
APPENDIX D
LETTER OF AGREEMENT BETWEEN (CENTER A) AND (CENTER B)
ANNEX <#>
Automated Data Exchange (ADE)

Date Effective: (mm/dd/yyyy), <00:00> UTC

1. **PURPOSE:** This Section (**Annex #**) establishes procedures for the Automated Data Exchange of active flight plan information between (**Center A**) Center and (**Center B**) Center. The message exchange is performed using the protocol NAM ICD. Subsequent sub-sections will introduce abbreviations, definitions and operational procedures to be used by respective facilities.
2. **OPERATIONAL PROCEDURES FOR ADE IS DESCRIBED IN THIS SECTION.** These procedures will evolve as subsequent phases are introduced. This Annex may be deleted and absorbed into the main body of the Letter of Agreement when final phase is implemented and subject mutual agreement.
3. **ABBREVIATIONS:**
 - ADE Automated Data Exchange
 - CFL Coordinated Flight Level
 - CPL Active Flight Plan
 - FPL Proposed Flight Plan
 - LAM Logical Acknowledgement Message
 - UTM Unsuccessful Transmission Message
4. **PROCEDURES:**
 - 4.1. ADE is the primary method of exchanging flight data information between (**Center A**) and (**Center B**) Centers.
 - 4.2. Coordination.
 - 4.2.1. The parameter times for the interface are as follows:
 - a) Not less than (**##, for example 15**) minutes - (**Center A**) Center CPL send time (prior to boundary).
 - b) (**##, for example 60**) seconds - (**Center A**) Center LAM time-out (time to wait for **LAM** from (**Center B**) Center).
 - c) Not less than (**##, for example 13**) minutes - (**Center B**) Center **CPL** send time (prior to boundary)
 - d) 60 seconds - (**Center B**) Center LAM time-out (time to wait for LAM from (**Center A**) Center).
 - e) (**Center B**) Center and (**Center A**) Center may agree to modify the parameters listed in a) and c) as necessary to enhance the automation system.
 - 4.2.2. The transferring facility must ensure that CPLs are verified with the receiving facility for all UTM.

5. FLIGHT LEVEL COORDINATION

5.1. Aircraft landing in **(OACI code of Airport X)** and **(OACI code of Airport Y)** will be assigned flight levels in accordance with paragraphs **(mention number of paragraphs, for example 5.2.5.1, 5.2.5.4)** in this Letter of Agreement without **CFL** update. Flight levels for all other **(Name FIR)** FIR airports must be individually coordinated.

5.1.1. All **(OACI code Airport Y)** Terminal arrivals over **(Name of the waypoints)** must be at **(level of the flight, for example FL360)** or below.

5.1.2. Departures overflying **(Name of the waypoints)** must be at **(level of the flight for example FL280)** or below

6. SCHEDULED AND NON-SCHEDULED OUTAGES

6.1. When ADE is disabled the primary method of exchanging FPL messages will be the MEVA III dialline in accordance with paragraph **(for example 11.2)**.

6.2. The **(Center A)** and **(Center B)** Operational Managers must mutually agree when to effect and or reestablish a transition to/from the MEVA dial line and ADE.

6.3. **(Center A)** Center and **(Center B)** Center will coordinate, in advance or as soon as practical, all scheduled and non-scheduled outages which impact ADE.

(Signatures of both parties)

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