



International Civil Aviation Organization
Western and Central African Office

Fifth Meeting of the AFI Flight Plan Transition Task Force (FPLT TF/5)
(Dakar, Senegal, 31 July to 3 August 2012)

Agenda Item 1: Adoption of the Agenda and Election of a Chairperson and Rapporteur

ADOPTION OF THE AGENDA AND ELECTION OF CHAIRPERSON AND RAPPORTEUR

(Presented by the Secretariat)

SUMMARY

This paper presents the provisional agenda of the fifth meeting of the AFI Flight Plan Transition Task Force (FPLT TF/5), and calls for the election of a Chairperson and Rapporteur to conduct the business of the meeting.

Action by the meeting is at **paragraph 3**.

REFERENCES

APIRG Handbook

This Working Paper is related to Strategic Objectives: **A**

1. INTRODUCTION

1.1 The Provisional Agenda for the Fifth Meeting of the AFI Flight Plan Transition Task Force (FPLT TF/5) and its explanatory notes were circulated to States and concerned organizations, as attachments to invitation letter Ref: T 13/7.B – 0414, dated 6 June 2012.

2. DISCUSSION

2.1 The meeting will recall that at its fourth meeting which was held in Mahe, Seychelles, from 20 to 22 February 2012, Mr Francois Coetzee, Senior Manager Aeronautical Information, Air Traffic and Navigation Services (ATNS), South Africa, was elected to serve for two terms as Chairperson of the Task Force. Similarly, Mr Hitler A. Olwenge, Manager

Air Traffic Services, Kenya Civil Aviation Authority (KCAA) was elected as Rapporteur. It was further agreed that the Chairperson should be active in following up with States and the Regional Offices, on the work of the Task Force in between meetings, and to provide a detailed progress report to the next meeting.

2.2 In accordance with the principle agreed for convening the business of the Task Force, the meeting may wish to call on the elected Chairperson and Rapporteur to serve this meeting.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) review and adopt the provisional agenda attached at **Appendix A** to this working paper; and
- b) elect a Chairperson and Rapporteur;



**FIFTH MEETING OF THE AFI FLIGHT PLAN TRANSITION TASK FORCE (FPLT TF/5)
DAKAR, SENEGAL, 31 JULY TO 3 AUGUST 2012**

PROVISIONAL AGENDA

Agenda Item 1: Adoption of provisional agenda and Election of the Chairperson and Rapporteur

The meeting will review and adopt the agenda; and elect the Chairperson to facilitate the meeting. A Rapporteur to record and report on the outcome of the meeting will also be elected.

Agenda Item 2: Update on latest developments in the preparation for 2012 implementation

The meeting will be apprised on relevant developments at ICAO HQ, the AFI Region and other Regions and receive information pertinent to its revised terms of reference.

Agenda Item 3: Status of implementation of the regional strategy, plan and guidance to reflect the intended activity, i.e assessment of States readiness.

The meeting will, based on available information review details of States progress and assess the Regional status of readiness in terms of the Regional Strategy. The meeting will also address issues that are outstanding from previous meetings of the Task Force as well as refinement or update of Publication and testing guidance

Agenda Item 4: Missing flight plans

The meeting will review progress made by States/ANSPs in addressing the issue of missing flight plans and decide on specific actions as necessary. The review will include the following:

- Lack of appropriate operational actions regarding ATS messages in particular initiating/responding to RQS/RQP messages.
- Lack of formal (adopted by the organization) standard operational procedures for ATS messages handling staff and associated training.
- Untrained filers and flight crew.
- Unsynchronized clocks, implementation of GPS synchronization.
- Transit time delays.
- Internal systems delays. e.g. a FPL arrives but there is a delay in the system to generate ATC display and flight strip.
- Communication links – Unserviceable or poor availability of links.
- Any other issues.

Agenda Item 5: Implementation including Roll over monitoring

The meeting will discuss actions related to actual implementation of FPL 2012, from immediate countdown to launch a few days thereafter. This will include the following:

- Coordination and mechanisms to assure the quality of critical actions before roll over date and time.
- Mechanisms to receive periodic and critical updates from States/ANSPs.
- Monitoring by ANSP internal mechanisms, State Regulatory bodies and ICAO.
- Roll over priority time 12 to 18 November 2012: Operational (and engineering) Strategic contingencies/emergency persons and their contact details.

Agenda Item 6: Assistance that may be required

The meeting will discuss the establishment and function of the **Strategic Support Team**, as well as the **Tactical Support Team**.

Agenda Item 7: Contingency arrangements

The meeting will discuss the following aspects:

- Strategic fall-back position by States/ANSPs.
- Tactical contingency measures – in case of operational failures during roll over.
- For post implementation contingencies.

Agenda Item 8: Review of the Task Force terms of reference (TOR) and work programme

The meeting will review the TOR and work programme of the Task Force, and in view of experience and anticipated FPL 2012 implementation tasks, if necessary, update the Task Force work programme and propose changes to the TOR recognizing that the Task Force is to be desolved after implementation, unless specific post roll over tasks can be identified which warrant its continuation. The meeting will also agree on the tentative dates for the next meeting of the Task Force.

Agenda Item 9: Any other business

Any other matters not specifically provided for and covered under the above agenda items, might be addressed under this agenda item.

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