

INTERNATIONAL CIVIL AVIATION ORGANIZATION



AFI VOLCANIC ASH EXERCISE OPERATIONAL INSTRUCTIONS

(AFI VOLCEX OPINS)

Second Edition 2026

Prepared by the ICAO ESAF and WACAF Regional Offices - June 2026

RECORDING OF AMENDMENTS AND CORRIGENDA

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PART I – General rules on volcanic ash exercises process

1. Overview

- 1.1. The Africa–Indian Ocean (AFI) Volcanic Ash Exercises Operating Instructions (AFI VOLCEX OPINS) presented herein have been prepared by the Eastern and Southern African (ESAF) and Western and Central African (WACAF) Offices to support the effective conduct of volcanic ash exercises within the AFI Region.
- 1.2. The purpose of these instructions is to provide clear and relevant guidance for the coordination, execution, and reporting of volcanic ash events.

2. Exercises

- 2.1. Volcanic ash exercises are conducted biennially in the AFI Region to simulate and evaluate volcanic activity alerting, AIS and MET message routing, volcanic ash dispersion forecasting, air traffic control, air traffic flow and capacity management, as well as aircraft operator response.
- 2.2. These exercises are designed to test the effectiveness of volcanic activity alerting, aeronautical information service (AIS) and meteorological (MET) message routing, volcanic ash information dissemination, air traffic control procedures, air traffic flow and capacity management, aircraft operator response, and collaborative decision-making (CDM) among all relevant stakeholders, in accordance with regional and global procedures..
- 2.3. The exercises adhere to the following naming convention: “VOLCEX{No-nn/YYYY}”, where “No-” are invariable characters, “nn” represent the sequence number of exercise equal to the number of Exercise since the commencement, “YYYY” represents the year of the exercise “No-nn” is conducted in the Region. For example, Exercise VOLCEX No-02/2023 means the exercise number 2 of the Region, conducted in 2023; VOLCEX No-03 is the exercise number 3 of the Region conducted in 2025.
- 2.4. Guidance for preparing volcanic ash exercises activities is provided in Appendix A.

3. Aims

- 3.1. The aim of volcanic ash exercises in the AFI Region are to practice and develop inter-agency response to volcanic activity, in order to maintain regularity, efficiency and aviation safety in the event of a volcanic eruption.

4. Objectives

- 4.1. The exercises are designed to:
 - a) Practice the conduct of volcanic activity response in accordance with the regional reference documents;
 - b) Verify existing information, AIS and MET message routing on AFTN addresses, relevant e-mail addresses, telephone and fax number, and internet addresses (URLs);
 - c) Maintain appropriate information and message routing between all involved agencies and organizations;
 - d) Provide volcanic activity response training for key personnel involved;
 - e) Verify and develop existing procedures; and
 - f) Provide, when appropriate, recommendations for amendment of the reference documents, in

accordance with the lessons learned and conclusions contained in the Final Exercise Report.

5. Concepts

- 5.1. The bi-annual volcanic ash exercises involve participation from different geographical stakeholders of the AFI Region. Each exercise involves a simulated eruption of a potential or active volcano in the AFI Region.
- 5.2. In accordance with the provisions of AFI eANP Volume I, Volcanic Ash Advisory Centre (VAAC) **Toulouse** has been designated as AFI VAAC to prepare volcanic ash advisory information for the Africa-Indian Ocean Region.
- 5.3. VAAC Toulouse is supported by the AFI selected volcano observatories States as provided in AFI eANP, Vol I Table MET I-1.
- 5.4. Each exercise may have different objectives that a concise scenario shall be designed to address. For example, any or all of the activities listed below may be tested depending on the scope of the exercise:
 - a) AFTN, e-mail addresses, message routing and voice communications;
 - b) Alerting and volcanic ash dispersion forecasts and advice;
 - c) ATS response;
 - d) ATC and aircraft operator response;
 - e) ATM response;
 - f) AIS response;
 - g) MET response; and/or
 - h) Other relevant stakeholders.

6. Expectations

- 6.1. Participating agencies in the exercises are expected to adhere to the Operating Instructions contained herein.

7. Language

- 7.1. Participants in teleconference meetings are expected to use both English and French languages.
- 7.2. The exercises, along with all related meetings and documentation, will be conducted in both English and French.
- 7.3. The exercise itself will be conducted exclusively in English.

8. Reference material

- ICAO Annex 3 – Meteorological Service for International Air Navigation
- ICAO Annex 11 – Air Traffic Services
- ICAO Annex 15 – Aeronautical Information Services
- ICAO Doc 10157 – Procedures for Air Navigation Services - Meteorology
- ICAO Doc 4444-ATM/501 – Procedures for Air Navigation Services

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- ICAO Doc 9691-AN/954 – Manual on Volcanic Ash, Radioactive Material and Toxic Chemical Clouds
- ICAO Doc 9766-AN/968 – Handbook on the International Airways Volcano Watch
- AFI – ATM Contingency Plan

PART II – Volcanic ash response: Operational processes and strategy

1. Introduction

- 1.1. Volcanic Ash Exercises (VOLCEX) are supported by Air Traffic Control Centres, Meteorological Watch Offices, AIS NOTAM Offices, Volcanic Ash Advisory centres, Aircraft Operators, Regulators, RSC/RCC, etc. of the AFI Region/.
- 1.2. The volcanic ash response is based on structured operational processes and a strategy framework.

2. Volcanic Ash Exercises Steering Group

- 2.1. The AFI Volcanic Ash Exercise Steering Group (AFI VOLCEX/SG), is established by APIRG to manage volcanic ash exercises to enhance response by service providers and airspace users in the AFI Region through regular exercises, ensuring continuous validation and improvement of regional contingency plans and procedures.
- 2.2. The main tasks of the AFI VOLCEX/SG are detailed in the Terms of Reference of the AFI Volcanic Ash Exercise Steering Group. This includes, but is not limited to:
 - a) Coordinating with all participants to develop and maintain an annual or biennial schedule of volcanic ash exercises and their corresponding scenarios;
 - b) Continuously reviewing regional volcanic ash contingency plans and procedures;
 - c) Recommending improvements based on lessons learned from exercises and real events;
 - d) Organizing awareness events to educate stakeholders on the hazardous effects of volcanic ash on aviation and the established contingency measures;
 - e) Nominating Candidate Exercise Leaders for each exercise to the AASPG IIM Subgroup.

3. Directing Staff

- 3.1. The Directing Staff comprises subject matter experts from each technical area involved in the exercises, including Meteorological Watch Offices, Volcanic Ash Advisory Centres, NOTAM Offices, Air Traffic Services (ATS), and others.
- 3.2. The Directing Staff are responsible for negotiating and designing exercise scenarios, conducting the exercise, debriefing participants, and preparing the Initial Exercise Report.
- 3.3. A list of contacts for agencies participating as Directing Staff can be compiled following the guidelines outlined in Appendix B.

4. Exercise Leader(s)

- 4.1. The technical preparation and execution of the exercise shall be led by an Exercise Leader, who is supported by an Assistant Exercise Leader.
- 4.2. The Exercise Leader must be an operational professional from an ATM Service Provider, with a minimum of seven (7) years of experience in air traffic management.

- 4.3. The Assistant Exercise Leader may be an operational professional from either an ATM or MET Service Provider, possessing at least seven (7) years of experience in air traffic management or the provision of meteorological services to aviation.
- 4.4. Exercise Leaders are members of the Directing Staff and, as such, have the authority to lead that entity.
- 4.5. The Exercise Leaders are responsible for:
- Coordinate the negotiation of exercise scenario;
 - Coordinate the definition of exercises objectives;
 - Develop exercise directives;
 - Coordinated the development of exercise messages;
 - Publishing exercise directives
 - Conducting volcanic ash exercise (with GO/NO GO Decision) in coordination
 - Coordinate the preparation and the release of exercise reports.

5. Exercise planning

- 5.1. The exercise is initiated with a Planning Meeting held at least three months in advance, providing participating agencies with the opportunity to discuss and agree upon the exercise objectives, define the impact area, and, if necessary, develop volcanic and meteorological activity messages aligned with those objectives.
- 5.2. Guiding principles for conducting the Planning Meetings are outlined in Appendix C.

6. Exercise directive

- 6.1. An Exercise Directive shall be issued prior to the exercise, clearly outlining the exercise scenario, participating agencies, and any special instructions.
- 6.2. Immediately following the Planning Meeting, the Exercise Leader will commence drafting the Exercise Directive, incorporating input from the Directing Staff as appropriate.
- 6.3. The Exercise Directive will comprehensively specify the exercise scenario, date(s) and time(s), participating agencies, Exercise Leader, aims and objectives, communication protocols, Directing Staff, and any special instructions.
- 6.4. The Exercise Directive must be finalized by the Exercise Leader no later than two weeks before the exercise date.
- 6.5. In coordination with the Secretariat and the Chairpersons of the AFI VOLCEX/SG, the Exercise Leader shall ensure the Exercise Directive is distributed to all Directing Staff and published on the ICAO ESAF and WACAF Offices' websites.
- 6.6. The template for the Exercise Directive is provided in Appendix D.

7. Exercise Execution

- 7.1. The exercise shall be initiated based on the GO/NO GO decision made by the Exercise Leader.
- 7.2. Guidance on the GO/NO GO decision is provided in paragraph 8 below.

- 7.3. The exercise will be conducted in accordance with the approved activities outlined in the Exercise Directive.
- 7.4. Participants (or “players”) are expected to issue exercise scenario messages, such as VONA, volcanic ash advisories, SIGMET, NOTAM or ASHTAM, ARS, etc., following the sample messages provided in the Exercise Directive.
- 7.5. If, for any reason, it appears that the exercise may have an operational impact, the Exercise Leader shall cancel the exercise.
- 7.6. All communications related to the exercise, whether text-based, graphic-based, or voice communication—shall adhere to the guidelines presented in Appendix E.

8. GO/NO GO Decision

The following guidance aligns with the principles outlined in ICAO Doc 9766, which emphasize the importance of safety, coordination, and clear communication in volcanic ash exercises.

8.1. Exercise Leader Authority: The Exercise Leader holds the responsibility and authority to make the GO/NO GO decision for the exercise based on readiness and operational considerations.

8.2. Pre-Exercise Assessment:

- Confirm that all participating agencies and stakeholders have acknowledged and are prepared for the exercise.
- Verify that the Exercise Directive, including the scenario, objectives, participating agencies, communication protocols, and special instructions, has been finalized and disseminated at least two weeks prior to the exercise.
- Ensure that all technical and operational resources required for the exercise are in place and functional.

8.3. Operational Impact Consideration:

- Evaluate the current operational environment to ensure that conducting the exercise will not adversely affect real-world aviation safety or operations.
- If there is any indication that the exercise could interfere with actual air traffic management or meteorological services, the Exercise Leader should decide to postpone or cancel the exercise.

8.4. Communication and Coordination:

- Confirm that all communication channels and protocols are tested and ready.
- Ensure that all participants understand their roles and responsibilities during the exercise.

8.5. Pre-Exercise Teleconference

- A pre-exercise teleconference via Webex should be scheduled the day before the volcanic ash exercise to enable participants to familiarize themselves with the exercise platform/format and if they have last-minute concerns or clarifications regarding the exercise.

8.6. Final Decision Timing:

- The GO/NO GO decision should be made sufficiently in advance to allow for necessary notifications and adjustments.

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- Following a careful assessment, the Exercise Leader should issue a **Go Decision** to all participants and observers one day before the exercise. The notification should preferably be sent at **00:00 UTC** on the day preceding the exercise to allow sufficient time for final preparations.

8.7. Cancellation Protocol:

- If the exercise is cancelled, promptly inform all participants and stakeholders with clear reasons and guidance on rescheduling or follow-up actions.

9. Initial exercise report

- 9.1. Following the exercise, participating agencies—primarily the Directing Staff—are required to prepare an Initial Exercise Report based on their observations and experiences.
- 9.2. The Initial Exercise Report should highlight key lessons learned, recommendations, and conclusions. To facilitate this, participating agencies may need to conduct prompt internal debriefings at the local or national level.
- 9.3. Suggested reporting templates are provided in Appendix F to assist in the preparation of the report.
- 9.4. The completed Initial Exercise Report, reflecting insights from local debriefings, must be submitted to the Exercise Leader within two weeks after the conclusion of the exercise.
- 9.5. The template for the Initial Exercise Report is available in Appendix G.

9. Exercise debriefs

- 9.1. A Debrief Meeting shall be convened within three months of the exercise's completion, preferably within one month, and is often held in conjunction with the Planning Meeting for the subsequent exercise.
- 9.2. The Debrief Meeting provides an opportunity for participating agencies (Directing Staff) to share their experiences, highlight common themes, discuss lessons learned, and offer recommendations. This input enables the Exercise Leader to compile a comprehensive Final Exercise Report.
- 9.3. Guiding principles for conducting Debrief Meetings are outlined in Appendix H.

10. Final exercise report

- 10.1. The Exercise Leader shall consolidate the Initial Exercise Reports submitted by the Directing Staff, along with the presentations and discussions from the Debrief Meeting, to prepare the Final Exercise Report.
- 10.2. The Final Exercise Report shall be completed and made available no later than one month following the Debrief Meeting. It should be distributed to all exercise participants (Directing Staff) and published on the ICAO ESAF and WACAF Offices' websites.
- 10.3. The template for the Final Exercise Report is provided in Appendix I.

11. Follow-up on lessons learned, recommendations and conclusions

- 11.1. Each participating agency is responsible for conducting the necessary follow-up on any internal issues arising from the exercise.

- 11.2. The Secretariat, in consultation with the Chairpersons of the AFI VOLCEX/SG, will address issues of regional or international significance that may require the attention of AASPG Contributory Bodies.

PART III – APPENDICES

APPENDIX A : VOLCANIC ASH EXERCISE ACTIVITY SCHEDULE

Table 1 Volcanic Ash Exercise Activity Schedule

Timeframe	Activity	Action by	Status
January	Finalizing and publication of Final Exercise Report (VOLCEX{No-nn/YYYY})	Exercise Leader in coordination with the Secretariat and the Chairpersons of the VOLCEX/SG	
February	-	-	-
March	Preparation, finalizing and publication of the forthcoming Exercise Directive (VOLCEX{No-nn+1/YYYY})	Exercise Leader in coordination with the Secretariat and the Chairpersons of the VOLCEX/SG	
April	Conduct of the scheduled exercise (VOLCEX{No-nn+1/YYYY})	Exercise Leader, Directing Staff and Key Players	
May	Submission of Initial Exercise Reports (VOLCEX{No-nn+1/YYYY})	Directing Staff to Exercise Leader	
June	• Debrief Meetings ((VOLCEX{No-nn+1/YYYY}); and • Joint Planning Meeting (VOLCEX{No-nn+2/YYYY}) • VOLCEX/SG annual meeting (VOLCEX {No-nn+2/YYYY})	• Exercise Leader and Directing Staff • Exercise Leader • VOLCEX/SG members	
July	Finalizing and publication of Final Exercise Report (VOLCEX{No-nn/YYYY})	Exercise Leader in coordination with Secretary of the VOLCEX/SG	
August	-	-	-
September /October	Preparation and publication of Exercise Directive (VOLCEX{No-nn+2/YYYY})	Exercise Leader, Directing Staff and Key Players	
November	Conduct of Exercise (VOLCEX{No-nn+2/YYYY})	Directing Staff to Exercise Leader (last exercise)	
November	Submission of Initial Exercise Reports (VOLCEX{No-nn+2/YYYY})	Directing Staff to Exercise Leader (last exercise)	

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Timeframe	Activity	Action by	Status
December	• Debrief Meeting (VOLCEX{No-nn+2/YYYY}); and • Planning Meeting (VOLCEX{No-nn+3/YYYY})	Exercise Leader and Directing Staff Exercise Leader	

Note 1: All entries are indicative and subject to change.

APPENDIX B - DIRECTING STAFF INSTRUCTIONS

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1. The Directing Staff is the controlling work group for Exercise VOLCEX and carries out the following functions:

- a) Represent the organizations of the exercise which collaborate in conducting a certain exercise (e.g. VAAC, MET, ATM, AIS, AO, etc);
- b) Negotiate the specific objectives of each exercise (during Planning Meeting);
- c) Assists in the design of the exercise scenario which serves the objectives;
- d) Prepares the content of messages which are the result of the exercise scenario;
- e) Provides input to the Exercise Directive;
- f) Initiates and oversees the exercise operation;
- g) Submits Initial Exercise Report to Exercise Leader; and
- h) Provides input during the Debrief Meeting.

2. The Directing Staff have the following post exercise duties:

- a) Present the exercise lessons learnt and follow-up recommendations within their own particular specialist area; and
- b) Advises and instructs exercise participants (players) and new Directing Staff members, and facilitates appropriate renewal of Directing Staff.

APPENDIX C - EXERCISE PLANNING MEETING

1. Planning Meetings are held at least 3 months prior to a planned exercise in the AFI Region, and are

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chaired by the Exercise Leader (as determined by the AFI VOLCEX/SG)

2. The main aims are to:
 - a) Determine the specific date(s) and time(s) of the exercise;
 - b) Negotiate the aims and objectives of the exercise;
 - c) Design a scenario to meet the objectives of the exercise;
 - d) Identify agencies and personnel with Directing Staff responsibility; and
 - e) Exchange information of interest for the exercise community.
3. The Planning Meeting should normally be hosted by one of the participating agencies. Delegates should include key personnel able to make decisions on behalf of their own organization or specialist area.
4. As chair, the Exercise Leader, in co-ordination with the host agency, should prepare the Planning Meeting agenda, and provide necessary travel/accommodation and meeting facilities information. Any delegate may suggest an agenda item, which should be forwarded to the Exercise Leader at least four weeks prior to the Planning Meeting.
5. The delegates attending the Planning Meeting shall be prepared to:
 - a) Present ideas for new exercise and develop a complete scenario for the exercise;
 - b) Decide date for the next exercise;
 - c) Identify Directing Staff.
6. The Exercise Leader may elect to prepare minutes which are to be circulated to the appropriate organizations not more than four weeks after the Planning Meeting.

APPENDIX D - EXERCISE DIRECTIVE TEMPLATE

Title: EXERCISE DIRECTIVE FOR EXERCISE VOLCEX{No-nn/YYYY}

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1. INTRODUCTION

- 1.1. The AFI Region conducts volcanic ash exercises to practice and enhance inter-agency coordination in response to volcanic activity, thereby ensuring the safety, regularity, and efficiency of aviation during volcanic eruptions.
- 1.2. This exercise will showcase the provision and exchange of volcanic ash information to support flexible airspace management, enhance situational awareness, facilitate collaborative decision-making, and enable dynamically optimized flight trajectory planning.
- 1.3. The exercise will have no operational impact, and designated personnel are expected to be available to actively participate.
- 1.4. Exercise date and time (UTC): *(complete)*
- 1.5. Exercise Leader: *(complete)*
- 1.6. Pre-Exercise Meeting: *(date, agenda, related arrangements)*
- 1.7. Debrief Meeting: *(date, agenda, related arrangements)*
- 1.8. Debrief host and chairman: *(complete)*

2. PARTICIPATING AGENCIES

A list of the agencies that have agreed to participate in the exercise, listed according to area of responsibility (i.e. VAAC, MET Watch Office, ACC, AO, etc.).

3. AIMS AND OBJECTIVES

The negotiated objectives of the exercise.

4. EXERCISE DURATION

The period which the exercise will be conducted.

5. EXERCISE VOLCANO

Name, number and position of the exercise volcano.

6. EXERCISE SCENARIO

A short description of the events of volcanic and meteorological activity.

7. EXERCISE SCHEDULE

A chronological list of the actions to be undertaken before and during the exercise by participating agencies.

Table 1 Exercises Schedule

<i>Date /Time (UTC)</i>	<i>Player</i>	<i>Event /Action</i>
.....		
.....		
.....		

8. EXERCISE SCENARIO MESSAGES

Scenario messages related the exercise, including at least one example for each of the following: VONA, AIM, VAA, VAG, SIGMET ASHTAM or VA NOTAM.

9. COMMUNICATIONS

Instructions regarding message handling and other communications.

10. DIRECTING STAFF

Contact list of persons responsible for the preparation and conduct of the exercise and who have the duty be available at exercise workstation(s) during the exercise.

Table 2 Directing Staff Contacts Details

<i>Organization</i>	<i>State</i>	<i>Contact name</i>	<i>Contact position</i>	<i>Primary telephone number</i>	<i>Secondary telephone number</i>	<i>Fax number</i>	<i>e-mails address</i>
...	...	...	...	...	...	...	...
...	...	...	...	...	...	...	...
...	...	...	...	...	...	...	...

11. SPECIAL INSTRUCTIONS

Any other special instructions of relevance to the conducting of the exercise.

12. LIST OF ABBREVIATIONS

A list of abbreviations used in the Exercise Directive, including but not limited to, the following:

Table 3 List of Abbreviations

Abbreviation	Decode
ACC	Area Control Centre
AIM	ATFCM Information Message
AIS	Aeronautical Information Service
AO	Aircraft Operator
AOC	Airline Operator Centre
ANSP	Air Navigation Service Provider
ATFCM	Air Traffic Flow and Capacity Management
ASHTAM	Special series NOTAM notifying, by means of a specific format, change

Abbreviation	Decode
	in activity of a volcano, a volcanic eruption and/or volcanic ash cloud that is of significance to aircraft operations
ATM	Air Traffic Management
ATS	Air Traffic Services
CFMU	Central Flow Management Unit
CTR	Control Zone
FMP	Flow Management Unit
IFPS	Integrated Initial Flight Plan Processing System
IFPZ	IFPS Zone
MWO	Meteorological Watch Office
NOF	International NOTAM Office
NOTAM	A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations
SIGMET	Information concerning en-route weather phenomena which may affect the safety of aircraft operations
VA	Volcanic Ash
VAA	Volcanic Ash Advisory
VAAC	Volcanic Ash Advisory Centre
VAG	Volcanic Ash Graphic
VONA	Volcano Observatory Notice for Aviation

APPENDIX E - COMMUNICATIONS INSTRUCTIONS

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MESSAGE TRAFFIC

Exercise messages such as VONA, VAA, VAG, SIGMET, NOTAM and AIM are to be distributed to normal subscribers.

The free-text part of *all messages* shall commence with or include clear reference to “EXERCISE VOLCEX{YY}/{NN}”.

The free-text part of *all messages* shall terminate with the suffix “EXERCISE EXERCISE EXERCISE”.

Example SIGMET and NOTAM:

WVUK02 EGRR 131200

EGGX SIGMET 2 VALID 131200/131800 EGRREGGX

SHANWICK OCEANIC FIR EXERCISE VOLCEX11/01 [...]

EXERCISE EXERCISE EXERCISE=

(A0778/10 NOTAMR A0777/10

Q) BIRD/QWWXX/IV/NBO/W/000/999/6337N01901WXXX

A) BIRD

B) 1104130900 C) 1104131200

E) EXERCISE VOLCEX11/01 [...] EXERCISE EXERCISE EXERCISE

F) GND G) UNL)

Any voice communications via telephone or radio shall commence with the prefix

“EXERCISE VOLCEX{YY}/{NN}”.

Note: Where {YY} is the year of the exercise and {NN} is the sequence number of the exercise. For example, “EXERCISE VOLCEX11/01” is the first exercise of 2011.

APPENDIX F - REPORTING REQUIREMENTS

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1. Immediate local Debriefing.

Directing Staff members should give an initial debriefing, within their organization, immediately after the termination of the exercise. The Initial Debrief should be short and enable the players to:

- Obtain an immediate assessment of their performance.
- Profit from their strength and weaknesses revealed by the exercise.

2. National Debrief.

If considered appropriate, an inter-agency debrief meeting is recommended on a national level prior to the Debrief Meeting.

3. 3. Debrief Meeting.

The Exercise Debrief should be attended by all agencies participating in the exercise and should be detailed to enable players as well as Directive Staff members to:

- Discuss the lessons learned;
- Identify strength and weaknesses of the operation;
- Contribute to the Final Exercise Report;
- Identify major lessons learnt; and
- Identify and discuss recommendations and conclusions.

4. Reporting.

The aim of reporting is to focus on major lessons learnt, recommendations and conclusions of the exercise operation and to distribute those to the participating organizations and to the appropriate international organizations. The following reporting chain should be followed:

- a) Initial Exercise Reports. An initial draft report by each participating organization should be forwarded to the Exercise Leader within one month of the end of the exercise. The Exercise Leader will collate the reports in time for the Debrief Meeting in order then prepare the Final Exercise Report.
- b) Final Exercise Report. The Exercise Leader should prepare the Final Exercise Report within two months of the Debrief Meeting and publish through the AFI VOLCEX/SG Secretary to all the exercise participants.

APPENDIX G - INITIAL EXERCISE REPORT TEMPLATE

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Title: INITIAL EXERCISE REPORT FOR EXERCISE VOLCEX{YY}/{NN}

Name of reporting organization: {Enter}

1. Introduction

Include date of the exercise, synopsis of how the exercise ran and notes if the exercise operation ran in some ways opposed to the way it was planned in the Exercise Directive.

2. Co-operating Organizations

List the VAACs, Meteorological Watch Offices, ACC, Aircraft operators, etc, cooperating with the reporting organization during the exercise.

3. Communications

Assess communications operations, i.e. message handling and distribution as well as the other information exchange.

4. Log of exercise operation

A recapitulation of the exercise operation log, as it was actually played on the exercise day.

5. Lessons learned

List the major or most significant lessons learned during the exercise. Approximately 3 items.

6. Recommendations

List recommendations, if appropriate, within the organization, nationally and/or internationally. Approximately 3 items.

7. Conclusions

Provide any final concluding remarks relating to the exercise.

APPENDIX H - EXERCISE DEBRIEF MEETING

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1. Debrief Meetings are held within 3 months, preferably 1 month after an exercise in the AFI Region, and chaired by the Exercise Leader (as determined by the AFI VOLCEX/SG).
2. The main aims are to:
 - a) Discuss the conduct of the exercise;
 - b) Identify lessons learned and recommendations;
 - c) Contribute to the Final Exercise Report; and
 - d) Exchange items of interest for the exercise community.
3. The Debrief Meetings should normally be hosted by one of the participating agencies. Directing Staff members should attend the Debrief Meeting, where possible.
4. As chairman, the Exercise Leader, in co-ordination with the host agency, should prepare the Debrief Meeting agenda, and provide the necessary travel/accommodation and meeting facilities information. Any delegate may suggest an agenda item, which should be forwarded to the Exercise Leader at least four weeks prior to the Debrief Meeting.

APPENDIX I - FINAL EXERCISE REPORT TEMPLATE

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Title: FINAL REPORT OF VOLCEX No-nn/YYYY

1. Introduction

Include date of the exercise, the Exercise Leader and Directing Staff. Synopsis of how the exercise ran and notes if the exercise operation ran in some ways opposed to the way it was planned in the Exercise Directives.

2. Co-operating organizations.

List all the VAACs, Meteorological Watch Offices, ACC, Aircraft operators, etc, participating in the whole exercise.

3. Log of exercise operation

A recapitulation of the exercise operation log as it was actually played on the exercise day.

4. Communications

Assess communications operations, i.e. message handling and distribution as well as the other information exchange.

5. Lessons learned

List major or most significant lessons learned during the exercise. Approximately 3 items.

6. Recommendations

List recommendations if appropriate, and note specially it recommendations which apply to international practices and documents. Approximately 3 items.

7. Conclusions

Provide any final concluding remarks relating to the exercise.

-END-