



International  
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Международная  
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国际民用  
航空组织

LT 3/1.4.20 – SA167

Lima, 18 April 2016

**To: Mr. Philippe Guivarch, Regional Director of Civil Aviation, West Indies and French Guiana**

**Subject: Invitation to CNMC/6, SAT/FIT/11 and SAT/21 meetings (Lisbon, Portugal, 6-10 June 2016)**

Action  
required: **To reply not later than 6 May 2016**

Sir,

I have the honour to inform you that upon the kind invitation of NAV Portugal, the ICAO Regional Offices in Lima and Dakar will organize the following events in Lisbon, Portugal to which your Administration is invited to participate:

- a) Sixth Meeting of the CAFSAT Network management committee (CNMC/6) and Eleventh Meeting of the FANS IIA Interoperability Team (SAT/FIT/11), 6 to 7 June 2016, and
- b) Twenty first Meeting on the improvement of Air Traffic Services over the South Atlantic (SAT/21), 8 to 10 June 2016.

The main objectives of the above meetings are to explore ways and means of further enhancing the provision of air traffic services in the South Atlantic through the established interregional coordination mechanism.

Participants at those meetings, will have the opportunity to review important aspects such as the performance of the CAFSAT VSAT network and the follow up of the implementation of CAFSAT modernization (CNMC/6), review the implementation of ADS-C CPDLC and the monitoring performance of FANS services in the SAT Region (SAT/FIT/11); follow up the implementation of AORRA air space, evaluation of procedures in the AORRA, review the ATS contingency plan, the implementation of RNP4 in the EUR SAM corridor and the improvements of the CNS system to ensure the capacity, efficiency and safety in the SAT Region (SAT/21).

The events are mainly addressed to Air Traffic Management (ATM) and Communication Navigation and Surveillance (CNS) experts, and representatives of international organizations involved in the planning, implementation, operation and maintenance activities in the SAT Region. **All events will be conducted in the English language only.**

Your Administration is particularly invited to:

- a) Confirm by electronic mail to ICAO SAM Office ([icaosam@icao.int](mailto:icaosam@icao.int)) or fax to + **511 611 86 89** its intention to participate and accordingly provide the names and functions of its representatives filling the registration form at **Appendix A** to this letter as soon as possible, but in any case not later than **6 May 2016**; and
- b) Prepare and send to any of the two ICAO Regional Offices in Dakar and Lima, electronic copies (in Word) of working and/or information papers (if any) to be presented on the basis of the attached Provisional Agendas. The working and/or information papers should be sent at your earliest convenience, but not later than 15 May 2016.

The provisional Agendas for the meetings are attached hereto as **Appendices B, C and D** respectively. The draft work schedule of the events is presented as **Appendix E** and the General Information Bulletin, providing useful information on the venue, work programme, immigration procedures, accommodation, local transportation etc. is attached as **Appendix F**.

Please accept, Sir, the assurances of my highest consideration.



Franklin Hoyer  
Regional Director  
ICAO South American Office  
Lima

cc: Mr. Claude Miquel, Deputy Director of Civil Aviation, West Indies and French Guiana  
Mr. Olivier Jouans, Regional Director of ATM services, West Indies and French Guiana  
Mr. Marcus Doller, Air Safety Support Intl. (ASSI), United Kingdom  
Mr. Bruce D'Ancey, Policy Specialist, Flight Ops, Air Safety Support International (ASSI), United Kingdom  
ICAORD, Dakar

**Attachments:**

Appendix A - Registration form  
Appendix B - CNMC/6 Draft Agenda  
Appendix C - SAT/FIT/11 Draft Agenda  
Appendix D - SAT/21 Draft Agenda  
Appendix E - CNMC/6, SAT/FIT/11 and SAT/21 draft working schedule  
Appendix F - Information Bulletin

APPENDIX A



International Civil Aviation Organization

Western and Central African Office

Sixth Meeting of the CAFSAT Network management committee (CNMC/6), Eleventh Meeting of the FANS I/A Interoperability Team (SAT/FIT/11), Twenty first Meeting on the improvement of Air Traffic Services over the South Atlantic (SAT/21),

Lisbon, Portugal, 6-10 June 2016

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Registration Form

Meeting to Attend: CNNMC/6  SAT/FIT/11  SAT/21

First Name (in full) \_\_\_\_\_

Family Name (in full) \_\_\_\_\_

Title \_\_\_\_\_

Administration/Organization \_\_\_\_\_

Address \_\_\_\_\_

City and Country \_\_\_\_\_

Telephone/Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Hotel \_\_\_\_\_

## APPENDIX B

### SAT/21 PROVISIONAL AGENDA

Lisbon, Portugal, 6-10 June 2016

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#### **Agenda Item 1: Election of the chairperson and adoption of the agenda (Plenary session)**

Under this agenda item, the SAT group will elect a chairperson to moderate the proceedings of its 20<sup>th</sup> meeting and adopt the agenda and work programme.

#### **Agenda Item 2: *Air traffic management (ATM) (by the ATM Working Group)***

Under this agenda item, the meeting will review and deliberate on the following issues:

- 1 Follow up of SAT/19 Conclusions pertaining to the ATM field.
2. SATMA report on Traffic Statistics, Safety procedures and operational procedures in the EUR/SAM corridor.
3. Follow up on operations in the AORRA airspace.
4. ATS Contingency planning.
5. Any other business.

#### **Agenda Item 3: *Communications, navigation and surveillance (CNS) (by the CNS Working Group)***

Under this agenda item, the meeting will review and deliberate on the following issues:

1. Follow up of SAT/19 Conclusions pertaining to the CNS field.
2. Revue of the performance of SAT CNS Infrastructure and systems.
3. Improvement of CNS system in the SAT Region (AMHS,AIDC, ADS-B).
4. Any other business.

#### **Agenda Item 4: *Communications, navigation and surveillance / Air traffic management (CNS/ATM) Systems (Plenary session)***

Under this agenda item, the meeting will review and deliberate on the following issues:

1. Harmonization of ADS/CPDLC programmes
  - Review of the conclusions/decisions of the tenth of SAT FANS 1/A Interoperability Team (SAT/FIT/11).
  - Interconnection of ADS-C systems.
2. Performance Based Navigation (PBN) in the South Atlantic RNP4 in the EURSAM corridor.
3. Review of the Conclusions/Decisions of the CNMC/6 meeting.

**Agenda Item 5:     *Adoption of the Conclusions/Decisions of the SAT/21 meeting (Plenary session)***

Under this item, the meeting will review and adopt Conclusions and Decisions as proposed by the ATM and CNS Working Groups

**Agenda Item 6:     *Future work programme (Plenary session)***

Under this agenda, the meeting will review and update, if necessary, the Terms of Reference of SAT Group and Future Work Programme.

**Agenda Item 7:     *Any other business (Plenary session)***

Under this agenda item, the meeting will examine any other matter which may be of interest for the participants to deliberate on.

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## APPENDIX C

### CNMC/6 PROVISIONAL AGENDA

Lisbon, Portugal, 6-7 June 2016

**Agenda Item 1: Review of the status of implementation of the Conclusions/Decisions of the fourth CNMC meeting of (CNMC/5)**

Under this agenda item the meeting will review the status of implementation of the Conclusions/Decisions of the fifth CNMC meeting (CNMC/5) and consider any follow up actions as may be required.

**Agenda Item 2: Review the performance of CAFSAT earth stations and the operational statistics of availability for supported links**

Under this agenda, item the meeting will review and analyze the performance of the Network in terms of:

- *Stations MTBF and MTTR performance*
- *Turnaround time's statistics*

The meeting will also examine the statistics of availability of the links supported by CAFSAT and take the necessary Decisions to enhance the availability rate.

In this regard every Organization is invited to provide the Secretariat with the technical and operational statistics of its CAFSAT node or develop a working paper on the subject.

**Agenda Item 3: Interconnection and interoperability of CAFSAT with its neighboring networks**

Under this agenda item, the meeting will review the status of interconnection of CAFSAT with its neighboring networks (REDDIG, AFISNET) and address interoperability issues.

**Agenda Item 4: CAFSAT re-engineering and modernization**

Under this agenda item, the meeting will examine the current status of implementation of phase I of the network re-engineering and update the roadmap for CAFSAT modernization taking into account the evolution of the technology for satellite and base band facilities.

**Agenda Item 5: Outcome of ITU World Radiocommunication Conference (WRC -15 ) on issues pertaining to VSATs Networks**

Under this agenda item, the meeting will review the Final Acts of ITU WRC- 15 with a focus on the actions undertaken to address the protection of the 3400-4200 MHZ C-band operated by aeronautical VSATs Networks in ITU Region 1. The meeting will address the stake on the C band operated by CAFSAT network and propose future actions in the framework of the preparation of ITU WRC-19.

**Agenda Item 6: Implementation of Recommendations 6/19 of Special AFIRAN meeting**

Under this item, the meeting will analyze the status of implementation of Recommendation 6/19 of the Special AFI/RAN meeting that calls for regular meetings of all AFI networks managers.

**Agenda Item 7: Review of the Terms of Reference and Work Programme of the CNMC**

Under this agenda item, the meeting will review and update, if necessary, the Terms of Reference and Work Programme of the CNMC.

**Agenda Item 8: Adoption of the draft Conclusions/Decisions of CNMC/6 Meeting**

Under this item, the meeting will review and adopt its Conclusions and Decisions of CNMC/6 Meeting

**Agenda Item 9: Any other business**

Under this agenda item, the meeting will examine any other matter which may be of interest to the CNMC.

APPENDIX D

SAT/FIT/11 PROVISIONAL AGENDA

Lisbon, Portugal, 6-7 June 2016

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**Agenda Item 1: *Adoption of the Agenda***

Under this agenda item, the meeting will review and adopt the draft agenda.

**Agenda Item 2: *Review of SAT/FIT/10 Report***

Under this agenda item, the meeting will review the status of implementation of the Conclusions /Decisions of SAT/FIT/10 Meeting as contained in the relevant Report.

**Agenda Item 3: *Review of ADS/CPLC programmes and implementation activities in SAT FIRs***

Under this agenda item, the meeting will review the evolving status of ADS-C/CPDLC programmes and implementation activities in SAT FIRs.

**Agenda Item 4: *System performance monitoring and maintenance***

Under this agenda item, the meeting will discuss ADS/CPDLC systems performance monitoring and maintenance in terms of:

- a. Interoperability requirements;
- b. Safety monitoring aspects and;
- c. Problem identification, reporting and resolution procedures.

**Agenda Item 5: *Review of the Terms of Reference of the FANS 1/A Interoperability Team and Future work programme***

Under this agenda item, the meeting will review and update, if necessary, the Terms of Reference of the FANS 1/A Interoperability Team and Future Work Programme

**Agenda Item 6: *Any other business***

Under this agenda item, the meeting will examine any other matter which are of interest to the team for participants to deliberate on.

APPENDIX E

TENTATIVE WORK SCHEDULE OF CNMC/5, SAT/FIT/10 and SAT/20 MEETINGS

Time	Monday 6 June CNMC/6 and SAT/FIT/11	Time	Tuesday 7 June CNMC/6 and SAT/FIT/11	Time	Wednesday 8 June SAT/21	Time	Thursday 9 June SAT/21	Time	Friday 10 June SAT/21
08:30 09:00	Register of Participants CNMC/5, SAT FIT/10 and SAT/20			08:30 09:00	Register of new participants SAT/20				
09:00 09:30	<b>Plenary</b> Opening of the Meetings	09:00 10:30	<b>CNMC/6 MEETING</b> Agenda Item 6 Agenda Item 7 <b>SAT/FIT/11 Meeting</b> Agenda Item 4 (Continuation)	09:00 09:30 09:30 10:30	<b>Plenary SAT/21</b> Agenda Item 1 (Election of President ) <b>ATM SAT Group</b> Agenda Item 2 <b>CNS SAT Group</b> Agenda Item 3	09:00 10:30	<b>Plenary SAT/21</b> Agenda Item 4	09:00 10:30	<b>Plenary SAT/21</b> Agenda Item 5
09:30 10:00	<i>Coffee break</i>	10:30 11:00	<i>Coffee break</i>	10:30 11:00	<i>Coffee break</i>	10:30 11:00	<i>Coffee break</i>	10:30 11:00	<i>Coffee break</i>
10:00 12:30	<b>CNMC/6 Meeting</b> Agenda Item 1 Agenda Item 2 Agenda Item 3	11:00 12:30	<b>CNMC/6 Meeting</b> Agenda Item 8 <b>SAT/FIT/11 Meeting</b> Agenda Item 5	11:00 12:30	<b>ATM SAT Group</b> Agenda Item 2 <b>CNS SAT Group</b> Agenda Item 3	11:00 12:30	<b>Plenary SAT/21</b> Agenda Item 4	11:00 12:30	<b>Plenary SAT/21</b> Agenda Item 6
12:30 13:30	<b>SAT/FIT/11 Meeting</b> Agenda Item 1 Agenda Item 2	13:00 13:30	<i>Lunch break</i>	13:00 13:30	<i>Lunch break</i>	13:00 13:30	<i>Lunch break</i>	12:30 12:45	<i>Break</i>
13:30 15:30	<b>CNMC/6 Meeting</b> Agenda Item 4 Agenda Item 5 <b>SAT/FIT/11 Meeting</b> Agenda Item 3 Agenda Item 4	13:30 15:30	<b>CNMC/6 Meeting</b> Agenda Item 9 <b>SAT/FIT/11 Meeting</b> Agenda Item 5 (Continuation ) Agenda Item 6	13:30 15:30	<b>ATM SAT Group</b> Agenda Item 2 <b>CNS SAT Group</b> Agenda Item 3	13:30 15:30	<b>Plenary SAT/21</b> Agenda Item 5	12:45 13:00	<b>Plenary SAT/21</b> Closing ceremony

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TIVOLI

ORIENTE  
LISBOA  
CONFERENCE HOTEL

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# HOTEL REGISTRATION FORM

**NAV PORTUGAL- ICAO MEETING  
FROM 04 TO 10 OF JUNE 2016  
RESERVA Nº 359.660**

The Hotel Registration form shall be submitted before **4 May 2016**.  
Please submit this form by e-mail or fax to the **Hotel Tivoli Oriente**.

### **Accommodation**

Arrival Date: \_\_\_\_\_ Departure: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Fax : \_\_\_\_\_ Phone : \_\_\_\_\_ e-mail: \_\_\_\_\_

### **Room Type:**

Registrations until 31.03 - Standard Single/Duplo ( ) €81,00

Registrations in Abril/Maio - Standard Single/Duplo – BAR rate with 10% discount

### **Reservation Guarantee: Credit Card**

VISA ( ) MASTER CARD ( ) AMERICAN EXPRESS ( ) OTHER'S ( )

Credit card number: \_\_\_\_\_ Expiry date : \_\_\_\_\_

Security Code: \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**IN CASE OF NO-SHOW, WE WILL CHARGE ONE NIGHT ON THE CREDIT CARD.  
CANCELLATIONS ARE ACCEPTED UNTIL 48H BEFORE ARRIVAL.**

### **SUBMIT REGISTRATION TO:**

Ms. Sandra Isidro  
(Groups & Events Coordinator)  
**Fax. 351 21 891 54 27**  
Phone . 351 218 915 334  
e-mail – [sandra.isidro@tivolihotels.com](mailto:sandra.isidro@tivolihotels.com)

**HOTEL TIVOLI ORIENTE**  
Av. D. João II – Lote 1.14.03 , 1990 – 083 Lisboa (PORTUGAL)  
[www.tivoloriente.com](http://www.tivoloriente.com)

TIVOLI  
ORIENTE  
LISBOA  
CONFERENCE HOTEL  
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## Appendix F

### Information Bulletin

#### 1. Meeting Venue

Both meetings will be hosted by NAV Portugal and will be held from the 6<sup>th</sup> to 10<sup>th</sup> of June 2016 at Hotel Tivoli Oriente, located on the former Expo 98 Area.

**Address:** Av D Joao II Parque das Nações 1990-083 Lisboa, Portugal

#### 2. Contact Person

SAT 21 Secretariat:

**Mrs Cristina Ferro**

Telephone number: +351 21 8553134

Fax number: +351 21 8553593

Email: Cristina [ferro@nav.pt](mailto:ferro@nav.pt)

#### 3. Visa requirements

Some delegates may require visas for entry into Portugal. It is recommended that delegates confirm this requirement with their own travel agent well in advance before commencing the journey. Visas can be obtained from the Portuguese Embassy or Consulate in the respective country.

#### 4. Currency – Exchange rate

As a member of the European Monetary System the currency used in Portugal is the Euro. 24-hour exchange agencies are located at the airport. Major credit cards are accepted in most hotels, shops and restaurants. Automatic dispensing machines linked to international networks are widely available.

#### 5. Lodging/ Hotel reservation

Pre-booking accommodation was made at the Tivoli Oriente Hotel. Room types vary from singles available from 85 Euros and double at 95 Euros per room per night including breakfast at the Ardina Restaurant located in the Hotel. To benefit from the NAV Portugal rates, participants must mention the reservation number **359.660** when booking at Tivoli before **01.06.2015**. Participants are requested to make their own reservation and to inform the contact person mentioned above.

#### 6. Other Hotel options

Hotel Tryp Lisboa Oriente:

<http://www.tryporiente.com/en-gb/hotel/rooms-5.aspx>

Hotel Olissippo Oriente:

[http://www.hotelscombined.pt/Hotel/Hotel\\_Olissippo\\_Oriente\\_Lisbon.htm](http://www.hotelscombined.pt/Hotel/Hotel_Olissippo_Oriente_Lisbon.htm)

Hotel Arts Hotel:

<http://www.viphotels.com/pt/Hoteis/VIP-Executive-Arts/Sobre-Hotel.aspx>

## **7. Local Transportation**

The Hotel Tivoli Oriente is conveniently located 5 minutes from Lisboa International Airport and only 10 minutes from the city's downtown district. TAXI are available right outside the Arrival and Departure halls. Because it is a short journey the departure hall is strongly suggested. Between the airport and the Tivoli Hotel, fares are approximately 5 Euros during daytime and 7 Euros during night time. An Aeroshuttle is available outside the Arrival hall and provides the connection between Lisboa airport, several central city points and the Parque das Nações, every 30 minutes from 08:50 until 21:50. This service stops at the main city hotels including the Hotel Tivoli Orient. This service has a fixed price of 3.50 Euros, paid on board, and is a 24 hour valid ticket on the Aeroshuttle and on Carris Public Transports on the day of purchase.

The Gare do Oriente is one of the principal transportation hubs in the city located in Parque das Nações. It houses not only a railway station, but a metro station and bus terminals. For more information regarding transportation see:

[http://europeforvisitors.com/europe/articles/lisbon\\_transport.htm](http://europeforvisitors.com/europe/articles/lisbon_transport.htm)

<http://www.golisbon.com/transport/>

<http://www.transpor.pt/>

## **8. Climate**

In June, the average low temperature in Lisboa is 20°C and the average high is 23°C.

## **9. Health**

Delegates are advised to confirm the medical requirements necessary to travel to/from Portugal with their own travel agents.

## **9. Electric Current**

European type 220 Volts / 50 Hertz are used.

## **10. Tax service**

In most cases, VAT in Portugal is 23%.