



INTERNATIONAL CIVIL AVIATION ORGANIZATION

Fifth Meeting of the Africa-Indian Ocean Planning and Implementation Regional Group
Projects Coordination Committee (APCC/5)
(Virtual, 3 November 2020)

**Agenda Item 3: Assignment of responsibilities and Timelines for the development of
APIRG/23 WPs and IPs**

(Presented by the Secretariat)

SUMMARY	
This working paper presents the challenges of complying to APIRG procedural handbook requirements in meeting timelines of assigning responsibilities in developing and publish WPs and IPs due to the context created by the COVID19.	
The action by the Meeting is in paragraph 3 .	
<i>Strategic Objectives</i>	This working paper relates to the Strategic Objectives A, B, C, D and E .

1. INTRODUCTION

1.1 The meeting may recall that the APIRG Projects Coordination Committee (APCC), was established by the APIRG primarily to undertake tasks that have previously been an increasing challenge to the Group. These include; reducing the volume of material for consideration by APIRG meetings to manageable levels, carrying certain tasks in between APIRG meetings in order to facilitate continuity and efficiency in implementation, and supporting the required coordination with RASG-AFI.

1.2 The objective of the APCC is to adjudicate the work of the APIRG Sub Groups (SGs) (Airspace and Aerodrome and Infrastructure and Information Management Sub Groups), monitor progression (life) of projects, propose road maps and implementation strategies, coordinate implementation across the SGs, and facilitate coordination (through its Secretary) with the RASG-AFI (see note below), other Regional bodies and industry groups. Detailed review of planning and implementation activities is carried out at this level and the Committee shall facilitate prioritization including determination of material that has matured sufficiently for consideration and adoption of conclusions and decisions by APIRG.

2. DISCUSSION

2.1. At each of its meetings, the Group should endeavour to agree on the date, venue and duration of its next meeting. States that offer to host APIRG meetings including its Sub-Groups will be requested to confirm through a formal offer within three months succeeding the last meeting. The Secretary of the Group shall address a convening letter for a meeting, normally 90 days prior to the meeting.

2.2 The ICAO Regional Directors, Dakar and Nairobi Offices shall ensure that States and International organizations concerned, located within their respective area of accreditation, are informed of the convening of APIRG meetings and the agenda with explanatory notes. The Secretary, in consultation with the Chairperson of the APIRG and in consultation between ESAF and WACAF Regional Offices and ICAO Headquarters shall establish a draft agenda based on the work programme adopted and the ICAO documentation on latest developments pertaining to the work of the Group.

2.3 Documentation (Working papers and Information Papers - WPs and IPs) for meetings of the APIRG are prepared by the Secretariat, Member States of the Group and international organizations participating on a continuous basis in the activities of the Group. As two ICAO Regional Offices (Dakar and Nairobi), are concerned with the activities of the APIRG, the Secretary will ensure that adequate co-ordination is effected within the Secretariat so that working papers presented to the Group reflect the realities of the two areas of accreditation.

2.4. Any State, international organization and African body or organization, whether or not attending, may submit material for consideration by an APIRG meeting. In cases where the material submitted is in the form of supporting documentation on a specific subject, the originator is expected to attend the meeting to which it is presented, at least during the discussions on the subject concerned.

2.5 Due to the impact of the ongoing outbreak of the COVID-19 pandemic outbreak, the format, venue and timing of APIRG meetings could not be respected and/or followed. The joint invitation letter to the Twenty Third Meeting of the Africa-Indian Ocean Planning and Implementation Regional Group (APIRG/23) and Sixth Meeting of the Regional Aviation Safety Group (RASG-AFI/6) to be held virtually from 23 November to 2 December 2020 was circulated to State on Saturday 31 October 2020.

2.6 In view of the above the Working Papers (WPs) and Information Papers (IPs) of the APIRG/23 should not be made available to all interested parties as per the APIRG requirements of, preferably 30 days before the meeting at which they are intended to be considered, instead WPs will be posted on the ICAO public websites.

3 ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) Note the information contained in the WP;
- b) Discuss the responsibilities and timelines of preparedness of WPs and Timelines as presented by the WP03.C and WP03.D and guide accordingly; and
- c) Agree on methodology of presenting WPs during APIRG/23 meeting based on the virtual nature of conducting business.

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