

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)

(Presented by the Secretariat)

Working hours are proposed to be 0900- 1500 hours with one 30 minutes break in the morning and one 45 minutes lunch break in the afternoon respectively.

Day 1	PROGRAM - WORK SCHEDULE			
MONDAY 31 JULY 2017				
0800 – 0900 Registration of participants				
0900-0945 Session/Agenda Item 1: Opening of the Workshop, Introduction of Participants and Explanation of Working Arrangements.				
0945 – 1015 Coffee Break				
1015 – 1130 Session/Agenda Items 1a, b, c, d & 2,				
DP-1A	Draft Agenda	PRESENTATION	SECRETARIAT	
DP-1B	1. Regional and Global Requirements	presentation	ICAO	
DP-1C (E&F)	- Amendment to Annex 15	Presentation	ICAO	
DP-1 D	Annex 15 Consolidated Version	Presentation	ICAO	
DP-2	2. Change management	presentation	IATA	
1130 – 1230 Session/Agenda Items 3a, and b				
	3. Human Resources			
DP-3A	a. Required Competences - * icao draft training requirements from PANS aim * eurocontrol CASP * Aeronautical Data Catalogue	presentations	ICAO Eurocontrol (EC)	
DP-3B	1230 – 1315 LUNCH BREAK			
DP-3C	1315 – 1500 Continuation/ Session/Agenda Items 3b, c, and d			
DP-3D(E&F)	b. Skills/componence analysis of current staff	exercise	IATA / ICAO / EC	
	c. Gap closure planning	exercise	IATA / ICAO / EC	
Remarks of the Day				
TUESDAY 1st AUGUST 2017				
0900 – 1000 Session/Agenda Items 4 a				
Day 2				

		4. Technical resources automation Regional plan	presentations	EC ICAO
	DP-4A	1000 – 1030 Coffee Break		
	DP-4B	1030– 1230 Continuation Session/Agenda Items 4a and b,		
		Current, Required and gap closure: Request for Information (RIF) User requirement Statements (URS) Evaluation of proposals	group discussions and exercise	IATA
		1230 – 1315 LUNCH BREAK		
		1315 – 1500 Continuation/ Session/Agenda Items 4a and b		
		Current, Required and gap closure: Request for Information (RIF) User requirement Statements (URS) Evaluation of proposals	group discussions and exercise	IATA
WEDNESDAY 2nd AUGUST 2017				
		0900 – 1000 Session/Agenda Items 5		
Days 3&4	DP-5	5. Putting the basics in place (NOTAM, AIP Sup, AIP and AIC).		EC
		1000 – 1030 Coffee Break		
		1030– 1230 Continuation Session/Agenda Items 5- Attachments		
	DP-5 Attachments	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
		1230 – 1315 LUNCH BREAK		
		1315 – 1500 Continuation/ Session/Agenda Items 5 Attachments		
	DP-6	ii. Quality Management	Presentation	IFAIMA
		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		
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THURSDAY 3rd AUGUST 2017

0900 – 1000 Continuation/ Session/Agenda Items 5

	1. Process and procedures	presentations	EC
	2. Reporting	presentations	EC
	3. Analysis	presentations	EC

1000 – 1030 Coffee Break

1030– 1230 Continuation Session/Agenda Items 5

	4. Action	presentations	EC
	b. Putting it into action		
	i. OPADD	presentations	EC
	ii. CHAIN	presentations	EC

1230 – 1315 LUNCH BREAK

1315 – 1500 Continuation/ Session/Agenda Items 5

DP-7	iii. Procedure writing	presentation / exercise	IATA
	iv. Monitoring and reporting	discusion / exercise	IATA / EC
	v. Improvement	group discussion	IATA

Remarks of the Day

FRIDAY 4th AUGUST 2017

0900 – 1000 Session/Agenda Items 6

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

1000 – 1030 Coffee Break

1030 – 1330 Continuation/ Session/Agenda Items 6

	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

12 :30 – 1330 REVIEW OF THE FINDINGS AND CLOSURE OF THE WORKSHOP

13 : 30 – 1400 LUNCH BREAK & END OF PROGRAM

INFORMATION PAPERS

IP-1	LIST OF HOTELS	SECRETARIAT	
IP-2	LIST OF DPs/IPs	SECRETARIAT	
IP-3	WORK SCHEDULE	SECRETARIAT	
IP-4	ICAO Template – Going-Digital Phase -2	SECRETARIAT	
IP-5	SWIM Concept (Doc.10039)	SECRETARIAT	

	IP-6	IFAIMA - Advance AIS Cartography Course	IFAIMA	
	IP-7	IFAIMA – AIM Inspectors Course	IFAIMA	
	IP-8	ICAO - IMP – PANEL REPORT	ICAO	
	IP-9	IFAIMA – 2017 Kampala Global AIM Report	ICAO	