

INTERNATIONAL CIVIL AVIATION ORGANIZATION
EASTERN AND SOUTHERN AFRICAN OFFICE

**Workshop for the development of AIS management and oversight for CAA's
and ANSP's in the AFI States (Nairobi, Kenya, 31 July- 1December 2017)**

Draft Agenda

Workshop should be followed up with teleconferences every second month to discuss challenges and monitor progress.

Day 1				
	Discussion Paper N°/ Information Paper N°	AGENDA ITEM N°	Working Methodology	Presented By
	DP-1A	Draft Agenda	PRESENTATION	SECRETARIAT
	DP-1B	1. Regional and Global Requirements	presentation	ICAO
	DP-1C (E&F)	- Amendement to Annex 15	Presentation	ICAO
	DP-I D	Annex 15 Consolidated Version	Presentation	ICAO
	DP-2	2. Change management	presentation	IATA
		3. Human Resources		
	DP-3A DP-3B DP-3C(E&F)	a. Required Competences - * icao draft training requirements from PANS/AIM * eurocontrol CASP * Aeronautical Data Catalogue • AIM Specialized Training	presentations	ICAO Eurocontrol (EC) EAD
		b. Skills/componence analysis of current staff	exercise	IATA / ICAO / EC/EAD
		c. Gap closure planning	exercise	IATA / ICAO / EC/EAD
Day 2	DP-4A DP-4C	4. Technical resources automation Regional plan	presentations	EC ICAO
		Current, Required and gap closure: Request for Information (RIF) User requirement Statements (URS) Evaluation of proposals	group discussions and exercise	IATA
Days 3&4		5. Putting the basics in place (NOTAM, AIP Sup, AIP and AIC).		
		a. Requirements	presentations	EC
		i. AIRAC adherence		
		1. Analysis	presentations	EC
		2. Establishing procedures	presentations	EC

		3. Regulation development/review	presentations	ICAO
		4. Reporting and action	presentations	EC
		ii. Quality Management		
		1. Process mapping	presentations	EC
		2. Procedure development	presentations / discussion	EC / IATA
		3. Auditing	presentations / discussion	EC / IATA
		4. Accreditation	presentations / discussion	EC
		iii. Agreements with Data originators	presentations	EC
		iv. Information/data integrity monitoring		
		1. Process and procedures	presentations	EC
		2. Reporting	presentations	EC
		3. Analysis	presentations	EC
		4. Action	presentations	EC
		b. Putting it into action		
		i. OPADD	presentations	EC
		ii. CHAIN	presentations	EC
		iii. Procedure writing	presentation / exercise	IATA
		iv. Monitoring and reporting	discussion / exercise	IATA / EC
		v. Improvement	group discussion	IATA
Day 5		6. Review of and updating:		
		a. List of ICAO differences	exercise	IATA / ICAO / EC/EAD
		b. States AIS-AIM transition plan	exercise	IATA / ICAO / EC/EAD
		c. Procedures manual / work instructions for AIS/M	exercise	IATA / ICAO / EC/EAD
		d. Staff plan	exercise	IATA / ICAO / EC/EAD
		e. Training matrix	exercise	IATA / ICAO / EC/EAD