

**AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)
INFRASTRUCTURE & INFORMATION (IIM) SUBGROUP**



AERONAUTICAL FREQUENCY MANAGEMENT PROJECT 1

Development of Policies, systems to protect Aeronautical Spectrum

PROJECT TERMS OF REFERENCE (TOR)

RECORD OF AMMENDMENTS SHEET

Version	Revision	Date	Reason for change	Pages affected

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ABBREVIATIONS

Term	Definition

1. Executive summary

- 1.1 These terms of reference outline the requirements needed to develop policies and systems to protect the Aeronautical Spectrum to ensure the aeronautical frequency spectrum is free from harmful and any form of interference.

- 1.2 This IIM sub-group, Aeronautical frequency management project 1, is responsible for ensuring that AFI states implement similar and efficient policies and procedures to protect the aeronautical frequency bands and or frequencies used for the safety of life services within the industry.

2. INTRODUCTION

- 2.1 The development of policies and procedures for the protection of aeronautical frequency spectrum is intended to provide the States within the AFI region a framework for which sharing and collaboration of allotment and utilization of aeronautical frequencies are addressed seamlessly. The main objective or purpose is to ensure the spectrum or frequency used to facilitate proper utilization of aviation facilities and tools are free from harmful interference.
- 2.2 The policy and procedure development for the protection of aeronautical frequency spectrum will be in line with the provisions of Annex 10 volume 5 Aeronautical Radiofrequency Spectrum Utilization and the ICAO Doc 9718 ICAO Handbook on Radio Frequency Spectrum Requirements for Civil Aviation Volume 1 and Volume II.

3. TERMS OF REFERENCE

3.1 PURPOSE

- 3.1.1 The IIM Sub-group Aeronautical Frequency Management project 1 was established and mandated by APIRG to support the implementation of ICAO Standards and recommended practices (SARPs), including provisions adopted within the ICAO docs.
- 3.1.2 It is also responsible for implementing recommendations, decisions, and conclusions developed from APIRG to help the region achieve its objectives and conclusions. The terms of reference shall be aligned with the APIRG plan.
- 3.1.3 The IIM sub-group Aeronautical frequency management project 1 team members shall consider, evaluate, and recommend all project deliverables to be submitted to the IIM Sub-group Chairman, vice-chairman, and the ICAO secretariat. The team shall also notify affected stakeholders regarding project deliverables and outcomes.

3.2 KEY FUNCTIONS

- 3.2.1 The IIM Sub-group shall carry out its function as guided by APIRG as follows;
- a) Carry out implementation projects in support of States, under the umbrella of aeronautical frequency management with a view of protecting aeronautical frequencies that support aviation infrastructure.
 - b) Identify, collect, evaluate, and develop/amend Civil Aviation Authorities' collaboration agreement with the entity responsible for frequency management in the State.
 - c) Identify aeronautical frequency bands and frequencies used by aviation facilities within the region and ensure they are free from any harmful interference.
 - d) Keep under review the adequacy of requirements in the areas of IIM, taking into account changes in user requirements, the evolution in operational requirements, and technological developments in accordance with the ASBU's methodology.

- e) Follow up the implementation of ICAO positions on items relevant to the aviation industry to WRC agenda items to ensure consideration by the African States.

3.3 TASKS

- a) Coordinate and conduct meetings of the IIM Sub-group aeronautical frequency Management Project 1.
- b) Oversee the performance of implementation Projects under the IIM subgroup aeronautical frequency management project 1.
- c) Monitor implementation performance of relevant outcomes of the project tasks;
- d) Coordinate with IIM/SG on implementing the project deliverables to ensure a robust implementation relationship with other relevant APIRG projects.
- e) Carry out comprehensive reviews and update all conclusions, decisions, and recommendations of APIRG regarding aeronautical frequencies.
- f) Report to APIRG through the APCC.

4. PROJECT TEAM COMPOSITION

Only the permanent members or proxies have voting rights. The IIM Sub-group Aeronautical frequency management project 1 is nominated by the APIRG meeting and will serve for a period defined by the IIM subgroup.

4.1 PROJECT TEAM MEMBERS

The following are the team members of the IIM Subgroup Aeronautical frequency management group.

To be developed

STATE	NAME	Role and Responsibility
Uganda	Name: Agaba Gerald Email: gagaba@caa.co.ug Cell:+256705323252	Project team Coordinator

5. MEETING PROCEDURES

5.1 FREQUENCY

The frequency of the IIM Sub-group aeronautical frequency management project 1 meeting shall be as indicated in the project organization document. The frequency may be increased or decreased by mutual consent of the committee should the need arise.

5.2 NOTICE OF MEETINGS

The IIM sub group Aeronautical frequency management project 1 coordinator shall manage and schedule the project meeting's frequency, date, and venue.

5.3 REPORT TO IIM CHAIR

The IIM sub-group aeronautical frequency management project 1 coordinator shall submit a progress report of its activities to the IIM chair or vice-chair after each team meeting or when requested.

The report shall include the following;

- a) The status of the project;
- b) The challenges encountered;
- c) Recommendations to address the project challenges

5.4 MINUTES

The project meeting minutes shall be prepared for approval at the next IIM sub-group Aeronautical frequency Management project 1 meeting.

5.5 QUORUM

The Quorum for convening a meeting shall be **...%** of the IIM sub-group aeronautical frequency management permanent members, or as agreed during the session.

5.6 PROXIES TO MEETING

- 5.6.1 Permanent members of the IIM Sub-group aeronautical frequency Management project 1 shall nominate proxies where attendance is not possible by notifying the IIM Sub-group aeronautical frequency management project 1 coordinator. An acknowledgment from the proxy to attend as a replacement is required.
- 5.6.2 The alternate must be of appropriate seniority with delegated authority to participate in the decision making process at the same level as the permanent member.
- 5.6.3 The project coordinator shall inform the IIM sub-group Aeronautical frequency management project, 1 member of the substitution, at the beginning of the meeting.
- 5.6.4 The nominated proxy shall have all the rights of the permanent members during the meeting.
- 5.6.5 The nominated proxy shall provide feedback to the permanent member they represent for continuity in future meetings.
- 5.6.6 Other persons may be invited or co-opted as observers by the IIM chair, vice-chair, or secretariat. These will include those members recommended by the States for the meeting.

6. RESPONSIBILITIES OF TEAM MEMBERS

6.1 PROJECT COORDINATOR

- 6.1.1 The project coordinator is responsible for hosting the IIM-sub-group aeronautical frequency management project 1 meeting. In the absence of the coordinator, the Acting Project coordinator shall be appointed by the coordinator.
- 6.1.2 The project coordinator is responsible for confirming the acceptable Quorum at every meeting.

6.2 PROJECT TEAM MEMBERS

The AFI states shall nominate the project team members. Each State is responsible for one vote; however, multiple individuals can be accepted to form part of the meeting as observers.

6.3 PROJECT TEAM SECRETARY

- 6.3.1 The Secretary shall distribute the meeting documentation, agenda, and previous minutes to all permanent members at least --- working days before the meeting.
- 6.3.2 The Secretary is responsible for taking minutes of decisions or resolutions and submitting the draft minutes of the IIM sub-group aeronautical frequency management project 1 meeting to the coordinator within ---- working days after the meeting.

7. DECISION MAKING

- 7.1 The decisions shall be taken on a consensus of all permanent members present at the meeting. The Project Coordinator is responsible for communicating the decisions made and account for the decision.
- 7.2 Any divergent submission to the decision that arises shall be recorded in the proceedings of the IIM subgroup aeronautical frequency management project 1 meeting.

8. DISPUTE RESOLUTION

Any dispute/issue on which consensus cannot be reached, these will be settled through voting by the committee; permanent members have the right to note their objection to a decision with a reason.

9. ATTENDANCE AND APOLOGIES

- 9.1 The IIM sub-group aeronautical frequency management project 1 meeting's attendance is compulsory for all permanent members or their proxies. If the required number of members to host the meeting is not possible, the rescheduling of such meeting shall be considered but then on an agreed date.

9.2 Those permanent members of the IIM sub-group aeronautical frequency management project 1 that cannot attend shall tender their apologies to the Secretary before the scheduled meeting.

10. PERFORMANCE EVALUATION

The IIM sub-group aeronautical frequency management project 1 shall perform and carry out a self-assessment annually to assess its effectiveness in carrying out its functions as set out in terms of Reference (TOR) and shall report its conclusion and recommend any changes it considers necessary to the IIM chair, vice-chair and secretariat.

11. DECLARATION OF INTEREST AND NON-DISCLOSURE

All permanent and invited members shall sign the Non-disclosure and conflict of interest Register where applicable.

12. REVIEW

These terms of reference were approved by and signed on behalf of the IIM Sub-group, Aeronautical frequency management Project 1 by the;

COORDINATOR OF FREQUENCY MANAGEMENT PROJECT

DATE