



International Civil Aviation Organization

**The 8th Meeting of the Asia/Pacific Aeronautical Information Services –
Aeronautical Information Management Implementation Task Force
(AAITF/8)**

Ulaanbaatar, Mongolia, 06 – 10 May 2013

Agenda Item 5: Any Other Business

ICARD UPDATE

(Presented by Secretariat)

SUMMARY

This paper presents an update on the ICAO International Codes and Route Designators application (ICARD), and participation by Asia/Pacific States.

This paper relates to –

Strategic Objectives:

A: *Safety – Enhance global civil aviation safety*

C: *Environmental Protection and Sustainable Development of Air Transport – Foster harmonized and economically viable development of international civil aviation that does not unduly harm the environment*

Global Plan Initiatives:

GPI-12 Functional integration of ground systems with airborne systems

GPI-18 Aeronautical information

GPI-20 WGS-84

1. INTRODUCTION

1.1 The International Codes and Routes Designators is the result of collaborative efforts by EUROCONTROL and the ICAO EUR/NAT Regional Office to develop and maintain a common database of facilities and services required for international air navigation within the EUR/NAT region. The first ICARD internet application on the EUROCONTROL website was developed to support the allocation of five-letter name-codes (5LNC) used for the identification of significant points for ATS routes and designators for ATS routes.

1.2 The application is now available for all ICAO States, and is the global repository and source of 5LNC. The ATS route designator function is only available within EUR Region.

2. DISCUSSION

2.1 ICARD is the sole global source of unique, pronounceable 5LNC marking significant points (i.e. ATS route waypoints) not associated with a radio-navigation aid. The purpose of ICARD is to ensure that the global allocation of 5LNC complies with the Annex 11 requirements:

3.1 Where a significant point is required at a position not marked by the site of a radio navigation aid, and is used for ATC purposes, it shall be designated by a unique five-letter pronounceable “name-code” This name-code designator then serves as the name as well as the coded designator of the significant point.

3.2 The name-code designator shall be selected so as to avoid any difficulties in pronunciation by pilots or ATS personnel when speaking in the language used in ATS communications.

Examples: ADOLA, KODAP

3.3 The name-code designator shall be easily recognizable in voice communications and shall be free of ambiguity with those used for other significant points in the same general area.

3.4 The unique five-letter pronounceable name-code designator assigned to a significant point shall not be assigned to any other significant point. When there is a need to relocate a significant point, a new name-code designator shall be chosen. In cases when a State wishes to keep the allocation of specific name-codes for reuse at a different location, such name-codes shall not be used until after a period of at least six months.

3.5 States’ requirements for unique five-letter pronounceable name-code designators shall be notified to the Regional Offices of ICAO for coordination.

2.2 ICARD_5LNC_PLANNERS are State nominated individuals responsible for sourcing waypoints for each state from the blocks of codes allocated in ICARD to the State by the ICARD_5LNC_MANAGER, normally the ICAO Regional Officer ATM. Each State should nominate two persons to register as ICARD 5LNC Planners. Table 1 lists current Asia/Pacific 5LNC_PLANNER registrations for States with FIR responsibilities.

| State | 5LNC_PLANNER |
|-------------------|---------------------|
| Afghanistan | 1 |
| Australia | 2 |
| Bangladesh | 1 |
| Brunei Darussalam | 0 |
| Cambodia | 1 |
| China | 1 |
| Hong Kong, China | 2 |
| Macao, China | 0 |
| DPR Korea | 0 |
| Fiji | 1 |
| India | 2 |
| Indonesia | 1 |
| Japan | 2 |
| Lao PDR | 1 |
| Malaysia | 1 |
| Maldives | 0 |
| Mongolia | 0 |

| | |
|---------------------|---|
| Myanmar | 0 |
| Nauru | 0 |
| Nepal | 0 |
| New Caledonia | 1 |
| New Zealand | 0 |
| Pakistan | 1 |
| Papua New Guinea | 1 |
| Philippines | 1 |
| Polynesie Francaise | 2 |
| Republic of Korea | 1 |
| Singapore | 2 |
| Solomon Islands | 0 |
| Sri Lanka | 2 |
| Thailand | 1 |
| Timor-Leste | 0 |
| Viet Nam | 1 |

Table 1: State Registered ICARD_5LNC_PLANNERS

2.3 The ICARD_5LNC_PLANNER registration involves two steps:

- i. Registration for ICARD through the ICAO Secure Portal; and
- ii. Registration for ICARD_5LNC_PLANNER.

2.4 **Attachment A** provides instructions for the registration process. Further guidelines for the use of the ICARD application are available on the 5LNC web-page, which is fully accessible after the registration process is completed.

Proximity Checks

2.5 When submitting a selected 5LNC, Planners are required to conduct a proximity check. This involves using either the map or list function buttons to check for like-sounding 5LNC within 250NM for TMA waypoints or 500NM for En-route waypoints. The proximity check function requires the cartographical coordinates of the waypoint to be entered correctly.

2.6 The proximity check function may provide a list or map representation of several potentially like-sounding waypoint names. The Planner should then apply appropriate judgment to determine if any radiotelephony confusion between the existing waypoints and the proposed waypoint could occur. If such confusion could occur, a different waypoint name must be selected from the block of available codes. Once this process is complete, clicking the proximity check check-mark box will indicate that the proximity check has been completed.

2.7 The ICARD 5LNC_MANAGER may independently conduct another proximity check during the approval process. Any proposed waypoint found to have potential radiotelephony confusion with another waypoint will be rejected.

2.8 Proposed waypoints without coordinates will also be rejected. Note that codes may not be repositioned at new coordinates. Any code that is no longer required will be held in the reserve list before then being returned for allocation in a new block.

Duplicate 5LNC

2.9 ICAO has been working to progressively eliminate duplicated 5LNC globally. States may become aware that a duplicate code exists either by airspace user reports through the safety reporting system, or by email from the 5LNC Manager. Duplicate codes must be replaced. Replacement of a duplicate code with a new code must be in accordance with Annex 15 change notification requirements.

ICARD 5LNC MANAGER Actions

2.10 The 5LNC Manager will approve or deny requests for new code allocations, code deletions, and amendments to code information (e.g. addition of a coordinating State, addition of information regarding the use of the code, explanatory comments, but NOT changes to position coordinates). Other functions of the 5LNC Manager are the reallocation of unused codes to other States or Regions where requested and appropriate.

2.11 ICARD 5LNC code requests should normally be actioned within 1 week of submission. If there is any significant delay, or if approval is required urgently, ICARD_5LNC_PLANNERS should contact the ICAO Regional Office 5LNC Manager.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) note the information contained in this paper;
- b) Register as required for 5LNC PLANNER; and
- c) discuss any relevant matters as appropriate.

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ICAO - ICARD 5LNC State User Registration Procedure

Procedure for acquiring access to ICAO ICARD 5LNC web-based system

The following procedure allows ICAO State users to register on the ICARD application hosted on the ICAO secure portal located at <http://portal.icao.int/>. The ICARD State user registration procedure is intended for ICAO State users that are eligible to become ICARD 5LNC planner for their respective states.

The following table lists the ICARD focal points in the ICAO regional offices; those contacts can be used for any inquiry pertaining to ICARD with your respective ICAO regional office.

| ICAO Region | Primary Contact | Alternate |
|-------------------------------------|--|---|
| Asia/Pacific Tel.: +662 537 8189 | Shane Sumner ssumner@icao.int | Chuleeporn Leemanan cleemanan@icao.int |

The ICARD focal point in your respective ICAO regional office will analyse your request for access and if approved, will communicate to the ICAO portal administrator your name and state and will inform you via email that you may start or continue the registration process on the ICAO portal. Any registration attempt without prior authorization from an ICAO regional office will be ignored by the ICAO portal administrator.

The standard acceptance message to inform you that you have registered to the ICARD group should look like the following:

Dear 'Your State User Name',

Your request for subscribing to group **icard** has been granted.

Welcome to the **icard** group.

The ICARD State user registration is a two-stage process.

- ✓ You need to be member of the ICARD group;
- ✓ Once authorized as an ICARD group member; you need to subscribe to the ICARD_5LNC_PLANNER group, to become an ICARD 5LNC planner.

Please make sure that you do not have a pop-up blocker activated on your internet browser before following the registration procedure.

If the procedure does not work, or if you have any problems, please contact the ICAO support service at ServiceDesk@icao.int for additional assistance on the procedure.

Here is how to complete those two steps:

INITIAL STAGE:

1. Go to <http://portal.icao.int/> . If you do not have a login/password for ICAO's portal, choose **Request an account** (see Fig. 1) and go to Step 2, if you are already a user of ICAO's secure portal, choose **Login**, log in with your login/password, and proceed to Step 4.

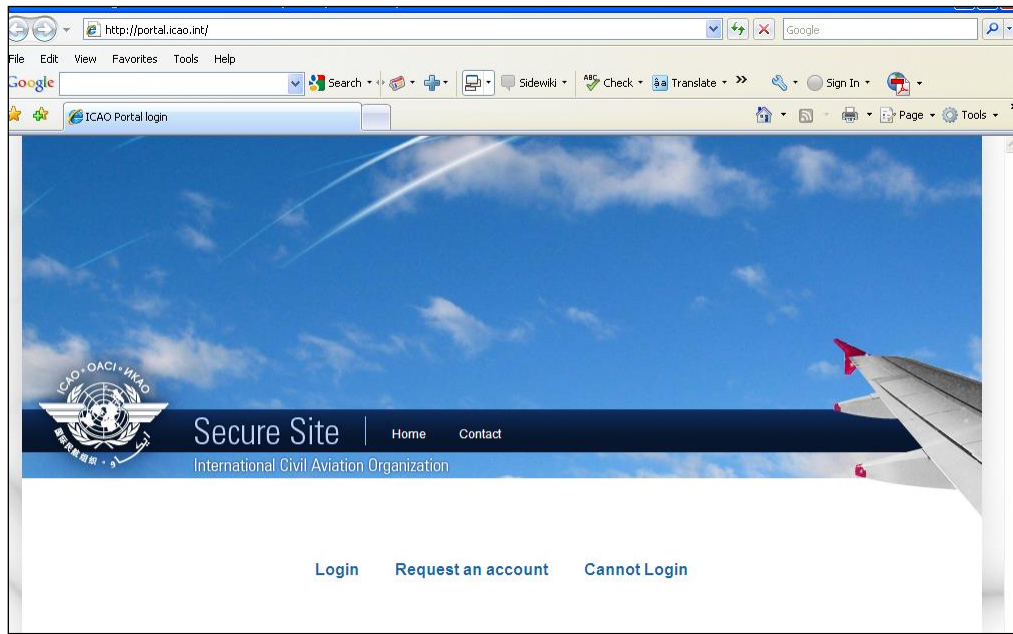


Figure 1

2. If you are requesting a new account, type in **ICARD** in “Group Name” of the resulting dialogue box (Fig. 2)



Figure 2

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ATTACHMENT A

3. Fill out the requested information in the ensuing dialogue box (Fig. 3) and proceed to Step 5.

The screenshot shows a web form titled "New User Account Application Form" with a "Home" link in the top right. Below the title, it states "Please fill in the information below and submit the form. You will receive an e-mail with the response to your application in one or more working days." A note indicates "* Fields are mandatory". The form is divided into a "Registration Details" section with the following fields: First Name, Last Name, Title, Telephone, Address, Fax, Email, Confirm Email, Organization (Company), Country (set to N/A), Group (with a checked checkbox for "ars"), and Justification.

Note:

Figure 3

4. For users who already have an account, after logging in, click on the "Profile" link located on the top right of the page, then on the "Group Subscribe" (Fig. 4 & 5) of the ensuing page. Type in **ICARD** in the "Group Name" field of the resulting dialogue box.

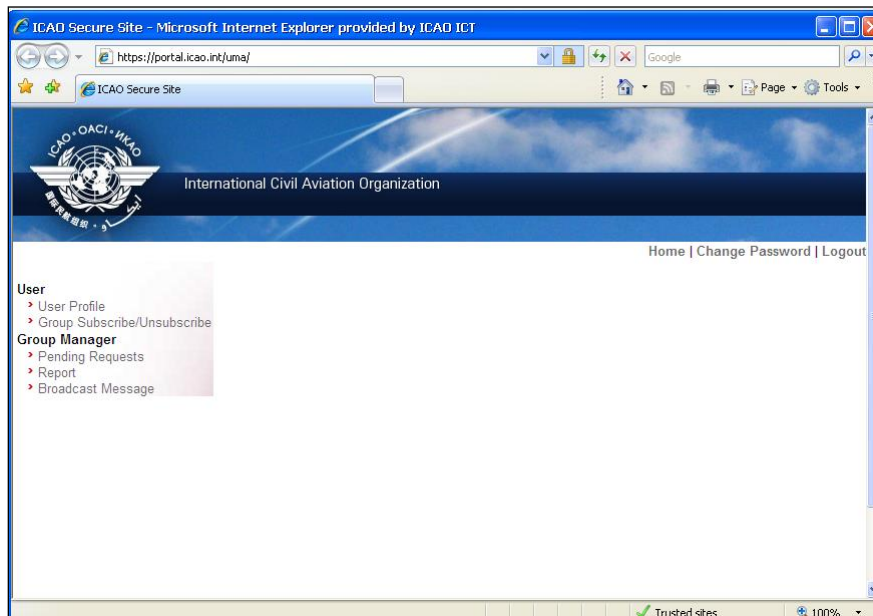


Figure 4

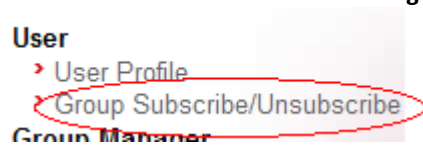


Figure 5

Once you are done, please click on the 'Submit Changes' button.

5. Whether it was a new account request, or an existing account request, you will get notification via email within 24 hours that your request for group membership has been granted.

You can then go to the web site <http://portal.icao.int/> and log in. You will see **ICARD** as one of the available groups listed under "Secure Sites", clicking on this link will take you to the application.

5LNC PLANNER STAGE:

To become an ICARD 5LNC planner for your state, you need to take supplemental actions **only once you have been confirmed a member of the ICARD group**. State users need to coordinate their registrations with their respective ICAO regional office prior to execute this stage; failure to do so will result in a denial of the request by ICAO.

1. Go to <http://portal.icao.int/> . Choose **Login**, log in with your login/password.

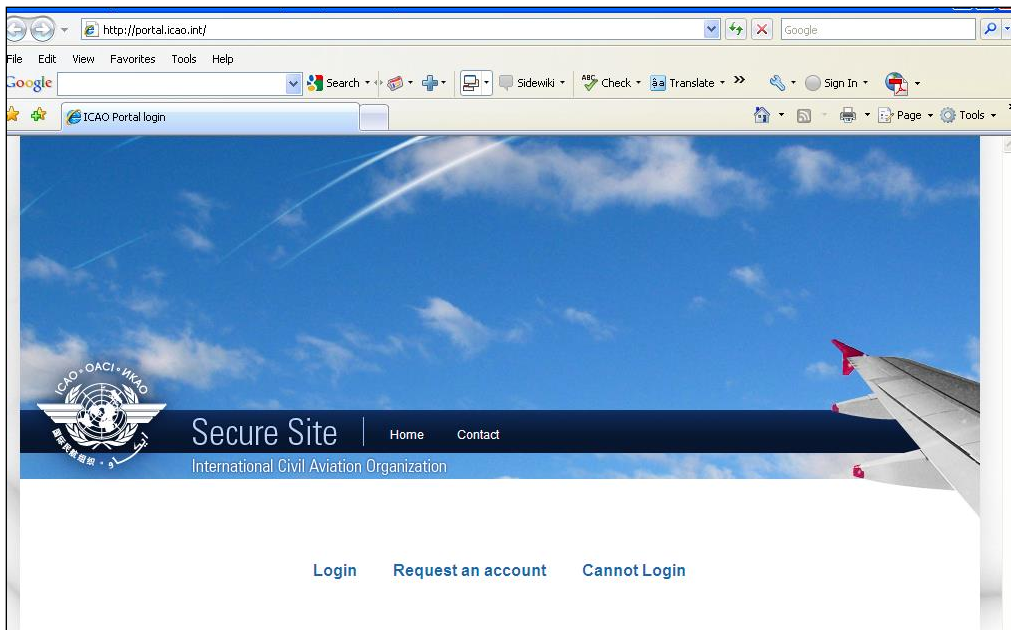


Figure 6

2. After logging in, click on the "Profile" link located on the top right of the page, then on the "Group Subscribe" (Fig. 7 & 8) of the ensuing page. Type in **ICARD_5LNC_PLANNER** in the "Group Name" field of the resulting dialogue box.

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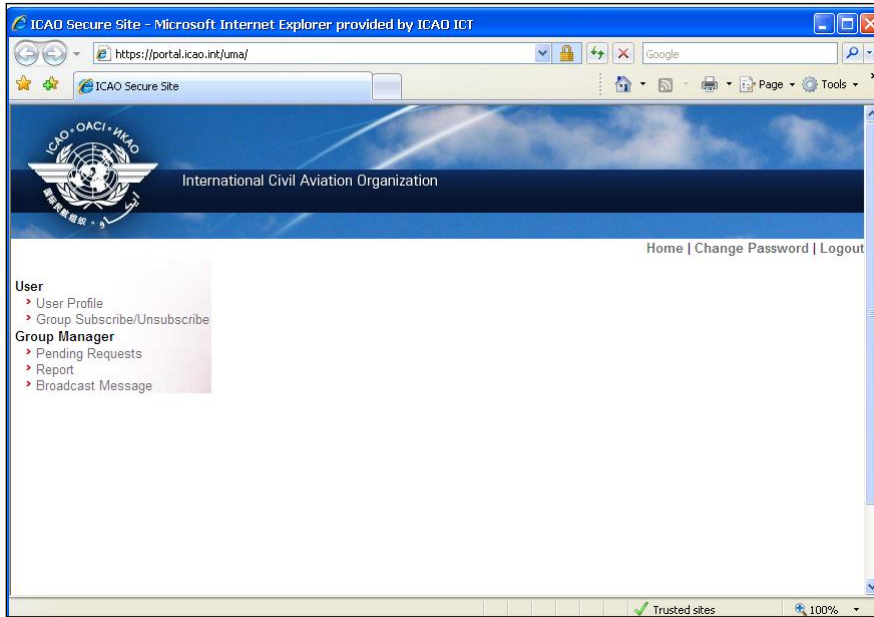


Figure 7

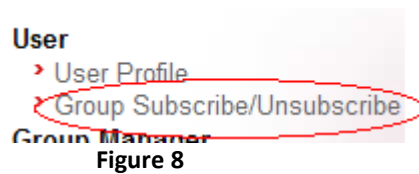


Figure 8

Once you are done, please click on the 'Submit Changes' button.

3. You will get notification via email within 24 hours that your request for group membership has been granted.

-- End --