



INFORMATION PAPER

FIFTH MEETING OF THE ALLPIRG/ADVISORY GROUP

(Montreal, 23 – 24 March 2006)

Agenda Item 3: Aviation Safety

NAT DOCUMENT MANAGEMENT OFFICE

(Presented by the Chairman, North Atlantic Systems Planning Group (NAT SPG))

SUMMARY

This paper discusses the formation of a Document Management Office (DMO) under the auspices of the North Atlantic Systems Planning Group (NAT SPG) but operated by one of the Member States.

Action by ALLPIRG/5 is in paragraph 2.

1. DISCUSSION

1.1 As part of the process of formulating, in the late seventies, the Minimum Navigational Performance Specification (MNPS), the NAT SPG identified a need for a document to provide guidance on all aspects of operations within MNPS airspace. This document, the MNPS Operations Manual, was first published in 1979, it has since gone through 10 editions.

1.2 Subsequently, a number of other documents have joined the MNPS Operations Manual, these include, inter alia, guidance on general aviation operations and guidance on region-specific flight planning requirements. These documents have all been generated by groups of specialists that report to the NAT SPG (and its sub-group the Implementation Management Group (IMG)), an arrangement that lends itself well to addressing the specific aspects of each, but introduces a certain risk of inconsistency between them. In addition, this tasking of specialist groups is not the ideal mechanism for long-term maintenance of these documents.

1.3 The IMG recently endorsed a proposal by one of the NAT SPG members, the Icelandic CAA, that a Document Management Office be formed, its primary purpose being to conduct a thorough

review of existing documents and to oversee and coordinate the continued maintenance of these documents, an activity in which the specialist groups will continue to play a major role.

1.4 The aim should be to develop a complete and consistent suite of documents relevant to NAT operations which should be freely accessible to users via the NAT-PCO (Programme Coordination Office) website. To meet the objective of “one-stop shopping” it is proposed that this suite include, where necessary, appropriate extracts from saleable documents.

1.5 In carrying out this work, the DMO will also be asked to investigate the feasibility of realigning document content in such a way as to make each document “audience-specific”, i.e. separate documents would address the concerns of aircrews, dispatchers, ATC staff, etc.

1.6 For information, the terms of reference of the NAT Document Management Office (NAT/DMO) are attached to this paper.

2. ACTION BY ALLPIRG

2.1 The ALLPIRG/5 Meeting is invited to note the information provided in this paper.

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APPENDIX

DOCUMENT MANAGEMENT OFFICE (DMO)

Terms of Reference: The Document Management Office (DMO) is responsible to the NAT SPG for ensuring the currency and consistency of the documentation relating to NAT operations which is resident on the NAT PCO website with the following terms of reference.

1. To track changes to external source or reference documents and ensure that relevant NAT documentation is duly updated.
2. To apprise NAT Specialist Groups of any changes or potential changes to provisions which could impact their work.
3. To undertake, solicit and/or review changes to NAT documentation which might follow from the work of NAT specialist Groups.
4. To apprise NAT IMG of any need for changes to NAT documentation and seek approval for such work.
5. To brief NAT SPG annually on all changes affecting NAT Documentation.
6. To coordinate/liaise with commercial vendors of NAT-specific data to endeavour to ensure global consistency and currency of information and guidance available to users.
7. To maintain contact via an established contact point with the ATS and AIS units of NAT Region and NAT bordering states to ensure that planned or effected changes to any services or facilities that affect NAT operations are appropriately reflected in NAT documentation.
8. To review all relevant ICAO amendment proposals and apprise the IMG of any potential impact on NAT operations.

Composition: The DMO service will be provided by the Icelandic CAA on behalf of the NAT SPG.

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