



**International Civil Aviation Organization**

**THIRD MEETING OF THE GREPECAS ATM/CNS SUBGROUP ATM COMMITTEE AIR  
TRAFFIC MANAGEMENT TASK FORCE – (ATFM/TF/3)**

(San Andrés, Colombia, 18 to 22 June 2007)

**AGENDA, SCHEDULE AND WORKING METHODS**

(Presented by the Secretariat)

**1. Agenda**

1.1 The Tentative Agenda of the Third Meeting of the ATFM Task Force (ATFM/TF/3) is attached as **Appendix A** to this working paper.

1.2 Those matters not included in the Agenda might be considered under Agenda Item 6, Other Matters.

**2. Working methods**

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

2.2 During the course of the meeting, a Summary of Conclusions will be prepared for its distribution to States and International Organizations interested.

2.3 Administrative aspects and documentation processing of the meeting will be in charge of ICAO and the Task Force Rapporteur.

**3. Work Schedule**

3.1 Subject to the circumstances that would affect the adoption of the work, the following work schedule is suggested:

08.00 – 10.00	Review of agenda items
10.00 – 10.15	Coffee Break
10.15 – 12.00	Review of agenda items
12.00 – 12.30	Coffee Break
12.30 – 14.30	Review of agenda items

**4. Work Plan**

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

**5. Suggested action**

5.1 The approval of the mentioned tentative work plan is suggested, provided that in the light of the progress reached, the Meeting could adopt the modifications considered appropriate.

## **APPENDIX A**

### **THIRD MEETING OF THE GREPECAS ATM/CNS SUBGROUP ATM COMMITTEE ATFM TASK FORCE – (ATFM/TF/3)**

(San Andrés, Colombia, 18 to 22 June 2007)

#### **PROPOSED AGENDA FOR THE ATFM/TF/3 MEETING**

**Agenda Item 1: ATFM existent national Plans in the CAR/SAM Regions**

It has been foreseen that under this agenda item, States/Territories/International Organizations present working papers including their ATFM national plans, if available, so that the Task Force may have information on the progress achieved so far and thus contribute to a harmonious implementation of ATFM in the CAR and SAM Regions.

**Agenda Item 2: Necessary documentation on ATFM for the CAR/SAM Regions**

Under this agenda item, the meeting shall analyze and define required documentation for ATFM implementation and review ICAO guidelines and an action plan to develop such documentation.

**Agenda Item 3: Model Action Plan to improve Aerodrome Operations (AO) and the corresponding ATFM guidance material for FMU or FMP implementation**

As per Doc 9854, Global ATM Concept, the meeting will be able to review and if such were the case, introduce necessary changes to the action plan model to improve Aerodrome Operations (AO). Also, it shall establish some guidance material for the initial implementation of FMU/FMP.

**Agenda Item 4: ATFM data bank**

Taking into account the action plan for airport strategic ATFM implementation in the CAR/SAM Regions, the meeting shall be able to define operational requirements of the data bank, related with aerodrome operations on:

- Air traffic visualizing,
- Airport capacity
- ATS capacity
- Demand/capacity forecasts
- Weather conditions visualizing.

**Agenda Item 5:           Review of ATFM/TF Terms of Reference and Work Programme**

Under this agenda item, the ATFM Task Force terms of reference and work programme will be reviewed, and if such were the case, it shall proceed to update them.

**Agenda Item 6:           Other matters**

The meeting shall examine other AFTM issues that have not been considered in the other agenda items.

-----

B-1

**APPENDIX B**  
**THIRD MEETING OF THE GREPECAS ATM/CNS SUBGROUP ATM COMMITTEE ATFM TASK FORCE – (ATFM/TF/3)**

(Bogotá, Colombia, 6 to 8 July 2006)

**WORK PROGRAMME**

Time	Monday, 18 June 2007	Time	Tuesday, 19 June 2007	Wednesday, 20 June 2007	Thursday, 21 June 2007	Time	Friday, 22 June 2007
0800-00900	Registration	0800-1000	Agenda Item 1	Agenda Item 3	Agenda Item 4	0900-1000	Delivery of the Report to the Meeting
0900-0915	Opening						
0915-1000	Beginning of seminar						
1000-1015	Coffee break	1000-1015	Coffee break	Coffee break	Coffee break	1000-1015	Coffee break
1015-1200	Cont. seminar	1015-1200	Agenda Item 2	Agenda Item 3	Agenda Item 5	1015-1200	Revision and approval of the report by the meeting
1200-1230	Coffee break	1200-1230	Coffee break	Coffee break	Coffee break	1200-1230	Coffee break
1230-1430	Closing seminar	1230-1430	Agenda Item 2	Agenda Item 4	Agenda Item 6	1230-1245	Closing

- END -