



**Agenda Item 6: Other business**

**CREATION OR UPDATE PROCESS OF INTERNATIONAL LETTER  
OF AGREEMENT**

(Presented by Brazil)

**SUMMARY**

There are currently many operational letters of agreements (LOA) between international ATC facilities in the SAM Region. Brazil has borders with several countries in the region and, due to the work in progress, it needs to update its LOA more frequently. This Working Paper aims to propose a process to standardize the activity of creation/revision of LOA.

**1. Background**

1.1 Air traffic management often goes beyond the limits established between States, since the air vector covers large distances in a short time.

1.2 The evolution and dynamism of activities related to air traffic control require the establishment of Letters of Agreement (LOA) containing specificities and the definition of actions to standardize the service and reduce the number of coordination between ATC facilities. On the other hand, the creation of a process of review/preparation of international LOA could facilitate and accelerate the processing of information and better define the actions of each participant.

1.3 Given the importance of these understandings for the administrations involved, there is a need for a frequent review of all bilateral agreements. However, frequently, the people who signed them are no longer responsible for the facilities they represented in the signing of the LOA. This fact implies obsolete agreements due to a simple lack of State representatives.

**2. Proposed process to create or review international LOA**

2.1 The evolution and dynamism of activities related to air traffic control require the establishment of LOA that contain specificities and the definition of actions to standardize the service and reduce the number of coordination between ATC bodies.

2.2 Another justification for this type of work is that LOA often have information that affects the users. In this sense, it is important for the user to have access to the particularities contained in these documents.

2.3 The LOA are very important tools for the ATM and the regional ATFM, so their elaboration should be encouraged by the States and ICAO itself. In addition, they need to maintain some flexibility to adapt to each case. However, there must be documentation templates that provide everything that should be included in these documents, as well as a format suggestion. After ratification by the countries involved, these agreements should be published on their sites.

2.4 For the creation or revision of LOA, it is necessary that the contacts provided be functional, preferably from the responsible institutions, and not from the private contact of the person who signed the document. In this sense, it is suggested, through this Working Paper, to establish a process for the creation / revision of LOA between ATC facilities.

2.5 As it stands today, in the final part of the letter, the names of the responsible persons are cited. When the letter is not updated for a long time, a difficulty occurs because the person can no longer be working in that place. To improve this process, it is proposed:

- a) instead of defining a person, each State would define a sector responsible for acting in the LOA creation/review process;
- b) at each SAMIG meeting, the sector (one for each State) designated for the creation/revision of CAOP would be updated. Instead of citing the names of people, it would only be cited in the responsible sector, with email and telephone. This would avoid continuity problems.

2.6 The need for revision could be initiated by any of the States involved. The State concerned would initiate contact directly with the other through their respective responsible sectors.

2.7 Then, the representatives would exchange information by videoconference or email, as deemed necessary, to jointly create the initial text of the new LOA. When there was agreement between the parties, the version would be finalized. This version would be sent to the respective regulatory bodies of each State for approval.

2.8 Once approved by the regulators, this document would be sent to the ATM sector of the Lima Regional Office in order to let them be aware of changes.

2.9 The LOA could be signed at the first available opportunity (SAM/IG meeting, ATSRO, PANS-OPS Workshop etc.) or any other opportunity in which both representatives of each State can meet. The list containing the sectors, emails and phones would be updated at each SAM/IG meeting.

### **3. Conclusion**

3.1 The adoption of the above proposals could improve and accelerate the LOA creation/review process among States. Therefore, as it is being proposed, it will be possible for everyone to know about the international LOA of the SAM Region, have an understandable formalist for the entire aeronautical community and stay updated. This will increase the safety and efficiency of our airspace.

### **4. Suggested actions**

4.1 The Meeting is invited to:

- a) Take note of the information in this document;
- b) approve the proposals presented;
- c) designate a working group to develop a standard LOA model to be used; and
- d) that each State publish on its website the international LOA between ATC facilities.