p><input type="checkbox"/> Political / Global</p> <p><input checked="" type="checkbox"/> Interregional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Technical/Operational</p>
<p><b>Why:</b> The implementation of Phase 2 of the AIS to AIM Transition Roadmap seeks to have all AIM enablers in place for SWIM. Whereas, according to the GANP, SWIM enablers should be in place by the end of 2024. In addition, the documentation mentioned above will assist in the implementation of these phases.</p>	
<p><b>When:</b></p> <p>a) Complete all processes by the third quarter of 2024</p> <p>b) Decembre 2023</p> <p>c) GREPECAS/22</p>	<p><b>State:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Invalidated / <input type="checkbox"/> Completed</p>
<p><b>Who:</b> <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> OACI <input type="checkbox"/> Others:</p>	

#### 4. Suggested actions

4.1 The Meeting is invited to:

- a) note the information contained in this Working Paper;
- b) approve, if deemed appropriate, the proposed conclusion included in Section 3.5;
- c) review the Appendices and, if necessary, update them;
- d) urge the States to complete the process of implementing the elements of the B1-DAIM and thus complete Phase 2 of the Roadmap; and
- e) consider other appropriate actions.

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**APPENDIX A**  
**FOLLOW-UP TO THE IMPLEMENTATION OF SNOWTAM**

N°	STATE	Implemented action	Implementation date	Comments
1	Argentina	They have formed a work team with all the areas involved. They have carried out tests, both at airports where snow occurs and airports that may be affected by heavy rain.		Implemented
2	Brazil	They have worked in coordination with all the areas involved, an AIC-A 16/21 has been issued in relation to the GRF and a regulatory framework will be issued on the new SNOWTAM format	1 July 2022 No implementation date (SAM/AIM/15)	<ul style="list-style-type: none"> <li>▪ Brazil has marked Dec/2023 but they have a delay so it is postponed to February/2024.</li> </ul>
3	Bolivia	No actins reported.	4 November 2021 December 2023	<ul style="list-style-type: none"> <li>▪ Bolivia reports that has held the meetings for the implementation. The DGAC has made the latest review and currently has a GRF procedure in which the implementation of SNOWTAM is included. The procedure will be under constant review to identify opportunities for improvement.</li> </ul>
4	Chile	<ul style="list-style-type: none"> <li>✓ It was included in the field training guidelines that each AD carries out annually.</li> <li>✓ DAP 15 00 regulations were updated, which is about to be published, which included the new format that will govern from 4 November</li> <li>✓ A workshop will be held for all field managers during the months of October and November; This is included in the annual training plan.</li> </ul>	4 November 2021	<ul style="list-style-type: none"> <li>▪ Implemented</li> <li>▪ They carry out training every year. The course is called AIS Efficiency Maintenance</li> </ul>
5	Colombia	It will not be implemented. The difference will be published in the AIP/COL part GEN-1.7. Likewise, we are attentive to coordinating with the MET and ATS suppliers, the measures that replace or complement the notification of poor braking (if it occurs) due to a waterlogged runway or when its effectiveness degrades.	No implementation date	<p>Colombia maintains the difference but is coordinating with the MET Group and other areas for the implementation of SNOWTAM.</p> <p>The authority has been doing work with the DAGA Group and tests will soon begin at some airports (probably Rio Negro). The tests will begin in one or two months.</p>

N°	STATE	Implemented action	Implementation date	Comments
6	Ecuador	Recurrent NOTAM course prepared pending execution November 2021.	January 2022	Implemented. A circular has been issued.
7	Guyana	They have updated the system – The Focal Point for the GRF is creating a Responsibility Table for all parties involved. The AIS has not yet defined a policy regarding the issuance of SNOWTAM in its new format	Implemented.	An SLA is being worked on with Quiport to measure track efficiency.
8	Panama	Participated in a webinar on track conditions.	Circular in process for the signature of the Director of the AAC. Meetings with Tocumen S.A. Instructional talk for AIS and ATC personnel. It is scheduled for April, but the Circular has not yet been released.	Panama maintains the difference, but the five international airports are working for SNOWTAM and the implementation of the GRF
9	Paraguay	Paraguay has worked jointly in the regulatory area with the service provider. The new SNOWTAM format has been included in the State Standards.	Implemented. 4 November 2021.	They will review procedures and plan on-site inspection
10	Peru	No differences were recorded in the Peruvian State Regulation, the format was included in the amendment to RAP 315.	There is no implementation date	They plan to publish the difference in the eFOD, scheduled for September, and in the AIP. The staff receives the refresher course. Will not publish SNOWTAM in its new format.
11	Surinam	No actions have been reported.	There is no defined date	There is no progress report
12	Uruguay	A working committee was formed with all the areas involved.	Implementation date has not yet been established	They are not applying it but they have trained all staff. They depend on migration to AMHS. They alternatively implemented the issuance of notices through the ATS.
13	Venezuela	No actions have been reported.	There is no defined date.	The difference was submitted informing that it is published through NOTAM because the system is not ready.

N°	STATE	Implemented action	Implementation date	Comments
				AGA keeps the entire Training record in this regard. IDS has been requested to update the new format. Venezuela maintains the difference. They depend on the AIS provider regarding the change of SNOWTAM format. Training is maintained for AGS personnel. AIS and MET.

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## APPENDIX B

## Monitoring of the Implementation of the Quality Management System in the AIS-AIM Processes, in the SAM Region

<b>N°</b>	<b>State</b>	<b>QMS/AIM implementation status</b>	<b>Certification date</b>	<b>Follow up audit</b>	<b>Planned recertification</b>
1	Argentina	They started the process again. The process is carried out jointly with the service provider. Training in ISO 9001:2015 for ANAC and EANA is planned for 2023. In November 2022 they signed the minutes of the AIS Department but they still do not have a certification date.	Not certified There is no certification date. They do not have the project approved The ANSP has just started the process.		
2	Brazil		Certified	March 2022	2024
3	Bolivia		Not certified	No	No Planned for 2024
4	Chile	Follow up audit in June 2022 Maintains certification.	Certified	June 2022	August 2024
5	Colombia		Not certified		Probable – 2024 (Mid 2024)
6	Ecuador	Restructuring of the institution After this, the documentation was reviewed (Mid-2024)	Not certified	No dates	No dates System will change in 2015.
7	Guyana	QMS AIS Manual implemented and in use as of December 2021. Process of obtaining ISO 9001 certification in initial phase (research). Final review for October 2023 is being reviewed by the AAC NBS Certification (2024)	Not certified	No dates	January 2024
8	Panamá		Certified	Decembre 2022	2025

<b>N°</b>	<b>State</b>	<b>QMS/AIM implementation status</b>	<b>Certification date</b>	<b>Follow up audit</b>	<b>Planned recertification</b>
9	Paraguay		Recertified		Decembre 2023
10	Perú		Certified	Report	Recertified in 2022 The Supplier has formed a quality team in the AIS/AIM area
11	Suriname	NIL		No dates	Has reported its Quality Manual and its Training Plan for AIS personnel
12	Uruguay		Recertified	September/ 2022	July2024
13	Venezuela		Not certified. It will opt for certification in July 2022.	No dates	There will be a meeting with the Director of Air Navigation to raise awareness for certification, but they have not given a date

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## APPENDIX C

**Table: Monitoring of the implementation of the e-AIP, DDS, Information Exchange Models and Data Catalogues**

N°	State	Action plan	Implementation Status				
			DDS (No TOD included)	Exchange model	e-AIP	Data Catalogues	SLA
1	<b>Argentina</b>	Existent action plan.			They have a license published via website but it is not digital (the electronic one depends on the software maintenance payment.	Coordination with EANA S.E.	SLA signed with data and information providers
2	<b>Brazil</b>	Implemented.	100%	100%	100%	100%	They don't do SLA. They issue documents that contain the rules that information providers must follow (Agreements after a meeting with providers)
3	<b>Bolivia</b>	No progress has been made on these issues due to the change of supplier			Not yet because they do not have automated systems	By 2024 (Fourth quarter)	They have the SLAs but do not contemplate the Data Catalogues
4	<b>Chile</b>	The Project is under discussion to verify if it can be executed in 2023.					They don't have it because they are all included in the QMS.
5	<b>Colombia</b>	e-AIP and DDS processes (except TOD) completed.	90% No TOD	90%	95%	80%	90%
6	<b>Ecuador</b>	Project presented to the Planning Secretariat and awaiting approval by 2023	Unavailable	Unavailable	Now it is available in HTML and PDF format under the Eurocontrol standard.	It is available in Excel format; it is estimated to have them available for the 1st semester of 2022;	They are working with information providers to sign SLAs.

N°	State	Action plan	Implementation Status				
			DDS (No TOD included)	Exchange model	e-AIP	Data Catalogues	SLA
7	<b>Guyana</b>	The Civil Aviation Authority has made budget allocations for 2023 to provide AIS to AIM transition training. A national strategy to hold workshops with all raw data originators will be made in the first quarter of 2023 through the AIS regulator.	Training dependent. It will be implemented progressively as staff training in these areas is carried out.	Training dependent. It will be implemented progressively as staff training in these areas is carried out.	Training dependent. It will be implemented progressively as staff training in these areas is carried out.	Training dependent. It will be implemented progressively as staff training in these areas is carried out.	LOAs have been established with two major airports for the provision of raw data for promulgation by the AIS. All other raw data is provided through the Ministry of Public Works, which has national oversight of domestic civil aviation.
8	<b>Panamá</b>	There is no progress due to the management for QMS certification 16 January they will have a meeting to Planning the Implementation of the DDS. They are a little behind with the AIS regulation In the first quarter they will have the first Workshop regarding Data Catalogues. Project for SWIM includes all DDS	No developments	100%	100%	AIC Advice on the presentation of data sets (Book 29 -AIS). The AIC will be accompanied later with a Seminar for the service provider - The AIC will be accompanied by the table. It will be published by the end of August	
9	<b>Paraguay</b>	e-AIP beta version	Database uploaded in its entirety but it needs to be made available in digital format	100%	100% Beta version	They are in the transition stage between understanding the Data Catalogue.	They are in the process of socializing with internal and external users, but do not yet have a signed SLA.
10	<b>Perú</b>	In the month of February they acquired the integrated aeronautical	10% They will send the information evaluated for	10%	10%	10 a 15% Included in the Regulation. The Provider already works	They have a review plan with the information providers

N°	State	Action plan	Implementation Status				
			DDS (No TOD included)	Exchange model	e-AIP	Data Catalogues	SLA
		information system (PER 20810) They will review all the data. The timeline from 2023 to 2024. (October or November 2024 initially but they will update it). (probably for the first quarter of 2025)	the four parameters. They evaluated the system with an airport. Progress has been made in loading data from the most important international airports in the State of Peru, but there will be changes because the loading will be modified for 2023.  Everything is planned for the first quarter of 2025			with its data originators	
11	<b>Surinam</b>						
12	<b>Uruguay</b>	Migration to AMHS completed Acquisition of the AIXM system in process for 2023  They are preparing a call for bids for its implementation. The call will probably be in the last quarter of 2023.					Completed.
13	<b>Venezuela</b>	No report	25% AIXM 5.1 100%	They are working on the implementation of the DDS (60%)  Updated IDS license (late 2023)	100% implemented and updated Published on the INAC website By the first quarter of 2023, the new tools would be published	25% In the database	They are working on it and in the first quarter of 2024 they will meet with the suppliers to sign the letters of agreement.

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## APPENDIX D

Figure 1: Trend of old and very old NOTAMs in the SAM Region

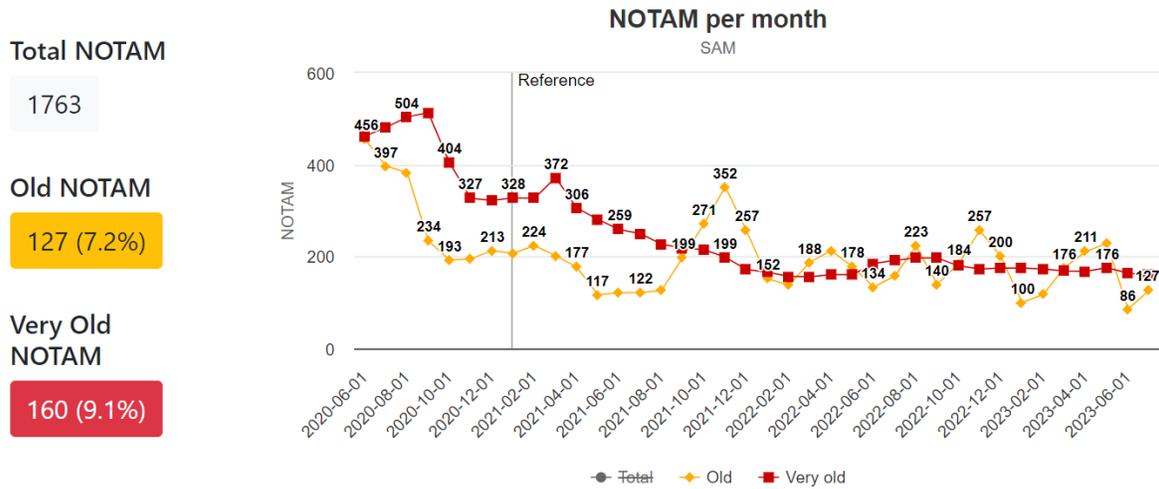


Table 1: Current status of NOTAMs in the SAM Region

State	Region	NOTAM				
		Total	Old	Old (%)	Very old	Very old (%)
Argentina	SAM	445	46	10.3 9.8	59	13.3 3.1
Bolivia (Plurinational State of)	SAM	54	1	1.9 -8.9	19	35.2 6
Brazil	SAM	302	36	11.9 -10.6	0	
Chile	SAM	410	26	6.3 -0.2	0	
Colombia	SAM	199	5	2.5 -3.8	33	16.6 -7.2
Ecuador	SAM	30	0		3	10 -12.7
Guyana	SAM	0	0		0	
Panama	SAM	29	1	3.4 -4.2	3	10.3 2.7
Paraguay	SAM	12	1	8.3	0	

State	Region	NOTAM				
		Total	Old	Old (%)	Very old	Very old (%)
				8.3		
Peru	SAM	98	8	8.2 4.4	27	27.6 3.3
Suriname	SAM	7	0		0	
Uruguay	SAM	66	0		3	4.5 -0.1
Venezuela (Bolivarian Republic of)	SAM	111	3	2.7 -12.2	13	11.7 5

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## Final Report on AIM TF 06 Meeting DRAFT

### APPENDIX E NACC/WG/AIM TASK FORCE 06 MEETING REPORT (DRAFT)

#### Provisional Agenda Approval

The Meeting was invited to approve the provisional agenda (WP/01), working method and schedule of the AIM/TF/6 meeting. With reference to the associated documents and presentations, the approved meeting agenda, conclusions and/or recommendations are presented in this report.

The order of Agenda items and presented Working Papers (WP), Information Papers (IP) and Presentations (P) during August 21<sup>st</sup> to 24<sup>th</sup> of 2023: [AIM/TF/6 \(icao.int\)](https://www.icao.int/aim/TF/6)

Agenda Item	Documentation
1	WP/01
2	WP/02, WP/03, WP/09, P/02, P/03
3	Discussions within the TF based on WP/03
4	WP/05, WP/12, P/04
5	WP/06, P/01
6	WP/07, IP/03
7	WP/08, IP/05
8	IP/04
9	WP/10, WP/11, IP/02, IP/05
WORKSHOP Doc 8126	P/05, P/06, IFAIMA, Group EAD

#### Follow-up on GREPECAS/20 Conclusions and Decisions relevant to AIM, electronic Air Navigation Plan (eANP) Table Status per State, and Assistance requests within the AIM Transition from States

Under this agenda item, the Meeting reviewed the agenda and schedule, and adopted them. The objectives and overall expectations of the meeting were presented.

A summary of the conclusions and decisions still in force of the GREPECAS/20 meeting and associated ANS Meetings such as the NACC WG, NACC WG RAP 02 and the NACC DCA was presented, to address the by other TFs' and/or Secretariat's pending tasks.

A follow-up was carried out by the ICAO NACC AIM/TF on the GREPECAS/20 Conclusions and Decisions relevant to AIM implementation status per State, the electronic Air Navigation Plan (eANP) Table Status per State, and the assistance requests within the AIM transition.

A few elements for AIM Planning and Implementation in the CAR Region which have been developed to harmonize the transition from AIS to AIM in the CAR Region, including the Global and Regional issues related to the planning and implementation of Aeronautical Information Management, was discussed, and presented in the filled out eANP table.

**AIM Implementation Roadmap in the NAM/CAR Regions and the AIM Collaborative Plan**

Based upon the presented WP/03, presented in the Agenda Item 2, the discussion continued verbally addressing State's difficulties in to achieving certain goals within the transition. Although most systems are in place, the lack of adequate training, based on a standardized method is often not carried out. This presents into unnecessary delays to the transition project.

To assist States in the planning for the transition from AIS to AIM in an expeditious manner, six tables Excel file was created, referring to the following link:

<https://www.icao.int/NACC/Documents/Meetings/2022/AIMTF5/AIMTF5-WP06.pdf>.

States implementing the GRF are on the lesser side within the Region. A new deadline has been requested to those States who have not provided their GRF implementation status to the TF's Rapporteur, of September 30<sup>th</sup> 2023. Nevertheless, all States are expected to carry out a continuous update to their data/information, whether being the NAM-CAR status AIS to AIM Transition Status, GRF implementation and/or eANP Table fill out.

**AIM Aviation System Block Upgrade (ASBU), Basic Building Blocks (BBB) and Action Plan Update**

The new edition of the Global Air Navigation Plan (GANP) 7<sup>th</sup> Edition, as well as the AIM related BBB and their impact on the level of regional implementation was evaluated.

The AIM TF collaborated within the task force itself, to execute required actions on the Action Plan, the so-called Sub-groups.

A total of 5 Sub-groups was created, namely:

- I. The English Language Proficiency
- II. Airspace Optimization and Action Plan update
- III. AIP Centralizing direct links and AIP Common error with publication Sub-group
- IV. NOTAM for Aerospace Operations: Title, Type, Template, and process
- V. Training Curriculum Standardization

Report from the subgroups must be shared in Teleconference meetings, nevertheless, this report must be made available to the AIM community.

The objection is to have a more efficient approach to carrying out the assigned tasks within the TF. The intention of these Sub-groups is to reunite frequently, under the in conjunction with the AIM TF's main meetings, present their analyses, research and feedback to the AIM Rapporteur and complete TF, whereby the final steps can be taken more easily, regarding presenting decisions and conclusion of the AIM TF to the NACC WG and Directors.

**Review of the AIM Field Future Work Programme, Terms of Reference (ToRs) related to System Wide Information Management (SWIM)**

An evaluation of the actions required by the different NACC State members within the AIM TF, dating from the GREPECAS/20 and NACC/RAP/02 meeting was carried out through WP/06.

The Action Plan was presented, and TF members were urged to prioritize tasks pending, review it and provide suggestion for an efficient way of complying with the Action Plan for the AIM TF:

AIM TF ICAO NACC Action Plan															
Period >>>		2023				2024				2025				DEADLINE 1	DEADLINE 2
Task	Responsible	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
<b>AIM COLLOBORATIVE PLAN</b>															
Update the NAMCCAR State - AIM Transition Implementation Status every 2 quarters	All TF members													30-Jun-23	CP
NAMCCAR State - GRF Implementation Status	All TF members													30-Jun-23	CP
eANP Tables (GREPECAS20) fill out & follow up	All TF members													26-May-23	
<b>Aeronautical Charts</b>															
Review of data sets on new charts	All TF members													30-Nov-23	
Status of eChart implementation	All TF members													30-Nov-23	30-Nov-24
Flight Procedures Program FPP - NAMCCAR States (COCESNA). Elaborate/Develop regulations - ICAO guideline. DOC ???	All TF members													31-Mar-24	
<b>AIM TRAINING - CURRICULUM OFFICIALIZE</b>															
Training Curriculum Submission process preparation with TF	All TF Members													15-Dec-23	
Training Curriculum Submission to TRAINAIR PLUS	AIM Rapp													15-Mar-24	
Coordinated activities between RASG-PA and GREPECAS for the assessment of skills of the Aeronautical Information Service (AIS) personnel - WP24 of the NACC/WG/RAP/02														15-Dec-24	
<b>AIM TRACKING WEBSITE</b>															
Provide website status and input request to AIM TF Rapp	Regional Officer													31-Oct-23	
Provide feedback on Website structural setup proposal with TF	AIM Rapp													29-Feb-24	
Launch AIM Tacking Website to AIM TF.	AIM Rapp & Regional Officer													30-Jun-24	
AIM TF State members' to submit required (pending) data.	All TF members													1-Apr-24	
AIM Tracking Website Official Launch.	Regional Officer														31-Mar-24
AIP centralized accessibility of each State (redirect)	AIM Rapp, All TF members & Regional Officer														
<b>CONTINGENCY PLANS</b>															
Review of existing plans within the NACC region.	All TF members													30-Sep-24	
Implement contingency in the region, with one or more States	All TF members													30-Jun-25	
<b>SWIM Implementation</b>															
Provide SWIM Implementation readiness to AIM Rapp	All TF members													30-Sep-24	
SWIM data exchange testing with other regional AIM Units	All TF members													31-Mar-25	
Provide feedback on SWIM interoperability tests	All TF members													30-Sep-25	
Implement SWIM	All TF members													15-Dec-25	
<b>Global Air Navigation Plan (GANP), Seventh Edition - Aviation System Block Upgrades (ASBU)</b>															
Analyse the information presented in WP03, the GANP and the ASBU Portal of NACC/WG/RAP/02	All TF members													31-Oct-23	15-Dec-24
Review of the AIM related KPAs sand KPIs presented in WP04 of NACC/WG/RAP/02	All TF members													31-Oct-23	15-Dec-24
Establish and indicate status on regional KPA and KPI	All TF members													31-Oct-23	15-Dec-24
Establish the regional implementation status through the BBBs	All TF members													31-Oct-23	15-Dec-24
<b>Airspace Optimization: AIM products and Costs</b>															
eTOD data and publication	AIM Rapp & Regional Officer													1-Feb-24	31-Dec-24
AIP centralized accessibility: State to provide direct links to AIM unit and eAIP	All TF members													31-Oct-23	
Costs of AIP: Assessment of each State	All TF members													31-Oct-23	
Costs of AIP: Create a standard on billing of AIP	All TF members & Regional Officer													31-Oct-23	
Publication of Free Routes: Standardization method (SUP)	All TF members													31-Dec-24	
Publication of electronic Flight Procedures	All TF members													31-Dec-24	
FPL Reject standard formats publication.	All TF members													31-Dec-24	
FF-ICE (AIDC TF) implementation/update by States	All TF members													31-Dec-24	
<b>Singled out Tasks</b>															
Dissemination of Part I of Doc 8126 – AIS manual	All TF members													31-Dec-23	
Standardize and define AIM (AIS / ARO / FPL ) personnel required minimum skills and educational background	All TF members, AIM Rapp & Regional Officer													30-Sep-23	
Work along side with other TF Rapps on AIM related aspects	AIM Rapp													31-Dec-23	
ANC NOTAM For Aerospace Operations	All TF members, AIM Rapp & Regional Officer													31-Jul-24	

### AIM Personnel English Language Proficiency: Levels and Documentation Creation

A review of the current English Language Prof levels set for the various Aviation operational functions was presented, whereby the AIM personnels' language proficiency level was deliberated.

The AIM TF has concluded that it is needed to be reviewed and addressed to suit the AIM personnels' functionality, and no to be compared to the ATC and Pilots method.

The purpose of introducing such language proficiency is to comply with the uniformity way in handling with data, especially on writing and comprehension level.

#### AIM Training Curriculum TRAINAIR PLUS Submission Documentation Creation

AIM Collaborative Plan & Tracking Website: States information draft review.

#### Other Business

#### WORKSHOP: Introductory Workshop on Changes to Doc 8126 New 7th. Ed.

During this rounds workshop, the thorough look on Digital NOTAM implementation was presented.

#### PLENARY SESSIONS: Sub-groups results and information

#### GROUP 1 ENGLISH LANGUAGE

STATE	Member
CURACAO	Natasha Leonora Belefanti
BARBADOS	Donna Archer
CUBA	Carlos Manuel Góngora González, Maytte Maciñeira Padrón
COSTA RICA	Bernardita Mora Segura
REPÚBLICA DOMINICANA	José Antonio Pérez y Pérez, Baldwin Montas Hernández
EL SALVADOR	José César Balmaceda Contreras

#### ENGLISH LANGUAGE PROFICIENCY FOR AIM PERSONNEL

The group started by looking at the ICAO Language Proficiency Rating Scale, Attachment A, Annex 1. The scale consists of six different levels used for making judgements of performance. The levels are accompanied by six different bands of descriptors which make their interpretation clear.

After that, the group moved to talk about the ICAO Operational Level 4 requirement for air traffic controllers and pilots.

#### Where has the discussion led us?

1. To analyze the rating scale.
2. To consider the usage of the rating scale for AIM personnel.
3. To establish the minimum level acceptable for AIM personnel (newcomers or experts)

**What do we intend to do?**

1. To assess spoken and written English.
2. To see if the rating scale can be used to address writing skill.
3. To consider adding writing skill to the rating scale for AIM personnel.

**Taking into consideration that:**

1. Aeronautical information products intended for international distribution shall include English text for those parts expressed in plain language (Annex 15, 1.3.1).
2. The group members are knowledgeable about air traffic controllers and pilots being assessed in the English language.
3. The group members are aware of ICAO operational Level 4.
4. The ICAO Rating Scale is only to assess speaking and listening and not to assess reading and writing.
5. The State of Cuba has some experience assessing AIM personnel.

The group would like to propose the following rating scale, presented in the tables below.

**Note:** Levels presented are reflected on the AIM area for a more appropriate evaluation. The Basic Required level should be equivalent to the ICAO English Prof. Level 4, and the Superior Level to an ICAO English Prof. level 5 or 6.

**ENGLISH DESCRIPTORS FOR THE AERONAUTICAL INFORMATION SERVICES**

PERSONNEL TYPE	Level	Comprehension		Oral expression		Writing
		Auditive Comprehension	Reading Comprehension	Oral Interaction	Oral expression	Written expression
PUBLICATIONS	B A S I C	Understand Quotes about Topics of personnel or professional interest, with the possible Use of clarification Strategies.	Understand simple texts on everyday and/or work-related topics, with the help of reference materials.	Exchange information on daily and/or work matters in a simple way, using clarification strategies if necessary.	Explain, with simple structures, the personal and / or work reality, although sometimes clarification strategies may be needed.	Translate and/or write texts on technical topics and/or topics of professional interest, with the help of reference materials.
	S U P E R I O R	Fully understand the main ideas when the speech is clear, whenever everyday matters and/or matters of professional interest are discussed.	Understand texts on every day and/or work-related topics without the aid of reference materials. Knowing how to find specific information in simple writings, fundamental-work-related minds.	Exchange in a simple, direct, and autonomous way, information on daily and / or work matters.	Explain, with more complex structures, the personal and / or work reality with ease and fluency.	Translate and/or write texts on technical topics and/or topics of professional interest autonomously.

PERSONNEL TYPE	Level	Comprehension		Oral expression		Writing
		Comprehension auditive	Comprehension reading	Oral interaction	Oral expression	Written expression
AIM: AIS & ARO	B A S I C	Fully understand the main ideas when the speech is clear, whenever everyday matters and/or matters of professional interest are discussed, although clarification strategies may sometimes be needed.	Understand the vocabulary included in forms and spreadsheets necessary to perform the job properly, with the help of reference materials.	Simply exchange information on day-to-day and/or work-related matters, using the correct grammatical structures and classification strategies if necessary.	Explain, in simple terms, the personal and / or work reality. Respond concisely to any questions or requests made in the workplace. Clarification strategies may sometimes be needed.	Know how to complete forms and forms necessary to properly perform the job. Compose short, simple notes on work needs, with the help of reference materials.
	S U P E R I O R	Fully understand the main ideas when the speech is clear, as long as everyday matters and/or matters of professional interest are discussed.	Understand the vocabulary included in forms and spreadsheets necessary to successfully perform the job.	Exchange information on day-to-day and/or work-related matters, using grammatical structures correctly.	Explain personal and/or work reality. Respond concisely to any questions or requests made in the workplace.	Be able to complete forms and templates necessary to properly perform the job. Compose notes regarding work needs.

PERSONNEL TYPE	Level	Comprehension		Oral expression		Writing
		Comprehension auditive	Comprehension reading	Oral interaction	Oral expression	Written expression
NOTAM	B A S I C	Understand phrases and vocabulary on topics related to daily life and / or work, although sometimes clarification strategies may be needed.	Understand very short and simple texts on topics of personal and/or work interest, with the support of reference materials.	Exchange information on daily and/or work matters in a simple way, using clarification strategies if necessary.	Explain, with simple structures, the personal and / or work reality, although sometimes clarification strategies may be needed.	Compose notes and short and simple messages related to the work. Complete forms and documents related to work activity, with the help of reference materials.
	S U P E R I O R	Understand phrases and vocabulary on topics of personal and/or work interest.	Understand moderately complex texts on topics of personal and/or work interest without the help of reference materials.	Exchange in a simple, direct, and autonomous way information on daily and / or work matters.	Explain, with more complex structures, the personal and / or work reality with relative ease and fluency.	Compose and/or translate notes and messages related to the work. Know how to fill out forms and documents related to work activity.

## GROUP 2: Breakout Team for AIM TF Action Plan

## ASSIGNMENTS:

1. AIM Action Plan Review and Update
2. Airspace Optimization TOD Data

State	Member
Mexico	Aldo Negrete
Peru (IFAIMA)	Fernando Cruz
United States (NGA)	Jodi Brainard
Trinidad and Tobago	Steve Ramgoolam
United States (FAA)	Dave Perry
Mexico	Marco Coria

**ASSIGNMENT 1:** AIM Action Plan Review and Update

Action Plan Group type: AIM COLLABORATIVE PLAN

- **Task 1 AIM Transition Implementation Status**  
To up-date once per year end of 2<sup>nd</sup> quarter. Other unscheduled updates when a state has reportable item.
- **Task 2 GRF Implementation**  
To up-date once per year end of 2<sup>nd</sup> quarter. Other unscheduled updates when a state has reportable item.
- **Task 3 eANP Tables (GREPECAS 20) fill out and follow up**  
No change

Action Plan Group type: Aeronautical Charts

- **Task 4 Review of data sets on new charts**  
No change
- **Task 5 Status of eCharts implementation**  
No Change
- **Task 6 Flight Procedure Program FPP – NAM CAR States (COCESNA)**  
*No Change*

Action Plan Group type: AIM TRAINING – CURRICULUM OFFICIALISE

- **Task 7 Training Curriculum Submission Process Preparation with TF**  
*No Change*
- **Task 8 Training Curriculum to TRAINAIR PLUS**  
*No Change*
- **Task 9 Coordinate Activities between RASG-PA and GREPECAS**  
*No Change*

Action Plan Group: AIM TRACKING WEBSITE

*(Possible overall shift by 1 quart to right)*

- **Task 10 Provide website status and input request to AIM TF Rapp**

*No Change*

- **Task 11 Provide feedback on Website structural setup proposal with TF**  
*No Change*
- **Task 12 Launch AIM Tracking Website to AIM TF**  
*No Change*
- **Task 13 AIM TF State Members to submit required (pending) data**  
*No Change*
- **Task 14 AIM Tracking Website Official Launch**  
*No Change*
- **Task 15 AIP Centralized accessibility of each State (redirect)**  
*No Change*

Action Plan Group: CONTINGENCY PLANS

- **Task 16 Review of existing plans within the NACC Region**  
*No Change*
- **Task 17 Implement contingency in the region, with one or more States**  
*No Change*

Action Plan Group: SWIM Implementation

- **Task 18 Provide SWIM Implementation readiness to AIM Rapp**  
*No Change*
- **Task 19 SWIM data exchange testing with other regional AIM Units**  
*No Change*
- **Task 20 Provide feedback on SWIM interoperability tests**  
*No Change*
- **Task 21 Implement SWIM**  
*No Change*

Action Plan Group: Global Air Navigation Plan (GANP), Seventh Edition – Aviation System Block Upgrades (ASBU)

- **Task 22 Analyse the information presented in WP 03, the GANP and the ASBU Portal of NACC/WG/RAP/02**  
*No Change*
- **Task 23 Review of the AIM related KPAs and KPIs presented in WP 04 of NACC/WG/RAP/02**  
*No Change*
- **Task 24 Establish and indicate status on regional KPA and KPI**  
*No Change*
- **Task 25 Establish the regional implementation status through the BBBs**  
*No Change*

Action Plan Group: Airspace Optimization (AO): AIM Products and Costs

- **Task 26 eTOD data and publication**
- **Task 27 AIP Centralized accessibility:** State to provide direct links to AIM unit and eAIP
- **Task 28 Costs of AIP:** Assessment of each State
- **Task 29 Costs of AIP:** Create a standard on Billing of AIP

- **Task 30 Publication of Free Routes:** Standardization method (SUP)
- **Task 31 Publication of electronic Flight Procedure**
- **Task 32 FPL Reject standard formats publication**
- **Task 33 FF-ICA (AIDC TF) Implementation /update by States**

Action Plan Group: Singled out Tasks

- **Task 34 Dissemination of Part 1 of DOC 8126 – AIS Manual**  
*No Change*
- **Task 35 Standardize and Define AIM (AIS/ARO/FPL) Personnel required minimum skills and educational background**  
*No Change*
- **Task 36 Work alongside with other TF Rapps on AIM related aspects**  
*No Change*

### GROUP INITIAL REPORT

#### Current Status:

The assignment of the evaluation of the AIM TF Action Plan touches on multiple aspects and specialties of AIM. This sub-group has evaluated the volume of the tasks being associated with the Review of the AIM TF Action Plan. It is abundantly clear that a realistic report with timelines will require that this sub-group liaise with other agency/sub-groups. It is recognized that states have specific conditions which must be taken into consideration for planning. Thus, it proposed to collect data from relevant agencies/sub-groups to update the Action Plan. The collected data will be compiled and presented to the ICAO Secretariat and the AIM TF Rapporteur for their actions.

Additionally, from the initial check of the AIM TF Action Plan by this sub-group, tasks which can be more quickly reported on will be identified and highlighted for priority attention.

**Pre-Action:** To obtain Point of Contact from AIM TF members for the sub-groups (with assistance from ICAO Secretariat).

#### Recommendations:

- 1 To submit the AIM TF Action Plan to states/AIM TF sub-groups for comment,
- 2 To identify Tasks which can prioritized, October 01, 2023
- 3 To collect and compile states/sub-groups responses,
- 4 To initially report to ICAO Secretariat and AIM TF Rapporteur December 01, 2023.

**Timeline:** TBD

## GROUP 3: AIP CENTRALIZING DIRECT LINKS &amp; AIP COMMON ERROR WITH PUBLICATION

State	MEMBER
Cuba	Maidy Plana Roque
Aruba	Leonel Jarzagaray
Bahamas	Rashad Penn
Costa Rica	Gerardo Agüero
Mexico	Rafael
Honduras	Patricia Sanchez
Trinidad and Tobago	Salima Mohamdally
Guatemala	Jeaneth Herrera
Granada	Sheldon Thomas

## eAIP WEBSITES WORKING PAPER

## NACC Regional Office States and Territories (41)

States / Territories <sup>9</sup>		Address (URL)	Updated and verified
States (22)			
1.	Antigua and Barbuda	<a href="https://caa.gov.tt/eaip-acquisition-form/">https://caa.gov.tt/eaip-acquisition-form/</a>	
2.	Bahamas	<a href="http://www.bcaa.gov.bs/site/bansdservices">http://www.bcaa.gov.bs/site/bansdservices</a>	<a href="http://www.flightplanbahamas.com">www.flightplanbahamas.com</a> (AIP and other publications - requires user to register)
3.	Barbados	<a href="http://bcad.gov.bb/page/pubcd/index.htm">http://bcad.gov.bb/page/pubcd/index.htm</a>	
4.	Belize	<a href="https://cocesna.org/home/aim/">https://cocesna.org/home/aim/</a>	
5.	Canada	<a href="https://www.tc.gc.ca/en/services/aviation/publications/tc-aim.html">https://www.tc.gc.ca/en/services/aviation/publications/tc-aim.html</a>	
6.	Costa Rica	<a href="https://www.dgac.go.cr/tecnicos-aeronauticos/aip-en-espanol-e-ingles/">https://www.dgac.go.cr/tecnicos-aeronauticos/aip-en-espanol-e-ingles/</a>	<a href="https://www.dgac.go.cr/servicio/aismap/">https://www.dgac.go.cr/servicio/aismap/</a>
7.	Cuba	<a href="http://aismet.avianet.cu/html/aip.html">http://aismet.avianet.cu/html/aip.html</a>	<a href="http://aismet.avianet.cu/html/aip.html">http://aismet.avianet.cu/html/aip.html</a>
8.	Dominica	<a href="https://caa.gov.tt/eaip-acquisition-form/">https://caa.gov.tt/eaip-acquisition-form/</a>	
9.	Dominican Republic	<a href="http://aip.idac.gov.do/">http://aip.idac.gov.do/</a>	
10.	El Salvador	<a href="https://cocesna.org/home/aim/">https://cocesna.org/home/aim/</a>	
11.	Grenada	<a href="https://caa.gov.tt/eaip-acquisition-form/">https://caa.gov.tt/eaip-acquisition-form/</a>	
12.	Guatemala	<a href="https://cocesna.org/home/aim/">https://cocesna.org/home/aim/</a>	<a href="https://www.dgac.gob.gt/home/aip_e/">https://www.dgac.gob.gt/home/aip_e/</a>
13.	Haiti	<a href="mailto:division.ais@ofnac.gouv.ht">division.ais@ofnac.gouv.ht</a> - e-mail AIP request -	
14.	Honduras	<a href="https://cocesna.org/home/aim/">https://cocesna.org/home/aim/</a>	<a href="http://www.ahac.gob.hn/eAIP1/inicio.html">http://www.ahac.gob.hn/eAIP1/inicio.html</a>
15.	Jamaica	<a href="https://www.jcaa.gov.jm/">https://www.jcaa.gov.jm/</a> <a href="https://www.jcaa.gov.jm/index.php/air-navigation-services/aip-supplements/">https://www.jcaa.gov.jm/index.php/air-navigation-services/aip-supplements/</a>	
16.	Mexico	<a href="https://www.gob.mx/seneam/acciones-y-programas/aip-manual">https://www.gob.mx/seneam/acciones-y-programas/aip-manual</a>	<a href="https://aipmexico.seneam.gob.mx">https://aipmexico.seneam.gob.mx</a> with user and password
17.	Nicaragua	<a href="https://cocesna.org/home/aim/">https://cocesna.org/home/aim/</a>	
18.	Saint Kitts and Nevis	<a href="https://caa.gov.tt/eaip-acquisition-form/">https://caa.gov.tt/eaip-acquisition-form/</a>	
19.	Saint Lucia	<a href="https://caa.gov.tt/eaip-acquisition-form/">https://caa.gov.tt/eaip-acquisition-form/</a>	
20.	Saint Vincent and the Grenadines	<a href="https://caa.gov.tt/eaip-acquisition-form/">https://caa.gov.tt/eaip-acquisition-form/</a>	

States / Territories <sup>p</sup>		Address (URL)	Updated and verified
21.	Trinidad and Tobago	<a href="https://caa.gov.tt/eaip-acquisition-form/">https://caa.gov.tt/eaip-acquisition-form/</a>	<a href="https://caa.gov.tt/eaip-acquisition-form/">https://caa.gov.tt/eaip-acquisition-form/</a> with user and password
22.	United States	<a href="https://www.faa.gov/air_traffic/publications/atpubs/aip_html/index.html">https://www.faa.gov/air_traffic/publications/atpubs/aip_html/index.html</a>	
Territories (19)			
1.	Anguilla <sup>UK</sup>	<a href="https://caa.gov.tt/eaip-acquisition-form/">https://caa.gov.tt/eaip-acquisition-form/</a>	<a href="https://caa.gov.tt/eaip-acquisition-form/">https://caa.gov.tt/eaip-acquisition-form/</a> with user and password
2.	Aruba <sup>Netherlands</sup>	<a href="http://dc-ansp.org/eAIS/subscribe/">http://dc-ansp.org/eAIS/subscribe/</a>	<a href="http://dc-ansp.org/eAIS/eaip-dutch-caribbean/">http://dc-ansp.org/eAIS/eaip-dutch-caribbean/</a>
3.	Bermuda <sup>UK</sup>	<a href="https://www.airportauthority.bm/pati-statement/aeronautical-infopublication.html">https://www.airportauthority.bm/pati-statement/aeronautical-infopublication.html</a>	
4.	Bonaire <sup>Netherlands</sup>	<a href="http://dc-ansp.org/eAIS/subscribe/">http://dc-ansp.org/eAIS/subscribe/</a>	<a href="http://dc-ansp.org/eAIS/eaip-dutch-caribbean/">http://dc-ansp.org/eAIS/eaip-dutch-caribbean/</a>
5.	British Virgin Islands <sup>UK</sup>	<a href="https://caa.gov.tt/eaip-acquisition-form/">https://caa.gov.tt/eaip-acquisition-form/</a>	
6.	Cayman Islands <sup>USA</sup>	<a href="https://www.caymanairports.com/ceos-welcome/air-navigation-servicesoverview/aeronautical-information-services/">https://www.caymanairports.com/ceos-welcome/air-navigation-servicesoverview/aeronautical-information-services/</a>	
7.	Curaçao <sup>Netherlands</sup>	<a href="http://dc-ansp.org/eAIS/subscribe/">http://dc-ansp.org/eAIS/subscribe/</a>	<a href="http://dc-ansp.org/eAIS/eaip-dutch-caribbean/">http://dc-ansp.org/eAIS/eaip-dutch-caribbean/</a>
8 to 12	French Antilles <sup>France</sup> (Guadeloupe, Martinique, Saint Barthélemy, Saint Martin, San Pierre et Miquelon)	<a href="https://www.sia.aviationcivile.gouv.fr/documents/htmlshow?f=dvd/eAIP_27_FEB_2020/CAR-SAMNAM/home.html">https://www.sia.aviationcivile.gouv.fr/documents/htmlshow?f=dvd/eAIP_27_FEB_2020/CAR-SAMNAM/home.html</a>	
13.	Montserrat <sup>UK</sup>	<a href="https://caa.gov.tt/eaip-acquisition-form/">https://caa.gov.tt/eaip-acquisition-form/</a>	
14.	Puerto Rico <sup>USA</sup>	<a href="https://www.faa.gov/air_traffic/publications/atpubs/aip_html/index.html">https://www.faa.gov/air_traffic/publications/atpubs/aip_html/index.html</a>	
15.	Saba <sup>Netherlands</sup>	<a href="http://dc-ansp.org/eAIS/subscribe/">http://dc-ansp.org/eAIS/subscribe/</a>	<a href="http://dc-ansp.org/eAIS/eaip-dutch-caribbean/">http://dc-ansp.org/eAIS/eaip-dutch-caribbean/</a>
16.	Sint Eustatius <sup>Netherlands</sup>	<a href="http://dc-ansp.org/eAIS/subscribe/">http://dc-ansp.org/eAIS/subscribe/</a>	<a href="http://dc-ansp.org/eAIS/eaip-dutch-caribbean/">http://dc-ansp.org/eAIS/eaip-dutch-caribbean/</a>
17.	Sint Maarten <sup>Netherlands</sup>	<a href="http://dc-ansp.org/eAIS/subscribe/">http://dc-ansp.org/eAIS/subscribe/</a>	<a href="http://dc-ansp.org/eAIS/eaip-dutch-caribbean/">http://dc-ansp.org/eAIS/eaip-dutch-caribbean/</a>
18.	Turks and Caicos Islands <sup>UK</sup>	<a href="http://tciairports.com/tci-aip/">http://tciairports.com/tci-aip/</a>	
19.	Virgin Islands <sup>USA</sup>	<a href="https://www.faa.gov/air_traffic/publications/atpubs/aip_html/index.html">https://www.faa.gov/air_traffic/publications/atpubs/aip_html/index.html</a>	

#### SUMMARY OF ONLINE CHAT DISCUSSIONS ABOUT COMMON ERRORS IN eAIPs:

- Loss of internet connection affects access to information and eAIPs.
- Letters and/or pdf documents (parts of the AIP) that are not updated or disappear from the eAIP for unknown reasons.
- Non-secure website (using non-secure protocol). Not all servers allow the use of https and similar protocols, so eAIPs may be vulnerable to attacks, etc.
- The existence of websites that "impersonate" the official eAIPs, require subscription and/or payments and do not lead to official AIP links of the States.

## SUB-GROUP 4: NOTAM FOR AEROSPACE OPERATIONS

<b>BRAINSTORMING SESSION</b>
a) Establish new NOTAM format
b) Utilize a static system to notify stakeholders at least 3-4 weeks in advance of this launch (like AIRAC) for planning purposes
c) Data Originators (LAUNCHERS) to establish back-up dates
d) Radius to be provided by Launcher
e) COORDINATE FOR Q-LINE
AT LAUNCH - point of Launch, and bounded area expounded in the e-line. ON RETURN – to be provided by Launcher
<b>NOTE:</b> IF THE LAUNCH IS FOR SPACE TOURISM, THEN THE SAME COSMOTAM FOR LAUNCH AND RETURN

1. TITLE OF NOTAM  
**COSMOTAM**
2. NEW SERIES – **R**
3. TYPES: **NEW, REPLACEMENT, CANCEL**
4. DESIGNATION CODE = **R FOR RESTRICTED AIRSPACE**
5. Q-LINE  
**FIR/QRLCA/IV/NBO/W/000/999/(COORDINATES/RADIUS)**  
**QRLCD (DEACTIVATED)**  
**QRLCC (COMPLETED)**  
**QRLCN (CANCELLED)**  
**QRLRI (RETURN)**  
**QRLXX (PLAIN LANGUAGE)**
6. B, C & D LINES **TO BE PROVIDED BY LAUNCHER**
7. TEMPLATE (ITEM E)  
**TEMP RESTRICTED AREA ACTIVATED**  
**BOUNDARIES TO BE DEFINED (COORDINATES)**  
**SCOPE TO BE DETERMINED (RADIUS)**
8. F & G = **SFC OR GND / UNLIMITED**

## SUB-GROUP 5: TRAINING CURRICULUM STANDARDIZATION PROCESS

States/ Int. Organization	Members	Email address
Jamaica	Suzilee McLean-Chambers	<a href="mailto:Suzilee.mclean-chambers@jcaa.gov.jm">Suzilee.mclean-chambers@jcaa.gov.jm</a>
Jamaica	Sharon Edwards Francis	<a href="mailto:Sharon.edwardsfrancis@jcaa.gov.jm">Sharon.edwardsfrancis@jcaa.gov.jm</a>
COCESNA	Jenny Lee	<a href="mailto:jenny.lee@cocesna.org">jenny.lee@cocesna.org</a>
Barbados	Denielle Callender	<a href="mailto:Denielle.callender@barbados.gov.bb">Denielle.callender@barbados.gov.bb</a>
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**Objective**

To review Working Paper #8 and provide Recommendation and Conclusion for submission of paper to TRAINAIR PLUS for approval.

**Summary**

What was discussed?

A brief review of WP # 8 and Aeronautical Information Service Training Manual Doc 9991 was done and based on our review, we are recommending an alignment of both documents.

**Going Forward**

We will conduct a detailed assessment of Doc 9991 to determine how to incorporate the syllabus outline in WP 08. The team is aware of the training curriculum in AIS 021 and AIS 024, which we will examine as well. The aim is to standardize the training for AIM personnel.

We will recommend that the adjusted draft paper is submitted to RASG-PA and GREPECAS for feedback, the adopted feedback will be used to improve the final paper. The final paper will be submitted to TRAINAIR Plus for approval with recommendation for incorporation as an Amendment to Doc 9991.

**When paper can be finalized**

Official submission of Recommendation and Conclusion will be submitted in Quarter 1 or 2 of 2024.

**Conclusions**

These areas will be the focus of the group going forward and the expectation is for us to have virtual meetings to further develop our recommendations. Thereafter seek input from the wider NACC group for collaborative input and derive the final paper for output.

Some examples of difference and action

1. Change the terms to be aligned with Aeronautical Information Service Training Manual Doc 9991 (new definition and terminology) such as:
  - Change from Basic to Initial - Classroom training
  - Change from Skilled to Functional and Specialized Training - OJT for NOTAM and ADRO/ Flight Planning

2. Change the Training Modules to Training Phases in line with Doc 9991 and define each phase.

**Decision Paper & CONCLUSION AIM/TF/06:****Recommendation**

1. Based on the presented information, still more accurate information on the status of all States is required, for the eANP and GRF implementation, amongst others. The AIM TF will continue to request States to give more details on each element within the Roadmap on the Transition from AIS to AIM.
2. It is highly recommended that all AIM / AIS / ARO personnel receive basic and specialized training within their field, based on a Standard requirement from ICAO. The AIM TF will, through the created Sub-group, suggest to ICAO the Training Modules, including the approved (within the TF itself since NOV 2021) curriculum on the training for AIM personnel and comments on the Draft DOC 9991.
3. The plenary sessions held were promising and had positive results through the meeting, whereby each Sub-group presented a short recap to where the task laying ahead stands, the discussion raised as well as the intention to achieve the set task goal.

**Conclusions**

1. The AIM TF concludes that Training and Refresher Training remains a priority and standardization must be in place to have States comply accordingly. AIM (AIS/ARO/FPL) Personnel entry level/educational background needs urgent attention. It is recognized that most current AIM (AIS/ARO/FPL) personnel in the NAM/CAR region, do not hold a “technical” background/knowledge within aviation operations and are not, for the majority, on a appropriate English level.
2. AIM personnel deals with safety critical information, it is therefore necessary that AIM personnel have a background check and sufficient educational qualifications. Persons selected or potential candidates to operate within the AIM unit must at least be able to work with computerized systems and/or programs, understand mathematical calculations, know how to read aeronautical charts, understand maps, and be able to support ATS etc.
3. Once Basic training has been received and tests/exams have been completed, the next step will be the On-the-Job-Training (OJT). A one-time period of 6 to 10 weeks of OJT is suggested to be conducted once modules 1 and 2 have been completed successfully.