



*1st FPL Monitoring Group Teleconference
(July 9, 2014 at 15 UTC)*

- References:**
1. ANI/WG/01 Meeting
 2. NACC/WG/04 Meeting
 3. FPL Mon Group ToR/ Action Plan
 4. ICAO State Letter EMX0533dated 2 July 2014
 5. Minutes of 8th AIDC Taskforce Teleconference

Purpose and agenda: To coordinate the activities of the FPL Monitoring Group (report error situations and follow-up on State action items related to flight plan error mitigation).

- a) Background on FPL Monitoring Group creation
- b) FPL Mon Group ToR and expected Action Plan
- c) Execution of the Action Plan
- d) Other matters

Participants:

- Antigua and Barbuda: Lorraine Davis
- Cuba: Victor Machado
- Dominican Republic: Fernando Casso (Rapporteur)
- Jamaica: Maxine Allen, Gordon Grant
- Mexico: Oscar Vargas
- Trinidad and Tobago: Ricky Bissessar
- United States: Dan Eaves
- COCESNA: Mayda Avila, Jenny Lee
- IATA: Marco Vidal
- ICAO: Julio Siu, Carlos Gonzalez

Discussion

1. Background on FPL Monitoring Group

1.1 ICAO briefed the participants about the FPL Monitoring Group, from its origin as an Adhoc Group of the AIDC TaskForce of the ANI/WG (Air Navigation Working Group) up to its formal creation and approval by the NACC/WG/04 Meeting and the Directors of Civil Aviation approval at their NACC/DCA/05 Meeting. Also ICAO State Letter EMX0533announcing the FPL Mon Group creation and teleconference was presented.

2. FPL Mon Group ToR and expected Action Plan

2.1 The Rapporteur of the FPL Mon Group is Fernando Casso, who reviewed the current Terms of Reference of the Group, highlighting that:

- a FIR representation as part of the membership was established. The members are to be the facilitator within their FIR to carry out the Group activities and deliverables. whose The terms of reference for the FPL Monitoring Group were discussed, detailing that the FPL Monitoring Group will report to the Task Force Rapporteur.
- The working method is basically through email and teleconferences
- The Group shall coordinate and work with all users, ANSPs and parties involved from their FIR
- ICAO will be the coordinating entity for actions for States/ANPSs that are external to the NAM/CAR Regions (Other ICAO Regional Offices)

2.2 The participants made several updates to the membership of the FPL Mon Group, resulting in the attached reviewed Membership (Attachment A).

2.3 Regarding the Action Plan, a quick review of it was made, explaining the common template developed for the collection of the information and identifying the need to update several activities and dates, highlighting:

- The inclusion of a 1 week for familiarization with format
- 1 month data collection with first week to have a group feedback
- Definition of corrective actions will be defined based on analysis of collected data
- Each FPL Mon Group Member shall ensure the timely collection and action to the Group activities
- For samples of errors, all FMG Members may contact the FMG Rapporteur

ACT 01/01: COCESNA and PIARCO as being multiple states FIR, they should define internally the best work method for the reporting and coordination.

ACT 02/01: ICAO to coordinate with Curacao, Bahamas and Haiti for their participation in the FPL Mon Group by 14 July

ACT 03/01: ICAO to assist the FMG Rapporteur for CANSO to provided their explanation of their FPL analysis by 17 July.

2.4 The common format and the valid action Plan are shown as Attachment B and C respectively.

3. Execution of the Action Plan

3.1 Regarding the execution of the Action Plan it was agreed:

- Conduct group teleconference or bilateral teleconference may be arranged based on the topic and analysis of the data
- As part of the normal procedure of ICAO, the actions resulting from the analysis of the data when necessary with then by coordinated with the other ICAO Regions. ICAO will inform the GREPECAS on these activities.
- Whenever during the activities, problems, limitations or obstacles are identify, they are to be informed to ICAO and the FMG Rapporteur for immediate action

4. Other matters

4.1 ICAO recalled that the filing of the “Alternative Aerodrome” field in the FPL, requested by IATA, was a task assigned to the FMG during the 8th AIDC Taskforce Teleconference. It was agreed that during the Data Collection time, FMG Members are to get informed on how within their FIR this field is being managed. In support of this task, a questionnaire was developed as shown in attachment D. **ACT 04/01:** The FMG will analyse the answers to the questionnaire and propose actions for resolving this concern by the end of the Data analysis period.

4.2 ICAO commented that as part of the inputs for resolving the FPL errors, the review and elimination of the New FPL2012 converters if needed (Attachment E shows this Status Table) so **ACT 05/01:** ICAO will send to the States/ANSPs the Regional status table of Converter for their update.

4.3 ICAO recalled everyone the existence of the webpage with the FMG information under the ANI/WG website: <http://www.icao.int/NACC/Pages/regional-group-AIDC.aspx>

FPL Monitoring Group		
Terms of Reference	en	es
Action Plan	en	

4.3 The participants congratulated on the tool provided by ICAO. **ACT 06/01:** By the 17 July, ICAO will update the FMG Webpage with the reviewed ToR, Action Plan, Common Format, Teleconf Minutes, etc.

Next meeting: September 5 at 1600 UTC

FPL MONITORING GROUP TERMS OF REFERENCE

1. *Background*

The AIDC Implementation Task Force was formed during the first ANI/WG meeting to streamline related air navigation implementation activities. Among these is analyzing and coordinating mitigation/solution actions for duplicate/missing FPLs. During the 4th teleconference of the Task Force, a document was produced analyzing this issue, and an FPL monitoring group was proposed to report on problems and follow up on their solution in the matter of duplicate and erroneous FPLs. This monitoring group was formed during the 4th NACC/WG meeting in March 2014 as an ad-hoc group of the AIDC Implementation Task Force.

2. *Responsibilities*

The FPL monitoring group is responsible for:

- a) Reporting FPL duplication/error issues occurring in their State.
- b) Overseeing the execution of the FPL mitigation/solution action plan.
- c) Providing statistical data of the errors detected in the filing of flight plans in their State.

3. *Working Methods*

The FPL monitoring group will:

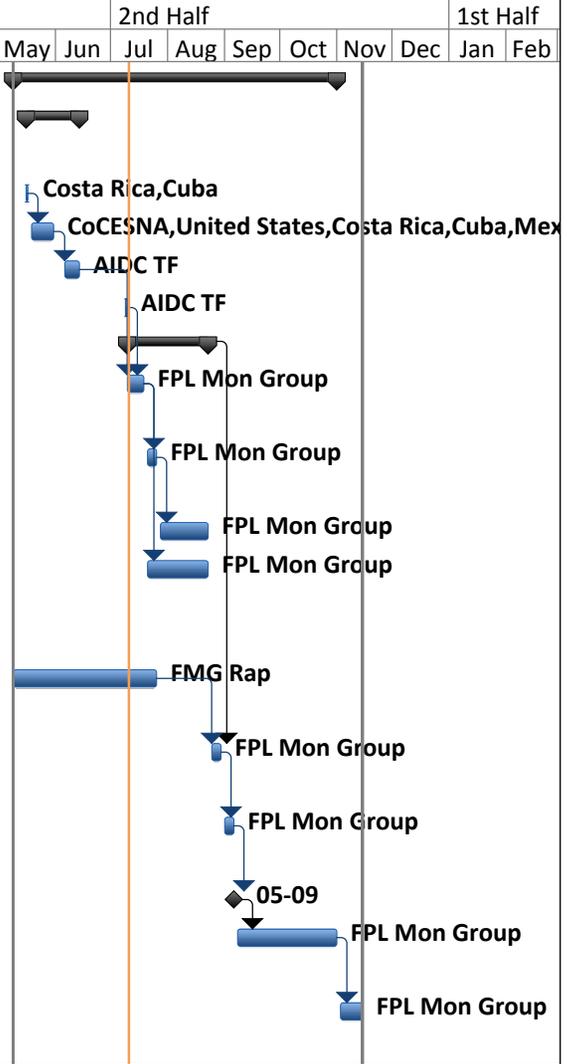
- d) Carry out the activities assigned by the AIDC Task Force in accordance to the FPL related tasks.
- e) Conduct periodic teleconferences to review progress of the action plan and propose modifications as needed.
- f) Present periodic reports to the AIDC Task Force on detected errors and corresponding actions undertaken.
- g) Report to the AIDC Task Force Rapporteur.

4. *Membership*

There will be a member representing each FIR in the region, who may be supported by other representatives from each State in the FIR.

Member Name	FIR	Email
Mayda Alicia Ávila (main) Jenny Lee (support)	Central America	mayda.avila@cocesna.org jenny.lee@cocesna.org
Jacques Lasten	Curacao	j.lasten@dc-ansp.org
Maxine Allen (main) Gordon Grant (support)	Kingston	maxine.allen@jcaa.gov.jm gordon.grant@jcaa.gov.jm
Jorge Centella	La Habana	jorge.centella@iacc.avianet.cu
Jose Gil Jimenez (main) Margarita Rangel (support) Oscar Vargas (support)	Mexico	jjgiljim@sct.gob.mx mrangel@sct.gob.mx ovargasa@sct.gob.mx
Dan Eaves	Miami Oceanic, New York Oceanic	dan.eaves@faa.gov
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Erns Edmond,	Port-au-Prince	ernsoedmond15@gmail.com
Dan Eaves	San Juan	dan.eaves@faa.gov
Fernando Casso (Rapporteur)	Santo Domingo	fernando.casso@idac.gov.do
Marco Vidal (IATA)	N/A	vidalm@iata.org

ID	Task Mode	Task Name	Duration	Start	Finish	2nd Half						1st Half	
						Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
1		FPL MON GROUP - Phase 1	126 days	Fri 09-05-14	Fri 31-10-14	[Summary Bar]							
2		Create a common format for data collection	21 days	Fri 16-05-14	Fri 13-06-14	[Summary Bar]							
3		send draft	1 day	Fri 16-05-14	Fri 16-05-14	[Task Bar]							
4		suggest changes to draft document	10 days	Mon 19-05-14	Fri 30-05-14	[Task Bar]							
5		approve format/document	6 days	Fri 06-06-14	Fri 13-06-14	[Task Bar]							
6		1st teleconf FPL Mon Group	1 day	Wed 09-07-14	Wed 09-07-14	[Task Bar]							
7		Collection of Data	32 days	Thu 10-07-14	Fri 22-08-14	[Summary Bar]							
8		Review and familizarization with Format	7 days	Thu 10-07-14	Fri 18-07-14	[Task Bar]							
9		collection of 1st week and feedback to Group	5 days	Mon 21-07-14	Fri 25-07-14	[Task Bar]							
10		Continue data collection	20 days	Mon 28-07-14	Fri 22-08-14	[Task Bar]							
11		Collecting Information for completing Questionnaire on Alternative aerodrome	25 days	Mon 21-07-14	Fri 22-08-14	[Task Bar]							
12		Obtain additional information: CANSO, etc.	56 days	Fri 09-05-14	Fri 25-07-14	[Task Bar]							
13		Analyse the Data collected and identify sources of errors	5 days	Mon 25-08-14	Fri 29-08-14	[Task Bar]							
14		Develop actions items for Resolving/mitigating Errors detected	5 days	Mon 01-09-14	Fri 05-09-14	[Task Bar]							
15		2nd Teleconf FPL Mon Group	0 days	Fri 05-09-14	Fri 05-09-14	[Task Bar]							
16		Definition and follow-up to Action Plan	40 days	Mon 08-09-14	Fri 31-10-14	[Task Bar]							
17		Evaluation - Phase II- collection of data (TBD)	10 days	Mon 03-11-14	Fri 14-11-14	[Task Bar]							



Project: FPL MON GROUP Action Date: Fri 11-07-14	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Deadline	
	External Tasks		Duration-only		Progress	

**QUESTIONNAIRE ON FILING THE “ALTERNATIVE AERODROME” FIELD IN
THE FPL**

State/ANSP: _____.

Date: _____

Please complete as detailed as possible:

1. In your FIR, is it mandatory to include the alternative aerodrome in your flight plans? If not, explain the agreement under which the exclusion of the alternative aerodrome is regulated in your flight plans.

2. If the filing of the Alternative Aerodrome in flight plans is required for the Flight Plan Processor (FDP) of your automated system, please answer:

a) Indicate FDP System Provider

b) Detailed criteria/rule requested by the FDP when filing this field

**FPL2012 POST IMPLEMENTATION CHECKLIST AND FOLLOW-UP TO FPL2012 FULL
COMPLIANCE ACTIVITIES
FOLLOW-UP: 25 MARCH 2014**

Date	Solution	
	AFTN Terminal –FPL	ATC Automated System - FDP
Anguilla	Implemented	Manual
Antigua and Barbuda	Implemented	Manual
Aruba	Implemented	Implemented
Bahamas	AMHS (FPL2012) terminals implementation date to be defined (TBD)	Full upgrade planned (converter is use)
Barbados	Implemented	Implemented
Belize	Implemented	Full upgrade planned (converter is use)
Bermuda	Implemented	Manual
British Virgin Islands	Implemented	Manual
Canada	Implemented	Implemented
Cayman Islands	Implemented	Implemented
Costa Rica	Implemented	Full upgrade planned (converter is use)
Cuba	Implemented	Implemented
Curacao	Implemented	Implemented
Dominica	Implemented	Manual
Dominican Republic	Implemented	Implemented
El Salvador	Implemented	Implemented
Grenada	Implemented	Implemented
Guatemala	Implemented	Full upgrade planned (converter is use)
French Antilles	Implemented	Implemented
Haiti	Manual	Manual
Honduras	Implemented	Implemented
Jamaica	Implemented	Full upgrade planned (converter is use)
Mexico	Implemented	Implemented
Montserrat	Implemented	Manual
Netherlands (BES Islands)	Manual	Manual
Nicaragua	Implemented	Implemented
Saint Kitts and Nevis	Implemented	Manual

Date	Solution	
	AFTN Terminal –FPL	ATC Automated System - FDP
Saint Lucia	Implemented	Manual
Saint Vincent and the Grenadines	Implemented	Manual
Sint Maarten	Implemented	Implemented
Trinidad and Tobago	Implemented	Implemented
Turks and Caicos Islands	Implemented	Implemented
United States	Implemented	Implemented
COCESNA	Implemented	Full upgrade planned (2014). Currently converter is use