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) Provide guidance to States to regularly collect and report FPL duplication/error issues.
   b) Propose common solutions to flight plan issues in the region based on analysis of data and lessons learned.
   c) Overseeing the execution of the FPL mitigation/solution action plan.
   d) Providing statistical data of the errors detected in the filing of flight plans in their State.

3. *Working Methods*

The FPL monitoring group will:

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

4. *Membership*

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

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