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 Region (Nairobi, Kenya, 27 November-1 December 2017)

Tentative list of Information/Discussion Papers (DPs/IPs)

Day 1	LIST OF DISCUSSION PAPERS AND INFORMATION PAPERS			
	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 DP-3D(E&F)	a. Required Competences - * icao draft training requirements from PANS aim * eurocontrol CASP * Aeronautical Data Catalogue	presentations	ICAO Eurocontrol (EC)
		b. Skills/componence analysis of current staff	exercise	IATA / ICAO / EC
		c. Gap closure planning	exercise	IATA / ICAO / EC
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	DP-5	5. Putting the basics in place (NOTAM, AIP Sup, AIP and AIC).		EC
		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
	DP-6	ii. Quality Management	Presentation	IFAIMA
		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
	DP-7	iii. Procedure writing	presentation / exercise	IATA
		iv. Monitoring and reporting	discusion / exercise	IATA / EC
		v. Improvement	group discussion	IATA
Day 5		6. Review of and updating:		
		a. List of ICAO differences	exercise	IATA / ICAO / EC
		b. States AIS-AIM transition plan	exercise	IATA / ICAO / EC
		c. Procedures manual / work instructions for AIS/M	exercise	IATA / ICAO / EC
		d. Staff plan	exercise	IATA / ICAO / EC
		e. Training matrix	exercise	IATA / ICAO / EC
		INFORMATION PAPERS		
	IP-1	LIST OF HOTELS	SECRETARIAT	
	IP-2	LIST OF DPs/IPs	SECRETARIAT	
	IP-3	WORK SCHEDULE	SECRETARIAT	
	IP-4	ICAO Template – Going-Digital Phase -2	SECRETARIAT	
	IP-5	SWIM Concept (Doc.10039)	SECRETARIAT	
	IP-6	IFAIMA - AIM Courses	IFAIMA	
	IP-7	EAD Training Course Catalogue	EAD	
	IP-8	APIRG – IIM SUB Group Report	ICAO	
	IP-9	IFAIMA – 2017 Kampala Global AIM Report	ICAO	