



Agenda item 4: Report on GESEA activities and deliverables and Subgroups

**CHECKLIST AND REGISTRATION DOCUMENTATION FOR
EXTRAORDINARY BRISA MEETINGS**

(Prepared by GADHOC - Chile)

SUMMARY

The increasing complexity of air traffic flow management (ATFM) in the SAM Region has highlighted the need for a standardized process and formal supporting records for Extraordinary BRISA sessions. These meetings, convened in response to unforeseen events that affect air traffic management (ATM) capacity, require clear organization and efficient coordination mechanisms that allow agile, transparent and document-related decision-making.

The BRISA Ad-Hoc Group proposes the use of specific documents, such as the Verification Checklist, the ATFM Agreements Matrix Template and the Extraordinary BRISA Minutes Format, for the materialization of these sessions, either through the ATFM-SAM Portal or through videoconferencing platforms that serve as a means of regional coordination in the face of critical contingencies.

References:

- RLA/06/901 – Ninth Meeting of Subgroup 3 – ATFM of the SAM Airspace Study and Implementation Group [GESEA/SG3/9] (Virtual, June 3 to 6, 2025)

1. Background

1.1 Within the framework of Project RLA/06/901 and in accordance with the provisions of the ATFM Crossborder Manual, the BRISA mechanism has established itself as an essential tool for regional coordination in the field of air traffic flow management. Recognizing its relevance and the need to strengthen its procedures, during the GESEA/SG3/9 meeting, held in June 2025, it was agreed to reactivate the BRISA Ad-Hoc Group, with the task of developing and presenting a Checklist and other standardized forms, aimed at facilitating the conduct of the extraordinary BRISA sessions.

2. Description

2.1 The forms presented below seek to guarantee an orderly process, avoid the omission of background information and ensure the consideration of concurrent factors in decision-making, consolidating a more structured, transparent and efficient framework, which allows the participating States to face with greater solidity the challenges derived from the dynamics of air traffic in the SAM Region. strengthening regional cooperation and response capacity to critical contingencies.

2.2 The expected benefits of the use of these tools are projected in different areas of the regional ATFM, providing efficiency and organization, allowing meetings to be developed in a more agile and focused way. They also contribute to the reduction of omissions, by ensuring systematic coverage of relevant topics and avoiding the loss of critical information. At the level of international cooperation, they strengthen multinational coordination, facilitating interoperability between States and consolidating a shared regional vision. Likewise, they guarantee document traceability, by providing clear and verifiable agreements that support the transparency of the process. Finally, they promote operational continuity, reinforcing collaborative management in the field of ATFM and ensuring that the decisions taken have institutional support.

3. Conclusion

The implementation of the Checklist, the ATFM Agreements Matrix and the Extraordinary BRISA Minutes Format constitute a significant advance in the consolidation of standardized processes for regional coordination, ensuring that extraordinary meetings are held with order, transparency and traceability, avoiding the omission of background information and guaranteeing the consideration of concurrent factors in the decision-making process of decisions, strengthening the capacity to respond to critical contingencies, through a common framework that facilitates the formalization of agreements. It also contributes to operational efficiency, the reduction of information gaps and the continuity of the measures adopted, reinforcing trust and multinational cooperation in the management of air traffic flows.

In summary, the systematic use of these documents consolidates a robust and verifiable coordination mechanism, which enhances regional resilience in the face of unforeseen events and ensures that the decisions adopted in the BRISA Extraordinary sessions have documentary support and shared commitment from the participating States.

4. Suggested actions

4.1 The Meeting is invited to:

a) To adopt the Checklist, the ATFM Agreements Matrix and the Extraordinary BRISA Minutes Format as attached in Annexes A, B and C to this Study Note; considering that their implementation will allow:

- Consolidate a robust mechanism for multinational cooperation in air traffic flow management (ATFM).
- Strengthen regional coordination through standardized processes and common tools.
- Ensure the documentary traceability of the decisions adopted in extraordinary BRISA sessions.
- Avoid omissions of background and concurrent factors, guaranteeing comprehensive coverage of critical issues.
- Strengthen operational continuity and efficiency in the regional response to high-impact contingencies.

Annex – A

**CHECKLIST
EXTRAORDINARY BRISA (ONLINE)**

STAGE	ITEM	DESCRIPTION / ACTION
BEFORE THE MEETING	• Call sent and confirmed (via ATFM Portal/email)	➤ Confirm receipt and participation of the relevant ATFM units.
	• Proven video conferencing platform (ATFM Portal-zoom-teams, etc.)	➤ Check availability, connection, audio, and video before starting.
	• Convening State	➤ Roles and responsibility in driving and registration.
	• Agenda and documents distributed	➤ Send agenda and reference materials to participants.
	• Confirmed list of participants	➤ Validate presence and alternates for each State.
HOME	• Quorum	➤ Ensure a minimum number of States present.
	• Recording/Recording On • (if applicable)	➤ Start recording or official recording of the session.
	• Agenda approved	➤ Validate and approve discussion points.
	• Standards of intervention recalled	➤ Reiterate tenses and order of speech.
DURING THE MEETING	• Presentation of the contingency	➤ Explain the situation that motivates the meeting.
	• Immediate measures implemented in each State	➤ Detail actions taken locally.
	• Impacts on identified routes/sectors	➤ To analyse effects on the ATFM network.
	• Regional coordination proposals (XB)	➤ Define joint measures and operational adjustments.
	• Complete ATFM Agreement Matrix (If applicable)	➤ Record of management decisions and commitments.
CLOSING	• Synthesis of agreements	➤ Summarize decisions and commitments assumed.
	• Implementation timelines • (If applicable)	➤ Set execution dates and times.
	• Next meeting set • (If applicable)	➤ Schedule follow-up session.
	• Signature of the Meeting Minutes	➤ Approve the minutes and distribute an official copy.

Annex – B

**ATFM AGREEMENTS MATRIX
(EXTRAORDINARY BRISA)**

<i>Theme/Contingency</i>	State/ATFM Unit	Agreed Measures	Identified Impacts	Designated Officers	Implementation Timeline	Observations
<i>Example: Airspace closure due to weather event</i>	State A	X-Path Flow Regulation (TMI/TMM)	Delays at Y and Z airports	Head of ATFM State A	21/07/2026 – 12:00 UTC	Coordination with adjacent ACC
<i>Example: Technical failure in radar system</i>	State B	Traffic diversion to alternate routes	W-Path Load Increment	ATFM Supervisor State B	21/07/2026 – 14:00 UTC	Informing affected airlines
<i>Example: Special event (international summit)</i>	Status C	Temporary slot restrictions	Main Aerodrome Congestion	ATFM Coordinator State C	22/07/2026 – 00:00 UTC	Daily review of measurements

RECOMMENDED USE:

- **During the meeting:** each State completes its row with the agreed information.
- **At the closing:** the convening State consolidates the table in the official minutes.
- **In follow-up:** deadlines and observations are updated in subsequent meetings. (If applicable)

Annex – C

EXTRAORDINARY BRISA ACT

<i>Field</i>	Detail / Information to be completed
Title	Minutes of the Extraordinary Meeting of ATFM Coordination [Date]
Location / Modality	• Video conferencing ([name] platform)
Call for Applications	Issued by [Convening ATFM State/Unit]
Participants	• Convening State A • ATFM State B Unit • ATFM State C Unit • ATFM Unit (Add Full List with Names and Titles)
1. Agenda	• Presentation of the situation/contingency • Measures taken by each State • Identified impacts on the ATFM network • Coordination proposals • Agreements (if applicable)
Development	• The contingency is stated: [brief description] • Each State reports immediate measures: [summary] • Impacts are identified on [routes/sectors] • <i>An extraordinary ATFM - BRISA responsibilities matrix template is filled.</i>
Agreements	• [Example] Implement flow regulation in Route X starting at 12:00 UTC. • [Example] State B will coordinate detours to alternate airports. • [Example] Next follow-up meeting: [date/time]
Closing	The meeting concludes at [UTC time]. The minutes will be distributed to all participating ATFM units. The minutes are approved in a preliminary manner, being subject to written confirmation.
Signature	Convening State (A): _____ ATFM UNIT States (B): _____ ATFM UNIT State (C): _____ ATFM UNIT Status (D): _____