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航空组织

Bureau Afrique Occidentale et Centrale / Western and Central African Office

T 2/10 - 0504

21 June 2011

**Subject : Second meeting of the AFI Region e-TOD Working Group  
(Dakar, Senegal, 19 July 2011).**

**Action Required: Please confirm your participation by 13 July 2011.**

Sir/Madam,

I have the honour to refer you to Conclusions 17/92 of the Seventeenth AFI Planning and Implementation Regional Group Meeting (APIRG/17) held in Ouagadougou, Burkina Faso from 2-6 August 2010.

**CONCLUSION 17/92: DEVELOPMENT AND MANAGEMENT OF A NATIONAL e-TOD PROGRAM**

**That, States, in accordance with sound management principles and procedures, should:**

- a) **Develop a framework and a detailed planning including priorities and timelines, for the implementation of a national e-TOD programme;**
- b) **Adopt/follow a collaborative approach, involving all concerned parties, in the implementation of e-TOD provisions and;**
- c) **Make an inventory of and evaluate the quality of existing terrain and obstacle data sources, and in the case of data collection, consider carefully the required level of details of collected terrain and obstacle data with particular emphasis on obstacle data and associated cost.**

Pursuant to the implementation of the above-mentioned Conclusion, the Second Meeting of the AFI Region e-TOD Working Group will be held in the conference room of the new ICAO Office Building in Dakar (Yoff) Airport on 19 July 2011. Your Administration is invited to attend this meeting which will be held back to back with the First AFI AIM Implementation Task Force Meeting to be convened in Dakar (Yoff), Senegal from 20-22 July 2011.

The meeting will be conducted in the English language only. The opening session will take place on Tuesday 19 July 2011 at 0900 hours and registration of participants will commence at 0800 hours.

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The terms of reference which embraces all matters relating to e-TOD implementation, as revised by the APIRG/17 are shown in Appendix B. The Second meeting of the AFI Region e-TOD Working Group is expected to submit the results of its work to the First AFI Region AIM Implementation Task Force Meeting.

The main objective of this meeting is to assist the e-TOD Working Group and States in developing a framework and a detailed planning, including priorities and timelines, for the implementation of a national e-TOD programmes as per the Agenda at Attachment A and the terms of reference of the e-TOD Working Group at Attachment B.

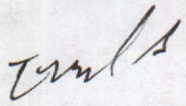
Your Administration is invited to:

- a) indicate its intention to participate in the meeting;
- b) provide the names and functions of its *(AIS/MAP-AIM)* representatives; and
- c) send working and/or information papers, if any, via electronic files at the following address: [icaowacaf@dakar.icao.int](mailto:icaowacaf@dakar.icao.int).

Please note that the working material (working/information papers, etc.) will not be provided in hard copy (paper) format. Your Administration is therefore requested to ensure that participants are accordingly provided with computer equipment (such as laptops) to enable their effective participation.

Please also note that the period of the meeting coincides with the tourist season in Senegal and it may be anticipated that difficulties could be encountered in securing preferred hotel accommodation in Dakar. Consequently, participants are urged to take prompt action to make reservations at the hotels of their choice indicated in the general information paper, at Attachment C.

Please accept, Sir/Madam, the assurances of my highest consideration.

  
For Mam Sait Jallow  
ICAO Regional Director

**Attachments:** A: Provisional Agenda  
B: Terms of Reference  
C: Information Bulletin



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**Second meeting of the AFI Region e-TOD Working Group**

**(Dakar, Senegal , 19 July 2011)**

**Composition**

The AFI Region e-TOD Working Group will be composed of experts nominated by AFI States, ANSPs and participants from any other stakeholders, including, but not limited to AIS/AIM personnel, surveyors, regulators, industry and international organizations in AFI and non-AFI States.

Other representatives from the industry and user organizations having a vested interest in the aeronautical services and e-TOD in particular, could participate in the work of this Working Group.

**PROVISIONAL AGENDA**

- |                       |   |
|-----------------------|---|
| <b>Agenda Item 1:</b> | Adoption of the Provisional Agenda                            |
| <b>Agenda Item 2:</b> | Follow up on APIRG/17 Conclusions/ Decisions related to e-TOD |
| <b>Agenda Item 3:</b> | Review and analysis of e-TOD requirements.                    |
| <b>Agenda Item 4:</b> | ANP/FASID Requirements related to e-TOD.                      |
| <b>Agenda Item 5:</b> | AFI Region e-TOD implementation Strategy/Action Plan.         |
| <b>Agenda Item 6:</b> | Future work programme   |
| <b>Agenda Item 7:</b> | Any other business  |
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## **REVISED TOR FOR AFI REGION e-TOD WORKING GROUP**

### **AFI REGION ELECTRONIC TERRAIN AND OBSTACLE DATA WORKING GROUP (e-TOD WG)**

#### **A) TERMS OF REFERENCE**

With a view to harmonize, coordinate and support e-TOD implementation activities on a regional basis, the AFI Region e-TOD Working Group shall be established as follows:

##### **Mission**

To identify, develop, validate and establish support mechanisms and serve as a forum by which AFI States may implement the provision of electronic Terrain and obstacle Data (e-TOD), in accordance with ICAO Annex 15, in a consistent and harmonized manner.

##### **Reporting Line**

The e-TOD Working Group (e-TOD WG) will report to the APIRG.

##### **Participants profile**

The e-TOD WG will be open to participants from any stakeholder, including, but not limited to, AIS/AIM personnel, surveyors, regulators, industry and international organizations in AFI and non-AFI States.

##### **Tasks**

Overall, the e-TOD WG shall support the:

- 1) establishment of a common understanding of the intentions of Annex 15 with regard to e-TOD ;
- 2) promotion of awareness of the responsibility and accountability of States for the implementation of e-TOD;
- 3) specification of the responsibilities of parties involved (regulator, surveyor, service provider etc.);
- 4) specification of a concept and the development of the associated AFI guidance material for the implementation of e-TOD. The guidance material should assist in the definition of:
  - Qualities of data collection techniques;
  - Methods for the validation and verification of e-TOD;
  - The data model(s) to be used;
  - Mechanisms for the storage and exchange of e-TOD;
  - Data protection and other quality processes;
  - Quality management / assurance (verification and validation) criteria;
  - Cross-border harmonization;
  - Methodologies for cost recovery, if appropriate;

- Guidance relating to the assessment of e-TOD for periodic resurvey (timeliness).
- 5) working with others to develop harmonized approaches to copyright, liability, intellectual property, and methodologies for cost recovery, if appropriate, etc.;
- 6) review of the requirements for Area 2;
- 7) introduction by States, of regulation to support data provision, facilitation and coordination of e-TOD implementation within AFI Region;
- 8) monitoring of the progress towards implementation of e-TOD within the AFI Region;
- 9) promotion of the means for global harmonization;
- 10) submission of material created by ICAO and its promotion on a world-wide basis;
- 11) AIM domain in gaining the necessary support and resources from the Agency management.

## **B) COMPOSITION**

The AFI e-TOD Working Group will be composed of experts nominated by AFI States, ANSPs and participants from any stakeholders, including, but not limited to AIS/AIM personnel, surveyors, regulators, industry and international organizations in AFI and non-AFI States.

## **C) WORKING ARRANGEMENTS**

The AFI e-TOD Working Group shall report to the AIS-AIM Implementation Task Force established under the AFI Planning Implementation Regional Group (APIRG). The work of the AFI e-TOD Working Group shall be carried out mainly through exchange of correspondence (email, facsimile, Tel., etc) between its Members.

The Working Group shall meet as required and at least once in every year prior to an APRIG Meeting. The convening of the Working Group meetings should be initiated by the established AIS - AIM Implementation Task Force Secretariat based on the need to address AIS - AIM deficiencies in the AFI Region.

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Bureau Afrique Occidentale et Centrale / Western and Central African Office

T2/10 - 0504

le 21 juin 2011

**Objet : Deuxième réunion du Groupe de travail e-TOD d'APIRG (Dakar, Sénégal, 19 juillet 2011)**

**Suite à donner : Prière de confirmer votre participation avant le 13 juillet 2011.**

Madame/Monsieur,

J'ai l'honneur d'attirer votre attention sur la Conclusion 17/92 de la dix-septième réunion du Groupe Régional AFI de Planification et de Mise en Œuvre (APIRG/17) de l'Organisation de l'Aviation Civile Internationale (OACI), ainsi libellée :

**CONCLUSION 17/92 : ÉLABORATION ET GESTION D'UN PROGRAMME NATIONAL E-TOD**

**Il est conclu que :**

**Les états, conformément aux principes et procédures de bonne gestion:**

- a) **Élaborent un cadre et un plan détaillé comprenant des priorités et des échéanciers pour la mise en œuvre d'un programme national e-TOD ;**
- b) **Adoptent/suivent une approche collaborative faisant intervenir toutes les parties concernées, dans la mise en œuvre des dispositions e-TOD ; et**
- c) **Fassent un inventaire et une évaluation de la qualité des sources existantes des données de terrain et d'obstacles, et, en cas de collecte de données, examinent attentivement le niveau de détail requis des données recueillies en mettant un accent particulier sur les données d'obstacles et les coûts y associés.**

Conformément à la mise en œuvre de la conclusion d'APIRG susmentionnée, la deuxième réunion du Groupe de travail e-TOD d'APIRG sera organisée à Dakar, Sénégal, le 19 juillet 2011. Votre administration est conviée à prendre part à cette rencontre qui aura lieu juste avant la première réunion de l'Équipe de travail d'APIRG sur la mise en œuvre de l'AIM qui sera organisée à Dakar, Sénégal, du 20 au 22 juillet 2011.

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La réunion aura lieu dans la salle de conférence des nouveaux locaux du Bureau Régional de l'OACI à Dakar (Yoff). L'anglais sera l'unique langue de travail. L'inscription des participants débutera le Mardi 19 juillet à 08h00.

Le mandat tel qu'amendé par la dix-septième réunion d'APIRG et figurant en Appendice B, englobe toutes les questions e-TOD. Il est prévu que les projets de conclusions de cette deuxième réunion du Groupe de travail e-TOD d'APIRG, soient soumises à la première réunion de l'Équipe de travail d'APIRG sur la mise en œuvre de l'AIM.

Le but principal de cette réunion est d'assister le Groupe de travail e-TOD d'APIRG et les Etats dans l'élaboration d'un cadre et d'un plan détaillé comprenant des priorités et des échéanciers pour la mise en œuvre d'un programme national e-TOD en référence à l'ordre du jour (Appendice A) et au mandat du Groupe de travail d'e-TOD figurant en Appendice B.

Votre administration est invitée à :

- a) faire part de son intention de participer à la réunion ;
- b) communiquer les noms et les fonctions de ses représentants ; et
- c) nous faire parvenir des notes de travail ou d'information, s'il y a lieu, à présenter suivant l'ordre du jour en annexe. L'envoi par fichier électronique de préférence pourrait se faire à l'adresse : [icaowacaf@dakar.icao.int](mailto:icaowacaf@dakar.icao.int)

Veillez noter que les documents de travail (notes de travail et d'information, etc..) ne seront pas disponible sur support papier. Aussi, est-il demandé à votre administration de bien vouloir s'assurer que ses participants ont l'équipement électronique (comme des ordinateurs portables) nécessaire pour leur permettre de participer efficacement aux travaux de la réunion.

Veillez également noter que la période de la réunion coïncide avec la saison touristique au Sénégal et il se pourrait que les participants éprouvent des difficultés à réserver des chambres dans les hôtels de leur choix. Cela étant, il est demandé aux participants de faire très tôt leur réservation d'hôtel suivant les informations générales données en pièce jointe F.

Veillez agréer, Madame/Monsieur, l'assurance de ma haute considération.

P. Le Directeur régional



M.S. Jallow

Pièce jointes : A : Ordre du jour

B: Termes de Référence (Anglais seulement)

**ORGANISATION DE L'AVIATION CIVILE INTERNATIONALE**

**Deuxième réunion du Groupe de travail e-TOD d'APIRG**

**(Dakar, 19 juillet 2011)**

**Ordre du jour provisoire**

- Point 1 :** Adoption de l'ordre du jour.
- Point 2 :** Examen du Rapport d'APIRG/17 et suites à donner aux Conclusions et Décisions de l'APIRG/17 concernant l'e-TOD.
- Point 3 :** Examen et analyses des besoins de l'e-TOD.
- Point 4 :** Examen des parties AIS de l'ANP et du FASID AFI de base relatives aux besoins de l'e-TOD.
- Point 5 :** Élaboration d'une stratégie et d'un plan d'action pour la mise en œuvre de l'e-TOD dans la région AFI.
- Point 6 :** Programme de travail à l'avenir
- Point 7 :** Divers



## REVISED TOR FOR AFI REGION E-TOD WORKING GROUP

AFI REGION ELECTRONIC TERRAIN AND OBSTACLE DATA WORKING GROUP (E-TOD WG)

### A) TERMS OF REFERENCE

With a view to harmonize, coordinate and support E-TOD implementation activities on a regional basis, the AFI Region E-TOD Working Group shall be established as follows:

#### Mission

To identify, develop, validate and establish support mechanisms and serve as a forum by which AFI States may implement the provision of electronic Terrain and obstacle Data (e-TOD), in accordance with ICAO Annex 1 5, in a consistent and harmonized manner.

#### Reporting Line

The e-TOD Working Group (e-TOD WG) will report to the APIRG.

#### Participants profile

The e-TOD WG will be open to other stakeholders, including, but not limited to, AIS/AIM personnel, surveyors, regulators, industry and international organizations in AFI and non-AFI States.

#### Tasks

Overall, the TOD WG shall support the :

- 1- establishment of a common understanding of the principles of Annex 15 with regard to e-TOD;
- 2- promotion of awareness of the responsibility and accountability of States for the implementation of e-TOD;
- 3- specification of the responsibilities for the bodies involved (regulator, surveyor, service provider etc.);
- 4- specification of a concept and the development of the associated AFI Region guidance material for the implementation of e-TOD. The guidance material should assist in the definition of:
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  - Methods for the validation and verification of e-TOD;
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  - Cross-border harmonization;
  - Methodologies for cost recovery, if appropriate;
  - Guidance relating to the assessment of e-TOD for periodic resurvey (timeliness).

- 5- working with other for a to develop harmonized approaches to copyright, liability, intellectual property, and methodologies for cost recovery, if appropriate; etc.;
- 6- Review of the requirements for Area 2
- 7- introduction by States, of regulation to support the act of data provision, facilitation and coordination of e-TOD implementation within AFI Region;
- 8- monitoring of the progress towards implementation of e-TOD within the AFI Region;
- 9- the promotion of the means for global harmonization;
- 10- submission of material created under the project to ICAO and its promotion on a world-wide basis;
- 11- AIM domain in gaining the necessary support and resources from the Agency management.

#### **B) COMPOSITION**

The AFI Region E-TOD Working Group will be composed of Experts nominated by the AFI Region States, ANSP and participants from other stakeholders, including, but not limited to AIS/AIM personnel, surveyors, regulators, industry and international organizations in AFI and non-AFI States.

#### **C) WORKING ARRANGEMENTS**

The AFI Region E-TOD Working Group shall report to the AIS-AIM Implementation Task Force established under the AFI Planning Implementation Regional Group (APIRG). The work of the AFI E-TOD Working Group shall be carried out mainly through exchange of correspondences (email, facsimile, Tel., etc) between its Members.

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