

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
SOUTH AMERICAN REGIONAL OFFICE**

**PREPARATORY MEETING OF THE GREPECAS ATM/CNS SUBGROUP,  
ATM COMMITTEE, ATFM TASK FORCE**

(São José dos Campos, Brazil, 3 to 5 August 2005)

**AGENDA, WORKING METHODS, SCHEDULE, AND WORK PLAN**

(Presented by the Secretariat)

**1. Agenda**

1.1 The tentative agenda and the corresponding explanatory notes of the Preparatory Meeting of the GREPECAS ATM/CNS Subgroup, ATM Committee, ATFM Task Force, are attached as **Appendix A** of this working paper.

1.2 Those matters that are not contemplated in the Agenda could be considered under agenda item 5: Other matters.

**2. Working methods**

2.1 For the development of this meeting, it is expected to work in plenary session and Ad-Hoc groups, if necessary.

2.2 During the course of the Meeting, a Summary of Discussions and Conclusions will be prepared for its distribution to the States and international organizations interested.

2.3 The administrative issues and documentation process of the meeting will be in charge of Secretariat of the ICAO South American Regional Office.

**3. Schedule**

3.1 Subject to modifications and as required, the following schedule is suggested for adoption:

0800 a 1000	Discussion of Agenda Items
1000 a 1015	Recess
1015 a 1200	Discussion of Agenda Items
1200 a 1230	Recess
1230 a 1430	Discussion of Agenda Items

**4. Work Plan**

4.1 **Appendix B** to this working paper includes the tentative work programme.

**Suggested Action**

4.2 The approval of this tentative plan is suggested, taking into consideration that, in the light of the progress reached, the meeting shall adopt the modifications deemed pertinent.

**APPENDIX A**

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
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**TENTATIVE AGENDA AND EXPLANATORY NOTES OF THE  
PREPARATORY MEETING OF THE GREPECAS ATM/CNS SUBGROUP, ATM  
COMMITTEE, ATFM TASK FORCE**

**Agenda Item 1: Review the documentation on air traffic flow management and the policies established in the global, regional environment and existing national plans on ATFM.**

Under this agenda item, and in order to establish a reference framework, the meeting will have the opportunity to make an analysis as regards the progress on this matter reached at a world and regional level, and particularly make a revision of the national plans of the CAR/SAM States and International Organizations. It shall also take into consideration all the documentation presented on this matter during the Tenth Meeting/Workshop Tenth Meeting/Workshop of Air Traffic Management (ATM) Authorities and Planners for RVSM Implementation in the CAR/SAM Regions (Lima, Peru, 10 to 14 May 2005).

**Agenda Item 2: Review the technical and operational aspects related to ATFM and identify minimum requirements for its implementation.**

Under this agenda item, the meeting shall examine all technical and operational aspects necessary for ATFM implementation, as well as to identify as far as possible, which would be the minimum requirements for its implementation both for the national Flow Monitoring Unit (FMU) and for a centralized ATFM.

**Agenda Item 3: Define the principles in which CAR/SAM ATFM service will be based**

Under this agenda item, the meeting will be able to review the objectives and principles in which CAR/SAM ATFM implementation should be based in order to obtain a balance between air traffic demand and the capacity in the provision of services, not only focusing attention in possible congestions in determined airspaces and airports of both regions, but also in the optimization of the efficiency of the ATC global system.

**Agenda Item 4: Review of the ATFM/TF Terms of Reference and Work Programme**

The ATFM Task Force will have the opportunity to review its terms of reference and work programme, and if such were the case, propose the ATM Committee the amendments deemed pertinent. Also, the Group shall distribute among their members the pending issues and finalization dates of the same, to be examined in the forthcoming meetings.

**Agenda Item 5: Other matters**

The meeting will be able to review other ATFM issues which have not been considered under other agenda items.

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**APPENDIX B**

**PREPARATORY MEETING OF THE GREPECAS ATM/CNS SUBGROUP,  
 ATM COMMITTEE, ATFM TASK FORCE**

(Sao José dos Campos, Brazil, 3 to 5 August 2005)

**WORK PROGRAMME**

<b>Time</b>	<b>Wednesday, 3 August</b>	<b>Time</b>	<b>Thursday, 4 August</b>	<b>Time</b>	<b>Friday, 5 August</b>
0800-0815	Registry	0800-1000	Cont. Agenda Item 2	0800-1000	Agenda Item 5
0815-0830	Opening				
0830-1000	Agenda Item 1				
1000-1015	Recess	1000-1015	Recess	1000-1015	Recess
1015-1200	Cont. Agenda Item 1	1015-1200	Agenda Item 3	1015-1200	Revision and approval of the Report by the Meeting
1200-1230	Recess	1200-1230	Recess	1200-1230	Recess
1230-1430	Agenda Item 2	1230-1430	Agenda Item 4	1230-1345	Continuation of revision and approval of the Report
				1345-1400	Closing