



# ICAO

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

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WORKING PAPER

E/CAR/CATG/9 — WP/14  
18/07/25

**Ninth Eastern Caribbean Civil Aviation Technical Group (E/CAR/CATG/9) Meeting**  
Miami, United States, 28 to 31 July 2025

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**Agenda Item 4: Update of the E/CAR/CATG Work Programme and Activities**  
**4.5 Update of the E/CAR/CATG Work Programme and activities for 2026**

**ECCAA ADVISORY CIRCULAR ON THE TRANSITION FROM AIS TO AIM**  
(Presented by The Eastern Caribbean Civil Aviation Authority)

EXECUTIVE SUMMARY	
<p>This Working Paper provides an overview of the Eastern Caribbean Civil Aviation Authority (ECCAA)'s Advisory Circular ANS/AC-009: ECCAA AIS to AIM Transition Guide. The Circular outlines a phased, structured implementation strategy to support ECCAA States in modernizing their Aeronautical Information Services (AIS) into full Aeronautical Information Management (AIM) capabilities. This paper complements Working Paper WP/07 and directly supports key actions from the NACC AIM/TF Action Plan, including QMS implementation, AIM tracking, SWIM readiness, and harmonized documentation.</p>	
<b>Action:</b>	Suggested actions are included in Section 7.
<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>• ECCAA ANS Advisory Circular 009</li><li>• E/CAR/CATG/9 — WP/07</li><li>• AIM/TF/8 — WP/03</li><li>• AIM/TF/8 — WP/04</li><li>• AIM/TF/8 — WP/07</li><li>• The Eastern Caribbean Civil Aviation (Aeronautical Information Services) Regulations</li></ul>

**1. Introduction**

1.1 The transition to AIM is a global ICAO priority designed to ensure the availability of accurate, quality-assured, digital aeronautical information. Eastern Caribbean Civil Aviation Authority (ECCAA) Advisory Circular ANS/AC-009 addresses the lag in AIM implementation across ECCAA States and provides a practical roadmap tailored to States with limited capacity and resources.

## 2. Objective of the Advisory Circular

2.1 The Circular aims to:

- Support compliance with ICAO's AIS to AIM Roadmap (Phases I–III), Annex 15, Doc 8126, and Doc 10066.
- Guide ECCAA States in developing operational capacity, documentation, and digital readiness in alignment with the **NACC AIM Collaborative Plan** and **AIM/TF Action Plan (2023–2034)**.
- Provide concrete actions and templates for organizational restructuring, data validation, quality management, and inter-State coordination.

## 3. Key Content and Structure

3.1 The Advisory Circular is structured into four implementation phases, each corresponding to critical ICAO and regional deliverables:

### 3.1.1 Phase 1: Organizational Structure and Staffing

- Establishes minimum staffing levels and role definitions.
- Supports AIM units in aligning with ICAO training and competency expectations.
- Directly supports AIM/TF goals for competency-based frameworks and task-based authorizations.

### 3.1.2 Phase 2: Foundational Procedures

- Defines core procedures including NOTAM origination, data validation, AIRAC compliance, metadata management, and data originator agreements.
- Requires each AIS unit to formalize a **Letter of Agreement (LoA)** with other AIS Service Providers (in this case Trinidad and Tobago AIS).
- Supports ICAO AIM/TF/8 WP/04 goals for harmonized coordination and QMS readiness.

### 3.1.3 Phase 3: Documentation and Manuals

- Requires the development of:
  - AIS Operations Manual (MANOPS)
  - Quality Management Manual
  - Training and Competency Manual
- Enables compliance with ICAO Doc 10066 and supports standardized training documentation required by the AIM/TF.

### 3.1.4 Phase 4: Advanced Digitalization

- Outlines the future implementation of eAIP, AIXM, digital data sets, and AIRAC lifecycle management.
- Directly aligns with SWIM readiness requirements in ICAO Doc 10039 and AIM/TF/8 WP/07.

#### 4. Actions required by AIM Units

4.1 Each AIM unit is expected to undertake the following actions based on ANS/AC-009 and aligned with regional mandates:

Action Required by AIM Units	Guidance Provided by Circular	Linked ICAO/NACC Reference	ECCTA Transition Phase	Recommended Timelines
Establish a formal organizational structure with designated AIM roles	Section 4.1 – Phase 1	AIM/TF/8 WP/04 & WP/03	Phase 1 – Organizational Structure and Staffing	Immediately – within 9 months.
Develop Letters of Agreement (LoAs) with Trinidad & Tobago AIS for AIP, NOTAM, and AMHS services	Section 4.2 – Phase 2	Doc 8126 Vol I Ch. 3; AIM/TF/8 WP/07	Phase 2 – Foundational Procedures	Within 6–9 months
Implement formal data collection, error detection, and validation procedures	Section 4.2 – Phase 2	Doc 10066 Part B; AIM/TF/8 WP/04	Phase 2 – Foundational Procedures	Within 3–6 months
Establish metadata management and traceability processes	Section 4.2 – Phase 2	Doc 10066 Part B; AIM/TF/8 WP/07 Checklist Item 3	Phase 2 – Foundational Procedures	Within 3–6 months
Create and maintain an AIS Operations Manual (MANOPS)	Section 4.3 – Phase 3	ICAO Doc 8126; AIM/TF/8 WP/04	Phase 3 – Documentation and Manuals	Within 6–12 months
Develop and implement a Quality Management Manual	Section 4.3 – Phase 3	Doc 10066 Ch. 4.2; Annex 15; AIM/TF/8 WP/04	Phase 3 – Documentation and Manuals	Within 6–12 months
Develop a Training and Competency Manual aligned with ICAO competencies	Section 4.3 – Phase 3	Doc 10066 Ch. 4.3; AIM/TF/8 WP/04 & WP/03	Phase 3 – Documentation and Manuals	Within 3–6 months
Submit AIM transition progress to the AIM Tracking Platform and participate in audits	Section 5	AIM/TF/8 WP/04 & WP/03; AIM TF Conclusion C/Update	Phase 2 (Monitoring); applies throughout all phases	Quarterly reporting or upon milestone achievement
Plan and prepare for future eAIP implementation and digital dataset publication	Section 4.4 – Phase 4	Doc 10066 Part C; AIM/TF/8 WP/07 Checklist Items 1, 4, 6	Phase 4 – Advanced Systems and Institutional Arrangements	Within 12–24 months
Align AIM data exchange plans with AIXM and SWIM requirements	Section 4.4 – Phase 4	Doc 10039; Doc 9855; AIM/TF/8 WP/07	Phase 4 – Advanced Systems and Institutional Arrangements	Begin planning by Month 12; full readiness by 2028

## 5. How the Circular supports ECCAA State's compliance

5.1 ECCAA's Advisory Circular provides a **standardized, phased framework** that simplifies the complex ICAO AIM transition for small States. It helps fulfil key regional and ICAO expectations by:

- Aligning national actions with the ICAO AIS to AIM Roadmap.
- Bridging gaps in staffing, procedures, and documentation identified in the NACC/WG AIM/TF Action Plan.
- Providing editable templates, implementation timelines, and compliance checklists to reduce regulatory burden.
- Supporting contributions to the AIM Tracking Website and regional monitoring efforts.
- Preparing States for structured digital transformation and eventual SWIM integration.

## 6. Conclusion and next steps

6.1 ECCAA's Advisory Circular ANS/AC-009 is a foundational tool for harmonizing AIM implementation across its States. It addresses regional gaps in structure, procedures, documentation, and digital readiness while offering a realistic path forward for AIM transition in line with ICAO and NACC regional plans.

## 7. Action by the Meeting

7.1 The Meeting is invited to:

- a) Note the structured implementation strategy outlined in the ECCAA Advisory Circular ANS/AC-009.
- b) Encourage E/CAR/CATG to adopt the Circular's phased approach to support the AIM transition in the Eastern Caribbean aligning with ICAO and regional AIM deliverables.
- c) Request ICAO NACC to support ECCAA with regional workshops, SWIM readiness coordination, and resource mobilization.
- d) Endorse the use of ANS/AC-009 as a model framework for low-capacity States in the wider NACC region.
- e) Suggest any other actions deemed necessary.