



**Reference:**

1. Minutes of 5th FPL Monitoring Group Teleconference (November 8th, 2014)
2. Draft of Recommended Actions

**Purpose and agenda:**

1. Agree on final version of recommended actions.
2. Agree on agenda for meeting in February 2015.

**Participants:**

- Dominican Republic: Fernando Casso (Rapporteur)
- Jamaica: Maxine Allen
- Trinidad and Tobago: Ricky Bissessar
- United States: Dan Eaves
- IATA: Marco Vidal
- ICAO: Julio Siu, Raúl Martínez

**Discussion**

**Agree on final version of recommended actions.**

1. ICAO started the meeting with the discussion of the dates planned for the activities to be done before the ANI/WG meeting in June. It was agreed that the second phase of data collection was to be done in March, in order to give time to the ANSPs to implement the recommended actions, and also to give time for preliminary results to be presented at the ANI/WG meeting.
2. ICAO suggested that the recommended actions be presented in tabular format, including the dates due and remarks, for ease of reading.
3. The rapporteur agreed to update the FPL Monitoring Group action plan with the recommended actions (**ACT 01/06**).
4. The considerations were reviewed. The rapporteur commented that the error messages in the first phase of data collection was sometimes not very detailed, and pointed out that for the next phase of data collection ANSPs be detailed enough to specify what the error consists of. It was also mentioned that the participation of those FIRs that did not collect data in the first phase was necessary.
5. IATA proposed that the meeting in February be moved to take place immediately before or after the ANI/WG meeting, but there is a difference in venues and deadlines that would not make it practical.
6. Graph 2 of the recommended action document was commented, showing the most frequent error message for each FIR.
7. The alternate aerodrome issue was mentioned. Five responses were obtained from the questionnaire distributed to the members of the group. Trinidad and Tobago did not submit the questionnaire, but mentioned that their system accepts flight plans without an alternate aerodrome specified, but does not assure that there is an agreement for this with the users.
8. The status of the use of converters for compliance with the 2012 flight plan format was mentioned. Trinidad and Tobago mentioned that Barbados and Grenada substituted their converters, and Jamaica commented that they are still using the converter. The rapporteur requested that ICAO send the table to be distributed to the group. ICAO suggested that the table could be attached to the State Letter to be sent, which was deemed preferable (**ACT 02/06**).
9. PDC errors on flight plans: IATA mentioned that frequently PDCs only have the departure and SID information, but nothing else. IATA recommends that for the implementation of PDCs all the necessary information from the flight plan be included, to avoid and detect any errors.
10. The contact list that FAA has access to is from last year, so it should be updated. IATA offered to double check the information on this list to update it. (**ACT 03/06**)
11. The action of correcting the AIP for the purpose of avoiding FPL filing errors was discussed. Dominican Republic



6th FPL Monitoring Group Teleconference  
December 8, 2014 1500UTC

showed the ENR.1.11 and ENR.1.10 sections of the FIRs AIP, showing the address published and pointing out that, even though there is only one address published, it is known that other are being used, so there should be a decision of only permitting the one on the AIP or publishing the additional addresses and the conditions of use for each one. Also mentioned was that the procedures described in ENR.1.10 be reviewed regarding if they are being followed or not.

12. United States had agreed to provide a list, with the note that the data would not be updated. This task was given a new date, to be presented for the FPL meeting. United States mentioned that sometimes airlines have several centers for sending flight plans, so there may be more than one contact number for a given airline. IATA agreed to assist United States validating the data on the list.
13. The rapporteur mentioned, regarding the recommendation of dedicating personnel to investigate and devise corrective measures for errors detected in flight plans, that most systems have a position for examining and corrective flight plans. This action of correction should be complemented with the investigation of why the error occurred, and what measures could avoid this from occurring again.
14. ICAO indicated that the States will report on the progress of suggested actions for January 15 2015, in response to the question by IATA's regarding if feedback on these actions will be requested.
15. PIARCO expressed that they do not have any contacts for the airlines, so investigation with the originator would not be possible for them. ICAO suggested that the other FPL Monitoring Group members can help providing contact information. IATA and United States agreed to assist.
16. The Rapporteur presented a chart with the errors per State. IATA asked if it was possible to have the same chart, but with error per originator. The Rapporteur agreed to send it with the minutes of the meeting, as Appendix A (ATS Unit originator) and Appendix B (Airline originator) (**ACT 04/06**).
17. United States commented cases in which an airline delegates the filing of flight plan to a local authority. In the case of missing flight plans, the entity filing the flight plan would not be the exact originator of the flight plan, so going to the originator of the flight plan would not get us to the source of the problem. It was concluded that, as the responsible entity, the one delegating should have some sort of process that can reveal when and why some flight plans do not get filed.
18. IATA mentioned that, in the case an FIR does not have a flight plan, it should not be created from scratch, as this will not ensure this information will be known in the next FIR. The recommended action suggested by IATA is to request the flight plan from the originator. The rapporteur mentioned some cases where the flight is close to the border, and in those cases the experience in Dominican Republic is that in those circumstances it could be permissible to create the flight plan, but not to be the general practice.
19. IATA mentioned that there are differences between the provisions for coded designators in Annex 11 (stating a maximum of 6 characters) and Doc. 4444 (stating a maximum of 7 characters).
20. The draft for a practical guide for flight plan processing was agreed to be sent after the teleconference by IATA (**ACT 05/06**).
21. Examples for recommended actions were shown. During the discussion of the case of Dominican Republic, templates were considered as similar to RPLs, so their use were discouraged also. FIRs were encouraged to look at the type of errors most frequent, analyse the error, agree on corrective action and record this action.
22. On the case of harmonization of data as designator names, aircraft type, etc, United States mentioned that during the GoTeam visit to Central America, it was observed that compliance of aircraft type data with Doc. 8643 was necessary to take into account. Also SIDs and STARs should comply, as mentioned by IATA, and in general any information should be coherent between systems and FIRs. ICAO also mentioned upcoming guidance information regarding coding for aeronautical charts in Doc. 8168, Amendment 6, part 3, section 5.
23. On the issue of giving feedback to the originator, Trinidad and Tobago commented that feedback through the AFTN network rarely if ever results in a change, which was corroborated by Dominican Republic. The alternative would be the contact list.
24. The Central Flight Plan Processing System for PIARCO was commented, and the implementation date was set as the first quarter of 2015. The main aim was stated as processing within the FIR. This implementation would be at an adequate time to measure its impact by means of the next data collection.



*6th FPL Monitoring Group Teleconference  
December 8, 2014 1500UTC*

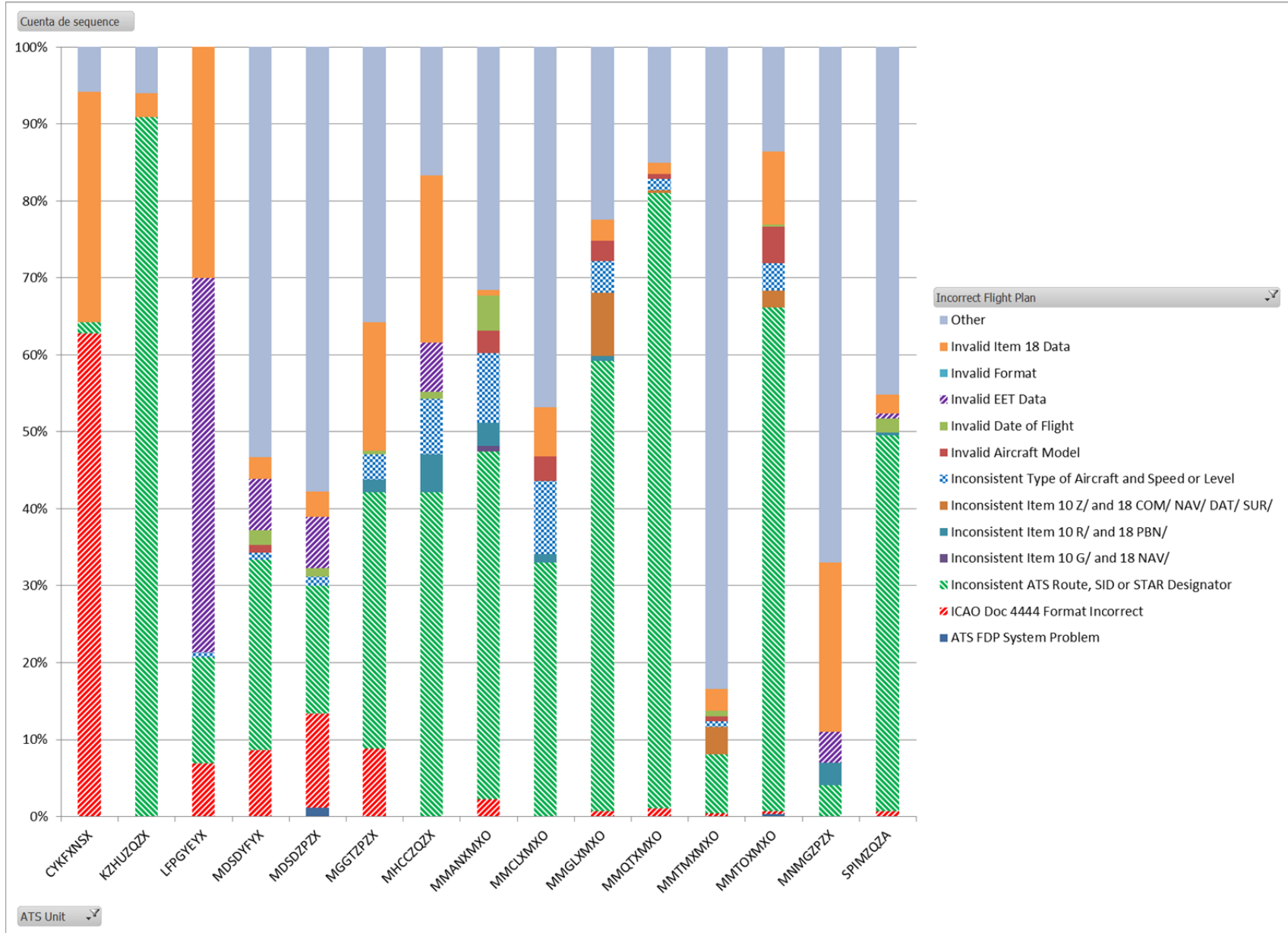
25. IATA asked for a survey to obtain data of States that have permitted airlines to file flight plans directly or have plans to do it. ICAO suggested that these questions could be asked at the meeting in February, as a discussion item.
26. The February meeting agenda was discussed, concluding with the agenda in Appendix C. The rapporteur will create a list of documents to be presented at the meeting and assign them to the members, in order to structure the meeting and have a good estimate of the time required for each topic (**ACT 06/06**).
27. The action items from this teleconference are summarized below:

<b>Item</b>	<b>Action</b>	<b>Deliverable</b>	<b>Responsible</b>	<b>Due Date</b>
ACT 01/06	Update the FPL Monitoring Group action plan with the recommended actions.	Updated FPL Monitoring Group Action Plan	Rapporteur	December 19 2014
ACT 02/06	ICAO to send the converters table as appendix to State Letter	State Letter and converter table sent	ICAO	December 31 2014
ACT 03/06	United States to send airline contact list to IATA for review and update.	Update contact list	FAA/IATA	February 24 2015
ACT 04/06	Send chart with errors per originator	Chart displaying errors per originator	Rapporteur	December 9 2014
ACT 05/06	Send draft of best practices for flight plan processing	Draft document of flight plan processing	IATA	December 8 2014
ACT 06/06	Create and send list of documents to be presented at the FPL Monitoring group meeting	Document list for meeting	Rapporteur	December 19 2014

**Next meeting:** To be determined

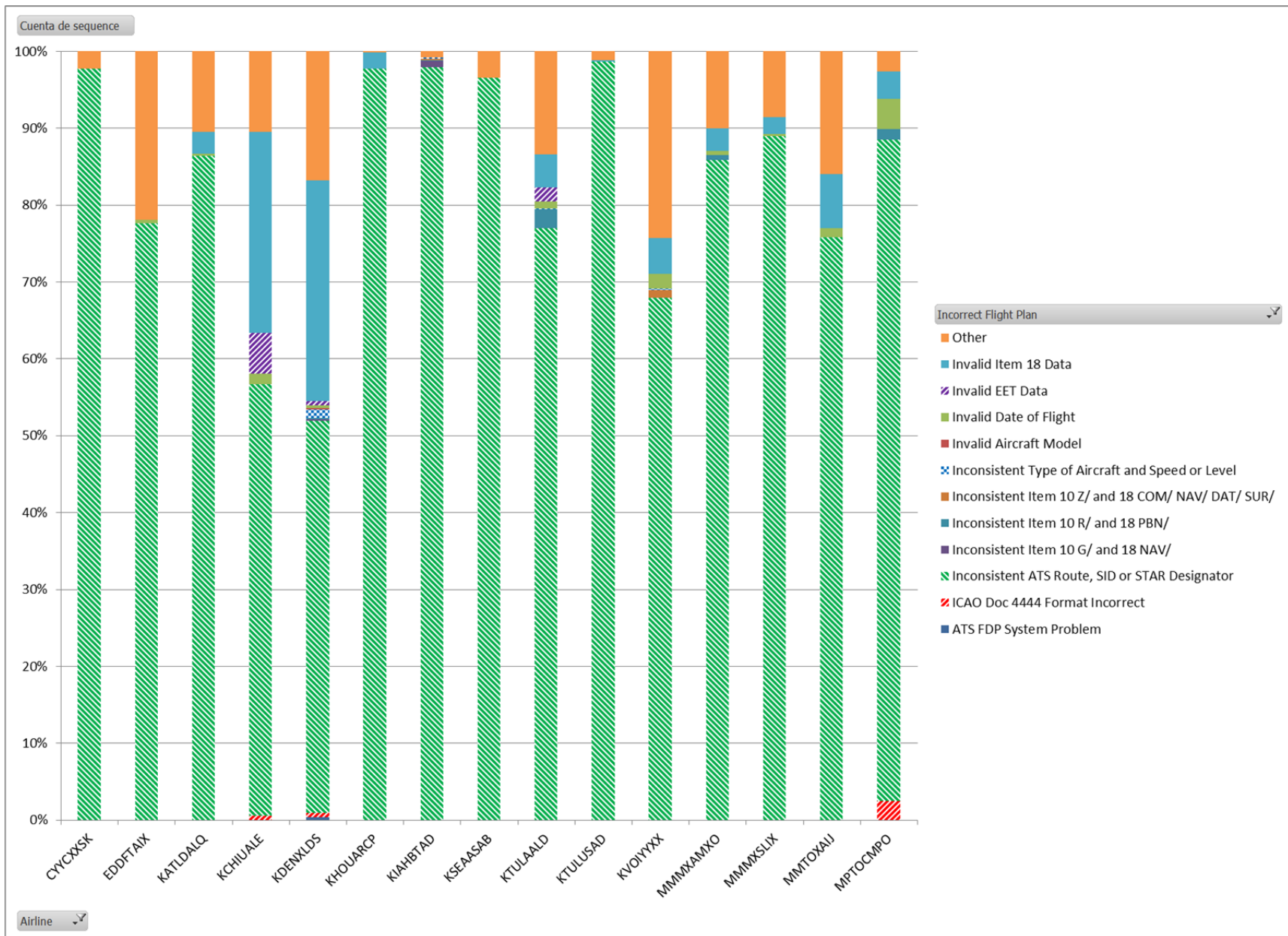


**Appendix A**  
FPL errors by originator (Top 15 ATS Units)





**Appendix B**  
FPL Errors by Originator (Top 15 Airlines)





**Appendix C**

**FPL MONITORING GROUP MEETING  
(Mexico City, Mexico, 24 to 26 February 2014)**

**PROVISIONAL AGENDA**

**Agenda Item 1: Review and approval of Draft Agenda and Schedule**

**Agenda Item 2: Review of the measures adopted during the December-January period for mitigation of errors (recommended actions)**

**Agenda Item 3: Review of data collection process and form: improvements.**

**Agenda Item 4: Planning of the second phase of data collection.**

**Agenda Item 5: Review and update of FPL Monitoring Group action plan**

**Agenda Item 6: Discussion of Regional Plan for use of Alternate Aerodrome**

**Agenda Item 7: Other Matters**