

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**



**REPORT OF THE FIFTEENTH MEETING OF THE  
ICAO AERONAUTICAL INFORMATION SERVICES – AERONAUTICAL INFORMATION  
MANAGEMENT IMPLEMENTATION TASK FORCE**

**(AAITF/15)**

Video Teleconference, 01 – 05 June 2020

The views expressed in this Report should be taken as those of the  
Meeting and not the Organization

Approved by the Meeting and published by the ICAO Asia and Pacific Office, Bangkok

AAITF/15  
History of the Meeting

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## INTRODUCTION

### Meeting

1.1 The Fifteenth Meeting of the ICAO Aeronautical Information Services (AIS) – Aeronautical Information Management (AIM) Implementation Task Force (AAITF/15) was held by Video Teleconference (VTC) from 01 to 05 June 2020.

### Attendance

2.1 A total of 159 participants from Australia, Bangladesh, Bhutan, Cambodia, China, Hong Kong China, Macao China, Fiji, India, Indonesia, Japan, Lao PDR, Malaysia, Maldives, Mongolia, Myanmar, Nepal, New Zealand, Pakistan, Papua New Guinea, Philippines, Republic of Korea, Singapore, Sri Lanka, Thailand, United States, Viet Nam, IATA, IFAIMA, IFALPA, Industry Partners and ICAO were registered for the AAITF/15 VTC. A list of participants is at **Appendix A** to this report.

### Officers and Secretariat

3.1 Mrs. Tran Duc Hoai Phuong, Deputy Director, Air Navigation Department, Civil Aviation Authority of Viet Nam, chaired the AAITF/15 VTC.

3.2 Mr Shane Sumner, Regional Officer ATM/AIM, was Secretary of the VTC. He was assisted by Mr. Erdenebaatar Davaasuren, Associate Regional Officer AIM, Mr. Chew Han Chee, Associate ATM Officer and Ms. Prakayphet Chalayonnawin, Programme Analysis Associate.

### Opening of the Seminar and Meeting

4.1 On behalf of Mr. Arun Mishra, Regional Director of ICAO Asia and Pacific Office, Mr Shane Sumner welcomed all participants to the meeting.

4.2 Mrs. Tran Duc Hoai Phuong welcomed participants to the meeting.

### Documentation and Working Language

5.1 The working language of the VTC and all documentation was in English.

5.2 A total of 19 Working Papers (WPs), six Information Papers (IPs) and 12 presentations were presented to AAITF/15. The list of papers and presentations is at **Appendix B** to this report.

### Draft Conclusions, Draft Decisions and Decisions of AAITF – Definition

6.1 AAITF recorded its actions in the form of Draft Conclusions, Draft Decisions and Decisions within the following definitions:

- a) **Conclusions** deal with matters relating only to guidance material on the ICAO Asia/Pacific Regional Office website.
- b) **Draft Conclusions** deal with matters that, according to APANPIRG terms of reference, require the attention of States, or action by the ICAO in accordance with established procedures;
- c) **Draft Decisions** deal with the matters of concern only to APANPIRG and its contributory bodies; and
- d) **Decisions** of AAITF that relate solely to matters dealing with the internal working arrangements of AAITF.

**List of Conclusions, Draft Conclusions, Draft Decision and Decisions**

7.1 List of Conclusions

<b>Conclusion AAITF/15-1: Guidance on the Issuance of SNOWTAM</b>	
<b>What:</b> That the European and North Atlantic Region Guidance on the Issuance of SNOWTAM at <b>Appendix F to the Report:</b> 1. be uploaded to the Asia/Pacific Regional Office eDocuments web-page for use by Asia/Pacific Administrations; and 2. supersedes, upon the applicability of the new runway surface conditions Global Reporting Format and associated SNOWTAM format, the existing SNOWTAM guidance in the Guidance Manual for AIS in the Asia/Pacific Region – OPADD.	<b>Expected impact:</b> <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Ops/Technical
<b>Why:</b> To ensure the availability of guidance for the promulgation of runway surface condition information by SNOWTAM, in advance of the applicability date of 05 November 2020	<b>Follow-up:</b> <input checked="" type="checkbox"/> Required from States
<b>When:</b> 5-Jun-20	<b>Status:</b> Adopted by Task Force
<b>Who:</b> <input type="checkbox"/> Sub groups <input checked="" type="checkbox"/> APAC States <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input type="checkbox"/> Other:	

7.2 List of Draft Conclusions

Nil

7.3 List of Draft Decisions

<b>Draft Decision AAITF/15-2: Amend AAITF Terms of Reference</b>	
<b>What:</b> That, the amended Terms of Reference for AAITF at <b>Appendix H to the Report</b> be adopted.	<b>Expected impact:</b> <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Ops/Technical
<b>Why:</b> To incorporate reference to ICAO Doc 10066 Procedures for Air Navigation Services – Aeronautical Information Management (PANS-AIM), and to reflect the renaming of the Asia/Pacific Seamless ANS Plan (formerly the Seamless ATM Plan)	<b>Follow-up:</b> <input checked="" type="checkbox"/> Required from States
<b>When:</b> 27-Nov-20	<b>Status:</b> Draft to be adopted by Subgroup
<b>Who:</b> <input checked="" type="checkbox"/> Sub groups <input type="checkbox"/> APAC States <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input type="checkbox"/> Other:	

7.4 List of Decisions

Nil.

## REPORT ON AGENDA ITEMS – AAITF/15

### Agenda Item 1: Adoption of Agenda

1.1 The agenda (WP/1) was adopted by the meeting.

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### Agenda Item 2: AIM Seminar

2.1 The AIM Seminar consisted of four presentations on the topic of the ICAO Doc 10066 *Procedures for Air Navigation Services – Aeronautical Information Management (PANS-AIM) Appendix 1 – Aeronautical Data Catalogue*.

2.2 Presentations were made by ICAO, Singapore, Mongolia, and ASBU 4 Future (A4F). The Seminar Programme is provided in **Appendix C** to the Report.

2.3 The main points arising from the seminar presentations and associated Q&A sessions included:

- the consolidation of Aeronautical Data Quality Requirements (ADQR) from five separate publications (ICAO Annexes 4, 11, 15 and 14, and Doc 8168 *Procedures for Air Navigation Services – Aircraft Operations – PANS-OPS*) into a single data catalogue;
- the benefits of using the data catalogue as a single source of aeronautical data requirements, arranged systematically to support a common language and understanding between Aeronautical Data Originators, the Aeronautical Information Service (AIS) and the next intended user;
- the importance of the Data Catalogue in supporting requirements established in formal arrangements between Data Originators and the AIS for quality assurance;
- use of the data catalogue in the design of application software for aeronautical information products in the digital environment;
- use of the data catalogue in formal arrangements as specified in Annex 15, to support quality checking;
- the need for formal arrangements to include specifications for metadata; and
- an example of a systematic approach to practical use of the data catalogue through four steps: Regulation and AIS Policy; Identification of Data Originators; Formal Arrangements; and AIM System Enhancement.

2.4 It was noted that, while the migration of data quality requirements from Annexes into PANS-AIM resulted in them no longer having the status of standards, there were considerable advantages in consolidating them into a single source as described above. The development of the data catalogue was intended to make it available as a tool to ease the data handling processes, and support the needs of all stakeholders.

2.5 The meeting noted that it was important for AIS to get management and regulator buy-in on the use of the data catalogue, identify key internal players, conduct workshops with all stakeholders, and develop and work in accordance with an implementation plan. It was also noted as being important to keep the big picture in mind: the use of the data catalogue to facilitate production of aeronautical information products.

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### **Agenda Item 3: Review Outcomes of Related Meetings**

#### Outcomes of Related Meetings (WP/2)

3.1 The Secretariat presented information on the outcomes of the following meetings relevant to the work of the AAITF:

- the Thirtieth Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/30, Bangkok, Thailand, 04 to 06 November 2019); and
- the Seventh Meeting of the Air Traffic Management (ATM) Sub-Group of APANPIRG (ATM/SG/7, Bangkok, Thailand 05 to 09 August 2019).

3.2 The information provided highlighted the following Conclusions that were drafted by AAITF/14 and subsequently adopted by ATM/SG/7 and APANPIRG/30:

***Conclusion ATM/SG/7-11: Standardized Aeronautical Information***

***Conclusion ATM/SG/7-13: NOTAM Format for FUA Operation***

***Conclusion ATM/SG/7-14: Format for Multi-Part NOTAMs***

***Conclusion ATM/SG/7-15: Aeronautical Data Catalogue***

***Conclusion ATM/SG/7-16: Amendment to the Regional Plan for Collaborative AIM***

***Conclusion APANPIRG/30-10: Ballistic Launch and Space Re-Entry Notification and Response***

3.3 Noting that AIS was one of the ten Asia/Pacific (APAC) Regional priorities identified by APANPIRG, the meeting also recalled ***Conclusion APANPIRG/30-5: Asia/Pacific Seamless ANS Plan***, which urged States to utilize the Seamless ANS Plan (formerly the Seamless ATM Plan) to develop a National Air Navigation Plan (NANP).

3.4 In that regard, ICAO noted that the development of NANPs, as was now required by Vol. II of the APAC Regional Air Navigation Plan (RANP), should allow greater visibility of areas such as AIM. Meeting participants were urged to determine what level of development their State NANP was at with regard to AIM integration, so that senior decision-makers could ensure integration with other areas, an appropriate priority was determined, and adequate resources were provided.

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### **Agenda Item 4: Review of Air Navigation Deficiencies in the AIS Field**

#### AIS Deficiencies in Thailand (WP/3)

4.1 The meeting was informed of the status of implementation of World Geodetic System – 1984 (WGS-84) and AIS Quality Management in Thailand.

4.2 Thailand had gathered data on the status of all coordinates to ensure conformance with the WGS-84 reference system and data quality control, while establishing relevant national regulations. ICAO noted the importance of workshops that Thailand had conducted to provide guidance to surveyors and data originators, in improving the engagement and understanding of other stakeholders.

4.3 A Quality Management System (QMS) for aeronautical information had been implemented in three phases. Service Level Agreements (SLAs) were in place between Air Traffic Services (ATS), Instrument Flight Procedure Design (IFPD) and Communications, Navigation and Surveillance (CNS), and would be followed by SLAs with two major airport operators covering all airports under the management of Airports of Thailand (AOT) and the government.

4.4 In response to a query, Thailand informed the meeting that the process of attaining International Organization for Standardization (ISO) certification for the QMS had commenced. The work on documentation and competency of personnel had been completed, and investment made in a new AIM system that complied with EUROCONTROL AIM specifications for quality checks.

*Note: ISO Certification of QMS for aeronautical information is a Recommended Practice. Annex 15 3.6.3 refers.*

4.5 ICAO reminded the meeting that a template for formal arrangements between the AIS and data originators was included in the *Regional Plan for Collaborative AIM*.

4.6 The matter of the deficiencies recorded for Thailand in WGS-84 and AIS Quality Management were further discussed under WP/4.

AIS-AIM Related Air Navigation Deficiencies (WP/4)

4.7 The meeting was presented with the list of AIS-related Air Navigation Deficiencies updated by APANPIRG/30.

4.8 There were three deficiencies identified in the list:

- WGS-84 not implemented (11 States);
- AIP Format (two States); and
- Quality Management System not implemented (22 States).

4.9 No new deficiency had been added to the list since APANPIRG/30:

4.10 The meeting was again reminded by ICAO of the ongoing concern about poor quality management of aeronautical information in the APAC Region, and the apparent lack of organizational priority for this safety critical requirement. There had consistently been 22 – 23 deficiencies in this regard in the APAC Region for several years.

4.11 The meeting was also reminded that States that had completed the work necessary to rectify any deficiency should provide adequate evidence for assessment by relevant technical bodies and the Secretariat. It was also important to note that, considering the safety-criticality of AIS QMS, ANS deficiencies would be applied, or re-applied, in all cases where there was evidence of systemic failure of quality management of aeronautical information.

4.12 Noting the information provided by Thailand in WP/3, ICAO informed the meeting that sampling of aeronautical information by the ICAO Regional Office indicated the deficiencies for non-implementation of WGS-84 and AIS Quality Management may be proposed for deletion, subject to some further offline coordination of documented evidence of implementation.

4.13 Similarly, noting the information provided by Indonesia in Agenda Item 5 (WP/3), ICAO informed the meeting that, subject to sampling of aeronautical information by the ICAO Regional Office and further offline coordination of documented evidence of implementation, the deficiency recorded for non-implementation of QMS may be proposed for deletion.

4.14 In response to a query on the progress of establishment of AIM Go-Teams within the APAC Region, ICAO informed the meeting that preliminary planning had been undertaken, but there had been difficulty in attracting suitably qualified experts to participate. Some AIS-related missions had been conducted by the Regional Office.

4.15 The AIS/AIM Deficiency List as updated by the meeting is provided in **Appendix D**.

APANPIRG ANS Deficiencies Related to NOTAM Proliferation (WP/12)

4.16 ICAO provided information on NOTAM proliferation, and on the Regional Office's process for recording Air Navigation Deficiencies for non-compliance with the relevant provisions of Annex 15 and PANS-AIM relating to NOTAM management. The meeting was reminded of **Conclusion ATM/SG/6-14: Management of NOTAMs**, drafted by AAITF/13, which had urged States to take immediate action to reduce the large numbers of permanent, long duration NOTAMs.

4.17 Noting that the matter of NOTAM proliferation was further discussed under WP/8 and IP/5, the meeting was informed that the ICAO Regional Office would undertake further analysis of NOTAMs and provide an updated report to ATM/SG/8. Analysis of NOTAMs that were being reviewed each three months, resulting in long term NOTAM information that should be in AIP, and NOTAMs promulgating information that was required to be published in AIP under the Aeronautical Information Regulation and Control (AIRAC) system would also be conducted.

4.18 Australia informed the meeting that **Conclusion ATM/SG/6-14** had triggered a full review of long term NOTAMs, resulting in the migration of information into AIP and the cancellation of a significant number of NOTAMs.

Aeronautical Information Requirements – An Airline Perspective (WP/13, SP/5)

4.19 IATA presented observations and recommendations from an IATA airline member perspective for consideration to improve overall delivery of aeronautical information. Standardization and consistency in aeronautical data requirements and processes were vital for airspace users. In ensuring the product was fit-for-purpose, there were multiple considerations including data quality required by airlines, how airlines utilized aeronautical information, and airline challenges in aeronautical information. The flow of information from the source to the user, and obstacles to the information flow, had also caused issues for airlines.

4.20 IATA informed the meeting that the quality of information provided by AIS regularly fell short of user requirements, and that, while the industry continued to progress from AIS to AIM, aeronautical information providers needed to continually focus on end-user requirements. States were urged to ensure that regulatory and quality management oversight continue to improve in order to ensure that airlines, pilots, data houses and other end users could rely on receipt of data and information with the attributes of timeliness, completeness, accuracy, required integrity and resolution, presented in consistent, standardized format.

4.21 Meeting participants were invited by IATA to lead changes within their organizations and agencies to ensure the quality generation and distribution of aeronautical information for airspace users.

4.22 ICAO noted that the presentation highlighted the need for AIS focus to be on the end-user of aeronautical information products.

4.23 In response to a query on different formats of latitude/longitude expressed in ICAO guidance materials, the meeting was reminded that several relevant guidance documents were overdue for an update. While ICAO manuals relevant to AIS continued to provide useful procedural guidance, PANS-AIM was the definitive source for data formats. PANS-AIM 5.2.1.2.10 provided the procedure relating to annotation of geographical coordinates of a location.

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## **Agenda Item 5: AIS-AIM Updates**

### Regional Implementation Status of AIM Performance Expectations (WP/5, SP/6)

5.1 The Secretariat presented a summary of the implementation status of the performance expectations of the APAC Regional Plan for Collaborative AIM, as reported to the Regional Office since AAITF/14. The meeting was reminded of ***Conclusion ATM/SG/7-16: Amendment to the Regional Plan for Collaborative AIM*** which urged States to report using the revised Regional AIM Implementation Status Reporting Form, annually by not later than 30 April each year. The practice of reporting against the AIM Transition Table, which had been removed from the ICAO APAC Regional Office website, had been discontinued.

5.2 The performance expectations were arranged in three phases:

**Phase I**, expected to be implemented immediately;

**Phase II**, expected to be implemented by 7 November 2019, and

**Phase III**, expected to be implemented by 27 November 2025.

5.3 States that had never provided information on their implementation status were:

Brunei Darussalam, Marshall Islands, Micronesia and Nauru.

5.4 Administrations that reported their implementation status before the AAITF/15 were:

Australia, Bangladesh, Hong Kong China, Indonesia, Japan, Mongolia, Singapore, Sri Lanka, Thailand and Viet Nam.

5.5 Two Administrations provided their reports during the meeting:

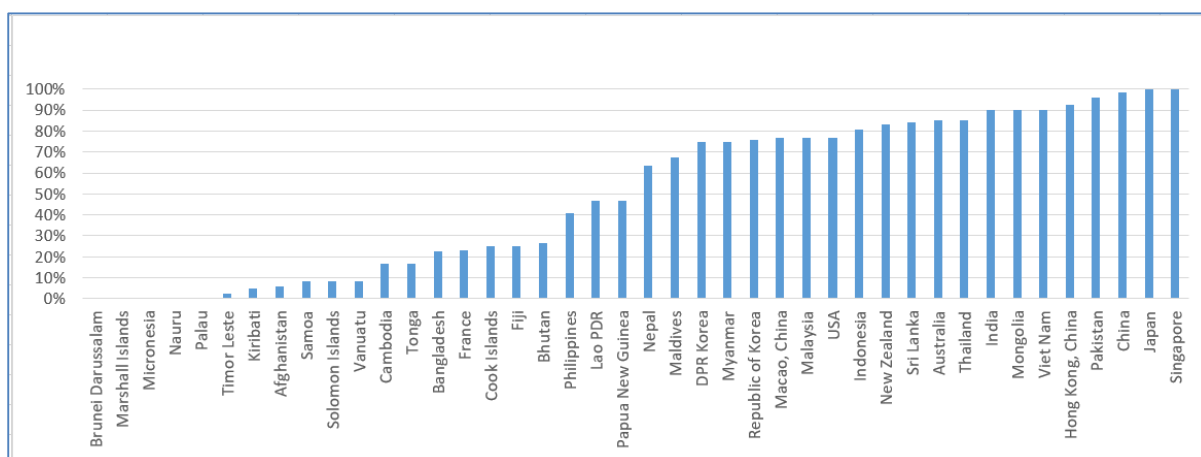
China and Pakistan.

5.6 The total number of Administrations providing reports in 2020 (12) compares poorly with the 26 Administrations that reported in time for AAITF/14 in 2019. The latest update of regional implementation status of the AIM performance expectations, including updates submitted during the meeting, is at provided at **Appendix E**.

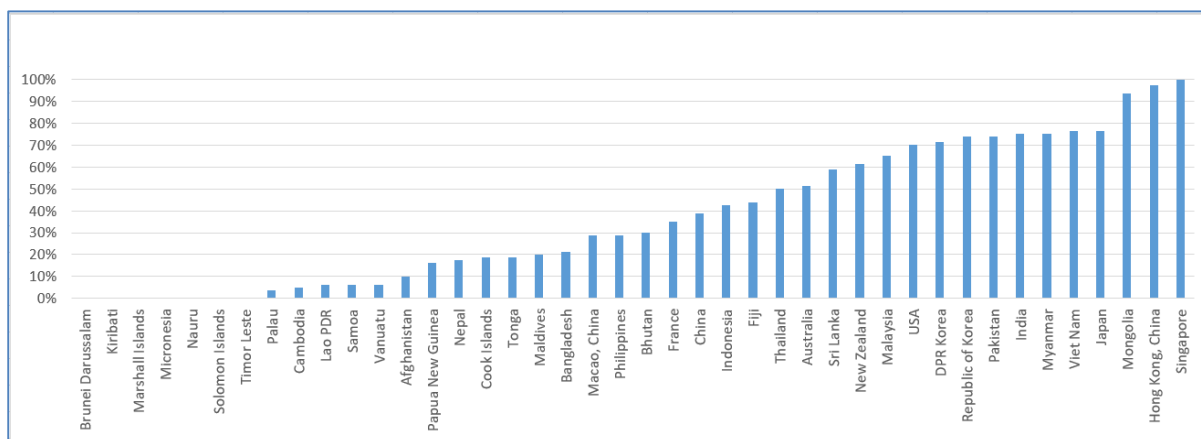
5.7 Japan and Singapore reported implementation of all Phase I elements. Only Singapore reported implementation of all Phase II elements. No Administration reported implementation of all Phase III elements.

*Note: Following the consolidation of AIM Transition Table steps and Regional AIM Capability elements in the amended Regional Plan for Collaborative AIM, agreed by AAITF/14 and approved by ATM/SG/7, there were now 12 Phase I, eight Phase II and three Phase III Regional AIM capability elements listed in the Regional AIM Plan Monitoring and Reporting Form.*

5.8 **Figures 1 and 2** illustrate overall regional implementation of Phase I and II elements of the Regional Plan for Collaborative AIM; approximately 50% percent for Phase I, and 37% for Phase II.



**Figure 1:** Regional Phase I Implementation Progress (updated on 03 June, 2020)



**Figure 2:** Regional Phase II Implementation Progress (updated on 03 June, 2020)

5.9 Regional implementation of Phase III elements, expected to be implemented by 2025, was approximately 10%.

5.10 The Chair noted that the regional Phase I implementation status was disappointing, and that all States should attend to implementing all elements of this phase as a matter of priority.

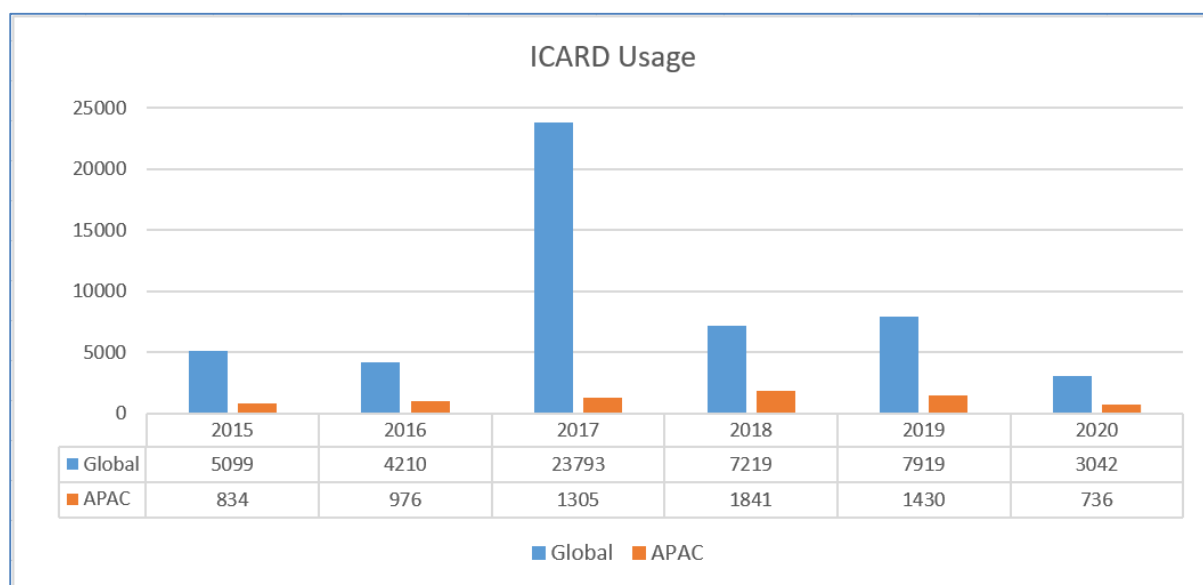
Asia/Pacific Region ICARD Status and 5LNC Duplicate Resolution (WP/6, SP/7)

5.11 ICAO provided an update on the status of the ICAO International Codes and Route Designators (ICARD) application in the APAC Region and the resolution status of 5-letter name code (5LNC) duplicates.

5.12 Annex 11 – Air Traffic Services defined a *significant point* as a *specified geographical location used in defining an ATS route or the flight path of an aircraft and for other navigation and ATS purposes*. It went on to state that significant points shall be established and identified in accordance with the principles set forth in Annex 11 Appendix 2.

5.13 The ICARD application was the sole repository of 5LNCs ensuring global uniqueness, and was the only means by which the requirements of Annex 11 Appendix 2 paragraph 3.5 may be met.

5.14 In 2019, **7,919** 5LNCs were registered in ICARD, out of which **1,430** were from APAC region, almost **18%** of the total amount. **Figure 3** presents the ICARD usage over the last 5 years.



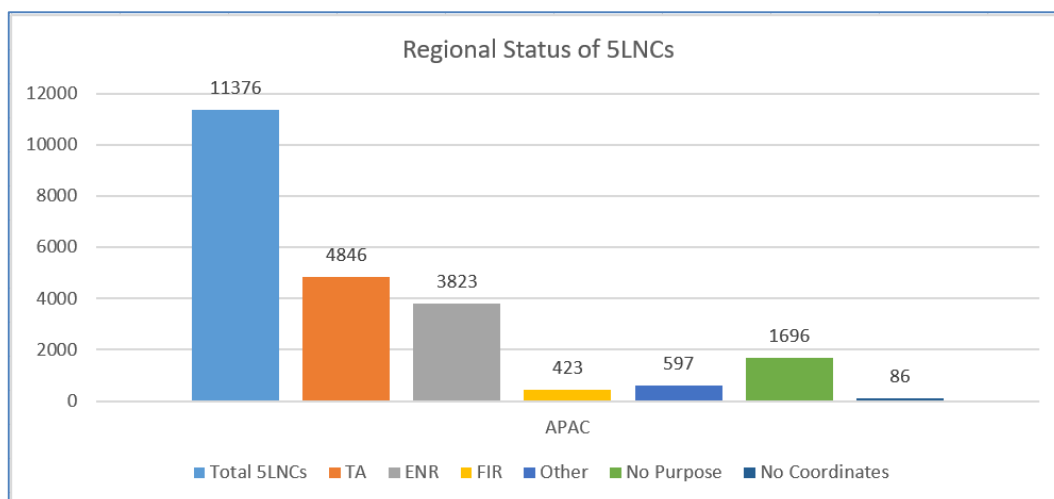
**Figure 3:** ICARD usage of the last 5 years

5.15 In all cases where any personnel of a State Regulator or Air Navigation Service Provider were responsible for the allocation of 5LNC for ATS routes, Standard Instrument Departures (SIDs), Standard Terminal Arrival Routes (STARs) or Instrument Approach and Landing (IAL, including RNAV/RNP approaches), at least one person, and preferably two, must be registered as an ICARD\_5LNC\_PLANNER to ensure compliance with Annex 11 requirements. The List of ICARD Planners in the APAC Region was provided in **AAITF/15 WP/6 Attachment A**.

5.16 Several APAC Region Administrations did not have any registered ICARD\_5LNC\_PLANNER. If these Administrations allocated 5LNC outside the ICARD system, they were not compliant with the requirements of Annex 11.

5.17 As of 14 May 2020, APAC Regional Office had processed a total **486** ICARD requests. However, **108** of them were rejected due to duplication (i.e. already published in other States' AIP) and sound-like proximity issues.

5.18 As of May 2020, a total **1,1376** 5LNCs were registered by APAC Administrations. Of these, **1,696** 5LNCs had been registered without any purpose indicated and **86** 5LNCs had been registered without coordinates. **Figure 4** illustrates the current status of APAC 5LNCs.



**Figure 4:** Regional Status of 5LNCs

5.19 ICAO Headquarters had compiled a full global list of duplicated 5LNC in 2018. There were **3,905** duplicated 5LNCs worldwide, of which **2,733** were within the APAC region. The meeting agreed that ICAO and States/Administrations needed to work together to resolve this issue on a case-by-case basis.

5.20 Consequently, the Regional office had created a State 5LNC status report for each Administration (**AAITF/15 WP/6 Attachment B**). The report summarizing the number and purpose of 5LNC registered in ICARD, and the number and status of duplicated 5LNC published in each Administration's AIP, and full lists of duplicated 5LNC published by the Administration, arranged according to whether or not that Administration had priority to retain the 5LNC.

5.21 Due to the limited information on of actions taken to resolve duplicates, the 5LNC Status reports may not contain the most recent information. In order to improve the process and tracking of duplicate resolution, APAC Administrations were requested to review and maintain 'APAC 5LNC Status' provided in **Attachment B**, and send an update to the ICAO Regional Office at least once per year. MS Excel versions of the 5LNC Status reports would be provided for this purpose. In the first instance, ICAO requested that updates be provided by no later than 30 September 2020.

5.22 In response to a query, the meeting was informed that the differentiation between duplicates within 1,000 nautical miles and those outside that distance had been made so the initial focus would be on resolution of duplicates within the most unsafe proximity.

5.23 The meeting was informed that some 5LNCs in the global list of published 5LNCs provided by ICAO Headquarters in 2018 were used only by military authorities, and were not published in the State AIP. ICAO agreed to investigate this.

#### ICARD 5LNC Status and Handling Process (WP/11, SP/8)

5.24 Indonesia presented information on their ICARD participation status, 5LNC handling process and a web-based system (Nav-CARD) developed by Indonesia.

5.25 Of the 316 duplicated 5LNCs recorded for Indonesia, 64 had been replaced, the replacement of 13 was currently in progress, and the remaining 239 would be progressively changed. **Table 1** lists the status of 5LNCs currently published in AIP Indonesia

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5LNC status	Purpose		Total
	ENR	TA	
Registered	154	11	<b>165</b>
Available in ICARD	33	35	<b>68</b>
Duplicated with other States	111	313	<b>424</b>
Reserved by other States	15	25	<b>40</b>
Not in ICARD list	87	265	<b>352</b>
Available in other Regions	31	123	<b>154</b>
<b>Sub Total</b>			<b>1203</b>

**Table 1:** List of 5LNCs published in AIP Indonesia.

5.26 The meeting congratulated Indonesia on their development of their in-house web-based system to manage the progressive resolution of 5LNC duplication and ICARD registration.

Standardized Aeronautical Information (WP/7, SP/9)

5.27 The Secretariat presented examples of inconsistencies in AIS products that were identified in a review conducted by the ICAO Regional Office, to follow up on *Conclusion ATM/SG/7-11: Standardized Aeronautical Information*, which was drafted by AAITF/14.

5.28 The information provided included inconsistent publication resolution of geographical coordinates, with resolution up to 1,000 times greater than that required in PANS-AIM. While Annex 15 permitted publication resolution greater than the PANS-AIM specification, ICAO noted that there was no operational benefit and it could be confusing when different resolution was used for same-type features in the publication and, in the example provided, in the same AIP page. ICAO informed the meeting that publication resolution requirements should also be included in formal arrangements between data originators and the AIS, to ensure both compliance and consistency of published information.

5.29 In response to a query from Nepal on the rounding of coordinate information that was of greater resolution than required (publication resolution and chart resolution), the meeting was reminded of the existing guidance in this regard in ICAO Doc 8126 AIS Manual, and that rounding and associated regulations should be clearly included in formal arrangements, taking into account system configurations.

5.30 Other matters discussed included issues related to incorrect use of symbology in geographical coordinates, aeronautical chart resolution, AIP content, AIP Supplements (AIP SUPs), NOTAMs, and the promulgation of information related to aerodrome certification.

5.31 The meeting was invited to take action as necessary to comply with Conclusion ATM/SG/7-11, and to note that APANPIRG Air Navigation Deficiencies may be raised against non-compliance with ICAO provisions for promulgation of aeronautical information.

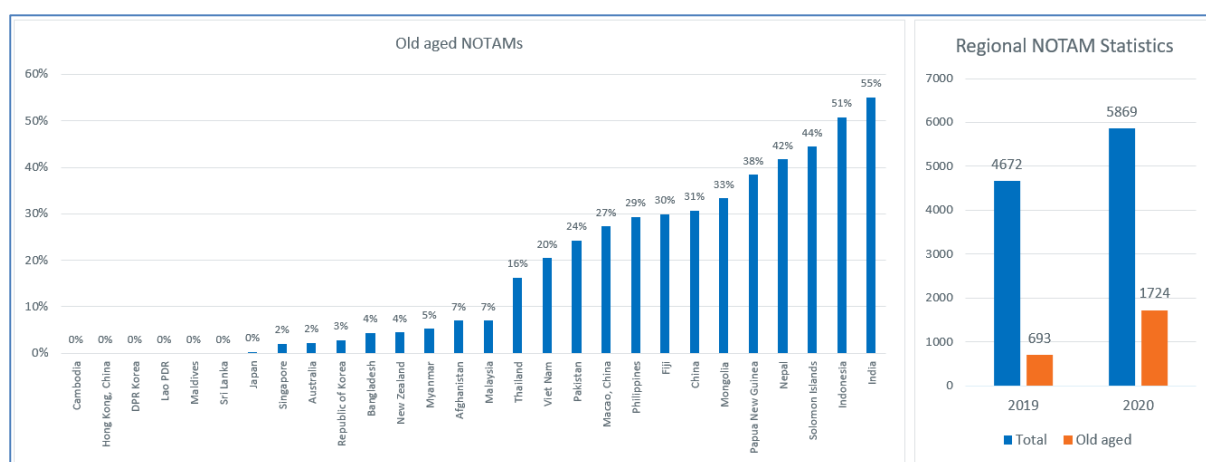
5.32 Hong Kong, China informed the meeting that vertical reference system information had been included in its AIP Amendment 7/20, published 21 May 2020. Australia informed the meeting that resolving non-ICAO compliant structuring of some information in its AIP was a current priority.

NOTAM Proliferation Analysis (WP/8, SP/10)

5.33 The Secretariat provided a regional analysis of NOTAM proliferation. AAITF/13 had discussed the continuing existence of NOTAM containing information of permanent validity that had not been transferred to AIP or AIP SUP in a timely manner, and had drafted a Conclusion on the matter, which was subsequently agreed by ATM/SG/6 (*Conclusion ATM/SG/6-14: Management of NOTAMs*). Periodic sampling of NOTAMs was included in the AAITF Task List.

5.34 As at the time of analysis, a total 5,869 NOTAMs were valid and 1724 NOTAMs had been published before 01 January 2020. The percentage of old aged NOTAMs is 29%, compared to 15% at AAITF/14. The oldest NOTAM had been published in 1992.

5.35 **Figure 5** illustrates percentage of old aged NOTAMs of APAC Administrations and Regional NOTAM Statistics of 2019 and 2020.



**Figure 5:** percentage of old aged NOTAMs and Regional NOTAM Statistics

5.36 **Table 2** indicated the NOTAM statistics of sampled APAC Administrations. Those Administrations having less than 10 old-aged NOTAMs (NOTAMs originated before 01 January 2020) were shaded in green, those having 11-100 old-aged NOTAMs in orange, and those having more than 100 old-aged NOTAMs in red.

Administrations	NOTAM Series	Oldest	Old aged	Published in 2020	Total	Percent of old aged NOTAMs
Afghanistan	D, G	2019	7	93	100	7.0%
Australia	D, E, F, G, I, J, K, L, N, M	2018	10	427	437	2.3%
Bangladesh	A	2019	1	22	23	4.3%
Cambodia	A	2020	0	2	2	0.0%
China	A, E, F, G, L, U, W, Y	2012	210	474	684	30.7%
Hong Kong, China	A	2020	0	28	28	0.0%
Macao, China	A	2016	3	8	11	27.3%
DPR Korea	A	2020	0	7	7	0.0%
Fiji	A	2015	26	61	87	29.9%
India	A, C, G	1992	859	703	1562	55.0%
Indonesia	A, B, C	2013	310	301	611	50.7%
Japan	A, B, C, E, F, G, H, J, K, L, M, P, Z	2019	1	419	420	0.2%
Lao PDR	A	2020	0	9	9	0.0%

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Administrations	NOTAM Series	Oldest	Old aged	Published in 2020	Total	Percent of old aged NOTAMs
Malaysia	A, C, D, F	2019	15	198	213	7.0%
Maldives	A	2020	0	15	15	0.0%
Mongolia	A, C	2019	4	8	12	33.3%
Myanmar	A	2019	1	18	19	5.3%
Nepal	A, B, C	2018	10	14	24	41.7%
New Zealand	B, P	2018	6	129	135	4.4%
Pakistan	A, C	2019	23	72	95	24.2%
Papua New Guinea	A	2014	56	90	146	38.4%
Philippines	B, C	2004	123	297	420	29.3%
Republic of Korea	A, C, D, E, Z	2018	10	348	358	2.8%
Singapore	A	2019	4	193	197	2.0%
Solomon Islands	A	2013	8	10	18	44.4%
Sri Lanka	A	2020	0	30	30	0.0%
Thailand	A, G, H, J	2010	20	103	123	16.3%
Viet Nam	A	2016	17	66	83	20.5%

**Table 2:** NOTAM statistics of sampled APAC Administrations

5.37 It was noted by the meeting that the analysis did not include NOTAM information that was continuously extended each three months by replacement NOTAM (NOTAMR). Future sampling of NOTAMs to track such instances was under consideration.

5.38 The matter of potential APANPIRG Air Navigation Deficiencies related to NOTAM proliferation was also discussed under Agenda Item 4 (WP/12).

5.39 To facilitate future NOTAM analysis and improve regional NOTAM compliance, APAC Administrations were requested to provide the Regional Office with their April checklist of valid NOTAMs for each NOTAM series, by 30 April each year.

Indonesia Progress Report on NOTAM Proliferation (WP/10, SP/11)

5.40 Indonesia provided information on progress in managing NOTAM proliferation, in response to **Conclusion ATM/SG/6-14: Management of NOTAMs**. Indonesia had undertaken action to implement, maintain and improve the AIS QMS, conduct a full review of all NOTAMs, establish formal arrangements with data originators, and implement regular programs of engagement with all stakeholders. Progress in managing NOTAM proliferation was provided in **Table 3**.

YEAR	MONTH	NOTAM	ISSUED PERM NOTAM	NOTAM INCORPORATED INTO AIP
2019	JAN	2073	40	261
	FEB	1860	12	
	MAR	2146	18	
	APR	1992	38	
	MAY	1685	37	
	JUN	1775	39	
	JUL	2077	32	
	AUG	2260	16	
	SEP	2853	18	

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YEAR	MONTH	NOTAM	ISSUED PERM NOTAM	NOTAM INCORPORATED INTO AIP
	OCT	1569	4	
	NOV	770	11	
	DEC	840	10	
2020	JAN	854	64	122
	FEB	682	5	
	MAR	599	10	

**Table 3:** Indonesia NOTAM Management

5.41 Indonesia informed the meeting that the QMS for AIS was now ISO-certified. The matter of the current APANPIRG ANS Deficiency for non-implementation of QMS is reported under Agenda Item 4.

Permanent NOTAMs Issued in the Asia/Pacific Region (IP/5)

5.42 The Secretariat provided IP/5 to introduce data received from Viet Nam in response to AAITF Task List Action Item 13/4, supporting the analysis of NOTAM proliferation by AAITF.

NOTAM Code Analysis (WP/9, SP/12)

5.43 ICAO provided information on an analysis of proposals for new NOTAM Codes for listing in ICAO Doc 8400 *PANS – ICAO Abbreviations and Codes (PANS-Codes) Section 7 – The NOTAM Code*. This activity was conducted in response to AAITF Task List Action Item 14/3, and an associated AAITF/14 Working Paper from Hong Kong, China (AAITF/14 WP/18). Hong Kong, China and India had provided data on NOTAMs where there was no specific code to accurately define the information. A total of 80 example NOTAMs were provided. The ICAO Regional Office also collected global data to support the analysis.

5.44 There were currently 179 Q23 codes (i.e. second and third letters, identifying the subject reported upon) and 78 Q45 codes (fourth and fifth letters, denoting the status of the subject) in Doc 8400. NOTAM codes enabled the coding of NOTAM information to permit its storage and retrieval in automated AIS systems and generation of aeronautical information products such as PIB.

5.45 A total of 37 new Q23 and 19 new Q45 codes were proposed. The following three proposals were considered by the Regional Office to be supportable for proposal to ICAO Headquarters:

**WH** – Blasting, to be amended to include pyrotechnics/fireworks;

**WN** – Laser emissions/laser displays/searchlights (new code); and

**DR** – RAIM prediction (new code, noting the proposed code DR may need to be changed).

5.46 A further 12 of proposed codes merited further discussion. The remaining 22 proposed codes were not supported by the Regional Office. Details of the analysis were provided in **AAITF/15 WP/9 Attachment A**.

5.47 Japan provided feedback on each of the codes identified as requiring more discussion, and further commented that, as we moved towards digitalization of aeronautical information, any proposal should be considered within the context of digital NOTAM development. Any change of NOTAM codes would result in a major impact on AIS systems, both in the AIS and in user systems.

5.48 ICAO informed the meeting that the volume of information provided in the Attachment to the WP demonstrated the very large volume of work necessary to fully analyze proposals that were not supported by any justifying argument or a significant number of cases. The meeting was also informed that the amendment of information in ICAO PANS would be a task for a specific working group of experts appointed by the relevant ICAO technical panel.

5.49 Participants were invited to provide detailed argument, including relevant references from ICAO publications, and information on the number of instances where a suitable code was not available, for any of the ‘subject to discussion’ codes that were identified by the Regional Office. A proposal would then be coordinated with ICAO Headquarters.

Updates on AIS/AIM Activities in Viet Nam (IP/2)

5.50 Viet Nam provided a brief update on their AIS/AIM activities for 2019 – 2020, including regulations, human performance, AIS QMS, and AIM systems and processes.

GIS Presentation of Digital Data (IP/3)

5.51 Japan provided information on best practices in Japan to visualize digital data with Geographic Information System (GIS) technology, to contribute to the better understanding of aeronautical information. Applications included in the information were the Enroute Viewer (AIVIEW-Enroute) and Obstacle Viewer (AIVIEW-Obstacle), through which static data could be viewed. It was expected that the applications would be gradually enhanced to include dynamic data.

AIS to AIM Update (IP/6)

5.52 Information was provided on Philippines’ AIS to AIM Roadmap, including completion of some roadmap steps, and progress and challenges in achieving AIM, including the achievements and difficulties in transitioning from the European AIS Database (EAD) system to the Aeronautical Information Service System (AISS) as part of AIS to AIM transition.

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## **Agenda Item 6: Regional AIM Guidance and Planning**

Managing Postponement of Changes of Aeronautical Information Distributed Under the AIRAC System (WP/14)

6.1 Singapore informed the meeting of the need for guidance material on the management of postponement to changes of aeronautical information distributed under AIRAC, citing the current guidance that any postponement of the effective date of a change should be notified by NOTAM at least 28 days in advance of the effective date, and the incidence of cases where a late-notice postponement may be necessary due to circumstances beyond the control of the data originator and AIS.

6.2 An example given was the case of overnight works to execute a change, such as taxiway re-naming, which may involve months of planning and coordination to culminate in a single night of on-the-ground work to change taxiway signage, only to be impacted by bad weather such as tropical storms necessitating a postponement.

6.3 The meeting agreed to Singapore’s proposal that a focus group be formed to develop regional guidance in this regard. China, India, Indonesia, Maldives, Nepal, Pakistan, Singapore, Thailand, Viet Nam and IATA agreed to participate in this activity.

SNOWTAM Guidance (WP/15)

6.4 The Secretariat provided information and proposed guidance material for changes to SNOWTAM format that would become applicable from 05 November 2020, to support the new Global Reporting Format (GRF) for runway surface conditions. All ICAO member States had been informed through State Letter AN 2/2.4-16/18, dated 11 July 2016, and the relevant provisions were now included in ICAO Annexes, PANS and guidance Circulars.

6.5 It was highlighted that, from that date, standing water of greater than 3mm depth on a runway would be reported by SNOWTAM, regardless of whether it was associated with snow/ice or not. This was a significant change for many APAC Administrations, introducing the use of SNOWTAM in locations where snow and ice conditions did not normally exist.

6.6 The meeting was informed that due to the COVID-19 pandemic, the ICAO Council was considering deferring the applicability of a number of ICAO provisions that were currently applicable from 05 November 2020, but no decision had yet been formalized. It was therefore proposed that APAC Administrations continue in their planning for the applicability of the new SNOWTAM provisions.

6.7 The meeting agreed to the proposal that the SNOWTAM guidance developed by the ICAO European and North Atlantic (EUR/NAT) Regional Office in collaboration with EUROCONTROL and ICAO Headquarters be made available for use by APAC Administrations, pending a future update of the APAC Operating Procedures for Aeronautical Dynamic Data (OPADD).

6.8 Noting that the guidance should be made available immediately, and that the ATM/SG would not be meeting until about the same time as, or after, the applicability date of the new GRF and SNOWTAM format, the meeting agreed to the following Conclusion under the empowerment provisions of **Conclusion APANPIRG/29/28**:

**Conclusion AAITF/15-1: Guidance on the Issuance of SNOWTAM**

That the European and North Atlantic Region Guidance on the Issuance of SNOWTAM at **Appendix F to the Report**:

1. be uploaded to the Asia/Pacific Regional Office eDocuments web-page for use by Asia/Pacific Administrations; and
2. supersedes, upon the applicability of the new runway surface conditions Global Reporting Format and associated SNOWTAM format, the existing SNOWTAM guidance in the in the Guidance Manual for AIS in the Asia/Pacific Region – OPADD.

6.9 The meeting was reminded that ATM/SG/8 would as a matter of normal practice review the Conclusion and make changes if necessary.

PBN Approach Chart Identification Transition Update (WP/16)

6.10 The meeting was provided with an update on PBN Approach Chart Identification transition planning, as previously discussed at AAITF/13 and AAITF/14.

6.11 The meeting was reminded that Amendment 6 to ICAO Doc 8618 *Procedures for Air Navigation Services – Aircraft Operations Volume II*, effective on 13 November 2014, introduced a change in chart identification for Performance-Based Navigation (PBN) approaches. As a transitional measure for implementation, it allowed the use of both existing and new chart identification until 30 November 2022. To provide guidance for the transition, ICAO published Circular 336 *Area Navigation (RNAV) to Required Navigation Performance (RNP) Instrument Approach Chart Depiction*. Revised guidance was then published in Circular 353, *Transition Planning for Change to Instrument Flight Procedure Approach Chart Identification from RNAV to RNP*.

6.12 The APAC Regional Transition Plan for RNP APCH Chart Identification from RNAV to RNP had been agreed by APANPIRG/30 (*Conclusion APANPIRG/30/14 (CNS SG/23/8-PBNICG/6/1)*).

6.13 The meeting was further informed of ICAO Electronic Bulletin (EB) 2020/21 which, due to the COVID-19 pandemic and consequent contingency operations of aeronautical data houses, advised States to limit as much as possible the information provided under the AIRAC system.

6.14 Noting that the Regional Transition Plan was part of an overall globally coordinated and agreed plan to ensure implementation by the November 2022 applicability date specified in PANS-OPS, the significant number of APCH charts that some APAC States must transition, and the APANPIRG Conclusion supporting the Regional Transition Plan, the meeting stressed that APAC Administrations should continue to process the chart changes in accordance with the plan.

6.15 APAC Administrations were encouraged to inform the ICAO Regional Office in cases where data houses either rejected or failed to process chart identification changes from RNAV to RNP that were included in AIP Amendments promulgated in compliance with the Aeronautical Information Regulation and Control (AIRAC) and accordance with the APANPIRG-agreed transition plan.

#### Indonesia PBN Chart Identification Transition (IP/4)

6.16 Indonesia informed the meeting of the latest progress of Performance-Based Navigation (PBN) approach chart transition, aligned with the regional transition plan and recognizing the guidance in ICAO Circular 353. Indonesia was processing the transition of 41 approach charts in six AIRAC effective dates from 10 September 2020 to 18 January 2021, supported by all stakeholders.

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### **Agenda Item 7: Any Other Business**

#### COVID-19 Contingency NOTAMs (WP/17)

7.1 ICAO provided information on the content of NOTAMs that may be issued to promulgate information on COVID-19-related State entry requirements, aerodrome availability and ATS contingency operations.

7.2 The information provided included the Annex 15 standards relating to information that shall, or shall not, be promulgated by NOTAM, the need for NOTAMs to be promulgated for changes to entry, transit and departure information in AIPs section GEN 1.

7.3 The meeting was also informed of ICAO State Letter AP086/20 (ATM), dated 26 March 2020 (**AAITF/15 WP/17 Attachment A**), in response to global concerns about the quality of NOTAMS promulgating information on COVID-19-related aerodrome and/or ATS contingency operations. The State Letter included template NOTAMs for the guidance of States.

7.4 It was noted that some aerodrome NOTAMs originated by APAC Administrations had indicated that, while the aerodrome is not available for scheduled passenger flights, it may available for aircraft in a state of emergency, cargo flights, technical stops/landings without disembarking passengers, humanitarian/medevac/repatriation flights, and/or United Nations flights. However, several such NOTAMs also included the requirement for prior permission from the Civil Aviation Authority. APAC Administrations, and their International NOTAM Offices (NOFs) were urged to note that, in the case of aircraft in a state of emergency, obtaining prior permission from the CAA is not feasible. Such NOTAMs should make a clear distinction between the prior permission requirements for normal operations, and those in a state of emergency.

7.5 The meeting was invited to ensure that all cases of changes to requirements specified in AIP GEN 1.2, 1.3 or 1.4 that had an operational impact were promulgated by NOTAM or, where necessary, AIP SUP, and to consider using the NOTAM templates provided in the State Letter.

AIS Points of Contact (WP/18)

7.6 The consolidated APAC ATM Contact List, which included the list of AIS Points of Contact, was provided for update by the meeting (**AAITF/15 WP/18 Attachment A**). Participants were invited to examine the Points of Contact (POCs) recorded for their Administrations, and to inform the Regional Office at the earliest possible opportunity of any changes to the names, position titles and contact details for their nominated POCs.

7.7 The following APAC Administrations had not yet nominated any AIS POC:

Brunei Darussalam, France (French Polynesia and New Caledonia), Kiribati, Marshall Islands, Micronesia, Nauru, Palau, Samoa, Solomon Islands, Tonga.

7.8 The Contact List as updated by the meeting, is, provided in **Appendix G to the Report**.

Update on ICAO Publications Supporting AIS/AIM

7.9 ICAO Headquarters provided the following information on expected publication of new and amended guidance materials supporting AIS/AIM:

**Doc 8126 – AIS Manual** restructured/updated Volumes I, II and III was in the final stages of review by the AIM-specific Working Group of the Information Management Panel (IMP/WG-A) and Secretariat. Vol IV *Digital Data Sets* was currently being developed by a dedicated focus group;

**AIS Quality Manual** was anticipated to be ready for final review by the end of 2020, subject to the availability of the experts of the dedicated focus group of IMP/WG-A;

**AIM Training Manual** was also anticipated to be ready for final review by the end of 2020, also subject to experts' availability;

**Doc 9981 Guidelines for Electronic Terrain, Obstacle and Aerodrome Mapping Information**, currently available as an unedited advance version, was intended to be reviewed when appropriate expert resources were made available;

**Doc 9674 WGS Manual** would also be subject to review, subject to the completion of higher priority work and the availability of expert resources;

**Doc 8697 Aeronautical Chart Manual** would be subject to a minor update in the near term (accommodation of aeroplanes with folding wingtips). A more comprehensive review would commence after responses to a charting questionnaire were analyzed. ICAO State Letter AN 2/19-20/10, dated 1 February 2020 referred; and

A review of the **ICAO Roadmap for Transition from AIS to AIM** was also under consideration, but this was a lower priority than the abovementioned tasks.

**Agenda Item 8: Review of the Task List**

Review the AAITF TOR and Task List (WP/19)

8.1 The meeting reviewed the AAITF Terms of Reference, and proposed minor changes to incorporate reference to PANS-AIM, and to reflect the renaming of the APAC Seamless ANS Plan. The following Draft Decision was agreed by the meeting:

**Draft Decision AAITF/15-2: Amend AAITF Terms of Reference**

That, the amended Terms of Reference for AAITF at **Appendix H to the Report** be adopted.

8.2 The Task List as updated by the meeting is provided in **Appendix I to the Report**.

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**Agenda Item 9: Date and Venue for the Next Meeting**

9.1 The next AAITF meeting would be held at a time and venue to be advised, tentatively in the May to June 2021 timeframe. Any Administration considering hosting the meeting should contact the Secretariat.

**Closing of the Meeting**

10.1 In closing the Meeting, the Chair thanked participants for their support and contributions for the duration of the meeting.

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**List of Participants**

	STATE/NAME		TITLE/ORGANIZATION	TEL/FAX/E-MAIL
<b>1.</b>	<b>AUSTRALIA (3)</b>			
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	STATE/NAME		TITLE/ORGANIZATION	TEL/FAX/E-MAIL
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<b>21.</b>	<b>PHILIPPINES (4)</b>			

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	STATE/NAME		TITLE/ORGANIZATION	TEL/FAX/E-MAIL
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	92.	Mr. George Don M. Narvaez	Asst. Facility in Charge – AIS for Operations Civil Aviation Authority of the Philippines Ground Floor AIS Operations Air Traffic Management Center, CAAP <b><u>PHILIPPINES</u></b>	Tel: +632 8762 7732 Fax: +632 8762 7780 E-mail: <a href="mailto:gdnarvaez@yahoo.com">gdnarvaez@yahoo.com</a> ;
	93.	Ms. Lea L. Bordon	AIS/Charts Safety Inspector Civil Aviation Authority of the Philippines ATMSID-AANSOO, CAAP MIA Road Pasay City 1300 <b><u>PHILIPPINES</u></b>	Tel: +632 9844 2288 Fax: E-mail: <a href="mailto:leajlaure@gmail.com">leajlaure@gmail.com</a> ;
<b>22.</b>	<b>REPUBLIC OF KOREA (3)</b>			

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	95.	Mr. An Sung Ho	Airspace and AIS Division Air Traffic Management Office 50-12, Maeyeo-ro 1-gil, Dong-gu, Daegu, Republic of Korea 41059 <b><u>REPUBLIC OF KOREA</u></b>	Tel: +82 53 668 0252 Fax: +82 53 668 0277 E-mail: <a href="mailto:ahn6945@korea.kr">ahn6945@korea.kr</a> ;
	96.	Mr. Song Moo Won	Airspace and AIS Division Air Traffic Management Office 50-12, Maeyeo-ro 1-gil, Dong-gu, Daegu, Republic of Korea 41059 <b><u>REPUBLIC OF KOREA</u></b>	Tel: +82 53 668 0259 Fax: +82 53 668 0277 E-mail: <a href="mailto:andnjs234@korea.kr">andnjs234@korea.kr</a> ;
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	99.	Ms. Pang Poh Gek Monica	Deputy Chief (Air Traffic Control Support Officer) Singapore Air Traffic Control Centre 60 Biggin Hill Road <b>SINGAPORE</b> 509950	Tel: +65 6576 5337 Fax: +65 545 6252 E-mail: <a href="mailto:monica_pang@caas.gov.sg">monica_pang@caas.gov.sg</a> ;
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	104.	Mr. Lee Pei Li	Manager (ATSR) Civil Aviation Authority of Singapore Singapore Changi Airport P.O. Box 1 <b><u>SINGAPORE</u></b> 918141	Tel: +65 6595 4095 Fax: E-mail: <a href="mailto:Lee_Pei_Li@caas.gov.sg">Lee_Pei_Li@caas.gov.sg</a> ;
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	STATE/NAME	TITLE/ORGANIZATION	TEL/FAX/E-MAIL
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	110.	Mr. K.R.P. Perera	Manager AIS Aeronautical Information Services Airport & Aviation Services (SL) Ltd. Aeronautical Information Services, Airport & Aviation Services (SL) Ltd., Bandaranaike International Airport, Katunayake, <b><u>SRI LANKA</u></b>	Tel: +94 11 226 4229 Fax: +94 11 225 9916 E-mail: <a href="mailto:prasad.ais.ans@airport.lk">prasad.ais.ans@airport.lk</a> ;
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	118.	Ms. Sujin Promduang	Director, Aeronautical Information and Flight Data Management Centre Aeronautical Radio of Thailand Limited 102 Ngarmduplee, Rama IV Road Tungmahamek, Bangkok 10120 <b><u>THAILAND</u></b>	Tel: +66 2 285 9083 Fax: E-mail: <a href="mailto:sujin.pr@aerothai.co.th">sujin.pr@aerothai.co.th</a> ;
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<b>26.</b>	<b>UNITED STATES (10)</b>			
	121.	Mr. Michael Watkins	Senior Air Traffic Representative, Asia Pacific Federal Aviation Administration c/o American Embassy 27 Napier Road <b><u>SINGAPORE</u></b> INTL 258508	Tel: +65 6476 9462 Fax: E-mail: <a href="mailto:Michael.W.Watkins@faa.gov">Michael.W.Watkins@faa.gov</a> ;
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	123.	Ms. Melissa Wishy	Air Traffic Safety Inspector Air Traffic Safety Oversight Service Federal Aviation Administration 800 Independence Ave. SW Washington, DC 20591 <b><u>UNITED STATES</u></b>	Tel: +1 202 267 1206 Fax: E-mail: <a href="mailto:melissa.wishy@faa.gov">melissa.wishy@faa.gov</a> ;

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	125.	Mr. Jerry Torres	Manager, US NOTAM Governance Office of Airport Safety and Standards Federal Aviation Administration Eye Street Office 1575 I St NW Washington, DC 20005 <b><u>UNITED STATES</u></b>	Tel: +1 202 267 1434 Fax: E-mail: <a href="mailto:jerry.torres@faa.gov">jerry.torres@faa.gov</a> ;
	126.	Mr. Dez Silagyi	US NOTAM Governance Aeronautical Information Services Federal Aviation Administration 6500 S. MacArthur Blvd Building 5, ANF-1 Oklahoma City, OK 73169 <b><u>UNITED STATES</u></b>	Tel: +1 405 954 5340 Fax: E-mail: <a href="mailto:dez.silagyi@faa.gov">dez.silagyi@faa.gov</a> ;
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	129.	Mr. John Warner	Air Traffic Control Specialist Flight Services NOTAM Governance and Operations Office of Flight Service Directorate Federal Aviation Administration Eye Street Office 1575 I St NW Washington, DC 20005 <b><u>UNITED STATES</u></b>	Tel: +1 202 267 6454 Fax: E-mail: <a href="mailto:john.b.warner@faa.gov">john.b.warner@faa.gov</a> ;
	130.	Ms. Jodi Brainard	Lead Aeronautical International Representative NGA 3838 Vogel Rd. Mail Stop L-27 Arnold, MO 63010 <b><u>UNITED STATES</u></b>	Tel : +1 314 676 0595 Fax: E-mail: <a href="mailto:Jodi.A.Brainard@nga.mil">Jodi.A.Brainard@nga.mil</a> ;

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<b>28.</b>	<b>ASBU FOR FUTURE GMBH (2)</b>			
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<b>30.</b>	<b>JEPPESEN (1)</b>			
	140.	Mr. John Moore (AIM Seminar)	Director Government Affairs, Washington DC Jeppesen, a Boeing Company 55 Inverness Drive East Engelwood, CO 80112 <b><u>UNITED STATES</u></b>	Tel: +1 703 505 0672 Fax: E-mail: <a href="mailto:john.moore@jeppesen.com">john.moore@jeppesen.com</a> ;
<b>31.</b>	<b>NAVBLUE (1)</b>			
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<b>32.</b>	<b>IATA (3)</b>			
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<b>33.</b>	<b>IFAIMA (1)</b>			
	145.	Mrs. Ariungerel Purev	APAC Regional Director POB-59, Buyant-Ukhaa, Ulaanbaatar 17120 <b><u>MONGOLIA</u></b>	Tel: +976 11 283131, +976 99 111 833 Fax: +976 11 700 43898 E-mail: <a href="mailto:ariungerel@ifaima.org">ariungerel@ifaima.org</a> ;
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<b>35.</b>	<b>IFATCA (1)</b>			
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	151.	Mr. Alexander Pufahl	Technical Officer, System-Wide Information Management (SWIM) ICAO Headquarters <b><u>CANADA</u></b>	Tel: Fax: E-mail:

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	STATE/NAME		TITLE/ORGANIZATION	TEL/FAX/E-MAIL
	152.	Mr. Remington Low	Regional Officer, Aviation Security and Facilitation ICAO Asia and Pacific Office 252/1 Vibhavadi Rangsit Road Chatuchak, Bangkok 10900 <b><u>THAILAND</u></b>	Tel: Fax: E-mail:
	153.	Mr. Luo Yi	Regional Officer, Communications, Navigation and Surveillance ICAO Asia and Pacific Office 252/1 Vibhavadi Rangsit Road Chatuchak, Bangkok 10900 <b><u>THAILAND</u></b>	Tel: Fax: E-mail:
	154.	Mr. S. M. Nazmul Anam	Regional Officer, Flight Safety ICAO Asia and Pacific Office 252/1 Vibhavadi Rangsit Road Chatuchak, Bangkok 10900 <b><u>THAILAND</u></b>	Tel: Fax: E-mail:
	155.	Mr. Hiroyuki Takata	Regional Officer, ATM ICAO Asia & Pacific Regional Sub-Office (APAC RSO) 1st Floor, Section C, China Service Mansion No. 9, Erwei Road, Shunyi District Beijing 100621 <b><u>CHINA</u></b>	Tel: +86 10 6455 7173 Fax: +86 10 6455 7164 E-mail: <a href="mailto:htakata@icao.int">htakata@icao.int</a> ;

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	STATE/NAME		TITLE/ORGANIZATION	TEL/FAX/E-MAIL
	156.	Mr. Han Chee Chew	Air Traffic Management Officer ICAO Asia & Pacific Office 252/1 Vibhavadi Rangsit Rd Ladyao, Chatuchak Bangkok 10900, <b><u>THAILAND</u></b>	Tel.: +66 2 5378189 Fax: +66 2 5378199 E-mail: <a href="mailto:hchew@icao.int">hchew@icao.int</a> ;
	157.	Mr. Erdenebaatar Davaasuren	Aeronautical Information Management (AIM) Regional Officer, Air Traffic Management ICAO Asia and Pacific Office 252/1 Vibhavadi Rangsit Road Chatuchak, Bangkok 10900 <b><u>THAILAND</u></b>	Tel: +66 2 537 8189 Fax: +66 2 537 8199 E-mail: <a href="mailto:edavaasuren@icao.int">edavaasuren@icao.int</a> ;
	158.	Mrs. Patoomrat Kamboonrat	Secretary to Head of Office ICAO Asia & Pacific Office 252/1 Vibhavadi Rangsit Rd Ladyao, Chatuchak Bangkok 10900, <b><u>THAILAND</u></b>	Tel: Fax: E-mail:
	159.	Ms. Prakayphet Chalayonnawin	Programme Analysis Associate, Air Traffic Management ICAO Asia & Pacific Office 252/1 Vibhavadi Rangsit Rd Ladyao, Chatuchak Bangkok 10900, <b><u>THAILAND</u></b>	Tel.: +66 2 5378189 Fax: +66 2 5378199 E-mail: <a href="mailto:pchalayonnawin@icao.int">pchalayonnawin@icao.int</a> ;

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**Fifteenth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/15)**

Video Teleconference, 01 – 05 June 2020

**LIST OF WORKING PAPERS (WPs) and INFORMATION PAPERS (IPs)**

(Presented by the Secretariat)

**WORKING PAPERS**

NUMBER	AGENDA	WORKING PAPERS	PRESENTED BY
WP/1	1	Provisional Agenda	Secretariat
WP/2	3	Outcomes of Related Meetings	Secretariat
WP/3	4	AIS Deficiencies in Thailand	Thailand
WP/4	4	Asia/Pacific AIS/AIM Air Navigation Deficiencies	Secretariat
WP/5	5	Regional Implementation Status of AIM Performance Expectations	Secretariat
WP/6	5	Asia/Pacific Region ICARD Status and 5LNC Duplicate Resolution	Secretariat
WP/7	5	Standardized Aeronautical Information	Secretariat
WP/8	5	NOTAM Proliferation Analysis	Secretariat
WP/9	5	NOTAM Code Analysis	Secretariat
WP/10	5	Indonesia Progress Report on NOTAM Proliferation	Indonesia
WP/11	5	Indonesia ICARD 5LNC Status and Handling Process	Secretariat
WP/12	4	ANS Deficiencies related to NOTAM Proliferation	Secretariat
WP/13	4	Aeronautical Information Requirements – An Airline Perspective	IATA
WP/14	6	Managing Postponement of Changes of Aeronautical Information Distributed Under the AIRAC System	Singapore
WP/15	6	SNOWTAM Guidance	Secretariat
WP/16	6	PBN Approach Chart Identification Transition	Secretariat
WP/17	7	COVID-19 Contingency NOTAMS	Secretariat
WP/18	7	AIM Contact List	Secretariat
WP/19	8	Review the AAITF Terms of Reference and Task List	Secretariat

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**INFORMATION PAPERS**

NUMBER	AGENDA	INFORMATION PAPERS	PRESENTED BY
IP/1	-	List of Working Papers (WPs) and Information Papers (IPs)	Secretariat
IP/2	5	Update on AIS/AIM Activities in Viet Nam	Viet Nam
IP/3	5	GIS Presentation of Digital Data	Japan
IP/4	5	Indonesia PBN Chart Identification Transition	Indonesia
IP/5	5	PERM NOTAMs Issued in the Asia/Pacific Region	Secretariat
IP/6	5	AIS to AIM Update	Philippines

**PRESENTATIONS**

NUMBER	AGENDA	PRESENTATIONS	PRESENTED BY
SP/1	2	ICAO Data Catalogue	Secretariat
SP/2	2	Aeronautical Data Catalogue Implementation in Singapore	Singapore
SP/3	2	Aeronautical Data Catalogue Implementation in Mongolia	Mongolia
SP/4	2	Aeronautical Data Catalogue	ASBU 4 Future
SP/5	4	Aeronautical Information Requirements – An Airline Perspective (WP/13)	IATA
SP/6	5	Regional Implementation Status of Aim Performance Expectations	Secretariat
SP/7	5	Asia/Pacific Region ICARD Status and 5LNC Duplicate Resolution	Secretariat
SP/8	5	Indonesia ICARD 5LNC Status, Corrective Action and Handling Process	Indonesia
SP/9	5	Standardized Aeronautical Information	Secretariat
SP/10	5	NOTAM Proliferation Analysis	Secretariat
SP/11	5	Indonesia Progress Report on NOTAM Proliferation	Indonesia
SP/12	5	NOTAM Code Analysis	Secretariat

**FLIMSIES**

NUMBER	AGENDA	FLIMSIES	PRESENTED BY
-	-	<i>Nil</i>	-

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ICAO

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*International Civil Aviation Organization*

**Fifteenth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/15)**

Video Teleconference, 01 – 05 June 2020

**Agenda Item 2: AIM Seminar**

**AIM Mini-Seminar – Monday 01 June 2020**

**Provisional Programme**

	NO.	TITLE	PRESENTED BY
<b>0230 UTC to 0700 UTC</b>	<b>Aeronautical Data Catalogue</b>		
	SP/1	ICAO Data Catalogue	ICAO
	SP/2	Aeronautical Data Catalogue Implementation in Singapore	Singapore
	SP/3	Aeronautical Data Catalogue Implementation in Mongolia	Mongolia
	SP/4	Aeronautical Data Catalogue	ASBU 4 Future
<i>Note: The seminar activity may extend into the 0530 – 0700 UTC Session.</i>			

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**AIS Deficiencies List**

States/facilities	Deficiencies			Corrective Action		
	Description	Date first reported	Remarks	Executing body	Target date	Priority **
	<b>WGS-84 Requirements of Paragraph 1.2.1 of Annex 15</b>					
Afghanistan	WGS-84 - Not implemented	24/6/2014		Afghanistan	TBD	A
Bangladesh	WGS-84 - Not implemented	24/6/2014		Bangladesh	TBD	A
Bhutan	WGS-84 - Not implemented	2/7/1999	Data conversion completed, but not published	Bhutan	TBD	A
Brunei Darussalam	WGS-84 - Not implemented	24/6/2014		Brunei Darussalam	TBD	A
Marshall Islands	WGS-84 - Not implemented	24/6/2014		Marshall Islands	TBD	A
Micronesia	WGS-84 - Not implemented	24/6/2014		Micronesia	TBD	A
Nauru	WGS-84 - Not implemented		Conferring with consultant	Nauru	TBD	A
Palau	WGS-84 - Not implemented	24/6/2014		Palau	TBD	A
Samoa	WGS-84 - Not implemented	24/6/2014		Samoa	TBD	A
<del>Thailand</del>	<del>WGS-84 - Not implemented</del>	24/6/2014	Proposed for deletion AAITF/15, subject further offline coordination between ICAO and Thailand	<del>Thailand</del>	<del>TBD</del>	A
Vanuatu	WGS-84 - Not implemented	2/7/1999	Implemented at main airports	Vanuatu	1999	A
	<b>AIP Format Requirements of Chapter 4 of Annex 15</b>					
Kiribati	AIP Format - Not implemented	7/7/99	ATM/AIS/SAR/SG/18 (June 2009) was advised AIP in draft stage	Kiribati		A
Nauru	AIP Format - Not implemented	7/7/99	ATM/AIS/SAR/SG/18 (June 2008) was advised work soon to start	Nauru		A

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States/facilities	Deficiencies			Corrective Action		
	Description	Date first reported	Remarks	Executing body	Target date	Priority **
	<b><u>AIS Quality Management System Requirements of Paragraph 3.6.1 of Annex 15 Quality Management System - Not implemented</u></b>					
Afghanistan	AIS Quality Management System - Not implemented	24/6/2014		Afghanistan	TBD	A
Bangladesh	AIS Quality Management System - Not implemented	24/6/2014		Bangladesh	TBD	A
Bhutan	AIS Quality Management System - Not implemented	24/6/2014		Bhutan	TBD	A
Brunei Darussalam	AIS Quality Management System - Not implemented	24/6/2014		Brunei Darussalam	TBD	A
Cambodia	AIS Quality Management System - Not implemented	24/6/2014		Cambodia	TBD	A
<del>Indonesia</del>	<del>AIS Quality Management System - Not implemented</del>	<del>24/6/2014</del>	Proposed for deletion AAITF/15, subject further offline coordination between ICAO and Indonesia	<del>Indonesia</del>	<del>TBD</del>	<del>A</del>
Kiribati	AIS Quality Management System - Not implemented	24/6/2014		Kiribati	TBD	A
Lao PDR	AIS Quality Management System - Not implemented	24/6/2014		Lao PDR	TBD	A
Maldives	AIS Quality Management System - Not implemented	24/6/2014		Maldives	TBD	A
Marshall Islands	AIS Quality Management System - Not implemented	24/6/2014		Marshall Islands	TBD	A
Micronesia	AIS Quality Management System - Not implemented	24/6/2014		Micronesia	TBD	A

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States/facilities	Deficiencies			Corrective Action		
	Description	Date first reported	Remarks	Executing body	Target date	Priority **
Myanmar	AIS Quality Management System - Not implemented	9/6/2016		Myanmar	TBD	A
Nauru	AIS Quality Management System - Not implemented	24/6/2014		Nauru	TBD	A
Nepal	AIS Quality Management System - Not implemented	24/6/2014		Nepal	TBD	A
Palau	AIS Quality Management System - Not implemented	24/6/2014		Palau	TBD	A
Philippines	AIS Quality Management System - Not implemented	24/6/2014		Philippines	TBD	A
Samoa	AIS Quality Management System - Not implemented	24/6/2014		Samoa	TBD	A
Solomon Islands	AIS Quality Management System - Not implemented	24/6/2014		Solomon Islands	TBD	A
Sri Lanka	AIS Quality Management System - Not implemented	9/6/2016		Sri Lanka	TBD	A
<del>Thailand</del>	<del>AIS Quality Management System - Not implemented</del>	<del>24/6/2014</del>	Proposed for deletion AAITF/15, subject further offline coordination between ICAO and Thailand	<del>Thailand</del>	<del>TBD</del>	<del>A</del>
Timor Leste	AIS Quality Management System - Not implemented	24/6/2014		Timor Leste	TBD	A
Vanuatu	AIS Quality Management System - Not implemented	24/6/2014		Vanuatu	TBD	A

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**Regional Implementation Status of AIM Performance Expectations**

Date Last Amended: June 3, 2020

	Phase 1											Phase 2							Phase 3				
	1				2	3	4	5	6	7	8	9	10	11	12	13	14			15	16	17	18
	1a	1b	1c	1d													14a	14b	14c				
Afghanistan	0%	0%	0%	0%	0%	0%	40%	0%	30%	0%	0%	0%	0%	0%	30%	0%	0%	0%	0%	50%	0%	0%	0%
Australia	100%	100%	100%	100%	0%	100%	100%	40%	100%	80%	100%	100%	100%	50%	100%	60%	0%	100%	0%	0%	100%	0%	0%
Bangladesh	50%	0%	0%	0%	0%	50%	0%	0%	0%	30%	50%	90%	50%	0%	0%	0%	0%	90%	0%	30%	0%	0%	0%
Bhutan	0%	50%	0%	0%	0%	0%	40%	0%	60%	70%	0%	100%	0%	0%	10%	10%	0%	90%	100%	30%	0%	0%	40%
Brunei Darussalam	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Cambodia	0%	0%	0%	0%	0%	50%	40%	0%	30%	10%	0%	70%	0%	0%	10%	0%	0%	0%	0%	30%	0%	0%	0%
China	100%	100%	100%	100%	100%	100%	80%	100%	100%	100%	100%	100%	100%	0%	100%	10%	0%	0%	0%	100%	0%	0%	0%
Hong Kong, China	100%	100%	100%	80%	100%	100%	100%	100%	100%	50%	100%	80%	100%	100%	100%	100%	100%	100%	80%	100%	50%	50%	50%
Macao, China	100%	100%	100%	100%	0%	100%	100%	100%	50%	0%	100%	70%	0%	50%	50%	50%	0%	0%	0%	80%	0%	0%	0%
Cook Islands	0%	100%	0%	0%	0%	0%	100%	0%	30%	0%	0%	70%	0%	0%	100%	0%	0%	0%	0%	50%	0%	0%	0%
DPR Korea	100%	100%	50%	100%	0%	0%	100%	100%	80%	100%	100%	70%	0%	100%	100%	100%	30%	50%	100%	90%	0%	0%	60%
Fiji	0%	100%	0%	0%	0%	0%	100%	0%	30%	0%	0%	70%	0%	0%	100%	100%	0%	100%	0%	50%	0%	0%	20%
India	100%	100%	100%	100%	0%	100%	100%	100%	80%	100%	100%	100%	0%	100%	100%	100%	100%	100%	0%	100%	0%	0%	20%
Indonesia	100%	100%	100%	100%	0%	50%	100%	100%	50%	100%	100%	70%	0%	100%	0%	60%	50%	50%	30%	50%	0%	0%	30%
Japan	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	80%	80%	100%	80%	80%	90%	0%	100%	0%	0%	0%
Kiribati	0%	0%	0%	0%	0%	0%	0%	0%	30%	0%	0%	30%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Lao PDR	100%	100%	100%	100%	0%	100%	0%	0%	0%	30%	0%	30%	0%	0%	20%	0%	0%	30%	0%	0%	0%	0%	0%
Malaysia	100%	100%	100%	50%	0%	100%	50%	50%	100%	100%	100%	70%	0%	50%	100%	100%	60%	60%	50%	100%	0%	0%	50%
Maldives	100%	80%	50%	100%	0%	100%	50%	50%	60%	50%	100%	70%	0%	50%	60%	0%	0%	0%	0%	50%	0%	0%	0%
Marshall Islands	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Micronesia	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Mongolia	100%	100%	100%	100%	30%	100%	100%	50%	100%	100%	100%	100%	100%	50%	100%	100%	100%	100%	100%	100%	100%	50%	30%
Myanmar	100%	100%	100%	100%	0%	100%	0%	100%	30%	100%	100%	70%	0%	50%	50%	100%	100%	100%	100%	100%	0%	0%	100%
Nauru	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Nepal	100%	100%	50%	50%	0%	100%	0%	100%	30%	50%	100%	80%	0%	0%	0%	0%	0%	50%	50%	40%	0%	0%	10%
New Zealand	100%	100%	100%	100%	0%	100%	50%	100%	80%	100%	100%	70%	0%	50%	100%	90%	100%	80%	20%	50%	0%	0%	0%

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Pakistan	100%	100%	100%	100%	100%	100%	100%	100%	100%	50%	100%	100%	50%	50%	100%	100%	70%	70%	50%	100%	100%	50%	50%
Palau	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	30%	0%	0%	0%
Papua New Guinea	50%	100%	50%	50%	0%	100%	50%	50%	30%	50%	0%	30%	0%	50%	50%	30%	0%	0%	0%	0%	0%	0%	0%
Philippines	0%	100%	0%	0%	0%	50%	100%	50%	60%	50%	50%	30%	0%	50%	50%	100%	0%	0%	0%	30%	0%	0%	0%
Republic of Korea	100%	100%	50%	100%	0%	50%	50%	100%	80%	100%	100%	80%	0%	100%	100%	80%	100%	60%	50%	100%	0%	0%	80%
Samoa	0%	0%	0%	0%	0%	0%	0%	0%	30%	0%	0%	70%	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	0%
Singapore	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	0%	0%	0%
Solomon Islands	0%	0%	0%	0%	0%	0%	0%	0%	30%	0%	0%	70%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Sri Lanka	100%	100%	100%	100%	100%	50%	60%	100%	0%	100%	100%	100%	70%	60%	70%	40%	40%	20%	70%	10%	10%	10%	10%
Thailand	100%	100%	100%	100%	70%	100%	50%	100%	60%	60%	100%	80%	100%	100%	60%	20%	20%	0%	0%	100%	10%	10%	20%
Timor Leste	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	30%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Tonga	0%	100%	0%	0%	0%	0%	0%	0%	30%	0%	0%	70%	0%	0%	100%	0%	0%	0%	50%	0%	0%	0%	0%
Vanuatu	0%	0%	0%	0%	0%	0%	0%	0%	30%	0%	0%	70%	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	0%
Viet Nam	100%	100%	100%	100%	70%	100%	100%	60%	70%	80%	100%	100%	100%	80%	100%	80%	70%	60%	40%	80%	0%	0%	0%
USA	100%	100%	100%	100%	0%	100%	50%	50%	80%	100%	100%	40%	0%	50%	50%	60%	100%	100%	100%	100%	0%	0%	90%
France	0%	100%	0%	0%	0%	0%	0%	0%	80%	0%	0%	100%	0%	0%	100%	100%	0%	0%	80%	0%	0%	0%	10%
	<b>55%</b>	<b>67%</b>	<b>49%</b>	<b>51%</b>	<b>18%</b>	<b>54%</b>	<b>48%</b>	<b>44%</b>	<b>51%</b>	<b>44%</b>	<b>52%</b>	<b>64%</b>	<b>23%</b>	<b>35%</b>	<b>52%</b>	<b>43%</b>	<b>29%</b>	<b>39%</b>	<b>24%</b>	<b>53%</b>	<b>9%</b>	<b>4%</b>	<b>16%</b>

**Phase 1**

- 1 Developed policy and enacted primary legislation and supporting regulations for Annex 4 and Annex 15 SARPS, and PANS-AIM Procedures including:
  - 1a establishment of an organizational structure for the safety oversight of aeronautical information service providers;
  - 1b requirements for monitoring of differences from Annex 4 and Annex 15 SARPS;
  - 1c Requirements for aeronautical information/data originators;
  - 1d Requirement for AIS quality management systems and processes to be established by all entities in the end-to-end AIS data chain.
- 2 Ensured National ATM Plans include implementation planning for each of the performance expectations of the Regional Plan for Collaborative AIM.
- 3 Established AIS either as a separate entity within, or separated from the civil aviation administration.
- 4 Developed competency requirements for AIS personnel, including English language proficiency requirements, supported by a program of regular performance assessment.
- 5 Established regular programs of engagement with all stakeholders.
- 6 Established quality management processes for aeronautical information.
- 7 Established formal agreements between AIS providers and aeronautical data originators.
- 8 Provided full access to relevant ICAO Annexes and Documents to all personnel having responsibility for the reception, management, publication and/or distribution of aeronautical information and aeronautical data.
- 9 Ensured compliance of all aeronautical products with common reference systems WGS-84, MSL/EGM-96 and UTC

**Phase 2**

- 10 Adapted policy, primary legislation and supporting regulations to support digital data sets of aeronautical information and associated products
- 11 Adapted training, competency and performance assessment of AIS personnel for digital data sets and eAIP
- 12 Implemented and maintained quality management systems encompassing all functions of the AIS

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- 13 Established and maintained digital databases of aeronautical information (PANS-AIM Appendix 1)
- 14 Managed terrain, obstacle and aerodrome mapping data through the establishment of:
  - 14a a terrain database, from which terrain data sets conforming with Annex 15 Section 5.3.3.3 may be generated
  - 14b an obstacle database, from which obstacle data sets conforming with Annex 15 Section 5.3.3.4 may be generated
  - 14c an aerodrome mapping database, from which aerodrome mapping data sets conforming with Annex 15 Section 5.3.4 may be generated
- 15 Implemented internet-accessible electronic AIP generated from digital database of aeronautical information

**Phase 3**

- 16 Adapted policy, primary legislation and supporting regulations to support automated exchange of aeronautical data
- 17 Adapted competency development and performance assessment of AIS personnel to support the automated exchange of aeronautical data and production of electronic charts and digital NOTAM.
- 18 Commenced aeronautical information exchange through digital data sets, digital NOTAM, integrated briefing and electronic charts

Color Code:

**Green** - Increased implementation

**Red** - Decreased implementation

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## INTERNATIONAL CIVIL AVIATION ORGANIZATION

European and North Atlantic Office



# GUIDANCE ON THE ISSUANCE OF SNOWTAM

*(Applicable from 5 November 2020)*

*- First Edition –  
(V.1.0)*

February 2020

Approved for use in the Asia/Pacific Region  
by the

15<sup>th</sup> Meeting of the AIS-AIM Implementation Task Force (AAITF/15), 01 to 05 June 2020

***Conclusion AAITF/15-1: Guidance on the Issuance of SNOWTAM***

***Conclusion APANPIRG/29/28***

**EUROPEAN AND NORTH ATLANTIC OFFICE OF ICAO**

**International Civil Aviation Organization (ICAO)**

European and North Atlantic (EUR/NAT) Office

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**RECORD OF AMENDMENTS**

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## 1. INTRODUCTION

1.1. The adoption of Amendment 39 to Annex 15 was issued on 1 April 2016 (State Letter Ref.: AN 2/2.4-16/18) with the effective date of 11 July 2016. The second part of the amendment (39B) is applicable as of 5 November 2020.

1.2. Amendment 39B introduced a new SNOWTAM format, based on the recommendations of the Friction Task Force of the Aerodrome Design and Operations Panel (ADOP) relating to the use of a global reporting format for assessing and reporting runway surface conditions. The SNOWTAM provisions/format was later moved to PANS-AIM (ICAO DOC 10066).

## 2. PURPOSE OF THE DOCUMENT

2.1 The ICAO EUR/NAT Office in collaboration with the EUROCONTROL (AIM/SWIM Team and EAD) prepared this document to provide explanation and examples for issuing SNOWTAM in the new format (as of 5 November 2020).

2.2 List of issues identified by the AIM/SWIM Team (joint cooperation ICAO EUR/NAT Office, EUROCONTROL, EAD) including the details of the EAD policy/approach for addressing the issues is at **Attachment A**.

2.3 Submit any comments, observations or suggestions on this document to the ICAO EUR/NAT Office: [icaoeurnat@paris.icao.int](mailto:icaoeurnat@paris.icao.int)

### 3. GENERAL PROVISIONS OF SNOWTAM

*Definition of SNOWTAM: A special series NOTAM given in a standard format providing a surface condition report notifying the presence or cessation of hazardous conditions due to snow, ice, slush, frost, standing water or water associated with snow, slush, ice or frost on the movement area. (PANS-AIM)*

3.1. Metric units shall be used in SNOWTAM and the unit of measurement (e.g. mm, cm, m, etc.) should not be reported.

*Example: 09/15/30 (item F) : means that the depth of the contaminant in the first part of runway is 9mm, in the second part 15mm and in the third part 30mm. Units of measurement are metric but is not reported in the message.*

3.2. As of 5 November 2020, the maximum validity of SNOWTAM is 8 hours.

*Note 1 – when no SNOWTAM is issued after 8 hours of a previous SNOWTAM for an aerodrome, the old SNOWTAM is expired and it is assumed that there is no more significant runway surface condition to be reported.*

3.3. New SNOWTAM shall be issued whenever a new runway condition report (RCR) is received from the aerodrome operator.

*Note 1 – prior arrangement between AIS (NOTAM Office) and the aerodrome authority is required to specify the means and process of submission of the Runway Condition Report (RCR)/initiation of SNOWTAM.*

*Note 2 – If there is a valid SNOWTAM in the old format (with 24 hours validity) issued on 4 November 2020, it is recommended to issue a new SNOWTAM with the new format, right after 0000 UTC to replace the old format SNOWTAM.*

3.4. A SNOWTAM cancels the previous SNOWTAM. When a new SNOWTAM is issued for a specific aerodrome that has another valid SNOWTAM, the new one automatically replaces the older SNOWTAM (there is no need to reference the older SNOWTAM in the new SNOWTAM, as what we do for NOTAM).

3.5. With reference to the SNOWTAM template (see paragraph 4), the letters used to indicate items (A to T; third column of the SNOWTAM template) are only used for reference purpose and should not be included in the messages. The letters, M (mandatory), C (conditional) and O (optional) (second column of the SNOWTAM template) mark the usage and information.

*Example: items B) to H) below without the letters indicating items (separated by one space):*

**01150915 12L 5/2/2 100/50/75 NR/06/06 WET/SLUSH/SLUSH**

3.6. The abbreviated heading "TTAAiiii CCCC MMYGGgg (BBB)" is included to facilitate the automatic processing of SNOWTAM messages in computer data banks. The explanation of these symbols is:

*TT* = data designator for SNOWTAM = SW;

*AA* = geographical designator for States, e.g. LF = FRANCE, EG = United Kingdom (see Location Indicators (Doc 7910), Part 2, Index to Nationality Letters for Location Indicators);

*iiii* = SNOWTAM serial number in a four-digit group;

*CCCC* = four-letter location indicator of the aerodrome to which the SNOWTAM refers (see Location Indicators (Doc 7910));

## Guidance on the Issuance of SNOWTAM

---

MMYYGGgg = date/time of observation/measurement, whereby:

MM = month, e.g. January = 01, December = 12

YY = day of the month

GGgg = time in hours (GG) and minutes (gg) UTC;

(BBB) = optional group for correction, in the case of an error, to a SNOWTAM message previously disseminated with the same serial number = COR.

*Note 1.— Brackets in (BBB) are used to indicate that this group is optional.*

*Note 2.— See Attachment A, item 6, for more information on the EAD recommendation regarding geographical designator for States (AA).*

*Note 3.— When reporting on more than one runway and individual dates/times of observation/assessment are indicated by repeated Item B, the latest date/time of observation/assessment is inserted in the abbreviated heading (MMYYGGgg).*

*Example: Abbreviated heading of SNOWTAM No. 149 from Zurich, measurement/observation of 7 November at 0620 UTC: SWLS0149 LSZH 11070620*

*Note 3.— The information groups are separated by a space, as illustrated above.*

3.7. The text "SNOWTAM" in the SNOWTAM Format and the SNOWTAM serial number in a four-digit group shall be separated by a space, for example: **SNOWTAM 0124**.

*Note 1.— The SNOWTAM serial number resets at the beginning of each calendar year (begins with SNOWTAM 0001 on January 1 at 0000 UTC).*

3.8. **Repeating information in the aeroplane performance calculation section for more than one runway:** when a SNOWTAM is reporting on more than one runway of the aerodrome for which the SNOWTAM is issued, Items B to H (aeroplane performance calculation section) should be repeated.

*Example:*

```
02170135 09R 5/2/2 100/75/75 NR/06/06 WET/SLUSH/SLUSH
02170225 09C 2/3/3 75/100/100 06/12/12 SLUSH/WET SNOW/WET SNOW 35
02170225 09L 3/3/3 50/50/75 08/15/10 WET SNOW/WET SNOW/WET SNOW 40
```

3.9. **Repeating information in the situational awareness section:** When reported, the information in the situational awareness section could be repeated, as applicable, for each runway, taxiway and apron.

*Note 1.— Option 1: it is recommended that the items of situational awareness section be kept in alphabetical order when repeated (item I) to S)). It means that item I) should be repeated for several runways (if applicable) and then item J), then item K), etc. and item T) ends the SNOWTAM message. Example:*

```
DRIFTING SNOW. RWY 09L LOOSE SAND. RWY 09R LOOSE SAND. RWY 09L CHEMICALLY
TREATED. RWY 09R CHEMICALLY TREATED. RWY 09C CHEMICALLY TREATED.)
```

*Note 2.— Option 2: repeat all relevant items of the same runway (item I) to M)) for each runway, then to continue with the rest of the items (item N) to T)). Example:*

```
DRIFTING SNOW. RWY 09L LOOSE SAND. RWY 09L CHEMICALLY TREATED. RWY 09R
LOOSE SAND. RWY 09R CHEMICALLY TREATED. RWY 09C CHEMICALLY TREATED. TWY A
AND TWY C CLSD.)
```

*Note 3— since there is no specific guideline/rule for repeating items in the situational awareness section, NOTAM systems should be flexible to receive and process situational awareness information in any order.*

*Note 4.— items in the situational awareness section are separated by a full stop and a space (item L. item M. item N. etc.).*

3.10. For readability purposes of the SNOWTAM message, include a line feed after the SNOWTAM serial number, after Item A, and after the aeroplane performance calculation section.

3.11. Mandatory information in SNOWTAM is:

- 1) AERODROME LOCATION INDICATOR;
- 2) DATE AND TIME OF ASSESSMENT;
- 3) LOWER RUNWAY DESIGNATOR NUMBER;
- 4) RUNWAY CONDITION CODE FOR EACH RUNWAY THIRD; and
- 5) CONDITION DESCRIPTION FOR EACH RUNWAY THIRD (*when runway condition code (RWYCC) is reported 1–5*)

*Note 1.— See Attachment A, item 8, for more information on the EAD implementation policy/approach regarding reporting Condition description for each runway third.*

*Note 2.— When no information is to be reported, insert “NR” at its relevant position in the message to indicate to the user that no information exists (/NR/).*

*Example: a SNOWTAM with the minimum (mandatory) information*

```
GG EADBZTZX ...
111045 EADDYNYX
SWEA0124 EADD 01111035
(SNOWTAM 0124
EADD
01111035 09R 5/4/4 NR/NR/NR NR/NR/NR SLUSH/COMPACTED SNOW/COMPACTED SNOW)
```



**SECTION 1: AEROPLANE PERFORMANCE CALCULATION SECTION**

**Item A** — Aerodrome location indicator (four-letter location indicator) of the aerodrome, for which the SNOWTAM is issued. The aerodrome location indicators are listed in the ICAO DOC 7910 (Location Indicators).

*Example:* **LFPG** = Paris/Charles du Gaulle

**Item B** — Date and Time of assessment of the runway surface condition (eight-figure date/time group giving time of observation as month, day, hour and minute in UTC)

*Example:* **12040638**

12 = December ; 04 = Day 4 (4<sup>th</sup>) ; 0638 (06 hours and 38minutes)

**Item C** — Lower runway designator number (nn[L] or nn[C] or nn[R])

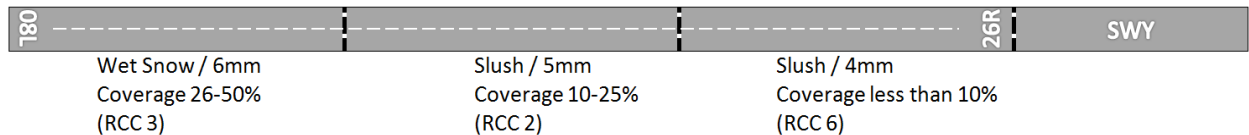
*Note.1* — Only one runway designator is inserted for each runway and always the lower number.

*Example:* **08L** for RWY08L/26R, 08L should be reported (08<26)



**Item D** — Runway condition code for each runway third. Only one digit (0, 1, 2, 3, 4, 5 or 6) is inserted for each runway third, separated by an oblique stroke (n/n/n). Runway Condition Code is determined during the assessment of the runway surface condition, in accordance with the provisions of the PANS-Aerodrome and the Runway Condition Assessment Matrix (RCAM).

*Example:* **3/2/6** : runway condition code for the first part of runway 08L is 3, for the second part 2 and for the third parts is 6.



Runway condition assessment matrix (RCAM)			
Assessment		Downgrade assessment criteria	
Runway condition code	Runway surface description	Aeroplane deceleration or directional control observation	Pilot report of runway braking action
6	<ul style="list-style-type: none"> <li>• DRY</li> </ul>	---	---
5	<ul style="list-style-type: none"> <li>• FROST</li> <li>• WET (The runway surface is covered by any visible dampness or water up to and including 3 mm depth)</li> <li><i>Up to and including 3 mm depth:</i></li> <li>• SLUSH</li> <li>• DRY SNOW</li> <li>• WET SNOW</li> </ul>	Braking deceleration is normal for the wheel braking effort applied AND directional control is normal.	GOOD

4	<p><b>-15°C and Lower outside air temperature:</b></p> <ul style="list-style-type: none"> <li>•COMPACTED SNOW</li> </ul>	Braking deceleration OR directional control is between Good and Medium.	GOOD TO MEDIUM
3	<ul style="list-style-type: none"> <li>•WET (“slippery wet” runway)</li> <li>•DRY SNOW or WET SNOW (any depth) ON TOP OF COMPACTED SNOW</li> </ul> <p><b>More than 3 mm depth:</b></p> <ul style="list-style-type: none"> <li>•DRY SNOW</li> <li>•WET SNOW</li> </ul> <p><b>Higher than -15°C outside air temperature:</b></p> <ul style="list-style-type: none"> <li>•COMPACTED SNOW</li> </ul>	Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced.	MEDIUM
2	<p><b>More than 3 mm depth of water or slush:</b></p> <ul style="list-style-type: none"> <li>•STANDING WATER</li> <li>•SLUSH</li> </ul>	Braking deceleration OR directional control is between Medium and Poor.	MEDIUM TO POOR
1	<ul style="list-style-type: none"> <li>•ICE</li> </ul>	Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced.	POOR
0	<ul style="list-style-type: none"> <li>•WET ICE</li> <li>•WATER ON TOP OF COMPACTED SNOW</li> <li>•DRY SNOW or WET SNOW ON TOP OF ICE</li> </ul>	Braking deceleration is minimal to non-existent for the wheel braking effort applied OR directional control is uncertain.	LESS THAN POOR

*Note.1 — States that follow EASA Regulations additionally use SPECIALLY PREPARED WINTER RUNWAY for runway condition code 4 and the descriptor WET for runway condition code 3 is replaced by SLIPPERY WET.*

**Item E** — Per cent coverage is reported as NR (less than 10% or DRY), 25 (10-25 %), 50 (26-50 %), 75 (51-75 %) or 100 (76-100 %) for each runway third, separated by an oblique stroke ([n]nn/[n]nn/[n]nn).

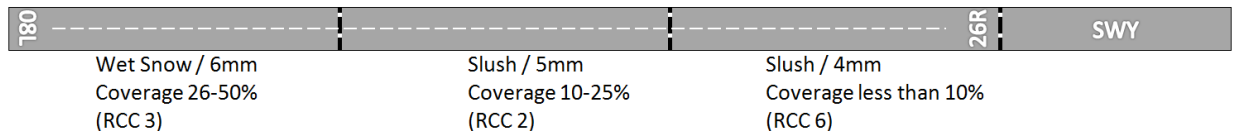
*Note 1.— This information is provided only when the runway condition for each runway third (Item D) has been reported as other than 6 and there is a condition description for each runway third (Item G) that has been reported other than DRY.*

*Note 2.— When the conditions are not reported, this will be signified by the insertion of “NR” for the appropriate runway third(s).*

*Note 3. — When the runway condition is “DRY” or the coverage is less than 10%, item E shall be reported by inserting “NR”.*

*Note 4. – When no information is to be reported, insert “NR” at its relevant position in the message to indicate to the user that no information exists (/NR/).*

*Example: 50/25/NR : percentage of coverage at the first runway third of RWY 08L is 50 % (between 26 to 50%), at the second part of the runway is 25 % (between 10 to 25 %) and the coverage is less than 10 % at the third part of the runway.*



**Item F** — Depth of loose contaminant for each runway third. When provided, insert in millimetres for each runway third, separated by an oblique stroke (nn/nn/nn or nnn/nnn/nnn). Depth should be reported in

2 or 3 digits (i.e. 05 for 5mm, 115 for 115mm, etc.) and the units of measurement (mm) is not reported/inserted.

*Note 1.— This information is only provided for the following contamination types:*

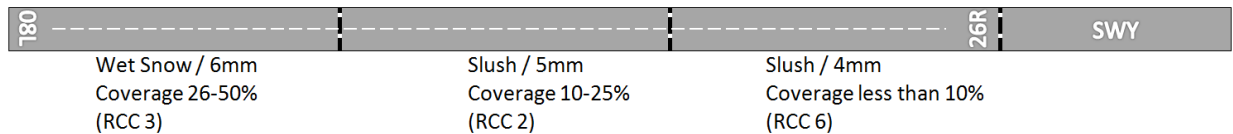
- *standing water, values to be reported 04, then assessed value;*
- *slush, values to be reported 03, then assessed value;*
- *wet snow, values to be reported 03, then assessed value; and*
- *dry snow, values to be reported 03, then assessed value.*

*Note 2.— When the conditions are not reported, this will be signified by the insertion of “NR” for the appropriate runway third(s).*

*Note 3.— NR also includes the situations when the depth of the contaminant is less than the minimum values to be reported (as indicated above) or that part of runway is dry, etc.*

*Note 4. – For contaminants other than STANDING WATER, SLUSH, WET SNOW or DRY SNOW, the depth is not reported. The position of this type of information in the information string is then identified by /NR/.*

*Example: 06/05/04 : depth of the contaminant in the first part of runway is 6mm, in the second part 5mm and in the third part 4mm.*



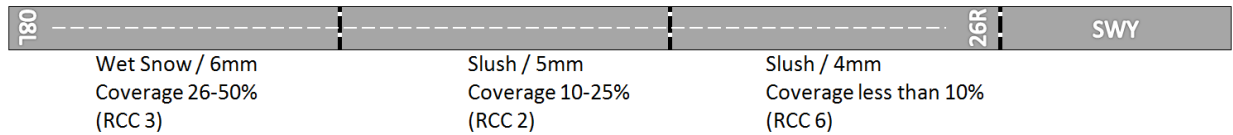
**Item G** — Condition description for each runway third. Insert any of the following condition descriptions for each runway third, separated by an oblique stroke:

- COMPACTED SNOW
- DRY SNOW
- DRY SNOW ON TOP OF COMPACTED SNOW
- DRY SNOW ON TOP OF ICE
- FROST
- ICE
- SLUSH
- STANDING WATER
- WATER ON TOP OF COMPACTED SNOW
- WET
- WET ICE
- WET SNOW
- WET SNOW ON TOP OF COMPACTED SNOW
- WET SNOW ON TOP OF ICE
- DRY (only reported when there is no contaminant)

*Note 1.— When the conditions are not reported, this will be signified by the insertion of “NR” for the appropriate runway third(s).*

*Note 2.— States that follow EASA Regulations use the additional descriptors SPECIALLY PREPARED WINTER RUNWAY and SLIPPERY WET.*

*Example: **WET SNOW/SLUSH/SLUSH** : condition description is “Wet snow” for the first part of runway, “Slush” for the second and third parts of runway.*



**Item H** — Width of runway to which the runway condition codes apply. Insert the width in meters (without units of measurement), if it is less than the published runway width.

*Example: **35** : published width of RWY 08L/26R is 45m and the RCR applies to 35m of it.*

## SECTION 2: SITUATIONAL AWARENESS SECTION

*Note 1.— Elements in the situational awareness section end with a full stop.*

*Note 2.— Elements in the situational awareness section for which no information exists, or where the conditional circumstances for publication are not fulfilled, are left out completely.*

*Note 3.— The situational awareness section shall be separated from the aeroplane performance calculation section by an empty line.*

**Item I** — Reduced runway length. Insert the applicable runway designator and available length in meters (example: RWY nn [L] or nn [C] or nn [R] REDUCED TO [n]nnn).

*Note 1.— This information is conditional when a NOTAM has been published with a new set of declared distances, i.e. when the runway length is reduced, this item should be included in the SNOWTAM and a NOTAM should also be issued with the new available declared distances (TORA, TODA, ASDA and LDA).*

*Example: RWY 08L REDUCED TO 2800.*

**Item J** — Drifting snow on the runway. When reported, insert “DRIFTING SNOW”.

*Example: DRIFTING SNOW.*

*Note 1.— Drifting snow is an ensemble of snow particles raised by the wind to small heights above the ground (WMO definition).*

*Note 2. – Drifting snow in the SNOWTAM format refers to the airport (the whole movement area), not a specific runway. However, for large airports with several runways where drifting snow could exist in one or some runways (not all), item J) might be reported with relevant runway designator, e.g. RWY 08 DRIFTING SNOW*

**Item K** — Loose sand on the runway. When reported on the runway, insert the lower runway designator and with a space “LOOSE SAND” (RWY nn or RWY nn[L] or nn[C] or nn[R] LOOSE SAND).

*Example: RWY 08L LOOSE SAND.*

**Item L** — Chemical treatment on the runway. When chemical treatment has been reported applied, insert the lower runway designator and with a space “CHEMICALLY TREATED” (RWY nn or RWY nn[L] or nn[C] or nn[R] CHEMICALLY TREATED).

*Example: RWY 08L CHEMICALLY TREATED.*

**Item M** — Snow banks on the runway. When snow banks are present on the runway, insert the lower runway designator and with a space “SNOW BANK” and with a space left “L” or right “R or both sides “

LR", followed by the distance in metres from centre line separated by a space FM CL (RWY nn or RWY nn[L] or nn[C] or nn[R] SNOW BANK Lnn or Rnn or LRnn FM CL).

*Example:* **RWY 08L SNOW BANK L12 FM CL.**

**Item N** — Snow banks on a taxiway. When snow banks are present on a taxiway, insert the taxiway designator and with a space "SNOW BANK" (TWY [nn]n SNOW BANK).

*Example:* **TWY B SNOW BANK.**

*Note 1.*— when there are snow banks on every taxiway, "ALL TWYS SNOWBANKS" might be used.

**Item O** — Snow banks adjacent to the runway. When snow banks are present penetrating the height profile in the aerodrome snow plan, insert the lower runway designator and "ADJ SNOW BANKS"(RWY nn or RWY nn[L] or nn[C] or nn[R] ADJ SNOW BANKS).

*Example:* **RWY 08R ADJ SNOW BANKS.**

**Item P** — Taxiway conditions. When taxiway conditions are reported as poor, insert the taxiway designator followed by a space "POOR" (TWY [n or nn] POOR or ALL TWYS POOR).

*Example:* **TWY C POOR.**

**Item R** — Apron conditions. When apron conditions are reported as poor, insert the apron designator followed by a space "POOR" (APRON [nnnn] POOR or ALL APRONS POOR).

*Note 1.*— Aprons are named differently in different aerodromes (e.g. Apron 1, Cargo Apron, Apron Main, Apron XXX, Military Ramp, etc.). The Apron designator/name in the SNOWTAM should be the one indicated in the Aerodrome Chart and/or AIP.

*Example:* **APRON 1 POOR.**

**Item S** — Measured friction coefficient. Where reported, insert the measured friction coefficient and friction measuring device.

*Note 1.*— This item is optional and will only be reported for States that have an established programme of runway friction measurement using a State-approved friction measuring device.

*Note 2.*— States that follow EASA Regulations do not report measured friction coefficient. 'NR' is inserted for Item S.

**Item T** — plain language remarks.

## 5. EXAMPLES OF SNOWTAM

### Example 1:

GG EADBZQZX EADNZQZX EADSZQZX  
170140 EADDYNYX  
SWEA0150 EADD 02170135  
(SNOWTAM 0150  
EADD  
02170055 09L 5/5/4 100/100/100 NR/03/03 WET/WET SNOW/COMPACTED SNOW  
02170135 09R 5/2/2 75/50/75 NR/06/06 WET/SLUSH/SLUSH 40)

### Example 2:

GG EADBZQZX EADNZQZX EADSZQZX  
170229 EADDYNYX  
SWEA0151 EADD 02170225  
(SNOWTAM 0151  
EADD  
02170055 09L 5/5/5 100/100/100 NR/NR/03 WET/WET/WET SNOW  
02170135 09R 5/2/2 100/50/75 NR/06/06 WET/SLUSH/SLUSH  
02170225 09C 2/3/3 75/100/100 06/12/12 SLUSH/WET SNOW/WET SNOW  
  
RWY 09L SNOW BANK R20 FM CL. RWY 09R ADJ SNOW BANKS. TWY B POOR. APRON  
NORTH POOR.)

### Example 3:

GG EADBZQZX EADNZQZX EADSZQZX  
170350 EADDYNYX  
SWEA0152 EADD 02170345  
(SNOWTAM 0152  
EADD  
02170345 09L 5/5/5 100/100/100 NR/NR/03 WET/WET/SLUSH  
02170134 09R 5/2/2 100/50/75 NR/06/06 WET/SLUSH/SLUSH  
02170225 09C 2/3/3 75/100/100 06/12/12 SLUSH/WET SNOW/WET SNOW 35  
  
DRIFTING SNOW. RWY 09L LOOSE SAND. RWY 09R CHEMICALLY TREATED. RWY 09C  
CHEMICALLY TREATED.)

**Example 4:**

GG EADBZQZX EADNZQZX EADSZQZX

170440 EADDYNYX

SWEA0153 EADD 02170435

(SNOWTAM 0153

EADD

02170435 09L 5/5/5 100/100/100 NR/NR/03 WET/WET/SLUSH

02170415 09R 5/2/2 100/50/75 NR/06/06 WET/SLUSH/SLUSH

02170400 09C 2/2/2 75/75/50 06/12/12 SLUSH/SLUSH/SLUSH 40

DRIFTING SNOW. RWY 09L LOOSE SAND. RWY 09L CHEMICALLY TREATED. RWY 09R  
CHEMICALLY TREATED. RWY 09C CHEMICALLY TREATED. TWY A AND TWY B CLSD.)

**Example 5:**

GG EADBZQZX EADNZQZX EADSZQZX

170540 EADDYNYX

SWEA0154 EADD 02170535

(SNOWTAM 0154

EADD

02170535 09L 6/6/6 NR/NR/NR NR/NR/NR DRY/DRY/DRY

02170515 09R 5/2/2 100/50/75 NR/06/06 WET/SLUSH/SLUSH

02170500 09C 2/2/2 75/75/50 06/12/12 SLUSH/SLUSH/SLUSH 40

DRIFTING SNOW. RWY 09R CHEMICALLY TREATED. RWY 09C CHEMICALLY TREATED.  
TWY A AND TWY B CLSD.)

## 6. CONCLUSIONS

6.1. Appropriate means of communication between the airport authorities/operators (the originators of the runway condition reports through RCR) and the AIS/NOFs (responsible to disseminate information through SNOWTAM according to the information received by RCR) must be ensured.

6.2. When RCR is provided by airports to NOF, the NOF should carry out an initial quality check to verify the following:

- All mandatory information items (items A, B, C, D and G, as appropriate) are provided
- Items E, F and G are not empty (values to be provided) or the position of this type of information in the information string would be identified by NR
- The syntax requirement of SNOWTAM in PANS-AIM is strictly adhered
- Information provided is in accordance with the criteria explained above (in terms of units of measurement, format of data, etc.)
- Information conforms to other sources (date/time with the Gregorian calendar/UTC; runways, taxiways and aprons designators, width and length as per the published ones in AIP, etc.)

*Note 1. – in case NOF needs clarification on the information received through RCR, necessary coordination should be made with the relevant airport authority/operator.*

*Note 2. – accuracy of RCR data is the responsibility of airport authority, as NOFs are normally unable to verify if the data collected is correct against the actual runway condition.*

*Note 3. – NOFs should carry out quality checks at different stages, including before issuance of the SNOWTAM to ensure that the SNOWTAM reflects the same information as was originally received from the airport authority through RCR.*

6.3. NOF/AIS personnel should be sufficiently trained with the new SNOWTAM format.

6.4. The software/templates used to issue/receive SNOWTAM (NOTAM/SNOWTAM system) should be updated, as applicable, to enable issuing, receiving, storing and retrieval of SNOWTAM in the new format.

6.5. The State's national GRF implementation team (including airport authorities, ATS, CAA, users, AIS/NOF, etc.) should ensure that the required coordination, awareness, training, processes, procedures, etc. are in place.

6.6. The national GRF implementation team may elect to publish an Aeronautical Information Circular (AIC) through the Aeronautical Information Services (AIS) to: - *provide a summary of the implementation process and mechanisms*; - *raise awareness among all stakeholders by providing information about the GRF and the new SNOWTAM format*; - *detail responsibilities of each stakeholders involved (airports, NOF, ATS, users, etc.)*; - *explain coordination processes between airports, NOF, ATS, etc.*; - *provide implementation plan/timelines*; - *prepare for tests, if any*; and – *provide any other information that could be useful to facilitate the implementation.*

*Note 1. – a sample AIC Template is provided at **Attachment B** to this document. However, the content of the AIC depends on the information and the arrangements required in each State.*

**REFERENCES:**

- *Procedures for Air Navigation Services (PANS) — Aeronautical Information Management (PANS-AIM, Doc 10066)*
- *Procedures for Air Navigation Services (PANS) — Aerodromes (PANS-Aerodromes, Doc 9981)*
- *Annex 14 to the Convention on International Civil Aviation, Volume 1 – Aerodrome Design and Operations*
- *Assessment, Measurement and Reporting of Runway Surface Conditions (ICAO Circular 355)*

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**Attachment A:**  
**Frequently asked questions/issues related to the SNOWTAM format and EAD policy/approach**  
*(Items highlighted in orange are AIS-related issues which need immediate attention)*

	Question/Issue	Comment/Initial analysis	Remarks (Impact, if the issue is not resolved)	EAD implementations policy/approach
1	Old SNOWTAM format (availability after 5 NOV 2020) - Will <u>all</u> States issue the SNOWTAM under the new format?	Linked to item 2 below	Possible rejection by regional and national AIS databases and users if some States continue to issue the SNOWTAM in the old format after 5 November 2020	<p>For EAD-migrated clients (B2B and B2C), ONLY the new format will be available. For non-migrated clients (WW SNOWTAM received via AFTN), EAD will also accept the OLD format, which will be automatically converted to the new format in the following way:</p> <ul style="list-style-type: none"> <li>- SNOWTAM header, including number</li> <li>- Item A) – Aerodrome Location Indicator</li> <li>- Item B) – Date/Time of assessment (without repetition)</li> <li>- Item C) – RWY designation number (without repetition)</li> <li>- Copy of the original SNOWTAM text, from Item B) to Item T) – Plain language remark</li> <li>- No validation</li> </ul> <p>Example of old format processing:</p> <p><u>Original SNOWTAM in OLD Format</u></p> <p>SWED0012 EDDK 11042330            (SNOWTAM 0012            A) EDDK            B) 11042330 C) 14L F) 2/2/2 G) 30/30/40 H)            5/5/5            B) 11042325 C) 14R F) 5/5/5 G) 30/30/40 H)            3/3/3            B) 11042320 C) 07 F) 5/5/5 G) 40/30/30 H) 2/3/2            R) 2 S) 12300800            T) RWY CONTAMINATION 100 PERCENT.            SNOW REMOVAL IN PROGRESS)</p> <p><u>SNOWTAM autostored in EAD</u></p> <p>SWED0012 EDDK 11050145</p>

Guidance on the Issuance of SNOWTAM

	Question/Issue	Comment/Initial analysis	Remarks (Impact, if the issue is not resolved)	EAD implementations policy/approach
				<p>(SNOWTAM 0012 EDDK 11050145 14L THIS SNOWTAM WAS PUBLISHED BY ORIGINATOR IN OLD FORMAT. SNOWTAM STORED IN EAD DATABASE WITHOUT ANY VALIDATION CHECKS. TEXT PROVIDED FOR SAFETY REASON ONLY. QUOTE B) 11042330 C) 14L F) 2/2/2 G) 30/30/40 H) 5/5/5 B) 11042325 C) 14R F) 5/5/5 G) 30/30/40 H) 3/3/3 B) 11042320 C) 07 F) 5/5/5 G) 40/30/30 H) 2/3/2 R) 2 S) 12300800 T) RWY CONTAMINATION 100 PERCENT. SNOW REMOVAL IN PROGRESS) UNQUOTE</p>
2	Worldwide implementation status monitoring and reporting	How will States' plans and eventually their status of implementation be monitored? (linked to item 1 above) It is proposed to establish an online dashboard to monitor States' plans and their implementation status.	This may lead to the circumstances detailed in item 1 above. It may lead to non-harmonised implementation by various States.	
3	Transition concept => At 00.00 UTC, 5 NOV 2020 - What happens to the validity of SNOWTAM messages issued on 4 NOV? - From 5 NOV – 8H (instead of 24H) - What shall be the Validity for SNOWTAM that are received in the OLD Format after 5th NOV 2020?	From 5 November 2020 at 0000 UTC, all SNOWTAMs will be valid for 8 hours. States should issue an old-format SNOWTAM at the end of 4.11.20 (2359 UTC) to cancel the old-format SNOWTAM and then issue a new SNOWTAM in the new format instead immediately after 0000 UTC This should be clarified by ICAO and be included in guidance material.	If this is not done, there will be both old- and new-format SNOWTAMs on 5 November, which could lead to some of the old SNOWTAMs being missed (because the systems will execute the new rules after 0000 UTC).  The issue is addressed in the "Guidance for the issuance of SNOWTAM", para. 3.3 note 2.	After 5 <sup>th</sup> NOV, the validity of SNOWTAM in EAD will be 8H regardless of the format. With that in mind SNOWTAMs will be automatically invalidated (will not appear in the PIB) after 8 hours based on observation time indicated in an Abbreviated Heading  <b><u>EAD Transition concept</u></b>  EAD will start to automatically convert stored valid OLD SNOWTAMs from one day prior to the activation date. The automatic conversion will follow the same process as described under P.1 above. These automatically converted SNOWTAMs will be stored in the database but not used for production (they will not appear on

Guidance on the Issuance of SNOWTAM

	Question/Issue	Comment/Initial analysis	Remarks (Impact, if the issue is not resolved)	EAD implementations policy/approach
				<p>the Saved SNOWTAM list nor in the PIB) until the activation of the NEW format. As soon as the NEW format is activated, the system will use the previously auto-converted SNOWTAMs for production use (i.e. they will show in the Saved SNOWTAM list and be used in the PIB). As the CONVERTED SNOWTAMs (like the NEW ones) are valid for 8 hours, OLD SNOWTAMs created more than 8 hours before the activation date (00.00 UTC, 5 NOV 2019) will no longer be valid on the activation date (regardless of their initial 24-hour validity at the time of their creation).</p> <p>SNOWTAMs created after 5 NOV 2019 will automatically replace and invalidate SNOWTAMs existing for the same Aerodrome regardless of the message format:</p> <ul style="list-style-type: none"> <li>• NEW SNOWTAM stored after 5.11.20 will also replace OLD/CONVERTED/NEW-format SNOWTAMs for the same Aerodrome</li> <li>• OLD SNOWTAMs processed as CONVERTED after 5.11. 20 will also replace OLD/CONVERTED/NEW-format SNOWTAMs for the same Aerodrome.</li> </ul>
4	<p>Repeating of the items in the Situational Awareness section (ILimitation of the ICAO specifications) No clear guidance on the repeating of the items in the Situational Awareness section except for this note:</p> <p>NOTES: 1. *Enter ICAO nationality letters as given in ICAO Doc 7910, Part 2 or otherwise applicable aerodrome identifier. 2. Information on other runways, repeat from B to H. 3. Information in the situational awareness section repeated for each runway, taxiway and apron. Repeat as applicable when reported. 4. Words in brackets ( ) not to be transmitted. 5. For letters A) to T) refer to the Instructions for the completion of the SNOWTAM Format, paragraph 1, item b).</p> <p>- Room for various interpretations on how to repeat items</p>	<p>Option 1. Repeat whole group of Item I) to Item S) for each runway separately. - Only some of items in the situational awareness section are related to runways, others are not (e.g. Items N, P, R). Option 2. Repeat each item (Item I) for different runways, then next item for different runways, up to item S)). - Items I) to S) occur one after the other (in the given order) but each item can be repeated for different runways. Option 3. Items appear in no</p>	<p>If not clarified, there would be different ways of ordering the items in the situational awareness section, which may lead to confusion and difficulty of understanding among users.</p> <p>The issue is addressed in the “Guidance for the issuance of SNOWTAM”, para. 3.9.</p>	<p>Incoming SNOWTAMs</p> <p>EAD will accept any order of Items in Situational Awareness Section on receiving SNOWTAMs.</p> <p>Outgoing SNOWTAMs</p> <p>The Situational Awareness Section text will be <b>automatically regenerated</b> with the following structure:</p> <p><b>1. Runway groups</b> Runway-related items repeated as a group. Provided more runways are reported, the output will be sorted by runway designator (ascending number, identical numbers in the order L, C, R)</p>

Guidance on the Issuance of SNOWTAM

	Question/Issue	Comment/Initial analysis	Remarks (Impact, if the issue is not resolved)	EAD implementations policy/approach
		<p>particular order (except for Item T, being the last).</p> <p>- Option 3 is the <b>most flexible and preferable</b> approach as it would also accept examples from options 1 and 2.</p>		<p>(e.g. items for 09L, 09C, 09R). Note: Item I) (Reduced Runway Length) may also contain the other runway direction (not the lower number). Item I), however, will still be in the same group as the other items related to this runway (even though they are using the lower number).</p> <p><b>2. <u>Drifting Snow</u></b> Note that the DRIFTING SNOW (Item J)) information is provided only once as it is not runway-specific. This, however, depends on the EAD system parameter {SNOWTAM_2020_DRIFTING_PER_RWY}. If the parameter value is changed from the default “N” to “Y”, then Item J) is also generated inside each runway group with a similar text structure as the other items: RWY nn [L] or nn [C] or nn [R] DRIFTING SNOW</p> <p><b>3. <u>Taxiway groups</u></b> If items N) and P) are provided for a taxiway, they will be reported in that order. For unrelated N) and P) items, the N) items will be reported first, followed by the P) items. This is also valid for cases where Item P) contains ALL TWYS POOR. The sorting will also follow the taxiway designators, whereas ALL TWYS POOR will be the last item.</p> <p><b>4. <u>Aprons groups</u></b> <b>5. <u>Item S)</u></b> <b>6. <u>Item T)</u></b></p>
5	<p>Item J) says to simply insert “DRIFTING SNOW“ (when reported) without the RWY designator. Nevertheless Item K) says to insert the lower RWY designator and with a space “LOOSE SAND” (if LOOSE SAND is reported on the RWY). What is the logic behind the two different cases, one with the RWY designator and the other without? <i>Ref.: PANS-AIM 10066, Appendix 4 SNOWTAM Format applicable on 5 November 2020, Instructions for Item J) and Item K)</i></p>	<p>Is RWY Designator needed for Drifting Snow (as for the loose sand)? (This item has a link with item 6 above.)</p>	<p>Drifting snow is an ensemble of snow particles raised by the wind to small heights above the ground (WMO definition).</p> <p>Drifting snow refers to the airport (whole movement area) not to a specific runway.</p>	<p>EAD will implement the EAD system parameter {SNOWTAM_2020_DRIFTING_PER_RWY}. By default, this parameter will be set to “N”. In this case, DRIFTING SNOW (Item J)) information is provided only once as it is not runway-specific. If ICAO decides that the RWY ID must be presented, the EAD parameter will be changed from the default “N” to “Y” and then Item J) will</p>



Guidance on the Issuance of SNOWTAM

	Question/Issue	Comment/Initial analysis	Remarks (Impact, if the issue is not resolved)	EAD implementations policy/approach
		<p><b>Item G is mandatory and not conditional.</b></p> <p>Item G — Condition description for each runway third. Insert any of the following conditions for each runway third, separated by an oblique stroke.</p> <p>COMPACTED SNOW            DRY SNOW            DRY SNOW ON TOP OF COMPACTED SNOW            DRY SNOW ON TOP OF ICE            FROST            ICE            SLUSH            STANDING WATER            WATER ON TOP OF COMPACTED SNOW            WET            WET ICE            WET SNOW            WET SNOW ON TOP OF COMPACTED SNOW            WET SNOW ON TOP OF ICE            DRY (only reported when there is no contaminant)</p> <p><i>Note.— When the conditions are not reported, this will be signified by the insertion of a hyphen (-) for each appropriate runway third(s).</i></p> <p><b>- The general descriptions says that Item G is mandatory and then includes this condition in a bracket.</b></p> <p>j) <b>Mandatory information is:</b></p> <ol style="list-style-type: none"> <li>1) AERODROME LOCATION INDICATOR;</li> <li>2) DATE AND TIME OF ASSESSMENT;</li> <li>3) LOWER RUNWAY DESIGNATOR NUMBER;</li> <li>4) RUNWAY CONDITION CODE FOR EACH RUNWAY THIRD; and</li> <li>5) CONDITION DESCRIPTION FOR EACH RUNWAY THIRD (when runway condition is reported 1-5)</li> </ol> <p><b>PANS Aerodrome says that item G is mandatory without any condition.</b></p> <p><b>Clarification needed by ICAO (Should it be mandatory – with no condition – everywhere in PANS AIM as well?)</b></p>		
9	Need for an AIC template (sample) for AISPs in order to use it for announcement of their plans and details on the implementation of GRF and the new SNOWTAM format	<p>The AIC will be a good tool for States to put their national plan together and carry out the necessary coordination among their national stakeholders. It will provide good evidence for ICAO to monitor the situation with the various States. It will also be useful for users.</p> <p>Some States have started developing an AIC template. It is possible to</p>	<p>Lack of awareness of stakeholders of the implementation</p> <p>Some States already have their own AICs which could be distributed to all States.</p> <p>Sample AIC template is provided as appendix B of the “Guidance for the issuance of SNOWTAM”.</p>	

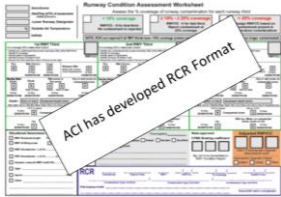
Guidance on the Issuance of SNOWTAM

	Question/Issue	Comment/Initial analysis	Remarks (Impact, if the issue is not resolved)	EAD implementations policy/approach
		work with those States to make a general template to be used by all States.		
10	Need for guidance material (as part of Doc 8126 or any type of GM) describing the implementation guidelines and explaining the SNOWTAM format and elements in more detail	As a first step (quick action), a brief document could be developed (by a group of volunteers) to include the following: - the missing codes of the SNOWTAM format and the clarifications needed as explained in the items above; - details on each element of the SNOWTAM format; - some implementation guidelines. This document should be published by ICAO as a matter of priority through a mechanism which does not involve a long process (this should be issued as soon as possible but not later than December 2019). The second step would be for ICAO to later include the provisions of this document in the PANS AIM and Doc 8126, as appropriate.	Confusion and lack of sufficient knowledge and information for NOFs may lead to non-implementation or difficulties for AISPs.  Development of “Guidance for the issuance of SNOWTAM” would form the basis for future inclusion in DOC 8126	
11	There is a need for training material and a course specifically for AIS staff.	ACI has developed a course for airport operators. IATA is developing course for airline operators. No specific course exists for AIS. A half-day CBT course is proposed for development by ICAO (to be available as soon as possible) (or classroom course – tbd). The volunteer group (mentioned in item 10) could put the training materials together using the current PANS AIM and PANS Aerodrome provisions as well as the guidance material which they develop (referred to in the previous item).	Lack of sufficient knowledge among AIS staff and difficulty with implementation (as raised by many States’ AISPs)  Development of “Guidance for the issuance of SNOWTAM” would help.	Web-based training prepared by EUROCONTROL concerning general information related to the changes with a <b>new</b> SNOWTAM form might be provided.
12	The Validity of SNOWTAMs after 5 November 2020 is 8 hours and before that it was 24 hours. After the publication of the PANS AIM, the validity of both SNOWTAM formats	This item should be 24 hours. This must be a typographical error.		

Guidance on the Issuance of SNOWTAM

	Question/Issue	Comment/Initial analysis	Remarks (Impact, if the issue is not resolved)	EAD implementations policy/approach
	(the one up to 5 NOV and the one after 5 NOV) are both written as 8 hours (probably because of a printing error). <i>Ref.: PANS-AIM Doc 10066, Appendix 4 SNOWTAM Format (applicable until 4 November 2020), page App. 4-2, 1. General-item d)</i>			
13	Conditional Fields, Items E), F): What has to be inserted for the other two thirds if the condition applies only to one third of the RWY (and the other two thirds are dry and clean)? Example: C) Runway 09 D) RWYCC 6/6/5, G) DRY/DRY/STANDING WATER: Question for E) and F): E) ?/?/100, F) ?/?/04 <i>Ref.: PANS-AIM Doc 10066, Appendix 4 SNOWTAM Format applicable on 5 November 2020, Instructions 2. Item E) Note 1 and 2; Item F) Note 1 and 2</i>	According to PANS AD, Item E is not reported for one runway third if it is dry or less than 10% covered. Examples: 25/50/100 NR/50/100 if contaminant coverage is less than 10% in the first third, 25/NR/100 if contaminant coverage is less than 10% in the middle third, 25/50/NR if contaminant coverage is less than 10% in the last third.	The problem has been resolved (closed).	
14	Item F) (Depth of loose contaminant): The field condition is not clear in case of a depth below the minimum values for the contamination of slush, wet snow and dry snow. Which values have to be inserted in those cases in item F) and G). <i>Ref.: PANS-Aerodromes II-I-13 Table II-I-2, Notes 1-3</i>	According to PANS AD, the value could be below the minimum in the case of significant changes. Here are examples from 9981: 04/06/12 [STANDING WATER] 02/04/09 [SLUSH] 02/05/10 [WET SNOW or WET SNOW ON TOP OF ...] 02/20/100 [DRY SNOW or DRY SNOW ON TOP OF]	The problem has been resolved (closed).	
15	Validity 8 hours: It is not clear whether a series of SNOWTAMs should end with a final SNOWTAM reporting “DRY – RWYCC 6”, or if no SNOWTAM is issued after 8 hours, does it mean that there is no longer any contamination. What is the valid status of the contamination if no SNOWTAM is issued after 8 hours? <i>Ref.: PANS-Aerodromes Doc 9981, Part II, Chapter 1 applicable on 5 November 2020, 1.1.3.2</i>	Either the reported runway surface condition ends as a result of the issuing of a SNOWTAM reporting RWYCC 6, or the SNOWTAM expires after 8 hours. If no SNOWTAM is issued after 8 hours, the previous SNOWTAM is considered to have “expired” and it should be understood that there is no longer any contaminant on the runway.	The problem has been resolved (closed).	
16	The new ICAO SNOWTAM FORMAT cannot be used for manual entries in the form (owing to lack of space). How should a manual entry be made in practice, e.g. in field G), or if several entries have to be made in the Situational Awareness	Airport operators should develop their own form (Runway Condition Report – RCR) to collect runway surface condition data (based on the GRF	This is related to airport operator (not AIS/AIM).	

Guidance on the Issuance of SNOWTAM

	Question/Issue	Comment/Initial analysis	Remarks (Impact, if the issue is not resolved)	EAD implementations policy/approach
	<p>Section?  <i>Ref.: PANS-AIM Doc 10066, Appendix 4 SNOWTAM Format applicable on 5 November 2020</i></p>	<p>provisions). When the RCR is filled in, it should be sent to the NOF. The RCR form should be in line with the SNOWTAM format (so as to be easily understandable for NOF personnel and able to be copied into SNOWTAM format by the NOF) On the NOF side, the NOTAM/SNOWTAM system should be updated in line with the new format, in order to accept the new entries.</p> <p>ICAO may provide a sample RCR form for airport operators.</p> 		
17	<p>The Acronym “SNOWTAM” is obviously not applicable to those conditions which are related only to water/standing water or loose sand – especially in regions which never have snow and have therefore never issued a SNOWTAM. A new acronym which is better related to RWY conditions should be created.</p>	<p>The new SNOWTAM could also be issued where there is standing water not necessarily associated with snow. However, there is no short plan currently to change the acronym. The IMP (WG-A) is conducting a thorough review of the NOTAM system. WG-A should be informed of this comment.</p>	<p>This is not an immediate problem (but should be considered by the IMP in future NOTAM improvements).</p>	
18	<p>Item F) (Depth of loose contaminant): Significant changes for standing water and slush: What is the reason for the upper limit for the significant change? What action is to be taken if a change of more than the upper limit occurs?  <i>Ref.: PANS-Aerodromes II-I-13 Table II-I-2</i></p>	<p>Clarification needed</p>	<p>This is related to airport operator (not AIS/AIM).</p>	
19	<p>Item G) (Condition Description): It is clear that there could be different conditions on each third of the RWY. It is not clear whether it is possible to insert more than one condition on a single third of the RWY. If this is the case (contrary to our</p>	<p>The dominant contamination or the one which may have the most severe safety consequences should normally be reported.</p>	<p>The problem has been partially resolved.</p>	

Guidance on the Issuance of SNOWTAM

	Question/Issue	Comment/Initial analysis	Remarks (Impact, if the issue is not resolved)	EAD implementations policy/approach
	<p>expectations), how must those conditions be inserted? (Syntax!)  <i>Ref.: PANS-AIM Doc 10066, Appendix 4 SNOWTAM Format applicable on 5 November 2020, Instructions for Item G)</i></p>	<p>(Please read ICAO Circular 355, paragraph 4.47, for more details on “Multiple Contaminants”.)</p>		
20	<p>Item I) – Reduced runway length: conditional: only when a NOTAM has been published with a new set of declared distances. Does this mean that a NOTAM containing the new RWY length has to be issued in addition to the SNOWTAM if the clearance does not cover the whole length of the RWY, or does it mean that the reduced RWY length has to be inserted if a NOTAM was published concerning the reduced RWY length (of the dry RWY)?  <i>Ref.: PANS-AIM Doc 10066, Appendix 4 SNOWTAM Format applicable on 5 November 2020, Instructions for Item I), in particular Note to Item)</i></p>	<p>It can be understood from the note to Item I) that: when runway length is reduced owing to the closure of part of a runway (as a result of contaminant on the runway which has not been cleared), a SNOWTAM should be issued with the new runway length (Item I) and a NOTAM should also be issued together with the SNOWTAM to indicate the new declared distances.                      The SNOWTAM is not the consequence of the NOTAM or vice versa. Both should be issued as a consequence of the closure of part of a runway due to a contaminant.                      The wording of the note may have caused confusion (ICAO to consider).</p>	<p>The problem has been partially resolved.</p>	
21	<p>MEASURED FRICTION COEFFICIENT (Item S)                      a. In order to be able to recognise Item S and not to confuse it with Item T (text) during SNOWTAM processing/parsing, it is necessary to know the format of Item S. In the current Annex 15, it is a single digit for each third of the runway, separated by an oblique stroke (/): 5/5/5.                      Will this format remain the same?</p>	<p>Automated systems might need to have a defined format for Item S in order for this item to be recognised and also to allow Item S and the next item (Item T) to be distinguished.                      Clarification needed by ICAO</p>	<p>Confusion for automated systems to recognize and analyse SNOWTAM messages</p>	

**Attachment B:  
Sample AIC Template**

[AIC HEADER]	AIC n /2020 1 XXX 20
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**SUBJECT: IMPLEMENTATION OF THE GLOBAL REPORTING FORMAT (GRF)**

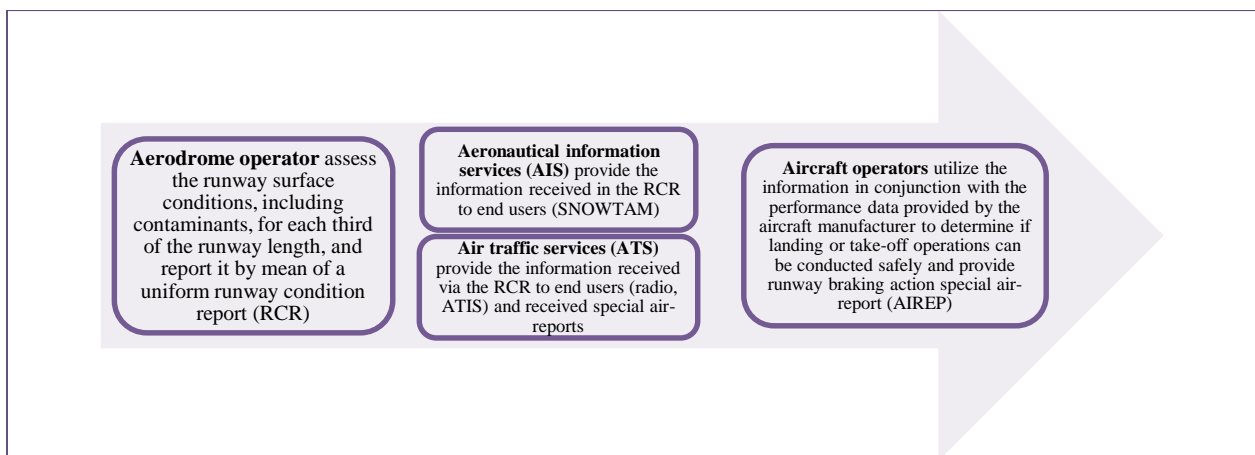
**1. INTRODUCTION:**

1.1. The new ICAO methodology for assessing and reporting runway surface conditions, commonly known as the Global Reporting Format (GRF), enables the harmonized assessment and reporting of runway surface conditions and a correspondingly improved flight crew assessment of take-off and landing performance.

The GRF, applicable on **5 November 2020**, is described through amendment 13-B to Annex 14 — *Aerodromes*, Volume I — *Aerodrome Design and Operations*; Annex 3 — *Meteorological Service for International Air Navigation*; Annex 6 — *Operation of Aircraft*, Part I — *International Commercial Air Transport — Aeroplanes and Part II — International General Aviation — Aeroplanes*; Annex 8 — *Airworthiness of Aircraft*; Annex 15 — *Aeronautical Information Services and Procedures for Air Navigation Services (PANS) — Aerodromes (PANS-Aerodromes, Doc 9981), Aeronautical Information Management (PANS-AIM, Doc 10066) and Air Traffic Management (PANS-ATM, Doc 4444)*.

In addition, supporting material is available in Circular 355, *Assessment, Measurement and Reporting of Runway Surface Conditions* and in the Doc 10064 *Aeroplane Performance Manual* (in preparation).

**2. FLOW OF INFORMATION:**



2.1 **Collection of information:** *aerodrome operator* is responsible to assess the condition of the runway for each third of the runway and issue a Runway Condition Report (RCR). This report contains the RWYCC (Runway Condition Code) and information which describes the runway surface condition: type of contamination, depth, coverage for each third of the runway, etc. and other relevant information.

This code is derived from the Runway Condition Assessment Matrix (RCAM) and associated procedures for downgrading and upgrading.

*Note – Details of the Global Reporting Format is contained in the Procedures for Air Navigation Services (PANS) — Aerodromes (PANS-Aerodromes, Doc 9981) and ICAO Circular 355 (Assessment, Measurement and Reporting of Runway Surface Conditions).*

Runway condition assessment matrix (RCAM)			
Assessment		Downgrade assessment criteria	
Runway condition code	Runway surface description	Aeroplane deceleration or directional control observation	Pilot report of runway braking action
6	• DRY	---	---
5	• FROST • WET (The runway surface is covered by any visible dampness or water up to and including 3 mm depth) <i>Up to and including 3 mm depth:</i> • SLUSH • DRY SNOW • WET SNOW	Braking deceleration is normal for the wheel braking effort applied AND directional control is normal.	GOOD
4	<i>–15°C and Lower outside air temperature:</i> • COMPACTED SNOW	Braking deceleration OR directional control is between Good and Medium.	GOOD TO MEDIUM
3	• WET (“slippery wet” runway) • DRY SNOW or WET SNOW (any depth) ON TOP OF COMPACTED SNOW <i>More than 3 mm depth:</i> • DRY SNOW • WET SNOW <i>Higher than –15°C outside air temperature:</i> • COMPACTED SNOW	Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced.	MEDIUM
2	<i>More than 3 mm depth of water or slush:</i> • STANDING WATER • SLUSH	Braking deceleration OR directional control is between Medium and Poor.	MEDIUM TO POOR
1	• ICE	Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced.	POOR
0	• WET ICE • WATER ON TOP OF COMPACTED SNOW • DRY SNOW or WET SNOW ON TOP OF ICE	Braking deceleration is minimal to non-existent for the wheel braking effort applied OR directional control is uncertain.	LESS THAN POOR

## 2.2 Dissemination of information:

- *Aeronautical information services (AIS)* provide the information received in the RCR to end users through SNOWTAM in the new format.

*Note – Details of the new SNOWTAM format is contained in the Procedures for Air Navigation Services (PANS) — Aeronautical Information Management (PANS-AIM, Doc 10066). Additional information on the SNOWTAM format could be found in the ICAO EUR/NAT Guidance on the Issuance of SNOWTAM.*

- *Air traffic services (ATS)* provide the information received via the RCR to end users through radio, ATIS, etc. and received special air-reports.

2.3 **Using the information:** *Aircraft operators* utilize the information in conjunction with the performance data provided by the aircraft manufacturer to determine if landing or take-off operations can be conducted safely and provide runway braking action special air-report (AIREP).

### 3. IMPLEMENTATION PLAN:

#### *Date of implementation*

3.1. The new ICAO GRF including the new SNOWTAM format will be implemented in [*Name of State*] on 5 November 2020 at 0000 UTC.

3.2. The National GRF Implementation Plan of [*Name of State*] is contained at **Attachment** to this AIC.

#### *National GRF implementation Team*

3.3. [*provide some information about your national GRF implementation team which is in charge of planning and implementation of GRF at the national level*]

#### *Stakeholders involved*

3.4. The following stakeholders in [*Name of State*] are involved in the implementation of the GRF:

- Aerodromes:
  - [*Name of concerned aerodromes*]
  - [*Name of concerned aerodromes*]
  - [*Name of concerned aerodromes*]
- Air Traffic Services (ATCOs)
- Aeronautical Information Services (International NOTAM Office)
- Airlines (flight operations departments, dispatchers, pilots)
- Civil Aviation Authority

#### *Coordination between aerodromes, AIS (NOF) and ATS units*

3.5. [*explain the mechanisms and processes of coordination between aerodromes, ATS and AIS, point of contacts, etc. or refer to the other local procedure that contains this information, if available*]

#### *Training and awareness*

3.6. [*explain the awareness, training and promotion activities on GRF, SNOWTAM and other relevant provisions that are planned for different stakeholders*]

#### *Tests and trials*

3.7. [*insert information about your planned tests and trials, if any*]

#### *Other information*

3.8. [*include any other information that may be useful*]

**GRF Implementation Plan/Checklist (Sample)**

ID	TASK	WHO	WHEN	REMARKS
GRF 1	<p><b>Establish a GRF implementation team</b> at the State Level</p>	<p>State GRF implementation team</p> <ul style="list-style-type: none"> <li>- CAA (<i>responsible entity for implementation</i>)</li> <li>- Aerodromes (<i>name of the concerned ADs</i>)</li> <li>- ANSP/ATS (<i>name it</i>)</li> <li>- Airlines (<i>name of airlines concerned</i>)</li> <li>- AIM (NOF)</li> </ul>	[planned date]	
GRF 2	<p><b>Educate</b> by reviewing the following <b>documentation</b>:</p> <ul style="list-style-type: none"> <li>- ICAO Circular 355</li> <li>- Annex 14</li> <li>- PANS ADR</li> <li>- ICAO GRF Symposium presentations</li> <li>- ICAO Doc 10064</li> <li>- ICAO Doc 10066</li> <li>- EUR Guidance on SNOWTAM</li> </ul> <p><b>Educate by attending:</b></p> <ul style="list-style-type: none"> <li>- ICAO Regional Workshops</li> </ul> <p><b>Educate by conducting:</b></p> <ul style="list-style-type: none"> <li>- State Level Workshops/Seminars</li> </ul>	<p>State GRF implementation team</p> <ul style="list-style-type: none"> <li>- In coordination with national bodies representing airports, ANSPs, Airlines, AIM, etc.</li> </ul>	[planned date]	
GRF 3	<p><b>Promote</b> GRF in context of safety by developing:</p> <ul style="list-style-type: none"> <li>- brochures</li> <li>- website material</li> </ul>	<p>State GRF implementation team</p> <ul style="list-style-type: none"> <li>- distribution should also include GA/BA and Military</li> </ul>	[planned date]	
GRF 4	<p><b>Train relevant stakeholders on GRF</b> (likely computer based training as provided by e.g. ACI)</p> <p><b>Train relevant groups that interface with customers on GRF</b> so they can brief their customers when on audit/inspections</p>	<p>Relevant stakeholders:</p> <ul style="list-style-type: none"> <li>- ACI</li> <li>- IATA</li> <li>- IFATCA</li> <li>- IFALPA</li> </ul> <p>State GRF implementation team assures training for:</p> <ul style="list-style-type: none"> <li>- ADR/ATM</li> <li>- FO inspectors</li> </ul>	[planned date]	

Guidance on the Issuance of SNOWTAM

ID	TASK	WHO	WHEN	REMARKS
GRF 5	<b>Update SNOWTAM Format</b>	State GRF implementation team assures SNOWTAM template is updated by:  - AIM	[planned date]	
GRF 6	<b>Train on SNOWTAM Format</b>	State GRF implementation team assures training on SNOWTAM format by:  - AIM	[planned date]	
GRF 7	<b>Update AIP</b>	State GRF implementation team assures AIP is updated by:  - AIM	[planned date]	
GRF 8	<b>Conduct parallel test of GRF</b> , if applicable  <b>Conduct analysis</b> using archives of SNOWTAM & AIREPS (this should also be considered after implementation to identify errors)	State GRF implementation team coordinates parallel test with the necessary stakeholders:  - Airport operators - ANSP - CAA - Airlines - AIS	[planned date]	
GRF 9	xxx	-	[planned date]	
GRF 10	xxx	-	[planned date]	

- END -

ATM POINTS OF CONTACT

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**UPDATED: 05 June 2020**

	NAME	TITLE/ORGANIZATION	TEL/FAX NUMBER	E-MAIL
<i>ADM= Administration, AIS= Aeronautical Information Service, ARC= Asia/Pacific Region ATS Route Catalogue ATC= Air Traffic Control, CCT= Contingency Coordination Team, SAF= Safety, SAR= Search and Rescue</i>				
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ATM POINTS OF CONTACT

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<b>ADM</b>	Ms. So-hyun Park	Assistant Director Air Traffic Division Korea Office of Civil Aviation Ministry of Land, Infrastructure and Transport #11 Doum-ro 6, Sejong Special Self-governing City, 30103	Tel.: +82 44 201 4196 Fax: +82 44 201 5631	<a href="mailto:psohyon@korea.kr">psohyon@korea.kr</a> ;
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<b>AIS</b>	Mr. Asanga Senarath Bandara	Senior Electronics Engineer (Surveillance/ATM/AIM) / Project Manager of AIM System Implementation Project of Sri Lanka Airport & Aviation Services (Sri Lanka) Limited Electronics & Air Navigation Engineering Division Navigational Services Complex Bandaranaike International Airport, Katunayake	Tel: +94 76 824 2654, +94 11 226 3619 Fax: +94 11 225 2400	<a href="mailto:asanga.eane@airport.lk">asanga.eane@airport.lk</a> ; <a href="mailto:asangasenarath@gmail.com">asangasenarath@gmail.com</a> ;
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Terms of Reference of the AIS-AIM Implementation Task Force (AAITF)

The objectives of the Task Force are to:

- a) study means of aeronautical data management by civil aviation authorities and/or ATS providers in other regions including the aeronautical information exchange model (AIXM) and the electronic AIP (eAIP), promote the implementation of these methods/models in the Asia/Pacific Region;
- b) examine the means of aeronautical data exchange used in other regions and application in the Asia/Pacific Region;
- c) assist States to implement Quality Management Systems for aeronautical information in an expeditious manner;
- d) develop training material and conduct workshops on the Guidance Manual for AIS in the Asia/Pacific Region;
- e) develop guidance material for Static Data Procedures and the AIS Automation Plan;
- f) review and update the Guidance Manual taking into account amendments to ICAO SARPs, procedures and guidance material;
- g) monitor and review technical and operating developments in the AIS field especially in the area of automation and database management; and
- h) monitor the transition from AIS to AIM, and in particular monitor development of the replacement of Annexes 4 & 15, PANS-AIM (Doc 10066) and guidance documents under development by ICAO.

To achieve the above objectives, the Task Force shall consider:

1. results of the ICAO Information Management Panel (IMP);
2. amendments to Annex 4, Annex 15, PANS-AIM, the AIS Manual (Doc 8126), and the Aeronautical Chart Manual (Doc 8697); and
3. revisions to the EUROCONTROL *Operating Procedures for AIS Dynamic Data* (OPADD); and
4. implementation of the regional priorities and the performance objectives of the Asia/Pacific Seamless ATM ANS Plan.

The Task Force will report to the ATM Sub-Group of APANPIRG

*(Adopted by the 14<sup>th</sup> Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group, 2003, and amended by the 20<sup>th</sup> and 21<sup>st</sup> Meetings of the ATM/AIS/SAR/SG and the 4<sup>th</sup> Meeting of the ATM/SG)*

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**AAITF TASK LIST**

(Last updated 24 May 2019)

	<b>ACTION ITEM</b>	<b>TIME FRAME</b>	<b>RESPONSIBLE PARTY</b>	<b>Status</b>	<b>REMARKS</b>
10.	Update AIS – AIM implementation status	Ongoing	All States/Secretariat	Open	
12.	Explore what opportunities or resources may be available for seminars or workshops on AIS – AIM	Ongoing	Secretariat	<del>Open</del> Closed	Ongoing routine activity Closed at AAITF/15
14.	Ensure States have minimum 2 registered ICARD_5LNC_PLANNERS	Ongoing	All States	Open	
9/2	Obtain clarification of the meaning of the AIM transition steps as detailed in the Roadmap for Transition from AIS to AIM	Ongoing	Secretariat	Closed	
9/7	Further enquiry on copyright protection agreements between States exchanging aeronautical information in accordance with Annex 15	31 August 2016	Secretariat	Closed	
10/1	States to register on and provide contact details for their focal point for the AIM information sharing website (Mongolia), and provide implementation status information.	Ongoing	States/Mongolia/Secretariat	Open	As at AAITF/13 – 20 Administrations provided POC.
10/2	States to provide information on whether their eAIP is generated from digital database	Ongoing	States	Closed	Conclusion APANPIRG/26/16

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	<b>ACTION ITEM</b>	<b>TIME FRAME</b>	<b>RESPONSIBLE PARTY</b>	<b>Status</b>	<b>REMARKS</b>
11/1	Investigate ICAO guidance on RAIM outage NOTAM	1 July 2016	Secretariat	Completed	
11/3	Review SNOWTAM provisions in OPADD	AAITF/15	Japan/Secretariat	<del>Open</del> Closed	Cross-reference with new Annex 15 and PANS-AIM applicable effective November 2018. Closed at AAITF/15. New SNOWTAM guidance provided pending routine update of OPADD.
11/4	Review systems and local procedures/manuals used for NOTAM service and Pre-Flight Information Service against Guidance Manual for AIS in the Asia/Pacific Region Report issues to Secretariat	<del>AAITF/15</del> AAITF/16	APAC Administrations	Open	<del>Updated AAITF/14</del> Updated AAITF/15 To be closed at AAITF/16 if no information received
11/5	Check status of close proximity <del>duplicates duplicated</del> 5LNC within 1000NM	Ongoing	APAC Administrations/ Secretariat	Open	AAITF/11 WP/8 <del>Updated AAITF/14</del> Updated AAITF/15
11/8	Report on the outcome of the AIM Prescribed Working Group of the Information Management Panel (IMP) and the AIM Steering Group	Ongoing	Secretariat	Open	AAITF/13 Updated to include AIM Steering Group
11/9	Review amendments to Annexes 4 and 15, new PANS/AIM and new or amended guidance material, and report to AAITF.	Ongoing	States/Secretariat	Open	

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	<b>ACTION ITEM</b>	<b>TIME FRAME</b>	<b>RESPONSIBLE PARTY</b>	<b>Status</b>	<b>REMARKS</b>
12/1	Guidance on English language translation of information received by AIS in non-English speaking States.	AAITF/14	SWG/Secretariat	Closed	Include guidance on quality managed English language translation in the Regional AIM Plan
12/2	Seek clarification of requirements for promulgation of information on temporary runway or taxiway closures	AAITF/14	Secretariat	Completed	What should be by NOTAM, what should be by AIP amendment, etc?
12/3	Update AIM Points of Contact details	Ongoing	States	Open	
12/5	Guidance on inter-state coordination of aeronautical information into Regional AIM Plan	AAITF/13	SWG	Closed	Information Exchange Guidance in AIS Manual Vol IV expected Q4 2021
13/1	Develop plans for State time allocations and activities for RNP APCH identifier transition	AAITF/14	All Asia/Pacific Administrations	Completed	AAITF/13 WP/12
13/2	Develop proposal for harmonized format of NOTAMs for FUA	ATM/SG/6	India, Japan, Thailand	Completed	ATM/SG/5 task referred to AAITF.
13/3	Follow-up with ICAO HQ on finalization of Doc 9881 and other AIM-related guidance documents.	<del>AAITF/15</del> AAITF/16	Secretariat	Open	AAITF/13 5.49 Updated AAITF/15
13/4	Periodic sampling of NOTAM PIB to examine the proliferation of PERM and long-term temporary NOTAMs	Ongoing	Secretariat, Viet Nam, USA	Open	AAITF/13 6.7
14/1	Check and report on progress in development of specifications for Digital NOTAM	<del>AAITF/15</del> AAITF/16	Secretariat	Open	AAITF/14

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	<b>ACTION ITEM</b>	<b>TIME FRAME</b>	<b>RESPONSIBLE PARTY</b>	<b>Status</b>	<b>REMARKS</b>
14/2	Engage with Pacific Island States on NOTAM management	<del>30 September 2019</del> Ongoing	Secretariat/Fiji	Open	AAITF/14 – Fiji provides a NOTAM promulgation service for Pacific Island States. Address Management of PERM NOTAM and any other noted issues.
14/3	Collect data on circumstances for which there is no suitable NOTAM Code, propose suitable codes, forward to ICAO HQ technical panel Secretary.	30 November 2019	Hong Kong China, India, Secretariat	<del>Open</del> Closed	Secretariat to provide spreadsheet for data collection Updated AAITF/15 New Action Item 15/5 refers.
14/4	Register ATS routes in ICARD	Open	All APAC Administration	Open	Subject to State Letter notification.
15/1	Coordinate on evidence to support deletion of ANS Deficiencies	30 September 2020	Secretariat, Thailand	Open	AAITF/15 Report 4.12
15/2	Coordinate on evidence to support deletion of ANS Deficiency	30 September 2020	Secretariat, Indonesia	Open	AAITF/15 Report 4.13
15/3	Coordinate with ICAO HQ on the matter of military-only (non-published) 5LNCs included in global list of 5LNCs (2018)	12 June 2020	Secretariat	Open	AAITF/15 Report 5.24
15/4	Provide April checklist of valid NOTAM to Regional Office by 30 April each year	Ongoing	All APAC Administrations	Open	AAITF/15 Report 5.41
15/5	Provide supporting information, references and number of cases	31 August 2020	APAC Administrations	Open	AAITF/15 Report 5.51

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	<b>ACTION ITEM</b>	<b>TIME FRAME</b>	<b>RESPONSIBLE PARTY</b>	<b>Status</b>	<b>REMARKS</b>
	observed for proposed NOTAM Codes				
15/6	Draft Guidance for Postponement of Changes of Aeronautical Information Distributed under AIRAC	AAITF/16	China, India, Indonesia, Maldives, Nepal, Pakistan, Singapore, Thailand, Viet Nam, IATA.	Open	AAITF/15 Report 6.3
15/6	Explore means of registering 5LNC already published in AIP that are not listed in the ICARD database (i.e. not listed anywhere among registered, reserved or available codes)	AAITF/16	Secretariat	Open	AAITF/15 WP/11