INTERNATIONAL CIVIL AVIATION ORGANIZATION

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

PROCEDURAL HANDBOOK

Fifth Edition - June 2014

APIRG PROCEDURAL HANDBOOK - GENERAL

RECORD OF AMENDMENTS

Amendment	Date	Part	Part and Page No.	Entered by
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	01.09.04	I	8-9	
	31.03.11			
	21.03.12			

APIRG PROCEDURAL HANDBOOK - GENERAL

FOREWORD

1. Introduction

1.1 The APIRG Procedural Handbook is a publication adopted by APIRG. It is intended to provide, for easy reference of all interested parties, a consolidation of material, particularly of a procedural nature, relevant to the work of the APIRG and its contributory bodies. It also contains the working arrangements and internal instructions, developed by the Group for the practical application of its terms of reference and working methods.

Note:

In this Handbook, the words "working arrangements" and "working methods" have been used interchangeably. They do not however, always have the same connotation in all contexts.

1.2 This Sixth Edition of the APIRG Procedural Handbook reflects the recommendations from the ICAO Air Navigation Commission (ANC), the Special AFI Regional Air Navigation (RAN) Meeting (SP AFI/08) in November 2008), which recognized the need to have a clearly defined strategy to implement ATM systems as well as the need to align work programmes of the States, Regions and ICAO Headquarters.

1.3 At its 19th meeting (October 2013), APIRG under its Decision 19/48 agreed on the reorganization of APIRG and its working methods in order to give effect to the outcome of the SP AFI/08 and the Twelfth Air Navigation Conference (AN-Conf/12, Montreal, 19-30 November 2012), which adopted the Fourth Edition of the Global Air Navigation Plan (GANP, Doc 9750).

1.4 The Fourth Edition of the GANP introduces the ICAO Aviation System Block Upgrades (ASBU) methodology complemented by the Technology Roadmaps for Communications, Navigation and Surveillance (CNS), Information Management (IM) and Avionics.

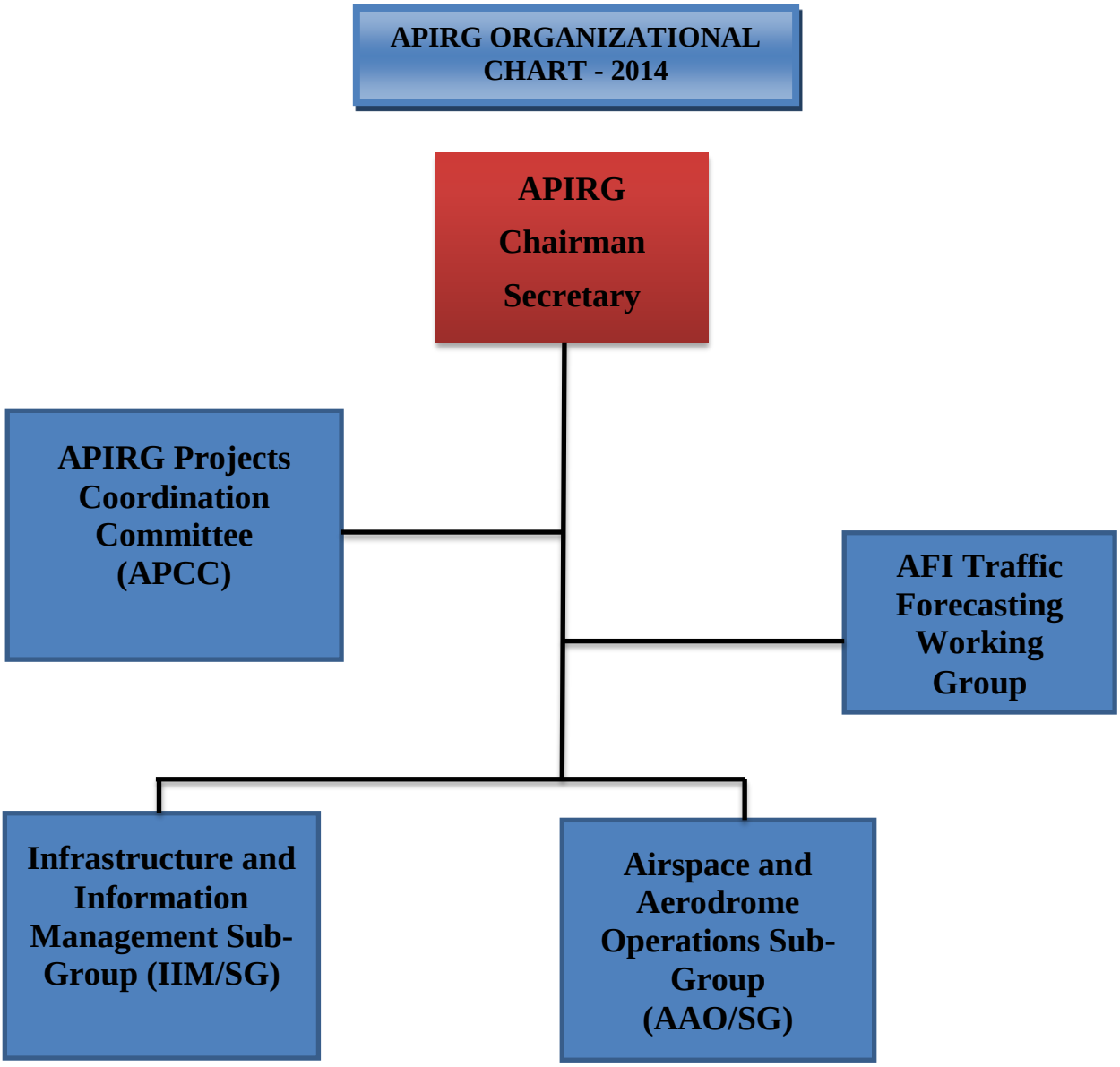
1.5 APIRG/19 meeting agreed on the application of the ASBU methodology in its work and that due consideration should be given to planning, implementation, monitoring and reporting aspects. Furthermore, project management principles should be applied to the work of APIRG and its contributory bodies.

Organization of the Handbook

1.6 The Handbook is organized in Sections and Part headings describing the terms of reference, composition, position in ICAO, working arrangements, rules of procedure and practices governing the conduct of business.

1.7 The framework of Section and Part headings, as well as the page numbering has been devised so as to provide flexibility, facilitating the revision or the addition of new material. Each Section is self-contained and includes an introduction giving its purpose and status and a detailed table of contents which serves also as the subject index and checklist for the current pages.

1.8 The Procedural Handbook will be made available to Members and Observers of APIRG, the ICAO Secretariat, and to other States and international organizations participating in meetings, contributing to, or having interest in the work of the APIRG and/or its contributory bodies.


APIRG ORGANIZATIONAL CHART - 2014
APIRG
Chairman
Secretary
APIRG Projects Coordination Committee (APCC)
AFI Traffic Forecasting Working Group
Infrastructure and Information Management Sub-Group (IIM/SG)
Airspace and Aerodrome Operations Sub-Group (AAO/SG)

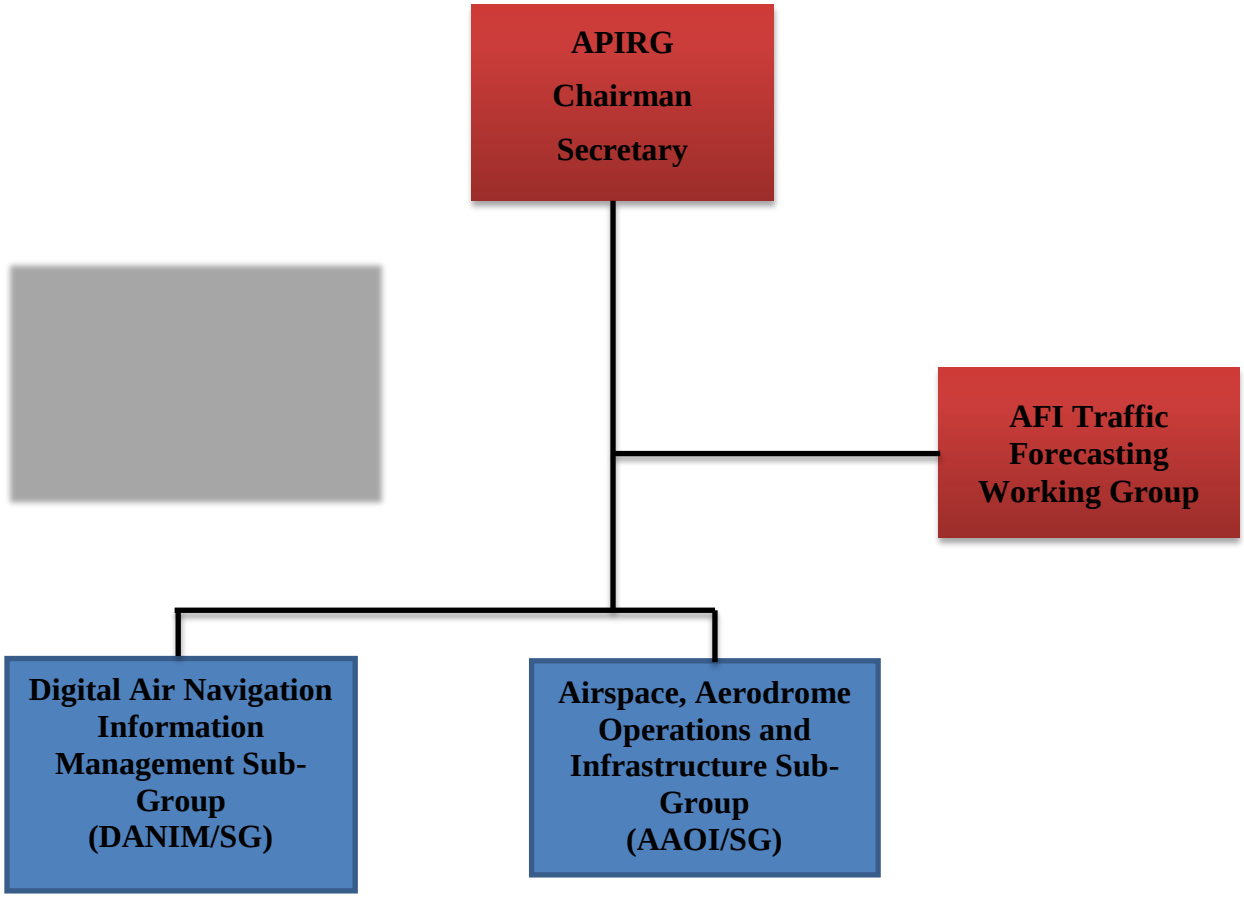

APIRG
Chairman
Secretary
AFI Traffic Forecasting Working Group
Digital Air Navigation Information Management Sub-Group (DANIM/SG)
Airspace, Aerodrome Operations and Infrastructure Sub-Group (AAOI/SG)

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AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

PROCEDURAL HANDBOOK

PART I

TERMS OF REFERENCE, WORKING ARRANGEMENTS AND RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS

APIRG PROCEDURAL HANDBOOK - PART I

PART I - TERMS OF REFERENCE OF THE AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP

1. Background

1.1 The AFI Planning and Implementation Regional Group (APIRG) was set up by the Council of ICAO, in 1980, as recommended by the Sixth AFI Regional Air Navigation Meeting (AFI/6), 1979.

1.2 Whilst acting on Recommendation 6/8 of AFI/6 RAN meeting (1979), the Council of ICAO established the functions of the APIRG, its position in ICAO, the composition of the Group and the guidelines which should govern its working methods, including relations with States and the relationship with ICAO specialized regional bodies. On the basis of such guidelines, the APIRG further developed, throughout its meetings, other working arrangements considered necessary for the regular conduct of the Group's activity.

2. Terms of reference

2.1 The APIRG is primarily responsible for the development and maintenance of the AFI Air Navigation Plan (ANP, ICAO Doc 7474), as well as the identification and resolution of air navigation deficiencies. It is a planning and coordination mechanism and, while implementation is the responsibility of States, APIRG can play a significant role in supporting the implementation of Standards and Recommended Practices (SARPs) as well as Regional requirements.

2.2 The terms of reference and working methods of the APIRG have been approved by the Council of ICAO in accordance with Decisions **C-DEC 183/9** of 2008 and C-DEC 190/4 of 2010. Amongst others, the Council in establishing the Regional Aviation Safety Groups (RASGs) identified the need for coordination between the APIRG and the RASG-AFI. In this regard, the terms of reference of the Group are particularly to:

a) ensure continuous and coherent development of the AFI Air Navigation Plan and other relevant regional documentation in a manner that is harmonized with adjacent regions, consistent with ICAO SARPs and reflecting global requirements;
b) facilitate the implementation of air navigation systems and services as identified in the AFI Air Navigation Plan with due observance to the primacy of air safety and the environment;
c) Identification and addressing of specific deficiencies in the air navigation field; and.
d) Coordinate with RASG-AFI on safety issues.

3. Composition

3.1 In accordance with Council Decision (C-DEC 183/9) of 2008 all ICAO Contracting States, who are service providers in the AFI Region and are part of the AFI ANP, should be included in the membership of APIRG.

3.2 User States are entitled to participate in any other APIRG meeting as non-members.

3.3 International Organizations recognized by the Council may be invited as necessary to attend as observers to the PIRG meetings.

4. Work Programme

4.1 In order to meet its terms of reference, the Group shall establish and assign to its contributory bodies, work programmes that are based on and give effect to the terms of reference of the Group and shall perform the following tasks:

a) review, and propose when necessary, the target dates for implementation of facilities, services and procedures to facilitate the coordinated development of the Air Navigation Systems in the AFI Region;
b) assist the ICAO ESAF and WACAF Regional Offices in fostering the implementation of the AFI Regional Air Navigation Plan;
c) in line with the Global Air Navigation Plan (GANP) and the Global Aviation Safety Plan (GASP), facilitate the conduct of necessary systems performance, monitoring, identify specific deficiencies in the air navigation field, and propose corrective action;
d) facilitate the development and implementation of action plans by States to implement SARPs, Regional requirements and resolve identified deficiencies, where necessary;
e) develop amendment proposals to update the AFI Regional Air Navigation Plan necessary to satisfy any changes in the requirements, thus removing the need for regular regional air navigation meetings;
f) monitor implementation of air navigation facilities and services and where necessary, ensure interregional harmonization, taking into consideration organizational aspects, economic issues (including financial aspects, cost/benefit analyses and business case studies) and environmental matters;
g) assess human resource planning and training issues and propose, where necessary, human resource development capabilities in the region that are compatible with the AFI Regional Air Navigation Plan;
h) invite financial and other institutions as approved by the Council, on a consultative basis as appropriate, to provide advice in the planning process;
i) maintain close cooperation with relevant organizations and State groupings to optimize the use of available expertise and resources;

j) conduct the above activities in the most efficient manner possible with a minimum of formality and documentation and call meetings of APIRG when deemed necessary;

k) coordinate with RASG-AFI on safety issues; and
l) coordinate with other regional and sub-regional bodies as necessary to support planning and implementation.

4.2 In delivering on its terms of reference, APIRG will at all times do so in accordance with the Strategic Objectives of ICAO as updated from time to time. The Strategic Objectives of ICAO for the current Triennium of the Organization are reflected in **Appendix A** to this Handbook

5. Creation and dissolution of contributory bodies

5.1 In order to assist in its work, the Group may create contributory bodies, charged with specific functions and/or tasks to enable the Group in discharging on its terms of reference. A contributory body shall be dissolved when it has:

5.2

a) completed its assigned task;
b) been determined that the work can be more effectively addressed by another body; or
c) become apparent that work on the subject or work programme in question cannot be usefully continued.

6. Position in ICAO

6.1 The Group shall be the guiding and co-ordinating organ for all activities conducted within ICAO concerning the Air Navigation System for the AFI Region but shall not assume authority vested in other ICAO bodies except where such bodies have specifically delegated their authority to the Group. The activities of the Group shall be subject to review by the Air Navigation Commission and approval by Council.

6.2 The work of APIRG subsidiary bodies including meetings (excluding limited, special or full-scale RAN meetings) held within the framework of ICAO, concerned with the AFI air navigation system shall be co-ordinated with the APIRG to ensure coherence of all regional activities regarding the development and operation of the system.

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

APIRG PROCEDURAL HANDBOOK

PART II

WORKING ARRANGEMENTS OF APIRG

APIRG PROCEDURAL HANDBOOK - PART II

PART II - WORKING ARRANGEMENTS

1. Relations with States

1.1 States located geographically in the AFI Region, States having dependent territories in the AFI Region, and AFI User States, shall be kept fully informed of activities of the APIRG. To achieve this objective, States should receive, on a regular basis:

a) The proposed agenda for meetings of the Group;
b) The reports on meetings of the Group: and, as appropriate
c) The summaries or reports on meetings of its contributory bodies.

1.2 States should ensure necessary co-ordination and follow-up of the Group's activities within their Administrations.

1.3 The Group may obtain information from AFI provider States on specific planning and implementation issues and offer them advice in the form of specific proposals for action.

1.4 The Group should encourage the integration of the overall facilities and services required for international civil aviation operations with the national civil aviation plans of States, to avoid duplication of efforts.

1.5 Additionally, the Group should concentrate on a clear identification of existing deficiencies in the AFI air navigation system, on the establishment of priorities of overcoming them, on the development of methods of achieving implementation and on practical solutions to specific problems, particularly those matters that seriously affect the safety of international civil aviation operations in the AFI Region.

2. Relations with other Bodies and Organizations

2.1 APIRG shall keep itself informed of the activities of other bodies and organizations to the extent that such activities are likely to have an impact on the planning and operation of the AFI air navigation system.

2.2 When necessary, APIRG shall provide information and advice to such bodies and organizations, if this is required, in order to:

a) avoid duplication of studies and/or effort; and
b) engage their assistance in matters which, while having a bearing on the air navigation system, are outside the competence of ICAO and/or the terms of reference of the APIRG.

3. Administration of the APIRG

3.1 The APIRG shall be administered as follows:

3.2 By a Chairperson elected from the representatives designated by Member States of the Group. A First and Second Vice-Chairperson shall also be elected from the said representatives.

3.3 By a Secretary designated by the Secretary General of ICAO. In the execution of his/her duties the Secretary will be supported by the Regional Offices in the AFI Region.

3.4 The Chairperson , in close co-operation with the Secretary, shall make all necessary arrangements to ensure efficient working of the Group

3.5 Between meetings of the Group or its contributory bodies, some subjects may be dealt with by correspondence among appointed subject matter experts through the Secretaries of the APIRG or of the contributory bodies concerned. However, if States are to be consulted, this should be made through the ICAO Regional Director of the Office of accreditation.

4. Meetings of the Group

4.1 Based on the advice of the members of the Group and of the Secretary, the Chairman shall decide on the date and duration of meetings of the Group.

4.2 Meetings shall normally be convened alternatively at the locations of the ICAO Regional Offices in Dakar and Nairobi or in States within the AFI Region.

4.3 Members may be accompanied by advisers. Total attendance should, however, be kept to a minimum consistent with the topics to be discussed so as to maintain the desired informality of proceedings.

4.4 The ICAO Regional Offices in Dakar and Nairobi shall normally provide the Secretariat services to the Group.

5. Establishment of Contributory Bodies

5.1 In order to assist in its work, the Group may create contributory bodies charged with specific functions and/or tasks to enable the Group in effectively discharging on its terms of reference

General considerations

5.2 The establishment and work of contributory bodies shall be based on the following principles:

a) a contributory body shall only be formed when it has been clearly established that it is likely to be able to make a substantial contribution to the resolution of a deficiency, shortcoming, challenge, implementation of SARPs or Regional requirements, for which it is established;
b) it shall be given clear and concise terms of reference describing not only its task but also an expected target date for its completion;
c) a balance shall be established between the formation, composition and working arrangement of a body, and the ability of States and concerned organizations to participate effectively in such a body, taking into consideration, amongst others, logistical and resource issues;
d) its composition shall be such that, while being kept as small as possible, all States and Organizations likely to be able to make valid contributions are given the opportunity to participate in it;
e) its activities shall be subject to review by the Group, especially in order to ensure progress and to avoid duplication of efforts in fields already covered by other activities; and
f) a contributory body shall be dissolved when it has:

i). completed its assigned task;
ii). been determined that the work can be more effectively addressed by another body; or
iii). become apparent that work on the subject or work programme in question cannot be usefully continued.

5.3 There shall be no standing bodies established below the level of Sub-Groups.

5.4 The secretaries and facilitators of contributory bodies established by the Group will be appointed by the Secretary of the APIRG, after co-ordination between the ESAF and WACAF Regional Offices.

APIRG Projects Coordination Committee

5.5 The APIRG Projects Coordination Committee (APCC) is 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.

5.6 The APCC membership shall comprise the following:

- Chairperson of APIRG
- First and Second Vice Chairperson of APIRG
- Secretary of APIRG
- Elected officials of the Sub-Groups
- Secretaries of Sub-Groups;
- Project Team Facilitators as necessary.

5.7 The Secretary of APIRG may assign other members of the Secretariat to support the APCC as necessary.

5.8 The mandate and terms of reference of the APCC shall be agreed by the Group and included in this Handbook at Part VII-A hereto.

Sub-Groups

5.9 The Sub-Groups reflected in Part VII of this Handbook have been established taking into consideration the principles highlighted under paragraph 5.2 of this Part.

5.10 Sub-Groups shall be composed of officials possessing the qualifications and experience in at least one of the aviation technical areas in the Sub-Group concerned. In order to facilitate focus, continuity and appropriate expertise, States and international organizations identified by APIRG will nominate specific officials to the Sub-Groups, providing information on nominee's qualifications and experience (i.e. CV), to enable the respective Sub-Groups to optimally take advantage of the expertise availed to them.

5.11 While every State that is likely to make a valid contribution shall be given an opportunity to participate, membership of the Sub-Groups shall be kept to a limited number of States and organizations, to facilitate efficiency on aspects such as consideration of business, costs, logistics and the application of non-formal working methods.

5.12 In addition, to enable the desired continuity and the benefits thereof, States should minimize changes of the nominated experts, and instead, allow the nominated experts to serve for a sufficiently lengthy period of time.

5.13 Each Sub-Group will be supported by a Secretary designated by the Secretary of APIRG from among members of the ICAO Secretariat. In addition, the Secretary of APIRG may assign other members of the ICAO Secretariat to support the Sub-Groups as necessary.

5.14 When deciding on the establishment of a Sub-Group, the Group shall indicate the States, international organizations and/or bodies which are to be invited to provide expertise for the Sub-Group. Changes to the composition shall be subject to approval by the Group. The Group may expressly mandate the APCC to approve on its behalf, changes to the composition of a Sub-Group.

5.15 The mandate and terms of reference of each Sub-Group shall be agreed upon by the Group and included in this Handbook at Part VII-B and VII-C hereto.

Projects and Project Teams

5.16 In order to carry out the work of the Sub-Groups a project management approach will be followed. '**Projects**' will be identified and executed by '**teams**' of subject matter experts and champions reporting to the Sub-Groups. In certain circumstances, APIRG may, as it deems necessary, agree on a Project Team that does not report to a Sub-Group, but to the Group itself through the APCC.

Projects-identification and approval

5.17 APIRG, its contributory bodies, ICAO Secretariat, States or the civil aviation industry through its representative bodies, may propose a project or activity to be carried out as a project within the framework of APIRG. All project proposals shall be subject to approval by APIRG. However, under certain circumstances, and in order to avoid unnecessary delays in activities with critical time implications, the APCC may, with the guidance of the ICAO Secretariat, endorse a project on behalf of APIRG.

5.18 Project proposals submitted to APIRG for approval shall be formulated on a Project Definition Template provided at **Appendix B** to this Handbook.

Note:

Where applicable, in defining the scope of projects, consideration will be given to concept of homogeneous ATM areas or major traffic flows/routing areas as established in the GANP

5.19 Activities being carried out by various APIRG contributory bodies prior to the reorganization of APIRG and its working methods pursuant to Decision 19/48, shall, as soon as practicable be transformed into projects for review by APIRG.

Project Teams

5.20 Project teams shall be composed of subject matter experts possessing the qualifications and experience required in the specific projects to which they are nominated and be familiar with the areas under consideration. States and organizations identified by APIRG will nominate specific officials to the project teams, providing information on nominee's qualifications and experience (i.e. CV), to enable the teams to optimally take advantage of the expertise availed to them. The number of experts in a project team will be determined by the requirements of the project.

5.21 ICAO Contracting States not included under paragraph 5.20, as well as aviation industry organizations other than APIRG observer members may, with the concurrence of the Chairman and Secretary of APIRG, be invited to contribute to the work undertaken on specific projects of the Sub-Groups , with expertise and/or specialized tools.

5.22 Cognizant that not all AFI States will be members or participants in the activities of Project Teams, members of the teams will be expected to participate in their capacity as subject matter experts as opposed to representatives of their individual States or organizations.

5.23 Project Teams shall automatically be dissolved at the end of the given period or delivery of a project's final results, unless APIRG directly or through the APCC expressly decides otherwise.

5.24 Project Teams shall elect from among them, Project Team Coordinators (PTCs) who shall coordinate the team activities and report progress to the Sub-Groups or the Group as necessary.

5.25 Project Teams will be supported by Facilitators designated by the Secretary of APIRG from among members of the ICAO Secretariat. In addition, the Secretary of APIRG may assign other members of the Secretariat to support the Project Teams as necessary.

5.26 The TORs of Project Teams will be detailed as part of each project definition.

Advisors to designated members

5.27 Members of a Sub-Group or a Project Team may be assisted, when required, by advisors provided by the State or organization as the case may be. However, for logistical purposes, States and organizations wishing to send advisors to an event shall inform the Secretariat well in advance.

6. Designated Representatives

6.1 Member States of APIRG shall designate representatives to the Group to assume the duties and responsibilities of ensuring the normal conduct of business of the Group. The representatives should attend meetings of the Group regularly and maintain the continuity of the Group's work. The Group may appoint from among the representatives, ad-hoc committees to address specific issues that may not otherwise be suitably addressed by established contributory bodies. Observers may be invited as necessary to contribute to the work of such ad-hoc committees.

6.2 States participating in the various APIRG contributory bodies should expect that their nominated officials to the APCC, a Sub-Group or project team may be elected to officiate in the group or team in the capacity of Chairperson, Project Team Coordinator or Expert. Officiating members will be required to discharge various duties and functions during the course of meetings and events as well as in the period between meetings. In this regard, States should ensure that officials elected in such capacities are adequately facilitated to participate and officiate in their elected capacities.

6.3 In order to facilitate geographical distribution of participation, elected officials shall be from various sub-regions of the AFI Region, such that both the chairperson and vice chairperson should not be from the same sub-region. A similar distribution will apply in electing members to officiate in the Project Teams.

6.4 The elected members in the APCC and Sub-Groups of APIRG shall be supported in their responsibilities by Secretaries designated by the Secretary of APIRG from among members of the ICAO Secretariat. Elected officials of Project Teams will be supported by Facilitators designated by the Secretary of APIRG.

7. Status of Observers

7.1 In accordance with the provisions of paragraph 3.3 of Part I, representatives of States which are non-members of APIRG and international organizations will have the status of Observers at APIRG meetings. Observers will be expected to contribute to the work of the Group.

8. Co-ordination and reporting lines

8.1 The Group reports to the ICAO Council through its Secretary, the ICAO Secretariat and the ANC as follows:

a) proposals for amendment of the Air Navigation Plan and the Regional Supplementary Procedures (SUPPs) originated by the APIRG will be processed in accordance with the approved amendment procedures;
b) suggestions by the APIRG calling for amendment or modification of the provisions in the ICAO world-wide provisions (Annexes and PANS) that may arise, will be submitted to the Air Navigation Commission for consideration and action as appropriate;

c) items concerning serious deficiencies in implementation of the AFI Regional Plan will be brought to the attention of the States concerned, and, after all possible efforts for implementation have been exhausted, to the attention of the ANC;
d) specific policy issues emanating from the work of the APIRG and matters of impact on other regions will be submitted to the Council; and
e) matters concerning the terms of reference of APIRG, its composition, working arrangements and position in ICAO, will be submitted to the Council.

8.2 The APCC and the Sub-groups report to the Group. However, the APCC shall, among others, review reports of the Sub-Groups of APIRG in order to:

a) provide guidance to the contributory bodies, including strategies and roadmaps on achieving the objectives of APIRG; and
b) determine materials that have matured sufficiently for consideration and the adoption of conclusions and decisions by APIRG.

8.3 Strategic co-ordination among sub-groups will primarily be ensured by the Group, taking into consideration their terms of reference and work programme or when taking action on their reports. In addition, the work of the Sub-Groups will be co-ordinated by the APCC through the respective Secretaries and in consultation with the Chairpersons. The coordination process will in general be supported by the ICAO Secretariat in the Regional Offices.

8.4 Routine coordination between the Group or its contributory bodies and other ICAO groups, including PIRGs and RASGs and meetings concerning the AFI Region shall be conducted through the respective Secretaries and/or the ICAO Regional Director of the Office of accreditation as required.

8.5 Coordination with representatives of Member States of the Group and representatives of international organizations attending regularly the meetings of APIRG shall be conducted through the Secretary of APIRG. ICAO Regional Offices in other Regions shall be kept informed of such correspondence whenever it may have an impact on the work of these Offices.

8.6 Relations with States and international organizations whether or not represented in the Group, as well as relations with African bodies and organizations will normally be conducted through the ICAO Regional Director of the Office of accreditation.

8.7 Relations with experts provided by States as Members of APIRG Sub-groups shall be conducted by the Secretary of the Sub-group concerned.

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

APIRG PROCEDURAL HANDBOOK

PART III

RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE APIRG

APIRG PROCEDURAL HANDBOOK - PART III

PART III - RULES OF PROCEDURES FOR THE CONDUCT OF MEETINGS OF APIRG

1. General

1.1 As set out in the Working Arrangements of the APIRG related to its Administration (Part II, paragraph 3.7 refers), APIRG shall at all times work with a minimum of formality and paper work. To achieve this aim, the rules of procedures for the conduct of meetings should be as flexible and simple as possible. The Group is expected to conduct its business by consensus of all interested parties. The following provisions do not include therefore any procedures for handling motions or voting.

1.2 There shall be no minutes for the meetings of the Group. Reports on APIRG meetings should not include formal Statements by members or other participants. However, specific divergent views expressed in relation to decisions taken or conclusions reached shall be recorded as an integral part of the report.

2. Participation

2.1 Representatives of Member States of APIRG should participate regularly in the meetings of the Group.

2.2. A Contracting State of ICAO not described in paragraph 3 of Part 1 may participate in meetings of the APIRG as an observer. To this effect, the State concerned should notify the Secretary of the APIRG of its intention of being represented, not later than 30 days prior to the meeting in which it has decided to participate. Such notification should include an indication of the subjects in which that State is interested and the name and title of its representative(s).

2.3 The Group shall normally invite international organizations recognized by the Council as representing important civil aviation interests to participate in the work of the APIRG in a consultative capacity. Among the international organizations, IATA,IFALPA and IFATCA should be invited on a continuous basis. Other international organizations and/or African bodies and organizations may also participate when specifically invited by the Group.

2.4 The ICAO Regional Directors, Dakar and Nairobi Offices should endeavour to ensure adequate representation by States, international organizations, African bodies and organizations invited by the Group to participate in its meetings.

Note:

The above rules of procedures are based on the provisions contained in paragraphs 3, 4 and 5 of Part I and in paragraphs 2, 7 and 8 of Part II.

3. Convening of meetings

3.1 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.

3.2 In accordance with its objectives, APIRG shall:

a) ensure the continuous and coherent development of the AFI Regional Plan as a whole and in relation to that of adjacent Regions; and
b) identify specific problems in the air navigation field concerning the AFI Region and propose remedial action addressed to parties concerned.

Note:

To achieve these objectives the convening of at least one meeting every 18 months would generally suffice. However, in order to safeguard coherent and orderly air navigation planning in the interest of States and airspace users in the AFI Region, the Group may determine the need for any additional meeting that may arise.

3.3 A convening letter for a meeting shall be addressed by the Secretary of the Group, normally **90** days prior to the meeting, to representatives of:

a) Member States of APIRG;
b) Non Member States, having indicated interest to regularly participate in the meetings of the APIRG; and
c) International organizations invited to participate on a continuous basis in the activities of the Group.

3.4 The convening letter should include the agenda, together with explanatory notes prepared by the Secretary in order to assist participants in preparing for the meeting.

3.5 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. This should be done by means of a State Letter.

Note:

In addition to the working arrangements set forth in paragraph 4 of Part II, the rules of procedures above should be followed in convening meetings of the Group.

4. Establishment of the Agenda

4 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 on the basis of the work programme adopted and the ICAO documentation on latest developments pertaining to the work of the Group.

4.2 The draft agenda shall be circulated with the convening letter, as specified in sub-paragraph 3.4 above, for comments in writing by expected participants in that meeting. The comments shall be forwarded to the applicable Regional Office not later than 10 working days prior to the meeting. The Secretariat shall prepare a working paper submitting such comments for consideration to the Group.

4.3 At the opening of the meeting, a State or international organization may propose the inclusion of additional items on the agenda, and this shall be accepted if the majority of States attending the meeting so agree.

5. Languages

5.1 The languages of the meetings of the APIRG shall be English and French.

5.2 The reports on meetings of the Group and supporting documentation will be prepared in English and French.

Note:

*Documentation prepared by States and international organizations in French only or English only may be forwarded to the Secretary for translation. In this case, States and international organizations concerned should ensure that such documentation reaches the Secretary at least **45** days in advance of the meeting to permit processing, if possible.*

6. Officials and Secretariat of the APIRG

6.1 In order to ensure the necessary continuity in the work of the Group and unless otherwise determined by special circumstances, the Chairperson, the First Vice-Chairperson and Second Vice-Chairperson of the APIRG should assume their functions at the end of the meeting at which they are elected, and serve for at least three calendar years or two meetings of APIRG, whichever occurs latest.

6.2 Members of the Group may at any time request that the election of the Chairperson and/or Vice-Chairpersons be included on the agenda. Elected Officers may, in any circumstances, be re-elected.

6.3 The Secretary of the APIRG will serve as Secretary of the meetings of the Group. He/she will be assisted by other members of the ICAO Secretariat as necessary.

Note:

The following rules of procedure are supplementary to the working arrangements for the administration of the APIRG contained in paragraph 3 of Part II.

7. Reports, Working Papers and other Documentation

7.1 Presentation of reports of Sub-groups should normally be made by the Secretary of the respective Sub-groups through the APCC. Exceptionally, and in particular, when reports raise questions of principle or of a policy nature, the Group may request that their presentation be made by the Chairperson of the Sub-group concerned.

7.2 Documentation for meetings of the APIRG will be 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.

7.3 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.

7.4 Supporting documentation shall be presented in the form of:

a) Working Papers;
b) Discussion Papers; and
c) Information Papers.

7.5 **Working Papers** constitute the main basis of the discussions on the various items on the agenda.

7.6 Working Papers shall be presented in a standardized format. Each paper should be limited to one agenda item or sub-item and contain, as appropriate, introduction of the matter, brief discussion and conclusions with specific proposals for action.

7.7 Working Papers should be made available to all interested parties as early as practicable, preferably 30 days before the meeting at which they are intended to be considered.

7.8 Working Papers shall be made available by the Secretary to:

a) Members of the Group;
b) States having notified the Secretary of their intention of being represented at the relevant meeting; and
c) International organizations attending APIRG activities on a regular basis.

7.9 States or international organizations originating a Working Paper and not attending a specific meeting of APIRG shall also be provided with a copy of that particular Working Paper.

7.10 **Discussion Papers** are papers prepared on an ad-hoc basis in the course of a meeting, with the purpose of assisting participants in their discussions on a specific matter or in the development of conclusions for the draft report of the meeting.

7.11 In view of their nature, the distribution of Discussion Papers shall be limited to participants at the meeting to which they relate.

7.12 **Information Papers** are intended solely to provide participants at a meeting with factual information on developments of technical or administrative matters of interest to the Group.

7.13 Information papers will be circulated in the language in which they are submitted by the originator, to all participants and may be made available to all interested parties as early as practicable depending on logistical and other document processing constraints.

8. Conclusions and Decisions of the Meetings

8.1 Action taken by the Group shall be recorded in the form of:

a) Conclusions; and
b) Decisions.

8.2 **Conclusions** deal with matters which, in accordance with the Group's terms of reference, merit directly the attention of States, or on which further action is required to be initiated by the Secretary in accordance with established procedures.

8.3 Conclusions are aimed mainly at the furtherance of studies and programmes being undertaken by the Group, its Sub-groups and other ICAO Groups or meetings. For the implementation of such conclusions, the Secretary shall:

a) initiate the required action; or
b) through the relevant ICAO Regional Office, invite States and international organizations or other bodies as appropriate to undertake the tasks called for by the Conclusion concerned; or
c) refer them to Council or the Air Navigation Commission for appropriate action.

8.4 The Secretary will ensure that Conclusions are transmitted to the States concerned through the relevant ICAO Regional Office and will take whatever action may be required to monitor their implementation.

8.5 **Decisions** relate to the internal working arrangements of the Group and its Sub-groups.

9. Conduct of business

9.1 The meetings of the APIRG shall be conducted by the Chairperson or, in the absence of the Chairperson, by the First or Second Vice-Chairperson of the Group, in that order.

9.2 At the first sitting of each meeting, following the opening by the Chairperson, the Secretary shall inform participants of the meeting arrangements, its organization and of the documentation available for consideration of the different items on the agenda.

9.3 Each meeting of the APIRG will consider, as required:

a) reports from the APCC and Sub-groups;
b) specific planning and implementation matters; and
c) review and up-date of the APIRG Work Programme.

9.4 At each of its meetings, the Group shall also establish a tentative meeting programme (including meetings of the APCC and sub-groups) for at least the following two calendar years (cf. sub-paragraph 3.2, Part IV).

9.5 The Group shall at each of its meetings review its outstanding Conclusions and Decisions in order to keep them current and their number at a minimum consistent with the progress achieved in implementation.

10. Reports

10.1 Reports on meetings shall be of a simple layout and as concise as possible and shall include:

a) a brief history of the meeting (duration, attendance, agenda and list of Conclusions and Decisions);
b) a summary of the discussions by the Group on the different items of the agenda including, for each of them, the relevant Conclusions and/or Decisions;
c) the work programme and future action by the Group; and
d) the tentative programme of future meetings of the Group and of its contributory bodies.

10.2 A draft report in English and French will be prepared by the Secretariat for approval by the Group before the closing of each meeting.

10.3 The approved Meeting Report shall be circulated by the Secretary to:

a) Members of the Group; and
b) Other States and international organizations and AFI bodies and organizations having attended the relevant meeting.

10.4 The report shall also be circulated, through the ICAO Regional Office of accreditation, to all provider States in the AFI Region as well as to international organizations and African bodies concerned.

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

APIRG PROCEDURAL HANDBOOK

PART IV

RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE CONTRIBUTORY BODIES OF THE APIRG

APIRG PROCEDURAL HANDBOOK -PART IV

PART IV - RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE CONTRIBUTORY BODIES OF THE APIRG

1. General

1.1 Contributory bodies of the APIRG (The APCC and Sub-groups) shall work with a minimum of formality and paperwork. There shall be no minutes for the meetings of the APCC and Sub-Groups. However, the proceedings will be recorded in the form of a report.

2. Participation

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2.1 In general, cognizant that not all AFI States will be members or participants in the contributory bodies of APIRG, members of such bodies will be expected to act in the interest of APIRG and its member States. It shall be acceptable for members of Sub-groups and Project Teams to bring the experiences of their States and organizations to the benefit of the body in which they are participating. However, members of these bodies will be expected to carry out their tasks as professionals with specialist contributions aimed at benefiting the AFI Region and ICAO, as opposed to the interests of their individual States or organizations.

2.2 Members of the APCC and Sub-groups shall be expected to attend and actively participate consistently in the activities of the bodies.

2.3 Member States of APIRG who are not members of any of the Sub-groups may attend the proceedings of any Sub-group as observers. However, taking into consideration that logistical planning for activities such as meetings will be based on the number of nominated officials, States intending to participate as observers in a meeting of a Sub-Group will be expected to notify the Secretariat, of their intention well in advance of the specific meeting they wish to attend.

2.4 States other than those specified by the APIRG but which are in a position to make specific contributions to the work of a Sub-Group or Project Team should notify the ICAO Regional Director of the Office of accreditation of their intention to contribute to the Sub-group or Project Team. Depending on the intended contribution, applicable modalities will be followed to facilitate such involvement.

Note:

The following rules of procedure are based on the provisions contained in paragraph5 of Part II.

3. Convening of meetings

The APCC and Sub-Groups

3.1 The date and duration of meetings of the APCC shall be decided by the Chairperson in consultation with the APCC Secretary and members. Similarly, the date and duration of a Sub-group meeting shall be decided by the Secretary of that Sub-Group, in consultation with the Chairperson and members.

3.2 As a rule, Sub-Groups should, at each meeting, agree on the date, venue and duration of the next meeting and on tentative schedule of future meetings in order to assist the APIRG in establishing its meeting programme (cf. sub-paragraph 9.4 of Part III).

3.3 For each meeting of a contributory body of the APIRG, a convening letter shall be addressed by the respective Secretary to the Members of that body. This convening letter should include the agenda together with explanatory notes as required to assist participants in preparing for the meeting.

Project Teams

3.4 It is important to note that projects may not necessarily require the convening of physical (on-site) meetings, but may primarily be facilitated through electronic correspondence, teleconferences and such other media. Similarly, even in those Projects where physical meetings will be necessary, as much work as practical should be carried out through electronic media, in order to reduce costs and facilitate timely delivery of expected results. In lieu of formal invitation letters, email shall be the preferred means of communication in arranging activities of the Project Teams other than on-site meetings. Activities of Project Teams shall be coordinated by the Facilitators (appointed by Secretary of APIRG from among members of the Secretariat) in consultation with the Project Team Coordinator (PTCs).

Location of meetings

3.5 With the objective of reducing to the extent practical the cost of participation in the activities of APIRG, meetings of the APCC and the Sub-Groups shall normally be convened alternatively at the locations of the ICAO Regional Offices in Dakar and Nairobi or in States that are willing to host.

3.6 With the same objective as above, on-site meetings of the Project Teams shall be convened alternatively at the locations of the ICAO Regional Offices in Dakar and Nairobi or in States within the area of accreditation of the respective Regional Office. Exceptions to this arrangement shall be made for projects which, for reasons of logistics or other inevitable support to a specific project, may only be feasible when convened at a specified location.

3.7 To facilitate, amongst others, stability in Regional Offices' and States' financial planning, to support the Regional activities within the framework of APIRG, the APIRG contributory bodies in coordination with the Regional Offices shall endeavour to achieve an annual balance in the distribution of activities convened in each of the Regional Offices.

4. Establishment of the Agenda

4.1 The Secretary of APIRG in coordination with the Chairperson of the Group shall establish a draft agenda of the APCC on the basis of the work programme adopted and the documentation available.

4.2 The Secretary of a Sub-Group shall, after co-ordination with the ICAO Regional Office concerned, and in consultation with the Chairperson of the Sub-Group establish a draft agenda on the basis of the work programme adopted and the documentation available.

4.3 The draft agenda shall be circulated with the convening letter and submitted to the meeting to which it refers, for adoption.

4.4 The Facilitators of Project Teams in consultation with the PTCs shall coordinate and circulate the provisional agenda of Project Team meetings or teleconferences.

5. Languages

5.1 The documentation and working language of the APCC shall be English. Where a specific need is identified and resources are secured for the purpose, the French language shall to the extent possible, also be used.

5.2 The languages and supporting documentation for meetings of Sub-Groups shall be English and French.

5.3 The documentation and working language of Project Teams shall be English, provided that in cases where all members of a Project Team have a working knowledge of the French language, French may be used as the working language of the specific Project Team and only documentation forming part of the report material of the Project Team will be in the English Language.

Note:

Documentation prepared by States and international organizations should be forwarded to the Secretary of the Sub-Group if possible, at least 30 days in advance of the meeting for which it is intended, to permit timely processing.

6. Official and Secretariat of APIRG Contributory Bodies

6.1 States participating in the various APIRG contributory bodies should expect that their nominated officials to the APCC, a Sub-Group or Project Team may be elected to officiate in the body in the capacity of Chairperson, Project Team Coordinator (PTC) or requested to assume the role of champion as applicable. Officiating members will be required to discharge various duties and functions during the course of meetings and events as well as in the period between meetings. In this regard, States should ensure that officials elected in such capacities are adequately supported to participate and officiate in their elected capacities.

6.2 In order to facilitate geographical distribution of participation, elected officials shall be from various sub-regions of the AFI Region, such that a chairperson and vice chairperson may not be from the same sub-region. A similar distribution will apply in electing members to officiate in the Project Teams.

6.3 Each Sub-Group shall at its first meeting, elect from the representatives of States' Members of that Sub-Group, a Chairperson and a Vice-Chairperson to serve for a period agreed by the specific Sub-Group. In order to facilitate the widest contribution of AFI Member States as officials in the activities of APIRG, elected officials may serve for a period not exceeding two consecutive meetings or two consecutive years, whichever comes last. Officers may be re-elected, provided that it shall not be consecutively.

6.4 Members of a Sub-Group may at any time request the election of the Chairperson and/or Vice-Chairperson to be included in the agenda of a meeting of that body.

6.5 The responsibilities and tasks of a Chairperson of a Sub-Group shall include convening meetings, facilitating proceedings of meetings, reporting, and following on implementation of Conclusions, as detailed in Appendix IVXX4 hereto.

6.6 Election of officers in the Project Teams shall follow a similar approach as in the Sub-Groups. The responsibilities and tasks of a PTC of a Project Team shall include convening teleconferences, meetings where necessary, facilitating proceedings thereof, and reporting, as detailed in Appendix IVXX5 hereto.

7. Conduct of business

7.1 Meetings of the APCC and Sub-Groups shall be conducted by its Chairperson or, in the absence of the Chairperson, by the Vice-Chairperson.

7.2 Action by a Sub-Group that requires the prior agreements of the APIRG before it can be implemented or otherwise, shall be recorded in the form of draft Conclusions or draft Decisions in the report/summary of the Sub-Group. All such proposed actions shall be considered by the APIRG at its next meeting subsequent to the issue of the sub-groups' report.

7.3 Decisions by the Sub-Group, which do not necessarily require prior agreement of the APIRG may be recorded as Decisions and may be carried out by the specific Sub-Group and its members or the Secretariat where such action is applicable.

8. Reports of meeting

8.1 Proceedings of meetings of the APCC and Sub-Groups shall be recorded in the form of a Report. Reports shall be concise.

8.2 While each meeting of a Sub-Group will have a report thereto, a Sub-Group report to the APCC may cover the proceedings of more than one meeting.

8.3 In addition to 8.1 and 8.2 above, a Sub-Group will submit a Report whenever, it has:

a) finalized action on any part of its work programme; and
b) found that it needs further directives or guidance from the APIRG to proceed in its work.

8.4 Reports on meetings of Sub-Group shall be of a simple layout and as concise as practicable. To the extent feasible the reports should be presented in a format setting aside reporting on non-essential proceedings and on matters solely of internal interest to the sub-groups themselves. They should normally cover:

a) short introduction (brief history of the meeting, agenda, tasks at hand);
b) in the sequence of the agenda, summary of findings on different tasks or specific elements thereof including, as appropriate, draft conclusions and/or conclusions; and
c) the work programme and future meetings.

8.5 Reports and Summaries of the Sub-Groups shall be formulated in accordance with the Report Template in APPENDIX IVxx1 hereto.

8.6 Project teams shall prepare summaries on their deliberations for circulation to members of the specific team and participants to a meeting. The team shall assess the maturity of the material in its summary, for reporting to the Sub-Group to which the Project Team reports or APIRG as applicable.

8.7 Reports of sub-groups shall be distributed by the Secretary to Members of the sub-group concerned, as soon as possible after the meeting to which the Report refers. Those Reports shall at the same time be circulated by the ICAO Regional Directors of accreditation to all provider States of the AFI Region, international and national organizations and bodies concerned. The reports shall be made available to user States on request.

8.8 Reports on meetings of sub-groups shall be submitted to the APIRG for review and action. At each meeting, the APIRG shall review the reports on all meetings of its sub-groups having taken place since the last meeting as well as other available reports on early meetings of the sub-groups still requiring action by the APIRG.

8.9 Action taken by the APIRG on reports of its sub-groups shall be the object of Supplement to the Report concerned. This Supplement shall be circulated by the Secretary of the sub-group concerned to the Members of that body and by the ICAO Regional Director of accreditation to interested States, International organizations and national bodies.

8.10 For all meetings of Sub-Groups convened more than six months before a scheduled meeting of the APCC, the Secretary of the sub-group will prepare a summary, ideally one page, covering key issues arising from the meeting, in order to keep the APCC informed of developments in the activities of the Sub-Groups.

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

PROCEDURAL HANDBOOK

PART V

UNIFORM METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT AND REPORTING OF AIR NAVIGATION DEFICIENCIES

APIRG PROCEDURAL HANDBOOK - PART V

PART V - UNIFORM METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT AND REPORTING OF AIR NAVIGATION DEFICIENCIES

(Approved by the Council on 30 November 2001)

1. Introduction

1.1 Based on the information resulting from the assessment carried out by ICAO on the input received from various regions regarding deficiencies in the air navigation field, it became evident that improvements were necessary in the following areas:

a) collection of information;
b) safety assessment of reported problems;
c) identification of suitable corrective actions technical/ operational/ financial/organizational), both short-term and long-term; and
d) method of reporting in the reports of ICAO planning and implementation regional groups (PIRGs).

1.2 This methodology is therefore prepared with the assistance of ICAO PIRGs and is approved by the ICAO Council for the efficient identification, assessment and clear reporting of air navigation deficiencies. It may be further updated by the Air Navigation Commission in the light of the experience gained in its utilization.

1.3 For the purpose of this methodology, the definition of deficiency is as follows:

A *deficiency* is a situation where a facility, service or procedure does not comply with a regional air navigation plan approved by the Council, or with related ICAO Standards and Recommended Practices, and which situation has a negative impact on the safety, regularity and/or efficiency of international civil aviation.

2. Collection of information

2.1 Regional office sources

2.1.1 As a routine function, the Regional Offices should maintain a list of specific deficiencies, if any, in their regions. To ensure that this list is as clear and as complete as possible, it is understood that the Regional Offices take the following steps:

a) compare the status of implementation of the air navigation facilities and services with the regional air navigation plan documents and identify facilities, services and procedures not implemented;
b) review mission reports with a view to detecting deficiencies that affect safety, regularity and efficiency of international civil aviation;

c) make a systematic analysis of the differences with ICAO Standards and Recommended Practices filed by States to determine the reason for their existence and their impact, if any, on safety, regularity and efficiency of international civil aviation;
d) review aircraft accident and incident reports with a view to detect possible systems or procedures deficiencies;
e) review inputs, provided to the Regional Offices by the users of air navigation services on the basis of Assembly Resolution A37-15, Appendix L;
f) assess and prioritize the result of a) to e) according to paragraph 4 of this Part (PART V: **ASSESSMENT AND PRIORITIZATION);**
g) report the outcome to the State(s) concerned for resolution; and
h) report the result of g) above to APIRG for further examination, advice and report to the ICAO Council, as appropriate through PIRG reports.

2.2 States' sources

2.2.1 To collect information from all sources, States (regulatory bodies and air navigation service providers (ANSPs)) should, in addition to complying with the Assembly Resolution A36-10, establish reporting systems in accordance with the requirements in Annex 13, Chapter 8.

2.3 Users' sources

2.3.1 Appropriate international organizations, including the International Air Transport Association (IATA), the International Federation of Air Line Pilots' Associations (IFALPA) are valuable sources of information on deficiencies, especially those that are safety related. In their capacity as users of air navigation facilities they should identify facilities, services and procedures that are not implemented or are unserviceable for prolonged periods or are not fully operational. In this context, it should be noted that Assembly Resolution A37-15, Appendix L and several decisions of the Council obligate users of air navigation facilities and services to report any serious problems encountered due to the lack of implementation of air navigation facilities or services required by regional plans. It is emphasized that this procedure, together with the terms of reference of the PIRGs should form a solid basis for the identification, reporting and assisting in the resolution of non-implementation matters.

2.4 Professional provider organizations' sources

2.4.1 Appropriate international professional organizations, including the International Federation of Air Traffic Controllers' Association (IFATCA) and the International Federation of Air Traffic Safety Electronics Associations (IFATSEA) also valuable sources of information on deficiencies. In their capacity as air navigation services professional bodies, they should identify facilities, services and procedures that are not implemented or are unserviceable for prolonged periods or are not fully operational.

Note:-

Guidance related to both mandatory and voluntary incident reporting systems is contained in the Safety Management Manual (SMM) (Doc 9859).

2.5 Additional guidance on reporting

2.5.1 In order to encourage reporting, the Group has adopted a list of minimum reporting areas which is reflected at **Appendix Vxx1** to this Handbook. The intent of the list is not to replace reporting based on ICAO Council policy, but to encourage reporting, in recognition of Assembly Resolution A37-15 Appendix L, and noting the historical critically low level of reporting, as well as the expanse of SARPs and requirements on which reporting may be effected.

2.5.2 Without prejudice to the definition of "deficiency" as approved by the Council, States, Regulators and Air Navigation Service Providers (ANSPs), users (IATA, AFRAA, etc.), and professional organizations (IFALPA, IFATCA, IFATSEA, etc.) are encouraged to report on deficiencies in the areas listed in **Appendix Vxx1** to this Handbook, in addition to reporting any other deficiencies as defined by the Council.

3. Reporting of information on deficiencies

3.1 In order to enable the ICAO PIRGs to make detailed assessments of deficiencies, States and appropriate International organizations including IATA, IFALPA and IFATCA, are expected to provide the information they have to the ICAO regional office for action as appropriate, including action at PIRG meetings.

3.2 The information should at least include: description of the deficiency, risk assessment, possible solution, time-lines, responsible party, agreed action to be taken and action already taken.

3.3 The agenda of APIRG meeting should include an item on air navigation deficiencies, including information reported by States and other stakeholders reflected in paragraph 2.4 and 2.5 above, in addition to those identified by the Regional Office according to paragraph 2.1 above. Review of the deficiencies should be a top priority for each meeting. APIRG, in reviewing lists of deficiencies, should make an assessment of the safety impact for subsequent review by the ICAO Air Navigation Commission.

3.4 In line with the above, and keeping in mind the need to eventually make use of this information in the planning and implementation process, it is necessary that once a deficiency has been identified and validated, the following fields of information should be provided in the reports on deficiencies in the air navigation systems. The fields are as set out below and in the reporting form attached hereto.

a) Identification of the requirements

As per ICAO procedures, Regional Air Navigation Plans detail, *inter alia*, air navigation requirements including facilities, services and procedures required to support international civil aviation operations in a given region. Therefore, deficiencies would relate to a requirement identified in the regional air navigation plan documents. As a first item in the deficiency list, the requirements along with their references (name of the meeting and the related recommendation number should be included - e.g. SP AFI/08 RAN Rec. xx). In addition, the name of the State or States involved and/or the name of the facilities such as name of airport, FIR, ACC, TWR, etc. should be included.

b) Identification of the deficiency

This item identifies the deficiency and would be composed of the following elements:

i) a brief description of the deficiency;
ii) date deficiency was first reported;
iii) appropriate important references (meetings, reports, missions, etc)

c) Identification of the corrective actions

In the identification of the corrective actions, this item would be composed of:

i) a brief description of the corrective actions to be undertaken;
ii) identification of the executing body;
iii) expected completion date of the corrective action; and
iv) when appropriate or available, an indication of the cost involved.

4. Assessment and prioritization

4.1 A general guideline would be to have three levels of priority organized on the basis of safety, regularity and efficiency assessment as follows:

"U" priority = Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

"A" priority = Top priority requirements necessary for air navigation safety.

Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

"B" priority = Intermediate requirements necessary for air navigation regularity and efficiency.

Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

Note:

Sub-Groups should, as soon as practical replace the above prioritization criteria with a system based on SMS principles.

5. Model reporting table for use in the reports of PIRGs

5.1 Taking the foregoing into account, the model table below is for use by PIRGs for the identification, assessment, prioritization etc.; of deficiencies.

6. Action by the Regional Offices

6.1 Before each meeting of APIRG, the Regional Offices will provide advance documentation concerning the latest status of deficiencies.

6.2 It is noted that the Regional Offices should document serious cases of deficiencies to the Air Navigation Commission (through ICAO Headquarters) as a matter of priority, rather than waiting to report the matter to the next APIRG meeting, and that the Air Navigation Commission will report to the Council.

APIRG PROCEDURAL HANDBOOK - PART V

PART V - UNIFORM METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT AND REPORTING OF AIR NAVIGATION DEFICIENCIES

REPORTING FORM ON AIR NAVIGATION DEFICIENCIES IN THE FIELD IN THE REGION

Identification		**Deficiencies**			**Corrective action**			
Requirements	States/ facilities	Description	Date first reported	Remarks	Description	Executing body	Date of completion	Priority for action*
Requirement of Part .., paragraph (table) of the air navigation plan	Terra X Terra Y	Speech circuits not implemented Villa X - Villa Y	12 Dec. 2..X	Coordination meeting between Terra X and Terra Y on 16 July 2..X to finalize arrangements to implementation circuit via satellite	Implementation of direct speech circuit via satellite	Terra X	20 Aug. 2..X	A

* Priority for action to remedy a deficiency is based on the following safety assessments:

"U" priority = Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

"A" priority = Top priority requirements necessary for air navigation safety.

Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

"B" priority = Intermediate requirements necessary for air navigation regularity and efficiency.

Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

Note:Sub-Groups should, as soon as practical replace the above prioritization criteria with a system based on SMS principles.

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

PROCEDURAL HANDBOOK

PART VI

COMPOSITION OF THE GROUP

INFORMATION ON MEMBER STATES AND DESIGNATED REPRESENTATIVES

APIRG PROCEDURAL HANDBOOK

COMPOSITION OF THE APIRG AND INFORMATION ON MEMBERS

INFORMATION ON MEMBER STATES AND DESIGNATED REPRESENTATIVES (Established: June 2010)

1. Information on Member States and Designated Representatives

(To be updated by States _ State Letter to be issued by the Secretariat)

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

APIRG PROCEDURAL HANDBOOK

PART VII

AFI PROVIDER AND USER STATES

APIRG PROCEDURAL HANDBOOK - PART VII

PART VII – AFI PROVIDER AND USER STATES

INTRODUCTION

1. Purpose and status

1.1 According to the APIRG working arrangements, all States concerned with the work of the APIRG shall be kept fully informed (please see Note below) of its activities. To this effect, ICAO Regional Directors concerned, on the basis of information provided by the Secretary of the APIRG, shall:

a) keep States informed of the convening of APIRG meetings and the subjects planned to be discussed (cf. Section I; Part III, paragraph 3.5); and
b) send them reports on meetings of the Group, and, as appropriate, summaries or reports on meetings of its sub-groups (cf. , Part II, paragraph 1.1).

1.2 All AFI provider and user States, either Contracting or non-Contracting States of the Convention on International Civil Aviation, shall be regarded as concerned with the work of the APIRG being therefore entitled to receive information on its activities.

Note:

Communication with States will be in accordance with existing ICAO policies and procedures.

1.3 In addition, according to the provisions governing the participation in the Group's activities by States other than those designated as Members of the APIRG, AFI provider and user States, if Contracting States of the Convention on International Civil Aviation, shall be entitled to be represented at meetings of the Group with full rights, if they so wish. (Part II, paragraphs 4.1 to 4.4)

APIRG PROCEDURAL HANDBOOK - PART VII

AFI PROVIDER AND USER STATES

2. Provider States

1. Angola
2. Benin
3. Botswana
4. Burkina Faso
5. Burundi
6. Cameroon
7. Cape Verde
8. Central African Republic
9. Chad
10. Comoros
11. Congo
12. Côte d'Ivoire
13. Democratic Republic of Congo
14. Djibouti
15. Equatorial Guinea
16. Eritrea
17. Ethiopia
18. France (Reunion, Mayotte)
19. Gabon
20. Gambia
21. Ghana
22. Guinea
23. Guinea-Bissau
24. Kenya
25. Lesotho
26. Liberia
27. Madagascar
28. Malawi
29. Mali
30. Mauritania
31. Mauritius
32. Mozambique
33. Namibia
34. Niger
35. Nigeria
36. Rwanda
37. Sao Tomé e Principe
38. Sénégal
39. Seychelles
40. Sierra Leone
41. Somalia
42. South Africa
43. South Sudan
44. Swaziland
45. Togo
46. Uganda
47. United Kingdom (St Helena, Ascencion)
48. United Republic of Tanzania
49. Zambia
50. Zimbabwe

APIRG PROCEDURAL HANDBOOK - PART VII

AFI PROVIDER AND USER STATES

3. Major User States

1. Argentina
2. Australia
3. Austria
4. Bahrain
5. Belgium
6. Brazil
7. Bulgaria
8. Canada
9. China
10. Cyprus
11. Czech Republic
12. Denmark
13. Finland
14. France
15. Germany
16. Greece
17. Hungary
18. India
19. Iraq
20. Israel
21. Italy
22. Jordan
23. Kuwait
24. Lebanon
25. Luxembourg
26. Malaysia
27. Malta
28. Netherlands, Kingdom of the
29. Oman
30. Pakistan
31. Poland
32. Portugal
33. Qatar
34. Romania
35. Russian Federation
36. Saudi Arabia
37. Singapore
38. Spain
39. Sri Lanka
40. Sweden
41. Switzerland
42. Syrian Arab Republic
43. Turkey
44. Thailand
45. United Arab Emirates
46. United Kingdom
47. Unites States of America
48. Venezuela
49. Yemen

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

PROCEDURAL HANDBOOK

PART VIII

WORKING GROUPS OF APIRG:

TERMS OF REFERENCE, COMPOSITION AND WORK SCHEDULE

PART VIII-A - APIRG PROJECTS COORDINATION COMMITTEE (APCC)

1. Terms of Reference

1.1 The APCC is mandated by APIRG to carry out specific functions in order to coordinate and guide planning and implementation activities within the framework of APIRG, to facilitate the activities of APIRG in its Sessions, and to facilitate coordination between PIRGs, other Regional Groups and international organizations identified by APIRG. The APCC shall specifically ensure continuity between the APIRG meetings and take necessary action to avoid implementation delays in between meetings of APIRG.

2. Key Functions

2.1 Direct the work programmes and tasks of the contributory bodies of APIRG, in order to ensure that:

a) contributory bodies have clearly defined tasks and deliverables;
b) projects are clearly defined and monitoring information made available. This will include update of the ICAO Regional Performance Indicators Dashboard.

2.2 Review reports of the contributory bodies of APIRG in order to:

a) provide guidance to the contributory bodies, including strategies and roadmaps on achieving the objectives of APIRG; and
b) determine materials that have matured sufficiently for consideration and adoption of conclusions and decisions by APIRG.

2.3 Monitor progress including the life of Projects carried within the framework of APIRG.

2.4 Facilitate coordination between the following bodies:

a) Sub-Groups of APIRG;
b) APIRG and the RASG-AFI;
c) APIRG and other Regional bodies and international organizations identified by APIRG.

3. Tasks

a) to prepare the agenda for APIRG meetings in consultation with the Secretary of APIRG;
b) to prepare the list of working documents (WPs, IPs, etc.) on materials considered ready for consideration by APIRG;
c) review reports of the APIRG Sub-Groups including draft Conclusions and Decisions, information from other Regional Groups and international organizations and identify prioritized materials for consideration by APIRG;

d) review trends on implementation shortcomings and deficiencies in accordance with the Council approved Uniform Methodology, and make recommendations for APIRG Conclusion and Decisions;
e) provide guidance for the APIRG contributory bodies including implementation strategies and roadmaps on achieving the objectives of APIRG;
f) carry necessary coordination between the Sub-Groups with particular focus on operational and infrastructure issues; and
g) carry out other tasks as assigned by APIRG.

4. Working Methods

4.1 The APCC shall convene at least once a year which shall include a preparatory Session for an APIRG meeting. As the Committee also prepares for APIRG meetings, one of its Sessions shall take place approximately six weeks prior to an APIRG meeting. The Committee shall in between meetings, make use of available means of electronic communication including teleconferencing to progress its work and keep its members up to date on issues of concern, as well as to discuss specific issues.

5. Composition

5.1 Details to be agreed at APIRG/20

PART VIII-B - Infrastructure and Information Management Sub-Group (IIM/SG)

1. Terms of Reference

1.1 The IIM/SG is 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 CNS, AIM and MET.

2. Key Functions

2.1 To carry out these functions, the Sub-Group shall, 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 MET, AIM and CNS 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 MET, AIM and CNS programmes 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 MET, AIM and CNS taking into account changes in user requirements, the evolution in operational requirements and technological developments in accordance with the ASBUs methodology; and
e) Identify and collect, State by State, information on deficiencies in the areas of MET, AIM and CNS in accordance with the Uniform Methodology approved by Council and the APIRG guidance; analyse and propose solution; report on progress and obstacles beyond the capacity of the sub-group.

3. Tasks

a) Conduct workshop on the implementation of IAVW programme.
b) Conduct meeting of AFI ATM/MET Project Team.
c) Coordinate annual exercises on volcanic ash.
d) Review and update the list of deficiencies with regard to issuance of aerodrome warnings.
e) Sensitize States on the importance of issuance of aerodrome warnings
f) Review and update the list of deficiencies with regard to issuance of wind shear warnings and alerts.
g) Sensitize States on the importance of issuance of wind shear warnings

h) Conduct annual SIGMET Tests.
i) Prepare a consolidated report of the SIGMET Tests including recommendations for improvement.
j) Post report on SIGMET Tests on the Web and send report to all States in AFI region.
k) Report outcome of SIGMET tests to APIRG.
l) Sensitize States on the importance of SIGMETs.
m) Organize and conduct workshop on encoding and exchange of OPMET data in digital format.
n) Encourage States to exchange data in digital format through bilateral arrangements.

4. Working Methods

4.1 The Sub-Group shall convene at least once every APIRG cycle of meetings taking into consideration the schedule of other APIRG activities. It shall make use of available means of electronic communication including teleconferencing to prepare and progress its work in between meetings and keep its members up to date on issues of concern, as well as to discuss specific issues.

4.2 Taking into consideration that the SG will be representing the interests of the Region, and that not all APIRG member States will necessarily be represented in an SG, the participating State officials shall be expected to work more as experts in their respective fields, as opposed to delegates attending only in the interests of their States. The SG shall work with minimum formality.

5. Composition

5.1 Details to be agreed at APIRG/20

PART VIII-C - Airspace and Aerodrome Operations Sub-Group (AAO/SG)

1. Terms of Reference

1.1 The AAO/SG is 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 AOP and ATM.

2. Key Functions

2.1 To carry out its functions, the Sub-Group shall, 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 AOP and ATM/SAR 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 AOP and ATM/SAR 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 AOP and ATM/SAR taking into account changes in user requirements, the evolution in operational requirements and technological developments in accordance with the ASBUs methodology;
e) Ensure AOP environmental initiatives are consistently identified and progressed, and report outcomes from AOP environmental initiatives; and
f) Identify and collect, State by State, information on deficiencies in the areas of AOP and ATM/SAR 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. Tasks

a) Coordinate and conduct meetings of the AAO Sub-Group;
b) Oversee performance of Projects Teams under the AAO Sub-Group and provide guidance;
c) Monitor implementation performance of relevant ASBU Modules in the PIA 1, 3 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 AGA, ATM and SAR fields, propose remedial actions;

f) Carry our periodic review of the AFI ANP and update information relating to AGA, ATM and SAR;

g) Review the severity of the wildlife management and the status of implementation of appropriate bird hazard strike reduction measures in the Region;

h) Review the provision of rescue and firefighting services and emergency planning at international aerodromes in the AFI Region and monitor the switch over to the use of environmentally friendly materials for firefighting;

i) Review and monitor the impact of the introduction of the NLAs in the AFI Region in particular the requirements with respect to alternate aerodromes;

j) Review, assess and provide guidance on the impact of the operations of the new larger aeroplanes at aerodromes in the AFI Region;

k) Review and monitor the implementation of certification of international aerodromes

l) Review and monitor the implementation of new approach and landing systems in order to ensure smooth transition and optimization of the performance of the systems implemented;

m) Review and monitor the implementation of the requirement for aerodrome certification;

n) Review and monitor the implementation of the requirement for safety management system at aerodromes and in ANSPs;

o) 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-FRTO, B1-FRTO, B0-CCO and B0-CDO;

p) Support progress in the implementation of PBN, prioritizing the development of airspace concepts in order to support systematic implementation, and giving particular attention to progressive widening implementation of B0-APTA

q) Monitor the maintenance and continuous improvement in the safety levels of RVSM operations, provide guidance and recommend remedial actions; support the functions of the ARMA;

r) Monitor trends on unsatisfactory condition reports (UCR) including ATS incidents through the TAG, and AIAG, recommend remedial action as appropriate and monitor performance;

s) Review the requirements and monitor the implementation of Search and Rescue Services;

t) Promote and support States' efforts in the development of SAR agreements and Sub-regional SAR bodies to enhance SAR capabilities;

u) Carry out comprehensive reviews and updates of all Conclusions and Decisions within the framework of APIRG that are applicable to the AAO Sub-Group in order to ensure continued relevance of the Conclusions and Decisions

4. Working Methods

a. The Sub-Group shall convene at least once a year taking into consideration the schedule of other APIRG activities. It shall make use of available means of electronic communication including teleconferencing to prepare and progress its work in between meetings and keep its members up to date on issues of concern, as well as to discuss specific issues.

b. Taking into consideration that the SG will be representing the interests of the Region, and that not all APIRG member States will necessarily be represented in an SG, the participating State officials shall be expected to work more as experts in their respective fields, as opposed to delegates attending only in the interests of their States. The SG shall, while exercising due professional care and without prejudice to States sovereignty and integrity, work with minimum formality in order to facilitate effective delivery.

5. Composition

4.1 Details to be agreed at APIRG/20

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

PROCEDURAL HANDBOOK

PART IX

OTHER AFI REGIONAL BODIES DEALING WITH CIVIL AVIATION MATTERS IN THE AFI REGION

APIRG PROCEDURAL HANDBOOK - PART IX

PART IX - OTHER REGIONAL BODIES DEALING WITH CIVIL AVIATION MATTERS IN THE AFI REGION

Regional Aviation Commissions

African Civil Aviation Commission (AFCAC)

Regional Economic Commissions

Economic Commission for Africa (ECA)

Inter-Governmental Organizations

African Development Bank (ADB)
African Telecommunications Union (ATU)
Agency for the Safety of Aerial Navigation in Africa and Madagascar (ASECNA)
Arab Civil Aviation Council (ACAC)
Economic and Monetary Community of Central Africa (CEMAC)
Economic Community of West African States (ECOWAS)
International Criminal Police Organization (ICPO-Interpol)
League of Arab States (LAS)
Southern African Development Community (SADC)
West African Economic and Monetary Union (WAEMU)

Non-Governmental Organizations

African Airlines Association (AFRAA)
Airports Council International (ACI)
Civil Air Navigation Services Organization (CANSO)
International Air Transport Association (IATA)
International Council of Aircraft Owner and Pilot Associations (IAOPA)
International Federation of Air Line Pilots' Associations (IFALPA)
International Federation of Air Traffic Controllers' Associations (IFATCA)
International Federation of Air Traffic Safety Electronics Associations (IFATSEA)

APPENDIX A

Strategic Objectives of ICAO for the 2014-2016 Triennium

- **Strategic Objective A**: ***Safety***: Enhance global civil aviation safety. This Strategic Objective is focused primarily on the State's regulatory oversight capabilities. The Global Aviation Safety Plan (GASP) outlines the key activities for the triennium.
- **Strategic Objective B**: ***Air Navigation Capacity and Efficiency***: Increase the capacity and improve the efficiency of the global civil aviation system. Although functionally and organizationally interdependent with Safety, this Strategic Objective is focused primarily on upgrading the air navigation and aerodrome infrastructure and developing new procedures to optimize aviation system performance. The Global Air Navigation Capacity and Efficiency Plan (Global Plan) outlines the key activities for the triennium.
- **Strategic Objective C**: ***Security & Facilitation***: Enhance global civil aviation security and facilitation. This Strategic Objective reflects the need for ICAO's leadership in aviation security, facilitation and related border security matters.
- **Strategic Objective D**: ***Economic Development of Air Transport***: Foster the development of a sound and economically-viable civil aviation system. This Strategic Objective reflects the need for ICAO's leadership in harmonizing the air transport framework focused on economic policies and supporting activities.
- **Strategic Objective E**: ***Environmental Protection***: Minimize the adverse environmental effects of civil aviation activities. This Strategic Objective fosters ICAO's leadership in all aviation-related environmental activities and is consistent with the ICAO and UN system environmental protection policies and practices.