



DRAFT AGENDA, EXPLANATORY NOTES AND WORKING SCHEDULE OF THE MEETING

(Presented by the Secretariat)

<h3>SUMMARY</h3>

<p>This working paper presents the draft agenda, explanatory notes and working schedule for the Meeting.</p>

1. Approval of the Agenda

1.1 The draft agenda and explanatory notes for the Meeting are presented in **Appendix A** for consideration by the Meeting.

2. Working method

2.1 It is suggested that the Meeting hold its sessions as a whole and that the Rapporteur activate ad hoc groups to deal with specific matters if deemed necessary.

3. Organization and working schedule

3.1 Bearing in mind the considerations expressed in paragraphs 2 and 3 of this paper, as well as the administrative and logistical aspects, it is suggested that the Meeting adopt the organization and working schedule indicated in **Appendix B**.

4. Suggested action

4.1 The Meeting is invited to:

- a) consider and approve the agenda and its explanatory notes presented in Appendix A; and
- b) consider and adopt the modality and working schedule suggested in paragraphs 3 and 4, as well as in Appendix B.

APPENDIX A

AGENDA

Agenda

Item 1: ATFM and the ICAO Global ATM Concept

- 1.1 ICAO guidelines and GREPECAS Strategy for ATFM implementation
- 1.2 Review of main air traffic flows and airport delays
- 1.3 Network of air traffic flow management units in the CAR/SAM Regions

Agenda

Item 2: Review of ATFM strategy and planning in the CAR/SAM Regions

- 2.1 ATFM Pre-tactic Phase - Coordinated arrival - departure management measures between main airports in the CAR/SAM Regions
- 2.2 Flight plans and impact on an efficient system
- 2.3 ATFM and ATS Contingency Plans
- 2.4 ATFM and severe weather conditions (Volcanic Ash, Hurricane events, etc.)
- 2.5 Training in CDM for the CAR/SAM Regions

Agenda

Item 3: ATS Capacity Methodologies

- 3.1 Methodology to calculate runway occupancy time
- 3.2 Estimating capacity requirements for airport master plans
- 3.3 ATFM role in airspace design and evaluation
- 3.4 Potential capacity enhancements using RNAV
- 3.5 Airspace analysis and division based in ATS capacity

Agenda

Item 4: Review of ATFM documentation for the CAR/SAM Regions

- 4.1 CAR/SAM Air Traffic Flow Management Roadmap
- 4.2 CAR/SAM Air Traffic Flow Management Procedures Manual
- 4.3 Model agreements between CFMUs for the planning and operational role in the CAR/SAM region.

Agenda

Item 5: Collaborative Decision Making (CDM) Process

How to introduce the CDM Concept in the CAR/SAM Regions

Agenda

Item 6: Review of ATFM/TF Terms of Reference and Work Programme

Agenda

Item 7: Other matters

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APPENDIX B**PROPOSED ORGANIZATION AND WORKING SCHEDULE FOR THE MEETING**

Time	Monday 8	Tuesday 9	Wednesday 10	Thursday 11	Friday 12
0830 0900	Registration				
0900 0915 0930	Opening ceremony Break Approval of the Agenda Agenda Item 1.1	Agenda Item 2.3	Agenda Items 3.2 and 3.3	Agenda Items 4.1, 4.2. and 4.3	Review of draft report
1100 1130	Coffee break	Coffee break	Coffee break	Coffee break	Coffee break
1130 1330	Agenda Items 1.2 and 1.3	Agenda Items 2.4 and 2.5	Agenda Item 3.4	Agenda Item 5	Closing ceremony
1330 1400	Coffee break	Coffee break	Coffee break	Coffee break	
1400 1530	Agenda Items 2.1 and 2.2	Agenda Item 3.1	Agenda Item 3.5	Agenda Items 6 and 7	

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