



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

Terms of Reference

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.
- 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.



Tasks

- 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;
- 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; and
- 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	Revised Target Date
1.	Project Coordination (Teleconferences, E-mailings, workshops/Seminars, Meetings)	A	31/08/2018	At least quarterly
2.	Development of the IIM Project Master Plan	A	31/07/2021	
3.	Description of the current Projects (Composition and first Estimated costs)	A	30/09/2018	31/01/2021
4.	Description of new identified Projects (Composition and first Estimated costs)	A	30/04/2021	
5.	Determination of IIM Projects linkages	B	30/09/2018	31/12/2021
6.	Determination of IIM and AAO Projects linkages	B	31/03/2021	
7.	Planning of Projects (Development of time lines and planning)	A	31/10/2018	31/12/2021
8.	Determination of Project base line (Compilation of Questionnaires including the expected benefits)	A	31/12/2018	31/12/2021
9.	Final Project Cost Estimation	B	31/12/2018	31/12/2021
10.	Reporting on project deliverables	C	1 st 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; and
- C. Lesser priority tasks, on which work should be undertaken as time and resources permit, but without detriment to priority A and B tasks.