



ICAO

**Second Meeting of the Steering Group of the Improvement of Air traffic Services over the
South Atlantic (SAT/SG2)**

Dakar, Senegal, 9-12 December 2024

Agenda Item 3: Review of the subsidiary bodies' activities

3.1 Activities of the SAT SOG

**OUTCOMES OF THE THIRD AND FOURTH MEETINGS OF THE
SAT SAFETY OVERSIGHT GROUP (SAT-SOG)**

(Presented by Secretariat)

SUMMARY	
This paper presents the outcomes of the SAT SOG/03 and SAT SOG/04. Action by the Meeting is contained in paragraph 3.1 of this working paper	
<i>Strategic Objectives</i>	<ul style="list-style-type: none"> • Safety • Capacity and Efficiency

1 INTRODUCTION

1.1 The Third Meeting of the South Atlantic Safety Oversight Group (SAT SOG/03) was held from 15 to 19 April 2024, in Sao Paulo, Brazil, to continue the safety optimization activities, within the scope of the SAT Group. The Summary of Discussions (SoD) of SAT SOG/03 meeting is provided at **Appendix A**.

1.2 The Fourth Meeting (virtual) of the South Atlantic Safety Oversight Group (SAT SOG/04) was held from 01 to 04 October 2024. The preliminary SoD of SAT SOG/04 meeting (deadline for comments is 3 December 2024) is provided at **Appendix B**.

1.3 To foster the best practices and safety culture on the SAT, the following project teams are active:

- a) SAT RMAs' HARMONIZATION/STANDARIZATION PROJECT TEAM – SAT RMA H/S PT.- aimed to conduct a feasibility study consisting of a detailed analysis of the current state of data collection, processing, and dissemination among the three concerned RMAs (ARMA, CARSAMMA & SATMA).

- b) SAT ANNUAL SAFETY REPORT (SAT ASR) PROJECT TEAM – SAT ASR PT.- appointed to improve aviation safety in the South Atlantic airspace by developing an annual safety report that will analyze safety data, identify trends, propose enhancements, and mitigate risks.
- c) SAT OCEANIC ERRORS SAFETY BULLETIN PROJECT TEAM (SAT OESB) PROJECT TEAM - SAT OESB PT.- Aimed to establish a Bulletin, based on the NAT OESB to provide guidance and best practices to operators in the SAT region to avoid errors and promote regional safety management.

1.4 SAT SOG meetings documentation and summaries are available on the ICAO Secure Portal <https://portallogin.icao.int/> , Group name SATSOG (all caps, no space).

2. DISCUSSION

SAT SOG/03 meeting

2.1 Regarding the Safety reporting challenges, the SAT SOG/03 meeting recognized the importance of regional safety reporting to support safety management within the SAT region. The identified key points are:

- a) Scarcity of Safety Reports and Reporting Quality Concerns;
- b) Fostering a Safety Reporting Culture;
- c) Integrating Safety Reporting into the SAT Oceanic Error Safety Bulletin (OESB); and
- d) Coordinated Campaign with IATA.

2.2 The RMA H/S PT initiated the development of the SAT-specific TSD template by employing a multi-step process. The first step entailed an initial review to determine the source of the TSD data files (standardization), the frequency with which the data files were submitted, acquire a high-level determination of the highest traffic volume areas, and determine the feasibility of:

- a) developing a unified SAT Region TSD file;
- b) developing harmonized collision risk assessment parameter estimations; and
- c) establishing harmonized risk assessment methodologies.

2.3 The RMA H/S PT started the work under Know Your Airspace (KYA) initiative and presented the results of an initial assessment during SAT SOG/02. In alignment with SAT Delimitation Phase 1, the work performed to date has been focused on the EURSAM Corridor, the area with the highest traffic volume.

2.4 The SAT SOG/03 agreed to promote the first RMA Workshop in the ICAO NACC Office, Mexico City, between 31 July – 2 August 2024.

2.5 The SAT ASR PT work plan was based on four (4) work packages:

- a) Project launch;
- b) Safety Performance measurement, KPI and target level of safety identification;
- c) SAT ASR prototype drafting; and
- d) Development of SAT ASR update and revision mechanism.

2.6 The ASR PT head informed of the task’s assignment to SME, which was sent previously to the designated expert. A draft of the plan was analyzed by the Meeting, with improvements to facilitate alignment with the ASR PT’s ToRs, as well some clarifications to better define requirements and tasks.

2.7 The SAT OESB PT analyzed the NAT OESB topics. Positive feedback from the project team members was received. The SAT OESB prototype was scheduled for presentation during SAT SOG/04. Based on discussions from recent SAT SOG and IMG meetings, the project team will evaluate the feasibility of integrating CPDLC and LHD as potential topics into the prototype.

2.8 Regarding the development of scrutiny activities, during the initial analysis held among SMEs and the chair team, it was recognized that a better approach was needed to the proposal. It was considered that a feasibility study could be misunderstood as a decision already taken to implement by the SAT SOG. Therefore, the meeting proposed conducting a detailed analysis of the *problem statement* and the expected challenges.

SAT SOG/04 meeting

2.9 IATA’s airlines have supported the utilization of Strategic Lateral Offset Procedures (SLOP) due to its safety benefits and to support turbulence avoidance. In this way, the IATA Latin America & Caribbean Regional Coordination Group (LATAM/CAR RCG), in coordination with IATA AFI and EUR colleagues, launched the SAT SLOP campaign during August 2024. The ICAO TV website has included a video on this topic.

<https://www.icao.tv/videos/strategic-lateral-offset-procedures-slop>

2.10 The RMA H/S Project Team identified a set of deliverables, shown in Table 1. The meeting commended the progress of the deliverables:

#	Deliverable	Target Date	Status
1	SAT RMA H/S PT SAT SG Contributing Bodies Communication and Collaboration Plan (ref. SAT SOG/1 SOD, Appendix I)	SAT SOG/02	Complete
2	Standardized SAT-specific traffic sample data collection template (Ref. SAT/SOG/1-WP/3.3, SAT/SOG/1-WP/3.4)	February 2025	In Progress. Final version is dependent on SAT Delineation
3	Know Your Airspace Analysis for the South Atlantic Area (ref. SAT/SOG/1-WP/2.80, Action SOG01-05)	March 2025	In Progress/First draft complete
4	Action plan for recommended SAT SOG future actions supporting standardization and harmonization of data collection, processing, and dissemination among the three SAT RMAs (Ref. SAT/SOG/1-WP/3.3, SAT/SOG/1-WP/3.4)	April 2025	
5	Standardized collision risk assessment methodology (ref. SAT/SOG/1-WP/5.7)	April 2025	In Progress
6	Action plan for conducting workshops to promote implementation of standardized data collection and	30 Mar 2024	Complete

	collision risk assessment methodology among the SAT RMAs. (ref. SAT/SOG/1-WP/5.7)		
7	Data field and format requirements for developing a centralized SAT RMA database for collection of LHDs, LLDs, LLEs	TBD	In Progress

Table 1. SAT SOG RMA HSPT Deliverables

2.11 The next KYA iteration will be conducted after Phase 1 of the SAT Area delineation is completed. The KYA will be a "living" document, periodically updated to include ongoing assessments of the EURSAM Corridor, AORRA airspace, and low traffic volume areas. It provides the basis for the SAT RMAs' data consolidation methodology.

2.12 The following steps will be employed to produce the next iteration of the SAT KYA:

- a) Update the general KYA elements, such as traffic flows, airspace usage and operator characteristics, using December 2023 traffic sample data or more recent data if available.
- b) Identify collision risk model parameter values applicable to the EURSAM corridor (e.g., occupancy, speed, and vertical overlap values).
- c) Identify collision risk model parameter values applicable to areas in the SAT Area with lower traffic volumes.

2.13 The RMA H/S PT was given the task of creating an action plan and organizing RMA workshops. The first SAT RMA Workshop took place at the ICAO NACC Office from 31 July to 2 August 2024. A complete summary of the workshop is provided in the Preliminary SoD (**Appendix B**).

2.14 The meeting approved the Traffic Sample Data (TSD) collection template, prepared by the RMA HS PT (provided at **Appendix C**). The Secretariat has disseminated the template to SAT states and stakeholders, according to Actions items SOG03-03 and SOG04-05.

2.15 ARMA was invited to use the CARSAMMA LHD Manual in their analysis process as majority of the reports received by ARMA often do not include duration information. Accordingly, the ARMA LHD Manual was developed and translated into French.

2.16 To fulfill the elementary task 2.1 of the ASR PT workplan related to the work package 2, a survey was developed and presented with the aim of determining which KPI and topics contained in the 2022 NAT ASR are applicable to the SAT and what topics should be included in the SAT ASR. The validated survey includes the following documents:

- a) Survey SAT KPI 31 JULY 2024 - version D INSTRUCTIONS
- b) SAT SOG ASR PT Survey SAT KPI – SAMPLE
- c) SAT SOG ASR PT Survey SAT KPI version D – SURVEY

2.17 States/ANSPs responsible for providing air traffic services over oceanic airspace within the SAT area (specifically FL290 through FL410) were invited to fill in the survey and return it by mail. The ASR PT is awaiting a significant sample of answers to analyze the results.

2.18 Throughout 2024, the SAT OESB PT scheduled monthly meetings, although due to the workload, additional meetings were planned. After reviewing the NAT OESB topics and

considering the discussions from recent SAT SOG meetings and the challenges faced by stakeholders in the SAT area, the SAT OESB draft includes the following topics:

- a) Top Tips for Operators
- b) General
- c) Operations in the EUR/SAM Corridor
- d) Safety Culture
- e) Large Height Deviations (LHD)
- f) Contingencies
- g) SLOP Strategic Lateral Offset Procedures

2.19 The bulletin covers topics similar to the NAT OESB, including LHD, Contingencies, and SLOP, with additional content specific to SAT, such as Operations in the EUR/SAM Corridor and Safety Reporting.

2.20 The project team considered removing this topic as SAT currently lacks a scrutiny group to address it. Suggestions include adding visual aids, QR codes, and tailored content, as well as creating a logo for the bulletin. The approved version of the bulletin is provided in the Preliminary SAT SOG/04 SoD (provided at **Appendix B**).

2.21 A feasibility study examined the requirements and documentation necessary to create a Scrutiny Group for the South Atlantic (SAT) region. The study compared two established models, NAT SG and GTE, to identify the best practices and potential challenges for setting up a Scrutiny Group in the SAT airspace.

2.22 The study highlighted key differences and similarities between the NAT SG and GTE (Body of GREPECAS) models that would influence the structure and operation of a SAT Scrutiny Group. Both models involve participation from States, Regional Monitoring Agencies (RMAs), and aviation organizations like IATA and IFALPA.

2.23 Given the complexities of the SAT area, a tailored approach is essential. The region involves three RMAs and includes three different Planning and Implementation Regional Groups (PIRGs). These challenges necessitate a customized solution rather than directly adopting existing models like NAT SG and GTE. It's crucial to consider that the RMAs play a critical role in collecting safety data from the RVSM airspace and integrating it into existing scrutiny and safety assessment processes.

2.24 Considering both groups analyzed, NAT SG and GTE, key actions should be considered by the States involved in planning and executing action SAT SOG/03-10:

- a) Consider an effective composition and structure for the SAT SC;
- b) Establish Terms of Reference (ToR) and a handbook, including clear guidelines for data collection, event analysis, and the roles and responsibilities of participating entities within the SAT SC;
- c) Define a database or a mechanism for data collection in collaboration with the SAT RMAs;
- d) Ensure that data collection methods are standardized across the region to facilitate consistent analysis; and
- e) Define resource allocation and an activities calendar.

2.25 A first phase will involve establishing the Committee's Terms of Reference (ToR), outlining its composition, working arrangements, and functions, with participation from the three SAT RMAs. The SAT RMA Project Team will identify harmonized or available data to support the Committee in creating the SAT SC handbook and setting up a data reporting mechanism. This will enable the Committee to analyze trends from aggregated SAT RMA data, identifying patterns and potential risks in the SAT airspace.

2.26 Consequently, the meeting agreed on the following action, stating the feasibility of SAT Scrutiny group:

(Action SOG04-06)

- a) *The meeting agrees on the feasibility of a SAT Scrutiny group;*
- b) *Brazil and SAT members to prepared documents needed to implement a Scrutiny contributing body for the SAT airspace; and*
- c) *To hold a Virtual Meeting January 23, 2025 (tentative date)*

2.27 The SAT Document Management Office (DMO) ensures the currency, consistency, and harmonization of SAT documentation across the region. The SAT DMO actions address standardizing documentation to improve coordination among regional bodies, which should be reflected in SAT documentation and actions. As stipulated in the Terms of Reference, the DMO is responsible for:

- a) Coordinating with ICAO Regional Offices and relevant SAT contributory bodies to continuously review SAT documentation, propose updates, and manage approvals as per SAT Doc 001.
- b) Supporting ICAO Regional Offices in implementing and publishing approved proposals.
- c) Coordinating with NAT DMO to ensure that the documentation in the SAT and NAT regions, especially within interface areas, remains consistent and up to date.

2.28 The SAT DMO plans to align documentation and procedures for regional consistency. Regular reviews maintain accountability, track performance, and ensure alignment with safety goals. Updates keep stakeholders like airlines, air traffic controllers, and RMAs informed of the latest safety procedures, fostering a regional safety culture.

2.29 A Vertical collision risk in the EUR/SAM corridor, covered by CARSAMMA was presented during the SAT SOG/04. See **Appendix B**.

2.30 SAT SOG/04 closed various pending action items* and agreed to 6 new actions. Besides, SAT SOG has currently 3 valid Decisions (status in progress). See **Appendix D**.

**Note. - The Actions items SOG03-03 and SOG04-05 were completed by the Secretariat at the last week of November 2024.*

2.31 The SAT SOG/05 meeting will be organized from 7 to 11 April 2025, the venue to be confirmed.

3 ACTION BY THE MEETING

3.1 The SAT SG is invited to:

- a) note the information provided;
- b) support the SAT SOG implementation activities as described in the Action items;
- c) take note and support the SAT SOG decisions;
- d) note that the next SAT SOG/05 meeting will be organized, venue to be confirmed, from 7 to 11 April 2025; and
- e) provide further guidance, as necessary.

Appendix A - Separate file

SAT SOG/03 meeting SoD

Appendix B- Separate file

SAT SOG/04 meeting SoD (preliminary)

Appendix C

Traffic Sample Data (TSD) Collection Template

Appendix D

Action Item & Decisions

Appendix C

Traffic Sample Data (TSD) Collection Template

This appendix provides the information required for each flight in a sample of traffic movements. This information is referred to as traffic sample data (TSD). Each SAT Area Flight Information Region (FIR) should provide their RMA with the TSD for the month of July each year.

INFORMATION FOR EACH FLIGHT IN THE SAMPLE

The information requested **for each flight observed in the FIR** is listed in the following table. Some of the fields listed in the table are available from the operator filed flight plans.

Field Number	Field	Example	Mandatory or Optional	Comment
1	Date (YYYY/MM/DD)	2024/04/15 for 15 April 2024	Mandatory	
2	Aircraft Identification (or call sign)	DAL156	Mandatory	
3	Aircraft Registration Mark	N1604R	Mandatory	Available in Item 18 of the operator filed flight plan, e.g. REG/
4	Item 10 in the filed flight plan	SDE2E3FGHIJ3J7M3P2RWXYZ/LB1D1	Mandatory	Available in operator filed flight plan
5	PBN/ field in Item 18 of the filed flight plan	PBN/A1B1C1D1L1O1S1T1	Mandatory	Available in operator filed flight plan
6	SUR/ field in Item 18 of the filed flight plan	SUR/260B RSP180	Mandatory	Available in operator filed flight plan
7	Aircraft Type	B763	Mandatory	Available in operator filed flight plan
8	Origin Aerodrome	KJFK	Mandatory	Available in operator filed flight plan
9	Destination Aerodrome	DGAA	Mandatory	Available in operator filed flight plan
10	Cleared/expected route of flight (item 15 of flight plan)	35N050W 30N040W 28N035W 25N030W DCT BAMUX DCT SEPOM DCT ANITI UR979 ERMIT DCT TUSEK UL433 ACC	Mandatory	Available in current flight plan
11	First point (fix name or latitude/longitude) into FIR/Airspace	BAMUX or 2313N02632W	Mandatory	

Field Number	Field	Example	Mandatory or Optional	Comment
12	Time at FIR entry point (UTC)	0520 or 05:20	Mandatory	
13	Flight Level at FIR entry point	330	Mandatory	
14	Exit point (fix name or latitude/longitude) at FIR Boundary	SEPOM or 1800N02000W	Mandatory	
15	Time at FIR exit point (UTC)	0700 or 07:00	Mandatory	
16	Flight Level at FIR exit point	330	Mandatory	
17	Additional fix or position/time/flight-level combinations that the monitoring organization judges are necessary to capture the traffic movement characteristics of the airspace		Optional	Include any fix-position/time/FL combinations between the FIR entry and FIR exit

Appendix D — ACTION ITEM & DECISIONS

ID #	ACTION	WHO	WHEN	STATUS	Status and Notes by SAT SOG/04
SOG R-01 (RECURRENT)	The SAT SOG group Delegates were urged to prepare and address the working papers to the Secretariat within the deadlines defined in the convening letter.	All SAT members	Every meeting	Secretariat reminded to the meeting the said requirement.	RECURRENT The Secretariat stressed that, in general, the SAT SOG 03 working papers were received within deadlines. Invite members to deliver papers, on time, and clearly prepared.
SOG01-02	Coordinate / harmonize the biannual working programme with its pairs of Paris, Dakar, Nairobi and Mexico Regional Offices, in order to adjust and maintain updated the said programme	Secretariat	SAT SOG/03	SAT SG/1 is initiating activities. SAT 2024 working programme will be addressed in the SAT SG/01 meeting.	ON-GOING see also STEER-GROUP DECISION SAT-SG/01 DEC11
SOG01-03	Collect and upload in the portal.icao the background documents and reports on the previous SAT meetings, as well as follow up the application of the Communication Plan, and to keep it updated. An assessment on the efficiency of the Communication Plan, must be conducted twice in the year	Secretariat	SAT SOG/02	The portal is already implemented; however, some failures have been observed regarding access to users. Need to coordinate with ICAO HQ.	ON-GOING Secretariat requested an extension, to execute an assessment by February 2025.
SOG01-06	Draft a fast-track procedure for the SAT GROUP taking into account the best practices of the document NAT SPG HANDBOOK - DOC 001. The study must identify the differences between NAT and SAT in terms of structures and resources.	Secretariat	SAT SOG/02		SAT SOG/4: ON GOING

ID #	ACTION	WHO	WHEN	STATUS	Status and Notes by SAT SOG/04
SOG01-07	Prepare a paper to be submitted to the SAT SG, pointing out the importance of traffic forecasts in the general framework of the SAT, and recommending the coordination between the Steering Group and the concerned PIRGs, to identify options to receive adequate traffic forecast for the AORRA airspace and other sectors of SAT.	Secretariat	SAT SG first meeting	Not yet started. SOG Secretariat will prepare a White paper, starting coordination with Dakar Secretariat. (When: Q1 - Q2 2024)	ON-GOING SAT SOG/4: Related to SAT-SG/01 DEC06: Traffic forecast in the SAT area
SOG01-10	Disseminate and oversight the application of SLOP procedure in their FIR/UIRs, aimed to reinforce safety and adequate TLS in SAT.	All SAT IMG states/regulators	SAT SOG/02	The activities and guidance of the bulletin produced by OESB PT will contribute to disseminate application of the SLOP. See WP/2.2 (When: SAT SOG/04)	ON-GOING SAT SOG/4: IATA has presented Its campaign SLOP in the SAT area. The SAT OESB bulletin is going to foster dissemination.
SOG01-14	Identify the training gaps in the SAT members states in order to define a programme that fulfil the members necessities. Survey on oceanic operation training needs.	Trinidad and Tobago Secretariat	Q3 , Q4 2023	Not yet started (When: Q1 - Q2 2024)	NOT YET STARTED To be coordinated with SOG CO-CHAIR

➤ SAT SOG/02

ID #	ACTION	WHO	WHEN	STATUS	Status and Notes by SATSOG04
SOG02-03	States members to implement the approved SAT OESB PT Project Charter listed in Appendix I.	SAT OESB PT SAT members Secretariat	Progress report to SAT SOG/03 and SAT SOG/04	Approved by SAT SOG/02	ON-GOING

ID #	ACTION	WHO	WHEN	STATUS	Status and Notes by SATSOG04
SOG02-05	SAT RMA H/S PT to continue with elaboration of the “Know your space” analysis, version 0.1.b (Technical edit) and 0.1 (Draft), in support to the delimitation of SAT airspace.	SAT RMA H/S PT SAT members Secretariat	Progress report to SAT SOG/03 and SAT SOG/04	Approved by SAT SOG/02	ON-GOING
SOG02-07	State members to provide assistance to RMA H/S PT, with following actions: a) Confirm that the necessary information collection and related actions are being satisfied; b) Support assessment of existing information dissemination practices within the SAT Region to assure standardization requirements awareness and prevent redundancy/duplication of efforts; and c) Support development of workshops to promote the implementation of standardized data collection and collision risk assessment methodology among the SAT RMAs.	SAT SOG Members Secretariat	SAT SOG/04	Approved by SAT SOG/02	ON-GOING
SOG02-12	RMAs to support collaborative partnership between ARMA and CARSAMMA to strengthen training for RVSM and LHD focal points. Incentivize initial and recurrent training to SAT stakeholders responsible for sharing RVSM and LHD data with RMAs. SAT RMAs H/S PT are involved in reviewing and endorsing final training materials for quality and accuracy.	ARMA CARSAMMA SAT RMA H/S PT Secretariat		Approved by SAT SOG/02	SAT SOG/4; ON GOING

➤ SAT SOG/03

ID #	ACTION	WHO	WHEN	STATUS	NOTES BY SAT SOG 04
SOG03-01	<p>a) Secretariat to develop a coordinated campaign with IATA and ANSPs to raise awareness among airlines about safety reporting;</p> <p>b) Secretariat to coordinate with ICAO Regional Offices to facilitate engagement with SAT States and promote awareness about safety reporting among SAT state members; and</p> <p>c) Secretariat to coordinate State letters, According to SAT SOG/03 - WP/2.4 suggested actions.</p>	Secretariat	Before SAT SOG/04 2024	Approved by SAT SOG/03	<p>SAT SOG/4: ON GOING</p> <p>According to SAT SOG/03 - WP/2.4 suggested actions.</p> <p>State Letters on SLOP application - AIPs LHD reporting Just Culture Data delivery for RMAs</p>
SOG03-03	<p>a) State members be prepared to amend data collection practices as necessary to support populating the SAT-specific TSD collection template developed by the SAT SOG RMA HSPT; and</p> <p>b) Secretariat to assist and follow up. That State letters summarizing the following be issued:</p> <p>1) Notification to States, with a request to disseminate the notification to appropriate stakeholders as necessary, of the new SAT-specific TSD collection template;</p> <p>2) A request that SAT member States modify their systems as necessary (or able)</p>	<p>Secretariat</p> <p>SAT Members States, ANSPS</p> <p>RMAs</p>	Upon completion of developing the SAT-specific TSD collection template.	Approved by SAT SOG/03	<p>SUPERSEDES SOG02-06</p> <p>SAT SOG/4: ON GOING</p>

ID #	ACTION	WHO	WHEN	STATUS	NOTES BY SAT SOG 04
	<p>to support populating the SAT-specific TSD collection template;</p> <p>3) Notification that, in accordance with decision SAT IMG/02-4, to support the collection of an optimal traffic sample, the TSD sample period requested was changed from December to the month of July; and</p> <p>4) Request confirmation of availability and feasibility of accommodating the data requests listed below:</p> <p>i. Feasibility of providing oceanic/high seas only data for FIRs that will be “split” administratively for data collection purposes, following delineation of the SAT Region.</p> <p>ii. Feasibility of populating additional fields identified by the RMA HSPT (e.g., traffic flow designator and flying time)</p> <p>iii. Feasibility of providing July 2023 TSD or begin providing July TSD beginning in 2024.</p>				
SOG03-04	<p>Secretariat monitors the progress, outcomes and deliverables issued by SAT SOG RMA HS PT to timely communicate SAT States and ANSPs regarding upcoming requirements and infrastructure needs for collecting LLDs and LLEs.</p>	<p>Secretariat</p> <p>RMA</p> <p>SAT Members</p>		<p>Approved by SAT SOG/03</p>	<p>SAT SOG/4:</p> <p>ON GOING</p>

ID #	ACTION	WHO	WHEN	STATUS	NOTES BY SAT SOG 04
SOG03-06	Secretariat to support the development of Decision SAT-SG/01 and Decision SAT SOG 02/01. To coordinate the implementation of an action plan with IATA, SAT States, ANSPs and concerned Regional Offices. Analysis to assess the impact of delineation to the AIPs information, Regional ANPs, Doc 7030, etc.	Secretariat SAT members	31 October 2024	Approved by SAT SOG/03 Not yet started	SUPERSEDES ACTION SOG02- 08 SAT SOG/4: Not yet started
SOG03-07	A draft of SAT OESB will be validated on SAT SOG/04 and presented on SAT SG/2. Then, its final version will be adopted on SAT SOG/05.	OESB PT Project manager	SAT SOG 04 SAT SG/2	Approved by SAT SOG/03	SAT SOG/4: ON GOING
SOG03-09	RMAs concerned in the SAT area (SATMA, ARMA, CARSAMMA), and SAT SOG members engage and support the activities needed for the adequate development of Item Actions SAT IMG /02-1 and SAT IMG /03-03. Secretariat to follow up and bring assistance.	SAT SOG RMAs Secretariat	According to working plan derived from IMG actions.	Approved by SAT SOG/03	SAT SOG/4: ON GOING
SOG03-10	States members, under the coordination of Brazil, to elaborate a study on the requirements and documents needed to implement a Scrutiny Group for the SAT airspace. The SAT SG will be informed regarding the approach given to the action SAT-SG/01 ACT04. Close follow-up from the Secretariat will be performed	➤ Brazil ➤ State members Secretariat	Progress report to SAT SOG/04 and SAT SOG/05	Approved by SAT SOG/03	SUPERSEDES ACTION SOG02- 04 AND SOG01-13 --- addresses the ACTION SAT-SG/01 ACT04 of Steering group SAT SOG/4: ON GOING
SOG03-11	Secretariat to gather and coordinate relative information to ensure that PIRG bodies and RSOOs are notified, and regional processes are identified to support processes timely	Secretariat RMAs	SAT SOG 05	Approved by SAT SOG/03	SAT SOG/4: ON GOING

ID #	ACTION	WHO	WHEN	STATUS	NOTES BY SAT SOG 04
	transmission of LHD events information provided by RMAs, needed to determine causal factors and subsequently, drive implementation of risk mitigations by ANSPs and States.				

➤ **SAT SOG/04**

ID #	ACTION	WHO	WHEN	STATUS	NOTES BY SAT SOG 04
SOG04-01	SAT SOG Secretariat is appointed to coordinate with SAT IMG Secretariat the inclusion of this topic in the planned joint 2025 meeting SAT IMG – SAT SOG meeting agenda.	SAT SOG and SAT IMG Secretariat’s	Before SAT SOG /05	Approved by SAT SOG/04	
SOG04-02	a) The updated version of the Terms of Reference (ToRs) template for SAT SOG Project Teams is approved as shown in Appendix H. b) The SAT Document Management Office (DMO) is tasked to include the mentioned template in the next review of the SAT Handbook.	Document Management Office - DMO	Before SAT SG/02 meeting	Approved by SAT SOG/04	
SOG04-03	a) SAT ASR PT to update its Work and communication Plan for 2024 and 2025. b) Initiatives proposed by SAT ASR PT referred to safety KPIs are endorsed. These initiatives must be deployed within the framework of SAT group and SAT SOG, maintaining close coordination with the SAT SOG Secretariat.	SAT ASR PT	Report progress to the SAT SOG /05	Approved by SAT SOG/04	
SOG04-04	a) SAT SOG meeting endorses the SAT OESB draft as presented in Appendix L; b) Secretariat tasked to			Approved by SAT SOG/04	

ID #	ACTION	WHO	WHEN	STATUS	NOTES BY SAT SOG 04
	coordinate the host of the OESB on the website of ICAO SAM Office; and c) SAT OESB PT and Secretariat, to study the benefit of sharing links to the NAT OESB repository.				
SOG04-05	The Secretariat, no later than December 2024, according to Action SOG03-03, drafts and delivers a letter to SAT States explaining the purpose and benefits of the implementation of a new data sample (TSD).			Approved by SAT SOG/04	
SOG04-06	a) The meeting agrees on the feasibility of a SAT Scrutiny group; b) Brazil and SAT members to prepared documents needed to implement a Scrutiny contributing body for the SAT airspace; and c) To hold a Virtual Meeting January 23, 2025 (tentative date)				

SAT SOG DECISIONS

Reference / Title	Description	Notes	Status
SAT SOG Decision 01/01 –SAT Oceanic Errors Safety Bulletin Project Team (SAT OESB PT)	That, a Project Team be established to elaborate the SAT oceanic errors safety bulletin (SAT OESB) aimed to improve safety in the South Atlantic airspace. The project team will review the NAT OESB document and determine which topics are relevant to the SAT region, compose a SAT OESB with relevant topics specific to the region, and will present a recommendation to the SAT SOG/2 regarding the implementation and publication of the SAT OESB document.	State Letter to administrations, requesting the nomination of the designated focal points and/or the SME/members/leaders/coordinators of the PT	On-going
SAT SOG Decision 01/02 – SAT annual safety report project team (SAT ASR PT)	That, a Project Team be established to elaborate the SAT annual safety report (SAT ASR) aimed to improve safety in the South Atlantic airspace. The project team will review the NAT ASR, compose a SAT ASR with relevant topics specific to the region, and will present the	State Letter to administrations, requesting the nomination of the designated focal points and/or the SME/members/leaders/coordinators of the PT	On-going

Reference / Title	Description	Notes	Status
	drafted document to the SAT SOG/2 to be validated.		
SAT SOG Decision 02/01 - Support for the workplan of SAT SOG RMA H/S Pt	<p>That, SAT SOG members are invited to:</p> <ul style="list-style-type: none"> a) Support administrative delineation of some FIRs * for the purposes of data collection and submission to facilitate safety assessment, risk estimation, and metrics harmonization within the SAT; b) provide standardized data to help the RMAs achieve their objectives and deliverables, as well support comprehensive assessment of the SAT Region; and c) endorse and support the activities of RMA H/S PT on delineation of SAT, according to planned phases 1, 2 and 3. <p><i>* Specifically: Accra, Canaries, Comodoro Rivadavia, Ezeiza, Johannesburg, Luanda, Montevideo and Windhoek FIRs have portions of airspace designated to the SAT Area.</i></p>		On-going
