



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**  
**WESTERN AND CENTRAL AFRICA OFFICE**  
**Twenty Second Meeting of the AFI Satellite Network Management Committee**  
**(SNMC/22)**  
**(Lomé, Togo 15-19 December 2014)**

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**Agenda Item 08: Review of the Term of Reference of SNMC**

(Presented by the secretariat)

**SUMMARY**

The purpose of this paper is to review and revise if necessary Term of Reference and Work Programme of SNMC

**Reference** Report SNMC/18, 19, 20 & 21 meetings

**Action by the meeting in paragraph 3**

**1. Introduction**

The SNMC is governed by a Form of Agreement with at appendix Term of Reference and Work Programme that defines its objectives, composition and organization.

**2. Discussion**

The Form of Agreement of SNMC including its Terms of Reference and Work programme has been adopted by SNMC 19<sup>th</sup> meeting held in Accra from 14 to 18 November 2011 and reviewed by SNMC 20<sup>th</sup> Meeting of Abuja held from 8 to 12 October 2012 and by the 21<sup>th</sup> Meeting held in Conakry, Guinea from 16 to 20 December 2013.

These Terms of Reference that take into consideration the best practices developed and currently used by neighboring Networks are attached at **Appendix** to this working paper.

**3. Action by the meeting**

The meeting is invited to:

- a) Take note of the information here given above
- b) Analyze, comment and amend if necessary, the Terms of Reference of AFISNET.
- c) Adopt Collaborative Decision Making principles with regard to ICAO Aviation System Blocks Upgrades for the management of AFISNET.

END

**TERMS OF REFERENCE OF THE SATTELITE NETWORK  
MANAGEMENT COMMITTEE (SNMC)**

## 1. Mandate of the Satellite Network Management Committee

- 1.1 Decide on the network concept and topology in accordance with the relevant ATM operation requirements and based on ICAO SARPs and guidance materials.
- 1.2 Ensure the continued operation of the AFISNET network, meeting the CNS/ATM plan requirements of the AFI /MID /EUR Regions while taking into consideration CNS/ATM plans of adjacent regions, and including approval of deployment plans and/or extension plans.
- 1.3 Decide on type and levels of service to be provided, and monitor the performance of the Network (facilities and leased band providers) to ensure that service delivery meets the Required Service Performance Level (RSPL) and the Required Communication Performance criteria previously pre-determined when applicable, in accordance with the Manual of Required Communication Performance (RCP Doc. 9869).
- 1.4 Ensure that participating States/Organizations provide statistics on the Network Performance, and investigate service delivery complaints from users.
- 1.5 Review and take the appropriate actions to clear the service dysfunctions within the RSPL /RCP defined criteria in line with ATM PBN and SMS requirements.
- 1.6 Monitor the harmonization of the implementation of facilities, services and where necessary ensure interregional connectivity, taking due account of cost/benefit analysis, business case development and financing issues:
  - Study the extension of the network to other countries.
  - Propose the network integration and interoperability with other neighboring networks
- 1.7 Monitor and harmonize the Network maintenance operation and management by defining a cooperation methodology between network centers with regard to:
  - Maintenance personnel team training and exchange, redeployment if necessary of a technical assistance team or personnel;
  - Spare parts exchange, fault location/repairs, and turnaround time
  - Development and modernization of AFISNET after a Joint Technical Evaluation and Re-engineering team assessment.

- 1.8 Review and adopt the annual follow up on the meeting conclusions and update the future work programme.
- 1.9 The report of the Satellite Network Management Committee is to be addressed to SNMC members States/Organizations

## 2. Composition and organization of the Committee

### 2.1 Members

The Satellite Network Management Committee (SNMC) is composed of **core member States/Organizations** hosting/operating AFISNET nodes namely:

- **NAMA (Nigeria)**
- **ASECNA (18 Member States)\***
- **Roberts FIRs (Liberia, Sierra Leone, Guinea)**
- **GCAA (Ghana)**

### 2.2 Observers

Observers as composed below can participate in SNMC meetings **when invited** but shall have no voting rights:

- Air Navigation Service Providers (**ENANA**-Angola, **ENNA**-Algeria, **DCA**-Mauritius FIR; **GCAA**-The Gambia, - **ENASA**-Sao Tome & Principe, **AENA**-Spain, **DGAC**-France, **RVA**-DRC...);
- AFISNET SATCOM Facilities Providers;
- Satellite Spectrum Providers (e.g. **INTELSAT**);
- National Frequency Regulators;
- Airline Associations (**IATA**);
- Maintenance Personnel Association (**IFATSEA**);
- Neighboring Networks Committees (**CAFSAT**, **NAFISAT** & **SADC/2...**).
- Air navigation equipment manufacturers.
- Search & Rescue agencies.

- 2.3 At the beginning of every ordinary meeting, the chairperson of the Committee shall be proposed by the host organization and nominated by SNMC members. The chairperson's mandate shall not exceed one year, unless under exceptional conditions that no meeting takes place the following year. In that case, the chairperson shall have his/her mandate extended by default until the next SNMC meeting is held.
- 2.4 ICAO shall be the Secretary of the Committee.
- 2.5 To ensure that the Committee functions optimally, the designated representatives of Air Navigation Service Providers should have experience in the provision of air navigation infrastructure and services. Advisors may accompany the member organization's Representative.

### **3. Participation of International Organizations**

Apart from those listed in paragraph 2, the Committee may invite representatives of appropriate regional and international organizations (ATU, ITU, EUROCONTROL, SITA, ECOWAS...) to attend meetings in the capacity of observer.

### **4. Establishment and Dissolution of Contributory Bodies**

- 4.1 In order to assist in its work, the Committee may establish bodies, e.g. task forces, charged with preparatory work on specific issues. Representation on such contributory bodies should be by specialists in the fields concerned and who are familiar with the issues under consideration.
- 4.2 The establishment and work of contributory bodies shall be governed by the following provisions:
- a) A contributory body shall only be formed when it has been clearly identified that it is likely to make a substantial contribution to the resolution of an issue in question.
  - b) A contributory body shall be given clear and concise terms of reference describing its task and an expected target date for its completion.

- c) The composition of a contributory body shall be such that, although intended to be as small as possible, all participating States and any organization deemed to be able to make valid contributions shall be given an opportunity to participate in it.
- d) A contributory body shall be dissolved as soon as it has either completed its assigned task or it has become apparent that work on the subject in question cannot be usefully continued.

## **5. Working arrangements**

- 5.1 The Committee's ordinary meetings will be hosted by one of the member States/Organizations on a rotational basis and held at least once a year;
- 5.2 The Committee can hold, in case of absolute necessity, extraordinary meetings to clear out urgent problems that may be a threat to the service provided by the network;
- 5.3 Invitation letters to meetings will be issued by the Secretariat in coordination with the hosting State/Organization.
- 5.4 Decisions shall be reached by consensus.
- 5.5 Two-thirds of members shall constitute a quorum and, where a quorum is not achieved, decisions will be reached through correspondence under the coordination of the chairperson.