



**FPL Monitoring Group
Minutes of Teleconference/7
(January 22, 2015 1400 UTC)**

References:

1. FPL Monitoring Group Meeting Agenda for February 24th
2. FPL Monitoring Group Meeting Documentation Control

Purpose and agenda:

Review the documentation control and confirm commitment for each item to be presented at the Task Force meeting in February:

1. Review of the documentation for the meeting in February.
2. Review the recommended actions: what has been done, difficulties, suggested changes.
3. Other Matters:

Participants:

1. COCESNA : Mayda Avila / Jenny Lee
2. Costa Rica : Fernando Naranjo Elizondo
3. Cuba : Carmen de Armas / Jorge Centella
4. Dominican Republic: Fernando A. Cassó (Rapporteur) / Julio César Mejía
5. Mexico : Margarita Rangel
6. PIARCO : Audrey Lorraine Davis / Ricky Bissessar
7. United States : Dan Eaves
8. IATA : Marco Vidal
9. ICAO : Julio Siu

Discussions:

Review of the documentation control

1. The documentation control for the Group meeting in February was presented, and each item was considered.
2. In the case of WP/04, Improvements to the FPL collection template and process, the meeting concluded that any suggestions be reserved for the meeting in February, so as to allow having documentation submitted by the February 16th deadline.
3. The discussion of the Alternate Aerodrome issue was not explicitly stated in the agenda, and it was included.
4. The commitment for presenting the documentation was obtained from most of the members of the group.
5. Cuba will not be attending the meeting, but they agreed to send the documentation, which will be presented via videoconference or by a representative.
6. Those FIRs that did not attend the teleconference (Jamaica, Haiti, Curaçao) will be contacted by the Rapporteur to confirm attendance and provision of the presentation. Also, IATA was connected to the teleconference, but was not available to confirm commitment for the documentation. The representative will be contacted also by the rapporteur for the same purposes, regarding both working papers (**ACT 01/07**).
7. The agenda and documentation control will be updated by the rapporteur, as also the tentative schedule presented. This documentation will be distributed to the members (**ACT 02/07**).
8. ICAO will upload WP/01 with the agenda, and will use the schedule from ACT 02/11 as tentative to the meeting (**ACT 03/07**).



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Review of the recommended actions

9. The recommended actions will be discussed at the meeting in February.

Other Matters

10. There were no other matters discussed.

Summary of Action Items from this Meeting

ACT No.	Description	Due	Status
ACT 01/07	Contact Haiti, Jamaica, Curaçao and IATA to confirm participation and commitment for documentation.	23/01/2015	Valid
ACT 02/07	Update and distribute the agenda, documentation control and tentative schedule for the meeting in February.	22/01/2015	Valid
ACT 03/07	Upload WP/01 with the agenda and tentative schedule	28/01/2015	Valid

Next meeting: February 24th, 2015



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**Appendix A
FPL Ad Hoc Group Meeting Agenda**

- Agenda Item 1.** Review and approval of agenda and work schedule
- Agenda Item 2.** Regional references on Solution/Mitigation of FPL problems
- Agenda Item 3.** Review of the measures adopted during December –January period for mitigation of errors (recommended actions).
- Agenda Item 4.** FPL Guideline and Contact List presentation
- Agenda Item 5.** Review of airlines' FPL processing capabilities.
- Agenda Item 6.** Review of data collection process and form: improvements.
- Agenda Item 7.** Planning of second phase of data collection.
- Agenda Item 8.** Discussion of Alternate Aerodrome issue.
- Agenda Item 9.** Data Analysis procedure discussion.
- Agenda Item 10.** Review and update of FPL Monitoring Group action plan.
- Agenda Item 11.** Other matters



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**Appendix B
FPL Ad Hoc Group Documentation Control**

No.	Item	Name of Presentation (or item)	Presented by	Author	Acrobat (13/02)	Web (16/02)	Report to be prepared by	remarks
WP/01	01	Provisional Agenda, working method and Schedule	ICAO	ICAO			ICAO	
WP/02	02	Regional references on Solution/ Mitigation of FPL problems	ICAO	ICAO			ICAO	
WP/03	03	FPL Mon Group-recommended actions	Ad-Hoc Group Rapporteur	Ad-Hoc Group Rapporteur			Ad-Hoc Group Rapporteur	
WP/04	03	FPL Problem mitigation / resolution in Central American FIR	COCESNA	COCESNA			Ad-Hoc Group Rapporteur	
WP/05	03	FPL Problem mitigation / resolution conducted by USA	USA	USA			Ad-Hoc Group Rapporteur	
WP/06	03	FPL Problem mitigation / resolution in Mexico FIR	Mexico	Mexico			Ad-Hoc Group Rapporteur	
WP/07	03	FPL Problem mitigation / resolution in PIARCO FIR	PIARCO	PIARCO			Ad-Hoc Group Rapporteur	
WP/08	03	FPL Problem mitigation / resolution in Kingston FIR	Jamaica	Jamaica			Ad-Hoc Group Rapporteur	
WP/09	03	FPL Problem mitigation / resolution in Port au Prince FIR	Haiti	Haiti			ICAO	
WP/10	03	FPL Problem mitigation / resolution in Santo Domingo FIR	DR	DR			ICAO	
WP/11	03	FPL Problem mitigation / resolution in Curacao FIR	CURACAO	Curacao			ICAO	
WP/12	03	FPL Problem mitigation / resolution in La Habana FIR	Cuba	Cuba			ICAO	
WP/13	04	FPL Guideline and Contact List Presentation	IATA/USA	IATA/USA			ICAO	
WP/14	05	Review of Airlines FPL processing capabilities	IATA	IATA			ICAO	
WP/15	06	Improvements to FPL Data recollection-template and process	Costa Rica	Costa Rica			ICAO	



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No.	Item	Name of Presentation (or item)	Presented by	Author	Acrobat (13/02)	Web (16/02)	Report to be prepared by	remarks
WP/16	07	Second Phase of data collection considerations	COCESNA	All MEVA Members			Ad-Hoc Group Rapporteur	
WP/17	08	Survey results on Alternate Aerodrome issue	Ad-Hoc Group Rapporteur	Ad-Hoc Group Rapporteur			Ad-Hoc Group Rapporteur	
WP/18	08	Discussion of alternate aerodrome issue	IATA	IATA			Ad-Hoc Group Rapporteur	
WP/19	09	Data analysis procedure	Ad-Hoc Group Rapporteur	Ad-Hoc Group Rapporteur			Ad-Hoc Group Rapporteur	
WP/20	10	Revision of FPL Ad Hoc Group Action Plan-preparation for ANI/WG	Ad-Hoc Group Rapporteur	Ad-Hoc Group Rapporteur			Ad-Hoc Group Rapporteur	



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**Appendix C
FPL Ad Hoc Group Meeting Schedule (tentative)**

Time	Tuesday 24 Feb	Wednesday 25 Feb	Thursday 26 Feb
08:30 – 09:00	Registration		
09:00 – 09:15	Opening and Group Photo	Agenda item 3 (cont) Agenda Item 4	Agenda Item 8
09:15 – 10:30	Agenda Item 1 Agenda Item 2		
10:30 – 11:00	Coffee Break		
11:00 – 12:00	Agenda Item 3	Agenda Item 5	Agenda Item 9
12:00 – 13:00	Lunchtime		
13:00 – 14:30	Agenda item3 (cont)	Agenda Item 6	Agenda Item 10 Agenda Item 11 Draft report
14:30 – 15:00	Coffee Break		
15:00 - 16:30	Agenda item3 (cont)	Agenda Item 7	