



Fourth Meeting of the APIRG Infrastructure and Information Management Sub-Group (IIM/SG4/)

(Virtual, 31 August - 3 September 2021)

Agenda Item 7: Review of the Terms of Reference and Work Programme of the APIRG Infrastructure and Information Management Sub-Group (IIM/SG)

WP7.1 - REVIEW OF THE TERMS OF REFERENCE AND WORK PROGRAMME OF THE APIRG IIM SUB-GROUP

(Presented by the Secretariat)

SUMMARY	
This paper presents the Terms of Reference and Work Programme of the IIM Sub-Group as IIMSG/3 Report Appendix D approved by APIRG/23 Meeting	
Action by the meeting is at paragraph 3 .	
Reference (s):	
<ul style="list-style-type: none">• APIRG/23 Final Report	
Strategic Objectives	This working paper is related to Strategic Objectives: A

1. Introduction

- 1.1. The Twenty-third Meeting of the AFI Planning and Implementation Group (APIRG/23) and Sixth Meeting of the AFI Regional Aviation Safety Group (RASG - AFI/6) were held virtually from 23 November to 2 December 2020.
- 1.2. The meeting approved the update of ToR of the IIM/SG, including the work programme of the said SG as per IIMSG/3 Report Appendix D.
- 1.3. A review and amendment has been undertaken in the framework of the IIM/SG/4 Meeting.

2. Discussion

- 2.1. The ToR of the SG specifies the Mandate of the Sub-Group, the key functions, the tasks, the working methods, the composition and the work programme of the Sub-Group.
- 2.2. The updated work programme comprised 10 tasks associated to priority A (High priority tasks) priority B (Medium priority tasks) and C (Lesser priority tasks) with target dates.
- 2.3. The Table 1 below provides the status of the implementation of the Work Programme. Six out

of 10 tasks were completed. The 4 other tasks were partially completed and include the following:

- a) Linkage between IIM Projects;
- b) Linkages between IIM and AAO Projects ;
- c) Determination of Project base line (Compilation of Questionnaires including the expected benefits);
- d) Final Project Cost Estimation.

2.4. The task 1 is fully completed, but it appears to be a permanent activity. Indeed, the Conclusion 23/17 of APIRG/23 Meeting, call for the APIRG IIM/SG Chair and Vice-chair to convene quarterly PTCs coordination meetings to assess the progress made and identify the challenges, the first meeting being conducted before 14 January 2021. That can be part of the “working methods” of the Sub-group, and scheduled in the work programme.

2.5. The ToR itself should be a stable document and not subject to frequently modifications, but the work programme the Sub-group may need to be adjusted, as it may be required. In order to avoid the frequent amendment of the ToR of the Sub-Group, the work programme can be referenced in those ToR and added as an Appendix to it.

3. Action by the Meeting

3.1 The meeting is invited to:

- a) Note the information presented in this working paper; and
- b) Consider and endorse the updated Terms of Reference of the IIM/SG as per the Appendix A to this working paper.

3.2 ***Draft /Decision 4/xx : Terms of Reference of the APIRG IIM/SG***

That;

The updated Terms of reference of the IIM/SG is approved.

IIMSG WORK PROGRAMME

Table 1 APIRG/23 – WP13B B) IIM/SG WORK PROGRAMME

#	Activity	Deadline /Frequency	Status	Related documents	Comments
Activities - 2020					
1.	Project coordination (Teleconferences, workshops) at quarterly	Quarterly	<ul style="list-style-type: none"> Q1-2021 Meeting held on 12 March 2021 Q2-2021 Meeting held on 08th July 2021 	<ul style="list-style-type: none"> Q1-MTG Meeting Report Q2-MTG Meeting Report 	<ul style="list-style-type: none"> Ongoing activity
Activities 2021					
2.	Descriptions of the projects	Apr. - 21	Implemented	Project Description Documents	
3.	Fourth Meeting of IIM/SG	July - 21	Implemented	Related Meeting resources	Fourth IIM/SG Meeting is being taken virtually, 31 Aug. – 3 Sep. 2021
4.	Development of the Projects Master Plan	July - 21	Implemented	IIM/SG/4 WP4.0 Projects Masterplan	Presented by South Africa on behalf of IIM/SG PTCs
5.	Linkage between IIM Projects	Dec. - 21	Partially implemented	<ul style="list-style-type: none"> Template for IIM Projects developed Linkages established between some projects 	Linkages of the projects are still to be established and described

#	Activity	Deadline /Frequency	Status	Related documents	Comments
6.	Linkages between IIM and AAO Projects	Mar. - 21	Partially implemented	<ul style="list-style-type: none"> • Template for IIM/AAO Projects developed 	Ongoing
7.	Planning of Projects (Development of time lines and planning)	Dec. - 21	Implemented	Project description with target dates	
8.	Determination of Project base line (Compilation of Questionnaires including the expected benefits)	Dec. - 21	Partially implemented	Questionnaires developed and distributed to States through State letter and through ICAO public website	<ul style="list-style-type: none"> • Gathering responses to the questionnaires is still ongoing • Low responses to the questionnaires • Questionnaires are still to be developed/refined by PTCs
9.	Final Project Cost Estimation	Dec. - 21	Partially implemented	1 out of 14 IIM/SG Projects established a project cost estimation	The Secretariat developed guidance to help PTCs to evaluate the project cost
10.	Reporting on project deliverables	1 st quarter 2019 then On going	Implemented	Reports presented at the quarterly coordination meetings of the IIM/SG	Ongoing

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