INTERNATIONAL CIVIL AVIATION ORGANIZATION
WESTERN AND CENTRAL AFRICAN OFFICE

**Workshop for the development of AIS management and oversight for CAA's
and ANSP's in the WACAF States (Dakar, Senegal, 31 July-4 August 2017)**

Draft Agenda

**Workshop should be followed up with teleconferences every second month to discuss
challenges and monitor progress**.

Day 1	1. Regional and Global Requirements	presentation	ICAO
	2. Change management	presentation	IATA
	3. Human Resources		
	a. Compétences requises - * icao draft training requirements from PANS aim * eurocontrol CASP	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	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	5. Putting the basics in place (NOTAM, AIP Sup, AIP and AIC).		
	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
	ii. Quality Management		
	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
	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