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IIM Masterplan Development Progress Report

**Presented by: South Africa
(Nokuthula Phakathi - Lead)**





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1. SUMMARY

This working paper outlines:

- The status of the project;
- Indicate the challenges encountered by the team;
- Possible recommendations;
- The documentations developed by the team; and
- Action; and
- Draft Conclusion.



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2. INTRODUCTION

1. During IIM/SG3 – a decision was taken to establish a team to develop the IIM Masterplan, track all the IIM Projects activities and provide quarterly reports
2. Tasks are carried out by:
 - a. **South Africa** (Nokuthula – lead, Raoul – Secretary and Albert Moloto),
 - b. **Cameroon** - Pierre Olivier Ntongmo
 - c. **Cote d'Ivoire** - Sandrine Gnassou
 - d. **Uganda** - Gerald Agaba



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Scope includes all projects as approved by the APCC for the APIRG IIM subgroup

- Collection of and consolidation of IIM projects activities and schedules;
- Development of a tracking framework for all IIM Project;
- Development of a reporting mechanism for all activities of the approved IIM Project; and
- Develop linkages between IIM projects; and between IIM and AAO projects.

3. SCOPE/ OBJECTIVE



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- IIM projects selected based on the region's needs and the desire to implement the globally accepted standards in Air navigation;
- Track projects development and implementation;
- Provide a basis and framework in which these projects can be tracked; and
- Provide good feedback to the APCC and APIRG on progress for proper decision making.

4. RATIONALE/ JUSTIFICATION



Step 4 : Engage AAO on related projects linkages

Coordination with AAO

Step 5 Schedule meeting with ICAO Secretariat and IIM Chair to ensure alignment with the scope.

Project team coordinator

Step 6 : Assist other Project Team coordinators

Provide assistance to some project coordinators if needed/requested.

Step 7 : Track and Report

Tracking and Reporting Template to be developed.
b) logframe



Step 1 : Develop all IIM Master Plan Project documents

- a) ToR,
- b) Project description,
- c) Project Organisation,
- d) Scope of work,
- e) Project Members

Step 2 : Engage the various IIM Project team coordinators

- 2a) Engage project team Coordinators (PTCs) (project description, project planning, project linkage)
- 2b) Target date for feedback from Project Team Coordinators
- 2c) Engage Secretariat on any Project info not received from Coordinators.

Step 3 : Capture the project activities on MS Project/Excel

- 3a) Develop template
- 3b) Capture all project info – Based



5. PROJECT DELIVERABLES

N°	DELIVERABLES	DELIVERY DATE
1	Develop all IIM Master Plan Project documents: (ToR, Project description, Project Organisation, 	30 April 2021
1a	ToR	30 April 2021
1b	Project Description	30 April 2021
1c	Project Organisation	30 April 2021
1d	Scope of work	
1e	Project Members	15 Dec 2020
2a	Engage the various IIM Project team coordinator and Secretariat 	21 Dec 2020



5. PROJECT DELIVERABLES

3	Develop Master Project Plan		30 June 2021
4	Project related linkages – IIM and AAO		21 December 2020
5	Project Meeting with ICAO Chair, Secretariat and IIM PTC to ensure alignment with the scope.	ONGOING	Quarterly
6	Provide detailed guidance to other IIM Project Team coordinators not complying with project plans	ONGOING	Quarterly
7	Assessment/Reporting on IIM Projects progress	ONGOING	Quarterly



5. PROJECT DELIVERABLES STATUS

- 1. Initiate and team appointed Experts
- 2. Project Description, ToR, Plan and AAO project linkage
- 3. Team meetings

- 1. Meeting with ICAO secretariat and PTCs to share scope and expectation
- 2. Quarterly IIM Projects performance status reports
- 3. Assist other PTCs

2020

2021

2021-2022

2022 - 2023

- 1. Finalise masterplan template
- 2. Capture all IIM projects activities

- 1. Quarterly IIM Projects performance status reports
- 2. Ensure compliance with IIM Project plans

Completed

Started

Not started



6. CHALLENGES

PROJECT ACTIVITIES

- ⑩ Not all project activities (plans) have been submitted – still engaging PTC's



7. OUTLOOK - NEXT PERIOD REPORT

- Populate Log Frame for all IIM projects;
- Populate IIM Masterplan;
- Project Meetings;
- Report progress quarterly; and
- Finalise linkage between IIM and AAO projects if required.



8. MEETING ACTION

The meeting is invited to:

- Take note of the progress made so far regarding the IIM Masterplan development deliverables and challenges;
- Encourage PTC to submit the project documentation with deliverable so we can finalise IIM masterplan capturing; and
- Approve the proposed Log Frame for IIM projects.



9. DRAFT CONCLUSION

The meeting is invited to:

Effective and efficient participation/coordination of Administrations in the IIM Projects activities

That;

- Encourage AIM 3, COM 2, COM 4 and Surveillance to submit the project documentation with deliverables on or before 31 October 2021; and
- Secretariat to distribute the IIM Log Frame template to all PTC's and respond on or before 31 October 2021.



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