**Unofficial translation**

**Lao People’s Democratic Republic**

**Peace Independence Democracy Unity Prosperity**

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**Ministry of Public Works and Transport No. 5618/MPWT**

 **Vientiane Capital, 06 May 2008**

**Decision**

**of the Minister**

**On the Organization and Operation of Lao Air Traffic Management**

* Pursuant to the Prime Minister’s Decree on Organization and Operation of Ministry of Public Works and Transport No. 373/PM dated 22 October 2007;
* Pursuant to the Notice of Prime Minister’s Office on the improvement of Air Traffic Management No. 1444/PMO dated 02 October 2002;
* Pursuant to the Decision of Minister of Telecommunications, Transport, Post, and Construction No. 4165/MCTPC on 01 April 2004 on the Establishment of Air Traffic Management Unit.
* Pursuant to the agreement of Leaders of the Ministry;

**Minister of Public Works and Transport hereby issues a Decision:**

**Chapter I**

**General Provisions**

**Article 1: Objective**

This Decision defines location, functions, duties, and scope of rights, organizational structure, and work plan of the Lao Air Traffic Management.

**Article 2: Location and Functions**

The Air Traffic Management is a technical management with its own budget allocated specifically for air traffic management and services under the Ministry of Public Works and Transport.

Lao Air Traffic Management is abbreviated “ກຄຈ” with English name “Lao Air Traffic Management” with abbreviation “LATM” and has headquarters at Wattay International Airport, Vientiane Capital.

Lao Air Traffic Management has functions in air traffic management and services for convenience, quick, in order and ensures safety and government revenue.

**Chapter II**

**Duties and Scope of Rights**

**Article 3: Duties**

LATM has the following duties:

1. Study and disseminate strategic plan to become a plan, work plan, and project in details for implementation each period.
2. Manage, command, and serve flight within the airspace of the Lao PDR, in-out flights, and take-off and landing airports as permitted; liaise and communicate within domestic and foreign countries.
3. Study internal regulations on administrative management proposed for approval such as regulations on vehicles, technical equipment, aviation radio, buildings, allowances for technical staff, social welfare, service fees, and other internal regulations.
4. Collect air traffic fees based on government regulations, such as, fees on flight services, aviation radio, and other services.
5. Manage, use, and renovate vehicles, technical equipment, aviation radio, buildings, and others to be effective.
6. Formulate construction plan, upgrade, trainings, assignment, and follow policies toward civil servants under their responsibilities.
7. Formulate plan, management, and use of budget as approved by authority above.
8. Summarize, evaluate, and assess work implementation to authority above weekly, monthly, half yearly, and yearly.
9. Perform other duties as assigned by the higher authority.

**Article 4: Scope of Rights**

LATM has the following scope of rights:

1. Coordinate with other relevant sectors to successfully fulfil their obligations, rights, and duties.
2. Issue order, instruction, and notice that are under its scope of rights, propose to amend, cancel regulations and orders that are not in compliance with actual works of LATM.
3. Participate meeting, consult, and input comment on every works associate with its rights and duties.
4. Propose an improvement for organizational structure to be in line with actual condition each period.
5. Appoint or dismiss, reward, promote, relocate, and perform measure on employees-civil servants under its responsibility.
6. Communicate, negotiate, create obligations with domestic and foreign country under their obligations, roles, rights, and based on decision of authority above.
7. Propose for medium and large size on the improvement, replacement, and construction for vehicles, technical equipment, aviation radio, buildings; carry out procurement, maintenance, and repair work on small size of vehicles, technical equipment, aviation radio, buildings.
8. Open bank account in the Lao PDR and use revenue as stipulated in Article 7.3 of this Agreement.
9. Perform other rights as assigned by the higher authority.

**Chapter III**

**Organizational Structure**

**Article 5: Organizational Structure**

Lao Air Traffic Management has Management and Administration Office, Provincial Technical Center and Air Traffic Management Office as follow:

1. Administration Office
2. Human Resources Management Office
3. Finance Office
4. Accounting Office
5. Aviation Technical Center
6. Air Traffic Management Office Center
7. Air Traffic Management Office, Luang Prabang Province
8. Air Traffic Management Office, Champasack Province
9. Air Traffic Management Office, Savannakhet Province
10. Air Traffic Management Office, Luang Namtha Province
11. Air Traffic Management Office, Sayaboury Province
12. Air Traffic Management Office, Bokeo Province
13. Air Traffic Management Office, Oudomxay Province
14. Air Traffic Management Office, Phongsaly Province
15. Air Traffic Management Office, Huaphan Province
16. Air Traffic Management Office, Xiengkhouang Province

If necessary other Air Traffic Management Offices may be built in other provinces.

**Article 6: Human Resource Structure**

Lao Air Traffic Management has the following human resource structure:

1. A Head of LATM has 6 category of management positions, which are appointed and dismissed by the Minister as recommended by the Personnel Department based on an agreement by the Head of Department of Civil Aviation;

Head of LATM has direct responsibility to the higher authority on the success and shortcomings in performing their duties; is a person to sign documents, and assign temporarily rights in writing to an acting deputy head during his/her absence.

1. A Deputy Head of LATM is a Category 7 management position to be appointed and dismissed by the Minister as recommended by human resources unit based on agreement by Head of Department of Civil Aviation;

Deputy Head of LATM has direct responsibility to assist Head of LATM in providing overall guidance, emphasizing a specific matter and acting as assigned by Head of LATM.

1. Head and Deputy Head of Management-Administration Office, Head and Deputy Head of Technical Center, Head and Deputy Head of Provincial Air Traffic Management Office, and some technical staff based on actual demand.

**Article 7: Duties of Administration Office**

1. Focal point in coordinating with internal and external sectors;
2. Study and summarize activities and report to LATM Committee;
3. Study, disseminate and follow the implementation of regulations, rules, and notices on LATM activities;
4. Manage official documents, vehicles, land, construction, and other assets of LATM;
5. Summarize, formulate investment plan, services plan, collect statistics on the services;
6. Perform other work as assigned by the LATM Committee.

**Article 8: Duties of Personnel Office**

1. Study the management, monitoring follow-up, formulate construction work plan, upgrade, trainings and propose to the committee;
2. Study on the enhancement mechanism, human resources, promotion, salary raise, and policies toward employees-civil servants in order to propose to the committee for consideration;

**Article 9: Duties of Finance Office**

1. Manage income-expenses based on financial-accounting principles strictly;
2. Create and compile documentation based on accounting principles, record daily income-expense activities on accounting records;
3. Record list of income-expense and account balance to petty cash and deposit accounts;
4. Submit summary report to the committee and other relevant sectors;

**Article 10: Duties of Accounting Office**

1. Issue invoice to domestic and foreign customers, monitor and demand payment of debt;
2. Monitor and support technical income to the state treasury;
3. Manage income-expense, procurement and bidding, properties, assets-liabilities of LATM;
4. Summarize and formulate budget to the committee and relevant sectors.

**Article 11: Duties of Aviation Technical Center**

1. Study regulation draft on installation, maintenance, and renovation small size aviation radio system, aviation radio support system, target radio system, aviation meteorology, and other facilitation necessary to propose to the committee and Department of Civil Aviation for consideration;
2. Formulate plan, perform maintenance and repairs, quality control and lifetime of aviation radio system and equipment each period, including ensure the system works regularly;
3. Formulate budget regarding audit, medium and large size of repairs and maintenance, or replace vehicles, technical equipment, aviation radio, to be suitable for works demand, and in compliance with standards of International Civil Aviation Organization.
4. Monitor and collect statistics of domestic and international flight volume, and quality of aviation transceiver.

**Article 12: Duties of Air Traffic Control Center**

1. Command and provide fly through services, in-out and onboarding-landing of different types of airplane in the airspace under its responsibility to be convenient, speedy, and safely.
2. Communicate with provincial air traffic management offices and foreign aviation offices that have agreement on the agreement on flight information, meteorology, and others.
3. Coordinate with relevant sectors in timely manner on warnings, search, and rescue in the event of incident or accident.
4. Collect and summary statistics, air traffic service volume in details and clear.

**Article 13: Main duties of Provincial Air Traffic Management Offices**

1. Provide training on political mindset, work mechanism and human resources, policies that are under its responsibilities.
2. Manage, command, and provide services for in-out and onboarding-landing of all types of airplane in the airspace under its responsibility to be convenient, speedy, and safely.
3. Collect and summary statistics, air traffic service volume on monthly basis.
4. Summarize work implementation on air traffic management and report to the committee on a regular basis.
5. Formulate and utilize annual budget based on approval efficiently. Obligations, scope of rights shall be adequate to special characteristics of each province.

**Part IV**

**Working Method System**

**Article 14: Working Methods**

1. Centralized democratic principle, group decision, individual responsible and sole leadership regime; expand creativity and hold high responsibility to the assigned tasks;
2. Work detailed planning, work plan, and projects in details; resolve works with focus and target each period, tight coordination with relevant organization;
3. Works can be monitored, supported, exchanged, evaluated, including meeting, reports, and feedbacks on regular basis and strictly.

**Chapter V**

**Final Provisions**

**Article 15: Implementation**

LATM and Provincial Air Traffic Management Offices have their uniform, symbol, and seal for official work. LATM and other relevant sectors shall acknowledge and strictly implement this Decision.

**Article 16: Effectiveness**

This Decision is effective from the date of signature, replacing Decision No. 9966/MPWTPC dated 28/07/2004.

**Minister**

***[Signature and seal]***

**Sommad PHOLSENA**