



*AIDC Task Force Meeting*  
*7<sup>th</sup> Teleconference of AIDC TF*  
*(ICAO NACC Office, Mexico City, Mexico - April 25, 2014)*

- References:**
1. Minutes of 6th AIDC Taskforce Teleconference
  2. 4<sup>th</sup> NACC Meeting Report

**Purpose and agenda:** To review specific topic of the work programme and the results of the 4<sup>th</sup> NACC Meeting. The adopted agenda was as follows:

- a) Terms of reference for FPL monitoring Group
- b) Action Plan for FPL monitoring Group
- c) Procedure document AIDC implementation
- d) Upgrades to NAM ICD
- e) Other Matters: Regional agreement for alternate aerodrome issue

**Participants:**

- Costa Rica: Fernando Naranjo
- Cuba: Maily Plana Roque, Jorge Centella
- Curaçao: Jacques Lasten
- Dominican Republic: Fernando Casso (Rapporteur), Julio Mejía
- Haiti: Erns Edmond
- Jamaica: Orville Shaw
- Mexico: Alejandro Romero, Ricardo Sánchez, Rafael Castro
- Trinidad and Tobago: Kent Ramnarace-Singh
- COCESNA: Mayda Avila, Jenny Lee, José Morales
- IATA: Floyd Abang
- ICAO: Julio Siu, Víctor Hernández

**Discussion**

**1. Terms of reference for FPL Monitoring Group**

1.1 The terms of reference for the FPL Monitoring Group were discussed, detailing that the FPL Monitoring Group will report to the Task Force Rapporteur.

1.2 The Rapporteur asked ICAO to stress to the Directors that each member of the FPL Monitoring Group should have the support of the State for the realization of their activities. **ACT 01/07** ICAO will submit a Letter informing about the formation of the FPL monitoring Group to States/Territories participation and reporting on this monitoring, once this information is available from the AIDC TF.

1.3 Regarding the membership list, it was agreed that there be a member representing each FIR, and that main member could have other supporting members. The membership list was updated accordingly, with suggestions from COCESNA and IATA in the designation of main and supporting members.

**2. Review and approval of FPL mitigation action plan**

2.1 The action plan that was submitted previously was reviewed. Some States had commented on it, and the results from the evaluation from Cuba were analysed. The need for a common format was agreed, resulting in the following action item: **ACT 02/07**: Cuba and COCESNA, using the suggestion in the proposed action plan as input, will provide a format for collecting statistical information on flight plan issues, due May 9<sup>th</sup>.

2.2 CANSO indicated that they have completed the survey on the missing/lack of FPLs, whose results were presented in the AUTO/SWIM Workshop. **ACT 03/07** CANSO to provide the detailed information to the AIDC TF for analysis purposes, no later than May 9<sup>th</sup>.

2.3 **ACT 04/07**: México will provide guidance on the three phases of flight plans, due May 9<sup>th</sup>.

2.4 It was agreed that some States already have sufficient data to determine where the underlying problems of flight plans are, and are able to determine actions to confront them. The creation of action items based on the observed data was planned for June 6<sup>th</sup>, during an FPL Monitoring Group meeting.

2.5 The Rapporteur suggested that at this point an action plan could not be addressing specific problems, but be more a high level guidance on how to proceed to uncover the problems in each State. Thus, the following action plan was drafted and approved:

1. Update information from States and publishing. It was agreed that States revise, update and publish the pertinent information that could be important to avoid errors in flight plan processing, so other States were clear on how to send information.
  - a. Obtain addresses used for flight plan transmission, for verification. This was an observation from the original action plan. COCESNA will obtain this information.
  - b. Give two AIRAC cycles for States to update the necessary information and publish. The current AIRAC cycle ends on May 1<sup>st</sup>, so the two AIRAC cycles should be counted from then on.
2. Collecting information for analysis, for those that haven't done so.
  - a. Create a common format, due May 9. Assigned to COCESNA and Costa Rica.
  - b. Obtain additional information from CANSO, due May 9.
3. Analyzing the collected data, to identify the sources of errors
  - a. Collect information and report by June 6<sup>th</sup>
  - b. Analyse information (meeting June 12th)
4. Creating action items to address the errors detected
  - a. Create action items (meeting June 12th)
5. Follow up on action items

2.6 The meeting was agreed to be continued on May 9th the rest of the agenda items, due to the length of the discussions regarding the topics above.

2.7 With the discussion of the Meeting, the following Action Items from the previous Teleconference were completed: ACT 01/05, ACT 4/5, ACT 1/06, and ACT 2/6. The rest of the Action Items will be review in the next teleconference.

**Next meeting:** May 9 at 1600 UTC