

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**



**REPORT OF AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP  
EXTRAORDINARY MEETING (APIRG/EO)**

*(Lusaka, Zambia, 10-11 July 2014)*

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## **PART I - HISTORY OF THE MEETING**

### **1. VENUE AND DATE**

1.1 The Africa-Indian Ocean (AFI) Planning and Implementation Regional Group Extraordinary Meeting (APIRG/EO) was held, at Mulungushi International Conference Centre in Lusaka, Zambia, from 10 to 11 July 2014.

### **2. LANGUAGES AND DOCUMENTATION**

2.1 The discussions were conducted in English and French languages, and the meeting documentation was issued in both languages. Translation and interpretation services were also provided.

### **3. OFFICERS AND SECRETARIAT**

3.1 The meeting was chaired by Engineer John T. Kagoro, from Uganda, Chairman of the APIRG. He was assisted by Mr. Albert Aidoo Taylor, from Ghana, First Vice-Chairperson and Mrs. Paule Assoumou Koki, from Cameroon, Second Vice-Chair Person of the Group.

3.2 Mr. Meshesha Belayneh, Regional Director, ICAO Eastern and Southern African Office (Nairobi) served as Secretary to the meeting. He was assisted by Mr. G. Konate, Deputy Regional Director, ICAO Western and Central African Office (Dakar) and Mr. P. Zo'o Minto'o, Deputy Regional Director, Eastern and Southern African Office (Nairobi). The following Officers from ICAO Headquarters and the Dakar and Nairobi Regional Offices serviced the meeting:

Mr. Michiel Vreedenburgh	C/IMP, ANB, ICAO Headquarters, Montreal
Mr. François-Xavier Salambanga	RO/CNS, WACAF Office, Dakar
Mr. Seboeso Machobane	RO/ATM/SAR, ESAF Office, Nairobi
Mr. Arthemon Ndikumana	RO/AGA, ESAF Office, Nairobi

### **4. ATTENDANCE**

4.1 The meeting was attended by 120 participants from 19 AFI States and 5 regional and international organizations.

4.2 The list of participants is provided at **Appendix A** to this report.

### **5. OPENING OF THE MEETING**

5.1 Mr. Gabriel Lesa Director General of the Zambia Civil Aviation Authority welcomed the participants to the Extraordinary Meeting of the APIRG and wished them a safe and pleasant stay in Lusaka.

5.2 In his preliminary keynotes, Mr. Meshesha Belayneh expressed the gratitude of ICAO and the participating States to Zambia for hosting the meeting. He recalled that this Extraordinary Meeting of the APIRG is a follow up to Decision 19/48 of the Nineteenth Meeting of the APIRG (APIRG/19) held in Dakar from 28 to 31 October 2013, at which the

Group agreed to review its organization and working methods by applying project management principles and other methodologies to better support the ICAO performance framework in its planning and implementation activities which should be aligned with the Aviation System Block Upgrades (ASBUs). He highlighted the objective of this Extraordinary Meeting of APIRG on reviewing the proposals developed by the Secretariat for the structural transformations of the Group to improve effectiveness of regional implementation projects.

5.3 The AFI Planning and Implementation Regional Group Extraordinary Meeting (APIRG/EO) was opened by Dr. Roland C. Msiska, Secretary of the Cabinet on behalf of the Vice-President of the Republic of Zambia.

5.4 In his opening remarks, he warmly welcomed the participants and encouraged them to take the opportunity of their stay to enjoy the Zambian hospitality. He highlighted the commitment of the Government of Zambia to ensure the compliance of the air transport industry with the ICAO Standards and Recommended Practices. He expressed the expectations of AFI States awaited from this meeting consisting on recommendations that will ensure that the planning and implementation of new aviation procedures, systems and requirements are done in a timely and coordinated manner.

5.5 He informed the participants on the ongoing activities conducted in the civil aviation sector of Zambia amongst which, the programme of reforming and upgrading the legal and institutional arrangements of the civil aviation safety oversight system.

5.6 He emphasized the ambitious programme of Zambia to revamp the air navigation services countrywide through projects including implementation of Communications and Surveillance facilities at Kenneth Kaunda International Airport and Harry Mwaanga Nkumbula International Airport and upgrade and expansion of airports. He wished fruitful deliberations to the participants and declared opened the AFI Planning and Implementation Regional Group Extraordinary Meeting.

## **6. AGENDA**

**Agenda Item 1:** Adoption of the Agenda

**Agenda Item 2:** Review of the current Structure and Presentation and Discussion of the Proposals developed by the Secretariat for a revised Structure and new Working methods of the APIRG

**Agenda Item 3:** Review of Draft Consequential Amendment Proposals to the APIRG Procedural Handbook

**Agenda Item 4:** Discussion of Transitional Arrangements for APIRG Work Programme

**Agenda Item 5:** Date and Venue of the Next Meeting of the APIRG

**Agenda Item 6:** Any Other Business

**7. CONCLUSIONS AND DECISIONS**

7.1 APIRG records its actions in the form of Conclusions and Decisions with the following significance:

- a) Conclusions deal with matters which, in accordance with the Group's terms of reference, merit directly the attention of States or on which further action will be initiated by ICAO in accordance with established procedures; and
- b) Decisions deal with matters of concern only to APIRG and its contributory bodies.

## **PART II - REPORT ON AGENDA ITEMS**

### **AGENDA ITEM 1: ADOPTION OF THE AGENDA**

1.1 The meeting reviewed and adopted the Agenda as indicated in paragraph 6 of the history of the meeting.

### **AGENDA ITEM 2: REVIEW OF THE CURRENT STRUCTURE AND PRESENTATION AND DISCUSSION OF THE PROPOSALS DEVELOPED BY THE SECRETARIAT FOR A REVISED STRUCTURE AND NEW WORKING METHODS OF THE APIRG**

2.1 The Group recalled that the Special Regional Air Navigation Meeting of 2008 (SP AFI/08 RAN) recognized the need to have a clearly defined strategy to implement Air Traffic Management (ATM) systems and to align work programmes of States, regions and ICAO Headquarters. Accordingly, the SP AFI/08 RAN Meeting had agreed that APIRG should review its structure to determine if changes would be beneficial in light of performance based approach to air navigation planning.

2.2 The Group further recalled that the Twelfth Air Navigation Conference (AN-Conf/12) under Recommendation 6/1–*Regional performance framework–planning methodologies and tools*, inter alia, requested States and PIRGs to focus on implementing the ICAO Aviation System Block Upgrades (ASBUs) Block 0 Modules according to their operational requirements, recognizing that these modules were ready for deployment.

2.3 In view of the above, at its 19<sup>th</sup> Meeting in Dakar, Senegal from 28 to 31 October 2013, the Group discussed the alignment of the Regional Air Navigation System Implementation Plan with the ASBU Methodology. In this regard, the APIRG/19 Meeting agreed that, within the ASBU framework, due consideration should be given to planning, implementation, monitoring and reporting aspects. Furthermore, project management principles should be applied by the APIRG and contributory bodies for ASBUs, as necessary. Accordingly the APIRG/19 Meeting had agreed on Decision 19/48: *Re-organization of APIRG*.

#### ***Rationale for APIRG re-organization***

2.4 The Group noted that in reviewing the reports of the APIRG/19 and RASG-AFI/2 meetings, the Air Navigation Commission (AN-WP/8820, 17/2/2014) welcomed the adoption by APIRG of the Fourth Edition of the GANP within its work programme, as well as its decision to consider a project based work programme when reviewing its organisational structure.

2.5 The Group acknowledged that APIRG functions primarily on the basis of regular consultations with States within the AFI Region and industry to align the specific measures and initiatives that it integrates onto the AFI Air Navigation Plan (ANP) and recalled that the current organizational structure of APIRG comprises 23 bodies. It further noted in this regard that the current structure has been functionally cumbersome and

operationally resource intensive to States, organizations and ICAO, mainly due to budgetary constraints. In addition, while demands for performance improvements have increased, results have been difficult to measure.

### ***Options for APIRG re-organization***

2.6 The Secretariat presented to the meeting two reorganization options based on the four Performance Improvement Areas (PIAs) of the ICAO Aviation System Block Upgrades (ASBUs) methodology.

2.7 In reviewing the reorganization options presented by the Secretariat pursuant to Decision 19/48, the Group considered, among others, historical successes and challenges experienced through working arrangements of the Group since its establishment in 1981. Further consideration was given to the reorganization initiatives undertaken in other ICAO Regions.

2.8 The Group noted that since its establishment, its membership had increased progressively while the volume of work increased and the number of days available for its meetings decreased. In addition, the introduction of performance based approach to planning and implementation entails precision which requires further attention to details.

2.9 The Group acknowledged a proposal by South Africa and noted its support to the general principles of the proposal presented by the Secretariat. In particular, it recognized the need to ensure continuity in between the APIRG meetings and coordination between the Sub-Groups, which is intended to be facilitated by the Projects Coordination Committee (APCC) as defined in paragraph 2.10 hereunder.

2.10 The Group discussed the merits in the options presented by the Secretariat, particularly issues relating to the achievement of synergies and harmonization of work volumes between the Sub-Groups that would be established. In this regard the Group agreed on the following:

- a) APIRG Projects Coordination Committee (APCC) – establishment of the APCC to undertake tasks that have hitherto been an increasing challenge. These include reducing the volume of material for consideration by APIRG meetings to manageable levels, carrying out certain tasks in between the APIRG meetings in order to facilitate continuity and efficiency in implementation, and supporting the required coordination between APIRG and RSG-AFI. The APCC will be composed of elected Chairperson and Vice-chairpersons, the Secretary of APIRG, elected Officials from Sub-Groups and Secretaries of the Sub-Groups.
- b) Sub-Groups of APIRG – The Group discussed two options of the establishment of Sub-Groups, as well and various combination thereof. It was noted that historically, while there had been varying degrees of consolidation from time to time, the APIRG Sub-Groups had predominantly been focused on areas of air navigation. However, the Group recognized the impact of the Fourth Edition of the GANP, in particular, the ASBUs methodology therein; the need to reduce costs of activities within the framework of APIRG, as well as adoption of the project management approach.

2.11 The Group acknowledged that the Sub-Groups established should ideally be fewer in number and focused on the most conducive combination of ASBUs Modules in order to facilitate optimum planning and implementation coordination. In this regard, it was noted that in general the Modules overlap two or more areas of air navigation including the field of aerodrome and ground aids.

2.12 The Group also noted that there is a predominant element of technology infrastructure requirement in support of operational elements of Performance Improvement Areas under which the various Modules are established. In addition, there was a need to establish to the extent practical, a balance in the volume of work to be carried out between the Sub-groups.

2.13 In view of the above, the Group agreed on the following two Sub-Groups:

- a) **Airspace and Aerodrome Operations Sub-Group (AAO/SG).**  
Establishment of this Sub-Group recognizes the absolute necessity for effective coordination between various areas of ANS and AGA, with particular respect to the ASBUs Performance Improvement Area (PIA) 1 (Airport Operations), PIA 3 (Optimum Capacity and Flexible Flights), PIA 4 (Efficient Flight Paths); and
- b) **Infrastructure and Information Management Sub-Group (IIM/SG).**  
Establishment of this Sub-Group focuses on implementation in the context of PIA 2 (Globally Interoperable Systems and Data) and focuses on the role of digital processing and management of aeronautical information, meteorological information and the data link communications in support of the provision of Air Traffic Services (ATS). In addition, this grouping is in alignment with the Technology Roadmaps in the GANP (Doc 9750).

2.14 Sub-Groups will be supported in their responsibilities by Secretaries nominated by the Secretary of APIRG from among members of the ICAO Secretariat. Additional members of the Secretariat may be assigned to support Sub-Groups as necessary.

2.15 AFI Traffic Forecasting Group (AFI TFG): The Group noted that the AFI TFG had a facilitative role to the primary work of APIRG and that its functions are subject to coordination between ICAO Headquarters and the AFI Regional Offices. In this respect the meeting agreed to retain the AFI TFG.

2.16 The Group agreed that with the envisaged functions of APIRG under the adopted project management approach; there would no longer be a requirement for “standing” structural bodies below the Sub-Groups. In this regard, in order to carry out the work of the Sub-Groups, ‘projects’ will be identified by the Group, to be executed by ‘Teams’ of experts and Champions reporting to the Sub-Groups. Project Teams shall elect from among them, Project Team Coordinators (PTCs) who shall facilitate and coordinate the activities including deliberations of the Project Teams and report to the Sub-Groups. Each Project Team will be supported by a Facilitator designated by the Secretary of APIRG from among members of the ICAO Secretariat. Additional members of the Secretariat may be assigned to support Sub-Groups as necessary.

2.17 The Projects will be derived from the ASBU Modules and the agreed regional performance objectives. A Project Team may carry out one or more projects. Furthermore, based on the nature of a project, the Group may decide that the team responsible for the project should report directly to Group rather than the Sub-Group.

2.18 The Group was also mindful that consistent with GANP, where applicable, in defining the scope of projects, consideration will be given to the concept of homogeneous ATM areas or major traffic flows/routing areas as established by the APIRG. In the same vein, a project involving a few FIRs may be identified in the context of addressing seamlessness of a specific area of routing.

2.19 The Group recognized that many Projects may not necessitate physical meetings, but may carry out their tasks through electronic correspondence and other media such as teleconferences. Similarly, even in those Projects where physical meeting will be necessary, more work should be carried out through electronic media, in order to reduce the costs. This aspect is to be highlighted in the APIRG Procedural Handbook.

2.20 The Group also agreed with South Africa's proposal to enhance the terms of reference of the APIRG Projects Coordination Committee (APCC) on the issue of coordination between the Sub-Groups.

2.21 In view of the above, the Group adopted the following Decision;

#### **DECISION EO/01: REORGANIZATION OF APIRG**

**That:**

- a) **the new organizational structure of APIRG comprising:**
  - 1) **one Projects Coordination Committee (APCC)**
  - 2) **one Airspace and Aerodrome Operations Sub-Group (AAO/SG),**
  - 3) **one Infrastructure and Information Management Sub-Group (IIM/SG), and**
  - 4) **one Traffic Forecasting Group (TFG),**

**as described in Appendices B, C, D, E, and F to this report, is adopted and will become effective following the next APIRG meeting.;**
- b) **the preliminary terms of reference of the APCC provided at Appendix D to this report are to be reviewed and finalized at the next APIRG meeting; and**
- c) **projects be identified from ASBU modules and regional performance objectives adopted by APIRG, to be carried out by teams of experts provided by States and concerned international organizations.**

**AGENDA ITEM 3: REVIEW OF DRAFT CONSEQUENTIAL AMENDMENT PROPOSALS TO THE APIRG PROCEDURAL HANDBOOK**

3.1 In order to align with and support the reorganized APIRG and its methods, pursuant to the Group's Decision 19/48, the Group concurred that the APIRG Procedural Handbook should be updated in order to effect the agreed changes. The Handbook contains methods and working procedures of the APIRG. It was also agreed that the updating should, amongst others, include;

- a) amendments to existing provisions to align them to adopted reorganization;
- b) improvements to existing provisions for purpose of clarity and enhance guidance;
- c) additional provisions to reflect the newly adopted working methods; and
- d) editorial changes.

3.2 The Group was pleased to note that the Secretariat had commenced the work to develop the consequential amendments of the Handbook and that significant progress had been made. Issues covered primarily included:

- a) provisions reflecting decisions of the ICAO Council, such as the terms of reference; and
- b) tentative provisions reflecting the initial high level permutations of the reorganization options, from which, based on outcome of the meeting, some material would be removed, modified or additions made thereto, as necessary.

3.3 The Group acknowledged that the extent to which the tentative amendment material for the Handbook could be developed prior to adoption of the reorganized structure was limited. In this regard, a more accurate and detailed material may only be developed based on the agreement of the Group on the reorganized structure, and any guidance therefrom. With these considerations, the meeting formulated the following Decision:

**DECISION EO/02: REVISION OF THE APIRG PROCEDURAL HANDBOOK**

**That:**

- a) **the Secretariat should undertake revision of the APIRG Procedural Handbook to reflect the reorganization of APIRG and working methods as adopted by the APIRG-EO meeting, as well as other relevant changes in ICAO; and**
- b) **the revised Procedural Handbook should be circulated to APIRG Members for review and comments before the next APIRG meeting, or when the new organization and working methods become effective, whichever comes first.**

**AGENDA ITEM 4: DISCUSSION OF TRANSITIONAL ARRANGEMENTS FOR APIRG WORK PROGRAMME**

4.1 The Group was mindful that the transition from the current APIRG structure to the new structure and working methods would have to take into consideration the need for continuity in its functions. More specifically, the Group recognized the following aspects:

- a) existing activities of APIRG, considered to still be essential should continue without any undue disruption ;
- b) it is essential that coordination be carried out through existing APIRG structures and the Regional Offices' efforts, to facilitate functional appreciation of the new structure and working methods;
- c) representatives from States and organizations who are to participate and to operationalize the new structure, may best be identified through a regular meeting of APIRG, at which an agenda item on this aspect will have been circulated to States and organizations in advance;
- d) it is important not to delay implementation of the Fourth Edition of the GANP, specifically the ASBUs; and
- e) there is no mandate, under the APIRG Decision 19/48 for the Extraordinary Meeting of the APIRG to vary current Conclusions and Decisions of APIRG beyond the structure and working methods of the Group.

4.2 In view of the above, the Group agreed on the following Decision:

**DECISION EO/03: TRANSITION TO NEW APIRG ORGANIZATION**

**That the Secretariat and APIRG contributory bodies:**

- a) **continue to implement the work programmes as previously endorsed by the Group; and**
- b) **carry out necessary action to facilitate the operationalization of the new organizational structure and working methods of the APIRG, including reformulation of existing activities that continue to have relevance, into the projects management formats, to be presented for endorsement by the next meeting of the Group.**

**AGENDA ITEM 5: DATE AND VENUE OF THE NEXT MEETING OF THE APIRG**

5.1 The meeting welcomed the offer made by Cape Verde to host the next meeting of the APIRG. The Secretariat will carry out the necessary follow up action with Cape Verde, including consideration of combination with RASG-AFI and DGCA meetings. The meeting also noted Ghana's willingness to host the next meeting of the APIRG, and that Ghana will be coordinating with Cape Verde and the Secretariat on this issue.

5.2 With respect to the date of the next meeting, the Group considered recent and on-going developments in the Air Navigation fields, at global and regional levels as presented by the Secretariat. Detailed information on these developments is provided under the report on Agenda Item 6 of this meeting.

5.3 It was particularly noted that the PIRGs and States are expected to endorse the content of their new Air Navigation Plans by mid-2015, and that the approval of the three volumes of the new ANP is expected by end of 2015. Therefore, the Group agreed that the dates for the next meeting of the Group should be decided in due course by the Secretariat in consultation with the Chairperson of the APIRG and the host State.

## **AGENDA ITEM 6: ANY OTHER BUSINESS**

### ***Global and regional developments in the Air Navigation field***

6.1 The Group was provided with information on the progress made by the Secretariat to implement the Recommendation 6/11 — Alignment of Air Navigation Plans (ANPs) and Regional Supplementary Procedures (SUPPs, Doc 7030), formulated by the *Twelfth Air Navigation Conference (AN-Conf/12)* (19-30 November 2012). The objective of the Recommendation is to align the areas of applicability of the SUPPs with those of the ANPs regions in order to simplify the procedures for regional performance framework management for the Planning and Implementation Regional Groups (PIRGs) and also support more efficient planning and implementation of the Aviation System Block Upgrades (ASBUs).

6.2 It was noted that a revised Doc 7030 will be submitted to the Air Navigation Commission (ANC) and the Council for approval in the last quarter of 2014. In addition, it is expected that after this revision to Doc 7030 is approved by the Council, a new edition of Doc 7030 will be published in 2015 and the PIRGs will have the opportunity to review the SUPPs procedures applicable to their area of responsibility for any necessary further amendment.

6.3 The Group noted developments related to the review by the ANC and approval by the Council of the new regional ANP template, procedures for amendment and the action plan for its electronic availability and maintenance online. These include the introduction of the web-based ANP (eANP), its format which will be in three volumes as opposed to the current two volumes (Basic ANP and FASID), and the procedures for the amendment of these three volumes.

6.4 Updated information was also provided on activities of the PIRGs in other ICAO regions and a summary of the review done to the corresponding PIRGs meeting reports by the ANC up to March 2014.

6.5 The meeting was informed of other new developments in air the navigation field including:

- New annual Global Air Navigation Report (<http://www.icao.int/airnavigation/pages/Air-Navigation-Report.aspx>)
- New Regional Dashboards (<http://www.icao.int/safety/Pages/Regional-Targets.aspx>)
- Air Navigation Bureau (ANB) reorganization (<http://www.icao.int/secretariat/Pages/organigramme.aspx>)
- Safety and Air Navigation Implementation Planning and Support Sections (<http://www.icao.int/safety/Implementation/Pages/Home.aspx>)

***Developments concerning the Regional Aviation Safety Group (RASG-AFI)***

6.6 The Group noted that the introduction of the Project management approach was adopted by RASG-AFI in order to assist States to meet the Abuja Safety Targets. In this regard, it was pointed out to the Group that RASG-AFI developed a Go-Team Project for Runway Safety Team establishment as the means of implementation of RASG-AFI Conclusion 2/7. The implementation of the Project consists of the Go-Team establishing Runway Safety Teams at all African international airports.

6.7 Such Runway Safety Teams will identify hazards at their airports, assess them and mitigate those with high risks levels to pro-actively prevent related accidents, which are currently the most prominent type of accidents in AFI. The effective prevention of runway related accidents will contribute in reducing the regional accident rates towards the world average as required by the relevant Abuja safety target by end of 2015.

6.8 The Group urged States to approach the ICAO ESAF Regional Officer/ AGA and ensure that their airports participate in the implementation of RASG-AFI Go-Team Project.

***New appointment for the Secretary of the APIRG***

6.9 The meeting was informed that the Secretary General of ICAO had appointed Mr. Meshesha Belayneh, Secretary of the APIRG since 2011, as Deputy Director, Technical Cooperation Bureau at ICAO Headquarters.

6.10 States and Regional Organizations participating in the meeting congratulated Mr. Belayneh on his new appointment, and unanimously recognized and expressed their gratitude for his valuable contribution to safety and air navigation performance improvements in the Region. They also considered that Mr. Belayneh's deep knowledge of the AFI Region was an asset for enhanced ICAO technical cooperation with, and assistance to States in support of their efforts to implement international Standards and Recommended Practices (SARPs) and regional programmes.

---END---

**APPENDIX: A**

**EXTRA ORDINARY MEETING OF AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP**

**REUNION EXTRAORDINAIRE DU GROUPE REGIONAL AFI DE PLANIFICATION ET DE MISE EN ŒUVRE (APIRG/EO)**

*(LUSAKA, ZAMBIA, 10-11 JULY 2014)*

**LIST OF PARTICIPANTS/LISTE DES PARTICIPANTS**

STATE/ ORGANIZATION	NO.	NAME	OFFICIAL TITLE	ADDRESS	TELEPHONE & FAX	E-MAIL
ANGOLA	1.	Mr. Netay Akeito	Airports and Infrastructures Director	Instituto Nacional da Aviação Civil (INAVIC) Rua Miguel de Melo N°96 6° Andar Luanda	Tel: + 244 222 335 936 Cell: +244 923 306 715 Fax: +244 222 390 529	<a href="mailto:netay.akeito@inavic.gv.ao">netay.akeito@inavic.gv.ao</a>
	2.	Mr. Arquimedes Fontes Antunes Ferreira	Air Navigation Director	Instituto Nacional da Aviação Civil (INAVIC) Rua Miguel de Melo N°96 6° Andar Luanda	Tel: +244 222 335 636 Cell: +244 912 506 739 Fax: +244 222 390 529	<a href="mailto:arquimedesf@gmail.com">arquimedesf@gmail.com</a> <a href="mailto:arquimedes.ferreira@inavic.gv.ao">arquimedes.ferreira@inavic.gv.ao</a>
BOTSWANA	3.	Mr. Caswell Stephen	Manager Aviation Certification and Regulatory Oversight	Civil Aviation Authority of Botswana (CAAB) P.O. Box 250 Gaborone, Botswana	Tel: +267 3688 200 Fax: +267 393 0 165	<a href="mailto:cstephen@caab.co.bw">cstephen@caab.co.bw</a>
BURUNDI	4.	Mr. Réverien Harahagazwe	Director Airports and Air Navigation Services	Direction Générale Autorité de l'Aviation Civile du Burundi B.P. 694 Bujumbura, Burundi	Tel: +25722223707 Fax: +25722223428	<a href="mailto:harahagazwe@aacbi.bi">harahagazwe@aacbi.bi</a> <a href="mailto:aacb@aacb.bi">aacb@aacb.bi</a> <a href="mailto:aacbburundi@yahoo.fr">aacbburundi@yahoo.fr</a>
	5.	Mr. Deus Niyonkuru	Chief Air Transport	Direction Générale Autorité de l'Aviation Civile du Burundi B.P. 694 Bujumbura, Burundi	Tel : +257 222 23707 Fax : +257 222 23428	<a href="mailto:dniyonkuru@aacb.bi">dniyonkuru@aacb.bi</a> <a href="mailto:aacb@aacb.bi">aacb@aacb.bi</a> <a href="mailto:aacbburundi@yahoo.fr">aacbburundi@yahoo.fr</a>
CAMEROON	6.	Mme Assoumou Koki Paule	Director of Aviation Safety	Cameroon Civile Aviation Authority BP 6998 Yaoundé, Cameroon	Tel : +237 22303090 / cell: +237 22303011/ 76159571 Fax : +237 22303362	<a href="mailto:paule.assoumou.koki@cca.aero">paule.assoumou.koki@cca.aero</a>

Report of the AFI Planning and Implementation Regional Group Extraordinary Meeting

STATE/ ORGANIZATION	NO.	NAME	OFFICIAL TITLE	ADDRESS	TELEPHONE & FAX	E-MAIL
CAPE VERDE	7.	Silva Alberto	Director NAV	Cabo Verde CAA PO BOX 371 - Praia, Cabo Verde	Tel:+238 2603430 Fax:+ 238 2611075	<a href="mailto:albertos@acivil.gov.cv">albertos@acivil.gov.cv</a>
COMOROS	8.	Mr. Mohamed Hassani Ali	Chef de Service PEL/OPS	Agence Nationale de l'Aviation Civile et de la Météorologie (ANACM) Address B.P. 72 Moroni, Comores	Tel : +269 337 40 92 Fax : +269 773 09 48	<a href="mailto:mohassanali@hotmail.fr">mohassanali@hotmail.fr</a>
CONGO BRAZAVILLE	9.	Montole Symphorien	Directeur de la Sécurité Aérienne	Agence Nationale De l'Aviation Civile (ANAC) Congo Brazzaville BP.: 128 Brazzaville - Congo	Tel:+ 242 05 556 01 95 Fax:+242 22 281 29 74	<a href="mailto:montolesymphs@yahoo.fr">montolesymphs@yahoo.fr</a> <a href="mailto:smontole@gmail.com">smontole@gmail.com</a>
ETHIOPIA	10.	Mr. Zerufael Shimeles Kibreab	Deputy Director General, Air Navigation Services	Ethiopian Civil Aviation Authority P.O. Box 978 Addis Ababa, Ethiopia	Tel: +251 116 650 265 Fax: +251 116 650 281	<a href="mailto:shimeleskibreab@gmail.com">shimeleskibreab@gmail.com</a>
	11.	Mr. Abraha Ghirmai Hailu	Director, Communication Navigation & Surveillance Engineering	Ethiopian Civil Aviation Authority P.O. Box 978 Addis Ababa, Ethiopia	Tel: +251 116 650 265 Fax: +251 116 650 281	<a href="mailto:Girmyh150@yahoo.com">Girmyh150@yahoo.com</a>
GHANA	12.	Mr. Taylor Albert Aidoo	Director, Air Traffic Management	Ghana Civil Aviation Authority Private Mail Box, Kotoka Int'l Airport Accra Ghana	Tel: +233 302 776079 Fax: +233 302 773293	<a href="mailto:ATaylor@gcaa.com.gh">ATaylor@gcaa.com.gh</a>
	13.	Mr. Acquah Daniel	Director, Safety Regulation/ Airworthiness Inspector	Ghana Civil Aviation Authority Private Mail Box, Kotoka Int'l Airport Accra Ghana	Tel: +233 20 222 4051 Fax: +233 30 277 6995	<a href="mailto:dacquah@gcaa.com.gh">dacquah@gcaa.com.gh</a>
	14.	Edward Asare Baah	Deputy Director, Air Traffic Services	Ghana Civil Aviation Authority Private Mail Box, Kotoka Int'l Airport	Tel: +233 20 0841657 Fax: +233 0302 773293	<a href="mailto:Edwardbaah@yahoo.com">Edwardbaah@yahoo.com</a>

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STATE/ ORGANIZATION	NO.	NAME	OFFICIAL TITLE	ADDRESS	TELEPHONE & FAX	E-MAIL
				Accra Ghana		
	15.	Kumfo Isaac Yao	Deputy Director, Air Traffic Safety Engineering	Ghana Civil Aviation Authority Private Mail Box, Kotoka Int'l Airport Accra Ghana	Tel: +233-302760393 Fax:+ 233-302-776171	<a href="mailto:ikumfo@gmail.com">ikumfo@gmail.com</a>
<b>KENYA</b>	16.	Mr. James Reuben Lubanga	Director, Air Navigation Services	Kenya Civil Aviation Authority P.O. Box 30163 - 00100 Nairobi, Kenya	Tel: +254-2-827100 Cell:+ 0724716363 Fax: +254-2-822300	<a href="mailto:dans@kaa.or.ke">dans@kaa.or.ke</a> <a href="mailto:rlubanga@kaa.or.ke">rlubanga@kaa.or.ke</a>
	17.	Mr. Lawrence Amukono Kasire	National Continuous Monitoring Coordinator	Kenya Civil Aviation Authority P.O. Box 30163 - 00100 Nairobi, Kenya	Tel: +254 20 827 470 Cell:+254 722 349 320 Fax: +254 20 822 300	<a href="mailto:lamukono@kaa.or.ke">lamukono@kaa.or.ke</a>
	18.	Mr. Erastus Manyara Njogu	Manager, Air Traffic Services	Kenya Civil Aviation Authority P.O. Box 30163 - 00100 Nairobi, Kenya	Tel: +254 20 827 100 Cell:+254 722 404575 Fax: +254 20 822 300	<a href="mailto:mats@kaa.or.ke">mats@kaa.or.ke</a> <a href="mailto:enjogu@kaa.or.ke">enjogu@kaa.or.ke</a>
<b>MADAGASCAR</b>	19.	Nirison Rakotoarimanana	Chef de Department AIM	Aviation Civile de Madagascar 13, rue Fernand Kasanga B.P. 4414 Antananarivo 101, Madagascar	Tel:+ 261 32 07 240 07 Fax: + 261 22 247 26	<a href="mailto:nira@acm.mg">nira@acm.mg</a>
	20.	Christian Michel Rabemananjara	Chef de Departement AOP	Aviation Civile de Madagascar 13, rue Fernand Kasanga B.P. 4414 Antananarivo 101, Madagascar	Tel:+ 261 32 07 240 06 Fax: + 261 22 247 26	<a href="mailto:chrsitianmichel@acm.mg">chrsitianmichel@acm.mg</a>
<b>MAURITANIA</b>	21.	Mr. Abdelfetah Sidi Abrarahmane		ANAC, Mauritanie Noukchot P.B 91 Mauritanie	Tel:+22246521491	<a href="mailto:mohmedana@yahoo.fr">mohmedana@yahoo.fr</a>
	22.	Mr. Mohamed Abdel Jelil		ANAC, Mauritanie Noukchot P.B 91 Mauritanie	Tel:+22246521491	

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STATE/ ORGANIZATION	NO.	NAME	OFFICIAL TITLE	ADDRESS	TELEPHONE & FAX	E-MAIL
<b>NIGERIA</b>	23.	Engr. Mr Sanni Lukman	Aviation Safety Inspector (CNS)	Nigerian Civil Aviation Authority Aviation House Ikeja, Lagos	Tel:+2348023153611	<a href="mailto:Slukman1980@yahoo.com">Slukman1980@yahoo.com</a>
	24.	Engr. (Mrs) Omodele A. Orowolo	Deputy General Manager (CNS)	Nigerian Civil Aviation Authority, Aviation House Ikeja, Lagos	Tel:+234 8057099623	<a href="mailto:omodelearowolo@yahoo.com">omodelearowolo@yahoo.com</a>
<b>SENEGAL</b>	25.	Ms. Ndoumbe Niang Thioune	Chef du Département de la Navigation Aérienne	Agence Nationale de l'Aviation Civile et de la Météorologie (ANACIM) B.P. 8184 Dakar Yoff Sénégal	Tel: +221 33 869 5335 Fax : +221 820 04 03	<a href="mailto:ndoumbe.niang@anacim.sn">ndoumbe.niang@anacim.sn</a> <a href="mailto:ndoumbe_thioune@yahoo.fr">ndoumbe_thioune@yahoo.fr</a> <a href="mailto:anacim@anacim.sn">anacim@anacim.sn</a>
	26.	Mamadou Gningue	Chef Département Opérations Aéroportuaires	Sénégal/Agence des Aéroports du Sénégal Aéroport International Léopold Sédar Senghor	Tel:+221 77 569 54 40 Fax:+ 221 33 869 50 48	<a href="mailto:magningue@yahoo.fr">magningue@yahoo.fr</a>
	27.	Mme. Kebe Mame Yacine	Responsable SMS/SNQ	Sénégal/Agence des Aéroports du Sénégal Aéroport International Léopold Sédar Senghor	Tel :+221 775292676 Fax :+221 33 869 50 10	<a href="mailto:kebe.yace@yahoo.fr">kebe.yace@yahoo.fr</a>
<b>SEYCHELLES</b>	28.	Ms. Esmee Martine Samson	General Manager - Air Navigation Services	Seychelles Civil Aviation Authority P O Box 181 Seychelles International Airport Pointe Larue, Mahe, Seychelles	Tel:+248 4384180 Cell:+248 2527206 Fax:+248 4384179	<a href="mailto:esamson@scaa.sc">esamson@scaa.sc</a>
	29.	Ms. Rita Morel Lise	General Manager - Telecommunication & Information Systems	Seychelles Civil Aviation Authority P O Box 181 Seychelles International Airport Pointe Larue, Mahe, Seychelles	Tel:+248 4384200 Cell:+248 2527205 Fax:+248 4384009	<a href="mailto:lmorel@scaa.sc">lmorel@scaa.sc</a>

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STATE/ ORGANIZATION	NO.	NAME	OFFICIAL TITLE	ADDRESS	TELEPHONE & FAX	E-MAIL
<b>SOUTH AFRICA</b>	30.	Mr. Levers Mabaso	Permanent Representative of South Africa on the Council of ICAO	999 University Street Montreal, Quebec, Canada H3C 5J9	Tel: + 1 5 1 49546683 Fax: + 1 5 149746683	<a href="mailto:Lmabaso@icao.int">Lmabaso@icao.int</a>
	31.	Mr. Johann Bierman	Director, Aviation Airports and Air Space	Department of Transport Private Bag X193 Pretoria 0001, South Africa	Tel: + 27 12 309 3668/3531 Fax: +27 12 3093529	Email: <a href="mailto:multilateral@dot.gov.za">multilateral@dot.gov.za</a> <a href="mailto:biermanj@dot.gov.za">biermanj@dot.gov.za</a>
	32.	Mr. Carel Gersbach	Senior Manager: CNS Planning	ATNS South Africa Private Bag X15 Kempton Park 1620	Tel: + 27 11 607 100 Fax: +27 11 607 1418	<a href="mailto:CarelG@atns.co.za">CarelG@atns.co.za</a>
	33.	Mr. Jeffrey Matshoba	Senior Manager: ATM Planning	ATNS South Africa Private Bag X15 Kempton Park 1620	Tel: +27 11 607 1000 Fax: +27 11 607 1416	<a href="mailto:jeoffrey@atns.co.za">jeoffrey@atns.co.za</a>
	34.	Sangweni Dumisani	Executive	ATNS South Africa Private Bag X15 Kempton Park 1620	Tel: +27 11 607 1122	<a href="mailto:dumisani@atns.co.za">dumisani@atns.co.za</a>
<b>TANZANIA</b>	35.	Onga Saidi Abdullah	Ag. Director Air Navigation Services	Tanzania Civil Aviation Authority P.O. Box 2819 Dar es Salaam, Tanzania	Tel: +255 222198100 Fax: +255 22 2844300	<a href="mailto:songo@tcaa.go.tz">songo@tcaa.go.tz</a>
	36.	Aspedito Mfugale	Chief-Aeronautical Information Management	Tanzania Civil Aviation Authority P.O. Box 2819 Dar es Salaam, Tanzania	Tel: +255 754 314168 Fax: +255-22-2844300	<a href="mailto:amfugale@tcaa.go.tz">amfugale@tcaa.go.tz</a>
	37.	Valentina Norbert Kayombo	Chief Air Navigation Engineer	Tanzania Civil Aviation Authority P.O. Box 2819 Dar es Salaam, Tanzania	Tel: +255 222198100 Fax: +255 22 2844300	<a href="mailto:vkayombo@tcaa.go.tz">vkayombo@tcaa.go.tz</a>
	38.	Mrs. Clara Mpili	Principal CNS Inspector	Tanzania Civil Aviation Authority P.O Box 2819 Dar es Salaam, Tanzania	Tel:+255 22 2198100 Fax:+255 22 2844300 /2844304	<a href="mailto:cmpili@tcaa.go.tz">cmpili@tcaa.go.tz</a>
<b>UGANDA</b>	39.	Eng. John T. Kagoro	Chairperson (APIRG) Director Airports & Aviation Security	Civil Aviation Authority, Uganda P.O. Box 5536 Kampala, Uganda	Tel:+256752792221 Fax:+256414321401	<a href="mailto:Jkagoro@caa.co.ug">Jkagoro@caa.co.ug</a> <a href="mailto:jkagoro@hotmail.com">jkagoro@hotmail.com</a>

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STATE/ ORGANIZATION	NO.	NAME	OFFICIAL TITLE	ADDRESS	TELEPHONE & FAX	E-MAIL
	40.	Ms. Atto Irene Lawoko	Principal ANS Inspector	Civil Aviation Authority P.O. Box 5536 Kampala, Uganda	Tel:+256 414 320375 Cell:+256 757 830766 Fax:+256 312 352141	<a href="mailto:iatto@caa.co.ug">iatto@caa.co.ug</a>
	41.	Mr. Geoffrey Okot	Manager Air Traffic Management	Civil Aviation Authority P.O. Box 5536 Kampala Uganda	Tel:+256414320964 Cell:+256414320368 Fax +256772686721	<a href="mailto:gokot@caa.co.ug">gokot@caa.co.ug</a>
	42.	Mr. Moses Kaniike	Ag. Manager Aeronautical Information Management	Civil Aviation Authority P.O. Box 5536 Kampala Uganda	Tel: +256414320384 Cell:+256752813789 Fax: +256414320964	<a href="mailto:mkaniike@caa.co.ug">mkaniike@caa.co.ug</a>
<b>ZAMBIA</b>	43.	Mr. Gabriel Lesa	Director General	Civil Aviation Authority	Tel: +260 211 3149 +260 211 251861 Fax: +260 977 408349 +260 211 251841	<a href="mailto:aviationdca@coppernet.zm">aviationdca@coppernet.zm</a> <a href="mailto:aviation@coppernet.zm">aviation@coppernet.zm</a> <a href="mailto:gablesa@yahoo.com">gablesa@yahoo.com</a>
	44.	Mr. Adam Daka	Assistant Director	Civil Aviation Authority	“ “	
	45.	Mr. Alex Sinyangwe	CATCO	Civil Aviation Authority	Tel: +260 211 253250 +260 977421424	<a href="mailto:asinyangwe@yahoo.com">asinyangwe@yahoo.com</a>
	46.	Mr. Samson Kabaso	SATCO	Civil Aviation Authority		
	47.	Mr. P Mulimbika	CAE	Civil Aviation Authority		
	48.	Mr. Stewart Yeta	COO	Civil Aviation Authority		
	49.	Mr. Harrison Banda	CTO	Civil Aviation Authority		
	50.	Ms .Merina Zulu	SECRETARY	Civil Aviation Authority		
	51.	Ms. N Nyambose	HRMO	Civil Aviation Authority		
	52.	Kapungwe Kasawe	ACCOUNTANT	Civil Aviation Authority		
	53.	Trust Haatimba	SEO	Civil Aviation Authority		
	54.	Ms Lilian M Lungu	Aeronautical Engineer	Civil Aviation Authority		
	55.	Joseph Phiaka	SAO	Civil Aviation Authority		
	56.	Mr Peter Nyirongo	AIS	Civil Aviation Authority		
	57.	Mapiki Hang'ombe	Aviation Security	Civil Aviation Authority Box 50137 Lusaka Zambia	Tel: +260 977 510996 Fax: 260 965 510496	<a href="mailto:mhangombe@yahoo.co.uk">mhangombe@yahoo.co.uk</a>
	58.	Kamanga Miriam	Aviation Security	Civil Aviation Authority Box 50137 Lusaka Zambia	Tel: +260968400466	<a href="mailto:Miriam.kamanga@gmail.com">Miriam.kamanga@gmail.com</a>
	59.	Zulu Jimmy	Chairperson – Civil Aviation Authority Board	Civil Aviation Authority Box 50137 Lusaka Zambia	Tel: +260979113387	

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STATE/ ORGANIZATION	NO.	NAME	OFFICIAL TITLE	ADDRESS	TELEPHONE & FAX	E-MAIL
	60.	Mr. Robinson Misitala	Managing Director	National Airports Corporation Limited (NACL) Zambia		
	61.	Mr. Frank Chinambu	Director Air Navigation	NACL Zambia		
	62.	Maggie Kaunda	Corporation Secretary	NACL Zambia	Tel: +260977826441	<a href="mailto:Maggie.kaunda@lun.aero">Maggie.kaunda@lun.aero</a>
	63.	Mr. Stanley Sitali	Manager Avionics	NACL Zambia	Tel: +2609774952	<a href="mailto:Stanley.sitali@lun.aero">Stanley.sitali@lun.aero</a>
	64.	Mr. Edward Manjolo	Manager Air Traffic Services	NACL Zambia		
	65.	Mr. Ariel Phiri	Systems Development Engineer	NACL Zambia	Tel: +260977848418	<a href="mailto:Ariel.phiri@lun.aero">Ariel.phiri@lun.aero</a> <a href="mailto:ahphiri@gmail.com">ahphiri@gmail.com</a>
	66.	Mr. Moses Mapulanga	Ag Commercial Manager	NACL Zambia		
	67.	Mr. Friday Mulenga	Airport Manager KKIA	NACL Zambia		
	68.	Mrs. Agness Chaila	Planning and Business Manager	NACL Zambia		
	69.	Harriet Angatile	SHEQ Manager	NACL Zambia	Tel+:260977790638 Fax:+2602614226	
	70.	Mr. Mumbi Joseph	Airport Manager SMKIA	NACL Zambia	+260977790638 +2602614226	<a href="mailto:Jmumbi1@gmail.com">Jmumbi1@gmail.com</a>
	71.	Vivian Sikanyeela	Airport Manager HMNIA	NACL Zambia	Tel: +260977770961	<a href="mailto:nacliv@zamnet.zm">nacliv@zamnet.zm</a>
	72.	Mr Malama Chalwe	Airport Manager MFUWE I.A.	NACL Zambia	+260216245011 +260977790804	<a href="mailto:Machalwe1973@yahoo.co.uk">Machalwe1973@yahoo.co.uk</a>
	73.	Mrs. Jane Chikuye	Chief Air Traffic Control Officer	NACL Zambia	+26097747094	<a href="mailto:chikuyej@yahoo.com">chikuyej@yahoo.com</a> <a href="mailto:jane.chikuye@lun.aero">jane.chikuye@lun.aero</a>
	74.	Mr. Joseph Sikabbubba	Principal Avionics Engineer	NACL Zambia		
	75.	Mrs. Iven B Mwenya	Senior Aeronautical Information Services Officer	NACL Zambia	Tel:+260211 271105/469 Fax:+260977765834	<a href="mailto:Iven.mwenya@lun.aero">Iven.mwenya@lun.aero</a> <a href="mailto:ibwenya@yahoo.co.uk">ibwenya@yahoo.co.uk</a>
	76.	Mr. Steven Chansa	Senior Air Traffic Control Officer	NACL Zambia	+260 966282971	<a href="mailto:Coster.malambo@lun.aero">Coster.malambo@lun.aero</a>
	77.	Mr. Coster Malambo	Senior Air Traffic Control Officer	NACL Zambia		
	78.	Mrs. Chansa Nyankhundi	Senior Air Traffic Control Officer	NACL Zambia	Tel:+260 211271091 Fax:+260211271469	<a href="mailto:cmnyankhundu@yahoo.com">cmnyankhundu@yahoo.com</a>

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STATE/ ORGANIZATION	NO.	NAME	OFFICIAL TITLE	ADDRESS	TELEPHONE & FAX	E-MAIL
	79.	Mr. George Katongo	Senior Air Traffic Officer	NACL Zambia		
	80.	Mr. Stanislaus Munjile	Senior Air Traffic Control Officer	NACL Zambia	Tel:+260977158848	<a href="mailto:munjilestanslaus@ymail.com">munjilestanslaus@ymail.com</a>
	81.	Mr. Webster Mumbi	SATCO	NACL Zambia	Tel:+26097772231	<a href="mailto:Webstermumbi@yahoo.co.uk">Webstermumbi@yahoo.co.uk</a>
	82.	Munjile Stanslaus	SATCO	NACL Zambia		
	83.	Rejoice Chalieba	Purchasing and Supplies Manager	NACL Zambia	Tel+260211271083 Fax:260211271083	<a href="mailto:Rejoice.chalieba@lun.aero">Rejoice.chalieba@lun.aero</a>
	84.	Namutowe Sally	Manager, Communication and Branding	NACL Zambia	Tel:+260971399318	<a href="mailto:Sally.namutowe@lun.aero">Sally.namutowe@lun.aero</a>
	85.	Mr. Branko Kochovski	Team Leader	NTU ApS - EU Project	Tel:+260 973821034	<a href="mailto:bk@ntu.eu">bk@ntu.eu</a>
	86.	Mbasela George	Assistant Director	Ministry of Transport Works Supply and Communications (MTWSC) P.O Box 50236, Lusaka Zambia		
	87.	Kapembwe Joe	Director, Planning and Monitoring	MTWSC	Tel:+260976556171	<a href="mailto:Joe.kapembwa@mtwsc.gov.zm">Joe.kapembwa@mtwsc.gov.zm</a>
	88.	Eng. Simbuwa M. Tungue	Chief Planner (Technical)	MTWSC P.O Box 50236, Lusaka Zambia	Tel:+260977769268 Fax: +260211252321	<a href="mailto:mt_simbuwa@yahoo.co.uk">mt_simbuwa@yahoo.co.uk</a>
	89.	Simwanza Stephen	Director	C/O Civil Aviation Authority, Box 50137, Lusaka	Tel:260966746046	<a href="mailto:zewe@zamnet.zm">zewe@zamnet.zm</a>
	90.	Tembo Fidelis	Senior Internal Auditor	MTWSC P.O Box 50236, Lusaka Zambia	Tel: +260978869146	<a href="mailto:fideltembo@gmail.com">fideltembo@gmail.com</a>
	91.	Soko Rabson	Director Assistance (CGT)	MTWSC P.O Box 50236, Lusaka Zambia	Tel: +260977122749	<a href="mailto:Rabisons70@gmail.com">Rabisons70@gmail.com</a>
	92.	Ngona Martha	Airport Manager	South African Airways P O Box 34150, Lusaka	Tel: +26211271031	<a href="mailto:marthangona@flysaa.com">marthangona@flysaa.com</a>
	93.	Kunda Lewis	Civil Aviation Authority Board Member	P O Box 50213, Lusaka	Tel: +260955752030	<a href="mailto:Klewis410@yahoo.com">Klewis410@yahoo.com</a>

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STATE/ ORGANIZATION	NO.	NAME	OFFICIAL TITLE	ADDRESS	TELEPHONE & FAX	E-MAIL
	94.	Mhango Melody Mumba	Country Manager	Air Botswana, P O Box 36255, Lusaka	Tel: +260977896280	<a href="mailto:melodychungu@yahoo.com">melodychungu@yahoo.com</a>
	95.	Mobegy Annah	Country Manager	KLM/Kenya Airways 3 <sup>rd</sup> Floor, Maanu Ceche Box 31856, Lusaka	Tel:+260971257898	Annah.mobegy@kenya-airways.com
	96.	Nixon Chimuka	Accountable Manager	Corporate Air, Main Terminal Building KKIA, Lusaka	Tel: +260966260000	ops@corporateairlimited.com
	97.	Jim Belemu	CEO/Chairman	Mahogany Air, 31 HC Napasa Complex, Leopards Road	Tel:+260955757884	jimbelemu@yahoo.com
	98.	Kyenshi Fred	Station Manager	Ethiopian Airlines, Box 38392, Lusaka	Tel:+260211271141	Fredk@ethiopianairlines.com
	99.	Shingalili Billieard C	Principal, Zambia Air Services Training Institute	P O Box 310198, Lusaka	+260966751770	Bshingalili2@gmail.com
	100.	Tembo Charles	Commercial Manager	Mahogany Air, 31 HC Napasa Complex,	Tel:+260966757466	<a href="mailto:Tembocil1@yahoo.com">Tembocil1@yahoo.com</a>
	101.	Changufu Mathew	Technical Committee Member	National Airline MTWSC	Tel:+260976986931	<a href="mailto:mchangufu@yahoo.com">mchangufu@yahoo.com</a>
	102.	Mwale Margaret	Principal Accountant	MTWSC	Tel: +260211252027	<a href="mailto:margaretmwale@yahoo.com">margaretmwale@yahoo.com</a>
	103.	Ngoma Febian	Senior Works Supervisor	MTWSC P.O Box 30078, Lusaka Zambia	Tel: +260955799124	
	104.	Kafuli Danny	Assistant Director	MTWSC P.O Box 700065, Lusaka Zambia	Tel:+260963370336	<a href="mailto:Kafulidanny1@gmail.com">Kafulidanny1@gmail.com</a>
	105.	Major Jere Innocent	CATCO – ZAF	Zambia Air Force P.O. Box 31291 – Lusaka Zambia	Tel:+260977350918 Fax: +260971232650	<a href="mailto:innocentjere@yahoo.com">innocentjere@yahoo.com</a>
	106.	Macdonald Don	Managing Director	ZEGA Limited P.O. Box 32717, Lusaka, Zambia	Tel:+260966724825	<a href="mailto:donm@zegald.co.zm">donm@zegald.co.zm</a>
	107.	John Botha		Zambia Aviation School	Tel: +260975836070	<a href="mailto:johnbotha@zambianaviationcollege.ac.zm">johnbotha@zambianaviationcollege.ac.zm</a>

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STATE/ ORGANIZATION	NO.	NAME	OFFICIAL TITLE	ADDRESS	TELEPHONE & FAX	E-MAIL
	108.	Nkhoma Masiku Yandikani	Chief Security Officer	Proflight Commuter Services, Lusaka Zambia	Tel:+260979570410	<a href="mailto:avsec@proflight-zambia.com">avsec@proflight-zambia.com</a>
	109.	Captain Lemba Levi Philip	Director, Industry and Government Affairs	Proflight Commuter Services, Lusaka Zambia	Tel:+260977432825	<a href="mailto:industryaffairs@proflight-zambia.com">industryaffairs@proflight-zambia.com</a>
	110.	Mr. Moddy Keith	Project Director	FASTJET	Tel:+260 966474436	<a href="mailto:Keith.moody@fastjet.com">Keith.moody@fastjet.com</a>
	111.	Zimba Patricia	Commercial Manager	FASTJET		<a href="mailto:Patricia.zimba@fastjet.com">Patricia.zimba@fastjet.com</a>
	112.	Phiri David	Manager - SHEQ	Zambia SANDVIC P.O. Box 20314, Kitwe	Tel: +260 67440039 Fax: +260212218896	<a href="mailto:David.phiri@sandvik.com">David.phiri@sandvik.com</a>
	113.	Nkandu Fredrick	SHEQ Officer	Zambia SANDVIC P.O. Box 20314, Kitwe	Tel: +260 967622582 Fax: +260212218896	<a href="mailto:Fredrick.nkandu@sandvik.com">Fredrick.nkandu@sandvik.com</a>
	114.	Mudenda Oliver	Senior Meteorologist	Zambia Meteorological Department P.O. Box 3100095 Lusaka	Tel: +260 97225641	<a href="mailto:mudendaoliver@yahoo.com">mudendaoliver@yahoo.com</a>
<b>INTERNATIONAL ORGANIZATIONS</b>						
<b>AFCAC</b>	115.	Mr. Fall Papa Atoumane	Air Navigation and Aerodrome Expert	African Civil Aviation Commission (AFCAC) Aéroport International Léopold Sédar SENGHOR B.P. 8898 Dakar, Yoff Sénégal	Tel: +2218598813 Fax: +221338207018	<a href="mailto:afall@afcac.org">afall@afcac.org</a>
<b>CASSOA</b>	116.	Mr. Barry Kashambo	Executive Director	East African Community Civil Aviation Safety and Security Oversight Agency(CASSOA) P.O. Box 873 Entebbe, UGANDA	D/L +256 414 321 159 Cell: +256 772473 147 Fax: +256 414 322 049	<a href="mailto:bkashambo@cassoa.org">bkashambo@cassoa.org</a>
<b>EGNOS AFRICA Joint Programme Office</b>	117.	Mr. Diouf Semou	Deputy Director	EGNOS AFRICA Joint Programme Office ASECNA – SAFIR, BP 8163, Dakar Yoff Senegal	Tel: +221770998338 Fax: +221338209366	<a href="mailto:Semou.diouf@egnos-africa.com">Semou.diouf@egnos-africa.com</a>
	118.	Mr. Boukary Malam Maman Moustapha	Certification and Safety Expert	EGNOS AFRICA Joint Programme Office ASECNA – SAFIR, BP 8163, Dakar Yoff Senegal	Tel: +221774739308 Fax: +221338209366	<a href="mailto:Moustapha.boukary@egnos-africa.com">Moustapha.boukary@egnos-africa.com</a>

Report of the AFI Planning and Implementation Regional Group Extraordinary Meeting

STATE/ ORGANIZATION	NO.	NAME	OFFICIAL TITLE	ADDRESS	TELEPHONE & FAX	E-MAIL
<b>IFATCA</b>	119.	Ms. Keziah A. Ogutu	Executive Vice President AFM	IFATCA P.O Box 56819- 00200 Nairobi Kenya	Tel: +254 72238600 Fax: +254 20 827102	<a href="mailto:kezogutu@gmail.com">kezogutu@gmail.com</a>
<b>Guild of Air Traffic Controllers of Zambia (GATCOZ)</b>	120.	Mr. Katongo George	Senior Air Traffic Control Officer (SATCO)	Guild of Air Traffic Controllers of Zambia C/o National Airports Corporation Limited, P/O Box 30175 Lusaka.	Tel:+260 966215196 Tel: +260 211 271091/250 Fax:+ +260 211 271048	<a href="mailto:Gatcoz2005@yahoo.co.uk">Gatcoz2005@yahoo.co.uk</a>
<b>ICAO SECRETARIAT</b>						
	121.	Mr. Meshesha Belayneh	Regional Director ICAO-ESAF Office	ICAO ESAF Office P.O. Box 46294-00100 Nairobi, Kenya	Tel: +254 20 762 2395 Fax: +254 20 762 1092	<a href="mailto:MBelayneh@icao.int">MBelayneh@icao.int</a>
	122.	Mr. Prosper Zo'o Minto'o	Deputy Regional Director, ICAO-ESAF Office	ICAO ESAF Office P.O. Box 46294-00100 Nairobi, Kenya	Tel: +254 20 762 2367 Fax: +254 20 762 1092	<a href="mailto:PZoomintoo@icao.int">PZoomintoo@icao.int</a>
	123.	Mr. Michiel Vreedenburgh	Chief Implementation - ANB ICAO-HQ	ICAO-Headquarters Montreal, Canada	Tel:+151 49548157	<a href="mailto:Mvreedeburg@icao.int">Mvreedeburg@icao.int</a>
	124.	Mr. Gaoussou Konate	Deputy Regional Director ICAO-WACAF	ICAO WACAF Office PO. Box 38050, Dakar, Senegal	Tel:+22133 869 24 24/02 Fax:+221 33 820 32 59	<a href="mailto:Gkonate@icao.int">Gkonate@icao.int</a>
	125.	Mr. Seboreso Machobane	Regional Officer, ATM/SAR ICAO-ESAF	ICAO ESAF Office P.O. Box 46294-00100 Nairobi, Kenya	Tel: +254 20 762 2372 Fax: +254 20 762 1092	<a href="mailto:SMachobane@icao.int">SMachobane@icao.int</a>
	126.	Mr. Arthemon Ndikumana	Regional Officer, ATM/AIM/SAR ICAO-ESAF	ICAO ESAF Office P.O. Box 46294-00100 Nairobi, Kenya	Tel: +254 20 762 2371 Fax: +254 20 762 1092	
	127.	Mr. Francois Xavier Salambanga	Regional Officer, CNS ICAO-WACAF	ICAO WACAF Office PO. Box 38050, Dakar, Senegal	Tel:+22133 869 24 24/15 Fax:+221 33 820 32 59	<a href="mailto:fsalambanga@icao.int">fsalambanga@icao.int</a>
	128.	Ms. Hellen Serem	Team Assistant	ICAO ESAF Office P.O. Box 46294-00100 Nairobi, Kenya	Tel: +254 20 762 2395 Fax: +254 20 762 1092	<a href="mailto:hserem@icao.int">hserem@icao.int</a>

**APPENDIX: B**

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**



**RE-ORGANIZED STRUCTURE OF AFRICA-INDIAN OCEAN PLANNING AND  
IMPLEMENTATION REGIONAL GROUP (APIRG)**

***GENERAL PRESENTATION***

*(Adopted by the Extraordinary Meeting of APIRG, 10-11 July 2014)*

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## INTRODUCTION

### **Implications for the Planning and Implementation Regional Groups (PIRGs) under the Fourth Edition of the ICAO Global Air Navigation Plan (GANP, Doc 9750)**

The Twelfth Air Navigation Conference (AN-Conf/12, Montreal, 19-30 November 2012) adopted a revised Edition of the Global Air Navigation Plan (GANP, Doc 9750), which introduces the ICAO Aviation System Block Upgrades (ASBU) Methodology complemented by the Technology Roadmaps for Communications, Navigation and Surveillance (CNS), Information Management (IM) and Avionics.

The ICAO Planning and Implementation Regional Groups (PIRGs) are in the process of adopting the ASBU Modules through regional agreements. In so doing, PIRGs should ensure that all required supporting procedures, regulatory approvals and training capabilities are set in place. These supporting requirements need to be reflected in electronic regional Air Navigation Plans (eANPs) developed by the PIRGs, ensuring strategic transparency, coordinated progress and certainty of investment.

In order to support States' efforts, the development of business cases for any operational benefit will be facilitated with the detailed information available in the Global Plan's technology roadmaps and ASBU Module descriptions.

PIRGs function primarily on the basis of regular consultations with States and industry to align the specific measures and initiatives that they integrate into Regional Air Navigation Plans.

PIRGs are additionally responsible under the performance framework for coordinating reporting from States and industry that feed into later analysis activities, the annual Air Navigation Capacity and Efficiency Report, and any required tactical work Programme revisions.

Performance reviews are to be conducted via annual reports that will be developed by each ICAO Regional Office/PIRG in collaboration with local industry stakeholders. These are to be supported by data submitted by States with respect to Block Upgrade Modules' metrics.

As a result, the structure of APIRG and its working methods have been revised to rationalize the contributory bodies of the Group away from technologies and toward operational performance, and to effectively address the annual reporting schedule.

## 1. BACKGROUND

### *Council Decision*

1.1 In its Report (C-WP/13135) of March 2008, the Air Navigation Commission noted that while implementation is the responsibility of States, PIRGs could play a significant role in supporting the implementation of SARPs. The 183<sup>rd</sup> Session of the Council agreed (C-DEC 183/9) to retain for the time being the Terms of Reference of the PIRGs, except that of APIRG and GREPECAS were to be amended to exclude security matters. In addition, membership of the PIRGs was expanded to include all Contracting States who are service providers in an air navigation region.

### *Special AFI RAN Meeting*

1.2 Taking into account the Council action on the Commission's report, the Special AFI RAN Meeting (Durban, South Africa, 24-29 November 2008), recognized the need to have a clearly defined strategy to implement ATM systems as well as the need to align work programmes of the States, Regions and ICAO Headquarters. The SP AFI RAN 2008 agreed that APIRG should review its structure to determine if changes would be beneficial in light of the performance-based approach to air navigation planning being proposed. It also felt that the structure and organization of regional air navigation plans (ANPs) should be reviewed on a global basis with a view to aligning the regional ANPs with the Global Air Navigation Plan and the performance-based approach to planning. It therefore, adopted the following Recommendations:

### ***Recommendation 6/4 – Re-organization of APIRG***

*That APIRG review its working methods and organization and consider making adjustments to better support the ICAO performance framework in its planning and implementation activities.*

### ***APIRG Decision***

1.3 At its Nineteenth meeting which was held in Dakar, Senegal from 28 to 31 October 2013, APIRG recalled that the ICAO Special Regional Air Navigation Meeting (SP AFI RAN 2008) adopted a performance-based approach to regional and national air navigation planning in the AFI Region, aligned with the Global Air Navigation Plan (Doc 9750, GANP). The Group agreed that the performance-based approach adopted by the ICAO SP AFI RAN 2008 meeting applies to the AFI Regional Air Navigation System Implementation Plan aligned with the ASBU Methodology, as adopted by APIRG/19 Meeting under its Conclusion 19/06. It also agreed that within the ASBU framework, due consideration should be given to planning, implementation, monitoring and reporting aspects, and that a Project based approach for ASBUs should be applied to APIRG Subgroups/Task Forces (Decision 19/48).

## **2. BASIS FOR THE REORGANIZATION**

2.1 The basis for the approach in the re-organization within APIRG is the Fourth Edition of the Global Air Navigation Plan (GANP (Doc 9750)) which seeks to enable the ICAO ATM system envisioned in the Global ATM Operational Concept (GATMOC (Doc 9854)). While building on its previous editions, the Fourth Edition of Doc 9750, which was endorsed by the Twelfth Air Navigation Conference (AN Conf/12) in November 2012, introduces the Aviation System Block Upgrades (ASBUs) Methodology, as illustrated in **Figure 1** in this document. Doc 9750 4th Ed. also introduces Technology Roadmaps which complement the ASBU modules by providing timelines for the technology that will support the Communications, Navigation and Surveillance (CNS), Information Management (IM) and avionics requirements of the global Air Navigation system.

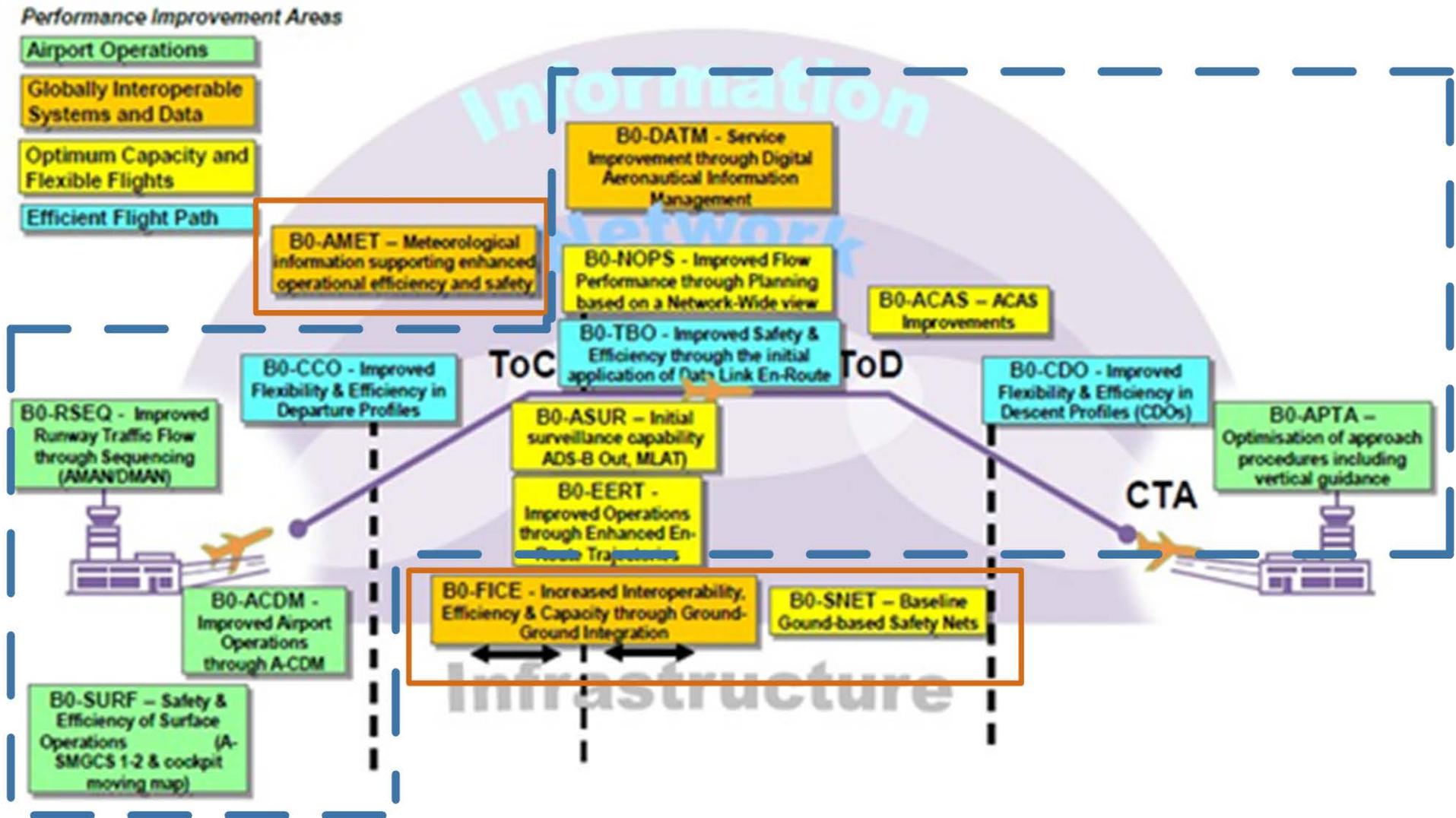


Figure 1: Illustration of Aviation System Block Upgrades Block 0 Modules

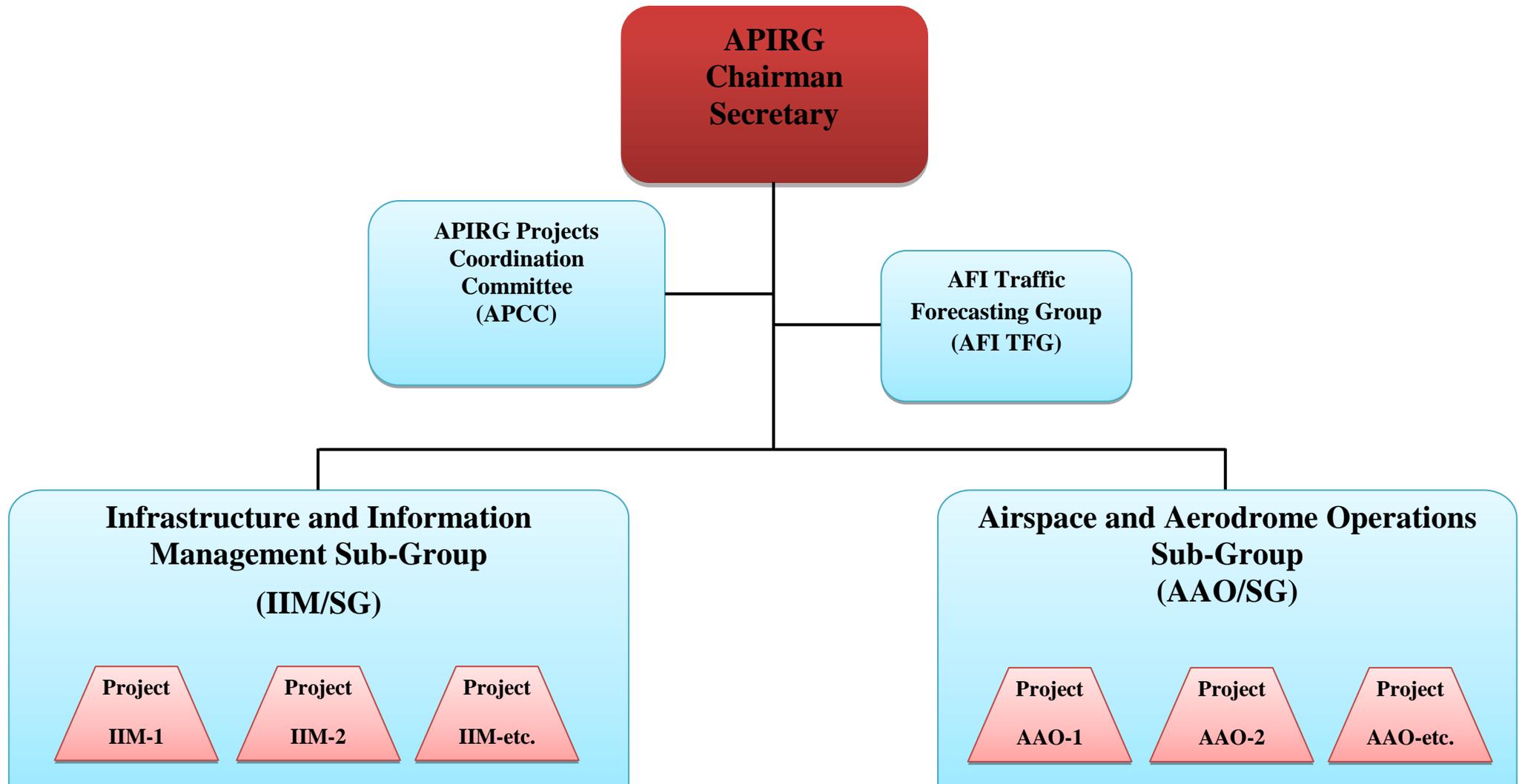
### **3. ORGANIZATIONAL STRUCTURE**

3.1 The new organizational structure of the APIRG seeks, amongst others, to achieve the following:

- a) reduction in the total number of contributory bodies and associated resource requirements
- b) synergies required in implementing the ASBUs,
- c) harmonization in the work volumes between the Sub-Groups.

Figure 2 below shows the new organizational structure of the Group as adopted by the Extraordinary Meeting of APIRG, 10-11 July 2014.

**Figure 2: APIRG ORGANIZATIONAL STRUCTURE**



### 3.2 APIRG Projects Coordination Committee (APCC)

3.2.1 The APIRG Projects Coordination Committee (APCC) composed of the Chairperson and Vice-Chairpersons of APIRG, the Secretary of APIRG, elected Officials of the Sub-Groups and Secretaries of Sub-Groups is proposed to undertake a task that has hitherto been a challenge. In this regard it will be noted that since its establishment, APIRG membership has increased progressively, from 14 members in the 1980s to 50 members in 2013. Over the same period, the time available for the APIRG plenary meetings has reduced from more than seven working days to about three working days. It is evidently no longer practical for APIRG plenary meetings to cover as much detail in its agenda as it could on its inception, and with the same effectiveness. In addition, the introduction of performance based approach to planning and implementation entails precision which requires further attention to details.

3.2.2 Nominally, the Secretariat has been and will continue to be responsible for facilitating coordination between the various structural components and activities of APIRG as well as between activities within the framework of APIRG, the Regional Offices, various organs of ICAO, and the industry. Notwithstanding, it has become increasingly important for the coordination process within APIRG to be enhanced and for States to have a more active role in it.

3.2.3 In view of the above, the objective of the APCC is to adjudicate the work of the SGs, monitor progression (life) of projects, propose road maps and implementation strategies, coordinate implementation across the SGs, and facilitate coordination (*through its Secretary*) with the RASG-AFI (see note below), other Regional bodies and industry groups. Detailed review of planning and implementation activities is carried out at this level. The Committee shall facilitate prioritization including determination of material that has matured sufficiently for consideration and adoption of conclusions and decisions by APIRG.

**Note:**

*In the establishment of RASGs, the Council identified the need for coordination between the PIRGs and RASGs on safety issues and accordingly decided on the reflection of this requirement in the TOR of both Groups. The activities of both Groups are carried continuously in interim periods between their meetings.*

3.2.4 Detailed terms of reference of the APCC are at **Appendix D**.

### **3.3 Sub-Groups**

3.3.1 The Sub-Groups have been reduced from four to two. It is notable that while the approach of having a Sub-Group for every technical area of air navigation is effective in supporting focus, it entails a ‘silo’ effect which does not support coordination.

3.3.2 The proposed reduced number of Sub-Groups has, to the extent practical, taken into consideration implementation of the Global Air Navigation Plan (Doc 9750 Ed. 4) under the ASBUs methodology.

#### ***Airspace and Aerodrome Operations Sub-Group (AAO/SG)***

3.3.3 Historically, the Aerodrome Operations Planning (AOP) Sub-Group has functioned singly, without formal coordination arrangements with other Sub-Groups. However, the effective implementation of ASBUs Modules requires close coordination between various areas of ANS and AGA. This is particularly highlighted under the ASBUs Performance Improvement Area (PIA) 1 (Airport Operations) Modules and three Modules from PIA 4 (Efficient Flight Paths).

3.3.4 The terms of reference of the **AAO/SG** are at **Appendix E**.

#### ***Infrastructure and Information Management Sub-Group (IIM/SG)***

3.3.5 The concept of providing digital information to automated ATM and airborne systems was identified many years ago, and so is the requirement for quality assurance without which the information conveyed by AIM and the MET products and services would have unacceptable levels of safety risks.

3.3.6 PIA 2 (Globally Interoperable Systems and Data) focuses on the role of Digital processing and management of aeronautical information, meteorological information and the data link support of communication between air traffic services units (ATSUs). In addition, this grouping is in alignment with the Technology Roadmap in the GANP (Doc 9750). It will

be noted that CNS related ASBU modules are also in other PIAs. However, that does not necessarily support the splitting of the CNS field over the several Sub-Groups, nor does it necessarily support the establishment of a CNS Sub-Group, as other technical areas are also involved in the Modules affecting CNS. Accordingly, taking into consideration other aspects in grouping, the CNS discipline is proposed to be grouped with AIM and MET.

3.3.7 The terms of reference of the **IIM/SG** are at **Appendix F**.

### **3.4 Project Teams**

3.4.1 In order to carry out the work of the Sub-Groups, '**projects**' will be identified to be executed by '**teams**' of experts and Champions reporting to the Sub-Groups. There are no standing bodies established below the Sub-Groups.

3.4.2 The Projects will be derived from the ASBU Modules and the agreed regional performance objectives. A Project Team may carry out one or more projects.

**Note:**

*Where applicable, in defining the scope of projects, consideration will be given to the concept of homogeneous ATM areas or major traffic flows/routing areas as established by APIRG. In the same vein, a project involving a few FIRs may be identified in the context of addressing seamlessness of a specific area of routing.*

3.4.3 The TOR of the Project Teams will be detailed as part of the project definition.

3.4.4 It is important to note that many Projects may not necessitate physical meetings, but may carry out their tasks through electronic correspondence and other media such as teleconferences. Similarly, even in those Projects where physical meeting will be necessary, more work should be carried out through electronic media, in order to reduce the costs. (This aspect is to be highlighted in the APIRG Handbook).

3.4.5 Project Teams shall elect from among them, Project Team Coordinators (PTCs) who shall facilitate and coordinate the activities including deliberations of the Project Teams and report to the Sub-Groups.

### **3.5 AFI Traffic Forecasting Group (AFI TFG)**

3.5.1 An AFI Traffic Forecasting Group has been retained as a body contributing to the work of APIRG, but whose function is subject to a coordinated arrangement between the Region and ICAO Headquarters.

## **4. MEMBERSHIP OF APIRG**

4.1 In accordance with Council Decision (C-DEC 183/9) of 2008, all ICAO Contracting States, who are service providers in the AFI air navigation region and part of the AFI ANP, are included in the membership of APIRG. Furthermore, AFI Region user States are entitled to participate in APIRG meetings as non-members. International organizations recognized by the Council are invited as necessary to attend APIRG meetings as observers.

4.2 It is important that officials and representatives of States and international organizations in APIRG, are familiar with the mandate, functions and responsibilities of APIRG, and are able to provide strategic direction to the Group. It is equally important that the officials are empowered to participate effectively in decision making processes, appreciating fully the impact thereof in national processes, including the commitment that will be expected from States. In this respect, State officials designated to represent the member States of APIRG should, ideally be at the level of officials responsible for Air Navigation or higher.

## **5. COMPOSITION OF THE CONTRIBUTORY BODIES**

### **APIRG Projects Coordination Committee (APCC)**

5.1 The APCC membership shall comprise the following:

- Chairman of APIRG
- First and Second Vice Chairman of APIRG
- Secretary of APIRG
- Elected officials of the Sub-Groups
- Secretaries of Sub-Groups;
- Facilitators as necessary

### **Sub-Groups**

5.2 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 SG 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. Each Sub-Group shall be composed of a limited number of officials who are specialists in at least one of the aviation disciplines in the Sub-Group to be provided by States, whether members or not of the APIRG, international organizations and/or bodies and organizations having experience in the relevant field. The number of officials nominated into a Sub-Group will depend on the fields of expertise in the Sub-Group. International organizations with observer status in APIRG will be expected to nominate qualified representatives to participate in the Sub-Groups.

5.3 In order to facilitate focus, continuity and appropriate expertise, membership into the Sub-Groups will be by specifically named officials. States and organizations identified by APIRG will nominate specific officials, providing information on nominee's qualifications and experience (CV), in order to enable the Sub-Group to optimally take advantage of the expertise available. To facilitate continuity and the benefits thereof in the activities of specific bodies, States should minimize changes of the nominated officials,

particularly those participating in the Project Teams, and instead allow the nominated officials to serve for a sufficiently long period of time.

### **Project Teams**

5.4 Project Teams shall comprise officials designated by States and international organizations with observer status in APIRG. Such officials shall possess the qualifications and experience required in Projects to which they are nominated and be familiar with the areas under consideration. The number of experts participating in a Project Team will be dictated by the requirements of the Project.

5.5 International organizations identified as observers in APIRG will be expected to nominate qualified representatives to contribute to the work of the Project Teams. In addition, industry organizations not being APIRG observer members may, with the concurrence of the Chairman and Secretary of APIRG, be invited to contribute to the work of a specific Project of APIRG, with expertise and/or specialized tools.

### **Advisors to designated members**

5.6 Members of a Sub-Group or a Project Team may be assisted, when required, by advisors provided by the State or organization as the case may be. However, for logistical purposes States and organizations wishing to send advisors to an event shall inform the Secretariat well in advance.

## **6. OFFICIATING**

6.1 States participating in the various APIRG contributory bodies should expect that their nominated officials to the APCC, a Sub-Group or Project Team may be elected to officiate in the group or team in the capacity of chairperson, Project Team Coordinator (PTC) or requested to assume the role of Champion. Officiating members will be required to discharge various duties and functions during the course of meetings and events as well as in the period between meetings. In this regard, States should ensure that officials elected in such capacities are adequately supported to participate and officiate in their elected capacities.

6.2 In order to facilitate geographical distribution of participation, elected officials shall be from sub-regions of the AFI Region, such that a Chairperson and Vice Chairperson may not be from the same sub-region. A similar distribution will apply in electing members to officiate in the Project Teams.

6.3 The elected officiating members in the APCC and Sub-Groups of APIRG will be supported in their responsibilities by Secretaries nominated by the Secretary of APIRG from among members of the ICAO Secretariat. Elected officials in the Project Teams will be supported by Facilitators designated by the Secretary of APIRG from among members of the ICAO Secretariat.

**APPENDIX: C**

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**



**RE-ORGANIZED STRUCTURE OF AFRICA-INDIAN OCEAN PLANNING AND  
IMPLEMENTATION REGIONAL GROUP (APIRG)**

***TERMS OF REFERENCE OF THE APIRG***

*(Adopted by the Extraordinary Meeting of APIRG, 10-11 July 2014)*

## **TERMS OF REFERENCE AND COMPOSITION OF THE AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)**

### **1. Terms of Reference**

1.1 The APIRG is primarily responsible for the development and maintenance of the AFI Air Navigation Plan (ANP, ICAO Doc 7474), as well as the identification and resolution of air navigation deficiencies. It is a planning and coordination mechanism and, while implementation is the responsibility of States, APIRG can play a significant role in supporting the implementation of Standards and Recommended Practices (SARPs).

1.2 The terms of reference of the Group are particularly to:

- a) ensure continuous and coherent development of the AFI Air Navigation Plan and other relevant regional documentation in a manner that is harmonized with adjacent regions, consistent with ICAO SARPs and reflecting the ICAO Global Air Navigation Plan requirements;
- b) facilitate the implementation of air navigation systems and services as identified in the AFI Air Navigation Plan with due observance to the primacy of air safety and the environment;
- c) identify and address specific deficiencies in the air navigation field; and
- d) coordinate with RASG-AFI on safety issues.

**Note:**

*The APIRG Terms of References will continuously be guided by ICAOs Strategic Objectives*

### **2. Composition**

2.1 The APIRG membership includes all ICAO Contracting States, who are service providers in the AFI Region and part of AFI Air Navigation Plan (ANP).

2.2 User States are entitled to participate in any other APIRG meeting as a non-member.

2.3 International Organizations recognized by the Council may be invited as necessary to attend as observers to the PIRG meetings.

### **3. Work programme**

3.1 In order to meet the terms of reference, the Group shall perform the following tasks:

- a) review, and propose when necessary, the target dates for implementation of facilities, services and procedures to ensure the coordinated development of the Air Navigation System in the AFI Region;
- b) assist the ICAO Regional Offices providing services in the AFI Region in their task of fostering implementation of the AFI Regional Air Navigation Plan;
- c) in line with the Global Aviation Safety Plan (GASP) and the Global Air Navigation Plan (GANP), ensure the conduct of any necessary systems performance monitoring, identify specific deficiencies in the air navigation field, especially in the context of access and equity, capacity, efficiency, environment and safety, and propose corrective action;
- d) facilitate to ensure the development and implementation of an action plan by States to resolve identified deficiencies, where necessary;
- e) develop amendment proposals to update the AFI Regional Air Navigation Plan necessary to satisfy any changes in the requirements, thus removing the need for regular regional air navigation meetings;
- f) monitor implementation of air navigation facilities and services and where necessary, ensure interregional harmonization, taking due account to organization aspects, economic issues (including financial aspects) of cost/benefit analyses, business case, studies and environmental matters.
- g) examine human resource planning and training issues and propose where necessary human resource development capabilities in the region are compatible with the AFI Regional Air Navigation Plan;
- h) invite financial institutions, as required, on a consultative basis as appropriate to provide advice in the planning process ;
- i) maintain close cooperation with relevant organizations and State grouping to optimize the use of available expertise and resources;

- j) conduct the above activities in the most efficient manner possible with a minimum of formality and documentation and call meetings of the APIRG when deemed appropriate; and
- k) coordinate with other established regional mechanisms such as the Regional Aviation Safety Group (RASG AFI), the DGCA Conference, etc.

**APPENDIX: D**

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**



**RE-ORGANIZED STRUCTURE OF AFRICA-INDIAN OCEAN PLANNING AND  
IMPLEMENTATION REGIONAL GROUP (APIRG)**

***APIRG PROJECTS COORDINATION COMMITTEE (APCC)***

*(Adopted by the Extraordinary Meeting of APIRG, 10-11 July 2014)*

## **APIRG PROJECTS COORDINATION COMMITTEE (APCC)**

### **Terms of Reference**

The APCC is mandated by APIRG to carry out specific functions in order to coordinate and guide planning and implementation activities within the framework of APIRG, to facilitate the activities of APIRG in its Sessions, and to facilitate coordination between PIRGs, other Regional Groups and international organizations identified by APIRG. The APCC shall specifically ensure continuity between the APIRG meetings and take necessary action to avoid implementation delays in between meetings of APIRG.

### **Key functions**

1. Direct the work programmes and tasks of the contributory bodies of APIRG, in order to ensure that:
  - a) contributory bodies have clearly defined tasks and deliverables;
  - b) projects are clearly defined and monitoring information made available. This will include update of the ICAO Regional Performance Indicators Dashboard.
2. Review reports of the contributory bodies of APIRG in order to:
  - a) provide guidance to the contributory bodies, including strategies and roadmaps on achieving the objectives of APIRG; and
  - b) determine materials that have matured sufficiently for consideration and adoption of conclusions and decisions by APIRG.
3. Monitor progress including the life of Projects carried within the framework of APIRG.
4. Facilitate coordination between the following bodies:
  - a) Sub-Groups of APIRG;
  - b) APIRG and the RASG-AFI;
  - c) APIRG and other Regional bodies and international organizations identified by APIRG.

## **Tasks**

- a) to prepare the agenda for APIRG meetings in consultation with the Secretary of APIRG;
- b) to prepare the list of working documents (WPs, IPs, etc.) on materials considered ready for consideration by APIRG;
- c) review reports of the APIRG Sub-Groups including draft Conclusions and Decisions, information from other Regional Groups and international organizations and identify prioritised materials for consideration by APIRG;
- d) review trends on implementation shortcomings and deficiencies in accordance with the Council approved Uniform Methodology, and make recommendations for APIRG Conclusion and Decisions;
- e) provide guidance for the APIRG contributory bodies including implementation strategies and roadmaps on achieving the objectives of APIRG;
- f) carry necessary coordination between the Sub-Groups with particular focus on operational and infrastructure issues; and
- g) carry out other tasks as assigned by APIRG

## **Working methods**

APCC shall convene at least once a year which shall include a preparatory Session for an APIRG meeting. As the Committee also prepares for APIRG meetings, one of its Sessions shall take place approximately six weeks prior to an APIRG meeting. The Committee shall in between meetings, make use of available means of electronic communication including teleconferencing to progress its work and keep its members up to date on issues of concern, as well as to discuss specific issues.

**APPENDIX: E**

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**



**RE-ORGANIZED STRUCTURE OF AFRICA-INDIAN OCEAN PLANNING AND  
IMPLEMENTATION REGIONAL GROUP (APIRG)**

***AIRSPACE AND AERODROME OPERATIONS SUB-GROUP (AAO/SG)***

*(Adopted by the Extraordinary Meeting of APIRG, 10-11 July 2014)*

## **AIRSPACE AND AERODROME OPERATIONS SUB-GROUP (AAO/SG)**

### **Terms of Reference**

#### **Mandate**

The AAO/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 AOP and ATM.

#### **Key functions**

To carry out its 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 AOP and ATM/SAR 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 AOP and ATM/SAR systems 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 AOP and ATM/SAR taking into account changes in user requirements, the evolution in operational requirements and technological developments in accordance with the ASBUs methodology;
- e) Ensure AOP environmental initiatives are consistently identified and progressed, and report outcomes from AOP environmental initiatives; and
- f) Identify and collect, State by State, information on deficiencies in the areas of AOP and ATM/SAR in accordance with the Uniform Methodology approved by Council and the APIRG guidance; analyze and propose solution; report on progress and obstacles beyond the capacity of the sub-group.

### **Working methods**

The Sub-Group shall convene at least once a year taking into consideration the schedule of other APIRG activities. It shall make use of available means of electronic communication 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 in the interests of their States. The SG shall work with minimum formality.

**APPENDIX: F**

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**



**RE-ORGANIZED STRUCTURE OF AFRICA-INDIAN OCEAN PLANNING AND  
IMPLEMENTATION REGIONAL GROUP (APIRG)**

***INFRASTRUCTURE AND INFORMATION MANAGEMENT SUB-GROUP  
(IIM/SG)***

*(Adopted by the Extraordinary Meeting of APIRG, 10-11 July 2014)*

## **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; and
- 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 by Council and the APIRG guidance; analyze and propose solution; report on progress and obstacles beyond the capacity of the sub-group.

## **Tasks**

- a) Conduct workshop on the implementation of IAVW programme.
- b) Conduct meeting of AFI ATM/MET Project Team.
- c) Coordinate annual exercises on volcanic ash.
- d) Review and update the list of deficiencies with regard to issuance of aerodrome warnings.
- e) Sensitize States on the importance of issuance of aerodrome warnings
- f) Review and update the list of deficiencies with regard to issuance of wind shear warnings and alerts.
- g) Sensitize States on the importance of issuance of wind shear warnings
- h) Conduct annual SIGMET Tests.
- i) Prepare a consolidated report of the SIGMET Tests including recommendations for improvement.
- j) Post report on SIGMET Tests on the Web and send report to all States in AFI region.
- k) Report outcome of SIGMET tests to APIRG.
- l) Sensitize States on the importance of SIGMETs.
- m) Organize and conduct workshop on encoding and exchange of OPMET data in digital format.
- n) Encourage States to exchange data in digital format through bilateral arrangements.

## **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 means of electronic communication 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 in the interests of their States. The SG shall work with minimum formality.