

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)



INFRASTRUCTURE & INFORMATION (IIM) SUB-GROUP

COMMUNICATION PROJECT 5

IIM SG COM Project 5 - Terms of Reference

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Abstract

This Document provides the Terms of Reference (ToR) for the Reference of the IIM (Infrastructure & Information Management) Communication Project N° 5 "Assessment of AFI Aeronautical Networks Cyber Security".

The ToR set out the working arrangements for the project and list vital information about the project, such as its purpose, membership, meeting schedule...

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Executive summary

The implementation of the current and forthcoming aeronautical services will rely more and more on Information technologies, which are central to air navigation services and civil aviation in general. The ATM system and its supporting services and facilities (AIM, MET, CNS) require continuous flows of information and these data require different levels of performances in accuracy, integrity, availability and sometime confidentiality.

The threats on IP based technology on the ATM system related to voluntary inclusion is real and some States and organizations are taking remedial measures even though no standards and clear guidance is available.

The IIM SG COM Project N° 5 “Assessment of AFI Aeronautical Networks Cyber Security” had been approved during the first meeting of the APIRG Sub-Group on Infrastructure and Information Management (IIM / SG / 1) held in Nairobi, Kenya from 27 to 30 June 2017.

The objective of the APIRG IIM Sub Group Communication project n°5 is to develop and implement a global security policy for aeronautical information systems to prevent that internal and external threats impact the availability, the reliability, the integrity and the continuity of the AFI aeronautical networks.

This document provides the Terms of Reference (ToR) for the APIRG Infrastructure & Information Management (IIM) Sub group Communication Project N° 5 “Assessment of AFI Aeronautical Networks Cyber Security”.

The ToR set out the working arrangements for the project and list vital information about the project, such as its purpose, membership, meeting schedule...

1 Introduction

The Terms of Reference (ToR) for the IIM SG COM Project 5 provides a clear mandate for the project team, specifically defining project objectives, the project schedule and the expected outputs .

The ToR defines:

- ✓ vision, objectives, scope and deliverables (i.e. what has to be achieved)
- ✓ stakeholders, roles and responsibilities (i.e. who will take part in it)
- ✓ resource and quality plans (i.e. how it will be achieved)
- ✓ work breakdown structure and schedule (i.e. when it will be achieved).

1.1 Acronyms and Terminology

1.1.1 Definitions

Composition

sets out the categories of membership

Membership

lists individual members by name

Terms of reference

defines the purpose and scope of a project, the mandates and the reporting requirements to the IIM Chair and Secretariat

Quorum

specifies the number of members who must be present at a meeting to make its decisions valid

1.1.2 List of Acronyms

Term	Definition
AAO	Airspace and Aerodrome Operations
AIM	Aeronautical Information Management
ANSP	Air Navigation Service Provider
ATM	Air Traffic Management
CNS	Communication Navigation Surveillance
COM	Communication
ESAF	Eastern and Southern African
ICAO	International Civil Aviation Organization
IIM	Infrastructure & Information Management
WACAF	Western and Central African (WACAF)

2 Background

2.1 Project objectives

The IIM SG COM Project N° 5 “Assessment of AFI Aeronautical Networks Cyber Security” project had been approved during the first meeting of the APIRG Sub-Group on Infrastructure and Information Management (IIM / SG / 1) held in Nairobi, Kenya from 27 to 30 June 2017.

The objectives of the IIM SG COM Project N° 5 project are :

- i. To assess and prevent internal and external threats impact the availability, the reliability, the integrity and the continuity of the AFI aeronautical networks, including RFI;
- ii. To develop and implement a global security policy for aeronautical information systems to prevent that internal and external cyber threats impact the availability, the reliability, the integrity and the continuity of the AFI aeronautical networks.

2.2 Membership

The IIM SG COM Project.5 is composed of experts from States, Air Navigation Providers (ANSPs) and international organizations:



Figure 1 : Composition of the project team

The list of the project members is provided in the annexes. Other members may be included in the group as required.

3 Project team composition

The table below provided the project team members:

STATE	NAME	Email
ASECNA	AYINA AKILOTAN Cumbi Hugues	ayinahug@asecna.org
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COTE D'IVOIRE	Gnassou Sandrine	sgnassou@anac.ci
SOUTH AFRICA	Nokuthula Phakathi	nokuthulap@atns.co.za
SOUTH AFRICA	Keaoleboga K Modisane	keaolebogam@atns.co.za
GHANA	Frank Kofi Apeagyei	fapeagyei@gcaa.com.gh
GAMBIA	Bouba D. Touray	btouray@gcaa.aero
NIGERIA	Engr. Johnson Otitolaye	jotitolaye@nama.gov.ng
UGANDA	Agaba Gerald	gagaba@caa.co.ug
KENYA	Portas Oganga	pooganga@kcaa.or.ke
IATA	Josiah Backobi	backobij@iata.org

Table 1: Project team composition

4 Roles and Responsibilities

4.1 Role of the project coordinator

The role of the project coordinator of the IIM COM Project 5 includes:

- ✓ Coordinating project management activities and information
- ✓ Assigning tasks to internal teams and assist with schedule management
- ✓ Monitoring project progress and handle any issues that arise
- ✓ Acting as the point of contact and communicating project status to all participants
- ✓ Creating and maintaining comprehensive project documentation, plans and reports
- ✓ Organizing the project progress meetings,
- ✓ Reporting the project progress to IIM Secretariat.

4.2 Role of individual project team members

The role of the individual members of the IIM SG COM Project 5 includes:

- ✓ attending regular progress meetings as required (one per month) and actively participating in the project team's work;
- ✓ being committed to, and actively involved in, pursuing the project's outcomes.

5 Project meetings

Project meetings are an essential part of management and supervision roles and responsibilities such as monitoring activities, reporting progress, assessing performance, and measuring quality of work.

5.1 Notice of the meeting

The Project Coordinator shall manage and schedule the frequency, date and venue of the project meeting, as described in the project organization document.

5.2 Frequency of meetings

The frequency of the meeting is provided in the project organization document (D02). The progress meeting will be organized once a month.

5.3 Agenda items

All agenda items will be forwarded to the Project Coordinator by close of business **ten working days** prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed at least **five working days** prior to the next scheduled meeting.

5.4 Minutes and meeting papers

The minutes of each Project Progress meeting will be prepared by the project coordinator.

Full copies of the minutes, including attachments, will be provided to all Project members no later than **five working days following each meeting**.

By agreement of the group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting.

5.5 Quorum requirements

A quorum will be half the regular membership plus one.

5.6 Proxies to meetings

Members of the IIM SG COM Project 5 will nominate a proxy to attend a meeting if the member is unable to attend.

The Chair will be informed of the substitution at least five working days prior to the scheduled nominated meeting.

For the purpose of a quorum, the proxy shall be counted as a member and shall have full voting rights on that occasion.

The nominated proxy will provide relevant comments/feedback about the attended meeting to the IIM SG COM Project 5 Team member they are representing.

5.7 Attendance and Apologies

All IIM Sub-Group Communication Project 5 project permanent members (or their proxies) shall attend the progress meeting attendance is compulsory for all permanent members or their proxies.

The permanent members that cannot attend shall inform the project coordinator before the scheduled meeting.

6 Report to the IIM SG Chair/vice chair and the Secretariat

To enable the Chair/vice chair and the Secretariat to monitor the progress of the project teams, each project team coordinator is required to submit a report after each team meeting to the Chair/vice chair and the Secretariat.

6.1 Periodic Progress report

The report shall include:

- The status of the project;
- Challenges encountered where necessary (examples: non-participation of certain experts in the work of the project team, bothering on technical aspects, difficulty on certain aspects of coordination, etc.);
- Recommendations / Suggestions if necessary to resolve these difficulties.

Note : In addition to the team meeting report, the chair/vice chair or the secretariat may request a one-time report to a project team coordinator if necessary.

6.2 Annual Project Progress report

Yearly, the project will develop an annual progress report.

Annual progress reports enable the IIM Sub-Group Communication Project 5 and the IIM Chair, Vice-Chair and Secretariat to assess the progress of the project and plan the next stage of the activities.

7 Decision Making

The decisions are normally reached by general agreement of the project members present as determined by the project coordinator, unless a vote is requested by any member. In the latter case the vote shall rest upon a simple majority of those present.

8 Amendment

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the IIM SG COM project 5 Team members.

9 References

[1] IIM SG COM Project.5 Description, Edition 00.00.01

[2] IIM SG COM Project.5 Organization, Edition 00.00.02