



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: Review of the subsidiary bodies' activities

3.3 SAT Documentation Management Office (DMO)

SAT DMO ACTIVITIES IN 2024 AND ACTIONS ON THE SAT UPCOMING MEETINGS

(Presented by SAT SG Secretariat)

SUMMARY	
<p>This paper highlights the recent achievements of the SAT Document Management Office (DMO). It summarizes key updates to SAT documentation, including revisions to the SAT Handbook and other documents, and also outlines some tasks for the SAT Document Management Office (SAT DMO)</p>	
<i>Strategic Objectives</i>	<ul style="list-style-type: none"> • Safety • Capacity and Efficiency

1 INTRODUCTION

- 1.1 The SAT Document Management Office (DMO) ensures the currency, consistency, and harmonization of SAT documentation across the region. 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.
- 1.2 The SAT DMO actions address standardizing SAT documents to ensure compliance with ICAO standards and alignment with SAT's strategic objectives.

2 DISCUSSION

Updates to SAT Handbook (SAT Doc 001):

- 2.1 The SAT DMO is collaborating with the ICAO SAT Secretariat through regular meetings to finalize Handbook Revision 04. Proposed updates will be detailed in a separate paper for stakeholder review.
- 2.2 SAT stakeholders are encouraged to review and provide feedback on the draft Handbook Revision 04 via the provided link: [SAT DOC 001 - SAT Handbook Version4 - to receive suggestions](#) with contributions due by **31 January 2025**.

Revision to SAT Documents

- 2.3 The SAT DMO has collaborated with SAT IMG to revise the SAT Contingency Plan (SAT Doc 002, 2nd edition, November 2024) and SAT Document Application of Separation Minima in the EUR/SAM corridor (SAT Doc 003, 1st edition, November 2024) providing input on content updates and, if needed, visual enhancements to improve usability.

Supported the development of SAT OPS/01

- 2.4 The SAT DMO assisted the SAT IMG meeting in developing SAT OPS/01, a bulletin endorsed through SAT IMG/04-8 action to address CPDLC logon issues in the Dakar FIR, Abidjan ACC, and Accra FIR areas.

SAT DMO actions proposed for 2025

- 2.5 The SAT DMO proposals for the following year include:
 - a) Centralized SAT Documentation Portal: (completion targeted for the first semester of 2025) this portal will streamline access to all SAT-related documents, including terms of reference, procedural handbooks, and bulletins and will facilitate document tracking;
 - b) Updates on SAT Contingency Plan (SAT DOC 002): bi-annual, to ensure the contingency plan remains relevant and practical, incorporating stakeholder feedback.
 - c) Publicize editions of the SAT OPS Bulletin: bi-annual (based on SAT IMG inputs);
 - d) Publicize editions of the SAT Oceanic Errors Bulletin: when request (based on SAT SOG inputs)
 - e) Update SAT contact list: yearly; and
 - f) Support in the development of a new SAT document with specific safety occurrence reporting guidance material for ANSPs and aircraft operators, as per SAT IMG/04-05 decision.

3 ACTION BY THE MEETING

- 3.1 The meeting is invited to:
 - a) take note of the information provided;
 - b) deliver feedback on the proposed SAT DMO actions for 2025; and
 - c) provide further guidance as necessary.