

**AFI PLANNING AND IMPLEMENTATION
REGIONAL GROUP (APIRG)**



**INFRASTRUCTURE & INFORMATION (IIM) SUB-
GROUP**

AIR / GROUND COMMUNICATION PROJECT 3

PROJECT TERMS OF REFERENCE (TOR)

Version 1.0

REVISION INDEX SHEET

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ABBREVIATIONS

Term	Definition
AFI	Africa and Far East Indian Ocean
AMS	Aeronautical Mobile Service
APIRG	AFI Planning and Implementation Regional Group
APCC	APIRG Projects Coordination Committee
ASBU	Aviation System Block Upgrade
ATM	Air Traffic Management
CNS	Communication Navigation Surveillance
COM	Communication
CPDLC	Controller/Pilot Data Link Communication
GANP	Global Air Navigation Plan
GOLD	Global Operational Data Link
HF	High Frequency
ICAO	International Civil Aviation Organization
IIM	Infrastructure & Information Management
PANS	Procedure for Air Navigation Service
PBN	Performance Based Navigation
SAR	Search and Rescue
SARP	Standards and Recommended Practices
VHF	Very High Frequency

1. EXECUTIVE SUMMARY

This Terms of Reference outlines the requirements needed for the implementation of Air/Ground Communication aimed at ensuring Air Traffic control within the AFI region are properly provided by Air Navigation Services.

The IIM Sub-Group Communication Project 3 is responsible for recommendations and State assistance with respect to Air/Ground Communication activities as prescribed by the IIM.

2. INTRODUCTION

The provision of air/ground communication between Pilots and ATCOs must cover all Airspaces and Air Traffic control Centers involved in the provision of Air Navigation Service for international civil aviation. The implementation shall be in accordance with the requirements of the provision of Aeronautical mobile Service (AMS) as defined by the AFI Air Navigation Plan (AFI/RAN Abuja 1997).

In the framework of the technologies Roadmap for Communication defined in the GANP and the AFI strategy the IIM Sub-Group Communication project 3 will assist States in the implementation of Aeronautical Mobile Service through:

- a) High Frequency/Very High Frequency (HF/VHF) voice Communication
- b) High Frequency/Very High Frequency Data link communication (HF/VHF DL)
- c) Controller/Pilot Data Link Communication (CPDLC)

This will be in accordance with the operational requirements of ICAO Annex 10 Volumes II & III Aeronautical Telecommunication, Annex 11 Air Traffic Service and the relevant supporting guidance documents (Doc 4444 Procedures for Air Navigation Service (PANS--ATM) Doc 9694 Manual on Air Traffic Services Data link Applications, Doc 10037 Global Operational Data Link Document (GOLD).

3. TERMS OF REFERENCE

3.1 Purpose

The IIM Sub-Group Communication Project 3 was established and mandated by APIRG to support the implementation of ICAO Standards and Recommended Practices (SARPs) and carry out specific activities aimed to enable APIRG to discharge its functions and responsibilities in the areas of Air-to-Ground Communications.

The purpose of the IIM Sub-Group Communication Project 3 is to assist the States with the implementation of Air/Ground Communication aimed at ensuring Air Traffic control within the AFI region are properly provided by Air Navigation Services, provide an effective forum for the discussion, review and management of the entire IIM Sub-Group Communication Project 3. The terms of reference shall be aligned with APIRG Plan.

It should be seen as a positive and interactive process through which all concerns of relevant stakeholders can be taken into account and keeping all stakeholders adequately informed.

Furthermore, the IIM Sub-Group Communication Project 3 team members shall consider, evaluate, and recommend all project deliverables; submit to IIM Sub-Group Chairman, Vice-Chairman and ICAO Secretariat. Also, notify the affected stakeholders regarding IIM Sub-Group Communication Project 3 activities.

3.2 Key Functions

3.2.1 To carry out its functions, the Sub-Group shall perform its function, as guided by APIRG:

- a) Foster the implementation of specific Modules of the ICAO Aviation Systems Block Upgrades (ASBUs) assigned by APIRG;
- b) Carry out implementation projects in support of States, related to the areas of Air to ground in accordance with the ASBUs methodology and as guided by the Regional performance objectives, to support States in the implementation of SARPs and regional requirements;
- c) Take necessary action to enable coherent planning and implementation of Air-to-ground Communication (ASBU PIA 1, 2 and 4) systems in the AFI Region, to facilitate the objective of achieving seamlessness in the air navigation system, interoperability and harmonization within the Region and with other Regions;
- d) Keep under review the adequacy of requirements in the areas of IIM taking into account changes in user requirements, the evolution in operational requirements and technological developments in accordance with the ASBUs methodology;
- e) Identify and collect, State by State, information on deficiencies in the areas of IIM in accordance with the Uniform Methodology approved by Council and the APIRG guidance; analyze and propose solution; report on progress and obstacles beyond the capacity of the sub-group.

3.2.2 Tasks

- a) Coordinate and conduct meetings of the IIM Sub-Group/COM Project 3;
- b) Oversee performance of Projects Teams under the IIM Sub-Group and provide guidance;
- c) Monitor implementation performance of relevant ASBU Modules in the PIA 1, 2 and 4.
- d) Coordinate with the IIM/SG on the implementation of all relevant Modules to ensure robust implementation relationship of operational requirements and supporting infrastructure and digital information
- e) Review and update the list of deficiencies with regard to IIM fields, propose remedial actions;
- f) Maintain and continually improve efficiency and safety of the ATS route network on a systematic basis with a view to achieving an optimum flow of air traffic while pursuing the progressive implementation of ASBU Modules B0/B1-FRTO, B0-CCO and B0/B1-CDO;
- g) Support progress in the implementation of PBN, prioritizing the development of airspace concepts in order to support systematic implementation;
- h) Review the requirements and monitor the implementation of Search and Rescue Services;
- i) Promote and support States' efforts in the development of SAR agreements and Sub-regional SAR bodies to enhance SAR capabilities;
- j) Carry out comprehensive reviews and updates of all Conclusions and Decisions within the framework of APIRG that are applicable to the IIM Sub-Group in order to ensure continued relevance of the Conclusions and Decisions.
- k) Report to APIRG through the APCC
- l) Monitor effectiveness in efforts to improve ATC competency

4. PROJECT TEAM COMPOSITION

Only the permanent members or proxies have the voting rights. The IIM Sub-Group Communication Project 3 Coordinator is nominated by APIRG meeting and can serve a maximum of 18 months or as communicated by IIM Chairman.

4.1 Project Team Members

STATE		NAME
SOUTH AFRICA (COORDINATOR)	SA	Nokuthula Phakathi <nokuthulap@atns.co.za>
COTE D'IVOIRE	CD	GNASSOU SANDRINE <sgnassou@anac.ci>
SEYCHELLES	SEY	Pitter Elizabeth <pelizabeth@scaa.sc>
		Jimmy Anacoura <janacoura@scaa.sc>
		Christian Ng Ping Cheun <ccheun@scaa.sc>
ASECNA	ASE	Sibitang Mingo Aladjou <sibitangmingoala@asecna.org>
IATA	IAT	Seda Protus <sedap@iata.org>
GHANA	GH	Isaiah Tefutor <itefutor@gcaa.com.gh>
NIGERIA	NIG	Otitolaye Johnson <jotitolaye@nama.gov.ng>
KENYA	KEN	Erick Meli <erickmeli@kcaa.or.ke>
BOTSWANA	BOT	Samuel Mbaakanyi <smbaakanyi@caab.co.bw>
		G Pule <gpule@caab.co.bw>
TOGO	TOG	KELEWOU Gnimdou <g.kelewou@anac-togo.tg>
UGANDA	UG	David Macho <dmacho@caa.co.ug>
SENEGAL	SEN	
MAURITANIA	MAU	
CAMEROON	CAM	

5. MEETING PROCEDURE

5.1 FREQUENCY

The frequency of the IIM Sub-Group Communication Project 3 meetings shall be as indicated in the Project Organisation document. The frequency may be increased or decreased by mutual consent of the Committee should the need arise.

5.2 NOTICE OF MEETINGS

The IIM Sub-Group Com 3 Coordinator shall manage and schedule the frequency, date and venue of the project meeting.

5.3 REPORT TO THE IIM CHAIR

The IIM Sub-Group Communication Project 3 Coordinator shall submit a project progress report of its activities to IIM Chair or Vice-Chair after each team meeting or when requested.

5.3.1 The report shall include the following:

5.3.1.1 The status of the project;

5.3.1.2 Project challenges encountered;

5.3.1.3 Recommendations to address the project challenges.

5.4 MINUTES

The project meeting minutes shall be prepared for approval at the next IIM Sub-Group Communication Project 3 meeting.

5.6 QUORUM

The Quorum for convening meetings shall be 50% of the IIM Sub-Group Communication Project 3 permanent members, plus one or as agreed during the meeting.

5.7 PROXIES TO MEETING

- a. Permanent members of the IIM Sub-Group Communication Project 3 shall nominate a proxy by way of notifying the IIM Sub-Group Communication Project 3 Coordinator and acknowledgement from proxy to attend a meeting if the member is unable to attend. The alternate must ideally be of appropriate seniority with delegated authority to participate in the decision-making process at the same level as the permanent member.
- b. The IIM Sub-Group Communication Project 3 Coordinator will inform the IIM Sub-Group Communication Project 3 team members of the substitution at the beginning of the relevant meeting.
- c. The nominated proxy shall have all the rights of the permanent member at the attended meeting.
- d. The nominated proxy shall provide relevant comments / feedback of the IIM Sub-Group Communication Project 3 team member they are representing, to the attended meeting.
- e. Submission presenter.
- f. Other persons may be invited or co-opted as observers by IIM Chair, Vice-Chair or Secretariat.

Due to the importance of the meeting and in the pursuit of APIRG IIM Sub-group plan; meeting attendance is essential. Should such attendance not be possible the rescheduling of such meeting shall be considered, but then on an agreed date.

In the event there is no quorum, the meeting might be cancelled.

6. RESPONSIBILITIES OF TEAM MEMBERS

6.1 PROJECT COORDINATOR

- 6.1.1 In the absence of Project Coordinator, the meeting is cancelled, unless an Acting Project Coordinator is appointed.
- 6.1.2 The Acting is appointed by the Project Coordinator.
- 6.1.3 The Project Coordinator is responsible for confirming that a quorum is present at every meeting.

6.2 PROJECT TEAM MEMBERS

6.3 PROJECT TEAM SECRETARY

- 6.3.1 The secretary shall distribute the meeting documentation, agenda and previous minutes to all permanent members at least seven (7) working days before the meeting.
- 6.3.2 The secretary is responsible for minutes decisions or resolution and to take the draft Minutes of the IIM Sub-Group Communication Project 3 meeting to the Coordinator within two (2) working days after the meeting, for review.

7. DECISION MAKING

The decisions shall be taken on consensus of all permanent members present at the meeting. The Project Coordinator is responsible to communicate the decisions made and account for the decision.

Any objections to either approval or rejection of a submission under consideration shall be raised so that, such objections, where material can be recorded in the proceedings of the IIM Sub-Group Communication Project 3 meeting.

Matters can be cleared outside the meeting for approved submissions provided that such matters do not have material bearing on the submission or decision.

8. Dispute Resolution

Any dispute/issue on which consensus cannot be reached will be settled through voting by the committee. Permanent members have the right to note their objection to a decision with a reason.

9. Attendance and Apologies

The IIM Sub-Group Communication Project 3 meeting attendance is compulsory for all permanent members or their proxies.

The IIM Sub-Group Communication Project 3 members that cannot attend shall tender their apology to the secretary before the scheduled meeting.

10. Performance Evaluation

The IIM Sub-Group Communication Project 3 shall perform and carry out a self-assessment annually to assess its effectiveness in carrying out its functions as set out in the ToR; and shall report its conclusions and recommend any changes it considers necessary to IIM Chair, Vice-Chair and Secretariat.

11. Declaration of interest and Non-Disclosure

All permanent and invited members shall sign the Non-Disclosure and Conflict of Interest Register; where applicable.

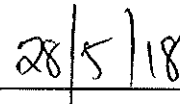
10. REVIEW

The Terms of Reference shall be reviewed by the IIM Sub-Group Communication Project 3 every two years or as and when required.

These terms of reference were approved by and signed on behalf of the IIM Sub-Group Communication Project 3 by the:



CORDINATOR OF THE IIM SUB-GROUP COM 3 PROJECT



DATE