APPENDIX B

TERMS OF REFERENCE OF THE INFRASTRUCTURE AND INFORMATION MANAGEMENT SUB-GROUP (IIM/SG)

Terms of Reference

1. Mandate

The IIM/SG SG is established and mandated by APIRG to support the implementation of ICAO Standards and Recommended Practices (SARPs) and carry out specific activities aimed to enable APIRG to discharge its functions and responsibilities in the areas of AIM, CNS and MET.

2. Key Functions

To carry out these functions, the Sub-Group shall, as guided by APIRG:

a) Foster the implementation of specific Modules of the ICAO Aviation Systems Block Upgrades (ASBUs) assigned by APIRG.

b) Carry out implementation projects in support of States, related to the areas of AIM, CNS and MET in accordance with the ASBUs methodology and as guided by the Regional performance objectives, to support States in the implementation of SARPs and regional requirements

c) Take necessary action to enable coherent planning and implementation of AIM, CNS and MET programmes in the AFI Region, to facilitate the objective of achieving seamlessness in the air navigation system, interoperability and harmonization within the Region and with other Regions.

d) Keep under review the adequacy of requirements in the areas of AIM, CNS and MET taking into account changes in user requirements, the evolution in operational requirements and technological developments in accordance with the ASBUs methodology.

e) Identify and collect, State by State, information on deficiencies in the areas of AIM, CNS and MET in accordance with the Uniform Methodology approved Council and the APIRG guidance; analyze and propose solution; report on progress and obstacles beyond the capacity of the sub-group.

3. **Tasks**

    a)   Analyze, update the list of AIM, CNS and MET deficiencies in the AFI Region and identify remedial regional projects;

    b)   Coordinate (through teleconferences or workshops) planning and implementation of AIM, CNS and MET regional Projects by the specialized Projects Teams;

    c)   Assess the statues of implementation and the efficiency of AIM, CNS and MET infrastructures and systems;

    d)   Conduct coordination meetings with the AAO/SG.

    e)   Collect materials on IIM projects reporting and monitoring and develop project reports

    f)   Ensure that the planning and implementation of AIM, CNS and MET in the region, is coherent and compatible with the developments carried out within the framework of the ATM Operational Concept, the Global Air Navigation Plan and the associated ASBU Modules for AIM, CNS and MET

    g)   Prepare regional plan for the transition to digital operational messages information (Flight Plans, OPMETs and NOTAMs) in coordination with the relevant APIRG contributing bodies.

4. **Working methods**

The Sub-Group shall convene at least once every APIRG cycle of meetings taking into consideration the schedule of other APIRG activities. It shall make use of available electronic communication means including teleconferencing to prepare and progress its work in between meetings and keep its members up to date on issues of concern, as well as to discuss specific issues.

Taking into consideration that the SG will be representing the interests of the Region, and that not all APIRG member States will necessarily be represented in an SG, the participating State officials shall be expected to work more as experts in their respective fields, as opposed to delegates attending only to the interests of their States. The SG shall work with minimum of formality.

5. **Composition**

The LIM AFI (COM/MET/RAC) RAN meeting in 1988 agreed that the participants in APIRG contributory bodies were to be specialists in the subjects concerned and familiar with the areas under consideration. While every State that is likely to make a valid contribution shall be given an opportunity to participate, the group shall be kept as small as possible, to facilitate efficiency on aspects such as consideration of business, cost, logistics and the application of non-formal working methods.

6. WORK PROGRAMME

Item	Task description	Priority	Target date
Communications			
1.	Follow up and monitor the implementation of VHF coverage in the AFI region in accordance with AFI/7 Rec. 5/12.	A	APIRG/21
2.	Update the AFI AFTN routing directory	A	APIRG/21
3.	In coordination with the AAO Sub-group, participate in the development of a communication infrastructure to support an AFI AIM and MET Data distribution	A	Continuous
4.	Monitor the development, and coordinate the implementation of guidance material for the implementation of the Aeronautical Telecommunication Network (ATN) and supported ground-ground and air-ground applications.	A	APIRG/21
5.	Review and update, if needed, the ICAO Register of AMHS managing domains and addressing information pertaining to AFI.	A	Continuous
Navigation			
6.	Follow up and monitor the implementation of the AFI GNSS Strategy.	A	Continuous
Surveillance			
7.	Follow up and monitor the implementation and integration of Surveillance systems (Surveillance data sharing)	A	APIRG/21
Communications, Navigation and Surveillance – General matters			
8.	Analyse, review and monitor the implementation and operation of aeronautical communications, navigation and surveillance (CNS) systems, identify CNS deficiencies and propose measures for their elimination, as required.	A	Continuous
9.	Give further consideration, as necessary, to the concept of multinational ICAO AFI air navigation facility/service addressed in the AFI/7 Report under Agenda Item 14 (AFI/7, Conclusion 10/6c).	C	Continuous
10.	In co-ordination with the AAO Sub-group, continue the evolutionary and harmonized development of the AFI CNS/ATM Systems Implementation Plan (AFI/7 Concl. 13/1).	A	Continuous
11.	In co-ordination with the AAO Sub-group, develop, as necessary, comprehensive business cases for competing CNS/ATM elements implementation options for the identified routing areas.	B	Continuous
12.	Co-ordinate plans developed by States, international organizations, airlines and industry for the implementation of the regional CNS/ATM systems implementation plan; and monitor CNS/ATM systems research and development, trials and demonstrations within the AFI Region and information from other regions.	B	Continuous

Item	Task description	Priority	Target date
13.	Coordinate the implementation of ICAO Global Air Navigation Plan, Aviation Systems Block Upgrades and Technology Roadmaps pertaining to CNS and develop associated regional performance objectives.	A	Continuous
Aeronautical Spectrum			
14.	Coordinate regional activities aimed at promoting ICAO position for ITU-WRC meetings, and improving aeronautical spectrum management and control in the Region.	A	Continuous
15	Review the report of the AFI Frequency Management Group	A	APIRG/21

Item	Task description	Priority	Target date
Meteorology			
1.	Implement International airways Volcanic Watch (IAVW) and participation in VACP tests	D (Essential)	Continuous
2.	Implement International Tropical Cyclone Watch (ITCW).	D (Essential)	Continuous
3.	Implement of SIGMET	D (Essential)	Continuous
4.	Implement Aerodrome Warnings including wind shear	D (Essential)	Continuous
5.	Implement QMS for the provision of aeronautical meteorological services	D (Essential)	Continuous
6	Improve OPMET exchange in the region	D (Essential)	Continuous

Item	Task description	Priority	Target date
Aeronautical Information Management			
1.	Ensure that the planning and implementation of AIM in the region, is coherent and compatible with the developments carried out within the framework of the ATM Operational Concept, the Global Air Navigation Plan and the associated ASBU Modules for B0-DATM and SWIM	D (Essential)	Continuous
2.	Monitor the implementation of WGS-84 in the AFI Region until complete implementation of the system by all States and take remedial action, as appropriate.	D (Essential)	Continuous
3.	Foster the standardized production of aeronautical charts in the AFI Region, identifying the obstacles that some States could have in adjusting to the specifications of ICAO Annex 4 and recommend possible course of action to be taken by those States in order to comply with the requirements.	D (Essential)	Continuous

Item	Task description	Priority	Target date
4.	Monitor developments in the ATM/CNS/MET Systems with regard to AIM requirements in the AFI Region and in coordination with AFI ATM/CNS/MET Project Teams by conducting inter alia, meetings of AFI IIM Sub-Group project teams	D (Essential)	Continuous
5.	Foster the implementation of Quality Management System (QMS) within AIS/AIM in the AFI Region, identifying the difficulties that States could have to comply with the specifications of ICAO Annex 15.	D (Essential)	Continuous
6	Monitor and review technical and operating developments in the area of automation and AIS/AIM databases and ensure a coordinated implementation of Rec. 3/8 c of the 12th Air Navigation Conference.	D (Essential)	Continuous
7	Address PBN-related issues pertaining to the AIS/AIM field, as appropriate by addressing those AIM issues related to the implementation of PBN in the AFI Region	D (Essential)	Continuous
8	Harmonize, coordinate and support the e-TOD implementation activities on a regional basis and ensure the implementation of all 21 steps of the AIS/AIM Transition Roadmap	D (Essential)	Continuous
10	Monitor the transition from AIS to AIM in the AFI Region and provide necessary assistance and guidance to States, in this respect and examine the status of implementation of the ICAO requirements in the field of AIS/AIM;	D (Essential)	Continuous
11	Monitor and review the latest developments in the AIS/AIM field and foster the integrated improvement of AIS/AIM through proper training and qualification of the personnel performing technical duties in this aeronautical activity;	D (Essential)	Continuous

Priority:

    A. High priority tasks, on which work should be speeded up;

    B. Medium priority tasks, on which work should be undertaken as soon as possible, but without detriment to priority A tasks;

    C. Lesser priority tasks, on which work should be undertaken as time and resources permit, but without detriment to priority A and B task.