

APPENDIX 3G – Terms of Reference of ATFM Project Team

TERMS OF REFERENCE FOR THE AIR TRAFFIC FLOW MANAGEMENT PROJECT MANAGEMENT TEAM (ATFM PMT)

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1. ACRONYMS

ACDM	Airport Collaborative Decision Making
AFI	Africa-Indian Ocean
APIRG	Africa-Indian Ocean (AFI) Planning and Implementation Regional Group
ASBU	Aviation System Block Upgrade
ATFM	Air Traffic Flow Management
CDM	Collaborative Decision Making
GANP	Global Air Navigation Plan
PMT	Project management Team

TERMS OF REFERENCE OF THE AIR TRAFFIC FLOW MANAGEMENT PROJECT MANAGEMENT TEAM (ATFM PMT)

1. Mandate

The Air Traffic Flow Management Project Management Team (ATFM PMT) is established by APIRG to develop draft guidance material, recommendations and provide technical support for the implementation of ATFM in AFI States.

The work of the PMT will lead to regional, collaborative and harmonious implementation of ATFM in the AFI region. The ATFM PMT will operate within the framework of the ICAO GANP, Annex 11 provisions and other relevant ICAO SARPS and report into the AAO/SG concerning progress, challenges, and any other order of business.

2. Key functions

To carry out its function, the ATFM PMT shall as mandated:

- Promote in countries if required, the establishment of ATFM implementation team
- Pursue advocacy for political buy-in and commitment at the highest practical levels.
- Promote Change Management initiatives if/when required.
- Promote Information Sharing as deemed appropriate.
- Develop regional guidance material pertaining to capacity assessment of ATM resources.
- Support the development of the framework to foster the implementation of ATFM in the AFI region.
- Collect and distribute appropriate Guidance Material to promote the ATFM implementation including ATM resource capacity assessment and review, CDM/ACDM, ATFM services and infrastructure.
- Promote ATFM awareness through support of workshops, seminars, trainings and meetings.

3. Tasks

The ATFM PMT shall carry out the following tasks to fulfil its mandate:

- To facilitate countries that have not done so to domesticate the methodology recommended for the calculation of the ATC and airport capacity.
- Assist States develop guidance material including ATC capacity assessment and declaration guide, inspectorate forms and other useful material.
- Conduct regional gap analysis against existing baselines in terms of level of implementation of capacity assessment and ATFM in the region.
- Gather information on similar initiatives from other regions regarding ATFM implementation and share lessons learnt for continuous improvement of ATFM implementation in the region.
- Develop the tools and guidance material in support of ATFM implementation in AFI.
- Develop the information sharing framework to foster the coordinated and seamless implementation of ATFM.
- Coordinate with other APIRG bodies and other regional initiatives to ensure synergetic implementation of ATFM (in the region) to avoid duplication of resources.
- Consolidate existing work already done, including CANSO ATFM Mombasa Road Map to expedite implementation in the region

4. Working methods

The ATFM PMT shall convene physically at least once a year. It shall make use of available means of digital communication platforms, including teleconferencing, virtual meetings; to prepare and progress its work of the team.

5. Composition

The ATFM PMT shall be a multidisciplinary team made of experts from AGA, ATM, AIM, CNS and MET. The subject matter experts will be sourced from AFI states and organizations. Additional subject matter experts may be summoned by the ATFM PMT when required to give specific input as the need arises.

6. Duration

The duration of the ATFM PMT should be as per APIRG procedural Handbook or as guided by APIRG decision.

7. Quality assurance

The ATFM PMT will be supervised by the secretariat to ensure that it complies with its mandate and any required changes/modifications to the team will be channeled through the AAO/SG for ratification at APIRG.

