

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)



INFRASTRUCTURE & INFORMATION (IIM) SUB- GROUP

AIR / GROUND COMMUNICATION PROJECT 3: *IMPLEMENTATION OF AIR/GROUND COMMUNICATION AIMED AT ENSURING AIR TRAFFIC CONTROL*

PROJECT ORGANIZATION

Version 1.0

Document information	
APIRG Sub Group	Infrastructure & Information Management APIRG Sub-Group
Project Title	Implementation of Air/Ground communication aimed at ensuring Air traffic control.
Project Number	IIM SG Communication Project 3
Project Coordinator	South Africa
Deliverable Name	IIM Communication Project:3 Organization
Task contributors	
Côte d'Ivoire, Cameroon, Ghana, Seychelles, Senegal, Kenya, Mauritania, ASECNA, IATA, Nigeria, Botswana, Togo, Uganda	

Abstract

This document describes the organization of the IIM (Infrastructure & Information Management) Communication Project 3 “Implementation of Air/Ground communication aimed at ensuring Air traffic control”.

It provides the project framework, the project planning, the meeting program and the project deliverables.

REVISION INDEX SHEET

Version	Revision	Date	Reason for Change	Pages Affected
0	1	02/02/2018		All
0	2	16/03/2018	Reviewed	All
0	3	31/03/2018	Reviewed and updated	All
1	0	28/05/2018	Released	

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1. EXECUTIVE SUMMARY

This document outlines a project plan to assist the States with the implementation of Air/Ground communication aimed at ensuring Air Traffic Control within AFI region.

During the APIRG Sub-Group on Infrastructure and Information Management (IIM / SG / 1) held in Nairobi, Kenya from 27 to 30 June 2017, the IMSG Communication Project 3 was recommended as Communication project to implement the implementation of Air/Ground communication aimed at ensuring Air Traffic Control within AFI region.

The document will provide the organization of the project team, the project planning with milestones, the meeting program and the project deliverables.

2. INTRODUCTION

2.1 Purpose of the document

The purpose of the document is to describe the organization of the project team, the project planning with milestones, the meeting program and the project deliverables by the IIM Sub-Group Communication Project 3 team to successfully achieve the implementation of Air/Ground communication aimed at ensuring Air Traffic Control within AFI region.

2.2 Structure of the document

The structure of the document is as follows:

- 2.2.1 Section 1: Executive summary - the aim of the project and outputs.
- 2.2.2 Section 2: Introduction - introduces the project organization document and its purpose.
- 2.2.3 Section 3: Project Overview - outlines the project scope, risks and strategy.
- 2.2.4 Section 4: Project Framework - provides the project communication preference.
- 2.2.5 Section 5: Project deliverables - provides the list of all project deliverables.
- 2.2.6 Section 6: Project Planning – outline project plan with milestones.
- 2.2.7 Section 7: Project Meeting Program – indicated the planned project meeting program for the duration of the project.
- 2.2.8 Section 8: References

2.3 Intended readership

The intended audience for this document are:

- 2.3.1 The Chairman and the Vice-Chairman of the IIM Sub-group;
- 2.3.2 The Secretariat of IIM Sub group;
- 2.3.3 The other IIM Sub-group projects
- 2.3.4 The AAO projects;
- 2.3.5 Air Navigation Service Providers (ANSP) over the AFI Region;
- 2.3.6 Airport owners/providers;
- 2.3.7 Airspace users.

2.4 Acronyms and Terminology

Term	Definition
AFI	Africa and Far East Indian Ocean
APIRG	AFI Planning and Implementation Regional Group
APCC	APIRG Projects Coordination Committee
ATM	Air Traffic Management
CNS	Communication Navigation Surveillance

Term	Definition
COM	Communication
CPDLC	Controller/Pilot Data Link Communication
GOLD	Global Operational Data Link
HF	High Frequency
ICAO	International Civil Aviation Organization
IIM	Infrastructure & Information Management
PANS	Procedure for Air Navigation Service
VHF	Very High Frequency

3 PROJECT OVERVIEW

The IMSG Communication Project 3 outlines a plan to ensure implementation of Air/Ground communication aimed at ensuring Air Traffic Control within AFI region.

3.1 Identification

Project Name:	Air to Ground communication Project 3: Implementation of Air/Ground communication aimed at ensuring Air traffic control.		
Discipline:	Communication, APIRG		
Sub-Group Type:	New	Location:	AFI

3.2 Project Objectives

The objectives of the project as indicated in the Project Description:

3.2.1 In the framework of the technologies Roadmap for Communication defined in the GANP and the AFI strategy assist States in the implementation of Aeronautical Mobile Service through:

- a) High Frequency/Very High Frequency (**HF/VHF**) voice Communication
- b) High Frequency/Very High Frequency Data link communication (**HF/VHF DL**)
- c) Controller/Pilot Data Link Communication (**CPDLC**)

3.2.2 In accordance with the operational requirements of ICAO Annex 10 Volumes II & III Aeronautical Telecommunication, Annex 11 Air Traffic Service and the relevant supporting guidance documents (Doc 4444 Procedures for Air Navigation Service (PANS--ATM) Doc 9694 Manuel on Air Traffic Services Data Link Applications, Doc 10037 Global Operational Data Link Document (GOLD)).

3.3 Scope of project

The scope of the project is outlined below:

3.3.1 The provision of air/ground communication between Pilots and ATCOs will cover all Airspaces and Air Traffic Control Centers involved in the provision of air aviation service for international civil aviation.

3.3.2 The implementation scheme will be in accordance with the requirements of the provision of Aeronautical mobile Service (AMS) as defined by the AFI Air Navigation Plan (AFI/RAN Abuja 1997).

3.4 Project strategy

3.4.1 All tasks will be carried out by COM/ IT experts nominated by AFI States participating in the project, led by the Project-Team Coordinator and under the supervision of the Project Facilitators (ROs/CNS, Dakar and Nairobi) through the IIM SG working methodology.

3.4.2 Upon completion of the tasks, the results will be sent to the IIM SG Chairman/Vice chairman and Secretariat as a final document for submission to, and if necessary approval by the APIRG Projects Coordination Committee (APCC).

For the purpose of collaborative decision-making, meetings will be held with the areas involved.

3.5 Risk management

The risk matrix as tabulated below can be used to combine LIKELIHOOD and IMPACT to obtain a risk score.

LIKELIHOOD	Almost Certain 90%	Insignificant	Moderate	High	Extreme	Extreme
	Likely 65%	Insignificant	Low	Moderate	High	Extreme
	Possible 40%	Insignificant	Insignificant	Low	Moderate	High
	Unlikely 20%	Insignificant	Insignificant	Insignificant	Insignificant	Low
	Rare 10%	Insignificant	Insignificant	Insignificant	Insignificant	Insignificant
	Minor 10%	Significant 30%	Serious 50%	Critical 70%	Catastrophic 100%	
	IMPACT					

Table below identifies risks, mitigation and also residual risk rating after controls are put in place

#	Risk Definition	Mitigation Plans	Potential Impact	Likelihood	Rating
1.	Not meeting project delivery targets/timelines.	Communicate delivery schedule and any changes thereof with all team members and stakeholders.	Minor	Unlikely	Insignificant
2.	Unavailability of team members	Arrange project meetings in advance	Minor	Likely	Insignificant

4 PROJECT FRAMEWORK

4.1 Communication means

4.1.1 The communication medium that will be used between the project team members during the project progress meetings (and working meetings) is listed below:

- a. Electronic correspondence (e-mail),
- b. Teleconference, videoconference,
- c. WhatsApp,
- d. Skype meetings.

4.1.2 The project coordinator may use the similar communication media for the coordination with the chairman/vice chairman and the secretariat of IIM Sub group.

4.2 Project team

The following project team members have been identified to form part of the team that will perform the activities for the Air to Ground communication Project 3:

STATE	NAME	ROLE and RESPONSIBILITY
South Africa	Name: Nokuthula Phakathi Email: nokuthulap@atns.co.za Cell: +27 82 748 2140	Project-Team Coordinator
ASECNA	Name: Sibitang Mingo Aladjou Email: sibitangmingoala@asecna.org Cell: +221774936867	Project Team Member
Botswana	Name: Samuel Mbaakanyi Email: smbaakanyi@caab.co.bw Cell: +26772277905	Project Team Member
	Name: G Pule Email: gpule@caab.co.bw Cell: +26773850986	Project Team Member
Cameroon	Name: Email: Cell:	Team member still to be appointed
Côte d'Ivoire	Name: GNASSOU SANDRINE Email: sgnassou@anac.ci Cell: 00 225 89 84 14 70	Project Team Member
Ghana	Name: Isaiah Tefutor Email: itefutor@gcaa.com.gh Cell: +233 244 221 092	Project Team Member
IATA	Name: Seda Protus Email: sedap@iata.org Cell: +27 71 687 5948	Project Team Member
ICAO FISS	Name: Email: Cell:	
Kenya	Name: Erick Meli Email: erickmeli@kcaa.or.ke Cell: 254 (0) 722791817	Project Team Member
Mauritania	Name: Email: Cell:	Team member still to be appointed
Nigeria	Name: Otitolaye Johnson Email: jotitolaye@nama.gov.ng Cell: +2348033442043	Project Team Member
Senegal	Name: Email:	Team member still to be appointed

	Cell:	
Seychelles	Name: Pitter Elizabeth Email: peizabeth@scaa.sc Cell:	Project Team Member
	Name: David Confait Email: dconfait@scaa.sc Cell:	Project Team Member
Togo	Name: KELEWOU Gnimdou Email: g.kelewou@anac-togo.tg Cell: +22896720604	
Uganda	Name: David Macho Email: dmacho@caa.co.ug Cell: +256 78 206 8680	

4.3 Language of work

- 4.3.1 All project communication shall be in English.
- 4.3.2 The project deliverables and the documentation shall be in English.
- 4.3.3 The teleconferences or videoconferences meeting shall be conducted in English.

4.4 Budget

N/A

5 PROJECT DELIVERABLES

The IIM Sub-Group Communication Project 3 deliverables are listed in Table 1 below:

Project Deliverables	Planned Delivery Date	Revised Delivery	Objectives
Project Progress Report	After each meeting		To enable the Chair/Vice Chair and the Secretariat to monitor the progress of the project team
Project Organisation / Plan	31 December 2017	31 May 2018	To outline the tasks for the project organization and coordination
Project Description	31 December 2017	31 May 2018	To provide a description of the project
Project Terms of reference	31 December 2017	31 May 2018	
Project Linkage	31 October 2017	31 May 2018	
Implementation status of HF &VHF stations (Voice & data Link)	Quarterly		To monitor the HF &VHF stations (Voice & data Link) implementation status and provide assistance or recommendations
Implementation/Operation status of CPDLC Circuits	Quarterly		To monitor the CPDLC implementation status and provide assistance or recommendations
Teleconferences, Workshops/Seminars, meetings (French and English) on VHF/CPDLC systems operation and their implementation scheme	Monthly		
Implementation/sharing and Operation status of Remote VHF/HF systems	Quarterly		To monitor the HF &VHF stations (Voice & data Link) implementation/sharing status and provide assistance or recommendations
Assessment/Reporting on the operation of Air ground communication system and operation	Quarterly		To provide assistance and recommendations.
Detailed guidance provided to States not complying with the AFI AMS Plan	Quarterly		To provide assistance and recommendations.
List of States with VHF and CPDLC, implemented	Quarterly		Monitor implementation status and challenges.

Project Deliverables	Planned Delivery Date	Revised Delivery	Objectives
HF DL / VDL Requirement (Manual / Guidance)	After 2 years		To provide HF DL / VDL Requirement (Manual / Guidance) for AFI states.

Table 1 : List of Project deliverables

6 PROJECT PLANNING

The following figure provide the project planning and the milestones:

No.	Milestone	Start date	End date	Dependency	Responsible State
1	Project Initiation/Kick-off	28 Feb 2018	28 Feb 2018 (100%)	Team members availability	Project Team Members
2	Finalise Project Description	1 March 2018	23 March 2018 (100%)	Project Team Inputs	South Africa
3	Develop Project Terms of Reference	1 March 2018	18 May 2018 (100%)	Project Team Inputs	Seychelles
4	Develop Project Plan	1 March 2018	18 May 2018 (100%)	Project Team Inputs	South Africa
5	Finalise Link between projects	1 March 2018	18 May 2018 (100%)	Project Team Inputs	All
6	Project Questionnaire Finalization	1 March 2018	16 March 2018 (100%)	Project Team Inputs	ASECNA
7	Monthly Implementation Status report of HF & VHF stations (Voice & data Link)	1 August 2018	2019	ICAO questionnaire sent to States States participation	All AFI States
8	Monthly Implementation/Operation status of CPDLC Circuits	1 August 2018	2019	ICAO questionnaire sent to States States participation	All AFI States
9	Monthly Implementation/sharing and operation of Remote VHF and HF systems	1 August 2018	2019	ICAO questionnaire sent to States States participation	All AFI States
10	Develop HF DL and VHF DL States Requirement Manual / Guidance	1 July 2018	2019	Task lead to be appointed Team Participation and Inputs	Lead to be appointed

Figure 1 : IIM Sub-group COM Project 3 Planning

7 PROJECT MEETING PROGRAM

The IIM Sub-Group Communication Project 3 project meeting program:

ITEM	OBJECTIVE	FREQUENCY /DATE	MEDIA	OUTPUT
Kick-off meeting	1. To initiate project 2. To discuss and allocate task 3. Project documentation	27 February 2018	Teleconference	Minutes, Matters arising and Project Status report
Project progress meeting	To track project progress and deliverables as per last meeting.	27 March 2018	Skype / Whatsapp	Minutes, Matters arising and Project Status report
Project progress meeting	To track project progress and deliverables as per last meeting.	24 April 2018	Skype / Whatsapp	Minutes, Matters arising and Project Status report
Project progress meeting	To track project progress and deliverables as per last meeting.	26 June 2018	Skype / Whatsapp	Minutes, Matters arising and Project Status report
IIM Sub-Group Meeting	To provide project progress to IIM Chairperson, Vice-Chair and Secretariat.	Once a year – ICAO Meeting	Formal meeting	IIM Sub-Group Report with Decisions and Conclusions.
Project progress meeting	To track project progress and deliverables as per last meeting.	24 July 2018	Skype / Whatsapp	Minutes, Matters arising and Project Status report
Project progress meeting	To track project progress and deliverables as per last meeting.	Quarterly (24 November 2018)	Skype / Whatsapp	Minutes, Matters arising and Project Status report
Project progress meeting	To track project progress and deliverables as per last meeting.	Quarterly (2019)	Skype / Whatsapp	Minutes, Matters arising and Project Status report
Close-Out	Project Close-out meeting	2019	Skype / Whatsapp	Project Close-out Report and Minutes.

8 REFERENCES

This section lists the project references:

8.1 Applicable Documents

This project organization description document complies with the requirements set out in the following documents:

[1] APIRG Procedural Handbook 5th Edition – 2017

8.2 Reference Documents

[1] IIM ICAO letter reference ES AN 13 / 0-584 dated 14 August 2017

-END OF DOCUMENT-