



FPL Monitoring Group
Minutes of Teleconference/8
(10/03/2015 1800 UTC)

References:

1. Draft Report, FPL/AD/MON/1 meeting

Purpose and agenda:

Statement of purpose: To prepare for phase 2 of FPL error data collection

1. Introduction to the activities / Introducción a los trabajos.
2. Overview of 2nd phase of FPL data collection / Reseña a la 2da fase de recolección de datos FPL.
3. Action Plan for data collection and analysis / Plan de Acción para la recolección y análisis.
4. FPL Data collection form / Formato para recolección de los datos FPL.
5. Suggested actions being applied / Acciones sugeridas en aplicación.
6. Guidance material for FPL errors / Material Guía para los errores FPL.
7. Final considerations / Consideraciones finales.
8. Other matters.

Participants:

1. Bahamas : Wendy Major
2. Cuba : Jorge Centella
3. Curaçao : Natasha Leonora-Belefanti, Jacques Lasten
4. Dominican Republic: Julio César Mejía, Fernando Cassó (Rapporteur)
5. Haiti: Ernso Edmond
6. Jamaica : Gordon Grant, Maxine Allen
7. Mexico : Román Ramírez Montalvo, Oscar Vargas Antonio, Daniel Conrado Castañeda Cruz, Edgar González Flores, Arturo Estrada Barrera
8. Trinidad and Tobago : Ricky Bissessar
9. United States : Dan Eaves
10. ICAO : Julio Siu

Discussions:

Introduction to the activities / Introducción a los trabajos.

1. The Rapporteur gave a brief summary of the activities of the first phase of data collection, describing what was done and briefing on the FPL Adhoc Group Meeting results.

Overview of 2nd phase of FPL data collection / Reseña a la 2da fase de recolección de datos FPL.

2. The Rapporteur described in general the purpose and activities for the second phase of data collection. ICAO mentioned that during this phase, all ANSPs should continue to implement mitigation measures according to the suggested actions and guidance discussed in the FPL/AD/MON/1 meeting.

Action Plan for data collection and analysis / Plan de Acción para la recolección y análisis.

3. The action plan was reviewed by the meeting. One of the points of the action plan is the distribution of a AFTN addresses for the FIRs. Along that same line, the points of contact for each FIR present in the meeting were determined, resulting in the following list:

FIR/State	Name	Email address
Nassau	Wendy Major Frederick Lightbourn	wmajor.ats@gmail.com fredlightbourn@hotmail.com



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FIR/State	Name	Email address
Cayman Islands	Audrey Lorraine Davis	lorrainedavis11@gmail.com
COCESNA	Mayda Avila	mayda.avila@cocesna.org
Costa Rica	Fernando Naranjo Elizondo	fnaranjo@dgac.go.cr
La Habana	Jorge Centella Victor Machado	jorge.centella@iacc.avianet.cu victormachado@aeronav.ecasa.avianet.cu
Curaçao	Jacques Lasten	j.lasten@dc-ansp.org
Dominican Republic	Orlando Concepción	orlando.concepcion@idac.gov.do
Haiti	Erns Edmond	division.ais@ofnac.ht
Jamaica	Maxine Allen	maxine.allen@jcaa.gov.jm
Mexico	Margarita Rangel José Gil	plan_atm@sct.gob.mx
Trinidad y Tobago	Ricky Bissessar	rbissessar@caa.gov.tt
United States	Dan Eaves	dan.eaves@faa.gov
IATA	Marco Vidal	vidalm@iata.org

4. It was discussed that data collection was to be done weekly, with each FIR sending the results after the end of each week. After the first week there will be a teleconference to review the process and identify any obstacles early on.
5. It was also pointed out that during the FPL/AD/MON/1 meeting a FPL Analysis Group was agreed that will be receiving the data from the rest of the group according to the subregion, as follows:

Subregion	Contact Name	Address
Central America	Fernando Naranjo Elizondo	fnaranjo@dgac.go.cr
Central Caribbean and North America	Fernando A. Cassó Rodríguez	fernando.casso@idac.gov.do
Eastern Caribbean	Ricky Bissessar	rbissessar@caa.gov.tt

6. The data collection was agreed to begin on March 16th at 0000 UTC (on Sunday evening).

FPL Data collection form / Formato para recolección de los datos FPL.

7. The data collection form was presented, and each column was explained. Several points were emphasized:
 - The date should be in dd-mm-yy (day, month, year) format.
 - Military flights should be indicated writing 'Military' in the 'Company' column.
 - Originators should be indicated writing the AFTN address in the correct column (ATS office or Airline). Only indicate both if there is a duplicate flight plan, and only leave both blank for a missing flight plan.
 - Classify all errors in one of the categories of the error list.



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- Each week a form will be sent to the point of contact with the data from that week.

Suggested actions being applied / Acciones sugeridas en aplicación.

8. The suggested actions were reviewed. The Rapporteur mentioned that the suggested actions did not have to be suspended until after the data collection phase, that it was important to take these actions from the beginning, as they can reduce flight plan errors during this period, and this fact could be represented in the data analysis report.

Guidance material for FPL errors / Material Guía para los errores FPL.

9. The guidance material was reviewed briefly. The Rapporteur invited each member to read it in detail and adopt what applies. An important point was that each FIR decides if to delegate or not the responsibility of originating movement messages, establishing agreements with the operators in case it does delegate. Bahamas requested a template for the agreement, which ICAO will provide for the group.

Final considerations / Consideraciones finales.

10. The Rapporteur closed the meeting thanking all members that attended and contributed to the meeting in February, and described that meeting as very productive. He also stressed the importance of this phase of data collection, as well as the more knowledge and experience the group now has to produce more accurate results.
11. ICAO indicated that the suggested actions, data collection form, guidance and action plan are available at the ICAO webpage of the ANI/WG FPL Adhoc Group: <http://www.icao.int/NACC/Pages/regional-group-AIDC.aspx>

FPL Monitoring Group	
-	Template for FPL Data Collection
-	Suggested Actions
-	Guidance on FPL error
-	Action Plan

Other Matters

12. ICAO mentioned that the Draft Report of the meeting in February will be sent to the Rapporteur for distribution to the group.

Review of Previous Action Items

ACT No.	Description	Responsible	Due Date	Comments
ACT 01/07	Contact Haiti, Jamaica, Curaçao and IATA to confirm participation and commitment for documentation.	Rapporteur	23/01/2015	Complete
ACT 02/07	Update and distribute the agenda, documentation control and tentative schedule for the meeting in February.	Rapporteur	22/01/2015	Complete
ACT 03/07	Upload WP/01 with the agenda and tentative schedule	ICAO	28/01/2015	Complete

Summary of Action Items from this Meeting

ACT No.	Description	Responsible	Due Date	Comments
ACT 01/08	Send a standard template for flight plan origination delegation to the group.	ICAO	20/03/2015	Valid
ACT 02/08	Send the Draft Report to the members of the group.	ICAO/Rapporteur	13/03/2015	Valid

Next meeting: March 23rd at 18 UTC, first week of data collection.