



**Fifth Joint GREPECAS–RASG-PA Meeting (GREPECAS–RASG-PA/5) and
 Twenty-Third Meeting of the Caribbean and South American Regional Planning and
 Implementation Group (GREPECAS/23)**

Virtual Phase (Asynchronous, 19 January to 17 February 2026)

In-Person Phase (Mexico City, Mexico, 2 to 6 March 2026)

Agenda Item 9: Other business to be addressed in the virtual phase

**ENHANCING OPERATIONAL SAFETY THROUGH THE CERTIFICATION OF TECHNICAL
 AND LINGUISTIC COMPETENCIES FOR NOTAM OFFICE (NOF) PERSONNEL**

(Presented by Mexico)

EXECUTIVE SUMMARY	
<p>This Study Note sets out the urgent need to globally standardize the training and certification of personnel working in NOTAM Offices (NOF). It identifies that the lack of a uniform competency framework, and the absence of mandatory English language competency requirements for AIS/AIM personnel, constitute a latent threat to international operational safety. It proposes the establishment of a global license or certificate of competency, a corresponding instruction programme, and the extension of Annex 1 language requirements to such personnel.</p>	
Action:	The suggested actions are presented in Section 4 of this document
<i>Strategic Objectives 2026-2050:</i>	<ul style="list-style-type: none"> • Every flight is safe and secure • Aviation is environmentally sustainable • Aviation delivers seamless, accessible, and reliable mobility for all • No country left behind • The International Civil Aviation Convention and Other Treaties, Laws and Regulations Address All Challenges • The Economic Development of Air Transport Assures the Delivery of Economic Prosperity and Societal Well-Being for All
<i>Goal States and Regions</i>	<ul style="list-style-type: none"> • Update PANS-AIM (Doc 10066) and applicable documents to define the minimum competencies required for NOF AIM personnel. • Establish an AIM/NOF personnel licence including ICAO Language Proficiency Requirements (LPR) Level 4 for NOF personnel, and include it in Annex 1. • Develop a global instruction programme and the subjects required to obtain it.
<i>Referencias:</i>	<ul style="list-style-type: none"> • Annex 1 • Doc 9835 • ICAO NACC AIM/TF/6 Meeting – WP/07 • ICAO NACC AIM/TF/8 Meeting – IP/04

1. Introduction

1.1 Operational safety in international civil aviation rests on a fundamental tripod: technology, procedures and—most critically—the human factor. In the current transition from Aeronautical Information Services (AIS) to Aeronautical Information Management (AIM), data accuracy and integrity have ceased to be an administrative function and have become a direct enabler of safety in both ground and airborne operations. However, there is a concerning regulatory asymmetry. While flight crew and air traffic control personnel are subject to rigorous licensing schemes and language proficiency requirements (LPR) under Annex 1, personnel in NOTAM Offices (NOF)—who are responsible for validating and disseminating critical operational information—lack a harmonized global certification framework.

1.2 The current NOTAM system faces unprecedented challenges: flight crew “information overload” and ambiguity in the drafting of technical messages. These issues are not failures of the technological system; they are symptoms of the absence of technical and linguistic competency standards. A poorly drafted NOTAM, or a message whose English syntax is ambiguous due to inadequate training, represents a latent operational safety risk that cannot be mitigated by software alone.

1.3 Therefore, this Study Note proposes a structural reform through the update of PANS-AIM (Doc 10066), Annex 1, and applicable documents to define mandatory minimum competencies and to establish a Global Certification and Licensing Programme. This framework must imperatively include ICAO Language Proficiency Level 4, ensuring that NOF personnel can communicate with the technical precision aviation demands.

2. Background

2.1 During the AIM/TF/6 meeting, Study Note WP/07 suggested—and participating States requested—the improvement and implementation of English language capability for AIM personnel, as language barriers can be identified in AIM publications and NOTAM, making this highly necessary.

2.2 During the AIM/TF/8 meeting, Information Paper AIM/TF/08 – NI/04 summarized the need for a standardized competency certification for AIM personnel.

3. Discussion

3.1 As is well known, there are no specific global requirements defining the minimum competencies required for NOF personnel, nor a global, dedicated training programme with defined subjects leading to a licence.

3.2 Currently, no English language proficiency level (LPR) is required for NOF personnel. Annex 1 requires Operational Level 4 for aeroplane, airship and helicopter pilots, controllers, and aeronautical station operators. This creates a gap for AIM personnel—specifically NOF personnel—since, pursuant to Doc 8126, the language required for NOTAM publication is English. In addition, NOF personnel work with critical and dynamic information; ***therefore, is it not evident that requiring a licence with a defined English proficiency level for such personnel would provide clear benefits for safer operations and more accurate, harmonized, and understandable information?***

4. Suggested Actions

4.1 Initiate the review and update process of Annex 1 (Personnel Licensing) in order to formally include the figure of the NOTAM aeronautical information management specialist (AIM/NOF) as licensed aviation personnel.

4.2 Adopt as a mandatory requirement for the issuance of the AIM/NOF personnel licence the fulfilment of ICAO English language proficiency Level 4 (LPR), as currently required for the personnel specified in Annex 1.

4.3 Update PANS-AIM (Doc 10066) to define the minimum competencies required for AIM and NOF personnel, thereby establishing a global standard that eliminates current regional disparities.

4.4 Urge States, under ICAO guidance, to develop a competency-based instruction programme that standardizes the subjects and assessment criteria for the issuance of the AIM/NOF licence. To that end, it is proposed to establish a working group to compile a catalogue of academic subjects and essential competencies under a gradual plan that enables States to certify their personnel. This is justified because issuing a NOTAM is more than drafting a “Notice to Airmen”; in order to do so, personnel must:

- a) possess knowledge of rules, procedures, cartography, meteorology, aerodromes, navigation, aerodynamics, phraseology, etc.
- b) Have skills in precision, validation, coding, problem-solving, customer service, use of computer systems, working under stress, etc.
- c) And, critically—since all NOTAM must be issued in English—have a proficiency level aligned with, or very close to, that required of controllers or pilots, as they are the end users of the information transmitted; as stated above, this should be Level 4.

5. Conclusions

5.1 The absence of a licensing scheme and mandatory linguistic competency (LPR Level 4), as well as structured instruction for NOTAM Office (NOF) personnel, constitutes a weak link in the operational safety chain. Ambiguity in technical drafting and the lack of standardized academic competencies increase the risk of misinterpretation by airspace users, which may lead to incidents or accidents.

5.2 Strengthening NOFs through a global licence and technical/linguistic certification should not be viewed as an administrative burden, but rather as a strategic investment in safety. Only through rigorous validation of the capabilities of those who originate and disseminate information can we ensure that the flow of aeronautical data is accurate, timely, and—above all—understandable in an international environment.

5.3 Therefore, this Meeting is invited to consider the need to harmonize these requirements, establishing a precedent for updating global provisions under the premise that: **“To ensure the safety of the flight’s destination, it is imperative to professionalize the origin of the data.”**

6. Suggested Actions

6.1 The meeting is invited to:

- a) Analyse the need to harmonise the requirements indicated above in sections 4 and 5, setting a precedent for the updating of the global regulations, under the premise that:

"To guarantee the safety of the destination of the flight, it is imperative to professionalise the origin of the data"; and

- b) define any other action that is considered required.

— END —