



INTERNATIONAL CIVIL AVIATION ORGANIZATION

WESTERN AND CENTRAL AFRICA OFFICE

Twenty Third Meeting of the AFI Satellite Network Management Committee

(SNMC/23)

(Accra, Ghana 15-19 February 2016)

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/19, 20, 21 & 22 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 19th meeting held in Accra from 14 to 18 November 2011 and yearly reviewed and revised as necessary by SNMC 20th to 22th Meetings since October 2012.

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) Review, comment and amend as necessary, the Terms of Reference of AFISNET.

END

**TERMS OF REFERENCE OF THE SATELLITE 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, 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 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, **ATNS** South Africa...);
- 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 **WACAF Office** 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.

AFI SATELLITE NETWORK MANAGEMENT COMMITTEE (SNMC) FORM OF AGREEMENT

ARTICLE 1: The AFI Satellite Network Management Committee (SNMC) is composed of the following core members:

- Agency for Safety of Air Navigation in Africa and Madagascar (**ASECNA**)
- Ghana Civil Aviation Authority (**GCAA**)
- Nigeria Airspace Management Agency (**NAMA**);
- Roberts FIR;
- International Civil Aviation Organization (**ICAO**)

The Administrations mentioned above must be represented at the Director level in their own organizations.

Observers are listed in the Terms of Reference of SNMC and may comprise:

- Air Navigation Service Providers;
- Satcom Facilities Providers;
- Satellite Spectrum Providers;
- International Organization (ATU, ITU, SITA..);
- Airlines Association (**IATA**);
- Satcom Facilities Maintenance Personnel Association (**IFATSEA**).

ARTICLE 2: The **SNMC** will meet once every year or more frequently if required by the members, at one of the network centers and the working languages will be English and French.

ARTICLE 3: SNMC coordinating activities shall be handled by a Coordinator nominated by the State/Organization which hosts the SNMC meeting for the given year. The Coordinator shall be responsible for :

- a) Liaising with the various administrations for the efficient operation of the network
- b) Liaising with the equipment and the satellite providers as the need may arise
- c) Undertaking such other action as may be deemed necessary
- d) Ensure the implementation of the objectives of the SNMC
- e) Act as an arbitrator among members

ARTICLE 4: The SNMC members manage the following stations :

- **For NIGERIA:** Kano, Lagos, Maiduguri, Jos, Ilorin, Port Harcourt, Sokoto, Abuja
- **For GHANA:** Accra with VSAT nodes in Lome, Niamtougou, Cotonou and Sao Tome
- **For ASECNA:** Abidjan, Bangui, Brazzaville, Cotonou, Dakar, Douala Libreville, Lome, N'djamena, Niamey and Ouagadougou
- **For ROBERTS FIR:** Roberts

This list is not exhaustive and may be modified according to the operational needs and extensions of the network.

ARTICLE 5: The SNMC's objectives are as follows:

- Ensure the complete implementation of **AFISNET**
- Verify that the earth stations of the network meet aeronautical telecommunication required performance criteria
- Harmonize reporting methodology procedures
- Judge the necessity of and redeployment of the technical assistance
- Encourage cooperation, in various fields, between network centers, e.g., training, spare parts exchange, and fault location/repairs
- Study, and where feasible, undertake the extension of the network to other African countries within member states respective FIRs.
- Propose network integration and interoperability with other African aeronautical telecommunications networks
- Liaison and planning with satellite telecommunications service providers.

ARTICLE 6: SNMC members may have technical experts accompany them to meetings. These experts will be chosen according to their experiences and competencies in various civil aviation related fields: aeronautical telecommunications, air traffic control, meteorology, etc...

ARTICLE 7: The SNMC Terms of Reference completes this present Form of Agreement as guidelines for SNMC Work programmes.

ARTICLE 8: The SNMC is not financially autonomous. Each Administration shall make adequate financial provision based on its participation in the committee’s activities.

ARTICLE 9: This agreement becomes effective from the date on which all Administrations have signed sign it.

ARTICLE 10: In case legal disagreements arise due to the execution of the present agreement, members will be expected to seek a friendly settlement amongst themselves.

Name/Organization	Name /Quality & Signature	Date
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For **NAMA**

For **ASECNA**

For **GCAA**

For **ROBERTS FIR**

For **ICAO WACAF**