



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: 6: Terms of Reference and future work programme of SAT bodies

Status of SAT Handbook (SAT DOC 001) Updates

(Presented by SAT DMO)

SUMMARY	
This paper provides an overview of the status of updates to the SAT Handbook (4th Edition). It outlines key improvements, identifies enhancements, and proposes recommendations for addressing outstanding issues.	
<i>Strategic Objectives</i>	<ul style="list-style-type: none"> • Safety

1. INTRODUCTION

- 1.1 The SAT Handbook is a critical guide for the governance and operations of the SAT Group. The 4th Edition includes significant updates to improve efficiency, accountability, and alignment with global ICAO standards. This paper highlights the changes, areas requiring additional development, and further steps to enhance the Handbook.

2. DISCUSSION

Working methods

- 2.1 Over the past three months, the SAT DMO has supported the ICAO SAT Secretariat through regular meetings to finalise Handbook Revision 04.

Overall handbook improvements

- 2.2 The following overarching updates were made to enhance the usability and comprehensiveness of the SAT Handbook:
- Typos and formatting errors were corrected.
 - A comprehensive list of acronyms was added, improving accessibility and ease of reference.

Part II – Working Arrangements of the SAT Steering Group (SAT-SG)

- 2.3 The following updates were implemented to refine Part II of the Handbook:
- Emphasis was placed on electronic communication and virtual meetings to enhance participation, particularly in logistical challenges.
 - Coordination mechanisms were formalised with ICAO PIRGs, Regional Aviation Safety Groups (RASGs), and contributory bodies.

- c) Clear reporting lines were established between SAT-SG and its contributory groups, facilitating efficient operations and decision-making.
- d) Governance enhancements included:
 - i. Clarified election periods for Chairpersons and Vice-Chairpersons.
 - ii. A new paragraph detailing the roles and responsibilities of the Vice-Chairman.
 - iii. Provisions for early departure of leadership positions and corresponding election processes.
- e) Membership and participation guidelines were updated to ensure inclusivity and clarity, particularly for Observers.

Part III – Rules of Procedure for the Conduct of Meetings of the SAT

- 2.4 Part III was updated to reflect the working methods of SAT-SG and its contributory bodies, establishing a unified approach for all SAT-related entities:
- a) Encouraged regular participation from SAT members and observers, with expanded provisions for involving stakeholders such as IATA, IFALPA, IFATCA, and IFATSEA as subject-matter experts.
 - b) Detailed the election processes for Chair and Vice-Chairpersons, including guidelines for early departures and interim replacements.
 - c) Introduced comprehensive guidelines for:
 - i. Working Papers
 - ii. Information Papers
 - iii. Discussion Papers (a newly added category to accommodate late submissions).
 - iv. Submission timelines and formats for SAT papers were standardised to ensure consistency and transparency.
 - d) Added the “Action Items” section to track conclusions and decisions from meetings, ensuring accountability and follow-through.

Areas for Improvement

- 2.5 Further enhancements are needed in project team governance:
- a) Define roles for Project Team Leaders, Rapporteurs, Secretaries, and Facilitators to ensure clear accountability.
 - b) Revise Project Team Guidelines to include explicit accountability mechanisms and task responsibilities.

RMA Role Reinforcement

- 2.6 Strengthen the role of RMAs in SAT working ways, which involves:
- a) Establish and formalise the supporting role of RMAs in safety oversight.
 - b) Revise and align RMA Terms of Reference with ICAO PIRG guidelines.

SAT Vision Statement

- 2.7 The SAT SG and contributory groups should meet to align and finalise the SAT Vision Statement, ensuring alignment with group objectives. The proposed vision is:
"Through collaboration and leveraging innovation, the SAT Groups foster the provision of safe, secure, efficient, sustainable, and resilient Air Traffic Services to ensure seamless operation and promote air connectivity among regions adjacent to the South Atlantic."

Summary of Benefits

- 2.8 The updates in the 4th Edition enhance the SAT Handbook by improving governance through more explicit roles and election processes, streamlining operations with formalised reporting and coordination mechanisms, ensuring accountability via action tracking and standardised documentation processes, and aligning with ICAO standards to foster global interoperability. By addressing the outstanding areas for improvement, the SAT Handbook can better serve as a comprehensive and future-ready guide for ensuring safe, efficient, and seamless air traffic operations services across the South Atlantic.
- 2.9 To ensure the successful implementation of these updates, this paper proposes to receive suggestions with contributions to the draft SAT Handbook (4th Edition) due **by 31 January**

2025. Stakeholders are encouraged to provide feedback and address remaining areas for improvement to meet this deadline.

3. Action by the Meeting

3.1 The meeting is invited to:

- a) note the information provided;
- b) task the SAT SG and contributory groups to address the identified areas for improvement; and
- c) provide direction deemed necessary.