



INTERNATIONAL CIVIL AVIATION ORGANIZATION

Meeting of the APIRG Infrastructure and Information Management Sub-Group (IIM/SG)  
(Dakar, Senegal, 28 to 30 November 2016)

**Agenda Item 5: Review of APIRG Procedural Handbook provisions**

*(Presented by the Secretariat)*

**SUMMARY**

This Paper provides information relating to consequential review and amendment to the APIRG Procedural Handbook, the objective of which was to align it with the new structure of APIRG pursuant to the Group's Decision 19/48. It also highlights pertinent provisions relevant to the Infrastructure and Information Management Sub Group created by the new structure.

Action by the meeting is at paragraph 3 of this working paper.

**References:**

- ICAO Special Regional Air Navigation Meeting (SP AFI/08 RAN, 2008) Report (Doc 9930)
- ICAO Twelfth Air Navigation Conference ( AN-Conf./12) Report
- Nineteenth AFI Planning and Implementation Regional Group Meeting (APIRG/19) Meeting Report
- ICAO Global Air Navigation Plan (GANP, Doc 9750), Fourth Edition  
Extraordinary AFI Planning and implementation Regional Group Meeting (APIRG/EO)

**Strategic Objectives**

This working paper is related to the following ICAO strategic objectives  
A: Enhanced Global Civil Aviation Safety  
B: Air Navigation Capacity and efficiency  
C: Environmental Protection

**1. INTRODUCTION**

1.1. The *APIRG Procedural Handbook* is a publication adopted by APIRG. It is intended to provide, for easy reference of all interested parties, a consolidation of material, particularly of a procedural nature, relevant to the work of the APIRG and its contributory bodies. It contains the terms of reference, working arrangements, internal instructions, rules of procedures for the conduct of the meetings of APIRG and its contributory bodies, as well as the uniform methodology for the identification, assessment and reporting of air navigation deficiencies.

1.2. The current edition is the fifth edition. Before then, the last edition of the Procedural Handbook was published in June 2001. While some updates have been undertaken to the Handbook from time to time, the last significant amendment to it was effected in 2005. The new edition is attached as an **Appendix** to this working paper.

1.3 The APIRG/20 meeting reviewed the amended Handbook which is intended to provide, for ease of reference for all interested parties, a consolidation of material, particularly of a procedural nature, relevant to the work of APIRG and its contributory bodies including the Infrastructure and Information Management Sub group (IIM/SG).

## 2. DISCUSSION

2.1 The consequential changes reflected in the Fifth edition include the following:

- a) Amendments to existing provisions to align them to adopted reorganization;
- b) Improvements to existing provisions for purpose of clarity and enhanced guidance;
- c) Additional provisions to reflect the newly adopted working methods;
- d) Amendments to the Appendices to the Handbook, including:
  - (i) Information on Member States and Designated Representatives
  - (ii) List of AFI Provider and User States;
  - (iii) List of other regional bodies dealing with civil aviation matters in the Region; and
- e) Editorial changes.

2.3 The Fifth edition of the APIRG Procedural Handbook reflects the recommendations from the ICAO Air Navigation Commission (ANC), the Special AFI Regional Air Navigation (RAN) Meeting (SP AFI/08) in November 2008), which recognized the need to have a clearly defined strategy to implement ATM systems as well as the need to align work programmes of the States, Regions and ICAO Headquarters.

### *Working Groups of APIRG*

2.4 In order to assist in its work, the meeting may note that the APIRG created contributory bodies charged with specific functions and/or tasks to enable the Group in effectively discharging on its terms of reference. In this regard, the meeting may further wish to note that contributory bodies created include:

- a) APIRG Projects and coordination Committee
- b) Infrastructure and Information Management Sub group (IIM/SG)
- c) Airspace and Aerodromes Operations Sub Group (AAO/SG)

### *APIRG Projects Coordination Committee*

2.5 The APCC is mandated by APIRG to carry out specific functions in order to coordinate and guide planning and implementation activities within the framework of APIRG, to facilitate the activities of APIRG in its Sessions, and to facilitate coordination between PIRGs, other Regional Groups and international organizations identified by APIRG. The APCC shall specifically ensure continuity between the APIRG meetings and take necessary action to avoid implementation delays in between meetings of APIRG.

### *Sub-Groups*

2.6 Sub-Groups shall be composed of officials possessing the qualifications and experience in at least one of the aviation technical areas in the Sub-Group concerned. In order to facilitate focus, continuity and appropriate expertise, States and international organizations identified by APIRG will nominate specific officials to the Sub-Groups, providing information on nominee's qualifications and experience (i.e. CV), to enable the respective Sub-Groups to optimally take advantage of the expertise availed to them.

### *Terms of reference of the IIM/SG*

2.7 The IIM/SG is established and mandated by APIRG to support the implementation of ICAO Standards and Recommended Practices (SARPs) and carry out specific activities aimed to enable APIRG to discharge its functions and responsibilities in the areas of CNS, AIM and MET. The details of the ToRs are given in WP/7.

*Working Methods*

2.8 The Sub-Group shall convene at least once every APIRG cycle of meetings taking into consideration the schedule of other APIRG activities. It shall make use of available means of electronic communication including teleconferencing to prepare and progress its work in between meetings and keep its members up to date on issues of concern, as well as to discuss specific issues.

*Project management approach - Projects and Project Teams*

2.9 In order to carry out the work of the Sub-Groups, '**projects**' will be identified to be executed by '**teams**' of subject matter experts and champions reporting to the Sub-Groups. In certain circumstances, APIRG may, as it deems necessary, agree on a Project Team that does not report to a Sub-Group, but to the Group itself through the APCC. More details on the project approach are discussed under agenda 4.

### **3. ACTION BY THE MEETING**

3.1 The meeting is invited to:

- a) Note the information provided in this working paper;
- b) Note the information provided in the revised APIRG Procedural Handbook prepared by the Secretariat as provided as **Appendix** to this working paper.

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