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## APPENDIX A

### **Third Meeting of the APIRG Infrastructure and Information Management Sub-Group (IIM/SG/3), Virtual Meeting, 12-14 October 2020**

#### **Draft Agenda**

**Agenda Item 1:** Adoption of the Agenda, the Work programme and Election of Chairperson and Vice-Chairperson of the Meeting

**Agenda Item 2:** Review of the Conclusions/Decisions of the Second meeting for the APIRG Infrastructure and Information Management Sub-Group (IIM/SG/2)

**Agenda Item 3:** Review of the outcome of the APIRG/22<sup>nd</sup> meeting

**Agenda Item 4:** Status of implementation of the regional projects adopted by APIRG

4.1 AFI Aeronautical Information Management Regional Projects (AIM)

4.2 AFI Aeronautical Communication Navigation Surveillance, Infrastructure, Spectrum and Systems Regional Projects (CNS)

4.3 AFI Aeronautical Meteorological Regional Projects (MET)

**Agenda Item 5:** Air Navigation Deficiencies and Reporting in the AIM, CNS and MET Areas

**Agenda Item 6:** Review of the Term of Reference and Work Programme of the APIRG IIM Sub Group

**Agenda Item 7:** Review of the draft Conclusions/Decisions of the Third meeting of the APIRG Information and Infrastructure Management Sub-Group

**Agenda Item 8:** Any other business



**Third Meeting of the APIRG Infrastructure and Information  
Management Sub-Group (IIM/SG/3), Virtual Meeting, 12-14 October 2020**

**Draft Agenda Explanatory Note**

**Agenda Item 1: Adoption of the Agenda, the Work programme and Election of Chairperson and Vice-Chairperson of the Meeting**

Under this agenda item, the meeting will discuss to adopt the draft agenda and the work programme and will elect its Chairperson and Vice Person.

**Agenda Item 2: Review of the Conclusions/Decisions of the First meeting for the APIRG Infrastructure and Information Management Sub-Group (IIM/SG/1)**

Under this Agenda Item, the meeting will review the status of implementation of the Conclusions and Decisions of the Second Meeting of the APIRG IIM Sub Group held in Dakar, Senegal from 09 to 11 July 2018.

**Agenda Item 3: Review of the outcome of the APIRG/21<sup>st</sup> meeting**

Under this Agenda Item, the meeting will review the conclusions and Decisions of the APIRG/22 meeting (held in Accra, Ghana from 29 July to 02 August 2019) pertaining to the areas of Aeronautical Information Management (AIM), Aeronautical Communication Navigation Surveillance and Spectrum (CNS) and Aeronautical Meteorology (MET).

**Agenda Item 4: Status of implementation of the AFI IIM regional projects adopted by APIRG**

Under this Agenda item the meeting will be provided with the status of implementation of the AFI IIM regional projects adopted by APIRG. In this regards Project, Team Leaders PTL, will be requested to report on the status of implementation and on any hurdles encountered in the coordination of the regional projects

**Agenda Item 5: Air Navigation Deficiencies and Reporting in the AIM, CNS and MET Areas**

Under this agenda item, the meeting will discuss issues related to the identification of Air Navigation Deficiencies and to air Navigation report in the AIM, CNS and MET areas.

**Agenda Item 6: Review of the Term of Reference and Work Programme of the APIRG IIM Sub Group**

Under this agenda item the Sub Group will review its Terms of Reference and propose any necessary update for improvement.

**Agenda Item 7: Review of the Conclusions/Decisions of the Second meeting of the APIRG Information and Infrastructure Management Sub-Group**

Under this agenda item the participants will review, comment and adopt the draft Conclusions/Decisions of the meeting

**Agenda Item 8: Any other business**

Under this agenda item the meeting will discuss any other items which may have not been captured in the above agenda.



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## APPENDIX C

### Third Meeting of the APIRG Infrastructure and Information Management Sub-Group (IIM/SG/3), Virtual Meeting, 12-14 October 2020

#### TERMS OF REFERENCE OF THE APIRG INFRASTRUCTURE AND INFORMATION MANAGEMENT SUB-GROUP (IIM/SG)

##### Mandate

The IIM/SG is established and mandated by APIRG to support the implementation of ICAO Standards and Recommended Practices (SARPs) and carry out specific activities aimed to enable APIRG to discharge its functions and responsibilities in the areas of CNS, AIM and MET.

**Key Functions** To carry out these functions, the Sub-Group shall, as guided by APIRG:

- a) Foster the implementation of specific Modules of the ICAO Aviation Systems Block Upgrades (ASBUs) assigned by APIRG.
- b) Carry out implementation projects in support of States, related to the areas of MET, AIM and CNS in accordance with the ASBUs methodology and as guided by the Regional performance objectives, to support States in the implementation of SARPs and regional requirements
- c) Take necessary action to enable coherent planning and implementation of MET, AIM and CNS programmes in the AFI Region, to facilitate the objective of achieving seamlessness in the air navigation system, interoperability and harmonization within the Region and with other Regions.

##### Tasks

- d) Keep under review the adequacy of requirements in the areas of MET, AIM and CNS taking into account changes in user requirements, the evolution in operational requirements and technological developments in accordance with the ASBUs methodology.
- e) Identify and collect, State by State, information on deficiencies in the areas of MET, AIM and CNS in accordance with the Uniform Methodology approved Council and the APIRG guidance; analyze and propose solution; report on progress and obstacles beyond the capacity of the sub- group.
  - a) Analyze, update the list of AIM MET CNS deficiencies in the AFI Region and identify remedial regional projects;
  - b) Coordinate (through teleconferences or workshops) planning and implementation of AIM, MET and CNS regional Projects by the specialized Projects Teams;



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- c) Assess the statuses of implementation and the efficiency of AIM, MET and CNS infrastructures and systems;
- d) Conduct coordination meetings with the AAO/SG.
- e) Collect materials on IIM projects reporting and monitoring and develop project reports

### Working methods

The Sub-Group shall convene at least once every APIRG cycle of meetings taking into consideration the schedule of other APIRG activities. It shall make use of available electronic communication means including teleconferencing to prepare and progress its work in between meetings and keep its members up to date on issues of concern, as well as to discuss specific issues.

Taking into consideration that the SG will be representing the interests of the Region, and that not all APIRG member States will necessarily be represented in an SG, the participating State officials shall be expected to work more as experts in their respective fields, as opposed to delegates attending only to the interests of their States. The SG shall work with minimum of formality.

### Composition

The LIM AFI (COM/MET/RAC) RAN meeting in 1988 agreed that the participants in APIRG contributory bodies were to be specialists in the subjects concerned and familiar with the areas under consideration. While every State that is likely to make a valid contribution shall be given an opportunity to participate, the group shall be kept as small as possible, to facilitate efficiency on aspects such as consideration of business, cost, logistics and the application of non-formal working methods.

### WORK PROGRAMME

No.	Task Description	Priority	Target Date
	Project Coordination (Teleconferences, E-mailings, workshops/Seminars, Meetings)	A	31/08/2018
	Description of the Projects (Composition and first Estimated costs)	A	30/09/2018
	Determination of Projects linkages	B	30/09/2018
	Planning of Projects ( Development of time lines and planning)	A	31/10/2018
	Determination of Project base line (Compilation of Questionnaires including the expected benefits )	A	31/12/2018
	Final Project Cost Estimation	B	31/12/2018
	Reporting on project deliverables	C	1 <sup>st</sup> quarter 2019 then On going

### Priority:

- A. High priority tasks, on which work should be speeded up;
- B. Medium priority tasks, on which work should be undertaken as soon as possible, but without detriment to priority A tasks;
- C. Lesser priority tasks, on which work should be undertaken as time and resources permit, but without detriment to priority A and B tasks.



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Attachment D

**Third Meeting of the APIRG Infrastructure and Information Management  
Sub-Group (IIM/SG/3), Virtual Meeting, 12-14 October 2020**

**INFORMATION BULLETIN**

**1. Venue of the Meeting/ Registration**

The Meeting will be virtual under the Zoom application.

The Online Registration Link to access to the meeting is indicated as follows:

<https://icao.zoom.us/meeting/register/tJEkceCurzouHNVPcM96BH9-TVx7FM50oIeq>

The language for the registration can be selected at the right bottom of the registration page.

**2. Languages**

The Meeting will be conducted in English and French languages with simultaneous translation.

**3. Opening Session**

The Opening Session of the Meeting will take place on **Monday 12 October 2020 at 09:00 UTC**

**4. Assistance**

For assistance, kindly contact: [wowuor@icao.int](mailto:wowuor@icao.int), [BKone@icao.int](mailto:BKone@icao.int) and [amane@icao.int](mailto:amane@icao.int)

**5. Instruction and Documentation**

The Meeting will be serviced by Mr. **François-Xavier SALAMBANGA**, Regional Officer CNS of the ICAO Regional Office of Dakar, Secretary of the APIRG IIM/SG. He will be assisted by Ms. **Chinga MAZHETESE** and Mr. **Harvey Gabriel LEKAMISY**, respectively Regional Officer, Environment & Aeronautical Meteorology and Regional Officer CNS, ICAO Regional Office of Nairobi.

The documentation for the Meeting will be online and participants are informed to have laptops for access and a stable Internet connection.

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