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IIM/SG/1-WP/02-APPNDX D

# INTERNATIONAL CIVIL AVIATION ORGANIZATION



**Establishment of the APIRG Information and Infrastructure  
Management Sub-Group (IIM/SG)  
Dakar, Senegal, 28 – 30 November 2016**

## Draft Report

Prepared by ICAO Secretariat

December 2016



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## PART I

### 1. Introduction

The Meeting for the establishment of the APIRG Information and Infrastructure Management Sub-Group (IIM/SG) was held in the meeting room of the ICAO Regional Office for Western and Central Africa, Dakar, Senegal, 28 – 30 November 2016

### 2. Objectives

The main objective of the meeting was inter alia to:

- a) Review the recent developments in the ICAO Global Air Navigation Plan (**GANP Doc 9750**) and Aviation Systems Block Upgrades (**ASBU**) Methodology as well as in the AFI Air Navigation Plan (**AFI ANP Doc 7474, AFI e-ANP**) and the AFI Plan of Action for the implementation of the ICAO ASBU Block 0 Modules.
- b) Review the outcome of the APIRG/20 meeting (held in Yamoussoukro , Côte d'Ivoire from 30 November to 2 December 2015) pertaining to the areas of Aeronautical Meteorology (**MET**) Aeronautical Information Management (**AIM**), Aeronautical Communication Navigation Surveillance and Spectrum (**CNS**);
- c) Consider the AFI Air Navigation Priorities/Targets and the Projects Approach adopted by APIRG to identify and plan, Regional Projects in the above mentioned fields (**MET AIM, CNS**), to be implemented based on the ICAO ASBU prioritized related modules selected by the AFI Region.
- d) Establish balanced Projects Teams in the spirit of “**No country Left Behind**” and develop general guidelines (Roadmaps) for the conduct of the projects in order to ensure an effective coordinated planning, implementation, operation and monitoring.
- e) Identify set of indicators and Metrics for the Regional Air Navigation reporting and Air Navigation Dashboard

### 3. Attendance

3.1 The meeting was attended by thirty nine (**39**) participants from fourteen (**14**) Contracting States, three ANSPs namely ASECNA, ATNS, NAMA, two international organizations namely, IATA and the WMO, one airport manager (SODEXAM Cote d'Ivoire) . A list of participants is provided at **Appendix A.**

### 4. Officers and Secretariat

4.1 The meeting appointed Mrs **Esther Gaborekwe KHAMBULE**, South African Weather Service as Chairperson. She was seconded by Mr **Pierre Olivier NTONGMO CNS Inspector, Cameroon civil Aviation**

4.2 **Mr. François-Xavier SALAMBANGA**, Regional Officer, Communications, Navigation and Surveillance from the ICAO Regional Office for Western and Central Africa (Dakar) and Secretary of the APIRG IIM/SG, acted as Secretary of the meeting and was assisted by MM. **Akoa Benoit OKOSSI** and **George BALDEH**, respectively Regional Officer MET and AIM, ICAO Regional Office of Dakar, **Harvey Gabriel LEKAMISY** and **Vitalis AHAGO** respectively Regional Officers CNS and MET, ICAO Regional Office of Nairobi.

## 5. Working language

5.1 The meeting was conducted in English and French language with simultaneous translation.

## 6. Opening

6.1 The meeting was opened by **Mr. Prosper Zo'o-Minto'o**, ICAO Deputy Regional Director on behalf of the Regional Director for the ICAO Western and Central African Regional Office.

6.2 In his address he emphasized the expectations of APIRG from the outcome of the IIM Sub-Group activities, the need to complete the AFI Air Navigation Plan in the field of Aeronautical Information, Aeronautical Meteorology and aeronautical communications, navigation and surveillance and to find solutions to the deficiencies in this matter. He highlighted the new ICAO planning methodology based on the concept of Aviation System Blocks Upgrade (**ASBU**) developed by the ICAO 12<sup>th</sup> Air Navigation Conference and invited the meeting to consider the CNS technologies Roadmap contained in the new Global Air Navigation Plan (**GANP Doc. 9750 4<sup>th</sup> Ed.**) when completing the materials and documentation for the full establishment of the IIM Sub-Group for the provision of the future Air Navigation Service in the Region.

6.3 He recalled the meeting the involvement of the five ICAO Strategic Objectives namely: Safety, Efficiency and Capacity, Security, sustainable development of air transport and protection of the Environment in the work of the IIM/SG and the key role of the Sub Group as backbone of planning and implementation of many air navigation infrastructure and systems, in partnership with all stakeholders, particularly the users, who are ably represented by IATA and other international organizations.

6.4 He reminded to the attention of the meeting, the a new methodology and approach to regional planning and implementation of ANS programmes adopted by the AFI region consisting on a new organizational structure of the APIRG and a new planning and implementation framework, preferring a project management approach over the traditional process of meetings by a multitude of groups working as Task Forces, Working Groups, etc., whose memberships often comprise the same individual experts from States and organizations.

6.5 He invited the meeting to identify all outstanding tasks of the sub-group, reassess their continued relevance or otherwise in the implementation of the ASBUs, and where required, to formulate them into potential projects and wished to the participants safe stay in Dakar and fruitful deliberations.

## 7. Agenda

7.1 The meeting adopted the following agenda:

**Agenda Item 1: Adoption of the Agenda, the Work Programme and Election of Chairperson and Vice-Chairperson of the Meeting**

**Agenda Item 2: General and Regional Framework for Air Navigation Services**

**Agenda Item 3: Review of the Terms of reference, Composition, Working Methods and Work Programme of the APIRG Information and Infrastructure Management Sub-Group (IIM/SG)**

**Agenda Item 4: Establishment and Operationalization of the APIRG IIM Sub-group**

**4.1 Project based approach**

**4.1.1 Project identification**

**4.1.2 Establishment of Project Team**

**4.1.3 Project implementation**

- 4.2 Membership of the APIRG IIM/SG
  - 4.2.1 Core membership of APIRG IIM/SG
  - 4.2.2 Officials / Leadership of IIM / SG
  - 4.2.3 Membership of IIM Project Teams
- 4.3 Project formulation standardization
  - 4.3.1 Formulation and standardization of IIM projects
  - 4.3.2 Links between projects (IIM/IIM & IIM/AAO projects)
  - 4.3.3 Projects Implementation Roadmap

Agenda Item 5: Review of APIRG Procedural Handbook provisions

Agenda Item 6: Any other business

## 8. Summary of Draft conclusions & decisions

The following Draft Conclusions and Decisions were formulated by IIM-E meeting:

Number	Title
Agenda Item 1	Adoption of the Agenda, the Work Programme and Election of Chairperson and Vice-Chairperson of the Meeting
	NIL
Agenda Item 2	General and Regional Framework for Air Navigation Services
Draft Conclusion IIM-E/01	<p><i>Alignment of Regional Priorities Targets and Plans with the provision of the 5<sup>th</sup> edition of the GANP</i></p> <p><b>That:</b></p> <p>APIRG States, Service providers and airspace users should update their Priorities, Targets and related implementation plans consistent with the GANP objectives as well as the needs of the AFI region.</p>
Draft Conclusion IIM-E/02	<p><i>Development of National ASBU Plans</i></p> <p><b>That;</b></p> <p>In order to comply with the time timeframe for the implementation of ASBU set forth in the Global Air Navigation Plan (GANP Doc. 9750 5<sup>th</sup> Edition):</p> <ul style="list-style-type: none"> <li>a) States conduct the appropriate action aimed at developing, updating and maintaining their national ASBU Plan no later than <b>31/07/2017;</b></li> <li>b) The Secretariat of APIRG assist States through seminars/workshops and missions for the development of their National ASBU Plans in consultation with stakeholders, and report to APIRG/21</li> </ul>
Draft Conclusion IIM-E/03	<p><i>Implementation of National ASBU Plans and reporting on States performances objectives</i></p> <p><b>That:</b></p> <p>States ensure a harmonized implementation of their national ASBU Plans taking into consideration the provision and the time frame of the updated Global Air Navigation Plan (GANP Doc 9750 5<sup>th</sup> Edition)</p>
Draft Conclusion IIM-E/04	<i>Population of the AFI e-ANP</i>

Number	Title
	<p><b>That:</b></p> <p>The Secretariat undertake urgent actions to ensure the population of AFI e-ANP Volumes II, and III containing the existing collected data by <b>31 May 2017</b> and initiate correspondence with States for any further amendment as per applicable procedures prior to approval by APIRG.</p>
Draft Conclusion IIM-E/05	<p><i>Use of Electronic Regional air navigation planning methodologies and Tools</i></p> <p><b>That States:</b></p> <ol style="list-style-type: none"> <li>a) use the electronic regional air navigation plans as primary tool to assist in the implementation of the agreed regional planning framework for air navigation services and facilities;</li> <li>b) involve regulatory and industry personnel during all stages of planning and implementation of aviation system block upgrade modules</li> </ol>
Agenda Item 3	Review of the Terms of reference, Composition, Working Methods and Work Programme of the APIRG Information and Infrastructure Management Sub-Group (IIM/SG)
Draft Decision IIM-E/06	<p><i>Terms of Reference, Composition, Working Methods and Programme of the APIRG Infrastructure and Information Management Sub-Group (IIM/SG)</i></p> <p><b>That;</b></p> <p>The updated Terms of Reference, Composition, Working Methods and Programme of the APIRG Information and Infrastructure Management Sub-Group (IIM/SG) are adopted as attached in <b>Appendix B</b></p>
Agenda Item 4:	Establishment and Operationalization of the APIRG IIM Sub-Group
	4.1 <i>Project based approach</i>
Draft Conclusion IIM-E/07	<p><i>IIM/SG Projects</i></p> <p><b>That:</b></p> <ol style="list-style-type: none"> <li>a) <i>The IIM/SG projects attached in <b>Appendixes C, D and E</b> should be implemented by the established Project teams;</i></li> <li>b) <i>The Projects should be implemented in an agreed regional template to ensure harmonisation and alignment with the APIRG AAO/SG projects.</i></li> </ol>
	4.2 <b>Membership of the APIRG IIM/SG</b>
Draft Conclusion IIM-E08	<p><i>Establishment of the Project Teams</i></p> <p><b>That;</b></p> <ol style="list-style-type: none"> <li>a) The Secretariat circulate before <b>31 December 2016</b> the identified IIM Projects Templates in <b>Appendix F</b> to this report, to States for participation in the implementation monitoring and reporting of the Project;</li> <li>b) States identified by the IIM-E meeting <b>confirm their membership and provide the Secretariat no later 31 January 2017</b>, the name and CV of their proposed experts for the Project Teams</li> <li>c) States that did not attend this meeting to indicate their willingness to</li> </ol>

Number	Title
	<b>participate in the Project Teams</b>
<b>Draft Conclusion IIM-E/9</b>	<p><i>Finalization of the Establishment of IIM/ SG</i></p> <p><b>That;</b></p> <p style="padding-left: 40px;"><b>The Secretariat pursue the consultation with the AAO/SG and States in order to ensure an appointment of the Chairs and Vice Chairs of the two APIRG Sub Groups.</b></p>
	<b>4.3 Project implementation</b>
<b>Draft Decision IIM-E/10</b>	<p><i>Working methodology</i></p> <p><b>That;</b></p> <p>a) <b>The nominated Project coordinators, with the assistance of the Secretariat, are encouraged to collaborate and consolidate the inputs pertaining to their deliverables from their team members;</b></p> <p>b) <b>The Project Teams should preferably carry out their tasks through electronic correspondences and teleconferences, except for those defined by the IIM/SG which may require physical presence</b></p>
<b>Draft Conclusion IIM-E/11</b>	<p><i>Coordination of Projects</i></p> <p><b>That:</b></p> <p><b>In order to ensure a proper coordination and minimize duplication, the Secretariat finalize and circulate the draft template in <b>Appendix F</b> to this report, summarizing the linkage amongst IIM/SG Project and between them and AAO/SG Projects</b></p>
	<b>Agenda Item 5: Review of APIRG Procedural Handbook provisions</b>
<b>Draft Conclusion IIM-E/12</b>	<p><i>Review of APIRG Procedural Handbook</i></p> <p><b>That:</b></p> <p>a) <b>The APIRG Secretariat circulate the APIRG Procedural Handbook in <b>Appendix G</b> to this report, to States/ Organizations for final review and feedback for improvement and submission to next APIRG meeting ;</b></p> <p>b) <b>The APIRG Secretariat to finalize and publish the Handbook;</b></p> <p>c) <b>In the meantime the draft Handbook should be used as a working document in order to ensure the continuity of the implementation of the IIM projects.</b></p>

## **PART II**

### **8 Report on Agenda Items**

#### **Agenda Item 1: Election of Chairperson and Vice-Chairperson of the meeting**

Under this agenda item, the meeting elected Mrs. **Esther Gaborekwe KHAMBULE**, South African Weather Service as Chairperson. She was seconded by Mr. **Pierre Olivier NTONGMO CNS Inspector, Cameroon civil Aviation**.

#### **Agenda Item 2: General and Regional Framework for Air Navigation Services**

##### **2.1- ICAO Global Air Navigation Plan (GANP Doc. 9750) and Aviation System Block Upgrades (ASBU) Framework**

Under this Agenda Item, the meeting was updated on the recent developments in the ICAO Global Air Navigation Plan (GANP Doc 9750). A summary of the 5<sup>th</sup> edition of the GANP (Doc. 975 5<sup>th</sup> Ed.) adopted by the ICAO 39<sup>th</sup> Assembly was presented to the meeting.

The 2016–2030 ICAO Global Air Navigation Plan presents all States with a comprehensive planning tool supporting a harmonized global Air Navigation system. It identifies all potential performance improvements available today, details the next generation of ground and avionics technologies that will be deployed worldwide, and provides the investment certainty needed for States and Industry to make strategic decisions for their individual planning purposes and:

- Obliges States to map their national or regional programmes against the harmonized GANP, but provides them with far greater certainty of investment.
- Requires active collaboration among States through the PIRGs in order to coordinate initiatives within applicable regional Air Navigation Plans.
- Provides required tools for States and regions to develop comprehensive business case analyses as they seek to realize their specific operational improvements.
- Provides a vision of the evolution of the Global ATM system and the potential requirements to industry, for better anticipation in its products.

This updated document provides clear guidance on the operational targets and supporting technologies, avionics, procedures, standards and regulatory approvals needed to realize them. The GANP additionally establishes a framework for incremental implementations based on the specific operational profiles and traffic densities of each State.

The meeting agreed that States, Service providers and airspace users should update their Priorities, Targets and related implementation plans consistent with the GANP objectives as well as the needs of the AFI region.

The following draft conclusion was formulated

#### **Conclusion IIM-E/01: Alignment of Regional Priorities Targets and Plans with the provision of the 5<sup>th</sup> edition of the GANP**

**That:**

**APIRG States, Service providers and airspace users should update their Priorities, Targets and related implementation plans consistent with the GANP objectives as well as the needs of the AFI region.**

The Secretariat reminded the ICAO Aviation Systems Block Upgrades (ASBU) Methodology as described in the GANP. The ASBU framework, the AFI regional objectives and the ASBU Planning and implementation in the AFI Region were discussed by the meeting.

The meeting noted the low pace of development of National ASBU Plans in the region and urged States to conduct with the assistance of ICAO, appropriate actions aimed at developing, updating and maintaining their national ASBU Plan before end of July 2017.

The following conclusion was formulated:

**Conclusion IIM-E/02: Development of National ASBU Plans**

**That;**

**In order to comply with the time timeframe for the implementation of ASBU set forth in the Global Air Navigation Plan (GANP Doc. 9750 5<sup>th</sup> Edition):**

- c) States conduct the appropriate action aimed at developing, updating and maintaining their national ASBU Plan no later than 31/07/2017;**
- d) The Secretariat of APIRG assist States through seminars/workshops and missions for the development of their National ASBU Plans in consultation with stakeholders, and report to APIRG/21**

The meeting also discussed implementation issues with regard to the environment context of the AFI Region, the homogeneous areas and major traffic flows the development and trends of Civil Aviation industry in AFRICA.

The meeting noted the urgent need to ensure a harmonized implementation of States national ASBU Plans taking into consideration the provision and the time frame of the updated Global Air Navigation Plan.

The following conclusion was formulated:

**Conclusion IIM-E/03: Implementation of National ASBU Plans and reporting on States performances objectives**

**That:**

**States ensure a harmonized implementation of their national ASBU Plans taking into consideration the provision and the time frame of the updated Global Air Navigation Plan (GANP Doc 9750 5<sup>th</sup> Edition)**

***2.2 AFI Air Navigation Plan (AFI ANP, AFI e-ANP, Doc 7474)***

2.2.1 Under this agenda item the AFI Air Navigation Plan (AFI ANP Doc 7474, AFI e-ANP) were presented to the attention of the participants as well as the AFI Plan of Action for the implementation of the ICAO ASBU Block 0 Modules.

2.2.2 The process of development of the electronic Air Navigation (e-ANP) was presented to the meeting. It was recognized that the existing collected data for the AFI e-ANP volumes II & III should be presented to States for any further amendment as per applicable procedures prior to approval by APIRG.

The following Conclusion was formulated:

**Draft Conclusion IIM-E/04: Population of the AFI e-ANP**

**That:**

The Secretariat undertake urgent actions to ensure the population of AFI e ANP Volumes II, and III containing the existing collected data by **31 May 2017** and initiate correspondence with States for any further amendment as per applicable procedures prior to approval by APIRG.

2.2.3 The Secretariat also reminded the meeting that the aim of the e-ANP is to migrate from paper based to electronic based ANP and encourages States to use the electronic regional air navigation plans as primary tool to assist in the implementation of the agreed regional planning framework for air navigation services and facilities and involve regulatory and industry personnel during all stages of planning and implementation of aviation system block upgrade modules.

The following conclusion was formulated:

**Draft Conclusion IIM-E/05: Use of Electronic Regional air navigation planning methodologies and Tools**

**That States:**

- a) use the electronic regional air navigation plans as primary tool to assist in the implementation of the agreed regional planning framework for air navigation services and facilities;
- b) involve regulatory and industry personnel during all stages of planning and implementation of aviation system block upgrade modules;

**Agenda Item 3: Review of the Terms of reference, Composition, Working Methods and Work Programme of the APIRG Information and Infrastructure Management Sub-Group**

3.1 Under this Agenda Item, the meeting reviewed the Terms of Reference, Composition, Working Methods and Work Programme of the future IIM Sub Group as approved by APIRG Extraordinary meeting (**Decision APIRG EO/01: Restructuring and Reorganization of the APIRG**).

The following conclusion was formulated:

**Draft Decision IIM-E/06: Terms of Reference, Composition, Working Methods and Programme of the APIRG Infrastructure and Information Management Sub-Group (IIM/SG)**

**That;**

**The updated Terms of Reference, Composition, Working Methods and Programme of the APIRG Information and Infrastructure Management Sub-Group (IIM/SG) are adopted as attached in **Appendix B** to this report**

**Agenda Item 4: Establishment and Operationalization of the APIRG IIM Sub-Group**

4.1 Under this Agenda item the meeting was reminded on the Projects Approach adopted by the APIRG extraordinary meeting and reviewed the mechanisms for the IIM projects identification and implementation and the establishment of the IIM project Teams.

4.2 The IIM/SG noted that APIRG Extraordinary meeting agreed to derive the projects from the ASBU Modules and the regional performance objectives. The IIM/SG was informed that a Project Team may carry out one or more projects. The meeting was further informed that APIRG/EO Meeting decided through its Decision EO/01 that “*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*” as per item d) of APIRG/EO.

4.3 The meeting noted 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.

4.4 The meeting noted that Project Management Approach and Project identification and Approval are defined in the APIRG Procedural Handbook:

#### **4.4.1 Project management approach - Projects and Project Teams**

*In order to carry out the work of the Sub-Groups, ‘projects’ will be identified to be executed by ‘teams’ of subject matter experts and champions reporting to the Sub-Groups. In certain circumstances, APIRG may, as it deems necessary, agree on a Project Team that does not report to a Sub-Group, but to the Group itself through the APCC.*

#### **4.4.2 Projects-identification and approval**

*APIRG, its contributory bodies, ICAO Secretariat, States or the civil aviation industry through its representative bodies, may propose a project or activity to be carried as a project within the framework of APIRG. All project proposals shall be subject to approval by APIRG. However, under certain circumstances, and in order to avoid unnecessary delays in activities with critical time implications, the APCC may, with the guidance of the ICAO Secretariat, endorse a project on behalf of APIRG.*

*Project proposals submitted to APIRG for approval shall be formulated on a Project Definition Template (which is not yet developed).*

4.5 The Meeting further noted that APIRG had identified through **Conclusion 20/49 of APIRG/20** Meeting an initial set of projects, based on the ICAO ASBU Modules and the regional performance objectives. The projects identified in the scope of the IIM/SG are listed in the following Appendices of the APIRG/20 report:

- ✓ Appendix 4.4.8C: two MET Projects: B0-AMET PFF-1 and B0-AMET PFF-2
- ✓ Appendix 4.4.8D1: CNS Projects – Communications;
- ✓ Appendix 4.4.8D2: CNS Projects - Navigation and Others;
- ✓ Appendix 4.4.8D3: CNS Projects – Surveillance;
- ✓ Appendix 4.4.8E1: AIM Projects;
- ✓ Appendix 4.4.8E2: AIM Projects; and
- ✓ Appendix 4.4.8E3: AIM Projects.

In this regard the following conclusion was formulated:

#### **Draft Conclusion IIM-E/07: IIM/SG Projects**

**That:**

- a) **The IIM/SG projects attached in **Appendixes C, D and E** should be implemented by the established Project Teams;**
- b) **The Projects should be implemented in an agreed regional template to ensure harmonization and alignment with the APIRG AAO/SG projects.**

4.6 The APIRG Procedural Handbook defines the composition of Project Teams with subject matter experts possessing the qualifications and experience required in the specific projects to which they are nominated and familiar with the areas under consideration. States and organizations identified by APIRG will nominate specific officials to the project teams, providing information on nominee’s qualifications and experience (i.e. CV), to enable the teams to optimally take advantage of the expertise availed to them. The number of experts in a project team will be determined by the requirements of the project.

4.7 Based on the above provision of the Handbook, the meeting identified States as members and nominated coordinating States for the IIM projects as contained in the precedent Appendixes. The Secretariat was urged to conduct complimentary action towards States in order to accelerate the operationalization of the Projects Teams

The following Conclusion was formulated:

**Draft Conclusion IIM-E08: Establishment of the Project Teams**

**That;**

- a) **The Secretariat circulates before 31 December 2016 the identified IIM Projects Templates to States for participation in the implementation monitoring and reporting of the Project;**
- b) **States identified by the IIM-E meeting confirm their membership and provide the Secretariat no later 31 January 2017, the name and CV of their proposed experts for the Project Teams**
- c) **States that did not attend this meeting to indicate their willingness to participate in the Project Teams:**

***Note: ICAO Contracting States in the AFI region, as well as aviation industry organizations other than APIRG observer members may, with the concurrence of the Chairman and Secretary of APIRG, be invited to contribute to the work undertaken on specific projects of APIRG, with expertise and/or specialized tools.***

***Cognizant that not all AFI States will be members or participants in the activities of Project Teams, members of the teams will be expected to participate as professionals with expert contributions to the project, as opposed to representatives of their individual States or organizations.***

4.8 The meeting discussed the working methodology and pointed out the key role of the Project coordinators and the importance of their collaboration with the Secretariat in the conduct of the projects. The meeting decided that in order to be cost effective and to save time Project Teams should preferably carry out their tasks through electronic correspondences and teleconferences, except for those defined by the IIM/SG which may require physical presence

The following conclusion was formulated:

**Draft Decision IIM-E/09: Working methodology**

**That;**

- a) **The nominated Project coordinators, with the assistance of the Secretariat, are encouraged to collaborate and consolidate the inputs pertaining to their deliverables from their team members;**
- b) **The Project Teams should preferably carry out their tasks through electronic correspondences and teleconferences, except for those defined by the IIM/SG which may require physical presence**

4.9 The meeting discussed the issues on the leadership of the IIM/Sg and noted that a coordination with the Aerodrome and Airspace operation Sub Group (AAO/SG) was essential for the appointment of the chairperson of the IIM/SG.

The following conclusion was formulated

**Draft Conclusion IIM-E/10: Finalization of the Establishment of IIM/ SG**

**That;**

**The Secretariat pursue the consultation with the AAO/SG and States in order to ensure an appointment of the Chairs and Vice Chairs of the two APIRG Sub Groups.**

4.10 The meeting addressed the linkages between projects (IIM/IIM & IIM/AAO projects). In this regard the Secretariat submitted to the meeting a template aiming to identifying the linkage amongst IIM projects in order to ensure a proper coordination and minimize duplication.

The following conclusion was formulated:

**Draft Conclusion IIM-E/11: Coordination of Projects**

**That:**

**In order to ensure a proper coordination and minimize duplication, the Secretariat finalize and circulate the draft template attached at **Appendix F** summarizing the linkage amongst IIM/SG Project and between them and AAO/SG Projects**

**Agenda Item 5: Review of APIRG Procedural Handbook provisions pertaining to IIM/SG**

5.1 Under this agenda item the meeting noted that the draft APIRG procedural Handbook, as attached in **Appendix G** was still 'work in progress' and proposed new deadlines for circulation of the draft to States, receiving comments and publishing of the finalized document.

The following conclusion was formulated:

**Draft Conclusion IIM-E/12: Review of APIRG Procedural Handbook**

**That:**

- a) **The APIRG Secretariat circulate the APIRG Procedural Handbook in **Appendix G** to this report, to States/ Organizations for final review and feedback for improvement and submission to next APIRG meeting;**
- b) **The APIRG Secretariat to finalize and publish the Handbook;**
- c) **In the meantime the draft Handbook should be used as a working document in order to ensure the continuity of the implementation of the IIM projects**

**Agenda Item 6: Any other business**

6.1 Under this agenda item the meeting discussed any other items which may have not been captured in the above agenda. It was agreed that the identified Project coordinator will organize the Team work