



ICAO

INTERNATIONAL CIVIL AVIATION ORGANIZATION
Western and Central African Office

Establishment of the APIRG Information and Infrastructure Management
Sub-Group (IIM/SG)

Dakar, Senegal, 28 – 30 November 2016

Agenda Item 4: Establishment and Operationalization of the APIRG IIM Sub-group
4.3 Project formulation standardization

STANDARDIZATION OF PROJECT FORMULATION

(Presented by the Secretariat)

SUMMARY

This paper suggests a formulation and standardization for the IIM projects. It also reviews their linkage and formulates a Roadmap for the projects implementation.

The action by the Meeting is in paragraph 3.

References: APIRG extraordinary Meeting, APIRG/20 Meeting and APIRG Procedural Handbook

I. INTRODUCTION

1.1 The meeting will recall that Conclusion 20/49 of the APIRG/20 Meeting, calls for “...*The Secretariat develop a consolidated catalogue of all identified projects, using a standard format, to be endorsed by the APCC...*”. Furthermore, paragraph 5 of the APIRG Procedural Handbook indicates that “*project proposals submitted to APIRG for approval shall be formulated on a Project Definition Template*” which has to be developed.

1.2 In this regard, this paper is suggesting a formulation and standardization of project based on a successful and best practice project presentation format in an ICAO Regional Office.

2. DISCUSSIONS

2.1 In developing a standardized form for the description of APIRG projects, a number of project description templates were reviewed included those of IATA, ICAO CAR/SAM and APAC regional Offices.

2.2 It appears that the CAR/SAM project description template provides relevant information on similar AFI projects. The APAC project template seems to not describing the full environment of a

project, and IATA project template has not the same implementation strategy. It is therefore, suggested to adjust the CAR/SAM project template by adding an area routing as per item b) of Conclusion 20/49 of APIRG/20 Meeting “*projects should be structured according to applicable areas of routing*”. In this regard, the meeting may wish to formulate the following draft Decision:

Draft Decision 1/xx: Standardized AFI project description template

That,

- a) **the project description template provided in the Appendix to this paper, be adopted as the AFI standardized Project Description Template; and**
- b) **the IIM/SG Secretariat provides a catalogue of the initial set of identified IIM/SG projects by APIRG using the Standardized AFI project description template.**

3. CONCLUSIONS

3.1 The IIM/SG is invited to:

- a) Note the information provided in this paper ; and
- b) decide on the draft Decisions proposed for the Sub-Group’s consideration.



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APPENDIX: AFI PROJECT DESCRIPTION TEMPLATE

PROJECT X

DOMAIN

(Information & Infrastructure Management)

AFI REGION	PROJECT DESCRIPTION	REFERENCE	
		Sub-Group / Area of Routing # XX	
Sub-domain	Title of the Project	Start	End
ATM, AGA, AIM, CNS, MET, SAR (ICAO Facilitator: XXX)	XXX Project Coordinator: Project Team:	Month/Year	Month/Year
Objectives			
Scope			
Metrics			
Goals			
Strategy			
Justification			
Related projects			

Project Deliverables	Relationship with the Regional Performance-Objectives (RPOs/PFFs) and ASBU Modules	Responsible	Status of Implementation ¹	Date of Delivery	Comments
Resources					

¹ Grey Task not started yet

Green Activity being implemented as scheduled

Yellow Activity started with some delay, but will be implemented on time

Red Activity not implemented on time; mitigation measures are required