

INTERNATIONAL CIVIL AVIATION ORGANIZATION
EASTERN AND CENTRAL AFRICAN OFFICE

Workshop for the development of AIS management and oversight for CAAs and ANSPs in the AFI States (Nairobi, Kenya 27 November to 1 December 2017)

(Presented by the Secretariat)

Working hours are proposed to be 0900- 1500 hours with one 30 minute break in the morning and one 45 minute lunch break in the afternoon respectively.

Day 1	PROGRAMME - WORK SCHEDULE		
MONDAY 27 NOVEMBER 2017			
0800 – 0900 Registration of participants			
0900-0945 Session/Agenda Item 1: Opening of the Workshop, Introduction of Participants and Explanation of Working Arrangements.			
0945 – 1015 Coffee Break			
1015 – 1130 Session/Agenda Items 1a, 1b, 1c, 1d & 2,			
DP-1A DP-1B DP-1C (E&F) DP-1D DP-2	Agenda Items		Presented by
	1. Regional and Global Requirements	Presentation	ICAO
	- Amendment 40 to Annex 15	Presentation	ICAO
	Annex 15 Consolidated Version	Presentation	ICAO
	2. Change management	Presentation	IATA
1130 – 1230 Session/Agenda Items 3a, 3b and 3c			
DP-3A DP-3B DP-3C DP-3D (E&F)	3. Human Resources		
	a. Required Competences - * ICAO draft training requirements from PANS AIM * Eurocontrol CASP * Aeronautical Data Catalogue • Specialized AIM Training	Presentation	ICAO Eurocontrol (EC) EAD
	1230 – 1315 LUNCH BREAK		
	1315 – 1500 Continuation/ Session/Agenda Items 3b, c, and d		
	b. Skills/componence analysis of current staff	Exercise	IATA / ICAO / EC
	c. Gap closure planning	Exercise	IATA / ICAO / EC
<u>Remarks of the Day</u>			

Day 2

TUESDAY 28th NOVEMBER 2017**0900 – 1000 Session/Agenda Items 4 a and 4b**

DP-4A DP-4B	4. Technical resources automation Regional plan	Presentation	EC ICAO
	1000 – 1030 Coffee Break		
	1030– 1230 Continuation Session/Agenda Items 4a and 4b		
	Current, Required and gap closure: Request for Information (RIF) User requirement Statements (URS) Evaluation of proposals	Group discussions and exercise	IATA
1230 – 1315 LUNCH BREAK			
1315 – 1500 Continuation/ Session/Agenda Items 4a and b			
	Current, Required and gap closure: Request for Information (RIF) User requirement Statements (URS) Evaluation of proposals	Group discussions and exercise	IATA

WEDNESDAY 29th NOVEMBER 2017**0900 – 1000 Session/Agenda Item 5**Days
3&4

DP-5	5. Putting the basics in place (NOTAM, AIP Sup, AIP and AIC).		EC
1000 – 1030 Coffee Break			
1030– 1230 Continuation Session/Agenda Items 5- Attachments			
DP-5 Attachments	a. Requirements	Presentation	EC
	i. AIRAC adherence		
	1. Analysis	Presentation	EC
	2. Establishing procedures	Presentation	EC
	3. Regulation development/review	Presentation	ICAO
	4. Reporting and action	Presentation	EC
1230 – 1315 LUNCH BREAK			
1315 – 1500 Continuation/ Session/Agenda Items 5 Attachments			
DP-6	ii. Quality Management	Presentation	IFAIMA
	1. Process mapping	Presentation	EC
	2. Procedure development	Presentation/ discussion	EC / IATA

	3. Auditing	Presentation/ discussion	EC / IATA
	4. Accreditation	presentations / discussion	EC
	iii. Agreements with Data originators	presentations	EC
	iv. Information/data integrity monitoring		

THURSDAY 30th NOVEMBER 2017

0900 – 1000 Continuation/ Session/Agenda Item 5			
	1. Process and procedures	Presentation	EC
	2. Reporting	Presentation	EC
	3. Analysis	Presentation	EC
1000 – 1030 Coffee Break			
1030– 1230 Continuation Session/Agenda Item 5			
	4. Action	Presentation	EC
	b. Putting it into action		
	i. OPADD	Presentation	EC
	ii. CHAIN	Presentation	EC
1230 – 1315 LUNCH BREAK			
1315 – 1500 Continuation/ Session/Agenda Item 5			
DP-7	iii. Procedure writing	Presentation / exercise	IATA
	iv. Monitoring and reporting	Discusion / exercise	IATA / EC
	v. Improvement	Group discussion	IATA
Remarks of the Day			

FRIDAY 1st DECEMBER 2017

0900 – 1000 Session/Agenda Items 6			
Day 5	6. Review of and updating		
	a. List of ICAO differences	Exercise	IATA / ICAO / EC
	b. States AIS-AIM transition plan	Exercise	IATA / ICAO / EC
1000 – 1030 Coffee Break			
1030 – 1330 Continuation/ Session/Agenda Items 6			
	c. Procedures manual / work instructions for AIS/M	Exercise	IATA / ICAO / EC
	d. Staff plan	Exercise	IATA / ICAO / EC

	e. Training matrix	Exercise	IATA / ICAO / EC
12 :30 – 1330 REVIEW OF THE FINDINGS AND CLOSURE OF THE WORKSHOP			
13 : 30 – 1400 LUNCH BREAK & END OF PROGRAM			
<u>INFORMATION PAPERS</u>			
IP-1	LIST OF HOTELS		SECRETARIAT
IP-2	LIST OF DPs/IPs		SECRETARIAT
IP-3	WORK SCHEDULE		SECRETARIAT
IP-4	ICAO Template – Going-Digital Phase -2		SECRETARIAT
IP-5	SWIM Concept (Doc.10039)		SECRETARIAT
IP-6	IFAIMA - AIM Courses		IFAIMA
IP-7	EAD – Training Catalogue		IFAIMA
IP-8	APIRG IIM SUB GROUP REPORT		ICAO
IP-9	IFAIMA – 2017 Kampala Global AIM Report		ICAO