



ICAO *International Civil Aviation Organization*
**Steering Group of the Improvement of Air traffic Services
over the South Atlantic (SAT-SG)**

**First Meeting of the Steering Group of the Improvement of Air traffic Services over the
South Atlantic (SAT-SG/01)**

(virtual, 4 December 2023)

**Agenda Item 4: Terms of Reference and future work programme of SAT entities, proposal for
amendments**

PROPOSAL FOR AMENDMENT TO THE SAT HANDBOOK (SAT DOC 001) TO SUPPORT THE
ESTABLISHMENT OF A SAT DOCUMENT MANAGEMENT OFFICE (DMO)

(Presented by the Secretariat)

SUMMARY

This paper proposes a change to the SAT Doc 001 (SAT Handbook) based on the discussions at the SAT IMG/02 for review and action.

REFERENCES

1. Introduction

1.1 During the last South Atlantic Implementation Management Group (SAT IMG/02) meeting, IATA presented a proposal for the establishment of a SAT document management office (DMO) to the meeting.

2. Discussion

2.1 At the SAT IMG/02 meeting, IATA presented a proposal to consider the merits of developing a document management office (DMO) in order to facilitate appropriate harmonization and publishing of regional material. IATA invited the IMG to take the necessary measures to assure identification of appropriate processes, resource availability, and decide on the terms of reference for the establishment of an SAT DMO, similar to the NAT DMO.

2.2 In the discussion, it was explained that this decision would be outside of the scope of the SAT IMG (as defined in the SAT Doc 001 SAT Handbook) and that this should be presented to the SAT Steering Group (SAT SG). The Secretariat also pointed out that the DMO must be resourced from a SAT

Member/State/ANSP and that a nominated volunteer would be helpful when presenting this proposal to the SAT SG for endorsement. Therefore the following SAT IMG Decision was agreed:

Why	Establish a SAT document management office (DMO) in order to facilitate appropriate harmonization and publishing of regional material
What	Extract the SAT DMO ToRs from the NAT Doc 001 Amend the ToRs with coordination aspects between NAT and SAT DMOs
Who	Secretariat, SAT IMG chair
When	Q3/2023 Follow up at SAT IMG/03

SAT IMG Decision 02/05 – Establishment of a SAT DMO

That, following the request from IATA, the SAT IMG proposes an amendment for the establishment of a SAT Document Management Office (DMO) to SAT Doc 001 for consideration/approval by the SAT SG.

2.3 In addition, IATA advocated the introduction and use of South Atlantic Operations Bulletin (SAT OPS Bulletin), which would be useful to provide background information and guidance material to South Atlantic operators. OPS Bulletins could also be included in pilot and dispatcher training programs and operations manuals. IATA supports the development and regional-centric publication of defining new procedures, airspace changes, changes to service delivery and to raise the awareness of significant operational issues which was then assented by the SAT IMG.

2.4 Consequently, the following addition, as a new part VI to the SAT Doc 001 is proposed:

SAT Document Management Office (SAT DMO)

Terms of Reference

The SAT DMO supports the ICAO Regional Offices for ensuring the currency and consistency of the documentation relating to SAT operations with the following terms of reference:

1. In coordination with the respective ICAO Regional Offices and appropriate SAT contributory bodies, continuously review the SAT documentation to identify the need for updates, and develop amendment proposals for approval by appropriate groups, per the *SAT Handbook* (SAT Doc 001).
2. Support the respective ICAO Regional Offices with the implementation of approved proposals and their publication.
3. Coordinate the SAT documentation with the NAT DMO to ensure the currency and consistency in the interface area

Composition

The SAT DMO service will be provided by “State XXXXX” on behalf of the SAT SG.

3. Action by the Meeting

3.1 The SAT SG is invited to:

- a) note the information provided;
- b) support the proposal for the establishment of a SAT DMO;
- c) consider the offer from State XXXXX to provide the SAT DMO service;
- d) agree to the amendment of SAT Handbook (SAT Doc 001) as described in paragraph 2.4;
and
- e) provide further guidance, as necessary.

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