



COMPREHENSIVE REGIONAL IMPLEMENTATION PLAN FOR AVIATION SAFETY IN AFRICA (AFI PLAN)

THIRTEENTH AFI PLAN STEERING COMMITTEE MEETING

(Dakar, Senegal, 29-30 May 2014)

Agenda Item 1: Progress Report on the establishment of the African Flight Procedure Programme (AFPP)

(Presented by the ICAO Secretariat)

EXECUTIVE SUMMARY

This paper presents a strategy for moving forward with a sustainable African capability for PBN implementation, including instrument flight procedure design and deployment, through the establishment of an African Flight Procedures Programme (AFPP). It provides a status update of the programme including recent activities undertaken by ICAO to assist with expediting the establishment of a functional AFPP office. Finally, it recommends the way forward for the AFPP.

Action: The AFI Plan Steering Committee is invited to:

- a) Urge Participating States to sign the AFPP Programme Document (Prodoc) during the AFI Aviation Safety Symposium and the 13th AFI Plan Steering Committee meeting in May 2014;
- b) Urge States to provide resources as identified in the AFPP Programme document; and
- c) Urge Donors/Sponsors to sign an Agreement in Principle Form, which indicates their intent to commit/contribute to the AFPP, during the AFI Aviation Safety Symposium and the 13th AFI Plan Steering Committee meeting in May 2014.

1. INTRODUCTION

1.1 ICAO places a high priority on the implementation of Performance-Based Navigation (PBN) as it offers significant safety and efficiency benefits and is a key enabler of many Aviation System Block Upgrade (ASBU) modules. ICAO also recognizes that some regions experience difficulties with

implementing PBN. Africa is one such region. Consequently, there is a requirement for a sustainable, regional solution for PBN implementation in Africa.

1.2 The solution is the implementation of a Flight Procedures Programme concept; a concept that has proven to be very successful in the Asia-Pacific (APAC) region. An African FPP (AFPP) would assist African States in realizing their PBN Implementation Plans and meeting the target dates of the Assembly Resolution 37-11(Performance-Based Navigation Global Goals).

1.3 This paper outlines the AFPP concept and the necessary steps required to implement the programme.

2. BACKGROUND

2.1 In 2008, the ICAO Special Africa-Indian Ocean Regional Air Navigation Meeting (AFI RAN/08) identified and supported the concept of a Flight Procedures Programme (FPP) for the AFI Region. As a result, ICAO moved forward with facilitating the establishment of an AFI FPP capability and a Letter of Intent (LOI) between ICAO, the Agency for the Air Navigation Safety in Africa and Madagascar (ASECNA) as Host Administration and the Direction Generale de l'Aviation Civile (DGAC) France as Sponsor, was signed in November 2012. State Letter Ref. 11/45.2.1-13/18 was issued in February 2013, advising States of the planned establishment of the AFI-FPP office in Dakar, Senegal and inviting them to indicate if they would be willing to contribute to the AFI-FPP, either with an annual financial or in-kind contribution. As part of its contribution in support of the AFPP, in May 2013 DGAC France assigned an FPP Manager who commenced his duties in July 2013.

2.2 The 38th Session of the ICAO Assembly (September/October 2013) adopted Resolution A38-7 further urging African States to support the implementation of the FPP office for Africa with personnel secondments and/or financial support as quickly as possible, in order to accelerate PBN implementation in the region.

2.3 At its 19th meeting in October 2013, the 19th AFI Planning and Implementation Regional Group (APIRG/19) noted the status of FPP implementation and adopted Conclusion 19/17 inviting AFI States to indicate their needs for PBN procedure design to the AFI FPP and participate actively in the AFI FPP activities by providing financial or in-kind support. The 5th meeting of the AFI DGCAs, held in November 2013, also endorsed this APIRG/19 Conclusion.

2.4 However due to the lack of progress in establishing the FPP office, a special ICAO assistance mission was organized and sent to Dakar in March 2014. The objectives of the mission included the development of a Project Management Action Plan that included a resource plan, a budget, a training plan and the way forward, as well as obtaining State agreement with FPP services and confirmation of State participation.

3. RESULTS OF THE ASSISTANCE MISSION

3.1 The assistance mission led by ICAO Headquarters with support from the APAC FPP from the Regional Sub-Office (RSO) in Beijing, ESAF and WACAF Regional Offices and the AFPP Manager, consisted of a five-day planning mission, a two-day preparation session and a three-day seminar/workshop.

3.2 The five-day planning mission accomplished the following:

- Redefined the FPP concept for Africa;
- Developed the scope of the FPP services;
- Identified the FPP personnel resource requirements;
- Developed the draft Programme Document (Prodoc);
- Proposed the FPP Work Plan for 2014;
- Proposed a FPP oversight structure (Steering Committee);
- Developed a detailed action plan to make the AFPP office operationally functional by the target date of 2 June 2014; and
- Developed a three-year budget and proposed an annual State financial contribution to meet this budget.

3.3 The two day preparation session was focused on seeking State and Donor (or Sponsor) input on the FPP concept, the Programme Document, personnel secondments, the annual financial contribution and budget, and the oversight structure. All States and Donors represented in the session expressed strong support for the FPP and committed to providing resources.

3.4 As a result of the preparation session, the following was agreed to:

- The name 'African Flight Procedure Programme (AFPP)', to indicate that the programme supports the whole African continent;
- The AFPP Work Plan, with operations commencing 2 June 2014;
- A final Programme Document (**Attachment A**), including the services, oversight structure and annual budget, with the intent that it would be signed by States during the AFI Aviation Safety Symposium and the 13th AFI Plan Steering Committee meeting in May 2014;
- Identification of States that would provide seconded personnel; and
- A list of action items and next steps.

3.5 Finally, the three-day workshop provided a status report on the FPP including proposed next steps, information on the PBN concept and implementation plans, training on instrument procedure design, validation, quality assurance and data collection, and operational approval requirements.

3.6 Overall, the assistance mission was highly successful and has set in motion a plan for implementing a functional AFPP.

4. AFPP CONCEPT

4.1 The AFPP concept is fully explained in the Programme Document. The following paragraphs highlight the main points of the concept.

4.2 The AFPP will be a *regional centre of excellence in procedure/airspace implementation, focusing on PBN*. It will provide direct design and implementation support as needed as well as assist in developing the necessary sustainable capability and capacity building for States and other Stakeholders. The intent is to have an African FPP that is designed by, and for Africa.

4.3 The AFPP will be governed by an AFPP Steering Committee comprised of ICAO, ASECNA (Host Administration) and the Active Participating States. The roles and responsibilities of the Steering Committee as well as the different types of Participating States (Active, User and Observer), are explained in the Programme Document.

4.4 The AFPP will be directed by the ICAO ESAF and WACAF Regional offices with seconded personnel from ESAF and WACAF States. ICAO HQ will provide oversight by monitoring the implementation of the programme. It will also provide both technical support and financial account management.

4.5 The AFPP will commence operations on 2 June 2014 for an initial 3 year duration which will be renewable. It will be hosted by ASECNA and located in Dakar, Senegal.

4.6 The scope of services will be in two main areas – PBN training and implementation support. Training includes workshops, courses and on-the-job training in procedure design, airspace design, and operations approval. Implementation support includes assistance in PBN planning, assessments, business cases, data collection and validation, procedure designs, and ground and flight validation. Scope and services are detailed in the Programme Document.

4.7 The AFPP will be funded by African Active Participating States and Donors (Sponsors). France is the first Sponsor as reflected in the LOI, and the State Letter 11/45.2.1-13/18 and will, in addition to its present support, provide funding and training for automated procedure design software. France as well as other potential Donors/Sponsors, who sign the attached Agreement in Principle form (**Attachment B**), will also be mentioned in the final version of the Programme Document.

5. WAY FORWARD

5.1 ICAO, ASECNA and DGAC France have all committed to supporting the implementation of the AFPP with resources. There is now urgency for States and other Donors to agree with the action plan set out in the Programme Document and commit to supporting the AFPP by either signing the Programme Document or the Donor/Sponsor form, as applicable.

5.2 A minimum of 5 Active Participating States are expected to sign the Programme Document during the AFI Aviation Safety Symposium and the 13th AFI Plan Steering Committee Meeting which will then allow the AFPP to continue. If the minimum commitment by African States and Donors is not obtained in May 2014, then a decision on further actions and the future of the AFPP will be required.

6. ACTION BY THE AFI PLAN STEERING COMMITTEE

6.1 The AFI Steering Committee is invited to:

- a) Urge Participating States to sign the Programme Document during the AFI Aviation Safety Symposium and the 13th AFI Plan Steering Committee Meeting in May 2014;
- b) Urge States to provide resources as identified in the AFPP Programme Document; and
- c) Urge Donors/Sponsors to sign the Agreement in Principle form which indicates their intent to commit/contribute to the AFPP, during the AFI Aviation Safety Symposium and the 13th AFI Plan Steering Committee Meeting in May 2014.

-END-



DP 04 Attachment A: AFPP Programme Document

AFRICAN FLIGHT PROCEDURE PROGRAMME (AFPP)
To Enhance Sustainable Instrument Flight Procedure Capability
in Participating States

Prepared by the

International Civil Aviation Organization (ICAO)

for the

Agency for the Air Navigation Safety in Africa and Madagascar (ASECNA)
as Host Administration

and the Civil Aviation Administrations
of other Participating States

May 2014

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ANNEX 1

to the Management Service Agreement between the Agency for the Air Navigation Safety in Africa and Madagascar (ASECNA) and the International Civil Aviation Organization (ICAO)

The SPECIAL AFRICA-INDIAN OCEAN (AFI) REGIONAL AIR NAVIGATION (RAN) MEETING, Durban, South Africa, 24–29 November 2008, supported the concept of the Flight Procedures Programme (FPP).

The 37th session of the ICAO Assembly in 2010 in its Resolution A37-11 reaffirmed the global commitment for PBN implementation and called upon the States to complete a PBN implementation plan as a matter of urgency and for ICAO to develop a coordinated action plan to assist States in the implementation of PBN and to ensure development and/or maintenance of globally harmonized SARPs, Procedures for Air Navigation Services (PANS) and guidance material including a global harmonized safety assessment methodology to keep pace with operational demands.

The 38th session of the ICAO Assembly in 2013 in its Resolution A38-7 further urged ¹African States to support the implementation of the Flight Procedure Programme (FPP) Office for ¹Africa with personnel secondments and/or financial support, as quickly as possible, in order to accelerate the PBN implementation in the Region.

In order to increase safety of Instrument Flight Rule (IFR) trajectories and to provide support to improve the safety and efficiency of IFR procedures in Africa, thereby realizing the significant safety, access, efficiency, and reduced environmental impact benefits of PBN, African Civil Aviation Administrations have agreed to establish a Performance Based Navigation (PBN) Flight Procedure Programme in the AFI region (African FPP) with the goal of developing the State's capabilities in the instrument flight procedure domain.

The FPP establishment was supported by the signature of the Letter of Intent for AFI Flight Procedure Programme (African FPP) by ICAO, ASECNA and DGAC France on 20 November 2012.

ASECNA has agreed to host the African FPP for an initial period of three years with a renewable three year option.

This agreement covers the period 2 June 2014 - 1 June 2017 considered as Phase 1.

Description of Programme

This document defines the scope of ICAO assistance to ASECNA as the host Administration and other participating African Civil Aviation Administrations in establishing a functioning

¹ AFI States at the time of the Special AFI RAN in 2008 and during the Assembly 38 comprised all African States, and therefore reference is made to all African States in this Programme document

Flight Procedure Programme (FPP) in close collaboration with the ICAO Regional Offices, ESAF and WACAF, with the goals of developing the States' capabilities in the instrument flight procedure domain, especially in the areas of procedure design, and regulatory oversight of the procedure design service provider. In Phase 1, the African FPP is envisioned to be a centre of excellence in the field of flight procedure design. The African FPP would employ best practices in training, automation and quality assurance with subject matter experts to address the PBN flight procedure implementation needs and enhance the capabilities of the States. The programme is being established by an initial group of African Civil Aviation Administrations (the Active Participating States) who are funding the programme: other African Civil Aviation Administrations may also join, by signing on to the Programme Document and making a financial contribution. The duration of the Phase 1 of the programme will be three years, after that time, the programme would be re-evaluated.

Management Services to be provided:

Through this Annex, ICAO will provide the following services to the host Administration and to any other African Civil Aviation Administration having joined the AFPP:

- AFPP oversight;
- Assignment of Programme personnel to assist in achieving the planned immediate objectives through the production of relevant outputs, by carrying out activities generally described in the Programme Document.
- Technical support of the Programme expert, including technical briefing and debriefing; Technical Review of Programme outputs and review/finalization/distribution of Programme reports; and.
- Programme progress monitoring.

Budget Estimate: An estimate of costs is provided as **Appendix 4** to the Annex 2 (Programme Document)

Brief Description: The Programme objective is to assist States to develop sustainable capability in the instrument flight procedure (IFP) domain so as to meet their commitments under Assembly Resolutions A37-11 for Performance Based Navigation (PBN) implementation and their obligations for the quality of their IFP's. This will be accomplished through training, assistance with quality assurance, procedure design and access to IFP-related automation solutions.

Signed on behalf of:	Signature	Name/Title	Date
International Civil Aviation Organization	_____	Raymond Benjamin Secretary General	_____
Agency for the Air Navigation Safety in Africa and Madagascar	_____	Director General	_____



ANNEX 2

INTERNATIONAL CIVIL AVIATION ORGANIZATION
PROGRAMME DOCUMENT

Programme Title: African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States

Programme No.:

Duration: 3 years: 2014-2017

Sector and Sub-Sector: Safety – Performance Based Navigation

Country Implementing Agency: Civil Aviation Administration of the Participating State implementing as (check one):

<input type="checkbox"/>	Active Participating State (An African Participating State that commits to funding the Programme by means of an annual financial contribution in line with an approved budget)
<input type="checkbox"/>	User State (An African Participating State that is not an Active Participating State, but one that intends to use the AFPP services)
<input type="checkbox"/>	Observer State (A Participating State that is not an Active Participating State nor an User State)

Executing Agency: International Civil Aviation Organization (ICAO)

Location: Dakar, Senegal

Estimated Start Date: 2 June 2014

Estimated Programme Cost: US\$ 750 000

Brief Description: The Programme objective is to assist States to develop sustainable capability in the instrument flight procedure (IFP) domain so as to meet their commitments under Assembly Resolutions A37-11 for Performance Based Navigation (PBN) implementation and their obligations for the quality of their IFP's. This will be accomplished through training, assistance with quality assurance, procedure design and access to IFP-related automation solutions.

Signed on behalf of:	Signature	Name/Title	Date
International Civil Aviation Organization	_____	Raymond Benjamin Secretary General	_____
Civil Aviation Authorities of	_____	_____	_____

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DRAFT

1. BACKGROUND

1.1 ICAO developed harmonized navigation specifications for all existing area navigation applications, and published these navigation specifications in the Performance Based Navigation (PBN) Manual (Doc. 9613).

1.2 The SPECIAL AFRICA-INDIAN OCEAN (²AFI) REGIONAL AIR NAVIGATION (RAN) MEETING, Durban, South Africa, 24–29 November 2008 supported the concept of the Flight Procedures Programme (FPP).

1.3 The 37th session of the ICAO Assembly in 2010 in its Resolution A37-11 reaffirmed the global commitment for PBN implementation and called upon the States to complete a PBN implementation plan as a matter of urgency and ICAO to develop a coordinated action plan to assist States in the implementation of PBN and to ensure development and/or maintenance of globally harmonized SARPs, Procedures for Air Navigation Services (PANS) and guidance material including a global harmonized safety assessment methodology to keep pace with operational demands.

1.4 The 38th session of the ICAO Assembly in 2013 in its Resolution A38-7 urges ²AFI States to support the implementation of the Flight Procedure Programme (FPP) Office for AFI Region by personnel secondment and financial support with required swiftness in order to accelerate the PBN implementation in the Region.

1.5 In 2009, ICAO published the Quality Assurance Manual (Doc. 9906). This document addresses two levels of processes. A high-level process, called the instrument flight procedure process, covers all elements from initiation to publication of the procedure and the relevant maintenance, safety, validation and flight inspection activities. The process does not end with publication. Feedback from users must be considered in the improvement process. A second specific process, for the design of the instrument flight procedure — the flight procedure design (FPD) process — is part of the IFP process.

1.6 The conclusions from the 19th Meeting of the Africa and Indian Ocean Navigation Planning and Implementation Regional Group (APIRG/19) and the associated report from that meeting highlighted the strong support for PBN implementation and the establishment of a Flight Procedure Programme in the region, as follows:

Conclusion 19/17 – AFI Flight Procedure Programme (AFI-fi FPP)

The group supported the establishment of the African FPP and accordingly formulated the following Conclusion:

That:

- a) AFI States be invited to
 - i. indicate their needs for PBN procedure design to the AFIfi FPP as soon as possible, noting that dead line in the State Letter Ref. AN11/45.2.1-13/18 dated 28 February 2013 from the Secretary General of ICAO has long elapsed; and
 - ii. participate in the AFI FPP activities by providing financial and/or in-kind support; and
- b) the Secretariat follows up on State responses relating to State Letter Ref.: AN 11/45.2.1-13/18 dated 28 February 2013.

2. ISSUES AND OPERATING CONCEPT

2.1 Issues

² AFI States at the time of the Special AFI RAN in 2008 and during the Assembly 38 comprised all African States, and therefore reference is made to all African States in this Programme document

2.1.1 Instrument flight procedures developed to take advantage of the benefits of PBN are totally reliant on the data in a data base on the aircraft. For this reason, quality assurance in the flight procedure design process, while always important, takes on added importance for PBN-based procedures. A great safety concern in this respect is that many States lack the expertise to establish a sustainable internal procedure design capability, meeting the requirements of PANS OPS and their responsibility under Annex 15 for the quality of their aeronautical information and data, including instrument flight procedures.

2.1.2 Following are some of the main procedure design-related issues and problems faced by States:

- a) Insufficient number of procedure designers;
- b) Insufficient procedure design work in some States to attain or maintain proficiency;
- c) Lack of airspace and procedure design training: initial, OJT, and/or recurrent;
- d) Lack of knowledge to integrate procedure design efficiently into airspace design;
- e) Lack of depth in procedure design organization to perform quality assurance (QA);
- f) Insufficient expertise in procedure design organization to provide adequate QA of procedures;
- g) Lack of procedure design and obstacle data storage automation in the States;
- h) Lack of operational approval expertise to obtain proper operational approval and to oversee operators for PBN operations;
- i) Lack of regulatory expertise to oversee the process leading to procedure publication; and
- j) Lack of service provision for ATC/ATM training for PBN implementation.

2.2 **Operating Concept**

2.2.1 Participating States, Active Participating States, User States, and Observer States are defined in section 5.

2.2.2 This African FPP (AFPP) would serve as a means to assist Participating States to address the issues noted above in 2.1.2. The AFPP will foster implementation of flight procedures, developed with the appropriate quality systems, especially focusing on PBN and vertically guided instrument approach procedures by:

- a) Assisting States with sufficient density of procedures to establish a sustainable internal procedure design capability capable of meeting the requirements of PANS-OPS and their responsibility for the quality of their procedures;
- b) Providing the appropriate level of technical expertise necessary to enable States that do not have the density of procedures necessary to sustain an internal procedure design capability; and
- c) Providing a vehicle to improve quality in the States' procedure design process through access to procedure design automation solutions and associated data storage.

2.2.3 At Participating States' request the AFPP would:

- a) assist State procedure and airspace designers in developing their procedures with priority for PBN procedures;
- b) assist State with Quality Assurance (QA) including flight procedure regulatory approval
- c) provide training course, refresher course and OJT to procedure designers, remotely, on-site or at the AFPP location;
- d) provide training course and OJT for QA including flight procedure regulatory approval;
- e) provide training course and OJT for operators approval for PBN operations
- f) assist State for PBN Plan implementation through operational assessment, business case, and activity planning for PBN Implementation
- g) assist State in developing PBN-related regulations
- h) develop procedures implementation for States that have no procedure design capability;
- i) assist State with data origination
- j) assist State with ground and flight validation;
- k) assist State in operators approval for PBN operations
- l) provide training course and OJT for ATC/ATM and operators about PBN flight procedures operations
- m) provide State with any other associated assistance as required.

Note: in order to assist the Participating States in expediting the implementation, both training and services can be extended to relevant stakeholders such as air operators and air navigation service providers in accordance with ICAO Policy.

2.2.4 As part of the services provided in 2.2.3 above, the Programme would:

- a) provide States access to procedure design software applications at the AFPP location;
- b) provide States access to electronic terrain and obstacle data storage as needed during trainings;

2.2.5 Cost to Active Participating States for the services provided in 2.2.3 a, b, c, d and e and 2.2.4 above would be included in the basic FPP annual participation contribution. Other services would be charged to the Active Participating State as per a fee schedule in accordance with ICAO Policy.

2.2.6 For User States, training courses with exception to OJT provided in 2.2.3 c, d and e and 2.2.4 above may be free of charge. Other services would be charged to the User States in accordance with ICAO Policy fee schedule.

2.2.7 Cost levels as per 2.2.5 and 2.2.6 may be adjusted depending on level of contribution to the Programme as decided by the Steering Committee.

2.3 Relevant documents

- a) Procedures for Air Navigation Services – Aircraft Operations (Doc 8168)
- b) Performance Based Navigation Manual (Doc 9613)
- c) World Geodetic System Manual (Doc 9674)
- d) Guidelines for Electronic Terrain, Obstacle and Aerodrome Mapping Information (Doc 9881)
- e) Required Navigation Performance – Authorization Required Procedure Design Manual (Doc 9905)
- f) Quality Assurance Manual for Flight Procedure Design (Doc 9906)
- g) Continuous Descent Operations Manual (Doc 9931)
- h) Manual on Use of PBN in Airspace Design (Doc 9992)
- i) Continuous Climb operations Manual (Doc 9993)
- j) PBN Operational Approval Manual (Doc 9997)

- k) Doc 4444
- l) ICAO Annexes 4, 11 and 15
- m) ICAO Assembly Resolutions A37-11 and A38-7

3. PROGRAMME IMPLEMENTATION STRATEGY

3.1 In order to support the goals of Assembly Resolution A37-11, Phase 1 of the Programme will commence on 2nd June 2014 and is expected to last at least until 1st June 2017.

3.2 The following resources are planned to achieve the programme objectives for Phase I:

- a) The African Flight Procedure Programme (AFPP) is hosted by ASECNA in Dakar, Senegal. The office requirements are specified in the Appendix 1;
- b) The AFPP Manager is appointed by ICAO for a period of 3 years. The Job description is presented in the Appendix 2-1;
- c) The Chief, Procedure Designer, minimum 1 procedure designer, 1 administrative staff and 1 IT staff are seconded by ASECNA as the Host Administration, for the duration of the Programme. Their Job descriptions are presented in the Appendices 2-2, 2-5, 2-7 and 2-8, respectively;
- d) The Chief, Operational Training and 1 Data Specialist seconded by States in ESAF area to establish a geographical balance. Their Job descriptions are presented in the Appendices 2-3 and 2-6 respectively;
- e) Other technical staff, including additional procedure designers are seconded by Participating States or seconded/provided by Donors;
- f) For seconded personnel, Participating States or Donors will nominate appropriately qualified candidates that meet the job description requirements. The nominations will be evaluated by WACAF RD in coordination with ESAF RD and the AFPP Manager;

3.3 The AFPP will build its capacity to provide assistance, training, quality assurance, procedure and airspace design, and operational approval to the Participating States. Other specific fields may be identified during the programme implementation. Additional staff will be requested as necessary to meet the demand.

3.4 The work plan for year 2014 is presented in the Appendix 3.

3.5 Implementation strategy detailed in 3.1 through 3.4 herein may be revised by a decision of the Programme Steering Committee and ICAO.

4. EXPECTED OUTCOME OF THE PROGRAMME

4.1 States in the region will have significantly improved competency in procedure and airspace design, and regulatory approval (PBN operational approval, IFP design approval), as evidenced by implementation and training accomplished.

4.2 Operational improvements as follows:

- i. Increase in robust State PBN implementation Plans;
- ii. Increase in the number of PBN procedures implemented and published in States AIP;
- iii. Increase in the number of TMAs with approved PBN operations;
- iv. Increase in the number of approved local carriers for PBN operations;
- v. Demonstrated evidence for improved safety and efficiency of flight operations.

4.3 A review by the Steering Committee should be conducted at least 1 year prior to the end of each Phase to determine whether the programme should be continued into the next Phase, and if so, the strategic direction that the programme should take.

5. INSTITUTIONAL FRAMEWORK

5.1 **Participating States:** The Programme will be executed on the basis of the Programme Document signed by the Host Administration and ICAO and to which any State or Territory wishing to participate may sign on. Upon signature onto the attachment of the Programme Document, such State or Territory becomes a Participating State.

5.2 **Active Participating States:** All African Participating States that commit to funding the programme by means of an annual financial contribution in line with an approved budget become an Active Participating State.

5.3 **User States:** All African Participating States who are not Active Participating State are User States.

5.4 **Observer States:** Participating States who are not Active Participating States or User States are Observer States.

5.5 Host Administration

During Phase 1 of the Programme, ASECNA is the Host Administration.

5.6 Steering Committee

5.6.1 Members of the Steering Committee
The members of the Steering Committee consist of:

- One representative from ICAO;
- One representative from each Active Participating State; and
- One representative from the Host Administration.

5.6.2 Role and responsibility

The role and responsibility of the Steering Committee include:

- Review and approve the Annual Work Programme of the African-FPP;
- Review and approve the Annual Budget;
- Review and approve annual financial contribution level for Active Participating States, including considering request for waiver of financial contribution in lieu of in-kind contribution;
- Review of the performance of the Programme and review the Programme document as necessary.
- Review and approve fee schedule for services and trainings in consultation with ICAO Policy.

5.6.3 Conduct of Steering Committee meeting

- The Steering Committee meeting will be conducted at least once a year to accomplish the role and the responsibility of the Steering Committee as listed in 5.6.2;
- A Steering Committee meeting will consist of at least three Members of the Steering Committee including one of the Co-Chairpersons and ICAO;
- Two Co-Chairpersons of the Steering Committee, each from ESAF and WACAF area, shall be elected by Members of the Steering Committee for the duration of the Phase 1 of the Programme. They are responsible for convening the Steering Committee meeting;
- Steering Committee meeting attendance include the Members of the Steering Committee and can be extended, upon agreement by the Steering Committee, to all Participating States and Donors;

- The Steering Committee through the Co-Chairpersons may invite guests to attend the Steering Committee meeting to assist the Steering Committee in achieving the objectives of the Programme;
- Steering Committee Meetings will be conducted in the English Language, and if resources available, in the French language; and
- The AFPP Manager is the Secretary of the Steering Committee and shall perform duties according to the job description in the Appendix 2-1.

5.6.4 ICAO will facilitate the assistance detailed in this Programme Document by providing overall programme oversight, the inputs set out in 8.4 below, financial account management and budgetary control of the programme, financial reports in accordance with its rules and procedures, and implementation monitoring of the programme in cooperation with the Programme Manager. It will provide technical support to its experts in the performance of their duties and undertake monitoring missions.

5.6.5 The Host Administration and the Participating States will provide the respective inputs, as set out in 8.1 to 8.3 below.

5.6.6 The AFPP Manager will be responsible for the local coordination and management of the Programme in accordance with the job description.

6. PROGRAMME REVIEW, MONITORING AND REPORTING

6.1 The programme will be monitored by ICAO HQ and ICAO ESAF and WACAF Regional Offices. Upon signature of the Programme Document by the Host Administration and at least five Active Participating States, a Steering Committee meeting may be convened at the request of the Active Participating States.

6.2 The AFPP Manager will provide quarterly reports on the implementation of the Programme to ICAO ESAF and WACAF Regional Offices, Air Navigation Bureau and Technical Cooperation Bureau, and to the members of the Steering Committee via WACAF Regional Director.

6.3 The AFPP Manager will provide an Annual Report to the Steering Committee.

6.4 At least two months prior to the end of his assignment, the AFPP Manager will submit a draft Final Report to ICAO WACAF Regional Director.

7. PHASE 1(2014-2017) STRATEGY FORWARD

The objectives assigned to the AFPP are described in 2.2.3 of the present document. The following immediate objectives are targeted for 2014.

7.1 Immediate Objective 1

Establish capability for PBN Implementation Plan workshop, using external expertise.

Output 1.1

Establish workshop programme for PBN Implementation Plan

Activity 1.1.1

Define external expertise origin and source of funding

Activity 1.1.2

Determine contents and schedule for the workshop

7.2 Immediate Objective 2

Establish capability for operational approval of air operators by Civil Aviation Authorities (CAA) course, using external expertise.

Output 2.1

Establish workshop programme for operational approval of air operators by CAA

Activity 2.1.1

Define external expertise origin and source of funding

Activity 2.1.2

Determine contents and schedule for the course

7.3

Immediate Objective 3

Establish operating capability of the AFPP in the areas of procedure design including initial PANS-OPS, PBN and OJT (On-The-Job) training capability.

Output 3.1

Establish automation system for the input, storage and output of aeronautical data required for the Instrument Flight Procedure process, based on global standards that will interface with flight procedure design automation tools and avionics database packing tools.

Activity 3.1.1

Install automated software and middleware supporting on the software on technical computers of the internal network.

Output 3.2

Establish initial procedure design and OJT (On-The-Job) training capability

Activity 3.2.1

Train procedure designers as instructors.

Activity 3.2.2

Determine contents for procedure design training sessions and OJT sessions.

7.4

Immediate Objective 4

Establish Flight Procedure validation process and regulatory approval process support capability.

Output 4.1

Establishment of Flight Procedure validation process support capability.

Activity 4.1.1

Identify a list and pricing of Flight procedure validation suppliers to cover African continent to establish initial Flight procedure validation capability, planned to be executed in 2015.

Activity 4.1.2

Train African FPP staff in Flight Procedure design ground validation process.

Activity 4.1.3

Establish a support framework to assist States in validating flight procedures.

Output 4.2

Establishment of Flight Procedure regulatory approval process support capability.

Activity 4.2.1

Train AFPP staff in Flight Procedure regulatory validation process based on Doc 9906 (Quality Assurance Manual), examples from competent States (at least three) and consultation from ICAO ANB.

Activity 4.2.2

Continue updating the training as new ICAO documentation becomes available.

Activity 4.2.3

Establish a support framework to assist States in approving flight procedures.

7.5

Immediate Objective 5

Execute 2014 AFPP annual work programme, see Appendix 3.

Output 5.1

Successful execution of 2014 AFPP annual work programme.

Activity 5.1.1

Provide to Member States the schedule list of training and support activities.

Activity 5.1.2

Provide trainings and support activities according to annual work programme.

7.6

Immediate Objective 6

Obtain the full capability for AFPP for Phase 1.

Output 6.1

Obtain secondment of Chief, Operational Training.

Activity 6.1.1

Establish selection process and identify a pool of suitable candidates, preferably through approaching States from ESAF, according to job description in Appendix 2.

Activity 6.1.2

Select a proper candidate and obtain an agreement from seconding State to provide the personnel, preferably in 2014.

Activity 6.1.3

Pending 6.1.2, train Chief, Operational Training to become qualified, then establish the 2015 training schedule for States and air operators.

Output 6.2

Obtain secondment of Data Specialist.

Activity 6.2.1

Establish selection process and identify a pool of suitable candidates, preferably through approaching States from ESAF, according to job description in Appendix 2.

Activity 6.2.2

Select a proper candidate and obtain an agreement from seconding State to provide the personnel, preferably in 2014.

Activity 6.2.3

Pending 6.2.2, train Data Specialist to become qualified.

7.7

Immediate Objective 7

Obtain approved work plan, budget and agreement on annual States contribution for 2015.

Output 7.1

Obtain approved work plan, budget and agreement on States contribution for 2015.

Activity 7.1.1

Prepare and conduct Steering Committee meeting, and propose work plan, budget and annual States contribution level for 2015.

Activity 7.1.2

Report the outcome of 7.1.1 to appropriate ICAO bodies.

8.

INPUTS

8.1

Host Administration

8.1.1 By 15th May 2014, ASECNA as the Host Administration will provide the following:

- a) Suitable office space and furniture including maintenance and repairs if necessary as defined in Appendix 1;
- b) Computer equipment and Information Technology equipment (telephone, Internet) as defined in Appendix 1;
- c) Procedure design and charting equipment as defined in the Appendix 1;
- d) Suitably equipped classroom(s) for African FPP training courses held in Dakar, Senegal. The classroom could be located in African FPP office or in any other building proposed by ASECNA;
- e) Use of vehicle for purposes of official movements between Programme office and supporting ASECNA facilities as needed.
- f) Operating and maintenance expenses as related to the office facility in a) including, electricity, water, internet connection, local and international phone connections, cleaning, office security

8.1.2 By 2nd June 2014, ASECNA as the Host Administration will provide seconded personnel in accordance to 3.2.c.

8.2 Active Participating States

Active Participating States will provide the following:

- a) Annual contributions covering the cost of the programme, as indicated in the annual budget of the Programme;
- b) Participation in the meetings of the Steering Committee as Member States with the right to vote.

8.3 Participating States

Participating States will provide the following:

- a) Accord AFPP personnel, who are considered Officials of ICAO, the rights and privileges associated with their status as Officials of the United Nations and its specialized agencies;
- b) Support the AFPP by contributing expertise or resources, to the extent practicable taking into account the needs of the AFPP;
- c) Authorize release to the AFPP of aeronautical data from third parties, including AIP and electronic terrain and obstacle data, as well as appropriate topographic mapping data and charts pertaining to their State for the purposes of the Programme, in particular for the design of instrument flight procedures and for quality assurance assistance;
- d) Bear the expenses of duty travel of AFPP staff as required supporting AFPP activities in their States.
- e) Complete all remaining necessary steps to publish instrument flight procedures developed wholly or partly within the AFPP framework as public procedures in their State Aeronautical Information Publication.

8.4 ICAO

ICAO will provide the following:

- a) International Personnel
- AFPP Manager
- b) Mission travel of ICAO HQ/RO personnel for monitoring purposes; and
- c) Administrative and other services for the handling of the Programme;
- d) Financial account management and budgetary control of the programme; and
- e) Technical support to the Programme experts in the performance of their duties and undertake monitoring missions.

9. RISKS, MITIGATION MEASURES AND PREREQUISITES

9.1 Risks and Risk Levels

Risks	Risk Level
a) Delays in secondment of experts from Host Adminsitraion	Low
b) Delays in AFPP expert training as PD Instructor	Low
c) Delays in sourcing of implementation workshop facilitator	Low
d) Delays in transfer of funds to ICAO	Medium to High
e) Delays in secondment of experts from States/Donors	Medium to High
f) Delays in identification of suitably qualified candidates for positions	Medium to High
g) Delays in sourcing OPS Approval Instructor	High

9.2 Risk Mitigation Measures

It may be considered that low level in risk level is acceptable and doesn't need any mitigation measure.

Considering the medium to high level for delays in:

- Transfer fund to ICAO, pressing against Active Participating States late to transfer fund to ICAO could be related to delay for activity requested from African FPP by the State in order to accelerate the transfer fund by CAA. This action could mitigate the risk to an acceptable low level;
- Secondment from States/Donors, the African FPP activity could be difficult to be organized when the secondment is late. The African FPP activity supposed to be provided by the missing seconded expert would be replaced by another activity that AFPP is in capacity to provide. This action could mitigate the risk to an acceptable low level;
- Identification of suitably qualified candidates for Procedure Design, Data, and IT positions. Help could be provided by AFPP to States for identification of candidates as a mitigation measure to risk level. This mitigation could reduce risk to medium level which is not acceptable. The AFPP activity supposed to be provided by the missing seconded expert would be replaced by another activity that AFPP is in capacity to provide. This action could mitigate the risk to an acceptable low level;

Considering the high level for delays in:

- Sourcing of OPS approval Instructor, the organization of the associated workshop should be postponed until the secondment is effective. A mitigation measure could consist of finding an external expertise for workshop facilitator. This facilitator could be obtained from Donors supporting previous workshop on the same subject. This action could mitigate the risk to an acceptable low level.

In any case, mitigation measure could consist of creation of external incomes by the AFPP providing charged activity. This action could mitigate the risk level to an acceptable low level but could not concern all risks.

9.3 Pre-requisites

- Programme Document would be signed by a minimum of five (5) States as Active Participating States before the start of the Programme to ensure funding for the Annual Budget and permits the African FPP to provide activity and training;
- Facilities and equipment available for AFPP activities, as detailed in 8.1.

10. PROGRAMME WORK PLAN

The Programme work plan for 2014, is provided in Appendix 3

11. PROGRAMME BUDGET

The Programme budget corresponding to Phase 1(2014/2017), is provided in Appendix 4.

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INTERNATIONAL CIVIL AVIATION ORGANIZATION**TECHNICAL CO-OPERATION PROGRAMME****AFPP OFFICE REQUIREMENTS**

This Appendix presents the Office requirements for the AFPP in the temporary building.
It will amended for requirements for the final building .

AFPP staff	
	<ul style="list-style-type: none"> • Manager (1) • Chief Procedure Designer (1) • Chief Operational Training (1) • Data Specialist (1) • Procedure Designers (minimum 3, maximum 5) • Instructors (minimum 3)Administrative Assistant (1) • IT Specialist (1)

Office space	
1 office	<ul style="list-style-type: none"> • Manager
1 office	<ul style="list-style-type: none"> • Chief of Procedure Design • Procedure Designers (3)
1 office	<ul style="list-style-type: none"> • Chief of Operational Training • Data Specialist
1 office	<ul style="list-style-type: none"> • Instructors
1 office	<ul style="list-style-type: none"> • Administrative Assistant • It Specialist
	<ul style="list-style-type: none"> •
1 room	<ul style="list-style-type: none"> • Classroom/ Meeting room

Furniture equipment	
Manager	<ul style="list-style-type: none"> • Desk and chair • Storage/File cabinet • Book case • Conference table (6 persons) and chairs • Monitor for conferences
Offices	<ul style="list-style-type: none"> • Standard urniture for all offices • Desk, chair, storage/file cabinet, book case – per person •
Classroom OJT room	<ul style="list-style-type: none"> • Adequate space for 20 students • 4 drawing tables • White boards • Student tables
Meeting room	<ul style="list-style-type: none"> • Adequate equipment for 20 persons

IT equipment	
	<ul style="list-style-type: none"> • Secure Wi-Fi Internet connexion

	<ul style="list-style-type: none"> • Desk-top Phone with international services (one each for Manager/Chiefs/Specialists/Assistant) • One desk-top phone with international services for Procedure Designer Office • One desk-top phone with international services for Instructor Office • Mobile phone (Manager) and 1 mobile phone for Office (for external missions) • Manager and Chief Operational Training <ul style="list-style-type: none"> • Laptop computer each • Office computer equipment (monitor 19") <ul style="list-style-type: none"> • <i>or Laptop computer docking station to replace office computer central unit</i> • Chief Procedure Designers and Procedure Designers <ul style="list-style-type: none"> • Laptop computer each • Office computer equipment (2 monitors 32") • Data Specialist <ul style="list-style-type: none"> • Laptop computer • Office computer equipment (monitor 19") • Assistant <ul style="list-style-type: none"> • Office desk-top computer equipment (monitor 19") • External storage disks • 3 desktop multi-functional colour copier/scanner/printer (Manager/Chiefs/Specialist) • 1 high volume multi-functional colour copier/scanner/printer (Assistant) • Computer Data Projector
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Procedure Design equipment	
Offices	<ul style="list-style-type: none"> • Maps Storage cabinet • Maps (<i>shared with ASECNA</i>) • A3 printer • A0 scanner A0 (<i>shared with ASECNA</i>) • A0 printer (<i>shared with ASECNA</i>) • Semi-professional GPS (<i>shared with ASECNA</i>)
Classroom	<ul style="list-style-type: none"> • Computer Data Projector • Supplies for training sessions : set squares, protractors, compasses, rulers and pocket calculators
software	<ul style="list-style-type: none"> • 3 GOOGLE EARTH licenses • 3 ACROBAT READER licenses • 2 COREL DRAW licenses (<i>shared with ASECNA</i>)

INTERNATIONAL CIVIL AVIATION ORGANIZATION

TECHNICAL CO-OPERATION PROGRAMME

JOB DESCRIPTION

Programme: African Flight Procedure Programme (AFPP)

Duty Station: Dakar, Senegal

Post Title: Programme Manager

Qualifications Requirements:

- Advanced university degree in business administration or public administration or equivalent management and business experience;
- At least 10 years operational experience (pilot or Air Traffic Controller) with a good understanding of instrument flight procedure design process. A working knowledge of the Ops Approval and Airspace Design processes is highly desirable
- Knowledge in aeronautical data quality and trajectories' publication;
- At least 5 years aviation management experience;
- Knowledge of the ICAO GANP and ASBUs, as well as the Performance-based Navigation (PBN) concept, objectives and supporting ICAO provisions and guidance;
- Ability to work and coordinate with civil aviation officials at all levels, as well as industry, regional and sub-regional groups, to accomplish the goals of the Programme;
- Ability to successfully lead major projects under a team structure; Experience in team management with the ability to foster and maintain harmonious, positive working relationships in an multi-national environment; and
- Oral and written command of the French and English Languages;

Major Duties and Responsibilities:

Under the direction of the Director, Air Navigation Bureau, ICAO for technical and operational matters, and in cooperation with ASECNA, the national counterparts and other programme personnel;

- Work with ICAO, ASECNA and the participating States on creation of the FPP Office and commencement of operations, including establishment of office capability and processes;
- Be responsible for all aspects of the operation and management of the Flight Procedure Programme to include program coordination functions, personnel resourcing and training, office software and automation implementation, work plans, travel, and budget;
- Coordinate, develop and provide specific support activities as follows:
 - a. Training and support for local airspace and procedure designers;
 - b. The design and implementation of Instrument flight procedures for those States without procedure design capability;
 - c. Training about regulatory processes to approve procedures (including PBN procedures)
 - d. Training about validation and quality assurance process;
 - e. PBN training for ATC and ATM staff; and
 - f. Training and support on operational approval for aircraft operators.
- Perform frequent coordination at all levels with ICAO Head Office, regional offices, other FPP offices, sub-regional groups, International Organizations and States on issues related to FPP operations;

- Foster positive relationships and cooperation among assigned staff, international experts, seconded officers and CAA officers;
- Identify, and develop programme resources;
- Report on a regular basis to the Director, Air Navigation Bureau on the progress of the FPP to include:
 - a. Programme Status (Interim or Full Operational Capability, status of resources, budget, etc);
 - b. Accomplishments (since last report);
 - c. Objectives for the next reporting period; and
 - d. Other (new requirements, concerns, issues, etc.)
- Perform other related duties as required.

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INTERNATIONAL CIVIL AVIATION ORGANIZATION**TECHNICAL CO-OPERATION PROGRAMME****JOB DESCRIPTION**

Programme: African Flight Procedure Programme (AFPP)

Duty Station: Dakar, Senegal

Post Title: Chief of Procedure Design

Qualifications Requirements:

- Significant aviation experience as an Air Traffic Controller or a pilot or other demonstrated equivalences;
- Significant experience as an Instrument Flight Procedure Design specialist with extensive knowledge of ICAO PANS-OPS (Doc 8168) and ICAO PBN (Doc 9613) requirements;
- Training and Experience as an Instrument Flight Procedure Design Instructor for ICAO PANS-OPS (Doc 8168) courses with thorough understanding of teaching techniques and assessment methods;
- Thorough understanding of Flight Procedure Design Quality Assurance (Doc 9906) requirements and its implementation;
- Training and experience using Flight Procedure Design automation systems for flight procedure design, preferably GeoTITAN;
- Training and experience as an Instrument Flight Procedure Design Instructor for ICAO PANS-OPS (Doc 8168) courses is preferable;
- Experience of working with CAAs, preferably in the Africa Region.

Major Duties and Responsibilities:

- Maintain training/qualification files on all procedure designers;
- Review and provide oversight of procedure design conducted by the AFPP;
- Approve all procedure designs by the AFPP designers;
- Develop annual and daily work schedule for the AFPP procedure designers;
- In coordination with Chief of Operational Training , develop annual airspace and procedure design training program (including on-site and off-site training), in concert with the AFPP annual objectives;
- In coordination with Chief of Operational Training, arrange and schedule airspace and procedure design training for instructors;
- In coordination with Chief of Operational Training, determine annual airspace and procedure design training budget;
- Approve travel for AFPP procedure designers; and
- Perform other related duties as assigned by the AFPP Manager.

INTERNATIONAL CIVIL AVIATION ORGANIZATION
TECHNICAL CO-OPERATION PROGRAMME

JOB DESCRIPTION

Programme: African Flight Procedure Programme (AFPP)

Duty Station: Dakar, Senegal

Post Title: Chief of Operational Training

Qualifications Requirements:

The training domain concerns ATC, ATM and CAA staff, and aircraft operators.

The qualifications and experience requirements of Chief of Operational Training in African FPP are:

- Significant aviation experience as an Air Traffic Controller or a pilot or other demonstrated equivalences;
- Experience as Instrument Flight Procedure Design specialist with knowledge of ICAO PANS-OPS (Doc 8168) and ICAO PBN (Doc 9613) requirements;
- Training and experience as an Instructor for courses with thorough understanding of teaching techniques and assessment methods;
- Thorough understanding of Flight Procedure Design Quality Assurance (Doc 9906) requirements and its implementation;
- Experience of working with CAAs, preferably in the Africa Region.

Major Duties and Responsibilities:

- Maintain training files on all instructors;
- Monitor performance of all instructors;
- In coordination with Chief of Procedure Design, develop annual training program (including on-site and off-site training), in concert with the AFPP annual objectives;
- In coordination with Chief of Procedure Design, arrange and schedule training for instructors, as required;
- In coordination with Chief of Procedure Design, determine annual training budget;
- Approve all travel for AFPP instructors; and
- Perform other related duties as assigned by the AFPP Manager

Appendix 2-2

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INTERNATIONAL CIVIL AVIATION ORGANIZATION
TECHNICAL CO-OPERATION PROGRAMME

JOB DESCRIPTION

Programme: African Flight Procedure Programme (AFPP)

Duty Station: Dakar, Senegal

Post Title : Instructor

Qualifications and experience :

- Significant aviation experience as an Air Traffic Controller or a pilot or demonstrated equivalences;
- Significant experience as Instrument Flight Procedure Design specialist with extensive knowledge of ICAO PANS-OPS (Doc 8168) and ICAO PBN (Doc 9613) requirements;
- Significant experience as an Airspace Design specialist with knowledge of ICAO USE OF PBN IN AIRSPACE DESIGN (Doc 9992);
- Training and Experience as an Instrument Flight Procedure Design Instructor for ICAO PANS-OPS (Doc 8168) courses with thorough understanding of teaching techniques and assessment methods;
- Thorough understanding of Flight Procedure Design Quality Assurance (Doc 9906) requirements and its implementation.

Major Duties and Responsibilities :

- Train instrument procedure designers as tasked by the Chief of Procedure Design;
- Conduct instrument airspace and procedure design courses;
- Conduct others training courses tasked by Chief of Operational Training;
- Perform other related duties as assigned by the Chief of Procedure Design and the Chief of Operational Training.

INTERNATIONAL CIVIL AVIATION ORGANIZATION
TECHNICAL CO-OPERATION PROGRAMME

JOB DESCRIPTION

Programme: African Flight Procedure Programme (AFPP)

Duty Station: Dakar, Senegal

Post Title : Procedure Designer

Qualifications and experience :

- Satisfactory completion of formal PANS-OPS course(s) to cover the conventional and PBN procedure design criteria;
- Experience in the development of IFPs for conventional and PBN procedures;
- Understanding of Flight Procedure Design Quality Assurance (Doc 9906) requirements and its implementation;
- Experience using Flight Procedure Design automation systems for flight procedure design is preferable, preferably GeoTITAN;
- Experience as an Instrument Flight Procedure Design Instructor for ICAO PANS-OPS (Doc 8168) courses is also preferable.

Major Duties and Responsibilities :

- Design instrument procedures as tasked by Chief of Procedure Designer;
- Conduct Quality Assurance of procedures;
- Perform other related duties as assigned by the Chief of Procedure Designer.

INTERNATIONAL CIVIL AVIATION ORGANIZATION
TECHNICAL CO-OPERATION PROGRAMME

JOB DESCRIPTION

Programme: African Flight Procedure Programme (AFPP)

Duty Station: Dakar, Senegal

Post Title : Data Specialist

Qualifications and experience :

- Significant experience in aeronautical data management;
- Knowledge of ICAO PANS-OPS (Doc 8168) and ICAO PBN (Doc 9613) data requirements;
- Thorough understanding of Flight Procedure Design Quality Assurance (Doc 9906) requirements and its implementation;
- Training and experience using Flight Procedure Design automation systems for flight procedure design, preferably GeoTITAN;
- Experience of working with CAAs, preferably in the Africa Region.

Major Duties and Responsibilities :

- Establish and update AFPP data base of aeronautical data to support procedure design;
- Acquire and store obstacle data to support procedure design;
- Perform other related duties as assigned by the AFPP Manager.

INTERNATIONAL CIVIL AVIATION ORGANIZATION

TECHNICAL CO-OPERATION PROGRAMME

JOB DESCRIPTION

Programme: African Flight Procedure Programme (AFPP)

Duty Station: Dakar, Senegal

Post Title : Administrative Assistant

Qualifications and experience :

- Strong computer skills ;
- Fluent reading, writing and speaking of English and French;
- Ability to take follow-up action;
- Ability to work cooperatively and collaboratively with team members;
- Sense of confidentiality;
- Sense of planning and communication, internal and external to the AFPP.

Major Duties and Responsibilities :

- Management of the secretariat of the AFPP;
- Processing of incoming and outgoing documents;
- Prepare, distribute and disseminate correspondence, working and information papers;
- Provide administrative support to the Manager and the team members for preparation of material for documentation;
- Documentation filing and archiving ;
- Documentation distribution and dissemination;
- Management of confidentiality
- Filter telephone calls and re-direct callers to the appropriate member team ;
- Provide support to visitors;
- Coordinate travel organization in collaboration with ICAO WACAF and ASECNA;
- Provide logistical support and coordination for events organized by the FPP in Dakar and out of the duty station; and
- Perform other related administrative duties as assigned by the AFPP Manager.

INTERNATIONAL CIVIL AVIATION ORGANIZATION
TECHNICAL CO-OPERATION PROGRAMME

JOB DESCRIPTION

Programme: African Flight Procedure Programme (AFPP)

Duty Station: Dakar, Senegal

Post Title : Information Technology (IT) Specialist

Qualifications and experience:

- Advanced experience working in Information Technology System;
- Strong computer skills;
- Good writing and speaking abilities in English and French ;
- Ability to take follow-up action ;
- Sense of confidentiality;
- Ability to work and communicate collaboratively with team members and external experts to the AFPP.

Major Duties and Responsibilities :

- Management of the FPP intranet network of the African FPP;
- Management of access to others networks related to the FPP activity;
- Management and prioritization of data network;
- Implementation and maintenance of computers and software related to the FPP activity ;
- Training provided to FPP experts for newly installed or updated products and systems related to FPP activity;
- Coordinated actions with the FPP designers for the management of the aeronautical data base;
- Coordinated actions with concerned ICAO and ASECNA services for access to their information network in relation with FPP defined activities;
- Management of communication systems for teleconferences and videoconferences;
- The Information Technology Specialist should be responsible in collaboration with the Manager and ICAO WACAF ICT for developing and maintaining FPP website that allow effective communication to take place across the FPP stakeholders;
- Dissemination of Internal newsletters and external communications outside the FPP office. Useful information for FPP stakeholders may also be posted on FPP website; and
- Perform other related duties as assigned by the AFPP Manager.

INTERNATIONAL CIVIL AVIATION ORGANIZATION

TECHNICAL CO-OPERATION PROGRAMME

WORK PLAN 2014

African FPP Objectives for Year 2014

Year 2014 will be an important year for the African Flight Procedures Programme (AFPP). The purpose of the Programme is to provide opportunity to use the training activities and services proposed by the Programme for African Member States.

In order to propose a variety of training activities and services to meet the needs of Member States needs according to the ICAO Resolutions A37-11 and A38-7, ASBU B0-65 (APTA) and the Global Aviation Safety Plan, the 2014 African FPP Training Programme is composed of workshops, training courses and support activities. The training activities centered on PBN Plan implementation, regulatory approval procedures and PBN OPS approval for operators have to be considered as essential to improve or start PBN implementation in States.

On the other hand, specific projects and implementation support activities will support Member States to consolidate or implement the flight procedures through ground validation and approval process.

These activities will allow the Member States to expedite or to make the first steps for implementing PBN flight procedures in the Region.

The AFPP Objectives for 2014 are as follows;

- Commence Phase 1 AFPP operations on 2 June 2014;
- Conduct 4 Training activities; and
- Conduct 2 Project-orientated implementation support activities

African FPP Training Activities for 2014

1) PBN Implementation Workshop – English – 3-4 days – June or July

Description: This PBN Implementation Workshop is intended to assist States/Administrations in enhancing their PBN Implementation Plans and move forward with actual PBN implementations. The Workshop will also provide updated information regarding global PBN activities and how PBN can be an enabler for enhancing ATM operations. During the workshops, the participants with assistances from African FPP facilitators will develop a list of short-term action items aiming to enhance their existing PBN Implementation Plans and advance their on-going PBN implementations and deployments. The list of action items along with relevant recommendations will then be submitted to appropriate CAA/DCA for their actions.

Participants of these workshops should be representatives from all aviation stakeholders with an interest in PBN implementation.

- Facilitator – TBD
- Coordination/Sponsorship – AFCAC
- Material – ANB, APAC FPP, AFPP
- Facility – Nairobi (tentative)
- Funding – TBD (from SIP 15000 USD)

2) PBN Ops Approval Course – English - September

Description: The course is based on ICAO Doc 9997 and conducts to support States in developing their operational approval capability for approving PBN operations and air operators in obtaining PBN OPS approvals. The purpose of the course is to provide experienced flight inspectors, flight operations regulators and air operators' personnel with a comprehensive understanding of the requirements for PBN operational approval.

At the end of the course, each student will be individually assessed for successfully acquiring the required competencies, and the outcome of the assessment will then be reported to each student and his/her agency.

The course is open to qualified and experienced flight inspectors, regulators and air operator personnel involved in PBN flight operations.

- Instructor – TBD
- Coordination/Sponsorship – AIRBUS
- Material – ANB, ENAC, AIRBUS
- Facility – TBD
- Funding - TBD

3) PANS-OPS Initial Procedure Design Course – English – 4 Weeks – September or October

Description: The course is based on ICAO PANS-OPS and aims to support States in developing their conventional flight procedures and basic procedure design capability by providing fundamental knowledge regarding procedure design. The instruction consists of lecturing, exercises, progress tests and examinations.

At the end of the course, each student will be individually assessed for successfully acquiring the required competencies, and the outcome of the assessment will then be reported to each student and his/her agency.

- Instructor – ENAC and Chief PD as TA
- Material – ENAC
- Facility – Dakar (tentative)
- Funding – TBD

4) PBN Procedure Design – English – 3 Weeks – November or December

Description: The course aimed to support States/Administrations in developing their PBN procedure design capacity and to support ICAO's global PBN implementation goals as indicated in the ICAO 2010 and 2013 Assembly Resolutions. The course is follow-on of the ICAO PANS-OPS Initial Procedure Design Course.

At the end of the course, each student will be individually assessed for successfully acquiring the required competencies, and the outcome of the assessment will then be reported to each student and his/her agency.

The course is open to qualified procedure designers who have successfully completed PANS-OPS Initial Course either at the African FPP or other institutions.

- Instructor – ENAC, Chief PD as TA
- Material – ENAC
- Facility – Dakar (tentative)
- Funding - TBD

African FPP Project-oriented Implementation Support for 2014

1) OJT on ground validating and approving procedures with specific projects

(1 for ESAF + 1 for WACAF)

Description: The OJT sessions are targeted to assist regulators in validating and approving specific PBN procedures. The purpose of the session is to provide hands-on assistance for regulators in reviewing specific procedure design and validation packages which have been submitted prior to actual approvals and publications into the State AIPs. It is expected that once the validation and approval process is completed, the said procedures will be promptly published and implemented.

- Instructor - Qualified procedure designer from AFPP
- Funding by States participating on the OJTs or Donors if available
- Facility - TBD
- Conditions – This OJT session is available for
 - Active Participating States with annual contributions to the AFPP; or
 - States who requests for this support under a service fee

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INTERNATIONAL CIVIL AVIATION ORGANIZATION
TECHNICAL CO-OPERATION PROGRAMME
BUDGET 2014

PROJECT BUDGET		in US Dollars		
PROGRAMME TITLE	AFRICAN FLIGHT PROCEDURE PROGRAMME	PHASE I		
YEAR 2014		Minimum expenses (if sponsored)	Maximum expenses	Revenue
EXPERTISE		0	70650	
consultant hiring	PBN Implementation Plan	0	12500	
	OPS approval	0	8200	
	PANS-OPS initial	0	28300	
	PBN design	0	21650	
ORGANIZATION		540	3060	
	Implementation PBN Plan	0	1080	
	OPS approval	0	1440	
	PANS-OPS initial	0	0	
	PBN design	0	0	
	Steering Committee	540	540	
MISSION TRAVEL		21800	26200	
(travel expenses + DSA)	workshop PBN Implementation Plan	4700	4700	
	training session, OPS approval	8800	8800	
	training for instructors	8300	8300	
	Steering Committee	0	4400	
OFFICE EQUIPMENT		6000	6000	
	software annual maintenance	0	0	
	water, electricity, telephone, internet	0	0	
	documentation	2000	2000	
	office supplies	0	0	
	translation	3000	3000	
	miscellaneous	1000	1000	
CONTRIBUTION				0
	Active Participating States			0
	SAFE			0
	Partners			0
ACTIVITY INCOMES				29000
	Expertise: 2 activities, 5 days/activity			5000
	Procedure design: 3 airports			24000
	<i>Travel expenses, DSA, in charge of State</i>			
OVERALL TOTAL		28340	105910	29000

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INTERNATIONAL CIVIL AVIATION ORGANIZATION
TECHNICAL CO-OPERATION PROGRAMME
BUDGET 2015

PROJECT BUDGET		in US Dollars	
PROGRAMME TITLE	AFRICAN FLIGHT PROCEDURE PROGRAMME		
YEAR 2015		Expenses	Revenue
EXPERTISE		52750	
consultant hiring	PBN Implementation Plan, ESAF	12500	
	PBN Airspace Design, WACAF	8450	
	PBN FP Quality Assurance, ESAF	8400	
	PBN FP Quality Assurance, WACAF	7500	
	PBN FP Ground Validation	7500	
	OPS approval, ESAF	8400	
	PANS-OPS initial, Dakar	0	
	PBN design, Dakar	0	
	OJT, 2 WACAF	0	
	OJT, 2 ESAF	0	
ORGANIZATION		6540	
	Steering Committee	720	
	PBN Implementation Plan, ESAF	1080	
	PBN Airspace Design, WACAF	900	
	PBN FP Quality Assurance, ESAF	960	
	PBN FP Quality Assurance, WACAF	960	
	PBN FP Ground Validation	960	
	OPS approval, ESAF	960	
	PANS-OPS initial, Dakar	0	
	PBN design, Dakar	0	
	OJT, 2 WACAF	0	
	OJT, 2 ESAF	0	
MISSION TRAVEL		70500	
(travel expenses + DSA)	PBN Implementation Plan, ESAF	4800	
	PBN Airspace Design, WACAF	0	
	PBN FP Quality Assurance, ESAF	4800	
	PBN FP Quality Assurance, WACAF	0	
	PBN FP Ground Validation	0	
	OPS approval, ESAF	4800	
	PANS-OPS initial, Dakar	0	
	PBN design, Dakar	0	
	OJT, 2 WACAF	0	
	OJT, 2 ESAF	10200	
	Participation to meetings, workshops	28900	
	2 training for instructors	17000	
	Steering Committee	0	
MISCELLANEOUS		84000	
	software annual maintenance	40000	
	water, electricity, telephone, internet	5000	
	documentation	5000	
	office supplies	10000	
	translation	19000	
	miscellaneous	5000	
CONTRIBUTION			180000
	Active Participating States (15)		150000
	SAFE		0
	Partners		30000
ACTIVITY INCOMES			42000
	Expertise: 4 activities, 5 days/activity		10000
	Procedure design: 4 airports		32000
	<i>Travel expenses, DSA, in charge of State</i>		
OVERALL TOTAL		213790	222000

INTERNATIONAL CIVIL AVIATION ORGANIZATION

TECHNICAL CO-OPERATION PROGRAMME

BUDGET 2016

PROJECT BUDGET		in US Dollars	
PROGRAMME TITLE	AFRICAN FLIGHT PROCEDURE PROGRAMME		
YEAR 2016		Expenses	Revenue
EXPERTISE		53050	
consultant hiring	PBN Implementation Plan, ESAF	12500	
	PBN Airspace Design, WACAF	8550	
	PBN FP Quality Assurance, ESAF	8400	
	PBN FP Quality Assurance, WACAF	7600	
	PBN FP Ground Validation	7600	
	OPS approval, ESAF	8400	
	PANS-OPS initial, Dakar	0	
	PBN design, Dakar	0	
	OJT, 2 WACAF	0	
	OJT, 2 ESAF	0	
ORGANIZATION		7320	
	Steering Committee	600	
	PBN Implementation Plan, ESAF	1080	
	PBN Airspace Design, WACAF	1800	
	PBN FP Quality Assurance, ESAF	960	
	PBN FP Quality Assurance, WACAF	960	
	PBN FP Ground Validation	960	
	OPS approval, ESAF	960	
	PANS-OPS initial, Dakar	0	
	PBN design, Dakar	0	
	OJT, 2 WACAF	0	
	OJT, 2 ESAF	0	
MISSION TRAVEL		82450	
	PBN Implementation Plan, ESAF	4800	
	PBN Airspace Design, WACAF	0	
	PBN FP Quality Assurance, ESAF	4800	
	PBN FP Quality Assurance, WACAF	0	
	PBN FP Ground Validation	0	
	OPS approval, ESAF	4800	
	PANS-OPS initial, Dakar	0	
	PBN design, Dakar	0	
	OJT, 2 WACAF	0	
	OJT, 2 ESAF	10200	
	Participation to meetings (ESAF and WACAF)	27250	
	3 training for instructors	26100	
	Steering Committee	4500	
OFFICE		74500	
	software annual maintenance	40000	
	water, electricity, telephone, internet	5000	
	documentation	5000	
	office supplies	10000	
	translation	9500	
	miscellaneous	5000	
CONTRIBUTION			230000
	Active Participating States (20)		200000
	SAFE		0
	Partners		30000
ACTIVITY			10500
	Daily expertise: 1 activity, 5 days/activity		2500
	Procedure design: 1 airport		8000
	<i>Travel expenses, DSA, in charge of State</i>		
OVERALL TOTAL		217320	240500

INTERNATIONAL CIVIL AVIATION ORGANIZATION

TECHNICAL CO-OPERATION PROGRAMME

BUDGET 2017

PROJECT BUDGET		in US Dollars	
PROGRAMME TITLE	AFRICAN FLIGHT PROCEDURE PROGRAMME		
YEAR 2017		Expenses	Revenue
v2			
EXPERTISE		17150	
consultant hiring	PBN Airspace Design, WACAF PBN FP Quality Assurance, ESAF OPS approval, ESAF PANS-OPS initial, Dakar PBN design, Dakar OJT, WACAF OJT, ESAF	8650 0 8500 0 0 0 0	
ORGANIZATION		4020	
	Steering Committee PBN Airspace Design, WACAF PBN FP Quality Assurance, ESAF OPS approval, ESAF PANS-OPS initial, Dakar PBN design, Dakar OJT, WACAF OJT, ESAF	300 1800 960 960 0 0 0 0	
MISSION TRAVEL		57250	
	PBN Airspace Design, WACAF PBN FP Quality Assurance, ESAF OPS approval, ESAF PANS-OPS initial, Dakar PBN design, Dakar OJT, WACAF OJT, ESAF Participation to meetings (ESAF and WACAF) 2 training for instructors Steering Committee	0 9800 4900 0 0 0 5100 19650 17800 0	
MISCELLANEOUS		36500	
	software annual maintenance water, electricity, telephone, internet documentation office supplies translation miscellaneous	20000 2500 2500 5000 4000 2500	
CONTRIBUTION			99000
	Active Participating States (22) SAFE Partners		99000 0 0
ACTIVITY			21000
	Expertise: 2 activities, 5 days/activity Procedure design: 2 airports <i>Travel expenses, DSA, in charge of State</i>		5000 16000 0
OVERALL TOTAL		114920	120000



DP 04 Attachment B: AFPP Donor/Sponsor Agreement in Principle Form

AFRICAN FLIGHT PROCEDURE PROGRAMME

DONOR/SPONSOR AGREEMENT IN PRINCIPLE FORM

[ORGANIZATION, FULL ADDRESS]

Agrees to support the African Flight Procedures Programme for [State the number of years that will be supported] with the following:

Annual Financial Contribution of: _____

Annual Personnel Contribution of: _____

Annual Training Contribution of: _____

Other Contribution: _____

The contribution will commence on _____ and end on _____

(Day/Month/Year)

(Day/Month/Year)

This is an Agreement in Principle only. A formal document (Memorandum or Letter of Understanding) will be signed between the Donor/Sponsor and ICAO once this form is duly completed.

Signed this day _____ in _____

Signature: _____

Name: _____

Organization: _____

Email Address: _____ Telephone: _____

-END-