

***RECOMMENDED ACTIONS (ACTION PLAN)***  
***[MUST INCLUDE WHO, WHAT AND FOR WHEN]***

- 1.1 ANSPs to report any update to FPL2012 converters removal and full FPL2012 processing capability.
- 1.2 Consider the implementation of electronic applications for the pre-departure clearance (PDC) as necessary;
- 1.3 All ANSPs to verify the level of validation of their systems, based on the data analyzed, and define the necessary procedures to ensure that those fields that are not validated automatically by your systems are properly checked.
- 1.4 All ANSPs should, to the extent possible, investigate the cause of error with originator, take any corrective action and record the agreed solution.
- 1.5 All ANSPs should provide a point of contact to receive and investigate any report on FPL errors within their FIR. (**Action item**).

**Missing FPLs**

- 1.6 ANSPs to verify the correctness of the address(es) that is/are published in their AIP for FPL filing (ENR. 1.11) processing. Also ensure the publication in the AIP the corresponding procedures in accordance with ICAO SARPs for the coordination, validity and update of changes in flight plans. Changes in addresses or procedures should be notified via NOTAM or other means to all relevant destinations, as also to contacts for the operators, including IATA.
- 1.7 Update domestic provisions on flight plan message transmission in accordance with ICAO Doc 4444 and the NAM Interface Control Document (ICD) for data communications between ATS units
- 1.8 Define a centralized list of contacts of airlines and dispatchers, and keep up to date. (action item)

**Duplicated FPL**

- 1.9 ANSPs to update letters of agreement (LOAs) between adjacent ATS units for flights that operate from one FIR to an adjacent FIR, where deemed necessary
- 1.10 ANSPs and operators should refer to the best practice guidance material, to avoid conditions that are favorable to the occurrence of multiple flight plans.

**Rejected/Incorrect FPLs**

- 1.11 Ensure harmonization of the information between FDPs and ARO FPL system databases (designators, aircraft types, performance data, etc). Each ANSP to review their situation and inform of results.
- 1.12 Ensure that the originator of a rejected message gets the feedback so the error can be corrected. Refer to the contact list.

**Next actions**

- 1.13            2th Data Recollection: March 2015
- 1.14            Analysis: May 2015
- 1.15            Results presentation: ANIWG/02 Meeting (June 2015)

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