



**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 work programme of SAT bodies, proposal for amendment.  
SAT Terms of Reference and work arrangement**

*(Presented by the Secretariat)*

SUMMARY	
This working paper proposes the amendment of the SAT Steering Group (SAT SG) terms of reference and work arrangement to clear off some editorial mistakes and the redrafting of some parts.	
Action by the Meeting is in paragraph 3.	
Reference	SAT Handbook-Doc001
Strategic Objectives	A Safety B Capacity and Efficiency

**1 INTRODUCTION**

- 1.1 Part I of the SAT handbook contains the terms of reference of the SAT Steering Group which describe the responsibilities, the functioning and the composition of the group.
- 1.2 Part II of the SAT handbook contains information on the work arrangements of the SAT SG including, relationships with SAT Stakeholders and administration of the group.
- 1.3 The current edition of the SAT handbook was published on 14<sup>th</sup> July 2021 and has not been updated since then.
- 1.4 Some editorial mistakes and as well as the structing of parts I and II were noted during secretariat review.

**2. DISCUSSION**

- 2.1
- 2.2 The editorial mistakes in Doc001 do not modify the essence of the document but they may have the potential to prevent effective understanding of its content.
- 2.3 The formulation of section 2 as “terms of reference” confuses with the title of Part I “Terms of Reference of the SAT Steering Group”. Furthermore, paragraph 2.6 contains a description of position of chairpersons which should be done under section 3 “Composition”.
- 2.4 Part II paragraph 4 deals with the meetings of the SAT SG. The meeting format adopted for SAT SG meetings provides only for physical meetings while the benefit of online meetings has been clearly established after the advent of covid-19. It is therefore practical to formally foresee the possibility of holding some SAT SG meetings virtually when it is proven challenging to meet in-person.
- 2.5 The proposal for amendment of the SAT SG terms of reference as well as its work arrangement are in **Appendices A and B** to this working paper.

**3 ACTION BY THE MEETING**

- 3.1 The meeting is invited to.
- a) take note of the information provided in this working paper
  - b) adopte the proposed amendment to the terms of reference and the work arrangement of the SAT SG
  - c) Adopt the decision drafted as follows:

***SAT SG Decision 01/XX: SAT Steering Group Terms of reference and work arrangements***

*That,*

- a) the revised SAT Steering Group Terms of Reference and work arrangement, in Appendices XX and YY, are adopted.*
- b) The SAT secretariat updates the SAT handbook accordingly and publishes the new version before the next SAT SG meeting.*

**APPENDIX A :**

**PART I - TERMS OF REFERENCE OF THE SAT – Steering Group (SAT-SG)**

**1. Background**

1.1 The group for the continued improvement of air traffic service over the South Atlantic (SAT) was initiated by the Limited Africa/Indian Ocean (COM/MET/RAC) Regional Air Navigation Meeting (LIM/AFI, Lomé, Togo 12-27 April 1988), under its Conclusion 3/15- Continued improvement of Air Traffic Service over the South Atlantic calling upon for, when necessary, the convening of informal meetings under the auspices of ICAO with the States and international organizations concerned to examine any possible improvement of air traffic service over the south Atlantic.

1.2 The Seventh Africa/Indian Ocean Regional Air Navigation (RAN) Meeting (AFI RAN/7, Abuja, Nigeria, 12-23 Mai 1997) through its Recommendation 5/11- Improvements to the air navigation system in the South Atlantic recommended that to ensure continuity in the development to the air navigation system in the South Atlantic parts of the AFI and SAM Regions, States concerned and interested international organization should meet under the auspices of ICAO at least once a year to study, monitor and evaluate the air navigation system in the light of changing traffic characteristics and technology, coordinate the implementation of improvements to the air navigation system, including new CNS/ATM systems, and develop amendment proposals to the air navigation plan and Regional Supplementary Procedures (SUPPs, Doc 7030) as required.

1.3 The Council, at the tenth meeting of its 152nd Session on 1 December 1997, approved the above AFI RAN Recommendation 5/11 and requested the Secretary General to bring it to the attention of States.

**2. Objectives and guiding principles** ~~Terms of reference~~

2.1 The SAT Steering Group aims primarily to ensure with the support of its contributory bodies, a continuous, coherent and harmonized implementation of the air navigation system in the south Atlantic parties of the AFI and SAM Regions, in accordance with the provision and schedule of the concerned Regional Air Navigation Plans aligned with the Global Air Navigation Plan (GANP Doc.9750).

2.2 In addition, the objective of the SAT Steering Group is to provide to States and international organizations concerned, the opportunity to examine any possible improvement of air traffic service over the South Atlantic through the conduct inter alia, of the following tasks:

- 1) Study, monitor and assess the air navigation system in light of the evolution of traffic characteristics and technology with due observance to the primacy of air navigation safety and the need for air navigation optimum capacity and efficiency over the South Atlantic;
- 2) Define a SAT Policy and Vision for clear identification of operational requirements and targets to be planned and implemented by its members;
- 3) Make proposals for a SAT Regional Implementation Plan, based on the analysis of the evolution of traffic characteristic and technology, Safety Performance and Risk monitoring in the SAT Region and context analysis including interoperability issues with adjacent airspaces as well as strategic and financial constraints for consideration of relevant PIRGs;

- 3)4) ~~14 July 2021~~ Identify and address specific air navigation deficiencies;
- 4)5) Coordinate the implementation of improvements in the air navigation system, including new CNS/ATM systems;
- 5)6) Develop, as required, proposals for amendment of air navigation plan and regional supplementary procedures to be submitted to relevant PIRGs.

2.3 The Planning and Implementation Regional Groups for the AFI Region (APIRG), the CAR and SAM Regions (GREPECAS), the North Atlantic System Planning Group (NAT SPG) and the Europe Air Navigation Planning Group (EANPG) and all user States shall be regularly kept informed of new developments, as well as the identification and resolution of air navigation deficiencies in the SAT.

2.4 SAT shall be an implementation and coordination enabler and, while implementation is the responsibility of States, SAT has to play a significant role in supporting the harmonization of the implementation of ICAO SARPs as well as Regional requirements over the South Atlantic.

2.5 The SAT Steering Group will cooperate with its neighborhood, specially the GREPECAS and NAT SPG, by identifying priority areas for potential joint projects aiming at harmonization to achieve seamless operations.

~~2.6 Chairpersons of SAT IMG and SAT SOG are core members of SAT Steering Group. Elected by SAT Steering Group, the duration of their mandate is three years term. It can be renewable once by the SAT Steering Group SOG.~~

Commented [ST1]: To be moved to section 3. Composition

2.7 Work programs of SAT SG, SAT IMG and SAT SOG shall be considered each year during SAT SG annual meeting for approval. SAT IMG and SAT SOG shall work as close as possible to achieve the assigned objectives.

#### 2.8 Guiding Principles

The Steering Group will act to:

- a) Clearly define all accountabilities and responsibilities for the delivery of safety performance with respect to the provision of air navigation services and participation in the SAT SG and its contributory bodies;
- b) Support the safety management activities that will result in an organizational culture that fosters safe practices, encourages effective safety reporting and communication, and actively manages safety within the SAT area;
- c) Share safety related data, knowledge and expertise with concerned stakeholders;
- d) Disseminate safety information and SAT operating requirements to stakeholders;
- e) Establish and implement hazard identification and risk management processes in order to eliminate or mitigate the safety risks associated with air navigation services supporting aircraft operations in the SAT area;
- f) Establish and measure SAT area safety performance against agreed safety standards; and
- g) Continually improve ~~our~~ its safety performance through safety management processes

### 3. Composition~~Composition~~

3.1 The SAT SG is composed of Member States and their respective Air Navigation Service Providers (ANSP), Air operators, Observers, Chairpersons and secretaries of SAT bodies.

3.2 Member States are ICAO Contracting States in charge of Air Traffic Services provision over the South Atlantic: namely: Angola, Argentina, Brazil, Cabo Verde, Cote d'Ivoire, France, Ghana, Morocco, Namibia, Portugal,

~~Senegal, Spain, South Africa, Trinidad and Tobago and Uruguay Portugal, Spain, Morocco, Capo Verde, Trinidad and Tobago, France, Senegal, Cote d'Ivoire, Ghana, Angola, Namibia, South Africa, Brazil, Uruguay and Argentina. Members are ICAO Contracting States in charge of Air Traffic Services provision over the South Atlantic, associated Air Navigation Service Providers, and International Air Transport Association (IATA).~~

3.2 SAT Member ANSPs are listed in [Appendix B](#) to the handbook.

3.3 Air operators consist of the International Air Transport Association (IATA) and other SAT airspace users.

3.3 The Chairpersons and secretaries of SAT SG, SAT IMG and SAT SOG are core members of SAT Steering Group. The terms and conditions of their appointment are provided in subsequent sections of this handbook.

3.5.2 Observers can be invited by the SAT-SG. They are staff associations (~~Air Traffic Controllers – IFATCA –, Air Traffic Safety Electronic Personnel – IFATSEA –, Pilots – IFALPA, etc...~~), industrial stakeholders such as aeronautical communication service providers, air navigation systems suppliers, aircraft manufacturers, avionics equipment manufacturers, [computer flight plan service providers](#), etc... Adjacent States such as ~~United Kingdom, Canada, USA~~ and their service providers may participate as observers. The list of SAT observers is provided in [Appendix D](#).

Commented [ST2]: Proposed new type of observers

3.6 Requests from any other ICAO Contracting State or an international organization to attend the ~~NAT SPG~~ SAT SG meetings will be reviewed on a case-by-case basis and decided by the SAT SG Chairperson. Such requests must be supported by the appropriate rationale to attend the meeting.

Commented [ST3]: Rephrased

#### 4. SAT resources allocation and funding mechanism

The effectiveness of the SAT region in terms of carrying out safety and efficiency improvement projects in line with the approved CONOPS essentially relies on its ability to mobilize financial resources and experts to work on these projects. It also relies on the commitment of the Steering Group Chairperson and the efficiency of SAT Secretariat. The latter should work permanently with SAT contributory bodies to bring projects to fruition. The secretariat shall also monitor the work program of the SAT contributory bodies between formal meetings including implementation team(s). SAT, within the framework of its operations shall address the funding mechanism of resource allocation including Expertise care support, meetings organization and projects funding. SAT resources shall be composed of member contributions as well as trust fund and donations from organizations and partners.

##### 4.1 Covering the costs of mobilizing experts

4.1.1 SAT members shall support the costs related to the participation of their experts in SAT activities including meetings, projects implementation and technical studies.

4.1.2 The SAT secretariat shall be provided by the ICAO WACAF office. The Secretariat may benefit from the support of a dedicated staff seconded by Member States or ANSPs for a period set by the SAT Steering Group. The associated cost shall be covered as per SAT Steering Group decision.

##### 4.2 Covering the costs of meetings organization

The hosting States/ANSP shall support all the costs related to the meeting excluding those associated to expert's participation.

##### 4.3 Regional projects' implementation

Each member State/ANSP shall bear its own costs related to the implementation of SAT regional

projects at a local level. However, the Steering Group, with the support of the Secretariat, can mobilize dedicated resources to create the necessary synergy, better coordination and to address systems interoperability issues. In this case, the involved financing mechanism shall be defined in the frame of the Steering Group.

#### **4.4 Work Programme**

4.1 In order to meet its terms of reference, the SAT Steering Group shall establish and assign to its contributory bodies, work programmes based on the objectives of the SAT, give effect to the terms of reference of the SAT and shall perform the following tasks:

- a) Develop proposals for a Vision, a Concept of Operation and a Regional System Implementation Plan for consideration of relevant PIRGs;
- b) Review, and propose when necessary, the target dates for implementation of services and procedures, facilities, to ensure the coordinated implementation of the Air Navigation Systems in the South Atlantic area;
- c) In alignment with the Global Air Navigation Plan (GANP), facilitate the conduct of necessary systems performance, monitoring, identify specific deficiencies in the air navigation field, and propose corrective action;
- d) Ensure interconnection and interoperability of CNS/ATM systems operated in SAT region-area with enough flexibility to accommodate existing and future services, in an evolutionary and cost-effective manner, in accordance with the vision of the ICAO ASBU B0-FICE and B0-SWIM;
- e) Develop as required, amendment proposals for updating the Regional Air Navigation Plans of the concerned regions deemed necessary to satisfy the applicable requirements;
- f) Monitor implementation of air navigation facilities and services and, where necessary, ensure interregional harmonization taking into consideration safety aspects, organizational aspects, economic issues (including financial aspects, cost/benefit analyses and business case studies) as well as a environmental considerations;
- g) Assess human resources planning and training issues and propose, where necessary, human resources development capabilities that are compatible with the concerned Regional Air Navigation Plans;
- h) Monitor and review, prior to any implementation that may bring important changes to SAT CNS/ATM systems or potential impact on safety, SAT IMG and SAT-SOG ~~recommendations~~ recommendations and assessments provided;
- i) Conduct the above activities in the most efficient manner possible with meeting formality and submission of documentation minimally ~~minimally~~-necessary for the SAT SG to perform its responsibilities; and
- j) Coordinate with other regional and sub-regional bodies as necessary to support implementation and monitoring.

#### **5. Creation and dissolution of contributory bodies or project teams**

5.1 In order to assist in its work, the SAT-SG may create contributory bodies for a predefined and limited period of time, charged with specific functions and/or tasks to support the SAT-SG in discharging on its terms of reference. A contributory body or project teams shall be dissolved when:

- a) it has completed its assigned task ;
- b) its duration has expired;
- c) SAT-SG has determined that the work can be more effectively addressed by another body; or
- d) SAT-SG considers that work on the subject or related work programme cannot be usefully continued.

#### **6. Position in ICAO**

6.1 The SAT\_SG shall be a coordinating and reporting organ for identified activities conducted within ICAO concerning the Air Navigation System over the South Atlantic area ~~Region~~ but shall not assume authority vested in

other ICAO bodies such as the PIRGs. The activities of the SAT shall be subject to review by the Planning and Implementation Regional Groups (PIRGs) concerned, in the spirit of Recommendation 5/11- Improvement of Air Traffic Services over the South Atlantic of the AFI/RAN/7 meeting.

6.2 SAT-IMG, SAT-SOG and SAT Working groups/project teams are considered contributory bodies of the SAT Steering Group and shall submit their reports and work programme to the SAT Steering Group Secretary for consideration of SAT Steering Group, in order to ensure consistency of all initiatives and activities within the SAT area.

## APPENDIX B

### PART II - WORKING ARRANGEMENTS OF SAT--SG

#### 1. Relations with members

1.1 Members of the SAT Steering Group ~~as are~~ identified in the Terms of Reference shall be kept fully informed of activities of the SAT contributory bodies. To achieve this objective, members shall receive or be informed through e-location on:

- a) The dates and proposed agenda for meetings of the Group;
- b) The reports on meetings of the Group and, as appropriate
- c) The summaries or reports of meetings of its contributory bodies of high importance that could not wait for the forthcoming SAT-SG meeting.

1.2 Members should ensure necessary facilitation for co-ordination and follow-up of the Steering Group activities within their Administrations.

1.3 The Steering Group may obtain information from concerned members on specific planning and implementation issues and offer them advice in the form of specific proposals for action.

1.4 The Steering Group should ensure the integration of the overall facilities and services required for international civil aviation operations with the national civil aviation plans of States, to avoid duplication of efforts.

1.5 The Steering Group should concentrate on a clear identification of existing deficiencies in the SAT air navigation services, on the establishment of priorities for overcoming them, on the development of methods for achieving implementation and on practical solutions to specific problems, particularly those matters that may affect the safety of international civil aviation operations over the South Atlantic.

#### 2. Relations with other Organizations

2.1 SAT-SG shall keep itself informed of the activities of other organizations to the extent that such activities are likely to have an impact on the planning and operation of the air navigation service over the South Atlantic. When necessary, SAT-SG shall endeavour to provide information and advice to such organizations, in order to avoid duplication of studies and/or effort.

#### 3. Administration of the SAT-SG

The SAT-SG shall be administered as follows:

3.1 By a Chairperson elected from the representatives ~~elected by~~ elected by Member States of the Steering Group for a four-year period renewable once. A Vice-Chairperson shall also be elected from the said representatives for the same period.

3.2 By a Secretariat appointed by the Regional Office of Dakar and in close collaboration with the other ICAO Regional Offices.



3.3 The Chairperson, in close co-operation with the Secretariat, shall make all necessary arrangements to ensure efficient working of the Steering Group.

3.4 Between meetings of the Steering Group or its contributory bodies, some subjects may be dealt with by correspondence among appointed subject matter experts through the Secretariat of the SAT-SG or of the contributory bodies concerned.

#### 4. Meetings of the SAT Steering Group

4.1 The Secretariat will make with the hosting State/ANSP, the necessary arrangements on the date and duration of meetings of the Group.

Suggested language: The Secretariat will notify the SAT-SG of the date and duration of meetings including the necessary arrangements provided by the hosting State/ANSP.

4.2 Meetings shall normally be convened in the principle of rotation of the locations amongst members.

4.3 The SAT SG may meet virtually when conduct of physical meetings was proved challenging for unforeseen reasons.

~~4.2~~

Commented [ST4]: New

4.3.4.4 Delegates of members may be accompanied by advisers. Total attendance should, however, be kept to a minimum consistent with the topics to be discussed so as to maintain the desired informality of proceedings.

4.4.5 The ICAO Regional Office in Dakar shall provide the Secretariat services to the Group in close collaboration with the Lima regional office. In the execution of its duties, the assistance of the Regional Offices of Nairobi and Paris shall be appreciated when relevant.

#### 5 Mechanisms of document approval

5.1 Organizational and strategic documents shall be submitted by the Secretariat to be approved by the SAT-SG. Consensus shall be sought for the implementation of any change.

5.2 Before adoption, the related documentation shall be provided to the SAT Secretariat, containing at least the following deliverables:

- Description of the desired change, features and characteristics from an operational perspective (operational, service and environmental description of subsequent definition documents);
- Presentation of guidance materials from 'users' and 'operators' perspective;
- Description on how the change will impact the operations;
- Presentation of SAT-SOG reviews of safety assessments provided by the relevant stakeholders;
- Presentation for the SAT-SG plenary approval.

#### 6. Communication

6.1 Communication is key vector of the SAT organization and indicates to the membership the roadmap, the stages, the projects in progress and their level of implementation. This is why, SAT-SG with the support of the secretariat shall establish and publish a quarterly bulletin on its projects and their level of implementation:

- 1) to provide a clear understanding and status of the projects implementation on going
- 2) to provide a forum to stimulate information exchange among the stakeholders(ANSP, operators);
- 3) to provide a document to be utilized by all SAT members;
- 4) to highlight differences between current operations and desired future operations.

1.2 All information related to SAT activities including upcoming events should be registered and available online. Reports of SAT-SG, SAT-IMG, SAT-SOG and other SAT contributory bodies shall be also available online. The derived access link should be accessible on the dedicated websites of the 3 concerned ICAO Regions (AFI, NAT and SAM) where relevant.

#### 7. Co-ordination and reporting lines

7.1 The SAT-SG shall report to APIRG through its Secretary and to other PIRGs through the accredited ICAO regional offices.

7.2 Strategic co-ordination of SAT contributory bodies shall primarily be ensured by the SAT-SG, taking into consideration their terms of reference, the analysis of their work programme.

7.3 Routine coordination between the SAT-SG and other ICAO groups, including PIRGs and RASGs shall be conducted through the SAT-SG Secretariat or, on its behalf, by the ICAO Regional Office of the Office of accreditation as required.

7.4 Coordination with representatives of Member States of the SAT-SG and representatives of international organizations attending regularly the meetings of SAT-SG shall be conducted through the Secretary of SAT. ICAO Regional Offices in SAT ~~Region~~ area shall be kept informed of such correspondence whenever it may have an impact on the work of these Offices.

7.5 Relations with States and international organizations whether or not represented in the SAT-SG, as well as relations with organizations will normally be conducted through the Secretariat or, on its behalf, by the ICAO Regional Office of the Office of accreditation as required.

7.6 Relations of SAT-SG with Members of SAT contributory bodies shall be conducted through the Secretary of the concerned body.