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Eastern and Southern African Regional Office/Bureau régional Afrique orientale et australe

Ref: ES AN 4/22 - 0269

29 April 2016

**Subject: Seminar/Workshop on Air Traffic Services System Capacity  
(Nairobi, Kenya, 8-10 June 2016)**

**Action required: Confirm your participation by 27 May 2016**

Dear Sir/Madam,

In order to provide for adequate resources (human, financial, etc.), equipment and tools to ensure adequate capacity of an air traffic services (ATS) system to meet demand, it is necessary for a service provider to accurately assess the demand and determine the capacity necessary to meet the specific demand. Action may then be taken to ensure adequate capacity for existing, future as well as transient requirements.

Results from the ICAO Universal Safety Oversight Audit Programme (USOAP) indicate a significant shortcoming with respect to this area. As of March 2015, the Audit protocol question (PQ) on policy and procedures for determining the capacity of the ATS system including the number of staff required to ensure the provision of an adequate ATS system, was satisfactory in less than 27% of AFI States.

Analysis by the AFI Tactical Action Group (TAG), of ATS incidents investigation reports from AFI States and air navigation service providers (ANSPs), indicates that work overload is a factor (or contributing factor) in a considerable number incidents including aircraft proximity incidents (AIRPROXs). Notably however, the word phrase "work overload" is a euphemism for more profound shortcomings including:

- a) lack of staffing policies or non-adherence to such provisions;
- b) lack of methods for determining appropriate staffing requirements;
- c) staff shortages, acknowledged or not recognized;
- d) overworked staff, transient or cumulative fatigue; and,
- e) competency issues.

In view of the many States/ANSPs that continue to experience difficulty in addressing the issue of ATS system capacity, the ESAF Regional Office will be convening the abovementioned Seminar and Workshop, and your Administration/Organization is invited to participate.

Objective of the event is to share knowledge, experiences, skills and ideas on assessing demands on the air traffic management system (ATM) with focus on air traffic control (ATC), matching it with capacity, identifying gaps, and taking necessary action with regard to planning resources

(human, equipment and tools), to close gaps and ensure sustainability. The envisaged participants for the Seminar/Workshop are ATM technical professionals charged with the responsibilities for assessing ATS system capacity, identifying, planning facilitating operational deployment of required resources and technologies pursuant to the provisions of Section 3.1 of the ICAO Procedures for Air Navigation Services - Air Traffic Management (PANS-ATM Doc 4444). These include air navigation service officers with responsibilities for the following:

- a) ATS operational supervision and management;
- b) Airspace and sector capacity assessments and planning;
- c) Traffic planning including Air Traffic Flow Management (ATFM); and,
- d) Assessments of operational requirements for ATM supporting technologies.

Your attention is invited to the focus of this event, which is ATM service providers, whether or not they are institutionally part of a civil aviation authority, and the need for strong attendance and participation of relevant officers therefrom. Notwithstanding, the need for effective safety oversight to ensure implementation in this critical area should also be recognized. Accordingly, the participation of regulatory officers (inspectors, etc.) whose functions and responsibilities include ATM safety oversight is encouraged.

Detailed work programme for the event will be dispatched in due course. It may be noted however, that the event will comprise the following sessions:

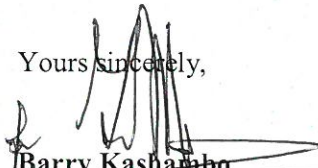
- a) seminar sessions in which information, experiences and best practices will be shared;
- b) workshop in which groups of participants will:
  - put acquired information to practice using scenarios similar to those in their States/ANSPs.

States and ANSPs that have developed well-established models and practices in this subject have been invited to share their knowledge, skills and experiences. However, all participants are expected to prepare to share information on their practices for ensuring adequate ATS system capacity, taking into consideration the provisions of Doc 4444, guidance in ICAO ATS Planning Manual (Doc 9426), and available international best practice.

The Bulletin providing useful information for participants as well as the hotel list will be provided in due course. The event proceedings will be conducted in the English language and documentation will also be provided in the English language. All documents will be distributed in electronic format and as such, participants should bring along computers in order to participate effectively in the Seminar/Workshop

In order to prepare accordingly for the Seminar/Workshop, I would appreciate confirmation of participation of your Administration/Organization to this event at your earliest convenience, preferably **not later than 27 May 2016**, and provide details of your nominated participants by completing and forwarding the Registration Form provided at **Attachment A** to this letter to the ESAF Regional Office at: [icaoesaf@icao.int](mailto:icaoesaf@icao.int).

Yours sincerely,

  
Barry Kashambo  
Regional Director