

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
EASTERN AND SOUTHERN AFRICAN (ESAF) OFFICE**

**Joint Meeting of APIRG Sub-Groups:
Aerodrome Operations Planning (AOP); and,
Air Traffic Management/Aeronautical Information Management/Search and Rescue (ATM/AIM/SAR)
(Nairobi, Kenya, 5 – 8 July 2016)**

Agenda Item 2: Working Groups of APIRG, Terms of Reference, Composition and Work programme

1. Administration of the APIRG

1.1 The APIRG shall be administered as follows:

- a) 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;
- b) 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;
- c) The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements to ensure efficient working of the Group; and
- d) 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.

1.2 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.

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

2. Terms of Reference - APCC

2.1 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.

3. 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

- b) 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

- 3.1
- 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
- a) Chairperson of APIRG,
 - b) First and Second Vice Chairperson of APIRG,
 - c) Secretary of APIRG,
 - d) Elected officials of the Sub-Groups,
 - e) Secretaries of Sub-Groups,
 - f) Project Team Facilitators as necessary.

6. Infrastructure and Information Management Sub-Group (IIM/SG)

6.1 *Terms of Reference of the IIM/SG*

6.1.1 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.

6.2 *Key Functions*

6.2.1 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.

6.3 *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.

6.4 *Working Methods*

6.4.1 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.

6.4.2 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.

6.5 *Composition*

- 6.5.1 Officials possessing the qualifications and experience in at least one of the aviation technical areas in the Sub-Group concerned. 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.

7. **Airspace and Aerodrome Operations Sub-Group (AAO/SG)**

7.1 *Terms of Reference of the AAO/SG*

- 7.1.1 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.

7.2 *Key Functions*

- 7.2.1 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 seamless 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.

7.3 *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 and 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.

7.4 Working Methods

- 7.4.1
 - 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.

7.5 Composition

- 7.5.1 Officials possessing the qualifications and experience in at least one of the aviation technical areas in the Sub-Group concerned. 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.

8. Projects and Project Teams

- 8.1 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.
