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国际民用  
航空组织

Bureau Afrique Occidentale et Centrale / Western and Central African Office

Ref: T 13/7.B - 0414

06 June 2012

**Subject:** Fifth Meeting of the AFI Flight Plan Transition Task Force (FPLT TF/5)  
(Dakar, Senegal, 31 July to 3 August 2012)

**Action required:** In accordance with paragraph 5

Sir/Madam,


1. I have the honour to refer to the on-going preparatory regional activities for the harmonized implementation of the NEW ICAO flight plan provisions introduced by Amendment 1 to the Fifth Edition of Procedures for Air Navigation Services – Air Traffic Management (PANS-ATM) (Doc 4444), which will become applicable on 15 November 2012.
2. Your Administration/Organization is invited to participate in the Fifth Meeting of the AFI Flight Plan Transition Task Force (FPLT TF/5) which will be convened in Dakar, Senegal from 31 July to 3 August 2012. The meeting will focus on current implementation challenges and address issues of significant importance that can have an impact on the overall implementation process and roll-over date.
3. The provisional agenda and the terms of reference (TOR) of the FPLT Task Force are provided at **Attachment A** and **Attachment B** to this letter, respectively. The bulletin providing information for participants including the hotel list is at **Attachment C**, and a Registration Form has been provided at **Attachment D**. Kindly note that the registration form is to be completed and returned to ICAO in the same Microsoft "Word" format.
4. Delegations to the meeting are expected to contribute to the proceedings of the Task Force through working and information papers (WPs/IPs). It would therefore, be appreciated if your WPs/IPs could be forwarded to this office by **17 July 2012**. Hard copy (paper) documents will not be provided at the meeting. Accordingly, it is important for delegates to have access to computer equipment to enable them to participate effectively in the meeting.

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5. In order to facilitate necessary planning and preparation for the meeting, I would appreciate if you could, at your earliest convenience, preferably not later than **29 June 2012**, confirm the participation of your Administration/Organization at this meeting by forwarding your response to the WACAF Regional Office at the following e-mail address ([icaowacaf@dakar.icao.int](mailto:icaowacaf@dakar.icao.int)), giving the name(s) and other details of your participant(s) on the registration form provided at **Attachment D** to this letter.

Please accept, Sir/Madam, the assurances of my highest consideration.

  
FOR Mam Sait Jallow  
Regional Director

**Attachment A:** Provisional Agenda  
**Attachment B:** FPLT Task Force Terms of Reference  
**Attachment C:** Information Bulletin  
**Attachment D:** Registration Form



**FIFTH MEETING OF THE AFI FLIGHT PLAN TRANSITION TASK FORCE (FPLT TF/5)  
DAKAR, SENEGAL, 31 JULY TO 3 AUGUST 2012**

**PROVISIONAL AGENDA**

**Agenda Item 1: Adoption of provisional agenda and Election of the Chairperson and Rapporteur**

The meeting will review and adopt the agenda; and elect the Chairperson to facilitate the meeting. A Rapporteur to record and report on the outcome of the meeting will also be elected.

**Agenda Item 2: Update on latest developments in the preparation for 2012 implementation**

The meeting will be apprised on relevant developments at ICAO HQ, the AFI Region and other Regions and receive information pertinent to its revised terms of reference.

**Agenda Item 3: Status of implementation of the regional strategy, plan and guidance to reflect the intended activity, i.e assessment of States readiness.**

The meeting will, based on available information review details of States progress and assess the Regional status of readiness in terms of the Regional Strategy. The meeting will also address issues that are outstanding from previous meetings of the Task Force as well as refinement or update of Publication and testing guidance

**Agenda Item 4: Missing flight plans**

The meeting will review progress made by States/ANSPs in addressing the issue of missing flight plans and decide on specific actions as necessary. The review will include the following:

- Lack of appropriate operational actions regarding ATS messages in particular initiating/responding to RQS/RQP messages.
- Lack of formal (adopted by the organization) standard operational procedures for ATS messages handling staff and associated training.
- Untrained filers and flight crew.
- Unsynchronized clocks, implementation of GPS synchronization.
- Transit time delays.
- Internal systems delays. e.g. a FPL arrives but there is a delay in the system to generate ATC display and flight strip.
- Communication links – Unserviceable or poor availability of links.
- Any other issues.



**Agenda Item 5: Implementation including Roll over monitoring**

The meeting will discuss actions related to actual implementation of FPL 2012, from immediate countdown to launch a few days thereafter. This will include the following:

- Coordination and mechanisms to assure the quality of critical actions before roll over date and time.
- Mechanisms to receive periodic and critical updates from States/ANSPs.
- Monitoring by ANSP internal mechanisms, State Regulatory bodies and ICAO.
- Roll over priority time 12 to 18 November 2012: Operational (and engineering) Strategic contingencies/emergency persons and their contact details.

**Agenda Item 6: Assistance that may be required**

The meeting will discuss the establishment and function of the **Strategic Support Team**, as well as the **Tactical Support Team**.

**Agenda Item 7: Contingency arrangements**

The meeting will discuss the following aspects:

- Strategic fall-back position by States/ANSPs.
- Tactical contingency measures – in case of operational failures during roll over.
- For post implementation contingencies.

**Agenda Item 8: Review of the Task Force terms of reference (TOR) and work programme**

The meeting will review the TOR and work programme of the Task Force, and in view of experience and anticipated FPL 2012 implementation tasks, if necessary, update the Task Force work programme and propose changes to the TOR recognizing that the Task Force is to be desolved after implementation, unless specific post roll over tasks can be identified which warrant its continuation. The meeting will also agree on the tentative dates for the next meeting of the Task Force.

**Agenda Item 9: Any other business**

Any other matters not specifically provided for and covered under the above agenda items, might be addressed under this agenda item.

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## AFI FLIGHT PLAN TRANSITION TASK FORCE (FPLT TF)

### TERMS OF REFERENCE

#### Terms of reference:

- 1) Conduct a comprehensive review of Amendment 1 to the Fifteenth Edition of the PANS ATM (Doc 4444, effective 15 November 2012) in order to identify, study and address implementation complexities arising from the adoption of amended PANS ATM Chapter 4, Chapter 11, Appendix 2 and Appendix 3 provisions relating to the ICAO Flight Plan and associated ATS Message formats;
- 2) Collect and analyze information on the status of AFI ANSP flight plan processing systems including ongoing upgrades to such systems;
- 3) On the basis of the above, and in accordance with relevant additional ICAO provisions and the SP AFI/8 RAN Recommendation 6/5, develop a coordinated AFI transition strategy and plan with associated timelines to enable the streamlined coordinated implementation of the amended Flight Plan and ATS Message provisions contained in Amendment 1 to the Fifteenth Edition of the PANS ATM; and
- 4) Periodically review the status of preparedness and propose solutions.

#### Considerations:

In addressing these terms of reference, the Task Force should consider, inter alia, the following aspects:

- a) Likelihood that changes within the systems in the AFI Region could differ from systems in other ICAO Regions and accordingly provide recommendable Regional action with global goals;
- b) Inter and intra regional issues;
- c) Impact on inter-system co-ordination messaging;
- d) Impact on non-automated flight plan processing systems;
- e) Systems that transition early will need to be capable of handling both "NEW" and "PRESENT" instruction sets;
- f) Inter-system exchanges need to take account of differing automation capabilities in order to avoid excessive message rejection;
- g) Establishment of an Information Management system to track implementation timelines for various States/systems;
- h) Management of Repetitive Flight Plans;





- i) Implications for presentation formats, including paper & electronic flight progress strips;
- j) Impacts to users (flight planning systems etc);
- k) Appropriately timed withdrawal of existing State or Regional specific requirements to ensure consistency with new (global) instruction set; and
- l) Existing ICAO guidance material.

## Membership

### Core members:

- ATM specialist and systems engineering experts (CNS) from AFI States and ANSPs with existing and planned automated flight plan processing systems
- ASECNA, IATA, IFALPA, IFATCA,

### Note:

*Algeria, Kenya, Senegal, Seychelles, South Africa, Sudan and Tanzania have offered their expertise as core members.*

### Other members

AFI States and ANSPs other than the above  
Expertise from States, ANSPs outside the AFI Region that may be invited by the Task Force based on beneficial inputs they may contribute

### Note:

*Industry participation including systems providers, if required, is to be included under responsibility of State delegations. The Task Force may however, invite specific expertise from international organizations and relevant aviation industry entities (including vendor organizations) in order to enhance information available for the Task Force to progress its work. Such invitations shall be managed to exclude promotion of commercial interests.*

## Reporting

The Task Force shall report progress to the AFI ATM/AIM/SAR Sub-Group in coordination with CNS Sub-Group. However, owing to the limited time available for planning and in some cases acquisition of systems, valuable planning information emanating from the Task Force may, after coordination with Secretary of APIRG be provided to States without waiting for forthcoming meetings of the AFI ATM/AIM/SAR Sub-Group.

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**FIFTH MEETING OF THE AFI FLIGHT PLAN TRANSITION TASK FORCE (FPLT TF/5)  
(DAKAR, SENEGAL, 31 JULY TO 3 AUGUST 2012)**

**GENERAL INFORMATION BULLETIN**

**1. Organization, Site and Dates**

The Fifth Meeting of the AFI Flight Plan Transition Task Force (FPLT TF/5) will be held at the premises of the ICAO Western and Central African Office in Dakar, Senegal, from 31 July to 03 August 2012.

**2. ICAO Western and Central African Office**

The ICAO Western and Central African Regional Office is located at Yoff, near the Leopold Sédar International Airport.

Telephone number : (221) 33 869 24 24  
Fax : (221) 33 820 32 59  
E-mail : [icaowacaf@dakar.icao.int](mailto:icaowacaf@dakar.icao.int)

**Meeting Coordinators**

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**3. Language**

The meeting will be conducted in the English language only.

**4. Opening session**

The opening session of the meeting will take place on Monday, 31 July at 09h00 hours. The meeting work schedule will be from 08h30 to 1500 hours daily, subject to confirmation by the Meeting.

**5. Registration**

The registration of delegates/participants will take place at the meeting registration desk by the conference room from 0800 hours on the 31 July.



## 6. **Passport and VISA requirements**

A VISA is required for citizens from Non ECOWAS Member States. To this effect, the concerned delegates are kindly requested to complete the formalities in advance in order to obtain entry visas from the Senegalese Embassy in their Country, prior to departure.

Delegates who anticipate difficulties with the immigration procedures should contact the ICAO Regional Office for assistance.

## 7. **Exchange Rate**

The currency used in Senegal is the Franc CFA (1US \$ = 528.048 CFA, subject to variation). The exchange of money should be made in banks or authorized places. Most of hotels and shop accept Visa credit cards.

## 8. **Transportation**

The International airport of Léopold Sédar Senghor of Dakar is situated at about 15 km from downtown. Taxis are available at any time of the day or night. The charge is 5,000 FCFA from the airport to downtown at daytime and may vary at night as posted at the Taxi Rank.

## 9. **Health**

Participants must ensure that they take out travel insurance (including health) from their home country for the duration of their stay in Dakar. Participants should particularly ensure that their insurance is applicable in Dakar. Furthermore, participants must carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also strongly encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise.

Presentation of yellow fever certificate at the point of entry is highly required for the following African countries – Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Chad, Congo, DRC, Ivory Coast, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Guinea Equatorial, Kenya, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé e Príncipe, Sierra Leone, Tanzania, Togo, Uganda. You may wish to visit World Health Organization (WHO) website <http://www.who.int/ith/> for information on Senegal. Visitors to Senegal arriving from cholera infected areas should have valid vaccination certificates.

## 10. **Climate**

The minimum temperature during the period is 25°C and the maximum temperature is 30°C, on the average.

## 11. **Lodging**

A list of selected hotels in Dakar is enclosed. The hotel rates quoted are subject to confirmation when making your own reservations.

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