

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

**INFRASTRUCTURE AND INFORMATION (IIM) SUB-GROUP**



**AERONAUTICAL FREQUENCY MANAGEMENT PROJECT 1**

**Development of Policies, Systems to Protect Aeronautical Spectrum**

**Draft Project Organization**

**Document Information**

**APIRG Sub Group** Infrastructure & Information Management APIRG Sub- Group  
**Project Title** Development of Policies, systems to protect Aeronautical Spectrum  
**Project Number** IIM SG Aeronautical Frequency Management Project 1  
**Project Coordinator** Uganda  
**Deliverable Name** IIM Aeronautical Frequency Management Project 1

**Task Contributors**

Côte d'Ivoire, Cameroon, Ghana, Seychelles, Senegal, Kenya, Mauritania, ASECNA, IATA, Nigeria, Botswana, Togo, South Africa.

## Abstract

This document describes the organization of the Infrastructure & Information Management (IIM) Aeronautical frequency management Project 1 – development of policies, systems to protect Aeronautical Spectrum.

It provides the project framework, project planning, the meeting program, and the project deliverables.

RECORD OF AMENDMENTS SHEET				
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Version	Revision	Date	Reason for change	Pages affected

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## **1. EXECUTIVE SUMMARY**

This document outlines a project plan to assist the AFI States with the Development of Policies, systems to protect Aeronautical Spectrum to streamline the use and allocation of the aviation industry's frequency within the aeronautical frequency bands.

During the APIRG Infrastructure and Information Management sub-group meeting (IIM/SG/1) held in Nairobi, Kenya, from 27 to 30 June 2017, the IIM subgroup aeronautical frequency Management project 1 was recommended as a project aimed at streamlining the use of aeronautical frequencies in the region.

The document will provide the project team's organization, the project planning with milestones, the meeting program, and the project deliverables.

## **2. Introduction**

### **2.1 Purpose of the document**

This document aims to describe the project team's organization, project planning with milestones, the meeting program, and the project deliverables by the IIM sub-group Aeronautical frequency management project 1 team to successfully achieve the development of Policies, Systems to protect Aeronautical Spectrum.

### **2.2 Structure of the document**

The structure of the document is as follows;

- 2.2.1 Section 1: Executive summary - the aim of the project and outputs.
- 2.2.2 Section 2: Introduction - introduces the project organization document and its purpose.
- 2.2.3 Section 3: Project Overview - outlines the project scope, risks, and strategy.
- 2.2.4 Section 4: Project Framework - provides the project communication preference.
- 2.2.5 Section 5: Project deliverables - provides the list of all project deliverables.
- 2.2.6 Section 6: Project Planning – outlines a project plan with milestones.
- 2.2.7 Section 7: Project Meeting Program – indicated the planned project meeting program for the project's duration.
- 2.2.8 Section 8: References

### **2.3 Intended Readership**

The intended audience for this document are;

- 2.3.1 The Chairman and the Vice-Chairman of the IIM Sub-group;
- 2.3.2 The Secretariat of the IIM Subgroup;
- 2.3.3 The other IIM Sub-group projects
- 2.3.4 The AAO projects;
- 2.3.5 Project team members
- 2.3.6 Air Navigation Service Providers (ANSP) over the AFI Region;
- 2.3.7 Airport owners/providers;
- 2.3.8 Airspace users.

### **2.4 Acronyms and terminology**



### 3.2 Project Objectives:

The objectives of the project as indicated below;

- a) Develop a resilient framework for the coordination of Aeronautical frequencies in the region.
- b) Establish a forum and logical infrastructure to coordinate aeronautical frequencies with State regulators sub-region and regional frequency Management bodies.
- c) Ensure states are conversant with developed ICAO tools on frequency management.
- d) Establish a forum for coordination and support of ICAO positions for forthcoming WRC.
- e) Undertake studies on the effects of possible interferences with aeronautical frequency bands from adjacent bands

### 3.3 Scope of the project

The scope of the project is outlined below:

- 3.3.1 The project will focus on all Aeronautical frequency bands and any other frequencies used by aeronautical facilities. In accordance with the ITU frequency spectrum, the following bands are used within the aviation industry;

*To be developed*

### 3.4 Project strategy

- 3.4.1 All tasks will be carried out by Aeronautical frequency management experts nominated by the AFI States to participate in the project, led by the Project-Team Coordinator and under the supervision of the Project Facilitators (ROs/CNS, Dakar, and Nairobi) through the IIM SG working methodology.
- 3.4.2 Upon completion of the tasks, the results will be sent to the IIM SG Chairman/Vice-chairman and Secretariat as a final document for submission to, and, if necessary, approval by the APIRG Projects Coordination Committee (APCC).

For collaborative decision-making, meetings will be held with the areas involved.

### 3.5 Risk Management

As tabulated below, the risk matrix can be used to evaluate the risk involved in the implementation of the various tasks. It combines LIKELIHOOD and IMPACT to obtain a risk score. *{a 5 by 5 risk profile matrix for risks that will be identified in the implementation of the project} risk profile is always relative and dependent on the implementators*

likelihood	Almost certain 90%	Insignificant	Moderate	High	Extreme	Extreme
	Likely 65%	Insignificant	Low	Moderate	High	Extreme
	Possible 40%	Insignificant	Insignificant	Low	Moderate	High
	Unlikely 20%	Insignificant	Insignificant	Insignificant	Insignificant	Low
	Rare 10%	Insignificant	Insignificant	Insignificant	Insignificant	Insignificant
	Minor 10%	Significant 30%	Serious 50%	Critical 70%	Catastrophic 100%	
IMPACT						

The table below identifies risks, mitigation, and residual risk rating after controls are put in place.

No.	Risk definition	Mitigation Plans	Potential Impact	Likelihood	Rating
1.	Not meeting project delivery targets/timelines.	Communicate delivery schedule and any changes thereof with all team members and stakeholders.	Minor	Unlikely	Insignificant
2.	Unavailability of team members	Arrange project meetings in advance	Minor	likely	Insignificant
3.					
4.					
5.					
6.					
7.					

## 4. PROJECT FRAMEWORK

### 4.1 Communication means

**4.1.2** The communication medium used between the project team members during the project progress meetings (and working meetings) is listed below:

- a) Electronic correspondence (e-mail),
- b) Teleconference, videoconference
- c) WhatsApp,
- d) Skype meetings.

**4.1.3** The project coordinator may use similar communication media to coordinate with the chairman/vice-chairman and the IIM Subgroup's secretariat.

## 4.2 Project team

The following project team members have been identified to form part of the team that will perform the activities for the development of Policies, systems to protect Aeronautical Spectrum;

State	Name	Role and Responsibility
Uganda	Name: <b>Agaba Gerald</b> Email: <a href="mailto:gagaba@caa.co.ug">gagaba@caa.co.ug</a> Phone: +2563123252122 cell:+256705323252	Project team Coordinator
South Africa		

## 4.3 Language for Use.

- 4.3.1 English shall be the language for communication for all tasks of the project.
- 4.3.2 The project deliverables and documentation shall be in English.
- 4.3.3 The Teleconferences or videoconferences meetings shall also be conducted in English.

## 4.4 Budget

*To be developed*

## 5. Project deliverables

The IIM sub-group Aeronautical frequency management project 1 deliverables are listed below;

<b>Project Deliverables</b>	<b>Planned Delivery date</b>	<b>Revised Delivery</b>	<b>Objectives</b>
Project Initiation report	10-11 September 2020	Nil	To kick off the project
Project Progress Reports			
Project Description			
Project Organization/ Plan			
Project Terms of reference			
Project Linkage			
Questionnaire on States frequency management process			
Filled Questionnaire on States frequency management Process			
MOU/ agreement template on Aeronautical frequency assignment coordination between CAAs and frequency management regulators in States			
Procedures for coordination of frequency assignment with ICAO - for inclusion in frequency finder tool			
Platform and processes for review of ITU agenda items in preparation for WRC meetings			

<p>Conducted workshops on ICAO Annex 10 volume 5 DOC 9718, and ICAO frequency finder tool requirements and procedures on Aeronautical frequency allotment see {<i>APIRG conclusion 22/25 on support of IIM activities</i>}</p>			
<p>Report on Studies carried out on requirement for Aeronautical frequency bands and their guard bands needed for safe utilization. {<i>APIRG conclusion 22/25 on support of IIM activities</i>}</p>			

## 6. Project Planning

The following figure provides project planning and the milestones;

No.	Milestone	Start date	End Date	Dependency	Responsible State
1.	Project Initiation				
2.	Project Description finalization				
3.	Development of Project terms of reference				
4.	Development of project plan				
5.	Establishment of project links				
6.	Project questionnaire development				
7.	Administering of Project questionnaire				
8.	Response on project questionnaire				
9.	Development of Questionnaire to establish States frequency management process				
10.	Development of Aeronautical frequency assignment coordination agreement between CAAs and frequency management regulators in States				
	Development of procedures for coordination of frequency assignment with ICAO- for inclusion in frequency finder tool				
	Development of a platform with processes for review of ITU agenda items in preparation for WRC meetings				
	Carry out workshops on ICAO Annex 10 volume 5 and DOC 9718, and ICAO frequency finder tool requirements and procedures for Aeronautical frequency allotment.				

	Development of specific study requirements on Aeronautical frequency bands and their protection bands needed for safe utilization.				

### 7. Project Meeting Program;

The IIM sub-group Aeronautical frequency Management Project 1 meeting program;

Item	Objective	Frequency/Date	Media	Output
Kick-off meeting	-initiate project -Discuss and a lot of tasks -Project documentation	10-11 September 2020	Zoom	Minutes and project status report
Project progress meeting	To track project progress and deliverables as per the previous meeting.	Quarterly	Zoom, Whatsapp, or group mail	Minutes, matter arising, and project status reports

8. This section lists the project references;

#### 8.1 Applicable Documents

This project organization document complies with the requirements set out in the following documents

- a. APIRG Procedural Handbook
- b. Xxx

#### 8.2 Reference Documents

- a) APIRG reports