



ICAO

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WORKING PAPER

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**Fourth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting
(AIM/TF/4)**

Online, 11 May 2021

Agenda Item 5: NOTAM Contingency Plans for NAM/CAR Regions and Tasks Related with the NOTAM Global Campaign: removal of permanent NOTAMs or as Indicated by ICAO Doc 8126 - *Aeronautical Information Services Manual*

AIM/NOTAM CONTINGENCY PLANS FOR NAM/CAR REGIONS, NOTAM GLOBAL CAMPAIGN ACTIVITIES, AND TEMPLATES AIM CONTINGENCY PLAN AD HOC GROUP

(Presented AIM/TF Rapporteur)

EXECUTIVE SUMMARY

This Working Paper presents information on the need for a Regional Contingency Planning to ensure the continuity of AIM and/or NOTAM services, while maintaining a high level of safety, according to the status of implementation of AIM and/or NOTAM Contingency Plans in the region. Furthermore, States are encouraged to sign approved Letters of Agreement (LoAs) among States, Territories and International Organizations.

Action:	Described in Section 5.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency
<i>References:</i>	<ul style="list-style-type: none">• Annex 11 – Air Traffic Services• Annex 15 – Aeronautical Information Services• Doc 4444 – PANS-ATM• Doc 8126 – Aeronautical Information Services Manual

1. Introduction

1.1 Since GREPECAS/13 Meeting, some Guidance Material on NOTAM contingency plans was provided with the purpose to urge States to develop their NOTAM contingency plans mainly for Flight Information Regions (FIRs) and participate in bilateral or multilateral agreements with other States, Territories and even International Organizations. The AIM/TF Meeting needs to create a kind of catalogue that is regularly updated as the “Regional Catalogue of NOTAM Contingency Plans”.

- 1.2 The main objectives are that States:
- a) develop national AIM – NOTAM Contingency Plans
 - b) update existing contingency plans with reference to recent developments and ensure their completeness and inter-operability for Data Sets exchange
 - c) coordinate contingency NOTAM with adjacent FIRs in order to facilitate functionality of contingency plans
 - d) facilitate publication of contingency plans for implementation in the event of disruption
 - e) initiate the establishment of an inter-regional contingency coordination team, whose function shall be to coordinate the continuity of flow of international air traffic at the regional or inter-regional levels in the event of full or partial unavailability of any portion of airspace
 - f) integrate Contingency Plans together ATM Contingency Plans.

2. Discussion

2.1 The requirements for the implementation of Performance Based Navigation (PBN) and the autonomous navigation systems introduced the need for new AIM requirements to ensure the timely quality information and data distribution, in order to reduce or eliminate the possible impact of labour conflicts and natural disasters on the continuous provision of the ANS, providing the necessary technical and management measures for coordination and operational procedures to be adopted before, during, and after any contingency phase or stage.

2.2 Some States of the region already have their AIM and/or NOTAM contingency plan, while the majority still do not have such Contingency Plan in place. It will be necessary to update the status of implementation during this meeting.

2.3 The NOTAM contingency plan is subject to periodic revision. Any modification requires coordination among the parties, and it has been agreed that any modification made will be effective at least 30 days after its approval. This meeting is a good opportunity to make any modification that may be required, update the AIM Points of Contact (PoC) details, aiming to exchange information, update the status of implementation of the NOTAM contingency plans, and sign approved LoAs between the States.

3. Progress in the AIM/NOTAM Contingency Plans for NAM/CAR

3.1 Progress so far in AIM/NOTAM Contingency Plans for NAM/CAR Regions and tasks related with the NOTAM Global Campaign, are as follow:

- a. The AIM TF has created an Ad hoc AIM Contingency Plan Workgroup.
- b. Various teleconference meetings have taken place.

- c. AIM and NOTAM Contingency Plan Templates have been created, in order to facilitate States in getting such plans in place. Plan Templates will be presented in this meeting under **Appendices A and B**.
- d. A meeting has been carried out with the ICAO NACC Regional Office ATM Contingency Plan Project Leader

3.2 Priority is given to the major important service continuity for safe Air Navigation Service provision. This brings either postponement of complete cancelation for certain steps to be implemented.

3.3 Given the effort to maintain compliance to Annex 15, Doc 10066 - PANS-AIM and the updated Doc 8126 – Aeronautical Information Services Manual in four volumes, it is important for ICAO NACC Regional Office to reconsider regionally (and probably globally too), the set requested Aviation System Block Upgrade (ASBU) implementation dates.

3.4 The NAM/CAR State - AIM Transition Implementation Status file has been sent to all AIM TF members to update / fill out, in order to support 3.3 above.

4. Conclusion

4.1 During previous meetings it was emphasized the need to have NOTAM contingency plans developed to support major routes in terms of air traffic flow across the FIRs. It is fundamental that the plan is not limited to the States borders but cross borders with other States being thus inter-regional.

4.2 In this regard, the AIM Ad hoc Group of selected States, Territories and International Organizations facilitated in the development of a robust and efficient regional NOTAM contingency plan template.

4.3 States, Air Navigation Service Providers (ANSPs) and International Organizations are invited to sign a Memorandum of Understanding (MoU)/LoA for implementation of AIM and/or NOTAM Contingency Plans to address responsibilities relating to Separation Standards to be applied, NOTAM Action that should ensure adequate coordination of the Contingency Plans with military and airspace users.

4.4 Other perspective is from the military during the various contingency scenarios including security their roles in safeguarding the security of States as well as collaborating to ensure the safety of the international air transport systems are not compromised, or potential threats that affect aviation infrastructure, systems and operations are not compromised.

- 4.5 To enhance Contingency Planning States are encouraged to:
- implement Controller-Pilot Data Link Communication (CPDLC), Air Traffic Services Inter-facility Data Communication (AIDC) and Aeronautical Message Handling System (AMHS)
 - complete transition from AIS to AIM
 - involve with military stakeholders
 - ensure adequate conduct of safety assessment prior to Contingency Plans
 - ensure the application of surveillance radar safety nets when available
 - collaborate in the implementation of Surveillance Data Sharing within the NAM/CAR Regions
 - ensure regular review of Contingency Plans and MoUs
 - consider the inclusion of cybersecurity threats in their Contingency Plans
 - ensure adequate information flow during contingency
 - publish their Contingency Plans by **31 December 2021** for effective implementation on 2 Aeronautical Information Regulation and Control (AIRAC) Cycles after 2022.

4.6 ICAO will facilitate the integration of the Regional Contingency Plans into a NACC Regional Contingency Plan for submission at GREPECAS/19 Meeting for consideration with membership from all FIRs and other stakeholders (IATA, IFALPA, IFATCA, airspace users, military, etc.)

5. Suggested Actions

- 5.1 Based on the above, the Meeting is invited to:
- a) discuss any relevant matters as appropriate;
 - b) update the corresponding Contingency plans or develop their Contingency Plans in case do not have one;
 - c) urge States to share information for the benefit of the region and contribute for better Contingency Plans meeting the requirements included in Annexes: 11, 15, PANS-ATM, Doc 8126 and the conclusions of the ANS Meetings; and
 - d) sign LoAs or MoUs with other States, Territories and/or International Organizations where applicable.

**APPENDIX A
AIM/NOTAM CONTINGENCY PLANS TEMPLATE**

**LETTER OF AGREEMENT BETWEEN
ORGANIZATION**

AND

**ORGANIZATION
FOR**

**An Aeronautical Data Sharing Agreement and
a Failover/Disaster Recovery Environment**



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OPERATIONAL LETTER OF AGREEMENT

This Operational Letter of Agreement (LOA) is between the:

ORGANIZATION A located at **Street** represented by **Name, Director**

And

ORGANIZATION B located at **Street** represented by **Name, Director**

(Both hereinafter also referred to collectively as "the Parties")

1. OBJECTIVE

- 1.1. This LOA summarizes the mutual interest of the Parties in using the **VENDOR** system(s) that are installed at each of the Parties site(s) to implement:
 - 1.1.1. an Aeronautical Data Sharing agreement;
 - 1.1.2. a Failover/Disaster Recovery environment; and
 - 1.1.3. to create further collaboration between the States in the Caribbean region.

2. SCOPE

- 2.1. This LOA is strictly intended primarily to establish a basis for the responsibility descriptions of the Parties, defined in the below table.

3. BUSINESS PURPOSE

- 3.1. **ORGANIZATION A** is responsible for the management, dissemination, and distribution of Aeronautical Information Services ("AIS") on behalf of Country/Countries (as "XXXX").
- 3.2. **ORGANIZATION B** is responsible for the management, dissemination, and distribution of AIS on behalf of Country/Countries (as "XXXX").



4. INTERRUPTION OF SERVICE

- 4.1. The Parties have invested resources to provide services to each State within these areas and have taken the responsibility to ensure that these services are provided on a continuous basis with minimal interruption and data loss. The Parties are ensuring no service interruption through this cooperative and collaborative agreement to share aeronautical data and to provide disaster recovery capabilities to each of the Parties, in the event of failure or interruption of service at either **ORGANIZATION A** (ICAO: XXXX) or **ORGANIZATION B** (ICAO: XXXX).
- 4.2. Table 1 describes the scenarios, responsibilities and actions required by the Parties.

5. TERMINATION

- 5.1. This is entered into for an indefinite period of time and this agreement may be terminated in whole or in part by either PARTY by at least thirty (30) days' notice in writing to the other party.

6. COSTS

- 6.1. The services described herein by the **ORGANIZATION A** and **ORGANIZATION B** shall be provided by both parties free of charge.

7. CONTACTS

- 7.1. Communications between the parties may be effected by the persons listed in Annex 1. Annex 1 may be amended or updated by written notification of one party to the other party.

8. LIABILITY

- 8.1. The **ORGANIZATION A** and **ORGANIZATION B** shall not accept liability for any loss, damage or injury suffered by either party or by any person or organization arising from the use of these services.

9. INTERNET SERVICES

- 9.1. Each Party shall provide a secure Internet Connection with the applicable rules to the Contingency System.

10. SIGNATURE

- 10.1. This agreement will take effect on the date of signing by the **ORGANIZATION A** and **ORGANIZATION B**.



SIGNATURE PAGE TO LETTER OF AGREEMENT BETWEEN ORGANIZATION A AND ORGANIZATION B

FOR ORGANIZATION A	FOR ORGANIZATION B
ON BEHALF OF ORGANIZATION A	ON BEHALF OF ORGANIZATION B
NAME (PRINT)	NAME (PRINT)
TITLE (PRINT)	TITLE (PRINT)



TABLE 1 – RESPONSIBILITIES AND ACTIONS REQUIRED BY THE PARTIES

Scenarios (are referenced from **VENDOR's PROPOSAL – ##### – dated ## MMM YYYY**)

SCENARIO	ORGANIZATION A RESPONSIBILITY	ORGANIZATION B RESPONSIBILITY	REMARKS
#1 ORGANIZATION B has experienced a communications failure to both KATL (main) and SVM1 (alternate).	ORGANIZATION A shall route all ORGANIZATION B AMHS traffic. ORGANIZATION A to inform KATL/SVM1 on AMHS traffic rerouting.	Route all AMHS traffic to ORGANIZATION A	AIM system will continue to operate without any changes or interruptions.
#2 ORGANIZATION A has experienced a communications failure to both KATL (main) and SVM1 (alternate).	Route all AMHS traffic to ORGANIZATION B	ORGANIZATION B shall route all ORGANIZATION A AMHS traffic. ORGANIZATION B to inform KATL/SVM1 on AMHS traffic rerouting.	AIM system will continue to operate without any changes or interruptions.
#3 AMHS unserviceable at ORGANIZATION A	ORGANIZATION A shall establish a connection between the ORGANIZATION B AMHS and its own ORGANIZATION A AIM system.	Route all AMHS traffic through ORGANIZATION B ORGANIZATION B to inform KATL/SVM1 on AMHS traffic rerouting.	All traffic is diverted through the ORGANIZATION B AMHS to ORGANIZATION A without changing any other operational practices at ORGANIZATION A. Only diversions of messages will be applied by the AMHS system.
#4 AMHS unserviceable at ORGANIZATION B	Route all AMHS traffic through ORGANIZATION A	ORGANIZATION B shall establish a connection between the	All traffic is diverted through the ORGANIZATION A AMHS to ORGANIZATION B without changing



SCENARIO	ORGANIZATION A RESPONSIBILITY	ORGANIZATION B RESPONSIBILITY	REMARKS
	ORGANIZATION A to inform KATL/SVMi on AMHS traffic rerouting	ORGANIZATION A AMHS and its own ORGANIZATION B AIM system.	any other operational practices at ORGANIZATION B. Only diversions of messages will be applied by the AMHS system.
#5 Local AIM servers U/S in ORGANIZATION A. All other service operational (AMHS, MPLS, KATL, SVMi) – IP Tunnel functional	ORGANIZATION A connects to Contingency AIM server in ORGANIZATION B. ORGANIZATION A will route AMHS traffic from Contingency AIM server back to ORGANIZATION A via the IP Tunnel. ORGANIZATION A routes traffic via normal channels. Monitor Remote AIM Server.	Monitor Remote AIM Server.	ECAR States to connect to remote AIM server.
#6 Local AIM servers U/S in ORGANIZATION B. All other service operational (AMHS, KATL SVMi) – IP Tunnel functional	Monitor Remote AIM Server.	ORGANIZATION B connects to Contingency AIM server in ORGANIZATION A. ORGANIZATION B will route AMHS traffic from Contingency AIM server back to ORGANIZATION B via the IP Tunnel. ORGANIZATION B routes traffic via normal channels.	
#7 ORGANIZATION A all equipment failure, not including an ISP Network Failure	ORGANIZATION A access their own system through a secure VPN connection (with a login credential & security encryption) and would continue to operate	ORGANIZATION B AMHS system accepts all AMHS traffic to ORGANIZATION A and from KATL/SVMi	



SCENARIO	ORGANIZATION A RESPONSIBILITY	ORGANIZATION B RESPONSIBILITY	REMARKS
	<p>and access their own system via the Contingency Spatia Dynamic AIM.</p> <p>ORGANIZATION A informs KATL/SVMI that all AMHS traffic destined for ORGANIZATION A should be diverted to ORGANIZATION B.</p>	<p>ORGANIZATION B will accept all AMHS traffic from the AIM system from ORGANIZATION A and route it out to KATL/SVMI</p>	
<p>#8 ORGANIZATION B all equipment failure, not including an ISP Network Failure</p>	<p>ORGANIZATION A AMHS system accepts all AMHS traffic to ORGANIZATION B and from KATL/SVMI</p> <p>ORGANIZATION A will accept all AMHS traffic from the AIM system from ORGANIZATION B and route it out to KATL/SVMI</p>	<p>ORGANIZATION B access their own system through a secure VPN connection (with a login credential & security encryption) and would continue to operate and access their own system via the Contingency SYSTEM/AIM.</p> <p>ORGANIZATION B informs KATL that all AMHS traffic destined for ORGANIZATION B should be diverted to ORGANIZATION A.</p>	



SCENARIO	ORGANIZATION A RESPONSIBILITY	ORGANIZATION B RESPONSIBILITY	REMARKS
<p>#9 Completely down in Trinidad and no services are available on the site at ORGANIZATION A</p>	<p>ORGANIZATION A contacts ORGANIZATION B via SAT phone and request AIS Curacao to log on as ORGANIZATION A AIS and send out NOTAMs and other ATS messages as required.</p> <p>Maintain continues contact with ORGANIZATION B via SAT phone.</p>	<p>Initiate connection to the Replication Monitoring System (RMS) Software, and log on as ORGANIZATION A</p> <p>Send out NOTAM immediately</p> <p>Maintain continues contact with ORGANIZATION A via SAT phone.</p>	<p>1. <i>Testing of scenarios must be carried out periodically (APR/MAY)</i></p> <p>2. SAT Phone to carry internet possibility.</p> <p>3. Distribution list pre-set</p> <p>4. When ORGANIZATION B is sending out messages on behalf of ORGANIZATION A, include in NOTAM description: "On behalf of ORGANIZATION A ... MESSAGE ... Please contact ORGANIZATION B AIS via ORGANIZATION B NYX or phone or email."</p> <p>5. ORGANIZATION B to activate switch link to KATL, routing it.</p> <p>6. NOTAM Item E:</p> <ul style="list-style-type: none"> • Total communication loss in the PIARCO FIR (AIM and ATM) • Activation of ACC (STATE) Contingency within the PIARCO FIR



SCENARIO	ORGANIZATION A RESPONSIBILITY	ORGANIZATION B RESPONSIBILITY	REMARKS
<p>#10 completely down in Curacao and no services are available on the site at ORGANIZATION B</p>	<p>ORGANIZATION B contacts ORGANIZATION A via SAT phone and request AIS ORGANIZATION A to log on as ORGANIZATION B AIS and send out NOTAMs and other ATS messages as required.</p> <p>Maintain continues contact with ORGANIZATION A via SAT phone.</p>	<p>Initiate connection to the Replication Monitoring System (RMS) Software, and log on as ORGANIZATION B</p> <p>Send out NOTAM immediately</p> <p>Maintain continues contact with ORGANIZATION B via SAT phone.</p>	<p>1. <i>Testing of scenarios must be carried out periodically (APR/MAY)</i></p> <p>2. SAT Phone to carry internet possibility.</p> <p>3. Distribution list pre-set</p> <p>4. When ORGANIZATION A is sending out message on behalf of ORGANIZATION B include in NOTAM description: “On behalf of ORGANIZATION B ... MESSAGE ... Please contact ORGANIZATION AIS via ORGANIZATION ANYX or phone or email.”</p> <p>5. ORGANIZATION A to activate switch link to KATL, routing it.</p> <p>6. NOTAM Item E:</p> <ul style="list-style-type: none"> • Total communication loss in the CURAÇAO FIR (AIM and ATM) • Activation of ACC (STATE) Contingency within the CURAÇAO FIR



SCENARIO	ORGANIZATION A RESPONSIBILITY	ORGANIZATION B RESPONSIBILITY	REMARKS
#11 Systems resume normal operations	ORGANIZATION A to revert to normal operations.	ORGANIZATION B to revert to normal operations.	Both ORGANIZATION A and ORGANIZATION B shall revert to normal configurations and operations.



ACRONYMS

ACRONYM	DEFINITION
ACC	Air Traffic Control Center
AIM	Aeronautical Information Management
AIS	Aeronautical Information Services
AMHS	ATS Message Handling System
ATM	Air Traffic Management
FIR	Flight Information Region
ICAO	International Civil Aviation Organization
IP	Internet Protocol
KATL	ICAO Code for Atlanta
LOA	Letter of Agreement
NOTAM	Notice To Airmen
RMS	Replication Monitoring System
SAT	Satellite Phone

APPENDIX B
NOTAM CONTINGENCY PLANS TEMPLATE



NOTAM CONTINGENCY LETTER OF AGREEMENT (LOA) BETWEEN

AERONAUTICAL INFORMATION SERVICES/AERONAUTICAL INFORMATION
MANAGEMENT (AIS/AIM) **STATE**

AND

AERONAUTICAL INFORMATION SERVICES/AERONAUTICAL INFORMATION
MANAGEMENT (AIS/AIM) **STATE**

1. FOREWORD

The authorised representatives of the **State** Civil Aviation Authority (**SCAA**), located in **Country**, and the authorised representatives of the **State** Civil Aviation Authority (**SCAA**), located in **Country**, agree that the NOTAM provisions of each State is assured when activated in Contingency situations indicated in this LOA, whereby NOTAM publication is continued in accordance with format requirements of the ICAO SARPs, timely promulgation, and whereby the system communication platform for dissemination is assured.

2. EFFECTIVE DATE

Each States' procedures contained in this document shall remain in force from the effective date specified herein until either amended or cancelled.

The provisions in the Letter of Agreement becomes effective at *Month dd, yyyy* at *0000 UTC*.

3. OBJECTIVE

The objective of this LOA is to specify NOTAM Contingency procedures between **Country** and **Country** and to assure that when Contingency is activated, each party carries out the required responsibilities as indicated in this document.



4. SCOPE

- 4.1 The procedures contained herein are supplementary to the ICAO Standards and Recommended Practices in Annex 15, the AIS Manual (Document 8126), ICAO Abbreviations and Codes (Doc 8400) and the PANS Aeronautical Information Management (Doc 10066). These documentations detail NOTAM procedures, format and the conditions under which the responsibility for the provision of NOTAM services shall be transferred between the AIS/AIM Units mentioned in paragraph 3 above.
- 4.2 This LOA refers to the implementation of short-term contingency measures in cases of disruption, or partial disruption of NOTAM capabilities due to communication failures or other contingency scenarios.
- 4.3 This LOA also formalises the short-term delegation of responsibility from AIS/AIM State/Country to AIS/AIM State/Country for the provision of NOTAM services for the:
- NAME Flight Information Regions for which AIS/AIM State/Country has NOTAM responsibility (including); and
 - NAME Flight Information Regions for which AIS/AIM State/Country has NOTAM responsibility (including).
- 4.4 The establishment of transfer is based on contingent operational considerations only and does not therefore contribute to, neither can it be invoked for, any other purpose beyond this context.

5. ACTIVATION AND MONITORING OF NOTAM CONTINGENCY

- 5.1 This NOTAM Contingency Plan shall be activated on a contingency-based need by either State's assigned point of contact with the authorization rights for NOTAM Contingency Plan activation, indicated on Appendix A.
- 5.2 Activation of this NOTAM Contingency Plan will be by means of a **telephone call**, followed by an E-mail using the **Official** . **NOTAM Request procedure** of each State/Country must be followed. See attachments to this LoA.

5.2.1 NOTAM requests procedure State/Country

Only the person(s) listed in this LOA, are allowed to request/activate the Contingency NOTAM to STATE NOF Office.

The emergency NOTAM request procedure is as follows:

1. Requestor contacts the AIM at (+XXX) XXX XXXX



2. Activate the Contingency NOTAM for State;
3. NOTAM will be created & Published;
4. Requestor shall send the official filled out NOTAM Request Form within 24hrs to email@email.gov

5.2.2 NOTAM requests procedure State/Country

Only the person(s) listed in this LOA, are allowed to request/activate the Contingency NOTAM to STATE NOF Office.

The emergency NOTAM request procedure is as follows:

1. Requestor contacts the AIM at (+XXX) XXX XXXX
2. Activate the Contingency NOTAM for State;
3. NOTAM will be created & Published;
4. Requestor shall send the official filled out NOTAM Request Form within 24hrs to email@email.gov

- 5.3 **Next valid** NOTAM number to be used for publication must be confirmed by both units prior to dissemination of any NOTAM.
- 5.4 NOTAM requests for dissemination shall be communicated primarily via E-mail from the assigned NOF of the Contingency Activated State.
- 5.5 The Subject of the E-mail containing NOTAM request should contain the term “CONTINGENCY NOTAM REQUEST” followed by the word “NUMBER” I or symbol “#” and then the next consecutive number starting from 1.

For examples:

CONTINGENCY NOTAM REQUEST NUMBER 1

Or

CONTINGENCY NOTAM REQUEST #



- 5.6 The body of the E-mail from **one of the States to the other**, will contain the completed/encoded NOTAM for dissemination.
- 5.7 Should E-mail capabilities become unavailable, then NOTAM requests from **one of the States to the other and visa versa** will be communicated via telephone or any other applicable/available digital messaging tool. For ease of referencing by both units the same subject-numbering system for requests should be used as stated in section 5.4 above, then the completed/encode NOTAM given for dissemination.
- 5.7 NOTAM disseminated shall be in accordance with ICAO format and standards and recommended practices (SARPs).
- 5.8 AIS/AIM Units' Managers and/or Directors of both States shall monitor and keep each other informed of NOTAM requests and subsequent disseminated NOTAM.
- 5.9 An E-mail or any other digital messaging tool containing a copy of each disseminated NOTAM or picture thereof, should be sent to **stated emails** to facilitate updating of disseminated NOTAM information on the respective AIM website of the corresponding **State/Country**.

6. AMENDMENTS

- 6.1 Any change to this Letter of Agreement, including its cancellation or replacement, requires the consent of the AIS/AIM Units concerned. This applies to the substance of the change as well as to its date of applicability. Any change shall be made either in the context of a meeting between the two units, or by exchange of correspondence, or by exchange of AFTN messages, with acknowledgement by all signatories.
- 6.2 Amendments to this document shall be effective only in the form of a written amendment duly signed by authorised representatives.



7. AUTHORISED SIGNATORIES

For/on behalf of **State/CAA/ANSP (Country):**

Name: Mr. /Mrs.
Director/Manager AIM (State)

Name: Mr. /Mrs.
Director/Manager AIM (State)

Signature:

Signature:

Place.....

Date.....

For/on behalf of **State/CAA/ANSP (Country):**

Name: Mr. /Mrs.
Director/Manager AIM (State)

Name: Mr. /Mrs.
Director/Manager AIM (State)

Signature:

Signature:

Place.....

Date.....





Appendix A

STATE/COUNTRY	STATE/COUNTRY
Director General Mr. / Mrs. Tel: 123456789 Extension: 000 Cell/CUG: 123456789 E-mail:	Director General Mr. / Mrs. Tel: 123456789 Extension: 000 Cell/CUG: 123456789 E-mail:
Director / Manager AIM..... Mr. / Mrs. Tel: 123456789 Extension: 000 Cell/CUG: 123456789 E-mail:	Director / Manager AIM..... Mr. / Mrs. Tel: 123456789 Extension: 000 Cell/CUG: 123456789 E-mail:
International NOTAM Office (NOF) Tel: 123456789 Hotline: 123456789 Fax: 123456789 E-mail:	International NOTAM Office (NOF) Tel: 123456789 Hotline: 123456789 Fax: 123456789 E-mail:
Additional contact information	Additional contact information

DRAFT