



INTERNATIONAL CIVIL AVIATION ORGANIZATION

Sixth Meeting of the APIRG Infrastructure and Information Management Sub-Group (IIM/SG6)

(Nairobi, 31 July - 3 August 2023)

Agenda Item 4: Status of implementation of Conclusions and Decisions of the IIM/SG5 Meeting and APIRG/25 Meeting applicable to the Sub-group

WP 2.4 – Formulation of the Conclusions and Decisions of APIRG Meetings

(Presented by the Secretariat)

SUMMARY
<p>This working paper outlines the challenges encountered in following-up the implementation of APIRG conclusions and decisions in general and those related to the IIM Subgroup in particular. It identifies some contributing factors to the said challenges and proposes a reframing of the formulation of conclusions and decisions.</p> <p>Action by the meeting in paragraph 3</p>
<p><b>REFERENCE(S):</b></p> <ul style="list-style-type: none"> <li>▪ APIRG Procedural Handbook Sixth Edition</li> <li>▪ Report of the 25<sup>th</sup> meeting of APIRG</li> <li>▪ Report of the 24<sup>th</sup> meeting of APIRG</li> <li>▪ Report of the 23<sup>rd</sup> meeting of APIRG</li> </ul>
<p>This working document relates to <b>ICAO Strategic Objectives:</b></p> <ul style="list-style-type: none"> <li><b>A – Safety</b></li> <li><b>B – Capacity and Efficiency</b></li> <li><b>E - Environment</b></li> </ul>

1. INTRODUCTION

- 1.1 The APIRG Procedural Handbook is intended to provide, for easy reference of all interested parties, a consolidation of material, particularly of a procedural nature, relevant to the work of the APIRG and its contributory bodies. It also contains the working arrangements and internal instructions, developed by the Group for the practical application of its terms of reference and working methods.
- 1.2 The rules of procedures for the conduct of meetings of APIRG states that action taken by the Group shall be recorded in the form of conclusions and decisions.
- 1.3 Conclusions deal with matters which, in accordance with the Group's terms of reference, merit directly the attention of States, or on which further action is required to be initiated by the Secretary in accordance with established procedures. Decisions relate to the internal working arrangements of the Group and its Subgroups.

## 2. DISCUSSIONS

- 2.1 One of the major agenda items of the meetings of APIRG and its contributory bodies consists of the follow-up on the implementation of conclusions and decisions of previous meetings. To this end, the Secretariat ensures that Conclusions are transmitted to States concerned and takes actions required to monitor their implementation.
- 2.2 While appreciating the progress made in the implementation of some APIRG/22 Conclusions and Decisions, the 23<sup>rd</sup> meeting of APIRG was informed of challenges faced by the ICAO Regional Offices in collecting data on the implementation of APIRG Conclusions and Decisions from States and organizations and noted that several Conclusions from previous meetings continued to be valid.
- 2.3 The 24<sup>th</sup> meeting of APIRG was presented with information on the status of implementation of the Conclusions and Decisions adopted by the APIRG/23 meeting. It noted that a number of Conclusions and Decisions were still in the ‘In-Progress’ status and encouraged States and Organizations to undertake the necessary actions to facilitate the implementation of the outstanding Conclusions and Decisions.
- 2.4 The 25<sup>th</sup> meeting of APIRG also noted that only 50% of APIRG/24 Conclusions and Decisions were completed and urged States and all the stakeholders to enhance their cooperation and their support to the implementation actions to enable the completion of the outstanding Conclusions and Decisions. Furthermore, the meeting requested the Secretariat to update target dates for all APIRG/24 Conclusions and Decisions that had exceeded the agreed timelines.
- 2.5 The meeting may agree on the following factors as contributing to the low level of implementation of the Conclusions and Decisions:
- Insufficient assessment of the relevance of actions,
  - Actions not clearly specified,
  - Responsible actors not clearly identified,
  - Timeline not properly set,
  - Metrics not identified,
  - Follow-up means not specified.
- 2.6 To cope with the above challenges, the meeting may consider the following template to improve the formulation of Conclusions and Decision and submit it to approval by APIRG:

<b><i>Conclusion/Decision XXX: Title of the Conclusion or Decision</i></b>					
Why:	<i>Why this Conclusion or Decision is needed</i>				
What:	<i>What action is required</i>				
Who:	<i>Who is responsible of the required action (e.g. ICAO, States, Organizations, etc)</i>				
When:	<i>Target date</i>				
<b>Implementation following-up</b>					
Follow-up required	Yes <input type="checkbox"/> No <input type="checkbox"/>	Metrics	Metric 1: Metric 2: etc.	Means to collect	Mean 1: Mean 2: etc.

## 3. ACTIONS BY THE MEETING

- 3.1 The meeting is invited to:
- a) take note of information provided in this paper
  - b) discuss the template for formulation Conclusions and Decision provided above in view of its submission to APIRG meeting consideration.

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