



AFRICAN FLIGHT PROCEDURE PROGRAMME (AFPP)

Second Meeting of the Steering Committee

Cidade Velha, Cabo Verde, 21 October 2015

REPORT

This report has been approved by the Chairperson of the
AFPP Steering Committee

PREPARED BY:

Secretary of the AFPP Steering Committee

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NB: in addition to the above Appendices the following meeting related documents are available at the AFPP website: <http://www.icao.int/WACAF/African-FPP/Pages/default.aspx>

1. Opening Remarks by the ICAORD WACAF
2. Working Papers (WP01 to 07 and Attachments)
3. Information Papers (IP01 and 02)

¹**Decisions** relate to matters on the internal arrangements of the Steering Committee and/or that require the direct action of the Secretariat and members.

²**Recommendations** deal with matters which merit the attention of member States in general, partner organizations, stakeholders, donors or on which further action is required to be initiated by the Secretary of the AFPP Steering Committee.

PART I – INTRODUCTION

1. VENUE, DATE AND ATTENDANCE

1.1 The 2nd meeting of the African Flight Procedure Programme (AFPP) Steering Committee was held on 21st October 2015 at the Vulcão Hotel in Cidade Velha, Praia Island, Cabo Verde, on 21 October 2015 under the kind invitation of the Republic of Cabo Verde. The meeting was attended by twenty-one (21) participants including representatives of member States and observers from the ESAF and WACAF Regional Offices, and officials of invited Regional Organizations. The list of participants is provided at Attachment D.

2. OPENING OF THE MEETING

2.1 During the opening session, a statement was delivered by Mr. Mam Sait Jallow, ICAORD Dakar and Secretary of the AFI Plan Steering Committee, on behalf of the ICAO Secretary General.

2.2 Mr. Jallow highlighted the Conclusion of ICAO 12th Air Navigation Conference of 2012 regarding the priority for PBN implementation including Continuous Climb Operations (CCO) and Continuous Descent Operations (CDO) in the ICAO flagship programme, the Aviation Systems Block Upgrade (ASBU). As the 2008 Special AFI RAN meeting identified the lack of capacity in the African region for the design and implementation of Flight Procedures, it was recalled that African States have to take full advantage of the services available through the AFPP for the attainment of the ICAO target of 100% implementation of PBN instrument flight procedures by December 2016.

2.3 In relation with the Abuja Safety Targets and the AFI Plan Steering Committee conclusions, PBN implementation is an important mean to reduce runway related accidents and serious incidents. Air Navigation performance indicators were also proposed and will be developed at the 20th meeting of APIRG, 30 Nov – 2 Dec 2015 in Yamoussoukro, Côte d'Ivoire.

2.4 As the AFPP is nearly halfway through its first phase, Mr Jallow indicated it was time to consider its activities and performance and fashion out pragmatic measures to provide optimal benefits to States and Industry, through examination of progress in the implementation of the work programme and further guidance for the proposed 2016 work programme. And having high-level State representatives at the SC/2 meeting provided opportunity of obtaining greater commitment in supporting the AFPP. France, ASECNA and AIRBUS were thanked for their enormous contributions for the AFPP and other partners were urged to contribute towards the successful implementation of the Programme.

2.5 The Cabo Verde Civil Aviation Authority was thanked for hosting the meeting and invited potential hosts for the 3rd AFPP Steering Committee meeting in 2016.

2.6 Mr Joao Monteiro, the Director General of the Cabo Verde Civil Aviation Authority welcomed all participants, opened officially the 2nd African Flight Procedure Programme Steering Committee meeting and wished to all purposeful and fruitful deliberation.

2.7 As the Chairperson (Kenya) and the Vice-chairperson (Nigeria) were not able to attend the meeting, Mr Sabino Baptista, CAA Inspector at Cabo Verde Civil Aviation Authority accepted to chair the Steering Committee meeting.

PART II – REPORT ON AGENDA ITEMS

1. PERFORMANCE BASED NAVIGATION (PBN) OVERVIEW

1.1 Mr. Seboeso Machobane, the ESAF ATM Regional Officer, presented an overview of PBN, detailing the concept, the benefits to safety, efficiency, capacity, access, environmental protection and economy of operations. PBN implementation status in Africa, the regional targets in relation to GASP, GANP and AFI Plan Performance Indicators were outlined.

2. DELIBERATIONS, DECISIONS AND RECOMMENDATIONS ON THE AGENDA

2.1 Agenda Item 1: Adoption of the agenda and work programme.

2.1.1. The meeting reviewed and approved the draft agenda (WP01 and attachments) presented by the Secretariat.

2.1.2. The meeting also approved the Tentative Work Programme (IP01) presented by the Secretariat for the 1-day meeting.

2.2 Agenda Item 2: Follow-up of the outcomes of the AFPP SC/1.

2.2.1 The Secretariat presented the Decisions and Recommendations (WP02 and attachments) adopted by the SC/1 Meeting which was held in Nairobi, Kenya, on 16-17 December 2014. The meeting noted the status of implementation thereof as indicated in Appendix A to this report. It was noted that some actions were still in progress and the meeting was requested to consider them as a priority in 2016 Work Programme.

2.2.2 To reply to France's question, the meeting was informed that AFPP quarterly activity reports were disseminated to African States and a list of State points of contact was created by AFPP.

2.2.3 The meeting requested the AFPP to prioritize its assistance activities and give preference to the design of procedures, particularly PBN designs for new international airport development projects.

2.2.4 In relation to payment of annual contributions, ICAO proposed flexible options for AFPP Active Participating States.

2.2.5 The meeting approved the following decisions and recommendations.

Decisions and Recommendation on Agenda Item 2

SC2/ Rec 01: Assistance to States with Procedure Design needs

Noting the need for the AFPP to be more effective in supporting States' initiatives in meeting their obligations relating to ICAO Assembly Resolution A37-11 and APIRG Conclusions 17/52, the AFPP is urged to give priority to the design, implementation and regulatory approval of PBN procedures at international airports based on the following criteria:

- a) Accident rate record;*
- b) Level of aviation activity; and*
- c) User demand.*

SC2/ Dec 02: Payment of Annual Contributions

The Steering Committee urged AFPP APS members to endeavour to pay their annual contributions in the first quarter of the year or two instalments as may be agreed with the AFPP Manager.

SC2/ Rec 03: Procedures for New Airports

Considering that a number of States are involved in new international airport development projects, which serve as a good opportunity for the promotion of the AFPP, the AFPP Manager is requested to proactively approach such States with an intention to offer its services in PBN implementation.

2.3 Agenda Item 3: Report of implementation of 2015 AFPP Work Programme (activities, personnel, and membership).

2.3.1 The Secretariat presented the report of implementation of 2015 AFPP Work Programme (WP03 and attachments). The meeting noted the commendable efforts made in providing assistance to States and the numerous seminars and workshops organized to impart knowledge to States. The meeting however observed that some of the key activities were either delayed or not implemented. In order to improve efficiency and prioritize assistance to States, the meeting formulated the SC2/ Rec 04 recommendation.

2.3.2 The representative of France noted that the involvement of many African States in AFPP activities as a positive development. He further noted, that most of the AFPP objectives were reached in 2015, thus Year 2016 should be considered as a consolidation step regarding administrative and financial domains. France reaffirmed their involvement and support to the AFPP until the end of Phase I (2017). And study for the AFPP Phase II feasibility would be supported by France, as a sustainable activity for regional and national competencies.

2015 Workshops and Training sessions			
Proposed Work Plan	Implemented	date	Performance
PANS-OPS PBN Flight Procedure Design Course	PANS-OPS PBN Flight Procedure Design Course	01-26 June 2015 Dakar, Senegal	Held
Quality Assurance for Flight Procedure Implementation Process workshop	Quality Assurance for Flight Procedure Implementation Process workshop	1-4 September 2015 Douala, Cameroon	Held
Quality Assurance for Flight Procedure Implementation Process workshop	Quality Assurance for Flight Procedure Implementation Process workshop	3-6 November 2015 Nairobi, Kenya	Held
PBN Airspace Design workshop	PBN Airspace Design	9-13 November 2015	Held
PBN Operational Approval Course	PBN Operational Approval Course	23-27 November 2015 Lomé, Togo	Held
PANS-OPS Initial PBN Flight Procedure Design Course			Postponed 2016
PANS-OPS PBN Flight Procedure Design Course			Postponed 2016
PBN for ATC/ATM personnel			Postponed 2016

2.3.3 The meeting approved the following decisions and recommendations.

Decisions and Recommendations on Agenda Item3

SC2/ Rec 04: Improvement and consolidation of administrative and financial efficiency

In order to improve the implementation rate of assistance to States, the AFPP is urged to improve on its planning activities in order to balance assistance to States and the need to organize seminars/workshops.

2.4 Agenda Item4: Review and Update of the Draft AFPP Strategic Action Plan

2.4.1 The Secretariat presented the draft AFPP Strategic Action Plan (WP04 and attachments) for review by the meeting and inclusion in the 2016 activities.

2.4.2 To improve quality of training, it was suggested that States should send more participants to workshops and training sessions that are organized by the AFPP. The meeting encouraged States to endeavour to apply knowledge gained from training sessions. It was explained that OJT is the final step of flight procedure designer training, thus the AFPP was urged to assist States with OJT.

2.4.3 Turnover of experts is a major challenge for many African States organizations. The concept of seconding experts for short time assignments to the AFPP should be developed by the AFPP.

2.4.4 Regarding the requirement for "ground validation" in the design of instrument flight procedure (ICAO Doc 9906), it was confirmed that the instrument flight procedures that are designed by the AFPP are currently reviewed by a qualified designer in ASECNA as interim measure until a second designer is officially seconded to the AFPP Office in Dakar, Senegal.

2.4.5 The meeting approved the following decisions and recommendations.

Decisions and Recommendations on Agenda Item 4

SC2/ Dec 05: Review and update of AFPP Strategic Plan

That the AFPP Steering Committee hereby endorses the AFPP Strategic Plan as at WP02 Attachment B to SC/2 meeting documentation.

Note: Task Force/Committee proposed to assist in reviewing the Plan to improve it

SC2/ Rec 06: State participation in PBN Procedure design activities

For the realization of the AFPP Strategic Plan, the Steering Committee encourages States to participate as matter of priority in the activities of the AFPP including PBN procedure design training activities organized by the AFPP, seconding qualified staff to the programme and sharing capacity for PBN implementation.

SC2/ Rec 07: Implementation of key objectives of the AFPP Strategic Plan

The Steering Committee requests the AFPP Manager to develop a robust methodology for the implementation of key objectives of the AFPP Strategic Plan and ensure its sustainability.

SC2/ Rec 08: On-the-Job-Training (OJT)

In order to increase capacity in the region, States that have sent personnel for Procedure Design training should ensure that the personnel undergo OJT in order to qualify as Procedure Designers, and provide such information and records to the AFPP.

SC2/ Rec 09: Validation of flight procedures designed by the AFPP

In order to ensure compliance with requirements, the AFPP should ascertain that all instrument flight procedures that are designed by the AFPP are ground validated in accordance with applicable ICAO provisions.

2.5 Agenda Item 5 : Proposed 2016 AFPP Work Programme

2.5.1 The Secretariat presented the proposed 2016 AFPP Work Programme (WP05 and attachments). The Work Programme is based on the list of activities detailed in the AFPP Programme Document, section 2.2.3. and will be executed through seminars, workshops and training courses. It was agreed in principle that the programme would be flexible and adapted to accommodate additional needs and requests from States.

2.5.2 This Work Programme provides action in relation to the main goal of the AFPP and gives opportunity to African States to implement sustainable flight procedure design capability including the full management process described in Doc 9906 and the 18 steps for the implementation of a flight procedure. The main AFPP activity is to provide training for procedure design and related activities.

2.5.3 Seminars/Workshops will involve Quality Assurance for Flight Procedure Implementation Process, Airspace design, Data origination and PBN training for ATM.

2.5.4 Training courses will cover PBN Operational Approval and PANS OPS Flight Procedure Design for designers and CAA personnel. Expertise will be provided by AFPP experts and /or external consultants according to their speciality. Dates and locations will be determined in due course. Assistance and support activities will be executed for AFPP Member States on request.

2.5.5 The AFPP training courses will deliver expert contents to participants. State authorities are expected to validate the expertise acquired by their candidates and approve them as experts for the State.

2.5.6 The training courses are mainly organized in the AFPP premises in Dakar, but the organization of residential courses could be envisaged on request from a Member State. The OJT sessions will be organized in the best location for the best results, according to States' capacity for procedure design.

2.5.7 The provision of assistance to States for procedure design will be according to the section 2.2.3 of the Procedures Document and priority given to States having a capability in design, in order to improve this capability.

2.5.8 The ICAO/AFCAC Survey on PBN implementation (May 2015) received only few responses from States. The results would not provide a reflection of the real situation. In order to have a better understanding, the survey will be disseminated again with the support of ICAO Regional Offices.

2.5.9 The development of a dedicated PANS OPS flight procedures course for CAA personnel was approved by the meeting.

2.5.10 The communication through regular reports is an important action to make the AFPP activity more visible to States.

2.5.11 The meeting approved the following decisions and recommendations.

Decisions (Dec) and Recommendations (Rec) on Agenda Item 5

SC2/ Rec 10: Survey on PBN implementation

Whilst the response to the survey has been received from 15 States, the AFPP should consider action to improve the rate of response, in order to facilitate more informed conclusions.

SC2/ Dec 11: Approval of the 2016 AFPP Work Programme and AFPP Budget

That the proposed 2016 AFPP Work Programme and Budget are approved as at Appendix A and Appendix B to the SC/2 report, noting that it may evolve during implementation.

SC2/ Rec 12: PANS OPS Course for CAA Regulatory Personnel

In order to provide a short course for PANS OPS regulatory personnel, conducted without compromising the technical content, the AFPP should make a detailed evaluation of the course content.

2.6 Agenda Item 6 : Review of 2016 AFPP Budget (closed session)

2.6.1 The Secretariat presented the proposed 2016 AFPP Budget (WP06 and Attachment). The Budget based on the 2016 Work Programme, presents the global costs for the organization of the meetings and courses, the revenues/incomes and the financial support from Donors.

2.6.2 Expenses categories comprise of organization meeting, hiring of consultants and experts, mission travel and use of premises. Revenues are provided by Active Participating States (APS) annual financial contribution (10,000 USD per State) and incomes from activities on a fee base concept. The 2015 surplus is included in the 2016 AFPP global budget.

2.6.3 The estimated expenses for activities (meetings/courses) are 131,440 USD. The office estimated expenses are 118,000 USD. The financial contribution (APS) is 250,000 USD. Expected incomes from activities are estimated 180,000 USD. The expected donation represented by Manager salary, GéoTitan software provision financial support and premises use, is estimated at 372,000 USD. Including the 2015 surplus, the 2016 global balance is estimated positively at 326,860 USD.

2.6.4 The Steering Committee noted that only 12 APS paid their 2015 annual financial contribution. Reminders will be sent to States for payment of contributions in accordance with SC2/ Dec 02, failure of which those APS would be considered as User States until they paid the annual financial contributions.

2.6.5 The Steering Committee approved the AFPP 2016 Budget and the associated Work Programme.

2.7 Agenda Item 7: Proposal for AFPP Phase II

2.7.1 The Secretariat presented the WP07 and the attachment (draft terms of reference for the AFPP Phase II Task Force).

2.7.2 The proposed composition was approved by the meeting.

2.7.3 The final report validation process was approved as follows for deliverables:

- Task Force to provide a draft report;
- After review by the ICAO Secretariat, provision of a revised draft report;
- After review by the SC members, provision of a final draft report; and
- The SC meeting to discuss and approve the study report.

2.7.4 The meeting approved the following decisions and recommendations.

Decisions (Dec) and Recommendations (Rec) on Agenda Item 7

SC2/ Dec 13: AFPP Phase II Task Force and Terms of Reference

The Steering Committee hereby establishes the AFPP Phase II Task Force with the Terms of Reference at Appendix XX to the report of its second meeting, to study the feasibility of extending the AFPP at the expiry of its first three year term, and report back to the Steering Committee at the next meeting.

2.8 Agenda Item 8: Any other business

2.9 Agenda Item 9: Review of conclusions of the AFPP SC/2 meeting

2.9.1 The meeting reviewed and approved the Decisions and Recommendations proposed during the sessions and included at each session end. The list is also summarized in the Appendix B of this document.

2.10 Agenda Item 10: Venue and date of the next SC Meeting

2.10.1 The meeting noted with appreciation the offer from Zambia to join the AFPP and to host the next meeting of the Steering Committee in October 2016. Specific dates will be coordinated between the Secretariat and the State, taking into consideration other ICAO activities.

2.10.2 The meeting approved the following decisions and recommendations.

Decisions (Dec) and Recommendations (Rec) on Agenda Item 12

SC1/Rec16: Venue and date for the next SC meeting

- a) The Secretariat to follow up on Zambia's offer to host the next meeting of the AFPP SC; and*
- b) The second SC meeting to be conducted in October 2016.*

2.11 Agenda Item 11: Closing session

2.11.1 The AFPP Chairperson thanked all the participants for the long but very constructive discussion during the one-day meeting.

2.11.2 After having thanked the Cabo Verde Civil Aviation Authority for the excellent hospitality and organization which resulted in success of the meeting, he officially closed the meeting.

- END-

APPENDICES

Appendix A – 2016 AFPP Work Programme

1. Workshops

1.1. Quality Assurance for Instrument Flight Procedure Implementation workshop (#3)

- ESAF, 4 days, 30 participants;
- Expertise: AFPP; and
- Proposed locations: State in ESAF.

1.2. PBN Airspace Design workshop (#2)

- 5 days, 30 participants;
- Expertise: consultant and AFPP; and
- Proposed location: State in ESAF.

1.3. PBN for ATC/ATM workshop (#2)

- 5 days, 30 participants;
- Expertise: AFPP and African Aviation Schools; and
- Proposed location: State in WACAF.

1.4. Data Origination workshop(#1)

- 3 days, 30 participants;
- Expertise: consultant and AFPP; and
- Proposed location: State in WACAF.

2. Training courses

2.1. PBN Operational Approval course (#3)

- 5 days, 30 participants;
- Expertise: consultant and AFPP; and
- Proposed location: ESAF.

2.2. PANS-OPS Flight Procedure Design Initial course (#2A)

- February 2016, 20 days, 12 participants;
- Expertise: AFPP (Instructors);
- Location: Dakar, Senegal

2.3. PANS-OPS Flight Procedure Design PBN course (#2B)

- *To continue PANS-OPS FPD Initial Course (#2A);*
- June 2016, 20 days, 12 participants;
- Expertise: AFPP (Instructors);
- Location: Dakar, Senegal or ESAF State

2.4. PANS OPS course for Regulators experts (#1)

- October 2016, 10/15 days, 20 participants;
- Expertise: AFPP (Instructors); and
- Location: ESAF State

3. Assistance and support activities

3.1. Assistance activity would focus the help to States on subjects as PBN Implementation Plan submission, Airspace design and Regulatory Approval Process.

3.1.1. For year 2016, the AFPP would propose to its Member States 4 assistance missions related to the subjects presented in section 3.1 and will define the priority if necessary. Non Member States could be assisted according to the availability of the AFPP team.

3.2. Support activity would consist of Flight Procedure Design focusing on PBN Implementation. This action would consist of instrument flight procedures design and related activities, where necessary, according to the Doc 9906 (Quality Assurance for Instrument Flight Procedures Design).

3.2.1. For year 2016, the AFPP could manage in 2016 until 6 implementation projects proposed by States. Priority will be defined when necessary. Non Member States could be assisted according to the availability of the AFPP team.

3.3. Financial proposal will be based on ICAO Policy including the Global Policy on PBN Products and Services.

Appendix B– 2016 AFPP Budget

PROJECT BUDGET		in US Dollars		
PROGRAMME TITLE	AFRICAN FLIGHT PROCEDURE PROGRAMME			
YEAR 2016		Expenses	Support	Revenue
EXPERTISE consultant hiring	Workshops and courses <i>PBN Airspace Design workshop</i> <i>Data Origination workshop</i> <i>PBN OPS Approval course</i>	31520		
ORGANIZATION miscellaneous	Workshops and courses <i>FP Quality Assurance workshop</i> <i>PBN Airspace design workshop</i> <i>PBN training for ATM workshop</i> <i>Data origination workshop</i> <i>PBN OPS Approval course</i> <i>PANS-OPS Initial (2A) course</i> <i>PANS-OPS PBN (2B) course</i> <i>PANS OPS course for regulators experts</i>	12000		
MISSION TRAVEL (travel expenses + DSA)	Workshops, courses and meetings <i>FP Quality Assurance workshop</i> <i>PBN Airspace design workshop</i> <i>PBN training for ATM workshop</i> <i>Data origination workshop</i> <i>PBN OPS Approval course</i> <i>PANS-OPS Initial (2A) course</i> <i>PANS-OPS PBN (2B) course</i> <i>PANS OPS course for regulators experts</i> <i>Workshop/meeting (TBD)</i> <i>Workshop/meeting (TBD)</i>	87920		
OFFICE		118000		
	<i>annual software maintenance</i>	<i>30000</i>		
	<i>FPD training course package</i>	<i>80000</i>		
	<i>documentation and miscellaneous</i>	<i>8000</i>		
CONTRIBUTION				
	Active Participating States (25)			250000
ACTIVITY INCOMES				
	Procedures design			180000
TOTAL		249440		430000
BALANCE 2016				180560
SURPLUS 2015				146300
GLOBAL BALANCE				326860
DONATION		372000		
	<i>France</i> <i>GeoTitan</i>	<i>110000</i>		
	<i>Manager secondment</i>	<i>127000</i>		
	<i>ASECNA</i> <i>Rental premises</i>	<i>135000</i>		

Appendix C – AFPP SC1 and SC2 Decisions and Recommendations

Decision/ Recommendation Reference	Agenda Item	Title	Text	Deadline	Deliverable(s)	Responsibility	Status
SC1/Dec01	Agenda Item 2: Formation of the Steering Committee	The membership and composition of the AFPP Steering Committee	In line with AFI Plan Steering Committee Recommendation AFI SC14/08, that, in addition to Active Participating States, the Host Administration and ICAO, the membership of the AFPP Steering Committee is extended to include Donor States and AFCAC. The relevant amendment of paragraph 5.6.1 of the AFPP Programme Document is hereby approved.				

Decision/ Recommendation Reference	Agenda Item	Title	Text	Deadline	Deliverable(s)	Responsibility	Status
SC1/Dec02	Agenda Item 3: Election of the AFPP Steering Committee Officials	Election of the AFPP Steering Committee Officials	a) Amendment of paragraph 5.6.3 of the AFPP Programme Document, under conduct of Steering Committee meetings, replacing Co-Chairpersons with Chairperson and Vice-Chairperson is hereby adopted and the Secretariat requested to appropriately revise the AFPP Programme Document;	30 April 2015	Amended version of the AFPP Programme Document	AFPP Manager	Done in August 2015 A French version was developed by AFPP Manager in August 2015
			b) Kenya, represented by the Director General of Kenya CAA, is elected as the Chairperson of the AFPP Steering Committee for the three year duration of Phase 1 of the Programme (2014-2017); and c) Nigeria, represented by the Director General of Nigerian CAA, is elected as Vice-Chair of the AFPP Steering Committee for the three year duration of Phase 1 of the Programme (2014-2017).	31 December 2015	Letter to DGs	ICAO Regional Offices	On-going

Decision/ Recommendation Reference	Agenda Item	Title	Text	Deadline	Deliverable(s)	Responsibility	Status
SC1/Dec03		Conduct of Steering Committee meetings	In addition to the provisions in Section 5.6.3 of the Programme Document on conduct of Steering Committee (SC) meeting, it is decided that:	60 days prior the SC date	Invitation Letter	Secretariat	Distributed on 2 September 2015
			a) Invitation letter for the convening the SC meetings be circulated by the Secretariat to members of the SC at least 60 days prior the date of the meeting; and				
			b) Working papers and related documents for the SC meetings be circulated not later than 14 days prior to the date of the meetings.	Not later than 14 days prior the SC date	SC documents	Secretariat	Done not in due time

Decision/ Recommendation Reference	Agenda Item	Title	Text	Deadline	Deliverable(s)	Responsibility	Status
SC1/Dec04	Agenda Item 4: Global PBN Update	Strategic Action Plan to accelerate PBN Implementation	<p>a) The SC having reviewed the current status of PBN implementation at the global and regional levels decided there is need for a strategy to address the low rate of progress in individual AFI States as well as on a regional basis;</p> <p>b) The AFPP is requested to develop, by 1st March 2015, a Strategic Action Plan with clear objectives and consistent with the AFPP Programme Document, for expeditious implementation of PBN to ensure that all African States implement PBN approach procedures by the end of 2016 in accordance with Assembly Resolution A37-11, and have the relevant activities of this plan reflected in the 2015 work Programme;</p>	1 st March 2015	Strategic Action Plan	AFPP Manager	<p>Draft version proposed in March 2015,</p> <p>Approved by Chair person in June 2015.</p> <p>Distributed to States, July 2015</p>

Decision/ Recommendation Reference	Agenda Item	Title	Text	Deadline	Deliverable(s)	Responsibility	Status
			c) In the AFPP strategic plan, the AFPP should identify available or possible implementation support from industry partners and other stakeholders, and coordinate with such entities as necessary;	31 December 2015	Work Programme And Invitation Letters to events	AFPP Manager	On-going
			d) The AFPP prepares an implementation framework with clear steps and tasks in order to assist States develop and implement appropriate PBN action plans; and	30 th December 2015	Work Programme And Invitation Letters to events	AFPP Manager	On-going
			e) The AFPP effectively applies the principles of Collaborative Decision Making with industry and other stakeholders.	31 st December 2015	Work Programme And Invitation Letters to events	AFPP Manager	On-going

Decision/ Recommendation Reference	Agenda Item	Title	Text	Deadline	Deliverable(s)	Responsibility	Status
SC1/Rec05	Agenda Item 5: Industry Perspective of PBN Implementation	Collaboration between States, Stakeholders and AFPP on PBN Implementation	a) States, stakeholders, ANSPs, Users, etc. be encouraged to work together for the achievement of the goal of PBN implementation;	1 June 2017		All stakeholders	On-going
			b) Industry partners and other stakeholders are urged to orient and align their support, activities and interventions on PBN implementation that are targeted at individual or groups of States, with the priorities and activities identified under the AFPP; and	1 June 2017		All stakeholders	On-going
			c) In order to support implementation, ICAO Headquarters finalize development of Guidance Material for operational personnel to achieve proficiency in performing PBN operations, noting that the guidance material is required by the region as a matter of urgency.	30 June 2015	Guidance Material	ICAO HQ	On-going

Decision/ Recommendation Reference	Agenda Item	Title	Text	Deadline	Deliverable(s)	Responsibility	Status
SC1/Rec06		Formalization of Products and Services	The provision of products and services to the AFPP be formalized and in this respect, it is requested that donations such as the provision of the Geo-Titan software and its associated middleware and accessories be formalized.	31 October 2015	Purchase Order	TCB France DGCA	Done P/O 22501596 12/10/2015
SC1/Dec07	Agenda Item 6: Report on the Implementation of 2014 AFPP Work Programme	Outstanding Tasks and commitments in 2014 Work Programme	The outstanding tasks and commitments in the 2014 AFPP work Programme that are on-going or were not implemented or completed be incorporated in the 2015 work Programme.	31 December 2014	2015 Work Programme	AFPP Manager	Incorporate d in Work programme 2015
SC1/Rec08		Coordination of AFPP Training Activities	In order to encourage effective participation in the AFPP airspace design, flight and ground validation activities, such events should, within the framework of Collaborative Decision Making, be well coordinated with and promoted through stakeholders, industry and Users.	31 Dec ember 2015	Work Programme And Invitation Letters to events	AFPP Manager	Done
SC1/Rec09		Selection of AFPP Training Venues	The AFPP ensures, to the extent practically possible, that training activities are conducted in locations and venues in Africa and using where feasible, recognized training centres.	31 Dec ember 2015		AFPP Manager	EAMAC, Niger and EASA, Kenya, possible locations for training

							activities
Decision/ Recommendation Reference	Agenda Item	Title	Text	Deadline	Deliverable(s)	Responsibility	Status
SC1/Dec10	Agenda Item 7: Global PBN Products and Services	ICAO PBN Products and Services	<p>a) the AFPP applies a costing schedule as per the ICAO PBN products and services plan;</p> <p>b) the AFPP aligns the content of its courses/workshops with the ICAO PBN products and services plan; and</p> <p>c) Until such time that the ICAO PBN products and services plan comes into effect, and as a transition, the AFPP coordinates the costing and content of its services with the ICAO PBN Programme office.</p>			<p>AFPP Manager</p> <p>AFPP Manager</p> <p>AFPP Manager</p>	<p>a) Financial proposals aligned</p> <p>b) Courses/workshops content aligned</p> <p>c) Coordination done</p>

Decision/ Recommendation Reference	Agenda Item	Title	Text	Deadline	Deliverable(s)	Responsibility	Status
SC1/Dec11	Agenda Item 8: Proposed 2015 AFPP Flight Procedure Design pricing table	AFPP Products and services	a) The AFPP will engage in assisting States with procedure design services for conventional and PBN procedures as per Programme Document para 2.2.3h. However the procedure design services will not include RNP AR;				Done (Cameroon, Cote d'Ivoire, Zimbabwe, Sierra Leone, Mali)
			b) the sub elements of the AFPP services should be made available to States;				Done
			c) The AFPP should provide clarification to States that procedure design service is not a turnkey project or part of a larger airspace design project to be carried out by the State; and				Done
			d) The AFPP takes into account, and applies the new global policy on PBN products and services once available and effective. In the interim the consultancy fee for such activities will be USD 400.00 per day.				Done

Decision/ Recommendation Reference	Agenda Item	Title	Text	Deadline	Deliverable(s)	Responsibility	Status
SC1/Dec12	Agenda Item 9: Proposed 2015 AFPP Work Programme	Implementation of Outstanding 2014 Activities and Commitments	a) Outstanding 2014 activities brought forward to 2015 should be followed up for implementation by the AFPP; and	31 December 2015	2015 work Programme	AFPP Manager	On-going
			b) States and partners that have made commitments in support of the AFPP, which are still outstanding, should honour these commitments as soon as possible, for implementation in 2015.	31 December 2015	Effective support	States and partners	On-going (Cameroon , Kenya, Togo, South Africa, AIRBUS, AFCAC and ASECNA)
SC1/Dec13	Agenda Item 10: Review of 2015 Budget	Annual Contributions	The annual individual contribution of an AFPP Active Participating State, for 2015, will be Ten Thousand US Dollars (US \$ 10,000)	31 December 2015	Invoice	AFPP Manager, TCB and ICAO Regional Offices	Done
SC1/Rec14		Payment of Member Contributions	The steering committee strongly urges active participating States to pay their contribution for 2015 as soon as possible, and requests the AFPP to send reminders to this effect.	31 March 2015	Reminders for the payment of the annual contribution	AFPP Manager, TCB and ICAO Regional Offices	On-going October 2015: 11 / 24 APS

Decision/ Recommendation Reference	Agenda Item	Title	Text	Deadline	Deliverable(s)	Responsibility	Status
SC1/Rec15	Agenda Item 11: Any other business	AFI Air Navigation Performance Indicators and Targets	The AFPP should: a) take note of ANS Performance Indicators adopted by the 14th AFI Plan Steering Committee Meeting for the Region and ensure that relevant inputs are provided to APIRG in support of the development of the associated ANS targets; and				Done
			b) Follow up on the reporting and monitoring requirements for the PBN related performance indicators and targets	31 October 2015	Inputs to APIRG	AFPP Manager and ICAO Regional Offices	Done WP to APIRG
SC1/Rec16	Agenda Item 12: Venue and date for next SC meeting	Venue and date for the next SC meeting.	a) Cape Verde representative offered to host the next AFPP SC; and b) For the second SC meeting to be conducted in September or October 2015.	31 March 2015	Host venue confirmation	Hosting State (Cape Verde)	SC/2 Meeting in Cape Verde, 21 October 2015

Decision/ Recommendation Reference	Agenda Item	Title	Text	Deadline	Deliverable(s)	Responsibility	Status
SC2/ Rec01	Agenda Item 2: Follow-up on the outcomes of AFPP SC/1 Meeting	Assistance to States with Procedure Design needs	Noting the need for the AFPP to be more effective in supporting States' initiatives in meeting their obligations relating to ICAO Assembly Resolution A37-11 and APIRG Conclusions 17/XX, the AFPP is urged to give priority to the design, implementation and regulatory approval of PBN procedures at international airports based on the following criteria: a) Accident rate record; b) Level of aviation activity; and c) User demand.	31 December 2016	Assistance activity planning Workshop and/or training sessions calendar	AFPP Manager	
SC2/ Dec02		Payment of Annual Contributions	The Steering Committee urged AFPP APS members to endeavour to pay their annual contributions in the first quarter of the year or two instalments as may be agreed with the AFPP Manager.	31 December 2016	Payment of invoices	AFPP Manager And TCB	
SC2/ Rec03		Procedures for New Airports	Considering that a number of States are involved in new international airport development projects, which serve as a good opportunity for the promotion of the AFPP, the AFPP Manager is requested to proactively approach such States with an intention to offer its services in PBN implementation.	31 December 2016	Technical and financial proposal	AFPP Manager	

Decision/ Recommendation Reference	Agenda Item	Title	Text	Deadline	Deliverable(s)	Responsibility	Status
SC2/ Rec04	Agenda Item 3: Report of implementation of 2015 AFPP Work Programme (activities, personnel, and membership)	Improvement and consolidation of administrative and financial efficiency	In order to improve the implementation rate of assistance to States, the AFPP is urged to improve on its planning activities in order to balance assistance to States and the need to organize seminars/workshops.	31 December 2016	Assistance activity planning	AFPP Manager	
SC2/ Dec05	Agenda Item 4: Review and Update of the Draft AFPP Strategic Action Plan	Review and update of AFPP Strategic Plan	That the AFPP Steering Committee hereby endorses the AFPP Strategic Plan as at Appendix XX to SC/2 report. <i>Note: Task Force/Committee proposed to assist in reviewing the Plan to improve it</i>	31 March 2016	AFPP Strategic version 2	AFPP Manager	
SC2/ Rec06		State participation in PBN Procedure design activities	For the realization of the AFPP Strategic Plan, the Steering Committee encourages States to participate as matter of priority in the activities of the AFPP including PBN procedure design training activities organized by the AFPP, seconding qualified staff to the programme and sharing capacity for PBN implementation.	30 June 2016	Memorandum of Understanding	AFPP Manager	
SC2/ Rec07		Implementation of key objectives of the AFPP Strategic Plan	The Steering Committee requests the AFPP Manager to develop a robust methodology for the implementation of key objectives of the AFPP Strategic Plan and ensure its sustainability.	31 March 2016	AFPP Strategic version 2	AFPP Manager	

Decision/ Recommendation Reference	Agenda Item	Title	Text	Deadline	Deliverable(s)	Responsibility	Status
SC2/ Rec08		On-the-Job-Training (OJT)	In order to increase capacity in the region, States that have sent personnel for Procedure Design training should ensure that the personnel undergo OJT in order to qualify as Procedure Designers, and provide such information and records to the AFPP.	31 December 2016	Assistance activity planning	AFPP Manager	
SC2/ Rec09		Validation of flight procedures designed by the AFPP	In order to ensure compliance with requirements, the AFPP should ascertain that all instrument flight procedures that are designed by the AFPP are ground validated in accordance with applicable ICAO provisions.	31 December 2016	Quality assurance process	AFPP Manager	
SC2/ Rec10	Agenda Item 5: Proposed 2016 AFPP Work Programme and associated Budget	Survey on PBN implementation	Whilst the response to the survey has been received from 15 States, the AFPP should consider action to improve the rate of response, in order to facilitate more informed conclusions.	31 March 2016	Updated Study Report	AFPP Manager	
SC2/ Dec11		Approval of the 2016 AFPP Work Programme and AFPP Budget	That the proposed 2016 AFPP work programme and budget are approved as at Appendix XX and Appendix XX2 to the SC/2 report, noting that it may evolve during implementation.	31 December 2015	2016 AFPP Work Programme	AFPP Manager	
SC2/ Rec12		PANS OPS Course for CAA Regulatory Personnel	In order to provide a short course for PANS OPS regulatory personnel, conducted without compromising the technical content, the AFPP should make a detailed evaluation of the course content.	31 October 2016	Course content documentation	AFPP Manager	

Decision/ Recommendation Reference	Agenda Item	Title	Text	Deadline	Deliverable(s)	Responsibility	Status
SC2/ Dec13	Agenda Item 7: Proposal for AFPP Phase II	AFPP Phase II Task Force and Terms of Reference	The Steering Committee hereby establishes the AFPP Phase II Task Force with the Terms of Reference at Appendix XX to the report of its second meeting, to study the feasibility of extending the AFPP at the expiry of its first three year term, and report back to the Steering Committee at the next meeting.	31 October 2016	Task Force report for AFPP Phase II	AFPP Manager	

Appendix D: List of Participants

STATE/ETAT ORGANIZATION	No	NAME/NOM	FONCTION	ADDRESS/ADRESSE	TELEPHONE/E-Mail
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	17.				
	18.				

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