



ICAO

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

WORKING PAPER

NACC/WG/8 — WP/14

22/08/23

**Eighth North American, Central American and Caribbean Working Group Meeting (NACC/WG/8)**

Mexico City, 29 August - 1 September 2023

**Agenda Item 3: Follow-up of NACC/WG 2022-2023 Action Plan**  
**3.4 NACC/WG progress in Aeronautical Information Management (AIM) and Aeronautical Meteorology (MET)**

**AIM TASK FORCE SIXTH MEETING REPORT (DRAFT)**

(Presented by AIM/TF Rapporteur)

**EXECUTIVE SUMMARY**

This Working Paper presents the progress of the Aeronautical Information Management Task Force (**AIM TF 06 Meeting Draft Report-Appendix-**), includes details of the Action Plan and the activities carried out during the work sessions and the Workshop of Doc. 8126 7th, Ed. for the information and attention of the NACC/WG 08 Meeting.

<b>Action:</b>	Suggested actions are presented in Section 4.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"><li>• Safety</li><li>• Air Navigation Capacity and Efficiency</li></ul>
<i>References:</i>	<ul style="list-style-type: none"><li>• AIM TF 06 Meeting Draft Report, 21 to 24 August 2023, NACC Office, Mexico City, Mexico and online (Hybrid)</li></ul>

**1. Introduction**

1.1 Following up on the requirements of the Air Navigation Services (ANS) and to promote the harmonized development of AIM in the CAR Region, the AIM TF 06 Meeting discussed holding interests in important AIM activities and priorities associated with: Global Air Navigation Plan (GANP) the 7<sup>th</sup> Edition, the Electronic Air Navigation Plan (eANP) Vol III, Aeronautical Information Management (AIM) Training Curriculum, the AIM Collaborative Plan and Tracking Website, and some other relevant related aspects to the transition to AIM.

1.2 The collaborative sharing of information and data will allow aligning States' efforts to complete the 21 Steps (Phases 1 to 3), according to the ICAO Roadmap, GANP, the Aviation System Block Upgrade (ASBU) and the Basic Building Blocks (BBBs), that specify all updated main elements to AIM projects in progress and some other new or emerging.

## 2. Discussion

2.1 At the same time, a relevant consideration is the value of validated data and information sharing to spread within users' community through the System-Wide Information Management (SWIM) that it is considering and using in CAR Region.

2.2 The implicit objective of the Meeting was to update the regional status of the AIM implementation process of the Standards and Recommended Practices (SARPS) from Annex 15, Annex 4, and the AIM Roadmap, which imply the tasks and their timelines and activities, an AIM Collaborative Plan, and the status of the AIM Action Plan.

## 3. Conclusion

3.1 Although most of the work to achieve the AIM transition is well underway, there are still some large hurdles to be taken, especially for some States. The AIM TF recalls that Training for AIM is the need to achieve constant improvement that impacts quality assurance (QA) accuracy and integrity in all AIM processes and procedures.

3.2 Delay to act on any of these 21 steps for transition would increase the implementation time with a negative effect to enabling the role of AIM in the Air Traffic Management (ATM) operational concept and in particular SWIM implementation.

3.3 AIM TF Meeting is with an interest in remarkable progress on ICAO Doc 8126 7<sup>th</sup>. Ed. - Aeronautical Information Services Manual, which represents the challenges of urgently addressing all AIM Professionals as the most important element, in addition, is important to mention that AIM TF also performs a Workshop on Doc. 8126 7<sup>th</sup>. Ed. with the participation of States, Territories, and important International Organizations and Industry representatives.

## 4. Suggested actions

4.1 The Meeting is invited to:

- a) evaluate the content of this Working Paper and take actions to address on the points highlighted in its **Appendix**;
- b) support the recommendations included in its **Appendix**; and
- c) suggest any additional action deemed necessary.

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**APPENDIX**  
**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 COLLABORATIVE 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 and 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**

<b>STATE</b>	<b>Member</b>
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	BASIC	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.
	SUPERIOR	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>
GroupEAD	Henry Caceres	<a href="mailto:henry.caceres@groupead.com">henry.caceres@groupead.com</a>

**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.