INTERNATIONAL CIVIL AVIATION ORGANIZATION

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)
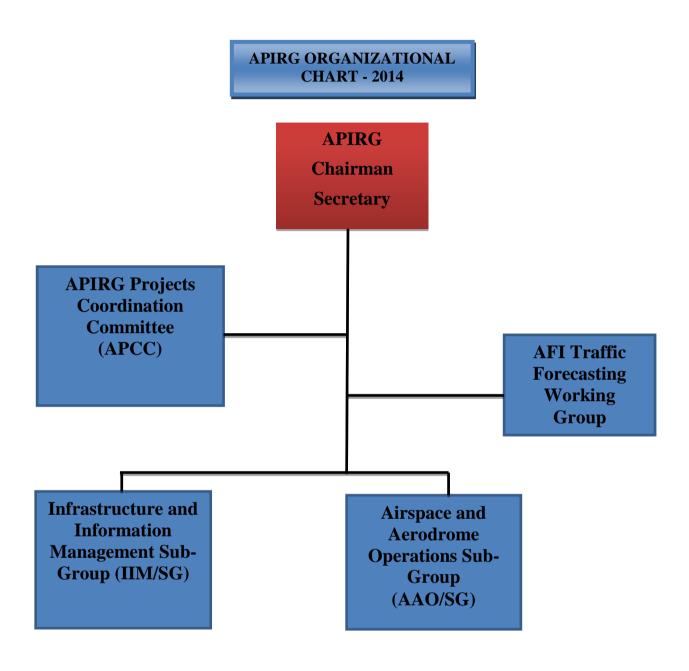
PROCEDURAL HANDBOOK

Fifth Edition - June 2014
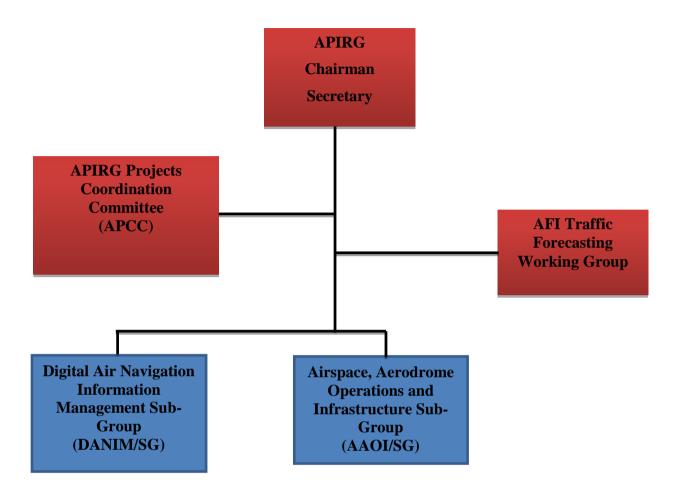
APIRG PROCEDURAL HANDBOOK - GENERAL

RECORD OF AMENDMENTS

Amendment	Date	Part	Part and Page No.	Entered by
	05.06. 03	V	34 to 39	
	01.09.04	I	8-9	
	31.03.11			
	21.03.12			

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│      CHART - 2014           │
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        │     APIRG        │
        │    Chairman      │
        │    Secretary     │
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│ APIRG Projects    │              │   AFI Traffic    │
│ Coordination      │              │   Forecasting    │
│ Committee         │              │   Working        │
│ (APCC)            │              │   Group          │
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│ Infrastructure and│    │ Airspace and     │
│ Information        │    │ Aerodrome        │
│ Management Sub-    │    │ Operations Sub-  │
│ Group (IIM/SG)     │    │ Group            │
│                    │    │ (AAO/SG)         │
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Note: Only the option adopted by APIRG will be retained in the Handbook

OPTION 1

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                        │     APIRG       │
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│   Coordination   ├────────────┤            │   Forecasting    │
│    Committee     │            │            │  Working Group   │
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│ Navigation       │        │ Aerodrome        │
│ Information       │        │ Operations and   │
│ Management Sub-  │        │ Infrastructure   │
│ Group            │        │ Sub-Group        │
│ (DANIM/SG)       │        │ (AAOI/SG)        │
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Note: Only the option adopted by APIRG will be retained in the Handbook

OPTION 2

APIRG PROCEDURAL HANDBOOK - GENERAL

FOREWORD

1.   **Introduction**

3.1   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 also contains the working arrangements and internal instructions, developed by the Group for the practical application of its terms of reference and working methods.

> *Note:*
>
> *In this Handbook, the words "working arrangements" and "working methods" have been used interchangeably. They do not however, always have the same connotation in all contexts.*

3.2   This Sixth 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.

3.3   At its 19th meeting (October 2013), APIRG under its Decision 19/48 agreed on the reorganization of APIRG and its working methods in order to give effect to the outcome of the SP AFI/08 and The Twelfth Air Navigation Conference (AN-Conf/12, Montreal, 19-30 November 2012), which adopted The Fourth Edition of the Global Air Navigation Plan (GANP, Doc 9750).

3.4   The Fourth Edition of the GANP introduces the ICAO Aviation System Block Upgrades (ASBU) Methodology complemented by the Technology Roadmaps for Communications, Navigation and Surveillance (CNS), Information Management (IM) and Avionics.

3.5   APIRG/19 meeting agreed on the application of the ASBU methodology in its work and that due consideration should be given to planning, implementation, monitoring and reporting aspects. Furthermore, project management principles should be applied to the work of APIRG and its contributory bodies.

Organization of the Handbook

1.5   The Handbook is organized in Sections   and Part headings describing the terms of reference, composition, position in ICAO, working arrangements, rules of procedure and practices governing the conduct of business.

1.6   The framework of Section and Part headings, as well as the page numbering has been devised so as to provide flexibility, facilitating the revision or the addition of new material. Each Section is self-contained and includes an introduction giving its purpose and status and a detailed table of content which serves also as the subject index and checklist for the current pages.

1.5   The Procedural Handbook will be made available to Members and Observers of APIRG, the ICAO Secretariat, and to other States and international organizations participating in meetings, contributing to, or having interest in the work of the APIRG and/or its contributory bodies.

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**AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP
(APIRG)**

PROCEDURAL HANDBOOK

PART   I

**TERMS OF REFERENCE, WORKING ARRANGEMENTS AND
RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS**

APIRG PROCEDURAL HANDBOOK - PART I

PART I - TERMS OF REFERENCE OF THE AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP

1. Background

1.1   The AFI Planning and Implementation Regional Group (APIRG) was set up by the Council of ICAO, in 1980, as recommended by the Sixth AFI Regional Air Navigation Meeting (AFI/6), 1979.

1.2   Whilst acting on Recommendation 6/8 of AFI/6 RAN meeting (1979), the Council of ICAO established the functions of the APIRG, its position in ICAO, the composition of the Group and the guidelines which should govern its working methods, including relations with States and the relationship with ICAO specialized regional bodies. On the basis of such guidelines, the APIRG further developed, throughout its meetings, other working arrangements considered necessary for the regular conduct of the Group's activity.

2. Terms of reference

2.1   The APIRG is primarily responsible for the development and maintenance of the AFI Air Navigation Plan (ANP, ICAO Doc 7474), as well as the identification and resolution of air navigation deficiencies. It is a planning and coordination mechanism and, while implementation is the responsibility of States, APIRG can play a significant role in supporting the implementation of Standards and Recommended Practices (SARPs) as well as Regional requirements.

2.2   The terms of reference and working methods of the APIRG have been approved by the Council of ICAO in accordance with Decisions **C-DEC 183/9** of 2008 and C-DEC 190/4 of 2010. Amongst others, the Council in establishing the Regional Aviation Safety Groups (RASGs) identified the need for coordination between the APIRG and the RASG-AFI.   In this regard, the terms of reference of the Group are particularly to:

   a)   ensure continuous and coherent development of the AFI Air Navigation Plan and other relevant regional documentation in a manner that is harmonized with adjacent regions, consistent with ICAO SARPs and reflecting global requirements;
   b)   facilitate the implementation of air navigation systems and services as identified in the AFI Air Navigation Plan with due observance to the primacy of air safety and the environment;
   c)   identification and addressing of specific deficiencies in the air navigation field; and.
   d)   coordinate with RASG-AFI on safety issues

2.1   **In order to meet the Terms of Reference, the Group will:**

   a)   review, and propose when necessary, the target dates for implementation of facilities, services and procedures to facilitate the coordinated development of the Air Navigation Systems in the AFI Region;

   b)   assist the ICAO ESAF and WACAF Regional Offices in fostering the implementation of the AFI Regional Air Navigation Plan;

   c)   in line with the Global Air Navigation Plan (GANP) and the Global Aviation Safety Plan (GASP), facilitate the conduct of necessary systems performance, monitoring, identify specific deficiencies in the air navigation field, and propose corrective action;

   d)   facilitate the development and implementation of action plans by States to implement SARPs, Regional requirements and resolve identified deficiencies, where necessary;

   e)   develop amendment proposals to update the AFI Regional Air Navigation Plan to reflect changes in the operational requirements;

   f)   monitor implementation of air navigation facilities and services and where necessary, ensure interregional harmonization, taking into consideration organizational aspects, economic issues (including financial aspects, cost/benefit analyses and business case studies) and environmental matters;

   g)   assess human resource planning and training issues and propose, where necessary, human resource development capabilities in the region that are compatible with the AFI Regional Air Navigation Plan;

   h)   invite financial and other institutions as approved by the Council, on a consultative basis as appropriate, to provide advice in the planning process;

   i)   maintain close cooperation with relevant organizations and State groupings to optimize the use of available expertise and resources;

   j)   conduct the above activities in the most efficient manner possible with a minimum of formality and documentation and call meetings of APIRG when deemed necessary;

   k)   coordinate with RASG-AFI on safety issues; and

   l)   coordinate with other regional and sub-regional bodies as necessary to support planning and implementation.

2.2   In delivering on its terms of reference, APIRG will at all times do so in accordance with the Strategic Objectives of ICAO as updated from time to time. The Strategic Objectives of ICAO for the current Triennium of the Organization are reflected in **Appendix A** to this Terms of Reference.

Strategic Objectives of ICAO for the 2014-2016 Triennium:

- **Strategic Objective A**: Safety: Enhance global civil aviation safety. This Strategic Objective is focused primarily on the State's regulatory oversight capabilities. The Global Aviation Safety Plan (GASP) outlines the key activities for the triennium.

- **Strategic Objective B**: Air Navigation Capacity and Efficiency: Increase the capacity and improve the efficiency of the global civil aviation system. Although functionally and organizationally interdependent with Safety, this Strategic Objective is focused primarily on upgrading the air navigation and aerodrome infrastructure and developing new procedures to optimize aviation system performance. The Global Air Navigation Capacity and Efficiency Plan (Global Plan) outlines the key activities for the triennium.

- **Strategic Objective C**: Security & Facilitation: Enhance global civil aviation security and facilitation. This Strategic Objective reflects the need for ICAO's leadership in aviation security, facilitation and related border security matters.

- **Strategic Objective D**: Economic Development of Air Transport: Foster the development of a sound and economically-viable civil aviation system. This Strategic Objective reflects the need for ICAO's leadership in harmonizing the air transport framework focused on economic policies and supporting activities.

- **Strategic Objective E**: Environmental Protection: Minimize the adverse environmental effects of civil aviation activities. This Strategic Objective fosters ICAO's leadership in all aviation-related environmental activities and is consistent with the ICAO and UN system environmental protection policies and practices.

3. Composition

3.1   In accordance with Council Decision (C-DEC 183/9) of 2008 all ICAO Contracting States**,** who are service providers in the AFI Region and are part of the AFI ANP, should be included in the membership of APIRG.

3.2   User States are entitled to participate in any other APIRG meeting as non-members.

3.3   International organizations recognized by the Council may be invited as necessary to attend as observers to the PIRG meetings.

4. Work programme

4.1   In order to meet the terms of reference, the Group shall establish and assign to its contributory bodies, work programmes that are based on and give effect to the Terms of Reference of the Group.

5. Creation and dissolution of contributory bodies

5.1   In order to assist in its work, the Group may create contributory bodies, charged with specific functions and/or tasks to enable the Group in discharging on its terms of reference. A contributory body shall be dissolved when it has:

5.2
   a)   completed its assigned task;
   b)   been determined that the work can be more effectively addressed by another body; or
   c)   become apparent that work on the subject or work programme in question cannot be usefully continued.

6. Position in ICAO

6.1   The Group shall be the guiding and co-ordinating organ for all activities conducted within ICAO concerning the Air Navigation System for the AFI Region but shall not assume authority vested in other ICAO bodies except where such bodies have specifically delegated their authority to the Group. The activities of the Group shall be subject to review by the Air Navigation Commission and Council.

6.2   The work of all groups established and meetings (excluding limited, special or full-scale RAN meetings) held within the framework of ICAO, concerned with the AFI air navigation system shall be co-ordinated with the APIRG so as to ensure coherence of all regional activities regarding the development and operation of that system.

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

APIRG PROCEDURAL HANDBOOK

PART II

WORKING ARRANGEMENTS OF APIRG

APIRG PROCEDURAL HANDBOOK - PART II

PART II - WORKING ARRANGEMENTS

1.   Relations with States

1.1   States located geographically in the AFI Region, States having dependent territories in the AFI Region, and AFI User States, shall be kept fully informed of activities of the APIRG. To achieve this objective, States should receive, on a regular basis:

   a)   The proposed agenda for meetings of the Group;
   b)   The reports on meetings of the Group: and, as appropriate
   c)   The summaries or reports on meetings of its contributory bodies.

1.2   States should ensure necessary co-ordination and follow-up of the Group's activities within their Administrations.

1.3   The Group may obtain information from AFI provider States on specific questions and offer them advice in the form of specific proposals for action.

1.4   The Group should encourage the integration of the overall facilities and services required for international civil aviation operations with the national civil aviation plans of States, so that duplication may be avoided.

1.5   Additionally, the Group should concentrate on a clear identification of existing deficiencies in the AFI air navigation system, on the establishment of priorities of overcoming them, on the development of methods of achieving implementation and on practical solutions to specific problems, particularly those matters that seriously affect the safety of international civil aviation operations in the AFI Region.

2.   Relations with other Bodies and Organizations

2.1   APIRG shall keep itself informed of the activities of other bodies and organizations to the extent that such activities are likely to have an impact on the planning and operation of the AFI air navigation system.

2.2   When necessary, APIRG shall provide information and advice to such bodies and organizations, if this is required, in order to:

   a)   avoid duplication of studies and/or effort; and
   b)   engage their assistance in matters which, while having a bearing on the air navigation system, are outside the competence of ICAO and/or the terms of reference of the APIRG.

3.   Administration of the APIRG

3.1   The APIRG shall be administered as follows:

3.2   By a Chairperson elected from the representatives designated by Member States of the Group. A First and Second Vice-Chairperson shall also be elected from the said representatives.

3.3   By a Secretary designated by the Secretary General of ICAO. In the execution of his duties the Secretary will be supported by the Regional Offices in the AFI Region.

3.4   The Chairman, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Group. The Group shall at all times work with a minimum of formality and paper work.

3.5   Between meetings of the Group or its contributory bodies, some subjects may be dealt with by correspondence among appointed representatives of its member States through the Secretary of the APIRG or of the sub-group concerned. However, if States are to be consulted, this should be made through the ICAO Regional Director of the Office of accreditation.

4.   Meetings of the Group

4.1   Based on the advice of the members of the Group and of the Secretary, the Chairman shall decide on the date and duration of meetings of the Group.

4.2   Meetings shall normally be convened alternatively at the locations of the ICAO Regional Offices in Dakar and Nairobi or in States within the AFI Region.

4.3   Members may be accompanied by advisers. Total attendance should, however, be kept to a minimum consistent with the topics to be discussed so as to maintain the desired informality of proceedings.

4.4   The ICAO Regional Offices in Dakar and Nairobi with inputs from the Regional Offices shall normally provide the Secretariat services to the Group.

5.   Establishment of Contributory Bodies

5.1   In order to assist in its work, the Group may create contributory bodies charged with specific functions and/or tasks to enable the Group in effectively discharging on its terms of reference

General considerations

5.2   The establishment and work of contributory bodies shall be based on the following principles:

      a)   a contributory body shall only be formed when it has been clearly established that it is likely to be able to make a substantial contribution to the resolution of a deficiency, shortcoming or challenge; implementation of SARPs or Regional requirements, for which it is established;

b)   it shall be given clear and concise terms of reference describing not only its task but also an expected target date for its completion;

c)   a balance shall be established between the formation, composition and working arrangement of a body, and the ability of States and concerned organizations, to participate effectively in such a body, taking into consideration, amongst others, logistical and resource issues;

d)   its composition shall be such that, while being kept as small as possible, all States and Organizations likely to be able to make valid contributions are given the opportunity to participate in it;

e)   its activities shall be subject to review by the Group, especially in order to ensure progress and to avoid duplication of efforts in fields already covered by other activities; and

f)   a contributory body shall be dissolved when it has:

   i).   completed its assigned task;
   ii).   been determined that the work can be more effectively addressed by another body; or
   iii).   become apparent that work on the subject or work programme in question cannot be usefully continued

5.3   There shall be no standing bodies established below the level of Sub-Groups.

5.4   The Secretaries and Facilitators of Contributory Bodies established by the Group will be appointed by the Secretary of the APIRG, after co-ordination between the ESAF and WACAF Regional Offices.

APIRG Projects Coordination Committee

5.5   The APIRG Projects Coordination Committee (APCC) is established by the APIRG primarily to enable the Group in the administration of its work, taking into consideration the volume of outputs, the limited time available for APIRG meetings and the project management approach adopted by ICAO.

5.6   The APCC membership shall comprise of the following:

   • Chairman of APIRG
   • First and Second Vice Chairman of APIRG
   • Secretary of APIRG
   • Elected officials of the Sub-Groups
   • Secretaries of Sub-Groups;
   • Project Team Facilitators as necessary

5.7   The Secretary of APIRG may assign other members of the Secretariat to support the APCC as necessary.

5.8   The mandate and terms of reference of the APCC shall be agreed by the Group and included in this Handbook as an Appendix IVXX1 hereto.

Sub-Groups

5.9   The Sub-Groups reflected in Part III of this Handbook have been established taking into consideration the principles highlighted under paragraph 5.2 of this Part.

5.10   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.

5.11   While every State that is likely to make a valid contribution shall be given an opportunity to participate, membership of Sub-Groups shall be kept to a limited number of States and organizations, to facilitate efficiency on aspects such as consideration of business, costs, logistics and the application of non-formal working methods.

5.12   In addition, to enable the desired continuity and the benefits thereof, States should minimize changes of the nominated experts, and instead, allow the nominated experts to serve for a sufficiently lengthy period of time.

5.13   Each Sub-Group will be supported by a Secretary designated by the Secretary of APIRG from among members of the ICAO Secretariat. In addition, the Secretary of APIRG may assign other members of the ICAO Secretariat to support the Sub-Group as necessary.

5.14   When deciding on the establishment of a Sub-Group, the Group shall indicate the States, international organizations and/or bodies and Organizations which are to be invited to provide expertise for the Sub-Group. Changes to the composition shall be subject to approval by the Group. The Group may expressly mandate the APCC to approve on its behalf, changes to the composition of a Sub-Group.

5.15   The mandate and terms of reference of each Sub-Group shall be agreed upon by the Group and included in this Handbook as Appendix IVXX2 hereto.

Project management approach - Projects and Project Teams

5.16   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.

Projects-identification and approval

5.17   APIRG, its contributory bodies, ICAO Secretariat, States or the civil aviation industry through its representative bodies, may propose a project or activity to be carried as a project within the framework of APIRG. All project proposals shall be subject to approval by APIRG. However, under certain circumstances, and in order to avoid unnecessary delays in activities with critical time implications, the APCC may, with the guidance of the ICAO Secretariat, endorse a project on behalf of APIRG.

5.18   Project proposals submitted to APIRG for approval shall be formulated on a Project Definition Template provided at **Appendix IVXX3** to this Handbook.

> *Note:*
>
> *Where applicable, in defining the scope of projects, consideration will be given to concept of homogeneous ATM areas or major traffic flows/routing areas as established in the GANP*

5.19   Activities being carried out by various APIRG contributory bodies prior to the reorganization of APIRG and its working methods pursuant to Decision 19/48, shall, as soon as practicable be transformed into project formulated in terms of the Project Definition Template for review by APIRG.

Project Teams

5.20   Project teams shall be composed of subject matter experts possessing the qualifications and experience required in the specific projects to which they are nominated and be familiar with the areas under consideration. States and organizations identified by APIRG will nominate specific officials to the project teams, providing information on nominee's qualifications and experience (i.e. CV), to enable the teams to optimally take advantage of the expertise availed to them. The number of experts in a project team will be determined by the requirements of the project.

5.21   ICAO Contracting States not included under paragraph 3 (Composition), as well as aviation industry organizations other than APIRG observer members may, with the concurrence of the Chairman and Secretary of APIRG, be invited to contribute to the work undertaken on specific projects of APIRG, with expertise and/or specialized tools.

5.22   Cognizant that not all AFI States will be members or participants in the activities of Project Teams, members of the teams will be expected to participate as professionals with expert contributions to the project, as opposed to representatives of their individual States or organizations.

5.23   Project Teams shall automatically be dissolved at the end of the given period, end of project or delivery of a project's final results, unless APIRG directly or through the APCC expressly decides otherwise.

5.24   Project Teams shall elect from among them, Project Team Coordinators (PTCs) who shall coordinate the team activities and report progress to the Sub-Groups or the Group as necessary.

5.25   Project Teams will be supported by Facilitators designated by the Secretary of APIRG from among members of the ICAO Secretariat. In addition, the Secretary of APIRG may assign other members of the Secretariat to support the Project Teams as necessary.

5.26   The TORs of Project Teams will be detailed as part of each project definition.

Advisors to designated members

5.27   Members of a Sub-Group or a Project Team may be assisted, when required, by advisors provided by the State or organization as the case may be. However, for logistical purposes, States and organizations wishing to send advisors to an event shall inform the Secretariat well in advance.

6.   Designated Representatives

6.1   Member States of APIRG shall designate Representatives to the Group to assume the duties and responsibilities of ensuring the normal conduct of business of the Group. The Representatives should attend meetings of the Group regularly and maintain the continuity of the Group's work. The Group may appoint from among the Representatives, ad-hoc committees to address specific issues that may not otherwise be suitably addressed by established contributory bodies. Observers may be invited as necessary to contribute to the work of such ad-hoc committees.

6.2   States participating in the various APIRG contributory bodies should expect that their nominated officials to the APCC, a Sub-Group or project team may be elected to officiate in the group or team in the capacity of Chairperson, Project Team Coordinator or Expert. Officiating members will be required to discharge various duties and functions during the course of meetings and events as well as in the period between meetings. In this regard, States should ensure that officials elected in such capacities are adequately facilitated to participate and officiate in their elected capacities.

6.3   In order to facilitate geographical distribution of participation, elected officials shall be from various sub-regions of the AFI Region, such that a chairperson and vice chairperson may not be from the same sub-region. A similar distribution will apply in electing members to officiate in the Project Teams.

6.4   The elected/officiating members in the APCC and Sub-Groups of APIRG shall be supported in their responsibilities by Secretaries designated by the Secretary of APIRG from among members of the ICAO Secretariat. Elected officials of Project Teams will be supported by Facilitators designated by the Secretary of APIRG.

7.   Status of Observers

7.1   In accordance with the provisions of paragraph 3 of Part I, representatives of States which are non-members of APIRG and international organizations will have the status of Observers at APIRG meetings. Observers will be expected to contribute to the work of the Group.

8.   Co-ordination and reporting lines

8.1   The Group reports to the ICAO Council through its Secretary and the ICAO Secretariat as follows:

a)   proposals for amendment of the Air Navigation Plan (facilities, services and Basic Operational Requirements and Planning Criteria) and proposals for amendment of the Regional Supplementary Procedures (SUPPs) originated by

the APIRG will be processed in accordance with the approved amendment procedures;

b)   suggestions by the APIRG calling for amendment or modification of the provisions in the ICAO world-wide provisions (Annexes and PANS) that may arise, will be submitted to the Air Navigation Commission for consideration and action as appropriate;

c)   items concerning serious deficiencies in implementation of the AFI Regional Plan will be brought to the attention of the States concerned, and, after all possible efforts for implementation have been exhausted, to the attention of the ANC;

d)   specific policy issues emanating from the work of the APIRG and matters of impact on other regions will be submitted to the Council; and

e)   matters concerning the terms of reference of APIRG, its composition, working arrangements and position in ICAO, will be submitted to the Council.

8.2   The APCC and the Sub-groups report to the Group. However, the APCC shall, among others, review reports of Sub-Groups of APIRG in order to:

a)   provide guidance to the contributory bodies, including strategies and roadmaps on achieving the objectives of APIRG; and

b)   determine materials that have matured sufficiently for consideration and adoption of conclusions and decisions by APIRG.

8.3   Strategic co-ordination among sub-groups will primarily be ensured by the Group when establishing their terms of reference and work programme or taking action on their reports. In addition, the work of the Sub-Groups will be co-ordinated by the APCC through the respective Secretaries and in consultation with the Chairpersons. The coordination process will in general be supported by the ICAO Secretariat in the Regional Offices.

8.4   Routine relations between the Group or its contributory bodies and other ICAO groups, including PIRGs and RASGs and meetings concerning the AFI Region shall be conducted through the respective Secretaries and/or the ICAO Regional Director of the Office of accreditation as required.

8.5   Relations with representative   Member States of the Group and representatives of international organizations attending regularly the meetings of APIRG shall be conducted through the Secretary of APIRG. ICAO Regional Offices in other Regions shall be kept informed of such correspondence whenever it may have an impact on the work of these Offices.

8.6   Relations with States and international organizations whether or not represented in the Group, as well as relations with African bodies and organizations will normally be conducted through the ICAO Regional Director of the Office of accreditation.

8.7   Relations with experts provided by States as Members of APIRG sub-groups shall be conducted by the Secretary of the sub-group concerned.

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

APIRG PROCEDURAL HANDBOOK

PART III

RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE APIRG

APIRG PROCEDURAL HANDBOOK - PART III

**PART III -   RULES OF PROCEDURES FOR THE CONDUCT OF MEETINGS OF
                APIRG**

1.   General

1.1   As set out in the Working Arrangements of the APIRG related to its Administration (Part II, paragraph 3.7 refers), APIRG shall at all times work with a minimum of formality and paper work. To achieve this aim, the rules of procedures for the conduct of meetings should be as flexible and simple as possible. The group is expected to conduct its business by consensus of all interested parties. The following provisions do not include therefore any procedures for handling motions or voting.

1.2   There shall be no minutes for the meetings of the Group. Reports on meetings should not include formal Statements by members or other participants. However, specific divergent views expressed in relation to decisions taken or conclusions reached shall be recorded as an integral part of the report.

2.   Participation

Note:

The following rules of procedures are based on the provisions contained in paragraphs 3, 4 and 5 of Part I and in paragraphs 2, 7 and 8 of Part II.

2.1   Representatives of Member States of APIRG should participate regularly in the meetings of the Group.

2.2.   A Contracting State of ICAO not described in paragraph 3 of Part 1 may participate in meetings of the APIRG as an observer. To this effect, the State concerned should notify the Secretary of the APIRG of its intention of being represented, not later than 30 days prior to the meeting in which it has decided to participate. Such notification should include an indication of the subjects in which that State is interested and the name and title of its representative(s).

2.3   The Group shall normally invite international organizations recognized by the Council as representing important civil aviation interests to participate in the work of the APIRG in a consultative capacity. Among the international organizations, IATA,IFALPA and IFATCA should be invited on a continuous basis. Other international organizations and/or African bodies and organizations may also participate when specifically invited by the Group.

2.4   The ICAO Regional Directors, Dakar and Nairobi Offices should endeavour to ensure representation by States, international organizations, African bodies and organizations invited by the Group to participate in its meetings.

3. Convening of meetings

Note:

In addition to the working arrangements set forth in paragraph 4 of Part II, the rules of procedures below should be followed in convening meetings of the Group.

3.1   At each of its meetings, the Group should endeavour to agree on the date and duration of its next meeting.

3.2   In accordance with its objectives APIRG shall:

a)   ensure the continuous and coherent development of the AFI Regional Plan as a whole and in relation to that of adjacent Regions; and
b)   identify specific problems in the air navigation field concerning the AFI Region and propose, in appropriate form, resolving action addressed to parties concerned.

Note:

To achieve these objectives the convening of at least one meeting every 18 months would generally suffice. However, in order to safeguard coherent and orderly air navigation planning in the interest of States and airspace users in the AFI Region, the Group may determine the need for any additional meeting that may arise.

3.3   A convening letter for a meeting shall be addressed by the Secretary of the Group, normally **90** days prior to the meeting, to representatives of:

a)   Member States of APIRG;
b)   Non Member States, having indicated interest to regularly participate in the meetings of the APIRG; and
c)   International organizations invited to participate on a continuous basis in the activities of the Group.

3.4   The convening letter should include the agenda, together with explanatory notes prepared by the Secretary in order to assist participants in preparing for the meeting.

3.5   The ICAO Regional Directors, Dakar and Nairobi Offices shall ensure that States and International organizations concerned, located within their area of accreditation, are informed of the convening of APIRG meetings and the agenda with explanatory notes. This should be done by means of a State Letter.

4. Establishment of the Agenda

4.1   The Secretary, in consultation with the Chairperson of the APIRG and in consultation between ESAF and WACAF Regional Offices and ICAO Headquarters shall establish a draft agenda on the basis of the work programme adopted and the ICAO documentation on latest developments pertaining to the work of the Group.

The draft agenda shall be circulated with the convening letter, as specified in sub-paragraph 3.4 above, for comments in writing by expected participants in that meeting. The comments

shall be forwarded to the applicable Regional Office not later than 10 working days prior to the meeting. The Secretariat shall prepare a working paper submitting such comments for consideration to the Group.

4.2   At the opening of the meeting, a State or international organization may propose the inclusion of additional items on the agenda, and this shall be accepted if the majority of States attending the meeting so agree.

5.   Languages

5.1   The languages of the meetings of the APIRG shall be English and French.

5.2   The reports on meetings and supporting documentation for meetings of the Group will be prepared in English and French.

> *Note:*
>
> *Documentation prepared by States and international organizations in French only or English only may be forwarded to the Secretary for translation. In this case, States and international organizations concerned should ensure that such documentation reaches the Secretary **45** days in advance of the meeting to permit processing, if possible.*

6.   Officers and Secretariat of the APIRG

> *Note:*
>
> *The following rules of procedure are supplementary to the working arrangements for the administration of the APIRG contained in paragraph 3 of Part II.*

6.1   In order to ensure the necessary continuity in the work of the Group and unless otherwise determined by special circumstances, the Chairperson, the First Vice-Chairperson and Second Vice-Chairperson of the APIRG should assume their functions at the end of the meeting at which they are elected, and serve for at least three calendar years or two meetings of APIRG, whichever occurs latest.

6.2   Members of the Group may at any time request that the election of the Chairperson and/or Vice-Chairpersons be included on the agenda. Elected Officers may, in any circumstances, be re-elected.

6.3   The Secretary of the APIRG will serve as Secretary of the meetings of the Group. He will be assisted by other members of the ICAO Secretariat as necessary.

7.   Reports, Working Papers and other Documentation

7.1   Presentation of reports of sub-groups should normally be made by the Secretary of the respective sub-groups through the APCC. Exceptionally, and in particular, when reports raise questions of principle or of a policy nature, the Group may request that their presentation be made by the Chairperson of the sub-group concerned.

7.2   Documentation for meetings of the APIRG will be prepared by the Secretariat, Member States of the Group and international organizations participating on a continuous basis in the activities of the Group. As two ICAO Regional Offices (Dakar and Nairobi), are concerned with the activities of the APIRG, the Secretary will ensure that adequate co-ordination is effected within the Secretariat so that working papers presented to the Group reflect the realities of the two areas of accreditation.

7.3   Any State, international organization and African body or Organization, whether or not attending, may submit material for consideration by a meeting. In cases where the material submitted is in the form of supporting documentation on a specific subject, the originator is expected to attend the meeting to which it is presented, at least during the discussions on the subject concerned.

7.4   Supporting documentation shall be presented in the form of:

   a)   Working Papers;
   b)   Discussion Papers; and
   c)   Information Papers.

7.5   **Working Papers** constitute the main basis of the discussions on the various items on the agenda.

7.6   Working Papers shall be presented in a standardized format. Each paper should be limited to one agenda item or sub-item and contain, as appropriate, introduction of the matter, brief discussion and conclusions with specific proposals for action.

7.7   Working Papers should be made available to all interested parties as early as practicable, preferably 30 days before the meeting at which they are intended to be considered.

7.8   Working Papers shall be made available by the Secretary to:

   a)   Members of the Group;
   b)   States having notified the Secretary of their intention of being represented at the relevant meeting; and
   c)   International organizations attending APIRG activities on a regular basis.

7.9   States or international organizations originating a Working Paper and not attending a specific meeting of APIRG shall also be provided with a copy of that particular Working Paper.

7.10   **Discussion Papers** are papers prepared on an ad-hoc basis in the course of a meeting, with the purpose of assisting participants in their discussions on a specific matter or in the development of conclusions for the draft report of the meeting.

7.11   In view of their nature, the distribution of Discussion Papers shall be limited to participants at the meeting to which they relate.

7.12   **Information Papers** are intended solely to provide participants at a meeting with factual information on developments of technical or administrative matters of interest to the Group.

7.13   Information papers will be circulated in the language in which they are submitted by the originator, to all participants and may be made available to all interested parties as early as practicable depending on logistical and other document processing constraints.

8.   Conclusions and Decisions of the Meetings

8.1   Action taken by the Group shall be recorded in the form of:

        a)   Conclusions; and
        b)   Decisions.

8.2   **Conclusions** deal with matters which, in accordance with the Group's terms of reference, merit directly the attention of States, or on which further action is required to be initiated by the Secretary in accordance with established procedures.

8.3   Conclusions are aimed mainly at the furtherance of studies and programmes being undertaken by the Group, its sub-groups and other ICAO Groups or meetings. For the implementation of such conclusions, the Secretary shall:

        a)   initiate the required action; or
        b)   through the relevant ICAO Regional Office, invite States and international organizations or other bodies as appropriate to undertake the tasks called for by the Conclusion concerned; or
        c)   refer them to Council or the Air Navigation Commission for appropriate action.

8.4   The Secretary will ensure that Conclusions are transmitted to the States concerned through the relevant ICAO Regional Offices and will take whatever action may be required to monitor their implementation.

8.5   **Decisions** relate to the internal working arrangements of the Group and its sub-groups.

9.   Conduct of business

9.1   The meetings of the APIRG shall be conducted by the Chairperson or, in the absence of the Chairperson, by the First or Second Vice-Chairperson of the Group, in that order.

9.2   At the first sitting of each meeting, following the opening by the Chairperson, the Secretary shall inform participants of the arrangements made for the conduct of the meeting, its organization and of the documentation available for consideration of the different items on the agenda.

9.3   Each meeting of the APIRG will consider, as required:

a)   reports from the APCC and Sub-Groups;
b)   specific planning and implementation matters; and
c)   review and up-date of the APIRG Work Programme.

9.4   At each of its meetings, the Group shall also establish a tentative meeting programme (including meetings of the APCC and sub-groups) for at least the following two calendar years (cf. sub-paragraph 3.2, Part IV).

9.5   The Group shall at each of its meetings review its outstanding Conclusions and Decisions in order to keep them current and their number at a minimum consistent with the progress achieved in implementation.

10.   Reports

10.1   Reports on meetings shall be of a simple layout and as concise as possible and shall include:

a)   a brief history of the meeting (duration, attendance, agenda and list of Conclusions and Decisions);
b)   a summary of the discussions by the Group on the different items of the agenda including, for each of them, the relevant Conclusions and/or Decisions;
c)   the work programme and future action by the Group; and
d)   the tentative programme of future meetings of the Group and of its contributory bodies.

10.2   A draft report in English and French will be prepared by the Secretariat for approval by the Group before the closing of each meeting.

10.3   The approved Meeting Report shall be circulated by the Secretary to:

a)   Members of the Group; and
b)   Other States and international organizations and AFI bodies and organizations having attended the relevant meeting.

10.4   The report shall also be circulated, through the ICAO Regional Office of accreditation, to all provider States in the AFI Region as well as to international organizations and African bodies concerned.

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

APIRG PROCEDURAL HANDBOOK

PART IV

RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE CONTRIBUTORY BODIES OF THE APIRG

APIRG PROCEDURAL HANDBOOK -PART IV

PART IV - RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE CONTRIBUTORY BODIES OF THE APIRG

1. General

1.1   Contributory bodies of the APIRG (The APCC and Sub-groups) shall work with a minimum of formality and paperwork.   There shall be no minutes kept for the meetings.

2. Participation

Note:

The following rules of procedure are based on the provisions contained in paragraph 5 of Part II.

2.1   In general, cognizant that not all AFI States will be members or participants in the contributory bodies of APIRG, members of such bodies will be expected to act in the interest of APIRG and its member States. It shall be acceptable for members of Sub-Groups and Project Teams to bring the experiences of their States and organizations to the benefit of the body in which they are participating. However, members of these bodies will be expected to carry out their tasks as professionals with specialist contributions aimed at benefiting the AFI Region and ICAO, as opposed to the interests of their individual States or organizations.

2.2   Members of the APCC and Sub-Groups shall be expected to attend and actively participate consistently in the activities of the bodies.

2.3   Member States of APIRG not being members in a specific Sub-Group may attend the proceedings of any Sub-Group as observers. However, taking into consideration that logistical planning for activities such as meetings will be based on the number of nominated officials, States intending to participate as observers in a meeting of a Sub-Group will be expected to notify the Secretariat, of their intention well in advance of the specific meeting they wish to attend.

2.4   States other than those specified by the APIRG but which are in a position to make specific contributions to the work of a Sub-Group or Project Team should notify the ICAO Regional Director of the Office of accreditation of their intention to contribute to the Sub-group or Project Team. Depending on the intended contribution, applicable modalities will be followed to facilitate such involvement.

3. Convening of meetings

The APCC and Sub-Groups

3.1   The date and duration of meetings of the APCC or a sub-group shall be decided by the Secretary of that Sub-Group, in consultation with the Chairperson and members.

3.2   As a rule, Sub-Groups should, at each meeting, agree on the date and duration of the next meeting and on tentative schedule of future meetings in order to assist the APIRG in establishing its meeting programme (cf. sub-paragraph 9.4 of Part III).

3.3   For each meeting of a contributory body of the APIRG, a convening letter shall be addressed by the respective Secretary to the Members of that body. This convening letter should include the agenda together with explanatory notes as required to assist participants in preparing for the meeting.

Project Teams

3.4   It is important to note that projects may not necessarily require the convening of physical (on-site) meetings, but may primarily be facilitated through electronic correspondence, teleconferences and such other media. Similarly, even in those Projects where physical meetings will be necessary, as much work as practical should be carried out through electronic media, in order to reduce costs and facilitate timely delivery of expected results. In lieu of formal invitation letters, email shall be the preferred means of communication in arranging activities of the Project Teams other than on-site meetings. Activities of Project Teams shall be coordinated by the Facilitators (appointed by Secretary of APIRG from among members of the Secretariat) in consultation with the PTCs.

Location of meetings

3.5   With the objective of, amongst others, reducing to the extent practical and in an equitable manner, the cost of participation in the activities of APIRG, meetings of the APCC and the Sub-Groups shall normally be convened alternatively at the locations of the ICAO Regional Offices in Dakar and Nairobi or in States that are willing to host, within the area of accreditation of the respective Regional Office.

3.6   With the same objective as above, on-site meetings of the Project Teams shall be convened alternatively at the locations of the ICAO Regional Offices in Dakar and Nairobi or in States within the area of accreditation of the respective Regional Office. Exceptions to this arrangement shall be made for projects which, for reasons of logistics or other inevitable support to a specific project, may only be feasible when convened at a specified location.

3.7   To facilitate, amongst others, stability in Regional Offices' and States' financial planning, to support the Regional activities within the framework of APIRG, the APIRG Contributory bodies in coordination with the Regional Offices shall endeavour to achieve an annual balance in the distribution of activities convened in each of the Regional Offices areas of accreditation.

4.   Establishment of the Agenda

4.1   The Secretary of APIRG in coordination with the Chairperson of the Group shall establish a draft agenda of the APCC on the basis of the work programme adopted and the documentation available.

4.2   The Secretary of a Sub-Group shall, after co-ordination with the ICAO Regional Office concerned, and in consultation with the Chairperson establish a draft agenda on the basis of the work programme adopted and the documentation available.

4.3   The draft agenda shall be circulated with the convening letter and submitted to the meeting to which it refers, for approval.

4.4   The Facilitators of Project Teams in consultation with the PTCs shall coordinate and circulate the provisional agenda of Project Team meetings or teleconferences.

5.   Languages

5.1   The documentation and working language of the APCC shall be English. Where a specific need is identified and resources are secured for the purpose, the French language shall to the extent possible, also be used.

5.2   The languages and supporting documentation for meetings of Sub-Groups shall be English and French.

5.3   The documentation and working language of Project Teams shall be English, provided that in cases where all members of a Project Team have a working knowledge of the French language, French may be used as the working language of the specific Project Team and only documentation forming part of the report material of the Project Team will be in the English Language.

> *Note:*
>
> *Documentation prepared by States and international organizations should be forwarded to the Secretary of the Sub-Group if possible, at least 30 days in advance of the meeting for which it is intended, to permit timely processing.*

6.   Officers and Secretariat of APIRG Contributory Bodies

6.1   States participating in the various APIRG contributory bodies should expect that their nominated officials to the APCC, a Sub-Group or project team may be elected to officiate in the body in the capacity of Chairperson, Project Team Coordinator (PTC) or requested to assume the role of champion as applicable. Officiating members will be required to discharge various duties and functions during the course of meetings and events as well as in the period between meetings. In this regard, States should ensure that officials elected in such capacities are adequately supported to participate and officiate in their elected capacities.

6.2   In order to facilitate geographical distribution of participation, elected officials shall be from various sub-regions of the AFI Region, such that a chairperson and vice chairperson may not be from the same sub-region. A similar distribution will apply in electing members to officiate in the Project Teams.

6.3   Each Sub-Group shall at its first meeting, elect from the representatives of States' Members of that Sub-Group, a Chairperson and a Vice-Chairperson to serve for a period agreed by the specific Sub-Group. In order to facilitate the widest contribution of AFI Member States as officers in the activities of APIRG, elected officers may serve for a period not exceeding two consecutive meetings or two consecutive years, whichever comes last. Officers may be re-elected, provided that it shall not be consecutively.

6.4   Members of a Sub-Group may at any time request the election of the chairperson and/or Vice-Chairperson to be included in the agenda of a meeting of that body.

6.5   The responsibilities and tasks of a Chairperson of a Sub-Group shall include convening meetings, facilitating proceedings of meetings, reporting, and following on implementation of Conclusions, as detailed in Appendix IVXX4 hereto.

6.6   Election of officers in the Project Teams shall follow a similar approach as in the Sub-Groups. The responsibilities and tasks of a PTC of a Project Team shall include convening teleconferences, meetings where necessary, facilitating proceedings thereof, and reporting, as detailed in Appendix IVXX5 hereto.

7.   Conduct of business

7.1   Meetings of the APCC and Sub-Groups shall be conducted by its Chairperson or, in the absence of the Chairperson, by the Vice-Chairperson.

7.2   Action by a Sub-Group that requires the prior agreements of the APIRG before it can be implemented or otherwise, shall be recorded in the form of <u>draft</u> Conclusions or <u>draft</u> Decisions in the report/summary of the Sub-Group. All such proposed actions shall be considered by the APIRG at its next meeting subsequent to the issue of the sub-groups' report.

7.3   Decisions by the Sub-Group, which do not necessarily require prior agreement of the APIRG may be recorded as Decisions and may be carried out by the specific Sub-Group and its members or the Secretariat where such action is applicable.

8.   Reports of meeting

8.1   Proceedings of meetings of the APCC and Sub-Groups shall be recorded in the form of a <u>Report</u>. Reports shall be concise.

8.2   While each meeting of a Sub-Group will have a report thereto, a Sub-Group report to the APCC may cover the proceedings of more than one meeting.

8.3   In addition to 8.1 and 8.2 above, a Sub-Group will submit a Report whenever, it has:

       a)   finalized action on any part of its work programme; and

       b)   found that it needs further directives or guidance from the APIRG to proceed in its work.

8.4   Reports on meetings of Sub-Group shall be of a simple layout and as concise as practicable. To the extent feasible the reports should be presented in a format setting aside reporting on non-essential proceedings and on matters solely of internal interest to the sub-groups themselves. They should normally cover:

       a)   short introduction (brief history of the meeting, agenda, tasks at hand);

       b)   in the sequence of the agenda, summary of findings on different tasks or specific elements thereof including, as appropriate, draft conclusions and/or conclusions; and

       c)   the work programme and future meetings.

8.5   Reports and Summaries of the Sub-Groups shall be formulated in accordance with the Report Template in APPENDIX IVxx1 hereto.

8.6   Project teams shall prepare summaries on their deliberations for circulation to members of the specific team and participants to a meeting. The team shall assess the maturity of the material in its summary, for reporting to the Sub-Group to which the Project Team reports or APIRG as applicable.

8.7   Reports of sub-groups shall be distributed by the Secretary to Members of the sub-group concerned, as soon as possible after the meeting to which the Report refers. Those Reports shall at the same time be circulated by the ICAO Regional Directors of accreditation to all provider States of the AFI Region, international and national organizations and bodies concerned. The reports shall be made available to user States on request.

8.8   Reports on meetings of sub-groups shall be submitted to the APIRG for review and action. At each meeting, the APIRG shall review the reports on all meetings of its sub-groups having taken place since the last meeting as well as other available reports on early meetings of the sub-groups still requiring action by the APIRG.

8.9   Action taken by the APIRG on reports of its sub-groups shall be the object of Supplement to the Report concerned. This Supplement shall be circulated by the Secretary of the sub-group concerned to the Members of that body and by the ICAO Regional Director of accreditation to interested States, International organizations and national bodies.

8.10   For all meetings of Sub-Groups convened more than six months before a scheduled meeting of the APCC, the Secretary of the sub-group will prepare a summary, ideally one page, covering key issues arising from the meeting, in order to keep the APCC informed of developments in the activities of the Sub-Groups.

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

PROCEDURAL HANDBOOK

PART V

UNIFORM METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT AND REPORTING OF AIR NAVIGATION DEFICIENCIES

APIRG PROCEDURAL HANDBOOK - PART V

PART V -   UNIFORM METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT AND REPORTING OF AIR NAVIGATION DEFICIENCIES

(Approved by the Council on 30 November 2001)

1.   Introduction

1.1   Based on the information resulting from the assessment carried out by ICAO on the input received from various regions regarding deficiencies in the air navigation field, it became evident that improvements were necessary in the following areas:

      a)   collection of information;
      b)   safety assessment of reported problems;
      c)   identification   of   suitable   corrective   actions technical/operational/financial/organizational),   both   short-term   and long-term; and
      d)   method of reporting in the reports of ICAO planning and implementation regional groups (PIRGs).

1.2   This methodology is therefore prepared with the assistance of ICAO PIRGs and is approved by the ICAO Council for the efficient identification, assessment and clear reporting of air navigation deficiencies. It may be further updated by the Air Navigation Commission in the light of the experience gained in its utilization.

1.3   For the purpose of this methodology, the definition of deficiency is as follows:

      A *deficiency* is a situation where a facility, service or procedure does not comply with a regional air navigation plan approved by the Council, or with related ICAO Standards and Recommended Practices, and which situation has a negative impact on the safety, regularity and/or efficiency of international civil aviation.

2.   Collection of information

2.1   **Regional office sources**

2.1.1   As a routine function, the Regional Offices should maintain a list of specific deficiencies, if any, in their regions. To ensure that this list is as clear and as complete as possible, it is understood that the Regional Offices take the following steps:

      a)   compare the status of implementation of the air navigation facilities and services with the regional air navigation plan documents and identify facilities, services and procedures not implemented;
      b)   review mission reports with a view to detecting deficiencies that affect safety, regularity and efficiency of international civil aviation;
      c)   make a systematic analysis of the differences with ICAO Standards and Recommended Practices filed by States to determine the reason for

their existence and their impact, if any, on safety, regularity and efficiency of international civil aviation;

d) review aircraft accident and incident reports with a view to detect possible systems or procedures deficiencies;

e) review inputs, provided to the Regional Offices by the users of air navigation services on the basis of Assembly Resolution A37-15, Appendix L;

f) assess and prioritize the result of a) to e) according to paragraph 4 of this Part (PART V: **ASSESSMENT AND PRIORITIZATION);**

g) report the outcome to the State(s) concerned for resolution; and

h) report the result of g) above to APIRG for further examination, advice and report to the ICAO Council, as appropriate through PIRG reports.

2.2   **States' sources**

2.2.1   To collect information from all sources, States (regulatory bodies and air navigation service providers (ANSPs)) should, in addition to complying with the Assembly Resolution A36-10, establish reporting systems in accordance with the requirements in Annex 13, Chapter 8.

2.3   **Users' sources**

2.3.1   Appropriate international organizations, including the International Air Transport Association (IATA), the International Federation of Air Line Pilots' Associations (IFALPA) are valuable sources of information on deficiencies, especially those that are safety related. In their capacity as users of air navigation facilities they should identify facilities, services and procedures that are not implemented or are unserviceable for prolonged periods or are not fully operational. In this context, it should be noted that Assembly Resolution A37-15, Appendix L and several decisions of the Council obligate users of air navigation facilities and services to report any serious problems encountered due to the lack of implementation of air navigation facilities or services required by regional plans. It is emphasized that this procedure, together with the terms of reference of the PIRGs should form a solid basis for the identification, reporting and assisting in the resolution of non-implementation matters.

2.4   **Professional provider organizations' sources**

2.4.1   Appropriate international professional organizations, including the International Federation of Air Traffic Controllers' Association (IFATCA) and the International Federation of Air Traffic Safety Electronics Associations (IFATSEA) also valuable sources of information on deficiencies. In their capacity as air navigation services professional bodies, they should identify facilities, services and procedures that are not implemented or are unserviceable for prolonged periods or are not fully operational.

Note:-

Guidance related to both mandatory and voluntary incident reporting systems is contained in the Safety Management Manual (SMM) (Doc 9859).

2.5   **Additional guidance on reporting**

2.5.1   In order to encourage reporting, the Group has adopted a list of minimum reporting areas which is reflected at **Appendix Vxx1** to this Handbook. The intent of the list is not to replace reporting based on ICAO Council policy, but to encourage reporting, in recognition of Assembly Resolution A37-15 Appendix L, and noting the historical critically low level of reporting, as well as the expanse of SARPs and requirements on which reporting may be effected.

2.5.2   Without prejudice to the definition of "deficiency" as approved by the Council, States, Regulators and Air Navigation Service Providers (ANSPs), users (IATA, AFRAA, etc.), and professional organizations (IFALPA, IFATCA, IFATSEA, etc.) are encouraged to report on deficiencies in the areas listed in **Appendix Vxx1** to this Handbook, in addition to reporting any other deficiencies as defined by the Council.

3.   **Reporting of information on deficiencies**

3.1   In order to enable the ICAO PIRGs to make detailed assessments of deficiencies, States and appropriate International organizations including IATA, IFALPA and IFATCA, are expected to provide the information they have to the ICAO regional office for action as appropriate, including action at PIRG meetings.

3.2   The information should at least include: description of the deficiency, risk assessment, possible solution, time-lines, responsible party, agreed action to be taken and action already taken.

3.3   The agenda of APIRG meeting should include an item on air navigation deficiencies, including information reported by States and other stakeholders reflected in paragraph 2.4 and 2.5 above, in addition to those identified by the Regional Office according to paragraph 2.1 above. Review of the deficiencies should be a top priority for each meeting. APIRG, in reviewing lists of deficiencies, should make an assessment of the safety impact for subsequent review by the ICAO Air Navigation Commission.

3.4   In line with the above, and keeping in mind the need to eventually make use of this information in the planning and implementation process, it is necessary that once a deficiency has been identified and validated, the following fields of information should be provided in the reports on deficiencies in the air navigation systems. The fields are as set out below and in the reporting form attached hereto.

a)   **Identification of the requirements**

As per ICAO procedures, Regional Air Navigation Plans detail, *inter alia,* air navigation requirements including facilities, services and procedures required to support international civil aviation operations in a given region. Therefore, deficiencies would relate to a requirement identified in the regional air navigation plan documents. As a first item in the deficiency list, the requirements along with their references (name of the meeting and the related recommendation number should be included - e.g. SP AFI/08 RAN Rec. xx). In addition, the name of the State or States involved and/or the name of the facilities such as name of airport, FIR, ACC, TWR, etc. should be included.

b) **Identification of the deficiency**

This item identifies the deficiency and would be composed of the following elements:

      i)   a brief description of the deficiency;
      ii)   date deficiency was first reported;
     iii)   appropriate important references (meetings, reports, missions, etc)

c) **Identification of the corrective actions**

In the identification of the corrective actions, this item would be composed of:

      i)   a brief description of the corrective actions to be undertaken;
      ii)   identification of the executing body;
     iii)   expected completion date of the corrective action; and
     iv)   when appropriate or available, an indication of the cost involved.

4. **Assessment and prioritization**

4.1   A general guideline would be to have three levels of priority organized on the basis of safety, regularity and efficiency assessment as follows:

"U" priority =   Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

"A" priority =   Top priority requirements necessary for air navigation safety.

Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

"B" priority =   Intermediate requirements necessary for air navigation regularity and efficiency.

Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

Note:

Sub-Groups should, as soon as practical replace the above prioritization criteria with a system based on SMS principles.

5. **Model reporting table for use in the reports of PIRGs**

5.1 Taking the foregoing into account, the model table at the **Appendix XX** is for use by PIRGs for the identification, assessment, prioritization etc; of deficiencies.

6. **Action by the Regional Offices**

6.1 Before each meeting of APIRG, the Regional Offices will provide advance documentation concerning the latest status of deficiencies.

6.2 It is noted that the Regional Offices should document serious cases of deficiencies to the Air Navigation Commission (through ICAO Headquarters) as a matter of priority, rather than waiting to report the matter to the next APIRG meeting, and that the Air Navigation Commission will report to the Council.

APIRG PROCEDURAL HANDBOOK - PART V

PART V -   UNIFORM METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT AND REPORTING OF AIR NAVIGATION DEFICIENCIES

REPORTING FORM ON AIR NAVIGATION DEFICIENCIES IN THE FIELD IN THE REGION

Identification		Deficiencies			Corrective action			
Requirements	States/ facilities	Description	Date first reported	Remarks	Description	Executing body	Date of completion	Priority for action*
Requirement of Part .., paragraph (table) of the air navigation plan	Terra X Terra Y	Speech circuits not implemented Villa X - Villa Y	12 Dec. 2..X	Coordination meeting between Terra X and Terra Y on 16 July 2..X to finalize arrangements to implementation circuit via satellite	Implementation of direct speech circuit via satellite	Terra X	20 Aug. 2..X	A

* Priority for action to remedy a deficiency is based on the following safety assessments:

"U" priority =   Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

"A" priority =   Top priority requirements necessary for air navigation safety.

Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

"B" priority =   Intermediate requirements necessary for air navigation regularity and efficiency.

Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

Note:

Sub-Groups should, as soon as practical replace the above prioritization criteria with a system based on SMS principles.

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

PROCEDURAL HANDBOOK

PART VI

COMPOSITION OF THE GROUP

INFORMATION ON MEMBER STATES AND DESIGNATED REPRESENTATIVES

APIRG PROCEDURAL HANDBOOK

COMPOSITION OF THE APIRG AND INFORMATION ON MEMBERS

INFORMATION ON MEMBER STATES AND DESIGNATED REPRESENTATIVES
(Established: June 2010)

1.   **Information on Member States and Designated Representatives**

(To be updated by States _ State Letter to be issued by the Secretariat)

**AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP
(APIRG)**

APIRG PROCEDURAL HANDBOOK

PART VII

AFI PROVIDER AND USER STATES

APIRG PROCEDURAL HANDBOOK - PART VII

PART VII –   AFI PROVIDER AND USER STATES

INTRODUCTION

1.   Purpose and status

1.1   According to the APIRG working arrangements, all States concerned with the work of the APIRG shall be kept fully informed (please see Note below) of its activities. To this effect, ICAO Regional Directors concerned, on the basis of information provided by the Secretary of the APIRG, shall:

  a)   keep States informed of the convening of APIRG meetings and the subjects planned to be discussed (cf. Section I; Part III, paragraph 3.5); and

  b)   send them reports on meetings of the Group, and, as appropriate, summaries or reports on meetings of its sub-groups (cf. Section I, Part II, paragraph 1.1).

1.2   All AFI provider and user States, either Contracting or non-Contracting States of the Convention on International Civil Aviation, shall be regarded as concerned with the work of the APIRG being therefore entitled to receive information on its activities.

  Note:

  Communication with States will be in accordance with existing ICAO policies and procedures.

1.3   In addition, according to the provisions governing the participation in the Group's activities by States other than those designated as Members of the APIRG, AFI provider and user States, if Contracting States of the Convention on International Civil Aviation, shall be entitled to be represented at meetings of the Group with full rights, if they so wish. (cf. Section I, Part I, paragraphs 4.1 to 4.4)

1.4   Part VII of the APIRG Procedural Handbook is intended to define States which, for the above purposes, shall be considered AFI provider or AFI user States.

APIRG PROCEDURAL HANDBOOK - PART VII

AFI PROVIDER AND USER STATES

2. Provider States

1.	Angola	27.	Madagascar
2.	Benin	28.	Malawi
3.	Botswana	29.	Mali
4.	Burkina Faso	30.	Mauritania
5.	Burundi	31.	Mauritius
6.	Cameroon	32.	Mozambique
7.	Cape Verde	33.	Namibia
8.	Central African Republic	34.	Niger
9.	Chad	35.	Nigeria
10.	Comoros	36.	Rwanda
11.	Congo	37.	Sao Tomé e Principe
12.	Côte d'Ivoire	38.	Sénégal
13.	Democratic Republic of Congo	39.	Seychelles
14.	Djibouti	40.	Sierra Leone
15.	Equatorial Guinea	41.	Somalia
16.	Eritrea	42.	South Africa
17.	Ethiopia	43.	South Sudan
18.	France	44.	Swaziland
19.	Gabon	45.	Togo
20.	Gambia	46.	Uganda
21.	Ghana	47.	United Kingdom
22.	Guinea	48.	United Republic of Tanzania
23.	Guinea-Bissau	49.	Zambia
24.	Kenya	50.	Zimbabwe
25.	Lesotho		
26.	Liberia		

APIRG PROCEDURAL HANDBOOK - PART VII

AFI PROVIDER AND USER STATES

3. Major User States

1. Argentina
2. Australia
3. Austria
4. Bahrain
5. Belgium
6. Brazil
7. Bulgaria
8. Canada
9. China
10. Cyprus
11. Czech Republic
12. Denmark
13. Finland
14. France
15. Germany
16. Greece
17. Hungary
18. India
19. Iraq
20. Israel
21. Italy
22. Jordan
23. Kuwait
24. Lebanon
25. Luxembourg
26. Malaysia
27. Malta
28. Netherlands, Kingdom of the
29. Oman
30. Pakistan
31. Poland
32. Portugal
33. Qatar
34. Romania
35. Russian Federation
36. Saudi Arabia
37. Singapore
38. Spain
39. Sri Lanka
40. Sweden
41. Switzerland
42. Syrian Arab Republic
43. Turkey
44. Thailand
45. United Arab Emirates
46. United Kingdom
47. Unites States
48. Venezuela
49. Yemen

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

PROCEDURAL HANDBOOK

PART VIII

WORKING GROUPS OF APIRG:

TERMS OF REFERENCE, COMPOSITION AND WORK SCHEDULE

PART VIII-A -   APIRG PROJECTS COORDINATION COMMITTEE (APCC)

1. **Terms of Reference**

2. **Work Programme**

3. **Composition**

PART VIII-B - <mark>…………………………………………….…</mark>**SUB-GROUP**

1. **Terms of Reference**

2. **Work Programme**

3. **Composition**

PART VIII-C - <mark>………………………………………….…</mark>**SUB-GROUP**

1. **Terms of Reference**

2. **Work Programme**

3. **Composition**

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)

PROCEDURAL HANDBOOK

PART IX

OTHER AFI REGIONAL BODIES DEALING WITH CIVIL AVIATION MATTERS IN THE AFI REGION

APIRG PROCEDURAL HANDBOOK - PART IX

**PART IX -   OTHER REGIONAL BODIES DEALING WITH CIVIL
                    AVIATION MATTERS IN THE AFI REGION**

<u>Regional Aviation Commissions</u>

African Civil Aviation Commission (AFCAC)

<u>Regional Economic Commissions</u>

Economic Commission for Africa (ECA)

<u>Inter-Governmental Organizations</u>

African Development Bank (ADB)
African Telecommunications Union (ATU)
Agency for the Safety of Aerial Navigation in Africa and Madagascar (ASECNA)
Arab Civil Aviation Council (ACAC)
Economic and Monetary Community of Central Africa (CEMAC)
Economic Community of West African States (ECOWAS)
International Criminal Police Organization (ICPO-Interpol)
League of Arab States (LAS)
Southern African Development Community (SADC)
West African Economic and Monetary Union (WAEMU)

<u>Non-Governmental Organizations</u>

African Airlines Association (AFRAA)
Airports Council International (ACI)
Civil Air Navigation Services Organization (CANSO)
International Air Transport Association (IATA)
International Council of Aircraft Owner and Pilot Associations (IAOPA)
International Federation of Air Line Pilots' Associations (IFALPA)
International Federation of Air Traffic Controllers' Associations (IFATCA)
International Federation of Air Traffic Safety Electronics Associations (IFATSEA)