
APPENDIX A

TERMS OF REFERENCE (ToRs) AND WORK PROGRAMME OF THE EASTERN CARIBBEAN CIVIL AVIATION TECHNICAL GROUP (E/CAR/CATG)

1 Background

The Eastern Caribbean Civil Aviation Technical Group was established in October 2012 by the Directors of Civil Aviation of the Eastern Caribbean at their 24th Meeting (E/CAR/DCA/24) through Conclusion 24/7 - *New NAM/CAR Air Navigation Implementation Working Group*, item b) to continue the performance-based work programme for the implementation and improvement in all air navigation fields in the Eastern Caribbean area. This work programme was originally carried out by the Eastern Caribbean Working Group (E/CAR/WG), which was created from Agreement No. 2/1 of the Informal ATS CAR/SAM 1/75 Meeting held in Bridgetown, Barbados, from 14 to 17 October 1975, for the purpose of examining problems affecting airspace organization and utilization in the Eastern Caribbean area for States and Territories in the PIARCO and San Juan Flight Information Regions (FIRs).

2. Terms of Reference

- a) foster implementation of the CAR/SAM Air Navigation Plan, the NAM/CAR Regional Performance-based Air Navigation Implementation Plan (RPBANIP) and other relevant regional documentation in compliance with ICAO Standards and Recommended Practices (SARPs), as required;
- b) facilitate development of emerging aviation issues focusing on continued improvements to operational efficiency through coordinating harmonised procedures and promoting interoperability of networks and implementation of new technologies;
- c) develop operational improvement initiatives through action plans and implementation strategies and associated technologies to improve safety, increase operational and economic efficiency and/or capacity of regional Air Navigation Services;
- d) develop and implement performance objectives related to Regional Air Navigation Services with regard to Doc 9750 - *Global Air Navigation Plan*;
- e) share information on implementation initiatives for enhancing compatibility of air traffic operations; and
- f) provide technical advice to the E/CAR Directors of Civil Aviation, as required, in relation to the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan and any other necessary steps for implementation.

3. Work Programme

3.1 The E/CAR/CATG Work Programme reflects the Regional Performance Objectives (RPO) activities/tasks contained in the *NAM/CAR Regional Performance-Based Air Navigation Implementation Plan*, applicable to the E/CAR Area, taking the following into consideration:

- a) adherence to deadlines for implementation of facilities, services and procedures to improve air navigation services in the E/CAR Area;
- b) development of guidelines and recommendations for States/Territories to implement their national plans;
- c) recommendations for implementation of air navigation facilities and services to ensure interregional harmonization, taking into account performance metrics, environmental benefits and operational issues;
- d) provision of recommendations to improve human resource planning and development in line with ICAO guidelines;
- e) coordinate implementation of initiatives with the seven components of Doc 9854, (AOM, DCB, AO, TS, CM, AUO, ATMSDM) as appropriate; and
- f) quantify cost/benefit analysis in terms of performance measures, deadlines, responsible body for implementation and results, as well as human factors performance.

3.2 The E/CAR/CATG must report its work programme progress to the E/CAR Directors of Civil Aviation (E/CAR/DCA), the NAM/CAR Air Navigation Implementation Working Group (ANI/WG) and the North American, Central American and Caribbean Working Group (NACC/WG).

4. Working Methods

- a) The Chairperson of the E/CAR/CATG will be a representative from the E/CAR States/Territories designated by the E/CAR Members for a three term period. The duties of the Chairperson are the following:
 - Preside over the formal E/CAR/CATG meetings
 - Coordinate fulfilment of tasks included in the E/CAR/CATG action plan
 - Closely coordinate with the Secretariat for meeting agenda development and other issues concerning the E/CAR/CATG
 - Serve as coordinator with the Caribbean Meteorological Organization (CMO) on coordination/exchange of aeronautical MET matters
 - Coordinate with other implementation groups related to E/CAR air navigation implementation activities
 - Inform the Directors of Civil Aviation of the Eastern Caribbean Meetings on the results of the E/CAR/WG meetings

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- b) the E/CAR/CATG will avoid duplication of work and maintain close coordination among States/Territories/International Organizations and users to optimise the use of available resources and experience;
- c) the E/CAR/CATG will carry out coordination of tasks using electronic tools and teleconferences to guarantee efficient exchange of information, when required;
- d) the E/CAR/CATG may form Ad-hoc groups, task forces or committees to work on specific topics and activities. Ad-hoc groups will be valid for the time of the respective meeting. Task forces and committees will be valid until the completion of their assigned task or group of tasks. All tasks and activities should be clearly defined by time and deliverables. Nomination for the position of Committee and/or Task Force Rapporteurs may be presented by any State or Territory that is a member of the E/CAR/CATG;
- e) committees and task forces should coordinate and advance their work between meetings as follows;
- conduct work via written correspondence, i.e., e-mail, fax, etc
 - conduct work via phone and teleconference calls
 - conduct work via a dedicated page on the ICAO NACC Regional Office website
 - hold meetings when necessary
- f) all committee and task force rapporteurs must present their report on the progress of assigned tasks to the E/CAR/CATG;
- g) the E/CAR/CATG will use the following classification/definitions to record recommendations in meeting reports:
- **Decisions** Internal actions of the E/CAR/CATG
 - **Draft Conclusions** Actions requiring communication to States and Territories and/or endorsement by the E/CAR/DCAs
- h) meetings will usually be convened every year, except in years when the NACC/WG meets, or whenever necessary. The ICAO NACC Regional Office will continue remote support of the E/CAR/CATG, and in the event ICAO attendance at E/CAR/CATG meetings is requested, the E/CAR States/Territories will provide funding to accommodate travel expenses.

5. Membership

Antigua and Barbuda, Barbados, France, Grenada, Netherlands (Saba and Sint Eustatius), Sint Maarten, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United Kingdom, United States and ECCAA. Other international organizations may be included as observers.

6. E/CAR/WG Committees and Task Forces (to be reviewed by the E/CAR/ATG/1 Meeting)

AIS Committee	Rapporteur: Barbados – Shirley Ford
ATM Committee	Rapporteur: Trinidad and Tobago – Ian Gomez
SAR Committee	Rapporteur: Trinidad and Tobago – Rohan Garib
CNS Committee	Rapporteur: Trinidad and Tobago – Veronica Ramdath
AGA Committee	Rapporteur: Barbados – Kellman Walcott

MET issues will be coordinated with the Caribbean Meteorological Organization.