

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

Terms of Reference and Work programme of the AAO Sub-Group and Project Teams

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

1.1 Terms of Reference of the AAO/SG

1.1.1 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.

1.2 Key Functions

1.2.1 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 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 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.

1.3 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.

1.4 ***Working Methods***

- 1.4.1
 - 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.

1.5 ***Composition***

- 1.5.1 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.

2. Projects and Project Teams

- 2.1 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.
- 2.2 Project teams shall be composed of subject matter experts possessing the qualifications and experience required in the specific projects to which they are nominated and be familiar with the areas under consideration. States and organizations identified by APIRG will nominate specific officials to the project teams, providing information on nominee’s qualifications and experience (i.e. CV), to enable the teams to optimally take advantage of the expertise availed to them. The number of experts in a project team will be determined by the requirements of the project.
- 2.3 ICAO Contracting States not included under paragraph 5.20, as well as aviation industry organizations other than APIRG observer members may, with the concurrence of the Chairman and Secretary of APIRG, be invited to contribute to the work undertaken on specific projects of the Sub-Groups , with expertise and/or specialized tools.
- 2.4 Cognizant that not all AFI States will be members or participants in the activities of Project Teams, members of the teams will be expected to participate in their capacity as subject matter experts as opposed to representatives of their individual States or organizations.
- 2.5 Project Teams shall automatically be dissolved at the end of the given period or delivery of a project’s final results, unless APIRG directly or through the APCC expressly decides otherwise.
- 2.6 Project Teams shall elect from among them, Project Team Coordinators (PTCs) who shall coordinate the team activities and report progress to the Sub-Groups or the Group as necessary.
- 2.7 Project Teams will be supported by Facilitators designated by the Secretary of APIRG from among members of the ICAO Secretariat. In addition, the Secretary of APIRG may assign other members of the Secretariat to support the Project Teams as necessary.
- 2.8 The TORs of Project Teams will be detailed as part of each project definition.

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