



INTERNATIONAL CIVIL AVIATION ORGANIZATION

Ninth Meeting of the AASPG Infrastructure and Information Management Sub-Group (IIM/SG9)

Dakar, Senegal, from 3 to 7 August 2026

Agenda Item 3: Achievements in Infrastructure and Information Management

3.4: Progress in the implementation of the AASPG IIM Projects

WP3.4I Progress Report on the AIM-ADQ Project — Monitoring of the Aeronautical Information Quality and Improvement of NOTAM

(Presented by Leonidas Papa Afful, Project Team Coordinator)

SUMMARY
This working paper reports on the progress achieved by the AIM-ADQ Project Team in developing the assistance materials and tools intended to help States of the AFI region improve the quality of aeronautical information and enhance the management of NOTAM. It presents the materials identified, the drafting methodology adopted, the progress made to the drafting stage, the challenges encountered and the proposed way forward. Action by the meeting in paragraph 3.
REFERENCE(S): ▪ Global Air Navigation Plan; ▪ ICAO Annex 15 — Aeronautical Information Services; ▪ ICAO Doc 10066 — PANS-AIM; ▪ ICAO Doc 8126 — Aeronautical Information Services Manual; ▪ AASPG/1 Report ▪ AIM-ADQ Project Description.
This working document relates to ICAO Strategic Goals: A-Every flight is safe and secure, C-Aviation delivers reliable, accessible and seamless mobility for all.

1. INTRODUCTION

- 1.1 The AIM-ADQ Project (formerly AFI AIM/4) - Monitoring of the Aeronautical Information Quality and Improvement of NOTAM was established to enhance the performance of States in improving the quality of aeronautical information. Its objective is to develop the necessary assistance documents and tools to support States in the provision of enhanced NOTAM and quality-assured aeronautical information, and to support performance monitoring, evaluation and reporting capability for aeronautical information quality. The project runs from 30 July 2025 to 30 November 2027 and is facilitated by the ICAO Regional Officer, AIM, WACAF.

- 1.2 The scope of the project covers the identification and development of the documents and tools needed to assist States and the collection and assessment of users' feedback on the quality of States' aeronautical information.
- 1.3 Progress is measured against three metrics: the number of States that have achieved zero old NOTAM; the number of States that use the appropriate information products and comply with AIRAC; and the number of States that reduce users' requests for clarification.
- 1.4 This working paper informs the meeting of the progress achieved by the project team up to the drafting stage of the assistance materials and seeks the Sub-Group's support for the way forward.

2. DISCUSSION

Governance and project team

- 2.1 The project team comprises eleven (11) experts nominated by States and organizations of the AFI region (Cabo Verde, Ghana, Lesotho, Tanzania, Zambia and ASECNA), led by the Project Team Coordinator (PTC). The project was launched through a webinar held on 30 July 2025. The team is organized into drafting sub-teams covering Regulation and Oversight, Operational (AIS Provider) Procedures, Data Quality (Checklists and Forms) and Digital Tools.

Identification of assistance materials

- 2.2 Through dedicated brainstorming sessions, the team identified and validated a consolidated list of ten (10) assistance materials, each assigned a unique reference code, type, description, target date and responsible experts. The materials relate to templates for national regulation on NOTAM and aeronautical information quality; procedures and checklists for AIS inspectors; AIS operating procedures covering NOTAM promulgation, AIRAC adherence, data quality requirements; and tools including a toolset for NOTAM creation and quality checks and an integrated regional web portal for NOTAM and aeronautical information quality monitoring.
- 2.3 The list of assistance documents and tools is provided in **Appendix A** to this working paper. The documents are targeted for completion between Q2 and Q3 2026, while the two digital tools (the NOTAM toolset and the integrated web portal) are targeted for Q1 2027, reflecting their dependence on the specifications produced by the documentation sub-teams.

Methodology and drafting philosophy

- 2.4 The project follows a five-step methodology: identification of materials; development by the assigned experts; team review; review by the Regional Office (RO); and validation through a regional workshop. The development phase is sequenced through a sprint-based schedule covering orientation and outlining, draft development, internal quality review and harmonization, and finalization.
- 2.5 A common drafting philosophy was adopted, built on three pillars: ICAO Standards as the foundation; originality and operational experience as the value addition; and a final product that is directly usable by States. The guiding principle is to *translate ICAO provisions into practical, implementable tools rather than to restate the Standards* so that each material answers who acts, how, with which tools and what to do if requirements are not met.

Progress to date

- 2.6 On the documentation track, the review of ICAO reference material (Annex 15, Doc 10066, Doc 8126 and PANS-AIM) has been carried out, document outlines (tables of contents) have been developed, and first drafts of the templates of regulation, operational procedures and checklists are well advanced. Drafting of the data catalogue and operational forms is underway.
- 2.7 On the digital-tools track, the requirements and scope have been defined, a prototype of a NOTAM drafting and validation assistant has been demonstrated, and the architecture of the

integrated web portal has been structured into three modules: a metrics dashboard, the NOTAM drafting and validation assistant, and a user-clarification ticketing system.

Challenges

- 2.8 The main challenge is uneven expert availability. A core of active members is carrying the bulk of the drafting, while some nominated experts have been unable to contribute consistently owing to competing operational duties (training, inspections and travel). This concentrates the workload on a few members. In addition, the digital-tools track is dependent on the finalized specifications from the documentation sub-teams, and the sustainability of the regional web portal (hosting, the AFTN/AMHS data gateway and recurrent costs) will require firm commitments from the ICAO ESAF and WACAF Regional Offices and participating States.

3. ACTIONS BY THE MEETING

- 3.1 The meeting is invited to:
- a) note the progress achieved by the AIM-ADQ Project Team;
 - b) endorse the drafting methodology and the consolidated list of assistance materials; and
 - c) urge States and organizations to sustain and, where necessary, renew the active participation of their nominated experts.

APPENDIX A

CONSOLIDATED LIST OF ASSISTANCE MATERIALS AND STATUS OF DEVELOPMENT

(status as of 6 July 2026)

1. Development at a glance

Each material advances through the five milestones of the project methodology (paragraph 2.4): Outline → Draft → Team review → RO review → Validation workshop. The tracker in column (7) shows the milestones completed (■) and remaining (□).

Status category	Materials	Meaning
● DRAFTED – VALIDATED BY PROJECT TEAM	1	First draft completed and validated by the project team; awaiting Regional Office review.
● INITIAL DRAFT – AWAITING TEAM REVIEW	7	First draft completed by the assigned experts; awaiting review by the project team.
● PARTIALLY DEVELOPED (1 OF 3 MODULES)	1	Digital tool under phased development; one of its three modules is ready.
○ NOT YET DRAFTED	1	Material identified and outlined; drafting has not yet started.
OVERALL PROGRESS OF THE TEN MATERIALS	40%	■ ■ ■ ■ □ □ □ □ □ 20 of 50 development milestones completed

2. Identification, plan of development and status of the assistance materials

Project: AIM-ADQ – Monitoring of the Aeronautical Information Quality and Improvement of NOTAM. *Columns (1) to (6) reproduce the consolidated list of assistance materials; column (7) has been added to show the development status.*

Code (1)	Title (2)	Type (3)	Description (4)	Target date (5)	Responsible experts (6)	Development status (7)
<i>AFI_AIM-ADQ_REG_TMP</i>	<i>AFI AIM-ADQ Template for National Regulation on NOTAM Management and Aeronautical Information Quality</i>	<i>SARP transposition</i>	This template provides regulatory provisions for States to transpose specific ICAO SARPs into national regulations or directives. It covers NOTAM validity & migration, data integrity checks, location indicator rules, SLAs with data originators, and AIRAC compliance monitoring.	End of Q2 2026	Paulo Costa, Jacob Khauhelo, Egbare Lidaou, Babacar Lo.	● DRAFTED – VALIDATED BY PROJECT TEAM ■ ■ ■ □ □ 3/5 <i>Milestone reached: Team review</i>
<i>AFI_AIM-ADQ_PROC_CAA_TMP</i>	<i>AFI AIM-ADQ Template of Procedures for Inspection of AIS Manuals and Approvals</i>	<i>Inspector Procedure</i>	A set of step-by-step procedures for CAA inspectors to conduct oversight. This includes procedures for the approval of the AIS Manual of Operations and for the acceptance of Aeronautical Information origination requests that require CAA approval.	End of Q2 2026	Babacar Lo, Miguel Angel Nokonoko, Upendo Paul, Kudawoo Sena Kodjovi.	○ NOT YET DRAFTED ■ □ □ □ □ 1/5 <i>Milestone reached: Outline</i>
<i>AFI_AIM-ADQ_PRO_AISP_NOF_TMP</i>	<i>AFI AIM-ADQ Template of Operating Procedures for NOTAM Promulgation</i>	<i>Operating Procedure</i>	A set of detailed, step-by-step operating procedures for AIS staff. These are designed to be incorporated into the national AIS Manual of Operations and cover initiating, coordinating, promulgating, and monitoring NOTAMs.	End of Q2 2026	Babacar Lo, Miguel Angel Nokonoko, Upendo Paul,	● INITIAL DRAFT – AWAITING TEAM REVIEW ■ ■ □ □ □ 2/5

Code (1)	Title (2)	Type (3)	Description (4)	Target date (5)	Responsible experts (6)	Development status (7)
					Kudawoo Sena Kodjovi.	Milestone reached: Draft
AFI_AIM-ADQ_PRO_AISP_TMP	AFI AIM-ADQ Template of Operating Procedures for AIRAC and AIS Publications	Operating Procedure	A set of detailed, step-by-step operating procedures for AIS staff. These are designed to be incorporated into the national AIS Manual of Operations and cover AIRAC adherence and publication of AIP amendments, AIP supplements, and AICs.	End of Q2 2026	Babacar Lo, Miguel Angel Nokonoko, Upendo Paul, Kudawoo Sena Kodjovi.	● INITIAL DRAFT – AWAITING TEAM REVIEW  2/5 Milestone reached: Draft
AFI_AIM-ADQ_PRO_AO_TMP	AFI AIM-ADQ Template of NOTAM Data Quality Requirements for Aerodrome Operators	Operating Procedure	A set of detailed, step-by-step operating procedures to be integrated into the formal arrangements between the AIS and the aerodrome operator. This is to assist aerodrome operators (NOTAM Authorised Persons) in the issuance, replacement, and cancellation of NOTAM, providing aeronautical information and data published via NOTAM in a controlled and standardized manner.	End of Q2 2026	Babacar Lo, Miguel Angel Nokonoko, Upendo Paul, Kudawoo Sena Kodjovi.	● INITIAL DRAFT – AWAITING TEAM REVIEW  2/5 Milestone reached: Draft
AFI_AIM-ADQ_DC_AISP_TMP	AFI AIM-ADQ Template for Design of National AIM Data Catalogue	Data Catalogue	This template is to aid States with the design and implementation of a national aeronautical data catalogue aligned with ICAO Doc 10066 (PANS-AIM, Appendix 1), including data originator/authorization index, AIP and national regulations references, special national requirements and formal arrangements.	End of Q3 2026	Doreen Mwaanga, Miguel Angel Nokonoko, Dan Dastier Manfoumbi.	● INITIAL DRAFT – AWAITING TEAM REVIEW  2/5 Milestone reached: Draft
AFI_AIM-ADQ_FR_AISP_TMP	AFI AIM-ADQ Template of Forms for Recording Key AIS Operational Activities	Operating Forms	A standardized set of forms for AISPs to record key daily activities. This includes forms for error tracking & non-conformance reporting, user feedback management, and NOTAM verification logs.	End of Q3 2026	Doreen Mwaanga, Miguel Angel Nokonoko, Dan Dastier Manfoumbi.	● INITIAL DRAFT – AWAITING TEAM REVIEW  2/5 Milestone reached: Draft
AFI_AIM-ADQ_CH_CAA_TMP	AFI AIM-ADQ Template of Checklists for CAA Surveillance Activities	Inspector Checklist	A set of inspection checklists for scheduled and non-scheduled surveillance of AIS Providers. These checklists will verify compliance with national regulations on NOTAM quality, AIP content, and AIRAC adherence.	End of Q3 2026	Doreen Mwaanga, Miguel Angel Nokonoko, Dan Dastier Manfoumbi.	● INITIAL DRAFT – AWAITING TEAM REVIEW  2/5 Milestone reached: Draft
AFI_AIM-ADQ_NOT_TMP	AFI AIM-ADQ Toolset for NOTAM Creation and Quality Checks	Software Application	A stand-alone application based on Microsoft Access and Visual Basic that provides syntax and quality checks of a NOTAM.	End of Q1 2027	Kudawoo Sena Kodjovi,	● INITIAL DEVELOPMENT –

Code (1)	Title (2)	Type (3)	Description (4)	Target date (5)	Responsible experts (6)	Development status (7)
					Randriaharimahe fa Herimino, Leonidas Papa Afful.	AWAITING TEAM REVIEW ■ ■ ■ ■ ■ 2/5 <i>Milestone reached: Draft</i>
AFI_AIM- ADQ_POR_TMP	AFI AIM-ADQ Integrated Web Portal for NOTAM & AIQ Monitoring	Web Application	A regional ICAO-hosted web portal providing digital tools to monitor NOTAM/Aeronautical Information Quality (AIQ), assess user feedback clarifications, and support States in complying with Annex 15 and PANS-AIM provisions. The portal will automate the monitoring of NOTAM, AIP, AIP AMDT, AIP SUP, AIC and user clarification requests through three integrated modules: (1) a Metrics Dashboard displaying key performance indicators (old NOTAM, rate of permanent NOTAM incorporation into AIP, AIRAC dashboard), fed through a dedicated AFTN/AMHS address; (2) an AI-based NOTAM Drafting and Validation Assistant; and (3) a User Clarification Ticketing system managed by State focal points.	End of Q1 2027	Kudawoo Sena Kodjovi, Randriaharimahe fa Herimino, Leonidas Papa Afful.	PARTIALLY DEVELOPED (1 OF 3 MODULES) ■ ■ ■ ■ ■ 2/5 <i>Milestone reached: Draft</i> ✓ NOTAM Drafting & Validation Assistant (AI) – ready – Metrics Dashboard – to be developed – User Clarification Ticketing / Tracking – to be developed

Note: the milestones of column (7) correspond to the five-step methodology described in paragraph 2.4 of this working paper. For the integrated web portal (AFI_AIM-ADQ_POR_TMP), the status of each of its three modules is shown individually.

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