

## **APPENDIX B: SAT STEERING GROUP TERMS OF REFERENCE AND WORKING ARRANGEMENTS**

### **PART II - WORKING ARRANGEMENTS OF SAT--SG**

#### **1. Relations with members**

1.1 Members of the SAT Steering Group as identified in the Terms of Reference shall be kept fully informed of activities of the SAT contributory bodies. To achieve this objective, members shall receive or be informed through e-location on:

- a) The dates and proposed agenda for meetings of the Group;
- b) The reports on meetings of the Group and, as appropriate
- c) The summaries or reports of meetings of its contributory bodies of high importance that could not wait for the forthcoming SAT-SG meeting.

1.2 Members should ensure necessary facilitation for co-ordination and follow-up of the Steering Group activities within their Administrations.

1.3 The Steering Group may obtain information from concerned members on specific planning and implementation issues and offer them advice in the form of specific proposals for action.

1.4 The Steering Group should ensure the integration of the overall facilities and services required for international civil aviation operations with the national civil aviation plans of States, to avoid duplication of efforts.

1.5 The Steering Group should concentrate on a clear identification of existing deficiencies in the SAT air navigation service, on the establishment of priorities for overcoming them, on the development of methods for achieving implementation and on practical solutions to specific problems, particularly those matters that may affect the safety of international civil aviation operations over the South Atlantic.

#### **2. Relations with other Organizations**

2.1 SAT-SG shall keep itself informed of the activities of other organizations to the extent that such activities are likely to have an impact on the planning and operation of the air navigation service over the South Atlantic. When necessary, SAT-SG shall endeavour to provide information and advice to such organizations, in order to avoid duplication of studies and/or effort.

#### **3. Administration of the SAT-SG**

The SAT-SG shall be administered as follows:

3.1 By a **Chairperson** elected from the representatives elected by Member States of the Steering Group for a **four-year period renewable once**. A **Vice-Chairperson** shall also be elected from the said representatives for the same period.

3.2 By a Secretariat appointed by the Regional Office of Dakar and in close collaboration with the other ICAO Regional Offices.

3.3 The Chairperson, in close co-operation with the Secretariat, shall make all necessary arrangements to ensure efficient working of the Steering Group.

3.4 Between meetings of the Steering Group or its contributory bodies, some subjects may be dealt with by correspondence among appointed subject matter experts through the Secretariat of the SAT-SG or of the contributory bodies concerned.

#### **4. Meetings of the SAT Steering Group**

4.1 The Secretariat will make with the hosting State/ANSP, the necessary arrangements on the date and duration of meetings of the Group.

Suggested language: The Secretariat will notify the SAT SG of the date and duration of meetings including the necessary arrangements provided by the hosting State/ANSP.

4.2 Meetings shall normally be convened in the principle of rotation of the locations amongst members.

4.3 Delegates of members may be accompanied by advisers. Total attendance should, however, be kept to a minimum consistent with the topics to be discussed so as to maintain the desired informality of proceedings.

4.4 The ICAO Regional Office in Dakar shall provide the Secretariat services to the Group in close collaboration with the Lima regional office. In the execution of its duties, the assistance of the Regional Offices of Nairobi and Paris shall be appreciated when relevant.

#### **5 Mechanisms of document approval**

5.1 Organizational and strategic documents shall be submitted by the Secretariat to be approved by the SAT-SG. Consensus shall be sought for the implementation of any change.

5.2 Before adoption, the related documentation shall be provided to the SAT Secretariat, containing at least the following deliverables:

- Description of the desired change, features and characteristics from an operational perspective (operational, service and environmental description of subsequent definition documents);
- Presentation of guidance materials from ‘users’ and ‘operators’ perspective;
- Description on how the change will impact the operations;
- Presentation of SAT-SOG reviews of safety assessments provided by the relevant stakeholders;
- Presentation for the SAT-SG plenary approval.

## **6. Communication**

6.1 Communication is key vector of the SAT organization and indicates to the membership the roadmap, the stages, the projects in progress and their level of implementation. This is why, SAT SG with the support of the secretariat shall establish and publish a quarterly bulletin on its projects and their level of implementation:

- 1) to provide a clear understanding and status of the projects implementation on-going;
- 2) to provide a forum to stimulate information exchange among the stakeholders (ANSP, operators);
- 3) to provide a document to be utilized by all SAT members;
- 4) to highlight differences between current operations and desired future operations.

6.2 All information related to SAT activities including upcoming events should be registered and available online. Reports of SAT-SG, SAT-IMG, SATSOG and other SAT contributory bodies shall be also available online. The derived access link should be accessible on the dedicated websites of the 3 concerned ICAO Regions (AFI, NAT and SAM) where relevant.

## **7. Co-ordination and reporting lines**

7.1 The SAT-SG shall report to APIRG through its Secretary and to other PIRGs through the accredited ICAO regional offices.

7.2 Strategic co-ordination of SAT contributory bodies shall primarily be ensured by the SAT-SG, taking into consideration their terms of reference, the analysis of their work programme.

7.3 Routine coordination between the SAT-SG and other ICAO groups, including PIRGs and RASGs shall be conducted through the SAT-SG Secretariat or, on its behalf, by the ICAO Regional Office of the Office of accreditation as required.

7.4 Coordination with representatives of Member States of the SAT-SG and representatives of international organizations attending regularly the meetings of SAT shall be conducted through the Secretary of SAT. ICAO Regional Offices in SAT Region shall be kept informed of such correspondence whenever it may have an impact on the work of these Offices.

7.5 Relations with States and international organizations whether or not represented in the SAT-SG, as well as relations with organizations will normally be conducted through the Secretariat or, on its behalf, by the ICAO Regional Office of the Office of accreditation as required.

7.6 Relations of SAT-SG with Members of SAT contributory bodies shall be conducted through the Secretary of the concerned body.