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Organization

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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: LT 3/1.4 - SA506

Lima, 10 October 2023

To: SAT States and Organizations

Subject: **South Atlantic safety oversight group – Second Meeting (SATSOG/02)**  
(Virtual, MS Teams, 27 to 29 November 2023)

Actions

Required: Nominate delegates and send papers no later than **8 November 2023**

Dear Sir/Madam,

I am pleased to invite you to the Second Meeting of the South Atlantic Safety Oversight Group (SAT SOG/02), which will be held in virtual mode, from 27 to 29 November, to continue the safety optimization activities, within the scope of the ATS Continuous Improvement Group on the South Atlantic (SAT).

The schedule of the sessions will be 13:30 to 17:00 UTC. The meeting will be held in English only, as well as the preparation of the documents. The provisional agenda is included in **Appendix A**.

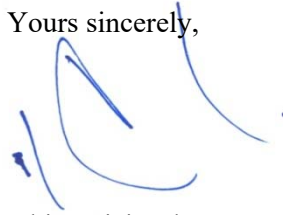
The complete documentation of SAT SOG/02 will be published on the ICAO Portal <https://portal.icao.int/> website, under the group "SATSOG". You can also find the summary of the SAT SOG/01 meeting (Miami, Florida, United States, March 13 to 17, 2023). Instructions for subscribing to the Portal are detailed in **Appendix B**.

Working and Information papers must be submitted in English **no later than 8 November 2023**.

Please register your delegates by fulfilling and returning the registration form included as **Appendix C, no later than 8 November 2023**. In due course, the access link to the MS Teams platform will be sent by E-mail to each participant.

Please send the registration forms and documentation you wish to submit to this Regional Office through [icaosam@icao.int](mailto:icaosam@icao.int), with a copy to Fernando Hermoza, Regional ATM/SAR Officer, [fhermoza@icao.int](mailto:fhermoza@icao.int).

Yours sincerely,



Fabio Faizi Rahnemay Rabbani  
Regional Director  
ICAO South American Office  
Lima

*Enclosure: Appendix A – SAT SOG/02 Draft Agenda  
Appendix B – Access to ICAO portal  
Appendix C – Registration format*

*Distribution: SAT States, SAT Steering Group, SAT IMG, SAT SOG, FAA, AAMAC, ASECNA, ARMA (ATNS), SATMA (ENAIRE) (through the ICAO ESAF, EUR NAT, NACC and WACAF Offices)*

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## **APPENDIX A**

### **SOUTH ATLANTIC SAFETY OVERSIGHT GROUP – SECOND MEETING (SAT SOG/02)**

(Virtual, MS Teams, 27 to 29 November 2023)

(Sessions: 13:30 to 17:00 UTC)

#### **DRAFT AGENDA**

**Agenda Item 1: Opening and review of latest developments**

- 1.a) Adoption of the Agenda
- 1.b) Review the outcomes of SAT IMG/02 meeting
- 1.c) Review status of SAT SOG Action Items and Decisions

**Agenda Item 2: SAT SOG ToRs implementation**

- 2.a) SAT SOG working plan 2024-2025
- 2.b) SAT OESB Project team

**Agenda Item 3: Database and a common repository and SAT Air Traffic statistics**

- 3.a) Update on SAT SOG RMA H/S Project team activities

**Agenda Item 4: Collision risk assessment and LHD**

- 5.a) Activities on height monitoring.
- 5.b) Mitigation of LHD; ATS incidents analysis. Related states ANSPs programs.

**Agenda Item 5: Any other business**

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## APÉNDICE B / APPENDIX B

(English only)

Please follow the instructions below to gain access to the ICAO Portal site and subscribe to a group.

New ICAO Portal Users	Existing ICAO Portal Users
Account Creation	Group Subscription Request
<ol style="list-style-type: none"> <li>1. Access the ICAO Portal at the following link: <a href="http://portal.icao.int">http://portal.icao.int</a>.</li> <li>2. Click the REQUEST AN ACCOUNT option and follow steps 2.1 to 2.5.</li> <li>2.1 Click the OK button in the pop-up window to indicate this is your first Portal account.</li> <li>2.2 In the pop-up window, in the field PLEASE ENTER THE NAME OF THE GROUP TO WHICH YOU WISH TO SUBSCRIBE, enter a group name* (all caps, no spaces).  *In this case, enter <b>SATSOG</b> (all CAPS no space).</li> <li>2.3 Click the OK button.</li> <li>2.4 Enter the requested information in the New User Account form.</li> <li>2.5 Click the SUBMIT REQUEST button.</li> </ol>	<ol style="list-style-type: none"> <li>1. Access the ICAO Portal at the following link: <a href="http://portal.icao.int">http://portal.icao.int</a>.</li> <li>2. Click the LOGIN option.</li> <li>2.1 In the pop-up window, enter your user name and password.</li> <li>3. A new window will appear. Click on the PROFILE link at the top right corner.</li> <li>4. At the top left side of the new page that appears, click GROUP SUBSCRIBE/ UNSUBSCRIBE*.  *It may appear as SUBSCRIB/UNS, depending on your screen width.</li> <li>5. In the pop-up window, in the SUBSCRIBE TO field, enter the group* to which you are requesting access (all caps, no spaces).  * In this case, enter <b>SATSOG</b> (all CAPS no space).</li> <li>5.1 Enter the JUSTIFICATION* for your request.  *If you are currently a member or adviser on the <b>SATSOG</b>, simply enter MEMBER or ADVISER.</li> <li>6. Click the SUBMIT CHANGES button.</li> </ol>

**You will receive confirmation that you have been granted access, along with your user name and password.**



APÉNDICE C / APPENDIX C

ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL  
INTERNATIONAL CIVIL AVIATION ORGANIZATION

SEGUNDA REUNION DEL GRUPO DE VIGILANCIA DE LA SEGURIDAD  
OPERACIONAL DEL ATLANTICO SUR (SAT SOG/02)

(Virtual, 27 al 29 de noviembre de 2023)

SOUTH ATLANTIC SAFETY OVERSIGHT GROUP – SECOND MEETING (SAT SOG/02)

(Virtual, 27 to 29, November 2023)

**FORMULARIO DE REGISTRO / REGISTRATION FORM**

Por favor envíe este formulario a / Please return this form to: E-mail: [icaosam@icao.int](mailto:icaosam@icao.int) cc. [fhermoza@icao.int](mailto:fhermoza@icao.int)

1. Estado/State:  
Organismo/Organization: \_\_\_\_\_

2. Nombre/Name: \_\_\_\_\_

3. Cargo/Position: \_\_\_\_\_

4. Participa como / Participates as:

Miembro/  Alternativo/  Delegado/  Observador  Ponente/  Instructor/  Alumno/   
Member Deputy Delegate Observer / Lecturer Instructor Student

5. Dirección oficial /  
Business address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Mobile.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Firma/  
Signature: \_\_\_\_\_ Fecha/  
Date: \_\_\_\_\_